

SAN GABRIEL CITY COUNCIL  
MINUTES OF THE REGULAR CITY COUNCIL MEETING  
TUESDAY, JANUARY 3, 2017

- CALL TO ORDER

**Mayor Liao called the regular meeting of the San Gabriel City Council to order at 7:36 p.m. on Tuesday, January 3, 2017, in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776.**

- PLEDGE OF ALLEGIANCE

**The Pledge of Allegiance was led by Council Member Pu.**

- ATTENDANCE: Mayor Liao, Vice Mayor Sawkins, Council Members Costanzo, Harrington, and Pu.

**Present: Mayor Liao, Vice Mayor Sawkins, Council Member Costanzo, Harrington, Council Member Pu, City Manager Preston, City Attorney Kress, and Assistant City Clerk Isbell.**

1. PRESENTATIONS

A. Introduction of New Planning Manager Tracy Steinkruger.

**Introduction of Planning Manager Steinkruger was made by Community Development Director Chaparyan.**

2. 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 or items appearing on the Consent Calendar. The City Council values your comments; however, 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. The Council will refer matters, as appropriate, to the responsible department for research, response or to provide further information.

**Mary Lane, local business owner, asked the City Council for assistance regarding code violations pertaining to the removal of a pre-existing sign located on her property.**

3. 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. MINUTES OF THE REGULAR COUNCIL MEETING OF DECEMBER 6, 2016

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

Recommended Action: Approval

***Approved as part of the Consent Calendar.***

B. MATERIAL DEMANDS

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

Recommended Action: Approval

***Approved as part of the Consent Calendar.***

C. INVESTMENT REPORT

This is a presentation of City investments for the month of November 2016.

Recommended Action: Approval

***Approved as part of the Consent Calendar.***

D. REQUEST FOR TEMPORARY STREET CLOSURE – 400 W. BROADWAY, SAN GABRIEL MISSION HIGH FOUNDER'S DAY CARNIVAL CELEBRATION

The Public Works Department received a request from Raquel Cagigas for a temporary street closure. The purpose of this event is for the San Gabriel Mission High School to hold their annual Founder's Day Carnival Celebration on Friday, February 10, 2017 from 7:00 a.m. – 2:00 p.m. on the 400 block of W. Broadway between Santa Anita Street and Junipero Place. No direct residents or commercial properties will be affected by this closure; therefore, the Neighbor Consent Form does not apply.

Recommended Action: Staff recommends that the City Council approve this request, subject to the conditions listed in the staff report dated January 3, 2017.

***Approved as part of the Consent Calendar.***

E. AUTHORIZATION TO ANALYZE AND AUDIT PREPAID WIRELESS REMITTANCES

Assembly Bill (AB) 1717, enacted on January 1, 2015 with collection commencing January 1, 2016 established the Prepaid Mobile Telephony Services Surcharge Collection Act, which created a statewide standard of collection on prepaid wireless services. Resolution No. 17-02 contains amending language to maintain the City and MuniServices compliance with provisions of AB 1717.

Recommended Action: Staff recommends that the City Council approve Resolution No. 17-02 as requested by the State Board of Equalization to amend an existing Utility Users Tax contract that the City has with MuniServices, LLC and authorize the City Manager to specifically authorize the company to analyze and audit prepaid wireless.

**RESOLUTION NO. 17-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL AUTHORIZING THE EXAMINATION OF PREPAID MOBILE TELEPHONY SERVICES SURCHARGE AND LOCAL CHARGE RECORDS**

***Approved as part of the Consent Calendar.***

**Council Member Harrington moved, seconded by Council Member Costanzo, to approve the Consent Calendar as presented. Motion passed by a vote of 5 ayes, 0 noes, and 0 abstentions.**

4. PUBLIC HEARING: - **NONE**

5. NEW BUSINESS:

A. RESOLUTION NO. 17-01 ADOPTING A COMPLETE STREETS POLICY

The Complete Streets Policy would guide the development of the City's transportation system to ensure that all users are accommodated regardless of the mode of travel they use. Additionally, a Complete Streets Policy is required to ensure eligibility for future funding through the Los Angeles County Metropolitan Transportation Authority.

Recommended Action: Staff recommends that the City Council approve Resolution No. 17-01 adopting a Complete Streets Policy for the City of San Gabriel.

