

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

Cindy Collins,, Interim City Manager



www.cityofsanmarino.org

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City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

WEDNESDAY, NOVEMBER 9, 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. RECOGNITION ON GIRL SCOUT TROOP 4291****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.

2. OCTOBER 2016 DISBURSEMENTS REPORT

Recommendation: "A motion to ratify and file the Disbursements Report for the period ending October 31, 2016."

3. TREASURER'S REPORT FOR THE MONTH OF SEPTEMBER 30, 2016

Recommendation: "A motion to accept and file the Treasurer's Report for the period ending September 30, 2016."

4. APPROVAL OF MINUTES

Recommendation: "A motion to approve the Minutes of the Special Meeting of September 14, 2016, the Regular Meeting of September 14, 2016, and the Adjourned Regular Meeting of September 30, 2016."

- 5. RESOLUTION NO. R-16-19 APPROVING THE SALARY AND BENEFITS SCHEDULES FOR MANAGEMENT, SUPERVISORY/ CONFIDENTIAL, AND PART TIME EMPLOYEES AND RESCINDING RESOLUTION NOS. R-16-06, R-16-07, AND R-16-08**

Recommendation: “A motion to approve Resolution No. 16-19 approving the Salary and Benefits Schedules for Management, Supervisory/ Confidential, and Part Time Employees and rescinding Resolution Nos. R-16-06, R-16-07, and R-16-08.”

- 6. ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPETITION FOR THE STREET LIGHT CONVERSION PROJECT – CIRCUIT 13 AND CIRCUITS A, B, C, D & E, PROJECT NO. 9000**

Recommendation: “A motion to accept the Street Light Conversion Project – Circuit 13 and Circuits A, B, C, D & E, Project No. 9000, as complete; authorize the City Manager to execute and the City Clerk to file the Notice of Completion for recordation with the County Clerk; and authorize the release of payment retention to CPE following the required 35-day period after recordation.”

- 7. SECOND READING AND ADOPTION OF ORDINANCE No. O-16-1311 AMENDING CHAPTER 16 OF THE MUNICIPAL CODE TO PROVIDE PROTECTION FOR RECENTLY IMPROVED STREETS**

Recommendation: “A motion to give second reading by its title only and adopt Ordinance No. O-16-1311- An ordinance of the City of San Marino, California amending Chapter 16 of the Municipal Code by adding section 16.02.16 to provide protection for recently improved streets.”

- 8. ORDINANCE O-16-1309 WATER CONSERVATION (SECOND READING)**

Recommendation: “A motion to approve and adopt Ordinance No. O-16-1309 on second reading.”

- 9. ISSUANCE OF REPORT PURSUANT TO GOVERNMENT CODE SECTION 65858(d) REGARDING EXTENSION OF INTERIM ORDINANCE O-16-1310-U PROHIBITING ALL COMMERCIAL NON-MEDICAL MARIJUANA ACTIVITY AND OUTDOOR CULTIVATION ON PRIVATE RESIDENCES**

Recommendation: “A motion to issue the Government Code Section 65858(d) report.”

10. ISSUANCE OF REPORT PURSUANT TO GOVERNMENT CODE SECTION 65858(d) REGARDING EXTENSION OF INTERIM ORDINANCE O-16-1305-U PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA USES IN THE CITY

Recommendation: “A motion to issue the Government Code Section 65858(d) report.”

11. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN OF PAVEMENT MANAGEMENT PROJECT 16/17 A

Recommendation: “A motion to approve the professional services agreement with DMR Team, Inc. for the design of Pavement Management Project 16/17 A for a proposed fee of \$53,750.”

NEW BUSINESS

12. CONSIDERATION OF UNINHABITED RESIDENTIAL PROPERTY ORDINANCE

Recommendation: “A motion to accept the Uninhabited Residential Property Ordinance and have it placed on the December 14th agenda for first reading.”

13. FIRE DEPARTMENT OVERTIME

Recommendation: Staff recommends that the City Council:

a. Clarify and affirm the City Council direction of July 13, 2016 pertaining to the staffing of the fire engine, and in the interim of the completion of the Deployment Study, provide direction to the City Manager and the Fire Chief to continue as currently being practiced to deploy a four firefighter/paramedic engine including the backfilling absences and recognize the expense of the associated overtime costs.

Or

b. Clarify and affirm the City Council direction of July 13, 2016 pertaining to the staffing of the fire engine, and in the interim of the completion of the Deployment Study, provide direction to the City Manager and Fire Chief to cease backfilling of absences on a four firefighter/paramedic engine and recognize the expenses associated with the overtime costs.

And subsequently

c. Direct City Manager, Fire Chief, and Finance Director to analyze the overtime costs during the mid-year review in January/February 2017 and submit recommendation to adjust the 2016-17 Fiscal Year Budget as necessary.

14. ORDINANCE O-16-1313 – ADOPTION OF CODES COMPRISING THE 2016 CALIFORNIA BUILDING STANDARDS CODE, AND THE 2016 LOS ANGELES COUNTY CODE, APPENDIX J, GRADING STANDARDS (FIRST READING)

Recommendation: “A motion to read by title only and introduce Ordinance No. O-16-1313, adopt Resolution R-16-20 and set the public hearing for December 14, 2016 for second reading.”

15. STATE LIBRARY ANNUAL REPORT

Recommendation: “A motion to to ratify the 2015/16 Annual Public Library Survey that the City Librarian has filed with the State Library.”

16. AIR QUALITY RULINGS AND CLARIFICATION ON COMPRESSED WORKWEEKS

Recommendation: Receive and file.

PUBLIC HEARINGS

17. APPEAL OF VARIANCE NOS. V16-04, V16-06, CONDITIONAL USE PERMIT NO. CUP16-18, AND DESIGN REVIEW NO. DRC16-35 AND CONSIDERATION OF NEW VARIANCE NO. V16-09 1900 MONTROBLES PLACE, (REED)

Recommendation: “A motion to approve Variance Nos. V16-04, V16-06, V16-09, Conditional Use Permit CUP16-18, and Design Review No. DRC16-35 subject to the following condition: If the driveway approach is reconstructed or relocated, the applicant shall submit an arborist report for the parkway tree adjacent to the driveway approach outlining tree protection measures during construction.”

18. ORDINANCE O-16-1314-U - EXTENSION OF INTERIM ORDINANCE O-16-1310-U PROHIBITING ALL COMMERCIAL NON-MEDICAL MARIJUANA ACTIVITY IN THE CITY AND PROHIBITING OUTDOOR MARIJUANA CULTIVATION ON PRIVATE RESIDENCES

Recommendation: “A motion to adopt Ordinance No O-16-1314-U.”

19. ORDINANCE O-16-1315-U – EXTENSION OF INTERIM ORDINANCE NO. O-16-1305-U EXTENDING O-15-1302-U PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA USES IN THE CITY, INCLUDING DELIVERIES AND CULTIVATION FOR MEDICAL USE BY A QUALIFIED PATIENT OR PRIMARY CAREGIVER

Recommendation: Staff recommends that the City Council conduct a public hearing, approve the findings contained in the staff report and Ordinance No. O-16-1315-U, find that Ordinance No. O-16-1315-U is categorically exempt from the California Environmental Quality Act as stated in the Ordinance, and adopt Ordinance No. O-16-1315-U extending ordinance No. O-16-1305-U for a period of one year.

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.

ADJOURNMENT

The San Marino City Council will adjourn to the next regular meeting to be held on **WEDNESDAY, DECEMBER 14, 2016, at 6:00 P.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

Dated: November 4, 2016

Posted: November 4, 2016

VERONICA RUIZ, CMC
CITY CLERK

RECOGNITION OF GIRL SCOUT TROOP 4291

AGENDA ITEM NO. 1

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: KEN PUN, CONTRACT DEPUTY FINANCE DIRECTOR

DATE: NOVEMBER 9, 2016

SUBJECT: **DISBURSEMENTS REPORT FOR THE MONTH OF OCTOBER 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 October 2016. This report was prepared by the Account Clerk and has been reviewed and approved by the Contract Finance Director, Misty Cheng or Contract Deputy Finance Director, Ken Pun. All disbursement for the month are summarized and totaled below.

FISCAL IMPACT

Schedule of Disbursements		
Date	Description	Amount
	General Account Checks & EFTs	\$ 1,441,632.17
	Worker's Compensation Checks	45,737.37
10/7/2016	Payroll Direct Deposit	296,341.34
10/7/2016	Payroll Manual Checks 53140-53151	8,353.15
10/7/2016	Federal Taxes	69,608.88
10/7/2016	State Taxes	19,971.81
10/21/2016	Payroll Direct Deposit	326,473.21
10/21/2016	Payroll Manual Checks 53152-53165	9,427.64
10/21/2016	Federal Taxes	82,321.47
10/21/2016	State Taxes	24,051.35
Total		<u>\$ 2,323,918.39</u>

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

<u>Date</u>	<u>Description</u>	<u>Amount In (Out)</u>
10/13/2016	From LAIF to General Checking	\$ 450,000.00
10/20/2016	From LAIF to Payroll Account	500,000.00
10/27/2016	From LAIF to General Checking	600,000.00
		\$ 1,550,000.00

**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 October 31, 2016. If Council concurs, the appropriate action would be:

“A motion to ratify and file the Disbursement’s Report for the month ended October 31, 2016.”

Attachments: Disbursements Report

City of San Marino

October 2016 Disbursement Report



Account Number	Vendor	Description	GL Date	Check No	Amount	Prior
Balance Sheet Accounts:						
Inventories	Bob Wondries	Pressure Switch	10/25/2016	0	53.74	
Inventories	Dapper Tire Co	Tires	10/10/2016	0	410.29	
Inventories	Dapper Tire Co	Tires	10/10/2016	0	599.61	
Inventories	Dapper Tire Co	Tires	10/25/2016	0	510.22	
Inventories	Interstate Battery Systems of	Batteries	10/10/2016	0	183.01	
Inventories	O'Reilly Auto Parts	Serpentine Belt	10/10/2016	87429	29.44	
Inventories	O'Reilly Auto Parts	Credit	10/10/2016	87429	-10.90	
Inventories	O'Reilly Auto Parts	Brake Pads	10/10/2016	87429	65.02	
Inventories	O'Reilly Auto Parts	Alternator	10/10/2016	87429	197.67	
Inventories	O'Reilly Auto Parts	Spark Plugs	10/10/2016	87429	17.40	
Inventories	O'Reilly Auto Parts	Filters	10/10/2016	87429	21.31	
Inventories	O'Reilly Auto Parts	Filters	10/10/2016	87429	13.58	
Inventories	O'Reilly Auto Parts	Filters	10/10/2016	87429	21.31	
Inventories	O'Reilly Auto Parts	Filter & Oil	10/25/2016	87506	121.50	
Inventories	O'Reilly Auto Parts	ABS Control Module	10/25/2016	87506	136.29	
Inventories	O'Reilly Auto Parts	Brake Cleaner	10/25/2016	87506	56.11	
Inventories	O'Reilly Auto Parts	Credit	10/25/2016	87506	-56.11	
Inventories	O'Reilly Auto Parts	Brake Cleaner	10/25/2016	87506	35.19	
Inventories	O'Reilly Auto Parts	Credit	10/25/2016	87506	-136.29	
Inventories	O'Reilly Auto Parts	Transmission Filter	10/25/2016	87506	6.37	
Inventories	O'Reilly Auto Parts	Wipers	10/25/2016	87506	52.73	
Inventories	O'Reilly Auto Parts	Credit	10/25/2016	87506	-113.29	
Inventories	O'Reilly Auto Parts	Sensor	10/25/2016	87506	113.29	
Inventories	O'Reilly Auto Parts	Brake Fluid	10/25/2016	87506	19.61	
Inventories	O'Reilly Auto Parts	Filter & Oil	10/25/2016	87506	240.09	
Inventories	O'Reilly Auto Parts	Light Bulb	10/25/2016	87506	5.22	
Inventories	O'Reilly Auto Parts	Transmission Filter	10/25/2016	87506	49.66	
Inventories	Ray's OK Tires Inc	Dismount & Mount Tire	10/25/2016	87511	57.50	
Inventories	Southern Counties Fuels	Hydraulic Oil	10/10/2016	0	490.43	
Inventories	Veritiv Operating Company	Janitorial Supplies	10/10/2016	0	550.10	
Inventories	Veritiv Operating Company	Janitorial Supplies	10/10/2016	0	1,553.80	
Inventories	U.S. Bank	Rock Auto- Wheel Bearing & Hub Assembly	10/18/2016	87451	43.88	
Inventories	Southern Counties Fuels	Fuel	10/10/2016	0	13,721.40	

Payroll Withholdings	CA State Disbursement Unit	PR Batch 00701.10.2016 Earnings Withholding Orc	10/14/2016	0	198.92
Payroll Withholdings	CA State Disbursement Unit	PR Batch 00702.10.2016 Earnings Withholding Orc	10/28/2016	0	198.92
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.10.2016 Accident Insurance-After	10/14/2016	0	86.74
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.10.2016 Accident Insurance-Befor	10/14/2016	0	374.05
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.10.2016 Cancer Insurance-After Ti	10/14/2016	0	123.35
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.10.2016 Cancer Insurance-Before `	10/14/2016	0	230.12
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.10.2016 Disability STD-After Tax	10/14/2016	0	401.84
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.10.2016 Life Insurance-After Tax	10/14/2016	0	576.78
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.10.2016 Accident Insurance-After	10/28/2016	0	86.74
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.10.2016 Accident Insurance-Befor	10/28/2016	0	374.05
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.10.2016 Cancer Insurance-After Ti	10/28/2016	0	123.35
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.10.2016 Cancer Insurance-Before `	10/28/2016	0	230.12
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.10.2016 Disability STD-After Tax	10/28/2016	0	401.84
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.10.2016 Life Insurance-After Tax	10/28/2016	0	576.78
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.10.2016 Deferred Comp-Manager	10/14/2016	0	284.62
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.10.2016 Deferred Comp-Manager	10/28/2016	0	284.62
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.10.2016 Deferred Comp	10/14/2016	0	8,567.24
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.10.2016 Deferred Comp Benefit	10/14/2016	0	4,961.48
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.10.2016 Deferred Comp-Loan Pay	10/14/2016	0	134.71
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.10.2016 Deferred Comp	10/28/2016	0	8,436.24
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.10.2016 Deferred Comp Benefit	10/28/2016	0	22,462.94
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.10.2016 Deferred Comp-Loan Pay	10/28/2016	0	134.71
Payroll Withholdings	U.S. Bank	PR Batch 00701.10.2016 PARS Employee Portion	10/14/2016	0	964.49
Payroll Withholdings	U.S. Bank	PR Batch 00701.10.2016 PARS Employer Portion	10/14/2016	0	964.49
Payroll Withholdings	U.S. Bank	PR Batch 00702.10.2016 PARS Employee Portion	10/28/2016	0	995.05
Payroll Withholdings	U.S. Bank	PR Batch 00702.10.2016 PARS Employer Portion	10/28/2016	0	995.05
Payroll Withholdings	PERS	PR Batch 00701.10.2016 PERS Buy Back Pre-Tax	10/14/2016	0	249.81
Payroll Withholdings	PERS	PR Batch 00701.10.2016 PERS Employee Paid (Fu	10/14/2016	0	26,560.83
Payroll Withholdings	PERS	PR Batch 00701.10.2016 PERS Employer Share	10/14/2016	0	48,530.01
Payroll Withholdings	PERS	PR Batch 00701.10.2016 PERS Employee Paid (Pa	10/14/2016	0	832.46
Payroll Withholdings	PERS	PR Batch 00701.10.2016 PERS Survivor Benefit	10/14/2016	0	100.44
Payroll Withholdings	PERS	Adjsutment 10/3/16	10/10/2016	0	-147.29
Payroll Withholdings	PERS	PR Batch 00702.10.2016 PERS Buy Back Pre-Tax	10/28/2016	0	249.81
Payroll Withholdings	PERS	PR Batch 00702.10.2016 PERS Employee Paid (Fu	10/28/2016	0	27,829.48
Payroll Withholdings	PERS	PR Batch 00702.10.2016 PERS Employer Share	10/28/2016	0	49,850.80
Payroll Withholdings	PERS	PR Batch 00702.10.2016 PERS Employee Paid (Pa	10/28/2016	0	787.51
Payroll Withholdings	PERS	PR Batch 00702.10.2016 PERS Survivor Benefit	10/28/2016	0	101.37
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.10.2016 Retirement Health Saving:	10/14/2016	0	1,693.03
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00701.10.2016 Retirement Health Saving:	10/14/2016	0	493.65
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.10.2016 Retirement Health Saving:	10/28/2016	0	1,693.03
Payroll Withholdings	TIAA-Cref Financial Services	PR Batch 00702.10.2016 Retirement Health Saving:	10/28/2016	0	493.65
Payroll Withholdings	Humana Insurance Co	PR Batch 00702.10.2016 ER Paid Life Insurance	10/28/2016	87496	1,001.80
Payroll Withholdings	CA Law Enforcement Assn	PR Batch 00702.09.2016 Police Dept LTD/125 Plar	09/30/2016	87407	637.00
Payroll Withholdings	CA Law Enforcement Assn	PR Batch 00702.10.2016 Police Dept LTD/125 Plar	10/28/2016	87473	637.00
Payroll Withholdings	H. Wilson Insurancenter Inc	PR Batch 00702.10.2016 Fire Dept LTD/125 Plan	10/28/2016	0	540.00
Payroll Withholdings	Lincoln National Life Insurance Co	Adjustment Premuim Nov 2016	10/25/2016	87502	33.53

Payroll Withholdings	Lincoln National Life Insurance Co	PR Batch 00702.10.2016 Short/Long Term Disabili	10/28/2016	87502	1,676.50	
Payroll Withholdings	PERS (Medical)	Adjustment Premiums Nov 2016	10/25/2016	0	1,413.96	
Payroll Withholdings	PERS (Medical)	PR Batch 00701.10.2016 Ins Prem Ded/125 Plan	10/14/2016	0	6,029.16	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.10.2016 Ins Prem Bene/125 Plan	10/28/2016	0	46,934.21	
Payroll Withholdings	PERS (Medical)	PR Batch 00702.10.2016 Ins Prem Ded/125 Plan	10/28/2016	0	6,029.16	
Payroll Withholdings	Fidelity Security Life Insurance/Eyemed	Adjustment Premium Oct 2016	10/25/2016	87489	35.33	
Payroll Withholdings	Fidelity Security Life Insurance/Eyemed	PR Batch 00702.10.2016 Vision Ins/125 Plan	10/28/2016	87489	570.40	
Payroll Withholdings	Delta Dental	PR Batch 00702.09.2016 Dent Ins/125 Plan/HMO	09/30/2016	87414	574.43	
Payroll Withholdings	Delta Dental	PR Batch 00702.09.2016 Dent Ins/125 Plan/PPO	09/30/2016	87414	4,183.78	
Payroll Withholdings	Delta Dental	PPO Premium Adjustment Nov 2016	10/10/2016	87414	940.62	
Payroll Withholdings	Delta Dental	HMO Premium Adjustment Nov 2016	10/10/2016	87414	79.56	
Payroll Withholdings	San Marino Firefighters Assn	PR Batch 00701.10.2016 Firefighter Dues	10/14/2016	0	727.00	
Payroll Withholdings	San Marino Firefighters Assn	PR Batch 00702.10.2016 Firefighter Dues	10/28/2016	0	727.00	
Payroll Withholdings	San Marino City Employees Assn	PR Batch 00701.10.2016 San Marino City Employe	10/14/2016	0	352.50	
Payroll Withholdings	San Marino City Employees Assn	PR Batch 00702.10.2016 San Marino City Employe	10/28/2016	0	352.50	
Payroll Withholdings	San Marino Police Officers Assn	PR Batch 00701.10.2016 San Marino PD Assn	10/14/2016	0	784.86	
Payroll Withholdings	San Marino Police Officers Assn	PR Batch 00702.10.2016 San Marino PD Assn	10/28/2016	0	784.86	
Payroll Withholdings	LegalShield	Adjustment Premium	10/25/2016	0	-0.03	
Payroll Withholdings	LegalShield	PR Batch 00701.10.2016 Prepaid Legal Services	10/14/2016	0	135.54	
Payroll Withholdings	LegalShield	PR Batch 00702.10.2016 Prepaid Legal Services	10/28/2016	0	135.54	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.10.2016 Dep Care/125 Plan	10/14/2016	0	208.33	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.10.2016 Dep Care/125 Plan	10/28/2016	0	208.33	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00701.10.2016 Med Flex/125 Plan	10/14/2016	0	1,044.13	
Payroll Withholdings	American Fidelity Assurance	PR Batch 00702.10.2016 Med Flex/125 Plan	10/28/2016	0	1,044.13	
Agency Deposits	Metro Water	Domestic Water August 2016	10/10/2016	0	322,426.50	
					631,794.64	601,133.73

Revenue Accounts:

101-00-2048-6990	Lisette Moggio	Reissue - Refund Check - Iron Chef Cooking Class	10/10/2016	87399	192.00
101-00-2048-6990	Heather Fan	Refund- Tot Time	10/25/2016	87452	12.00
101-00-2048-6990	Cynthia Thompson	Refund- Dodger Game	10/25/2016	87453	37.00
101-00-2048-6990	Jeannette Bush	Refund- Magic Castle	10/10/2016	87400	95.00
101-00-2048-6990	Maria Berru	Refund- Tot Time	10/25/2016	87454	12.00
101-00-2048-6990	Zheng Lu	Refund- Kids Tae Kwon Do	10/10/2016	87401	219.20
101-00-2048-6990	Lina Wu	Refund - Tot Time	10/25/2016	87456	12.00
101-00-2048-6990	Angela Chan	Refund- Tot Time	10/25/2016	87457	12.00
101-00-2048-6990	Jia Li	Refund- Tot Time	10/25/2016	87458	12.00
101-00-2048-6990	Palak Pathak	Refund- Tot Time	10/25/2016	87459	12.00
101-00-2048-6990	Beini Mo	Refund- Homework Helpers	10/25/2016	87460	710.00
101-00-2048-6990	Rongyu He	Refund- Transfer Tiny Toddlers	10/25/2016	87461	274.00
101-00-2048-6990	Jia Li	Refund- Fun with Phonics/Math	10/25/2016	87462	29.00
101-00-3040-0000	California American Water	Franchise Fee Aug- Sept 2016	10/10/2016	87408	36.18
101-00-3040-0000	California American Water	Franchise Fees Sept - Oct 2016	10/25/2016	87474	2.41
609-00-2045-0000	Division of the State Architect	Disability Access & Education Fee 7/1/16-9/30/16	10/25/2016	87487	257.40
609-00-2048-0626	Dept of Conservation	SMIP Fees 7/1/16-9/30/16	10/25/2016	87485	283.95
609-00-2048-2575	Friends of Crowell Public Lib	Reimbursement- 9/1/16-9/30/16	10/25/2016	87491	479.50

2,687.64	16,291.35
88.29	0.00

City Council Accounts:

101-01-4376-0000	U.S. Bank	Vina Engraving- City Tile for R. Mayreis	10/18/2016	87451	76.30
101-01-4376-0000	Vina Engraving	Credit - Double Payment	10/25/2016	87533	-76.30
101-01-4376-0000	Vina Engraving	Credit - Double Payment	10/25/2016	87533	-76.30
101-01-4480-0000	U.S. Bank	Sweet & Savory - Council City Meeting Dinner	10/18/2016	87451	164.59

Administration Accounts:

101-07-4016-0000	John Penido	Medical Retirement - October 2016	10/10/2016	0	1,257.00
101-07-4016-0000	PERS (Medical)	Retired Premiums Nov 2016	10/25/2016	0	21,000.00
101-07-4106-2755	Richards Watson & Gershon	Legal Service 8/1/16-8/30/16	10/25/2016	87512	25.00
101-07-4106-2755	Richards Watson & Gershon	Legal Service 8/1/16-8/30/16	10/25/2016	87512	16,411.54
101-07-4106-2755	Richards Watson & Gershon	Legal Service 8/1/16-8/30/16	10/25/2016	87512	13,695.00
101-07-4106-3415	Filarsky & Watt LLP	Legal Service 8/31/16-9/24/16	10/25/2016	0	3,780.00
101-07-4150-0000	Aurora Environmental Inc	AB 939 Compliance Report Aug- Sept 2016	10/25/2016	0	315.00
101-07-4150-0000	Carol Cowley	Interim City Clerk Service 9/1/16-10/5/16	10/25/2016	0	1,120.00
101-07-4150-0000	Holman Professional Counseling Centers	Employee Assistance Program Nov 2016	10/25/2016	0	541.68
101-07-4150-0000	Kaizen info Source LLC	Records Management Project	10/25/2016	87499	1,435.00
101-07-4150-0000	MV Cheng & Associates	Consulting Service August 2016	10/12/2016	87450	14,753.75
101-07-4150-0000	PERS (Medical)	Administrative Fee Nov 2016	10/25/2016	0	414.91
101-07-4150-0000	Pacific Insurance Network Systems	Insurance Tracking Fee October	10/10/2016	0	125.00
101-07-4150-0000	SLK.US Inc	IT Service	10/10/2016	0	3,883.83
101-07-4150-0000	SLK.US Inc	IT Service October 2016	10/10/2016	0	1,182.84
101-07-4150-0000	U.S. Bank N.A. - Custody	US Custody Charges 7/1/6-9/30/16	10/25/2016	87532	349.50
101-07-4202-0000	ECP-SMT Aquisition, LLC	Legal Notice #N-16-19 Publish 9-23-16	10/10/2016	0	1,095.12
101-07-4202-0000	ECP-SMT Aquisition, LLC	Legal Notice #N-16-21 Publish 9-30-16	10/10/2016	0	744.12
101-07-4202-0000	ECP-SMT Aquisition, LLC	Legal Notice #N-16-20 Publish 9-30-16	10/10/2016	0	547.56
101-07-4206-0000	ACR Air Conditioning	AC Maintenance	10/10/2016	0	186.00
101-07-4206-0000	SDS Security Design Systems	Alarm Service	10/10/2016	87435	75.00
101-07-4206-0000	U.S. Bank	Orchard Supplies- Pig Tail Cord for City Hall Copie	10/18/2016	87451	19.60
101-07-4309-0000	Richard Teng	Refund - Overcharge Credit Card	10/25/2016	87455	1.00
101-07-4316-0000	Canon Financial Services Inc	Copier Lease	10/25/2016	87475	504.40
101-07-4316-0000	GreatAmerica Financial Services	Postage Machine	10/10/2016	87422	143.91
101-07-4316-0000	Wells Fargo Vendor Fin Serv	Copier Lease	10/10/2016	87447	247.87
101-07-4376-0000	Petty Cash	Water	10/25/2016	87476	11.79
101-07-4376-0000	Office Depot	Coffee For Meetings	10/10/2016	87428	14.79
101-07-4376-0000	Office Depot	USB Drive for Public Records Request	10/10/2016	87428	26.90
101-07-4376-0000	Office Depot	Supplies and Paper	10/10/2016	87428	71.56
101-07-4376-0000	Office Depot	Supplies	10/25/2016	87505	65.38
101-07-4376-0000	Office Depot	Supplies	10/25/2016	87505	10.01
101-07-4376-0000	Office Depot	Supplies	10/25/2016	87505	43.56
101-07-4376-0000	SAP Digital Corp	Letterhead	10/25/2016	0	490.50
101-07-4376-0000	U.S. Bank	Office Depot- Office Supplies	10/18/2016	0	56.98
101-07-4396-0000	IIMC	International Municipal Clerks Annual Membershij	10/25/2016	87497	160.00

101-07-4396-0000	Springbrook National User Group (SNUC	Springbrook National User Membership 1/1/17-12/31/17	10/25/2016	87523	175.00
101-07-4398-0000	Petty Cash	Mileage - A. Tseng Conference	10/25/2016	87476	46.11

101-14-4480-0000	Petty Cash	Parking R. Serven	10/25/2016	87476	10.00	
101-14-4500-9025	Verizon Wireless	Data Plan 8/24/16-9/23/16	10/10/2016	87444	76.02	
101-14-4508-0000	Alhambra Chrysler/Jeep/Dodge	Repair To Jeep Cheorkee	10/25/2016	0	932.22	
101-14-4508-0000	All Car Specialists Inc	Smog Inspection	10/25/2016	87465	49.00	
101-14-4508-0000	U.S. Bank	Chevron- Fuel	10/18/2016	87451	54.24	
					21,387.91	34,935.40

Police Accounts:

103-30-3201-0000	Pasadena Humane Society	Less Impound Fee Sept 2016	10/10/2016	0	-166.00
103-30-3201-0000	Pasadena Humane Society	Less License Credit Sept 2016	10/10/2016	0	-580.00
103-30-4150-0000	All City Management Services Inc	School Crossing Guard Service 9/11/16-9/24/16	10/25/2016	0	6,217.12
103-30-4150-0000	All City Management Services Inc	School Crossing Guard Service 8/28/16-9/10/16	10/25/2016	0	5,602.24
103-30-4150-0000	Alhambra Police Department	Inmates Service Sept 2016	10/25/2016	0	774.00
103-30-4150-0000	Pasadena Humane Society	Animal Control Service Sept 2016	10/10/2016	0	4,245.00
103-30-4150-0000	SLK.US Inc	IT Service October 2016	10/10/2016	0	6,765.23
103-30-4150-0000	SLK.US Inc	Networks Service	10/25/2016	0	798.15
103-30-4150-0000	St. George's Medical Clinic	Physical - V. Golden	10/10/2016	87439	670.00
103-30-4150-0000	St. George's Medical Clinic	Physical - J. Bestpitch	10/10/2016	87439	195.00
103-30-4150-0000	St. George's Medical Clinic	Physical - K.Cordischi	10/10/2016	87439	195.00
103-30-4150-0000	St. George's Medical Clinic	Physical - S. Denhart	10/25/2016	87525	195.00
103-30-4150-0000	St. George's Medical Clinic	Physical - D. Gosserand	10/25/2016	87525	670.00
103-30-4150-0000	St. George's Medical Clinic	Physical - T.Tebbetts	10/25/2016	87525	195.00
103-30-4150-0000	St. George's Medical Clinic	Physical - J. Incontro	10/25/2016	87525	195.00
103-30-4150-0000	U.S. Bank	Lexis Nexis - Subscription Fee August 2016	10/18/2016	87451	51.00
103-30-4204-0000	Vina Engraving	Credit - Double Payment	10/25/2016	87533	-23.98
103-30-4206-0000	U.S. Bank	Orchard Supplie- Flush Value & Flapper	10/18/2016	87451	8.16
103-30-4316-0000	Citi Card	Batteries	10/10/2016	87411	32.67
103-30-4316-0000	CopyFree Technology Inc	Copier Usage 10/10/16-1/9/17	10/25/2016	87483	285.00
103-30-4316-0000	CopyFree Technology Inc	Copier Usage Overage 7/10/16-10/9/16	10/25/2016	87483	272.72
103-30-4316-0000	Office Depot	Chair Mats	10/25/2016	87505	35.96
103-30-4316-0000	Wells Fargo Vendor Fin Serv	Copiers Lease	10/25/2016	87534	259.42
103-30-4316-0000	Western Graphix Inc	Equipment Repair for Photo ID Card Printer	10/10/2016	0	225.00
103-30-4376-0000	Citi Card	Supplies	10/10/2016	87411	518.70
103-30-4376-0000	Citi Card	Late Fee and Interest	10/10/2016	87411	38.57
103-30-4376-0000	Office Depot	Lamination	10/10/2016	87428	76.29
103-30-4376-0000	Office Depot	Supplies	10/25/2016	87505	55.79
103-30-4376-0000	Remington Water	Drinking Water Service Oct 2016	10/10/2016	87432	75.00
103-30-4376-0000	U.S. Bank	Evident Inc- Evidence Room Supplies	10/18/2016	87451	182.21
103-30-4376-0000	U.S. Bank	Office Depot- Office Supplies	10/18/2016	0	33.77
103-30-4376-0000	Vina Engraving	City Council Name Plates	10/25/2016	87533	588.60
103-30-4399-0000	Citi Card	Office Chairs	10/10/2016	87411	271.98
103-30-4412-0000	FedEx	Postage	10/25/2016	87490	8.10
103-30-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	0	22.95
103-30-4415-0000	Robert Cervantes	Reimbursement- Meal	10/25/2016	87478	11.33
103-30-4415-0000	Robert Cervantes	Reimbursement- Mileage	10/25/2016	87478	39.10

103-30-4415-0000	Patrice Garcia	Reimbursement - Meals	10/25/2016	0	14.77
103-30-4415-0000	Patrice Garcia	Reimbursement - Mileage	10/25/2016	0	15.55
103-30-4415-0000	Patrice Garcia	Reimbursement - Parking	10/25/2016	0	3.00
103-30-4415-0000	Victor Gee	Reimbursement- Meals	10/25/2016	0	230.26
103-30-4415-0000	Victor Gee	Reimbursement- Mileage	10/25/2016	0	181.12
103-30-4415-0000	Candice Torres	Reimbursement - Meals	10/25/2016	0	9.45
103-30-4415-0000	Candice Torres	Reimbursement - Mileage	10/25/2016	0	40.17
103-30-4415-0000	U.S. Bank	KA Prao Thai- Meals	10/18/2016	87451	19.25
103-30-4415-0000	U.S. Bank	Starbucks - Meals	10/18/2016	87451	3.45
103-30-4415-0000	U.S. Bank	Jersey Mikes - Meals	10/18/2016	87451	9.98
103-30-4415-0000	U.S. Bank	O's American Kitchen - Meals	10/18/2016	87451	9.98
103-30-4415-0000	U.S. Bank	Rubios- Meals	10/18/2016	87451	10.79
103-30-4415-0000	U.S. Bank	Starbucks - Meals	10/18/2016	87451	6.10
103-30-4415-0000	U.S. Bank	Starbucks - Meals	10/18/2016	87451	8.20
103-30-4415-0000	U.S. Bank	Starbucks - Meals	10/18/2016	87451	9.95
103-30-4415-0000	U.S. Bank	Grater Grilled Cheese - Meals	10/18/2016	87451	13.04
103-30-4415-0000	U.S. Bank	Ka Proa Thai - Meals	10/18/2016	87451	8.92
103-30-4415-0000	U.S. Bank	Starbuck - Meals	10/18/2016	87451	7.20
103-30-4415-0000	U.S. Bank	Jersey Mikes - Meals	10/18/2016	87451	8.50
103-30-4415-0000	U.S. Bank	O's American Kitchen- Meals	10/18/2016	87451	9.98
103-30-4415-0000	U.S. Bank	Corner Bakery- Meals	10/18/2016	87451	9.07
103-30-4415-0000	U.S. Bank	Corner Bakery- Meals	10/18/2016	87451	2.99
103-30-4415-0000	U.S. Bank	Starbucks- Meals	10/18/2016	87451	6.40
103-30-4415-0000	U.S. Bank	Starbucks- Meals	10/18/2016	87451	4.45
103-30-4415-0000	U.S. Bank	Starbucks- Meals	10/18/2016	87451	6.90
103-30-4415-0000	U.S. Bank	Starbucks- Meals	10/18/2016	87451	8.00
103-30-4415-0000	U.S. Bank	Jersey Mike - Meals	10/18/2016	87451	7.95
103-30-4415-0000	U.S. Bank	Best Western- Hotel Stay	10/18/2016	87451	117.60
103-30-4415-0000	U.S. Bank	Rio Hondo College - Training Ofc. Wu	10/18/2016	87451	30.00
103-30-4415-0000	U.S. Bank	San Diego-Marriott - Hotel Stay- Cmdr. Blonde	10/18/2016	87451	705.90
103-30-4415-0000	U.S. Bank	San Diego-Marriott - Hotel Stay- Cmdr. Blonde	10/18/2016	87451	705.90
103-30-4415-0000	U.S. Bank	Ayres Hotel Laguna- Hotel Stay- Ofc. Cordischi	10/18/2016	87451	661.15
103-30-4415-0000	U.S. Bank	Ayres Hotel Laguna- Hotel Stay- Ofc. Cordischi	10/18/2016	87451	661.15
103-30-4415-0000	Kenric Wu	Reimbursement - Meals	10/25/2016	0	11.33
103-30-4415-0000	Kenric Wu	Reimbursement - Mileage	10/25/2016	0	39.10
103-30-4420-0000	Office Depot	Photographs	10/25/2016	87505	16.30
103-30-4436-0000	Rio Hondo College	New Officer Recruitment	10/25/2016	87513	18.40
103-30-4480-0000	U.S. Bank	Temecula Creek Inn- Hotel Stay Conference	10/18/2016	87451	133.82
103-30-4500-4950	The Gas Company	Gas Service Sept- Oct 2016	10/25/2016	87527	15.96
103-30-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/10/2016	87406	416.98
103-30-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/25/2016	87467	302.83
103-30-4500-9025	AT&T	Interstate Dedicated Private Line Service 10/1/16-10/1/16	10/25/2016	87469	398.99
103-30-4500-9025	AT&T Mobility	Phone Service 8/24/16-9/23/16	10/25/2016	87470	191.30
103-30-4508-0000	All Car Specialists Inc	CA Smog Inspection	10/10/2016	87404	49.00
103-30-4508-0000	O'Reilly Auto Parts	Detailer for Paddy Wagon	10/10/2016	87429	27.23
103-30-4508-0000	Samayoa's Mobile Car Wash	Car Wash Sept 2016	10/10/2016	0	975.00

103-30-4508-0000	U.S. Bank	Antrims- Vehicle Keys	10/18/2016	87451	98.10
281-30-4376-0000	Confidential Data Destruction Co	Shredding at Open House 2015	10/25/2016	87481	480.00
281-30-4376-0000	Confidential Data Destruction Co	Shredding at Open House 2016	10/25/2016	87481	480.00
281-30-4376-0000	U.S. Bank	BlacklightCom-Open House Stamp	10/18/2016	0	20.48
281-30-4376-0000	Marifel Virtudes	Photo Booth for Police & Fire Open House	10/10/2016	87445	275.00
					36,536.02
					49,366.55

Fire Accounts:

103-34-4150-0000	SLK.US Inc	IT Service October 2016	10/10/2016	0	2,029.57
103-34-4150-0000	UC Regents	Nurse Educator October 2016	10/25/2016	87530	1,667.64
103-34-4150-0000	Wittman Enterprises LLC	Billing Service August 2016	10/10/2016	0	3,367.38
103-34-4150-0000	Wittman Enterprises LLC	Billing Service Sept 2016	10/25/2016	0	2,527.25
103-34-4206-0000	AmeriPride Services Inc	Towels	10/10/2016	0	95.78
103-34-4206-0000	AmeriPride Services Inc	Towels	10/10/2016	0	95.78
103-34-4206-0000	AmeriPride Services Inc	Towels	10/25/2016	0	97.43
103-34-4206-0000	AmeriPride Services Inc	Towels	10/25/2016	0	95.78
103-34-4206-0000	AmeriPride Services Inc	Towels	10/25/2016	0	95.78
103-34-4206-0000	Priority Communications Inc	Phone Repair	10/25/2016	0	64.50
103-34-4206-0000	SDS Security Design Systems	Alarm Service	10/10/2016	87435	87.00
103-34-4206-0000	San Marino Lock & Safe Co	Building Maintenance	10/10/2016	0	385.00
103-34-4206-0000	San Marino Plumbing Svc Inc	Plumbing Repair	10/10/2016	87438	250.68
103-34-4206-0000	San Marino Plumbing Svc Inc	Plumbing Repair	10/25/2016	87520	126.50
103-34-4206-0000	U.S. Bank	Home Depot- Credit (Patio)	10/18/2016	0	-75.13
103-34-4206-0000	U.S. Bank	Home Depot- Patio Supplies	10/18/2016	0	35.11
103-34-4206-0000	U.S. Bank	Home Depot- Patio Supplies	10/18/2016	0	161.89
103-34-4316-0000	Turnout Maintenance Co LLC	Safety Uniform Cleaning	10/25/2016	87529	30.00
103-34-4316-0000	U.S. Bank	Home Depot- Painting	10/18/2016	87451	264.56
103-34-4316-0000	U.S. Bank	Orchard Supplies- Painting	10/18/2016	87451	30.51
103-34-4316-0000	U.S. Bank	Ganahl - Painting	10/18/2016	0	324.21
103-34-4316-0000	U.S. Bank	Home Depot- Painting	10/18/2016	0	254.21
103-34-4316-0000	U.S. Bank	WPSG- E91 Equipment	10/18/2016	0	97.96
103-34-4316-0000	U.S. Bank	Ganahl- Painting	10/18/2016	87451	403.51
103-34-4376-0000	Life-Assist Inc	Ambulance Supplies	10/25/2016	87501	1,246.36
103-34-4376-0000	233-Praxair Distribution Inc	Oxygen	10/10/2016	0	181.75
103-34-4376-0000	Remington Water	Drinking Water Service Oct 2016	10/10/2016	87432	15.00
103-34-4376-0000	U.S. Bank	Amazon- In/Out Boxes for Chief	10/18/2016	87451	37.96
103-34-4376-0000	U.S. Bank	UPS Store- Supplies	10/18/2016	87451	14.93
103-34-4376-0000	U.S. Bank	UPS Store- Supplies	10/18/2016	87451	14.93
103-34-4396-0000	CA Fire Chief's Association	Annual Membership 7/1/16-6/30/17	10/25/2016	87472	250.00
103-34-4396-0000	INTL Assn of Fire Chiefs	Membership Dues Chief Rueda	10/10/2016	87425	254.00
103-34-4399-0000	U.S. Bank	Alice Computers Works- Paramedic/Investigator La	10/18/2016	87451	1,180.10
103-34-4399-0000	U.S. Bank	Marsgear- Arson Equipment	10/18/2016	87451	94.39
103-34-4460-0003	U.S. Bank	Avis Rent A Car - Car Rental	10/18/2016	87451	1,130.89
103-34-4460-0003	U.S. Bank	Avis Rent A Car - Car Rental	10/18/2016	87451	250.00
103-34-4468-0000	U.S. Bank	EMSP- Paramedic License S.Benites	10/18/2016	87451	200.00
103-34-4468-0000	U.S. Bank	Scott Goodwin Assciation- S-404 Training R. Wilcc	10/18/2016	87451	230.00

103-34-4468-0000	U.S. Bank	Scott Goodwin Assciation- S-404 Training W.Hallo	10/18/2016	87451	230.00
103-34-4468-0000	U.S. Bank	EMSP- Paramedic License T. Chow	10/18/2016	87451	200.00
103-34-4480-0000	U.S. Bank	Starbuck- Coffee 3 City Meeting	10/18/2016	87451	30.65
103-34-4480-0000	U.S. Bank	Hyatt Hotels Grand Champion - Hotel Stay Confere:	10/18/2016	0	558.68
103-34-4492-0003	Galls, LLC	Uniforms	10/10/2016	87418	198.27
103-34-4492-0003	Galls, LLC	Uniforms	10/10/2016	87418	204.82
103-34-4492-0003	Galls, LLC	Uniforms	10/25/2016	87492	111.13
103-34-4492-0003	Tom's Uniforms	Uniform for Chiefs	10/10/2016	87443	312.83
103-34-4492-0003	U.S. Bank	San Marino Cleaners- Uniforms Patches	10/18/2016	0	129.60
103-34-4492-0003	U.S. Bank	San Marino Cleaners - Uniform Patches	10/18/2016	87451	6.30
103-34-4492-0003	U.S. Bank	Redback - Boots	10/18/2016	87451	197.35
103-34-4500-4950	The Gas Company	Gas Service Sept- Oct 2016	10/25/2016	87527	81.10
103-34-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/10/2016	87406	48.18
103-34-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/25/2016	87467	598.91
103-34-4508-0000	All Car Specialists Inc	CA Smog Inspection	10/10/2016	87404	49.00
103-34-4508-0000	Ray's OK Tires Inc	Dismount & Mount Tire Unit 2013	10/25/2016	87511	100.00
103-34-4508-0000	South Coast Emergency Vehicle	Vehicle Maintenance	10/25/2016	87524	83.91
103-34-4508-0000	U.S. Bank	Exxonmobil - Fuel	10/18/2016	87451	13.74
					<u>20,767.68</u>
					<u>74,400.09</u>

Emergency Services Accounts:

101-36-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/10/2016	87406	233.96
101-36-4500-9025	Verizon Wireless	Phone, Ipads & Defibs Plan 8/26/16-9/26/16	10/10/2016	87444	488.57
					<u>722.53</u>
					<u>10,026.23</u>

Public Works Administration Accounts:

101-40-4104-0000	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	72.50
101-40-4104-0000	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	335.00
101-40-4104-0000	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	190.00
101-40-4104-0000	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	312.50
101-40-4104-0000	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	290.00
101-40-4104-0000	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	217.50
101-40-4104-0000	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	323.75
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/10/2016	0	105.38
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/10/2016	0	22.23
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/10/2016	0	22.23
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/10/2016	0	105.37
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/10/2016	0	111.82
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/10/2016	0	24.77
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/25/2016	0	22.23
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/25/2016	0	105.37
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/25/2016	0	105.37
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/25/2016	0	22.23
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/25/2016	0	22.23
101-40-4150-0000	AmeriPride Services Inc	Uniforms	10/25/2016	0	105.37
101-40-4150-0000	SLK.US Inc	IT Service October 2016	10/10/2016	0	676.52

101-40-4206-0000	Julio Barrios	Old Mill Lights Repair	10/10/2016	0	378.40
101-40-4206-0000	Ganahl Lumber Company	Building Supplies	10/10/2016	87419	51.19
101-40-4376-0000	Remington Water	Drinking Water Service Oct 2016	10/10/2016	87432	30.00
101-40-4398-0000	Petty Cash	Mileage- J. Elspano	10/25/2016	87476	14.04
101-40-4398-0000	Petty Cash	Mileage-J. Elepano	10/25/2016	87476	56.16
101-40-4399-0000	SLK.US Inc	New Computers for Public Works	10/10/2016	0	4,411.23
101-40-4480-0000	Petty Cash	Mileage-J. Elepano	10/25/2016	87476	12.42
101-40-4480-0000	Petty Cash	Parking- R. Hancock	10/25/2016	87476	10.00
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/10/2016	0	22.69
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/10/2016	0	25.19
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/10/2016	0	25.19
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/10/2016	0	22.32
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/10/2016	0	22.32
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/10/2016	0	25.19
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/25/2016	0	25.19
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/25/2016	0	22.32
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/25/2016	0	37.32
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/25/2016	0	25.19
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/25/2016	0	28.19
101-40-4492-0003	AmeriPride Services Inc	Uniforms	10/25/2016	0	28.32
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/10/2016	0	17.24
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/10/2016	0	16.01
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/10/2016	0	16.01
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/10/2016	0	17.62
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/10/2016	0	17.62
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/10/2016	0	16.01
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/25/2016	0	16.01
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/25/2016	0	17.62
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/25/2016	0	17.62
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/25/2016	0	16.01
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/25/2016	0	16.01
101-40-4492-0004	AmeriPride Services Inc	Uniforms	10/25/2016	0	17.62
101-40-4500-9025	Verizon Wireless	Ipads Plan 8/24/16-9/23/16	10/10/2016	87444	38.01
					<u>8,704.65</u>
					<u>13,274.29</u>

Garage Accounts:

