

**CITY OF SAN GABRIEL
CITY COUNCIL
REGULAR MEETING AGENDA**

Tuesday, October 2, 2018 - 6:30 P.M.

**City Hall Council Chamber
425 South Mission Drive
San Gabriel, California 91776**

John R. Harrington
Mayor

Jason Pu
Vice Mayor

Juli Costanzo
Council Member

Chin Ho Liao
Council Member

Denise Menchaca
Council Member



Mark Lazzaretto
City Manager

Keith Lemieux
City Attorney

Julie Nguyen
City Clerk

Kevin B. Sawkins
City Treasurer

Materials Available for Inspection. The City Clerk's Department has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. You may also view agenda items online at www.sangabrielcity.com/agendacenter. Materials related to an item on this Agenda, submitted to the City Council after distribution of the Agenda packet, are available for public inspection at the meeting or in the City Clerk's Department, located at City Hall, 425 South Mission Drive, San Gabriel, California, during regular office hours, Monday through Friday 8:00 a.m. to 5:00 p.m. except for Tuesdays until 6:30 p.m.

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City Council Meeting Agenda
Tuesday, October 2, 2018

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Council Member Costanzo
- **ROLL CALL:** Mayor Harrington, Vice Mayor Pu, Council Members Costanzo, Liao, Menchaca

1. APPROVAL OF AGENDA ORDER

2. PRESENTATIONS

A. ONE CITY, ONE BOOK PROGRAM 2018

3. PUBLIC COMMENT

This is the time set aside for members of the public to address the City Council on items of interest that are not on the Agenda, but are within the subject matter jurisdiction of the San Gabriel City Council. Pursuant to the Brown Act, the City Council cannot answer any questions or take any action until such time as the matter may appear as an item on a future agenda.

In an effort to provide everyone with an opportunity to speak tonight, please be aware that all public comments will be limited to a maximum of three minutes. I will give you a 30 second warning as you approach the end of your time. As a reminder, please be respectful of all speakers regardless of the position they take on any items.

If you wish to address the City Council, please complete a speaker's request card and hand it to me before the start of the meeting. When speaking, please state your NAME for the record.

4. CONSENT CALENDAR

All items listed under the Consent Calendar are considered routine and recommendations will be approved in one motion unless a member of the City Council or audience requests separate discussion.

A. MATERIAL DEMANDS

This is the presentation of the "Register of Demands and Warrants" for the payment of City expenditures.

Recommended Action: Approval

B. INVESTMENT REPORT

This is a presentation of City investments for the month of July 2018.

Recommended Action: Approval

C. APPROVAL OF MINUTES

The minutes are a record of the official actions taken at the City Council meeting.

1. [Minutes of the City Council Regular Meeting of May 1, 2018.](#)
2. [Minutes of the City Council Regular Meeting of May 15, 2018.](#)
3. [Minutes of the City Council Special Meeting of June 5, 2018.](#)
4. [Minutes of the City Council Regular Meeting of June 5, 2018.](#)
5. [Minutes of the City Council Special Meeting of June 19, 2018.](#)
6. [Minutes of the City Council Regular Meeting of June 19, 2018.](#)

Recommended Action: Approval

D. SECOND READING AND ADOPTION OF ORDINANCE NO. 647-C.S., AMENDING THE MUNICIPAL CODE AS IT RELATES TO THE APPOINTMENT OF CERTAIN DEPARTMENT HEADS

The City of San Gabriel has undergone several changes that require amendments to the Municipal Code. To ensure the Municipal Code is consistent with City practice, staff seeks approval of Ordinance No. 647-C.S. to add a new section that creates an Assistant City Manager position and revises portions of the code describing the positions of Community Development Director and Director of Human Resources/Risk Management. On September 18, 2018, the City Council voted 5-0 to introduce and waive the second reading of Ordinance No. 647-C.S.

Recommended Action:

Staff recommends that the City Council:

1. Adopt Ordinance No. 647-C.S. of the City Council of the City of San Gabriel, amending the Municipal Code as it relates to the appointment of certain department heads; and
2. Direct staff to publish a summary of the adopted Ordinance No. 647-C.S.

E. CONSIDERATION OF A RESOLUTION NOMINATING COUNCIL MEMBER JULI COSTANZO TO THE SAN GABRIEL WATER QUALITY AUTHORITY BOARD

The San Gabriel Water Quality Authority (WQA) is conducting an election on December 19, 2018 for a Board Member and Internate to represent cities without pumping rights. Nominations are being accepted by the WQA by resolution of the City Council during the periods of September 20, 2018 through October 19, 2018. The adoption of Resolution No. 18-48 will nominate Juli Costanzo for the Board Member seat.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 18-48 approving Council Member Costanzo's request to be added to the nominations list for the San Gabriel Basin Water Quality Authority Board of Directors.