## RESOLUTION NO. 17-01

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL ADOPTING A COMPLETE STREETS POLICY

**Public Works Director Grilley presented the staff report.**

**Discussion ensued among the City Council. Council Member Pu asked for an amendment to the Complete Streets Policy to include a direct reference to sustainability measures.**

**Council Member Costanzo moved, seconded by Council Member Pu, to approve Resolution No. 17-01 adopting a Complete Streets Policy with amendments to include the language "sustainability measures". Motion passed by a vote of 5 ayes, 0 noes, 0 abstentions.**

#### B. PROFESSIONAL SERVICES AGREEMENT WITH EMERGENCY SERVICES CONSULTING INTERNATIONAL

City Council approval of a Professional Services Agreement with Emergency Services Consulting International for professional services to conduct a deployment study, facilities study, and a review of the command structure for the San Gabriel, San Marino, and South Pasadena Fire Departments known as the Verdugo Cities Fire Rescue.

Recommended Action: Staff recommends that the City Council approve the Professional Services Agreement with Emergency Services Consulting International and authorize the City Manager to execute said agreement and approve a purchase order in the amount of \$49,569.

**Fire Chief Rueda presented the staff report.**

**Discussion ensued among the City Council. Council Member Harrington asked for an amendment to the Professional Services Agreement with Emergency Services Consulting International regarding indemnification by requesting to have the contract establish a professional standard and include a clause to have South Pasadena and San Marino also named in the agreement as indemnified parties.**

**Council Member Pu moved, seconded by Council Member Costanzo, to approve a Professional Services Agreement with Emergency Services Consultant International with amendments. Motion passed by a vote of 5 ayes, 0 noes, 0 abstentions.**

#### C. APPROVAL OF RESOLUTION NO. 17-04, AMENDING THE SALARY SCHEDULE TO ADD THE HUMAN RESOURCES DIRECTOR CLASSIFICATION

In anticipation of potential upcoming organizational changes and needs, staff is recommending the creation of a Human Resources Director classification; this particular item is anticipatory only and will not change current staffing levels, assignments, or budgets. To do this, the salary schedule must be amended to add the Human Resources Director classification. According to CalPERS and 2 CCR 570.5 and 571(b) guidelines, any amendments to the salary schedule must be formally approved by Council.

Recommended Action: Staff recommends that the City Council approve Resolution No. 17-04, Amending the Salary Schedule to add the Human Resources Director Classification.

**RESOLUTION NO. 17-04**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, AMENDING THE SALARY SCHEDULE TO ADD A HUMAN RESOURCES DIRECTOR CLASSIFICATION**

Human Resources Specialist Murillo presented the staff report.

Discussion ensued among the City Council.

Assistant City Manager Marlowe responded to City Council questions.

Council Member Costanzo moved, seconded by Vice Mayor Sawkins, to approve Resolution No. 17-04, amending the Salary Schedule to add a Human Resources Director Classification. Motion passed by a vote of 5 ayes, 0 noes, 0 abstentions.

**D. ADOPTION OF RESOLUTION NO. 17-05, APPROVING AN EMPLOYMENT AGREEMENT WITH THERESA ST. PETER AS INTERIM HUMAN RESOURCES DIRECTOR**

Assistant City Manager Marcella Marlowe has informed the City of a pending leave of absence for maternity reasons. We expect the leave to last approximately seven months and to commence at some point between January and April, 2017. Staff recommends that the City Council approve Resolution No. 17-05, approving a post-retirement employment agreement for Interim Human Resources Director services with Theresa St. Peter to conclude no later than December 31, 2017 or whenever Assistant City Manager Marlowe returns from her leave.

Recommended Action: Staff recommends that the City Council:

1. Approve Resolution No. 17-05, authorizing an employment agreement between Theresa St. Peter and the City of San Gabriel;
- 2.
3. ~~Direct staff to include~~ al fund reserves to account number 121-710-12-000 for the remainder of the FY 2017-18 year, and an additional allocation for interim services in the FY 2017-18 budget, in an amount to be determined based on the Assistant City Manager's projected return-from-leave date.