101-42-4150-0000	JDS Tank Testing & Repair Inc	Monthly Designated Operator Sept 2016	10/10/2016	87426	140.00
101-42-4150-0000	JDS Tank Testing & Repair Inc	Monthly Operator Oct 2016	10/25/2016	87498	140.00
101-42-4316-0000	Dept of Toxic Substances Contr	EPA Hazardous Waste Mainifest Fees 2016	10/25/2016	87486	207.50
101-42-4316-0000	U.S. Bank	Orchard Supplies - Hex Bushing	10/18/2016	0	2.61
101-42-4376-0000	Tifco Industries	Battery Lugs & Drill Screws	10/10/2016	87441	89.10
101-42-4452-0000	PR Diamond Products , Inc	Metal Cutting Blades	10/10/2016	87431	279.00
101-42-4452-0000	U.S. Bank	Harbor Freight - Drill Bits & Retractable Air Hose	10/18/2016	0	129.66
101-42-4452-0000	U.S. Bank	Harbor Freight Socket Set & Radiator Pressure Tes	10/18/2016	87451	100.25
					<u>1,088.12</u>
					<u>203.41</u>

Sewer & Stormdrain Accounts:

101-44-4104-0000	KJ Services Environmental Svcs	NPDES Consultant Service Sept 2016	10/25/2016	87500	900.00	
101-44-4106-5170	Richards Watson & Gershon	Legal Service 8/1/16-8/30/16	10/25/2016	87512	21.81	
101-44-4106-5170	Richards Watson & Gershon	Legal Service 8/1/16-8/30/16	10/25/2016	87512	200.00	
101-44-4106-5170	Richards Watson & Gershon	Legal Service 8/1/16-8/30/16	10/25/2016	87512	445.98	
101-44-4150-0000	Jimni Systems Inc	Avondale Pump Station	10/25/2016	0	725.00	
101-44-4150-0000	Pipe Tec, Inc	Cleaning Area #2	10/25/2016	87509	2,603.52	
101-44-4150-0000	Pipe Tec, Inc	Trouble Spot Cleaning	10/25/2016	87509	2,821.70	
101-44-4150-0000	Pipe Tec, Inc	Emergency Call Out	10/25/2016	87509	4,167.50	
101-44-4150-0000	Pipe Tec, Inc	Emergency Call Out	10/25/2016	87509	860.00	
101-44-4150-0000	Pipe Tec, Inc	Cleaning Area # 2	10/25/2016	87509	2,493.60	
101-44-4150-0000	Pipe Tec, Inc	Cleaning Area # 2	10/25/2016	87509	905.60	
101-44-4150-9020	Athens Services	Street Sweeping Sept 2016	10/25/2016	87466	6,820.82	
					22,965.53	36,759.93

Street Accounts:

101-48-4150-0000	L.A. Co. Dept of Public Works	Signal Maintenance August 2016	10/10/2016	87427	350.40
101-48-4150-0000	Perfection Painting	Address Painting - Progress Payment #1	10/10/2016	87430	2,901.45
101-48-4150-0000	Perfection Painting	Street Address Painting	10/25/2016	87508	1,864.15
101-48-4150-0000	Siemens Industry Inc	Traffic Signal Maintenance Sept 2016	10/25/2016	0	742.99
101-48-4150-0000	Siemens Industry Inc	Traffic Signal Call Outs Sept 2016	10/25/2016	0	2,710.77
101-48-4316-0000	U.S. Bank	Harbor Freight Tools- Wheel for Plumbers Snake	10/18/2016	87451	16.32
101-48-4316-0000	Yale/Chase Equipment Services	Out Rigger Pads	10/10/2016	87449	63.76
101-48-4376-0000	Consolidated Electrical Distributors	Electrical Stock	10/10/2016	87412	41.95
101-48-4376-0000	Consolidated Electrical Distributors	Photo Cell Street Name Signs	10/25/2016	87482	118.59
101-48-4376-0000	Consolidated Electrical Distributors	Stock	10/25/2016	87482	10.29
101-48-4376-0000	Ganahl Lumber Company	Vinyl Numbers	10/25/2016	87493	18.82
101-48-4376-0000	Ganahl Lumber Company	Supplies	10/25/2016	87493	15.02
101-48-4376-0000	Grainger Inc	Safety Equipment	10/10/2016	87421	194.04
101-48-4376-0000	Holliday Rock Co Inc	Asphalt	10/10/2016	87423	492.68
101-48-4376-0000	Holliday Rock Co Inc	Hot Asphalt	10/25/2016	87495	492.68
101-48-4376-0000	Holliday Rock Co Inc	Hot Asphalt	10/25/2016	87495	247.43
101-48-4376-0000	PPG Architectural Finishes	Paint Supplies	10/25/2016	87510	39.32
101-48-4376-0000	Sprague's Ready Mix	Concrete	10/10/2016	0	848.02
101-48-4376-0000	Traffic Management Incorporated	Signs	10/10/2016	0	473.33
101-48-4376-0000	Traffic Management Incorporated	Barricades	10/25/2016	0	999.53
101-48-4376-0000	Traffic Management Incorporated	Stop Sign	10/25/2016	0	994.52
101-48-4376-0000	Underground Service Alert/SC	Dig Alerts Tickets	10/25/2016	0	94.50
101-48-4376-0000	U.S. Bank	Whitier Fertilizer - Top Soil	10/18/2016	87451	104.50
101-48-4376-0000	U.S. Bank	Whitier Fertilizer - Top Soil	10/18/2016	87451	62.70
101-48-4376-9242	Ganahl Lumber Company	Epoxy Gun	10/10/2016	87419	83.37
101-48-4376-9242	Ganahl Lumber Company	San Marino Project	10/10/2016	87419	67.18
101-48-4376-9242	Simon Equipment Rentals	San Marino Lane Extension Equipment Rental	10/10/2016	87437	187.76
101-48-4376-9242	Traffic Management Incorporated	Ceramic RPM's	10/10/2016	0	299.16

101-48-4376-9242	Traffic Management Incorporated	Epoxy for Traffic Commission Lane Extension San	10/10/2016	0	554.04
101-48-4500-1980	Southern California Edison	Electrical Service Aug- Sept 2016	10/10/2016	87436	6,684.59
101-48-4500-1980	Southern California Edison	Electrical Service Sept- Oct 2016	10/25/2016	87516	2,488.48
101-48-4500-9025	Verizon Wireless	Ipads Plan 8/24/16-9/23/16	10/10/2016	87444	76.02
101-48-4508-0000	Hose-Man Inc	Hydraulic Hose	10/10/2016	87424	7.63
101-48-4508-0000	Hose-Man Inc	Hydraulic Hose	10/10/2016	87424	55.57
101-48-4508-0000	O'Reilly Auto Parts	Washer Nozzle #5117	10/10/2016	87429	20.70
215-48-4600-2882	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	507.50
243-48-4600-2882	All American Asphalt	Progress Payment #1 Huntington- Winston to Virgi	10/25/2016	87464	174,869.67
243-48-4600-2882	Community Bank	Retention Progress Payment #1	10/25/2016	87480	9,203.67
394-48-4600-1986	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	72.50
394-48-4600-7921	E.C. Construction Inc	Progress Payment #4 - Resurfacing Stratford	10/25/2016	0	24,628.41
394-48-4600-9000	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	1,365.00
394-48-4600-9000	RSCC Engineering	Engineering Service 9/20/16-10/3/16	10/10/2016	0	810.00
394-48-4600-9361	E.C. Construction Inc	Progress Paymnet #4 - Resurfacing Virginia Rd	10/25/2016	0	98,493.72
394-48-4600-9507	E.C. Construction Inc	Progress Payment #4 - Resurfacing Winston	10/25/2016	0	125,385.02
394-48-4600-9507	E.C. Construction Inc	Progress Payment #2 - Resurfacing Robles	10/25/2016	0	12,437.40
				<u>472,195.15</u>	<u>396,635.98</u>

Park Accounts:

101-50-3502-0000	Jeffrey Chee	Refund - Lacy Park Reservation 10/29/16	10/25/2016	87463	116.00
101-50-3502-0000	Alliant Insurance Services Inc	Special Event Insurance 7/1/16-9/30/16	10/10/2016	87405	324.00
101-50-4206-0000	U.S. Bank	Home Depot- Sink Clogged Pipe	10/18/2016	87451	76.03
101-50-4316-0000	Garvey Equipment Company	Oil & Chains	10/10/2016	0	135.11
101-50-4376-0000	JHM Supply	Irrigation Supplies	10/25/2016	0	161.08
101-50-4376-0000	Remington Water	Drinking Water Service Oct 2016	10/10/2016	87432	30.00
101-50-4404-0000	San Gabriel Nursery & Florist	4th of July Flowers	10/25/2016	87517	41.09
101-50-4452-0000	Garvey Equipment Company	Hand Pruner	10/10/2016	0	135.61
101-50-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/25/2016	87467	16.19
101-50-4500-9025	Time Warner Cable	Cable Internet Service 9/25/16-10/24/16	10/10/2016	87442	89.95
101-50-4500-9460	California American Water	Water Service Aug- Sept 2016	10/10/2016	87408	7,525.30
394-50-4600-7150	U.S. Bank	Studio H Landscape - Rose Arbor Design Consultat	10/18/2016	87451	200.00
				<u>8,850.36</u>	<u>25,922.05</u>

Grounds Accounts:

101-52-4150-0000	Aquatech Backflow Services Inc	Backflow Test	10/25/2016	0	50.00
101-52-4150-0000	Mariposa Landscapes Inc	Tree Pruning Area 4 Sept 2016	10/10/2016	0	49,625.00
101-52-4150-0000	Mariposa Landscapes Inc	Replacement Trees Sept 2016	10/10/2016	0	4,500.00
101-52-4150-0000	U.S. Bank	Waypoint Analytical- Diagnose Camphor Tree on S	10/18/2016	87451	585.00
101-52-4376-0000	Ewing Irrigation Products Inc	Irrigation Supplies	10/10/2016	87417	240.30
101-52-4376-0000	JHM Supply	Irrigation Supplies	10/10/2016	0	141.35
101-52-4376-0000	JHM Supply	Plant Tablets	10/10/2016	0	149.01
101-52-4500-9025	Verizon Wireless	Ipads Plan 8/24/16-9/23/16	10/10/2016	87444	38.01
101-52-4500-9460	California American Water	Water Service Aug- Sept 2016	10/10/2016	87408	3,750.71
101-52-4500-9460	California American Water	Water Service Sept - Oct 2016	10/25/2016	87474	1,417.45
101-52-4500-9460	City of Alhambra Utilities Dept	Water Service Aug- Sept 2016	10/25/2016	87479	63.12

101-52-4508-0000	All Car Specialists Inc	CA Smog Inspection	10/10/2016	87404	49.00	
101-52-4508-0000	All Car Specialists Inc	Smog Inspection & Fueling Repair	10/25/2016	87465	664.23	
101-52-4508-0000	Garvey Equipment Company	Air Filters	10/10/2016	0	7.91	
101-52-4508-0000	Garvey Equipment Company	Filler Cap	10/10/2016	0	4.73	
					<u>61,285.82</u>	<u>41,654.56</u>

Recreation Administration Accounts:

101-60-4150-0000	Alliant Insurance Services Inc	Special Event Insurance 7/1/16-9/30/16	10/10/2016	87405	81.00	
101-60-4150-0000	Remington Water	Drinking Water Service Oct 2016	10/10/2016	87432	30.00	
101-60-4150-0000	SLK.US Inc	IT Service October 2016	10/10/2016	0	1,522.18	
101-60-4150-0000	U.S. Bank	Adobe Creative- Software Subscription	10/18/2016	0	29.99	
101-60-4150-0000	U.S. Bank	Plug & Play August Billing	10/18/2016	87451	15.00	
101-60-4206-0000	Hillyard/Los Angeles	Paper Towels	10/25/2016	87494	379.04	
101-60-4206-0000	Veritiv Operating Company	Janitorial Supplies	10/25/2016	0	415.49	
101-60-4206-0000	U.S. Bank	Home Depot- Emergency Hooks	10/18/2016	87451	41.47	
101-60-4206-0000	U.S. Bank	Home Depot- Buliding Supplies	10/18/2016	0	93.43	
101-60-4324-0000	Southwest Mobile Storage Inc	Stomeman Bin	10/10/2016	0	176.40	
101-60-4376-0000	Capital One Commercial	Supplies	10/10/2016	87409	56.55	
101-60-4376-0000	Petty Cash	Amazing Artisit _ Supplies	10/25/2016	87477	5.18	
101-60-4376-0000	Office Depot	Supplies	10/10/2016	87428	9.80	
101-60-4376-0000	Office Depot	Paper, Ink and Supplies	10/25/2016	87505	308.59	
101-60-4376-0000	Office Depot	Supplies	10/25/2016	87505	14.78	
101-60-4376-0000	U.S. Bank	Vons Store- Staff Meeting Food	10/18/2016	0	18.26	
101-60-4376-0000	U.S. Bank	Starbucks- Staff Meeting Coffee	10/18/2016	0	15.95	
101-60-4376-0000	U.S. Bank	Staples- Markers & Pens	10/18/2016	87451	9.81	
101-60-4376-0000	U.S. Bank	Amazon- Emergency Supplies	10/18/2016	87451	19.90	
101-60-4376-0000	U.S. Bank	Amazon- Emergency Supplies	10/18/2016	87451	19.90	
101-60-4376-0000	U.S. Bank	Amazon- Emergency Supplies	10/18/2016	87451	19.90	
101-60-4376-0000	U.S. Bank	Amazon- Emergency Supplies	10/18/2016	87451	91.20	
101-60-4376-0000	U.S. Bank	Amazon- Emergency Supplies	10/18/2016	87451	19.90	
101-60-4376-0000	U.S. Bank	Amazon- Emergency Supplies	10/18/2016	87451	55.74	
101-60-4376-0000	U.S. Bank	Staples- Office Chair	10/18/2016	87451	433.82	
101-60-4376-0000	U.S. Bank	Staples- Office Supplies	10/18/2016	0	3.67	
101-60-4398-0000	Petty Cash	Mileage	10/25/2016	87477	25.92	
101-60-4468-0000	U.S. Bank	San Clemente- Fall Brochure Exchange	10/18/2016	87451	30.00	
101-60-4500-1980	Southern California Edison	Electrical Service Aug- Sept 2016	10/10/2016	87436	2,572.98	
101-60-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/10/2016	87406	366.62	
101-60-4500-9025	Time Warner Cable	Cable Internet Service 10/1/16-01/31/16	10/10/2016	87442	354.99	
101-60-4500-9460	California American Water	Water Service Aug- Sept 2016	10/10/2016	87408	753.34	
101-60-4508-0000	All Car Specialists Inc	CA Smog Inspection	10/10/2016	87404	49.00	
591-60-4613-0000	SLK.US Inc	New Server	10/10/2016	0	261.25	
					<u>8,301.05</u>	<u>15,602.14</u>

Aquatics Accounts:

101-62-4324-0000	San Marino School District	Pool Usage Oct 2016	10/25/2016	87522	1,800.00	
101-62-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/10/2016	87406	17.98	
101-62-4500-9025	AT&T	Long Distance Pool Phone Sept 2016	10/25/2016	87468	40.17	
					<u>1,858.15</u>	<u>11,243.20</u>

Contract Classes Accounts:

101-64-4102-0000	Victor Alcalá	Quality Life Instructor 9/15/16-10/6/16	10/10/2016	87403	220.00	
101-64-4102-0000	Heather Jo Ann Pearson	Tsumami Swim Instructor Oct 2016	10/25/2016	0	6,228.00	
101-64-4150-0000	Cathryn Martin	Bridge Coordinator - 9/14/16 & 9/21/16	10/25/2016	0	100.00	
101-64-4150-0000	Marie Nimmrich	Bridge Coordinator 9/5/16-9/28/16	10/10/2016	0	320.00	
101-64-4150-0000	Marie Nimmrich	Wednesday Games 9/5/16-9/28/16	10/10/2016	0	100.00	
101-64-4150-0000	Marie Nimmrich	Reimbursement for ACBL 9/5/16-9/28/16	10/10/2016	0	87.50	
101-64-4376-0000	U.S. Bank	Micheals- Kinder Art Supplies	10/18/2016	87451	44.44	
101-64-4376-0000	U.S. Bank	Micheals- Kinder Art Supplies	10/18/2016	87451	22.27	
					<u>7,122.21</u>	<u>2,059.20</u>

Special Events Accounts:

101-66-4376-0000	U.S. Bank	99 Cents- Tableclothes 911 Breakfast	10/18/2016	87451	5.45	
101-66-4376-0000	U.S. Bank	Smart n Final - Free Rec Day Supplies	10/18/2016	0	54.77	
101-66-4376-0000	U.S. Bank	Party City- Free Rec Day Decorations	10/18/2016	0	120.88	
101-66-4376-0000	U.S. Bank	Party City- Free Rec Day Decorations	10/18/2016	0	16.33	
					<u>197.43</u>	<u>460.71</u>

Senior Trips Accounts:

101-68-4486-0000	Main Street Tours Inc	Senior Trip - Balance Dodgers Game 9/25/16	10/25/2016	87503	540.00	
207-68-4208-0000	Petty Cash	Senior Trip Bus Driver Tip	10/25/2016	87477	59.00	
207-68-4208-0000	Petty Cash	Senior Trip Bus Driver Tip	10/25/2016	87477	68.00	
207-68-4208-0000	Petty Cash	Senior Trip Bus Driver Tip	10/25/2016	87477	112.00	
					<u>779.00</u>	<u>3,240.00</u>

Daycare Accounts:

101-70-4376-0000	Capital One Commercial	Supplies	10/10/2016	87409	326.27	
101-70-4376-0000	U.S. Bank	Target- Film for Camera	10/18/2016	87451	18.39	
101-70-4376-0000	U.S. Bank	Oriental Trading Co- Art Supplies	10/18/2016	87451	38.13	
101-70-4376-0000	U.S. Bank	Amazon- Daycare Supplies	10/18/2016	0	37.41	
101-70-4376-0000	U.S. Bank	Amazon- Daycare Supplies	10/18/2016	0	141.31	
101-70-4376-0000	U.S. Bank	Amazon- Daycare Supplies	10/18/2016	87451	36.11	
101-70-4376-0000	U.S. Bank	Amazon- Ping Pong Table	10/18/2016	87451	326.99	
207-70-4208-0000	Student Transportation of America	Daycare Bus Sept 2016	10/25/2016	0	7,720.00	
					<u>8,644.61</u>	<u>595.26</u>

Day Camp Accounts:

0.00	105,875.62
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Preschool Accounts:

101-74-4376-0000	Capital One Commercial	Supplies	10/10/2016	87409	92.25	
101-74-4376-0000	Office Depot	Clay	10/25/2016	87505	37.04	
101-74-4376-0000	U.S. Bank	Ralphs- Little Chefs	10/18/2016	87451	39.41	
101-74-4376-0000	U.S. Bank	Oriental Trading Co- Halloween Supplies	10/18/2016	87451	52.32	
101-74-4376-0000	U.S. Bank	Lakeshore Learning - Art Supplies	10/18/2016	87451	21.95	
101-74-4376-0000	U.S. Bank	Michaels Store - Amazing Artist	10/18/2016	87451	5.39	
					<u>248.36</u>	<u>657.34</u>

San Marino Center Accounts:

105-82-4150-0000	Alliant Insurance Services Inc	Special Event Insurance 7/1/16-9/30/16	10/10/2016	87405	81.00	
105-82-4150-0000	Remington Water	Drinking Water Service Oct 2016	10/10/2016	87432	30.00	
105-82-4206-0000	SDS Security Design Systems	Alarm Service	10/10/2016	87435	84.00	
105-82-4206-0000	SDS Security Design Systems	Alarm Service	10/10/2016	87435	30.00	
105-82-4206-0000	Total Exterminating Inc	Extermination	10/25/2016	0	125.00	
105-82-4206-0000	Veritiv Operating Company	Janitorial Supplies	10/25/2016	0	298.16	
105-82-4376-0000	U.S. Bank	Guitar Center- Microphones	10/18/2016	87451	517.36	
105-82-4376-0000	U.S. Bank	Guitar Center- Microphones	10/18/2016	87451	468.75	
105-82-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/25/2016	87467	124.76	
					<u>1,759.03</u>	<u>5,274.95</u>

Thurnher House Accounts:

206-84-4206-0000	SDS Security Design Systems	Alarm Service	10/10/2016	87435	42.00	
206-84-4376-0000	U.S. Bank	Smart n Final- Paper Towels	10/18/2016	87451	10.89	
206-84-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/10/2016	87406	19.82	
					<u>72.71</u>	<u>325.21</u>

Library Administration Accounts:

101-90-3701-0000	San Marino Public Library Foun	Refund - Tickets Purchase on City Credit Card Mac	10/25/2016	87521	125.00
101-90-4150-0000	Dakim Inc	Dakim Brain Fitness Annual Subscription 7/1/16-7/	10/10/2016	87413	3,410.00
101-90-4150-0000	OCLC Inc	Cataloging and Ill	10/25/2016	87504	1,669.72
101-90-4150-0000	SLK.US Inc	Computer Security Upgrade	10/10/2016	0	388.94
101-90-4150-0000	SLK.US Inc	IT Service October 2016	10/10/2016	0	4,059.14
101-90-4206-0000	CertaPro Painters of Pasadena	Painting the Donor Wall (Patio)	10/10/2016	87410	854.20
101-90-4206-0000	Empire Cleaning Supply	Restroom Supplies	10/10/2016	0	298.53
101-90-4206-0000	Empire Cleaning Supply	Restroom Supplies	10/25/2016	0	358.66
101-90-4206-0000	San Marino Security Systems	Alarm Service Oct- Dec 2016	10/25/2016	87514	501.00
101-90-4206-0000	Stiles in Clay	Donor Wall Art Restoration	10/10/2016	87440	900.00
101-90-4206-0000	Total Exterminating Inc	Monthly Extermination	10/10/2016	0	125.00
101-90-4206-0000	Total Exterminating Inc	Sprayed for Ants	10/25/2016	0	95.00
101-90-4376-0000	Able Card LLC	Library Patron Cards	10/10/2016	87402	2,924.47
101-90-4376-0000	Pacific Stamp & Sign , Inc	Name Badges	10/10/2016	0	42.74
101-90-4376-0000	Office Depot	Supplies	10/10/2016	87428	97.79
101-90-4376-0000	Office Depot	Paper & Ink	10/25/2016	87505	97.59

101-90-4376-0000	U.S. Bank	Alice Computerworks- Computer Cord	10/18/2016	87451	5.00	
101-90-4376-0000	U.S. Bank	Smart n Final - Bottle Water	10/18/2016	87451	11.20	
101-90-4376-0000	Walters Wholesale Electric Co	Ballast for Ceiling Lights	10/10/2016	87446	848.88	
101-90-4376-0000	Walters Wholesale Electric Co	Light Bulbs for Ceiling Lights	10/10/2016	87446	665.09	
101-90-4399-0000	U.S. Bank	Provantage- Receipt Printer	10/18/2016	87451	210.35	
101-90-4399-0000	Xerox	Copier Lease	10/25/2016	87535	298.85	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	0	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	0	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	0	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	0	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	1.41	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	0.68	
101-90-4412-0000	U.S. Bank	UPPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	258.00	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	6.59	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	22.95	
101-90-4412-0000	U.S. Bank	USPS- Postage	10/18/2016	87451	3.14	
101-90-4500-4950	The Gas Company	Gas Service Sept- Oct 2016	10/25/2016	87527	199.96	
101-90-4500-9025	AT&T	Phone Service Aug- Sept 2016	10/10/2016	87406	81.79	
101-90-4500-9025	Time Warner Cable	Cable Internet Service 10/2/16-11/01/16	10/10/2016	87442	138.95	
101-90-4500-9460	California American Water	Water Service Aug- Sept 2016	10/10/2016	87408	429.16	
101-90-4500-9460	California American Water	Water Service Sept - Oct 2016	10/25/2016	87474	45.09	
281-90-4316-0000	Ingram Library Services	Adult Book	10/10/2016	0	12.60	
281-90-4316-0000	Ingram Library Services	Adult Book	10/10/2016	0	22.54	
281-90-4316-0000	Ingram Library Services	Adult Books	10/25/2016	0	19.93	
281-90-4316-0000	Ingram Library Services	Adult Books	10/25/2016	0	35.60	
281-90-4316-0000	Ingram Library Services	Adult Books	10/25/2016	0	45.60	
281-90-4316-0000	U.S. Bank	Lexjet- Large Printer Supplies	10/18/2016	87451	365.12	
					20,066.41	41,938.04

Adult Services Accounts:

101-91-4370-0335	Global Art & Culture Inc	Adult Chinese Books	10/10/2016	87420	332.13
101-91-4370-0335	Global Art & Culture Inc	Adult Chinese Books	10/10/2016	87420	749.52
101-91-4370-0335	Ingram Library Services	Adult Books	10/10/2016	0	50.75

101-91-4370-0335	Ingram Library Services	Adult Books	10/10/2016	0	200.97
101-91-4370-0335	Ingram Library Services	Adult Books	10/25/2016	0	138.59
101-91-4370-0335	Ingram Library Services	Adult Books	10/25/2016	0	95.07
101-91-4370-0335	Tsai Fong Books Inc	Chinese Books	10/25/2016	87528	1,057.85
101-91-4370-0335	U.S. Bank	Amazon- DVD's	10/18/2016	0	5.45
101-91-4370-0335	U.S. Bank	Amazon- DVD's	10/18/2016	0	124.80
101-91-4370-0335	U.S. Bank	Amazon-CD's	10/18/2016	0	10.89
101-91-4370-0335	U.S. Bank	Amazon-CD's	10/18/2016	0	18.56
101-91-4370-0335	U.S. Bank	US News- Reference Books	10/18/2016	87451	27.35
101-91-4370-0335	U.S. Bank	Amazon- DVD's	10/18/2016	87451	23.96
101-91-4370-0335	U.S. Bank	Amazon- CD's	10/18/2016	87451	47.35
101-91-4370-0335	U.S. Bank	Amazon- CD's	10/18/2016	87451	51.12
101-91-4370-0335	U.S. Bank	Amazon- DVD's	10/18/2016	87451	152.50
101-91-4370-0335	U.S. Bank	Amazon- DVD's	10/18/2016	87451	52.30
101-91-4370-0335	U.S. Bank	Amazon- CD's	10/18/2016	87451	8.71
101-91-4370-0335	U.S. Bank	Amazon- DVD's	10/18/2016	87451	-7.63
101-91-4370-0335	U.S. Bank	Amazon- CD's	10/18/2016	87451	36.01
101-91-4370-0335	U.S. Bank	Amazon- Book	10/18/2016	0	23.94
101-91-4370-0335	U.S. Bank	Amazon- Book	10/18/2016	87451	23.11
101-91-4370-1496	U.S. Bank	Amazon- DVD's	10/18/2016	0	74.56
101-91-4370-1496	U.S. Bank	Amazon- DVD's Credit	10/18/2016	0	-0.17
101-91-4370-1496	U.S. Bank	Amazon-DVD's	10/18/2016	87451	15.69
101-91-4370-1496	U.S. Bank	Amazon- DVD's	10/18/2016	87451	92.53
101-91-4370-1496	U.S. Bank	Amazon- DVD's	10/18/2016	87451	33.74
101-91-4370-1496	U.S. Bank	Amazon- DVD's	10/18/2016	87451	43.58
101-91-4370-1496	U.S. Bank	Amazon- DVD's	10/18/2016	87451	135.02
101-91-4370-8585	Rowman & Littlefield Publishing Group	Reference Books	10/10/2016	87434	91.75
101-91-4370-8585	Subway Stamp Shop Inc	Reference Book	10/25/2016	87526	99.99
101-91-4370-8585	Subway Stamp Shop Inc	Reference Book	10/25/2016	87526	99.99
101-91-4370-8585	Subway Stamp Shop Inc	Reference Book	10/25/2016	87526	129.69
281-91-4370-0000	Ingram Library Services	Adult Books	10/25/2016	0	14.22
281-91-4370-0000	Ingram Library Services	Adult Books	10/25/2016	0	966.35
281-91-4370-0000	Ingram Library Services	Adult Books	10/25/2016	0	19.43
281-91-4370-0776	Global Art & Culture Inc	Adult Chinese Books	10/10/2016	87420	650.00
281-91-4370-0776	OverDrive Inc	Chinese Books	10/25/2016	87507	1,879.78
281-91-4370-2575	Ingram Library Services	Adult Books	10/10/2016	0	360.20
281-91-4370-2575	Ingram Library Services	Adult Materials	10/10/2016	0	781.08
281-91-4370-2575	Ingram Library Services	Adult Books	10/10/2016	0	28.43
281-91-4370-2575	Ingram Library Services	Adult Books	10/10/2016	0	32.44
281-91-4370-2575	Ingram Library Services	Adult Books	10/10/2016	0	62.51
281-91-4370-2575	Ingram Library Services	Credit	10/10/2016	0	-8.71
281-91-4370-2575	Ingram Library Services	Adult Books	10/25/2016	0	97.57
281-91-4370-2575	Ingram Library Services	Adult Books	10/25/2016	0	52.63
281-91-4370-2575	Ingram Library Services	Adult Books	10/25/2016	0	195.29
281-91-4370-2575	Ingram Library Services	Adult Books	10/25/2016	0	145.99
281-91-4370-2575	Ingram Library Services	Adult Books	10/25/2016	0	85.29

281-91-4376-2575	U.S. Bank	Vons- Program Treats	10/18/2016	87451	9.14
281-91-4376-2575	U.S. Bank	Tony Pizza- Program Treats	10/18/2016	87451	20.98
281-91-4376-2575	U.S. Bank	Smart n Final- Program Treats	10/18/2016	87451	19.38
281-91-4376-2575	U.S. Bank	Dollar Tree - Meeting Supplies	10/18/2016	87451	16.35
281-91-4376-2575	U.S. Bank	Party City- Meeting Supplies	10/18/2016	87451	10.88
281-91-4376-2575	U.S. Bank	Smart n Final Meeting Supplies	10/18/2016	87451	20.46
					<u>9,499.36</u>
					<u>20,919.23</u>

Children Services Accounts:

101-92-4370-0000	Ingram Library Services	Childrens Books	10/10/2016	0	358.06
101-92-4370-0000	Ingram Library Services	Childrens Books	10/25/2016	0	78.11
281-92-4150-2575	Dream Shapers	Program 10/8/16	10/10/2016	87415	265.00
281-92-4370-2575	Global Art & Culture Inc	Childrens Chinese Books	10/10/2016	87420	465.71
281-92-4370-2575	Ingram Library Services	Childrens Book	10/10/2016	0	14.08
281-92-4370-2575	Ingram Library Services	Childrens Books	10/10/2016	0	297.52
281-92-4370-2575	Ingram Library Services	Adult Books	10/10/2016	0	174.28
281-92-4370-2575	Ingram Library Services	Childrens Books	10/25/2016	0	13.41
281-92-4370-2575	Ingram Library Services	Childrens Book on Disc	10/25/2016	0	43.99
281-92-4370-2575	Ingram Library Services	Childrens Books	10/25/2016	0	200.62
281-92-4370-2575	Ingram Library Services	Childrens Books	10/25/2016	0	43.65
281-92-4370-2575	U.S. Bank	Amazon- DVD's	10/18/2016	0	16.96
281-92-4370-2575	U.S. Bank	Amazon- DVD's	10/18/2016	87451	13.39
281-92-4370-2575	U.S. Bank	Amazon- DVD's	10/18/2016	87451	39.86
281-92-4376-2575	U.S. Bank	Starbucks- Childrens Program Supplies	10/18/2016	0	31.90
281-92-4376-2575	U.S. Bank	Target- Childrens Program Supplies	10/18/2016	87451	16.30
281-92-4376-2575	U.S. Bank	Amazon- Childrens Program Supplies	10/18/2016	87451	34.87
281-92-4376-2575	U.S. Bank	Amazon- Childrens Program Supplies	10/18/2016	87451	34.73
281-92-4376-2575	U.S. Bank	Smart n Final - Childrens Program Supplies	10/18/2016	87451	22.37
281-92-4376-2575	U.S. Bank	Smart n Final - Childrens Program Supplies	10/18/2016	87451	11.99
281-92-4376-2575	U.S. Bank	Vons - Childrens Program Supplies	10/18/2016	87451	10.00
281-92-4376-2575	U.S. Bank	Ralphs- Childrens Program Supplies	10/18/2016	87451	69.31
					<u>2,256.11</u>
					<u>4,647.14</u>

Processing Accounts:

101-93-4376-0000	Brodart Co	Book Labels	10/25/2016	87471	80.40
101-93-4376-0000	Demco Inc	Book Labels	10/25/2016	0	171.36
101-93-4376-0000	Showcases	Book Cases	10/25/2016	0	297.58
101-93-4376-0000	Showcases	Book Supplies	10/25/2016	0	25.88
101-93-4376-0000	Showcases	Book Supplies	10/25/2016	0	132.84
101-93-4376-0000	Vernon Library Supplies Inc	Book Covers	10/10/2016	0	48.35
					<u>756.41</u>
					<u>3,388.54</u>

Old Mill Accounts:

101-95-4150-0000	Alliant Insurance Services Inc	Special Event Insurance 7/1/16-9/30/16	10/10/2016	87405	335.00
					<u>335.00</u>
					<u>9,642.05</u>

\$ 1,441,632.17 \$ 1,637,463.08

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: MARINA WANG, CITY TREASURER

BY: [KEN PUN, CONTRACT DEPUTY FINANCE DIRECTOR]

DATE: [NOVEMBER 9, 2016]

SUBJECT: **TREASURER'S REPORT FOR THE MONTH OF SEPTEMBER 30, 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

[The California Government Code requires that the Treasurer render a report to the City Council within 30 days of the end of each quarter which lists the City's investments and moneys held by the City. The report must state compliance with the City's Investment Policy or the manner in which it is not in compliance. It must also state the ability of the City to meet its expenditure requirements for the next six months, or provide an explanation of why sufficient funds will or may not be available.]

FISCAL IMPACT

[None.]

RECOMMENDATION

[Staff recommends the Council accept and file the Treasurer's Report for the period ending September 30, 2016.] If Council concurs, the appropriate action would be:

“A motion to accept and file the Treasurer's Report for the period ending September 30, 2016.”

Attachments: [September 30, 2016 Treasurer's Report and PMIA Market Valuation]

**City of San Marino
Treasurer's Report
As of September 30, 2016**

Deposit/Investment Type	Bank/Issuer	Maturity	Par Value	Bank Balance	Market Value**	Note
Cash on Hand*						
Petty Cash & Cash Drawer	City Hall		400.00	400.00	400.00	2
Petty Cash	Fire Department		300.00	300.00	300.00	2
Petty Cash & Cash Drawer	Recreation Department		400.00	400.00	400.00	2
Petty Cash & Cash Drawer	Library		300.00	300.00	300.00	2
Petty Cash & Cash Drawer	Public Works		550.00	550.00	550.00	2
Petty Cash	Police Department		400.00	400.00	400.00	2
		0.01%	2,350.00	2,350.00	2,350.00	
Cash in Bank						
Main Account	Citizens' Business Bank		118,885.14	118,885.14	118,885.14	1
Payroll Account	Citizens' Business Bank		22,342.77	22,342.77	22,342.77	1
Workers' Compensation Account	Citizens' Business Bank		27,075.11	27,075.11	27,075.11	1
Investment Interest Account	US Bank		82,241.26	82,241.26	82,241.26	1
		1.35%	250,544.28	250,544.28	250,544.28	

Note:

1. Bank balance is reported.
2. Book Value of Cash on Hand includes receipts to be reimbursed.

Deposit/Investment Type	Bank/Issuer	Maturity	Par Value	Book Value	Market Value**	Yield to First Call	Yield to Maturity
Investments							
Pooled Funds	State of California Local Agency Investment Fund (LAIF)	44.86%	8,305,389.36	8,305,389.36	8,307,931.07		0.588%
CDs							
US Bank Safekeeping	Bank Baroda New York, NY CUSIP #06062A-AX-7 (FDIC #33681)	11/29/16	248,000	248,000	248,300.55		1.10%
US Bank Safekeeping	CIT Bank Salt Lake City UT CUSIP #1728CBY9 (FDIC #35575)	04/17/17	248,000	248,000	248,030.83		1.00%
US Bank Safekeeping	Mercantil Commercebank Primary CUSIP #58733ABBA (FDIC #22953)	06/05/17	248,000	248,000	248,452.96		1.05%
US Bank Safekeeping	Bryn Mawr Trust Co. CUSIP #117673BH5 (FDIC#11866)	06/13/17	248,000	248,000	248,182.80		0.95%
US Bank Safekeeping	Ally Bank, UT CUSIP #02006LMNO (FDIC #57803)	12/04/17	248,000	248,000	Not Available		1.25%
US Bank Safekeeping	Flushing Bank CUSIP #34387ABB4 (FDIC #58564)	12/12/17	248,000	248,000	Not Available		1.30%
US Bank Safekeeping	Ulster Savings Bank CUSIP #90386JAC7 (FDIC #15970)	04/10/18	249,000	249,000	Not Available		1.45%
US Bank Safekeeping	Discover Bank CUSIP 254671MS6 (FDIC #5649)	04/17/18	248,000	248,000	Not Available		1.15%
US Bank Safekeeping	Barclay's Bank Del Wilmington Stp CUSIP #06740AZB8 (FDIC #57203)	04/30/18	248,000	248,000	Not Available		1.06% ****
US Bank Safekeeping	Union Bank, NA CUSIP #90521ANG9 (FDIC #22826)	07/16/18	248,000	248,000	Not Available		1.60% *****
US Bank Safekeeping	State Bank of India, NY CUSIP #856284M68 (FDIC #33682)	07/30/18	247,000	247,000	Not Available		2.00%
US Bank Safekeeping	Celtic Bank CUSIP #15118RJG3 (FDIC #57056)	09/06/18	248,000	248,000	Not Available		1.50%
US Bank Safekeeping	Synchrony Bank CUSIP #36157QTM9 (FDIC #27314)	12/06/18	248,000	248,000	Not Available		2.00%
US Bank Safekeeping	Firstbank PR Santurce #33767ASXO (FDIC #30387)	12/11/18	248,000	248,001	Not Available		1.60%
US Bank Safekeeping	Bank of Holland Michigan CUSIP #062649ZW1 (FDIC #34862)	03/21/19	249,000	249,000	Not Available		1.60%
US Bank Safekeeping	HSBC US Bank NA CUSIP #40434AHX0 (FDIC #57890)	03/27/19	249,000	249,000	Not Available		1.05% *****
US Bank Safekeeping	Webster Bank CUSIP #94768NJT2 (FDIC #18221)	06/18/19	249,000	249,000	Not Available		1.80%
US Bank Safekeeping	American Express Bank FSB CUSIP #02587CAC4 (FDIC #35328)	07/10/19	248,000	248,000	Not Available		1.95%
US Bank Safekeeping	Sallie Mae Bank CUSIP #795450UK9 (FDIC #58177)	10/29/19	248,000	248,000	Not Available		2.20%
US Bank Safekeeping	Third Federal S & L CUSIP #86413QAW8 (FDIC #30012)	11/25/19	248,000	248,000	Not Available		2.00%
US Bank Safekeeping	Golman Sachs Bank CUSIP #38146JDV0 (FDIC #33124)	12/03/19	247,000	247,000	Not Available		2.20%
US Bank Safekeeping	BMW Bank of N. America Utah CUSIP #05580ABS2 (FDIC #35141)	05/22/20	248,000	248,000	Not Available		1.95%
US Bank Safekeeping	National Bank of Commerce Callable at 1 Year CUSIP #633368DZ4 (FDIC #14266)	05/24/21	250,000	250,000	Not Available		1.50%
US Bank Safekeeping	JP Morgan Bank Callable at 1 Year CUSIP #4815Y2D5 (FDIC #628)	05/31/21	250,000	250,000	Not Available		1.50%
US Bank Safekeeping	UBS Bank, USA CUSIP #90346JAR1 (FDIC #57565)	06/07/21	250,000	250,000	Not Available		1.65%
US Bank Safekeeping	Comenity Cap Bk Salt Lake City UT CUSIP #20033AQP4 (FDIC #57570)	06/15/21	250,000	250,000	Not Available		1.60%
US Bank Safekeeping	Wells Fargo Bank NA Sioux Falls CUSIP #9497485W3 (FDIC #3511)	06/17/21	250,000	250,000	Not Available		1.75%
US Bank Safekeeping	First Business Bank of Madison CUSIP #31938QSS4 (FDIC #15229)	6/24/214	248,000	248,061	Not Available		1.50%
World's Foremost Bank	World's Foremost Bank Lincoln, NE (FDIC #57079)	6/16/2023***	249,000	249,000	Not Available		2.45%
		38.92%	7,205,000	7,205,062			1.59% WAY
Notes/Bonds:							
US Bank Safekeeping	FNMA .875 - CUSIP 3135GORT2	12/20/2017	500,000	497,845	500,976.50	3.378%	1.528%
US Bank Safekeeping	FHLB 4.5 Year-10 Month One Time Callable Agency--CUSIP: 313382L20	2/21/2019	250,000	246,070	250,410.50	4.288%	1.600%
US Bank Safekeeping	FHLMC 3.5 Yr. One Time Callable CUSIP 3134G9KF3	11/25/2019	500,000	500,000	500,030.50	1.200%	1.200%
US Bank Safekeeping	FHLB 1.73 Qly Callable CUSIP 3130A7BT1	2/26/2021	500,000	500,000	500,366.50	1.730%	1.730%
US Bank Safekeeping	FHLB 1.6% One Time Callable CUSIP 3130A7NF8	3/29/2021	500,000	500,000	501,831.50	1.600%	1.600%
US Bank Safekeeping	FNMA One Time Callable (3/30/17) Step Up - CUSIP 3136G3ED3	3/30/2021	500,000	500,000	500,576.50	1.000%	1.872%
		14.85%	2,750,000	2,743,915	2,754,192.00		1.587% WAY
Total Cash & Investments			18,513,283.64	18,507,260.82	Not Available	1.12%	WAY

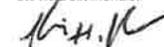
**The LAIF Market Value is provided quarterly. At 06/30/2016 the valuation factor was 0.000621222. See attached Market Valuation Report for a description of funds invested in LAIF.

*** Callable Bullet Step Up

**** Year one = 1.6% Years 2-5 = Three month Libor +45 bps.

***** 1.05% until 3/17, then LIBOR plus 0.1%, cap 2.85.

I hereby certify that this report is in compliance with the City's Investment Policy as adopted by the City Council on June 11, 2014, and that the City has the ability to meet its expenditure requirements for the next six months.


Ken Pun
Contract Deputy Finance Director


Marina Wang
Treasurer



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/26/16	0.64	0.61	157
09/27/16	0.64	0.61	157
09/28/16	0.64	0.61	160
09/29/16	0.64	0.61	162
09/30/16	0.65	0.61	165
10/01/16	0.65	0.65	165
10/02/16	0.65	0.65	165
10/03/16	0.65	0.65	169
10/04/16	0.65	0.65	170
10/05/16	0.65	0.65	170
10/06/16	0.65	0.65	169
10/07/16	0.65	0.65	171
10/08/16	0.65	0.65	171
10/09/16	0.65	0.65	171
10/10/16	0.65	0.65	168
10/11/16	0.65	0.65	169
10/12/16	0.65	0.65	168
10/13/16	0.65	0.65	170
10/14/16	0.66	0.65	171
10/15/16	0.66	0.65	171
10/16/16	0.66	0.65	171
10/17/16	0.65	0.65	168
10/18/16	0.65	0.65	167
10/19/16	0.65	0.65	166
10/20/16	0.65	0.65	164
10/21/16	0.66	0.65	165
10/22/16	0.66	0.65	165
10/23/16	0.66	0.65	165
10/24/16	0.66	0.65	164
10/25/16	0.66	0.65	168
10/26/16	0.66	0.65	167

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

Quarter Ending 09/30/16

Apportionment Rate: 0.60%
 Earnings Ratio: .00001651908048883
 Fair Value Factor: 1.000306032
 Daily: 0.65%
 Quarter to Date: 0.61%
 Average Life: 165

PMIA Average Monthly Effective Yields

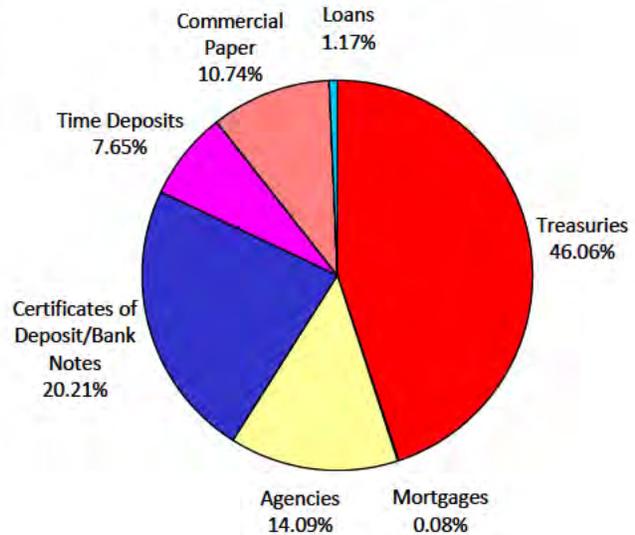
Sep 2016 0.634%
 Aug 2016 0.614%
 Jul 2016 0.588%

Pooled Money Investment Account

Portfolio Composition

09/30/16

\$68.3 billion



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: CINDY COLLINS, INTERIM CITY MANAGER
BY: [VERONICA RUIZ, CITY CLERK]
DATE: [NOVEMBER 9, 2016]
SUBJECT: [**APPROVAL OF MINUTES**]

BACKGROUND

[Attached for Council consideration are the following City Council Minutes:

- Special Meeting of September 14, 2016
- Regular Meeting of September 14, 2016
- Adjourned Regular Meeting of September 30, 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 Minutes of the Special Meeting of September 14, 2016, the Regular Meeting of September 14, 2016, and the Adjourned Regular Meeting of September 30, 2016.”]

Attachments: [Minutes of September 14, 2016 Special Meeting
Minutes of September 14, 2016 Regular Meeting
Minutes of September 30, 2016 Adjourned Regular Meeting
]

**MINUTES
REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
SEPTEMBER 14, 2016 - 6:00 P.M.**

CALL TO ORDER Mayor Allan Yung called the meeting to order at 6:06 p.m.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS

Lisa Yuratich, San Marino, commented in support of the 626 Golden Streets Event.

Wes Reutimann, San Marino, commented in support of the 626 Golden Streets Event, and proposed Sunday, March 5, 2017 as the new date.

Steve Domier, San Marino, commented in support of the 626 Golden Streets Event.

Luyi Khasi, San Marino, commented on cell towers and requested an update on the issue at the October City Council meeting.

Shirley Jagels, San Marino, commented on the Brown Act and the agenda posting location at City Hall. She also announced that San Marino Heritage has preservation posters available.

Michael Cacciotti, South Pasadena Council Member, commented in support of the 626 Golden Streets Event.

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 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.

PRESENTATIONS

1. **RECOGNITION OF LIBRARIAN III REX MAYREIS ON HIS RETIREMENT**

City Librarian Irene McDermott presented Rex Mayreis with a City tile for his 25 years of dedicated service to the community.

2. ANNOUNCEMENT OF POLICE AND FIRE OPEN HOUSE ON OCTOBER 8, 2016

Police Chief John Incontro announced that the San Marino Police and Fire Departments would be hosting their annual open house on Saturday, October 8, 2016.

CONSENT CALENDAR

Vice Mayor Richard Sun moved to adopt the Consent Calendar consisting of Items 3, 4, 5, 6, 7, 9, 11, 12, 13, 15, 16, and 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.

