

CITY OF SAN MARINO
CITY COUNCIL AGENDA

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

John T. Schaefer, City Manager



www.cityofsanmarino.org

(626) 300-0700 Phone

(626) 300-0709 Fax

City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

WEDNESDAY, JULY 13, 2016
6:00 P.M.
CITY HALL
COUNCIL CHAMBER
2200 HUNTINGTON DRIVE
SAN MARINO, CA 91108

The City of San Marino appreciates your attendance. Citizens' interest provides the Council with valuable information regarding issues of the community.

Regular Meetings are held on the 2nd Wednesday of every month at 6:00 p.m. Adjourned Regular Meetings are held on the last Friday of every month at 8:00 a.m.

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (626) 300-0705 at least 48 hours prior to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

POSTING OF AGENDA

The agenda is posted 72 hours prior to each meeting at the following locations: City Hall, 2200 Huntington Drive, the Crowell Public Library, 1890 Huntington Drive and the Recreation Department, 1560 Pasqualito Drive. The agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>

PUBLIC COMMENTS

Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the City Council on any item of interest to the public, before or during the Council's consideration of the item, that is within the subject matter jurisdiction of the City Council.

MOTION TO WAIVE FURTHER READINGS

This action permits the City Council to act on ordinances and resolutions without having to read the entire text of the ordinance or resolution. The title of an ordinance on First Reading must be read in its entirety. An ordinance on Second Reading does not require having the title read. However, the City Council may request that an ordinance or resolution be read in its entirety before taking any action.

PRESENTATIONS

1. **INTRODUCTION OF NEW PARKS AND PUBLIC WORKS DIRECTOR/CITY ENGINEER DAN WALL**
2. **PRESENTATION OF PROCLAMATION RECOGNIZING JULY AS PARKS & RECREATION MONTH**
3. **RECOGNITION OF OUTGOING MEMBERS OF THE RECREATION COMMISSION: YU-WEN CHENG-TAYLOR AND JOHN FLYNN**
4. **RECOGNITION OF OUTGOING MEMBER OF THE PLANNING COMMISSION: BEN LUNDGREN**

APPOINTMENTS

5. **APPOINTMENTS TO THE DESIGN REVIEW COMMITTEE**

Recommendation: “A motion to 1) appoint Corinna Wong and John Dustin as Regular Members to serve on the DRC for terms ending June 30, 2018; 2) appoint Judy Johnson-Brody and Chris Huang as Alternate Members to serve on the DRC to fill the terms that will expire on June 30, 2017; and 3) re-appoint Kevin Cheng to serve on the DRC for a term ending June 30, 2018.”

CONTINUED BUSINESS**6. EXTENSION OF NORTHBOUND SAN MARINO AVENUE LEFT TURN LANE AT HUNTINGTON DRIVE**

Recommendation: “A motion to accept the recommendation of the TAC and to direct staff to implement the restriping of San Marino Avenue at Huntington Drive.”

7. HUNTINGTON DRIVE SAFE STREETS AND SAFE ROUTES TO SCHOOL CORRIDOR IMPROVEMENT PLAN - AD HOC ADVISORY COMMITTEE SELECTION

Recommendation: “A motion to approve staff recommendations for the Ad Hoc Committee Members for the *Huntington Drive Safe Streets and Safe Routes to School Corridor Improvement Plan*.”

CONSENT CALENDAR

Members of the public may at this time speak on any items on the Consent Calendar. After which, the Mayor will request members of the City Council to indicate if there are any items on the Consent Calendar that should be discussed individually. These items will be pulled from the Consent Calendar and acted on separately.

8. JUNE 2016 DISBURSEMENT REPORTS

Recommendation: “A motion to ratify and file the Disbursement Reports for the period ending June 30, 2016.”

9. APPROVAL OF MINUTES

Recommendation: “A motion to approve the City Council Minutes of the Adjourned Regular Meeting of May 27, 2016, the Special Meeting of June 8, 2016, and the Regular Meeting of June 8, 2016.”

10. AWARD OF CONTRACT TO ALL CITY MANAGEMENT FOR CROSSING GUARD SERVICES

Recommendation: “A motion to authorize the City Manager to execute an agreement approved by the City Attorney with All City Management for Crossing Guard services.”

11. APPROVAL OF EMPLOYMENT AGREEMENT FOR INTERIM CITY MANAGER

Recommendation: “A motion to approve the Employment Agreement between the City of San Marino and Cindy Collins for the services of Interim City Manager.”

NEW BUSINESS**12. SAN MARINO RESPONSE TO CIVIL GRAND JURY REPORT ON “APPOINTED COMMISSIONS: TRANSPARENCY WILL MAINTAIN THE PUBLIC TRUST”**

Recommendation: “A motion to direct the City Attorney to draft modifications to San Marino Municipal code prohibiting elected officials from simultaneously serving on the City Council and a City Commission, Board or Committee and to direct staff to report to the Grand Jury that San Marino agrees with the five recommendations and that they are all being implemented.”

13. APPROVAL OF THE 2016-2021 LIBRARY STRATEGIC PLAN

Recommendation: “A motion to adopt the 2016-2021 Library Strategic Plan as submitted and recommended by staff and the Library Board of Trustees.”

PUBLIC HEARINGS**14. GENERAL PLAN AMENDMENT FOR THE PROPERTIES LOCATED AT 375, 415, 475, 825, 835, 2233 HUNTINGTON DRIVE, 1625 AND 1635 CHELSEA ROAD, 1270 BELHAVEN ROAD (APN# 5332-002-010), 1265 SAN GABRIEL BOULEVARD (APN# 5332-002-009), 1620 CHELSEA ROAD (APN# 5335-005-001) 2020 HUNTINGTON DRIVE (APN# 5334-016-018), 2010 HUNTINGTON DRIVE (APN# 5334-016-017), & 1630 CHELSEA ROAD (APN# 5335-005-005) & 2000 HUNTINGTON DRIVE (APN#5334-016-016)**

Recommendation: “A motion to amend the General Plan Land Use Map and approve the Negative Declaration.”

15. APPEAL OF THE PLANNING COMMISSION’S DECISION TO DENY THE MODIFICATION TO CONDITIONAL USE PERMIT CUP13-32, MODIFICATION TO DESIGN REVIEW DRC13-83, MODIFICATION TO

VARIANCE V13-09, CONDITIONAL USE PERMIT CUP16-06, AND VARIANCE V16-03 - 1155 OAK GROVE AVENUE (THORNTON)

Recommendation: Staff recommends the City Council approve Variance Nos. V16-03, Modification to Variance V13-09, Modification to Conditional Use Permit Nos. CUP13-32, CUP13-33, CUP13-33, CUP13-34, CUP13-35, CUP13-36, CUP13-37 and CUP13-38, Conditional Use Permit CUP16-06 and the related design review action subject to the condition that the proposed exterior materials, colors, and textures match those found on the main residence and other improvements on the property.

16. FACTFINDING REPORT AND RECOMMENDATIONS IN THE MATTER OF THE IMPASSE BETWEEN THE CITY OF SAN MARINO AND THE SAN MARINO FIREFIGHTERS' ASSOCIATION (PERB CASE NO. LA-IM-3809-E)

Recommendation: “A motion to impose the following term and condition of employment with the SMFFA: That the City may at its sole discretion determine whether to staff the engine with four (4) or three (3) personnel.”

WRITTEN COMMUNICATIONS This is an opportunity to announce any written communications pertaining to the City received by members of the City Council.

COUNCIL REPORTS This is an opportunity for members of the City Council to inform the public of any meetings or conferences they may have attended.

CITY MANAGER'S REPORT This is an opportunity for the City Manager to inform the City Council and the public of any upcoming events or matters of interest to the Community.

CITY COUNCIL CALENDAR

Scheduling Dates for Future Council Meetings.

PUBLIC WRITINGS DISTRIBUTED

All public writings distributed by the City of San Marino to at least a majority of the City Council regarding any item on this agenda will be made available at the Public Counter at City Hall located at 2200 Huntington Drive, San Marino, California.

PUBLIC COMMENTS

The public may at this time speak regarding any city-related issue, provided that no action shall be taken on any item not appearing on the agenda. Any person desiring to speak should complete a Speaker's Form located at the entrance and hand it to the City Clerk. The Mayor reserves the right to place limits on duration of comments.

CLOSED SESSION

17. CONFERENCE WITH LABOR NEGOTIATOR – PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: Attorney, Steve Filarsky
City Manager, John Schaefer

Employee Organization: San Marino City Employees’ Association
representing General Employees

18. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: Attorney, Steve Filarsky
City Manager, John Schaefer

Employee Organization: San Marino Police Officers’ Association

19. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: Attorney, Steve Filarsky
City Manager, John Schaefer

Employee Organization: San Marino Fire Fighters’ Association

20. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (D) of Government Code Section 54956.9-(1) Case

RECONVENE TO OPEN SESSION

CLOSED SESSION REPORT

ADJOURNMENT

The San Marino City Council will adjourn to the next adjourned regular meeting to be held on **FRIDAY, JULY 29, 2016, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

Dated: July 7, 2016
Posted: July 7, 2016

VERONICA RUIZ, CMC
CITY CLERK

**INTRODUCTION OF NEW PARKS & PUBLIC
WORKS DIRECTOR/CITY ENGINEER DAN WALL**

AGENDA ITEM NO. 1

**PRESENTATION OF PROCLAMATION
RECOGNIZING JULY AS PARKS AND
RECREATION MONTH**

AGENDA ITEM NO. 2

**RECOGNITION OF OUTGOING MEMBERS OF
THE RECREATION COMMISSION: YU-WEN
CHENG-TAYLOR AND JOHN FLYNN**

AGENDA ITEM NO. 3

**RECOGNITION OF OUTGOING MEMBER OF THE
PLANNING COMMISSION: BEN LUNDGREN**

AGENDA ITEM NO. 4

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: [COUNCIL LIAISONS RICHARD WARD AND STEVE TALT]

DATE: [JULY 13, 2016]

SUBJECT: **APPOINTMENTS TO THE DESIGN REVIEW COMMITTEE**

BACKGROUND

The City Council has established a number of Boards and Commissions, which assist the City Council with a variety of issues, needs, and concerns. The Design Review Committee (DRC) consists of five (5) members and two (2) alternates. The appointments are typically recommended by the Council Liaisons with approval of the City Council. Section 23.15.01 of the San Marino City Code allows for DRC Members to serve no more than four (4) consecutive two (2) year terms. Currently there are three members whose terms are scheduled to expire June 30, 2016.

Notice for the upcoming vacancies was placed in the Tribune, Outlook, community newsletter, and on the City website.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

The Council Liaisons recommend the Council appointment of Corinna Wong and John Dustin as Regular Members, the appointment of Judy Johnson-Brody and Chris Huang as Alternate Members, and the re-appointment of Kevin Cheng to the Design Review Committee commencing July 1, 2016. If Council concurs, the appropriate action would be:

“A motion to 1) appoint Corinna Wong and John Dustin as Regular Members to serve on the DRC for terms ending June 30, 2018; 2) appoint Judy Johnson-Brody and Chris Huang as Alternate Members to serve on the DRC to fill the terms that will expire on June 30, 2017; and 3) re-appoint Kevin Cheng to serve on the DRC for a term ending June 30, 2018.”

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL
FROM: JOHN T. SCHAEFER, CITY MANAGER
BY: TERRY RODRIGUE, TRAFFIC ENGINEER
DATE: JULY 13, 2016
SUBJECT: **EXTENSION OF NORTHBOUND SAN MARINO AVENUE LEFT TURN LANE AT HUNTINGTON DRIVE**

Allan Yung, MD, Mayor
Richard Sun, DDS, Vice Mayor
Steven W. Huang, DDS, Council Member
Steve Talt, Council Member
Richard Ward, Council Member

BACKGROUND

On March 9th, 2016 City Council considered a recommendation from the Transportation Advisory Committee (TAC) to modify the northbound left turn lane on San Marino Avenue at Huntington Drive by 100 feet to increase stacking distance for northbound left turning vehicles (Attached). At that meeting concern for the loss of 3 street parking spaces in front of the Police Department was expressed and staff was asked to evaluate additional alternatives.

Staff evaluated several alternatives and brought a recommendation to the May 16th, 2016 TAC which maintains two of the three existing parking spaces in front of the Police Department but lengthens the northbound left turn lane by approximately 45 feet, enough to stack two additional left turn vehicles (Attached). The TAC approved this recommendation for Council consideration.

FISCAL IMPACT

The cost for these improvements is estimated to be \$2,000.

RECOMMENDATION

Staff recommends that City Council approve the TAC recommendation to extend the northbound left turn lane on San Marino Avenue at Huntington Drive in accordance with the May 16th, 2016 staff report. If Council concurs, the appropriate action would be:

“A motion to accept the recommendation of the TAC and to direct staff to implement the restriping of San Marino Avenue at Huntington Drive.”

Attachments: March 9th, 2016 City Council Staff report
May 16th, 2016 TAC Staff report

SAN MARINO AVENUE LANE MERGE MODIFICATION



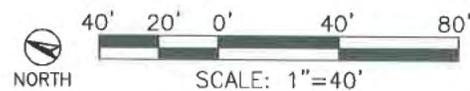
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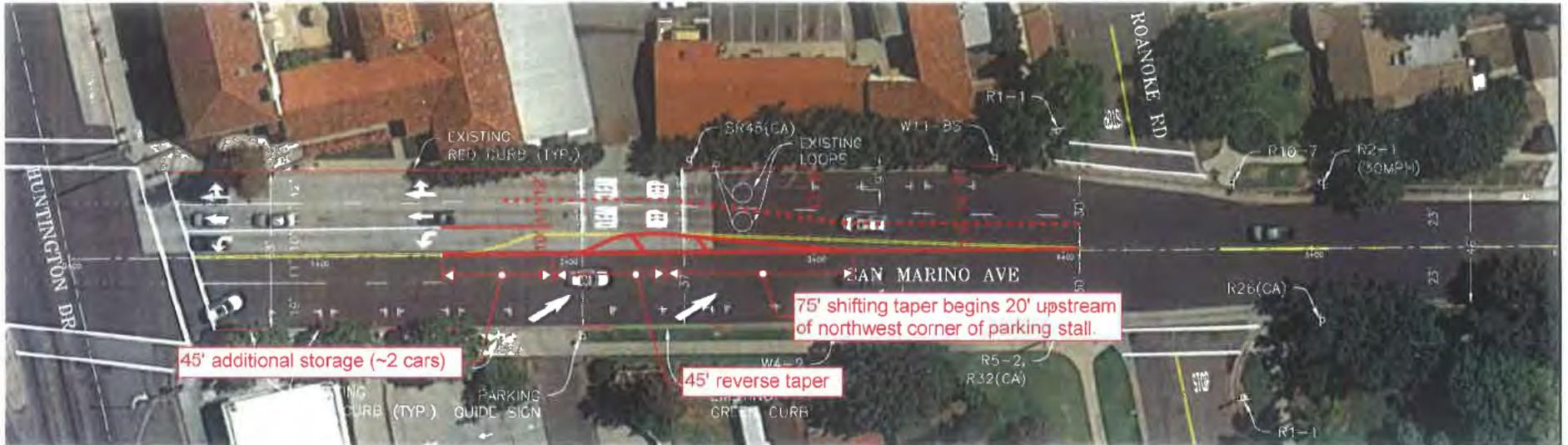


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R2-1
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R5-2
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R10-7
- 
R26(CA)

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R32(CA)
- 
SR46(CA)
- 
W4-2
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W9-1
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W11-8S
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PARKING
GUIDE
SIGN



SAN MARINO AVENUE LEFT TURN LANE EXTENSION (RETAINING PARKING)



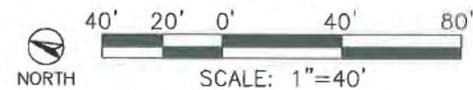
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PARKING GUIDE SIGN



City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL
FROM: JOHN SCHAEFER, CITY MANAGER
BY: JOHN SCHAEFER, CITY MANAGER
TERRY RODRIGUE, TRAFFIC ENGINEER
DATE: MARCH 9, 2016

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Tall, Council Member

Richard Ward, Council Member

SUBJECT: **EXTENSION OF NORTHBOUND SAN MARINO AVENUE LEFT TURN LANE AT HUNTINGTON DRIVE**

BACKGROUND

The existing northbound left turn lane on San Marino Avenue at Huntington Drive is approximately 100 feet long, which provides enough room for 4-5 vehicles waiting for a green signal to turn west on Huntington Drive. During peak hours, the queue of left turn vehicles spills out of the turn pocket and blocks through vehicles in the first through lane. This, in turn, causes further backups and congestion, sometimes blocking access to the police station driveway.

Staff evaluated the existing striping configuration and determined the left turn pocket can be doubled in length by modifying the striping as shown in Exhibit A. This change would eliminate the three parking spaces on the east side of the street south of the police station driveway.

The Police Department voiced concern about this loss of parking. The elimination of these three spaces would make the closest parking for the PD across the street, on Roanoke or in the City Hall parking lot east of the Fire Department. The Chief of Police voiced these concerns to the Traffic Commission, but the Commission felt these spaces were non-essential.

The additional left turn length should noticeably help reduce congestion, although overall intersection capacity will remain a function of the signal timing, which will not change.

While evaluating existing signing and striping, staff noticed that the southbound lane merge can be modified to better conform with current standards (physical constraints make full conformance impossible). The minor signing and striping changes involved, shown in Exhibit B, will not materially affect parking or traffic flow, and can be implemented at the same time as the left turn pocket changes.

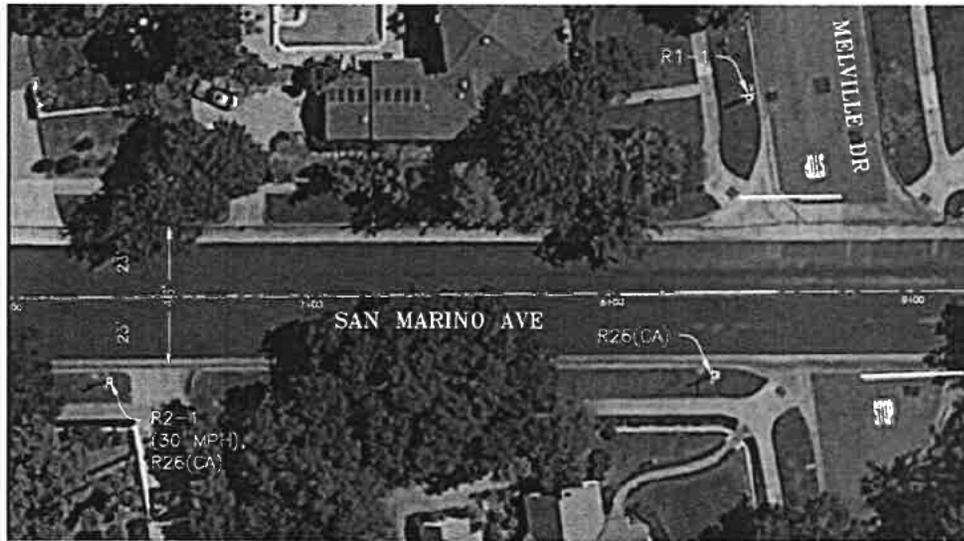
At the Traffic Advisory Commission Meeting on January 18, 2016, the Commission voted to support all the proposed changes.

FISCAL IMPACT

The cost to have a contractor implement the signing and striping changes is estimated to be approximately \$2,000.



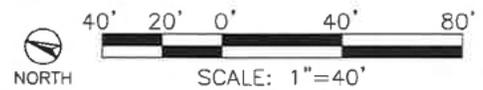
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- R2-1
- R5-2
- R10-7
- R26(CA)

- R32(CA)
- SR46(CA)
- W4-2
- W9-1
- W11-8S
- PARKING GUIDE SIGN



City of San Marino
MEMORANDUM

TO: CHAIR COUPE AND MEMBERS OF THE
TRAFFIC ADVISORY COMMISSION

FROM: TERRY RODRIGUE, TRAFFIC ENGINEER

DATE: May 16, 2016

SUBJECT: **EXTENSION OF NORTHBOUND SAN MARINO AVENUE LEFT TURN
LANE AT HUNTINGTON DRIVE**

BACKGROUND

The existing northbound left turn lane on San Marino Avenue at Huntington Drive is approximately 100 feet long, which provides enough room to store 4-5 vehicles waiting for a green signal. During peak hours, the queue of left turn vehicles spills out of the turn pocket and blocks through vehicles in the first through lane. This, in turn, causes further backups and congestion, sometimes blocking access to the police station driveway. A request was made to consider lengthening the left turn lane to accommodate additional left turning vehicles.

On January 18th the TAC considered an oral report on striping changes to lengthen the northbound left turn lane on San Marino Avenue at Huntington Drive by 100 feet. These recommendations were presented to the City Council on March 9th for consideration (Attachment A). During the discussion attention was focused on the loss of the existing three parking spaces on the west side of San Marino Avenue in front of the Police Department. As a result City Council directed staff to look at alternatives to the proposed plan.

DISCUSSION

Staff considered alternatives to the proposed plan balancing the following goals in mind:

1. Lengthen the northbound left turn pocket if practical.
2. Preserve parking in front of the Police Department.
3. Make the changes cost effective to implement.

Several alternatives were considered in detail but only one alternative was considered sufficient to present to the TAC. That alternative (Attachment B) would lengthen the northbound left turn pocket by 45 feet (approximately 2 spaces) and preserve the three parking stalls in front of the Police Department on the west side of San Marino Avenue. This was accomplished by reducing the striping transition lengths to a minimum.

In addition to either the original plan or this alternative, staff recommends that we modify the southbound lane merge to better conform to current standards (physical constraints make full conformance impossible). This is shown in Attachment C.

The cost to implement the signing and striping changes is estimated to be approximately \$2,000.

RECOMMENDATION

Staff recommends that the TAC consider this alternative plan and provide staff with direction.

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

BY: LUCY GARCIA, ASSISTANT CITY MANAGER
CHRIS VOGT, INTERIM PUBLIC WORKS DIRECTOR
JASMIN ELEPANO, ADMINISTRATIVE ANALYST

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

DATE: JULY 13, 2016

SUBJECT: **HUNTINGTON DRIVE SAFE STREETS AND SAFE ROUTES TO SCHOOL
CORRIDOR IMPROVEMENT PLAN - AD HOC ADVISORY COMMITTEE
SELECTION**

BACKGROUND

On May 11, 2016, staff provided a report regarding a grant that the City received through Southern California Association of Governments (SCAG) for the category Sustainable Communities. The City was approved for the Huntington Drive Safe Streets and Safe Routes to School Corridor Improvement Plan. As part of this grant, an Ad Hoc Advisory Committee will be formed to assist the consultant in the creation of a planning document for the Huntington Drive Corridor. This planning document will incorporate pedestrian and motorists' safety as well as visual aesthetics to provide a sense of city center.

Pursuant to the SCAG grant, the Ad Hoc Committee is to be comprised of these categories of representatives – business, residents, neighborhood leaders, school representative, service organizations, youth, Police and Fire. The time commitment required for the Ad Hoc Committee members is a total of three meetings, namely Project Kickoff, Review of Public Comments, and Review and Comment on the final document prior to the City Council presentation. Each meeting is approximately one and a half to two hours.

The City advertised the recruitment on the City's website, via mass e-mail from the Police and Recreation Departments' email distribution lists, and in the local papers (San Marino Tribune and Outlook). The recruitment started in May and at least two articles were each printed in by both papers. The original application due date was June 9, 2016. It was extended to June 30, 2016 to allow more time to advertise the recruitment and for the consultant to get the word out at the Golden Streets event that was scheduled for June 26, 2016. However, that event was cancelled due to the fires.

The City received thirteen (13) applications from residents and business owner wishing to serve on this committee. All were qualified. A City panel consisting of the Assistant City Manager, the City's Public Works Director/City Engineer, the Public Works Management Analyst, and the Contract Interim Parks and Public Works Director/City Engineer reviewed the applications. From these thirteen (13) applicants, ten (10) are being recommended by staff for appointment to the community spots identified in the grant. The

three appointed positions, School, Police and Fire are also included below. The recommended and appointed individuals are as follows:

Category	Name	Background	Status
Business	Robert Houston	Harvey & Parmelee, LLP 18 years business owner on Huntington Drive Treasurer, San Marino Chamber of Commerce	Applicant
Resident	Crandal Jue	CFO, Metro Gold Line Foothill Construction Foothill Authority Background in Finance, Transportation, and as a general contractor Resident since 1995	Applicant
Resident	Catherine Lin	Medical Doctor (Clinician) for Healthcare Partners Diplomate, American Board of Internal Medicine Speaks English, Japanese, Taiwanese, French, and Spanish	Applicant
Resident	Jenna Latt	Air Pollution Specialist with California Air Resources Board (CARB) B.S. Chemical Engineering and MBA degrees 23+ years in the environmental field and understands the importance of safe streets	Applicant
Resident	James Okazaki	M.S. in Engineering degree Transportation Planning Consultant Former Asst. General Manager and Chief of Transit for the City of Los Angeles, Dept. of Transportation	Applicant
Neighborhood Leader	Steve Morgan	Safety Committee volunteer at Carver Elementary School Introduced Walk to School and Bike to School Programs Community Response Team member	Applicant
Neighborhood Leader	Mary Ulin	Recreation Commissioner Two-Term President for the San Marino Schools Foundation and the Partnership for Awareness Managed the Safe Routes to School grant for three years	Applicant
School	Liz Hollingsworth	Principal at Carver Elementary Member of the San Marino City Club, Partnership for Awareness, and PTA Affiliates Master's Degree in Special Education and B.A. with emphasis in Child Development	Appointed by the SMUSD
Service Organization	Paul Brassard	Board Member, San Marino City Club and East Meets West Parent Education Club Rotary Club of San Marino Member Participated in the traffic commission and school district's efforts to improve safety at Valentine Elementary and Huntington Middle School	Applicant
Service Organization	John Morris	43 years resident of San Marino Licensed Civil Engineer, graduated from USC	Applicant

		City activities – Water Commission and Planning Commission	
<i>Youth</i>	Jonathan Liu	Attends Polytechnic High School 2016 Youth Assembly Delegate for the United Nations Published in Winter 2016 Edition of Creative Communications	Applicant
<i>Police Department</i>	Richard Ward	Commander	Appointed - Staff
<i>Fire Department</i>	Mark Phillips	Deputy Chief/Fire Marshall	Appointed - Staff

The selected individuals are being recommended based on their experience, their community involvement, and the classification they represent. Staff believes these applicants and appointees represent all the required categories and they would provide the needed input for a concept plan for Huntington Drive.

FISCAL IMPACT

Of the \$170,456 in grant funds available, the City’s in-kind match is \$18,574. This local match includes staff time, use of City facilities for the meetings, and other miscellaneous expenses, such refreshments for the Ad Hoc Committee members during their meetings.

RECOMMENDATION

If Council concurs with staff’s recommendations for this Ad Hoc Committee, the appropriate action would be:

“A motion to approve staff recommendations for the Ad Hoc Committee Members for the *Huntington Drive Safe Streets and Safe Routes to School Corridor Improvement Plan.*”

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: KEN PUN, CONTRACTED DEPUTY FINANCE DIRECTOR

DATE: JULY 13 2016

SUBJECT: **DISBURSEMENT REPORTS FOR THE MONTH OF JUNE 2016**

Allan Yung, MD, Mayor
Richard Sun, DDS, Vice Mayor
Dr. Steven W. Huang, Council Member
Steve Talt, Council Member
Richard Ward, Council Member

BACKGROUND

Attached are the general account check register and wire transfer report for the month of June, 2016. This report was prepared by the Account Clerk and has been reviewed and approved by the Former Finance Director, Lisa Bailey. All disbursement for the month are summarized and totaled below.

FISCAL IMPACT

Schedule of Disbursements		
Date	Description	Amount
	General Account Checks & EFTs	\$ 733,784.64
6/3/2016	Payroll Manual Checks 52909-52936	8,431.81
6/3/2016	Payroll Direct Deposit	285,194.62
6/3/2016	Federal Tax	63,837.70
6/3/2016	State Tax	17,772.80
6/17/2016	Payroll Manual Checks 52937-52965	12,229.96
6/17/2016	Payroll Direct Deposit	298,108.98
6/17/2016	Federal Tax	70,349.63
6/17/2016	State Tax	20,026.62
	Workers' Compensation Checks 11076-11133	38,312.01
		\$ 1,548,048.77

**Schedule of Wire Transfers
Between LAIF and City Checking Accounts**

<u>Date</u>	<u>Description</u>	<u>Amount In (Out)</u>
6/3/2016	From LAIF to Main Checking	\$ 376,000.00
6/16/2016	From LAIF to Main Checking	403,000.00
		<u>\$ 779,000.00</u>

**Schedule of Wire Transfers
Between US Bank Safekeeping and City Checking Accounts**

<u>Date</u>	<u>Description</u>	<u>Amount In (Out)</u>
	None	

RECOMMENDATION

Staff recommends the Council ratify and file the Disbursement Report for the month ended June 30, 2016. If Council concurs, the appropriate action would be:

“A motion to ratify and file the Disbursement’s Report for the month ended June 30, 2016.”

Attachments: Disbursement Report

City of San Marino

June, 2016 Disbursements Report

Account	Vendor	Description	Date	Check	Amount	Prior
Balance Sheet Accounts:						
Payroll Withholdings	PERS	PR Batch 00702.06.2016 PERS Employer Share	06/24/2016	0	50,896.90	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.06.2016 Ins Prem Bene/125 Plan	06/24/2016	0	47,669.00	
Payroll Withholdings	PERS	PR Batch 00701.06.2016 PERS Employer Share	06/03/2016	0	46,612.67	
Payroll Withholdings	PERS	PR Batch 00702.06.2016 PERS Employee Paid (Full Time)	06/24/2016	0	28,410.55	
Payroll Withholdings	PERS	PR Batch 00701.06.2016 PERS Employee Paid (Full Time)	06/03/2016	0	26,147.86	
Water Receivable	Metro Water	Domestic Water April 2016	06/07/2016	0	10,797.30	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.06.2016 Deferred Comp	06/24/2016	0	8,417.24	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.06.2016 Deferred Comp	06/03/2016	0	8,317.24	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.06.2016 Ins Prem Ded/125 Plan	06/24/2016	0	6,690.97	
Payroll Withholdings	PERS (Medical)	PR Batch 00701.06.2016 Ins Prem Ded/125 Plan	06/03/2016	0	6,024.06	
PERS Receivable	Les Rune	Disability Retirement June 2016	06/21/2016	86729	5,593.50	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.06.2016 Deferred Comp Benefit	06/03/2016	0	4,961.48	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.06.2016 Deferred Comp Benefit	06/24/2016	0	4,961.48	
Payroll Withholdings	Delta Dental	PR Batch 00702.05.2016 Dent Ins/125 Plan/PPO	05/27/2016	86598	4,115.89	
Recreation	Petty Cash	Petty Cash for 4th July Wristband Sells	06/07/2016	86588	3,000.00	
Recreation	Petty Cash	Summer Camp Petty Cash	06/01/2016	86552	2,000.00	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.06.2016 Retirement Health Savings Plan	06/03/2016	0	1,958.85	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.06.2016 Retirement Health Savings Plan	06/24/2016	0	1,758.89	
Payroll Withholdings	Delta Dental	PPO Premium July 2016	06/07/2016	86598	1,631.12	
Payroll Withholdings	PERS (Medical)	Adjustment Premium July 2016	06/27/2016	0	1,345.80	
Friends of Library	Friends of Crowell Public Lib	Reimbursement for Friends of the Library May 2016	06/07/2016	86602	1,267.00	
Payroll Withholdings	U.S. Bank	PR Batch 00702.06.2016 PARS Employee Portion	06/24/2016	0	1,122.18	
Payroll Withholdings	U.S. Bank	PR Batch 00702.06.2016 PARS Employer Portion	06/24/2016	0	1,122.18	
Garage Inventory	Veritiv Operating Company	Janitorial Supplies	06/07/2016	0	1,117.51	
Payroll Withholdings	PERS	PR Batch 00701.06.2016 PERS Employee Paid (Part-Time)	06/03/2016	0	1,096.86	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.06.2016 Med Flex/125 Plan	06/03/2016	0	1,085.79	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.06.2016 Med Flex/125 Plan	06/24/2016	0	1,085.79	
Recreation Deposits	Robert Vos	Refund - Two's Summer 4 D	06/21/2016	86663	1,065.00	
Payroll Withholdings	U.S. Bank	PR Batch 00701.06.2016 PARS Employee Portion	06/03/2016	0	1,040.05	
Payroll Withholdings	U.S. Bank	PR Batch 00701.06.2016 PARS Employer Portion	06/03/2016	0	1,040.05	
Payroll Withholdings	PERS	PR Batch 00702.06.2016 PERS Employee Paid (Part-Time)	06/24/2016	0	988.92	
Recreation Deposits	Mai Nishikibe	Refund- Two's Summer 3 D	06/21/2016	86664	805.00	
Payroll Withholdings	San Marino Police Officers Assn	PR Batch 00701.06.2016 San Marino PD Assn	06/03/2016	0	784.86	
Payroll Withholdings	San Marino Police Officers Assn	PR Batch 00702.06.2016 San Marino PD Assn	06/24/2016	0	784.86	
Payroll Withholdings	San Marino Firefighters Assn	PR Batch 00701.06.2016 Firefighter Dues	06/03/2016	0	768.00	

Account	Vendor	Description	Date	Check	Amount	Prior
Payroll Withholdings	San Marino Firefighters Assn	PR Batch 00702.06.2016 Firefighter Dues	06/24/2016	0	768.00	
Garage Inventory	Dapper Tire Co	Tires	06/21/2016	0	677.96	
Payroll Withholdings	CA Law Enforcement Assn	PR Batch 00702.05.2016 Police Dept LTD/125 Plan	05/27/2016	86583	637.00	
Payroll Withholdings	Fidelity Security Life Insurance/Eyemed	PR Batch 00702.06.2016 Vision Ins/125 Plan	06/24/2016	86708	597.04	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.06.2016 Life Insurance-After Tax	06/03/2016	0	576.78	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.06.2016 Life Insurance-After Tax	06/24/2016	0	576.78	
Recreation Deposits	Devin Wang	Refund- Trailblazer	06/21/2016	86680	568.00	
Payroll Withholdings	Delta Dental	PR Batch 00702.05.2016 Dent Ins/125 Plan/HMO	05/27/2016	86598	552.66	
Recreation Deposits	Yuanyi Huang	Refund- Tiny Toddlers	06/07/2016	86562	530.00	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.06.2016 Retirement Health Savings Plan	06/03/2016	0	473.33	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.06.2016 Retirement Health Savings Plan	06/24/2016	0	473.33	
Recreation Deposits	Chris Chung	Refund - Class and Summer Camp	06/21/2016	86661	473.00	
Recreation Deposits	John Zhou	Refund- Trailblazer	06/21/2016	86668	433.00	
Recreation Deposits	Teresa Reyes	Refund- Jr Adventurers	06/21/2016	86660	420.00	
Recreation Deposits	Josie Batres	Refund - Jr Adventurers	06/21/2016	86669	405.00	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.06.2016 Disability STD-After Tax	06/03/2016	0	401.84	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.06.2016 Disability STD-After Tax	06/24/2016	0	401.84	
Recreation Deposits	Yoon Kim	Refund- Iron Chef Cooking Class	06/21/2016	86643	384.00	
Recreation Deposits	Zeina Daoud	Refund- Iron Chef Cooking Class	06/21/2016	86649	384.00	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.06.2016 Accident Insurance-Before Tax	06/03/2016	0	374.05	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.06.2016 Accident Insurance-Before Tax	06/24/2016	0	374.05	
Payroll Withholdings	San Marino City Employees Assn	PR Batch 00701.06.2016 San Marino City Employee Assn	06/03/2016	0	340.75	
Payroll Withholdings	San Marino City Employees Assn	PR Batch 00702.06.2016 San Marino City Employee Assn	06/24/2016	0	340.75	
Recreation Deposits	Robert Vos	Refund - 2' & 3's for August	06/21/2016	86663	325.00	
Garage Inventory	Advanced Battery Systems	Battery	06/21/2016	0	294.66	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.06.2016 Deferred Comp-Management	06/03/2016	0	292.30	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.06.2016 Deferred Comp-Management	06/24/2016	0	292.30	
Recreation Deposits	Sara Williams	Refund- Summer Camp	06/21/2016	86683	280.00	
Recreation Deposits	Liza Wijaya	Refund - Jr Adventurers	06/21/2016	86662	279.00	
Recreation Deposits	Joseph Chung	Refund- Jr Adventurers	06/21/2016	86677	279.00	
Recreation Deposits	Nancy Rutzen	Refund- Tennis Class	06/21/2016	86679	277.00	
Payroll Withholdings	PERS	PR Batch 00701.06.2016 PERS Buy Back Pre-Tax	06/03/2016	0	249.81	
Payroll Withholdings	PERS	PR Batch 00702.06.2016 PERS Buy Back Pre-Tax	06/24/2016	0	249.81	
Recreation Deposits	Jennifer Etienne	Refund - Summer Camp	06/07/2016	86578	234.00	
Garage Inventory	O'Reilly Auto Parts	Starter	06/21/2016	86723	233.30	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.06.2016 Cancer Insurance-Before Tax	06/03/2016	0	230.12	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.06.2016 Cancer Insurance-Before Tax	06/24/2016	0	230.12	
Garage Inventory	O'Reilly Auto Parts	Brakes & Rotors	06/07/2016	86617	209.65	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.06.2016 Dep Care/125 Plan	06/03/2016	0	208.33	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.06.2016 Dep Care/125 Plan	06/24/2016	0	208.33	
Payroll Withholdings	CA State Disbursement Unit	PR Batch 00701.06.2016 Earnings Withholding Order	06/03/2016	0	198.92	