**RESOLUTION NO. 17-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, APPOINTING THERESA ST. PETER AS AN INTERIM APPOINTMENT RETIRED ANNUITANT TO THE TEMPORARILY VACANT POSITION OF HUMAN RESOURCES DIRECTOR FOR THE CITY OF SAN GABRIEL UNDER GOVERNMENT CODE SECTION 21221(G), EFFECTIVE JANUARY 7, 2017**

City Manager Preston presented the staff report.

Discussion ensued among the City Council.

Assistant City Manager Marlowe responded to City Council questions.

Council Member Costanzo moved, seconded by Vice Mayor Sawkins, to approve staff's recommendations. Motion passed by a vote of 5 ayes, 0 noes, 0 abstentions.

E. PROFESSIONAL SERVICES AGREEMENT WITH TRUE NORTH RESEARCH FOR PROFESSIONAL BUDGET INPUT AND OUTREACH SERVICES

The City of San Gabriel conducts outreach programs and surveys during its budget process to give the San Gabriel community and its residents the opportunity to share their valuable input. In order to enhance the upcoming FY 2017-18 budget process, staff is recommending the use of a research firm to provide professional budget input and outreach services to assess community opinion on City services, evaluate City Staff expectations and measure input and perceptions of the City's budget.

Recommended Action: Staff recommends that the City Council:

1. Appropriate additional funding in the amount of \$25,950 to 121-706-00-22-000;
2. Approve the Professional Services Agreement with True North Research, Inc. and authorize the City Manager to execute the Agreement; and
3. Authorize the City Manager to execute the purchase order in the amount of \$25,950.

**Management Analyst Nih presented the staff report. Dr. Timothy McLarney, Ph.D, President of True North Research was available to answer questions.**

**Discussion ensued among the City Council.**

**Council Member Pu moved, seconded by Vice Mayor Sawkins, to approve staff's recommendations. Motion passed by a vote of 3 ayes, 2 noes, 0 abstentions, with Council Members Costanzo and Harrington opposing.**

F. SPECIAL ELECTION OF BOARD MEMBER AND ALTERNATE REPRESENTING CITIES WITHOUT PRESCRIPTIVE WATER PUMPING RIGHTS TO THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY BOARD OF DIRECTORS. STAFF REPORT WILL BE PRESENTED BY CHIEF CITY CLERK GLORIA MOLLEDA.

The San Gabriel City Council will consider adopting Resolution No. 17-03 casting its four (4) votes to either Rosemead Council Member Margaret Clark or La Puente Mayor Valerie Munoz, to serve on the San Gabriel Basin Water Quality Authority Board of Directors to represent the cities without prescriptive water pumping rights.

Recommended Action: Staff recommends that the City Council approve Resolution No. 2017-03 casting its four (4) votes to either La Puente Mayor Valerie Munoz or Rosemead Council Member Margaret Clark, to serve on the San Gabriel Basin Water Quality Authority Board of Directors to represent cities without prescriptive water pumping rights.

**RESOLUTION NO. 17-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL CASTING ITS VOTES FOR ROSEMEAD COUNCIL MEMBER MARGARET CLARK TO REPRESENT CITIES WITHOUT PRESCRIPTIVE WATER PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY**

**Chief City Clerk Molleda presented the staff report.**

**Margaret Clark, Rosemead Council Member, spoke on her qualifications and asked for City Council support.**

**Discussion ensued among the City Council.**

Council Member Harrington moved, seconded by Vice Mayor Sawkins, to approve Resolution No. 17-03 casting San Gabriel's four (4) votes to Rosemead Council Member Margaret Clark to Represent Cities Without Prescriptive Water Pumping Rights on the Board of The San Gabriel Basin Water Quality Authority. Motion passed by a vote of 4 ayes, 1 noes, 0 abstentions, with Council Member Pu opposing.

6. CITY MANAGER ITEMS: **NONE**

7. COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS

**Each Council Member addressed the Council and the public on matters of general information and/or concern, including reports on meetings each had attended.**

8. ADJOURNMENT OF COUNCIL MEETING

**Mayor Liao adjourned the City Council meeting at 9:30 p.m. to Tuesday, January 17, 2017 for Closed Session at 5:30 p.m.**

CITY OF SAN GABRIEL

  
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ELEANOR K. ANDREWS, CITY CLERK

  
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CHINH HO LIAO, MAYOR