- 3. JULY 2016 DISBURSEMENT REPORT**
Ratify and file the Disbursement Report for the period ending July 31, 2016.
- 4. JULY 2016 TREASURER'S REPORT**
Accept and file the Treasurer's Report for the period ending July 31, 2016.
- 5. AUGUST 2016 DISBURSEMENT REPORT**
Ratify and file the Disbursement Report for the period ending August 31, 2016.
- 6. AUGUST 2016 TREASURER'S REPORT**
Accept and file the Treasurer's Report for the period ending August 31, 2016.
- 7. APPROVAL OF MINUTES**
Approve the Minutes of the Adjourned Regular Meeting of June 24, 2016, the Regular Meeting of July 13, 2016, and the Adjourned Regular Meeting of July 29, 2016.
- 9. BUDGET CARRYOVERS FROM FISCAL YEAR 2015-16 TO FISCAL YEAR 2016-17**
Amend the 2015-16 budget to include the carryovers on the attached schedule totaling \$4,875,254.
- 11. EXTENSION OF SEWER MAINTENANCE AGREEMENT**
1) Authorize the Interim City Manager to extend the Agreement with Pipe Tec Inc. of Irwindale, California through October 31, 2017 for the Sewer System Cleaning & Maintenance Services, and 2) grant the requested CPI increase of four percent (4%) for a total contract amount of \$127,587.20.
- 12. AWARD OF CONTRACT - STREET LIGHT CONVERSION PROJECT FOR VARIOUS CIRCUITS (PROJECT NO. 9000, NIB #N-16-07)**

Award the bid for the Street Light Conversion Project for Various Circuits (Project No. 9000, NIB #N-16-07) to Sturgeon Electric California LLC of Chino, California in the amount of \$550,579.00.

13. AWARD OF CONTRACT FOR POLICE TOW SERVICES

Authorize the Interim City Manager to enter a two year exclusive official police tow services agreement with Navarro's Towing with an option to extend one (1) additional year.

15. RESOLUTION R-16-13 - DESIGN REVIEW NO. DRC13-83, (1155 OAK GROVE AVENUE)

Approve Resolution No. R-16-13.

16. RESOLUTION R-16-14 - AMENDMENT OF GENERAL PLAN LAND USE MAP (1270 BELHAVEN ROAD, 1265 SAN GABRIEL BLVD., 2000 HUNTINGTON DRIVE, 1620 CHELSEA ROAD, 1625 CHELSEA ROAD, AND 1635 CHELSEA ROAD)

Approve Resolution No. R-16-14.

17. SALE AT AUCTION OF SURPLUS PROPERTY

Approve the sale at auction of the vehicles and equipment listed in the staff report.

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

8. AMENDMENTS TO FISCAL YEAR 2016-2017 BUDGET

Contract Deputy Finance Director Ken Pun presented the staff report.

Councilman Talt had a question pertaining to the \$100,000 requested adjustment for the boom truck in Street Capitalized Equipment.

Parks and Public Works Director Dan Wall responded that the number was reported incorrectly when the budget was originally adopted and that the adjustment is requested to correct the amount.

Vice Mayor Richard Sun moved to appropriate \$153,711 from the unassigned General Fund balance and authorize staff to make the corresponding adjustments to the Fiscal Year 2016-17 Budget as outlined within the report; seconded by Councilman Richard Ward.

Councilman Steve Talt requested that the motion be amended to exclude the \$100,000 for the Street Capitalized Equipment and address that item at a later date.

Vice Mayor Richard Sun amended his motion to appropriate \$53,711 from the unassigned General Fund balance and authorize staff to make the corresponding adjustments to the Fiscal Year 2016-17 Budget as outlined within the report; 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.

10. TRANSFER OF FUNDS TO CONTRACT SERVICES

Councilman Steve Talt requested that the report be brought back at a future meeting and include the agreement.

Councilman Steve Talt moved to continue this item until the September 30, 2016 Council Meeting; seconded by Mayor Allan Yung. 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.

14. CONSIDERATION OF LEAGUE OF CALIFORNIA CITIES RESOLUTION TO BE ADOPTED AT THE ANNUAL CONFERENCE OCTOBER 5-7, 2016

Councilman Steve Talt stated that although, he is not opposed to the resolution, he suggested that the City abstain from voting on the resolution because it was too general and there was not sufficient information on the long term effects.

Councilman Steve Talt moved to direct San Marino's voting delegate to abstain from voting on the proposed resolution; seconded by Councilman Steven Huang. The motion carried 4-1 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, and Vice Mayor Richard Sun. NOES: Mayor Allan Yung.

NEW BUSINESS

18. STREET TREE POLICY

Interim City Manager presented the staff report.

Parks and Public Works Director Dan Wall gave an overview of the Street Tree Policies and Procedures.

Councilman Steve Talt had a question pertaining to Section 5.2 Utility Clearance Pruning within the Policy and the liability of the City.

Parks and Public Works Director Dan Wall stated that he would work with the City Attorney to make sure that the language in Section 5.2 does not assume any unnecessary liability for the City.

The following person(s) spoke:

Kelly Manning, San Marino

19. CITYWIDE WATERING SCHEDULE

Environmental Services Manager Ron Serven presented the staff report.

The following person(s) spoke:

Kelly Manning, San Marino

Mayor Allan Yung moved to direct staff as to come back at the October 12, 2016 Council meeting with a code amendment to modify Chapter 14, Article 16 of the City Code to provide flexibility as it relates to statewide watering requirements based on current drought conditions; 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.

PUBLIC HEARING

20. GENERAL PLAN AMENDMENT FOR THE PROPERTIES LOCATED AT 375, 415, 475, 825, 835, AND 2233 HUNTINGTON DRIVE

Planning and Building Director Aldo Cervantes presented the staff report.

Mayor Allan Yung opened the hearing for public comment.

The following person(s) spoke in favor of changing the zone to commercial:

Kristina Kropp, representing the 6 properties at 375, 415, 475, 825, 835, and 2233 Huntington Drive

Ronald Stein, owner of 375 Huntington Drive

Frank Haltom, 1396 Waverly Road

Tom Siciliano, representing the property at 375 Huntington Drive

Kris McNamara, owner of 835 Huntington Drive

Dennis Kneier, 1425 Hampton Road

Nico Tao, owner of 825 Huntington Drive

The following person(s) spoke in opposition of changing the zone to commercial:

Bill Payne, 1475 Avonrea Road (*also submitted written communication*)

Shirley Jagels, 1404 Wilson Avenue

Dave Lipps, 1555 Pasqualito Drive

Michelle Lumley, 420 Pilgrim Place (*submitted documents*)

Madison Lumley, 420 Pilgrim Place

Steve Lumley, 420 Pilgrim Place

Phelps Wood, 1433 St. Albans Road (*also submitted written communication*)

Richard Horns, 1281 Mill Lane (*also submitted written communication*)

Andrea Pott, 460 Pilgrim Place
Joyce Gatsoulis-Batnij, 2041 Lorain Road
Hector Gutierrez, 2235 Ridgeway Road
Linda Gutierrez, 2235 Ridgeway Road
Frederick Morris, 1335 Pasqualito Drive
Alyce Minsky, 2474 Sherwood Road
Dale Pederson, 2140 Lorain Road (*also submitted written communication*)
Paul Hittner, 2305 Los Robles Avenue (*also submitted written communication*)

Written communications were received from the following:

Eleanor Oakes, 2423 Sherwood Road
Michele Lumley, 420 Pilgrim Place
Luna & Glushon, attorneys representing property owners on Huntington Drive
("subject properties")
Thomas E. Rubbert, 543 Huntington Drive

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

Mayor Allan Yung moved to take no action on a General Plan amendment for the lots located at 2233 Huntington Drive, 375 Huntington Drive, 415 Huntington Drive, 475 Huntington Drive, 825 Huntington Drive, and 835 Huntington Drive and reaffirm the existing R-1 zoning and continue permitting the commercial properties to be used in compliance with their variances, and direct staff to clarify the land use designation map that the properties are being used commercially pursuant to an existing variance; seconded by Councilman Steven Huang. Following a roll call, the motion carried 3-2 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, and Mayor Allan Yung. NOES: Councilman Richard Ward and Vice Mayor Richard Sun.

Mayor Yung called for a recess at 8:55 p.m.

Mayor Yung reconvened the meeting at 9:00 p.m.

21. APPEAL OF THE PLANNING COMMISSION DECISION FOR CASE No. DRC15-99 AND DRC16-23, 1470 VIRGINIA ROAD (CHAN/TYLER)

Assistant Planner Eva Choi presented the staff report.

Mayor Allan Yung opened the hearing for public comment.

Appellant Shirley Jagels spoke in support of the appeal of the decision of the Planning Commission and urged the City Council to uphold the appeal (*submitted documents*).

Ms. Jagels also submitted a letter nominating the 1470 Virginia Road home for local historic landmark status.

Attorney Richard McDonald, representing the property owner, spoke in opposition to the appeal of the decision of the Planning Commission and urged the City Council to deny the appeal.

During the hearing, discrepancies between the submitted plans and the presentation provided by the architect were discovered pertaining to the basement floor plan layout.

Appellant Shirley Jagels provided a rebuttal to Mr. McDonald's comments.

Resident Joyce Gatsoulis-Batnij spoke in support of the appeal.

Resident Fran Benuska spoke in support of the appeal.

Resident Michele Lumley spoke in support of the appeal.

Written communications were received from the following:

Richard McDonald, representing the property owner of 1470 Virginia Road
Sandra Morris, 2545 Raleigh Drive
Elizabeth Slocum, 1290 Lorain Road
Shirley Jagels, 1404 Wilson Avenue

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

Councilman Steve Talt moved to continue this item to the October 12, 2016 Council meeting, and to place an item on the October 12, 2016 agenda with respect to the letter nominating the 1470 Virginia Road home for local historic landmark status; seconded by Councilman Steven Huang. Following a roll call, the motion carried 3-1-1 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, and Vice Mayor Richard Sun. NOES: Councilman Richard Ward. ABSTAIN: Mayor Allan Yung.

**22. APPEAL OF PLANNING COMMISSION DECISION FOR CASE No.
DRC15-107, 2630 LORAIN ROAD (TANG)**

Associate Planner Amanda Merlo presented the staff report.

Mayor Allan Yung opened the hearing for public comment.

Attorney Jimmy Gutierrez, representing the appellant/property owner, spoke in favor of the appeal of the decision of the Planning Commission and urged the City Council to uphold the appeal.

Resident Dale Pederson spoke in opposition to this appeal and requested Council to uphold the Planning Commission's decision. *(also submitted written communication)*

Resident Richard Haserot spoke in opposition of the appeal and asked the Council to deny the appeal. *(also submitted written communication)*

Resident Samuel Whitaker commented that the property owner can work with the Planning staff to resolve any issues and re-present the project.

Resident Strefan Fauble commented in favor of staff's recommendation to continue the project so the applicant can make further design modifications.

Resident John Ryan spoke in opposition of the appeal and asked the Council to deny the appeal.

Resident Gene Ruckh spoke in favor of allowing the applicant can make further design modifications.

Resident Alan Tsai spoke in favor of the appeal.

Resident Kevin Li spoke in favor of the appeal.

Resident Jennifer Giles stated that the submittal package is not complete and that there is a need for redesign of this project by a licensed architect.

Resident Shirley Jagels stated that the City needs to establish a policy to recognize historic resources in the community.

Attorney Jimmy Gutierrez provided a rebuttal to some of the previous comments.

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

Councilman Richard Ward moved to continue DRC15-107 to the meeting of October 12, 2016; seconded by Vice Mayor Richard Sun. Following a roll call, the motion failed 2-3 by the following vote: AYES: Councilman Richard Ward and Vice Mayor Richard Sun. NOES: Councilman Steven Huang, Councilman Steve Talt, and Mayor Allan Yung.

Councilman Steve Talt moved to deny the appeal and waive any new application fees and time limits if the applicant chooses to resubmit new plans to the Planning Department and ultimately to the Design Review Committee; seconded by Councilman Steven Huang. Following a roll call, the motion carried 3-2 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, and Mayor Allan Yung. NOES: Councilman Richard Ward and Vice Mayor Richard Sun.

23. RENEWAL OF WATER FRANCHISE WITH CALIFORNIA AMERICAN WATER COMPANY - ORDINANCE NO. O-16-1307 (SECOND READING)

Interim City Manager Cindy Collins presented the staff report.

Mayor Allan Yung opened the hearing for public comment.

Resident Gene Ruckh commented on whether there was an escape clause included in the agreement.

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

Councilman Richard Ward moved to adopt Ordinance No. O-16-1307 on second reading; 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.

WRITTEN COMMUNICATIONS

There were no written communications at this time.

COUNCIL REPORTS

Councilman Steve Talt reported attending the Stoneman meeting. Councilman Steve Huang reported attending the Huntington Drive Safe Streets Corridor meeting.

CITY MANAGER'S REPORT

The City Manager had nothing to report at this time.

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: foreign home buyers, pension bonds, the Huntington Library, and the Howard Jarvis Taxpayers Association (*submitted documents*).

ADJOURNMENT

The San Marino City Council adjourned at 11:50 p.m. to an adjourned regular meeting to be held on **FRIDAY, SEPTEMBER 30, 2016, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

VERONICA RUIZ, CMC
CITY CLERK

**MINUTES
ADJOURNED REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
SEPTEMBER 30, 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:

Cordelia Donnelly, San Marino, made comments regarding the codification of design guidelines and also commented on peer policing. She requested that her excellence in governance essay be shared publicly.

Dan Hodgkiss, San Marino business owner, commented on the Huntington Drive rehabilitation project that is currently taking place and stated that the construction is hurting his business.

Saul Roe, San Marino, commented on the lack of signage pertaining to road improvements and repairs. He also commented on traffic enforcement and proposed hiring part time parking and traffic enforcement staff. He further commented that the landscaping in the City should be contracted out to save money.

Michelle Lumley, San Marino, thanked the City Council for voting to keep the properties with the zoning discrepancies residential. She suggested a review of the City codes pertaining to building.

Miriam Nakamura-Quan, San Marino, commented on residential burglaries and requested regular police patrols in the neighborhood.

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 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.

STUDY SESSION

1. STONEMAN UPGRADES FOR ADA AND BUILDING CODE ENHANCEMENTS AND PRESCHOOL LICENSING

Assistant City Manager Lucy Garcia presented the staff report.

The following person(s) spoke in support:

Dennis Kneier, San Marino
David Lipps, San Marino (*submitted documents*)
Hal Suetsugu, San Marino

The following person(s) spoke in opposition:

Laurie Barlow, San Marino
Donald Deise, San Marino
Ken Ude, San Marino
Saul Roe, San Marino
Alan Ying, San Marino
Eugene Sun, San Marino
Shirley Jagels, San Marino

The following person(s) spoke in general:

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

Vice Mayor Richard Sun moved to direct staff to solicit proposals for the architectural drawings and return with the associated costs listed in the scope of work to ensure long-term use on Stoneman; seconded by Councilman Richard Ward. The motion carried 3-2 by the following vote: AYES: Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: Councilman Steven Huang, Councilman Steve Talt.

Councilman Steve Talt requested placing an item on the October 12, 2016 City Council agenda to discuss the creation of an ad hoc committee for the Recreation Department and the development of a business plan for Stoneman.

Mayor Yung called for a recess at 10:30 a.m.

Mayor Yung reconvened the meeting at 10:40 a.m.

2. DISCUSSION REGARDING THE CITY OF SAN MARINO'S WATER WISE CENTER MEDIAN PROJECT

Environmental Services Manager Ron Serven presented the staff report.

The following person(s) spoke:

Cordelia Donnelly, San Marino
Gene Ruckh, San Marino
Saul Roe, San Marino

Councilman Steve Talt moved to take no action; 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.

3. CONSIDERATION OF UNINHABITED PROPERTY ORDINANCE

Police Commander Richard Ward presented the staff report.

The following person(s) spoke:
Cordelia Donnelly, San Marino

Councilman Richard Ward moved to accept the Uninhabited Residential Property ordinance and have it placed on the October 12, 2016 agenda for first reading with the inclusion of fee language related to registration of uninhabited residential properties; seconded by Councilman Steven Huang. The motion carried 4-1 by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, and Mayor Allan Yung. NOES: Vice Mayor Richard Sun.

4. 2016 PAVEMENT MANAGEMENT SYSTEM UPDATE

Parks and Public Works Director Dan Wall introduced Margot Yapp, the consultant from NCE, who gave a presentation on the City's pavement management system.

The following person(s) spoke:
Saul Roe, San Marino

No action was taken at this time.

CONTINUED BUSINESS

5. REVIEW OF MAKING SAN MARINO BETTER LIST

Councilman Steven Huang proposed City Hall return to a 5 day work week and requested the item be placed on the Making San Marino Better List.

Councilman Steve Talt suggested placing the item on the list, with the understanding that the ad hoc committee is currently studying this matter and will be bringing their recommendation to the City Council in the near future.

Vice Mayor Richard Sun requested that an update be provided at the next Council meeting regarding Senate Bill 1069 and how that bill will affect second units.

It was the consensus of the Council to add cell towers to the Making San Marino Better List.

PUBLIC COMMENTS

The following person(s) spoke:

Gene Ruckh, San Marino, commented on interest rates and pensions (*submitted documents*).

CLOSED SESSION

The City Council recessed to Closed Session at 12:09 p.m. to:

6. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of Subdivision (d) of Section 54956.9-(2 cases)

7. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (§ 54956.9(A)):

Name of case: Case No. BS164087

RECONVENE TO OPEN SESSION

Council reconvened to open session at 12:31 p.m.

CLOSED SESSION REPORT

There was no reportable action.

ADJOURNMENT

The San Marino City Council adjourned at 12:32 p.m.

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
Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER

DATE: NOVEMBER 9, 2016

SUBJECT: **RESOLUTION NO. R-16-19 APPROVING THE SALARY AND BENEFITS SCHEDULES FOR MANAGEMENT, SUPERVISORY/CONFIDENTIAL, AND PART TIME EMPLOYEES AND RESCINDING RESOLUTION NOS. R-16-06, R-16-07, AND R-16-08.**

BACKGROUND

On October 12, 2016, the City Council approved staff's recommendations to rescind and replace Resolution No's R-16-06, R-16-07, and R-16-08 establishing the salary and benefits schedules for Management, Supervisory/Confidential and Part Time Employees. While there were no issues raised with staff's recommendations to approve the amended salary and benefits schedules, the Resolutions must be re-submitted at this time to correct a clerical oversight or to accommodate the establishment of Resolution No. R-16-19 to "officially" rescind and replace the previous Resolutions.

The following summarizes the Council's previous approvals relative to the salary and benefits schedules:

MANAGEMENT:

- Management salaries at the 55th percentile pursuant to a market survey.
- The addition of a Police Records Manager.
- Two percent (2%) cost of living increases each year in FY 2017-18 and FY 2018-19.
- Elimination of Fire Captains from the Management Schedule.
- A cost impact of \$173,230 over the three years (\$65,937 in FY 2016-17).
- Addition of Police Commanders.
- Elimination of the 50% use it or lose it restriction to allow employees (beginning June 26, 2016) to be eligible for the difference of 100% of their cafeteria benefit; however, any difference above 50% can only be placed in deferred compensation. Any employees hired on or after *October 12, 2016* will be required to place all of the benefit in deferred compensation if they don't utilize it. *NOTE: The date of hire for 100% in deferred compensation requirement was changed from June 26, 2016 to October 12, 2016, because similar to the San Marino City Employees' Association contract, there were new hires between June 26 and October 12; consequently, only the 50% option was known at that time. See Medical and Other Health Benefits Sections of the Salary and Benefits Schedule.*

SUPERVISORY:

- Supervisory/ Confidential salaries at the 55th percentile pursuant to a market survey.
- The elimination of a Police Records Supervisor.

- Two percent (2%) cost of living increases each year in FY 2017-18 and FY 2018-19.
- A cost impact of \$100,945 over the three years (\$50,907 in FY 2016-17).
- Elimination of the 50% use it or lose it restriction to allow employees (beginning June 26, 2016) to be eligible for the difference of 100% of their cafeteria benefit; however, any difference above 50% can only be placed in deferred compensation. Any employees hired on or after *October 12, 2016* will be required to place all of the benefit in deferred compensation if they don't utilize it. *NOTE: The date of hire for 100% in deferred compensation requirement was changed from June 26, 2016 to October 12, 2016, because similar to the San Marino City Employees' Association contract, there were new hires between June 26 and October 12; consequently, only the 50% option was known at that time. See Medical and Other Health Benefits Sections of the Salary and Benefits Schedule.*

PART TIME:

- Minimum wage adjustments in January 2017.
- Recreation Manager and Account Clerk rates updated.
- Introduction of Librarian II rates.

FISCAL IMPACT

There are no fiscal costs associated with the establishment of Resolution 16-19 and Council's approval thereof. The fiscal impacts representing each of the labor areas were previously discussed with the City Council and were incorporated into the 2016-17 Fiscal Year Budget.

RECOMMENDATION

If Council concurs, the appropriate action would be:

“A motion to approve Resolution No. 16-19 approving the Salary and Benefits Schedules for Management, Supervisory/ Confidential, and Part Time Employees and rescinding Resolution Nos. R-16-06, R-16-07, and R-16-08.”

Attachments: Resolution No. R-16-19
 Management Salary and Benefits Schedule
 Supervisory/Confidential Salary and Benefits Schedule
 Part Time Rate Schedule

RESOLUTION NO. R-16-19

A RESOLUTION OF THE CITY OF SAN MARINO, CALIFORNIA APPROVING THE SALARY AND BENEFITS SCHEDULES FOR MANAGEMENT, SUPERVISORY/CONFIDENTIAL, AND PART TIME EMPLOYEES AND RESCINDING RESOLUTION NOS. R- 16-06, R-16-07, AND R-16-08

WHEREAS, on October 12, 2016, the City Council rescinded and replaced Resolution No.'s R-16-06, R-16-07, and R-16-08 adopted on June 8, 2016 establishing the salary and benefits schedules for Management, Supervisory/Confidential and Part Time Employees; and

WHEREAS, as a result of necessary amendments to the salary and benefits schedules, Resolution R-16-19 must be established to formally rescind and replace Resolutions R-16-06, R-16-07, and R-16-08; and

WHEREAS, the Council has authorized the amendments and monies in the budget to allow for the implementation of Resolution R-16-19, which replaces Resolutions R-16-06, R-16-07, and R-16-08; and

WHEREAS, Section 02.05.01(A) of the City Code provides that salary and benefits plans for employees are a part of the City's personnel rules and regulations when approved by resolution of the City Council; and

WHEREAS, Section 02.05.01(D) provides that the City Manager prepare salary and benefit schedules for presentation to the City Council; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Marino, California as follows:

SECTION 1. That the "Management Employees Salary and Benefit Schedule" dated June 26, 2016 to June 22, 2019; the Supervisory/Confidential Salary and Benefits Schedule dated June 26, 2016 to June 22, 2019; and the Part Time Rate Schedule dated June 26, 2016, as attached hereto, and made a part hereof shall be adopted as the salary and benefit schedules for Management, Supervisory, and Part Time employees in the City of San Marino.

SECTION 2. That the "Management, Supervisory/Confidential, and Part Time Employees' Salary and Benefit Schedules" shall become a part of the City's personnel rules and regulations.

PASSED, APPROVED, AND ADOPTED this 9th day of November, 2016.

DR. ALLAN YUNG, MAYOR

ATTEST:

VERONICA RUIZ, CMC
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN MARINO)

I HEREBY CERTIFY that the foregoing Resolution No. R-16-19 was adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on the 9th day of November 2016, by the following vote:

AYES :
NOES :
ABSENT :
ABSTAIN :

VERONICA RUIZ, CMC
CITY CLERK

MANAGEMENT EMPLOYEES
SALARY AND BENEFITS SCHEDULE
PERIOD COVERING
JUNE 26, 2016 THROUGH JUNE 22, 2019

SECTION 1. INTRODUCTION

This salary and benefit schedule shall represent the compensation program provided to management employees of the City of San Marino for the period June 26, 2016 through June 22, 2019.

SECTION 2. SALARY

The following shall be the salary ranges for management employees:

Effective June 26, 2016

<u>CLASSIFICATION</u>	<u>RANGE</u>
<i>EXECUTIVE MANAGERS:</i>	
Finance Director	\$10,588- \$13,449
Assistant City Manager	\$10,980- \$13,947
Chief of Police	\$11,786- \$15,277
Fire Chief*	\$10,884- \$14,210*
Planning and Building Director	\$9,437- \$11,933
Community Services Director	\$9,437- \$11,933
Parks and Public Works Director/City Engineer	\$10,726- \$13,616
<i>GENERAL MANAGERS:</i>	
Fire Division Chief	\$9,898- \$12,565
Public Works Division Manager	\$7,494- \$9,363
Environmental Services Manager	\$6,973- \$8,714
Police Commander	\$10,259- \$13,024
Police Captain	\$9,898- \$12,565
Police Lieutenant	\$8,759- \$11,187
Police Records Manager	\$6,052- \$8,193
City Clerk	\$7,820- \$9,540
Recreation Manager	\$7,501- \$9,352
City Librarian	\$7,501- \$9,352

Effective June 25, 2017 (2%)

<u>CLASSIFICATION</u>	<u>RANGE</u>
<i>EXECUTIVE MANAGERS:</i>	
Finance Director	\$10,800- \$13,718
Assistant City Manager	\$11,200- \$14,226
Chief of Police	\$12,022- \$15,583
Fire Chief*	\$11,102- \$14,494*
Planning and Building Director	\$9,626- \$12,172
Community Services Director	\$9,626- \$12,172
Parks and Public Works Director/City Engineer	\$10,941- \$13,888

GENERAL MANAGERS:

Fire Division Chief	\$10,096- \$12,816
Public Works Division Manager	\$7,644- \$9,550
Environmental Services Manager	\$7,112- \$8,888
Police Commander	\$10,464- \$13,284
Police Captain	\$10,096- \$12,816
Police Lieutenant	\$8,934- \$11,411
Police Records Manager	\$6,173- \$8,357
City Clerk	\$7,976- \$9,731
Recreation Manager	\$7,651- \$9,539
City Librarian	\$7,651- \$9,539

Effective June 24, 2018 (2%)**CLASSIFICATION****RANGE****EXECUTIVE MANAGERS:**

Finance Director	\$11,016- \$13,992
Assistant City Manager	\$11,424- \$14,511
Chief of Police	\$12,261- \$15,895
Fire Chief*	\$11,324- \$14,784
Planning and Building Director	\$9,819- \$12,415
Community Services Director	\$9,819- \$12,415
Parks and Public Works Director/City Engineer	\$11,159- \$14,166

GENERAL MANAGERS:

Fire Division Chief	\$10,298- \$13,073
Public Works Division Manager	\$7,797- \$9,741
Environmental Services Manager	\$7,254- \$9,066
Police Commander	\$10,674- \$13,550
Police Captain	\$10,298- \$13,072
Police Lieutenant	\$9,113- \$11,639
Police Records Manager	\$6,296- \$8,524
City Clerk	\$8,136- \$9,926
Recreation Manager	\$7,804- \$9,730
City Librarian	\$7,804- \$9,730

*NOTE: The Fire Chief shall be eligible for Special Assignment Pay as a result of the Tri City Fire Command Agreement. Special Assignment Pay is at the City Manager's discretion and subject to Council approval.

Management employees promoted to their position from within City employment shall receive at least a five percent (5%) salary increase. Management employees appointed from outside City employment shall receive a salary at the level approved by the City Manager.

Management employees shall be eligible for a merit increase within their appropriate salary range following their initial probationary period, and each twelve (12) months thereafter, following an evaluation of the employee by the City Manager.

Employees with unsatisfactory performance shall not receive a merit increase or any other salary increase granted by the City Council, including cost of living adjustments.

Management employees appointed to a position from outside the City may be paid at a salary range higher than those indicated in this Section upon recommendation of the City Manager and approval of the

City Council.

The technology allowance for management employees may be up to \$200 per month, at the City Manager's discretion.

SECTION 3. VEHICLE USE

Management employees required to use their own vehicles for City business may be reimbursed for mileage at the rate established by the Internal Revenue Service.

The following positions may be assigned City vehicles, with the approval of the City Manager, for their use due to the unique nature of these positions and their responsibility at any and all times to be called upon to respond to emergency situations:

Police Chief
Police Commander
Police Captain
Police Lieutenant
Fire Chief
Fire Division Chief
Parks and Public Works Director/City Engineer
Parks and Public Works Manager

The City will provide all maintenance upkeep, fuels, and insurance on the assigned City vehicle. Personal use of the assigned City vehicle beyond commuting from home to work and work to home is prohibited, except during those times when the employee is on call during which time the employees personal use is limited to the local area. Any employee issued a City vehicle agrees to hold the City harmless to waive all rights to seek damages for injury to him/herself for personal use of the vehicle. The waiver shall be prepared by the City.

Assignment of a City vehicle may be revoked or modified by the City Council or City Manager or respective department manager without recourse by the employee.

SECTION 4. RETIREMENT

Employees shall pay the full amount of the employee's seven percent (7%) contribution for non-public safety managers and nine percent (9%) for public safety managers to the California Public Employees Retirement System. Police managers hired after November 18, 2012, shall pay seven percent (7%) contribution to the California Public Employees Retirement System. Employees hired on or after January 1, 2013 shall pay 6.5% for non-public safety managers and 10.25% for Police safety managers (or half of the normal costs of the employee's contribution) to the California Public Employees Retirement System. Fire safety managers hired after October 6, 2013, the employees shall pay 10.25% of the employee's share to the California Public Employees Retirements System (or half of the normal costs of the employee's contribution). The contribution shall be reported as being those of the affected employee so they will be credited to the particular employee's account with P.E.R.S. The retirement program shall be the same as for general or public safety employees of the City, as applicable.

Classic Management employees (hired prior to July 1, 2012) (not public safety) shall be eligible to retire 2% at 55 upon the single highest compensation for the retiring employee. Management employees

(except for public safety employees which are subject to their established P.E.R.S. retirement benefit) hired on or after July 1, 2012, shall be eligible to retire under the 2% at 60 formula based on highest average annual pensionable compensation earned during the last three years. Pursuant to Pension Reform Act, non-public safety employees hired on or after January 1, 2013 shall be eligible to retire 2% at 62 based on highest average pensionable compensation earned during the last three years.

SECTION 5. MEDICAL AND OTHER HEALTH BENEFITS

(a) **FLEXIBLE MEDICAL BENEFITS.** Effective February 1, 2009 the City of San Marino commenced participation in the Public Employees' Medical and Hospital Care Act, Government Code Sections 22750 et. seq. The employer contribution for annuitants shall at all times equal employer contribution paid for active employees. Medical benefits shall be under the P.E.R.S. medical program.

(b) **OTHER HEALTH BENEFITS.** The City shall make available to current employees group dental, vision and life insurance and long term disability insurance programs, for as long as employee participation permits such programs to be provided. Employees may join or remove themselves or their dependents from participation in any program once annually. The City shall notify employees of the join/remove period by providing a notice with payroll at least three (3) weeks prior to the time period.

(c) **EMPLOYEE PARTICIPATION.** All employees shall be covered under the P.E.R.S. medical program, except as provided for herein. The employee may select from the P.E.R.S. plans which health program is best for the employee's family once annually. Employees may modify their dependent medical coverage under the P.E.R.S. health plan as permitted by the insurance company. Should the program cost more than the City's contribution provided in this Article, the City shall deduct the additional funds from the employee's paycheck to pay the difference.

(d) **CITY CONTRIBUTION.** The City's contribution is established at two-hundred seventy-five dollars (\$275.00) per month per annuitant and active employee. This monthly contribution shall only increase as required by the Board of Administration of the Public Employees' Retirement System or the State Legislature, as set forth in Government Code Section 22892.

The City of San Marino will establish a flexible floating fringe benefit pool ("FFBP") for currently active employees. This "FFBP" shall not be used by any current annuitants or future annuitants. The purpose of the "FFBP" is to provide current active employees with additional health insurance, life insurance, vision insurance and dental insurance. The City of San Marino shall contribute a flat rate of nine hundred and twenty five dollars (\$925.00) per month on behalf of each currently active employee to the "FFBP".

Should the employee select a program which is less than the City's current contribution, employees hired prior to July 1, 2012, the difference may be placed in a deferred compensation plan provided by the City for each dollar remaining or receive the entire "FFBP" allotment of \$1,200.00 in cash, less applicable taxes. Said cash out, shall not be compensable to CalPERS as salary pursuant to California Code of Regulations Chapter 2, Article 5, Section 571 (2CCR571).

For employees hired on or after July 1, 2012, should the employee select a program which is less than the City's current contribution, the employee shall be eligible to cash out, or place in deferred compensation the difference of 50%; they may continue to do so with the same amounts in effect June 25, 2016. Said 50% of the cash out shall not be compensable to CalPERS as salary pursuant to the California Code of Regulations Chapter 2, Article 5, Section 571 (2CCR571). Effective June 26, 2016, those employees are eligible for 100% of the difference; however, this additional FFBP may only be placed in

deferred compensation. Employees hired on or after October 12, 2016 will be required to place all FFBP in deferred compensation if not utilized.

In the event that the "FFBP" fails to cover the actual costs of the additional health insurance, life insurance, vision insurance, and dental insurance, the individual employee shall pay the difference.

If an employee is able to provide proof of coverage under a spouse's or other health insurance plan, the employee need not obtain health insurance under the City's provided P.E.R.S. medical program. All employees electing not to participate in the City's P.E.R.S. medical program shall be required to:

1. Submit adequate written proof of medical coverage;
2. Provide the City with no less than thirty (30) days written notice before any such medical coverage is canceled; and
3. Execute a liability and hold harmless release form removing the City from all liability resulting from medical coverage or the lack thereof.

(e) **RETIREE PARTICIPATION.** Retirees, who have retired under a P.E.R.S. retirement program after a minimum of five (5) years of full-time employment with the City or who have been authorized by the City Manager, shall be eligible to participate in the P.E.R.S. medical program, the dental program and the vision plan provided by the City for current employees as provided in this Article.

Retirees and their dependents shall be eligible to remain in the P.E.R.S. medical program for as long as they shall meet the requirements of said program. Retirees shall be eligible to participate in the other health programs provided for herein until they reach the age of sixty-five (65). Retirees may carry dependent coverage under the health programs (other than P.E.R.S. medical) provided for herein until the dependent reaches the age of sixty-five (65).

Retirees shall be provided \$275 per month, to be used for payment toward the medical and health benefits contained herein. If a retiree selects a program(s) in excess of the amount provided by the City, the Retiree shall be responsible for paying the balance due. Should the retiree select a program(s) costing less than the amount provided by the City or elect not to have any coverage, the employee shall have no rights to the balance available.

Each August 1st thereafter, the City shall increase the contribution available to retirees by the amount required by the P.E.R.S. medical program.

SECTION 7. HOLIDAYS

All management employees shall be entitled to the following eleven (11) holidays as days off with pay:

New Year's Day
President's Day
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving

Christmas Eve
Christmas Day
New Year's Eve

SECTION 8. SICK LEAVE

Sick leave shall be used solely for:

- Diagnosis, care or treatment of an existing health condition or preventative care for an employee or an employee's family member(s). Family member includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.
- To obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking as described in Labor Code Section 230(c) and 230.1(a).

In the event an employee experiences a catastrophic illness, the employee may be credited donated sick leave hours from other employees' sick leave accruals upon prior approval of the City Manager. The employee must first exhaust all their sick and vacation leave prior to receiving any sick leave donation.

Each employee shall accrue five (5) hours of sick leave time at the end of each pay period not to exceed ten (10) hours per month, up to a maximum of two-hundred and forty (240) hours. Upon reaching the maximum accrual allowed, accrued hours received above the maximum shall be placed in a "bank," only to be used in the event of a catastrophic illness with the approval of the City Manager.

An employee shall submit a "Leave Request" form to the City Manager no less than twenty-four (24) hours prior to taking sick leave for pre-scheduled medical appointments. An employee who has been absent from work due to illness shall complete a "Leave Request" form on the day he/she returns to work indicating the date, times and nature of illness.

Newly hired employees shall receive sixty (60) hours of sick leave time on the date of initial hire as an advance for accruals, and shall be eligible to begin the monthly accrual provided for herein beginning the first day of the month following completion of six (6) months of employment.

Employees leaving employment with the City for any reason within the first six (6) months of employment, having received an advance for accruals of sick leave time and having used said sick leave time at a rate greater than ten (10) or twelve (12) hours as applicable of sick leave time off for each month of actual employment during the six (6) month period of the advance, shall have the amount of sick leave time off in excess of ten (10) or twelve (12) hours per month deducted from the employee's final payroll on an hour for hour basis at the employee's hourly salary rate at the time of separation.

No portion of this Section shall be deemed to prevent an employee from utilizing other accrued leave time for the purpose of medical or sick leave.

Management employees may elect to cash out sick leave balances in excess of 160 hours at a rate of .50 on the dollar at their regular hourly rate of pay. Employees must maintain a minimum of 160 hours of sick leave in order to be compensated. Accruals will be based on balances during the last pay period of each fiscal year covered by the contract. Employees shall have no vested rights in the accrued sick leave time upon termination with the City.

SECTION 9. BEREAVEMENT LEAVE

On the death of a member of an employee's immediate family; meaning spouse, natural or adopted child, step-child, grandchild, brother, sister, parent, grandparent, parent-in-law, brother-in-law or sister-in-law, step-parent, step-brother, step-sister, or other relative living in the same household, the employee shall be granted bereavement leave as follows:

- (a) If the death occurred within a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to three (3) days bereavement leave.
- (b) If the death occurred outside a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to five (5) days bereavement leave.

Upon request, the City Manager may grant paid bereavement leave in excess of the leave provided herein.

SECTION 10. VACATION LEAVE

All management employees, , shall accrue vacation leave in accordance with the following formula:

- (a) 7.5 hours for each month during the first (1st) through fifth (5th) year of employment (90.0 hours annually).
- (b) 8.0 hours for each month during the sixth (6th) year of employment (96.0 hours annually).
- (c) 9.0 hours for each month during the seventh (7th) year of employment (108.0 hours annually).
- (d) 9.5 hours for each month during the eighth (8th) year of employment (114.0 hours annually).
- (e) 10.0 hours for each month during the ninth (9th) through the fourteenth (14th) year of employment (120.0 hours annually).
- (f) 11.5 hours for each month during the fifteenth (15th) through the nineteenth (19th) year of employment (138 hours annually).
- (g) 13.5 hours for each month during the twentieth (20th) through the twenty-fifth (25th) year of employment (162.0 hours annually).
- (h) 15.0 hours for each month beginning with the twenty-sixth (26th) year of employment (180.0 hours annually).

Vacation leave shall be deemed as having been accrued by the employee only at the end of the pay period in which the employee was in the service of the City. If employment begins prior to the fifteenth (15th) of the month, vacation leave shall be accrued for that month. If employment begins after the fifteenth (15th) of the month vacation leave shall be accrued beginning with the first (1st) day of the following month. If termination occurs prior to the sixteenth (16th) day of the month no vacation leave shall be accrued for that month.

Accrual at the next highest incremental rate shall begin at the end of the first pay period ending after the employee's anniversary date of original employment with the City, regardless of any promotions or

demotions. If the anniversary date is the first (1st) of the month the higher rate shall be credited for that month. If the anniversary date is the sixteenth (16th) of the month the higher rate shall begin with the first (1st) day of the following month.

Management employees shall be eligible to accrue a maximum of two (2) times the annual vacation leave for which the employee is eligible pursuant to this Section. Vacation leave in excess of the maximum accrual shall be compensated on the regular payroll following the month in which the maximum accrual was attained at the hourly rate pay in effect in the month of accrual. Accrual in excess of the maximum permitted herein may be granted by the City Manager if special circumstances so warrant.

SECTION 11. ADMINISTRATIVE LEAVE

Management employees shall be eligible for administrative leave in recognition of the additional hours required in performance of their duties. Administrative leave shall be taken only upon the approval of the City Manager. Administrative leave shall be accrued at the end of the first pay period beginning after July 1st of each year and shall not be carried beyond the fiscal year in which it is accrued, and remaining administrative leave time shall not be compensated.

Management employees may accrue up to eighty 80 hours of administrative leave annually at the discretion of the Department Head or City Manager.

SECTION 12. OTHER LEAVES OF ABSENCE

Management employees may be eligible for absence without pay for periods of up to thirty (30) days upon approval of the City Manager.

Management employees may be eligible for absence with or without pay for a period of not more than one (1) year upon approval of the City Manager and the City Council.

SECTION 13. PROBATION UPON APPOINTMENT

All management employees shall be subject to a six (6) month probationary period following their appointment to a management position, unless extended further by the City Manager.

SECTION 14. UNIFORMS

Management employees required to wear a uniform regularly as part of their duties for the City shall have the uniforms provided by the City. Fire Division Chiefs shall be provided the sum of \$200 each year for maintenance of regular fire uniforms.

The Parks & Public Works Division Manager shall be provided the sum of \$100 each year for replacement of work boots.

SECTION 15. RETIREMENT HEALTH SAVINGS PLAN

The City agrees to sponsor a Retirement Health Savings Plan (RHS), pursuant to the employee group agreeing on contributions and meeting the RHS plan criteria.

At this time, mid-managers (non-public safety) have not elected to form a RHS group.

The Executive Managers portion of this group (non-public safety) has elected to consolidate for the purposes of forming a Retirement Health Savings Plan, which requires the Executive members to deposit one hundred percent (100%) of excess vacation as accrued by paycheck and one hundred percent (100%) of sick leave cash out of time above the required balance of 160 hours at the end of the fiscal year.

Fire Managers have elected to participate in RHS, requiring 100% of excess sick leave payout on annual basis (above 160 hours); 100% of excess vacation payout as accrued (by paycheck); 100% of vacation payout upon separation of service; and 100% of holiday pay on annual basis.

Police Managers have elected to participate in RHS, requiring 3% of earning for the plan (effective July 1, 2011) and 100% of sick leave cash out at the end of the fiscal year (above 160 hours).

**SUPERVISORY/CONFIDENTIAL EMPLOYEES
SALARY AND BENEFITS SCHEDULE
PERIOD COVERING
JUNE 26, 2016 THROUGH JUNE 22, 2019**

SECTION 08.01 INTRODUCTION

This salary and benefit schedule shall represent the compensation program provided to Supervisory/Confidential employees of the City of San Marino for the period June 26, 2016 through June 22, 2019.

SECTION 08.02 SALARY

The following shall be the salary ranges for Supervisory/Confidential employees:

<u>EFFECTIVE JUNE 26, 2016</u>	
<u>CLASSIFICATION</u>	<u>RANGE</u>
<u>Exempt</u>	
Senior Planner	\$6,343- \$7,866
Recreation Supervisor	\$5,735- \$7,103
<u>Non-Exempt</u>	
Administrative Analyst	\$5,020-- \$6,124
Administrative Assistant	\$4,275-- \$5,225
Associate Planner	\$5,346- \$6,526
Assistant Planner	\$4,924- \$6,008
Code Compliance Coordinator	\$4,874-- \$6,022
Executive Secretary	\$4,070-- \$4,965
Police Records Clerk	\$3,952-- \$4,820
Accountant I	\$4,369-- \$5,352

<u>EFFECTIVE JUNE 25, 2017 (2%)</u>	
<u>CLASSIFICATION</u>	<u>RANGE</u>
<u>Exempt</u>	
Senior Planner	\$6,470- \$8,023
Recreation Supervisor	\$5,848- \$7,245
<u>Non-Exempt</u>	
Administrative Analyst	\$5,120- \$6246
Administrative Assistant	\$4,361- \$5,330
Associate Planner	\$5,453- \$6,657
Assistant Planner	\$5,022- \$6,128
Code Compliance Coordinator	\$4,971- \$6,142
Executive Secretary	\$4,151- \$5,064
Police Records Clerk	\$4,031- \$4,916
Accountant I	\$4,456- \$5,459

<u>EFFECTIVE JUNE 24, 2018 (2%)</u>

<u>CLASSIFICATION</u>	<u>RANGE</u>
<u>Exempt</u>	
Senior Planner	\$6,599- \$8,183
Recreation Supervisor	\$5,965- \$7,390
<u>Non-Exempt</u>	
Administrative Analyst	\$5,222- \$6,371
Administrative Assistant	\$4,448- \$5,437
Associate Planner	\$5,562- \$6,790
Assistant Planner	\$5,122- \$6,251
Code Compliance Coordinator	\$5,070- \$6,265
Executive Secretary	\$4,234- \$5,165
Police Records Clerk	\$4,112- \$5,014
Accountant I	\$4,545- \$5,568

Supervisory/Confidential employees promoted to their position from within City employment shall receive a salary at the step within the appropriate range, which shall provide at least a five percent (5%) salary increase. Supervisory/Confidential employees appointed from outside City employment shall receive a salary at the step approved by the City Manager.

Supervisory/Confidential employees shall be eligible for a merit increase within their appropriate salary range following their initial probationary period, and each twelve (12) months thereafter, following an evaluation of the employee by the immediate supervisor and approval by the Department Head.

Employees with unsatisfactory performance shall not receive a merit increase or any other salary increase granted by the City Council, including cost of living adjustments.

SECTION 08.03 TUITION REIMBURSEMENT

With the approval of the Department Head and City Manager, Supervisory/Confidential employees may receive reimbursement of tuition, books, and other fees incurred in the completion of college course work relating to their city employment. The amount to be reimbursed is to be determined by the Department Head, and is subject to City Manager approval, pending availability of funds.

SECTION 08.04 RETIREMENT

Employees shall pay the seven percent (7%) of the employee's contribution to the California Public Employees Retirement System. Employees hired on or after January 1, 2013 shall pay 6.5% or half of non-Classic normal costs of the employee's contribution to the California Public Employees Retirement System. The contribution shall be reported as those of the affected employees so they will be credited to the particular employee's account with P.E.R.S. The retirement program shall be the same as for general or public safety employees of the City, as applicable.

Classic employees (hired prior to July 1, 2012) shall be eligible to retire 2% at 55 upon

the single highest year compensation for the retiring employee. Employees hired on or after July 1, 2012 shall be eligible to retire under the 2% at 60 formula based on highest average annual pensionable compensation earned during the last three years. Pursuant to the Pension Reform Act, employees hired on or after January 1, 2013 shall be eligible to retire at 2% at 62 based on highest average annual pensionable compensation earned during the last three years.

SECTION 08.05 MEDICAL AND OTHER HEALTH BENEFITS

(a) **FLEXIBLE MEDICAL BENEFITS.** Effective February 1, 2009 the City of San Marino commenced participation in the Public Employees' Medical and Hospital Care Act, Government Code Sections 22750 et. Seq. The employer contribution for annuitants shall at all times equal employer contribution paid for active employees. Medical benefits shall be under the P.E.R.S. medical program.

(b) **OTHER HEALTH BENEFITS.** The City shall make available to current employees group dental, vision and life insurance and long term disability insurance programs, for as long as employee participation permits such programs to be provided. Employees may join or remove themselves or their dependents from participation in any program once annually. The City shall notify employees of the join/remove period by providing a notice with payroll at least three (3) weeks prior to the time period.

(c) **EMPLOYEE PARTICIPATION.** All employees shall be covered under the P.E.R.S. medical program, except as provided for herein. The employee may select from the P.E.R.S. plans which health program is best for the employee's family once annually. Employees may modify their dependent medical coverage under the P.E.R.S. health plan as permitted by the insurance company. Should the program cost more than the City's contribution provided in this Article, the City shall deduct the additional funds from the employee's paycheck to pay the difference.

(d) **CITY CONTRIBUTION.** The City's contribution is established at one hundred seventy five (\$175.00) per month per annuitant and active employee. This monthly contribution shall only increase as required by the Board of Administration of the Public Employees' Retirement System or the State Legislature, as set forth in Government Code Section 22892.

The City of San Marino will establish a flexible floating fringe benefit pool ("FFBP") for currently active employees. This "FFBP" shall not be used by any current annuitants or future annuitants. The purpose of the "FFBP" is to provide currently active employees with additional health insurance, life insurance, vision insurance and dental insurance. The City of San Marino shall contribute a flat rate of one thousand and twenty five dollars (\$1,025.00) per month on behalf of each currently active employee to the "FFBP".