Account	Vendor	Description	Date	Check	Amount	Prior
Payroll Withholdings	CA State Disbursement Unit	PR Batch 00702.06.2016 Earnings Withholding Order	06/24/2016	0	198.92	
Recreation Deposits	Margaret Loh	Refund- Young Architects	06/21/2016	86647	192.00	
Recreation Deposits	Elizabeth Louise Karr	Refund- Iron Chef Cooking Class	06/21/2016	86657	182.00	
Garage Inventory	O'Reilly Auto Parts	Starter	06/21/2016	86723	179.85	
Recreation Deposits	Cathy Newton	Refund- Jr Titan Flag Football	06/21/2016	86644	175.00	
Recreation Deposits	Chelsea Zhang	Refund- 2's & 3's August	06/07/2016	86569	175.00	
Recreation Deposits	Blythe Maling	Refund- Modern Home Class	06/21/2016	86666	172.00	
Recreation Deposits	Zeina Daoud	Refund- Transfer Super Hero Physics	06/07/2016	86558	170.00	
Recreation Deposits	Jerome Metivier	Refund - Freewheelers	06/07/2016	86570	160.00	
Recreation Deposits	Patrice Nikopoulos	Refund- 3',4's &5's Summer Camp	06/21/2016	86665	156.00	
Recreation Deposits	Linda Tagle	Refund- Fencing	06/21/2016	86676	155.00	
Recreation Deposits	Patrick Jeffries	Refund- Intro Piano	06/21/2016	86671	152.00	
Recreation Deposits	Michelle Szeto	Refund -Fencing	06/21/2016	86653	150.00	
Recreation Deposits	Kristin Pagano	Refund- Jr Adventure	06/21/2016	86658	139.00	
Recreation Deposits	Sri Abboy	Refund- Improv Class	06/21/2016	86645	137.00	
Recreation Deposits	Gulsah Ustundag	Refund- Class	06/21/2016	86678	137.00	
Recreation Deposits	Eric Luk	Refund- Swim Lessons	06/21/2016	86642	135.00	
Recreation Deposits	Meifang Tse	Refund- Trailblazer	06/21/2016	86654	135.00	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.06.2016 Deferred Comp-Loan Payback	06/03/2016	0	134.71	
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.06.2016 Deferred Comp-Loan Payback	06/24/2016	0	134.71	
Payroll Withholdings	LegalShield	PR Batch 00701.06.2016 Prepaid Legal Services	06/03/2016	0	127.56	
Payroll Withholdings	LegalShield	PR Batch 00702.06.2016 Prepaid Legal Services	06/24/2016	0	127.56	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.06.2016 Cancer Insurance-After Tax	06/03/2016	0	123.35	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.06.2016 Cancer Insurance-After Tax	06/24/2016	0	123.35	
Recreation Deposits	Chinmei Amy Huang	Refund- Senior Trip 6/15/16	06/21/2016	86682	117.00	
Garage Inventory	O'Reilly Auto Parts	Filter & Degreaser	06/21/2016	86723	116.92	
Recreation Deposits	Peng Wang	Refund	06/21/2016	86655	114.00	
Recreation Deposits	Jing (Phoebe) Gao	Refund- Intro to Piano	06/07/2016	86557	112.00	
Recreation Deposits	Lina Jasper	Refund- Body Fit Bootcamp	06/21/2016	86648	112.00	
Recreation Deposits	Alison Chen	Refund- Jr Adventures	06/21/2016	86651	106.00	
Payroll Withholdings	PERS	PR Batch 00702.06.2016 PERS Survivor Benefit	06/24/2016	0	104.16	
Payroll Withholdings	PERS	PR Batch 00701.06.2016 PERS Survivor Benefit	06/03/2016	0	103.23	
School Fees	Laura Dahliman	Refund- School Fee Over Charge	06/07/2016	86555	100.80	
School Fees	San Marino School District	School Fee 1111 Avondale Rd	06/21/2016	86733	100.80	
Recreation	Petty Cash	Pool Petty Cash	06/01/2016	86552	100.00	
Recreation Deposits	Kai- Ting Chiu	Refund- Junior Tsunami	06/21/2016	86656	100.00	
Recreation Deposits	Jill Lekovic	Refund- Extreme Explorer Camp	06/21/2016	86652	97.00	
Recreation Deposits	Gwynne Seares	Refund- Senior Trip 6/15/16	06/21/2016	86673	94.00	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.06.2016 Accident Insurance-After Tax	06/03/2016	0	86.74	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.06.2016 Accident Insurance-After Tax	06/24/2016	0	86.74	
Garage Inventory	O'Reilly Auto Parts	Oil	06/21/2016	86723	78.22	

Account	Vendor	Description	Date	Check	Amount	Prior
Garage Inventory	O'Reilly Auto Parts	Filters & Brake Pads	06/21/2016	86723	73.32	
Recreation Deposits	Mei Wu	Refund- Transfer to Egghead Engineering	06/21/2016	86659	72.00	
Recreation Deposits	Chaohui Liu	Refund- Tsunami Swin	06/07/2016	86573	72.00	
Recreation Deposits	Xian Qin	Refund - Swim Lessons	06/21/2016	86672	65.00	
Recreation Deposits	Kristin Pagano	Refund - Swimming and Camp	06/07/2016	86563	64.00	
Payroll Withholdings	Delta Dental	HMO Premium July 2016	06/07/2016	86598	57.79	
Garage Inventory	O'Reilly Auto Parts	Filters	06/21/2016	86723	57.58	
Recreation Deposits	Lucy Marikian	Refund - Senior Trip	06/07/2016	86571	47.00	
Recreation Deposits	Richard Gunner	Refund- Senior Trip 6/14/16	06/21/2016	86667	47.00	
Recreation Deposits	Lois Gronaver	Refund- Senior Trip 6/15/16	06/21/2016	86681	47.00	
Payroll Withholdings	Fidelity Security Life Insurance/Eyemed	Adjustment Premium June 2016	06/21/2016	86708	44.39	
Recreation Deposits	Sun Wen	Refund- Beginner Gymnastics	06/21/2016	86675	44.00	
Garage Inventory	O'Reilly Auto Parts	Filters	06/07/2016	86617	38.06	
Recreation Deposits	Danny Chun	Refund- Afterschool Daycare	06/07/2016	86556	36.00	
Recreation Deposits	Sheree Carrigan	Refund	06/21/2016	86650	34.00	
Recreation Deposits	Harry Surmenian	Refund	06/21/2016	86646	33.00	
Recreation Deposits	Xueying Zheng	Refund- Freewheelers	06/07/2016	86575	29.00	
Recreation Deposits	Casey Chan	Refund- Fun with Phonics	06/07/2016	86559	25.00	
Recreation Deposits	Braden Onishi	Refund- Fun with Phonics	06/07/2016	86561	25.00	
Recreation Deposits	Francesca Gil	Refund- Fun with Phonics	06/07/2016	86576	25.00	
Garage Inventory	O'Reilly Auto Parts	Gaskets	06/21/2016	86723	21.96	
Payroll Withholdings	LegalShield	Adjustment Premium	06/21/2016	0	15.93	
Garage Inventory	O'Reilly Auto Parts	Antifreeze	06/21/2016	86723	14.16	
Garage Inventory	O'Reilly Auto Parts	Filter	06/21/2016	86723	13.23	
Recreation Deposits	Rebecca Chien	Refund - Beginners Gymnastics	06/21/2016	86674	10.50	
Recreation Deposits	Yu-Ming Wei	Transfer Trailblazer	06/07/2016	86553	10.00	
Garage Inventory	O'Reilly Auto Parts	Terminals	06/21/2016	86723	7.63	
Recreation Deposits	Patrice Nikopoulos	Refund- Transfer to Pool	06/21/2016	86665	6.00	
Garage Inventory	O'Reilly Auto Parts	Lubricant	06/21/2016	86723	5.98	
Payroll Withholdings	PERS	Adjustment	06/07/2016	0	-1.33	
Garage Inventory	O'Reilly Auto Parts	Credit	06/21/2016	86723	-9.16	
School Fees	San Marino School District	School Fee Credit Wrong Amount Collect	06/21/2016	86733	-100.80	
Garage Inventory	O'Reilly Auto Parts	Credit	06/21/2016	86723	-233.30	
					<u>308,318.22</u>	<u>333,494.13</u>
Revenue Accounts:						
Franchise Fees	California American Water	Franchise Fee April - May 2016	06/07/2016	86584	22.66	
Franchise Fees	California American Water	Franchise Fee - May- June 2016	06/21/2016	86696	2.54	
					<u>25.20</u>	<u>410.61</u>

Account	Vendor	Description	Date	Check	Amount	Prior
City Council Accounts:						
101-01-4376-0000	Vina Engraving	City Plaques for Outgoing Library Trustees	06/07/2016	86637	228.90	
101-01-4376-0000	Nick Boswell Photography	Council Member Steve Talt's Council Photo	06/07/2016	0	213.04	
101-01-4480-0000	U.S. Bank	Green Street Restuarant - Budget Meeting Supplies	06/14/2016	86639	196.20	
101-01-4480-0000	U.S. Bank	Tony's Pizza- City Council Meeting Dinner	06/14/2016	86639	116.09	
101-01-4420-0000	Plaza Printing	Business Card Vice Mayor Sun	06/21/2016	0	98.10	
101-01-4376-0000	U.S. Bank	Alice Computerworks- IPAD 2	06/14/2016	86639	96.80	
101-01-4376-0000	U.S. Bank	Hero Patches - City Logo Patches	06/14/2016	86639	65.00	
101-01-4480-0000	U.S. Bank	Smart n Final - Budget Meeting Supplies	06/14/2016	86639	22.16	
101-01-4376-0000	U.S. Bank	Alice Computerworks- IPAD 2 AC Adapter	06/14/2016	86639	19.79	
					<u>1,056.08</u>	<u>350.86</u>
Administration Accounts:						
101-07-4016-0000	PERS (Medical)	Retired Premium July 2016	06/27/2016	0	13,600.00	
101-07-4106-2755	Filarsky & Watt LLP	Legal Service May 2016	06/21/2016	0	5,670.00	
207-07-4208-8140	San Marino School District	Transportion 1/5/16-1/29/16	06/21/2016	86733	4,062.78	
214-00-4901-0000	County of L.A.-Auditor/Control	Return TDA Funds	06/07/2016	86597	3,314.33	
101-07-4150-0000	SLK.US Inc	Antivirus Software Electronic Transfer	06/07/2016	0	2,902.24	
101-07-4500-1980	Southern California Edison	Electrical Service April-May2016	06/07/2016	86626	2,740.65	
101-07-4150-0000	Wells Fargo Bank N.A.	Reissue Check - Trustee Fee 4/17/16-4/16/17	06/07/2016	86638	2,500.00	
595-07-4150-0000	AdminSure Inc	Workers' Compensation Claims Admin June 2016	06/21/2016	86685	1,780.00	
101-07-4016-0000	John Penido	Medical Retirement June 2016	06/07/2016	0	1,257.00	
101-07-4202-0000	ECP-SMT Aquisition, LLC	Notice # N-16-09 Publish 6/3/16 & 6/10/16	06/21/2016	0	1,197.12	
101-07-4150-0000	George Wallis	Janitorial Service May 2016	06/07/2016	0	577.88	
101-07-4436-0000	Department of Justice	Live Scan May 2016	06/21/2016	86706	416.00	
101-07-4150-0000	PERS (Medical)	Adminstrative Fee July 2016	06/27/2016	0	337.49	
101-07-4396-0000	U.S. Bank	Rotary Club- Membership Dues	06/14/2016	86639	305.00	
101-07-4500-9025	Time Warner Cable	Internet Cable Service 6/6/16-7/5/16	06/07/2016	86634	264.99	
101-07-4316-0000	GE Capital	Copier Lease	06/07/2016	86604	247.87	
101-07-4316-0000	CopyFree Technology Inc	Copier	06/21/2016	86704	243.00	
101-07-4500-9025	AT&T	Phone Service May- June 2016	06/21/2016	86691	170.66	
101-07-4206-0000	ACR Air Conditioning	AC Maintenance	06/21/2016	0	170.00	
101-07-4316-0000	GreatAmerica Financial Services	Postage Machine	06/07/2016	86606	143.91	
101-07-4376-0000	Pacific Insurance Network Systems	June Insurance Tracking Fee	06/21/2016	0	125.00	
101-07-4500-9025	AT&T	Phone Service April- May 2016	06/07/2016	86580	109.26	
101-07-4206-0000	SDS Security Design Systems	Alarm Service June 2016	06/07/2016	86625	99.00	
101-07-4309-0000	Wan Kwan	Refund- Double Payment Plan Check Fee	06/07/2016	86572	95.00	
101-07-4500-9460	California American Water	Water Service April - May 2016	06/07/2016	86584	76.59	
101-07-4206-0000	SDS Security Design Systems	Alarm Service June 2016	06/07/2016	86625	75.00	
101-07-4376-0000	Office Depot	Paper and Supplies	06/21/2016	86722	57.72	
101-07-4468-0000	U.S. Bank	Natl Public Employer - Seminar 5/18/16	06/14/2016	86639	50.00	
101-07-4468-0000	U.S. Bank	Natl Public Employer - Seminar 5/18/16	06/14/2016	86639	50.00	

Account	Vendor	Description	Date	Check	Amount	Prior
101-07-4480-0000	U.S. Bank	CA Society Muni Finance Officer - Meeting 5/18/16	06/14/2016	86639	40.00	
101-07-4396-0000	CB Merchant Services	Quarterly Membership Dues	06/21/2016	86699	32.00	
101-07-4480-0000	U.S. Bank	Starbuck- Coffee for Council Meeting	06/14/2016	86639	14.95	
					<u>42,725.44</u>	<u>48,478.71</u>
Planning & Buiding Accounts:						
101-14-4104-6270	VCA Code Group	Plan Review Service 4/3/16-4/30/16	06/07/2016	0	3,895.00	
101-14-4106-0950	Dapeer,Rosenblit & Litvak LLP	Legal Service May 2016	06/21/2016	86705	3,576.29	
101-14-3312-0000	Alica Tong	Refund- CUP- Major	06/07/2016	86567	3,165.00	
101-14-3312-0000	Lim Chang & Associates , Inc	Refund- CUP Application Major	06/07/2016	86568	2,515.00	
101-14-4104-0000	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	2,190.58	
101-14-4104-6270	VCA Code Group	Building Inspector Service Service 4/3/16-4/30/16	06/07/2016	0	1,440.00	
101-14-4104-6270	VCA Code Group	Fire Plan Review Service 4/3/16-4/30/16	06/07/2016	0	1,316.50	
204-14-4352-0000	Citadel Environmental Service, Inc	Asbestost Lead Survey	06/21/2016	86701	1,122.00	
101-14-4104-6270	VCA Code Group	Over the Counter Plan Review Service 4/3/16-4/30/16	06/07/2016	0	665.00	
101-14-4420-0000	SAP Digital Corp	Door Hangers	06/07/2016	0	545.00	
101-14-4420-0000	SAP Digital Corp	Color Letterhead	06/07/2016	0	316.10	
101-14-3308-0000	Five Star Fire Protection, Inc	Refund - Double Payment Plan Check Fees	06/07/2016	86566	270.00	
101-14-4399-0000	CopyFree Technology Inc	Copier Lease	06/07/2016	86593	247.52	
101-14-3106-0000	Chan Man Yee	Refund- Tree Removal Permit	06/07/2016	86577	245.00	
101-14-4420-0000	SAP Digital Corp	Inspection Request Pads	06/07/2016	0	235.44	
101-14-4376-0000	U.S. Bank	Office Depot- Supplies	06/14/2016	86639	161.44	
101-14-4412-0000	UPS	Postage	06/21/2016	86739	142.84	
101-14-4150-0000	Priority Communications Inc	Phone System Service	06/21/2016	0	110.00	
101-14-4150-0000	Ennis Jackson	Hearing Office 5/20/16	06/07/2016	0	101.40	
101-14-4396-0000	U.S. Bank	ICC Los Angeles Basin - Membership Building & Planning Dept	06/14/2016	86639	100.00	
101-14-4396-0000	U.S. Bank	ICC Los Angeles Basin- Membership Building Inspector	06/14/2016	86639	80.00	
101-14-4500-9025	Verizon Wireless	Data Plan 4/24/16-5/23/16	06/07/2016	86636	76.02	
101-14-3312-0000	Alica Tong	Refund- Radius Map	06/07/2016	86567	65.00	
101-14-3312-0000	Calvin Lo	Refund- Compliance Certificate Application	06/21/2016	86684	65.00	
101-14-4508-0000	U.S. Bank	Chervon- Fuel for City Vehicle	06/14/2016	86639	60.00	
101-14-4104-6270	RKA Consulting Group	Building Inspector 4/28/16 & 4/30/16	06/07/2016	0	37.50	
101-14-3151-0000	Five Star Fire Protection, Inc	Refund - Double Payment Shipping Fees	06/07/2016	86566	25.00	
101-14-4508-0000	Samayoa's Mobile Car Wash	Truck Wash 2016	06/21/2016	0	25.00	
					<u>22,793.63</u>	<u>32,678.09</u>
Police Accounts:						
103-30-4150-0000	All City Management Services Inc	School Crossing Guard 5/22/16-6/4/16	06/21/2016	0	5,192.67	
103-30-4150-0000	Alhambra Police Department	Inmates Service May 2016	06/21/2016	0	1,720.00	
103-30-4508-0000	Samayoa's Mobile Car Wash	Car Wash May 2016	06/07/2016	0	1,300.00	
103-30-4508-0000	Samayoa's Mobile Car Wash	Car Wash June 2016	06/21/2016	0	1,300.00	
217-30-4613-9300	Communications Center	Troy Utility Box	06/07/2016	0	1,293.84	
591-30-4613-9300	Communications Center	Troy Utility Box	06/07/2016	0	1,293.84	

Account	Vendor	Description	Date	Check	Amount	Prior
103-30-4150-0000	George Wallis	Janitorial Service May 2016	06/07/2016	0	919.85	
103-30-4492-0004	U.S. Bank	Keystone Uniform-Uniforms	06/14/2016	86639	908.00	
103-30-4492-0004	U.S. Bank	Keystone Uniform-Uniforms	06/14/2016	86639	900.25	
103-30-3331-3550	Department of Justice	Live Scan April 2016	06/07/2016	86599	875.00	
103-30-3331-3550	Department of Justice	Live Scan March 2016	06/07/2016	86599	841.00	
103-30-4436-0000	Arroyo Background Investigation LLC	Police Officer Background	06/21/2016	0	800.00	
103-30-3331-0000	Department of Justice	Live Scan May 2016	06/21/2016	86706	790.00	
217-30-4613-9300	Communications Center	Troy Utility Box	06/07/2016	0	646.92	
591-30-4613-9300	Communications Center	Troy Utility Box	06/07/2016	0	646.92	
103-30-4376-0000	Office Depot	Paper and Ink	06/21/2016	86722	537.06	
103-30-4508-0000	Foothill Communication LLC	Vehicle Repair	06/07/2016	86601	491.50	
103-30-4500-9025	AT&T	Interstate Dedicated Private Line Service June 2016	06/21/2016	86692	398.79	
103-30-4436-0000	U.S. Bank	The Emporium - Officer Jacoy's Academy Gear	06/14/2016	86639	376.89	
103-30-4436-0000	U.S. Bank	Fedex Office- Officer Jacoy's Learning Domains LASD Academy	06/14/2016	86639	313.07	
103-30-4396-0000	U.S. Bank	Rotary Club - Membership	06/14/2016	86639	305.00	
103-30-4500-9025	AT&T	Phone Service April- May 2016	06/07/2016	86580	301.55	
103-30-4150-0000	Time Warner Cable	Internet Cable Service 6/1/16-6/30/16	06/07/2016	86634	214.99	
103-30-4492-0004	U.S. Bank	Amazon- Holsters	06/14/2016	86639	205.10	
103-30-4500-9025	AT&T Mobility	Wireless Phone Service 4/24/16-5/23/16	06/21/2016	86693	191.30	
103-30-4206-0000	ACR Air Conditioning	AC Maintenance	06/21/2016	0	186.00	
103-30-4480-0000	Dan Gosserand	Training -Mileage 5/21/16	06/07/2016	86605	121.18	
103-30-4206-0000	U.S. Bank	Foothill Lock Key - Detective Office Lock	06/14/2016	86639	118.15	
103-30-4480-0000	Petty Cash	Clears Training	06/21/2016	86698	105.00	
103-30-4468-0000	U.S. Bank	JetBlue - Training	06/14/2016	86639	96.20	
103-30-4206-0000	AmeriPride Services Inc	Towels	06/21/2016	0	92.03	
217-30-4613-0000	U.S. Bank	Box City -Boxes for Evidence Room	06/14/2016	86639	89.65	
103-30-4508-0000	R.H.F. Inc	Calibration- Radar Recertification	06/21/2016	86728	85.00	
103-30-4508-0000	R.H.F. Inc	Calibration- Radar Recertification	06/21/2016	86728	85.00	
103-30-4492-0004	U.S. Bank	Tom Mens Wear- Dept O.C Spray	06/14/2016	86639	78.48	
103-30-4376-0000	Remington Water	Drinking Water Service June 2016	06/07/2016	86621	75.00	
103-30-4420-0000	Law Enforcement Systems	Field Interview Cards	06/21/2016	86716	69.00	
103-30-4480-0000	U.S. Bank	Smart n Final - Town Hall Meeting Snacks	06/14/2016	86639	60.86	
103-30-4492-0004	Sun Badge Co	Badge Repair	06/21/2016	0	56.78	
103-30-4436-0000	U.S. Bank	Office Depot- Officer Jacoy's Academy Briefcase	06/14/2016	86639	53.18	
103-30-4396-0000	U.S. Bank	LexisNexis - Monthly Subscription April 2016	06/14/2016	86639	51.00	
103-30-4436-0000	U.S. Bank	The Emporium - Officer Jacoy's Academy Gear	06/14/2016	86639	48.93	
103-30-4480-0000	Candice Torres	Mileage Training-	06/07/2016	0	48.16	
103-30-4480-0000	U.S. Bank	Starbucks - Mental Health Training Snacks	06/14/2016	86639	44.85	
217-30-4613-0000	U.S. Bank	Office Depot- For Video Evidence DVD & Sleeves	06/14/2016	86639	41.40	
103-30-4508-0000	Voyager Fleet Systems Inc	Gasoline 4/24/16-5/24/16	06/21/2016	86742	37.74	
103-30-4415-0000	William Chan	Training- Meals 5/24/16-5/26/16	06/07/2016	86591	31.59	

Account	Vendor	Description	Date	Check	Amount	Prior
103-30-4415-0000	William Chan	Training- Parking 5/24/16-5/26/16	06/07/2016	86591	30.00	
103-30-4436-0000	American Express	Testing for Recruitment - Supplies	06/21/2016	86689	28.64	
103-30-4206-0000	U.S. Bank	Antrims - Lock for File Cabinet in Sgt. Office	06/14/2016	86639	27.80	
103-30-4436-0000	U.S. Bank	The Emporium - Officer Jacoy's Academy Gear	06/14/2016	86639	24.53	
103-30-4436-0000	American Express	Testing for Recruitment - Supplies	06/21/2016	86689	22.51	
103-30-4480-0000	Petty Cash	Donuts for Mental Health Training	06/21/2016	86698	18.00	
103-30-4415-0000	William Chan	Training- Mileage 5/24/16-5/26/16	06/07/2016	86591	15.22	
103-30-4508-0000	Bob Wondries	Brake Rotor Bolts	06/21/2016	0	11.73	
103-30-4415-0000	William Chan	Training- Meals 5/16/16	06/07/2016	86591	11.33	
103-30-4415-0000	Dan Gosserand	Training - Meals 5/16/16	06/07/2016	86605	11.33	
103-30-4480-0000	Dan Gosserand	Training - Meals 5/21/16	06/07/2016	86605	8.90	
103-30-4480-0000	U.S. Bank	Smart n Final- Mental Health Training Snacks	06/14/2016	86639	6.34	
103-30-4480-0000	U.S. Bank	Starbucks - Town Hall Meeting Snacks	06/14/2016	86639	4.90	
103-30-4508-0000	Voyager Fleet Systems Inc	Exempted Taxes 4/24/16-5/24/16	06/21/2016	86742	-2.04	
					24,657.91	49,150.59

Fire Accounts:

103-34-4492-0004	Fisher Scientific Company LLC	Uniforms Safety Turnouts	06/07/2016	86600	5,436.20	
103-34-4508-0000	Valley Power Systems Inc	Vehicle Maintenance	06/07/2016	86635	1,893.83	
103-34-4150-0000	UC Regents	Nurse Educator	06/21/2016	86738	1,667.64	
103-34-4492-0004	Allstar Fire Equipment Inc	Safety Turnouts	06/07/2016	0	1,314.03	
281-34-4376-0000	U.S. Bank	Lowes -Alverado Table	06/14/2016	86639	469.91	
103-34-4206-0000	San Marino Lock & Safe Co	Bay Doors	06/21/2016	0	468.00	
103-34-4206-0000	U.S. Bank	Alhambra Foundry -Grate For Outside Drain	06/14/2016	86639	348.80	
103-34-4508-0000	U.S. Bank	Airgas- Vehicle Work E91	06/14/2016	86639	251.96	
103-34-4376-0000	Life-Assist Inc	Ambulance Supplies	06/07/2016	86611	241.38	
103-34-4468-0000	U.S. Bank	ESMP- Paramedic License	06/14/2016	86639	200.00	
103-34-4376-0000	Office Depot	Paper and Supplies	06/21/2016	86722	179.21	
103-34-4420-0000	U.S. Bank	Int'l Code Council- Fire Codes	06/14/2016	86639	176.41	
103-34-4376-0000	233-Praxair Distribution Inc	Oxygen	06/07/2016	0	176.25	
103-34-4500-9025	AT&T	Phone Service May- June 2016	06/21/2016	86691	166.41	
103-34-4150-0000	St. George's Medical Clinic	DMV Physical- S.Benites	06/21/2016	86734	100.00	
103-34-4206-0000	AmeriPride Services Inc	Towels	06/07/2016	0	92.03	
103-34-4206-0000	AmeriPride Services Inc	Towels	06/21/2016	0	92.03	
103-34-4206-0000	AmeriPride Services Inc	Towels	06/21/2016	0	92.03	
103-34-4468-0000	Jason Sutliff	Reimbursement - Chief Officer Fire Marshall Certification	06/07/2016	86630	90.00	
103-34-4468-0000	U.S. Bank	Amazon- Supplies for SMPD AED Training	06/14/2016	86639	79.98	
103-34-4396-0000	U.S. Bank	Southern Cal- Fire Prevention Officer Membership	06/14/2016	86639	75.00	
103-34-4206-0000	PPG Architectural Finishes	Paint	06/21/2016	86726	69.19	
281-34-4376-0000	U.S. Bank	Home Depot- Cert Trailer Shelves	06/14/2016	86639	50.09	
103-34-4492-0003	L.N. Curtis & Sons	Boot Laces	06/21/2016	86717	48.40	
103-34-4500-9025	AT&T	Phone Service April- May 2016	06/07/2016	86580	47.99	

Account	Vendor	Description	Date	Check	Amount	Prior
103-34-4206-0000	U.S. Bank	Target- Supplies	06/14/2016	86639	34.65	
103-34-4452-0000	U.S. Bank	Ganal- 5 Gal Buckets for Absorbants	06/14/2016	86639	27.04	
103-34-4420-0000	U.S. Bank	Paper for Certificate for G.S Gold Awards	06/14/2016	86639	21.79	
103-34-4420-0000	U.S. Bank	Personal Concepts- Labor Law Poster	06/14/2016	86639	16.80	
103-34-4376-0000	Remington Water	Drinking Water Service June 2016	06/07/2016	86621	15.00	
281-34-4376-0000	U.S. Bank	Home Depot- Cert Trailer Shelves	06/14/2016	86639	14.94	
103-34-4206-0000	U.S. Bank	Ganal - Supplies	06/14/2016	86639	2.81	
103-34-4376-0000	U.S. Bank	Amazon Prime Credit	06/14/2016	86639	-107.91	
					<u>13,851.89</u>	<u>41,598.83</u>
Emergency Services Accounts:						
591-36-4613-0000	U.S. Bank	BOE- Sales Taxes The Sandbag Machine	06/14/2016	86639	639.97	
101-36-4376-0000	Life-Assist Inc	Misc Supplies - Medical	06/07/2016	86611	497.49	
101-36-4376-0000	Office Depot	Supplies	06/21/2016	86722	428.78	
101-36-4500-9025	Verizon Wireless	Phones, IPADs & Dfip Service 4/26/16-5/25/16	06/21/2016	86741	370.17	
101-36-4399-0000	Foothill Communication LLC	Radio Batteries	06/07/2016	86601	272.50	
101-36-4376-0000	U.S. Bank	Office Depot- EOC Supplies	06/14/2016	86639	141.58	
101-36-4316-0000	U.S. Bank	Adobe- EOC IT - Adobe PDF Pack All Oth Annual Hosted Web	06/14/2016	86639	89.99	
101-36-4376-0000	U.S. Bank	Ralphs- EOC Water	06/14/2016	86639	25.14	
591-36-4613-0000	U.S. Bank	BOE- Sales Taxes The Sandbag Machine	06/14/2016	86639	14.72	
					<u>2,480.34</u>	<u>4,508.50</u>
Public Works Administration Accounts:						
101-40-4150-0000	VCA Code Group	Retained Search Service for Director of Parks and Public Works	06/21/2016	0	13,000.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	710.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	565.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	435.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	355.00	
101-40-4150-0000	George Wallis	Janitorial Service May 2016	06/07/2016	0	331.64	
101-40-4468-0000	U.S. Bank	International Municipal - Signal Association-	06/14/2016	86639	330.09	
101-40-4104-0000	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	290.00	
101-40-4104-0000	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	145.00	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	06/07/2016	0	101.92	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	06/21/2016	0	101.92	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	06/21/2016	0	101.92	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	06/21/2016	0	101.92	
101-40-4500-9025	Verizon Wireless	IPADs Service 4/24/16-5/23/16	06/21/2016	86741	38.01	
101-40-4376-0000	Remington Water	Drinking Water Service June 2016	06/07/2016	86621	30.00	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	06/07/2016	0	29.88	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	06/21/2016	0	26.52	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	06/21/2016	0	26.52	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	06/21/2016	0	25.37	

Account	Vendor	Description	Date	Check	Amount	Prior
101-40-4492-0003	AmeriPride Services Inc	Uniforms	06/21/2016	0	25.00	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	06/21/2016	0	25.00	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	06/07/2016	0	23.82	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	06/21/2016	0	23.48	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	06/07/2016	0	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	06/21/2016	0	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	06/21/2016	0	22.23	
101-40-4150-0000	AmeriPride Services Inc	Uniforms	06/21/2016	0	22.23	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	06/07/2016	0	22.06	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	06/21/2016	0	20.88	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	06/21/2016	0	20.88	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	06/21/2016	0	20.51	
101-40-4492-0003	AmeriPride Services Inc	Uniforms	06/07/2016	0	19.15	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	06/21/2016	0	16.51	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	06/21/2016	0	16.51	
101-40-4492-0004	AmeriPride Services Inc	Uniforms	06/21/2016	0	15.08	
					<u>17,373.51</u>	<u>19,119.76</u>
Garage Accounts:						
101-42-4316-0000	South Coast A.Q.M.D.	Gen Diesel	06/07/2016	86629	564.68	
101-42-4376-0000	U.S. Bank	Staples- Laserjet Printer for Shop Office	06/14/2016	86639	261.58	
101-42-4316-0000	South Coast A.Q.M.D.	Fiscal Emission	06/07/2016	86629	124.35	
101-42-4376-0000	U.S. Bank	Paulson Propane - Propane for Forklift	06/14/2016	86639	23.88	
101-42-4376-0000	Tifco Industries	Safety Goggles	06/07/2016	86633	18.90	
101-42-4452-0000	O'Reilly Auto Parts	Loom Tool	06/21/2016	86723	6.68	
101-42-4376-0000	U.S. Bank	Staples- Credit	06/14/2016	86639	-108.99	
					<u>891.08</u>	<u>689.35</u>
Sewer & Stormdrain Accounts:						
101-44-4150-9020	Athens Services	Street Sweeping April- May 2016	06/21/2016	86690	19,567.05	
101-44-4150-0000	Pipe Tec, Inc	Area #1 Cleaning Trouble Spots 3/21-5/3/16	06/07/2016	86620	15,795.15	
101-44-4104-0000	KJ Services Environmental Svcs	NPDES Program Consulting May 2016	06/21/2016	86715	360.00	
					<u>35,722.20</u>	<u>27,655.25</u>
Street Accounts:						
101-48-4376-0000	Traffic Management Incorporated	Street Overhead Signs	06/07/2016	0	27,263.95	
394-48-4600-1986	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	7,077.11	
101-48-4500-1980	Southern California Edison	Electrical Service April-May2016	06/07/2016	86626	6,907.88	
215-48-4600-2882	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	6,830.00	
394-48-4600-9507	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	5,740.00	
101-48-4150-0000	Nichols Consulting Engineers	Pavement Management Plan	06/07/2016	86614	4,100.00	
101-48-4150-0000	Siemens Industry Inc	Signal Call Out May 2016	06/21/2016	0	3,011.35	
394-48-4600-9000	RSCC Engineering	Engineering Service 5/1/16-5/25/16	06/07/2016	0	2,600.00	
101-48-4500-1980	Southern California Edison	Electrical Service May- June 2016	06/21/2016	86731	2,074.33	

Account	Vendor	Description	Date	Check	Amount	Prior
101-48-4376-0000	Sprague's Ready Mix	Concrete	06/21/2016	0	1,198.00	
101-48-4376-0000	Traffic Management Incorporated	Post & Anchors	06/07/2016	0	920.70	
101-48-4150-0000	Siemens Industry Inc	Signal Maintenance May 2016	06/21/2016	0	742.99	
101-48-4376-0000	Holliday Rock Co Inc	Concrete	06/21/2016	86714	726.90	
101-48-4376-0000	Crafco Inc	Asphalt Cold Patch	06/21/2016	0	621.30	
101-48-4376-0000	Holliday Rock Co Inc	Hot Asphalt	06/07/2016	86607	492.68	
101-48-4376-0000	Holliday Rock Co Inc	Hot Asphalt	06/07/2016	86607	370.05	
101-48-4376-0000	Lopez Concrete Pumping Inc	Concrete Pump Old Mill	06/21/2016	86718	350.00	
101-48-4376-0000	Samayoa's Mobile Car Wash	Car Wash May 2016	06/07/2016	0	300.00	
101-48-4376-0000	Samayoa's Mobile Car Wash	Truck Wash 2016	06/21/2016	0	300.00	
101-48-4376-0000	Consolidated Electrical Distributors	Lights	06/21/2016	86703	249.23	
101-48-4376-0000	Ganahl Lumber Company	Supplies	06/21/2016	86709	163.48	
101-48-4376-0000	Underground Service Alert/SC	Dig Alerts	06/21/2016	0	114.00	
101-48-4376-0000	U.S. Bank	Whitier Fertilizer- Top Soil	06/14/2016	86639	99.00	
101-48-4500-9025	Verizon Wireless	IPADs Service 4/24/16-5/23/16	06/21/2016	86741	76.02	
101-48-4376-0000	Great Pacific Equipment Inc	Public Works Building Chemical Decals	06/21/2016	86712	73.23	
101-48-4376-0000	Ganahl Lumber Company	Supplies	06/21/2016	86709	63.17	
101-48-4376-0000	Ganahl Lumber Company	Supplies	06/07/2016	86603	50.06	
101-48-4508-0000	U.S. Bank	The Hitch Depot- Pintle Hitch for Roller Trailer	06/14/2016	86639	43.60	
101-48-4376-0000	U.S. Bank	Compliancesigns.com- Code Compliance Sign for Paint Room	06/14/2016	86639	41.00	
101-48-4376-0000	Ganahl Lumber Company	Supplies - Canterbury Rd Job	06/07/2016	86603	34.65	
101-48-4376-0000	Ganahl Lumber Company	Concrete	06/07/2016	86603	19.31	
101-48-4376-0000	Ganahl Lumber Company	Concrete Supplies	06/07/2016	86603	18.80	
					<u>72,672.79</u>	<u>329,434.07</u>
Park Accounts:						
281-50-4600-6053	E.C. Construction Inc	Final Retention	06/21/2016	0	5,511.71	
101-50-4500-9460	California American Water	Water Service April - May 2016	06/07/2016	86584	4,970.85	
101-50-4500-9460	California American Water	Water Service - May- June 2016	06/21/2016	86696	1,955.45	
101-50-4206-0000	Empire Cleaning Supply	Janitorial Supplies	06/21/2016	0	1,740.10	
101-50-4376-0000	PGI, Inc	Lacy Park Brochures	06/07/2016	86619	1,081.28	
101-50-4376-0000	Targetsolutions Learning, LLC	Pesticides	06/21/2016	86736	812.00	
101-50-4376-0000	JHM Supply	Irrigation Supplies	06/21/2016	0	371.32	
101-50-3502-0000	Hans Hollstein	Refund - Lacy Park Reservations	06/07/2016	86574	315.00	
101-50-4376-0000	U.S. Bank	Dog Waste Depot- Dog Waste Bags	06/14/2016	86639	210.60	
394-50-4600-7150	U.S. Bank	American Instant Sign- Rose Arbor Closed Sign	06/14/2016	86639	163.50	
101-50-4206-0000	Empire Cleaning Supply	Towels	06/07/2016	0	156.58	
101-50-3502-0000	Danielle Gregg	Refund Lacy Park Reservation	06/07/2016	86564	145.00	
101-50-4500-9460	California American Water	Water Service - May- June 2016	06/21/2016	86696	136.08	
101-50-4150-0000	U.S. Bank	Fenn Termite - Pest Control	06/14/2016	86639	120.00	
101-50-4404-0000	San Gabriel Nursery & Florist	Plants	06/21/2016	86732	95.89	
101-50-4500-9025	Time Warner Cable	Internet Cable Service 5/25/16-6/24/16	06/07/2016	86634	89.95	

