

CITY OF SAN MARINO
CITY COUNCIL AGENDA

Steve Talt, Mayor

Steven W. Huang, DDS, Vice Mayor

Susan Jakubowski, Council Member

Gretchen Shepherd Romey, Council Member

Ken Ude, Council Member

Marcella Marlowe, Ph.D., City Manager



www.cityofsanmarino.org

(626) 300-0700 Phone

(626) 300-0709 Fax

City Hall Council Chamber

2200 Huntington Drive

San Marino, CA 91108

ADJOURNED REGULAR MEETING
FRIDAY, MARCH 30, 2018 AT 8:00 A.M.
CROWELL PUBLIC LIBRARY (BARTH ROOM)
1890 HUNTINGTON DRIVE
SAN MARINO, CA 91108

TELECONFERENCE LOCATION:
THE HEIGHTS
2324 TALUSWOOD PLACE,
WHISTLER, BC V0N 1B2, CANADA

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: Council Member Jakubowski, Council Member Shepherd Romey, Council Member Ude, Vice Mayor Huang, and Mayor Talt

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

The City Council welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2). The Mayor reserves the right to place limits on duration of comments. Staff may be asked to follow up on such items.

APPOINTMENTS**1. APPOINTMENTS TO THE PUBLIC SAFETY COMMISSION**

Recommendation: “A motion to appoint as the alternate Jeff Boozell to serve a term ending June 30, 2020; appoint Peter Loeffler and Al Boegh to serve terms ending June 30, 2020; and appoint Eugene Ramirez, Hunter Chang, and Gene Chuang to serve terms ending June 30, 2022.”

STUDY SESSION**2. DISCUSSION REGARDING AMENDING ZONING CODE STANDARDS**

Recommendation: Staff recommends the City Council direct staff to analyze the provisions provided by staff or a list as amended by Council and return with amended standards for consideration for formal code adoption.

CONTINUED BUSINESS**3. REVIEW OF MAKING SAN MARINO BETTER LIST****PUBLIC COMMENTS****ADJOURNMENT**

The San Marino City Council will adjourn to the joint meeting to be held with the Public Safety Commission on **WEDNESDAY, APRIL 11, 2018, at 5:00 P.M.** in the City Hall Emergency Operations Center, 2200 Huntington Drive, San Marino, California.

Dated: March 23, 2018
Posted: March 23, 2018

VERONICA RUIZ, CMC
CITY CLERK

City of San Marino
AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: MAYOR STEVE TALT, PUBLIC SAFETY COMMISSION
LIAISON
VICE MAYOR STEVEN HUANG, PUBLIC SAFETY
COMMISSION LIAISON

BY: VERONICA RUIZ, CITY CLERK

DATE: MARCH 30, 2018

SUBJECT: **APPOINTMENTS TO THE PUBLIC SAFETY
COMMISSION**

Steve Talt, Mayor

Steven W. Huang, DDS, Vice-Mayor

Susan Jakubowski, Council Member

Gretchen Shepherd Romey, Council Member

Ken Ude, Council Member

BACKGROUND

The City Council adopted Ordinance No. O-18-1334 at its February 14, 2018 meeting creating a Public Safety Commission. This newly created commission shall consist of five (5) members and one (1) alternate. Commission appointments are typically recommended by the Council Liaisons with approval of the City Council.

Notices of the commission openings were posted at City Hall and published in the Tribune, as well as on the City website. The City received twelve applications, and interviews were conducted by the Council Liaisons to the Public Safety Commission, Mayor Talt and Vice Mayor Huang, along with the Police Chief, Fire Chief and Parks & Public Works Director.

FISCAL IMPACT

None.

RECOMMENDATION

The Council Liaisons recommend the Council appointment of two (2) members and one (1) alternate to the Public Safety Commission to serve terms of two (2) years ending June 30, 2020. The Council Liaisons also recommend the Council appointment of three (3) members to the Public Safety Commission to serve terms of four (4) years ending June 30, 2022. If Council concurs, the appropriate action would be:

“A motion to appoint as the alternate Jeff Boozell to serve a term ending June 30, 2020; appoint Peter Loeffler and Al Boegh to serve terms ending June 30, 2020; and appoint Eugene Ramirez, Hunter Chang, and Gene Chuang to serve terms ending June 30, 2022.”

City of San Marino
AGENDA REPORT



TO: MAYOR AND CITY COUNCIL

FROM: MARCELLA MARLOWE, PH.D., CITY MANAGER

BY: ALDO CERVANTES, PLANNING AND BUILDING DIRECTOR

DATE: MARCH 30, 2018

SUBJECT: **DISCUSSION REGARDING AMENDING ZONING CODE STANDARDS**

Steve Talt, Mayor

Steven W. Huang, DDS, Vice-Mayor

Susan Jakubowski, Council Member

Gretchen Shepherd Romey, Council Member

Ken Ude, Council Member

BACKGROUND:

The City Council has directed staff to review and analyze the existing standards of the City that govern development. Such standards may include, but not limited to, the basement ordinance and the development standards that govern maximum allowable livable area and lot coverage. Staff has begun the process of reviewing the basement ordinance and is prepared to make recommendations. Staff has also looked into other codes for potential improvements such as the 30 degree structural encroachment line.