Should the employee select a program which is less than the City's current contribution, employees hired prior to February 26, 2012 are eligible to place the difference in a deferred compensation plan provided by the City for each dollar remaining or receive the entire "FFBP" allotment of \$1,200 in cash, less applicable taxes. Said cash out, shall not be compensable to CalPERS as salary pursuant to California Code of Regulations Chapter 2, Article 5, Section 571

(2CCR571).

For employees hired on or after February 26, 2012, should the employee select a program which is less than the City's current contribution, the employee shall be eligible to cash out, or place in deferred compensation the difference of 50%; they may continue to do so with the same amounts in effect June 25, 2016. Said 50% of the cash out shall not be compensable to CalPERS as salary pursuant to the California Code of Regulations Chapter 2, Article 5, Section 571 (2CCR571). Effective June 26, 2016, those employees are eligible for 100% of the difference; however, this additional FFBP may only be placed in deferred compensation. Employees hired after on or after October 12, 2016 will be required to place all FFBP in deferred compensation if not utilized.

In the event the FFBP fails to cover the actual costs of the additional health insurance, life insurance, vision insurance, and dental insurance, the individual employee shall pay the difference.

If an employee is able to provide proof of coverage under a spouse's or other health insurance plan, the employee need not obtain health insurance under the City's provided P.E.R.S. medical program. All employees electing not to participate in the City's P.E.R.S. medical program shall be required to:

1. Submit adequate written proof of medical coverage;
2. Provide the City with no less than thirty (30) days written notice before any such medical coverage is canceled; and
3. Execute a liability and hold harmless release form removing the City from all liability resulting from medical coverage or the lack thereof.

Section 8.06. RETIREE PARTICIPATION

Retirees shall be provided \$175 per month to be used for payment toward the medical and health benefits contained herein. If a retiree selects a program(s) in excess of the amount provided by the City, the Retiree shall be responsible for paying the balance due. Should the retiree select a program(s) costing less than the amount provided by the City, the employee shall have no rights to the balance available.

Each August 1st thereafter, the City shall increase the contribution available to retirees by the amount required by the P.E.R.S. medical program.

SECTION 08.07 HOLIDAYS

All Supervisory/Confidential employees shall be entitled to the following holidays as days off with pay:

New Year's Day
President's Day
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day

Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

SECTION 08.08 SICK LEAVE

Sick leave shall be used solely for:

- Diagnosis, care or treatment of an existing health condition or preventative care for an employee or an employee's family member(s). Family member includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent.
- To obtain relief or services related to being a victim of domestic violence, sexual assault, or stalking as described in Labor Code Section 230(c) and 230.1(a).

In the event an employee experiences a catastrophic illness, the employee may be credited donated sick leave hours from other employees' sick leave accruals upon prior approval of the City Manager. The employee must first exhaust all their sick and vacation leave prior to receiving any sick leave donation on use of catastrophic leave.

Each employee shall accrue five (5) hours of sick leave time at the end of each pay period, not to exceed 10 hours per month, up to a maximum of two-hundred and forty (240) hours. Upon reaching the maximum accrual allowed, accrued hours received above the maximum shall be placed in a "bank," only to be used in the event of a catastrophic illness with the approval of the City Manager. In addition, this catastrophic leave cannot be converted to PERS service credit upon retirement.

An employee shall submit a "Leave Request" form to the Department Head no less than twenty-four (24) hours prior to taking sick leave for pre-scheduled medical appointments. An employee who has been absent from work due to illness shall complete a "Leave Request" form on the day he/she returns to work indicating the date, times and nature of illness.

Newly hired employees shall receive sixty (60) hours of sick leave time on the date of initial hire as an advance for accruals, and shall be eligible to begin the monthly accrual provided for herein beginning the first day of the month following completion of six (6) months of employment.

Employees leaving employment with the City for any reason within the first six (6) months of employment, having received an advance for accruals of sick leave time and having used said sick leave time at a rate greater than ten (10) or twelve (12) hours as applicable, of sick leave time off for each month of actual employment during the six (6) month period of the advance, shall have the amount of sick leave time off in excess of ten (10) or twelve (12) hours as applicable, hours per month deducted from the employee's final payroll on an hour for hour basis at the employee's hourly salary rate at the time of separation.

No portion of this Section shall be deemed to prevent an employee from utilizing other

accrued leave time for the purpose of medical or sick leave.

Supervisory/Confidential employees may elect to cash out sick leave balances in excess of 160 hours at a rate of .50 on the dollar at their regular hourly rate of pay. Employees must maintain a minimum of 160 hours of sick leave in order to be compensated. Accruals will be based on balances during the last pay period of each fiscal year covered by the contract. Employee shall have no vested rights in the accrued sick leave time upon termination with the City.

SECTION 08.09 BEREAVEMENT LEAVE

On the death of a member of an employee's immediate family; meaning spouse, natural or adopted child, step-child, grandchild, brother, sister, parent, grandparent, parent-in-law, brother-in-law or sister-in-law, step-parent, step-brother, step-sister, or other relative living in the same household, the employee shall be granted bereavement leave as follows:

- (a) If the death occurred within a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to three (3) days bereavement leave.
- (b) If the death occurred outside a two hundred (200) mile radius of the City of San Marino, the employee shall be granted up to five (5) days bereavement leave.

Upon request, the City Manager may grant paid bereavement leave in excess of the leave provided herein.

SECTION 08.10 VACATION LEAVE

All Supervisory/Confidential employees shall accrue vacation leave in accordance with the following formula:

- (a) 7.5 hours for each month during the first (1st) through fifth (5th) year of employment (90.0 hours annually).
- (b) 8.0 hours for each month during the sixth (6th) year of employment (96.0 hours annually).
- (c) 9.0 hours for each month during the seventh (7th) year of employment (108.0 hours annually).
- (d) 9.5 hours for each month during the eighth (8th) year of employment (114.0 hours annually).
- (e) 10.0 hours for each month during the ninth (9th) through the fourteenth (14th) year of employment (120.0 hours annually).
- (f) 11.5 hours for each month during the fifteenth (15th) through the nineteenth (19th)

year of employment (138 hours annually).

- (g) 13.5 hours for each month during the twentieth (20th) through the twenty-fifth (25th) year of employment (162.0 hours annually).
- (h) 15.0 hours for each month beginning with the twenty-sixth (26th) year of employment (180.0 hours annually).

Vacation leave shall be deemed as having been accrued by the employee only at the end of the pay period in which the employee was in the service of the City. If employment begins prior to the fifteenth (15th) of the month, vacation leave shall be accrued for that month. If employment begins after the fifteenth (15th) of the month vacation leave shall be accrued beginning with the first (1st) day of the following month. If termination occurs prior to the sixteenth (16th) day of the month no vacation leave shall be accrued for that month.

Accrual at the next highest incremental rate shall begin at the end of the first pay period beginning after the employee's anniversary date of original employment with the City, regardless of any promotions or demotions. If the anniversary date is the first (1st) of the month the higher rate shall be credited for that month. If the anniversary date is the sixteenth (16th) of the month the higher rate shall begin with the first (1st) day of the following month.

Supervisory/Confidential employees shall be eligible to accrue a maximum of two (2) times the annual vacation leave for which the employee is eligible pursuant to this section. Vacation leave in excess of the maximum accrual shall be compensated on the regular payroll following the month in which the maximum accrual was attained at the hourly rate pay in effect in the month of accrual. Accrual in excess of the maximum permitted herein may be granted by the City Manager if special circumstances so warrant.

SECTION 08.11 ADMINISTRATIVE LEAVE

Supervisory/Confidential exempt employees shall be eligible for administrative leave in recognition of the additional hours required in performance of their duties. Administrative leave shall be taken only upon the approval of the Department Head. Administrative leave shall be accrued at the end of the first pay period beginning after July 1st of each year and shall not be carried beyond the fiscal year in which it is accrued, and remaining administrative leave time shall not be compensated for.

Supervisory/Confidential exempt employees may accrue up to sixty (60) hours of administrative leave time annually at the discretion of their supervisor.

SECTION 08.12 OTHER LEAVES OF ABSENCE

Supervisory/Confidential employees may be eligible for absence without pay for periods of up to thirty (30) days upon approval of the City Manager.

Supervisory/Confidential employees may be eligible for absence with or without pay for a period of not more than one (1) year upon approval of the City Manager and the City Council.

SECTION 08.13 PROBATION UPON APPOINTMENT

All Supervisory/Confidential employees shall be subject to a six (6) month probationary period following their appointment to a Supervisory/Confidential position unless extended further by the City Manager.

SECTION 08.14 UNIFORMS

Supervisory/Confidential employees required to wear a uniform as part of their duties for the City shall have the uniforms provided by the City.

Code Compliance Coordinator shall be provided the sum of \$100 each year for replacement of work boots.

SECTION 08.15 MILEAGE

Supervisory/Confidential employees required to use their own vehicles for City business, and who do not receive a monthly vehicle allowance or are not provided a City vehicle, may be reimbursed for mileage at the rate established by the Internal Revenue Service.

SECTION 08.16 RETIREMENT HEALTH SAVINGS

The City agrees to sponsor a Retirement Health Savings (RHS) Plan, pursuant to the employee group agreeing on contributions and meeting the RHS plan criteria. At this time, there has been no RHS group designated under this schedule.

**City of San Marino
Part Time Schedule**

Effective June 26, 2016 Effective January 1, 2017

SALARY RANGE	POSITION	STEP A	STEP B	STEP C
\$10.00 - \$11.03	PAGE*	40.00	10.51	11.03
\$10.44 - \$11.51	LIBRARY CLERK I**	40.44	10.96	11.51
\$12.53 - \$13.81	LIBRARY CLERK II	12.53	13.16	13.81
\$16.23 - \$17.90	SUPERVISOR	16.23	17.05	17.90
\$16.23 - \$17.90	LIBRARY MONITOR	16.23	17.05	17.90
\$16.70 - \$18.41	LIBRARY ASSISTANT I	16.70	17.53	18.41
\$24.65 - \$27.18	LIBRARIAN I	24.65	25.87	27.18
\$29.38- \$32.39	LIBRARIAN II	29.38	30.85	32.39
\$10.00 - \$11.03	PARK ATTENDANT**	40.00	10.51	11.03
\$12.14 - \$13.39	MAINTENANCE AIDE	12.14	12.75	13.39
\$17.86 - \$19.69	MAINTENANCE ASSISTANT	17.86	18.75	19.69
\$23.39 - \$25.79	CODE COMPLIANCE OFFICER	23.39	24.56	25.79
\$10.62 - \$11.71	CADET	10.62	11.16	11.71
\$21.35 - \$26.22	DISPATCHER*	21.35	23.80	26.22
\$16.52 - \$18.22	PARKING ENFORCEMENT	16.52	17.35	18.22
\$17.65 - \$19.45	COMMUNITY SVC OFFICER	17.65	18.53	19.45
\$17.81 - \$19.64	RECORDS CLERK	17.81	18.70	19.64
\$28.32 - \$34.03	FIREFIGHTER*	28.32	31.18	34.03
\$10.00 - \$11.03	CASHIER**	40.00	10.51	11.03
\$10.00 - \$11.03	COUNSELOR**	40.00	10.51	11.03
\$16.52 - \$18.21	CLERK TYPIST II	16.52	17.35	18.21
\$10.94 - \$12.06	PROGRAM LEADER	10.94	11.49	12.06
\$13.48 - \$14.86	LIFEGUARD	13.48	14.15	14.86
\$13.48 - \$14.86	ASSISTANT REC SPECIALIST	13.48	14.15	14.86
\$16.39 - \$18.07	WATER SAFETY INSTRUCTOR	16.39	17.21	18.07
\$16.39 - \$18.07	RECREATION SPECIALIST	16.39	17.21	18.07
\$18.54 - \$20.44	ASSISTANT POOL MANAGER	18.54	19.46	20.44
\$18.54 - \$20.44	PRIVATE SWIM LESSONS	18.54	19.46	20.44
\$21.18 - \$23.35	POOL MANAGER	21.18	22.24	23.35
\$21.18 - \$23.35	CHILD DEVPMNT SPECIALIST	21.18	22.24	23.35
\$23.64 - \$26.06	RECREATION COORDINATOR	23.64	24.82	26.06
\$33.62 - \$37.07	RECREATION MANAGER	43.28	45.44	47.72
\$18.59 - \$20.50	ACCOUNT CLERK	19.07	20.02	21.02
\$17.36 - \$19.14	RECEPTIONIST I	17.36	18.23	19.14
\$19.10 - \$21.06	PROFESSIONAL INTERN	19.10	20.06	21.06

* Firefighter and Dispatcher position are subject to the hourly rate equivalency and range of a full time position (pro-rated)

**Step A is eliminated for Page, Library Clerk I, Park Att, Cashier, and Counselor positions, effective January 1,2017.

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: DANIEL S. WALL, PE, PARK AND PUBLIC WORKS
DIRECTOR / CITY ENGINEER
JASMIN ELEPANO, ADMINISTRATIVE ANALYST

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

DATE: NOVEMBER 9, 2016

SUBJECT: **ACCEPTANCE AND AUTHORIZATION TO FILE THE NOTICE OF COMPETITION
FOR THE STREET LIGHT CONVERSION PROJECT – CIRCUIT 13 AND
CIRCUITS A, B, C, D & E, PROJECT NO. 9000**

BACKGROUND

On April 9, 2014, the City Council awarded a construction contract to California Professional Engineering, Inc. (CPE) for the Street Light Conversion Project for Circuit 13 and Circuits A, B, C, D & E,

There were twelve (12) change orders to the project for additional utility potholes, additional street lights, and changes in conduit alignment, and a change order crediting the City for old ballasts that were to be salvaged but were disposed of by the contractor. The project was completed on December 4, 2015.

FISCAL IMPACT

CPE was awarded a contract for \$2,585,003.40. The project was delivered \$104,874.55 under budget with a total final cost of \$2,480,128.85.

RECOMMENDATION

Staff recommends the City Council accept and authorize the City Clerk to file the Notice of Completion for the Street Light Conversion Project – Circuit 13 and Circuits A, B, C, D & E, Project No. 9000. If Council concurs, the appropriate action would be:

“A motion to accept the Street Light Conversion Project – Circuit 13 and Circuits A, B, C, D & E, Project No. 9000, as complete; authorize the City Manager to execute and the City Clerk to file the Notice of Completion for recordation with the County Clerk; and authorize the release of payment retention to CPE following the required 35-day period after recordation.”

Attachment:
Notice of Completion

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO

Name: CITY OF SAN MARINO
Street: 2200 Huntington Dr.
Address: San Marino, CA 91108-2591
City &
State

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Free recording requested pursuant to Government Code §6103 & 27383

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property herein described:
 2. The full name of the owner is CITY OF SAN MARINO
 3. The full address of the owner is 2200 Huntington Dr., San Marino, CA 91108-2591
 4. The nature of the interest or estate of the owner is: In fee.
- (If other than fee, strike "In fee" and insert, for example "purchaser under contract of purchase," or "lessee")
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:
NAMES ADDRESSES
None
- The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:
NAMES ADDRESSES
None
6. Work of improvement on the roadway hereinafter described was completed on December 4, 2015. The work done was: Street Light Conversion Project – Circuit 13 and Circuits A, B, C, D & E, Project No. 9000
 7. The name of the contractor, if any, for such work of improvement was California Professional Engineering, Inc. of La Puente, California
April 9, 2014
(If no contractor for work of improvement as a whole, insert "none".) (Date of Contract)
 8. The property on which said work of improvement was completed is in the City of San Marino County of Los Angeles, State of California, and is described as follows: Installation of new conduit, conductor wiring, pull boxes, and lighting fixtures.
 9. The street address of said property is None
(If no street address has been officially assigned insert "none.")

Date: _____

Signature of owner or corporate officer of owner named in paragraph 2 or his agent
Cindy Collins

VERIFICATION

I, the undersigned say: I am the Interim City Manager of the City of San Marino the declarant of the foregoing Notice of

("President of," "Manager of," "A partner of," "Owner of," etc.)

Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

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

Executed on _____, at San Marino, California.
(Date of signature) (City where signed)

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)

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: CINDY COLLINS, INTERIM CITY MANAGER

BY: DANIEL S. WALL, P.E., PARKS AND PUBLIC WORKS
DIRECTOR/ CITY ENGINEER

DATE: NOVEMBER 9, 2016

SUBJECT: **SECOND READING AND ADOPTION OF ORDINANCE
No. O-16-1311 AMENDING CHAPTER 16 OF THE MUNICIPAL CODE
TO PROVIDE PROTECTION FOR RECENTLY IMPROVED STREETS**

BACKGROUND

At its meeting on October 12, 2016, the City Council introduced for first reading an ordinance adding Section 16.02.16 to the San Marino Municipal Code preventing non-emergency street cuts in streets or alleys that have been reconstructed, overlaid, or sealed for a period of five years from the date of completion of that work. This item presents the ordinance to the City Council for second reading and adoption.

FISCAL IMPACT

The approval of this item will increase the lifespan of newly improved streets and may over a period of years result reduce future expenditures for paving.

RECOMMENDATION

If Council concurs, the appropriate action would be:

“A motion to give second reading by its title only and adopt, Ordinance No. O-16-1311- “An ordinance of the City of San Marino., California amending Chapter 16 of the Municipal Code by adding section 16.02.16 to provide protection for recently improved streets.”

Attachments: Ordinance No. O-16-1311

ORDINANCE NO. 0-16-1311

AN ORDINANCE OF THE CITY OF SAN MARINO, CALIFORNIA AMENDING CHAPTER 16 OF THE MUNICIPAL CODE BY ADDING SECTION 16.02.16 TO PROVIDE PROTECTION FOR RECENTLY IMPROVED STREETS

THE CITY COUNCIL OF THE CITY OF SAN MARINO DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 16 is added to Article 2, Chapter 16 of the San Marino City Code to read as follows:

“16.02.16: PROTECTION OF RECENTLY IMPROVED STREETS AND OTHER PUBLIC THOROUGHFARES

The City shall not issue any permit to allow a cut on a public street, avenue, ally, court, place, highway or public way in the City that had been reconstructed, overlaid or sealed within the preceding five years unless the Director of Public Works determines that an emergency condition exists and the permittee complies with the following street protection provisions:

- a. For emergency work involving a transverse street cut, the permittee shall grind at least one and one-half (1-1/2) inches of existing asphalt and repave a minimum distance of twenty-five (25) feet from the edges of the cut from curb-to-curb of the street.
- b.. For emergency work involving a longitudinal street cut, the permittee shall grind at least one and one-half (1-1/2) inches of existing asphalt and repave from the curb to the center line of the street for the length of the cut plus a minimum of two feet on either end of the cut.

For purposes of this Section “Emergency condition” is defined to mean any the following:

1. An emergency that endangers life or property, or
2. A situation involving the interruption of an essential utility service, or
3. Work that is mandated by the city or a state of federal agency, or
4. Work necessary to provide utility service for buildings or properties where no other reasonable means of providing service exists.

SECTION 2. If any provision of this Code is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect remaining provisions of this Code and are declared to be severable.

SECTION 3. This Ordinance shall become effective thirty days after final adoption by a vote of the City Council.

SECTION 4. The City Clerk shall certify passage of this Ordinance and have it published and/or posted in accordance with state and local law.

PASSED, APPROVED, AND ADOPTED this _____ day of _____ 2016,

ALLAN YUNG, M.D.
MAYOR

APPROVED AS TO FORM:

CITY ATTORNEY

ATTEST:

VERONICA RUIZ, CMC
CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN MARINO)

I HERBY CERTIFY that the foregoing Ordinance No. O-16-1311, was introduced at a Regular Meeting of the City Council held on the 12th day of October, 2016, and was approved and adopted at a Regular Meeting of the City Council held on the 9th day of November, 2016, by the following vote:

AYES: COUNCIL MEMBERS:

NOES:

ABSTAIN:

ABSENT:

VERONICA RUIZ, CMC
CITY CLERK

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: RON SERVEN, ENVIRONMENTAL SERVICES MANAGER

DATE: NOVEMBER 9, 2016

SUBJECT: **ORDINANCE O-16-1309 WATER CONSERVATION
(SECOND READING)**

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND:

At the October 12th meeting, the City Council reviewed the draft ordinance relating to water conservation. The ordinance amends the City's existing water conservation measures to make the City's irrigation schedule consistent with the City's water purveyors' adopted regulations.

RECOMMENDATION:

Staff recommends the City Council approve and adopt Ordinance No. O-16-1309. If Council concurs, the appropriate motion would be:

“A motion to approve and adopt Ordinance No. O-16-1309 on second reading.”

Attachments: Ordinance O-16-1309
Resolution No. R16-16

ORDINANCE NO. O-16-1309

**AN ORDINANCE OF THE CITY OF SAN MARINO
AMENDING ARTICLE 16 OF CHAPTER 14 OF THE
SAN MARINO CITY CODE TO REVISE AND
ESTABLISH ADDITIONAL WATER
CONSERVATION REQUIREMENTS**

THE CITY COUNCIL OF THE CITY OF SAN MARINO DOES ORDAIN AS FOLLOWS:

Section 1. Recitals.

- A. On April 1, 2015, Governor Jerry Brown issued California's first ever mandatory, statewide water restrictions and ordered the State Water Resource Control Board to implement a mandatory 25 percent reduction in potable urban water use through February 2016.
- B. In response to the ongoing drought, on Tuesday, May 5, 2015, the State Water Resources Control Board approved additional requirements to ensure water agencies, their customers and state residents increase water conservation in urban settings or face possible fines or other enforcement.
- C. By this Ordinance, the City is amending its water conservation ordinance, found at Section 4 of Article 16 of Chapter XIV of the San Marino City Code, in order to assist local water suppliers achieve the Governor's mandate on potable urban water use and to implement a permanent water conservation program to help promote water conservation going forward.

Section 2. The City Council hereby amends and restates item B in Section 4 of Article 16 of Chapter XIV of the San Marino City Code as follows:

B. Irrigation scheduling shall be in compliance with all state, local, and water purveyor regulations. If allowable watering days differ, the strictest shall apply.

Section 3. CEQA Finding. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption of this Ordinance will have a significant effect on the environment. It is, therefore, exempt from California Environmental Quality Act review pursuant to Section 15061(b)(3) of the CEQA Guidelines (California Code of Regulations, Title 14, §§ 15000 *et seq.*). In addition, this Ordinance is exempt under CEQA Guidelines Sections 15307 and 15308 because the Ordinance amends the City's water conservation regulations in a manner that would protect natural resources and the environment.

Section 4. If any portion, provision, section, paragraph, sentence, or word of this Ordinance is rendered or declared to be invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining

portions, provisions, sections, paragraphs, sentences, and words of this Ordinance shall remain in full force and effect and shall be interpreted by the court so as to give effect to such remaining portions of this Ordinance

Section 5. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published as required by law.

PASSED AND ADOPTED THIS ____Th DAY OF _____, 2016.

ALLAN YUNG, M.D.
MAYOR

ATTEST:

VERONICA RUIZ, CMC
CITY CLERK

APPROVED AS TO FORM:

STEVEN L. DORSEY,
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN MARINO)

I HERBY CERTIFY that the foregoing Ordinance No. O-16-1309, was introduced at a Regular Meeting of the City Council held on the 12th day of October, 2016, and was approved and adopted at a Regular Meeting of the City Council held on the 9th day of November, 2016, by the following vote:

AYES: COUNCIL MEMBERS:

NOES:

ABSTAIN:

ABSENT:

VERONICA RUIZ, CMC
CITY CLERK

RESOLUTION NO. R-16-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA, MODIFYING THE CITYWIDE WATERING SCHEDULE, AS PROVIDED IN ARTICLE 16 OF CHAPTER 14 OF THE SAN MARINO CITY CODE

WHEREAS, in accordance with the procedures established in Sections 14.16.05 and 14.16.06 of the San Marino Municipal Code, on June 10, 2015, the City Council adopted Resolution No. R-15-16 to make mandatory the water conservation measures contained in Section 14.16.04 of the San Marino Municipal Code in order to promote a stable and reliable water supply for residents and businesses, to help the state address the ongoing drought, and to fairly and efficiently enforce the prohibitions identified in the Regulations.

WHEREAS, since June 10, 2015, when the City Council adopted Resolution No. R-15-16, the State Water Resources Control Board and California Public Utilities Commission have eased certain water conservation regulations for water purveyors that have demonstrated a sufficient water supply to support their customers over the next three years.

WHEREAS, San Marino's primary water purveyor, Cal American, has demonstrated that it has a sufficient supply of water to supply San Marino's customers over the next three years. Accordingly, Cal American has amended its water conservation regulations to permit landscape irrigation up to three days per week.

WHEREAS, the City Council recently adopted Ordinance No. O-16-1309 to allow the permitted irrigation schedules in the City to be consistent with the water purveyors' authorized irrigation schedule.

WHEREAS, the City Council desires to amend the City's mandatory water conservation measures to be consistent with Cal-American's authorized irrigation schedule, which permits irrigation up to three days per week.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MARINO, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The limits on watering days in Section 2, Paragraph B, of Resolution No. R-15-16 shall be amended as follows:

B. Limits on Watering Days: Watering or irrigating of lawn, landscape or other vegetated area with potable water shall be limited to three days per week and in accordance with the following schedule: properties with odd-numbered addresses may do so on Tuesdays, Fridays and Sundays; properties with even-numbered addresses may do so on Mondays, Thursdays, and Saturdays. Watering or irrigating of lawn, landscape or other vegetated area with potable water outside of this schedule shall be prohibited.

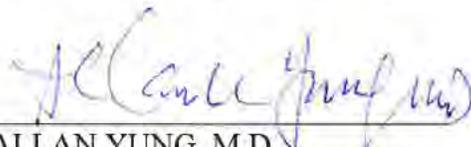
SECTION 2. A violation of the mandatory water conservation measure identified in Section 1 shall continue to be punishable pursuant to the administrative procedures and penalties provided in Article 6 of Chapter 1 of the San Marino Municipal Code or as otherwise permitted by law.

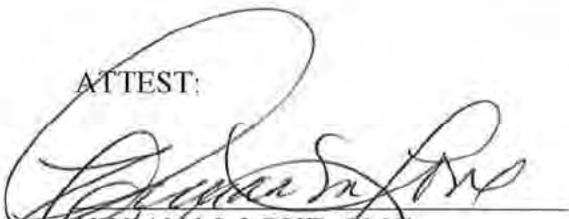
SECTION 3. The amended water conservation measure in this Resolution shall not take effect until Ordinance No. O-16-1309 also takes effect.

SECTION 4. All other provisions of Resolution No. R-15-16 shall remain in full force and effect until terminated in accordance with that Resolution.

SECTION 5. Within five (5) days following the adoption of this Resolution, the City Clerk is directed to publish a copy of this Resolution in a newspaper used for publication of official notices.

PASSED, APPROVED AND ADOPTED this 12th day of October, 2016.


ALLAN YUNG, M.D.
MAYOR

ATTEST:

VIVIAN M. LOVE, CMC
ACTING CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN MARINO)

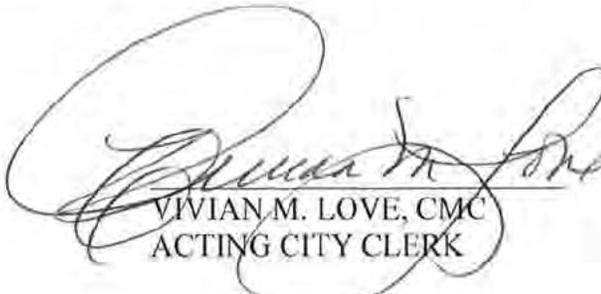
I HEREBY CERTIFY that the foregoing Resolution No. R-16-16 was duly adopted by the City Council of the City of San Marino at a Regular Meeting held on the 12th day of October 2016, by the following vote:

AYES: COUNCIL MEMBERS: STEVEN HUANG, STEVE TALT, VICE-MAYOR RICHARD SUN, AND MAYOR ALLAN YUNG

NOES: COUNCIL MEMBER RICHARD WARD

ABSENT: NONE

ABSTAIN: NONE



VIVIAN M. LOVE, CMC
ACTING 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

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: ALDO CERVANTES,
PLANNING AND BUILDING DIRECTOR
AMANDA MERLO, AICP
ASSOCIATE PLANNER

DATE: NOVEMBER 9, 2016

SUBJECT: **ISSUANCE OF REPORT PURSUANT TO GOVERNMENT CODE SECTION 65858(d) REGARDING EXTENSION OF INTERIM ORDINANCE O-16-1310-U PROHIBITING ALL COMMERCIAL NON-MEDICAL MARIJUANA ACTIVITY AND OUTDOOR CULTIVATION ON PRIVATE RESIDENCES**

BACKGROUND:

On November 8, 2016, California voters will be voting on Proposition 64, which would legalize non-medical marijuana use for adults (over the age of 21) and establish a comprehensive system to regulate commercial non-medical marijuana activity. In connection with this ordinance and the City's interim ordinance prohibiting commercial medical marijuana activities, the Staff has reviewed several investigative materials on the topic of marijuana legalization. For example, in September 2015 The Rocky Mountain High Intensity Drug Trafficking Area published *The Legalization of Marijuana in Colorado – The Impact*. This 182-page document was compiled with information from over 35 different agencies data. The topics include impaired driving, marijuana use by youth and adults, emergency room and hospital marijuana-related admissions, marijuana-related exposure, treatment, diversion of Colorado marijuana, diversion by parcel (postal), THC extraction labs, and other related data.

Recently, the Los Angeles Times published an article related to the dangers of marijuana cultivation. The article titled, "Marijuana labs spawn lethal explosions across the country," summarized an indoor marijuana grow in New York City. The grow operation caused an explosion which destroyed the residence, and killed a veteran firefighter. This is just one of many concerns associated with the legalization of marijuana. Some other associated factors to consider are increased traffic related accidents (currently no measure for level of intoxication), increased use by all age groups, crimes such as theft (utilities) and health issues (pesticide dumping), illegal sales (to avoid taxes), increased robberies & aggravated assaults, marijuana advertising, and an increase number of calls for public safety (odor/outdoor consumption). On October 12, 2016, the City Council adopted Interim Ordinance No. O-16-1310-U prohibiting commercial non-medical marijuana activity and outdoor cultivation on private residences. The Interim Ordinance was intended to allow the City time to study and consider appropriate standards to address the resulting effects should voters approve Proposition 64.

Pursuant to Government Code Section 65858, interim ordinances are valid for an initial period of 45 days. After proper notice and hearing, the Council may extend the interim ordinance for 10 months and 15 days. Prior to the City extending the interim ordinance, the Government Code requires that the Council issue a report describing the measures taken to alleviate the condition which led to the adoption of the ordinance.

If adopted by the voters, the provisions of Proposition 64 relating to the possession, use and cultivation of non-medical marijuana will become effective on November 9, 2016. During the initial 45-day period, staff began researching the options available to the City to address the effects of Proposition 64, should it pass. Staff is continuing its analysis of the potential effects and available courses of action should Proposition 64 be approved. Possible actions to be considered include:

1. Adoption of a comprehensive ordinance that prohibits all commercial marijuana activity in the City, including both non-medical and medical marijuana uses. The ordinance could also address reasonable regulations relating to personal cultivation of marijuana plants at private residences, to the extent permitted by Proposition 64.
2. Adoption of an ordinance regulating commercial marijuana and/or cultivation activity if the City wishes to allow certain types of such activity.

Staff's study and analysis has not yet been completed and, therefore, it is necessary for the current prohibitions against commercial non-medical marijuana activities and private cultivation, to be extended. Until the election results are announced, staff will continue to consider the potential content of the permanent ordinance.

FISCAL IMPACT

The issuance of this report presents no fiscal impact.

RECOMMENDATION:

Staff recommends the City Council issue this report. If Council concurs, the appropriate action would be:

“A motion to issue the Government Code Section 65858(d) report.”

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: JOHN INCONTRO, CHIEF OF POLICE
AARON BLONDE', OPERATIONS COMMANDER

DATE: NOVEMBER 9, 2016

SUBJECT: **ISSUANCE OF REPORT PURSUANT TO GOVERNMENT
CODE SECTION 65858(d) REGARDING EXTENSION OF INTERIM ORDINANCE
O-16-1305-U PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA USES
IN THE CITY**

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND

In 1996, California Voters approved Proposition 215, "The Compassionate Use Act," which provided criminal immunity for patients and primary caregivers for possession and cultivation of marijuana if a doctor has recommended the marijuana for medical use. On January 1, 2004, SB 420 went into effect. Senate Bill 420 (Medical Marijuana Program Act or MMPA) allows cities and counties to adopt and enforce rules and regulations which enhance the access of patients and caregivers to medical marijuana through collectives and cooperative cultivation projects. In 2010, the San Marino City Council adopted an Ordinance prohibiting the establishment and operation of medical marijuana dispensaries in the City.

This year, AB 266 Medical Marijuana was approved, which states that jurisdictions desiring to ban deliveries or mobile dispensaries will need to have an ordinance in place that affirmatively identifies and prohibits this activity. Failure to adopt an expressed ban ordinance before the State begins to issue licenses could result in State-licensed dispensaries delivering medical marijuana within the city. Also approved this year was AB 243 Medical Marijuana, which contains a provision stating that cities with no ordinance regulating or prohibiting cultivation by March 1, 2016 will lose the authority to regulate or ban cultivation within their city limits. The ordinance must be effective by February 28, 2016.

The City of San Marino currently has an Ordinance prohibiting Medical Marijuana Dispensaries, so there is no fiscal impact resulting from the recommendation. However, the City's failure to adopt this new Ordinance expressly banning deliveries, would allow a State-licensed dispensary to deliver Medical Marijuana within the City. The Proposed Urgency Ordinance also regulates or prohibits the cultivation of Medical Marijuana within the city.

At the January 13, 2016 Council Meeting, the Council voted to extend the Urgency Ordinance No. O-16-1305-U to prohibit the delivery or cultivation of medical marijuana within the City of San Marino. Since the last meeting, the Staff has continued to look at the proposed Ordinance as it relates to approved Assembly Bills.

On November 8, 2016, California voters will have an opportunity to vote on Proposition 64, which would legalize recreational marijuana use for adults (over the age of 21). The Staff feels that it would be beneficial to observe the outcome of Prop 64, to better evaluate the potential impacts it might have on this Urgency Ordinance. In addition to Prop 64, the Staff has reviewed several investigative materials on the topic of legalization. For example, in September 2015 The Rocky Mountain High Intensity Drug Trafficking Area published The Legalization of Marijuana in Colorado – The Impact. This 182-page document was compiled with information from over 35 different agencies data. The topics include impaired driving, youth marijuana use, adult marijuana use, emergency room and hospital marijuana-related admissions, marijuana-related exposure, treatment, diversion of Colorado marijuana, diversion by parcel (postal), THC extraction labs, and other related data.

Recently, The LA Times published an article related to the dangers of marijuana cultivation. The article titled, “Marijuana labs spawn lethal explosions across the country,” summarized an indoor marijuana grow in New York City. The grow operation caused an explosion which destroyed the residence, and killed a veteran firefighter. This is just one of many concerns associated with the legalization of marijuana. Some other associated factors to consider are increased homeless population, increased traffic related accidents (currently no measure for level of intoxication), increased use by all age groups, crimes such as theft (utilities) and health issues (pesticide dumping), illegal sales (to avoid taxes), increased robberies & aggravated assaults, marijuana advertising, and an increase number of calls for public safety (odor / outdoor consumption).

FISCAL IMPACT

This Ordinance presents no fiscal impact.

RECOMMENDATION

Staff recommends the City Council issue this report. If Council concurs, the appropriate action would be:

“A motion to issue the Government Code Section 65858(d) report.”

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: DANIEL S. WALL, PE, PARKS & PUBLIC WORKS
DIRECTOR / CITY ENGINEER

DATE: November 9, 2016

SUBJECT: **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR THE DESIGN
OF PAVEMENT MANAGEMENT PROJECT 16/17 A**

Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

Steven W. Huang, DDS, Council Member

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND

This item approves a professional services agreement for the engineering design of Pavement Management Project 16/17 A. This project, the first of three paving projects to be designed this fiscal year, will begin the implementation of the year 1 projects identified in the ten-year pavement maintenance schedule contained in the 2016 Pavement Management System Update (PMS). The PMS was presented to the City Council at the September 30, 2016. This agreement is for the design of roadway improvements on the following streets:

Street	Begin Location	End Location	Length (ft)
California Blvd	100'W/o Greenwood Ave	San Marino Ave	825
California Blvd	Winston Ave	Santa Anita Ave	400
Canterbury Rd	California Blvd	Chaucer Rd	1250
Euston Road	Oxford Rd	San Marino Av	425
Oakwood Drive	Montecito Dr	Sierra Madre Bl.	842
Palmas Drive	Sherwood Rd	Lorain Rd	525
San Marino Av	Lombardy Rd	Orlando Rd	500
San Marino Av	Euston Rd	380' N/o Huntington Dr	820
Somerset Pl	Wellesley Rd	East City Limit	800

The project will include the repair of damaged asphalt pavement with overlays, dig outs where necessary, localized repairs of curb & gutter, replacement of cross gutters, adjustment of manholes and utility covers, striping, and any required Americans with Disabilities Act (ADA) compliance work.

A request for proposals (RFP) was sent to engineering firms located in and/or doing work for other cities in the San Gabriel Valley. Proposals were received from three well qualified firms experienced in this type of project. Proposed fees were \$155,477 from MNS Engineers, \$80,000 from SA Associates, and \$53,750 from DMR Team. As these firms have similar qualifications, staff recommends approval of a professional services agreement with the lowest cost proposer: DMR Team.

DMR Team has successfully completed similar projects for the City of South Pasadena, as well as other southern California cities. |

FISCAL IMPACT

|The proposed fee for the work in the agreement is \$53,750 and will not impact the General Fund. The proposed fees will be paid for through Fund 202, the restricted Gas Tax fund. This fund has an adopted FY 2016-17 budget of \$524,654

RECOMMENDATION

|Staff recommends that the City Council approve the professional services agreement with DMR Team, Inc. for a proposed fee of \$53,750 for the design of Pavement Management Project 16/17 A.

| If Council concurs, the appropriate action would be:

“A motion to |approve the professional services agreement with DMR Team, inc. for the design of Pavement Management Project 16/17 A for a proposed fee of \$53,750. |

Attachments: | Professional Services Agreement
Proposal
Request for Proposals|

EXHIBIT A

**CITY OF SAN MARINO
AGREEMENT FOR
PROFESSIONAL CONSULTING SERVICES FOR
ENGINEERING DESIGN SERVICES FOR PAVEMENT
MANAGEMENT PROJECT 16/17 A**

KNOW ALL MEN BY THESE PRESENTS: That the following Agreement is made and entered into, in duplicate, as of the date executed by the City Manager, by and between DMR Team, inc, of Culver City, California, hereinafter referred to as the "CONSULTANT" and the City of San Marino, California, hereinafter referred to as "CITY".

WHEREAS, the City desires to utilize the services of CONSULTANT as an independent contractor in the development of street improvement construction plans and specifications for the City; and

WHEREAS, the CONSULTANT is experienced in providing such services as desired by the CITY and has submitted to the City a Proposal for the provision of these services; and

WHEREAS, pursuant to Notice Inviting Proposals, proposals were received, and reviewed.

NOW, THEREFORE, in consideration of the mutual covenants, benefits and promises herein stated, the parties agree as follows:

SECTION 1. CONTRACT DOCUMENTS. The complete contract between the parties shall consist of and include the following documents, as applicable, all of which are hereby incorporated by reference and made a part hereof as thou fully set forth herein:

- A. This Agreement;
- B. The terms of the Request for Proposal; and
- C. The CONSULTANT's Proposal in response to the Request

In the event of any conflict between the provisions of any of the contract Documents, the document highest in precedence shall be the order of the document listed in this section.

SECTION 2. SCOPE OF SERVICES: The CONSULTANT shall provide the engineering services necessary to develop street improvement construction plans and

specifications for the City as identified in Exhibit "A" attached hereto and incorporated herein by this reference as though set forth in full.

SECTION 3. SPECIAL CONDITIONS. All Plans, Drawings and Specifications prepared by CONSULTANT pursuant to this Agreement shall become the property of the CITY. Any reuse of such documents by the CITY, on any project other than this project, shall be at the CITY'S sole risk and without liability to CONSULTANT.

SECTION 4. COMPENSATION. For satisfactory performance of services, CITY will pay CONSULTANT a price as stated on their fee schedule for a maximum amount of compensation of \$53,750, unless the scope of work is changed by CITY. CONSULTANT shall submit to CITY monthly invoice(s) for the services actually performed and CITY shall pay such invoice on its next regular warrant. The invoice shall detail the amount due for the work described in scope of work. It shall also show the amount due for any authorized work not described in the scope of work.

SECTION 5. TERM OF AGREEMENT. This Agreement shall commence on November 16, 2016 (the "Effective Date"), and shall remain in full force and effect until June 30, 2018, unless sooner terminated as provided in Section 14 herein.

SECTION 6. INSURANCE. Without limiting CONSULTANT's indemnification of City, and prior to commencement of Work, CONSULTANT shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form that is satisfactory to the City.

(a) General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability.

(b) Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the CONSULTANT arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than one million dollars (\$1,000,000) combined single limit for each accident.

(c) Worker's compensation insurance. CONSULTANT shall maintain Worker's Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least one million dollars (\$1,000,000)).

(d) Professional Liability (Errors & Omissions) Insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in

connection with this Agreement, in the minimum amount of one million dollars (\$1,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and CONSULTANT agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Agreement.

(e) Other provisions or requirements

- (1) **Proof of insurance.** CONSULTANT shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for worker's compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this contract. City reserves the right to require complete, certified copies of all required insurance policies, at any time.
- (2) **Duration of coverage.** CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or subconsultants.
- (3) **City's rights of enforcement.** In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by CONSULTANT or City will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, City may cancel this Agreement.
- (4) **Acceptable insurers.** All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.
- (5) **Waiver of subrogation.** All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its elected or appointed officers,

agents, officials, employees and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right t of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

- (6) **Enforcement of contract provisions (non estoppel).** CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the City to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.
- (7) **Specifications not limiting.** Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type.
- (8) **Notice of cancellation.** CONSULTANT agrees to oblige its insurance agent or broker and insurers to provide to City within a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.
- (9) **Additional insured status.** General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. This provision shall also apply to any excess liability policies.
- (10) **City's right to revise specifications.** The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the City and CONSULTANT may renegotiate CONSULTANT'S compensation.
- (11) **Self-insured retentions.** Any self-insured retentions must be declared to and approved by City. City reserves the right to

require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

(12) **Timely notice of claims.** CONSULTANT shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(13) **Additional insurance.** CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

SECTION 7. SUBSTANCE ABUSE POLICY. CONSULTANT shall be required to sign proper documentation for the maintenance of a drug-free workplace.

SECTION 8. INDEPENDENT CONTRACTOR STATUS. CONSULTANT is employed hereunder to render a service within the scope of its training and experience, and CONSULTANT shall be an independent CONSULTANT and not an employee of the City. As such, the City shall not be called upon to assume any liability for the direct payment of any salary, wage or other compensation to CONSULTANT or any employee or subcontractor of CONSULTANT, nor to pay any benefit to vendor or any employee or subcontractor of CONSULTANT, nor pay any benefit to vendor or any employee or subcontractor of vendor under the Workers' Compensation laws. None of CONSULTANT 'S officers, agents, employees and subcontractors, nor any of their agents', officers', and employees', shall be deemed officers, agents, employees and subcontractors of the City and the City shall not be liable or responsible to them for anything whatsoever other than liability to CONSULTANT set forth in this Agreement.

SECTION 9. HOLD HARMLESS AGREEMENT. CONSULTANT shall indemnify, defend, and hold harmless the City, and its officers, employees, and agents ("City indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels' fees and costs of litigation ("claims"), arising out of the CONSULTANT's performance of its obligations under this Agreement or out of the operations conducted by CONSULTANT, including the City's active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from the CONSULTANT's performance of this agreement the CONSULTANT shall provide a defense to the City indemnitees or at the City's option reimburse the City indemnitees their costs of defense, including reasonable legal counsel's fees, incurred in defense of such claims.

SECTION 10. ARBITRATION:

(a) Claims or controversies subject to arbitration. Any claim or controversy between or among the parties to this agreement (collectively, the "Parties" and individually, a "Party") which arises out of or relates to (i) this agreement, and any extensions, renewals, amendments, substitutions or replacements thereof (collectively, the "Subject Documents"), (ii) any negotiations, correspondence or communications relating to any of the Subject Documents, whether or not incorporated into the Subject Documents, (iii) the administration or management of the Subject Documents, (iv) any alleged agreements, promises, representations, actions, omissions or transaction in connection therewith, or (v) the performance or nonperformance by any Party of any of their obligations or duties arising out of or related to this agreement, including but not limited to any claim or controversy which arises out of or is based upon an alleged tort, shall, at the written request of any Party, be determined by binding arbitration. The arbitration shall be conducted in accordance with Part 3, title 9 of the California Code of Civil Procedure, Sections 1280 et. Seq. (the "California Arbitration Act").

(b) Selection of Arbitrator. The right to arbitrate under this agreement is waived unless written demand for arbitration is made within thirty (30) days after one party has filed a lawsuit. Within thirty (30) days after written demand, a single neutral arbitrator will be selected pursuant to the Commercial Rules of the American Arbitration Association ("AAA"). However, the arbitrator selected must be a retired state or federal court judge with at least five years of judicial experience in civil matters. In the event that the selection pursuant to the Commercial Rules or the AAA does not result in the appointment of a single neutral arbitrator within thirty (30) days, and if the Parties cannot otherwise agree upon an arbitrator, any such Party may petition the court to appoint a single neutral arbitrator who is a retired state or federal court judge with at least five years of judicial experience in civil matters. The Parties shall equally bear the fees and expenses of the arbitrator.

(c) Power of and Limitation on the Arbitrator. The arbitrator shall have the powers provided by the California Arbitration Act, except as provided in this agreement, including without limitation the following:

- (1) The arbitrator shall determine all challenges to the enforceability of this arbitration agreement;
- (2) The arbitrator shall apply the rules of evidence to the same extent as they would be applied in a court of law;
- (3) The arbitrator shall give effect to all legal and equitable defenses in determining any claim or controversy, including without limitation statutes of limitation, the statute of frauds, waiver, and estoppel;

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-
- (4) The provisions of the California Code of Civil Procedure Section 1283.05 are incorporated into and made a part of this agreement, except as modified herein. All discovery shall be completed within ninety (90) days after the appointment of the arbitrator;
 - (5) The arbitration hearing shall take place in Los Angeles, unless the Parties agree otherwise. Such hearing shall be commenced within thirty (30) days after completion of discovery, unless the arbitrator grants a continuance upon a showing of good cause by any Party. The provision of Code of Civil Procedure Section 1282.2(a)(2) shall apply to the arbitration, in addition to and not as an alternative to the provision of Code of Civil Procedure Section 1283.05;
 - (6) Any award by the arbitrator shall be set forth in a written decision supported by findings of fact and conclusions of law. The award shall be made within thirty (30) days of the conclusion of the hearing;
 - (7) The award of the arbitrator may include equitable relief;
 - (8) The arbitrator shall have the power to award reasonable attorney's fees and costs to the prevailing party, if the prevailing party is entitled to such fees and costs pursuant to law;
 - (9) The provisions of California Civil Code Sections 47-48.9 shall apply to the arbitration to the same extent as they would apply to a Judicial proceeding subject to such provisions.

(d) Provisional Remedies, Self-Help and Foreclosure. No provision of this agreement shall limit the right of any Party (i) to exercise self-help remedies, including without limitation set-off, (ii) to foreclose against or sell any collateral, by power of sale or otherwise, or (iii) to obtain or oppose provisional or ancillary remedies from a court of competent jurisdiction before, after, or during the pendency of arbitration. The exercise of, or opposition to, any such remedy does not waive the right of any Party to arbitration pursuant to this agreement.