Account	Vendor	Description	Date	Check	Amount	Prior
101-50-4206-0000	Ganahl Lumber Company	Playground Benches Paint	06/21/2016	86709	54.59	
101-50-4376-0000	Remington Water	Drinking Water Service June 2016	06/07/2016	86621	30.00	
101-50-4500-4950	The Gas Company	Gas Service April- May 2016	06/07/2016	86632	27.25	
101-50-4500-9025	AT&T	Phone Service May- June 2016	06/21/2016	86691	19.26	
					<u>18,006.41</u>	<u>26,552.95</u>
Grounds Accounts:						
101-52-4150-0000	West Coast Arborist Inc	Citywide Tree Planting	06/21/2016	86743	5,250.00	
101-52-4150-0000	ValleyCrest Landscape Maintenance	Landscape Maintenance June 2016	06/21/2016	86740	2,699.00	
101-52-4500-9460	California American Water	Water Service April - May 2016	06/07/2016	86584	2,222.17	
101-52-4150-0000	ValleyCrest Landscape Maintenance	2nd Mowing Medians	06/21/2016	86740	1,198.00	
394-52-4600-7038	Norman's Nursery Inc	Plants	06/21/2016	86720	819.19	
101-52-4316-0000	Garvey Equipment Company	Sharpen Trimmers	06/21/2016	0	460.84	
101-52-4508-0000	Rush Truck Centers of California	Diagnosis Engine Light	06/07/2016	86622	382.50	
101-52-4508-0000	U.S. Bank	Genuine Parts Giant - Radiator Part for #6588	06/14/2016	86639	252.17	
394-52-4600-7038	JHM Supply	Roanoke Project Supplies	06/07/2016	0	132.38	
394-52-4600-7038	JHM Supply	Roanoke Project	06/21/2016	0	102.61	
101-52-4500-9460	City of Alhambra Utilities Dept	Water Service 3/24/16-5/24/16	06/21/2016	86702	58.96	
101-52-4316-0000	Air Resources Board	Correction to Registration Information	06/21/2016	86686	45.00	
394-52-4600-7038	JHM Supply	Roanoke Project	06/21/2016	0	39.87	
101-52-4500-9025	Verizon Wireless	IPADs Service 4/24/16-5/23/16	06/21/2016	86741	38.01	
394-52-4600-7038	JHM Supply	Roanoke Project	06/21/2016	0	35.80	
394-52-4600-7038	JHM Supply	Roanoke Project	06/21/2016	0	31.28	
101-52-4316-0000	Garvey Equipment Company	Auto Cut Head	06/21/2016	0	21.79	
101-52-4376-0000	JHM Supply	Credit	06/21/2016	0	-32.89	
					<u>13,756.68</u>	<u>62,755.08</u>
Recreation Administration Accounts:						
101-60-4206-0000	George Wallis	Janitorial Service May 2016	06/07/2016	0	1,557.75	
101-60-4500-1980	Southern California Edison	Electrical Service April-May 2016	06/07/2016	86626	1,354.45	
394-60-4600-8940	George Hampton	Deposit for Carpet Replacement	06/15/2016	86640	1,000.00	
101-60-4508-0000	Maryshideh Inc	Paint 4604	06/21/2016	86707	926.54	
394-60-4600-8940	Citadel Environmental Service, Inc	Stoneman Carpet Testing Asbestos	06/21/2016	86701	882.50	
101-60-4468-0000	U.S. Bank	ARC- American Red Cross Training	06/14/2016	86639	585.00	
101-60-4150-0000	SCMAF-San Gabriel Valley	Class Insurance Spring Session April- June 2016	06/21/2016	0	584.50	
101-60-4508-0000	Tito Auto Trim	Upholster Seat	06/21/2016	0	580.00	
101-60-4316-0000	Crown Business Systems	Copier Maintenance 2/25/16-6/24/16	06/07/2016	86596	540.00	
101-60-4500-9460	California American Water	Water Service April - May 2016	06/07/2016	86584	391.58	
101-60-4500-9025	AT&T	Phone Service April- May 2016	06/07/2016	86580	371.58	
101-60-4500-9025	Time Warner Cable	Internet Cable Service 6/1/16-6/30/16	06/07/2016	86634	354.99	
101-60-4150-0000	Jamie Cortez	Commission Minutes 1/25, 2/29, 4/24	06/21/2016	0	342.00	
101-60-4206-0000	Hillyard/Los Angeles	Paper Towels	06/21/2016	86713	293.78	
101-60-4324-0000	Southwest Mobile Storage Inc	Stoneman Bins	06/07/2016	0	176.40	

Account	Vendor	Description	Date	Check	Amount	Prior
101-60-4396-0000	Costco Membership	Costco Membership	06/07/2016	86594	110.00	
101-60-4500-4950	The Gas Company	Gas Service April- May 2016	06/07/2016	86632	98.57	
101-60-4508-0000	Samayoa's Mobile Car Wash	Car Wash May 2016	06/07/2016	0	75.00	
101-60-4508-0000	Samayoa's Mobile Car Wash	Truck Wash 2016	06/21/2016	0	75.00	
101-60-4508-0000	Voyager Fleet Systems Inc	Gasoline 4/24/16-5/24/16	06/21/2016	86742	65.00	
101-60-4376-0000	U.S. Bank	Starbuck- Registration	06/14/2016	86639	44.85	
101-60-4500-9025	AT&T Long Distance	Long Distance Phone Service 4/9/16-5/8/16	06/07/2016	86581	34.11	
101-60-4150-0000	Remington Water	Drinking Water Service June 2016	06/07/2016	86621	30.00	
101-60-4150-0000	U.S. Bank	Adobe ID Creatvie - Software Subscription	06/14/2016	86639	29.99	
101-60-4150-0000	U.S. Bank	Play N Pug- Billing April 2016	06/14/2016	86639	15.00	
101-60-4206-0000	U.S. Bank	Home Depot- Stoneman Repairs	06/14/2016	86639	14.14	
101-60-4206-0000	U.S. Bank	Home Depot- Stoneman Repairs	06/14/2016	86639	8.13	
101-60-4150-0000	SLK.US Inc	New Internet Connection Cabling	06/07/2016	0	7.63	
101-60-4508-0000	Voyager Fleet Systems Inc	Exempted Taxes 4/24/16-5/24/16	06/21/2016	86742	-3.61	
					<u>10,544.88</u>	<u>18,132.87</u>
Aquatics Accounts:						
101-62-4102-0000	Heather Jo Ann Pearson	Tsunami June 2016	06/21/2016	0	6,844.60	
101-62-4102-0000	Heather Jo Ann Pearson	Tsunami Back Pay for Sibling Fee Jan- April 2016	06/21/2016	0	3,117.80	
101-62-4324-0000	San Marino School District	Pool Rental June 2016	06/21/2016	86733	1,800.00	
101-62-4492-0004	Original Watermen	Summmer Lifeguard Uniforms	06/07/2016	86618	1,712.01	
101-62-4492-0004	Kustom Imprints	Lifeguard Sweatshirt	06/07/2016	0	471.67	
101-62-4492-0004	Kustom Imprints	Lifegurds Shirts	06/07/2016	0	366.54	
101-62-4102-0000	Brie Houghton	Aquatics Program	06/07/2016	86608	300.00	
101-62-4102-0000	Teesha Tarr	Aquatics Program	06/07/2016	86631	300.00	
101-62-4492-0004	Kustom Imprints	Lifeguard Shorts	06/07/2016	0	236.32	
101-62-4324-0000	Southwest Mobile Storage Inc	Pool Bin Rental 5/30/16-6/26/16	06/21/2016	0	163.50	
101-62-4492-0004	Original Watermen	Lifegaurd Uniforms	06/21/2016	86724	95.62	
101-62-4376-0000	Petty Cash	Straw Hots for Pool Staff	06/21/2016	86697	60.00	
101-62-4376-0000	U.S. Bank	Home Depot- Pool Office Keys	06/14/2016	86639	37.63	
					<u>15,505.69</u>	<u>14,622.43</u>
Contract Classes Accounts:						
101-64-4102-0000	Paul Salvador	Contract Class 4/11/16-6/3/16	06/15/2016	86641	1,832.80	
101-64-4324-0000	San Marino School District	Facility Usage 4/2/16-6/3/16	06/21/2016	86733	540.48	
101-64-4376-0000	The Prophet Corporation	Contract Class Supplies	06/21/2016	86711	439.97	
101-64-4150-0000	Marie Nimmrich	Bridge Coordinator 5/1/16-5/30/16	06/07/2016	0	400.00	
101-64-4150-0000	Marie Nimmrich	ACBL 5/1/16-5/30/16	06/07/2016	0	119.00	
101-64-4150-0000	Cathryn Martin	Bridge Program 5/4/16-5/31/16	06/21/2016	0	100.00	
101-64-4376-0000	U.S. Bank	Staterbros-Supplies	06/14/2016	86639	23.95	
101-64-4376-0000	U.S. Bank	Staples - Supplies	06/14/2016	86639	21.79	
101-64-4376-0000	U.S. Bank	CVS/Pharmacy - Office Supplies	06/14/2016	86639	17.18	
101-64-4376-0000	Petty Cash	Water and Snacks for Contractor Meeting	06/21/2016	86697	16.62	

Account	Vendor	Description	Date	Check	Amount	Prior
101-64-4376-0000	U.S. Bank	Staples - Batteries	06/14/2016	86639	15.25	
101-64-4376-0000	Petty Cash	Keys	06/21/2016	86697	15.00	
101-64-4376-0000	U.S. Bank	Staples- Flash Drive	06/14/2016	86639	10.89	
					<u>3,552.93</u>	<u>33,424.62</u>
Special Events Accounts:						
104-66-4150-0000	Pyro Spectaculars Inc	Final Payment of 4th July Fireworks	06/21/2016	86727	12,500.00	
104-66-4420-0000	Alpert's Printing Inc	4th July Programs	06/21/2016	86688	1,969.07	
101-66-4150-0000	CA Sound and Entertainment	Memorial Day Sound System	06/07/2016	86586	600.00	
101-66-4150-0000	Kevin Brown	Memorial Day Performance	06/21/2016	86695	500.00	
104-66-4356-0000	Alliant Insurance Services Inc	Liability Insurance for JP Blecksmith Memorial 5K	06/21/2016	86687	367.00	
104-66-4150-0000	Laurie Kajiwara	4th July Program	06/21/2016	0	300.00	
281-66-4150-0002	San Marino School District	Janitorial Service for Track Meet	06/07/2016	86628	262.50	
281-66-4150-0002	SCMAF-San Gabriel Valley	San Gabriel Track Meet	06/07/2016	0	220.00	
101-66-4150-0000	Mitchell Lehman	Memorial Day Service	06/21/2016	0	150.00	
101-66-4376-0000	Petty Cash	Memorial Day Flowers	06/21/2016	86697	21.78	
					<u>16,890.35</u>	<u>1,292.78</u>
Senior Trips Accounts:						
101-68-4486-0000	Main Street Tours Inc	Senior Trip Balance Due 5/10/16	06/21/2016	86719	1,151.00	
207-68-4208-0000	Main Street Tours Inc	Prop A Senior Trip 9/25/16	06/07/2016	86612	795.00	
101-68-4486-0000	Main Street Tours Inc	Deposit Senior Trip 9/25/16	06/07/2016	86612	765.00	
					<u>2,711.00</u>	<u>5,794.00</u>
Daycare Accounts:						
207-70-4208-0000	Student Transportation of America	Daycare Bus May 2016	06/07/2016	0	7,371.00	
101-70-4324-0000	San Marino School District	Facility Usage 4/2/16-6/3/16	06/21/2016	86733	2,420.90	
101-70-4376-0000	Capital One Commercial	Supplies	06/07/2016	86585	174.19	
101-70-4376-0000	Petty Cash	Pizza for End of the School Year Party	06/21/2016	86697	32.54	
101-70-4376-0000	Petty Cash	Thank You Card for Morning Care Coverage	06/21/2016	86697	25.00	
101-70-4376-0000	Petty Cash	Pizza for Staff Training	06/21/2016	86697	21.69	
					<u>10,045.32</u>	<u>647.17</u>
Day Camp Accounts:						
101-72-4324-0000	Southwest Mobile Storage Inc	Credit Was Applied Twice On March Invoice	06/21/2016	0	78.48	0.00
Preschool Accounts:						
101-74-4376-0000	Capital One Commercial	Supplies	06/07/2016	86585	383.12	
101-74-4376-0000	U.S. Bank	Oak Hill Cap & Grown- Caps & Gowns	06/14/2016	86639	321.85	
101-74-4376-0000	U.S. Bank	Lakeshore Learning - Supplies	06/14/2016	86639	92.84	
101-74-4376-0000	U.S. Bank	Party City - Mothers Day	06/14/2016	86639	85.90	
101-74-4376-0000	U.S. Bank	Rlaphs- Muffins & Tea Party	06/14/2016	86639	65.36	
101-74-4376-0000	U.S. Bank	Staterbros- Classroom Activity Supplies	06/14/2016	86639	50.60	
101-74-4376-0000	U.S. Bank	Starbuck- Muffins & Tea Party	06/14/2016	86639	44.85	
101-74-4376-0000	U.S. Bank	Micheals - Classroom Supplies	06/14/2016	86639	43.75	

Account	Vendor	Description	Date	Check	Amount	Prior
101-74-4376-0000	U.S. Bank	Ralphs-Lil Chefs	06/14/2016	86639	39.70	
101-74-4376-0000	U.S. Bank	Smart n Final- Muffins & Tea Party	06/14/2016	86639	35.45	
101-74-4376-0000	Petty Cash	Preschool Photos	06/21/2016	86697	32.81	
101-74-4376-0000	Office Depot	Supplies	06/07/2016	86615	30.07	
101-74-4376-0000	U.S. Bank	Lakeshore Learning- Graduation	06/14/2016	86639	26.42	
101-74-4376-0000	U.S. Bank	Joann Fabrics Classroom Supplies	06/14/2016	86639	25.04	
101-74-4376-0000	Office Depot	Supplies	06/07/2016	86615	24.92	
101-74-4376-0000	U.S. Bank	Ralphs- Lil Chefs	06/14/2016	86639	18.51	
101-74-4376-0000	U.S. Bank	Ralphs- Lil Chefs	06/14/2016	86639	17.60	
101-74-4376-0000	Petty Cash	Graduation Photos	06/21/2016	86697	16.72	
101-74-4376-0000	U.S. Bank	Dollar Tree - Muffins & Tea Party	06/14/2016	86639	14.17	
101-74-4376-0000	U.S. Bank	Staterbros - Lil Chefs	06/14/2016	86639	13.86	
101-74-4376-0000	U.S. Bank	Ralphs- Lil Chefs	06/14/2016	86639	12.19	
101-74-4376-0000	U.S. Bank	Target - Classroom Activity Supplies	06/14/2016	86639	5.40	
					<u>1,401.13</u>	<u>2,624.17</u>
San Marino Center Accounts:						
105-82-4500-1980	Southern California Edison	Electrical Service April-May 2016	06/07/2016	86626	897.22	
105-82-4206-0000	George Wallis	Janitorial Service May 2016	06/07/2016	0	678.38	
105-82-4206-0000	Total Exterminating Inc	Monthly Extermination	06/21/2016	0	125.00	
105-82-4500-9025	AT&T	Phone Service April- May 2016	06/07/2016	86580	123.55	
105-82-4500-9460	California American Water	Water Service - May- June 2016	06/21/2016	86696	48.87	
105-82-4500-4950	The Gas Company	Gas Service April- May 2016	06/07/2016	86632	32.84	
105-82-4150-0000	Remington Water	Drinking Water Service June 2016	06/07/2016	86621	30.00	
105-82-4206-0000	U.S. Bank	Home Depot- SMC Door Repair	06/14/2016	86639	10.87	
105-82-4206-0000	U.S. Bank	Home Depot- SMC Repairs	06/14/2016	86639	9.71	
					<u>1,956.44</u>	<u>2,144.06</u>
Thurnher House Accounts:						
206-84-4206-0000	George Wallis	Janitorial Service May 2016	06/07/2016	0	201.00	
206-84-4500-9025	AT&T	Phone Service April- May 2016	06/07/2016	86580	19.18	
206-84-4500-4950	The Gas Company	Gas Service April- May 2016	06/07/2016	86632	13.59	
					<u>233.77</u>	<u>313.35</u>
Senior Outreach Accounts:						
101-88-4150-0000	Kris Sanders	Gentle Yoga 4/12/16-5/31/16	06/07/2016	86623	360.00	
101-88-4150-0000	Victor Alcala	Quality Life Instructor 4/21/16-5/12/16	06/07/2016	86579	220.00	
101-88-4150-0000	Edison Samuel	IPad Class 5/11/16-6/1/16	06/07/2016	0	200.00	
					<u>780.00</u>	<u>0.00</u>
Library Administration Accounts:						
281-90-4399-0000	SLK.US Inc	Computers	06/21/2016	0	35,431.85	
101-90-4500-1980	Southern California Edison	Electrical Service April-May 2016	06/07/2016	86626	4,432.02	
101-90-4206-0000	George Wallis	Janitorial Service May 2016	06/07/2016	0	2,366.78	
101-90-4376-0000	Office Depot	Paper and Ink	06/21/2016	86722	1,409.09	

Account	Vendor	Description	Date	Check	Amount	Prior
101-90-4206-0000	Empire Cleaning Supply	Paper Towels	06/21/2016	0	1,228.87	
101-90-4376-0000	Office Depot	Ink	06/21/2016	86722	1,171.73	
101-90-4206-0000	CertaPro Painters of Pasadena	Gallery Painting Ceiling	06/07/2016	86590	545.00	
101-90-4206-0000	Priority Communications Inc	Phone Repair	06/07/2016	0	460.20	
101-90-4376-0000	Consolidated Electrical Distributors	Fluor Lamps for Library	06/07/2016	86592	433.28	
101-90-4206-0000	Empire Cleaning Supply	Restroom Supplies	06/21/2016	0	417.67	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	387.00	
101-90-4500-9460	California American Water	Water Service - May- June 2016	06/21/2016	86696	370.31	
101-90-4376-0000	Office Depot	Ink	06/21/2016	86722	330.11	
101-90-4399-0000	Xerox	Copier Lease 4/27/16-5/31/16	06/21/2016	86744	283.29	
101-90-3502-0000	Guidant Planning	Reissue Check - Refund Deposit Room Rental 7/21/15	06/07/2016	86560	250.00	
101-90-3502-0000	Searchlight Financial	Refund - Room Rental Deposit Barth Room 6/2/16	06/21/2016	86670	250.00	
101-90-4500-4950	The Gas Company	Gas Service April- May 2016	06/07/2016	86632	211.82	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	193.50	
101-90-4480-0000	U.S. Bank	Inland Library - CPLA Meeting	06/14/2016	86639	165.00	
101-90-4500-9025	Time Warner Cable	Cable Internet 6/2/16-7/1/16	06/21/2016	86737	138.95	
101-90-4376-0000	Cindy Chan	Reimbursement for Post Sign	06/21/2016	86700	130.80	
101-90-4206-0000	Total Exterminating Inc	Monthly Extermination	06/07/2016	0	125.00	
101-90-4376-0000	Office Depot	Binder & Inserts	06/21/2016	86722	98.55	
101-90-4398-0000	Petty Cash	Library Errands- Mileage	06/07/2016	86587	88.32	
101-90-4376-0000	Office Depot	Ink	06/21/2016	86722	77.24	
101-90-4376-0000	Petty Cash	Costco- Wipes	06/07/2016	86587	76.03	
101-90-4468-0000	U.S. Bank	Infopeople - Cataloging Training	06/14/2016	86639	75.00	
101-90-4376-0000	Office Depot	Paper	06/07/2016	86615	74.10	
101-90-4376-0000	Lucy Garcia	Reimbursement - Library Supplies for Board Meeting	06/07/2016	0	70.91	
101-90-4150-0000	Costco Membership	Costco Membership	06/07/2016	86594	55.00	
281-90-4399-1120	Debra Sadun	Gallery Expenditures	06/07/2016	86554	47.30	
101-90-4376-0000	Ganahl Lumber Company	Door Holder	06/07/2016	86603	39.22	
101-90-4376-0000	U.S. Bank	Amazon- Receipt Paper	06/14/2016	86639	31.14	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	

Account	Vendor	Description	Date	Check	Amount	Prior
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	22.95	
101-90-4376-0000	U.S. Bank	Amazon- Laptop Adapter	06/14/2016	86639	17.99	
101-90-4376-0000	U.S. Bank	Dollar Tree - Supplies	06/14/2016	86639	16.35	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	12.65	
101-90-4206-0000	U.S. Bank	Orchard Supply - Alarm Repairs	06/14/2016	86639	8.16	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	6.45	
101-90-4206-0000	U.S. Bank	Orchard Supply- Alarm Repair	06/14/2016	86639	1.91	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	1.57	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	0.68	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	0.47	
101-90-4412-0000	U.S. Bank	USPS- Postage	06/14/2016	86639	0.47	
					<u>52,059.63</u>	<u>25,712.57</u>

Adult Services Accounts:

101-91-4370-0335	Senseio Bookstore Inc	Magazine Subscription	06/07/2016	86627	2,716.00	
101-91-4370-0335	Global Art & Culture Inc	Chinese Books	06/21/2016	86710	2,272.63	
101-91-4370-1985	Newsbank Inc	Electronic Resource	06/07/2016	86613	2,255.00	
101-91-4370-6805	Value Line Publishing LLC	Value Line Investment Survey Print 6/2016-6/2018	06/07/2016	0	1,900.00	
101-91-4370-0335	Global Art & Culture Inc	Chinese Books	06/21/2016	86710	978.48	
101-91-4370-0335	Ingram Library Services	Adult Materials	06/07/2016	0	785.56	
101-91-4370-6805	Los Angeles Times	Subscription 6/18/16-6/18/17	06/07/2016	86609	622.60	
281-91-4370-0776	Global Art & Culture Inc	Chinese Books	06/21/2016	86710	566.12	
101-91-4370-0335	Ingram Library Services	Adult Materials	06/07/2016	0	412.99	
101-91-4370-0335	U.S. Bank	Amazon- DVDs	06/14/2016	86639	256.21	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	06/14/2016	86639	242.56	
101-91-4370-0335	U.S. Bank	Amazon- CDs-	06/14/2016	86639	213.72	
101-91-4370-0335	Ingram Library Services	Adult Books	06/21/2016	0	184.88	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	06/14/2016	86639	172.29	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	06/14/2016	86639	151.69	
101-91-4370-0335	U.S. Bank	Amazon- DVDs	06/14/2016	86639	128.75	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	06/14/2016	86639	127.53	
101-91-4370-6805	Subway Stamp Shop Inc	Reference Book	06/21/2016	86735	119.99	

Account	Vendor	Description	Date	Check	Amount	Prior
101-91-4370-0335	Ingram Library Services	Adult Materials	06/07/2016	0	103.80	
101-91-4370-6805	Subway Stamp Shop Inc	Reference Book	06/21/2016	86735	99.99	
101-91-4370-0335	Ingram Library Services	Adult Books	06/21/2016	0	97.62	
101-91-4370-0335	Baker & Taylor	Adult Book	06/21/2016	86694	92.65	
101-91-4370-0335	Ingram Library Services	Childrens Books	06/21/2016	0	89.19	
101-91-4370-0335	Ingram Library Services	Adult Books	06/21/2016	0	81.44	
281-91-4370-0776	U.S. Bank	EFC Communication Center El Monte - Books	06/14/2016	86639	75.00	
101-91-4370-0335	Ingram Library Services	Adult Materials	06/07/2016	0	63.60	
101-91-4370-0335	U.S. Bank	Amazon- DVDs	06/14/2016	86639	59.75	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	06/14/2016	86639	56.07	
101-91-4370-0335	U.S. Bank	Amazon- DVDs	06/14/2016	86639	48.59	
101-91-4370-0335	Ingram Library Services	Adult Book	06/07/2016	0	47.70	
101-91-4370-0335	U.S. Bank	Amazon- DVDs	06/14/2016	86639	42.19	
101-91-4370-0335	Ingram Library Services	Adult Books	06/07/2016	0	39.96	
101-91-4370-0335	Baker & Taylor	Adult Books	06/07/2016	86582	25.29	
101-91-4370-0335	Ingram Library Services	Adult Books	06/21/2016	0	24.26	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	06/14/2016	86639	23.97	
101-91-4370-0335	Ingram Library Services	Adult Book	06/21/2016	0	22.50	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	06/14/2016	86639	21.79	
101-91-4370-1496	U.S. Bank	Amazon- DVDs	06/14/2016	86639	19.61	
101-91-4370-0335	Ingram Library Services	Adult Book	06/07/2016	0	19.25	
101-91-4370-0335	U.S. Bank	Amazon- CDs	06/14/2016	86639	18.52	
281-91-4376-2575	U.S. Bank	Smart n Final -Meeting Treats	06/14/2016	86639	18.29	
281-91-4376-2575	U.S. Bank	Vons- Program Treats	06/14/2016	86639	15.00	
101-91-3344-3963	Stephen Sher	Refund- Lost Item	06/07/2016	86565	10.00	
101-91-4370-0335	Ingram Library Services	Adult Book	06/07/2016	0	8.39	
101-91-4370-0335	Ingram Library Services	Credit for Freight Charges	06/07/2016	0	-5.35	
101-91-4370-0335	U.S. Bank	Amazon- DVDs	06/14/2016	86639	-8.36	
101-91-4370-0335	U.S. Bank	Amazon- CDs	06/14/2016	86639	-19.61	
101-91-4370-0335	Ingram Library Services	Credit for Freight Charges	06/07/2016	0	-21.13	
101-91-4370-0335	Ingram Library Services	Credit for Freight Charges	06/07/2016	0	-40.29	
					<u>15,236.68</u>	<u>7,224.70</u>
Children's Services Accounts:						
281-92-4376-2575	Scholastic Inc	Program Supplies	06/07/2016	86624	1,347.38	
281-92-4370-0000	Global Art & Culture Inc	Childrens Chinese Books	06/21/2016	86710	923.64	
281-92-4370-0000	Ingram Library Services	Childrens Books	06/07/2016	0	366.89	
281-92-4150-2575	One World Rhythm	Program 6/16/16	06/07/2016	86616	350.00	
281-92-4150-2575	Nathan Bao Quoc Gia Phan	Program 6/23/16	06/21/2016	86725	350.00	
281-92-4150-2575	David William Cousin	Program 6/9/16	06/07/2016	86595	325.00	
281-92-4370-0000	Ingram Library Services	Childrens Books	06/21/2016	0	229.23	
281-92-4370-0000	Ingram Library Services	Childrens Books	06/21/2016	0	182.50	

Account	Vendor	Description	Date	Check	Amount	Prior
281-92-4370-0000	Ingram Library Services	Childrens Books	06/21/2016	0	181.72	
281-92-4376-2575	Office Depot	Program Supplies	06/07/2016	86615	128.10	
281-92-4370-2575	Ingram Library Services	Childrens Books	06/07/2016	0	85.13	
281-92-4376-2575	Scholastic Inc	Summer Read Program	06/21/2016	86730	66.51	
281-92-4370-2575	U.S. Bank	Amazon- DVDs	06/14/2016	86639	65.93	
281-92-4370-2575	U.S. Bank	Amazon- DVDs	06/14/2016	86639	64.32	
281-92-4376-2575	U.S. Bank	99 Cent Store Children Material & Supplies	06/14/2016	86639	64.20	
281-92-4376-2575	U.S. Bank	Wal- Mart- Children Material & Supplies	06/14/2016	86639	59.08	
281-92-4370-2575	Ingram Library Services	Childrens Books	06/07/2016	0	57.73	
281-92-4370-2575	Ingram Library Services	Childrens Books	06/21/2016	0	49.86	
281-92-4370-2575	U.S. Bank	Amazon- DVDs	06/14/2016	86639	44.33	
281-92-4370-2575	Ingram Library Services	Childrens Books	06/21/2016	0	36.07	
281-92-4370-2575	Baker & Taylor	Childrens Books	06/07/2016	86582	34.87	
281-92-4370-2575	Ingram Library Services	Childrens Books	06/07/2016	0	28.28	
281-92-4370-2575	Ingram Library Services	Childrens Books	06/21/2016	0	23.12	
281-92-4376-2575	U.S. Bank	Party City- Children Material & Supplies	06/14/2016	86639	16.25	
281-92-4370-2575	Baker & Taylor	Childrens Book	06/21/2016	86694	12.01	
281-92-4376-2575	U.S. Bank	Little Caesars - Children Material & Supplies	06/14/2016	86639	10.90	
281-92-4376-2575	U.S. Bank	Ralphs Children Material & Supplies	06/14/2016	86639	10.00	
281-92-4376-2575	U.S. Bank	Smart n Final Children Material & Supplies	06/14/2016	86639	9.81	
					<u>5,122.86</u>	<u>6,098.78</u>
Processing Accounts:						
101-93-4150-0000	Xinmu Qiu	Chinese Cataloging 5/19/16-5/26/16	06/07/2016	0	480.00	
101-93-4376-0000	Vernon Library Supplies Inc	Processing Supplies	06/21/2016	0	192.04	
101-93-4150-0000	OCLC Inc	Cataloging & Interlibrary Loan	06/21/2016	86721	167.06	
					<u>839.10</u>	<u>1,057.22</u>
Old Mill Accounts:						
394-95-4600-5510	Eagle Restorations Group Inc	Restoration of El Molino Viejo (Old Mill)	06/13/2016	0	10,430.00	
238-95-4600-5510	Eagle Restorations Group Inc	Restoration of El Molino Viejo (Old Mill)	06/13/2016	0	9,670.00	
394-95-4600-5510	Leonardo Barajas Castro	Office Roof Repair	06/07/2016	86610	2,300.00	
394-95-4600-5510	Catch All Rain Gutters, Inc	Material Deposit for Old Mill Gutters	06/07/2016	86589	95.00	
					<u>22,495.00</u>	<u>52,500.00</u>
					<u>733,784.64</u>	<u>1,148,465.50</u>

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL
FROM: JOHN T. SCHAEFER, CITY MANAGER
BY: VERONICA RUIZ, CITY CLERK
DATE: JULY 13, 2016
SUBJECT: **APPROVAL OF MINUTES**

BACKGROUND

Attached for Council consideration are the following City Council Minutes:

- Adjourned Regular Meeting of May 27, 2016
- Special Meeting of June 8, 2016
- Regular Meeting of June 8, 2016

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Staff recommends the City Council approve the Minutes as presented. If Council concurs, the appropriate action would be:

“A motion to approve the City Council Minutes of the Adjourned Regular Meeting of May 27, 2016, the Special Meeting of June 8, 2016, and the Regular Meeting of June 8, 2016.”

Attachments: Minutes of May 27, 2016 Adjourned Regular Meeting
Minutes of June 8, 2016 Special Meeting
Minutes of June 8, 2016 Regular Meeting

**MINUTES
ADJOURNED REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
MAY 27, 2016 – 8:00 A.M**

CALL TO ORDER Mayor Allan Yung called the meeting to order at 8:00 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

PUBLIC COMMENTS

The following person(s) spoke:

 Dominic Peta, San Marino Fire Fighter/Paramedic, commented on staffing in the Fire Department.

 Ann Ettinger, San Marino, commented on cell towers located on San Marino Unified School District property.

MOTION TO WAIVE FURTHER READINGS

Vice Mayor Richard Sun moved to waive the reading of the entire text of ordinances and resolutions; seconded by Councilman Steven Huang. The motion carried unanimously by the following vote: **AYES:** Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. **NOES:** None.

STUDY SESSION

1. **FISCAL YEAR 2016-2017 BUDGET REVIEW**

City Manager John Schaefer presented the proposed fiscal year 2016-17 budget requests and asked the City Council to provide direction regarding any modifications before staff presents the final version for formal approval at the June 8, 2016 City Council meeting.

It was the consensus of Council to increase the overtime in the Fire Department budget from \$183,000 to \$230,000, with the understanding that sometimes the engine would operate with three fire fighter/paramedics.

It was the consensus of Council to keep the two additional analyst positions in the Administration and Recreation Department budgets as recommended by the City Manager.

It was the consensus of Council to keep the three police vehicles and one park dump truck in the Police and Park Department budgets.

It was the consensus of the Council to remove the \$5,000 for the Police Department bathroom remodel and the \$15,000 in jail remodeling costs from the Police Department budget, but keep the \$45,000 for removal and remodel of the two jail holding cells.

Following discussion by Council, staff was directed to return with the final version of the budget for formal approval at the June 8, 2016 City Council meeting with a slide for each department which would include the allocation for the fiscal year, what is being added in the 2016-17 fiscal year, and a list in red noting the items that did not get approved in the 2016-17 fiscal year.

At this time the Mayor re-opened public comments.

The following person(s) spoke:

Nathan Foth, San Marino Fire Fighter/Paramedic, commented on staffing and overtime in the Fire Department.

Hal Harrigian, La Mirada, commented on pension costs.

Gene Ruckh, San Marino, commented on monetization of the debt, implementing a volunteer stand-by fire department, and zero-based budgeting.

Mayor Yung left the meeting at 10:09 a.m., and returned at 10:12 a.m.

Councilman Huang left the meeting at 10:10 a.m., and returned at 10:15 a.m.

2. DISCUSSION REGARDING WATER EFFICIENCY LANDSCAPE ORDINANCE

Associate Planner Amanda Merlo presented the staff report.

The following person(s) spoke:

Gene Ruckh, San Marino

Vice Mayor Richard Sun moved to direct staff to proceed with the adoption process for the proposed updated Water Efficient Landscape Ordinance that is required by the State and waive the \$100 staff review fee for voluntary landscape upgrades; seconded by Councilman Richard Ward. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

CONSENT CALENDAR

Councilman Richard Ward moved to adopt the Consent Calendar consisting of Items 3, 4, 5, and 6; seconded by Councilman Steve Talt. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

3. **APRIL 2016 TREASURER'S REPORT**
Accept and file the Treasurer's Report for the period ending April 30, 2016.
4. **ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE LACY PARK PLAYGROUND IMPROVEMENTS (PATRICK'S TREE) - PROJECT NO. 6053**
Accept the Lacy Park Playground Project (Patrick's Tree) as complete and authorize the City Clerk to file the Notice of Completion.
5. **AWARD OF BID – STREET RESURFACING PROJECT AT VARIOUS LOCATIONS, NIB # N-16-04 (PROJECT NOS. 9507, 7921, AND 9361)**
1) Award the bid for the Street Resurfacing Project at Various Locations, NIB #N-16-04 for Project Nos. 9507, 7921, and 9361 to E.C. Construction Co. of South El Monte, California in the amount of \$531,411.94, and 2) direct the City Manager to transfer appropriations from account number 394-48-4600-7225 to account number 394-48-4600-9361 in the amount of \$46,123.
6. **SECOND YEAR CONTRACT EXTENSION WITH D.H. MAINTENANCE SERVICES FOR PROFESSIONAL JANITORIAL SERVICES FOR VARIOUS CITY BUILDINGS**
Authorize the City Manager to extend the Agreement with D.H. Maintenance Services of Oceanside, California through June 30, 2017 for Professional Janitorial Services for Various City Buildings for a total budget of \$79,917.76.

At 10:30 a.m., Vice Mayor Richard Sun recused himself from the public hearing item and left the meeting.

City Attorney Peter Thorson stated that Vice Mayor Richard Sun lives within 500 feet of the subject property and is not allowed to participate in the discussion.

PUBLIC HEARING

7. **CONTINUED PUBLIC HEARING ON THE APPEAL OF THE REQUEST TO EXTEND THE EXPIRATION DATE OF BUILDING PERMITS AND PROJECT COMPLETION DATE FOR 1001 ROSALIND ROAD, (ZHONG)**

Planning and Building Director Aldo Cervantes presented the staff report and outlined the revised conditions to extend the expiration dates of the building permits. Mr. Cervantes noted that he would like to add a further condition to require the property owner to have a dedicated project manager at the site. He also suggested expanding condition #9 to require a performance bond of \$1 million from the property owner as an assurance that the project is completed on time.

Councilman Ward left the meeting at 10:43 a.m., and returned at 10:46 a.m.

Mayor Allan Yung opened the hearing for public comment.

Kate Harvey, Landscape Architect for the 1001 Rosalind Road project, gave an overview of the landscape plan.

Attorney John Schroeder, representing the property owners of 1001 Rosalind Road, stated that the recorded property owner is an LLC. Mr. Schroeder stated that he would work with the property owners to comply with all of the proposed conditions and asked the City Council to deny the appeal.

Resident Zehra Sun commented in support of the project.

Resident Quan Yu commented on the project and neighborhood relationships.

Attorney Christopher Norgaard, representing appellants the Jones and Lam families whose properties adjoin 1001 Rosalind Road, spoke in support of the appeal of the decision of the Planning Commission and urged the City Council to uphold the appeal.

Appellant Jeff Jones commented in opposition to the project and asked the City Council to approve the appeal with the stipulations that all entitlements and CUP's be revoked, and that the project be required to go through the proper procedures for 2016 approvals.

Councilman Talt left the meeting at 11:54 a.m., and returned at 11:56 a.m.

John Hicks, representing the Lam family, spoke on the landscaping plan. Mr. Hicks read a written statement from the Lam family requesting that the City Council to uphold the appeal and revoke the existing permits.

Attorney John Schroeder provided a rebuttal to the public comments.

Hearing no further public comment, the Mayor closed the public hearing.

Following discussion by Council, Councilman Richard Ward moved to deny the appeal and uphold the Planning Commission's decision to extend both building permits to June 30, 2017, with the revised conditions listed in the staff report and the two additional conditions proposed by the Planning Director to require the property owner to have a dedicated project manager at the site and expand condition #9 to require a performance bond of \$1 million from the property owner as an assurance that the project is completed on time; seconded by Mayor Allan Yung with an amendment to the motion to increase the penalty fees listed in condition #9 to \$20,000 for the 1st month, \$50,000 for the 2nd month, and \$100,000 for the 3rd month, and \$2,000 for each day after the 3rd month. Councilman Ward accepted the amendment to the motion. Following a roll call, the motion passed 3-1 by the following vote: AYES: Councilman Steve Talt, Councilman Richard Ward and Mayor Allan Yung. NOES: Councilman Steven Huang. ABENT: Vice Mayor Richard Sun.