Before moving forward on this matter, staff requests the City Council provide direction as well as a list of provisions that should be reviewed under a more comprehensive approach. Staff has provided the following list of existing provisions that may warrant a new direction:

- Basement Ordinance
- 30 degree structural encroachment line
- Maximum allowable livable area and lot coverage (See Attached Chart)
- Livable area for rooms with a height of fifteen feet (15') or greater as measured from the finished floor to the ceiling shall be twice the floor area of the room, including stairways.
- Tree Preservation Ordinance and Tree Protection Planning

The examples provided above are all provisions that govern landscaping, mass, scale and height of structures. Although the Tree Preservation Ordinance is not considered part of the development standards as the other Code, I strongly believe that trees are crucial to the ambiance of the property as well as the built environment.

FISCAL IMPACT:

There is no fiscal impact.

RECOMMENDATION:

Staff recommends the City Council direct staff to analyze the provisions provided by staff or a list as amended by Council and return with amended standards for consideration for formal code adoption.

Attachment: Residential Plan Information Sheet and Exhibit A and B
Basement Ordinance
30 Degree Encroachment Line



CITY OF SAN MARINO

2200 Huntington Drive
San Marino, CA 91108
(626) 300-0711

RESIDENTIAL PLAN INFORMATION SHEET

R - 1 DISTRICTS V, VI, VII

Property Address: _____ Date: _____
Contact Person: _____ Phone: (____) _____
Owner's Name: _____ Phone: (____) _____
Area District: _____ Proposed Building Height: _____

- 1. Actual Parcel Area: _____ sq. ft.
2. Statutory Parcel Area (See Exhibit "A"): _____ sq. ft.
3. 40% of Actual Parcel Area (Line 1 x 40%): _____ sq. ft.
4. 30% of Statutory Parcel Area (See Exhibit "B"): _____ sq. ft.
5. Smaller of Lines 3 or 4: _____ sq. ft.
6. If the Actual Parcel Area (Line 1) is larger than the Statutory Parcel Area (Line 2), enter 10% of the difference (Line 1 - Line 2) x 10%: _____ sq. ft.
7. Maximum Livable Area and Ground Coverage (Line 5 + Line 6): _____ sq. ft.
This is the maximum building area/lot coverage for a lot which IS NOT a corner lot.
8. If the property is a corner lot enter 90% of the amount of Line 7: _____ sq. ft.
This is the maximum building area/lot coverage for a lot which IS a corner lot.
9. Existing Ground Coverage (gross sq. ft. of 1st floor including garage): _____ sq. ft.
10. Proposed Additional Ground Coverage (gross sq. ft. of 1st floor including new garage sq. ft.): _____ sq. ft.
11. Total Proposed Ground Coverage (Line 9 + Line 10): _____ sq. ft.
12. Existing Livable Area: _____ sq. ft.
13. Proposed Additional Livable Area: _____ sq. ft.
Include all interior ceiling areas over 15 feet in height: _____ sq. ft.
14. Total Proposed Livable Area (Line 12 + Line 13) _____ sq. ft.
15. Garage Size: _____ ft. x _____ ft. _____ sq. ft.
16. Proposed Setbacks: Front Yard _____ Rear Yard _____ Right Side _____ Left Side _____
17. Number of Existing Bedrooms*: _____ Total Proposed Number of Bedrooms*: _____

*Bedroom - Any room which is not a kitchen, dining room, living room, family room or bathroom and which is designated as a bedroom or is capable of being used for sleeping quarters, which contains a closet, or to which a closet could be added, which has a nearby or adjacent bathroom, and which meets the requirements contained in section 23.02.10 of this chapter. Final determination of the identification of any room shall rest with the City Manager or his/her designated representative.

I certify that I have read this application and state that the information is true and correct. Any falsification of this application will be sufficient cause to revoke any permits or approvals that are granted based on this information.

Property Owner

and/or

Authorized Agent

EXHIBIT "A"

AREA DISTRICT	MINIMUM BUILDING SITE (STATUTORY PARCEL AREA)	MAXIMUM BUILDING HEIGHT	MINIMUM AVERAGE WIDTH OF LOT	MINIMUM STREET FRONTAGE OF LOT	MINIMUM REQUIRED YARD DIMENSION
IE	60,000 sq. ft.	35 ft.	125 ft.	100 ft.	Rear: 40 ft. *Side: 20 ft. *Front: 40 ft.
I	30,000 sq. ft.	35 ft.	125 ft.	100 ft.	Rear: 40 ft. *Side: 20 ft. *Front: 40 ft.
II	20,000 sq. ft.	35 ft.	100 ft.	80 ft.	Rear: 40 ft. *Side: 12 ft. *Front: 40 ft.
III	17,000 sq. ft.	30 ft.	100 ft.	80 ft.	Rear: 40 ft. *Side: 12 ft. *Front: 40 ft.
IV	15,000 sq. ft.	30 ft.	85 ft.	70 ft.	Rear: 35 ft. *Side: 10 ft. *Front: 35 ft.
V	12,000 sq. ft.	30 ft.	80 ft.	70 ft.	Rear: 30 ft. *Side: 8 ft. *Front: 30 ft.
VI	10,000 sq. ft.	30 ft.	70 ft.	60 ft.	Rear: 25 ft. *Side: 5 ft. *Front: 25 ft.
VII	9,000 sq. ft.	30 ft.	60 ft.	60 ft.	Rear: 25 ft. *Side: 5 ft. *Front: 25 ft.