(e) Miscellaneous. Judgement upon any award of the arbitrator may be entered in any court of competent jurisdiction. In the event that multiple claims are asserted, some of which are found not subject to this agreement, the Parties agree to stay the proceedings of the claims not subject to this agreement until all other claims are resolved in accordance with this agreement. As to the claims not subject to this agreement, the Parties agree to extend, in writing, the statute of limitations for such claims, for the period equal to the period of time from the date arbitration is first demanded in writing, until the date the arbitrator renders a decision. In the event that any provision of this arbitration agreement is found to be illegal or unenforceable, the

remainder of this arbitration agreement shall remain in full force and effect. If there is any conflict between the terms of this arbitration agreement, and the California Arbitration Act, the terms of this arbitration agreement shall govern.

SECTION 11. ASSIGNMENT. This Agreement shall not be assigned by CONSULTANT without prior written consent of the City.

SECTION 12. ATTORNEY'S FEES. If any action in law, or equity or arbitration is brought to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which said party may be awarded.

SECTION 13. NOTICES. All notices herein shall be in writing and shall be delivered in person or sent by first class mail, postage prepaid, to the following addresses:

CITY: City Manager
City of San Marino
2200 Huntington Drive
San Marino, CA 91108

CONSULTANT: Sam Talebian, PE
President
DMR Team, Inc.
12603A Jefferson Blvd
Culver City, CA 90230

SECTION 14. TERMINATION. The CITY may terminate or suspend this Agreement, with or without cause, by serving written notice to the CONSULTANT. Said termination or suspension shall be effective immediately, or at such other time as stated in the notice. The CITY shall pay CONSULTANT for all work satisfactorily completed prior to the effective date of termination. All work performed by CONSULTANT up to the date of termination shall become the property of the CITY and shall be surrendered to the CITY. CONSULTANT can terminate agreement by serving a thirty (30) day written notice to CITY if CITY is in breach of agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed with all the formalities required by law on the respective dates set forth opposite their signatures.

CONSULTANT

Date: _____

By: _____
Sam Talebian, PE, President

City of San Marino, California

By: _____
Cindy Collins, Interim City Manager

Date: _____

By: _____
Veronica Ruiz, City Clerk

EXHIBIT A

Scope of Work

Based on Consultant's review of the RFP, discussions with City Staff, and visual observation of the project site, as well as Consultant's past experience with similar projects, Consultant proposes the following scope of work. According to Consultant's visual observation of the existing improvements within the project limits, the existing curb and gutter, sidewalks, and driveways are generally in good condition. The existing pavement is old with visible surficial cracking due to loss of oil and binder. In some instances, utility trench cuts and varying age pavement patches have negatively impacted the street aesthetics. However, no visible sign of base or subbase failure was noted. Since the integrity of the existing structural sections of the roadways do not seem to have been compromised, it is Consultant's opinion that rehabilitation of the existing pavement with minor modifications to the cross slopes can adequately address all the existing pavement issues. Therefore, a geotechnical study for determination of a new pavement rehabilitation has been excluded from the scope of work. Moreover, due to the nature of the required work the topographical effort has been limited to taking cross sections at 100' intervals.

This work is for the pavement rehabilitation of the following streets:

Street	Begin Location	End Location	Length (ft)	Width (ft)
California Blvd	100' W/o Greenwood Ave	San Marino Ave	825	37
California Blvd	Winston Ave	Santa Anita Ave	400	45
Canterbury Rd	California Blvd	Chaucer Rd	1250	37
Euston Road	Oxford Rd	San Marino Av	425	37
Oakwood Drive	Montecito Dr	Sierra Madre Bl.	842	33
Palmas Drive	Sherwood Rd	Lorain Rd	525	38
San Marino Av	Lombardy Rd	Orlando Rd	500	37
San Marino Av	Euston Rd	380' N/o Huntington Dr	820	32
Somerset Pl	Wellesley Rd	East City Limit	800	28

EXHIBIT A

The proposed Scope of Work is as follows:

- A. Topographical survey of the project site and cross sectioning at 100' intervals
- B. Utility research of all existing infrastructure
- C. Research of any as-built drawings
- D. Three project meetings with City Staff. The meetings shall be as follows:
 - First meeting for overall coordination and establishing of general guidelines;
 - Second meeting at the 60% level of completion of the conceptual drawings and estimate;
 - Third meeting at the 90% level of completion of the drawings prior to finalization.
- E. Preparation of Construction Plans
 - 1. Cover Sheet
 - 2. Topographic Survey
 - 3. Street Improvement Plans
 - 4. Typical Sections
 - 5. Construction Details
- F. Preparation of Project Specifications using City boilerplate
- G. Preparation of Engineer's Estimate



City of
SAN MARINO
CALIFORNIA

**PROPOSAL TO PROVIDE ENGINEERING DESIGN SERVICES FOR
PAVEMENT MANAGEMENT PROJECT 16/17 A
FOR THE CITY OF SAN MARINO**



October 12, 2016

BY:



October 12, 2016

Mr. Daniel S. Wall, P.E.
Park and Public Works Director/ City Engineer
Public Works Department
2200 Huntington Dr.
San Marino, CA 91108

RE: RFP FOR ENGINEERING DESIGN SERVICES FOR PAVEMENT MANAGEMENT PROJECT 16/17 A

Dear Mr. Wall,

DMR Team, Inc. is pleased to submit this proposal to provide engineering design services for the 16/17 A Pavement Management Project.

We specialize in design, construction management and inspection of capital improvement projects, and have been providing quality services to municipalities for over 23 years. DMR has provided similar design services on numerous projects throughout the Southland, and we are confident that we can deliver another cost effective quality project to the City of San Marino as well.

DMR's unique qualifications are:

- Project manager's past experience with various pavement strategies
- Availability of qualified staff
- Communication and coordination with City staff
- Our value engineering capabilities
- Attention to schedule and budget
- Accurate set of plans and specifications that does not leave room for change orders

Our team of professionals stands ready and eager to assist the City in the completion of this important project.

Should you have any questions regarding the content of this proposal, please don't hesitate to contact the undersigned.

Regards,

Sam Talebian, PE, MSCE
President
12063A Jefferson Blvd
Culver City, CA 90230

Project Understanding

It is our understanding that the City desires to employ engineering services for preparation of bid documents for the roadway improvements and pavement rehabilitation of the following roadways:

Street	Begin Location	End Location	Length (ft)	Width (ft)
California Blvd	100' W/o Greenwood Ave	San Marino Ave	825	37
California Blvd	Winston Ave	Santa Anita Ave	400	45
Canterbury Rd	California Blvd	Chaucer Rd	1250	37
Euston Rd	Oxford Rd	San Marino Ave	425	37
Oakwood Dr	Montecito Dr	Sierra Madre Blvd	842	33
Palmas Dr	Sherwood Rd	Lorain Rd	525	38
San Marino Ave	Lombardy Rd	Orlando Rd	500	37
San Marino Ave	Euston Rd	380' N/o Huntington Dr	820	32
Somerset Pl	Wellesley Rd	East City Limit	800	28

Scope of Work

Based on the review of the RFP and our discussions, and visual observation of the project site, as well as our past experience with similar projects, we propose the following scope of work. According to our visual observation of the existing improvements within the project limits, the existing curb and gutter, sidewalks, and driveways are generally in good condition. The existing pavement is old with visible surficial cracking due to loss of oil and binder. In some instances, utility trench cuts and varying age pavement patches have negatively impacted the street aesthetics. However, no visible sign of base or subbase failure was noted. Since the integrity of the existing structural sections of the roadways do not seem to have been compromised, it is our opinion that rehabilitation of the existing pavement with minor modifications to the cross slopes can adequately address all the existing pavement issues. Therefore, a geotechnical study for determination of a new pavement rehabilitation has been excluded from the scope of work. Moreover, due to the nature of the required work the topographical effort has been limited to taking cross sections at 100' intervals.

The proposed Scope of Work is as follows:

- A. Topographical survey of the project site and cross sectioning at 100' intervals
- B. Utility research of all existing infrastructure
- C. Research of any as-built drawings
- D. Three project meetings with City Staff. The meetings shall be as follows:
 - First meeting for overall coordination and establishing of general guidelines;
 - Second meeting at the 60% level of completion of the conceptual drawings and estimate;
 - Third meeting at the 90% level of completion of the drawings prior to finalization.
- E. Preparation of Construction Plans
 1. Cover Sheet
 2. Topographic Survey
 3. Street Improvement Plans
 4. Typical Sections
 5. Construction Details
- F. Preparation of Project Specifications using City boilerplate
- G. Preparation of Engineer's Estimate

Project's Critical Elements

We believe following items are key elements to deliver a successful bid package within the budget and schedule:

- Establish existing structural section
- Analyze roadway sections
- Conduct thorough field review of the site conditions
- Check for ADA compliance
- Establish design parameters through discussing the above with the City staff

Regardless of the nature of the project, one of the most important elements to save City staff's time in review and coordination process is to make sure that all the comments and concerns made on the check prints are addressed prior to resubmittal.

Deliverables

- A. 3 sets of hard copies of interim plans, specifications and cost estimate at 60% and 90%
- B. Final Drawings
 - 1 Set of stamped and signed mylars
 - Electronic files in Autocad format.
- C. Project Specifications plus electronic copy
- D. Engineer's Estimate plus electronic copy
- E. Copy of utility research documents (as-built plans)

Proposed Fee

Task Description	Project Manager (\$95/hr)	Survey (Calvada)	Project Engineer (\$65/hr)	Clerical (\$50/hr)	Total
Field Topographical Survey	4	\$ 19,200.00	6		\$ 19,970.00
Utility Research	12		18	12	\$ 2,910.00
Improvement Plans	150		180		\$ 25,950.00
Project Specifications	12		10	20	\$ 2,790.00
Engineering Estimate	10		12	8	\$ 2,130.00
TOTAL	188	\$ 19,200.00	226	40	\$ 53,750.00

Proposed Schedule

			12/1/2016	1/1/2017	2/1/2017	3/1/2017	4/1/2017
ID	TASK NAME	DURATION					
1	MEETING 12/2/2016	0					
2	UTILITY RESEARCH	5 WKS	x	x	x	x	
4	TOPO SURVEY	3 WKS	x	x	x		
7	60% IMPROVEMENT PLANS	6 WKS		x	x	x	x
9	60% QUANTITY EST.	1 WK				x	
10	60% PROJECT SPEC.	2 WKS			x	x	
11	60% SUBMITTALS 2/10/2017						
12	60% PLAN REVIEW *	2 WKS			x	x	
13	90% IMPROVEMENT PLANS	3 WKS				x	x
15	90% QUANTITY EST.	1 WK					x
16	90% PROECT SPEC.	1 WK					x
17	90% SUBMITTALS 3/20/2017						
18	90% PLAN REVIEW *	1 WK					x
19	FINAL BID DOCUMENTS 4/17/2017	2 WKS					x

X = 1 WEEK

* = ASSUMED CITY REVIEW TIME



October 6, 2016

Subject: Request for Proposals (RFP) for Engineering Design Services for Pavement Management Project 16/17 A

The City of San Marino (City) is seeking a proposal from your firm for design of roadway improvements and pavement rehabilitation as described below.

Project Description

The work for the project overs the following streets

Street	Begin Location	End Location	Length (ft)	Width (ft)
California Blvd	100' W/o Greenwood Ave	San Marino Ave	825	37
California Blvd	Winston Ave	Santa Anita Ave	400	45
Canterbury Rd	California Blvd	Chaucer Rd	1250	37
Euston Road	Oxford Rd	San Marino Av	425	37
Oakwood Drive	Montecito Dr	Sierra Madre Bl.	842	33
Palmas Drive	Sherwood Rd	Lorain Rd	525	38
San Marino Av	Lombardy Rd	Orlando Rd	500	37
San Marino Av	Euston Rd	380' N/o Huntington Dr	820	32
Somerset Pl	Wellesley Rd	East City Limit	800	28

The proposed project involves repair of damaged asphalt pavement with ac overlays, dig outs where necessary, localized repairs of curb & gutter, replacement of cross gutters, adjustment of manholes and utility covers, striping, and other associated elements of work.

Scope of Work

The scope of work that consultants will include as a minimum in their proposal shall consist of, but not be limited to the following tasks. The proposers are encouraged to add to these tasks as deemed necessary.

- A. Topographical survey of the project site
- B. Utility research of all existing infrastructure
- C. Research of any as-built drawings
- D. Potholes for utilities and existing pavement and subterranean conditions
- E. Three project meetings with City Staff. The meetings shall be as follows: First meeting for overall coordination and establishing of general guidelines; Second meeting at the 60% level of completion of the conceptual drawings and estimate; Third meeting at the 90% level of completion of the conceptual drawings and field inspection prior to finalization.
- F. Preparation of Construction Plans
 1. Cover sheet
 2. Topographic Survey
 3. Street Improvement Plans
 4. Typical Sections
 5. Construction Details

November 4, 2016

Page 2 of 2

- G. Preparation of Project Specifications using City boilerplate
- H. Preparation of Engineer's Estimate
- I. Construction Engineering Support Services

Deliverables

- A. 1 set of hard copies of interim plans, specifications and cost estimate at 60% and 90%
- B. Final Drawings
 - o 1 Set of stamped and signed mylars
 - o Electronic files in Autocad format.
 - o Electronic files in PDF format
- C. Project Specifications plus electronic copy in MS Word
- D. Engineer's Estimate plus electronic copy In MS Word or Excel
- E. Copy of utility research documents (as-built plans)

Proposal Requirements

Please provide your proposal containing the Scope of Work & Proposed Fee for review and consideration.

Thanks,

Daniel S. Wall, P.E.
Park and Public Works Director / City Engineer
City of San Marino
(626) 300-0787
Dwall@cityofsanmarino.org

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: CINDY COLLINS, INTERIM CITY MANAGER

BY: [JOHN N. INCONTRO, CHIEF OF POLICE |

DATE: [NOVEMBER 9, 2016 |

SUBJECT: **CONSIDERATION OF UNINHABITED RESIDENTIAL
PROPERTY ORDINANCE** |

BACKGROUND

On September 30, 2016, the City Council directed staff to further develop the Uninhabited Residential Property Ordinance (URPO) presented on April 29, 2016. The purpose of the ordinance was to address health and safety concerns associated with uninhabited residential properties throughout the City. As a result of Council's consideration of the ordinance, the Council requested staff reconsider the need for a registration fee and remove the language related to water service. The Council also voiced concern over how a property is determined "vacant" for 60 consecutive days or longer.

ANALYSIS

Prior to implementing the URPO, an informational mailer is intended to be sent out to every residential property owner in the City. The mailer will explain the Uninhabited Residential Property Ordinance (URPO), emphasizing that if homeowners plan on leaving their property(ies) vacant for a period of 60 consecutive days or longer, they must register the property(ies) with the San Marino Police Department. Uninhabited property registration will be an annual process requiring property owners identify their contact information and that of three parties authorized to represent the property owner (in case the property owner can't be reached). A fee of \$50 dollars per property registration will also be required. The \$50 dollar fee is necessary to recover the expense of sending out the mailers to approximately 4,500 residential property owners. The registration fee, however, can be waived if homeowners provide proof of an existing alarm service contract; still, the homeowners must register the property uninhabited with the Police Department.

It is important to note that even though the Police and Planning/Building Departments do not intend to actively seek vacant properties, there is an expectation that the number of reported uninhabited homes will increase as the familiarity of the ordinance grows within the community.

The Uninhabited Residential Property Ordinance is considered complaint-driven. Once a specific property is brought to the attention of the City, a member of the Police Department will go out to the property and attempt to make contact with the homeowner. If no one can be contacted within 30 days and it appears the home is uninhabited, a "courtesy reminder" will be mailed to the property owner. Property owner information will be obtained through the Los Angeles County Assessor's Office. If the homeowner fails to respond to the initial courtesy notice, a second visit (physical check) will be made followed by a second mailed notice. If a minimum of 60 days total transpire following the City's initial visit with no

communication from the property owner or representatives of the property, the property will be considered “uninhabited” per the definition set forth in Article 18, section 14.18.02 DEFINITIONS. Therefore, the homeowner could be in violation of the URPO and subject to a penalty assessment as outlined in Chapter 1, Article 4 in the San Marino City Code.

The list of uninhabited properties registered via the San Marino Police Department shall be property of the Police Department and not subject to public disclosure. The list shall be utilized solely by the Police Department for the purposes outlined in this ordinance.

In the draft ordinance presented on September 30, 2016, and after Council discussion, it was determined by the Council to remove the discontinued water service from the ordinance text. It is believed any health and safety concerns relating to a property’s water service or lack thereof can be addressed with other existing city codes. In addition, the City Council directed staff to add a registration fee to the ordinance text.

Based on the information presented, it is staff’s recommendation to accept the attached municipal code Chapter 14, Article 18 for first reading on December 14, 2016. |

FISCAL IMPACT

|There is no fiscal impact anticipated from the installation of the URPO. Costs associated with monitoring and enforcing the Uninhabited Residential Property Ordinance would be recovered through the \$50 registration fee. Costs with notice of violations (NOVs) would be recovered through penalties imposed in accordance with provisions Chapter 1, Article 4 of the San Marino City Code. |

RECOMMENDATION

|Staff recommends the City Council accept the ordinance of S.M.C.C. Chapter 14, Article 18 Uninhabited Residential Property and place it on calendar for first reading on December 14, 2016. |

If Council concurs, the appropriate action would be:

“A motion to |accept the Uninhabited Residential Property Ordinance and have it placed on the December 14th agenda for first reading.” |

Attachments: |Chapter 14, Article 18 Uninhabited Residential Property |

ORDINANCE No. O-16-1312

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARINO AMENDING THE SAN MARINO CITY CODE TO ESTABLISH REGULATIONS FOR UNINHABITED RESIDENTIAL PROPERTY AND AMENDING THE SAN MARINO CITY CODE.

THE SAN MARINO CITY COUNCIL HEREBY ORDAINS AS FOLLOWS:

Section 1. Paragraph 15 is added to Subsection B of Section 1.06.02 of Article 6 of Chapter 1 of the San Marino City Code to read as follows:

“15. Chapter 14, Article 18, ‘Uninhabited Property’.”

Section 2. Article 18 is added to Chapter 14 of the San Marino City Code to read as follows:

**“ARTICLE 18
UNINHABITED RESIDENTIAL PROPERTY**

SECTION:

- 14.18.01 Purpose and Intent
- 14.18.02 Definitions
- 14.18.03 Registration
- 14.18.04 Registration Fee
- 14.18.05 Notification Process
- 14.18.06 Violation

14.18.01 PURPOSE AND INTENT

This Article is enacted to mitigate the public safety issues that can arise when residential properties are uninhabited for extended periods of time.

The provisions of this Article are in addition to other provisions of the San Marino Municipal Code that pertain to vacant property and property maintenance standards, and nothing in this Article supersedes any other provision of the San Marino Municipal Code.

14.18.02 DEFINITIONS

“Authorized parties” means three (3) or more persons and/or agents that the property owner designates in writing as having authority to act on the property owner’s behalf in the event of a public safety issue, and each of whom can promptly respond after being contacted by the City that a public safety issue exists on the uninhabited property. The property owner can, but is not required to be, an authorized party.

“Current contact information” means one or more current telephone numbers for each of the authorized parties.

“Promptly respond” shall mean arriving at the uninhabited property within one (1) hour after contact by a City of San Marino representative.

“Public safety issue” means an event or observation that a representative of the City considers to pose a threat to the uninhabited property, a neighboring property, or a neighboring resident, including, but not limited to a call or calls for service to which City personnel respond. Examples include trespassing, property damage, fire, suspected illegal activity, compromised power or gas lines, and damaged water pipes.

“Uninhabited” shall mean a residential property in which no person has lived on a day-to-day basis for a period of 60 consecutive days or longer. Periodic visits by a third party to the property shall not constitute inhabitation.

14.18.03 REGISTRATION

Residential property owners that own a residential property that is or will become uninhabited shall contact the San Marino Police Department, register the property and provide the names and contact information for the authorized parties and such other information as the Police Department shall require. This information will be maintained by the San Marino Police Department and will be used solely for purposes related to this Article.

Once a property is registered, the property owner shall keep the list current and insure that each person on the list qualifies as an authorized person.

14.18.04 REGISTRATION FEE

The City Council shall from time to time establish a fee the owner shall pay for registering an uninhabited property.

14.18.05 NOTIFICATION PROCESS

If a City representative responds to a call for service relating to a residence that appears to be uninhabited and which is not registered with the City, a notice regarding the requirements of this Article will be left at the residence.

If there is no response to this notice, follow-up checks will be made to the residence no less than every 30 days with subsequent notice(s) left for the property owner.

14.18.06 VIOLATION

It shall be unlawful for a property owner to fail to register his or her uninhabited residential property with the City of San Marino Police Department. Property owners must provide and keep a current list of three authorized parties or designate a person as an authorized party for the uninhabited property if the property owner is unable to respond to a public safety issue within one (1) hour after notification by the City.

PASSED, APPROVED, AND ADOPTED this ___ day of _____, 2016.

Allan Yung, Mayor

ATTEST:

Veronica Ruiz, 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

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: CINDY COLLINS, INTERIM CITY MANAGER
MARIO RUEDA, FIRE CHIEF
KEN PUN, CONTRACT DEPUTY FINANCE DIRECTOR

DATE: NOVEMBER 9, 2016

SUBJECT: **FIRE DEPARTMENT OVERTIME**

BACKGROUND

In the fall of 2015, negotiations and discussions between the Fire Association and the City Manager began with a major focus on reduction of the Fire Department's overtime/backfill costs. The City Manager wanted to amend the Fire Association Memorandum of Understanding to allow the City sole discretion to staff the fire engine as needed with three or four personnel. The negotiations process eventually went to impasse when agreement could not be reached. The results of the impasse process were ultimately delivered to the City Council on July 13, 2016.

In regard to staffing levels, the findings supported the City's right to utilize a three-person fire engine at its discretion, and the City Council accepted this finding. The City Council discussion regarding exercising this right highlighted the need to wait for the results of the deployment study. (Attachment 1A: Verbatim Minutes from July 13, 2016 City Council Meeting and Attachment 1B: Verbatim Minutes from May 27, 2016 City Council Meeting.)

Funding for this deployment study was approved in the 2016/17 FY Budget. The City Council authorized the City Manager and the Fire Chief to enter into an agreement with the City of San Gabriel and the City of South Pasadena to hire a consultant to conduct a Fire Department deployment study that would evaluate each City independently. This study will analyze the following items: response time, travel time based upon traffic, effective fire fighting force, risk levels in the community, City facilities, comparable cities, and national standard comparisons. This report will not obligate the City Council or the City to any action. However, the results of the study can assist the City Council in making an informed decision on the optimal staffing level of the fire engine, and other modifications for implementation. This study will be completed in May or June 2017.

The Chief has been backfilling the absent positions; hence, the fire engine is being deployed with four fire personnel until the deployment study is complete and the Council provides direction on staffing levels. Listed in Attachment 2 are the calls for service to the Fire Department for January – December 2015. As shown in this breakdown, medical calls are categorized as either Basic Life Support (BLS) or Advanced Life Support (ALS). The National Fire Protection Agency (NFPA) Standard 1710 addresses the minimum of

four on a fire engine for fires and for ALS call. As shown in this attachment, 78% of the medical calls during this time period were for ALS responses.

FISCAL IMPACT

The Fire Department Budget for FY 2016/17 is \$6,115,181. The department generated revenues are \$944,100. The annual safety tax revenue is \$1,909,780. The overtime budget for all overtime other than Strike Team overtime for this year is \$230,000. Since Strike Team overtime is reimbursed at 110%, it has not been included in this analysis.

For the first quarter of the Fiscal Year (July – September) the department overtime expenses have been \$150,000. The breakdowns of the overtime costs are as follows:

63,500 – FLSA, Sick, Vacation, Holiday, Comp, Other/Bereavement	
40,000 – Injury On Duty	
30,000 – Vacancy	- 100% reimbursed by cost savings in Regular Fire Salaries
16,500 – Shared Command	- 70% reimbursable through Tri-City agreement

In Attachment 3, the overtime/backfill chart illustrates the expected overtime costs for a full fiscal year with a consistent four-person fire engine (backfilling absences), and a four-person fire engine with no backfill during absences (moving to three-person fire engine when there is an absence). The estimated cost of an overtime budget for a fiscal year with a constant four-person fire engine is \$519,400, and \$406,400 for a four-person fire engine with no backfill during absences.

RECOMMENDATION:

Staff recommends that the City Council:

a. Clarify and affirm the City Council direction of July 13, 2016 pertaining to the staffing of the fire engine, and in the interim of the completion of the Deployment Study, provide direction to the City Manager and the Fire Chief to continue as currently being practiced to deploy a four firefighter/paramedic engine including the backfilling absences and recognize the expense of the associated overtime costs.

Or

b. Clarify and affirm the City Council direction of July 13, 2016 pertaining to the staffing of the fire engine, and in the interim of the completion of the Deployment Study, provide direction to the City Manager and Fire Chief to cease backfilling of absences on a four firefighter/paramedic engine and recognize the expenses associated with the overtime costs.

And subsequently

c. Direct City Manager, Fire Chief, and Finance Director to analyze the overtime costs during the mid-year review in January/February 2017 and submit recommendation to adjust the 2016-17 Fiscal Year Budget as necessary.

Attachments: 1A. Verbatim Minutes from July 13, 2016 City Council Meeting
1B. Verbatim Minutes from May 27, 2016 City Council Meeting
2. January-December 2015 Fire Department Calls for Service
3. Fire Overtime Actual Costs of Operating vs. Budget 2016-17

Verbatim MinutesJuly 13, 2016: Item 16

Schaefer: "Mayor if I could just give the brief part of this report if you'd like, your Labor Council is here, you can ask more specific questions. So this is a public hearing on Fact Finding regarding to impasse we've had with the San Marino Fire Fighters Association. Basically the memorandum of understanding or contract with the San Marino Firefighters expired on June 30, 2015. We got the impasse because the single issue that we could not agree on was the city's ability to decide when the engine could be staffed with 3 personnel versus 4 because the long standing past practice has been the engine has always been staffed with 4 so it became a meet and confer issue as it was a past practice. We went to mediation, we were unable to agree at mediation, we did make a last, best, final offer to the Fire Association, basically is attached to your report but the provisions of the last best offer were if you don't accept this offer, the only thing that is on the table if we impose is that we will impose that we have the right to determine staffing on the engine. The government code requires us to, after mediation didn't work, go to something called fact finding. Fact finding is a 3 member panel where we pick a person, so we picked a former HR person, firefighters picked the President of the fire association, and then a 3rd party is appointed. They did a fact finding process, went through that, you have the report. Probably the key sentence in the report is, as I'm looking here, the recommendation at 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, one firefighter/paramedic". A copy of that report is attached to your, uh this report. So, based on that, staff is recommending you hold a public hearing, but our recommendation is that the council impose the following term and condition of employment with the San Marino Fire Fighter's Association and that condition being that the city may at its sole discretion may determine whether to staff the engine with 4 or 3 personnel. If Council concurs, the motion is there. I think that gives a brief explanation. "

Yung: "Is this say that something you need to do before, right now, or after the conclusion of the public hearing"

Schaefer: "Yeah, you should hear any people who want to...you're going to decide publicly and then when you decide, that imposes that language and that gives the fire chief the ability to staff the engine with 3 people."

Yung: "Okay, thank you. Anyone else want to comment on the chief? Do you have something to say? Is there a question?"-

Huang: "No. no question but I just wanted to commend the firefighters from yesterday. There was a big structural fire. Thank you"

Schaefer: "Mayor, I just, I probably need to apologize. I didn't mean to speak for Mario there. I'm he maybe would like to talk but that puts him in a very awkward spot in this and I would just rather"

Yung: "Right. Definitely, definitely."

Schaefer: "And I would say, I know and he has, and would continue to make an argument to try and persuade you that four is better than 3. Right."

Talt: "Well, I join Councilman Huang and the work done yesterday, in helping fighting what was a tree fire and subsequently a structure fire. I also want to say that this, it's my understanding, that based upon this recommendation that all this does is give us the option. We're not signing anything that says we'll go with 3 firefighters. We're just talking about the option of doing so. Ummm...and that discretion would ultimately be determined in a subsequent time by the council."

Schaefer: "I don't think that's exactly right because the amount of money you provided in the budget will not run the engine with 4 guys for the fiscal year"

Talt: "Well that's true. But that plan was, subsequent to this study being done, we would take up the consideration as to how we would want to properly staff that. And, if necessary, amend the budget to reflect either more overtime, perhaps, the hiring of temporary firefighters like we used to, so there's a load of considerations that we could make at that time. But, we've kind of tabled that decision until we get the study done."

Yung: "As I remember, that's not what we decided. Finally, we decided that the amount we allocated, is it"

Talt: "Well, that's true, however..."

Yung: "That's it. There's no fluctuation until the end of the year, that we have strong feelings about certain corrections."

Talt: "Well, I think we always retain the right to amend the budget and as part of the discussion, it was we were going to place the overtime at 230,000 and we were also going to wait to determine, we were going to make further determination. I don't think we ever close off that option, but we're going to take a look at it"

Yung: "And then we can have the prerogative of staying with that option until we decide on this option."

Talt: "Right and this only gives us further room"

Yung: "This is only a very philosophical thing..."

John: "and well, this isn't very clear to me and my understanding when we have this conversation based on what we budgeted and based on imposing this language that if we, as a city, decided tomorrow for whatever reason to run the engine with 3, we can do that"

Talt: "Absolutely"

Schaefer: "Right, okay. So that decision would be between the City Manager and the Fire Chief and they'll work that out"

Talt: "I would imagine a decision like that, you would also want to discuss with the City Council"

Schaefer: "Okay, now, again, I don't because I think you already told us that we have the latitude and, based on the budget, that we can and need to really, based on the amount of money that's there and based on this decision"

Talt: "Right, absolutely. And the reverse is true. For you to increase that, you'd have to come and get approval of the City Council, that's right"

Schaefer: "I just don't want the Fire Department, or any of us to be under the misunderstanding that we run the engine with 3, for someone to think "that's not what the Council wanted" and, again, I get we don't want to but if we make that decision, that's a part of the direction we're given"

Talt: "And this merely gives us the option at this time"

Yung: "I also want to share with the fire department my appreciation for their work because it brings back memories, but as a servant of the city, guarding the budget, and I believe this is a philosophy that I would follow right now, that I would support this motion. So, anyone from the public want to speak? Okay, none."

Yung: "Do I have a motion to impose the following term and conditions that the City has the right to staff engine with 4 or 3"

Huang: "So moved"

Talt: "Second"

Yung: "Ok, do we need a roll call?" "Thank you"

City Clerk: "Councilman Huang"

Huang: "Yes"

City Clerk: "Councilman Talt"

Talt: "Yes"

City Clerk: "Mayor Yung"

Yung: "Yes"

Verbatim MinutesMay 27, 2016: Public Comment

Dominic Peta:

“Good morning Mayor Yung and Council. Thank you for allowing me time to speak this morning. For those of you that don’t know me, my name is Dominic Peta and I’ve had the great pleasure of working for the Fire Department over the last 10 years. There has been many things that have changed over the last 10 years while working here. We have eliminated a fire engine and 3 positions to go along with that. We went to a two tier retirement system. We’ve eliminated our auxiliary program which was a great succession planning tool and a reason I stand before you today. We tried sharing fire chiefs between fire and police. We now have a three tier retirement system which means there are multiple members here which are under different retirement systems to decrease our budget. We currently have the lowest retirement package in the state which we share with one other department. We’ve gone many years without a raise due to the fact that we’re paying now 9% additional on PERs retirement. Lastly, we’ve combined our admin staff between 3 cities to save 220,000 dollars out of the San Marino budget. But the one thing that hasn’t changed over the ten years and the 7 different fire chiefs I have worked for is the need for 4 personnel on the engine.

Just to give you a brief background in history of our fire chiefs, Chief Penido, was forced to eliminate our fire engine 291 and the three personnel that were staffed on that. But Chief Penido gave us his word that we would always maintain 4 person on staffing. As for Chief Anderson, 3 person on a fire engine was never an item that he was thinking about. When we had Chief Schaefer start with the fire department, he wanted to see what this whole fire fighting thing was about. So we got him a set of turnouts and after putting him through some basic fire ground operations, he soon understood the demands of the job and I must commend him last week for explaining that to council. Chief Frawley understood the importance of 4 men on an engine. He came from Glendale Fire where there are 3 trucks and 8 engines all staffed with 4 on the regular. I don’t think we need to reiterate where Chief Phillips stands on this issue. Chief Summers was a strong advocate for a 4 person staff. All orange county Fire authority paramedic and engines are four. And lastly, Chief Rueda was second in command and ran all operations for one of the largest departments in the nation. The Los Angeles Fire Department has 4 personnel on their fire engines as well.

The past and present fire chiefs of the last 10 years share a combined 240 years in experience and understand the unique needs and challenges we face working in a one station department. They also understand that the citizens in this great city pay a public safety tax that is also to provide the best service in their time of need. So I ask, why are we entertaining ideas and proposals from the outside and not listening to the valuable advice and direction from the inside? In closing, I ask you, the City Council, please take the valuable information our fire chief has been providing you. Please ask him the questions you need to help make these difficult decisions, And as you can see, we’re all very passionate about our careers and the future of this fire department. We take great pride in working for the city of San Marino. Please don’t take that away from us. Thank you for your time.”

“Thank you Dominic. I appreciate your work and the fire departments work very much, myself. Thank you. “

Agenda Item 1

City manager:

“This is Fire, to let you know what happened in Fire, last year, we were in this discussion about overtime in the Fire Department. The Council direction was to take, to reduce the overtime budget from \$366,000 and add a 13th firefighter. But we never filled that 13th firefighter position, and again, the notion there was that instead of paying firefighter overtime, we’d have a firefighter on staff who would fill those vacancies. That never came to fruition. That still, per the agreement with the fire department, we still aren’t really able to use that, so that’s been eliminated. So that would have reduced the staff cost, so that’s one of the reductions in the personnel cost you see. Those 130,000 dollars came out in personnel because we eliminated that 13th position which was never filled. So when you look at 5, 4, 3, 4, and it goes to 5,4,1,4, part of that is because we took a firefighter out of there. The overtime budget, the previous draft we had had 275,000 in it. This version has 183,000 dollars of overtime. 183,000 dollars would not allow the fire department to backfill every vacancy to fill the engine with 4 staff every time. My recommendation is that we budget at 183,000, per year, and that sometimes, the fire engine would run with 3 personnel. I have a chart here of overtime. And, again, I know this is tough and it’s great that all the fire guys are here and I would love to keep 4 guys on an engine all the time and I won’t tell you 4 isn’t better than 3. But, if I go back to 2004, the fire department overtime budget was 204,000 dollars and this year, it will top 450,000. In the last 4 years alone, it’s gone from 350,000 to 450,000. I think that while we can budget 183,000, know that that means sometimes the engine could have 3. I think a long term solution is to find an affordable way to have 4 guys on an engine, but I don’t think we can continue to pay overtime writable in check to keep 4 guys on an engine all the time. So, now I’m asking Council to approve 183,000 dollars, telling the fire chief that, “hey look, sometimes, there’s going to be 3 guys on an engine. That’s not what we want. Are there other things? Can we hire temporary guys? Can we hire a 13th firefighter, can we do something? But, I don’t’ think you can just keep spending overtime.””

Mayor Yung:

“Well, I just want to say that our fire department is numero uno. I have no problem with that. But it’s just the fact of how much can we have and how much can we afford. Last week, as this process has been going on for many weeks, John, you presented a \$183,000 dollars as overtime and you said they would probably use that up in 4-6 months. You are the City manager and when you put down \$183,000 dollars, I would rather expect you to act as you, as your authority and make them to stick with that the entire year, please, and not come back in 4 months and say “we need another 200,000 dollars”.

City Manager:

“Okay and I have no problem with that, but as a policy decision, that does mean that sometimes the engine will run with 3 guys.”

Mayor Yung:

“And I will support you wholeheartedly whatever you decide.”

City manager (?):

“Do I have support on that?”

“ I, as I’ve expressed in the past, this is something that we certainly should,...in the Fire Department and the Firefighters probably would like to prove you’re wrong and people would probably like to prove you’re right and the only way is to experiment and to have an occasional 3 person on a fire truck based upon...there are reduced risks that have occurred throughout the years including fire retardant in homes and sprinklers so the risk isn’t as great as it might have been 5 or 6 years ago. I think this is something we should experiment. We shouldn’t just say 3 on a fire truck. We should say “Let’s do 4, if we can work out something where occasionally, we have 3, let’s see what our experience is before we make any drastic moves”.

“I agree”

“Yeah, I think we can try it but the fact is that I personally would prefer full firefighters on the engine as I’ve talked to several police department heads and fire department heads and other councilmen from other cities. City of San Marino has been having full all the time. But the understanding is that one firefighter...I like to separate the proper staffing and the budget issue, okay. To me, if 3 can do the job, that’s your 3 and if 4 can do the job, then we should have 4. There’s no between. But then we got this overtime budget issue tangled with staffing issue. TO me, it doesn’t really make too much sense, but the firefighters they have 6 people between paramedic and they got to the site. Each one exists in their roles to do their job. Now, with the 3 firefighters, only 1 can go in. That’s what I understand unless there is some sort of emergency inside, but they wouldn’t know. That’s why they would have to wait. San Gabriel has 3 firefighters on an engine, but they’re a 2 station. So every time there is a fire, 2 fire engines go there. Our situation, we got only one. So they would have to wait for South Pasadena, San Gabriel, that’s another 5-10 minutes delay and the fire can spread right away so I would prefer full, if possible. But, again, if there is a budget issue, we have to save it. Then I would have to go with Councilman Talt.”

“Can just ask 1 other question? Well then, let’s be realistic about the overtime hours. Right? Because with 183,000...is 183,000 realistic to try to do our best to run only 3 on a fire truck, on occasion. Or, is that just...that’s my problem. Because we’re settling on 183,000 dollars and I realize that I heard what Chief Rueda said, and if we made that number more realistic so we were reducing the times that were running 3 on a fire truck, then we should do it. I mean, 183,000 is less than we’ve ever spent on overtime and so, I want to be realistic with that number so that 4 months from now, we’re not in a whole lot of trouble having run with only 3 at a time. “

“So a ball park, if you wanted to adjust that and this is the number that we used. The year we budgeted 360,000 even though we spent 390,000, I use this kind of gate. It’s 1000 a day to fill an overtime shift, roughly, 1000 to 1200 dollars a day, of overtime and at 390,000, that was with someone gone every day.

So figure for every 1000 dollars or 1200, it's a day. 183,000, in my mind is roughly meaning you're gonna run a truck with 3 guys about half the time. Now, again, there are other alternatives to this. You could say "hey put money in part time salaries, hire temporary firefighters", again, we'd have to get the union to agree to that. You could take your approach and say "hey, using the \$1000 a day, I only want to run 3 on an engine a 3rd of the time". So I'd say "okay, make it \$2--- whatever, to be honest."

"I'd prefer if all rule and took a look into upping the overtime and to lowering the potential, and that's not actual, sometimes everyone shows up so it's not actual, but if we were to run to get ideas to run the potential to 30%, then we're talking about 275,000 budgeted for overtime. And that makes for a more realistic approach and we're able to get some real numbers on what it's going to look like if we're running 3 versus 4."

"I would be fine with it. I think, to me, the key take away is " hey, there is a limit to the overtime and the limit means that once in a while, we will have to look at an alternative" and I... you know, a 3rd is fine. You could justify that by going back last year when we cut the overtime budget from 360,000 to 230,000 that was about a 3rd of the overtime."

"Well, then let's do 230,000 and tell them what they have"

"Ummm...okay, well then how do you feel about 275,000?"

"Well, I like 230,000 better"

"Then, how about we split it at 250,000?"

"Let's go to 230,000. And tell them that this is what we have and we're going to experiment with 3 and the experiment is going to be minimized by taking this approach rather than any other approach. It gives us a true taste of what it's going to be like, we can interview the fire chief during the process and"

"If we need to make any adjustments, we will"

"I want to be fair to the citizens, the residents, and have people understand that we don't have a surplus and every dollar we spend on any employee costs us 20-30% down the line for that employee and it keeps adding up so that's why we are taking a picture for today, that's only for today and the real cost is down the line. "

"In order to give John a more firm direction and John is already asking permission, any idea?"

"Well, what's the reason for 450,000 this year? What's the reason why?"

"So, we're in the middle of this contract that requires us to run with 4. Every time a firefighter is gone, to backfill that spot, we're paying overtime."

"I would like to bump the overtime to 230,000 and run it under those guidelines and see what our experience is in the coming year."

“The general idea is we would like for you to give us a number that’s more realistic and stick to it rather than say “ well, 185,000 now and then say 3 months from now “hey, give us another 185,000 or you are on the chopping block”

“I like the number 360 and actually capping it at that because I’m really thinking of this at the number of defenses that we have. We have the Verdugo system, we have the neighbors. We have the staffing, and as we start to shave these defenses, if you look at the Swiss cheese model, as we start to shave these defenses, there’s the potential, and you talked about experimenting, somebody in here will be the victim of that experiment, unfortunately because we can’t predict when these things, when catastrophes actually occur and human errors that are actually going to impact somebody. 360 does give me the opportunity to cover for the vacation, sick, and I’ll go back and work with the Union on capping it at that level and reinstating the technology that allows us to limit at 360 because these increases over 360 are really the result of long term, on duty injuries that we can’t predict and they’ve spiked our overtime in some years, and then ride down in some years, but that 360 number is predictable, it’s year to year and it really doesn’t change.”

“Deciding what we want is a very difficult one. We go back to 360; we started from 390 to 180, now we go back to 360. The cycle goes around and around so somewhere along the line, I think we should give John some sort of guideline”

“To me, it’s separating a staff issue from the budget. To me, it seems like its position coverage. It’s just we don’t have that extra personnel so we have to use one of the existing shifts to come back to serve. That’s why its overtime. Now I’m asking you, if we were just to hire another one, would that provide the additional coverage. John?”

“You’d actually have to hire 3 because there’s 3 shifts of employees that come into work so it results in about, 3 employees would be, about 360,000.”

“Why isn’t that enough just to kind of rotate, not just one person, but you can schedule them. When you schedule them, you probably know who will take vacation”

“that might be one of those things that’s considered but you know I’ve been working with the Union for about 10 weeks now on whether that would be preferable to a temporary firefighter to maybe another idea we haven’t even considered yet. But, 183 puts me back and you’re gonna run 3”

“I know and definitely 4 is better than 3. I know you gave us some information that’s also recommending 4 too, okay, so, out of 3, with the budget cut, would that sacrifice quality? Now, I don’t want to see, as you mentioned, someone becoming the victim of that. But, again, I don’t intend to have the kind of impression that firefighters, basically, the way we’re operating now is increasing the overtime and right now that is the public image of our firefighters. So if there is a way we can resolve, and the public can understand, so they can provide better quality and that sort of thing, then I want us to reach that deal”

“Chief, may I ask this question, if we gave you 250,000, you make sure it goes throughout the year and anything over it comes out of your paycheck?”

“Well, I would say, that you can operate without a Fire Department. There is no requirement for a Fire Department, but you say that the citizens of San Marino deserve, you know, quality. And I know we mentioned fires here, but fires are actually very infrequent, that is true. But with our aging population, all of us, medical emergencies are not, and they actually require 6 people too. A cardiac arrest actually eats up everybody we have. A serious car accident, any one of those, which we do frequently, actually requires that staffing level. So, fires are a concern and the safety of our people is a concern, but we have real emergencies here every day in San Marino, medical emergencies that actually require that same level of staffing.”

“But chief, we’re not cutting to 9 Firefighters. We’re leaving it at 12 until and that overtime is going to be 250 and, and so we’re not cutting firefighters and I’m trying to be as realistic as possible and you can run for 4, but there’s going to be days off and you’re going to fill it with back fill. We just don’t want it, I’m just concerned because I saw...let me ask you this way, how many days do you not have someone show up whether it be vacation, whether it be days off, whether it be sick leave. Does that happen once a shift? Once a day?”

“To cover regular compensated time off, its averages, as Schaefer said, it averages at about 1 person per shift. That’s just to cover someone off who can’t but, 1 person off per shift”

“Everyday someone is gone”

“Well, there are 3 shifts”

“No, no, no, but they work 24 hour shifts”

“Oh yes, you’re right. You’re right, I’m sorry. So, once a day just for regular time off, we would only have 3 firefighters”

“Yes, essentially”

“You know, I want to just say I agree with you that we need a fire department, and a first class fire department, but also we do not want to give you a blank check on overtime. if you can work this out. That is the way I feel. Other comment before we go on?”

“You know, I think the vice mayor had a point. You know if we backfill every time, I mean, and you call one guy to come in to substitute and they don’t get proper rest, don’t they get exhausted and he said we should have 1 extra person and you said no we should have 3 more.”

“ Well, I always say, these are all options to be considered but I’d say a realistic number that we intend to keep 4 people at 6 people going out every emergency, realistic number is at 360, cap it at that, and I go back, work with the Union on measures to ensure that it stays at 360.”

"I think important thing is whatever you do, that we all are working here for the best of the city of San Marino, for the residents. So, do not leave to the public the impression that, firefighters, okay I have the most respect for all of you guys that this coverage is just for your overtime. This is a lot of residents that we're telling. So with this coverage and you need 4 to provide the quality service that they have been getting, then let's have 4 at a time, but figure out a way to reduce the overtime budget to see what we can do. If we do need position coverage, to hire another one or hire 2, then let us know, next year?"

"Okay"

"General Manager Sir, whatever you come to, I support"

"I don't want to do that, with all due respect, I don't want to leave you in that position."

"I agree I agree"

"It's our responsibility as elected officials to make these tough decisions so we don't just leave it to the City manager to sit down and do it. So, I hear what Chief Rueda says, and I'm having trouble getting my head around the fact that for every day, someone is out, and but I want to make sure we minimize the risk and I think 360 is too much and I want to find a realistic number."

"And councilman, I agree. I think 230 is the number and part of what I'd validate that is 230 is actually the budgeted number this year. That's the number this year. We're spending 450. That didn't work. I think we keep it 230, the Chief is going to have a study done, and I think when we sit at the table, the priority of the evening is to keep 4 guys at an engine, then we work out a way that lets 4 guys stay on an engine without letting overtime go through the roof."

"I fully agree"

"So 230 is the number"

"I have great difficulty that with coming to grips with this 3 versus 4 because on one hand, I understand that 60% of agencies in the county run with 3 and on the other hand, I hear it's dogmatic from our department that it has to be 4. How does that happen? How can 60% of the agencies run with 3?"

"We want to check the 60% because those agencies probably have 2 engines"

"That would be the position that the fire department would take that that doesn't apply to us because we are a 1 station operation. I would respond to that by saying, granted, we are 1 station but the way the fire system works with Verdugo, with the shared command, with mutual aid is that those borders are dropped and you get aid on all those calls"

"Another wait"

"well, but if it's a structured call though, if it's a structured fire call, we pay 60,000 dollars a year for a fire communication system to make sure that when the fire dispatcher hears the call and hears that it's

a structure fire, she/he is not just sending 1 single unit. We are getting multiple resources because they know you need that and in fact, that's why our fire department so frequently responds to other cities. Because they are going to provide that assistance that South Pas or San Gabriel or Pasadena or even LA County doesn't have. LA County has a ton of trucks. We go into LA County all the time on medical calls and we go to Pasadena, San Gabriel, and you know all the other cities. So the budget that I'd bring back would say 230. Again I think we need to evaluate it but we need to do something."