At 12:40 p.m., Vice Mayor Richard Sun returned to the meeting.

CONTINUED BUSINESS

8. REVIEW OF MAKING SAN MARINO BETTER LIST

PUBLIC COMMENTS

The following person(s) spoke:

Gene Ruckh, San Marino, commented on overtime pay, insurance for paramedic service, police bureaucracy, and the Police Department jail remodel.

Mark Phillips, San Marino Fire Deputy Chief, commented on maintaining four Fire Fighters on an engine.

CLOSED SESSION

The City Council recessed to Closed Session at 12:48 p.m. to:

9. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: Attorney, Steve Filarsky
City Manager, John Schaefer

Employee Organization: San Marino Fire Fighters' Association

10. CONFERENCE WITH LABOR NEGOTIATOR—PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: Attorney, Steve Filarsky
City Manager, John Schaefer

Employee Organization: San Marino Police Officers' Association

11. CONFERENCE WITH LABOR NEGOTIATOR – PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator: Attorney, Steve Filarsky
City Manager, John Schaefer

Employee Organization: San Marino City Employees' Association
representing General Employees

RECONVENE TO OPEN SESSION

Council reconvened to open session at 1:15 p.m.

CLOSED SESSION REPORT

Regarding Items 9, 10, and 11, the Council provided direction to the agency negotiator and there was no reportable action.

ADJOURNMENT

The San Marino City Council adjourned at 1:16 p.m.

VERONICA RUIZ, CMC
CITY CLERK

DRAFT

**MINUTES
SPECIAL MEETING OF THE SAN MARINO CITY COUNCIL
JUNE 8, 2016 – 4:45 P.M.**

CALL TO ORDER Mayor Allan Yung called the meeting to order at 4:45 p.m. and adjourned to the San Marino Emergency Operation Center (EOC).

ROLL CALL **PRESENT:** Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

PUBLIC COMMENTS

There were no public comments at this time.

CLOSED SESSION

The City Council recessed to Closed Session at 4:46 p.m. to:

1. CONFERENCE WITH LABOR NEGOTIATOR – PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Negotiator:	Attorney, Steve Filarsky City Manager, John Schaefer
Employee Organization:	San Marino City Employees' Association representing General Employees

RECONVENE TO OPEN SESSION

The San Marino City Council reconvened to open session at 5:04 p.m.

CLOSED SESSION REPORT

The Council provided direction to the agency negotiator and there was no reportable action.

ADJOURNMENT

The San Marino City Council adjourned at 5:04 p.m.

VERONICA RUIZ, CMC
CITY CLERK

**MINUTES
REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
JUNE 8, 2016 - 5:00 P.M.**

CALL TO ORDER Mayor Allan Yung called the meeting to order at 5:05 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

PUBLIC COMMENTS

There were no public comments at this time.

MOTION TO WAIVE FURTHER READINGS

Councilman Steven Huang moved to waive the reading of the entire text of ordinances and resolutions; seconded by Vice Mayor Richard Sun. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

PRESENTATIONS

1. RECOGNITION OF LINDA SUN, RECIPIENT OF CONGRESSWOMAN JUDY CHU'S WOMAN OF DISTINCTION FOR THE YEAR 2016

The City Council presented Linda Sun with a certificate of recognition for receiving Congresswoman Judy Chu's Woman of Distinction for the year 2016.

2. RECOGNITION OF OUTGOING MEMBERS OF THE LIBRARY BOARD OF TRUSTEES: MARILYN PECK, ZEHRA SUN, AND DEBRA SADUN

Mayor Allan Yung presented Outgoing Members of the Library Board of Trustees: Marilyn Peck, Zehra Sun, and Debra Sadun with City tiles for their years of dedicated service to the community.

APPOINTMENTS

3. APPOINTMENTS TO THE LIBRARY BOARD OF TRUSTEES

Councilman Richard Ward moved to 1) appoint Liz Hollingsworth as a Regular member of the Board of Trustees for a term ending May 31, 2019; 2) appoint current Alternate Linda Mollno as a Regular member of the Board of Trustees for a term ending May 31, 2019; 3) appoint Stefan Dietrich as an Alternate member of the Board of Trustees to fill

the term that will expire on May 31, 2017; and 4) appoint Eldon Swanson and as the Alternate member of the Board of Trustees for a term ending May 31, 2019; seconded by Steve Talt. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

4. APPOINTMENTS TO THE PLANNING COMMISSION

Vice Mayor Richard Sun moved to 1) re-appoint Raymond Chang and Se-Yao Hsu and appoint Susan Jakubowski to serve on the Planning Commission for terms ending June 30, 2020; and 2) appoint Bharat Patel to serve on the Planning Commission for a term ending June 30, 2020; seconded by Councilman Steven Huang. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

5. APPOINTMENT TO THE RECREATION COMMISSION

Councilman Steve Talt moved to re-appoint Chun-Yen Chen to the Recreation Commission for a term ending June 30, 2020; seconded by Councilman Richard Ward. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

CONTINUED BUSINESS

6. ADOPTION OF THE FISCAL YEAR 2016-2017 MUNICIPAL SERVICES PROGRAM BUDGET

City Manager John Schaefer presented the final draft budget for the 2016-17 fiscal year and noted the changes to percentage totals on page 13 and water use fines on page 2.

During the budget discussion regarding the Old Mill revenues, Vice Mayor Sun suggested that the Council consider having Recreation take over the rental of the facility next year in order to make it available to more members of the community.

The following person(s) spoke:

Susan Jakubowski, San Marino
Dale Pederson, San Marino
Gene Ruckh, San Marino

Councilman Steve Talt moved to approve the upgrade of one part-time intern to a full-time Analyst/Assistant to the City Manager with a total cost increase of \$24,281 with the provision that the employment of said position would be placed on hold until the Ad Hoc Committee report has been reviewed by Council; seconded by Vice Mayor Richard Sun. Following a roll call, the motion carried unanimously by the following vote: AYES:

Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Councilman Steven Huang moved to include \$1,500 in the budget for a videotaping system; seconded by Councilman Steve Talt. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Councilman Steve Talt moved to approve the Administration Department Budget for Fiscal Year 2016-17 with the approved amendments; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Vice Mayor Richard Sun moved to approve the Planning and Building Department Budget for Fiscal Year 2016-17; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Councilman Steve Talt moved to approve the Police Department Budget for Fiscal Year 2016-17; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Vice Mayor Richard Sun moved to approve the Fire Department Budget for Fiscal Year 2016-17; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Councilman Richard Ward moved to approve the Parks and Public Works Department Budget for Fiscal Year 2016-17; seconded by Vice Mayor Richard Sun. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Vice Mayor Richard Sun moved to approve the Recreation Department Budget for Fiscal Year 2016-17; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Councilman Richard Ward moved to approve the Library Department Budget for Fiscal Year 2016-17; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Councilman Richard Ward moved to approve the Old Mill Budget for Fiscal Year 2016-17; seconded by Councilman Steve Talt. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Vice Mayor Richard Sun moved to adopt Resolution No. R-16-03 establishing the Municipal Services Program Budget for Fiscal Year 2016-17 with the approved amendments; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

CONSENT CALENDAR

Vice Mayor Richard Sun moved to adopt the Consent Calendar consisting of Items 7, 8, 9, 10, 11, 12, 13, 14, and 15; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

7. **MAY 2016 DISBURSEMENT REPORTS**
Ratify and file the Disbursement Reports for the period ending May 31, 2016.
8. **APPROVAL OF MINUTES**
Approve the City Council Minutes of the Adjourned Regular Meetings of April 29, 2016 and May 2, 2016, the Joint Meeting with the Library Board of Trustees of May 11, 2016, and the Regular Meeting of May 11, 2016.
9. **ADOPTION OF THE GANN LIMIT, APPROPRIATIONS SUBJECT TO THE LIMITATION**
Adopt Resolution No. R-16-04.
10. **ADOPTION OF RESOLUTION ESTABLISHING THE PUBLIC SAFETY SPECIAL TAX LEVY**
Adopt Resolution No. R-16-05 establishing the Public Safety Tax for Fiscal Year 2016-17.
11. **ADOPTION OF MANAGEMENT EMPLOYEES SALARY AND BENEFITS RESOLUTION**

- Adopt Resolution No. R-16-06 approving the Salary and Benefits Schedule for Management Employees.
- 12. ADOPTION OF SUPERVISORY/CONFIDENTIAL EMPLOYEES SALARY AND BENEFITS RESOLUTION**
Adopt Resolution No. R-16-07, approving the Salary and Benefit Schedule for Supervisory/Confidential Employees.
- 13. ADOPTION OF PART-TIME EMPLOYEES SALARY RESOLUTION**
Adopt Resolution No. R-16-08 amending the Part Time Rate Schedule for Fiscal Year 2016-17, effective January 1, 2017.
- 14. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR RESTORATION REPAIRS TO THE OLD MILL**
Accept the Old Mill Restoration Project as complete and authorize the City Clerk to file the Notice of Completion.
- 15. AWARD OF BID – EL MOLINO STREET REHABILITATION PROJECT (FROM HUNTINGTON DRIVE TO NORTHERLY CITY LIMIT)**
Award the bid for the El Molino Street Rehabilitation Project from Huntington to North City Limit, NIB #N-16-11 to E.C. Construction Co. of South El Monte, California in the amount of \$378,369.00.

PUBLIC HEARING

- 16. ADOPTION OF RESOLUTION R-16-09 ESTABLISHING A SCHEDULE OF FEES FOR VARIOUS CITY ACTIVITIES AND SERVICES**

Finance Director Lisa Bailey presented the staff report.

Mayor Allan Yung opened the hearing for public comment.

Hearing no public comment, the Mayor closed the public hearing.

Councilman Steve Talt moved to approve Resolution No. R-16-09 adopting changes to fines and fees effective July 1, 2016; seconded by Vice Mayor Richard Sun. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

WRITTEN COMMUNICATIONS

There were no written communications at this time.

COUNCIL REPORTS

The City Council had nothing to report at this time.

CITY MANAGER'S REPORT

City Manager John Schaefer reminded the City Council of the upcoming joint meeting with the Recreation Commission at 5:00 p.m. on July 13, 2016.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings at this time.

PUBLIC COMMENTS

The following person(s) spoke:

Gene Ruckh, San Marino, commented on the following: pensions, overtime, raids on personal property, police, billing for emergency services, and EMS dispatch fees (*submitted documents*).

Councilman Talt left the meeting at 7:00 p.m.

CLOSED SESSION

The City Council recessed to Closed Session at 7:02 p.m. to:

17. **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION.**
The City Council will meet in closed session with the City Attorney pursuant to Government Code Section 54956.9(d)(1) with respect to the following matter of pending litigation: *Yee v. City of San Marino*, Los Angeles County Superior Court No. 16K06129.

RECONVENE TO OPEN SESSION

Council reconvened to open session at 7:29 p.m.

CLOSED SESSION REPORT

There was no reportable action.

ADJOURNMENT

The San Marino City Council adjourned at 7:30 p.m. to an adjourned regular meeting to be held on **FRIDAY, JUNE 24, 2016, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

VERONICA RUIZ, CMC, CITY CLERK

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Rich Ward, Council Member

TO: MAYOR AND CITY COUNCIL
FROM: JOHN T. SCHAEFER, CITY MANAGER
BY: [JOHN N. INCONTRO, CHIEF OF POLICE]
DATE: [JULY 13, 2016]
SUBJECT: **AWARD OF CONTRACT TO ALL CITY
MANAGEMENT FOR CROSSING GUARD SERVICES**

BACKGROUND

Since 2006 All City Management has been providing Crossing Guard Services to our Community ensuring that our children get to and from school in a safe manner. The intent of the City is to award a contract to All City Management Crossing Guard Services for a one-year period beginning July 1, 2016 – June 30, 2017. Our current hourly rate is \$16.59 per hour. Under the new contract, the City agrees to pay the contractor for services rendered at \$17.08 per hour including the proposed 3% adjustment which encumbers current mandates established under AB No. 1522. AB No. 1522 enacts the Healthy Workplaces, Healthy Families Act of 2014. Per this mandate effective July 1, 2015, Crossing Guards began to accrue sick time at a rate of 1 hour for every 30 hours worked. Hence, the total annual projected cost to the City is \$111,293.28.

In addition, the City of San Marino has taken on the cost of Summer School Crossing Guard service for the duration of six weeks beginning in June – July. The total projected cost to the City for this is \$11,887.68.

FISCAL IMPACT

If the City were to agree with this proposal, the cost to the City is \$123,180.96, which has been budgeted in the 2016/2017 budget.

RECOMMENDATION

Given the totality of the proposal, it is recommended that the City Council authorize the City Manager to execute an agreement with All City Management for one year of Crossing Guard services under the terms described in the attached agreement. If Council concurs, the appropriate action would be:

“A motion to authorize the City Manager to execute an agreement approved by the City Attorney with All City Management for Crossing Guard services.”

Attachments: [All City Management Crossing Guard Contract Agreement]

**AGREEMENT BETWEEN THE CITY OF SAN MARINO
AND ALL CITY MANAGEMENT SERVICES, INC.
FOR CROSSING GUARD SERVICES**

This AGREEMENT is made and entered into this 13th day of July 2016 by and between the CITY OF SAN MARINO a municipal corporation, hereinafter called "City," and ALL CITY MANAGEMENT SERVICES, INC., hereinafter called "Contractor."

WITNESSETH

The parties hereto have mutually covenant and agree as follows:

1. This Agreement is for a two-year period commencing July 1, 2016 and ending on June 30, 2018, with an option to unless extended by mutual written consent.
2. Contractor will provide personnel properly equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as Crossing Guards
3. Contractor is an independent contractor and the Crossing Guards to be provided by it shall at all times be its employees and not those of City.
4. City's representative in dealing with Contractor shall be designated in writing by City.
5. City shall determine and inform Contractor of the locations where Contractor shall provide Crossing Guards. Contractor shall provide at each designated location properly trained Crossing Guards. Contractor shall provide supervisory personnel to ensure that Crossing Guards are provided at the required places and times and in accordance with all terms of this Agreement. Contractor shall notify City if a Crossing Guard or designated alternate will not be at his or her assigned post 30 minutes before the start of the assigned shift.
6. Contractor shall maintain adequate reserve personnel to furnish alternate Crossing Guards in the event that any Crossing Guard fails to report for work at the assigned time and location. In the event that a Crossing Guard is not at the assigned location within 15 minutes from the start of the assigned shift, City shall deduct four (4) hours from its monthly payment to Contractor regardless of whether the Crossing Guard was absent for the full shift or only for part of the shift.
7. In the performance of its duties, Contractor and all employees of Contractor shall conduct themselves in accordance with the terms of this Agreement and the laws, codes and regulations of the United States, the State of California and the City of San Marino.
8. Crossing Guard Services shall be provided by Contractor at the designated locations on all days in which the San Marino Unified District schools are in session. Contractor will maintain communication with the District to maintain proper scheduling.
9. Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognizable as Crossing Guards. Such apparel shall be uniform for Crossing Guards and shall be worn at all times while performing services. This apparel must be appropriate for weather conditions.

Contractor shall also provide all Crossing Guards with hand held Stop signs and any other safety equipment which may be necessary.

10. Contractor shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company admitted to do business in California, rated "A" or better in the most recent Best's Key Insurance Rating Guide, and approved by City, (1) a policy or policies of broad-form commercial general liability insurance with minimum limits of \$1,000,000 combined single limit coverage against any injury, death, loss or damage as a result of wrongful or negligent acts by Contractor, its officers, employees, agents, and independent contractors in performance of services under this Agreement and; and (2) Workers' Compensation insurance with a minimum limit of \$1,000,000 or the amount required by law, whichever is greater. City, its officers, employees, attorneys, and designated volunteers shall be named as additional insureds on the policy (ies) as to commercial general liability bodily injury and property damage coverages with respect to liabilities arising out of Contractor's work under this Agreement.

Each insurance policy required by this Section 10 shall be endorsed as follows: (1) the insurer waives the right of subrogation against City and its officers, employees, agents and representatives; (2) the policies are primary and non-contributing with any insurance that may be carried by City; and (3) the policies may not be canceled or materially changed except after thirty (30) days prior written notice by insurer to City. The endorsement requirements set forth in this subsection shall not apply to the professional liability policy required by this Section 10.

All insurance coverages shall be confirmed by execution of endorsements on forms approved by City. Contractor is required to file the completed policy endorsements with City prior to commencing work and shall thereafter maintain current endorsements on file with City. The completed endorsements are subject to the approval of City. If for any reason it shall not be possible to obtain endorsements on City's forms, the underlying insurance policies are nonetheless required to include the terms and conditions set forth in this Agreement, unless otherwise agreed by the City Manager.

11. Contractor shall indemnify City, its officers, employees, attorneys, contractors, and agents (collectively and individually referred to as "Indemnitees") against, and shall hold and save each of them harmless from, any and all actions, claims, damages to persons or property, penalties, obligations or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the acts, errors, or omissions of Contractor, its officers, agents, employees, subcontractors, or invitees.

Contractor will defend any action or actions filed in connection with any said claim, damage, penalty, obligation or liability and will pay all costs and expenses relating directly or indirectly thereto, including attorney's fees incurred in connection herewith.

Contractor will promptly pay any award, settlement, judgment, or similar economic consideration rendered against the indemnitees, or any of them, for any such claim, damage, penalty, obligation or liability.

In the event any of the Indemnitees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or made in connection with Contractor's performance of this Agreement, Contractor agrees to pay said Indemnitees any and all costs and expenses incurred by said Indemnitees in such action or proceeding, including, but not limited to, reasonable attorney's fees.

12. Either party may terminate this Agreement by giving sixty (60) days' written notice to the other.
13. Contractor shall not have the right to assign this Agreement to any other person or firm except with the prior written consent of City.
14. City agrees to pay Contractor for the services rendered pursuant to this Agreement the sum of Seventeen Dollars and Eight Cents (\$17.08) per hour that each Crossing Guard provides services. The total cost of this Agreement shall not exceed One Hundred Twenty-Three Thousand, One Hundred and Eighty Dollars and Ninety-Six Cents, (\$123,180.96) per contract year without the written approval of the City Manager. The above sum includes a 29 day Summer Session totaling \$11,887.68.
15. Payment of undisputed charges is due to Contractor within thirty (30) days of receipt of Contractor's invoice.
16. Contractor may request a price increase during the contract period as result of any legislative mandated increases in wages or benefits for California employees. Contractor shall provide City 60 days' notice and justification of its request to adjust pricing based on any new wage or benefit laws. City agrees to review and respond to said notice within 30 days of receipt of request.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

City of San Marino

All City Management Services, Inc.

By: _____
John Schaefer, City Manager

By: _____
Name:
Title:

ATTEST:

By: _____
Veronica Ruiz, City Clerk

By: _____
Name:
Title:

APPROVED AS TO FORM:

By: _____
Steven L. Dorsey, City Attorney

City of San Marino AGENDA REPORT



Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL
FROM: JOHN T. SCHAEFER, CITY MANAGER
BY: JOHN T. SCHAEFER, CITY MANAGER |
DATE: JULY 13, 2016 |
SUBJECT: **APPROVAL OF EMPLOYMENT AGREEMENT FOR
INTERIM CITY MANAGER** |

BACKGROUND

City Manager, John Schaefer, submitted his resignation to the City Council with an effective date of July 29, 2016. On June 24, 2016 in closed session, the City Council voted to appoint Cindy Collins as the Interim City Manager effective August 1, 2016. The City Council then directed the City Attorney to draft a contract to serve as the Employment Agreement for this Interim City Manager position.

Attached is the agreement, which includes the terms and conditions of employment as well as the proposed compensation. The agreement will be effective August 1, 2016 and will terminate on June 30, 2017, or sooner if the Interim assignment is concluded prior to this date.

FISCAL IMPACT

The FY 2016/17 adopted budget includes the full time compensation package of the City Manager position. The compensation package included in the attached Employment Agreement represents a \$1,097 per month savings from what is budgeted for the City Manager position. If this Interim City Manager assignment runs the entire fiscal year, there will be a \$12,067 budget savings this fiscal year.

RECOMMENDATION |

Staff recommends the City Council approve the Employment Agreement between the City of San Marino and Cindy Collins for the services of Interim City Manager. If Council concurs, the appropriate action would be:

“A motion to approve the Employment Agreement between the City of San Marino and Cindy Collins for the services of Interim City Manager.” |

Attachments: Interim City Manager Employment Agreement |

INTERIM CITY MANAGER EMPLOYMENT AGREEMENT

between the

City of San Marino

and

Cindy Collins

dated

August 1, 2016

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EXHIBIT A International City/County Management Association (“ICMA”) Code of Ethics

INTERIM CITY MANAGER EMPLOYMENT AGREEMENT

between the City of San Marino and Cindy Collins

1. Parties and Date

This Agreement is entered into as of August 1, 2016, by and between the City of San Marino, California, a municipal corporation (the "City"), and Cindy Collins, an individual (the "Interim City Manager"). The City and the Interim City Manager are sometimes individually referred to as a "Party" and collectively as "Parties."

- A. The City requires the services of an Interim City Manager.
- B. The Interim City Manager has the necessary education, experience, skills and expertise to serve as the City's Interim City Manager; and
- C. The City Council of the City (the "City Council") desires to employ the Interim City Manager to serve as the Interim City Manager of City.
- D. The Parties desire to execute this Agreement pursuant to the authority of and subject to the provisions of Government Code Section 53260, et seq.
- E. In consideration of these Recitals and the performance by the Parties of the promises, covenants, and conditions herein contained, the Parties agree as provided in this Agreement.

2. Employment and Term

The City hereby employs the Interim City Manager as its Interim City Manager, effective August 1, 2016, through June 30, 2017, unless sooner terminated as provided in Sections 4.A or 4.B, and the Interim City Manager hereby accepts such employment. In consideration of the fact that the Interim City Manager is serving in an interim capacity the Parties waive San Marino Municipal Code Section 02.03.10 (Removal) in all circumstances where it may otherwise apply, if any.

A. The Interim City Manager's Commitments

(1) Duties and Authority

- (a) The Interim City Manager shall be the chief executive officer of the City and be responsible to the City Council for the proper administration of all affairs of the City.
- (b) The Interim City Manager shall perform all of the duties of the City Manager as set forth in the San Marino Municipal Code (the "Municipal Code"), the California Government Code, and City policies and procedures approved by the City Council, as may be provided from time to time. The Interim City Manager shall also perform other legally permissible and proper duties and functions as the City Council may assign from time to time.

- (c) The City Council may also designate the Interim City Manager as the chief executive of other City-related legal entities. Such other legal entities could include financing authorities, and joint powers authorities.
- (d) The Interim City Manager shall administer and enforce policies established by the City Council and promulgate rules and regulations as necessary to implement City Council policies.
- (e) To accomplish this, the Interim City Manager shall have the power and shall be required to:
 - (i) Attend all meetings of the City Council, unless excused by the Mayor, and take part in the discussion of all matters before the City Council. The Interim City Manager shall receive notice of all regular and special meetings of the City Council.
 - (ii) Review all agenda documents before preparing the agenda for any regular or special meetings of the City Council.
 - (iii) Direct the work of all elective and appointive City officers and departments that are the concern and responsibility of the City Council, except those that are directly appointed by or report directly to the City Council. The Interim City Manager shall endeavor to implement changes that the Interim City Manager believes will result in greater efficiency, economy, or improved public service in the administration of City affairs.
 - (iv) Recommend to the City Council from time to time, adoption of such measures as the Interim City Manager may deem necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.
 - (v) Conduct research in administrative practices in order to bring about greater efficiency and economy in City government, and develop and recommend to the City Council long-range plans to improve City operations and prepare for future City growth and development.
 - (vi) Provide management training and develop leadership qualities among department heads and staff as necessary to build a City management team that can plan for and meet future challenges.
 - (vii) Exercise control of City government in emergencies as authorized by the Municipal Code and California law.

(2) Hours of Work

- (a) The Interim City Manager is an exempt employee but is expected to engage in those hours of work that are necessary to fulfill the obligations of the City Manager position. The Interim City Manager does not have set hours of work as the Interim City Manager is expected to be available at all times.
- (b) The Interim City Manager may engage in teaching, consulting, speaking, or perform other non-City connected activities for which he is compensated only with the express prior consent of the City Council.

(3) Disability or Inability to Perform

In the event the Interim City Manager becomes mentally or physically incapable of performing the City Manager's functions and duties with reasonable accommodation and it reasonably appears such incapacity will last for more than six months, the City Council may terminate the Interim City Manager.

B. City Council Commitments

- (1) The City Council sets policy for the governance and administration of the City, and it implements its policies through the Interim City Manager.
- (2) The City Council commits to spending time each year to work with the Interim City Manager and staff on setting goals and priorities for the City government.
- (3) Except for the purpose of inquiry, the City Council and its members shall deal with all subordinate City employees, officers, contractors, and consultants solely through the Interim City Manager or the Interim City Manager's designee, and neither the City Council nor any member thereof shall give orders to any subordinate of the Interim City Manager, either publicly or privately.
- (4) The City Council agrees none of its individual members will order the appointment or removal of any person to any office or employment under the supervision and control of the Interim City Manager.

C. Mutual Commitments

(1) Performance Evaluation and Goals

The City Council shall conduct an annual review of the Interim City Manager during August of each year in accordance with specific criteria developed by the City Council or a designated member or members of the City Council. Such criteria may be added to or deleted as the City Council may determine from time to time.

(2) ICMA Code of Ethics

The Parties mutually desire that the Interim City Manager be subject to and comply with the International City/County Management Association ("ICMA") Code of Ethics (attached as Exhibit A). The guideline under Item 7 of the Code addressing Elections will only apply to City of San Marino elections.

3. COMPENSATION

The City agrees to provide the following compensation to the Interim City Manager during the term of the agreement:

A. Compensation and Required Employer Costs

(1) Base Salary

- (a) The annual base salary for the position of Interim City Manager shall be \$185,000. The Interim City Manager shall be paid at the same intervals and in the same manner as regular City employees.
- (b) The City shall not at any time during the term of this Agreement reduce the base salary, compensation or other financial benefits of the Interim City Manager, unless as part of a general City management salary reduction, and then in no greater percentage than the average reduction of all City department heads whose salaries are reduced.

(2) Required Employer Costs

- (a) Federal Insurance Contributions Act (FICA) (if applicable to the same extent provided other City employees)
 - (i) Old Age Survivor and Disability Income (OASDI)
 - (ii) Medicare
- (b) Unemployment Compensation to the same extent provided other City employees.
- (c) Public Employees Retirement System (PERS).

The City contracts with the California Public Employees' Retirement System for retirement benefits. The City will pay only the City's portion and the Interim City Manager is responsible for paying the employees portion for participation in the Public Employees' Retirement System. The PERS benefit shall be based upon a single year average and 2%@55 formula, the same benefit formula that applied to the Interim City Manager in her prior employment with the City.

- (d) The cost of any fidelity or other bonds required by law for the Interim City Manager.
- (e) Workers Compensation to the same extent provided other employees of the City.

B. Basic Benefits

(1) Leave Allowances

The Interim City Manager shall be entitled to 120 hours of vacation leave annually which is accrued on a monthly basis. In addition, the Interim City Manager is entitled 80 hours administrative leave that is advanced August 1st of each year.

(2) Automobile Allowance

The Interim City Manager shall be provided a monthly auto allowance of \$600 in exchange for making a vehicle available for the Interim City Manager's own use and for City-related business and/or functions during, before and after normal work hours. By the Interim City Manager making the Interim City Manager's personal automobile available for use, the Interim City Manager is not precluded from using City vehicles for City business during the normal workday on occasion, when appropriate.

(3) Technology Allowance

The Interim City Manager shall be provided a monthly technology allowance of \$200 in exchange for making a personal cell phone, computer, and/or internet service available for the Interim City Manager's own use and for City-related business and/or functions during, before and after normal work hours.

(4) Deferred Compensation – Section 401(a) Plan

City shall contribute an amount equal to four percent (4%) of employee's base salary to the ICMA 401(a) deferred compensation plan. This payment shall be in addition to the base salary.

(5) Cash Out of Administrative Leave

All unused Administrative Leave time shall be cashed out annually in August of each year at the June 30th rate in which the Administrative Leave time was accrued.

(6) Other Benefits

The Interim City Manager shall be entitled to benefits as provided in Sections 5 (Medical and Other Health Benefits including Retiree Participation) and 7 (Holidays) of the City's Management Employees-Salary and Benefits Schedule as in effect on July 1, 2016. The Interim

City Manager shall be entitled to sick leave benefits as described in Section 8 of the Management Employees Salary and Benefits Schedule. The Interim City Manager's existing sick leave and sick bank currently accrued, if any, will be carried over to the new position and sick time can be used to purchase service credit at separation, to the extent permitted by the City's contract with PERS.

4. SEPARATION

A. Resignation/Retirement

The Interim City Manager may resign at any time and agrees to give the City at least 45 days advance written notice of the effective date of the Interim City Manager's resignation, unless the Parties otherwise agree in writing. If the Interim City Manager retires from full time public service with the City, the Interim City Manager shall provide three months' advance notice. The Interim City Manager's actual retirement date will be mutually established.

B. Termination and Removal

- (1) Manager is an at-will employee serving at the pleasure of the City Council as provided in Government Code Section 36506.
- (2) The City Council may remove the Interim City Manager at any time, with or without cause, by a majority vote of its members.

C. Payment for Unused Leave Balance

- (1) On separation from City employment, the Interim City Manager shall be paid for all unused accrued leave allowances provided in Section 3.B(1), and/or the Interim City Manager may apply the leave time to service credit for retirement purposes if permitted by PERS. Accumulated leave balances shall be paid at the Interim City Manager's monthly salary rate at the effective date of separation.
- (2) In the event the Interim City Manager dies while employed by the City under this Agreement, the Interim City Manager's beneficiaries or those entitled to the Interim City Manager's estate, shall be entitled to the Interim City Manager's earned salary, and any in-lieu payments for accrued benefits, including compensation for the value of all accrued leave balances.

5. MISCELLANEOUS PROVISIONS

A. Provisions that Survive Separation

Section 5.D shall survive separation and termination of this Agreement.

B. Amendments

This Agreement may be amended at any time by mutual agreement of the City and the Interim City Manager. Any amendments are to be negotiated, put in writing, and adopted by the City Council.

C. Conflict of Interest

- (1) The Interim City Manager shall not engage in any business or transaction or shall have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business, personal, or political associations.
- (2) The Interim City Manager shall also comply with the conflict of interest provisions of the California Government Code and any conflict of interest code applicable to the Interim City Manager's City employment.
- (3) The Interim City Manager is responsible for submitting to the City Clerk the appropriate Conflict of Interest Statements at the time of appointment, annually thereafter, and at the time of separation from the position.

D. Indemnification

- (1) In accordance with and to the extent provided by California's Tort Claims Act (Government Code Section 825, et seq.) and Government Code Sections 995-996.5, the City shall defend and indemnify the Interim City Manager against and for all losses sustained by the Interim City Manager in direct consequences of the discharge of the Interim City Manager's duties on the City's behalf for the period of the Interim City Manager's employment.
- (2) In the event that the Interim City Manager shall serve as the chief executive of other City-related legal entities as provided in Sections 2.A(1)(b) or (c), then Section 5.D(1) shall be equally applicable to each City-related legal entity as though set forth in an indemnity agreement between the Interim City Manager and that legal entity. The City hereby guarantees the performance of this indemnity obligation by the City-related legal entity, and shall indemnify and hold the Interim City Manager harmless against any failure or refusal by City-related legal entity to perform its obligations under this Section.
- (3) Without limiting the application of 5.D(2), nothing in this agreement shall expand the City's defense and indemnification obligations beyond those provided in the Government Code Tort Claims Act (Government Code Section 825, et seq.) and Government Code Sections 995-996.5. Further, in the event City provides funds for legal criminal defense pursuant to this sub-section and terms of the Government Code, Interim City Manager shall reimburse the City for such legal criminal defense

funds if Interim City Manager is convicted of a crime involving an abuse of office or position, as provided by Government Code Sections 53243 – 53243.4.

E. Severability

If any clause, sentence, part, section, or portion of this Agreement is found by a court of competent jurisdiction to be illegal or unenforceable, such clause, sentence, part, section, or portion so found shall be regarded as though it were not part of this Agreement and the remaining parts of this Agreement shall be fully binding and enforceable by the Parties hereto.

F. Laws Affecting Title

In addition to those laws affecting an Interim City Manager, the Interim City Manager shall have the same powers, rights and responsibilities as a Chief Executive Officer, City Administrative Officer, Administrator, and/or City Administrator as those terms are used in local, state or federal laws.

G. Jurisdiction and Venue

This Contract shall be construed in accordance with the laws of the State of California, and the Parties agree that venue shall be in Los Angeles County, California.

H. Entire Agreement

This Contract represents the entire agreement of the Parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by a written, fully executed agreement of the Parties.

I. Notice

Any notice, amendments, or additions to this Agreement, including change of address of either party during the term of this Agreement, which the Interim City Manager or the City shall be required, or may desire, to make shall be in writing and shall be sent by prepaid first class mail or hand-delivered to the respective Parties as follows:

(1) If to the City:

City Clerk
City of San Marino
2200 Huntington Drive

San Marino, CA 91108

(2) If to the Interim City Manager:

Cindy Collins
Interim City Manager
City of San Marino
2200 Huntington Drive
San Marino, CA 91108

IN WITNESS WHEREOF the Parties have executed this Agreement as of the day and year first above written.

“City”

“Interim City Manager”

CITY OF SAN MARINO
a municipal corporation

By: _____
Mayor

Cindy Collins

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
City Attorney

EXHIBIT A

International City/County Management Association (“ICMA”) Code of Ethics

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: JOHN T. SCHAEFER, CITY MANAGER

DATE: JULY 13, 2016

SUBJECT: **SAN MARINO RESPONSE TO CIVIL GRAND JURY REPORT ON
“APPOINTED COMMISSIONS: TRANSPARENCY WILL MAINTAIN THE
PUBLIC TRUST”**

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND

On June 30, 2016 the County of Los Angeles Civil Grand Jury released a report entitled “Appointed Commissions: Transparency Will Maintain Public Trust.”

A copy of that report is attached.

The report concludes with 5 recommendations:

- 5.1 Los Angeles County and each listed city in Section VI should add to the “Commission Facts” for each existing commission whether compensation is paid and in what amount, including whether attendance is mandatory for payment. If there is no compensation, that none is provided.
- 5.2 Los Angeles County and each listed city should add to “Commission Facts” for each existing commission whether or not elected officials may serve on it.
- 5.3 Los Angeles County and each listed city should add to “Commission Facts” for each existing commission whether or not commissioners are allowed to serve on more than one commission at the same time.
- 5.4 Each listed city should publish or provide a link to the current agenda and timely meeting minutes for each meeting of each exiting commission on the website.
- 5.5 Each listed city should add a conspicuous link to “Commissions” on the home page or as a menu options under “Departments,” “Government,” or “Services.”

Currently the City of San Marino does not compensate commissioners and that information has been added to our web site. The City currently has no mandates for commission meeting attendance, but given there is no compensation, this recommendation would not require such a mandate. (5.1)

The City does not currently have an ordinance or Council policy that dictates whether elected officials can serve on commissions (5.2).

The City does not currently have an ordinance or Council policy that dictates whether a commissioner can serve on multiple commissions (5.3)

The City does currently publish agendas and minutes for its various commissions, boards and committees on the City's website (5.4)

The City has added a conspicuous link to "Commissions" on its website (5.5).

California Penal Code Section 933.05(a) and (b) require us to respond to this report with information as to whether we agree or disagree with the findings and what we have done, will do, or will not do, to implement the recommendations.

In this situation, Staff's recommendation would be to agree with all the recommendations and implement the findings.

Recommendations 5.2 (policy related to elected officials serving on commissions) and 5.3 (ordinance related to commissioners serving simultaneously on multiple commissions, boards or committees) will require Council action.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that Council affirm their agreement with the five Grand Jury recommendations and they direct the City Attorney to draft modifications to San Marino Municipal code prohibiting elected officials from simultaneously serving on the City Council and a City Commission, Board or Committee and that they direct staff to report to the Grand Jury that all five of the recommendations are being implemented. If Council concurs, the appropriate action would be:

"A motion to direct the City Attorney to draft modifications to San Marino Municipal code prohibiting elected officials from simultaneously serving on the City Council and a City Commission, Board or Committee and to direct staff to report to the Grand Jury that San Marino agrees with the five recommendations and that they are all being implemented."

Attachments: City Grand Jury Report on Appointed Commissions



County of Los Angeles
CIVIL GRAND JURY

CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER
210 WEST TEMPLE STREET • ELEVENTH FLOOR • ROOM 11-506 • LOS ANGELES, CALIFORNIA 90012
TELEPHONE (213) 628-7914 • FAX (213) 220-2595
<http://www.grandjury.co.la.ca.us/>

RECEIVED

2016 JUN 23 P 2:11

CITY OF SAN MARINO
CITY CLERK'S OFFICE

June 23, 2016

John Schaefer, City Manager
City of San Marino
2200 Huntington Drive
San Marino, CA 91108

In Re: APPOINTED COMMISSIONS: TRANSPARENCY WILL MAINTAIN THE PUBLIC TRUST
Pre-release of a report by the 2015-2016 Los Angeles County Civil Grand Jury

NOTE: DO NOT DISCLOSE ANY REPORT CONTENTS PRIOR TO JUNE 30, 2016.

Dear Mr. Schaefer:

California Penal Code Section 933.05 (f) provides: "A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report."

The enclosed report will be released to the public on June 30, 2016.