*No front yard or side yard shall have less than the respective yard dimension shown and delineated for each parcel of land on the "Yard Map", which is on file in the City of San Marino Planning Department office.

EXHIBIT "B"

BUILDING AREA LIMITATION

Neither the square footage of gross ground coverage of all buildings of the maximum livable area of all buildings on a parcel shall exceed the smaller of the areas determined by the percentage in the following table:

MAXIMUM GROSS GROUND COVERAGE AND MAXIMUM LIVABLE AREA

AREA DISTRICT	% OF ACTUAL PARCEL AREA	% OF STATUTORY PARCEL AREA
IE	30	18
I	30	22
II	30	26
III	30	28
IV	30	30
V	40	30
VI	40	30
VII	40	30

23.02.19: BASEMENTS:

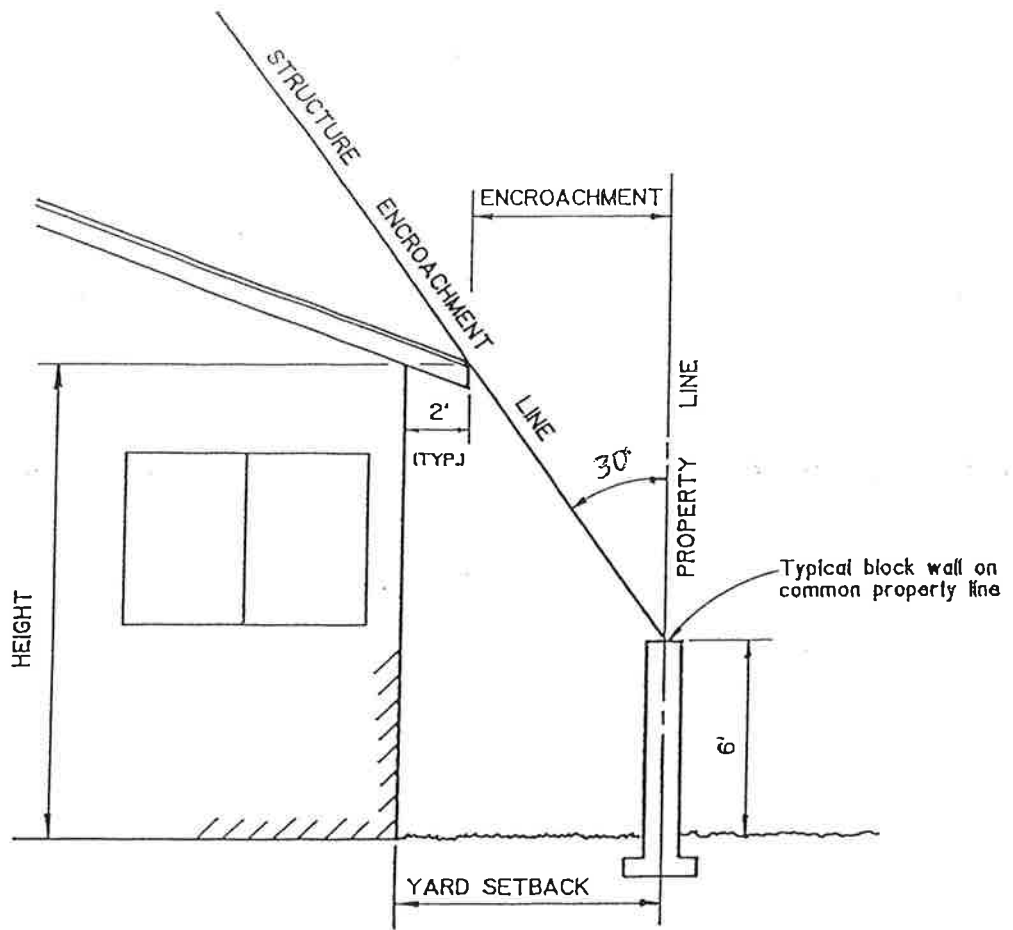
A. Basements that do not exceed the maximum size listed below shall be excluded when calculating livable area.