"And I agree and I think that after we get the study in, after we get some real experiences, and we're able to deal with what the labor situation is, I can promise to everyone, both the residents and the fire department, that we will take a serious look at it, but right now, we are dealing with overtime that is out of control through, sounds like through no fault of anybody except that we've had some people off. But we've got to put realistic controls on that and it's our job to do that and that's why I suggest you start now, but I promise in the future, if this is not working out, just as we've talked about with the 3 firefighter, 3 fire department sharing and the tri-party, if that's not working out, we will change it. Because in response to-- Council man Ward"

"One of the difficulties I have is that here in San Marino, we do pay reward and we do, and it's like either park on your own or pays for valet. We pay for valet here in San Marino through our parcel tax and so... are we paying for that 4th firefighter through our parcel tax? And so these types of things that we have to get our head around and only our experience and our ability to sit down and take a serious look at it will we reach a final resolution on that."

"I don't disagree and we explored the idea and agree to develop on the experience over the coming year based on the budget that you do provide"

"I have 2 questions based regarding Vice-Mayor's 2 stations in the city when there's a medical emergency call, how many engines respond?"

"On a medical aid call?"

"Yes"

"You wanna answer that for them?"

"Do you have an answer to that or no?"

"Yes, normally, they would respond with one engine and one ambulance. The only other station that, in LA County that has a model similar to ours is Hermosa Beach, and they run with 3. But they're currently undergoing so many difficulties that they're actually looking to contract with the County for Fire Protection Services. Closest model we have to our city is South Pasadena and they regularize theirs to 4 on an engine."

"Out of the radio communication system, any one fire department station city that has 3 firefighters on an engine versus 4, how many are like that?"

“None.”

“What is South Pasadena’s overtime budget?”

“South Pasadena’s overtime budget is 5...something. It’s well over ours”

“Okay never mind”

“To understand this 4 versus 3 on a fire engine, I had the opportunity to talk to other fire departments and I don’t know if this is correct information or not, but maybe share with my fellow Council people and public. A fireman has a very risky job and it is very important that they can work in safer condition as well. I understand that when a fire engine arrives to a fire, first engine. If there is no one in the house asking for help, they can, 4 people, they may go in. 2 people will go in and 2 people will sit outside to support. If 3 people go, 2 people will go in and 1 will sit outside and that is no good unless there is someone inside the house screaming for help, they will usually not go in, so it’s better if there is 4. But, the reality is, if they wait another minute, another engine will come and they will give support so they can go in to give support. So, if there is no life threatening emergency, then 3 on a truck they don’t go in. 4 on a truck, they would go in. That’s why I said I would prefer 4. But, then again, can we afford 4, can we afford 500,000 dollars of overtime. This blank check is not something I am quite willing to write. But give your due diligence and I will give my support.”

January- December 2015 San Marino Fire Department Calls for Service

Basic Life Support (BLS)

Basic Life Support scope of practice is defined by the County of Los Angeles, Department of Health Services, Reference No. 802, and the State of California Title 22. It includes emergency cardiopulmonary resuscitation (CPR); use of an automatic external defibrillator, control of bleeding; treatment of shock, stabilization of injuries and wounds; and other basic first aid. Basic Life Support calls for service comprise 22% of all emergency medical services responses for the San Marino Fire Department. Types of requests for Basic Life Support service include minor trauma, back pain, minor fall, sick, or other non-specific requests for medical assistance. These calls can be serviced by a 3 firefighter team.

Advanced Life Support (ALS)

Advanced Life Support scope of practice for a paramedic is defined by the County of Los Angeles, Department of Health Service, Reference No. 802 and the State of California Title 22. It includes definitive emergency medical care including emergency cardiopulmonary resuscitation (CPR), defibrillation using an advanced monitor, advanced airway management, and administration of drugs and medications. Types of requests for Advanced Life Support service included allergic reactions, shortness of breath, choking, chest pain, severe trauma, cardiovascular accident (stroke), seizure, unconscious, and pediatric emergencies. Advanced Life Support calls for service comprise 78% of all emergency medical services responses for the San Marino Fire Department. These calls should be serviced by a 4 firefighter team.

Total Call Volume						
	Total		3 Firefighter- BLS		4 Firefighter-ALS	
Medical	1331	70.20%	287	21.56%	1044	78.44%
Fire	381	20.09%	221	58.01%	160	41.99%
Service	183	9.65%	142	77.60%	41	22.40%
Special Events	1	0.05%	1	100.00%	0	0.00%
Total	1896		651	34.34%	1245	65.66%

Calls Within City of San Marino Only						
	Total		3 Firefighter- BLS		4 Firefighter-ALS	
Medical	561	66.31%	123	21.90%	438	78.00%
Fire	232	27.42%	217	93.50%	15	6.50%
Service	52	6.10%	40	76.90%	12	23.10%
Special Events	1	0.10%	1	100.00%	0	0.00%
Total	846		381	45.00%	465	54.96%

Calls Outside City of San Marino Only						
	Total		3 Firefighter- BLS		4 Firefighter-ALS	
Medical	770	73.33%	164	21.30%	606	78.70%
Fire	149	14.19%	4	2.68%	145	97.32%
Service	131	12.48%	102	77.86%	29	22.14%
Special Events	0	0.00%	0	0.00%	0	0.00%
Total	1050		270	25.71%	780	74.29%

Supporting Facts:

1. Medical calls do **not** receive mutual aid support
2. Fire calls can receive automatic aid support
3. Service Calls are those pertaining to anything other than medical and fire
4. Total annual calls for San Marino and surrounding city mutual aid service were 1896. Out of that number, 846 were from San Marino addresses and 1050 were from non-San Marino addresses.

FIRE OVERTIME ACTUAL COSTS OF OPERATING vs BUDGET 2016-17

4 on an Engine
with Backfill
Absences at all
times

4 on an Engine No
Backfill Absences -
Move to 3 on an
Engine only when
there is an absence

FLSA / Benefit Accruals <small>(Sick, Vacation, Holiday, Comp, Bereavement, Other)</small>	352,000.00	239,000.00
IOD <small>(based on two year average)</small>	110,000.00	110,000.00
Vacancy <small>(Average of 10,000 per month, this is offset with savings in Regular Fire Salaries and Benefits)</small>	40,000.00	40,000.00
Shared Fire Command (Net) <small>(Overtime is 58,000 reimbursed at 70%)</small>	17,400.00	17,400.00

Total	519,400.00	406,400.00
Overtime Budget FY 16/17	230,000.00	230,000.00
Total Over Budget	(289,400.00)	(176,400.00)
Total Overtime Savings moving to 3 on a Fire Engine when there is an absence		(113,000.00)

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: ALDO CERVANTES
PLANNING AND BUILDING DIRECTOR

DATE: NOVEMBER 9, 2016

SUBJECT: **ORDINANCE O-16-1313 – ADOPTION OF CODES COMPRISING THE 2016 CALIFORNIA BUILDING STANDARDS CODE, AND THE 2016 LOS ANGELES COUNTY CODE, APPENDIX J, GRADING STANDARDS (FIRST READING)**

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 State's Health and Safety Code (Section 17958) mandates that the California Building Standards Commission adopt and publish the California Building Standards Code (Title 24 California Code of Regulations) every three (3) years. The State's Health and Safety Code also requires local governments to adopt the most recent editions of these codes. If the City Council approves Ordinance No. 16-12XX, the most recent editions of the construction Codes, with applicable amendments, will be in effect within the City, as required by State law. The 2016 Edition of the California Building Standards Code, which incorporates the below-listed model codes as adopted and amended by the State, becomes effective on January 1, 2017. Local amendments are allowed provided they are more restrictive and reasonably necessary due to local climatic, geological or topographical conditions.

The list below identifies the California Codes which will be adopted, along with any applicable amendments, which are incorporated in Title 24:

California Building Standards Code

- 2016 California Administrative Code
- 2016 California Building Code
- 2016 California Residential Code
- 2016 California Green Building Standards Code
- 2016 California Plumbing Code
- 2016 California Mechanical Code
- 2016 California Electrical Code
- 2016 California Fire Code
- 2016 California Energy Code
- 2016 California Referenced Standards Code

The 2016 Los Angeles County Code, Appendix J Grading Standards, is being adopted as the City's Grading Standards Code, and is intended to enhance the design and construction of both residential and commercial properties in order to control erosion and water run-off. In addition, the Code will better define the rule and regulations pertaining to applications and permits.

The City will also be adopting the 2016 California Administrative Code and 2016 Referenced Standards Code. The Administrative Code is used by the Planning and Building Director to administer the other adopted Codes and includes items such as the process for filing an appeal with the California Building Standards Commission. The Referenced Standards Code contains minimum test and referenced standards required by the California Building Standards Code. For example, if someone wanted to use a product that is not specifically addressed in the Building Codes, it can be checked against these standards.

LOCAL AMENDMENTS

During this triannual Code adoption process, the City is not looking to include additional technical amendments to the Building Code and Residential Code. Administrative and procedural modifications make up a majority of the amendments found in the Ordinance. These relate to plan check and permit procedures, fees, expiration dates, etc. The administrative provisions are consistent throughout each code. The findings for supporting all of the above referenced amendments are contained in the accompanying Resolution.

There are also City specific amendments which were retained, with no change, from the last Code adoption process. These include amendments relating to pool enclosures, roofing, and fire protection.

The Fire Code includes an amendment to the triggers for fire sprinklers and fire alarms. The amendments are as follows:

- Existing one and two family dwellings shall be required to install a fully automatic fire sprinkler system in existing and new portions of the building when greater than 720 square feet is added above or below the first floor or when additions, alterations, remodels or the combination thereof exceeds 40% of the existing square footage used for human occupancy.

IMPACT ON PROPERTY OWNERS

As with each Code adoption, there are stricter regulations that are being proposed this time around. However, a homeowner who is constructing a small addition or updating a bathroom or kitchen will likely not be significantly affected.

Although there are changes to the Fire Code, the number of property owners affected will not be nearly as large as the number affected by the last code adoption process.

PROCESS

The process for the adoption of this Ordinance is different than usual. The Council will conduct the first reading of the Ordinance and then set a public hearing which is typically at the same meeting as, and right before, second reading. Once the hearing and second reading occurs, the Ordinance is adopted and will become effective thirty (30) days later. The Council may set the public hearing and second reading for the December 14, 2016 Council meeting. If it is adopted at that meeting, it will have an effective date of January 13, 2017.

RECOMMENDATION:

Staff recommends the Council introduce the Ordinance and adopt the Resolution of Findings for the local amendments and set a public hearing for December 14, 2016 for second reading. If the City Council concurs, the appropriate action would be:

“A motion to read by title only and introduce Ordinance No. O-16-1313, adopt Resolution R-16-20 and set the public hearing for December 14, 2016 for second reading.”

- Attachments:
1. Ordinance No. O-16-1313
 2. Resolution No. R-16-20

ORDINANCE NO. O-16-1313

AN ORDINANCE OF THE CITY OF SAN MARINO ADOPTING BY REFERENCE THE 2016 EDITIONS OF THE CALIFORNIA ADMINISTRATIVE, BUILDING, MECHANICAL, PLUMBING, ELECTRICAL, RESIDENTIAL, FIRE, ENERGY, GREEN BUILDING STANDARDS, REFERENCED STANDARDS CODE, AND APPENDIX J, GRADING STANDARDS, OF THE COUNTY OF LOS ANGELES BUILDING CODE, WITH CERTAIN AMENDMENTS, DELETIONS AND ADDITIONS, AND AMENDING CHAPTER 25 OF THE SAN MARINO CITY CODE

THE CITY COUNCIL OF THE CITY OF SAN MARINO DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Articles 02 through 06, and Articles 09, 10, 12, 13, and 14 of Chapter 25, the “Uniform Codes” of the San Marino City Code, adopting by reference the 2013 Editions of the California Building, Mechanical, Plumbing, Electrical, Energy, Fire, Administrative, Residential, Green Building Standards, Referenced Standards Code, and amendments thereto, are hereby repealed; provided, however, that such repeal shall not affect or excuse any violation of any of said codes occurring prior to the effective date of this ordinance.

SECTION 2. New Article 02 Building Code is hereby added to Chapter 25 of the San Marino City Code to read as follows:

“Article 02

BUILDING CODE

- 25.02.01: BUILDING CODE ADOPTED**
- 25.02.02: AMENDMENT OF SECTION 114.1**
- 25.02.03: AMENDMENT OF SECTION 113.1**
- 25.02.04: AMENDMENT OF SECTIONS 109.2 AND 109.6**
- 25.02.05: ADDITION OF SECTIONS 110.3.8.1, 110.3.8.2, 110.3.11**
- 25.02.06: AMENDMENT OF SECTION 111.1**
- 25.02.07: AMENDMENT OF SECTION 302.1**
- 25.02.08: AMENDMENT OF SECTION 1501.1**
- 25.02.09: AMENDMENT OF SECTION 1505.1.3**
- 25.02.10: ADDITION OF SECTION 1507.2.5.1**
- 25.02.11: ADDITION OF SECTION 3109.4.1.7.1**

25.02.01: BUILDING CODE ADOPTED:

A. CODE ADOPTED: The California Building Code, 2016 Edition, based on the International Building Code as published by the International Code Council, including all appendices, is hereby adopted by reference, and together with certain amendments and deletions, shall constitute the Building Code of the City. A copy of said Code shall be located in the Planning and Building Department and shall be, at all times, maintained for use and examination by the public.

B. **BUILDING OFFICIAL DEFINED:** For the purpose of this Code, the Planning and Building Director shall be the Building Official or his designee.

25.02.02: AMENDMENT OF SECTION 114.1: Notwithstanding the provisions of Section 25.02.01 of this Article, Section 114.1 of the Building Code is amended to read as follows:

114.1 Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy, or maintain any building, structure or equipment or cause or permit the same to be done in violation of the Building Code.

It is hereby declared that any violation of the Building Code constitutes a public nuisance, and in addition to any other remedies provided by the Building Code for its enforcement, the City Council may bring civil suit to enjoin the violation of any provisions of this Building Code.

Any person, firm or corporation violating any of the provisions of the Building Code shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punishable as provided in Section 01.04.03A of this Code. Each separate day or any portion thereof during which violation of the Building Code occurs or continues shall be deemed to constitute a separate offense, and upon conviction thereof shall be punishable as herein provided.

25.02.03: AMENDMENT OF SECTION 113.1: Notwithstanding the provisions of Section 25.02.01 of this Article, Section 113.1 of the Building Code is amended to read as follows:

113.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of this Code, there shall be and is hereby created a Board of Appeals consisting of the members of the City Council. The Building Official shall be an ex officio member and shall act as Secretary to said Board but shall have no vote on any matter before the Board. The Board shall adopt rules of procedure for conducting its business, and shall render all decisions and findings, in writing, to the appellant with a duplicate copy to the Building Official. The Board may request the services of members of the community who are qualified by experience and training to interpret matters pertaining to the Building Code to act as technical assistants to the Board. Technical assistants shall have no vote on any matter before the Board.

25.02.04: AMENDMENT OF SECTIONS 109.2 AND 109.6: Notwithstanding the provisions of Section 25.02.01 of this Article, Sections 109.2 and 109.6 of the Building Code are amended to read as follows:

109.2 Schedule of permit fees. The fee for each permit shall be as periodically established by City Council resolution.

109.2.1 Plan review fees. When plans or other data are required pursuant Section 107.1, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be 100 percent of the building permit fee established by resolution of the City Council.

109.2.2 Expiration of plan review. Applications for which no permit is issued within 180 days following the date the application or the date of final approval, if one exists, shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may extend the time for action by the applicant for a period not exceeding 180 days on written request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

109.2.3 Expiration of building permits. Building permit expiration dates are based on project valuation according to the following schedule:

VALUATION	PERMIT EXPIRATION DATE
Up to \$50,000	6 months
\$50,000 - \$100,000	9 months
\$100,001 - \$250,000	12 months
\$250,001 and over	15 months

The Building Official may extend the permit expiration date for a period not exceeding 180 days on written request (submitted prior to the expiration date) by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once.

If an applicant wishes to renew a permit that has been expired for less than 6 months, 50% of the original fees paid shall be required to renew the permit. If an applicant wishes to renew a permit that has been expired for more than 6 months, 100% of the original fees paid shall be required to renew the permit.

109.6 Fee refunds. The Building Official may authorize refunding of any fee paid hereunder that was erroneously paid or collected.

The Building Official may authorize the refunding of not more than 80% of the permit fee paid when no work has been done under a permit in accordance with the Building code.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee within 60 days of the date of fee payment.

25.02.05: ADDITION OF SECTIONS 110.3.8.1, 110.3.8.2 AND 110.3.11: Notwithstanding the provisions of Section 25.02.01 of this Article, new Sections 110.3.8.1, 110.3.8.2 and 110.3.11 are added to the Building Code to read as follows:

110.3.8.1 Prior to frame approval, a rough zoning inspection is required in order to ensure compliance with the approved Development Plans.

110.3.8.2 Prior to final approval, a final zoning inspection is required in order to ensure final compliance with approved Development Plans.

110.3.11 Connections prohibited. Unless approval has been first obtained from the Building Official, the connection of gas or electrical utilities shall be prohibited until the final zoning, building, heating, air conditioning, electrical, plumbing and grading inspections, as required, are completed and approval has been granted on any building.

25.02.06: AMENDMENT OF SECTION 111.1: Notwithstanding the provisions of Section 25.02.01 of this Article, Section 111.1 of the Building Code is amended to read as follows:

111.1 Use or Occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification, tenancy, or change in proprietorship of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefore as provided herein.

Exception: Group R, Division 3 and Group U occupancies.

Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of the Building Code or of other ordinances of the City. Certificates presuming to give authority to violate or cancel the provisions of the Building Code or other ordinances of the City shall not be valid.

25.02.07: AMENDMENT OF SECTION 302.1: Notwithstanding the provisions of Section 25.02.01 of this Article, Section 302.1 of the Building Code is amended by adding a new paragraph to read as follows:

Any buildings or structures hereafter erected or constructed on C-1 zoned property shall be constructed of one-hour fire resistive construction throughout.

This Section shall apply to:

1. Construction of any new building.
2. Addition, renovation or remodeling of any existing building when the value thereof is more than twenty percent (20%) of the estimated value of the existing building. The value of the proposed addition, renovation or remodeling shall be cumulative of all such renovation or remodeling over five (5) years.

The value of the proposed construction and of the existing building shall be determined by the Planning and Building Department based upon the latest edition of the Building Valuation Data as published by the International Code Council.

25.02.08: AMENDMENT OF SECTION 1501.1: Notwithstanding the provisions of Section 25.02.01 of this Article, Section 1501.1 of the Building Code is amended by adding a new paragraphs following the first sentence to read as follows:

In the areas classified as Very High Fire Hazard Severity Zones, all new roofs and reroofs of more than fifty percent (50%) of the existing roof area within one year shall, be minimum Class "A" roofs.

In all other areas, a new roof with a minimum Class “B” classification shall be installed over the entire structure whenever the livable area is increased by 50% or more.

Reroofing over an existing roof is not permitted unless the roofing is specifically approved in the classification required over existing substrate. Evidence of such approval must be submitted at the time of permit issuance. Fire severity zones are established by the Fire Department and the California Department of Forestry and Fire Protection.

25.02.09: AMENDMENT OF SECTION 1505.1.3: Notwithstanding the provisions of Section 25.02.01 of this Article, Section 1505.1.3 of the Building Code is amended by requiring minimum Class “B” roofing for all types of construction for Group A-3, B, M and R-3 Occupancies.

25.02.10: ADDITION OF SECTION 1507.2.5.1: Notwithstanding the provisions of Section 25.02.01 of this Article, Section 1507.2.5.1 is added to the Building Code to read as follows:

1507.2.5.1 Not more than one overlay of asphalt shingles shall be applied over an existing asphalt or wood shingle roof. Asphalt shingles applied over wood shingles shall not have less than Type 30 nonperforated felt underlayment installed prior to reroofing.

25.02.11: ADDITION OF SECTION 3109.4.1.7.1: Notwithstanding the provisions of Section 25.02.01 of this Article, Section 3109.4.1.7.1 is added to the Building Code to read as follows:

3109.4.1.7.1 Driveway Gates. Driveway gates serving as part of the required pool barrier shall comply with the following:

1. Driveway gates, if operated manually, shall have a spring-loaded, self-closing, self-latching mechanism installed in accordance with the same procedure required in the City Building Code for pedestrian gates.
2. Driveway gates may be equipped with an electric gate-operating device provided that it is approved by a recognized Electrical Testing Agency.
3. Electric gate-operating devices shall be provided with a safety mechanism to interrupt and recycle the device, should the gate become blocked.
4. Electric gate-operating devices shall be provided with a time delay closing device, which is set and maintained to activate a maximum of 30 seconds after the gate has been opened.”

SECTION 3. New Article 03 Residential Code is hereby added to Chapter 25 of the San Marino City Code to read as follows:

“Article 03

RESIDENTIAL CODE

- 25.03.01: RESIDENTIAL CODE ADOPTED**
- 25.03.02: AMENDMENT OF SECTION R112.1**
- 25.03.03: AMENDMENT OF SECTION R113.1**

25.03.04: AMENDMENT OF SECTIONS R108.2 AND R108.5

25.03.05: ADDITION OF SECTIONS R109.1.5.2.1, R109.1.5.2.2, AND R109.1.6.3

25.03.01: RESIDENTIAL CODE ADOPTED: Except as hereinafter provided, the California Residential Code, 2016 Edition, based on the International Residential Code as published by the International Code Council, including all appendices, is hereby adopted by reference and incorporated herein as though fully set forth herein and shall constitute the Residential Code of the City. A copy of such Code shall be located in the Planning and Building Department and shall be, at all times, maintained for use and examination by the public. For the purposes of this Code, the Building Official shall be the Building Official.

25.03.02: AMENDMENT OF SECTION R112.1: Notwithstanding the provisions of Section 25.03.01 of this Article, Section R112.1 of the Residential Code is amended to read as follows:

R112.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the Residential Code, there shall be and is hereby created a Board of Appeals consisting of the members of the City Council. The Planning and Building Director shall be an ex officio member of and shall act as Secretary to said Board but shall have no vote on any matter before the Board. The Board shall adopt rules of procedures for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the Building Official. The Board may request the services of members of the community who are qualified by experience and training to interpret matters pertaining to the Residential Code to act as technical assistants to the Board. Technical assistants shall have no vote on any matter before the Board.

25.03.03: AMENDMENT OF SECTION R113.1. Notwithstanding the provisions of Section 25.03.01 of this Article, Section R113.1 of the Residential Code is amended to read as follows:

R113.1 Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy, or maintain any building, structure or equipment or cause or permit the same to be done in violation of the Residential Code.

It is hereby declared that any violation of the Residential Code constitutes a public nuisance, and in addition to any other remedies provided by the Residential Code for its enforcement, the City Council may bring civil suit to enjoin the violation of any provisions of this Residential Code.

Any person, firm or corporation violating any of the provisions of the Residential Code shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punishable as provided in Section 01.04.03A of this Code. Each separate day or any portion thereof during which violation of the Residential Code occurs or continues shall be deemed to constitute a separate offense, and upon conviction thereof shall be punishable as herein provided.

25.03.04: AMENDMENT OF SECTIONS R108.2 AND R108.5: Notwithstanding the provisions of Section 25.03.01 of this Article, Sections R108.2 and R108.5 of the Residential Code are amended to read as follows:

R108.2 Schedule of permit fees. The fee for each permit shall be as periodically established by City Council resolution.

R108.2.1 Plan review fees. When plans or other data are required pursuant to Section R106, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be one-hundred percent (100%) of the building permit fee established by resolution of the City Council.

R108.2.2 Expiration of plan review. Applications for which no permit is issued within 180 days following the date the application or the date of final approval, if one exists, shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may extend the time for action by the applicant for a period not exceeding 180 days on written request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

R108.2.3 Expiration of building permits. Building permit expiration dates are based on project valuation according to the following schedule:

VALUATION	PERMIT EXPIRATION DATE
Up to \$50,000	6 months
\$50,000 - \$100,000	9 months
\$100,001 - \$250,000	12 months
\$250,001 and over	15 months

The Building Official may extend the permit expiration date for a period not exceeding 180 days on written request (submitted prior to the expiration date) by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once.

If an applicant wishes to renew a permit that has been expired for less than 6 months, 50% of the original fees paid shall be required to renew the permit. If an applicant wishes to renew a permit that has been expired for more than 6 months, 100% of the original fees paid shall be required to renew the permit.

R108.5 Fee refunds. The Building Official may authorize refunding of any fee paid hereunder that was erroneously paid or collected.

The Building Official may authorize the refunding of not more than 80% of the permit fee paid when no work has been done under a permit in accordance with the Residential Code.

The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee within 60 days of the date of fee payment.

25.03.05: ADDITION OF SECTIONS R109.1.5.2.1, R109.1.5.2.2, AND R109.1.6.3:

Notwithstanding the provisions of Section 25.03.01 of this Article, new Sections R109.1.5.2.1, R109.1.5.2.2, and R109.1.6.3 are added to the Residential Code to read as follows:

R109.1.5.2.1 Prior to frame approval, a rough zoning inspection is required in order to ensure compliance with the approved Development Plans.

R109.1.5.2.2 Prior to final approval, a final zoning inspection by Planning Department staff is required in order to ensure final compliance with approved Development Plans.

R109.1.6.3 Connections prohibited. Unless approval has been first obtained from the Building Official, the connection of gas or electrical utilities shall be prohibited until the final building, heating, air conditioning, electrical, plumbing and grading inspections, as required, are completed and approval has been granted on any building.”

“Article 04

PLUMBING CODE

- 25.04.01: PLUMBING CODE ADOPTED**
- 25.04.02: AMENDMENT OF SECTION 106.1**
- 25.04.03: AMENDMENT OF SECTIONS 104.4, 104.3.2 AND 104.3.3**
- 25.04.04: AMENDMENT OF SECTION 104.4.3**
- 25.04.05: AMENDMENT OF SECTION 104.4.5**
- 25.04.06: AMENDMENT OF SECTIONS 104.5, 104.5.2 AND 104.5.3**
- 25.04.07: AMENDMENT OF SECTION 105.2.6**
- 25.04.08: AMENDMENT OF SECTION 203**
- 25.04.09: ADDITION OF SECTION 312.15**
- 25.04.10: ADDITION OF SUBSECTION 510.3**
- 25.04.11: ADDITION OF SECTION 713.7.1**
- 25.04.12: ADDITION OF SECTION 906.8**

25.04.01: PLUMBING CODE ADOPTED: Except as hereinafter provided, the California Plumbing Code, 2016 Edition, based on the Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials, including all appendices, is hereby adopted by reference and incorporated herein as though fully set forth herein and shall constitute the Plumbing Code of the City. For the purpose of this Code, the Planning and Building Director shall be the Building Official. A copy of said Code has been deposited in the office of the City Clerk and shall be, at all times, maintained by the City Clerk for use and examination by the public.

25.04.02: AMENDMENT OF SECTION 106.1: Notwithstanding the provisions of Section 25.04.01 of this Article, Section 106.1 of the Plumbing Code is amended to read as follows:

106.1 Violations and Penalties.

106.1.1 Violations. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, or maintain any plumbing or permit the same to be done in violation of the Plumbing Code.

106.1.2 Penalties. Any person, firm or corporation violating any provision of the Plumbing Code shall be deemed guilty of a misdemeanor, and, upon conviction thereof, shall be punishable as provided in Section 01.04.03A of this Code. Each separate day or any portion thereof, during which any violation of this code occurs or continues, shall be deemed to constitute a separate offence.

25.04.03: AMENDMENT OF SECTIONS 104.4, 104.3.2 AND 104.3.3: Notwithstanding the provisions of Section 25.04.01 of this Article, the first paragraph of Section 104.4, and Sections 104.3.2 and 104.3.3, of the Plumbing Code are amended to read as follows:

104.4 Issuance. The Building Official or his/her designee shall review the application, plans and specifications and other data filed by an applicant for a permit. Other departments of this jurisdiction may also review plans. If the Building Official or his/her designee finds that the work described in an application for permit and the plans, specifications and other data filed

therewith conform to the requirements of the Plumbing Code and other pertinent laws and ordinances, and that the fees established by resolution of the City Council have been paid, he/she shall issue a permit therefore to the applicant.

104.3.2 Plan review fees. When a plan or other data are required to be submitted by Section 104.3.2, a plan review fee shall be paid at the time of submitting plans and specifications for review. The plan review fees for plumbing work shall be equal to 100 percent of the total permit fee as established by resolution of the City Council. When plans are incomplete or changed so as to require additional plan review, a fee shall be charged in the amount established by resolution of the City Council.

104.3.3 Expiration of Plan Review. Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may extend the time for action by the applicant for a period not exceeding 180 days upon request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

25.04.04: AMENDMENT OF SECTION 104.4.3: Notwithstanding the provisions of Section 25.04.01 of this Article, the first paragraph of Section 104.4.3 of the Plumbing Code is amended to read as follows:

104.4.3 Expiration. Every permit issued by the Building Official or his/her designee under the provisions of the Plumbing Code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, the permit shall first be renewed, provided no changes have been made or will be made in the original plans and specifications for such work. If an applicant wishes to renew a permit that has been expired for less than 180 days, 50% of the original fees paid shall be required to renew the permit. If an applicant wishes to renew a permit that has been expired for more than 180 days, 100% of the original fees paid shall be required to renew the permit. The Building Official may extend the permit expiration date for a period not exceeding 180 days on written request (submitted prior to the expiration date) by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once.

25.04.05: AMENDMENT OF SECTION 104.4.5: Notwithstanding the provisions of Section 25.04.01 of this Article, Section 104.4.5 of the Plumbing Code is amended to read as follows:

104.4.5 Suspension or revocation. The Building Official or his/her designee may, in writing, suspend or revoke a permit issued under the provisions of this Code whenever the permit is issued in error or on the basis of incorrect information supplied or in violation of other ordinances or regulations of the City.

25.04.06: AMENDMENT OF SECTIONS 104.5, 104.5.2 AND 104.5.3: Notwithstanding the provisions of Section 25.04.01 of this Article, Sections 104.5, 104.5.2 and

104.5.3 of the Plumbing Code are amended to read as follows:

104.5 Permit fees. All fees pursuant to the Plumbing Code shall be established by resolution of the City Council.

104.5.2 Investigation Fees: Work without a permit.

104.5.2 Whenever any work for which a permit is required by the Plumbing Code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

104.5.2.1 An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee that would be required by the Plumbing Code if a permit were to be issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the Plumbing Code nor from any penalty prescribed by law.

104.5.3 Fee Refunds.

104.5.3.1 The Building Official may authorize the refunding of any fee paid hereunder which was erroneously paid or collected.

104.5.3.2 The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with the Plumbing Code.

104.5.3.3 The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than one hundred eighty (180) days after the date of fee payment.

25.04.07: AMENDMENT OF SECTION 105.2.6: Notwithstanding the provisions of Section 25.04.01 of this Article, the fourth paragraph of Section 105.2.6 of the Plumbing Code is amended to read as follows:

To obtain reinspection, the applicant shall file an application therefor in writing upon a form furnished for that purpose and pay the reinspection fee established by resolution of the City Council.

25.04.08: AMENDMENT OF SECTION 203: Notwithstanding the provisions of Section 25.04.01 of this Article, Section 203 of the Plumbing Code is amended by revising the following definitions to read as follows:

Accessible. “Accessible,” when applied to a fixture, connection, appliance, or equipment, shall mean having access thereto, but which first may require the removal of an access panel, door, or similar obstruction; “readily accessible” shall mean direct access without the necessity of removing any panel, door, or similar obstruction. Attic and underfloor areas are to be considered “accessible.”

Authority Having Jurisdiction. Whenever the term “Authority Having Jurisdiction” is used in the Plumbing Code, it shall mean the Building Official or his/her authorized representative.

25.04.09: ADDITION OF SECTION 312.15: Notwithstanding the provisions of Section 25.04.01 of this Article, Section 312.15 is added to the Plumbing Code to read as follows:

312.15 Soil, waste, water or other pipe or conduit, except downspouts, shall not be installed or permitted on the outside of a building.

25.04.10: ADDITION OF SUBSECTION 510.3: Notwithstanding the provisions of Section 25.04.01 of this Article, subsection 510.3 is added to the Plumbing Code read as follows:

510.3 No vent shall terminate in a location that is visible from the parkway across the street from the subject property, or to the side elevation facing a side street on a corner lot.

25.04.11: ADDITION OF SECTION 713.7.1: Notwithstanding the provisions of Section 25.04.01 of this Article, Section 713.7.1 is added to the Plumbing Code read as follows:

713.7.1 The City Engineer shall determine the availability of the sewer lines. No person shall construct, or enlarge a new or existing cesspool if a sewer line has been declared available.

25.04.12: ADDITION OF SECTION 906.8: Notwithstanding the provisions of Section 25.04.01 of this Article, Section 906.8 is added to the Plumbing Code to read as follows:

906.8 No vent shall terminate in a location that is visible from the parkway across the street from the subject property, or to the side elevation facing a side street on a corner lot.”

SECTION 5. New Article 05 Mechanical Code is hereby added to Chapter 25 of the San Marino City Code to read as follows:

“Article 05

MECHANICAL CODE

- 25.05.01: MECHANICAL CODE ADOPTED**
- 25.05.02: AMENDMENT OF SECTION 104.4.1**
- 25.05.03: AMENDMENT OF SECTIONS 104.4.3, 104.4.4, AND 104.4.5**
- 25.05.04: AMENDMENT OF SECTION 104.5**
- 25.05.05: AMENDMENT OF SECTION 106.0**
- 25.05.06: AMENDMENT OF SECTION 107.1**

25.05.01: MECHANICAL CODE ADOPTED: Except as hereinafter provided, the California Mechanical Code, 2016 Edition, based on the Uniform Mechanical Code as published by the International Association of Plumbing and Mechanical Officials, including all appendices, is hereby adopted by reference and incorporated herein as though fully set forth herein and shall constitute the Mechanical Code of the City. A copy of such Code shall be located in the office of the City Clerk and shall be, at all times, maintained by the Planning and Building Department for use and examination by the public. For the purposes of this Code, the Planning and Building Director shall be the Building Official.

25.05.02: AMENDMENT OF SECTION 104.4.1: Notwithstanding the provisions of

Section 25.05.01 of this Article, Section 104.4.1 of the Mechanical Code is amended to include an additional paragraph to read as follows:

The Building Official shall review applications, plans, specifications, computations and other data filed by an applicant for a permit. Such plans may be reviewed by other departments of this City to verify compliance with applicable laws under their jurisdiction. If the Building Official finds that the work described in an application for a permit and the plans, specifications and other data filed therewith conform to the requirements of the Mechanical Code and other pertinent laws and ordinances and that the fees established by Resolution of the City Council have been paid, the Building Official shall issue a permit therefore to the applicant.

25.03.04: AMENDMENT OF SECTIONS 104.4.3, 104.4.4, AND 104.4.5: Notwithstanding the provisions of Section 25.05.01 of this Article, Sections 104.4.3, 104.4.4, and 104.4.5 of the Mechanical Code are amended to read as follows:

104.4.3 Expiration. Every permit issued by the Building Official or his/her designee under the provisions of the Mechanical Code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, the permit shall first be renewed, provided no changes have been made or will be made in the original plans and specifications for such work.

104.4.4 Extension. If an applicant wishes to renew a permit that has been expired for less than 180 days, 50% of the original fees paid shall be required to renew the permit. If an applicant wishes to renew a permit that has been expired for more than 180 days, 100% of the original fees paid shall be required to renew the permit. The Building Official may extend the permit expiration date for a period not exceeding 180 days on written request (submitted prior to the expiration date) by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once.

104.4.5 Suspension or Revocation. The Building Official may, in writing, suspend or revoke a permit issued under the provisions of the City Code whenever the permit is issued in error or on the basis of incorrect information supplied or in violation of other ordinances or regulations of the City.

25.04.05: AMENDMENT OF SECTION 104.5: Notwithstanding the provisions of Section 25.05.01 of this Article, Section 104.5 of the Mechanical Code is amended to read as follows:

104.5 FEES.

104.5.1 Fees General. All fees pursuant to the Mechanical Code shall be as established by and set forth in a resolution of the City Council.

104.5.2 Plan Review Fees. When a plan or other data are required to be submitted by this code a plan review fee shall be paid at the time of submitting plans and specifications for review. The plan review fees for mechanical work shall be equal to 100 percent of the total permit fee as established by resolution of the City Council. The plan review fees specified in this subsection are separate fees from the permit fees specified in Section 115.1 and are in addition to

the permit fees. When plans are incomplete or changed so as to require additional plan review, a fee shall be charged in the amount established by resolution of the City Council.

104.5.3 Expiration of Plan Review. Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may extend the time for action by the applicant for a period not exceeding 180 days upon request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration the applicant shall resubmit plans and pay a new plan review fee.

104.5.4 Investigation Fee: Work Without a Permit.

104.5.4 Investigation. Whenever any work which requires a permit pursuant to the Mechanical Code has been commenced without first obtaining said permit, a special Investigation shall be made before a permit may be issued for such work.

104.5.5 Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit fee is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee that would be required by the City Code if a permit were to be issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the Mechanical Code nor from any penalty prescribed by law.

104.5.6 Fee Refunds.

104.5.6 The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected.

104.5.6.1 The Building Official may authorize the refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with the Mechanical Code.

104.5.6.2 The Planning and Building Department shall not authorize refunding of any fee paid except upon written application filed by the original permittee not later than one hundred eighty (180) days after the date of fee payment.

25.05.05: AMENDMENT OF SECTION 106.0. Notwithstanding the provisions of Section 25.05.01 of this Article, Section 106.0 of the Mechanical Code is amended by deleting Sections 106.1, 106.2 and 106.3, and adding a new Section 106.1 to read as follows:

106.1 Violations. It shall be unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, impound, remove, convert or demolish, equip, use or maintain mechanical systems or equipment or cause or permit the same to be done in violation of the Mechanical Code.

It is hereby declared that any violation of the Mechanical Code constitutes a public nuisance, and in addition to any other remedies provided by the Mechanical Code for its enforcement, the administrative authority may bring civil suit to enjoin the violation of any provisions of the Mechanical Code.

Any person, firm or corporation violating any of the provisions of the Mechanical Code shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punishable as provided in Section 01.04.03A of this Code. Each separate day or any portion thereof during which violation of the Mechanical Code occurs or continues shall be deemed to constitute a separate offense, and upon conviction thereof shall be punishable as herein provided.

25.05.06: AMENDMENT OF SECTION 107.1: Notwithstanding the provisions of Section 25.05.01 of this Article, Section 107.1 of the Mechanical Code is hereby amended to read as follows:

107.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the Mechanical Code, there shall be and is hereby created a Board of Appeals consisting of the members of the City Council. The Building Official shall be an ex officio member of and shall act as Secretary to said Board but shall have no vote on any matter before the Board. The Board shall adopt rules of procedures for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the Building Official. The Board may request the services of members of the community who are qualified by experience and training to interpret matters pertaining to the Mechanical Code to act as technical assistants to the Board. Technical assistants shall have no vote on any matter before the Board.”

SECTION 6. New Article 06 Electrical Code is hereby added to Chapter 25 of the San Marino City Code to read as follows:

“Article 06

ELECTRICAL CODE

- 25.06.01: ELECTRICAL CODE ADOPTED**
- 25.06.02: AMENDMENT OF ARTICLE 100**
- 25.06.03: FEES AND EXPIRATION**
- 25.06.04: ADDITIONS TO ELECTRICAL CODE**
- 25.06.05: VIOLATIONS**

25.06.01: ELECTRICAL CODE ADOPTED: Except as hereinafter provided, the California Electrical Code, 2016 Edition, based on the National Electrical Code as published by the National Fire Protection Association, including all annexes, is hereby adopted by reference and incorporated herein as though set forth herein in full and shall constitute the Electrical Code of the City. A copy of such Code shall be located in the Planning and Building Department and shall be, at all times, maintained by the Planning and Building Department for use and examination by the public. For the purpose of this Code, the Planning and Building Director shall be the Building Official.

25.06.02: AMENDMENT OF ARTICLE 100: Notwithstanding the provisions of Section 25.06.01 of this Article, Article 100 of the Electrical Code is amended by amending the definition of “Accessible, Readily” to read as follows:

Accessible, Readily: (Readily Accessible.) Capable of being reached quickly for operation, renewal, or inspections, without requiring those to whom ready access is requisite to climb over or remove obstacles or to resort to portable ladders, chairs, etc. (See “Accessible.”) Attic and crawl spaces are not considered readily accessible.

25.06.03: FEES AND EXPIRATION: Notwithstanding the provisions of Section 25.06.01 of this Article, all fees pursuant to the Electrical Code shall be those amounts established by resolution of the City Council.

Plan Review Fees. When a plan or other data are required to be submitted by this code a plan review fee shall be paid at the time of submitting plans and specifications for review. The plan review fees for electrical work shall be equal to 100 percent of the total permit fee as established by resolution of the City Council. The plan review fees specified in this subsection are separate fees from the permit fees and are in addition to the permit fees. When plans are incomplete or changed so as to require additional plan review, a fee shall be charged in the amount established by resolution of the City Council.

Expiration of Plan Review. Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The Building Official may extend the time for action by the applicant for a period not exceeding 180 days upon request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration the applicant shall resubmit plans and pay a new plan review fee.

Investigation. Whenever any work which requires a permit pursuant to the Electrical Code has been commenced without first obtaining said permit, a special Investigation shall be made before a permit may be issued for such work.

Investigation Fee. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit fee is then or subsequently issued. The investigation fee shall be equal to the amount of the permit fee that would be required by the City Code if a permit were to be issued. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the Electrical Code nor from any penalty prescribed by law.

Fee Refunds. The Building Official may authorize the refunding of any fee paid hereunder that was erroneously paid or collected. The Building Official may authorize the refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with the Electrical Code. The Planning and Building Department shall not authorize refunding of any fee paid except upon written application filed by the original permittee not later than one hundred eighty (180) days after the date of fee payment.

Expiration. Every permit issued by the Building Official or his/her designee under the provisions of the Electrical Code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from the date of such permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, the permit shall first be renewed, provided no changes have been made or will be made in the original plans and specifications for such work. If an applicant wishes to renew a permit that has been expired for less than 180 days, 50% of the original fees paid shall be required to renew the permit. If an applicant wishes to renew a permit that has been expired for more than 180 days, 100% of the original fees paid shall be required to renew the permit. The Building Official may extend the permit expiration date for a period not exceeding 180 days on written request (submitted prior to

the expiration date) by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once.

25.06.04: ADDITIONS TO ELECTRICAL CODE: Notwithstanding the provisions of Section 25.06.01 of this Article, the Electrical Code is amended by adding the section as set forth in Sections 89.101 of this Article.

25.06.05: ADDITION OF SECTION 89.101.13: Notwithstanding the provisions of Section 25.05.01 of this Article, Section 89.101.13 of the Electrical Code is hereby added to read as follows:

89.101.13 Violations: Any person, firm or corporation violating any of the provisions or failing to comply with any of the mandatory requirements of the Electrical Code shall be guilty of a misdemeanor and upon conviction thereof shall be punishable as provided in subsection 01.04.03A of this Code. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the Electrical Code is committed, continued or permitted by any such person, and he/she shall be punishable as herein provided.”

SECTION 7. New Article 09 Energy Code is added to Chapter 25 of the San Marino City Code, to read as follows:

**“Article 09
ENERGY CODE**

- 25.09.01: ENERGY CODE ADOPTED**
- 25.09.02: VIOLATIONS**

25.09.01: ENERGY CODE ADOPTED: Except as hereinafter provided, the California Energy Code, 2016 Edition, as published by the California Building Standards Commission, including all appendices, is hereby adopted by reference and incorporated herein as though fully set forth herein and shall constitute the Energy Code of the City. A copy of said Code shall be located in the Planning and Building Department and shall be, at all times, maintained by the Planning and Building Department for use and examination by the public.

25.09.02: VIOLATIONS: Any person, firm or corporation violating any of the provisions or failing to comply with any of the mandatory requirements of this Article shall be guilty of a misdemeanor and upon conviction thereof shall be punishable as provided in subsection 01.04.03A of this Code. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Article is committed, continued or permitted by any such person, and he/she shall be punishable as herein provided.”

SECTION 8. New Article 10 Administrative Code is hereby added to Chapter 25 of the San Marino City Code to read as follows:

**“Article 10
ADMINISTRATIVE CODE**

25.10.01 ADMINISTRATIVE CODE ADOPTED

25.10.01: ADMINISTRATIVE CODE ADOPTED: Except as hereinafter provided, the California Administrative Code, 2016 Edition, as published by the California Building Standards Commission, is hereby adopted by reference and incorporated herein as though fully set forth herein and shall constitute the Administrative Code of the City. A copy of said Code shall be located in the Planning and Building Department and shall be, at all times, maintained by the Planning and Building Department for use and examination by the public.”

SECTION 9. New Article 12 Fire Code is hereby added to Chapter 25 of the San Marino City Code to read as follows:

**“Article 12
FIRE CODE**

- 25.12.01: FIRE CODE ADOPTED**
- 25.12.02: ADDITION OF SECTION 106.2.3**
- 25.12.03: AMENDMENT OF SECTION 108**
- 25.12.04: AMENDMENT OF SECTION 109.4**
- 25.12.05: ADDITION OF SECTION 109.3.5**
- 25.12.06: ADDITION OF SECTION 113.1.1**
- 25.12.07: ADDITION OF SECTION 307.6**
- 25.12.08: ADDITION OF SECTION 308.1.4.1**
- 25.12.09: ADDITION OF SECTION 506.1.3**
- 25.12.10: AMENDMENT OF SECTION 903.2**
- 25.12.11: AMENDMENT OF SECTION 903.4**
- 25.12.12: ADDITION OF SECTION 906.1.1**
- 25.12.13: ADDITION OF SECTION 907.2A**
- 25.12.14: AMENDMENT OF SECTION 907.6.6**
- 25.12.15: AMENDMENT OF SECTION 3103.2**
- 25.12.16: ADDITION OF SECTION 5608.2**
- 25.12.17: ADDITION OF SECTION 4908**

25.12.01: FIRE CODE ADOPTED: Except as hereinafter provided, the 2016 California Fire Code, including all appendices with errata, based on the 2015 International Fire Code, is hereby adopted by reference and incorporated herein as though fully set forth herein and shall constitute the Fire Code of the City. A copy of such Code shall be located in the Planning and Building Department and shall be, at all times, maintained by the Planning and Building Department for use and examination by the public. For the purpose of this Code, the Planning and Building Director shall be the Building Official.

25.12.02: ADDITION OF SECTION 106.2.3: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 106.2.3 is added to the Fire Code to read as follows:

106.2.3 Annual inspection. All properties located in the High Fire Hazard Severity Zone as indentified by the San Marino Fire Department shall be inspected as deemed necessary for compliance with state and local brush clearance requirements by the Fire Official.

25.12.03: AMENDMENT OF SECTION 108: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 108 of the Fire Code is amended to read as follows:

**SECTION 108
APPEALS**

Whenever the Fire Chief disapproves an application or refuses to grant a permit applied for, or when it is claimed that the provisions of the Fire Code do not apply or that the true intent and meaning of the Fire Code have been misconstrued or wrongly interpreted, the applicant may appeal the Fire Chief's decision to the City Manager within thirty (30) days from the date of the decision appealed.

If the City Manager upholds the decision of the Fire Chief, the applicant may appeal the decision to the City Council by filing a notice of appeal with the City Clerk within ten (10) days from the date of the City Manager's decision.

25.12.04: AMENDMENT OF SECTION 109.4. Notwithstanding the provisions of Section 25.12.01 of this Article, Section 109.4 of the Fire Code is amended to read as follows:

109.4 Violation penalties. Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair, or do work in violation of the approved construction document or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine as established by the City Council or by imprisonment, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects in a timely manner as specified by the chief or authorized representative. The application of the above penalties shall not be held to prevent the enforced removal of prohibited conditions.