A response to all Recommendations in a Civil Grand Jury Report is required by California Penal Code Sections 933 (c), 933.05 (a), and 933.05 (b) within ninety (90) days following the release of the report to the public, and no later than September 30, 2016. Responses shall be sent: Presiding Judge Carolyn B. Kuhl, Los Angeles County Superior Court, Clara Shortridge Foltz Criminal Justice Center, 210 West Temple Street, Eleventh Floor-Room 11-506, Los Angeles, California, 90012. Attached are the requirements contained in California Penal Code Section 933.05 (a) and 933.05 (b) for how to respond.

Sincerely,

Bart Benjamins, Foreperson

2015-2016 Los Angeles County Civil Grand Jury

Encl:

California Penal Code Section 933.05(a) and (b)

(a) For purposes of subdivision (b) of Section 933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

- (1) The recommendation has been implemented, with a summary regarding the implemented action.
- (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
- (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.
- (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.



**APPOINTED COMMISSIONS:
TRANSPARENCY WILL MAINTAIN
THE PUBLIC TRUST**

APPOINTED COMMISSIONS: TRANSPARENCY WILL MAINTAIN THE PUBLIC TRUST

I. EXECUTIVE SUMMARY

The primary purpose of this investigation was to examine the degree of transparency provided by Los Angeles County and city governments for the commissions they have authorized in their jurisdictions. The 2015-2016 Los Angeles County Civil Grand Jury (CGJ) studied the county and 88 city websites for information provided to the public regarding each commission's:

- membership,
- mission statement,
- term, and
- compensation or lack thereof.

Each website should additionally inform the public:

- whether elected officials are allowed to serve,
- whether citizens are allowed to serve on more than one commission, and
- whether agendas and minutes of each meeting are published.

The website should be generally easy to use.

The CGJ review shows that many local government websites in this example yield less transparency than citizens expect. The CGJ believes that providing this, and other, information in an accurate and accessible manner is a legitimate public interest and is an important aspect of maintaining the public trust.

Recommendations are made for individual entities to improve the public information about commissions on their websites.

II. BACKGROUND

This investigation was prompted by the scandals in Bell¹ and Compton.² City council members and other officials there were appointed to commissions and then compensation for commission members was raised to unrealistic amounts. Subsequently, multiple meetings were held in which little or no work was done. This

¹ Gottlieb, Jeff, Winton, Richard, and Vives, Ruben, "Bell Council was Paid for Boards that Seldom Met," Los Angeles Times, August 25, 2010. <http://pqasb.pqarchiver.com/latimes/doc/746642334.html?FMT=ABS&FMTS=ABS:FT&t>.

² Jennings, Angel, "City Officials Take Extra Pay," Los Angeles Times, August 21, 2015. <http://pqasb.pqarchiver.com/latimes/doc/1705694136.html?FMT=ABS&FMTS=ABS:FT>.

scheme allowed the perpetrators to amass thousands and in some cases tens of thousands of dollars in unearned income.

If information was readily available to citizens about these cities' commissions, it is likely that concerned citizens would have noticed, and these scandals could have been shortened or avoided entirely. Websites that do not include information, such as compensation (if any), whether elected officials are allowed to serve, whether service on more than one commission at the same time is permissible, and do not publish agendas and minutes, are not serving the public interest. Although a person determined to defraud will find a way, an informed public can be a formidable barrier.

A. Accessibility to Relevant Information about Commissions

Records pertaining to the creation and operation of the commissions are a matter of public record and explanatory information about each commission, along with pertinent records, such as relevant ordinances, agendas, and minutes of public meetings, should be available in an easily accessible form. Websites must be easy for users to navigate as well. A website publishing all facts and minutes with 100% transparency is worthless if citizens cannot find the information.

A commission may be authorized by a county or city government to investigate and/or handle an issue in a timely manner and, further, to advise the appointing authority. Commissions provide a valuable service and many citizens serve without compensation. Others receive a small monthly stipend, capped at \$150 by state law unless superseded by a statute specifying a different amount. Some commissions, like South Pasadena's "Fourth of July/Festival of Balloons," promote civic pride and community spirit and others, like Planning Commissions, are created to provide a valuable service and ease the workload that could otherwise burden elected officials.

Regardless, an interested citizen should be able to find the published information on commissions in one or two clicks on a website. The Los Angeles County website was one of the better that the CGJ examined. It was easy to navigate, but even it omitted relevant facts in some cases.

Many of the city websites examined by the CGJ were comparable to the Los Angeles County site but some were difficult, and a few were impossible, to navigate. Most websites omitted information that ought to be readily available to the public. A common omission, for example, was the failure to mention whether compensation was paid, in any amount, for membership on a commission. If no compensation is provided the "Commission Facts" should state this explicitly.

Easy navigation will present a website user with a selection for "Commissions," either on the main page or under a heading such as "Services" or "Government." Clicking on this choice should contain an up-to-date list of all of the existing commissions, and also have choices or links under each for "Commission Facts" and "Agenda/Minutes." Commissions that are inactive and likely to remain so should be deleted.

B. Statutory Basis for Commissions

- (1) Government Code Section 37112 provides authority for the establishment of commissions by cities. It states that “. . . a legislative body may perform all acts necessary and proper to carry out the provisions of this title.”³
- (2) Government Code Section 65100 states that “the legislative body shall by ordinance assign functions of a planning agency to a planning department, one or more planning commissions” or some combination of appropriate and necessary entities. In the absence of this assignment, the legislative body shall carryout the functions of the planning agency. Sections 65001 through 65007 define the rules for creating a planning commission.
- (3) The Ralph M. Brown Act, Government Code Section 54950 and following, requires that commission meetings, agendas, and minutes shall be open and available to the public and, further, establishes strict rules for closed meetings. Closed meetings generally are necessary when discussing personnel evaluation, compensation issues, employee discipline, and pending litigation, among other topics.
- (4) Government Code Section 36516 authorizes the maximum compensation for serving on a commission as \$150 per month unless another statute specifies a different amount. Unfortunately, a few officials have used this procedure to enrich themselves at the expense of the general public.
- (5) Government Code Section 54952.3 requires that a commission meeting being held simultaneously or in serial order with that of any other legislative body meeting must announce the compensation amount or stipend that each member of the commission is to receive.
- (6) The Maddy Act, Government Code Sections 54970 and 54972, requires public posting in December of all commission vacancies that will be occurring in the next calendar year. This “Local Appointments List” also shall include the qualifications required for each position.

III. METHODS AND PROCEDURES

The CGJ examined county and city websites for information, finding it usually under the heading “Commission Facts.” It looked specifically for information about the commissions in each jurisdiction, including the date created, the purpose of the commission, the membership requirements, length of term, compensation facts, how often each was scheduled to meet, attendance requirements, agendas and minutes of each meeting, and whether the website contained up-to-date information.

³ Title 4: Government of Cities, Section 3400 et seq., California Government Code.

Much website information was incomplete so the CGJ sent an email with the appropriate questions to each of the 88 cities in Los Angeles County.⁴ A second email was sent to non-responders of the first one, followed by telephone requests to any city that had still not complied. Interestingly, many of the failures to reply were caused by invalid or out of date email addresses that the CGJ took directly from the July 2015 Los Angeles County Roster of City Officials. The email responses provided the missing information and after analysis allowed the CGJ to make its recommendations.

The CGJ then compiled and analyzed the information. A decision was made to grade the websites for clarity and ease of use. A website was graded as satisfactory if facts about the commission were accessible from the home page.

A second analysis was done for content, concentrating on matters of compensation, membership requirements, and whether minutes were published.

IV. FINDINGS

1. CGJ queries to the 88 cities in the county elicited 86 responses with only Compton, and Monterey Park failing to respond.
2. Two cities, Bell and Westlake Village, have no commissions.
3. The Los Angeles County website lists 174 commissions and compensation amounts that range from \$0 to \$300, with the higher amounts paid for serving on commissions requiring special expertise. "Commission Facts" provided on the county website document the history for each of its commissions, including the establishing ordinance, purpose, membership, duties, compensation, and minutes of all meetings. The data appears to be updated in a timely manner and can be displayed to any interested party.
4. Some cities publish agendas for commission meetings but not the minutes.
5. In lieu of publishing minutes, many cities post video recordings of commission meetings on their web site. This is acceptable and after the initial cost of the video equipment is absorbed, the process is relatively free.
6. Many cities are not current in publishing minutes of commission meetings. Some are many months behind.
7. The websites of the 88 cities in Los Angeles County most commonly omitted information pertaining to compensation. Other common omissions were whether elected officials are allowed to serve and whether a commissioner can serve on

⁴ The questionnaire is attached. See Appendix.

multiple commissions simultaneously. This information was provided in responses to our e-mail queries.

8. Of all the cities reporting compensation for service on a commission, only two currently report this on their websites in "Commission Facts."
9. Stipends are not always provided for commission service. While the CGJ applauds the 34 cities whose commissioners serve without pay, it notes that stipends provided to commissioners in 50 cities, which ranged from \$10 to \$250, is not a major concern.
10. Higher stipends were generally reserved for service on Planning Commissions, whose members are usually required to have more specialized knowledge and experience.
11. Only the City of Industry exceeded the \$250 upper threshold and pays members on two of its commissions \$680 per meeting. Attendance is not mandatory for compensation.
12. Many cities' "Commission Facts" mentioned the Brown Act and/or the Maddy Act and appeared to follow the rules outlined in them, but Government Code section 36516, which authorizes a maximum compensation of \$150, was conspicuous by its absence.
13. It was impossible to reach the Lomita website, even as we tried many variations of the web address.

V. RECOMMENDATIONS

The CGJ recommends that local government websites be improved in the five following ways:

- 5.1. Los Angeles County and each listed city in Section VI should add to the "Commission Facts" for each existing commission whether compensation is paid and in what amount, including whether attendance is mandatory for payment. If there is no compensation, state that none is provided.
- 5.2. Los Angeles County and each listed city should add to "Commission Facts" for each existing commission whether or not elected officials may serve on it.
- 5.3. Los Angeles County and each listed city should add to "Commission Facts" for each existing commission whether or not commissioners are allowed to serve on more than one commission at the same time."

- 5.4. Each listed city should publish or provide a link to the current agenda and timely meeting minutes for each meeting of each existing commission on the website.
- 5.5. Each listed city should add a conspicuous link to "Commissions" on the home page or as a menu option under "Departments," "Government," or "Services."

VI. REQUEST FOR RESPONSE

California Penal Code Sections 933(c) and 933.05 require a written response to all recommendations contained in this report. Such responses shall be made no later than ninety (90) days after the Civil Grand Jury publishes its report (files it with the Clerk of the Court). Responses shall be made in accord with Penal Code Sections 933.05 (a) and (b).

All responses to the recommendations of the 2015-2016 Civil Grand Jury must be submitted on or before September 30, 2016, to:

Presiding Judge
 Los Angeles County Superior Court
 Clara Shortridge Foltz Criminal Justice Center
 210 West Temple Street
 Eleventh Floor-Room 11-506
 Los Angeles, CA 90012

Responses are required from:

THESE WEBSITES WERE JUDGED SATISFACTORY FOR EASE OF USE.

Location	Web Address	Recommendation			
Agoura Hills	www.ci.agoura-hills.ca.us	5.1	5.2	5.3	
Artesia	www.cityofartesia.us	5.1	5.2	5.3	
Avalon	www.cityofavalon.com	5.1	5.2	5.3	
Bellflower	www.bellflower.org	5.1	5.2	5.3	
Beverly Hills	www.beverlyhills.org	5.1	5.2	5.3	
Burbank	www.burbankca.gov		5.2		5.4
Carson	www.ci.carson.ca.us	5.1	5.2	5.3	5.4
Cerritos	www.cerritos.us	5.1	5.2	5.3	
Claremont	www.ci.claremont.ca.us	5.1	5.2	5.3	
Commerce	www.ci.commerce.ca.us	5.1	5.2	5.3	5.4
Cudahy	www.cityofcudahy.com	5.1	5.2	5.3	5.4
Gardena	www.ci.gardena.ca.us	5.1	5.2	5.3	5.4
Glendale	www.ci.glendale.ca.us	5.1	5.2	5.3	
Hawaiian Gardens	www.hgcity.org	5.1	5.2	5.3	
Hermosa Beach	www.hermosabch.org	5.1	5.2	5.3	

Hidden Hills	www.hiddenhillscity.org	5.1	5.2	5.3	
Huntington Park	www.hpca.gov	5.1	5.2	5.3	
City of Industry	www.cityofindustry.org	5.1	5.2	5.3	
Inglewood	www.cityofinglewood.org	5.1	5.2	5.3	5.4
Irwindale	www.ci.irwindale.ca.us	5.1	5.2	5.3	5.4
La Canada Flintridge	www.lcf.ca.gov	5.1	5.2	5.3	5.4
Lakewood	www.lakewoodcity.org	5.1	5.2	5.3	5.4
La Mirada	www.cityoflamirada.org	5.1	5.2	5.3	5.4
La Puente	www.lapuente.org	5.1	5.2	5.3	5.4
Lawndale	www.lawndalecity.org	5.1	5.2	5.3	
Malibu	www.ci.malibu.ca.us	5.1	5.2	5.3	
Manhattan Beach	www.ci.manhattan-beach.ca.us	5.1	5.2	5.3	5.4
Maywood	www.cityofmaywood.com	5.1	5.2	5.3	
Monterey Park	www.ci.monterey-park.ca.us	5.1	5.2	5.3	
Palos Verdes Estates	www.pvestates.org	5.1	5.2	5.3	
Paramount	www.paramountcity.com	5.1	5.2	5.3	5.4
Pasadena	www.cityofpasadena.net	5.1	5.2	5.3	5.4
Pico Rivera	www.pico-rivera.org	5.1	5.2	5.3	5.4
Pomona	www.ci.pomona.ca.us	5.1		5.3	
Redondo Beach	www.redondo.org	5.1	5.2		
Rolling Hills Estates	www.ci.rolling-hills-estates.ca.us	5.1	5.2	5.3	5.4
San Dimas	www.cityofsandimas.com	5.1	5.2	5.3	
San Gabriel	www.sangabrielcity.com	5.1	5.2	5.3	
Santa Clarita	www.santa-clarita.com	5.1	5.2	5.3	5.4
Santa Monica	www.smgov.net	5.1		5.3	
Sierra Madre	www.cityofsierramadre.com	5.1	5.2	5.3	5.4
Signal Hill	www.cityofsignalhill.org	5.1	5.2	5.3	
South Gate	www.cityofsouthgate.org	5.1	5.2	5.3	
South Pasadena	www.ci.south-pasadena.ca.us	5.1	5.2	5.3	5.4
Torrance	www.torranceca.org		5.2	5.3	
Vernon	www.cityofvernon.org	5.1	5.2	5.3	5.4
West Covina	www.westcovina.org	5.1	5.2	5.3	5.4
West Hollywood	www.weho.org	5.1		5.3	
Los Angeles County	www.bos.co.la.ca.us	5.1	5.2	5.3	

THESE WEBSITES WERE JUDGED UNSATISFACTORY FOR EASE OF USE.

Location	Web Address	Recommendations				
Alhambra	www.cityofalhambra.org	5.1	5.2	5.3	5.4	5.5
Arcadia	www.ci.arcadia.ca.us	5.1	5.2	5.3	5.4	5.5
Azusa	www.ci.azusa.ca.us	5.1	5.2	5.3	5.4	5.5
Baldwin Park	www.baldwinpark.com	5.1	5.2	5.3	5.4	5.5
Bell Gardens	www.bellgardens.org	5.1	5.2	5.3	5.4	5.5

Bradbury	www.cityofbradbury.org	5.1	5.2	5.3	5.4	5.5
Calabasas	www.cityofcalabasas.com	5.1	5.2	5.3	5.4	5.5
Compton	www.comptoncity.org	5.1	5.2	5.3	5.4	5.5
Covina	www.covinaca.gov	5.1	5.2	5.3	5.4	5.5
Culver City	www.culvercity.org	5.1			5.4	5.5
Diamond Bar	www.ci.diamond-bar.ca.us	5.1	5.2	5.3	5.4	5.5
Downey	www.downeyca.org	5.1	5.2	5.3	5.4	5.5
Duarte	www.accessduarte.com	5.1	5.2	5.3	5.4	5.5
El Monte	www.ci.el-monte.ca.us	5.1	5.2	5.3	5.4	5.5
El Segundo	www.elsegundo.org	5.1	5.2	5.3	5.4	5.5
Glendora	www.ci.glendora.ca.us	5.1	5.2	5.3		5.5
Hawthorne	www.cityofhawthorne.org	5.1	5.2	5.3	5.4	5.5
La Habra Heights	www.la-habra-heights.org	5.1	5.2	5.3		5.5
Lancaster	www.cityoflancasterca.org	5.1	5.2	5.3		5.5
La Verne	www.ci.la-verne.ca.us	5.1	5.2	5.3	5.4	5.5
Lomita	www.lomita.com/cityhall	5.1	5.2	5.3	5.4	5.5
Long Beach	www.longbeach.gov	5.1	5.2	5.3	5.4	5.5
Los Angeles	www.lacity.org	5.1	5.2	5.3	5.4	5.5
Lynwood	www.lynwood.ca.us	5.1	5.2	5.3	5.4	5.5
Monrovia	www.cityofmonrovia.org	5.1	5.2	5.3	5.4	5.5
Montebello	www.cityofmontebello.com	5.1	5.2	5.3	5.4	5.5
Norwalk	www.ci.norwalk.ca.us	5.1	5.2	5.3	5.4	5.5
Palmdale	www.cityofpalmdale.org	5.1	5.2	5.3	5.4	5.5
Rancho Palos Verdes	www.rpvca.gov	5.1	5.2	5.3		5.5
Rolling Hills	www.rolling-hills.org	5.1	5.2	5.3	5.4	5.5
Rosemead	www.cityofrosemead.org	5.1	5.2	5.3	5.4	5.5
San Fernando	www.ci.san-fernando.ca.us	5.1	5.2	5.3	5.4	5.5
San Marino	www.ci.san-marino.ca.us	5.1	5.2	5.3		5.5
Santa Fe Springs	www.santafesprings.org	5.1	5.2	5.3	5.4	5.5
South El Monte	www.ci.south-el-onte.ca.us	5.1	5.2	5.3	5.4	5.5
Temple City	www.ci.temple-city.ca.us	5.1	5.2	5.3		5.5
Walnut	www.ci.walnut.ca.us	5.1	5.2	5.3	5.4	5.5
Whittier	www.cityofwhittier.org		5.2	5.3	5.4	5.5

VII. ACRONYMS

BOS Board of Supervisors
CGJ Civil Grand Jury

VIII. COMMITTEE MEMBERS

George Zekan	Chair
Lorraine Stark	Secretary
Edna McDonald	
Molly Milligan	

APPENDIX

Dear City Manager,

The 2015-2016 Los Angeles County Civil Grand Jury is gathering information on city-appointed commissions. We have examined many official city web sites and found some information useful to citizens but many sites lack essential facts and others are incomplete.

Please respond to us no later than December 21, 2015. If your city has committees, agencies, and/or boards that function in the same capacity as commissions we ask that you treat them as such when answering the following questions.

1. How many commissions exist in your city?
2. Are commission members compensated in any way?
 - a. If so, what is the compensation amount?
 - b. Is attendance at commission meetings mandatory to receive compensation?
 - c. Is there a maximum amount of compensation a member may receive?
 - d. Does your city have term limits on a commissioner's service?
3. Are elected officials in your city allowed to serve on commissions?
4. Are commission members permitted to simultaneously serve on more than one commission?
5. Are the agendas and minutes of all commissions published on your city's web site?
6. Do the above answers apply to all of your city's commissions?

Thank you very much.

2015-2016 Los Angeles County Civil Grand Jury

civilgrandjury@lacourt.org (213) 628-7914

City of San Marino AGENDA REPORT



Allan Yung, MD
Mayor

Richard Sun, DDS
Vice Mayor

Richard Ward
Council Member

Steven Huang, DDS
Council Member

Steve Talt
Council Member

TO: MAYOR AND CITY COUNCIL

FROM: JOHN SCHAEFER, CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER
IRENE MCDERMOTT, CITY LIBRARIAN

DATE: JULY 13, 2016

SUBJECT: **APPROVAL OF THE 2016-2021 LIBRARY STRATEGIC PLAN**

BACKGROUND

Approximately one year ago, the Library Board of Trustees and staff initiated discussions relative to the development of a new Library Strategic Plan. The purpose of the Library Strategic Plan is to ensure that the Library's collection, services and activities align with the City Council and the community's expectations and planning efforts. Under the Plan, the Library's vision, mission, and values provide the foundation for its direction. Further, community demographics, professional standards, trends, and stakeholder feedback, including an analysis of the Library's strengths and weaknesses, provide opportunity to establish realistic opportunities for the Library moving forward. In addition, benchmark comparisons and the Library budget, fiscal resources, and outputs help guide the Library's service plan. As a result of the Strategic Plan, both staff and the Library Board of Trustees can measure progress and/or install changes throughout the life of the Plan to enable the Library to be more responsive.

On June 27, 2016, the 2016-2021 Library Strategic Plan was formally approved by the Library Board of Trustees and recommended for submittal to the City Council.

ANALYSIS

The completion of the new 2016-2021 Library Strategic Plan is possible via the leadership of the Library Board of Trustees and staff. Following a community input process, which required various stakeholder meetings and multiple staff and Board meetings and one community survey, the Library's needs were identified and/or reinforced. The process included participation from residents, patrons, community organizations, and the San Marino Public Library Foundation and the Friends of the Library to help establish areas of interest and improvement. In addition, technical input and experience from Library staff helped guide several key objectives for consideration.

Ultimately, five Goals were approved under the 2016-2021 Library Strategic Plan. These include:

Goal One: *Provide collection, programs, and services consistent with the needs and expectations of the community.*

Goal Two: *Develop and deliver "outstanding" services.*

Goal Three: *Implement efficient operations and secure financial support.*

Goal Four: *Raise Library awareness and visibility.*

Goal Five: *Analyze ways to continually improve, excel, and maintain top Library ranking.*

The goals in the 2016-2021 Library Strategic Plan are fairly consistent with the previous Plan; however, the objectives or activities attached to each goal are new or modified to allow for continuous progress at the Library. Certainly, as far as the previous Library Strategic Plan is concerned, the Library successfully achieved the following key notables:

- Completion of a Collection Development Plan.
- Acquisition of more popular materials, including best sellers, youth materials, and non-English items.
- Acquisition of electronic materials (books and databases).
- Improved marketing and community outreach.
- Expanded bilingual programing.
- Installation of new author events, lectures, workshops, and educational and cultural activities.
- Installation of the Crain Art Gallery.
- Installation of high speed Internet connection (CENIC).
- Installation of a computer replacement plan.
- Installation of a new Library website.
- Installation of new Integrated Library System.
- Installation of new or expanded services, including the Passport Program and Test Proctoring.
- Continuous solicitation of donations, grants, sponsorships and fundraising.
- Continuous installation of volunteers.
- Library ranking in the top 6% of comparable libraries, as reported in the Institute of Museum and Library Services under the Public Library Survey for Fiscal Year 2014-15.

Building on this success, the 2016-2021 Library Strategic plan provides opportunity for the Library to remain a meaningful and positive resource for community members to learn or be inspired or empowered. Although keeping pace with technology, user needs and expectations, and the library workforce are anticipated to be challenges in the Library's future, the thoughtful planning of the 2016-2021 Library Strategic Plan will help prepare the Library for these and possibly other significant transformational issues.

FISCAL IMPACT

The Council's approval of the 2016-2021 Strategic Plan does not financially commit the City, nor is the City obligated to commit "additional" library projects, programs, materials, or staff. The Library Board of Trustees recognizes there are limited financial resources within the City or the Department; however, to the degree that the Strategic Plan aims to address the community's appetite for growth and improvement, the Library Board of Trustees and staff hope to foster library services through more efficient operations, redirected activities, new revenue streams, community partnerships, grants, and continued financial support from library leadership groups, including the Friends and the Foundation.

CONCLUSION

Once approved by the Council, a communication plan will be implemented by staff to enable the Strategic

Plan objectives. Strategic Plan progress will be monitored through ongoing reports submitted to the Library Board of Trustees and the Library's Annual Performance Report (State Librarian's Report).

RECOMMENDATION

Staff recommends the Council receive, file, and adopt the 2016-2021 Library Strategic Plan. If Council concurs, the appropriate action would be:

“A motion to adopt the 2016-2021 Library Strategic Plan as submitted and recommended by staff and the Library Board of Trustees.

Attachments: 2016-2021 Library Strategic Plan

LIBRARY STRATEGIC PLAN 2016-2021



City of
SAN MARINO
CALIFORNIA



ENGAGE BUILD DISCOVER

*The 21st Century Crowell Public Library serves
the educational, cultural, and recreational
interests of people of all ages.*

Crowell Public Library
1890 Huntington Drive
San Marino, CA 91108
www.crowellpubliclibrary.org

June 2016



Crowell Public Library Strategic Plan 2016-2021

City of San Marino Officials

Dr. Allan Yung, Mayor
Dr. Richard Sun, Vice Mayor
Richard Ward, Council Member
Dr. Steven Huang, Council Member
Steve Talt, Council Member
John T. Schaefer, City Manager

Library Board of Trustees

Sue Boegh, Chair
Dr. Linda Mollno, Vice Chair
Marilyn Peck, Board Member
Zehra Sun, Board Member
Dr. Oscar L. Chien, Board Member
Mary Hsu, Board Member
Debra Sadun, Alternate

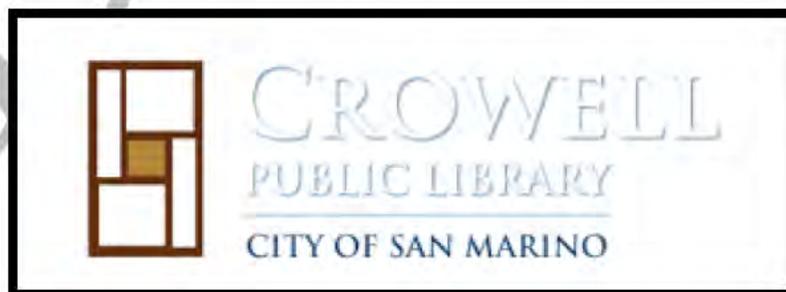
Incoming Trustees:

Elizabeth Hollingsworth, Board Member
Stefan Dietrich, Alternate
Eldon Swanson, Alternate

Strategic Planning Support

Lucy M. Garcia, Assistant City Manager
Rex Mayreis, Librarian
Jeff Plumley, Librarian
Tera Forrest, Children's Librarian

Irene McDermott, City Librarian
Denise Dobbs, Librarian
Paddy Taber, Administrative Analyst



Executive Summary

In 2016, just eight years after the grand opening of the Crowell Public Library, the library remains at the cusp of continuous transformation. From collection development and technology expansion to new offerings and programs, staff have pursued relevant and meaningful opportunities to enable the library and residents/patrons to flourish.

This Strategic Plan is launched with the intent to guide the library's successful operations through Fiscal Year 2020-21. The Library Board of Trustees and staff developed the plan to help measure performance, build on the library's past accomplishments, and provide a vision for the future. The plan was also completed with the thoughtful needs of San Marino residents in mind.

The planning process for this project was dynamic and comprehensive based on a commitment to excel. Patrons offered a variety of ideas for improving the quality of the library. Their input helped devise a plan that is aggressive and responsive to the community's recommendations. Objectives submitted were influenced by demographics, library statistics, usage trends, strengths and weaknesses analysis, surveys, best practices, and benchmark data. Ideas were also based on resources, and the library's ability to create opportunities wherever and however possible with minimal impact to the City's fiscal resources.

The 2016-2021 Library Strategic Plan aims to ensure the Crowell Public Library remains a vital community asset with a distinct level of services. To this end, the library seeks to respond to a variety of interests, acquire current technologies, and employ highly skilled and engaged staff.

The Five Goals of the 2016-2021 Strategic Plan are summarized as follows:

- GOAL ONE: PROVIDE COLLECTION, PROGRAMS, AND SERVICES CONSISTENT WITH THE NEEDS/ EXPECTATIONS OF THE COMMUNITY.**
- GOAL TWO: DEVELOP AND DELIVER OUTSTANDNG SERVICES.**
- GOAL THREE: IMPLEMENT EFFICIENT OPERATIONS AND SECURE FINANCIAL SUPPORT.**
- GOAL FOUR: RAISE LIBRARY AWARENESS AND VISIBILITY.**
- GOAL FIVE: ANALYZE WAYS TO CONTINUALLY IMPROVE, EXCEL AND MAINTAIN TOP RANKING.**

The goals and objectives established under this plan will be reviewed annually and modified as necessary to keep pace with new developments and the changing needs of the community. Staff will consult the Strategic Plan when developing the budget so that funds can be effectively utilized to realize the plan's objectives. The public is encouraged to respond to the Strategic Plan throughout the five-year period. An electronic copy of this plan is available on the library's website at www.crowellpubliclibrary.org.

The Library Board of Trustees and staff appreciate the support provided by the community throughout the process. The knowledge gained will have valuable impact on library services. The library is intended to be more than a repository for books-- it is a community gathering place for a variety of activities, including lifelong learning and development for people of all ages.

On behalf of the Library Board of Trustees and library staff, this plan is respectfully submitted.

Lucy Garcia,
Assistant City Manager

DRAFT

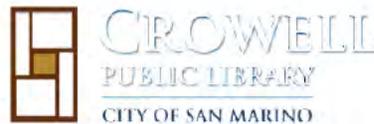
VISION

To be an indispensable community resource for learning, empowering, inspiring, and helping patrons achieve their goals.



MISSION

The 21st Century Crowell Public Library serves the educational, cultural, and recreational interests of people of all ages.



VALUES

- **Responsiveness.** We work hard to meet the needs of the community.
- **Diversity.** We appreciate and respect differences.
- **Excellence.** We strive to provide users with tools for success; personal service; and up-to-date materials.
- **Innovation.** We embrace creativity and technology to increase our capacity.
- **Service.** We offer quality, caring support and leadership to our community.
- **Learning.** We believe learning never ceases.
- **Integrity/ Professionalism.** We are committed to applying the highest standards to our service delivery.
- **Community support.** We appreciate and recognize the good will of library supporters and volunteers.



Crowell Public Library

2016-2021 Strategic Priorities

CPL FACTS

GOAL ONE: Provide collection, programs and services consistent with the needs/ expectations of the community.

THE COLLECTION

- Enhance collections/materials through coordinated collection development, which is diverse and relevant and available in different formats.
- Evaluate annually the collection plan; report to Trustees; and reallocate materials budget with collection findings.
- Market the collection through intelligent displays.
- Provide materials that respond to popular demand for Adults and Children, including purchasing best sellers, soliciting patron requests, and marketing library loan services.
- Provide materials that respond to school needs by collaborating with school representatives and parent teacher organizations; acquiring school curriculum textbooks; borrowing and sharing materials with schools; creating pathfinders and reference research guides; and offering library field trips and tours.
- Evaluate how to respond/ deliver materials to the homebound.
- Purchase and replace youth and children materials contingent on circulation trends.

- Acquire and market Chinese materials, including allocating a specific level of funding for non-English materials, seeking donations, and consulting with other libraries and community members on acquisition strategies/priorities.
- Adapt to format changes, including securing databases that are current and responsive; acquiring new formats per the collection development plan (i.e., downloadable books and music).

PROGRAMMING

- Maintain high quality programming by building on the success of existing programs; develop new programming; provide a balanced selection of programming including workshops on literature and the arts, computers, health, recreation and science.
- Contact Cal Tech and similar institutions for science talks.
- Develop programs where kids can build things.
- Podcast community programs to enable greater participation.
- Respond to program suggestions; survey participants; evaluate/ consider afterschool homework assistance, senior and youth programming, genealogy, great courses/great books, and college info.

- San Marino residents enjoy a high level of library services, including reference assistance, print and non-print collection for all ages, programming, and community gathering spaces.
- There are over 225,000 guests that visit the library per year and over 250,000 materials are circulated per year.
- The library is well-funded (\$1.6 million), well-used (open 7 days, 62 hours per week), and well-regarded (over \$125,000 in donations annually, not including the 2/3 contribution for the construction of the new library).

Crowell Public Library

2016-2021 Strategic Priorities

TECHNOLOGY

- Evaluate and acquire new technology, as available.
- Enhance computer access, including refreshing public computers with updated technology; providing instruction for improved digital literacy; accommodating wireless printing on a cost recovery basis; and establishing a virtual library.
- Acquire new equipment for improved customer service, including a Radio Frequency Identification System; online registration for programming; an electronic library card application process; and improved account management and communication tools.

GOAL TWO: Develop and deliver outstanding services.

STAFF

- Ensure a high level of staff competency through communications; training; networking; professional development; staff evaluation; recruitment initiatives to attract talented employees; and recognition for innovation and excellence.
- Allow for customer evaluations/surveys of library service.

FACILITY

- Invest in facility updates.
- Assess library spaces (including parking) and plan for changes as needed.
- Identify facility projects and pursue via the budget process.
- Provide maintenance as needed.
- Evaluate signage needs.

GOAL THREE: Implement efficient operations and secure financial support.

SUSTAINABILITY

- Seek efficient operations, including working within established staff and facility budgets.
- Reduce expenditures responsibly whenever possible.
- Explore new revenue opportunities, including passports, proctoring, rentals, grants, sponsorships, and cybergifts.
- Review and update library fines and fees, so that they are fair and reasonable.
- Collaborate with support groups to establish an annual fundraising goal and develop creative joint campaigns.
- Adopt policies which foster sustainability, such as the Library Wish List Program.

- The quality, effectiveness, and efficiency of the library are possible via the library's cooperative relationship with the community and other libraries. The Crowell Public Library ranks in the top 6% (Library Journal, 2015) among libraries of its budget size across the nation, relative to various library service areas on a per capita basis.
- Over the years, the Crowell Public Library has managed reductions in funding and increases in operating costs through resourceful leadership (City Council and Library Board of Trustees) and meaningful contributions from Library supporters (Library Foundation, Friends of the Library, individual donors and volunteers).

Crowell Public Library

2016-2021 Strategic Priorities

CPL FACTS

- Maintain a healthy level of volunteers to support various library functions; seek volunteers through SMUSD, churches or civic groups; develop a professional librarian internship program through local colleges; market volunteer opportunities; train and mentor volunteers; and recognize volunteers.
- Research and pursue grant opportunities.
- Build community partnerships to foster library stewardship.

GOAL FOUR: Raise Library awareness and visibility.

ENGAGEMENT AND MARKETING

- Become a more visible presence in the community through enhanced marketing of library services.
- Become an information and resource center to the community through availability of a community calendar, bulletin board, website, new neighbor welcome packet, community information.
- Attend community affairs and partner with community groups and schools to promote the library.
- Provide community gathering space and establish the library as a favorite destination through fun, enriching, relevant and

compassionate opportunities.

- Articulate the value of the library through Trustees, Friends, Foundation.
- Strengthen the library's contribution to the education of San Marino's youth by providing early learning experiences, homework assistance, technology access, diverse collection, and school curriculum support.

GOAL FIVE: Analyze ways to continually improve, excel and maintain top ranking.

EXCELLENCE

- Stay abreast of changes in the community and within libraries.
- Take a comprehensive approach to providing programs and services for all ages.
- Develop programs and services that foster reading and learning.
- Stay connected to the library profession and apply the highest standards.
- Assess and allocate resources to be a top rated library; commit to trying new things.
- Cultivate an environment that encourages participation/ responsiveness; fosters community connections; advances learning; and builds opportunities.

- The Crowell Public Library is designed specifically to address the needs of the San Marino community. Its success relies on outreach and community feedback and participation.
- Education is highly regarded in San Marino. The Library provides an opportunity to foster learning in the community.
- By providing information and resources necessary for open, free, and unrestricted resources, the public library preserves individual freedoms and rights. "American public libraries flourish out of a commitment to the principle that knowledge and access to information empower the individual (American Library Association)."



Strategic Plan 2016-2021 Supporting Narrative

Background

Why a Strategic Plan?

Strategic planning is an organization's process of defining its direction or future course of action. Three key questions define a strategic plan, including:

- What do we do?
- For whom do we do it?
- How do we improve?

In San Marino, the strategic plan is necessary to assist the City Council, Board of Trustees, and key staff in making good decisions. In framing the plan, the library's past, present, and anticipated future performance is considered. Far more important than the strategic planning document is the planning process itself. Feedback from the community, a review of San Marino's current and expected profile, and benchmarking ensure the needs of the community will be met.

Past Library Planning

There have been a number of library goals and objectives established over the recent years. They are revisited here to remind us of the community's past priorities. They also serve as continuous themes and/or good indicators of what the community potentially values and/or what the library should continue to prioritize in the upcoming years.

San Marino General Plan

This plan is updated every ten years by the Planning and Building Department and approved by the City Council. In this plan, recommendations for a new library facility were made to address the growing needs of the community. Assuming the development of the new library, the following was specified:

- Maintain a high quality library that provides a high quality service in a high quality setting to San Marino residents.
- Establish the library as the lead source for reading, study, research, and continued educational development for residents.

- Support volunteer efforts needed to govern and raise money for library activities. Include the Library Board of Trustees, the Foundation, and the Friends of the Library.

20/13 Vision Plan

In 1990, the City completed a 20/13 Vision Plan. In it, the City identified specific goals for the library, including the following:

- Programs to encourage use of the facility as a study and research center.
- Tutoring for students and adults.
- ESL classes.
- Classes through the Recreation Department.
- Programs for older adults.

Library Studies:

A 2001 study recommended larger facility space to meet the growing demands of the community. Goals and objectives within the study included:

- Maintaining high quality service in a high quality setting.
- Become the lead source for reading, study, research, and continuing educational development.
- Support volunteer efforts needed to raise funds for library activities.
- Foster closer relationships with the schools.
- Adapt to changing technology, while providing traditional library service.
- Facilitate library usage and accessibility.
- Pursue financial resources to provide new services.