1.	Area district IE	- 540 square feet
2.	Area district I	- 330 square feet
3.	Area district II	- 260 square feet
4.	Area district III	- 238 square feet
5.	Area district IV	- 225 square feet
6.	Area district V	- 180 square feet
7.	Area district VI	- 150 square feet
8.	Area district VII	- 135 square feet

B. If the total of all basement areas on a property exceeds the maximum size under subsection A of this section, all such basement areas shall comply with the following restrictions:

1. The maximum allowable size of the basement shall be no more than sixty percent (60%) of the footprint of the structure. No portion of the basement shall extend beyond the footprint of the structure.
2. Fifty percent (50%) of the total basement area shall count toward the maximum allowable livable area figure for the property as identified in sections 23.02.10, 23.02.11, and 23.02.12 of this article. The other fifty percent (50%) shall be permitted as livable area but shall not count toward the maximum allowable livable area for the property.
3. The basement shall comply with all requirements for livable area contained in this chapter, including, but not limited to, the required number of off street garage spaces and building setbacks.
4. The basement shall comply with all applicable building code requirements relating to habitable space, hallways, bathrooms, and laundry rooms.

C. Exceptions to this section shall be granted by the issuance of a conditional use permit. (Ord. 0-14-1279, 6-27-2014)



NOTES:

1. No structure or addition shall encroach above a line having an angle of 30° from the vertical and passing through a point 6 feet above the grade of the adjacent property, at the common property line.

PLANNING DEPARTMENT		CITY OF SAN MARINO	
MAXIMUM ALLOWABLE STRUCTURAL ENCROACHMENT		DWG. No.	
Approved by _____		Date _____	

Making San Marino Better List: "Immediate/Emergency" Items

Project/Program Title:	Date Requested:	Responsible Department:	Status:
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Making San Marino Better List: "Departments Not Meeting Expectations"

Project/Program Title:	Status:
Administration/Finance	Final report presented to City Council; staff to return to Council with report On April 12, 2017 Meeting. Refer to Ad Hoc Matrix.
City Council	No other such meetings are scheduled at this time.

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Develop a plan for Stoneman (and/or San Marino Center)			Interim Community Services Director Cindy Collins has been brought on to assist in advancing this project. At the April 29th meeting she will give an update on the status of this effort. Council workshop scheduled for 7/13/16, with goal for an action plan by the end of the calendar year. Residents asked staff to ensure that residents are notified of the process. On 9/30/16 Council agenda to recommend building code and fire safety compliance. A Request for Proposal was released. Deadline for receiving proposals is 2/6/17. Two Proposals received. Conversation has been put on hold until a decision has been made about Recreation programming.
Develop a plan for San Marino Center			At the April 29th meeting Ms. Collins gave an update on this topic and its relationship to Stoneman. Discussion will be held in conjunction with the Stoneman Project.

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Develop a Commercial District Master Plan			No action to date
Huntington Drive/City Center Plan		Parks and Public Works	Contract PW Director Chris Vogt is drafting an RFP for design of this project and working to see if we can use SGVAG Grant Money to pay for the design work. This project is somewhat related to the 2013 Metro Call For Projects which is also being acted on by the Council on April 29th. Council has asked for traffic assessment of the dual left turn lanes. Council also approved acceptance of the SGVAG Grant money Huntington Drive Corridor Improvement Plan. Council approved the Ad Hoc Committee at the meeting of 7/13/16. These individuals will work with the consultant on a set of recommendations. One of the three community input meetings has taken place. Ad Hoc and Community meetings are completed. School site meetings completed. Study presented to City Council on March 14th.
City Wide Traffic Management Plan		Parks and Public Works	A comprehensive Traffic Management Plan will be included in the FY18-19 Budget.
Assess restrooms at Lacy Park	10/25/2013	Parks and Public Works	Patrick's Tree complete - dedication is June 15th at 5:00 P.M. Revised plan for Restrooms being developed. Because of issues with the bids, the project has to go out once more bid. Should come back to Council in September for award. Staff suspended the bid proposal process and is reevaluating the restroom plans and design. City Council directed P & PW December 2017 to hire architect to design replacement building; conceptual plans presented to DRC and at community meeting for comments February 7, 2018.

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Oleander Plague		Parks and Public Works	Ron Serven continues to monitor the condition of City oleanders for evidence of Oleander Scorch. Replacement of oleanders continues as needed.
Lacy Park Rose Arbor	10/30/2015	City Manager	Preliminary design completed by Lacy Park Landscape Committee and reviewed by Potential donor. Lacy Park Landscape Committee recommended design, and final presentation will be made to Council on July 28. Dr. Lin and family pledged \$200,000 over next four years. A fundraising plan is being developed to raise funds for the additional \$200,000 needed to construct project. An update will be provided at the 7/28 Council Study Session. P & PW hosted 3 community meetings and appeared at DRC and City Council study session to solicit comments on design and economics. P & PW is developing action proposal for City Council consideration for late Spring 2018.
Vacancy Registration Ordinance	2/26/2016	Police Department	Staff (Fire, Police, Public Works, Community Services and Administration) has begun research. After 4/29 Study Session Council provided direction, staff and attorney working on a draft ordinance. Implementation will begin in June 2017. Letters have been mailed to every household in San Marino. Vacant home registrations are currently being collected. Approximately 50 homes have registered and registrations will continue to be collected on an ongoing basis. PD coordinating. Ongoing.