25.12.05: ADDITION OF SECTION 109.3.5: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 109.3.5 is added to the Fire Code to read as follows:

109.3.5 Citations. Persons operating or maintaining an occupancy, premises, or vehicle or performing work which requires a permit by this code, who allow a hazard to exist or fail to take immediate action to abate a hazard on such occupancy, premises, or vehicle or who fail to obtain a permit prior to start of work which requires such a permit under this code, when ordered or notified to do so by the Fire Official, shall be guilty of a misdemeanor .

25.12.06: ADDITION OF SECTION 113.1.1: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 113.1.1 is hereby added to the Fire Code to read as follows:

113.1.1 Establishment of fees. All fees pursuant to the Fire Code shall be established by resolution of the City Council.

25.12.07: ADDITION OF SECTION 307.6: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 307.6 is added to the Fire Code to read as follows:

307.6 Outdoor fireplaces, fire pits, and decorative fire features. Outdoor fireplaces, fire pits, and decorative fire features shall be installed and used in accordance with the manufacturer's instructions. In the absence of manufacturer's instructions, the Fire Chief or designee has the ability to determine proper installation location and area of operation. In most cases, a minimum of 10 feet clearance will be required from a structure or combustible materials

and vegetation. Fireplaces, fire pits, and decorative fire features, as identified under this code section, shall be gas fuel-fired and have an approved and listed spark arrestor as necessary.

25.12.08: ADDITION OF SECTION 308.1.4.1: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 308.1.4.1 is added to the Fire Code to read as follows:

308.1.4.1 Open-flame cooking devices. Charcoal burners, gas fuel-fired barbeques and other open-flame cooking devices shall be installed and used in accordance with the manufacturer's instructions. In the absence of manufacturer's instructions, the Fire Chief or designee has the ability to determine proper installation location and area of operation. In most cases, a minimum of 6 feet vertical (overhead) clearance will be required from a structure.

25.12.9: ADDITION OF SECTION 506.1.3: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 506.1.3 is added to the Fire Code to read as follows:

506.1.3 Key boxes and switches. An approved key box or switch shall be installed on motorized or lockable gates, perimeter fencing or similar barricades that obstruct access to a property when required by the Fire Code Official.

25.12.10: AMENDMENT OF SECTION 903.2: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 903.2 of the Fire Code is amended to read as follows:

903.2 Where required.

- a. An automatic fire-extinguishing (sprinkler) system shall be installed in every new building in the City, including any new residential building, hereinafter constructed or moved into the City, regardless of an area separation or type of construction.

Exception: New buildings less than 720 square feet may be exempted with the concurrence of the Fire Chief and Building Official.

- b. Existing one and two family dwellings shall be required to install a full automatic fire sprinkler system in existing and new portions of the building when greater than 720 square feet is added above or below the first floor or when additions, alterations, remodels or the combination thereof exceeds 40% of the existing square footage used for human occupancy.
- c. An automatic fire sprinkler system shall be installed in any "U" occupancy whenever any portion of said "U" occupancy is located beneath any portion of a building used for human occupancy.
- d. An automatic fire sprinkler system shall be installed in any "U" occupancy whenever the ceiling of said "U" occupancy is located fewer than seven (7) feet above the adjacent grade.
- e. An automatic fire sprinkler system shall be installed in any "U" occupancy that is located closer than 15' to an adjacent building used for human occupancy.
- f. Additions - An automatic fire sprinkler system shall be installed with an addition, renovation or remodeling of any existing commercial building, when the value thereof exceeds more than twenty percent (20%) of the market value of the existing building. All such additions, renovations, or remodeling performed fewer than five (5) years prior to

the effective date of this Section shall be considered in determining the cumulative value under this Section. The value of the proposed construction and of the existing building shall be determined by the Building Official based upon the latest edition of the "Building Valuation Data" as published by the International Code Council (ICC).

- g. An approved automatic sprinkler head shall be provided in new elevator pits.
- h. Installation, approval and maintenance of automatic fire-extinguishing (sprinkler) systems shall be in compliance with the most current National Fire Protection Association Standards #13, #13R, #13D, and the California Fire Code, as adopted and amended by the City.
- i. Automatic fire-extinguishing systems shall be installed and maintained at the owner's expense.
- j. If the Fire Chief and the Building Official determine access for fire apparatus and equipment to any building or structure, not otherwise required hereunder to maintain an automatic fire-extinguishing system is unduly difficult, installation of an automatic fire-extinguishing system shall be required.

25.12.11: AMENDMENT OF SECTION 903.4: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 903.4, Exception 1, of the Fire Code is amended to read as follows:

1. Automatic sprinkler systems protecting single-family dwellings shall have the flow switch electrically supervised by an approved supervising station.

25.12.12: ADDITION OF SECTION 906.1.1: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 906.1.1 is added to the Fire Code to read as follows:

906.1.1 Minimum requirement. Portable fire extinguishers of a 2A10BC type shall be installed in all occupancies and locations as set forth in the Fire Code and as required by the Fire Chief.

Exceptions:

- 1. Other portable fire extinguishers may be installed, if approved by the Fire Chief.
- 2. Group R, Division 3 and Group U occupancies are exempt.

25.12.13: ADDITION OF SECTION 907.2A: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 907.2A is added to the Fire Code to read as follows:

907.2A Monitored smoke and heat detectors shall be installed in the following locations:

1. Every new residential building in the City hereinafter constructed or moved into the City, regardless of area of separation or type of construction.

Exception: New buildings less than 720 square feet may be exempted with the concurrence of the Fire Chief and Building Official.

2. All residential buildings upon the occurrence of both the following conditions: (1) Addition(s) to any building or structure creating a total area exceeding 1,500 square feet; and (2) The additional used for human occupancy is greater than 720 square feet cumulative over a three year period.

3. All commercial buildings upon the occurrence of both the following conditions: (1) Addition(s) to any building or structure creating a total area exceeding 3000 square feet; and (2) The additional area used for human occupancy is greater than 720 square feet cumulative over a three year period.

The devices shall be installed in a manner conforming to the most current requirements of the International Code Council and the National Fire Protection Association Standards, according to the following guidelines:

1. A minimum of one photoelectric smoke detector on each level of living space and in the hallway outside a sleeping area.

2. A rate of rise heat detector in the attic, kitchen, basement and “U” occupancy that is located closer than 15’ to an adjacent building used for human occupancy.

3. A combination fire/security panel will be allowed, but all devices must be shown on the submitted plans.

4. The fire system shall be addressable.

25.12.14: AMENDMENT OF SECTION 907.6.6: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 907.6.6, Exception 3, of the Fire Code is amended to read as follows:

3. Automatic sprinkler systems protecting single-family dwellings shall have smoke and heat detectors installed that are monitored by an approved supervising station.

25.12.15: AMENDMENT OF SECTION 3103.2: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 3103.2 of the Fire Code is amended to read as follows:

3103.2 Approval required. Tents and membrane structures having an area in excess of 250 square feet, shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Fire Chef.

Exceptions:

1. Tents used exclusively for recreational camping purposes.

25.12.16: ADDITION OF SECTION 5608.2: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 5608.2 is added to the Fire Code to read as follows:

5608.2 The manufacturing, possession, storage, sale, use and handling of fireworks, other than “safe and sane” fireworks, is prohibited. The display, use or sale of fireworks described as “Safe and Sane” by the State Fire Marshal, is prohibited.

Exceptions: 1. Storage of fireworks is allowed in accordance with the requirements for low order explosives in Title 19, California Code of Regulations, Chapter 10.

2. Use and handling of fireworks for professional display by a state licensed pyrotechnician in accordance with Title 19, California Code of Regulations, Chapter 6, if permitted by the Fire Chief.

25.12.17: ADDITION OF SECTION 4908: Notwithstanding the provisions of Section 25.12.01 of this Article, Section 4908 is added to the Fire Code to read as follows:

SECTION 4908

CLEARANCE OF HAZARDOUS VEGETATION FROM STRUCTURES AND ROADS WITHIN THE CITY OF SAN MARINO

4908.1 Statement of legislative intent and purpose. It is the objective of this Section to promote and protect the public health, safety and welfare by recognizing that there exists within the City of San Marino a potentially hazardous fire situation created by grass, weeds, shrubs, and trees which are in such condition and location as to provide a ready fuel supply to augment the spread or intensity of fire. It is the intent of this Section to provide minimum standards to safeguard life, safety, property and the public welfare by insuring that hazardous vegetation or refuse is removed and that all grass, weeds, shrubs, and trees are properly maintained so as to not create a fire hazard within the community, while maintaining sufficient vegetation for aesthetic and soil erosion control purposes.

It is the further intent that this Section apply on a year-round basis to insure the removal and/or proper maintenance of grass, weeds, shrubs, trees and refuse in order to prevent the spread or intensity of fire within the community. Of particular concern is the need to provide adequate defensible space in the urban/wildland interface area of the city, referred to as the High Fire Hazard Severity Zone. For purposes of this Section, defensible space is that space within 100 feet (30.480 m) of a building or structure that is required for access by fire and other emergency personnel to defend the building or structure from the threat of fire.

4908.2 Prohibition. No person who has any ownership or possessory interest in, or control of a parcel of land shall allow to exist thereon any hazardous refuse or hazardous grass, weeds, shrubs, trees, or other vegetation, which, by reason of proximity to a building or structure, constitutes a fire hazard. For purposes of this Section, hazardous grass, weeds, shrubs, trees, or other vegetation are defined as grass, weeds, shrubs, trees, or other vegetation which are in such condition and location, or by the unique characteristics of a species, as to provide a ready fuel supply to augment the spread or intensity of a fire.

4908.3 Specific requirements. In order to provide sufficient defensible space, each person who has any ownership or possessory interest in, or control of, a parcel of land shall:

4908.3.1 General. Remove from the property all hazardous vegetation, except as otherwise provided herein, if such vegetation is within 100 feet (30.480 m) of a building, within ten (10) feet (3.048 m) of a combustible fence, or within ten (10) feet (3.048 m) of any portion of any highway, street, alley, or driveway improved or used for vehicular travel or other vehicular purposes. Distances up to 200 feet (60.960 m) or greater from a building or structure may be necessary as determined by the Chief. This requirement does not apply to the maintenance of trees, ornamental shrubbery or plants which are used as ground cover, provided such are

landscape materials that are properly irrigated and maintained and do not provide a ready fuel supply to augment the spread or intensity of a fire.

4908.3.2 Adjacent to building. Keep all trees, shrubs, and other vegetation or portions thereof, adjacent to or overhanging any building or structure free of dead limbs, branches, and other combustible matter.

4908.3.3 Roof clearance. Maintain 5 feet (1.524 m) of vertical clearance between roof surfaces and portions of trees or shrubs overhanging any building or structure.

4908.3.4 Chimney clearance. Remove any portion of a tree or shrub which extends within 15 feet (3.048 m) of the outlet of a chimney or stovepipe.

4908.3.5 Roof surface. Maintain the roofs of all buildings or structures free of leaves, needles, twigs, and other combustible matter.

4908.3.6 Building clearance--30 feet. Maintain all hazardous grass, weeds, and small shrubs within 30 feet (9.144 m) of any building or structure. Hazardous vegetation must be maintained less than 3 inches (76 mm) high; cut grass may be left on the slope to protect the soil if it lays down within 3 inches (76 mm) of the ground. Large native shrubs may be retained no closer than an average of 18 feet (5.486 m) apart, provided the lower branches have been trimmed a minimum of 3 feet (914 mm) above the ground, or at least thinned to reduce the available fuel volume.

4908.3.7 Roads. Maintain trees and shrubs within 10 feet of that portion of any highway, street, alley, or driveway which is improved or used for vehicle travel or other vehicular purposes (except for designated fire roads), so that no leafy foliage, twigs, or branches are within six (6) feet (1.828 m) of the ground (but no more than 1/3 of the crown).

4908.3.8 Combustible fences. Maintain all hazardous grass, weeds and other vegetation located within 10 feet (3.048 m) of any combustible fence at a height of not more than 3 inches (76 mm). This shall not require the removal of trees, ornamental shrubbery or plants which are used as ground cover, provided such do not provide a ready fuel supply to augment the spread or intensity of a fire.

4908.3.9 Building clearance--100 feet. Maintain all hazardous grass, weeds, shrubs and trees within 100 feet (30.480 m) of any building or structure. Grass and small shrubs may be retained on steep slopes to stabilize the soil and prevent erosion, but may not exceed a height of 18 inches (457 mm). Large native specimen shrubs should be retained where possible, but no closer than an average of 18 feet (5.486 m) apart. Remove all dead foliage, twigs or branches, or live branches within 3 feet (914 mm) of the ground, from mature trees and shrubs (but no more than 1/3 of the crown).

4908.3.10 Cut vegetation and refuse. Remove and/or safely dispose of all cut vegetation and hazardous refuse.

4908.3.11 Soil erosion control. If the abatement of hazardous vegetation results in the exposure of bare mineral soil, or the soil is exposed to such an extent that increased soil erosion

would be likely, or the Chief or his designee determines that the abatement has been excessive and poses a threat to the public health, safety or welfare, irrigation and landscaping or a suitable erosion control structure must be provided to establish effective soil erosion control.

4908.3.12 Minimum requirements. Nothing contained in this section shall be deemed to preclude the Chief from requiring more than the minimum specific requirements set forth above when the Chief determines that conditions exist which necessitate greater fire protection measures.

4908.4 Notice. The Council finds that grass, weeds, shrubs, trees, or other vegetation prohibited under Sec. 4908.3 increase the danger of fire and thus constitute a public nuisance. If such condition exists, the San Marino Fire Department shall give notice to the owner of record to abate the nuisance within 30 days. The notice shall state that the owner is required to abate the nuisance and that if the nuisance is not abated the City may take further action which can include, (1) the City, or its contractor, may enter upon the parcel of land and remove or otherwise eliminate or abate the nuisance, (2) that upon completion of such work the cost thereof, including administrative costs, shall become a special assessment against that parcel, and (3) that upon Council confirmation of the assessment and recordation of that order, a lien shall attach to the parcel to be collected on the next regular property tax bill levied against the parcel.”

SECTION 10. New Article 13 Green Building Standards Code is hereby added to Chapter 25 of the San Marino City Code to read as follows:

“Article 13

GREEN BUILDING STANDARDS CODE

25.13.01: GREEN BUILDING STANDARDS CODE ADOPTED

25.13.02: ADDITION OF SECTION 101.12

25.13.03: VIOLATIONS

25.13.01: GREEN BUILDING STANDARDS CODE ADOPTED: Except as hereinafter provided, the mandatory measures of the California Green Building Standards Code, 2016 Edition, as published by the California Building Standards Commission, are hereby adopted by reference and incorporated herein as though fully set forth herein and shall constitute the Green Building Standards Code of the City. A copy of said Code shall be located in the Planning and Building Department and shall be, at all times, maintained by the Planning and Building Department for use and examination by the public.

25.13.02: ADDITION OF SECTION 101.12: Notwithstanding the provisions of Section 25.13.01 of this Article, Section 101.12 is added to the Green Building Standards Code to read as follows.

101.12 Fee for Mandatory Measures. The fee for each plan check/permit shall be as periodically established by City Council resolution.

25.13.03: VIOLATIONS: Any person, firm or corporation violating any of the provisions or failing to comply with any of the mandatory requirements of this Article shall be guilty of a misdemeanor and upon conviction thereof shall be punishable as provided in subsection 01.04.03A of this Code. Each such person shall be guilty of a separate offense for

each and every day during any portion of which any violation of any provision of this Article is committed, continued or permitted by any such person, and he/she shall be punishable as herein provided.”

SECTION 11. New Article 14 Referenced Standards Code is added to Chapter 25 of the San Marino City Code, to read as follows:

**“Article 14
REFERENCED STANDARDS CODE**

25.14.01: REFERENCED STANDARDS CODE ADOPTED

25.14.01: REFERENCED STANDARDS CODE ADOPTED: Except as hereinafter provided, the California Referenced Standards Code, 2016 Edition, as published by the California Building Standards Commission, is hereby adopted by reference and incorporated herein as though fully set forth herein and shall constitute the Referenced Standards Code of the City. A copy of said Code shall be located in the Planning and Building Department and shall be, at all times, maintained by the Planning and Building Department for use and examination by the public.”

SECTION 12. New Article 16 Grading Standards Code is hereby added to Chapter 25 of the San Marino City Code to read as follows:

**“Article 16
GRADING**

25.16.01 GRADING STANDARDS CODE ADOPTED

25.16.01: GRADING STANDARDS CODE ADOPTED: Except as hereinafter provided, the Los Angeles County Building Code, Appendix J - Grading, 2016 Edition, as published by the County of Los Angeles, is hereby adopted by reference and incorporated herein as though fully set forth herein and shall constitute the Grading Standards Code of the City. A copy of said Code shall be located in the Planning and Building Department and shall be, at all times, maintained by the Planning and Building Department for use and examination by the public.”

SECTION 13. It shall be unlawful for any person, firm, partnership, or corporation to violate any provision or to fail to comply with any of the requirements of this Ordinance or any of the Codes hereby adopted. Unless deemed to be an infraction, any person, firm, partnership or corporation violating any provision of this Ordinance or any of the Codes hereby adopted or failing to comply with any of their requirements shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not exceeding one thousand dollars (\$1,000.00), or by imprisonment not exceeding six (6) months, or by both such fine and imprisonment. Each and every person, firm, partnership, or corporation shall be deemed guilty of a separate offense for each and every day or any portion thereof during which any violation of any of the provisions of this Ordinance or the Codes hereby adopted is committed, continued or permitted by such person, firm, partnership or corporation, and shall be deemed punishable

therefore as provided in this Ordinance.

SECTION 14. The City Council declares that, should any provision, section, paragraph, sentence or word of this Ordinance or the Codes hereby adopted be rendered or declared invalid by any final court action in a court of competent jurisdiction, or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences and words of this Ordinance and the Codes hereby adopted shall remain in full force and effect.

SECTION 15. The City Clerk shall certify to the passage and adoption of this ordinance; shall cause the same to be entered in the book of original ordinances of said City; and shall make a minute of the passage and adoption thereof in the records of the meeting at which the same is passed and adopted.

PASSED, APPROVED AND ADOPTED THIS 14th DAY OF DECEMBER.

ALLAN YUNG,
MAYOR

ATTEST:

VERONICA RUIZ,
CITY CLERK

I HEREBY CERTIFY that the foregoing Ordinance No. O-16-1313 was duly adopted by the City Council of the City of San Marino at a Regular Meeting of the City Council held on December 14, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

VERONICA RUIZ
CITY CLERK

RESOLUTION NO. R-16-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARINO MAKING EXPRESS FINDINGS AND DETERMINATIONS THAT MODIFICATIONS TO CODES COMPRISING THE 2016 CALIFORNIA BUILDING STANDARDS CODE AND THE 2016 LOS ANGELES COUNTY GRADING STANDARDS ARE REASONABLY NECESSARY BECAUSE OF LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS

WHEREAS, Section 17958 of the California Health and Safety Code provides that the City may make such changes or modifications to building standards set forth in codes comprising the 2016 California Building Standards Codes and the 2016 Los Angeles County Code, Appendix J - Grading Standards as it determines are reasonably necessary because of local climatic, geological or topographical conditions.

WHEREAS, Ordinance No. O-16-12XX adopts the 2016 editions of the California Building, Residential, Plumbing, Mechanical, Electrical, Fire, Energy, Administrative, Green Building Standards, and Referenced Standards Codes and the 2016 Los Angeles County Appendix J - Grading Standards, including various modifications to building standards and other provisions contained in said codes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MARINO HEREBY FINDS, DETERMINES, ORDERS AND RESOLVES AS FOLLOWS:

SECTION 1. Findings supporting local amendments. The modifications to Codes comprising the 2016 California Building Standards Code and the 2016 Los Angeles County Grading Standards that have been enacted are a continuation of the San Marino Building Code. The City Council expressly finds that all of the changes and modifications to such Codes, whether previously enacted or enacted in this ordinance, are reasonably necessary because of local climate characterized by hot, dry summers, followed by strong Santa Ana winds and heavy winter rains, the location in Southern California, the relatively flat topography of the City and the location of the Raymond fault within the City.

A. Specifically, the City Council hereby finds that the modifications to the California Building Code regarding roof coverings (Sections 1507.2.5.1), Driveway gates (Section 3109.4.7.4), the modifications to the California Fire Code regarding citations (Section 109.3.5), open flame cooking devices (Section 308.1.4), fire sprinkler system (Section 903.2), fire alarm system (Section 907.2), Tents and membrane structures (Section 3103.2) fireworks (Section 5608.2) are reasonably necessary to the health, safety and general welfare of the residents of the City due to the following local climatic, topographic and geological condition:

1. The City is located in an area climatically classified as arid and prone to hot, dry Santa Ana winds of high velocity. Santa Ana winds are unique to this region of Southern California. Moreover, due to the arid nature of the area, the weather during Santa Ana conditions tends to be hot, dry and windy. The hot, dry and windy weather conditions are very hazardous to populated areas insofar as flame spread is concerned.

2. Because of the above-described climatic conditions, the City and the surrounding cities have historically suffered from occasional structural fires. These have often been difficult to control due to the relatively flat topography of the City and the dry winds carrying sparks and cinders to surrounding structures.
 3. The City is located in a seismically active area, bisected by the Raymond Fault, and it is reasonably foreseeable that an earthquake would render the City particularly vulnerable to devastation.
 4. Because of the above-described geological conditions, the City, in the event of an earthquake, may be unable to dispatch an adequate number of fire personnel with apparatus to suppress fires and conduct rescue operations. Moreover, the conditions within the City likewise occur in surrounding communities, thereby rendering mutual aid assistance problematic.
- B. The City Council hereby further finds that the modifications to the California Building Code regarding asphalt shingles (Section 1507.2.5.1) are reasonably necessary for the health, safety, and general welfare of the residents of the City resulting from the following climatic and topographical conditions:

The City is subject to heavy winter rains, which in combination with the City's high water table, requires steps to prevent the rotting of wood.

- C. The City Council hereby further finds that the selected recommended technical amendments and additions to the 2016 California Building and Residential Codes from the Los Angeles Regional Uniform Code Program (Building Code Sections 1501.01, 1505.1.3, 1507.2.5.1, 3109.4.1, 3109.4.1.7.1, Fire Code 903.2, Green Code Sections 101.12 and the 2016 Appendix J Grading Standards are reasonably necessary for the health, safety, and general welfare of the residents of the City resulting from the following geological condition:

The City is located in a seismically active area, bisected by the Raymond Fault, and among a vast array of other fault systems capable of producing major earthquakes. It is reasonably foreseeable that an earthquake would render the City particularly vulnerable to devastation.

- D. The City Council hereby further finds that the other modifications to the 2016 California Codes and the addition of the 2016 Los Angeles County Code Appendix J Grading Standards are administrative or procedural in nature and necessary to allow the application of such codes by procedures suited to the size and nature of the City and its staff. The changes made also include provisions to make each of said Codes consistent with other Codes enforced by the City.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified copy of the same and Ordinance No. O-16-1313 to be transmitted to the California Building Standards Commission upon adoption of said Ordinance.

PASSED, APPROVED, AND ADOPTED this 9th day of November, 2016.

ALLAN YUNG, M.D.
MAYOR

ATTEST:

APPROVED AS TO FORM:

VERONICA RUIZ, CMC
CITY CLERK

STEVEN L. DORSEY
CITY ATTORNEY

I HEREBY CERTIFY that foregoing Resolution No. R-16-20 was duly adopted by the City of San Marino at a Regular Meeting of the City Council held on the 9th day of November, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

VERONICA RUIZ, CMC
CITY CLERK

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: IRENE McDERMOTT, CITY LIBRARIAN

DATE: [NOVEMBER 9, 2016]

SUBJECT: STATE LIBRARY ANNUAL REPORT

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

BACKGROUND

Pursuant to the Education Code (Section 18927), staff is required to report to the Council and the State Librarian the outcomes of the Crowell Public Library for the year ending June 30 of the preceding year. The public library data submitted are part of the national collection of information on the nation's public libraries that is coordinated by the Institute for Museum and Library Services (IMLS). The data is made available on the CA State Library website, in the California Library Directory online and in California Library Statistics online. It is important as a tool for analysis of library services and as a basis for supporting funding requests.

The state report is divided into several sections: Population, Staffing/Salary, Income, Expenditures, Collections, and Services.

Population Highlights:

- The number of registered borrowers increased by 6% over the previous fiscal year.

	FY15/16	FY 14/15
Population of San Marino	13,414	13,341
Children under 5 (Based on % relative to Census)	529	523
Children 5-14 (based on % relative to Census)	3,527	3,488
Registered Borrowers	39,556	37,484

Circulation				
	FY15/16		FY14/15	
Resident Adult	67,746	25%	64,906	25%

Non-Resident Adult	156,469	57%	144,879	57%
Resident Child	15,695	6%	14,191	6%
Non-Resident Child	32,789	12%	30,589	12%
Total Resident	83,441	31%	79,097	31%
Total Non-Resident	189,258	69%	175,468	69%
Total Yearly Circulation	272,699		254,565	

The State does not require information based on residency. However, below is a table of resident and non-resident card holders for Council information. Circulation statistics for residents and non-residents are located in the Circulation section of this report.

Registered Borrowers		
	FY15/16	FY14/15
Resident Borrowers	11,333 (29%)	11,093 (30%)
Non-Resident Borrowers	28,223 (71%)	26,391 (70%)
Total Borrowers	39,556	37,484

Staffing and Salary Highlights:

Classification	FY15/16		FY14/15	
	FTE	# of People	FTE	# of People
Total Number of Staff	16.75	46	16.73	46
Director/Analyst/Receptionist	3	4	3	4
Accredited ALA Librarians	5.4	6	5.4	6
Library Assistants*	3.4	12	3.4	12
Clerks	3	17	3	16
Pages	1.52	6	1.52	6
Monitors	0.41	2	0.41	2

*Includes library substitutes. Does not include non-library support staff.

Position	Entry Level	Maximum
City Librarian	\$7,651	\$9,539
Librarian I	\$3830	\$4,673
Librarian II	\$4,672	\$5,736
Librarian III	\$5,325	\$6,538
Clerk	\$952	\$1,049
Page	\$640	\$706
Clerk Typist II	\$2,865	\$3,517
Monitor	\$974	\$1,074

Standard Operating Expenditures Highlights:

- The Friends contributed over \$50,000 for adult and children’s programs and materials.
- The Library Foundation donation replaced 35 staff computers.
- The library grossed almost \$150,000 in passport acceptance fees in FY 15/16, a 209% increase over the previous year.

Item	FY15/16	FY14/15
Salaries	\$821,431	\$732,856
Benefits	\$205,802	\$154,666
Books	\$94,556	\$91,828
Magazines	\$9,088	\$8,698
Online Resources	\$34,763	\$32,456
Other (CDs, DVDs, etc.)	\$3,807	\$3,491
Other operating costs	\$351,535	\$357,873
Total Expenditures	\$1,520,982	\$1,381,868

Income for Operational Expenses Highlights:

- All Other Operating Income includes donations from the Friends, Foundation and other outside donors.

Income for Operational Expenses		
Source	FY15/16	FY14/15
Local Government	\$1,414,140	\$1,381,868
State Funds	\$6318	\$0
Federal Funds	\$0	\$0
All Other Operating Income	\$73,125	\$82,006
Total Operating Income	\$ 1,493,583	\$1,463,874

Collection Highlights:

Collections		
	FY15/16	FY14/15
Children's Books Added	2,033	3,092
Children's Books Held	36,779	33,217
Young Adult Books Held	4,885	4,424
Book Titles Added	6,178	6,267
Books Held	84,078	83,773
Electronic Books (downloadable)	7,236	8,421
Physical Audio	7,202	5,122
Online Audio (downloadable)	3,718	3,984
Physical DVDs	3,344	3,132
Subscription Databases	18	20
Print Serial Subscriptions (Magazines and Newspapers)	114	129
Children's Audio	677	668
Children's DVDs	1,029	981
Number of titles in catalog	106,482	102,923

Service Highlights:

- In October, thanks to the State Library of California, Crowell’s connection to CENIC went live, increasing its internet speed from 15 Mbps to 1 Gbps.
- In January, an MTS switch was installed that will allow the library to accept electricity from a generator in case of disaster.
- The year’s Summer Reading Program Olympics-related theme “Read for the Win” brought in over 1,000 participants.
- Programs were offered in partnership with the San Marino Historical Society, USC Emeriti, United Charity Foundation, LA Opera, the Pasadena Tournament of Roses Association, and Pasadena Humane Society.

Library Services				
	FY15/16	Notes	FY14/15	Notes
Total Public Service Hours	3,078	62 hrs/week	3,078	62 hrs/week
Library Visits	205,465	587/day	220,196	622/day
Reference Questions	13,956		13,909	
Circulation: Children's	161,417		147,539	
Circulation: Non-English	34,960		34,591	
Circulation: Non-Book	26,337		29,444	
Total Circulation	272,699		254,565	
EBook Downloads	5,823		5,148	
Interlibrary Loans to Others	60		59	
Interlibrary Loans Received	67	\$5/loan	93	\$5/loan
Preschool Programs: Number	133		147	
Preschool Programs: Attendance	4,171	31/program	4,573	31/program
School Age Programs: Number	57		55	
School Age Programs: Attendance	1,748	31/program	1,597	29/program
Young Adult Programs: Number	24		29	

Young Adult Programs: Attendance	308	13/program	339	12/program
Adult Programs: Number	172		135	
Adult Programs: Attendance	5,482	32/program	4,337	32/program
Offsite Programs	6		1	
Offsite Program Attendance	73		13	
Total Programs: Number	386		366	
Total Programs: Attendance	11,709	30/program	10,807	30/program
Users of Internet Computers	37,190	12/hour	40,432	13/hour
Wireless Internet Access	49,614	16/hour	51,231	17/hour
Virtual Visits to Website	188,639		142,284	
Volunteer Hours	823		1,510	

Conclusion

The library achieved many of the goals of the 2010-2015 Strategic Plan. Strong emphasis was placed on developing the library's materials collections to meet the needs of the community in all formats, with special focus on electronic books and children's collections. Staff and the Library Board of Trustees worked together to shape a new Strategic Plan for 2016-2021.

The library provides a variety of programming for children and adults and constantly works to develop innovative and creative ideas that are of interest to the community. The Friends of the Library hosted a series of programs called "Meet the Authors" which invites local writers speak about their books. In conjunction with the United Charity Foundation, the library hosted lifestyle-oriented programs, "Joyful Living/Happy Life" in Mandarin. The library hosted a USC Emeriti Center course about genomics with Dr. Hal Slavkin, and the return of "Jazz & Swing from A to Z: The Story of America's Music" with USC's Dr. Thom Mason.

The library continues to serve as a cultural hub in the community. Anecdotal evidence points to the library as being a gathering place for community members.

On October 24, 2017, the Library Board of Trustees received the City Librarian's Annual Report for filing. As a result, a recommendation to submit to the City Council was motioned and approved unanimously.

FISCAL IMPACT

None. |

RECOMMENDATION

Staff and the Library Board of Trustees recommend that the City Council receive and file the Annual Library Report as presented. | If Council concurs, the appropriate action would be:

“A motion |to ratify the 2015/16 Annual Public Library Survey that the City Librarian has filed with the State Library. |

Attachments: |None |

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: LUCY GARCIA, ASSISTANT CITY MANAGER

DATE: [NOVEMBER 9, 2016]

SUBJECT: **AIR QUALITY RULINGS AND CLARIFICATION
ON COMPRESSED WORKWEEKS**

[Allan Yung, MD, Mayor

Richard Sun, DDS, Vice Mayor

*Steven W. Huang, DDS, Council
Member*

Steve Talt, Council Member

Richard Ward, Council Member

BACKGROUND:

At the request of Council Member Steve Talt and Council Member Steven Huang, a summary of the Southern California Air Quality Management District's (AQMD) requirements as they potentially relate or have related to the City's compressed workweek schedule is provided.

AQMD:

In the late 1980s and early 1990s, air quality officials moved beyond traditional factory smokestack and vehicle tailpipe controls to transportation and market incentive programs. The Southern California Air Quality Management District, in fact, led the charge and adopted a landmark rideshare program in 1987. It required employers with more than 100 employees to offer tangible incentives to employees to carpool and ride public transit to work. For eight years, the program achieved success, reducing 272,000 trips per day; but, businesses chafed at trying to change employee behavior. In addition, they perceived the program's costs, estimated at \$110 per employee per year, as excessive and the administration overly burdensome.

AQMD refocused the program's emphasis in 1995 from carpooling to a broader goal of reducing vehicle emissions. In 1996, the Legislature required AQMD to phase out its mandatory program, if voluntary ridesharing showed equivalent emission reductions.

Effective June 19, 1998, Rule 2202 (On-Road Motor Vehicle Mitigation Options) was established to require any employer which employs 250 or more employees on a full or part-time basis to enable a menu of options to reduce mobile source emissions generated from employee commutes to comply with federal and state Clean Air Act requirements. These employers of 250 or more could elect to implement an Air Quality Investment Program (AQIP), an Emissions Reductions Program (ERS), or an Employee Commute Reduction Program (ECRP) for compliance.

The implementation of an Employee Commute Reduction Program (ECRP) specifically allowed for various commuter reduction programs, including but not limited to compressed workweeks. A Compressed Workweek schedule applies to employees who, as an alternative to completing the basic work requirements in five eight hour workdays in one week, or ten eight-hour days in two weeks, are scheduled in a manner, which reduces trips to the worksite.

observations of the Departments' operations and a summary to the City Council Ad Hoc, this matter regarding compressed and regular workweeks and impacts on service to the community will be further discussed at a future agenda.

RECOMMENDATION:

Receive and file.

Attachment: 2007 Council Minutes Regarding Compressed Workweek

A G E N D A

ADJOURNED REGULAR MEETING OF THE CITY COUNCIL

WEDNESDAY, **JUNE 13, 2007** – 5:00 P.M.
SAN MARINO POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
2200 HUNTINGTON DRIVE
SAN MARINO, CALIFORNIA 91108

CALL TO ORDER

ROLL CALL

CLOSED SESSION:

1. Pursuant to Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION – TITLE: City Manager.
2. Pursuant to Government Code Section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Vivian Leung, et al. v. City of San Marino: Case No.: CV-06-8258.

OPEN SESSION (DISCUSSION):

3. Discussion regarding Fiscal Year 2007-2008 Budget.
4. Discussion regarding mini-markets in gas stations.
5. Discussion regarding City Hall hours of operation. *no written report*

PUBLIC COMMENTS:

Members of the public shall have the opportunity to address the City Council at a specific time during Council's consideration of the agenda items, and at a specific time prior to Council's consideration of the Closed Session items.

ADJOURNMENT:

The next **REGULAR** meeting of the City Council will be held at 7:30 P.M. on Wednesday, June 13, 2007 in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

CAROL A. ROBB, MMC
CITY CLERK

Dated: June 8, 2007
Posted: June 8, 2007
Notice No.: N-07-96

City Attorney Dorsey agreed, and said it will take approximately 4 – 6 months to investigate such things as whether to sell beer and wine.

Vice Mayor Twist stated he would also like to see a report on the pros and cons of mini-markets in gasoline stations, and how these are handled in other places.

Mr. Dorsey also noted the California Environmental Quality Act will require a Negative Declaration.

DISCUSSION REGARDING CITY HALL HOURS OF OPERATION

City Manager Ballantyne stated that one and a half years ago, Council approved a change in City Hall hours from 8:00 A.M. – 12:00 P.M. Monday through Friday, and 8:00 A.M. to 4:00 P.M. on Tuesdays to 7:30 A.M. – 2:00 P.M. Monday through Thursday, and 7:30 A.M. – 12:00 P.M. on Fridays in an effort to provide more community access to City Hall. He has spoken to the employees and the bargaining units, and they would like to have a 4/10 work schedule from 7:30 A.M. – 5:30 P.M., Monday through Thursday. He would like to try this schedule for two months during the summer (July and August) and get community input, especially on the Friday closure of City Hall. Mr. Ballantyne noted that Supervisory/Confidential and Management employees may still come in on Fridays to work on projects or utilize the time to get caught up on other work. Currently, the employees work 38 hours per week, and they would work 40 hours per week under the new schedule.

Mr. Ballantyne stated there is not a huge volume of customers coming in on Fridays. Steve Dorsey noted some cities work a 9/80 schedule, and City Hall is closed every other Friday.

Councilman Kneier asked that employee productivity and customer service be tracked during the additional two hours of work.

PUBLIC COMMENTS:

None.

COUNCIL REPORTS:

Councilman Kneier stated he had taken a picture of the entrance to the Recreation Department. He noted this entrance area will be widened, with grass put in and removal of some asphalt. He noted that Assistant City Manager Collins is examining this.

ADJOURNMENT:

At 7:30 P.M., on motion by Councilwoman Brown and seconded by Vice Mayor Twist, the Adjourned Regular Meeting of the City Council was adjourned to the Regular

A G E N D A

**ADJOURNED REGULAR MEETING
OF THE CITY COUNCIL**

**WEDNESDAY, SEPTEMBER 12, 2007 – 6:00 P.M.
CITY HALL COUNCIL CHAMBER
2200 HUNTINGTON DRIVE
SAN MARINO, CALIFORNIA 91108**

CALL TO ORDER

ROLL CALL

CLOSED SESSION: (CITY HALL COUNCIL CHAMBER)

1. Pursuant to Government Code Section 54957, Council to hold a conference pertaining to PUBLIC EMPLOYMENT – TITLE: Chief of Police.

OPEN SESSION (DISCUSSION):

2. Discussion regarding group homes.
3. Discussion regarding City Hall hours. no written report

PUBLIC COMMENTS:

Members of the public shall have the opportunity to address the City Council at a specific time during Council's consideration of the agenda items, and at a specific time during Council's consideration of the Closed Session item.

ADJOURNMENT:

The next **REGULAR** meeting of the City Council will be held at 7:30 P.M. on Wednesday, September 12, 2007 in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

CAROL A. ROBB, MMC
CITY CLERK

Dated: September 6, 2007
Posted: September 6, 2007
Notice No.: N-07-143

City Council, to be held in the City Hall Council Chamber, 2200 Huntington Drive, following a five minute recess. The motion was carried unanimously.

RECONVENE:

At 10:49 P.M., Vice Mayor Twist reconvened to the Adjourned Regular Meeting of the City Council.

DISCUSSION REGARDING CITY HALL HOURS

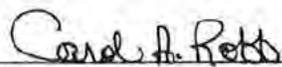
Vice Mayor Twist moved and Councilwoman Brown seconded the motion to continue the discussion regarding City Hall hours to the Adjourned Regular Meeting of the City Council to be held at 6:30 P.M. on Wednesday, October 10, 2007. The motion was carried by the following vote:

AYES : COUNCILMEMBERS BROWN, KNEIER, SUN, AND VICE
MAYOR TWIST.
NOES : NONE.
ABSENT : MAYOR LIN – EXCUSED.

ADJOURNMENT:

At 10:50 P.M., Vice Mayor Twist moved and Councilwoman Brown seconded the motion to adjourn the Adjourned Regular Meeting of the City Council to the Adjourned Regular Meeting of the City Council to be held at 6:30 P.M. on Wednesday, October 10, 2007 in the San Marino Police Department Emergency Operations Center, 2200 Huntington Drive, San Marino, California. The motion was carried by the following vote:

AYES : COUNCILMEMBERS BROWN, KNEIER, SUN, AND VICE
MAYOR TWIST.
NOES : NONE.
ABSENT : MAYOR LIN – EXCUSED.


CAROL A. ROBB, MMC
CITY CLERK

A G E N D A

**ADJOURNED REGULAR MEETING
OF THE CITY COUNCIL**

**WEDNESDAY, OCTOBER 10, 2007 – 6:30 P.M.
SAN MARINO POLICE DEPARTMENT
EMERGENCY OPERATIONS CENTER
2200 HUNTINGTON DRIVE
SAN MARINO, CALIFORNIA 91108**

CALL TO ORDER

ROLL CALL

OPEN SESSION (DISCUSSION):

1. Discussion regarding City-wide Bicycle Master Plan.
2. Discussion regarding City Hall hours (Continued from the Adjourned Regular Meeting held on September 12, 2007). *no written report*

PUBLIC COMMENTS:

Members of the public shall have the opportunity to address the City Council at a specific time during the Council's consideration of the agenda item, and at a specific time during Council's consideration of the Closed Session item.

ADJOURNMENT:

The next **REGULAR** meeting of the City Council will be held at 7:30 P.M. on Wednesday, October 10, 2007 in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.

CAROL A. ROBB, MMC
CITY CLERK

Dated: October 5, 2007
Posted: October 5, 2007
Notice No.: N-07-185

City Manager Ballantyne stated he will also check with the California Joint Powers Insurance Authority (CJPIA) regarding their comfort level as it relates to bicycle routes.

DISCUSSION REGARDING CITY HALL HOURS (CONTINUED FROM THE ADJOURNED REGULAR MEETING HELD ON SEPTEMBER 12, 2007)

City Manager Ballantyne noted that two years ago City Hall public hours were from 8:00 A.M. – 12:00 P.M., with extended hours on Tuesdays from 8:00 A.M. – 4:00 P.M., and Fridays from 8:00 A.M. – 12:00 P.M. Hours were then changed from 8:00 A.M. – 2:00 P.M. Monday – Thursday and 8:00 A.M. – 12:00 P.M. on Fridays. During the summer months, we implemented trial hours Monday through Thursday from 7:30 A.M. to 4:00 P.M. and closing on Fridays. A customer survey was completed to monitor individuals coming to City Hall from 2:00 P.M. – 4:00 P.M. Twenty-eight surveys were received during a 14 week period. There were 27 positive and 1 negative responses. Mr. Ballantyne noted there were 571 additional customers from 2:00 – 4:00 P.M. during the 14 weeks, with 41 average additional transactions per week. He stated he feels comfortable with the proposed schedule. It was posted and also printed in the City newsletter. He commented that contractors like to come in after 3:00 P.M. to pull permits. Mr. Ballantyne recommended continuing the schedule of public hours from 7:30 A.M. – 4:00 P.M., Monday through Thursday, with City Hall being closed on Friday.

Councilman Kneier inquired as to whether there were comments from the public about City Hall being closed on Friday.

Mr. Ballantyne noted that no calls had been received.

Councilwoman Brown stated she had received one call.

Councilman Kneier noted the schedule allows employees to be off on Friday.

Mr. Ballantyne also stated that some employees have modified work schedules and are in on Friday.

Councilman Kneier inquired about the hours for Public Works Department employees.

Mr. Ballantyne said they have a staggered 4/10 schedule. The street crews start at 6:30 A.M., five days a week.

Mayor Lin inquired whether it is possible to stagger hours so people can come in on Fridays for permits.

Mr. Ballantyne explained there are not enough City Hall employees to be able to stagger their hours. The employees used to have a 38 hour work schedule. They now work 40 hours per week under the 4/10 schedule at no additional costs to the City.

City Attorney Dorsey stated that other cities close every other Friday. San Marino is so small, that the 4/10 schedule works. It is confusing to residents to be closed every other Friday, but this has not been an issue here. People prefer to come in to City Hall earlier in the morning, and later in the afternoon.

Mr. Ballantyne noted that building inspections are still performed on Fridays.

Councilwoman Brown stated that police and fire coverage is the same as always.

Mr. Ballantyne commented that if there are any problems, he will bring the issue back to the City Council.

PUBLIC COMMENT:

Gene Ruckh, 910 Sherwood Road, inquired as to whether the City is in compliance with the Fair Labor Standards Act (FLSA).

Mr. Ballantyne acknowledged Mr. Ruckh's inquiry and stated the City is in compliance.

The consensus of the City Council was that all feel comfortable with the new City Hall schedule of hours.

PUBLIC COMMENTS:

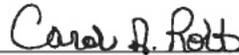
Gene Ruckh, 910 Sherwood Road, referred to the discussion regarding a City Bicycle Program and inquired as to whether this is demand driven, and how the City will pay for it. He feels it is not the City's responsibility to provide bicycle racks or lockers.

Councilman Kneier stated that if no rack is provided, no one will use a program like this. Many communities are using this and he feels the demand for this type of program is high. However, there is a cost to the City. He feels the total cost will be approximately \$5,000 - \$10,000. No striping of lanes is proposed.

Councilman Sun stated that federal and state funding can be applied for, and recommended taking a smaller step at first to see if the community likes it.

ADJOURNMENT:

At 7:15 P.M., Vice Mayor Twist moved and Councilwoman Brown seconded the motion to adjourn the Adjourned Regular Meeting of the City Council to the Regular Meeting of the City Council to be held at 7:30 P.M. in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California. The motion was carried unanimously.



CAROL A. ROBB, MMC
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

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: ALDO CERVANTES,
PLANNING AND BUILDING DIRECTOR
AMANDA MERLO, AICP
ASSOCIATE PLANNER

DATE: NOVEMBER 9, 2016

SUBJECT: **APPEAL OF VARIANCE NOS. V16-04, V16-06, CONDITIONAL USE PERMIT NO. CUP16-18, AND DESIGN REVIEW NO. DRC16-35 AND CONSIDERATION OF NEW VARIANCE NO. V16-09**
1900 MONTROBLES PLACE, (REED)

PROPOSAL:

This is an appeal of the Planning Commission's decision to deny an application to construct a one-story addition to the house and expand the existing attached garage. The resulting building will exceed the maximum allowable lot coverage, have less than the required side and rear yard setbacks, and have a non-conforming garage width. This requires three variances, one conditional use permit, and one design review action per City Code Sections 23.02.09(A), 23.06.05(D), 23.06.05(L), 23.02.20(B), and 23.15.03(A).

REQUIRED ACTIONS

VARIANCE NO. V16-04 – LESS THAN THE REQUIRED REAR YARD SETBACK

VARIANCE NO. V16-06 – LESS THAN THE REQUIRED 25' SIDE YARD SETBACK FOR A STREET-FACING GARAGE

~~VARIANCE NO. V16-08 – LESS THAN THE REQUIRED 20' GARAGE DEPTH~~

VARIANCE NO. V16-09 – LESS THAN THE REQUIRED 20' GARAGE WIDTH

~~CONDITIONAL USE PERMIT NO. CUP16-12 – ENCROACHMENT INTO THE 30 DEGREE STRUCTURAL ENCROACHMENT LINE~~

CONDITIONAL USE PERMIT NO. CUP16-18 – EXCEED MAXIMUM ALLOWABLE LOT COVERAGE

DESIGN REVIEW NO. DRC16-35 – ADDITION

BACKGROUND

This project was originally before the Planning Commission on July 27, 2016. The Planning Commission could not make the required findings for the requested actions and asked the applicant to consider other design options, such as expanding the garage toward the house. The applicant opted to not alter the design and submitted a letter in advance of the August 24th meeting requesting that the Planning Commission make

a decision on the plans that were previously presented to the Planning Commission. At their August 24, 2016 meeting, the Planning Commission denied the project. On October 12, 2016, Council heard the appeal. After considering testimony of the applicants and neighbors, the Council suggested modifications to the rear yard setback and continued action on the matter. The applicant has since increased the rear yard setback to five (5) feet and reduced the height of the garage so that the project no longer needs a CUP for the encroachment into the 30 degree line. The applicant was also able to expand the depth of the garage so a variance for non-conforming depth is no longer needed; however, due to the increased rear yard setback, a garage width variance is now required. The livable area and lot coverage figures increased slightly due to the expanded laundry room and the increase in the size of the garage.

Project Information:

General Plan: Low Density Residential. This project is consistent with the General Plan as it maintains a similar pattern of development as found in the neighborhood.