Goal Setting:

In 2006, a City Goal Setting meeting resulted in the following library outcomes:

- The new library must be the standard for other new civic structures.
- The new library must have intelligent irrigation and landscaping.
- The library should support the local schools with a collection developed to respond to the curriculum.
- The library should provide a safe environment, provide community safety information, assist with emergency response and be available.
- The library can assist with the enforcement of rules, regulations, and codes by helping to inform the citizenry.
- The library must be a prime resource for communication.
- The library must be a gathering place.
- The library needs a public relations professional.
- The library should pursue email newsletter.
- The library must be fiscally sound by increasing fees, becoming more efficient, exploring revenue opportunities, working with support groups.

- The library should be an important partner to the Recreation Department in areas such as facility marketing, program development, and cooperative planning.
- The library should keep pace with technology.

Mission: In 2007, as the new library was underway, the Library Board of Trustees identified a number of goals to support the library's mission statement.

- Serve as a community information resource center.
- Provide new services and programs for adults.
- Introduce new cultural and information programs for all ages.
- Provide programs and access to materials, which encourage use by young children and parents.
- Support students of all ages with access to materials and technology.
- Develop partnering opportunities.
- Continue to teach and support technological literacy.
- Continue to provide popular materials in all media.
- Continue to develop international language collection.

Library 2010-2015 Strategic Plan:

Where are we now? Where do we want to go from here? How do we get there? These questions were previously addressed via the Library's 2010-2015 Strategic Plan. As a result of the plan, the Trustees and the City Council developed goals and objectives to enable the library to move forward and achieve a higher level of community excellence.

I. Services

A. Collection

- Completion of Collection Development Plan
- Acquire Best Sellers
- Acquire more young adult materials
- Develop Non-English Materials Collection
- Weed non-circulating material
- Review databases/ Acquire new databases
- Acquire downloadable books
- Expand audio/visual collection
- Complete HOLD Program Policy
- Complete Inter Library Loan Program Policy
- Revise Checkout Policy
- Establish patron suggestion box for material suggestions
- Market library materials
- Acquire materials to complement schools/curriculum

B. Programming

- Provide for Bilingual programming
- Sponsor Author events
- Provide Lectures/ Workshops

- Enable Cultural activities
- Install Art Gallery
- Survey success of Programs
- Market programs

C. Technology

- Secure High Speed Internet (CENIC)
- Complete a Computer Replacement Plan (Public and Staff)
- Launch Email notifications
- Develop new Library Website
- Conduct technology classes
- Install a Integrated Library System

II. High Quality Services

A. Staff Competency

- Train
- Mentor
- Evaluate
- Recognize

B. Patron Suggestions

- Install patron suggestion boxes
- Conduct random surveys of program experiences

C. Facility

- Secure regular maintenance
- Install a furnishings and equipment replacement plan
- Replace library equipment (Media/ Barth Room)

III. Sustainability

A. Efficient Operations

B. New Revenue opportunities

- Install Passport Services
- Facilitate Proctoring
- Coordinate Facility Rentals

C. Fines and Fees (Review and Update)

D. Volunteers (Train, Mentor, and Recognize)

E. Fundraise

- Secure Friends Annual Giving
 - Materials

- Programming
- Equipment
- Secure Foundation Annual Giving
 - Technology
 - Delicious Destinations
- Other
 - Grants
 - Wish List
 - Community Partnerships

IV. Community Engagement

A. Visibility

- Utilize Website, Newsletter, Newspaper, Community Calendar, Bulletin Board, Electronic Newsletter
- Participate in civic groups/organizations
- Celebrate 100th Anniversary
- Participate in school functions

B. Community Gathering

C. Stewardship and leadership

V. Relevance

A. Trends

B. Professional library standards

C. High-ranking library status

D. Community connections

Planning Today

A core group of library staff and Trustees representing all levels of the organization was assembled as the Planning Team. The Team began meeting early in 2015 and over the next year. During this time, the Team engaged in the following activities:

- Reviewed past goals and objectives and accomplishments.
- Conducted community and staff surveys.
- Conducted Focus Group meetings.
- Researched Community: Demographics.
- Reviewed Library Trends and Developments: Best Practices.
- Benchmarked/ Compared San Marino to other libraries.
- Examined the library's Strengths, Weaknesses, Opportunities and Threats (SWOT).

The Team considered the library's mission, planning assumptions and community values. The Committee worked with staff leadership to develop a foundation and a statement of the library's direction and priorities. The Library Board of Trustees received the Team's findings and ultimately adopted the plan at the June 27th, 2016 Trustee meeting.

The City Council received and filed this plan on July 13, 2016 during a regular meeting of the Council. Feedback from the Council, through support from Council liaisons, is incorporated into this plan.

Planning Assumptions

The Planning Team identified a number of assumptions prior to beginning the development of goals and objectives. The following assumptions were achieved through staff research, planning meetings, and community observations. They are incorporated here as fundamental planning points.

- The population and demographics of San Marino will not change substantially; however, the community will become older and more culturally diverse.
- Educational excellence in San Marino will continue to be a high community priority. The library assumes an important educational role.
- Library users will continue to expect convenient, equitable access to a wide variety of materials, formats, and delivery options.
- Technology will continue to evolve rapidly, and the library will want to keep pace with technology to maintain its relevancy among users.
- To meet the growing needs for programming, materials and services, the library will continue to rely on funding support, partnerships, and sponsorships.
- Economic uncertainties, including growing expenses and limited revenue opportunities, will affect library service delivery.
- Mandatory increases in California minimum wage will have tremendous fiscal impact on the library.
- There will be limited economic subsidies available from the Federal Government or the State.
- The City will continue to support the services of the Crowell Public Library for San Marino residents.
- The Friends of the Crowell Public Library and the San Marino Public Library Foundation are instrumental to the library's service capacity and the library's future. Together, these groups will continue to support the services and special programs the patrons have come to expect from the library.

A Brief History of Public Libraries in America

Public libraries are defined as publicly owned facilities, supported by taxes. They are accessible to the public and provide a wide range of materials in all formats.

Libraries in America have existed since the first European settlers arrived with their personal collection of books. At the time, books were associated with wealth, and the wealthiest people in the new country had the largest collections of books. In the late 1700s, the early precursors of the modern public library began to appear. These libraries were launched by individuals with large book collections. Interested participants bought stock in the library company, and stockholders were then allowed to borrow items from the library. As public education and public schooling expanded, educators realized the need for a free source of information for the students they were educating. Most of these school libraries were poorly stocked, relying on donations, and soon some public tax dollars began to be directed toward the development of more substantial school libraries.

Eventually, these three concepts of libraries (stock-supported, rental, and publicly funded) merged, and in 1848 the Boston Public Library opened the first free municipal library supported through tax dollars. By the late 1800s, the need for free public libraries, principally to educate the masses, had become apparent and steel-baron and philanthropist Andrew Carnegie agreed to fund library buildings if communities funded the collections. Carnegie helped to build over 1700 libraries across the United States, bringing libraries to many smaller communities.

In the 1940s, with America at war with Nazi Germany, libraries came to represent freedom of expression and thought; a well-informed citizenry seen as essential to democracy. Libraries were centers for scholarship and culture and became symbolic of the freedom of the mind. With the rise of communism in the 1950s, libraries again experienced increased prominence, and federal funding was first offered to support public libraries.

Since that time, the mission of the public library has evolved to meet the changing demands of the nation. Public libraries are frequently recognized as job and education centers, cultural facilities, and community information hubs.

History of Crowell Public Library

In going over its history, one could say the Crowell Public Library was built by individuals and families who believed in the merit of reading. So writes Carol Nunn, in her history of the San Marino Library: 1915-1959. This public spirit has supported a library in San Marino for over 90 years.

The first San Marino public library was established in 1915 as a branch of the Los Angeles County Library. The Library was located in the Mayberry House and then moved to San Marino Grammar School (now Huntington Middle School.) In 1932, the City Council took control of the Library, making it a department of the City. The first City library opened in a building on San Marino Unified School District property in 1933. It quickly outgrew that space and funding was secured for a new library facility in 1949. A funding bond passed, which allowed the City to build a new structure on Hart Place on Huntington and West Drive in 1951. The 1951 facility had 16,000 square feet, a main floor, a mezzanine, and a partial basement.

In 1956, the Friends of the Library formed to help the library with volunteer support and fundraising for various library projects. Drastic cuts came to the library in 1978, after the passing of Proposition 13. The Friends of the Library helped the library financially during these difficult years.

In 1997, the Library Foundation was formed to help the library raise additional funds, including capital funding for a new online card catalog. The library was able to successfully connect to the Internet for the first time during this period. Meanwhile, in 1998, six public computers were installed for Internet access at the library.

A variety of facility problems emerged at the library between 1999 and 2000, including air conditioning problems, heating failure, and flooding. Asbestos and mold contamination also became an issue.

By 2001, an independent assessment identified the library as —full beyond capacity. The library did not have sufficient space for materials, staff, or patrons. No lobby, restrooms, display areas, or ADA accessibility. No modern telecommunications; poor lighting and climate control. In response, the City applied for multiple grant applications through Proposition 14 for construction funding. No awards, however, materialized.

The community embarked on a journey to raise funds for the construction of a new facility. The Crowell family jumpstarted the donation campaign through a substantial financial gift. By 2006, construction began on a new library. In 2008, the City opened the Crowell Public Library.

CPL Profile

Library Board of Trustees. The Crowell Public Library is governed by the San Marino City Council via an advisory group—the Library Board of Trustees, consisting of representatives from the San Marino community. General oversight, the ability to recommend budget and policy, and provide guidance on the operations of the library, are the primary responsibilities of this important library group. The Library Board of Trustees meet monthly at the Crowell Public Library.

Friends of the Crowell Public Library. For 60 years, the mission of the Friends of the Crowell Public Library has been to raise money the library can use to supplement the library's budget allocation from the City, allowing it to keep its collections up-to-date and provide special services, particularly in the area of children's services and books, adult books and programming, DVD's and cd's. The Friends support the library's popular Summer Reading Program, which encourages kids to read all summer and Meet the Authors Program, which encourages the love of reading to the community. The Friends' Board of Directors meet monthly, conduct an annual membership drive, staff the library Book Shoppe, and hold periodic book sales and rare book auctions to increase donations to the library. Books sold are donated throughout the year by local residents and patrons. Support by the Friends is approximately \$50,000- \$60,000 annually.

Library Foundation: The Library Foundation is a tax-exempt organization established to provide financial support to the library for capital projects. The Foundation's goals are

long term and its mission is to offer continuing support for major projects and initiatives identified by the City Council and the Library Board of Trustees. Foundation Board members serve terms of one to three years. The first major project supported by the Foundation was a state of the art electronic information system to the library. Contributions for this campaign exceeded \$250,000. In the past 10 years, the Foundation dedicated its efforts toward the construction of the new \$17 million Crowell Public Library. The Foundation raised approximately 40% of the construction costs for the completion of the library. Over 1000 donors gave to this project.

The Foundation now focuses on other capital projects such as technology and equipment for the enhancement of the Crowell Public Library. Through the establishment of an endowment program and special events such as the annual Delicious Destinations, the Foundation seeks to continue vital contributions to the library.

Other: General funds, state funds, grants, fees, and generous donations by individuals, Friends, and the Foundation pay for the costs to operate the Crowell Public Library. Designated as a public library, the library is entitled to receive state reimbursement for book loans to other libraries/ communities. In recent years, California eliminated public library funding. Consequently, libraries throughout California struggled to stay afloat. In San Marino, less than three percent of the library's operations were offset by funds from the state. The majority of funds fiscally supporting the library have actually been from the City's General Fund.

The Crowell Public Library offers an array of library services, including books and materials, online databases, adult and children's programming, computer access, study rooms, reference, educational workshops, cultural programs, art gallery, book shop, website information, and accessible online tools (catalog, account management) from personal computers. In addition, the library responds to the information, education and recreational needs of the community by offering performances, story times, lectures, exhibits, displays, author readings, computer training, and outreach. Volunteer opportunities are a significant component of the library, accounting for approximately 30 hours a week of volunteer assistance.

A total of 37,484 cards allowing access to the facilities and collection of the Crowell Public Library have been issued since 2006. Of these cards, 30% are resident cards and 70% are non-resident. Approximately 5,429 of the library cards are issued to children borrowers.

Due to proximity, San Marino residents are also registered at other local libraries, most notably the libraries of Pasadena, Los Angeles County, South Pasadena, Alhambra, and Arcadia.

A total of 17.44 (FTE) staff was required in 2014-15 to operate the Crowell Public Library. In 2016-17, due to the high demand for passport services, the staffing needs will increase to an estimated 18.28; however, this impact is offset by the revenues achieve from the Passport program. The library is open seven days a week at 62 hours per week. Yearly attendance at the library is approximately 220,196 per year or 4,235

patrons per week. Circulation parallels the high attendance levels at a rate of 4,895 materials per week or 254,565 per year.

The People We Serve: San Marino

The Crowell Public Library serves the citizens of San Marino. San Marino is a small community of 3.8 square miles. In 2010, the City's median age was 46.1, compared to the County's 37.2. Between 2000 and 2010, the total population of the City increased by 214, reaching 13,147 in 2010. During this ten-year period, the city's population growth rate was 1.65%-- about half of the Los Angeles County rate of 3.15%. The overall population growth in San Marino over the next several years is not expected to be substantial (estimated at 13,566 in 2016 by the California Department of Finance), due primarily to limited housing development/ growth and the high cost of housing.

Between 2000 and 2010, according to the US Census Bureau, the age distribution of San Marino's population changed slightly, as the share of the school-age population (5 to 17 years old) increased by 115 or 4% and older people (18 to 64 years old) also increased by 10 or .01%. Interestingly, persons aged 4 and under experienced a decrease of 120 or 19%. During the same ten-year period, persons 65 years or older increased by 209 persons or 10%-- making this group the fastest growing presence in the community.

San Marino is a diverse community. The diverse population requires services that reflect their needs and interests. Approximately 41% of the community is White (Non-Hispanic); 54% is Asian (Non-Hispanic); .4% is Black (Non-Hispanic); 3% is two or more races (Non-Hispanic); and 6.5% is Hispanic. The Asian community within the City has experienced the greatest growth, increasing from 48% in 2000 to 54% in 2010. By comparison, Los Angeles County's share of the Asian community was 13.7% for 2010.

Between 2000 and 2010, the share of Hispanic population in the city increased from 4% to 6.5%, which remains significantly below the Los Angeles County share of Hispanics (47% in 2010).

Like most cities in Southern California, since 2000, the share of non-Hispanic White population has been declining, while the share of other ethnic groups (particularly the Asian population) has been increasing and is projected to continue to rise. In 2010, the number of foreign-born residents in San Marino according to the US Census Bureau was 4,953 or 38% of the population.

The major languages spoken in San Marino households include English, Mandarin, and Spanish.

In 2014-15, the K-12 public school enrollment was about 3,143 students. Compared to 2010-11 school year, the District's enrollment decreased by approximately 55 students. San Marino boasts high academic performance and college graduates. San Marino is consistently ranked having the highest AP scores among public schools in California. Twelfth graders score far higher than national averages on the Scholastic Aptitude Test.

The educational attainment for the community was 94% in 2010 with a high school diploma or higher. Also, the majority of residents (70%) have a college degree compared to the 22% national average.

The 2010 median family income in San Marino was \$119,300. By comparison, Los Angeles County was \$55,870. Approximately 32% of San Marino households had incomes in excess of \$200,000. Unlike surrounding communities, San Marino does not have an economically diverse population. The small percentage of lower income households below the poverty level was approximately 7.8% in 2010. This group tends to be represented by seniors who qualify as low-income because they are on a fixed income and not because they are employed in low paying jobs.

Per the US Census Bureau, the total number of housing units in San Marino was 4,477 with 97% occupied (2010). The homeownership rate was 88%, with an average household size 3.28. As of June 2016, the median list price in San Marino was \$2.3 million, an increase of 1.2% over the past year alone with another .5% increase estimated in the forthcoming year.

Between 2000 and 2010, the total number of households in the City increased by 40 or 0.009 percent, which is lower than its population growth rate of 1.65 percent. During this ten-year period, the City's household growth rate was much lower than the County rate of 5 percent.

In 2010, the City's average household size was 3.02, about the same as the County average of 2.98. For 2016, the California Department of Finance estimates the average San Marino household size will be 3.09 and the County will be 3.04. Both City and County are experiencing about a .02% increase over the last six years. Over 63% of all San Marino households in 2010 had 3 people or fewer. About 12% of the households were single-person households—about half the County share of 24%. About 13.5% of all households in the City in 2010 had at least 5 people.

CPL Highlights

San Marino celebrated the long anticipated grand opening of its new library, the Crowell Public Library, in January 2008. Named in honor of Donald Crowell and former San Marino Mayor Suzanne Crowell and their family, the library is a standing testimony and tribute to the community's good will. From campaign letters to grant applications to years of fundraising, which resulted in \$10.5 million in donations, it was the commitment and contributions of San Marino residents that made the construction of the Crowell Public Library a reality. The 29,000 square foot building provides a gathering place, an information center, a technology hub and a book and media collection to serve the educational, cultural and recreational interests of people of all ages. Just eight years after opening the new facility, the library continues to be a popular connection point for the community.

The Crowell Public Library is well equipped to address the existing needs of the community. Faster and better computers, new databases, and a larger collection make it easier for members to conduct research, assignments, and homework. The library is

also open 62 hours per week including weekends, which makes it possible for students and working individuals to better utilize the facility. Meeting rooms equipped with screens and sounds systems help the community conduct business, facilitate classes, author programs, and other similar presentations. The rooms are well utilized, thereby increasing the library's revenues; and library programs are consistently well attended, thereby enriching the library experience for many individuals.

The Crowell Public Library features lobby entrance; adult, children, and young adult spaces; reading areas; community meeting room; conference room; computer lab, lifelong learning center; book shoppe; copy center room; study rooms; large circulation work room; processing work room; administrative space; storage; staff lounge; basement; spaces to expand collection; energy efficient amenities; wireless Internet connection; art gallery. There is an outdoor courtyard suitable for gatherings, performance, or casual outdoor seating.

- 36 public access computers for one hour use increments--16 computers located in Adult; 16 in Children; 4 in Young Adult.
- Computer lab with 11 computers. 9 catalog stations; one microfilm computer; and a Dakim computer for brain training.
- 37 staff computers.
- Number of reader seats: 200.
- Internet Connection. In October 2015, as a result of a California grant, the library connected to CalREN's 1 Gb/s backbone operated by CENIC.
- Barth Room (38x35) features audio visual equipment for computer presentations; kitchenette and storage.
- Parking is provided directly behind the library and along Huntington Drive. An agreement with the San Marino Unified School District allows for additional parking along the SMUSD parking lots.

CPL Service

Since opening the Crowell Public Library, the library has earned a reputation for good public service. Always eager to raise the bar, staff has engaged in a process of weekly evaluation and development, including review with the Library Board of Trustees. These efforts have resulted in some reorganization and some re-strategizing. The review has provided insight leading to the development of this plan. The staff is committed to innovative planning and creative action within the organization, the profession and in the community.

2014-15 Crowell Public Library: Year at a Glance

Use of the Crowell Public Library grew in 2014-15, both in number of visits and items checked out. Overall, the demand for services increased in adult and youth programming. Library visits increased 31% over the FY 2005-06 library (from 168,636 to 220,196). Circulation also increased 48% (from 172,298 to 254,565). The biggest increase was in computer use (221%) from 28,525 in 2005-06 to 91,663 in the current

year. Staff offers a high level of customer service and library expertise to meet a variety of interests and needs.

Service Outputs 2014-15

Total Public Service Hours	3,224
Number of Library Visits	220,196
Reference Questions	22,316
Total Circulation (book and other materials borrowed)	254,565
<i>Circulation of Children's Materials</i>	147,539
<i>Circulation of Non English</i>	34,591
<i>Circulation of Non Books</i>	29,433
Material Loans Sent to Other Libraries	59
Materials Loans Received from Other Libraries	93
Total Number of Programs	366
<i>Number of Children's Programs</i>	202
Total Number of people attending programming	10,807
<i>Children's Program Attendance</i>	6,131
Number of computer users (wireless and wired)	91,663
Number of visits to the library's website	142,284
San Marino residents who regularly use the library	11,093
Total Library Cards distributed since 2006	37,484

San Marino residents visit other libraries. As many as 7,000 residents have library cards from non-San Marino libraries.

Other 2014-15 Service Highlights

More Teaching and Training Programs

- Partnership with the San Gabriel Valley Medical Center to offer a monthly program series, The Doctor Is In.
- Recurring programs include Brain Aerobics and English for Beginners
- Partnership development with USC Emeriti College programming.
- More programming to satisfy community needs.

- Partnership has been established with the LA Opera; three programs a quarter are offered focusing on current LA Opera productions.
- The art gallery hosts a new local artist approximately every 8 weeks.
- Friends: Meet the Author
- Musical Concerts
- Guest speakers

More Resources

- Electronic databases, including career finder and language learning.
- Passport Program

Improved Children's Programs

- Story Time (Large Attendance), including the addition of Chinese Bilingual Story Time
- Summer Reading Program
- Teen Programs and Anime Club
- Crowell Public Library Foundation's BookMark Contest

Improved Customer Service

- Open 62 hrs/week, 7 days, 3,224 hours annually
- Email notification of overdue materials, including pre-overdue notices
- Installation of youth monitors.
- Six Accredited ALA Librarians
- Improved staffing patterns; better coverage on weekends and evenings.

Community Outreach

- Community Calendar
- Electronic Newsletter
- City Community Newsletter
- Recreation/Library Guide
- Extensive marketing to local newspapers and online calendar sites.
- Improved website and displays.

Volunteer Support

- Volunteer Training Program
- 1,510 hours of volunteer support

Fundraising

- Friends Activities
- Membership Drive, Book Sales, Book Shoppe
- Foundation Activities

- Donation Campaign, Delicious Destinations

The Collection

- San Marino's volumes held is about 20% less than the communities of Commerce and Mill Valley, which have comparable population figures; however, Commerce has four libraries and a \$2.4 million dollar budget resulting in more staff and space for more material acquisition.
- The total number of library records in the catalog is 102,923. Of this amount, 81% are print materials; 32% are Children's materials; 4% are Young Adult Materials; 64% are Adult Materials.
- Adult Books. The largest category in Adult Books is Nonfiction (20,885), which includes reference. Some of these materials need frequent updating (i.e., computer books, educational materials, test preparation books, language learning, legal, medical, business, and travel books. San Marino patrons favor biographies, art, religious, language, and history books.
- The Adult Fiction books are also heavily used (14,156). Regular fiction (6,636) comprise the majority of the collection, followed by mysteries (4,437), science fiction (839), and inspirational fiction (284).
- Adult large print is provided for people with vision limitations. This collection (1,706) includes fiction and nonfiction materials.
- Children Nonfiction books (11,588) are heavily used for school assignments and individual interest.
- Children Fiction books (11,889) are sought for reading skills building and pleasure reading. They are divided into three reading levels, including early readers, beginning chapter books, and regular.
- Picture books (8,419) include board books, read alongs (books and CD sets) and regular.
- The Parenting collection includes books and DVD's. It is located in the Children's department, though most of the materials are meant for adults.
- San Marino provides audio visual materials, magazines, and Chinese materials. There are currently 5,122 audio materials and 3,132 video materials. A total of 129 print subscriptions are available.
- The library provides 17 databases, including newspapers, biographies, magazines, reference, language assistance, career information.

Annual Budget

Expenditures

The library's total operating budget in FY 2014-15 was \$1,435,129. The expenditures reflect a 12% increase over the last five years since FY 2009-10. The majority of the 2014-15 budget was absorbed by personnel costs (64%), with the remaining costs directed at operations (36%) including minor capital items. Approximately 11% or \$158,000 of the total budget was spent on acquiring library materials or books; however, at least one third of these costs were offset by community donations for the acquisitions. While the library's overall operating expenses have increased over prior years, the operating growth has been greatly due to mandatory minimum wage adjustments (two cycles within the last five years) and higher demand for specialized services (i.e, passports), which costs have been offset by the revenues resulting from the service. Except for passport issues, staffing levels have remained relatively the same over the last five years; however, with one less full time librarian (four as opposed to five) since 2013. In 2005-06, the Department's FTE was 17.75; in 2009-10, the FTE's dropped to 16.10; and in 2014-15, the FTE's increased to 17.44.

Expenditures FY 2009-10	
Personnel	\$869,586
Books	\$68,061
Magazines	\$8,700
Online Resources	\$33,600
Other (CDs/ DVDs/ etc)	\$11,600
Other Operating	\$284,974
Total	\$1,276,521

Expenditures FY 2014-15	
Personnel	\$920,825
Books	\$113,101
Magazines	\$8,698
Online Resources	\$32,456
Other (CDs/ DVDs/ etc)	3,911
Other Operating	\$356,138
Total	\$1,435,129

Future Expenditure Considerations

The City/Library's budget structure does not include a schedule for the replacement of facility issues and equipment. There are small exceptions, including the library server and future major equipment acquisition. Two years ago, the City launched an equipment replacement fund whereby the Department would pay back the cost of the equipment over the equipment's useful life. Inevitably, some items will eventually reach the end of their lives; consequently, the Library's budget will need to accommodate for

their replacement. Consider, for example, carpeting, furnishings, fixtures (restroom equipment, lighting, shelving systems), computers, and hvac.

Other future considerations fiscally impacting the Library include minimum wage adjustments through 2022. Since 2008, the minimum wage mandates increased from \$8 an hour to \$15 an hour by 2022—an 88% increase. The Library is predominantly supported by part time staff; as a result, the 88% adjustment (after realignment of part-time rates and possibly some full time rates) poses significant financial burden to the Library’s budget. Roughly, assuming the same number of staff in FY 2022-2023 as in FY 2016-17 with the same number of staff hours, the expenditure estimate for part time staffing could result in \$200,000 over the 2014-15 budget actuals.

Revenues

The Library’s total revenue in FY 2014-15 was \$202,247. The net impact to the General Fund, after revenues, was \$1,232,882. The Friends continue to support the Library’s programs (\$50,050 in FY 2014-15) with substantial financial contributions, including funding the children’s materials and programs. Other donations (\$31,955 in FY 2014-15) have also been received from the community including the San Marino Rotary, San Marino Women’s Club, and the Chinese Club. The library meeting rooms are well utilized by community groups and organizations, resulting in continuous use of the library as a gathering/community center. Since FY 2009-10, rentals have decreased (from 219 to 88) in comparison to FY 2014-15. The net revenue decrease from this rental use about \$5,000. While there has been a decrease in paid rental activity over the last five years, the Library’s own use of the rooms represents approximately 82% of the total use. Hence, some paid rental activity can get redirected or turned away if the space is already in use for scheduled Library/City programming. By contrast, other library revenues have substantially increased, including the Passport Service Program, which in 2009-10 received in \$13,329 in revenues and in 2014-15 boasted \$70,506. As of May 2016, passport revenue was in excess of \$120,000 for the 2015-16 Fiscal Year.

Revenues FY 2009-10	
Donations	\$54,462
Room Rentals	\$15,957
Passports	\$13,329
State Funding	\$32,761
Library Fees and Fines	\$41,464
Total	\$157,973
Does not include \$1,000,000 received from Foundation for Capital Campaign.	

Revenues FY 2014-15	
Donations	\$82,005
Room Rentals	\$10,140
Passports	\$70,506
State Funding	\$0
Library Fees and Fines	\$39,596
Total	\$202,247

Future Revenue Considerations

The vast majority of the Library's revenue is expected to continue via local government and/or the City's General Fund. This local share has been increasing over the last several years, particularly as you consider the impact of uncontrollable issues (i.e, pension obligations and minimum wage). The Library's reliance on local government sources is typical of libraries throughout the country, whereby local resources represent about 85% of the individual library budgets. Incidentally, this is up from 78% in 1995, according to the Institute of Museum of Library Services. The share of other sources (grants and donations) tends to average nationally at about 12%. By comparison, San Marino's donation offset is about 6% (FY 2014-15).

Benchmarking

The Crowell Public Library is surrounded by other public libraries, including Alhambra, South Pasadena, Pasadena, Arcadia, Monrovia, and Sierra Madre. A comparison of 2012-13 performance markers to these local libraries show the Crowell Public Library expenditures on a per capita basis to be at \$98. In addition, it shows the Crowell Public Library providing the highest service, based on service hours of 3,224 per year and circulation per capita at 19.74. The Crowell Public Library strategically schedules staff throughout key hours of the day to maximize resources. Furthermore, volunteer staff (equivalent to .75 FTE) help offset some of the costs associated with shelving and day-to-day responsibilities. On a national level, the number of visitors per capita in San Marino (17) is much greater than the national average for public libraries (4.8 in 2013, IMLS Public Library Survey). In addition, San Marino's circulation on a per capita basis (19.74) is higher than the national average (7.8 in 2013, IMLS Public Library Survey). San Marino also ranks high in circulation of children's materials (58% of total circulation).

Crowell Public Library/ Comparable

Cities (Source: CA Library Statistics)

2012-13 Data Recorded

City	Budget	Population	No of Libs	Hours Per Week	FTE	Visits Per Capita	Circ Per Capita	Prg Attend Per Capita	Comp Use Per Capita	Materials	Expend Materials
San Marino	\$1,297,724	13246	1	62	16.2	17.16	19.74	0.653	3.38	83089	\$ 152,789
Commerce	\$ 2,737,902	12935	4	48 x 4	39.7	24.68	17.4	2.195	4.53	98738	\$ 239,109
El Segundo	\$ 2,263,100	16804	1	62	21	15.19	12.71	0.0368	1.19	149883	\$ 164,600
Mill Valley	\$ 2,055,765	14147	1	61	19.3	17.35	22.73	2.12	1.03	101818	\$ 168,166
Rancho Mirage	\$ 2,812,644	17639	1	56	21.5	18.83	33.82	1.8	2.04	76062	\$ 207,605
Santa Fe Springs	\$ 1,303,902	16816	2	49 x 2	12.3	11.68	6.16	1.824	1.69	60638	\$ 113,602
Sierra Madre	\$ 966,842	11023	1	47	9.2	7.52	7.88	0.581	0.93	55572	\$ 101,696
South Pasadena	\$ 1,233,982	25587	1	57	19.1	11.65	16.02	1.083	0.86	145000	\$ 166,981

National Public Library Use Statistics

Source: IMLS Public Libraries Survey
2013 Data

Library Use	2013	Change 2012	Change 2009	Change 2002
Visitations Per Capita	4.8	-3.2%	-10.6%	+6.7%
Total Circulation Per Capita	7.8	-2.7%	-4.3%	+13.6%
<i>Children's Circulation Per Capita</i>	2.7	-2.8%	-.4%	+10.9+
Total Program Attendance Per 1000 People	316.8	+3.5%	+9.0%	-
<i>Children's Program Attendance per 1000 People</i>	221.1	+3.7%	+6.7%	+17.5%
<i>Young Adult Program Attendance per 1000 People</i>	20.1	+7.0%	-	-
Public Access Computer Uses	1.1	-2.6%	-10.6%	-

Library Trends and Developments

There are many societal and technological trends and issues affecting public libraries in the United States today, and the Crowell Public Library is subject to the same concerns. The following observations have emerged from a variety of sources, including the California Library Association and the American Library Association, which help guide the formation of this plan.

Children and Teen Services

Early literacy materials, sources, and programs that introduce words and concepts must continue to be a strong emphasis of public libraries. Homework assistance and materials that enable the student's progress and spark imagination must also be fundamental components of local library offerings. Through these as well as the introduction of young adult spaces, libraries can more successfully engage the nation's youth.

Diversity

Census data shows many communities throughout the United States, including San Marino, are experiencing increases in ethnic populations. Many individuals have language and cultural barriers that impede their library use. According to the American Library Association, last year there was an upswing toward diversity in Children's literature. Libraries are encouraged to make cross-cultural connections within programming and materials for children in particular to better meet the needs of individual communities.

Digital Literacy

With the rapid growth of technology, digital literacy continues to become an important library service. More families are increasing access to digital media; however, many lack the ability to use it effectively. Many libraries have begun incorporating more digital media in children programming to foster digital literacy at an early age.

The Teen Challenge

A major trend in 2014 was an emphasis on outcomes-based planning and evaluation. Teen services must emphasize activities that are purposeful and that make use of the unique strengths of libraries and provides targeted activities based on the particular needs of teens in the library's community. Community assessment and outreach are required components.

Perhaps the biggest trend was the focus on a *connected learning approach* to planning and delivering activities for and with teens. "Connected learning is an educational method designed to make learning relevant by focusing on the interests of the learner and connecting those interests with educational opportunities through coaches or mentors." The connected learning approach recognizes that in order for youth to be prepared for jobs today, they need to continue their learning beyond the formal classroom.

Space planning has also been a trending practice among libraries to help teens adapt to different learning activities and accommodate peer-to-peer learning. Makerspaces, Youth Labs, and Youth Study Rooms and Reading Rooms are examples of how libraries are transforming their spaces.

There are a variety of other models, which will likely continue in the future. Teens have a variety of needs and while librarians cannot and should not be experts in all things, libraries can consider moving librarians away from their desks so that they can connect more with the teens throughout their place(s) at the library. Other considerations include artists-in-residence programs, hiring social workers, and making use of local experts as coaches.

Public Programs

Libraries are community anchors; as such, opportunities for lifelong learning, research, and socialization are important. Libraries should be evaluated or pursued, perhaps, as neighborhood or cultural destinations, where people feel welcomed, safe, and neutral. Today's libraries are offering compelling arts programs, critical thinking discussions, and quality storytime. In addition, job skill development, digital literacy, and support services continue to be key offerings.

Equitable Access

Public libraries play a vital role in promoting equitable access to information and other resources including spaces. One in six Americans continue to struggle with English literacy. By helping individuals attain and enhance their literacy, libraries enable patrons to flourish. The most effective way to ensure success relative to access is to continuously reflect on the population and recruit employees/volunteers who can accommodate such diversity.

LIBRARY TRENDS AND BEST PRACTICES



American Library Association: 2015 State of America's Libraries

- Perception Change... No longer just places for books,-- Libraries are anchors, centers for academic life and research and cherished spaces.
- Libraries are transforming communities, schools and campuses.
- The lack of diverse books for young readers continues to fuel concern.
- Attempts to remove books by authors of color and books with themes about issues concerning communities of color are disproportionately challenged and banned.
- Digital literacy continues to grow as an important library service... They lack the knowledge to use it effectively in a way that enables learning.
- Makerspaces are trending and provide evidence that libraries are continuing to evolve beyond the traditional focus on collections
- Policies related to personal privacy, library funding, workforce development, and copyright law are a few of the issues of interest to the library community.

Pew Internet Libraries

- 2015 Libraries at a Crossroads
- Libraries are about what we do for and with people, including helping people learn how to use new technologies.
- Libraries are in a constant evolution in tandem with advances in technology.
- Challenges remain, such as the scant capacity faced by many small/rural libraries and a persistent digital divide that continues to strongly impact low income Americans.
- 95 percent of libraries offer summer reading programs to forestall the "summer slide"
- 90 percent of libraries offer basic digital literacy training, and a significant majority support training related to new technology devices (62 percent), safe online practices (57 percent) and social media use (56 percent);
- 76 percent of libraries assist patrons in using online government programs and services;
- The vast majority of libraries provide programs that support people in applying for jobs (73 percent), access and using online job opportunity resources (68 percent) and using online business information resources (48 percent)
- A majority of libraries host social connection events for adults (61 percent) and teens (60 percent) such as book discussion groups or gaming programs;
- 45 percent of libraries provide early-learning technologies for pre-K children; and
- More than one-third of all libraries provide literacy, GED prep, STEAM and afterschool programs.

LIBRARY TRENDS AND BEST PRACTICES



Federal Report 2012

- 20.7 increase in visits in last 10 years
- Library revenue up 7.2% in last 10 years
- Programming attendance up 54% in last 10 years
- 28% increase in circulation in last 10 years
- Public computer usage has declined in recent years as a result of an increase in personal devices and smartphones
- Having e-books increased library visits and circulation.
- In addition to books, libraries have audio and video in both physical and digital formats.
- There is a commitment to creating learning experiences that educate and inspire.
- Libraries are serving as technology access points for communities.

Library Leadership Training (2015)

- Prepare libraries for 21st Century.
 - Advocacy, Risk Taking, Innovation, Relevancy
- Expand networking opportunities.
- Target curricula.
- Root programs in the local community.

2011 Harris Interactive Pole

- Women are more likely than men to visit the library.
- College grads and individuals with income greater than \$100,000 represent the majority of library users.
- Thirty-one percent of adults rank the library at the top of their list of tax-supported services.

Bill Gates Foundation

- What are you doing to accelerate technology?
- Hosting technology petting zoos?
- Offering digital media lab?
- Offering one on one tech help and tutoring?
- Providing a makerspace?
- Placing automated library vending machines?
- Providing mobile tech labs?
- Offering mobile apps?
- Programs bringing people together to talk tech?
- Offering a text librarian?
- Using social media to connect?

LIBRARY TRENDS AND BEST PRACTICES



Information Today 2015

- Trend No. 1— Library websites join the 21st century. The same thing needs to happen with the library's social media channels.
- Trend No. 2— Makerspaces help re-"make" the library.
- Many libraries are starting to plan small makerspaces or are allowing patrons to check out digital creation tools such as microphones or video cameras.
- Trend No. 3— The Internet of Things (IoT) will start impacting the library. The IoT will bring changes to internal library infrastructure and functions. Aging back-end systems will be replaced by newer, "connected-to-the-web" systems. For example, some libraries are currently experimenting with iBeacon technology and other similar sensor-based technologies that track customers throughout the library building, provide better gate counts, and push relevant information to customers about library classes and services.

Other

- Measure the Future (which is still in beta) will allow libraries to track where visitors go and see what areas get the most use. The stats will allow libraries to plan staffing predictively, test displays or furniture arrangements, check what rooms are most popular during different parts of the day or year, and much more. The end goal is to use stats to help create a better library experience for the patron and to help librarians in their day-to-day work.
- The Library Freedom Project is a partnership among librarians, technologists, attorneys, and privacy advocates that aims to bring a privacy-centric lesson to libraries and the local communities they serve.
- Libraries will continue to focus more and more on giving the communities they serve exactly what they want. In an effort to stay relevant in an increasingly digital age, we'll see the modern public library turn more toward community-focused programs and collections.

