

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

Tuesday, December 3, 2019 - 7:30 P.M.

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

Jason Pu
Mayor

Denise Menchaca
Vice Mayor

Juli Costanzo
Council Member

John R. Harrington
Council Member

Chin Ho Liao
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.

Persons with Disabilities. Upon request, this Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.

Persons requesting a Translator. Any person requesting translation for the meeting must notify the City Clerk's Department at (626) 308-2816 at least 48 hours before the meeting.

Questions about this Agenda? Should any person have a question concerning any of the above Agenda items prior to the meeting, please contact the City Clerk in person or by telephone at (626) 308-2816 during regular office hours.

NOTE: CITY HALL IS AN ACCESSIBLE FACILITY PER THE AMERICANS WITH DISABILITIES ACT. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such a request to the City Clerk's Department at (626) 308-2816 at least 48 hours before the meeting, if possible.

City Council Meeting Agenda
Tuesday, December 3, 2019

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATIONS

A. 2019 EMPLOYEE SERVICE AND RECOGNITION AWARDS

B. INTRODUCTION OF PUBLIC WORKS INSPECTOR RAMON GUTIERREZ

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. You will receive 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 the clerk 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. APPROVAL OF MINUTES

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

1. Minutes of the City Council Special Meeting of November 19, 2019.
2. Minutes of the City Council Regular Meeting of November 19, 2019.
3. Minutes of the City Council Special Meeting of November 21, 2019.

Recommended Action: Approval.

B. MATERIAL DEMANDS

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

Recommended Action: Approval.

C. DEVELOPMENT IMPACT FEE COMPLIANCE REPORT REQUIRED PURSUANT TO GOVERNMENT CODE §66006 FOR FY 2018-19

Pursuant to Government Code §66006, a local agency which levies a fee subject to Government Code §66001 shall make available to the public a report providing the information set forth in Government Code §66006(b)(1) and shall review that information at the next public meeting not less than 15 days after the information has been made available to the public. The report was prepared in compliance with the applicable Government Code sections and is hereby transmitted for City Council approval. The report was publicly available on the City's website beginning November 18, 2019.

Recommended Action:

Staff recommends that the City Council receive and file the attached Annual Development Impact Fee Compliance Report for FY 2018-19 in accordance with Government Code §66006.

D. ADOPTION OF RESOLUTION NO. 19-58 TO APPROVE FINANCE DEPARTMENT REORGANIZATION AND RELATED ACTIONS

With recent changes within the Finance Department, the opportunity to reassess operations and staffing levels has presented itself. The recommendation provided herein reclasses one Financial Services Manager to Assistant Finance Director, restructures one vacant Financial Services Manager position to a Management Analyst, eliminates one vacant Finance Clerk I/II position, retitles the remaining Finance Clerk I/II position to an Accounting Technician I/II, and restructures the part-time Information Technology Specialist position to full-time. The reorganization will maintain

the department's current authorized staffing level at eight (8) full-time positions but provide increased operational effectiveness and approximately \$51,600 in General Fund salary savings.

Recommended Action:

Staff recommends that the City Council adopt the Resolution No. 19-58, approving the Finance Department reorganization, the position classification specification and salary schedule for the Assistant Finance Director position, the retitling of the Finance Clerk I/II position to Accounting Technician I/II, the position classification specification for the Project Manager position, and the amended salary schedule.

E. INTRODUCTION AND FIRST READING OF AN ORDINANCE AMENDING TITLE III, SECTION 34 OF THE SAN GABRIEL MUNICIPAL CODE – FINANCE AND REVENUE

Chapter 34 – Finance and Revenue – was last amended by Ordinance No. 657 which updated the Code regarding claims and demands, purchasing procedures, and informal bidding procedures. The only references to budget administration in the current Code are found in §31.03 – Powers and Duties of the City Manager – which requires the City Manager to prepare and submit the annual budget and capital improvement program to the City Council, and §32.21 Powers and Duties (Finance Department) which states that the Finance Department will assist with the preparation of the annual budget and administration thereof. The proposed Ordinance No. 660 will amend Title III, Section 34 of the San Gabriel Municipal Code by providing additional definitions, budget administration procedures, and annual audit requirements.