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
Police Public Safety Strategy	1/29/2016	Police Department	At the 1/29/16 meeting, Council asked the Chief of Police to provide regular updates on a proposal to improve enhance our current public safety/policing efforts in the city. At 2/26/2016 meeting Police Chief gave report. Update reports to be given quarterly. Chief Incontro gave an update at the July 29th Meeting. Update was provided at January 27, 2017 meeting. At their July 12 meeting, Council appropriated additional funds to increase overtime for patrol during peak hours. Cadets will be used for tasks such as taking minor crime reports, allowing officers to remain on patrol. Signs will be placed at entry points to the City indicating surveillance cameras are in place. Neighborhood watch programs will continue to be supported. Chief Incontro gave an update at the March 2nd Meeting.
Cell Tower and Utility Collector Units	9/30/2016	Planning & Building	Updates on the cell tower relocation will be provided as the conditions change.
4-day Versus 5-day work week for City employees	9/30/2016	Administration	Refer to Ad Hoc Matrix.
Senate Bill 1069 re. second units	9/30/2016	Planning & Building	Completed.

Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:																																
Infrastructure Investment Program	2016-2017	Public Works	<table border="0"> <thead> <tr> <th data-bbox="1157 331 1470 370"><u>Infrastructure Asset</u></th> <th data-bbox="1470 331 2045 370"><u>Maximum Annual Budget</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="1157 370 1470 409">Streets</td> <td data-bbox="1470 370 2045 409">\$4,300,000</td> </tr> <tr> <td data-bbox="1157 409 1470 448">Sewers & Storm Drains</td> <td data-bbox="1470 409 2045 448">\$ 600,000</td> </tr> <tr> <td data-bbox="1157 448 1470 487">Sidewalks</td> <td data-bbox="1470 448 2045 487">\$ 250,000</td> </tr> <tr> <td data-bbox="1157 487 1470 526">Buildings</td> <td data-bbox="1470 487 2045 526">\$ 380,000</td> </tr> <tr> <td data-bbox="1157 526 1470 565">Total</td> <td data-bbox="1470 526 2045 565">\$5,530,000</td> </tr> <tr> <td data-bbox="1157 565 1470 604"><u>Buildings</u></td> <td data-bbox="1470 565 2045 604"><u>Maximum Annual Budget /Bldg.</u></td> </tr> <tr> <td data-bbox="1157 604 1470 643">City Hall:</td> <td data-bbox="1470 604 2045 643">\$29,384.43</td> </tr> <tr> <td data-bbox="1157 643 1470 682">Fire Dept.:</td> <td data-bbox="1470 643 2045 682">\$41,661.90</td> </tr> <tr> <td data-bbox="1157 682 1470 721">Police Dept.:</td> <td data-bbox="1470 682 2045 721">\$30,051.31</td> </tr> <tr> <td data-bbox="1157 721 1470 760">Public Works:</td> <td data-bbox="1470 721 2045 760">\$ 26,424.43</td> </tr> <tr> <td data-bbox="1157 760 1470 799">Crowell Library:</td> <td data-bbox="1470 760 2045 799">\$206,743.87</td> </tr> <tr> <td data-bbox="1157 799 1470 837">Old Mill:</td> <td data-bbox="1470 799 2045 837">\$18,656.82</td> </tr> <tr> <td data-bbox="1157 837 1470 876">Thurnher House:</td> <td data-bbox="1470 837 2045 876">\$ 8,549.08</td> </tr> <tr> <td data-bbox="1157 876 1470 915">Lacy Park HQ:</td> <td data-bbox="1470 876 2045 915">\$19,947.85</td> </tr> <tr> <td data-bbox="1157 915 1470 954">Total Annual Cost:</td> <td data-bbox="1470 915 2045 954">\$381,419.69</td> </tr> </tbody> </table> <p data-bbox="1157 1036 2045 1359">Discuss and Plan how to fund the City's aging Infrastructure. Infrastructure investment plan presented at 1/27/2017 meeting and to be included in financial strategies. Infrastructure planning was assigned to the Strategic Financial Planning Committee subsequent to creation of this long-term goal. Policy direction to be considered by City Council in May 2018 following publication of Committee conclusions in April 2018.</p>	<u>Infrastructure Asset</u>	<u>Maximum Annual Budget</u>	Streets	\$4,300,000	Sewers & Storm Drains	\$ 600,000	Sidewalks	\$ 250,000	Buildings	\$ 380,000	Total	\$5,530,000	<u>Buildings</u>	<u>Maximum Annual Budget /Bldg.</u>	City Hall:	\$29,384.43	Fire Dept.:	\$41,661.90	Police Dept.:	\$30,051.31	Public Works:	\$ 26,424.43	Crowell Library:	\$206,743.87	Old Mill:	\$18,656.82	Thurnher House:	\$ 8,549.08	Lacy Park HQ:	\$19,947.85	Total Annual Cost:	\$381,419.69
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Making San Marino Better List: "Long Term Goals"