Community and Staff Input

Throughout the strategic planning process, staff gathered feedback from the community and other stakeholders on improving services and planning for the future. One community survey was launched over a period of two months to gather library feedback from users and non-users. Users were asked their opinion on library services, resources, and programs. Several focus meetings were also conducted with the Library Foundation and the Friends of the Library and staff to examine the library's strengths and weaknesses. Throughout the development of this plan, library staff members were also frequently asked to share their perception of how well the library is meeting the needs (or not) of the community. Participation indicated a high degree of satisfaction with the library. The following responses guide many of the conclusions made for improving the library.

2015 Stakeholder Surveys/ Questionnaires/ Analysis of Strengths, Weaknesses, Opportunities and Threats (SWOT)

Survey Background

The purpose of the 2015 Library survey was to evaluate current resources and services and assess the future library needs of the San Marino community. The results obtained from the survey represent an important source of information used to assist in the development of the Strategic Plan. A complete survey report is available through the Crowell Public Library.

Survey Methodology

The survey was posted for a period of two months in the Fall of 2015 at the Crowell Public Library and electronically on the library and city website. A total of 41 patrons and residents responded, representing about 1% of the library visitors within a week period. Of the 41 surveys submitted, 39 were complete surveys, meaning that all questions within the survey were readily addressed by the respondent. The majority of responses submitted were from persons between the ages of 25 and 64 (60%) followed by adults aged 65 and older (24%). At least 42% of the responses were collected from residents of San Marino. Of the San Marino responses, we are able to filter out the needs specific to San Marino; however, interestingly, they tend to mimic the overall percentages, uses, or needs expressed by the respondents.

Findings

In all, 3% of the respondents report seldom or never using the Crowell Public Library. Reasons for not using the library include finding information online and accessing electronic books and other materials via the Internet. A good majority of the respondents (57%) report visiting the library weekly or monthly (23%). When visiting the library, about 40% of their time is spent checking out materials, followed by Visiting the Friends Shoppe (13%) and Reading/ Browsing (13%). In terms of what's important to them, patrons seem to prioritize Borrowing Materials (70% Very Important), followed by Internet access (58% Very Important), and accessing the Library when open (52% Very Important) and accessing Online Services (51% Very Important). At least 73% of the respondents indicated that the library is Very Important to them and their family.

In terms of how the Library rates, 40% find the collection Excellent while 45% rate the collection as Fair. The Customer Service rating is high or Excellent at 75%. Respectively, the library rates Excellent at about 62%. The area with the poorest remarks are the Library Policies.

The collection items most important to patrons appear to be books (82%), followed by DVD's and Music (32%) and Audio Books (24%). Least important are non-English materials.

In terms of programming, respondents greatly value Art/Music events (46%), Health Wellness Information (40%) and Current Events/History/Continued Education (36%). Similarly, the youth programs that are most important to respondents (57%) are the Art/Music events. Least favorable was testing assistance (3%), although in reality test proctoring statistics are actually going up over the last several years.

Respondents were asked to give feedback regarding new services. Essentially, the highest preferences (in order) are for business center services, children's education programs, online afterschool services, one-on-one technology assistance, and self checkout.

The library website (40%), signage (24%), and the newspapers (11%) appear to be the preferred modes of communicating the library's offerings to the patrons.

Open Comments

- Expand DVD collection
- Keep doing what you do
- Strive for a fuller collection of non-fiction books in different languages
- Faster Internet speed
- Extended hours
- More books for young readers
- Modern checkout
- Consistency with passport services
- Hire more full time staff
- Better lighting in life long learning
- More community engagement
- Wonderful place with excellent services
- More life skills workshops
- Updated website
- Larger collection of e-books
- More study rooms
- Library is doing well
- Café
- Allow 5 free printouts
- More non-fiction audiobooks
- More organization of materials
- Increase passport hours

Questionnaires

Staff met with employees and support groups to gather additional information/input regarding the library's offerings. The following summarizes other stakeholder feedback.

- Technology
- Encourage more people to read and learn
- Ensure sufficient staffing and compensation
- Stay open
- Stay a book library
- Separate the children's space from the rest of the library
- Relevant materials, programs and technology among the most "very important"
- Technology equipment among the most important for support groups to fund

Strengths, Weaknesses, Opportunities and Threats (SWOT)

Stakeholders were also asked to respond to the Library's strengths, weaknesses, opportunities, and threats. The following is a summary of the key outcomes identified. In February 2016, staff outlined these findings with the Library Board of Trustees. Pursuant to the SWOT summary and the survey and questionnaire results, discussion ensued on how to best identify the Library's Strategic Plan goals and objectives.

Strengths

- Collection Development
- Collection Size
- Personal Service/
Responsive
- Good Hours
- Diverse Programming
- Chinese Collection
- Bookstore
- Volunteers

- Strong Support Groups
- Strong Leadership
- Passports

- Community Gathering Space
- Strong Children's Services
- Strong Internet

- Interlibrary Loans
- Computer Availability
- Comfortable/ Attractive Facility
- Strong Senior Programs
- Highly qualified, skilled, experienced staff
- Central location
- Community Relations

Weaknesses

- Parking
- Telephone
- Building Design
- Performing Area
- Equipment
- Entrance Area
- Part Time Limitations
- Program Space
- Storage
- Shelves
- Self Serve

- Cultural
- Bar Code Scanner/ Printing Area
- Lack of Refreshments
- Outside Shade
- Study Rooms
- Relationship with Schools
- Signage (Exterior)
- Janitorial
- Qualifying for Grants

Opportunities

- Partnerships
- Redo Computer Lab
- Automate/Digitize
- Acquisitions
- Digital Book Shoppe

- Grants
- Digital Assistants
- Teen Programming
- Technology

Threats

- Misconceptions of Library
- Funding
- Building Repairs/ Maint
- Residency Issues
- Turnover
- Rising costs of contract services, materials and supplies

- Fast Changing Technology
- Reading Habits
- Diversity of Needs
- Personnel Costs
- Privatization of Libraries
- Serving the Homeless
- Private Tutors

2013 Citywide Strategic Planning

In 2013, the City of San Marino distributed a Citywide survey to assess the overall services and satisfaction of City services. Within the survey, respondents were asked to respond to Library Services. Approximately 850 residents or 6% of the population responded. The Library Board of Trustees reviewed this data/results to further support proposed Strategic Plan goals and objectives.

Statistics

- Are you satisfied with the materials available?
 - 62.5% Meets Expectations; 19.1% Exceeds Expectations
- Are you satisfied with adult programs?
 - 72.4% Meets Expectations; 13.1 Exceeds Expectations
- Are you satisfied with youth programs?
 - 73.45 Meets Expectations; 14.5% Exceeds Expectations
- Are you satisfied with assistance received?
 - 67.5% Meets Expectations; 21.1% Exceeds Expectations
- Are the hours of the library meeting your needs?
 - 72,3% Meets Expectations; 10.6% Exceeds

Open Comments

- More collections materials, including hard copy and electronic.
- Librarians very helpful.
- More concerts or recitals at library.
- Bookstore excellent.
- Coffee stand.
- Not good that library is used by outside residents.
- Object to paying for dvd's.
- We love our library!
- A great place for kids.
- Love e-books.
- Difficult to find a seat in adult section.
- Too many unsupervised children.
- More enrichment needed for afterschool kids.
- Open before 9 am.
- Antiquated technology.
- Nice staff.
- Children's section needs more books.
- More online needed.
- Noisy and hard to read because it's too busy.
- Security lighting needed for night.
- Don't use library anymore... Too many kids in the afternoon.
- Library will be null and void in the future.
- Too small, fails to offer a wide selection of books.
- More popular titles.
- Open earlier on Sundays.
- Appreciate the staff took my book suggestions into consideration.
- WiFi should be improved.
- The staff at the entry doors not welcoming.
- Borrowing books s/b free.
- Complete series collections.
- More classes by UCLA.
- Buy more books– less programs.
- Youth programs on weekends.
- Reduce number of checkouts.
- Not enough meeting rooms.
- Seldom use library, but clean.

- Like the passport service.
- Charge for computer access.
- Look into online rentals.
- Child librarians s/b friendlier.
- Youth programming needs energy.
- Parking is less than before.
- No knowledge of library services.
- Close it and use our money for other things.
- More teen programming.
- More new books, using award winning lists
- Host more City events to engage community members.

Measuring for Success

To remain a vital part of our community, the Crowell Public Library must be flexible and open to change. The strategic directions herein will ensure the library remains relevant and vibrant and responsive to the need of San Marino residents. Staff will assess progress periodically through the Library Board of Trustees. Department planning, the annual budget process, and interactions with the Council will also allow the library to sustain its goals and vitality.

Each year, during the annual state librarian's report, the staff and Trustees will set aside time to assess their progress in meeting the goals and objectives outlined in this document. In evaluating its success, the Crowell Public Library will:

Measure Levels of Community Satisfaction

- Develop programming, service, and collection surveys.
- Develop customer satisfaction surveys.

Monitor and Measure Levels of Support

- Record and report public and private support.
- Receive and record membership numbers, donations, and development of programs from Friends and Foundation.
- Monitor growth in volunteer program.

Measure and Analyze Customer Use

- Continue tabulating monthly use statistics, including registration cards, circulation, door count, reference queries, computer use, database use, programming attendance and facility rentals.
- Monitor collection losses, including lost books and weeding.
- Monitor specific collections and determine levels of use.

Improve Library Efficiency and Effectiveness

- Monitor the number of items circulated.
- Monitor the use of website and account management.
- Monitor equipment and facility failures.

Increase Awareness

- Measure the number of community partnerships.
- Measure attendance at community group meetings.
- Measure marketing announcements.

For additional information on this plan contact:

**Crowell Public Library
1890 Huntington Drive
San Marino, CA 91108
626-300-0777
www.crowellpubliclibrary.org**

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City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN SCHAEFER, CITY MANAGER

BY: ALDO CERVANTES
PLANNING AND BUILDING DIRECTOR

DATE: JULY 13, 2016

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

*Steven W. Huang, DDS, Council
Member*

Steve Talt, Council Member

Richard Ward, Council Member

SUBJECT: **GENERAL PLAN AMENDMENT FOR THE LOTS LOCATED AT 2233 HUNTINGTON DRIVE, 1635 CHELSEA ROAD, 1625 CHELSEA ROAD, 375 HUNTINGTON DRIVE, 415 HUNTINGTON DRIVE, 475 HUNTINGTON DRIVE, 825 HUNTINGTON DRIVE, 835 HUNTINGTON DRIVE, 1270 BELHAVEN ROAD (APN# 5332-002-010), 1265 SAN GABRIEL BOULEVARD (APN# 5332-002-009), 1620 CHELSEA ROAD (APN# 5335-005-001) & 2000 HUNTINGTON DRIVE (APN#5334-016-016)**

BACKGROUND:

On July 25, 2014, the City Council adopted Interim Ordinance No. O-14-1280-U pursuant to Government Code Section 65858 Imposing a Moratorium prohibiting approval of any permit or entitlement to develop property designated commercial in the Land Use Element of the General Plan and zoned R-1. The City Council approved two extensions to the moratorium, which will expire on July 24, 2016.

Staff has found the following properties with general plan land use designations as commercial and zoned as residential that are subject to the moratorium:

- a. 2233 Huntington Drive – Stepping Stones approved via Variance No. V28, 1945
- b. 1270 Belhaven Road (APN# 5332-002-010) – Parking lot at the rear of the San Marino Shopping Center
- c. 1265 San Gabriel Blvd. (APN# 5332-002-009) – Parking lot at the rear of the San Marino Shopping Center
- d. 1635 Chelsea Road – Office approved via Variance No. V62-13, 1962
- e. 1625 Chelsea Road – Office approved via Variance No. V62-13, 1962
- f. 1620 Chelsea Road (APN# 5335-005-001) – Parking lot at the rear of the Citizens Business Bank
- g. 1630 Chelsea Road (APN# 5335-005-005) - Parking lot at the rear of the Citizens Business Bank
- h. 2010 Huntington Drive (APN# 5334-016-017) Parking lot at the rear of the Women’s World
- i. 2020 Huntington Drive (APN# 5334-016-018) Parking lot at the rear of the Women’s World
- j. 2000 Huntington Drive (APN# 5334-016-016) Parking lot at the rear of the Women’s World
- k. 375 Huntington Drive – Medical building approved via Variance in 1959 and 1960 for the Pharmacy
- l. 415 Huntington Drive – Office approved via Variance No. V62-08
- m. 475 Huntington Drive – Laboratory approved via Variance No. V69-09
- n. 825 Huntington Drive – Medical Office via Variance No.7

o. 835 Huntington Drive – Medical Office

On March 23, 2016, the Planning Commission approved and recommended to the Council a General Plan Amendment to reclassify the parking lots as Residential parcels. On April 27, 2016, the Planning Commission approved the remaining properties to the Council for a General Plan amendment to reclassify them as residential parcels.

ANALYSIS:

Staff investigated the best way to resolve the discrepancies and presented several options to the City Council. After discussing this matter, the City Council directed staff to proceed with a General Plan amendment to designate the parcels listed below as shown in the chart:

Property	Zoning	Existing Land-Use Designation	Proposed Land-Use Designation
2233 Huntington Drive	R-1, District V	Commercial	Very Low Density Residential 2-4 du/acre
375 Huntington Drive	R-1, District VII	Commercial	Low Density Residential 4-6 du/acre
415 Huntington Drive	R-1, District VII	Commercial	Low Density Residential 4-6 du/acre
475 Huntington Drive	R-1, District VII	Commercial	Low Density Residential 4-6 du/acre
1625 Chelsea Road	R-1, District V	Commercial	Very Low Density Residential 2-4 du/acre
1635 Chelsea Road	R-1, District V	Commercial	Very Low Density Residential 2-4 du/acre
825 Huntington Drive	R-1, District II	Commercial	Very Low Density Residential 2-4 du/acre
835 Huntington Drive	R-1, District II	Commercial	Very Low Density Residential 2-4 du/acre

Parking Lots

Property	Zoning	Existing Land Use Designation	Proposed Land Use Designation
1270 Belhaven Road (APN# 5332-002-010)	R-1 District VI	Commercial	Low Density Residential 4-6 du/acres
1265 San Gabriel Blvd. (APN# 5332-002-009)	R-1 District VII	Commercial	Low Density Residential 4-6 du/acres
2000 Huntington Drive (APN# 5334-016-016)	R-1 District V	Commercial	Very Low Density Residential 4-6 du/acres
1620 Chelsea Road (APN# 5335-005-001)	R-1 District V	Commercial	Very Low Density Residential 4-6 du/acres

FISCAL IMPACT:

At this point, this item presents no fiscal impact.

RECOMMENDATION:

Staff recommends the City Council approve the General Plan Land Use Map amendment as shown below. Staff also recommends approval of the Negative Declaration. If the City Council concurs, the appropriate action would be:

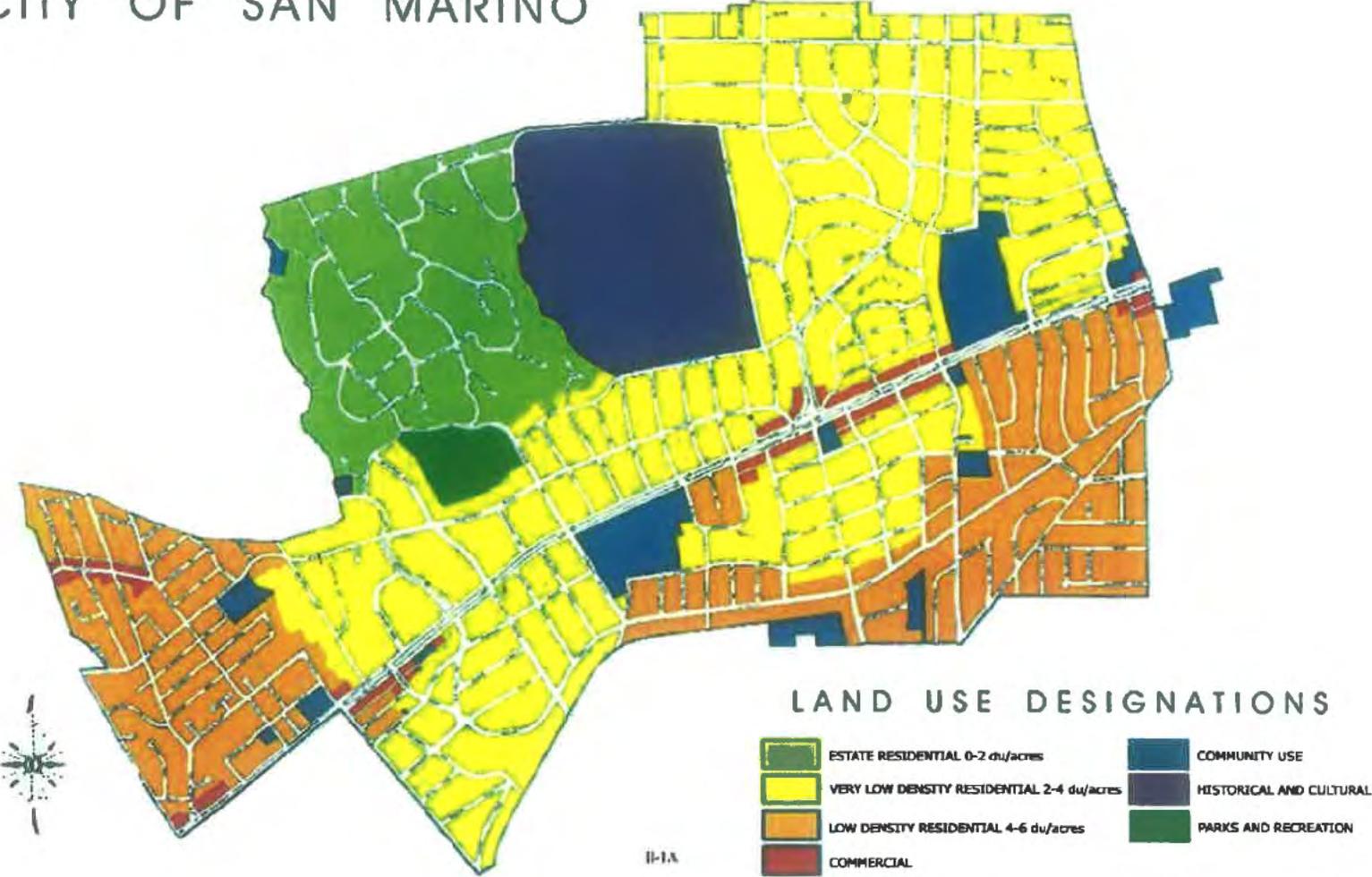
“A motion to amend the General Plan Land Use Map and approve the Negative Declaration.”

Property	Zoning	Existing Land-Use Designation	Proposed Land-Use Designation
2233 Huntington Drive	R-1, District V	Commercial	Very Low Density Residential 2-4 du/acre
375 Huntington Drive	R-1, District VII	Commercial	Low Density Residential 4-6 du/acre
415 Huntington Drive	R-1, District VII	Commercial	Low Density Residential 4-6 du/acre
475 Huntington Drive	R-1, District VII	Commercial	Low Density Residential 4-6 du/acre
1625 Chelsea Road	R-1, District V	Commercial	Very Low Density Residential 2-4 du/acre
1635 Chelsea Road	R-1, District V	Commercial	Very Low Density Residential 2-4 du/acre
825 Huntington Drive	R-1, District II	Commercial	Very Low Density Residential 2-4 du/acre
835 Huntington Drive	R-1, District II	Commercial	Very Low Density Residential 2-4 du/acre

Property	Zoning	Existing Land Use Designation	Proposed Land Use Designation
1270 Belhaven Road (APN# 5332-002-010)	R-1 District VI	Commercial	Low Density Residential 4-6 du/aces
1265 San Gabriel Blvd. (APN# 5332-002-009)	R-1 District VII	Commercial	Low Density Residential 4-6 du/aces
2000 Huntington Drive (APN# 5334-016-016)	R-1 District V	Commercial	Very Low Density Residential 4-6 du/aces
1620 Chelsea Road (APN# 5335-005-001)	R-1 District V	Commercial	Very Low Density Residential 4-6 du/aces

Attachment: 2003 Land-Use Map
Initial Study

CITY OF SAN MARINO



II-1A

ENVIRONMENTAL INITIAL STUDY

1. Project Title:

Amendment to the General Plan, Land Use Element Land Use Map

2. Lead Agency Name and Address:

City of San Marino
2200 Huntington Drive
San Marino, CA 91108

3. Contact Person and Phone Number:

Aldo Cervantes, Planning and Building Director
(626) 300-0710

4. Project Location:

City of San Marino

1270 Belhaven Road (APN# 5332-002-010) – Parking lot at the rear of the San Marino Shopping Center
1265 San Gabriel Blvd. (APN# 5332-002-009) – Parking lot at the rear of the San Marino Shopping Center
1620 Chelsea Road (APN# 5335-005-001) – Parking lot at the rear of the Citizens Business Bank
1630 Chelsea Road (APN# 5335-005-005) - Parking lot at the rear of the Citizens Business Bank
2010 Huntington Drive (APN# 5334-016-017) Parking lot at the rear of the Women's World
2020 Huntington Drive (APN# 5334-016-018) Parking lot at the rear of the Women's World
2000 Huntington Drive (APN# 5334-016-016) Parking lot at the rear of the Women's World

5. Project Sponsor's Name and Address:

City of San Marino

6. General Plan Designation:

General Commercial

7. Zoning:

R-1 Districts V, VI, VII

8. Description of the Project:

The City of San Marino is proposing an amendment to the General Plan Land Use Element, Land Use Map to designate the identified parking lots as Residential Land Use.

9. Surrounding Land uses and Setting:

Commercial and Residential

10. Other public agencies whose review/approval is required: (e.g., permits, financing approval, or participation agreement)
 The project will require Planning Commission and City Council approval.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors marked below (X) would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages.

	Aesthetics		Greenhouse Gas Emissions		Population/Housing
	Agriculture Resources		Hazards & Hazardous Materials		Public Services
	Air Quality		Hydrology/Water Quality		Recreation
	Biological Resources		Land Use/Planning		Transportation/Traffic
	Cultural Resources		Mineral Resources		Utilities/Service Systems
	Geology/Soils		Noise		Mandatory Findings of Significance

DETERMINATION: (To be completed by the Lead Agency).

On the basis of this initial evaluation:

I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.	X
I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.	
I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.	
I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect (1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and (2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.	
I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION , including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.	

Aldo Cervantes, Planning and Building Director
 Name

January 28, 2016
 Date

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
1. AESTHETICS. Would the project:				
a) Have a substantial adverse effect on a scenic vista?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Substantially damage scenic resources, including, but not limited to trees, rock outcroppings, and historic buildings within a state scenic highway				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
c) Substantially degrade the existing visual character or quality of the site and its surroundings?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
2. AGRICULTURE AND FOREST RESOURCES: In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and the forest carbon measurement methodology provided in the Forest Protocols adopted by the California Air Resources Board. Would the project:				
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland) as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?				X
The site is not designated as farmland. Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code section 12220(g)) or timberland (as				X

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
defined in Public Resources Code section 4526)?				
No Impact. The amendment is not in conflict with any zoning laws. Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
d) Result in the loss of forest land or conversion of forest land to non-forest use?				X
No tree or landscaping will be removed as a result of the amendment. There will be no impact. Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?				X
The amendment does not involve the conversion of farmland. Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
3. AIR QUALITY: Would the project:				
a) Conflict with or obstruct implementation of the applicable air quality plan?				X
The amendment will not have an impact to the air quality plan. Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Violate any air quality standard or contribute substantially to an existing or projected air quality violation?				X
The amendment will not have an impact to air quality standards or contribute to an existing or projected air quality violation. Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
c) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?				X
The amendment will not result in an increase in pollutants. Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
d) Expose sensitive receptors to substantial pollutant concentrations?				X

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
The amendment will not generate a significant amount of pollutants. Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
e) Create objectionable odors affecting a substantial number of people?				X
There will be no need to utilize heavy equipment or to alter the land. The amendment will not generate a significant amount of pollutants or any odors. Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
4. BIOLOGICAL RESOURCES. Would the project:				
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot. The project will not impact mineral or biological resources.				
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or U. S. Fish and Wildlife Service?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
d. Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident migratory wildlife corridors, or impede the use of native wildlife nursery sites.				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?				X

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
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Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.

f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Conservation Community Plan, other approved local, regional, or state habitat conservation plan?				X
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Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.

5. CULTURAL RESOURCES. Would the project:

a) Cause a substantial adverse change in the significance of a historical resource as defined in Section 15064.5?				X
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Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.

b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to Section 15064.5?				X
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Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.

c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?				X
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Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.

d) Disturb any human remains, including those interred outside of formal cemeteries?				X
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Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.

6. GEOLOGY AND SOILS. Would the project

a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:

Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.

i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.				X
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Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
ii) Strong seismic ground shaking? Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				X
iii) Seismic-related ground failure, including liquefaction? Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				X
iv) Landslides? Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				X
b) Result in substantial soil erosion or the loss of topsoil? Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				X
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse? Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				X
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial risks to life or property? Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				X
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water? Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				X
7. GREENHOUSE GAS EMISSIONS. Would the project:				
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
f) Conflict with any applicable plan, policy or regulation of an agency adopted for the purpose of reducing the emissions of greenhouse gases?				X

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
8. HAZARDS AND HAZARDOUS MATERIALS. Would the project:				
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?				X

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
9. HYDROLOGY AND WATER QUALITY. Would the project:				
a) Violate any water quality standards or waste discharge requirements?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
e) Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
f) Otherwise substantially degrade water quality?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
g) Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
h) Place within a 100-year flood hazard area structures which would impede or redirect flood flows?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
j) Inundation by seiche, tsunami, or mudflow?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
10.LAND USE AND PLANNING. Would the project:				
a) Physically divide an established community?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Conflict with any applicable land use plan, policy or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot. The parking spaces within the parking lots are required to be maintained as they serve to meet the off-street parking requirements for the adjoining commercial buildings.				
c) Conflict with any applicable habitat conservation plan or natural communities conservation plan?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use				

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
designation from Commercial to Residential. The use of the lots will remain parking lot.				
11. MINERAL RESOURCES. Would the project:				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
12. NOISE. Would the project result in:				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
f) For a project within the vicinity of a private airstrip, would the project				

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
expose people residing or working in the project area to excessive noise levels?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
13. POPULATION AND HOUSING. Would the project:				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
14. PUBLIC SERVICES. Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered government facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:				
a) Fire protection?				X
b) Police protection?				X
c) Schools?				X
d) Parks?				X
e) Other public facilities?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
15. RECREATION.				
a) Would the project increase the use of existing neighborhood or regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
16. TRANSPORTATION/TRAFFIC. Would the project:				
a) Exceed the capacity of the existing circulation system, based on an applicable measure of effectiveness (as designated in a general plan policy, ordinance, etc.), taking into account all relevant components of the circulation system, including but not limited to intersections, streets, highways and freeways, pedestrian and bicycle paths, and mass transit?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Conflict with an applicable congestion management program, including, but not limited to level of service standards and travel demand measures, or other standards established by the county congestion management agency for designated roads or highways?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
d) Substantially increase hazards to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e. g. farm equipment)?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
e) Result in inadequate emergency access?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
f) Conflict with adopted policies supporting alternative transportation (e.g., bus turnouts, bicycle racks)?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
				X

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
g) Result in inadequate parking capacity?				
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
17. UTILITIES AND SERVICE SYSTEMS. Would the project:				
a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
g) Comply with federal, state, and local statutes and regulations related to solid waste?				X

Issues and Supporting Information Sources	Potentially Significant Impacts	Less than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
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18. MANDATORY FINDINGS OF SIGNIFICANCE.				
a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				
Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?				X
Not impact. The proposal is to amend the General Plan Land Use Map by amending the identified parking lot Land Use designation from Commercial to Residential. The use of the lots will remain parking lot.				

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN SCHAEFER, CITY MANAGER

BY: ALDO CERVANTES
PLANNING AND BUILDING DIRECTOR

DATE: JULY 13, 2016

SUBJECT: **MODIFICATION TO CONDITIONAL USE PERMIT NOS. CUP13-32, CUP13-33, CUP13-34, CUP13-35, CUP13-36, CUP13-37, CUP13-38 & DESIGN REVIEW NO. DRC13-83, MODIFICATION TO VARIANCE NOS. V13-09, CONDITIONAL USE PERMIT CUP16-06 AND VARIANCE V16-03 1155 OAK GROVE AVENUE, (THORNTON)**

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

PROPOSAL:

On May 25, 2016, the Planning Commission denied the request to modify a previously approved project, to construct a new basement under the guest house and build a new bee house. Mr. Charles Thornton, owner of the property, filed a timely appeal of the Planning Commission's decision. On June 22, 2016, the Planning Commission approved the Resolution of Findings.

The applicant requests to increase the size of a previously approved guest house and to construct a basement underneath the guest house which exceeds 60% of the footprint of the guest house. The applicant also proposes to construct an accessory structure (bee house) which has less than the required setback. This requires a modification to the previously approved guest house actions as well as an additional conditional use permit and variance per City Code Section 22.02.19C and 23.06.05B1.

REQUIRED ACTIONS:

VARIANCE No. VARI3-09 – MODIFICATION TO GUEST HOUSE EXCEEDING 600 SQUARE FEET

VARIANCE No. VARI6-03- ACCESSORY STRUCTURE ENCROACHING INTO SETBACK

CONDITIONAL USE PERMIT No. CUP13-32 THROUGH CUP13-38 – MODIFICATION TO ACCESSORY BUILDING EXCEEDING 600 OR 720 SQ. FT. CONTAINING LIVABLE AREA

CONDITIONAL USE PERMIT CUP16-06 – BASEMENT THAT EXCEEDS 60% OF THE FOOTPRINT

DESIGN REVIEW DRC13-83 – MODIFICATION TO ACCESSORY BUILDINGS EXCEEDING 600 SQ. FT.

BACKGROUND:

The State Historical Resources Commission (SHRC) held a public meeting on November 5, 2010 to consider 1155 Oak Grove Avenue (The Thornton Estate) as a Historical Resource. By deeming 1155 Oak

Grove Avenue a historical resource, the property would be placed on the National Register for historical homes as well as on the California Register. This process did deem this property a historic resource.

The Emery Estate, currently known as the Thornton Estate, was designed by Myron Hunt as a true Tudor Revival home. The same craftsmanship found on the exterior of the home is also found within the interior design. As indicated in the report by the United States Department of the Interior, the interior is finished with oak panel walls, richly carved wood and stonework as well as decorative plaster. The home was built in 1928 with a total livable area of 11,720 square feet. The original home was built on an eight acre site, which was bordered by Virginia Road, Rosalind Road and Oak Grove Avenue. Throughout the years, the property was subdivided and each parcel was sold and later developed. In the last few years, the current owner restored the property to its original state by purchasing and combining the lots, minus one parcel. Recent improvements to the property involve the remodel of the existing garage, an original shed, and the construction of a conservatory and potting house.

The subject property, zoned R-1 Area District I (E) consists of approximately 8.36 acres and is located at the intersection of three streets, Oak Grove Avenue, Rosalind Road, and Virginia Road. The property's topography varies. It rises upward to a building pad from both Rosalind Road and Virginia Road. Vehicular access is primarily taken from Oak Grove Avenue and secondary access is available, although rarely used, from Virginia Road. The site is bordered to the south by existing single-family homes on lots zoned R-1 Area District I, Single-Family Residential. Properties to the north, east, and west are zoned R-1 Area District I (E).

MASTER PLAN APPROVED IN 2013:

The Master Plan involves the following elements:

1. Demolition of existing houses at 1215 Rosalind Road, 1220 Virginia Road and 1250 Virginia Road and consolidate the two parcels (Not subject to Planning Commission review). (Completed)
2. Construction of a 2,200 square-foot "Barn" which contains a five (5) car garage (In process).
3. An approximate 7,500 square-foot guest house (In process).
4. A 700 square-foot pool house with 2 bathrooms and a kitchen.
5. A 600 square-foot boat house with a bathroom.
6. The extension of the concrete perimeter wall. Existing wall was approved via a Conditional Use Permit and design review in 2005 (In process).

The 2013 master plan construction satisfied the required setbacks of twenty (20) feet to the interior side property lines, fifty (50) feet from the Rosalind Road property line and seventy (70) feet from the Virginia Road property line. The Barn will be 113 feet to the Rosalind Road property line and 100 feet to the Virginia property line. The guest house will be seventy-five (75) feet to the Virginia Road property line and the pool house will be setback ninety-seven (97) feet to the Virginia Road property line. The boat house will be setback 140 feet to the Oak Grove Avenue property line and ninety (90) feet to the Rosalind Road property line. The barn and the guest house will exceed the maximum height limit of sixteen (16) feet for an accessory building.

In addition to meeting the required setbacks, the combined livable area and lot coverage will not exceed the maximum allowance of 48,670 square feet. With the proposed new structures, the total lot coverage will be 19,600 square feet. The total livable area will be 29,100 square feet. According to the master plan, all construction shall be completed in six (6) years.

PROPOSED CHANGES TO THE MASTER PLAN:

1. The guest house will increase in size by 251 square feet resulting in a total square-footage of 8,397 square feet (4,372 sq. Ft. for first floor and 4,025 sq. ft. for second floor).
2. The addition of a full size basement under the guest house exceeding the 60% maximum allowed for a new basement. The originally approved plans provided notations for a new basement, but a floor plan for the basement was not provided.
3. The addition of a 137 square-foot non-livable area bee house.

ANALYSIS:

Variances – Accessory Buildings Encroaching into Setback

The proposal includes a new 137 square-foot “Bee House” located north of the guest house and west of the proposed pool house. The Bee House is located in what is known as the rear yard area and encroaches into the required 70-foot rear yard setback as imposed by the City’s “Yard Map.” The Bee House will be setback 63 feet 8 inches from the rear property line. According to the applicant, the location of the Bee House is crucial as it would maintain the linear pattern and relationship that all buildings have on the site.

The City Code requires that four findings be met when considering approval of a variance. They are:

- *That the strict application of the regulations and standards of this Chapter will result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of said regulations and standards.*

The proposed setback for the Bee House will be 63 feet 8 inches from the rear property, which is seven (7) feet less than what the Code requires. The intent of the Code and its setbacks is to ensure the continued development pattern of the neighborhood with regards to building location. As stated, the Bee House will be located in the rear yard and setback over 63 feet from the property line. In addition, the Bee House will be located in an area that appears as a rear yard. A rear yard area that includes dense landscape screening.

- *That the variance, if granted, will not constitute the grant of a special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated.*

The variance would not grant a special privilege as there are similar accessory buildings on the property that encroach into the required setbacks. The homes on the properties to the north of the subject site appear to encroach into the required front yard setback requirements.

- *That because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of this Chapter will deprive the applicant of a reasonable utilization of such property.*

This lot is in Area District IE which contain the largest lots in San Marino. The statutory lot size in this district is 60,000 square feet. The subject property consists of over eight (8) acres or approximately 438,702 square feet. Not only is this lot large but as previously stated, it has a varied topography. In the area where these structures are proposed to be sited the property takes an abrupt drop in grade elevation

to the south. In addition, the proposed Bee House will be located in the rear yard within dense landscaping.

- *That the use or development applied for will not be materially detrimental to the public health, safety, or general welfare or injurious to the property or improvements in the zone or neighborhood.*

This lot is in Area District IE which encompasses the largest lots in San Marino. The statutory lot size in this district is 60,000 square feet. The subject property consists of over eight (8) acres or approximately 438,702 square feet. Not only is this lot large but as previously stated, it has a varied topography. In the area where these structures are proposed to be sited the property takes an abrupt drop in grade elevation to the south. The new construction will be far removed from any adjacent property as to eliminate any potential noise or privacy concerns.

In summary, the project meets all four required legal findings for a Variance. All four findings must be met before granting a Variance.

Conditional Use Permits – Modification to an Accessory Buildings over 600 and 720 square feet

The approved master plan for the property included an 8,146 square-foot guest house with a future basement. Due to unforeseen issues at the planning stages of the project, the plans submitted to the City’s structural engineer resulting in the need to increase the size of the landing between the first floor of the guest house and second floor. This area resulted in the total 251 square-foot increase. The entry way has increased in size as well as the living room and dining room. The purpose of the increase in size to these areas is to accommodate a deeper wall structure to include pocket doors.

In examining a conditional use permit, the City Council must make sure that the conditions will be consistent with the required findings for a conditional use permit.

- *That the establishment, maintenance or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing in or working in the area of such proposed use nor be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the City.*

The modification will result in an increased size of 251 square feet to the guest house. A small portion of this increase is attributed to a structure code requirement. The remaining additional square-footage is to allow for deeper walls to include pocket doors. The amount of additional livable rea will not result in a detriment to the surrounding properties. The guest house and the additional livable area will satisfy the require setbacks and the building will be far removed from any adjacent home as to reduce potential noise and privacy issues.

- *That the site for the proposed conditional use is adequate in size and shape to accommodate the yards, walls and fences, parking and loading, landscaping and other development features prescribed in this Chapter or required by the Commission in order to integrate said conditional use with the land and uses in the neighborhood.*

The subject property consists of over eight (8) acres or approximately 438,702 square feet. Not only is this lot large but as previously stated, it has had a varied topography. In the area where the guest house structure is proposed to be sited the property takes an abrupt drop in grade elevation to the west. With

the proposed new structures, the combined livable area and lot coverage will not exceed the maximum allowance of 48,670 square feet. With the proposed new structures, the total lot coverage will be 20,460 square feet. The total livable area will be 27,052 square feet.

- *That the proposed conditional use will not have a detrimental effect upon the nature, condition and development of nearby uses and buildings.*

As stated above, the proposed new structures will be far removed from an adjacent property or home as to reduce any potential noise or privacy concerns.

- *That the site for the proposed conditional use will relate to streets and highways adequate in width and pavement to carry the kind and quantity of traffic such use would generate.*

There is no reason to believe that the project would create any more traffic than existing retail or office uses in the area. The guest house and barn will have access into the property via an existing driveway at Virginia Road.