F. APPROVE PURCHASE OF A TRUCK FOR THE MISSION PLAYHOUSE

The FY 2018-19 Budget includes funding to purchase a truck for the Mission Playhouse. The truck will be used to transport equipment for special events, to pick up maintenance supplies on a daily basis, and to pull equipment up to the stage ramp. The approved budget allocation is from Air Quality Management District (AWMD) funds, however, there is no eligible truck under AWMD. Consequently, Staff is requesting funds from the vehicle replacement account and proposes to purchase the truck through a cooperative purchase using a Sourcewell contract. National Auto Fleet will provide the truck at a cost of \$37,766.41.

Recommended Action:

Staff recommends that the City Council:

1. Change the budget allocation of \$43,000 from the AQMD fund to the vehicle replacement fund and reduce the allocation to \$37,766.41;
2. Approve the use of funds from the vehicle replacement account #122-712-37-99-202;
3. Waive formal bidding procedure and authorize the use of Sourcewell Contract #120716; and

4. Authorize the issuance of a purchase order for \$37,766.41 to National Auto Fleet Group for the acquisition of one Ford F-150 truck and listed accessories including all taxes, delivery and ancillary costs to be funded from account #122-712-37-99-202.

G. RESOLUTION NO. 18-45 FOR TEMPORARY STREET CLOSURE AT 400 WEST BROADWAY BETWEEN SANTA ANITA STREET AND DE ANZA STREET ON OCTOBER 13, 2018

The Public Works Department received a request from San Gabriel Mission High School for a temporary street closure for a Pumpkin Patch and Trunk or Treating Event on Saturday, October 13, 2018 from 12:00 p.m. to 9:00 p.m. on Broadway between Santa Anita Street and De Anza Street. The Public Works Department, Fire Department, and Police Department have reviewed and approved this request, subject to the conditions of approval.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 18-45, authorizing closure of Broadway between Santa Anita Street and De Anza Street from 12:00 p.m. to 9:00 p.m. on Saturday, October 13, 2018.

H. RESOLUTION NO. 18-49 ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS

The City of San Gabriel does not currently have a city-wide adopted Records Retention Schedule. San Gabriel selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade via a Records Retention Schedule is necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency, take advantage of current technology and implement changes in law.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 18-49 (Attachment A) adopting a Records Retention Schedule and authorizing destruction of certain city records.

I. SECOND READING – ORDINANCE NO. 648, AMENDING PORTIONS OF TITLE XI (BUSINESS REGULATIONS), CHAPTER 116 (ENTERTAINMENT, AMUSEMENTS AND GAMES) OF THE SAN GABRIEL MUNICIPAL CODE

REGARDING FIESTAS, FAIRS, CARNIVALS, NONPROFIT FUNDRAISERS AND OTHER SPECIAL EVENTS

The San Gabriel Municipal Code (SGMC) currently prohibits casino/poker nights under its broad prohibition of gambling, with no exemption for charitable fundraisers. At the June 5, 2018, City Council meeting, the City Council discussed the issues and directed the City Attorney to return with a Municipal Code Amendment ordinance to allow casino-type charitable fundraisers, consistent with State law, through consideration of a Temporary Use Permit (TUP), which is approved or denied by the Community Development Director.

Recommended Action:

Staff recommends that the City Council:

1. Waive the reading in full; and
2. Adopt "An Ordinance of the City Council of San Gabriel, California amending portions of Title XI (business regulations), Chapter 116 (entertainment, amusements and games) of the San Gabriel Municipal Code regarding fiestas, fairs, carnivals, nonprofit fundraisers, and other special events."

5. PUBLIC HEARING

NONE

6. NEW BUSINESS

A. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, CALIFORNIA, AMENDING THE SCHEDULE OF SERVICE FEES TO REDUCE AN EXISTING FEE FOR CERTAIN TEMPORARY USE PERMIT APPLICATIONS FILED BY NONPROFIT ORGANIZATIONS

State law empowers cities to charge processing fees based on "the reasonable cost of providing the service for which the fee is charged." The City's latest Schedule of Service Fees was adopted by the Council last June. It listed the fee for a Temporary Use Permit (TUP) as \$530. Ordinance No. 648 contemplates that Council will set the fee for TUPs by resolution and may potentially reduce the fee for nonprofit organizations. This Resolution amends the Schedule of Service Fees by reducing the fee for TUP applications filed by nonprofit organizations.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 18-51, amending the schedule of service fees to reduce an existing fee for certain temporary use permit applications filed by nonprofit organizations.