Project/Program Title:	FY To Be Included In:	Responsible Department:	Status:
2018 Mayor's Goals	12/13/2017	Administration	<ol style="list-style-type: none"> 1. Creation of a permanent Public Safety Commission. Completed. 2. Approval of a Historic Preservation Ordinance and a re-evaluation of the City's existing building ordinances. First reading took place at 3/14/18 Council Meeting. Second reading and adoption to take place in at April meeting. 3. Recommendations from the Strategic Financial Planning Committee to secure the City's financial future and the development of an efficient and effective budget and budgeting process. Report will be presented to City Council at 4/27/18 meeting. 4. Ensure compliance with the City's General Plan as an organization, via a strategic planning process. Report will be presented to City Council at 4/27/18 meeting. 5. Develop a list of volunteer opportunities within the city organization for residents 6. Cooperate more fully and directly with the San Marino Unified School District, including the appointment of a council liaison to SMUSD. Completed and ongoing.
Ad Hoc Committee Recommendations Timeline	1/17/2017	Administration	Completed June 30, 2017 by previous administration. Refer to Ad Hoc Matrix.

Ad Hoc Committee Findings

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
<i>Administration</i>				
	1	Staff immediately develop, install and document proper accounting procedures and internal controls to correct the deficiencies identified by the auditors, the interim Finance Director and this committee. The Interim Finance Director's team should be able to suggest better approaches and help document appropriate procedures.	Previously-approved Accountant position upgraded to an Accounting Manager/Controller position by City Council on March 14, which corrects higher level internal control problems. Lower level internal control problems cannot be corrected until another para-professional level accountant position is approved.	Fiscal Year 2018-2019 budget
	2	Time be collected using a computerized system that will permit real-time management review. Both hours and the nature of the assignment or the project should be collected. Performance stats should be made available to managers.	The timekeeping goal has been accepted by the Council and staff has been directed to look into possibilities. By meeting with Springbook personnel (our current system) recently, we learned that the City's accounting/payroll system is outdated and needs to be upgraded to a more recent version before we can add any modules or functionality.	TBD
	3	A thorough review of work schedules and immediate changes to conform with labor laws.	The previous administration reviewed work schedules for compliance with labor laws, although the current administration believes there is still work to be done.	Ongoing

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
	4	Establish a "hot-line" for citizens, employees and others to report concerns of inappropriate behavior and added to the "Report a Concern" section of the website. It should be monitored by a senior employee and the City Attorney.	A "hot-line" will be established to report concerns. However, it is not cost-effective to have such a line monitored by the City Attorney. Any legal issues reported on the "hot-line" can be referred to the City Attorney as appropriate by staff. The Human Resources manager will implement the guidelines and protocol. State of the art fraud hotlines have a clear separation of function and compliant review from organizational employees in order to create the fairest resolution system for complaints and concerns. Implementation of this goal is contingent on the implementation of the new phone system.	Summer 2018
	5	Financial statements comparing actual receipts and disbursements compared with the budget be prepared and distributed to management and the Council within five days after each month.	Distribution is not possible within five days as the bank reconciliation journal entries are not completed yet. The monthly report will be distributed when available and ready, usually by the second or third week of the following month.	n/a

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
	6	Those options of the Springbrook accounting and management software already owned by the City, such as accounting, budgeting and payroll modules, not currently in use be evaluated and adopted where appropriate.	As noted earlier, the City's accounting/payroll system is outdated and needs to be upgraded to a more recent version before we can add any modules or functionality. We also need a more fully staffed finance department and modernized IT support in order to support the implementation of additional modules. The transition from the City's Excel-based budgeting system, for example, to Springbrook-based budgeting will require considerable effort beyond the City's current capacity.	Fiscal Year 2018-2019 budget
	7	Immediate development or updating and implementation of appropriate employment policies and procedures, including performance review and progressive discipline procedures. The current contract human resources should be able to assist in this activity.	The City has Personnel Rules that were adopted in 1979 which includes progressive discipline procedures. An updated set of Rules & Regulations have been drafted and presented to the city's labor unions. Discussion has concluded and a presentation to Council for adoption is imminent.	7/1/2018
	8	Immediate creation and publication of a current employee handbook that would include current personnel policies, performance expectations and reviews, and discipline practices. It must be distributed to all employees who must acknowledge in writing the receipt of the handbook. The current contract human resources professional should be able to assist in this activity.	The HR Manager will turn to the development and implementation of this item after the Personnel Rules & Regulations are implemented.	FY 18-19