Conditional Use Permits – Basement Exceeds 60 Percent the Footprint of the Guest House

The proposal includes a new basement that exceeds 60% the size of the footprint of the guest house. The Code, which became effective on May 31, 2015, limits the size of a proposed basement to no greater than 60% the size of the footprint of the building and requires that the basement be design as livable space. In 2013, the originally approved plans specific a basement on the floor plan of the guest house, but because plans were not submitted along with that request, staff determined that the proposed basement was subject to the new Code. The size of the proposed basement will be 4,030 square feet. Pursuant to the new Code, only half the size of the basement shall counts towards the livable area. In addition, the intent of the basement is to design it as livable area. The intent of the Code when adopted was to eliminate the unpermitted conversions of basements to livable area during the construction phase of a project and to reduce visual mass above grade by requiring the basement to count towards the livable area allowance.

In examining a conditional use permit, the Planning Commission must make sure that the conditions will be consistent with the required findings for a conditional use permit.

- *That the establishment, maintenance or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing in or working in the area of such proposed use nor be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the City.*

As stated above, the new construction will satisfy the required setbacks. The guest house and proposed basement will be over seventy (70) feet to the Virginia Road property line. The new basement construction will be far removed from any adjacent property as to eliminate any potential noise or privacy concerns. In addition, the proposed basement will be completely underground and not visible from the street. This will also result in limiting the visual massing.

- *That the site for the proposed conditional use is adequate in size and shape to accommodate the yards, walls and fences, parking and loading, landscaping and other development features prescribed in this Chapter or required by the Commission in order to integrate said conditional use with the land and uses in the neighborhood.*

The subject property consists of over eight (8) acres or approximately 428,702 square feet. Not only is this lot large but as previously stated, it has a varied topography. In the area where these structures are proposed to be sited the property takes an abrupt drop in grade elevation to the south. With the proposed new structures, the combined livable area and lot coverage will not exceed the maximum allowance of 48,670 square feet. With the proposed new structures, the total lot coverage will be 20,460 square feet. The total livable area will be 27,052 square feet.

- *That the proposed conditional use will not have a detrimental effect upon the nature, condition and development of nearby uses and buildings.*

As stated above, the proposed new structures will be far removed from an adjacent property or home as to reduce any potential noise or privacy concerns.

- *That the site for the proposed conditional use will relate to streets and highways adequate in width and pavement to carry the kind and quantity of traffic such use would generate.*

There is no reason to believe that the project would create any more traffic than existing retail or office uses in the area. The guest house will have access into the property via an existing driveway at Virginia Road.

Design Review

The following items are subject to Design Review: the modification of the 8,397 square-foot guest house. In past construction projects, the owner has shown a great level of details with regards to finished materials and colors. Projects such as the Conservatory, Lath House and a garage with work shop have all been finished with quality materials and a high level of craftsmanship. These buildings were also designed to match the main building. The Barn, guest house, pool house and boat house will be treated with the same level of detail as past construction. The new structures will be architecturally compatible with themselves and the main home.

RECOMMENDATION:

Staff recommends the City Council approve Variance Nos. V16-03, Modification to Variance V13-09, Modification to Conditional Use Permit Nos. CUP13-32, CUP13-33, CUP13-33, CUP13-34, CUP13-35, CUP13-36, CUP13-37 and CUP13-38, Conditional Use Permit CUP16-06 and the related design review action subject to the following conditions:

1. That the proposed exterior materials, colors, and textures match those found on the main residence and other improvements on the property.

Attachments: Appeal
 PCR16-01

CITY OF SAN MARINO

PLANNING COMMISSION APPEAL

805.00

(Please type or
print in ink)

Appeal Fee ~~\$250.00~~
Non-Refundable

Pursuant to City Code, the City Council has the following options:

- a. Affirm the action of the Planning Commission; or
- b. Overturn the Planning Commission action; or
- c. Refer the matter back to the Planning Commission, with or without instructions for further proceedings; or
- d. Set the matter as a de novo hearing.

TO THE CITY COUNCIL OF THE CITY OF SAN MARINO:

Date of Planning Commission Meeting May 25, 2016

Date of Appeal (within 15 days) June 7, 2016

Resolution of Findings No. _____

Appeal by C.B. Thornton Jr

(Name)

Regarding: MOD to CUP 13-32 → 13-38 at 1155 Oak Grove Ave

(Case No.)

(Address)

The undersigned hereby appeals from the decision of the Planning Commission, referenced above, upon the following grounds: (State reasons why you think the City Council should render a different decision than that rendered by the Planning Commission. Attach additional pages if necessary). **The narrative statement and nine (9) sets of drawings (if applicable) are due at the time the appeal is filed.**

1. Staff recommended approval, please consider findings
2. To clarify, this property is a SFD with a Guest House and will be used in this way in the future.

Dated: June 7, 2016

C.B. Thornton Jr
Appellant Name

1155 Oak Grove Ave
Appellant Address

RESOLUTION NO. PCR16-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN MARINO DENYING VARIANCE 16-03, CUP16-06, A REQUEST TO MODIFY CUP13-32, A REQUEST TO MODIFY DESIGN REVIEW NO. DRC13-83, A REQUEST TO MODIFY VARIANCE 13-09, ALL INVOLVING A REQUEST TO CONSTRUCT AN ACCESSORY BUILDINGS; EXPAND THE SIZE OF THE APPROVED GUEST HOUSE AND TO CONSTRUCT A BASEMENT EXCEEDING 60 PERCENT OF THE FOOTPRINT OF THE GUEST HOUSE ON PROPERTY LOCATED AT 1155 OAK GROVE AVENUE

THE PLANNING COMMISSION HEREBY FINDS AND RESOLVES AS FOLLOWS:

SECTION 1. The Planning Commission conducted a public hearing on the application on May 25, 2016. The Planning Commission received both oral and written testimony from City staff and the general public.

SECTION 2. The following facts were presented to the Planning Commission:

- A. The applicant, Charles Thornton, submitted plans for the following items:
1. A revision to the previously approved guest house increasing the size by 251 square feet resulting in a total square-footage of 8,397 square feet (4,372 sq. ft. for first floor and 4,025 sq. ft. for second floor).
 2. The addition of a full size basement under the guest house exceeding the 60% maximum allowed for a new basement.
 3. The addition of a 137 square-foot non-livable area bee house.
- B. The State Historical Resources Commission (SHRC) held a public meeting on November 5, 2010 to consider 1155 Oak Grove Avenue (The Thornton Estate) as a Historical Resource. By deeming 1155 Oak Grove Avenue as a historical resource, the property was placed on the National Register for historical homes as well as on the California Register. The Emery Estate, currently known as the Thornton Estate, was designed by Myron Hunt as a true Tudor Revival home. The same craftsmanship found on the exterior of the home is also found within the interior. As indicated in the report by the United States Department of the Interior, the interior is finished with oak panel walls, richly carved wood and stonework as well as decorative plaster. The home was built in 1928 with a total livable area of 11,720 square feet. The original home was built on an eight acre site, which was bordered by Virginia Road, Rosalind Road and Oak Grove Avenue. Throughout the years, the property was subdivided, sold and later developed. In the last few years, the current owner restored the property to its original state by purchasing and combining the lots, minus one parcel. Recent improvements to the property involve the remodel of the existing garage, an original shed, and the construction of a conservatory and potting house.

- C. The subject property, zoned R-1 Area District I (E), consists of approximately 8.36 acres and is located at the intersection of three streets, Oak Grove Avenue, Rosalind Road, and Virginia Road. The property's topography varies and generally upward to a building pad from both Rosalind Road and Virginia Road. Vehicular access is primarily taken from Oak Grove Avenue and secondary access is available, although rarely used, from Virginia Road. The site is bordered to the south by existing single-family homes on lots zoned R-1 Area District I, Single-Family Residential. Properties to the north, east, and west are zoned R-1 Area District I (E).

SECTION 3. Chapter 23, Article 07 Section 03 of the San Marino City Code states the required findings that must be made in order for the Planning Commission to grant a Variance:

- A. That strict application of the regulations and standards of this Chapter will result in practical difficulties or unnecessary hardships inconsistent with the general purpose and intent of said regulations and standards; and
- B. That the variance, if granted, will not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and zone in which the subject property is situated; and
- C. That, because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of this Chapter will deprive the applicant of a reasonable utilization of such property; and
- D. That the use or development applied for will not be materially detrimental to the public health, safety or general welfare or injurious to property or improvements in the zone or neighborhood in which the property is located.

SECTION 4. Chapter 23, Article 07 Section 02 of the San Marino City Code states the required findings that must be made in order for the Planning Commission to grant a Conditional Use Permit:

- A. That the establishment, maintenance or operation of the use or building applied for will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing in or working in the area of such proposed use nor be detrimental or injurious to property or improvements in the neighborhood or to the general welfare of the City; and
- B. That the site for the proposed conditional use is adequate in size and shape to accommodate the yards, walls and fences, parking and loading, landscaping and other development features prescribed in this Chapter or required by the Commission in order to integrate said conditional use with the land and uses in the neighborhood; and

- C. That proposed conditional use will not have a detrimental effect upon the nature, condition and development of nearby uses and buildings; and
- D. That the site for the proposed conditional use will relate to streets and highways adequate in width and pavement to carry the kind and quantity of traffic such use would generate.

SECTION 5. The Planning Commission hereby finds as follows with regards to the request for a Variance:

- A. The required setback of 70 feet for the bee house will not result in practical difficulties or unnecessary hardship as the property is large enough to accommodate the proposed bee house and satisfy the required setback. With regards to the additional 251 square feet to the guest house, the proposed addition including the new livable area from the basement will result in a guest house that will not be in keeping with the same scale as the existing house and development in the neighborhood. The proposed scale and size of the guest house will negatively affect the adjacent neighbors. The mass and scale of the guest house will be substantial and overwhelming to the neighbor's peace and comfort.
- B. The granting of a Variance for the bee house would constitute a grant of special privilege in this case, as the uniqueness of the property size provides for the necessary space to satisfy the require setbacks. With regards to the guest house, the inconsistency is the substantially larger size in comparison with the size homes found in the neighborhood. The previously approved guest house already exceeds 8,100 square feet.
- C. The property is unique in size and shape, but not sufficiently unique to prevent the property owner from reasonably utilizing the property. At almost 10 acres, the property has ample room to construct an accessory structure and satisfy the code.
- D. The new construction will be far removed from any adjacent property as to eliminate any potential noise or privacy concerns.

SECTION 6. The Planning Commission hereby finds as follows with regards to the request for a Conditional Use Permit:

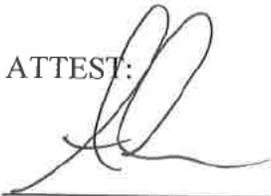
- A. The proposed addition to the guest house and the additional livable area for the basement will result in a guest house that will not be in scale with the existing house and development in the neighborhood. The proposed scale and size of the guest house will negatively affect the adjacent neighbors. The mass and scale of the guest house will be substantial and overwhelming to the neighbor's peace and comfort.

- B. The proposed modification to the size of the guest house which includes the basement will have a detrimental effect upon the nature, condition and development of nearby uses and buildings.
- C. The design of the guest house shows that it could be used as a dormitory, which is an unlawful use in the current zone. Such a use would be more in keeping with a different zone, and the applicant is encouraged to apply for such a change.

SECTION 7. Based upon the findings as outlined in Section 5 and 6 above, the Planning Commission hereby denies the request for a Variance, a Conditional Use Permit and the related Modifications to the previous Variance and Conditional Use Permit. No action is taken on the request to modify the previously approved Design Review, as this request cannot be granted unless the other approvals are first obtained.

PASSED, APPROVED, AND ADOPTED this 22th day of June 2016.


Ben Lundgren, Chairman
Planning Commission

ATTEST:


Aldo Cervantes
Secretary, San Marino Planning Commission

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: JOHN T. SCHAEFER, CITY MANAGER

DATE: JULY 13, 2016

SUBJECT: **PUBLIC HEARING ON FACT FINDING REPORT ON IMPASSE
WITH SAN MARINO FIRE FIGHTERS' ASSOCIATION**

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND

The Memorandum of Understanding (M.O.U.) between the City of San Marino (“City”) and the San Marino Fire Fighters (“SMFFA”) expired on June 30, 2015. The sole issue that the City and SMFFA were unable to come to an agreement on was that the contract should include language that would allow the City to staff the engine with 3 personnel, versus 4, which has been the past practice.

On September 14, 2015, after a number of meetings, the City presented SMFFA with a “Last, Best, and Final Offer” (“LBFO”). A copy of that offer is attached. Pursuant to that offer, items 2, 3, 4, 5, and 7 expired on October 1, 2015 if SMFFA chose not to accept the LBFO. SMFFA rejected the City’s Last Best Final Offer.

The City and SMFFA engaged in mediation which was not successful in reaching an agreement.

Pursuant to Government Code Section 3505.4 SMFFA requested Fact Finding. A fact finding hearing was held on March 16, 2016. On or about June 19, 2016 an advisory “Fact Finding Report and Recommendations” was issued; it was received by the City on June 20, 2016. The recommendation of that report is, “It is my recommendation to allow language in the MOU that would provide that there can be minimum staffing on the engine as follows: One Captain, one Engineer, and one Firefighter/Paramedic.” A copy of that report is also attached.

On June 21, 2016 the City posted the “Fact Finding Report and Recommendations” on the City’s website and it was made available in the City Clerk’s Office at City Hall. Pursuant to Government Code Section 3505.7 the ten (10) required days has elapsed since the submission and posting of the “Fact Finding Report and Recommendations.

As required by Government Code Section 3505.7 a Public Hearing has been scheduled for the Council to take action on this matter at tonight’s meeting.

|

FISCAL IMPACT

|The City’s portion of the Fact Finder’s Fee was \$2,000. This was paid for with available funds in Administration’s Contract Services Account.

There are fiscal impacts associated with overtime costs associated with staffing the engine with 3 or 4 personnel. |

RECOMMENDATION

|Staff recommends that the Council impose the following term and condition of employment with the SMFF: That the City may at its sole discretion determine whether to staff the engine with four (4) or three (3) personnel. | If Council concurs, the appropriate action would be:

“A motion |to impose the following term and condition of employment with the SMFFA : That the City may at its sole discretion determine whether to staff the engine with four (4) or three (3) personnel.”

|

Attachments: |Last Best Final Offer
Fact Finding Report and Recommendations |

City of San Marino

Memorandum



To: San Marino Fire Fighters Association
From: John Schaefer, City Manager
Date: September 14, 2015
Subject: Contract Negotiations

Please find the City's response to the San Marino Fire Association's Contract proposal, subsequent to your August 28th letter, our September 2nd meeting, and the September 9th City Council Closed Session.

From the beginning of our negotiations, our discussions have been fairly consistent--while we agree on some points, we fundamentally disagree on others. As such, in the interest of reaching a possible conclusion, please note the following summary shall constitute the City's "Last, Best, and Final Offer." Note the City rejects any proposal previously made by the Association not expressly addressed in this offer.

City's Last, Best, and Final Offer:

1. **Term:** A one-year contract beginning July 1, 2015 and continuing through June 30, 2016.
2. **Salary Adjustments:** NO salary adjustments during the term of this one year contract and NO language added to the contract subject to any "guaranteed" compensation within the 55th percentile. The current salary survey already demonstrates Fire Personnel are above the 55th percentile.
3. **Cafeteria Benefit:** The City will increase the Cafeteria Benefit from \$1,000 per month to \$1,200 per month. This represents an increase of about 2.2% for an E Step FF/PM. The total annual cost to the City from this item is \$33,600, not including the addition of the Captains into the San Marino Fire Association MOU.
4. **"Use It or Lose It" Cafeteria Benefit Provision:** The City proposes adjusting the "Use It or Lose It" language under Section 16.04 of the contract on page 30 to allow SMFFA members hired after January 1, 2013 the same flexible floating fringe benefit pool privileges afforded to classic SMFFA members. This would mean new Fire hires, including those hired after January 1, 2013, would have the ability to cash out the unused cafeteria benefits up to 100% or place the monies in deferred comp. The total cost to the City currently from this change would be approximately \$12,631 a year.

Ex.6

5. **Coordinator Pay:** The City will agree to provide Coordinator Pay for the FF/PM overseeing the Paramedic Program. This pay would be equivalent to \$280 a month; however, the City reserves the right to reconsider, and potentially eliminate, at the City Manager's discretion the Coordinator Pay options currently exercised for Captains. The total annual cost to the City for this change would be \$3,360.
6. **Engine Staffing:** The City will include contract language that allows the City, at its sole discretion, to staff the engine with one Captain, one Engineer and one FF/PM.
7. **Fire Captains:** The City will agree to include Fire Captains as members of the SMFFA as part of this agreement. It is mutually understood, however, that Management benefits currently provided to the Captains under the Management MOU shall no longer apply following the execution of a new contract.
8. **Retroactivity:** If the SMFFA accepts this offer prior to October 1, 2015, the City will agree to make this offer retroactive to July 1, 2015.
9. **Expiration:** Items 2, 3, 4, 5, and 7 expire on October 1, 2015 if the Association's acceptance is not delivered to the City in writing by October 1, 2015.

Thank you for considering the City's terms. Please note the Association's acceptance or rejection of this offer must be delivered to me in writing by 9:00 a.m. on Thursday, October 1, 2015. Failure to accept all portions or failure to provide any response by the deadline will be deemed rejection of the offer. If the Association explicitly rejects this offer, or effectively rejects it by failing to respond by the above-stated deadline, the City deems the parties to be at impasse. Further, if the Association rejects the offer, the City requests that the Association be prepared to discuss with the City methods of resolving the dispute to which it might be willing to agree.

In the Matter of the Impasse Between:)

THE CITY OF SAN MARINO,)

MUNICIPALITY,)

and)

SAN MARINO FIREFIGHTERS)
ASSOCIATION)

Exclusive Representative.)
_____)

**FACTFINDING REPORT AND
RECOMMENDATIONS**

PERB CASE NO.: LA-IM-3809-E

HEARING HELD: March 16, 2016

FACTFINDING PANEL

Impartial Chairperson: Paul Crost
5318 East 2nd Street, Suite 381
Long Beach, CA 90803

City Panel Member: Mark Flannery

SMFFA Panel Member: Nathan Foth
SMFFA President

FACT-FINDING REPORT

BACKGROUND

1. The City of San Marino ("City") is a municipality within the meaning of Government Code Section 3505.5(d).
2. The San Marino Firefighters Association ("SMFFA") is a recognized employee organization and has been duly recognized as the representative of the City's firefighter bargaining unit.
3. The parties to this factfinding have complied with the public notice provisions of Government Code section 3505.4
4. The parties have complied with the selection of the Factfinding Panel and are timely and properly before the Panel by agreement to waive the timelines for holding the panel hearing.
5. The parties have complied with all the requirements for selection of the Factfinding panel and have met or waived the statutory time limitations applicable to this proceeding.
6. The contract issue which is appropriately before the Factfinding Panel is the staffing of personnel on each shift.

GUIDING CRITERIA

- (1) State and federal laws that are applicable to the employer.
- (2) Local rules, regulations, or ordinances.

- (3) Stipulations of the parties.
- (4) The interests and welfare of the public and the financial ability of the public agency.
- (5) Comparison of the wages, hours, and conditions of employment of the employees involved in the factfinding proceeding with the wages, hours, and conditions of employment of other employees performing similar services in comparable public agencies.
- (6) The consumer price index for goods and services, commonly known as the cost of living.
- (7) The overall compensation presently received by the employees, including direct wage compensation, vacations, holidays, and other excused time, insurance and pensions, medical and hospitalization benefits, the continuity and stability of employment, and all other benefits received.
- (8) Any other facts, not confined to those specified in paragraphs (1) to (7), inclusive, which are normally or traditionally taken into consideration in making the findings and recommendations.

THE ISSUE IN DISPUTE

The parties are essentially negotiating over a 1-year successor Memorandum of Understanding (MOU), covering July 1, 2015 through June 30, 2016. The parties have essentially agreed on all items, with the exception of staffing. The City's proposal seeks to add a provision in the MOU that allows the City to reduce staffing below current levels. Currently, each fire engine is staffed with a Captain, an Engineer, and two Firefighter/Paramedics. The City wishes to reduce the two Firefighter/Paramedics to one, thereby changing staffing from a "4-person" engine to a "3-person" engine. The City seeks the reduced staffing because of the costs incurred by the 4-person engine. Moreover, the reduced staff is comparable to the norm in the industry. The City does not contend that its proposed staff reduction is motivated by inability to pay the cost for the current staffing.

The City operates one fire station with one fire engine staffed by four firefighters and an ambulance with two paramedics. There are six employees on duty on all three shifts. When a shift member is absent, the City must call in a replacement member who will be paid on

overtime. By reducing the engine staff to three firefighter/paramedics, it estimates that it can save substantial money that could be used for other purposes.

COMPARABILITY FINDINGS

The agencies selected by the City for comparison are set forth in City's Exhibit 12, attached to this report. The selection of these comparison agencies was not opposed by SMFFA. No doubt this was due to the fact that the agencies constitute a very wide range of fire departments in Los Angeles County, including LA City and County fire departments, and smaller cities such as Alhambra, Arcadia, Beverly Hills, El Segundo, and 25 other departments. Accordingly, I find that the use of these agencies for purposes of comparison to be reasonable and appropriate.

Based on the comparability information submitted by the City, I note that (1) of the 31 listed agencies, only 12 had four on an engine; and (2) there is no apparent size of the agency that corresponds to the staffing of the engine.

DISCUSSION

The staffing issue at impasse puts into question the importance of the two-in/two-out rule and multiple medical calls at the same time. SMFFA submitted a document discussing OSHA's firefighters two-in/two-out regulation. SMFFA states that OSHA requires that the interior structural firefighting procedures provide for at least two firefighters inside the structure, so that they have direct visual or voice contact between each other and direct voice radio contact with two firefighters outside the structure. SMFFA asserts that this standard "may be one of the most important safety advances for firefighters in this decade. Too many firefighters have died because of insufficient accountability and poor communications . . . The standard addresses both and leaves no doubt that two-in/two-out requirements must be followed for fire safety and compliance with the law." SMFFA states that OSHA provides that "once firefighters begin the interior attack on the interior structural fire, the atmosphere is assumed to be immediately dangerous to life or health atmospheres and the two-men/ two-out rule applies."

SMFFA argues that the consequence of reducing the staff to a three-person engine means that, when the ambulance is on a separate call, a three-person staffed fire engine cannot enter a

structure fire to save lives or to attempt fire suppression, as there would be two people in the interior with only one person outside the structure that is on fire. "This means that firefighters must stand and watch as a home burns down."

If there were no issues of cost, it would be undeniably better to have at least two-in/two-out staffing. While it is clear from the comparability records that many agencies have staffed their engines with only three on an engine, SMFFA asserted that the size and other aspects of their operations may not be comparable, because some of the agencies that operate three on an engine are not comparable: "the relatively few that have 'three-person engines,' such as Arcadia and LA County, have fire trucks available to respond with 'four-person' staffing. San Marino has no fire truck."

The City responded to that argument by pointing out that San Marino is a member of the Verdugo Automatic Aid Agreement which establishes a regional response system that supplements the staffing at structural fires. In the previous six years the number of structure fires in the City range from a low of 32 in 2010 to 74 in 2015. In 2015 the Department received 224 calls for automatic aid. The City points out that the number of automatic aids is greater than the number of fires because "our neighboring organizations are sending multiple fire apparatus and a fire response with those multiple units are only counted as one response."

In City Exhibit 13 City Manager John Schaefer, reported to a council member his view on this issue. He wrote, "I believe we can run the engine with three firefighters. I understand that **four could be more efficient in certain situations**, but given various factors (the low probability of the four-man scenario, the fact we have two men on the engine, the fact we have so much nearby mutual aid and the need to control costs) I believe we can, like other cities run the engine with a Captain, Engineer and 1 Firefighter/Paramedic." The issue for the City is the balance of saving costs against Mr. Schaefer's acknowledgement that "four could be more efficient in certain situations." The issue isn't just a matter of efficiency; more importantly, it is the possibility that life and damage to property will be lost due to the reduced staff.

Since the City is not contesting its ability to maintain the current staffing, the issue is whether or not maintaining a four-person engine warrants the costs. SMFFA argues that, even if there is a very low risk that would be created by a three-person engine, it is worth maintaining

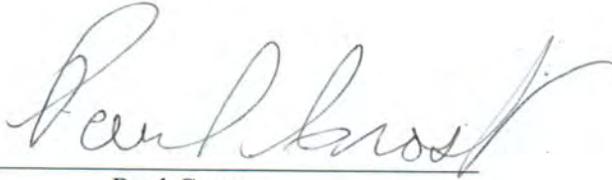
the two-in/two-out policy because the City is financially capable of providing the highest level of protection of its citizens, its structures, and the safety of firefighters. In effect, SMFFA's position urges that premium service for a very affluent City is worth the use of available budget funds, particularly since the residents are taxed for public safety. Not only does it add extra safety, it supports the morale of the fire department employees who put their lives on the line in suppressing fires and other incidents. As one of the wealthiest municipalities in the United States, SMFFA argues that the City should not choose minimum staffing of its fire department. Rather, it should maintain the highest and safest staffing that has been successful over many years.

While I understand SMFFA's passion regarding the two-in/two-out rule, I am constrained by the criteria set forth in the fact-finding process. The critical criteria in this case is comparability. As described above, there are a substantial number of departments that operate with a three-person crew. While it may be the case that some of those departments have other resources that they can dispatch to the incident, the fact that the SMFD does not have that ability is countered by the coverage provided by the Verdugo Automatic Aid Agreement. The statistics provided by the City supports the conclusion that it is unlikely that there would be a situation where only a three-person crew would respond to a fire.

I find that the City has met its burden of proving that the change in the status quo is warranted. Nevertheless, it would be inappropriate to impose language in the MOU which vests in the City "the sole discretion" to implement any staffing changes. More particularly, any change in staffing should be implemented in a manner that does not result in layoffs of any bargaining unit members. Given the importance of the two-in/two-out policy, the layoff of personnel would undermine morale to the detriment of the City and its residents.

RECOMMENDATION

"It is my recommendation to allow language in the MOU that would provide that there can be minimum staffing on the engine as follows: One Captain, one Engineer, and one Firefighter/Paramedic."



Paul Crost

Concur: _____
Dissent: _____
Concur in part: _____
Dissent in part: _____

Mark Flannery

Concur: _____
Dissent: _____
Concur in part: _____
Dissent in part: _____

see dissent

Nathan Foth

• **RECOMMENDATION**

"It is my recommendation to allow language in the MOU that would provide that there can be minimum staffing on the engine as follows: One Captain, one Engineer, and one Firefighter/Paramedic.

Paul Crost

Concur: _____
Dissent: _____
Concur in part: X
Dissent in part: _____

Concur: _____
Dissent: _____
Concur in part: _____
Dissent in part: _____

Mark Flannery 5/12/16
Mark Flannery

Nathan Foth

In the last paragraph on page 5, I would include only the first sentence, and would delete the last three sentences.

On the recommendation, I concur in concept, but I would recommend the language offered by the City.

SAN MARINO FIREFIGHTER'S ASSOCIATION (SMFFA) / CITY OF SAN MARINO
FACTFINDING – MARCH 16, 2016

DISSENT OF SMFFA PANEL MEMBER: NATHAN FOTH

Under the Meyers-Milias-Brown Act, found at Government Code Section 3505.5, subsection (d), “[i]n arriving at their findings and recommendations, the factfinders shall consider, weigh, and be guided by all the following criteria:

- (1) State and federal laws that are applicable to the employer.
- (2) Local rules, regulations, or ordinances.
- (3) Stipulations of the parties.
- (4) The interests and welfare of the public and the financial ability of the public agency.
- (5) Comparison of the wages, hours, and conditions of employment of the employees involved in the factfinding proceeding with the wages, hours, and conditions of employment of other employees performing similar services in comparable public agencies.
- (6) The consumer price index for goods and services, commonly known as the cost of living.
- (7) The overall compensation presently received by the employees, including direct wage compensation, vacations, holidays, and other excused time, insurance and pensions, medical and hospitalization benefits, the continuity and stability of employment, and all other benefits received.
- (8) Any other facts, not confined to those specified in paragraphs (1) to (7), inclusive, which are normally or traditionally taken into consideration in making the findings and recommendations.

Despite being mandated to consider, weigh and be guided by these criteria, the panel majority (consisting of neutral Paul Crost, and City panel member Mark Flannery) ignores them. The sole issue here is the City’s desire to change the status quo by reducing the service level of first responders on a fire engine from 4 public safety members to 3. More specifically, the City of San Marino desires to reduce staffing on a fire engine from a total of 2 firefighter/paramedics to just 1.

Since the City is desiring to change the status quo, it bears the burden of demonstrating that the change is warranted. However, the City has presented virtually no supporting data, evidence or other justification for this 25% cut to the service levels within its Fire Department.

The most common argument asserted at fact finding is that the public entity cannot afford to maintain the status quo. However, that is not the case here. The uncontroverted evidence and unmistakable fact is that the City can afford to maintain staffing at 4 first responders. Indeed, the general fund reserve fund is 73% funded; the state Government Finance Officers Association recommends that it only need be 16.6% funded. City Manager John Schaefer has proclaimed that “The City of San Marino remains in excellent fiscal condition: and that “[p]roperty taxes increased 13% in 2013-2014.” The general fund itself is balanced with ample surplus to maintain current staffing. (The annual surplus was about \$2 million). And the City’s net position (value) increased this year by \$5 million to \$207 million. It remains unclear why a City like San Marino, in a service industry, would need to stock pile away \$207 million; it seems logical that this excess money should be returned to the tax payers (or not collected as taxes) or should be spent on services the citizens deserve.

It remains perplexing that the majority, and Mr. Crost in particular as the neutral, could assert that it is in

the public interest to reducing staffing by 25% within the Fire Department, without a showing of any financial need to do so. It is apparent to this author that to Mr. Crost and Mr. Flannery have placed a modest value of a few thousand dollars in unneeded cost savings as the measure of a potential life lost due to an understaffed Fire Department. This reality was explored in depth.

There was much discussion on the "Two-in, Two-out rule," which requires that two firefighters must enter a structure fire together, and that in order to do so, there must be two additional firefighters waiting outside to assist as necessary. This is required protocol and is best practices. With only 3 firefighters on an engine, no one could enter a structure fire to save life or property. In that instance, the 3 firefighters would have to simply wait outside and watch the structure burn and would not be able to enter in order to save lives. There was no explanation how the City's proposal to reduce staffing would do anything other than seriously undermine the Fire Department mission and jeopardize the lives of the citizens of San Marino.

A few uncontroverted facts discussed at hearing were that 28% of all calls to San Marino are fire related; and a fire doubles in size roughly every 2 minutes. But none of this mattered to the majority and they chose not address it in their written decision. Of course it is noteworthy that neither panel member lives or works in the City and would be subject to the protections offered by the Fire Department; I on the other hand do work here, and can attest that this change would have devastating effects on the level of service offered to our citizens. It would also endanger my fellow firefighters.

It is again important to note that the City bears the burden of proving that the status quo should be changed. Not only has the City not addressed the facts stated above, this panel has ignored its obligation to address the criteria outlined under the statute. I relayed at the hearing a real life event that had just occurred. Weeks ago, our ambulance was on a call, when a separate structure fire call came in. The structure fire occurred on the first floor of a residence. The "4-person" engine was able to respond, and per the "Two-in, Two-out rule," we were able to quickly enter the resident and extinguish the fire. Had the engine been staffed with only 3 firefighters, as the City wants to do here, our personnel would have had to wait for the ambulance to respond, which could have taken some time. The damage could have been catastrophic without proper staffing.

Finally, the majority rests their decision on the weak effort the City put forth to describe other agencies in California who happen run 3-person engines on occasion. However, each of those agencies have multiple personnel, apparatus, and other support to insure that they have at least 4 persons at any given incident. Here, the City of San Marino has only 1 engine and 1 ambulance. In the event that the ambulance is tied up on a call, such as the incident that occurred above, the engine would be left to manage a call by itself. And with only 3 firefighters on the engine, the level of service would be impacted. The other agencies described by the City have multiple engines and multiple ambulances. While they may only have 3 firefighters on an engine, they can send 2 engines, and would have 6 firefighters present. The failure of the majority to even remotely dissect this issue or spend any considerable time on it, is embarrassing to the people of San Marino. To allow two individuals, Mr. Crost and Mr. Flannery, who know virtually nothing about the fire service, to be involved in a decision to cut Fire Department staffing by 25% with absolutely no evidentiary or factual support is a troubling. I recommend that any public safety association seriously consider Mr. Crost and Mr. Flannery's complete disregard for the fact-finding statute before choosing them as panel members in any future hearing. I pray that no tragedy occurs within the City attributable to this decision.

For these reasons, I dissent from the majority opinion.

Nathan Faltis

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For these reasons, I dissent from the majority opinion.

Proof of Service by U.S. Mail

State of California
County of Los Angeles

Paul Crost states:

That I am a citizen of the United States, over the age of 18, employed in and a resident of the County of Los Angeles, that my business address is 5318 E. 2nd St. #381, Long Beach, CA 90803, that on June 16, 2016, I served the within notice on:

Steve A. Filarsky, Esq.
1441 19th Street
Manhattan Beach CA 90266

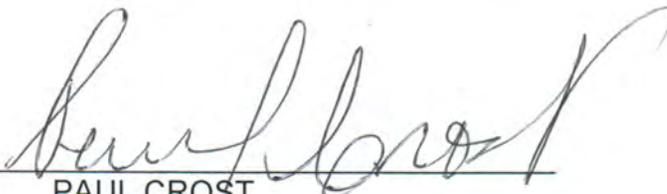
Michael A. McGill, Esq.
Adams, Ferrone & Ferrone
4333 Park Terrace Dr. Suite 200
Westlake Village CA 91361

Laura Davis, Sr. Attorney
Public Employee Relations Board
1550 Broadway, Ste. 1532
Oakland CA 94612-2514

By addressing an envelope to (each of) the above named person(s) and placing in an envelope a true copy of said Notice, sealed with postage thereon fully prepaid, and then deposited in the United States mail at Long Beach, California.

Executed on June 16, 2016, at Long Beach, California.

I declare under the penalty of perjury that the foregoing is true and correct.



PAUL CROST

PAUL E. CROST

ATTORNEY AT LAW

5318 E. 2nd St., Suite 381

Long Beach, CA 90803

Tel. (562) 608-8433 • (800) 554-9489

Fax. (562) 245-3623

pecrost@gmail.com

June 16, 2016

INVOICE

Professional Services as Chairperson in the matter of the Factfinding procedure of the impasse between the City of San Marino and the San Marino Firefighters Association -- Case # LA-IM-3809-E

Rate: \$300.00/hour.

Factfinding Hearing on March 16, 2016 \$1,000.00

Review of Exhibits, Discussion with panel members
and Preparation of Report \$3,000.00

TOTAL \$4,000.00

50% payable by the City \$2,000.00

50% payable by the SMFFA \$2,000.00

Payments are due upon receipt. Monthly interest at the rate of 1.5% on the unpaid balance will be charged for payments made more than 30 days after the date of the statement.

**CONFERENCE WITH LABOR NEGOTIATOR –
PURSUANT TO GOVERNMENT CODE SECTION
54957.6:**

Agency Negotiator: Attorney, Steve Filarsky
City Manager, John Schaefer

Employee Organization: San Marino City Employees’
Association representing General Employees

**CONFERENCE WITH LABOR NEGOTIATOR
PURSUANT TO GOVERNMENT CODE SECTION
54957.6:**

Agency Negotiator: Attorney, Steve Filarsky
City Manager, John Schaefer

Employee Organization: San Marino Police Officers'
Association

**CONFERENCE WITH LABOR NEGOTIATOR
PURSUANT TO GOVERNMENT CODE SECTION
54957.6:**

Agency Negotiator: Attorney, Steve Filarsky
City Manager, John Schaefer

Employee Organization: San Marino Fire Fighters'
Association

**CONFERENCE WITH LEGAL COUNSEL -
ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of
subdivision (D) of Government Code Section 54956.9 -
(1) Case

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: JOHN T. SCHAEFER, CITY MANAGER

BY: |VERONICA RUIZ, CITY CLERK|

DATE: |JULY 13, 2016|

SUBJECT: 2016 CITY COUNCIL MEETING CALENDAR

Allan Yung, MD, Mayor
Richard Sun, DDS, Vice Mayor
Steven W. Huang, DDS, Council Member
Steve Talt, Council Member
Richard Ward, Council Member

DATE	DESCRIPTION	LOCATION *	TIME
January 13, 2016	Joint Meeting with DRC	City Hall EOC	5:00 P.M.
January 13, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
January 20, 2016	Meeting with the Community on the Budget Process	San Marino Center – Fireside Room	7:00 P.M.
January 29, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
February 10, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
February 26, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
March 9, 2016	Joint Meeting with Traffic Commission	City Hall EOC	5:00 P.M.
March 9, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
March 25, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
April 13, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
April 29, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
May 2, 2016	Adjourned Regular Meeting (Budget)	Crowell Library - Barth Room	6:00 P.M.
May 11, 2016	Joint Meeting with Library Board	City Hall EOC	5:00 P.M.
May 11, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
May 27, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
June 8, 2016	Regular Meeting	City Hall Council Chamber	5:00 P.M.
June 24, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
July 13, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
July 29, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
September 14, 2016	Joint Meeting with School Board	City Hall EOC	5:00 P.M.
September 14, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
September 30, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
October 12, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
October 28, 2016	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
November 9, 2016	Joint Meeting with Planning Commission	City Hall EOC	5:00 P.M.
November 9, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.
December 14, 2016	Regular Meeting	City Hall Council Chamber	6:00 P.M.

* Unless otherwise notified, all City Council Meetings will take place in the City Hall Council Chamber, located at 2200 Huntington Drive, San Marino, CA 91108.

** If deemed necessary, the Council may schedule additional meetings.