Zoning: R-1, District VII

Location: The subject property is located on the northeast corner of Montroble Place and S. Los Robles Avenue

Lot Size: 5,852 square feet

Existing Use: Single-family with an attached 2-car garage

Surrounding Uses: The site is bordered on all sides by other properties in Area District VII that are improved with single-family homes.

Proposed Size: Livable area: 1,626.2 square feet
Lot Coverage: 2,195.7 square feet

Parking Required/Proposed: Two non-conforming garage spaces

Environmental Determination: Categorically Exempt under Class 3 – new construction or conversion of small structures

ANALYSIS

The applicant proposes to construct a one-story, 67.2 square-foot addition for a laundry area under an existing covered porch, and to add 118 square feet to the attached garage. The house currently has a substandard garage measuring 15’6” wide by 18’10” deep. The applicant proposes to widen the garage to accommodate two vehicles, as required by Code. However, the resulting garage will not meet Code requirements and three variances are required for the non-conforming rear and street-side yard setbacks and non-conforming garage width. One conditional use permit is required for exceeding the maximum allowable lot coverage. A Design Review action is required for the project as well.

If the driveway apron is to be replaced or expanded, it may impact the parkway tree. The driveway approach should be designed in a manner to protect the tree and an arborist report should be provided indicating appropriate tree protection measures.

CRITERIA	REQUIRED/ALLOWED	PROVIDED
ZONING:		
Maximum Living Area/Lot Coverage	Livable area: 2,106.72 sq. ft. Lot coverage: 2,106.72 sq. ft.	Livable area: 1,626.2 sq. ft. Lot coverage: 2,195.7 sq. ft

HEIGHT:		
Maximum Height	30'	13'6"
YARDS:		
Front (Los Robles)	30'	30'
Side (Montrobles)	South – 15' (house), 25' (garage) North – 5'	South – 7'7" (addition), 6'6" (garage) North – 5'
Rear	25'	5'
PARKING AND DRIVEWAYS:		
Garage Spaces	2	2 (substandard)
IMPERVIOUS COVERAGE:		
Percentage	Less than 35%	No change proposed
DESIGN:		
Architectural Style	Spanish	Spanish

VARIANCES

VARIANCE NO. V16-04 – LESS THAN THE REQUIRED REAR YARD SETBACK

VARIANCE NO. V16-06 – LESS THAN THE REQUIRED 25' SIDE YARD SETBACK FOR A STREET-FACING GARAGE

VARIANCE NO. V16-09 – LESS THAN THE REQUIRED 20' GARAGE WIDTH

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 attached street-facing garage requires a 25' side yard setback and 25' rear yard setback. The property is developed facing Montrobles Place, although the Los Robles side is the front yard per Code. The required interior garage dimensions are 20' x 20'. The proposed garage expansion will now result in a compliant depth, but the width will be substandard to accommodate the requested increased setback. Staff finds the strict application of the Code regarding the setbacks and garage width would result in practical difficulty for the applicant. The property is developed in a manner which would make it impossible to meet the side and rear yard garage requirements without significant alteration to the existing house, or without building closer to the adjacent neighbor.

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 variances would not be considered a special privilege. The way in which the existing house is developed and the size and shape of the lot make it more difficult for the subject property to meet Code requirements than many of the surrounding properties.

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.

The subject property has a much smaller lot than is typical in District VII, and it is smaller than most of the surrounding properties. The lot also narrows at the rear, making it more difficult to comply with setbacks.

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.

Staff does not find that the garage expansion will have a detrimental effect on the neighborhood. The resulting garage, although still substandard in size, will allow two vehicles to park in the garage as required by code. When completed, the house and garage will look and function in a similar manner to the existing house and garage.

CONDITIONAL USE PERMITS

CONDITIONAL USE PERMIT NO. CUP16-18 – EXCEED MAXIMUM ALLOWABLE LOT COVERAGE

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 proposal will also result in exceeding the maximum allowable lot coverage. The project will exceed the maximum allowable lot coverage by 89 square feet. If the project were not a corner lot, it would be within the maximum allowable lot coverage. The additional garage area will not significantly alter the size and shape of the house and the lot will not appear overbuilt. The resulting structure will not appear massive and will be compatible with the neighborhood.

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.

Although the structure does not meet the required setbacks and exceeds the maximum allowable lot coverage, the lot is still able to accommodate the proposed structure and maintain compatibility with the neighborhood.

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

The request to exceed the maximum allowable lot coverage will not have a detrimental effect upon the nature, condition, and development of nearby uses. The proposed improvements will help the property meet the code requirement of having a two-car garage. In order to accommodate this, the overage on lot coverage is necessary due to the unique characteristics of the subject property and house. Because of this, approval should not set a precedent for similar development in the neighborhood.

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.

The amount of traffic would not be affected.

DESIGN REVIEW:

That the proposed structure is compatible with the neighborhood.

The proposed structure will be compatible with the neighborhood. There will be no change to the style of the house and the overall size and shape will be similar to the existing house. Even though the project does not meet certain code requirements, it is designed in a manner that it will allow it to fit seamlessly into the neighborhood. The proposal was modified to include a garage wall that runs parallel to the property line, creating an unusual shape for the garage. While this looks unusual on the site plan, it would be minimally perceptible from public view.

That the proposed structure is designed and will be developed in a manner which balances the reasonable expectation of privacy of persons residing on contiguous properties with the reasonable expectations of the applicants to develop their property within the restrictions of this Code.

The addition will not pose a privacy issue to the neighboring properties as it consists of a garage addition without windows.

In the case of a building addition, the proposal is compatible with the existing building which includes the rooflines.

The proposed garage addition will appear as a natural extension of the house. The roof line will change from a sloped roof to a gable roof to accommodate the extension. The proposed change to the roof will be consistent with the roof forms found on the rest of the house. The small laundry area addition will be under an existing roof line and the finished product will look substantially the same as the existing house.

That the colors and materials are consistent and match the existing building or structure.

The addition will match the existing colors and materials of the structure.

RECOMMENDATION:

Staff recommends the City Council approve the project with the condition noted below. If Council concurs, the appropriate action would be:

“A motion to approve Variance Nos. V16-04, V16-06, V16-09, Conditional Use Permit CUP16-18, and Design Review No. DRC16-35 subject to the following condition:

1. If the driveway approach is reconstructed or relocated, the applicant shall submit an arborist report for the parkway tree adjacent to the driveway approach outlining tree protection measures during construction.”

Attachments: Appeal Application
 Planning Commission Resolution PCR-16-06
 Neighborhood survey
 Location/Radius Map



City of San Marino

2200 Huntington Drive
San Marino, CA 91108
(626) 300-0711

**PLANNING
COMMISSION APPEAL**

Appeal Fee \$805.00
(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 AUGUST 24, 2016

Date of Appeal (within 15 days) SEPTEMBER 8, 2016

Resolution of Findings No. _____

Appeal by Chris Reed (owner)

VARIANCE NOS. V16-04, V16-06, V16-08 (Name)

CONDITIONAL USE PERMIT NOS. CUP 16-12, CUP 16-18, + DESIGN REVIEW NO. DRC 16-35 at 1900 MONTROBLES PLACE

(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.

Please see attached narrative statement / letter to council members

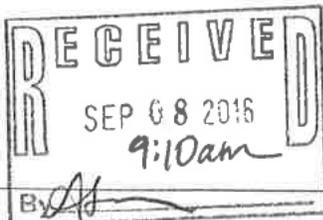
Dated: September 7, 2016

Chris Reed

Appellant Name

1900 MONTROBLES PLACE

Appellant Address



September 7, 2016

Dear City Council Members:

I feel the City Council should back the recommendations of San Marino's planning staff which recommended the Planning Commission approve this proposed project, which is a 103.4 SF addition to an existing garage to allow for two car parking.

The staff's report found that "even though the project does not meet certain code requirements, it is designed in a manner that will allow it to fit seamlessly into the neighborhood." Furthermore, they go on to say "the approval should not set a precedent for similar development in the neighborhood."

I have included a full copy of their report for your review.

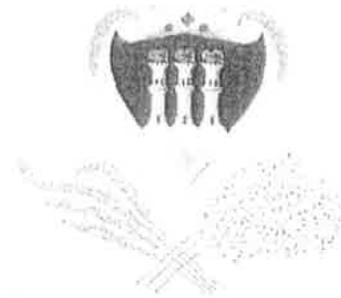
Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Chris M. Reed".

Chris Reed
Homeowner
1900 Montrobes Place
San Marino, CA

City of San Marino
AGENDA REPORT



Marcos Velayos, Vice-Chairman

Raymond Cheng

Se-Yao Hsu

Howard Brody

Susan Jakubowski

Bharat Patel, Alternate

TO: CHAIRMAN AND MEMBERS OF THE
PLANNING COMMISSION

BY:  ALDO CERVANTES
PLANNING AND BUILDING DIRECTOR

DATE: JULY 27, 2016

SUBJECT: **VARIANCE NOS. V16-04, V16-06, V16-08,**
CONDITIONAL USE PERMIT NOS. CUP16-12,
CUP16-18, AND DESIGN REVIEW NO. DRC16-35
1900 MONTROBLES PLACE, (REED)

PROPOSAL:

The applicant requests to construct a one-story addition to the house and expand the existing attached garage. The resulting building will exceed the maximum allowable lot coverage, have less than the required side and rear yard setbacks, encroach into the 30 degree structural encroachment line, and have a non-conforming garage depth. This requires three variances, three conditional use permits, and one design review action per Sections 23.02.09(A), 23.06.05(D), 23.06.05(L), 23.02.13, 23.02.20(B), and 23.15.03(A).

REQUIRED ACTIONS

VARIANCE NO. V16-04 – LESS THAN THE REQUIRED REAR YARD SETBACK
VARIANCE NO. V16-06 – LESS THAN THE REQUIRED 25' SIDE YARD SETBACK FOR A STREET-FACING GARAGE
VARIANCE NO. V16-08 – LESS THAN THE REQUIRED 20' GARAGE DEPTH
CONDITIONAL USE PERMIT NO. CUP16-12 – ENCROACHMENT INTO THE 30 DEGREE STRUCTURAL ENCROACHMENT LINE
CONDITIONAL USE PERMIT NO. CUP16-18 – EXCEED MAXIMUM ALLOWABLE LOT COVERAGE
DESIGN REVIEW NO. DRC16-35 – ADDITION

BACKGROUND

General Plan: Low Density Residential
Zoning: R-1, District VII
Location: The subject property is located on the northeast corner of Montrobles Place and S. Los Robles Avenue
Lot Size: 5,852 square feet
Existing Use: Single-family with an attached 2-car garage
Surrounding Uses: The site is bordered on all sides by other properties in Area District VII that are improved with single-family homes.

Proposed Size:	Livable area: 1,577 square feet
	Lot Coverage: 2,175.4 square feet
Parking Required/Proposed:	Two non-conforming garage spaces
Environmental Determination:	Categorically Exempt under Class 3 – new construction or conversion of small structures

ANALYSIS

The applicant proposes to construct a one-story, 18 square-foot addition for a laundry area under an existing covered porch, and to add 142 square feet to the attached garage. The house currently has a substandard garage measuring 15'6" wide by 18'10" deep. The applicant proposes to widen the garage to accommodate two vehicles, as required by Code. However, the resulting garage will not meet code and three variances are required for the non-conforming rear and side yard setbacks and non-conforming garage depth. Two conditional use permits are required for exceeding the maximum allowable lot coverage and encroaching into the 30 degree encroachment line.

The plans show that the new driveway apron may impact the parkway tree. The driveway approach should be designed in a manner to protect the tree and an arborist report should be provided indicating appropriate tree protection measures. The plans also show a new rear yard wall. The subject property abuts the front yard of the adjacent property. In this case, the code allows a maximum height of four feet for a wall. The plans do not specify a wall height, but per Code, it can be no taller than four feet.

CRITERIA	REQUIRED/ALLOWED	PROVIDED
ZONING:		
Maximum Living Area/Lot Coverage	Livable area: 2,106.72 sq. ft. Lot coverage: 2,106.72 sq. ft.	Proposed Livable area: 1,577 sq. ft. Lot coverage: 2175.4 sq. ft
HEIGHT:		
Maximum Height	30'	14'
YARDS:		
Front (Los Robles)	30'	30'
Side (Montrobles)	South – 15' (house), 25' (garage) North – 5'	South – 18' (addition), 6'6" (garage) North – 7'10"
Rear	25'	2'
PARKING AND DRIVEWAYS:		
Garage Spaces	2	2 (substandard)
IMPERVIOUS COVERAGE:		
Percentage	Less than 35%	No change proposed
DESIGN:		
Architectural Style	Spanish	Spanish

VARIANCES

VARIANCE NO. V16-04 – LESS THAN THE REQUIRED REAR YARD SETBACK

VARIANCE NO. V16-06 – LESS THAN THE REQUIRED 25' SIDE YARD SETBACK FOR A STREET-FACING GARAGE

VARIANCE NO. V16-08 – LESS THAN THE REQUIRED 20' GARAGE DEPTH

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 attached street-facing garage requires a 25' side yard setback and 25' rear yard setback. The property is developed facing Montroble Place, although the Los Robles side is the front yard per Code. The required interior garage dimensions are 20' x 20'. The proposed garage expansion will result in a compliant width, but the depth will still be substandard. Staff finds the strict application of the Code regarding the setbacks and garage depth would result in practical difficulty for the applicant. The property is developed in a manner which would make it impossible to meet the side and rear yard garage requirements without significant alteration to the existing house.

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 variances would not be considered a special privilege. The way in which the existing house is developed and the size and shape of the lot make it more difficult for the subject property to meet Code requirements than many of the surrounding properties.

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.

The subject property has a much smaller lot than is typical in District VII, and it is smaller than most of the surrounding properties. The lot also narrows at the rear, making it more difficult to comply with setbacks.

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.

Staff does not find that the garage expansion will have a detrimental effect on the neighborhood. The resulting garage, although still substandard in size, will allow two vehicles to park in the garage as required by code. When completed, the house and garage will look and function in a similar manner to the existing house and garage.

CONDITIONAL USE PERMITS

CONDITIONAL USE PERMIT NO. CUP16-12 – ENCROACHMENT INTO THE 30 DEGREE STRUCTURAL ENCROACHMENT LINE

CONDITIONAL USE PERMIT NO. CUP16-18 – EXCEED MAXIMUM ALLOWABLE LOT COVERAGE

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 encroachment into the 30 degree line will not have a detrimental effect on the neighborhood. The portion of the garage that encroaches into the 30 degree line will not introduce additional privacy or noise concerns for the neighbor. The resulting structure will not appear massive and will be compatible with the neighborhood.

The proposal will also result in exceeding the maximum allowable lot coverage. The project will exceed the maximum allowable lot coverage by 68 square feet. If the project were not a corner lot, it would be within the maximum allowable lot coverage. The additional garage area will not significantly alter the size and shape of the house and the lot will not appear overbuilt.

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.

Although the structure does not meet the required setbacks and exceeds the maximum allowable lot coverage, the lot is still able to accommodate the proposed structure and maintain compatibility with the neighborhood.

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

The request to encroach into the thirty degree line and the request to exceed the maximum allowable lot coverage will not have a detrimental effect upon the nature, condition, and development of nearby uses. The proposed improvements will help the property meet the code requirement of having a two-car garage. In order to accommodate this, the encroachment into the thirty degree line and overage on lot coverage are necessary due to the unique characteristics of the subject property and house. Because of this, approval should not set a precedent for similar development in the neighborhood.

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.

The amount of traffic would not be affected.

DESIGN REVIEW:

That the proposed structure is compatible with the neighborhood.

The proposed structure will be compatible with the neighborhood. There will be no change to the style of the house and the overall size and shape will be similar to the existing house. Even though the project does not meet certain code requirements, it is designed in a manner that it will allow it to fit seamlessly into the neighborhood. There is currently dense landscaping on the neighbor's property which screens the view of the garage area. Even if this were to be removed, the garage is designed in a manner that will be compatible with the existing house and neighborhood.

That the proposed structure is designed and will be developed in a manner which balances the reasonable expectation of privacy of persons residing on contiguous properties with the reasonable expectations of the applicants to develop their property within the restrictions of this Code.

The addition will not pose a privacy issue to the neighboring properties as it consists of a garage addition without windows.

In the case of a building addition, the proposal is compatible with the existing building which includes the rooflines.

The proposed garage addition will appear as a natural extension of the house. The roof line will change from a sloped roof to a gable roof to accommodate the extension. The proposed change to the roof will be consistent with the roof forms found on the rest of the house. The small laundry area addition will be under an existing roof line and the area will look substantially the same as the existing house.

That the colors and materials are consistent and match the existing building or structure.

The addition will match the existing colors and materials of the structure.

RECOMMENDATION:

Staff recommends the Planning Commission approve Variance Nos. V16-04, V16-06, V16-08, Conditional Use Permits CUP16-12, CUP16-18, and Design Review No. DRC16-35 subject to the following conditions:

1. A door shall be added to the trash enclosure area so that the cans are not visible from public view.
2. The new portion of the rear yard wall shall be no taller than four feet (4') in height and it shall be located two inches (2") in from the property line.
3. The applicant shall submit an arborist report for the parkway tree adjacent to the driveway approach outlining tree protection measures during construction.

Attachments: Application
 Neighborhood survey
 Location/Radius Map

RESOLUTION NO. R-16-06

A RESOLUTION OF THE CITY OF SAN MARINO PLANNING COMMISSION DENYING VARIANCES V16-04, V16-06, AND V16-08, CONDITIONAL USE PERMITS CUP16-12 AND CUP16-18, AND DESIGN REVIEW DRC16-35, A REQUEST TO CONSTRUCT A ONE-STORY ADDITION AND TO EXPAND AN EXISTING ATTACHED TWO-CAR GARAGE ON THE PROPERTY LOCATED AT 1900 MONTROBLES PLACE

THE SAN MARINO PLANNING COMMISSION DOES HEREBY FIND, ORDER, AND RESOLVE AS FOLLOWS:

SECTION 1. A Planning Commission application was submitted to the City of San Marino by Patricia Reed, Stephen Reed, Christopher Reed, and Jessica Reed. The applicant requests to construct a one-story addition and to extend the existing, attached two-car garage on the property located at 1900 Montroble Place. This requires three variances, two conditional use permits, and one design review action per Sections 23.02.09(A), 23.06.05(D), 23.06.05(L), 23.02.13, 23.02.20(B), and 23.15.03(A).

SECTION 2. A legally noticed public hearing before the Planning Commission was conducted on July 27, 2016. The Planning Commission continued the hearing to August 24, 2016.

SECTION 3. The Planning Commission received and considered both oral and written testimony during the public hearings and considered all the evidence in the record of the City's proceedings on the application. The following facts were presented to the Planning Commission:

- A. The property is located on the northeast corner of Montroble Place and South Los Robles Avenue. It is zoned R-1 Single-Family Residential, Area District VII. The site is bordered on all sides by other single-family homes zoned R-1 District VII.
- B. The subject property is 5,852 square feet in size and is currently improved with a 1,559 square foot one-story house with an attached two-car garage.
- C. The proposed project consists of enclosing an existing covered porch and expanding the existing attached garage. The proposed project will contain 1,577 square feet of livable area. The existing one-story house and attached garage contain 2,072 square feet of lot coverage and the proposed project will contain 2,175.4 square feet of lot coverage. The project will exceed the maximum allowable lot coverage, have less than the required side and rear yard setbacks, encroach into the 30 degree structural encroachment line, and have a non-conforming garage depth.

- D. The proposed architectural style of the addition will match the Spanish style house and the existing colors and materials.

SECTION 4. The Planning Commission hereby makes the following findings:

- A. The granting of the proposed variances would be considered a special privilege because the neighboring lots are bound by similar development limitations as the subject property.
- B. The strict application of the Code would not deprive the applicant of a reasonable utilization of such property, even though the subject property is small in size. Despite the small lot size, there are other design options available that could accommodate additional garage space with greater compliance to the code.
- C. Findings for the Conditional Use Permits and Design Review were not be made as the project would be unable to proceed without the variances.

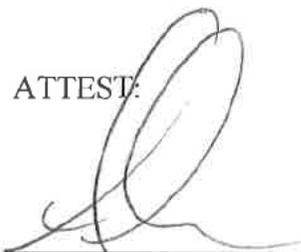
SECTION 5. Based upon the aforementioned findings in Section 4 the Planning Commission hereby denies Variance Nos. V16-04, V16-06, V16-08, Conditional Use Permit Nos. CUP16-12, CUP16-18, and Design Review No. DRC16-35 regarding the project at 1900 Montroble Place.

PASSED, APPROVED AND ADOPTED on this 28th day of September, 2016.



MARCOS VELAYOS,
CHAIRMAN

ATTEST:



ALDO CERVANTES,
PLANNING AND BUILDING DIRECTOR

1900 MONTROBLES PLACE 300' RADIUS SURVEY

ADDRESS	LIVABLE AREA	LOT SIZE
1840 S LOS ROBLES AVE	1328	6952
1819 S EL MOLINO AVE	2702	8017
1809 S EL MOLINO AVE	2053	12119
1815 S EL MOLINO AVE	3250	13229
1874 S EUCLID AVE	2662	6861
1866 S EUCLID AVE	1584	7011
1865 S LOS ROBLES AVE	1448	6976
1857 S LOS ROBLES AVE	1304	7074
1873 S LOS ROBLES AVE	864	6838
1881 S LOS ROBLES AVE	1392	6735
1882 S EUCLID AVE	2047	6763
1890 S EUCLID AVE	1610	6606
1897 S LOS ROBLES AVE	1320	6434
1889 S LOS ROBLES AVE	1360	6581
1906 S EUCLID AVE	1454	6351
1900 S EUCLID AVE	1474	6492
1913 S LOS ROBLES AVE	1748	6214
1905 S LOS ROBLES AVE	1272	6320
1906 MONTROBLES PL	3244	16813
1860 S LOS ROBLES AVE	1840	7142
1850 S LOS ROBLES AVE	1291	7317
1870 S LOS ROBLES AVE	1813	6220
1880 S LOS ROBLES AVE	1892	6209
1825 S EL MOLINO AVE	2133	20274
1912 MONTROBLES PL	1561	12820
1914 MONTROBLES PL	2364	7060
1890 S LOS ROBLES AVE	1608	6230
1920 S LOS ROBLES AVE	2102	6435
1922 MONTROBLES PL	2220	7537
1930 MONTROBLES PL	1854	7472
1925 MONTROBLES PL	1391	7684
1831 MONTROBLES PL	2260	7400
1914 S EUCLID AVE	2366	6250
1922 S EUCLID AVE	1468	6090
1921 S LOS ROBLES AVE	1515	6048
1938 S EUCLID AVE	1636	5860
1946 S EUCLID AVE	1778	5714
1930 S EUCLID AVE	1643	5988
1954 S EUCLID AVE	1717	5611
1929 S LOS ROBLES AVE	1569	5952
1930 S LOS ROBLES AVE	1826	7649
1945 S LOS ROBLES AVE	1479	5705
1953 S LOS ROBLES AVE	1293	5612
1937 S LOS ROBLES AVE	1503	5837

ADDRESS	LIVABLE AREA	LOT SIZE
2585 MONTEREY RD	1639	7501
1935 MONTROBLES PL	1549	6320
1940 S LOS ROBLES AVE	1860	6792
2545 MONTEREY RD	1958	7487
2565 MONTEREY RD	1692	7486
1961 S LOS ROBLES AVE	2075	5453
2525 MONTEREY RD	2157	8250
2505 MONTEREY RD	1552	9921
1833 S EL MOLINO AVE	2196	9350
1845 S EL MOLINO AVE	2646	9361
1855 S EL MOLINO AVE	1945	7531
1938 MONTROBLES PL	1834	7508
1946 MONTROBLES PL	2135	7505
2605 MONTEREY RD	1899	7479
2625 MONTEREY RD	1948	7499



1900 Montroble Place



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: CINDY COLLINS, INTERIM CITY MANAGER

BY: ALDO CERVANTES,
PLANNING AND BUILDING DIRECTOR
AMANDA MERLO, AICP
ASSOCIATE PLANNER

DATE: NOVEMBER 9, 2016

SUBJECT: **ORDINANCE O-16-1314-U - EXTENSION OF INTERIM ORDINANCE O-16-1310-U PROHIBITING ALL COMMERCIAL NON-MEDICAL MARIJUANA ACTIVITY IN THE CITY AND PROHIBITING OUTDOOR MARIJUANA CULTIVATION ON PRIVATE RESIDENCES**

BACKGROUND

On October 12, 2016, the City Council approved Interim Ordinance O-16-1310-U, which prohibited all commercial non-medical marijuana activities in the city, and prohibited the outdoor cultivation of marijuana. This is in response to the pending initiative measure known as known as the Control, Regulate and Tax Adult Use of Marijuana Act (“Proposition 64”). If passed by voters, Proposition 64 will legalize the use of non-medical marijuana for those who are 21 years of age or older and establish a comprehensive system to regulate commercial non-medical marijuana activity. It will also allow the cultivation of marijuana at private residences. If approved, it would become effective November 9, 2016. The Interim Ordinance is valid for 45 days from the date of adoption and will expire on November 26, 2016. During this initial 45-day period, staff has researched the options available to the Council should Proposition 64 pass. These options consist of:

1. Adopting a comprehensive ordinance that prohibits all commercial marijuana activity in the City, including both non-medical and medical marijuana uses. The ordinance could also address reasonable regulations relating to personal cultivation of marijuana plants at private residences.
2. Adopting an ordinance regulating commercial marijuana activity if the City wishes to allow certain types of such activity.

After the required notice and hearing, the initial Interim Ordinance can be extended for an additional ten (10) months and fifteen (15) days. Adoption of the proposed Urgency Ordinance establishing a ten (10) month and fifteen (15) day extension will allow staff the time to bring the topic back to the Council for discussion and subsequently prepare a permanent ordinance on the issue for Council consideration, if the Proposition passes.

RECOMMENDATION

Staff recommends the City Council conduct a public hearing and adopt Ordinance O-16-1314-U to extend Interim Ordinance O-16-1310-U for a ten (10) month and fifteen (15) days. If Council concurs, the appropriate action would be:

“A motion to adopt Ordinance No O-16-1314-U.”

Attachments: Ordinance No. O-16-1314-U

INTERIM ORDINANCE NO. O-16-1314-U

AN INTERIM ORDINANCE OF THE CITY OF SAN MARINO EXTENDING INTERIM ORDINANCE NO. O-16-1310-U PROHIBITING ALL COMMERCIAL NON-MEDICAL MARIJUANA ACTIVITY IN THE CITY, PROHIBITING OUTDOOR MARIJUANA CULTIVATION ON PRIVATE RESIDENCES AND DECLARING THE URGENCY THEREOF.

THE CITY COUNCIL OF THE CITY OF SAN MARINO DOES ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 16-1310-U adopted on October 12, 2016 and set to expire on November 26, 2016 is hereby extended in full force and effect for ten (10) months and fifteen (15) days.

Section 2. In accordance with California Government Code Section 65858(d) the City Council has issued a written report describing the measures taken to alleviate the conditions which led to the adoption of Ordinance No. 16-1310-U. These measures consist of preparing options for a response to the Control, Regulate and Tax Adult Use of Marijuana Act (“Proposition 64”), should it be approved by voters. If approved, these options would be presented to the Council for discussion and direction.

Section 3. Cities in California have reported negative effects of marijuana cultivation, processing and distribution activities, including offensive odors, illegal sales and distribution of marijuana, trespassing, theft, violent robberies and robbery attempts, fire hazards, and problems associated with mold, fungus, and pests. Furthermore, as marijuana plants begin to flower, and for a period of two months or more, the plants produce a strong, unique odor, offensive to many people, and detectable far beyond property boundaries if grown outdoors. This odor can have the effect of encouraging theft by alerting persons to the location of the valuable plants, and creating a risk of burglary, robbery or armed robbery of the plants and creating the potential for violent acts related to such criminal activity.

Section 4. Based on the facts set forth in Section 3, above, the City Council finds that there is a current and immediate threat to the public health, safety and welfare presented if Proposition 64 is enacted by the voters, because marijuana can begin to be cultivated outdoors on private residences as of November 9, 2016. If Proposition 64 is enacted by the voters it could also create the potential for commercial non-medical marijuana uses to be established in the City prior to the establishment of zoning regulations under normal planning and zoning processes of the City. If approved by the voters, Proposition 64 will grant State agencies the authority to create, issue, renew, discipline, suspend, or revoke licenses for marijuana businesses. Proposition 64 provides that the State shall begin licenses to marijuana businesses by January 1, 2018. Proposed Business and Professions Code section 26055(e) states that a State licensing authority shall not approve an application for a State license for commercial non-medical

marijuana activity if approval of the State license will violate the provisions of any local ordinance. If the City wants to prohibit or limit marijuana businesses from operating in the City, it must adopt an ordinance explicitly prohibiting or limiting non-medical marijuana businesses before the State begins issuing licenses. Based on the City's need for additional time to fully evaluate the primary and secondary effects of the activities to be licensed and/or otherwise allowed under Proposition 64, the City Council finds that the immediate preservation of the public health, safety and welfare requires that this interim Ordinance be enacted as an urgency ordinance pursuant to Government Code Section 65858 and take effect immediately and become operative concurrently upon the expiration of Ordinance No. 16-1310-U adoption, and its urgency is hereby declared.

Section 5. It can be seen with certainty that there is no possibility that the adoption of the Interim Ordinance may have a significant effect on the environment because the Interim Ordinance will only impose greater limitations on marijuana-related uses allowed in the City, and will thereby serve to prevent potentially significant adverse environmental impacts. The City Council has reviewed staff's determination of exemption and based on its own independent judgment, concurs in staff's determination that the Interim Ordinance is exempt from CEQA. The adoption of the Interim Ordinance is therefore not subject to the California Environmental Quality Act review pursuant to Title 14, Chapter 3, Section 15061(b)(3) of the California Code of Regulations.

Section 6. This Ordinance is adopted as an urgency, interim ordinance and shall take effect immediately and become operative concurrently upon the expiration of Ordinance No. 16-1310-U. This Ordinance shall expire, and the prohibition established hereby shall terminate, ten (10) months and fifteen (15) days after the date of adoption unless extended by the City Council pursuant to California Government Code Section 65858 or earlier rescinded following adoption of permanent regulations.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Marino on November 9, 2016.

ALLAN YUNG, M.D.
MAYOR

ATTEST:

VERONICA RUIZ, CMC
CITY CLERK

APPROVED AS TO FORM:

STEVE DORSEY
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN MARINO)

I HERBY CERTIFY that the foregoing Ordinance No. O-16-1314-U, was introduced and adopted at a Regular Meeting of the City Council held on the 9th day of November 2016, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Richard Ward, Council Member

TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: JOHN INCONTRO, CHIEF OF POLICE
AARON BLONDE', OPERATIONS COMMANDER

DATE: NOVEMBER 9, 2016

SUBJECT: **ORDINANCE O-16-1315-U – EXTENSION OF INTERIM ORDINANCE NO. O-16-1305-U EXTENDING O-15-1302-U PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA USES IN THE CITY, INCLUDING DELIVERIES AND CULTIVATION FOR MEDICAL USE BY A QUALIFIED PATIENT OR PRIMARY CAREGIVER.**

BACKGROUND

In 1996, California Voters approved Proposition 215, “The Compassionate Use Act,” which provided criminal immunity for patients and primary caregivers for possession and cultivation of marijuana if a doctor has recommended the marijuana for medical use. On January 1, 2004, SB 420 went into effect. Senate Bill 420 (Medical Marijuana Program Act or MMPA) allows cities and counties to adopt and enforce rules and regulations which enhance the access of patients and caregivers to medical marijuana through collectives and cooperative cultivation projects. In 2010, the San Marino City Council adopted an Ordinance prohibiting the establishment and operation of medical marijuana dispensaries in the City.

This year, AB 266 became effective. AB 266 provides that jurisdictions desiring to ban deliveries of marijuana or mobile dispensaries of marijuana will need to have an ordinance in place that affirmatively identifies and prohibits this activity. Failure to adopt an expressed ban ordinance before the State begins to issue licenses could result in State-licensed dispensaries delivering medical marijuana within the city. Also approved this year was AB 243, which contains a provision stating that cities with no ordinance regulating or prohibiting cultivation of marijuana by March 1, 2016 will lose the authority to regulate or ban cultivation within their city limits.

In order to protect the public health, safety and welfare, the City Council enacted Ordinance No. O-15-1302-U. This ordinance established a moratorium prohibiting all commercial marijuana uses in the City. The ordinance expires on December 9, 2016.

Since enactment of Ordinance No. O-15-1302-U, the staff has investigated the possible ancillary negative effects of commercial marijuana uses and possible ways to protect the public against such negative effects. Staff has also contacted other cities to learn how they have dealt with these uses and related issues. However, staff requires additional time to develop regulations that are appropriate for San Marino. This

information about the steps the City has taken to alleviate the conditions which led to the adoption of Ordinance No. O-15-1302-U shall constitute the written report required by Subdivision (d) of Government Code Section 65858.

There is a risk that some marijuana uses, including marijuana cultivation, delivery and warehousing, could be commenced before the City enacts permanent regulations on marijuana uses. Based on this possibility and the Recitals in Section A of Ordinance No. O-16-1305-U, the City Council finds that the immediate threat to the public health, safety and welfare that caused the City Council to enact Ordinance No. O-15-1302-U still exists. This threat is especially great in San Marino because all commercial properties in San Marino on which such commercial marijuana uses could be established are immediately adjacent to residential property.

FISCAL IMPACT

Adoption of this ordinance will have no fiscal impact on the City.

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing, approve the findings contained in the staff report and Ordinance No. O-16-1315-U, find that Ordinance No. O-16-1315-U is categorically exempt from the California Environmental Quality Act as stated in the Ordinance, and adopt Ordinance No. O-16-1315-U extending ordinance No. O-16-1305-U for a period of one year.

Attachment: Ordinance No. O-16-1315-U

ORDINANCE NO. O-16-1315-U

AN INTERIM ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN MARINO, PROHIBITING ALL COMMERCIAL MEDICAL MARIJUANA USES IN THE CITY, INCLUDING DELIVERIES, PROHIBITING ALL MEDICAL MARIJUANA CULTIVATION, INCLUDING CULTIVATION FOR MEDICAL USE BY A QUALIFIED PATIENT OR PRIMARY CAREGIVER, AND DECLARING THE URGENCY THEREOF.

A. Recitals.

(i) In 1996, the passage of Proposition 215 served to codify California Health and Safety Code § 11362.5 entitled “The Compassionate Use Act of 1996” or “CUA” sometimes herein).

(ii) In 2004, the Legislature enacted Senate Bill 420 (codified as California Health and Safety Code § 11362.7, et seq. and sometimes referred to herein as the “Medical Marijuana Program” or “MMP”) to clarify the scope of Proposition 215 and to provide qualifying patients and primary caregivers who collectively or cooperatively cultivate marijuana for medical purposes with a limited defense to certain specified State criminal statutes. Assembly Bill 2650 (2010) and Assembly Bill 1300 (2011) amended the Medical Marijuana Program to expressly recognize the authority of cities and counties to “[a]dopt local ordinances that regulate the location, operation, or establishment of a medical marijuana cooperative or collective” and to civilly and criminally enforce such ordinances.

(iii) In City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc. (2013) 56 Cal.4th 729, the California Supreme Court held that “[n]othing in the CUA or the MMP expressly or impliedly limits the inherent authority of a local jurisdiction, by its own ordinances, to regulate the use of its land. . . .” Additionally, in Maral v. City of Live Oak (2013) 221 Cal.App.4th 975, the Court of Appeal held that “there is no right – and certainly no constitutional right – to cultivate medical marijuana. . . .” The Court in Maral affirmed the ability of a local governmental entity to prohibit the cultivation of marijuana under its land use authority.

(iv) The Federal Controlled Substances Act, 21 U.S.C. § 801, et seq., classifies marijuana as a Schedule 1 Drug, which is defined as a drug or other substance that has a high potential for abuse, that has no currently accepted medical use in treatment in the United State, and that has not been accepted as safe for use under medical supervision. The Federal Controlled Substances Act makes it unlawful under federal law for any person to cultivate, manufacture, distribute or dispense, or possess with intent to manufacture, distribute or dispense, marijuana.

(v) On October 9, 2015 Governor Brown signed Assembly Bill No. 243, Assembly Bill No. 266, and Senate Bill 643 into law, which collectively are known as the Medical Marijuana Regulation and Safety Act (hereinafter “MMRSA”). The MMRSA sets up a State licensing scheme for commercial medical marijuana uses, while protecting local control by requiring that all such businesses must have a local license or permit to operate in addition to a State license. The MMRSA allows the City to completely prohibit commercial medical marijuana activities.

(vi) The City Council finds that commercial medical marijuana activities, as well as cultivation for personal medical use as allowed by the Compassionate Use Act and Medical Marijuana Program, can adversely affect the health, safety, and well-being of City residents. Based upon experiences of narcotics detectives of the San Marino Police Department, the unlawful sales of marijuana in the vicinity of lawful medical marijuana dispensaries occasionally occurs. Because large amounts of cash are often present at such dispensaries, they can also become the target of violent criminal activity.

(vii) Some California cities have reported negative effects of marijuana cultivation, processing and distribution activities, including offensive odors, illegal sales and distribution of marijuana, trespassing, theft, violent robberies and robbery attempts, fire hazards, and problems associated with mold, fungus, and pests. Furthermore, as marijuana plants begin to flower, and for a period of two months or more, the plants produce a strong, unique odor, offensive to many people, and detectable far beyond property boundaries if grown outdoors. This odor can have the effect of encouraging theft by alerting persons to the location of the valuable plants, and creating a risk of burglary, robbery or armed robbery of the plants and creating the potential for violent acts related to such criminal activity.

(viii) The indoor growing and cultivation of marijuana, often unattended, has potential to cause harm to persons and property in that the use of high wattage grow lights and excessive use of electricity increases the risk of fire which presents a distinct risk of harm to the building and its occupants.

(ix) Based on the foregoing, the City Council finds that in order to more fully protect the public health, safety and welfare, prohibiting commercial marijuana activities and cultivation for medical purposes is proper and necessary to avoid the risks of criminal activity, degradation of the natural environment, noxious smells and indoor electrical fire hazards that may result from such activities.

(x) The limited immunity from specified state marijuana laws provided by the Compassionate Use Act and Medical Marijuana Program does not confer a land use right or the right to create or maintain a public nuisance.

(xi) The MMRSA contains language that requires the City to prohibit cultivation uses by March 1, 2016 either expressly or otherwise under the principles of permissive zoning, or the State will become the sole licensing authority. The MMRSA also contains language that requires delivery services to be expressly prohibited by local ordinance, if the City wishes to do so.

(xii) While the City Council believes that cultivation and all commercial medical marijuana uses are already prohibited under the City's permissive zoning regulations, the Council nevertheless intends to expressly prohibit such uses in all zones throughout the City.

(xiii) The interim prohibitions described in this Ordinance were originally enacted by Ordinance No. O-15-1302-U adopted on December 9, 2015 and was extended by Ordinance No. O-16-1305-U adopted on January 13, 2016. Pursuant to Government Code Section 65858, the City Council may extend the interim prohibitions for an additional period of one year from the expiration of Ordinance No. O-16-1305-U.

(xiv) Based upon the Recitals set forth above, the City Council finds that there is a current and immediate threat to the public health, safety and welfare presented by the recent enactment and January 1, 2016 effective date of the MMRSA, and the potential for commercial marijuana activities, including deliveries, and cultivation of marijuana for personal medical use, to occur prior to the establishment of zoning regulations under normal planning and zoning processes of the City. Therefore, based on the City's need for additional time to fully evaluate the primary and secondary effects of the activities to be licensed under the MMRSA, and to establish appropriate standards necessary to address all such effects, the City Council finds that the immediate preservation of the public health, safety and welfare requires that this interim Ordinance be enacted as an urgency ordinance pursuant to Government Code Section 65858 and take effect immediately upon adoption, and its urgency is hereby declared.

(xv) All legal prerequisites to the adoption of this Ordinance have occurred.

NOW, THEREFORE, the City Council of the City of San Marino ordains as follows:

Section 1. The City Council finds that the facts set forth in the Recitals, Part A, of this Ordinance are true and correct.

Section 2. Definitions. Hereinafter in this Ordinance the following words shall have the meanings set forth below, unless the context otherwise permits or requires:

“Cannabis” shall have that meaning set forth in the MMRSA, as the same may be amended from time to time, and shall include all parts of the plant cannabis sativa linnaeus, cannabis indica, or cannabis ruderalis, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from marijuana. “Cannabis” also means marijuana as defined by Section 11018 of the Health and Safety Code as enacted by Chapter 1407 of the Statutes of 1972. “Cannabis” does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. For the purpose of this Ordinance, “cannabis” does not mean “industrial hemp” as defined by Section 81000 of the Food and Agricultural Code or Section 11018.5 of the Health and Safety Code.

“Commercial cannabis activity” shall have that meaning set forth in the MMRSA, as the same may be amended from time to time, and shall include cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transporting, or distribution, as those terms are defined or used in the MMRSA, and/or sale, of medical cannabis or a medical cannabis product, except as provided in Section 7 of Senate Bill No. 643 (2015-2016).

“Cooperative” shall mean two or more persons collectively or cooperatively cultivating, using, transporting, possessing, administering, delivering or making available medical cannabis, with or without compensation.

“Cultivation” shall have the same set forth in the MMRSA, as the same may be amended from time to time, and shall include any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

“Delivery” shall have the same meaning as set forth in the MMRSA, as the same may be amended from time to time, and shall include the commercial transfer of medical cannabis or medical cannabis products from a dispensary, up to an amount determined by the bureau to a primary caregiver or qualified patient as

defined in Section 11362.7 of the Health and Safety Code, or a testing laboratory. "Delivery" also includes the use by a dispensary of any technology platform owned and controlled by the dispensary, or independently licensed under the MMRSA, that enables qualified patients or primary caregivers to arrange for or facilitate the commercial transfer by a licensed dispensary of medical cannabis or medical cannabis products.

"Dispensary" shall have the same meaning as set forth in the MMRSA, as the same may be amended from time to time, and shall include any facility where medical cannabis, medical cannabis products, or devices for the use of medical cannabis or medical cannabis products are offered, either individually or in any combination, for retail sale, including an establishment that delivers, pursuant to express authorization by local ordinance, medical cannabis and medical cannabis products as part of a retail sale. "Dispensary" shall also include "dispensary" as defined in San Marino Municipal Code Section 23, and a cooperative as defined herein.

"Medical cannabis," "medical cannabis product," or "cannabis product" shall have the same meanings as set forth in the MMRSA, as the same may be amended from time to time.

"Medical Marijuana Regulation and Safety Act" or "MMRSA" shall collectively mean the Medical Marijuana Regulation and Safety Act as contained, codified, enacted, and signed into law on October 9, 2015, as Assembly Bill No. 243, Assembly Bill No. 266, and Senate Bill 643, as the same may be amended from time to time.

"Primary caregiver" shall have the same meaning as set forth in Health and Safety Code § 11362.7, as the same may be amended from time to time.

"Qualifying patient" or "Qualified patient" shall have the same meaning as set forth in Health and Safety Code § 11362.7, as the same may be amended from time to time.

Section 3. Prohibition.

- A. Commercial cannabis activities of any type or nature are expressly prohibited in all zones and all specific plan areas in the City of San Marino. No person shall establish, operate, maintain, conduct or allow a commercial cannabis activity anywhere within the City. No application for a building permit, conditional use permit, business license, or any other entitlement authorizing the establishment, operation, maintenance, development, or construction of any commercial cannabis activity, shall be approved during the term of the prohibition established in this Ordinance.
- B. To the extent not already prohibited by subsection A above, all deliveries of medical cannabis and/or medical cannabis products to or from the City

of San Marino are expressly prohibited within the City of San Marino. No person shall conduct or perform any delivery of any medical cannabis or medical cannabis product, which delivery either originates or terminates within the City.

- C. This section is meant to prohibit all activities for which a State license is required pursuant to the MMRSA. Accordingly, the City shall not issue any permit, license or other entitlement for any activity for which a State license is required under the MMRSA.
- D. Cultivation of cannabis for commercial or non-commercial purposes, including cultivation by a qualified patient or a primary caregiver, is expressly prohibited in all zones and all specific plan areas in the City of San Marino. No person, including a qualified patient or primary caregiver, shall cultivate any amount of cannabis in the City, even for medical purposes.
- E. Nothing in this Ordinance, or its adoption, shall be deemed to affect any other prohibitions or regulations relating to marijuana contained in the San Marino Municipal Code, including, but not limited to, the provisions of Chapter 23.03.01 of the San Marino Municipal Code. In the event of any conflict between said Chapter and this Ordinance, the most restrictive provision shall govern. Nothing in this Ordinance shall be deemed to affect or excuse any violation of Chapter 23.03.01.

Section 4. Nothing in this Ordinance shall be interpreted to the effect that the City's permissive zoning scheme allows any other use not specifically listed therein.

Section 5. Public Nuisance. Any use or condition caused, or permitted to exist, in violation of any provision of this Ordinance shall be, and hereby is declared to be, a public nuisance and may be summarily abated by the City pursuant to Code of Civil Procedure Section 731 or by any other remedy available to the City.

Section 6. Penalty. Violation of any provision of this Ordinance shall constitute a misdemeanor and shall be punishable by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment for a period not to exceed six (6) months, or by both such fine and imprisonment. Each and every day such a violation exists shall constitute a separate and distinct violation of this Ordinance.

Section 7. Civil Penalties. In addition to any other enforcement permitted by this Ordinance, the City Attorney may bring a civil action for injunctive relief and civil penalties against any person or entity that violates this Ordinance. In any civil action brought pursuant to this Ordinance, a court of competent jurisdiction may award reasonable attorney's fees and costs to the prevailing party.

Section 8. CEQA. This Ordinance is exempt from CEQA pursuant to CEQA Guidelines section 15305, minor alterations in land use, and section 15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. Provisions of the City's permissive zoning ordinance already prohibit all uses that are being expressly prohibited by this Ordinance. Therefore, this Ordinance has no impact on the physical environment as it will not result in any changes.

Section 9. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 10. This Interim Ordinance shall become operative concurrent with the expiration of Ordinance No. O-16-1305-U and shall expire, and the prohibition established hereby shall terminate, one year after said effective date pursuant to and subject to California Government Code Section 65858.

Section 11. The City Clerk shall certify as to the adoption of this Ordinance.

City of San Marino AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: CINDY COLLINS, INTERIM CITY MANAGER

BY: VERONICA RUIZ, CITY CLERK

DATE: NOVEMBER 9, 2016

SUBJECT: 2017 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
November 9, 2016	Joint Meeting with School Board	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.
January 11, 2017	Joint Meeting with DRC	City Hall EOC	5:00 P.M.
January 11, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
January 27, 2017	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
February 8, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
February 24, 2017	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
March 8, 2017	Joint Meeting with Library Board	City Hall EOC	5:00 P.M.
March 8, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
March 31, 2017	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
April 12, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
April 28, 2017	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
May 10, 2017	Joint Meeting with Traffic Commission	City Hall EOC	5:00 P.M.
May 10, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
May 26, 2017	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
June 14, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
June 30, 2017	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
July 12, 2017	Joint Meeting with Planning Commission	City Hall EOC	5:00 P.M.
July 12, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
July 28, 2017	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
September 13, 2017	Joint Meeting with School Board	City Hall EOC	5:00 P.M.
September 13, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
September 29, 2017	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
October 11, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
October 27, 2017	Adjourned Regular Meeting	City Hall Council Chamber	8:00 A.M.
November 8, 2017	Joint Meeting w/ Recreation Commission	City Hall EOC	5:00 P.M.
November 8, 2017	Regular Meeting	City Hall Council Chamber	6:00 P.M.
December 13, 2017	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.