B. AFFORDABLE HOUSING: AN OVERVIEW OF ISSUES, OPPORTUNITIES, AND REQUIREMENTS

In 2017, the City Council requested a study session focusing on issues, opportunities, and requirements related to the creation of affordable housing. In lieu of a study session, staff has chosen to schedule a presentation as a regular agenda item so that members of the public may also benefit from the discussion. The Community Development Department has invited Ms. Veronica Tam to present to the City Council and provide an overview of the topic based on her expertise in the areas of housing policy, development, and community development planning.

Recommended Action:

Staff recommends that the City Council review the information contained in this presentation and provide direction to staff, as appropriate.

C. 2018 HOUSING ELEMENT ANNUAL PROGRESS REPORT

As required by Government Code Section 65400(b), the Planning Division is required to provide an annual report to the California Department of Housing and Community Development (HCD) regarding the implementation of the Housing Element and how the City is meeting the regional housing needs for the community. The Annual Progress Report (APR) is an important tool to track and monitor the City's progress in addressing the regional housing needs allocation, including the number of housing units permitted by income level, the status of programs in the Housing Element, and efforts to remove governmental constraints.

Recommended Action:

Staff recommends that the City Council review the information contained in this staff report and recommend that the document be sent to the California Department of Housing and Community Development.

D. SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT (STEP)

The goal of the Office of Traffic Safety (OTS) is to reduce the number of persons killed or injured in collisions involving alcohol, speed, red light violations, and other primary collision factors, through grant funding for local law enforcement agencies on an overtime basis. The Police Department has received a renewed grant from the OTS to participate in the Selective Traffic Enforcement Program (STEP) for Federal Fiscal Year 2019. The grant will reimburse the City for personnel overtime costs incurred for participation in this campaign and for the purchase of related equipment and training in the sum of \$100,000.

Recommended Action:

Staff recommends that the City Council:

1. Approve and accept said expenditure of OTS contract funding outlined in the staff report;
2. Increase the Estimated Revenue Budget Account 147-3229 by an estimated \$100,000 to reflect receipt of the grant funds and increase the Police Department Expenditure Budget by \$100,000, Account 147-751-00, which will be used for overtime costs and in-state travel.

E. POLICE DEPARTMENT, MARSHALL COMMUNITY SATELLITE STATION

The Police Department is proposing placement of a police satellite station at the Marshall School park site. It will serve as a public safety beacon for the neighborhood while increasing visible police services to the area. The satellite station will house the Traffic Bureau in its entirety with full service and traffic related capabilities during normal daytime operations, as well as workstations for patrol officers, investigators, or other assigned personnel to utilize 24 hours a day.

This project meets the principles set forth in the City Strategic Plan relative to effective community engagement and safety. It also serves to affect cohesion between the City, Community, Police Department, and Garvey School District. Although the uniformed presence is expected to deter crime, its primary function is to promote solid neighborhood relationships to not only reduce the fear of crime, but the perceived fear of police interactions as well.

Recommended Action:

Staff recommends that the City Council enter into an agreement with the Garvey School District and authorize use of the designated Marshall School site as the Police Department Marshall Community Satellite Station.

F. METRO 710 FREEWAY PROJECT LIST AND PROFESSIONAL SERVICES AGREEMENT WITH JMDIAZ, INC. TO PROVIDE ENGINEERING SERVICES FOR 710 FREEWAY PROJECT

Since 2017, Public Works staff have been working with the Los Angeles County Metropolitan Transportation Authority (Metro) to consider projects to be constructed in cities affected by additional traffic created by the lack of a 710 Freeway connection between Interstate 10 in Alhambra and Interstate 210 in Pasadena. Metro will not be building the freeway connection, and some or all of the \$790 million originally allocated by Metro to build the connection is proposed to be re-allocated to the affected cities.

In July and August 2018, Metro requested a listing of projects from the affected cities to be considered by the Metro Board for funding. This initial listing includes the project and a breakdown of the related design and construction costs. Public Works staff is proposing that these projects be funded by Metro, and designed and constructed by the City. Together with the Project List ratification, staff is requesting approval of a Professional Services Agreement with JMDiaz, Inc. for the necessary reports, engineering analysis, and cost estimating required to develop a feasible project list for submittal to Metro.

Recommended Action:

Staff recommends that the City Council:

1. Ratify the Metro 710 Project List;
2. Approve the Professional Services Agreement with JMDiaz, Inc.;
3. Authorize the City Manager to execute said Agreement; and
4. Approve a purchase order in the amount of \$24,521.

7. PUBLIC COMMENT

8. CITY MANAGER'S REPORT

9. COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS

Each Council Member may address the City Council and public on matters of general information and/or concern. This is also the time for Council Members to report on conferences and/or meetings they have attended.

10. CLOSED SESSION

11. ADJOURNMENT

The next regular City Council meeting will be held on Tuesday, October 16, 2018 at 6:30 p.m. in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California. Information regarding matters to be considered at each meeting will be available on the Friday before the City Council Meeting on the City's website at www.sangabrielcity.com.