Recommended Action:

Staff recommends that the City Council:

1. Waive full reading, read by title only, and introduce for first reading Ordinance No. 660 amending Title III, Section 34 of the San Gabriel Municipal Code, pertaining to Budget Administration and Annual Audit; and
2. Direct the City Clerk to schedule the second reading and adoption of Ordinance No. 660 for the next regular City Council Meeting.

F. CERTIFIED LOCAL GOVERNMENT (CLG) PROGRAM APPLICATION

The National Historic Preservation Act of 1966, as amended, provides for the establishment of a Certified Local Government (CLG) program to encourage the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties within their jurisdictions and promote the integration of local preservation interests and concerns into local planning and decision-making. The CLG program is a partnership among local governments, the State of California Office of Historic Preservation (OHP), and the National Park service (NPS), which responsible for administering the National Historic Preservation Program. Participation in the CLG program would support historic preservation initiatives as a means of increasing the economic and cultural redevelopment in the city.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 19-60 of the City Council of the City of San Gabriel, County of Los Angeles, State of California, authorizing the application and certification for the certified local government historic preservation program.

G. INSTALLATION OF CROSSWALK MARKINGS AND SIGNAGE ON BROADWAY FOR SMITH PARK

In April 2019, Public Works received a request from a resident north of Smith Park, requesting the installation of a mid-block pedestrian crosswalk on Broadway adjacent to the Smith Park swimming pool. West Broadway carries a moderate-to-high volume of vehicular traffic per day. Currently, there is no designated mid-block crossing at Smith Park on Broadway, which is an unusually long block. It was determined that the requested crosswalk would be beneficial to channelize the pedestrian crossing activity at the subject location where pedestrians can be seen and expected by motorists.

Recommended Action:

Staff recommends that the City Council accept and approve the attached mid-block crosswalk design sketch for construction on Broadway adjacent to Smith Park.

H. PURCHASE OF TWO T3 MOTION PATROLLER ELECTRIC STANDUP VEHICLES AND ADOPTION OF RESOLUTION NO. 19-59 AMENDING THE 2019-20 OPERATING BUDGET

The current trend of police agencies is to reduce operational costs through fuel savings by implementing "alternative patrol vehicles." These includes

motorcycles, bicycles, Segways and T3 Motion, which are all well known for delivering maneuverability and cost savings in relatively small packages. The T3 Motion Patroller is especially gaining popularity as an alternative police vehicle since it specializes in the public safety sector. The purchase of two T3 Motion Patrollers at a total cost of \$28,459.05 will augment the current patrol fleet to achieve more effective and efficient policing in the San Gabriel community.

Recommended Action:

Staff recommends that the San Gabriel Police Department implement a new alternative program with the purchase of two T3 Motion Patrollers for a total cost of \$28,459.05, authorize the use of Finance Department budget savings to fund the equipment, and adopt Resolution No. 19-59 amending the 2019-20 Operating Budget by increasing the revenue estimate (transfer-in) and appropriations in the Capital/Special Projects Fund by \$28,460.

I. 2020 LUNAR NEW YEAR FESTIVAL

As part of the FY 19-20 budget, the City Council allocated funding for community engagement events and programs. A portion of that funding is designated for the 6th Annual Lunar New Year Festival to be hosted by the City of San Gabriel on Saturday, February 8, 2020 from 11:00 a.m. to 8:00 p.m. in the historic Mission District. The City plans to work once again with KCM Agency to produce a unique event for our community, with a modern approach to the Lunar New Year tradition. The Professional Services Agreement with KCM Agency is for \$30,000 base fee plus expense reimbursement up to an additional \$52,000.

Recommended Action:

Staff recommends that the City Council:

1. Waive the formal bid purchasing procedure requirement by separate motion; and
2. Approve the Professional Services Agreement with KCM Agency for \$30,000 base fee plus expense reimbursement up to an additional \$52,000; and
3. Authorize the transfer of \$52,000 from the Non-Departmental – Citywide Services Contingency line-item to the Non-Departmental – Community Engagement Special Events line-item.

5. PUBLIC HEARING – None.

6. NEW BUSINESS – None.

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

A. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).)

11. ADJOURNMENT

The next Regular City Council meeting will be held on Tuesday, January 7, 2020 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.