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
	9	Implementing the practice of formal documentation of employee participation in training programs covering legally sensitive issues such as safety, sexual harassment and discrimination. Evidence of successful completion of both initial training and refreshers needs to be recorded in employee personnel files.	Already in practice	Complete
	10	Council consider appointing a citizen committee to study, understand and advise on how to deal with the growing unfunded pension liability.	The Strategic Financial Planning Committee recommendation on this topic is due for presentation to the public at the Council's April 27 meeting.	April 2018
	11	Council lead the way by defining goals and objectives and assign staff to work with citizens to developing plans for achieving them. Upon, completion, a spending plan needs to be developed and funding identified.	The City Council conducted strategic planning and the final report will be presented to the public at the April 27 Council meeting. The goals identified there will replace all current supplementary documents and will be used to adopt an appropriate budget for the upcoming fiscal year.	April 2018
	12	Council set clear guidelines for service goals and spending limits, allowing department managers to develop plans within the guidelines.	The City Council already does this as part of the budget process.	Complete

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
	13	Staff be directed to request alternatives for an insured Workers' Compensation program and/or lower retention levels to limit the risk.	The City is currently self insured up to \$1,000,000 per occurrence with an excess liability policy. The City has never had a workers compensation claim that came close to the \$1 million threshold. The only other alternative would be to join the California Joint Powers Insurance Authority pool. Research has determined that the contribution to the Authority to join would be very costly. For Policy Year 2018 through 6/1/2019, policy options were included in annual renewal, and will be reviewed for 7/1/2019 renewal.	Complete
	14	The City consider self insuring for vehicle physical damage.	Staff has considered this option and recommends against it because the measure of risk on City vehicles can be high due to vehicle activity level and type (Police and Fire, for example).	Complete
	15	A formal contract be negotiated and approved by the City Council after a careful determination of requirements is prepared and bids are solicited as intended for large service contracts.	The IT services RFP will be released after the phone system implementation.	FY 18-19
	16	Evaluation of software to support project management, financial information sharing, electronic record retention and sharing, policy and procedures documentation and sharing, and other areas. It is likely that the Springbrook software package currently used by the accounting department has features or options available that may provide solutions to some of these weaknesses.	The City's Springbrook accounting/payroll system is outdated and needs to be upgraded to a more recent version before we can add any modules or functionality.	N/A

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
	17	The Council revisit the investment policy and consider seeking the assistance of professional money managers.	The Strategic Financial Planning Committee recommendation on this topic is due for presentation to the public at the Council's April 27 meeting.	April 2018
	18	The Council consider the role of the Treasurer both as defined in law and as a resource to assist the City.	The City Treasurer's role is established in the Government Code and is limited in scope to oversight and investments. Term limits for the Treasurer have been implemented to be consistent with other appointed Boards and Commissions.	Complete
<i>Citizen Access</i>				
	19	City Hall schedule be changed to include Fridays. Some employee work schedules will need to be revised to provide expanded hours without increasing their total hours or cost.	City Hall schedule shifted in September 2017 to include half-days on Friday. Because of that implementation decision occurring so recently, staff recommends against additional changes at this time.	Complete
	20	All schedules be evaluated and modified to improve results and control costs.	All employees now work either a 5/8, 4/10 or 9/80 work schedule, depending on the services being provided by the department.	Complete
	21	A "dedicated receptionist" position be created and located at the entry. This person can direct visitors, perform clerical services for various departments and answer those callers seeking to speak with a "real person." This job can be staffed by reconsidering existing assignments or by citizen volunteers.	Improved signage was purchased and the upgraded phone system will provide improved service. Staff is also considering utilizing volunteer services for this function.	Complete
	22	Improved directory, that a person be available to answer when callers request to speak with one, and that all employees update their greeting daily.	The existing phone system was updated so that phone calls roll over to a different employee if the call is not picked up. Our upgraded phone system will provide improved service as well.	Summer 2018

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
	23	Employees be required to leave an "out of office message" with instructions for reaching their replacement when they are away for a day or more.	Already in practice	Complete
	24	Employees be required to respond to citizens' emails and written communications within two business days.	Employees are currently required to respond to citizens' emails and written communications as soon as practical.	Complete
	25	The telephone system be replaced. Leasing should be considered as an alternative to purchase which may offer flexibility in future updates to equipment or software.	The City Council awarded a contract for telephone system implementation on March 14, 2018.	Summer 2018
	26	Immediate attention be given to improving the website and appointing a qualified "webmaster" with support from all departments.	Website revision is underway, managed by an Analyst in the Library Department.	Complete and Ongoing
<i>Parks and Public Works</i>				
	27	Immediate installation and use of a computerized system for planning, tracking and control of projects. Note- we believe the new City Engineer has found and is installing such a system.	System was reported by previous administration as installed, with supervisory employees trained.	Complete
	28	All costs be measured and recovered from customers and programs, including those operated by our Recreation Department and outside groups.	The previous administration reported that through the use of the computerized planning, tracking and control of projects system, all costs are being measured/ tracked for recovery. Currently, the Recreation Commission is taking the lead on re- envisioning recreation programming, including discussions of cost-recovery.	FY 18-19
	29	Use of citizen volunteers, students or unpaid interns to perform this function following established guidelines.	Comprehensive volunteer program requested by the Council via the Mayor.	FY 18-19
	30	Agreement with the City Engineer that the City Council needs to consider infrastructure maintenance a priority ahead of other areas and increase funding when developing the next budget.	The Strategic Financial Planning Committee recommendation on this topic is due for presentation to the public at the Council's April 27 meeting.	April 2018

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
	31	The City Engineer be directed to develop and prioritize a comprehensive list of capital and repair projects with approximate costs and timing for immediate consideration by the Council in the coming budget cycle.	The previous administration reports that this was completed and included in the 2017/18 budget submitted to the City Council for its consideration. However, this is also an ongoing activity that the current administration will be monitoring.	Complete and Ongoing
	32	Review of creation of the maintenance schedule and work assignments to ensure improved attention is paid to care for the park.	Work schedules are being monitored by department management.	Complete and Ongoing
<i>Organizational</i>				
	33	A complete review of vehicle and equipment requirements before the next capital budget is prepared. Contracting for services instead of owning infrequently used equipment should be considered. Renting newer equipment, only as needed, should be considered. If we must own long lived assets, leasing rather than a cash purchase should be considered.	The only equipment/vehicles included for purchase by the PPWD in the 2017/18 budget will be used on a daily basis. Prior to the purchase the feasibility of rental/lease will be examined.	Complete
	34	The Recreation Manager and City Librarian report directly to the City Manager improving management, communication, and potentially cutting costs	Completed by previous administration.	Complete
	35	The positions of Assistant City Manager/ Community Services Director and Finance Director be combined to create a position of Administrative Services Director, with a responsibility for Finance, Human Resources, Risk Management and Technology. While a non-traditional approach for government, it is a common practice in industry. You may want to look outside government for the person to fill this role.	This was completed by the previous administration. At the recommendation of the new City Manager, the City Council changed the title back to Finance Director on March 14, 2018.	Complete

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
	36	An Accountant be added to the Finance team and a Human Resources professional be employed to address major weaknesses discussed elsewhere in the report. The combined cost of these positions should be no more than the current budgeted cost of the Finance Director position alone.	This was completed by the previous administration and an HR Manager was hired. At the recommendation of the new City Manager, the City Council upgraded the Accountant position to an Accounting Manager/Controller position on March 14, 2018.	Complete
	37	Adding an employee position of Technology Director to support computer, website and other technology needs and oversee the use of outside contractors as needed. We believe the cost can be recovered by reducing spending with the current outside contractor.	The previous administration and City Council determined that a IT contract provider was appropriate for our organization. The IT services RFP will be released after the phone system implementation.	FY 18-19
	38	Evaluation of all activities of the Parks and Public Works department with the goal of eliminating unnecessary work and workers and outsourcing activities at a lower cost. This can eliminate inefficient operations and reduce costs, including benefits and pension liabilities.	The previous administration reviewed assignments and staffing, resulting in the elimination of two service contracts and the insourcing of that work. Further, formerly under-utilized staff had additional work assigned to increase cost effectiveness. Outsourcing and the elimination of staff for financial reasons is generally prohibited by California caselaw.	Complete
	39	Opening of the City Hall Monday through Friday to improve service and meet the needs of citizens (as requested in the 2013 "Results and Summaries of the Town Hall Meetings and Survey").	City Hall schedule shifted in September 2017 to include half-days on Friday.	Complete
	40	Current four-day work schedules be reviewed and changed where appropriate to five days to improve service to citizens, increase productivity and permit better utilization and management of personnel.	City Hall schedule shifted in September 2017 to include half-days on Friday.	Complete

Department	#	Finding Recommendation	Progress Notes	Est. Completion Date
	41	A search begin immediately to fill the position of City Manager based upon a description and qualifications for the position redefined considering the organizational changes we have recommended. A professional search firm should be employed to seek out, rather than only advertise for, outstanding candidates.	City Manager appointed October 16, 2017	Complete
	42	A "dedicated receptionist" position be created and located in the City Hall entry. This person can direct visitors and act as a telephone "operator" to serve callers seeking to speak with a "real person." The person can also perform clerical services for various departments. This job might be staffed by reconsidering existing employee assignments or by citizen volunteers.	Improved signage was purchased and the upgraded phone system will provide improved service. Staff is also considering utilizing volunteer services for this function.	Complete
	43	An outside consultant be employed to develop and document a salary survey after all positions have been clearly defined so that accurate comparisons can be made. That survey can be used to evaluate all staff positions. This information must be available to establish appropriate salary ranges for each position, even those covered by current contracts, to properly compensate our employees. Any discrepancies must be addressed at the earliest opportunity.	The City Manager is working with the HR Manager to execute such a study and bring recommendations to the Council for consideration during the budget process.	FY 18-19
	44	An immediate comprehensive review of assignments and staffing in the Parks and Public Works Department. Staff, reassignments, reductions, and/ or outsourcing of assignments must be implemented before the end of the fiscal year if we are to increase service for cost.	The previous administration reviewed assignments and staffing, resulting in the elimination of two service contracts and the insourcing of that work. Further, formerly under-utilized staff had additional work assigned to increase cost effectiveness. Outsourcing and the elimination of staff for financial reasons is generally prohibited by California caselaw.	Complete