

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

Tuesday, September 17, 2019 - 6:30 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, September 17, 2019

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATIONS – None.

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 September 3, 2019.](#)
2. [Minutes of the City Council Regular Meeting of September 3, 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. CASH AND INVESTMENT REPORT – AUGUST 2019

This is a presentation of City investments for the month of August 2019.

Recommended Action: Approval.

5. PUBLIC HEARING

A. ADOPTION OF RESOLUTION NO. 19-31 TO UPDATE THE CITY'S CITYWIDE FEE SCHEDULE

The Citywide Fee Schedule represents the fees charged by the City for various licenses, permits, facility rentals, and services provided to residents, developers, program users and the general public. In accordance with the Fiscal Sustainability Policy and past practice, the schedule is reviewed, revised, and presented to the City Council for consideration annually.

Recommended Action:

Staff recommends City Council adopt Resolution No. 19-31 adopting the recommended fees set forth within the City's Citywide Fee Schedule to become effective immediately upon passage.

B. INTRODUCTION AND FIRST READING OF AN ORDINANCE AMENDING TITLE XI, SECTION 110 OF THE SAN GABRIEL MUNICIPAL CODE- BUSINESS LICENSES

Adoption of the referenced Ordinance amending Title XI, Section 110 of the San Gabriel Municipal Code will add a provision for exempting certain performers at City-sponsored events and any Community Services recreation program individual instructors, coaches and/or referees from business license fees, add a provision for prorating business license fees for non-San Gabriel vendors at City-sponsored events, and correct various business license fees to

match the amount adopted within Ordinance 356 –C.S. on July 16, 1991. No business license taxes are being added or increased.

Recommended Action:

Staff recommends that the City Council:

1. Waive full reading, read by title only, and introduce for first reading Ordinance No. 654 amending Title XI, Section 110 of the San Gabriel Municipal Code, pertaining to Business License Taxes; and
2. Direct the City Clerk to schedule the second reading and adoption of Ordinance No. 654 for the next regular City Council Meeting.

C. ZONE TEXT AMENDMENT TO UPDATE THE SAN GABRIEL MUNICIPAL CODE RELATING TO ACCESSORY DWELLING UNITS (ZTA19-001)

On June 19, 2018, the City Council adopted Ordinance No. 644 regarding the development of Accessory Dwelling Units (ADUs) with a vote of 5-0. Over the past year, Planning Division staff has seen a number of inquiries come in from the public regarding ADUs. This “clean up” Zone Text Amendment (ZTA) would delete references to previous accessory unit options, provide clarification to ADU development, and add a requirement for a covenant to be recorded with all future ADU applications.

On August 12, 2019, the Planning Commission, which serves as the recommending body, considered the proposed ZTA and recommended that City Council adopt Ordinance No. 653. The City Council considered this item at a public hearing on September 3, 2019. At the public hearing, the City Council discussed the proposed ZTA, requested additional information, and continued the item to the September 17, 2019 Regular City Council Meeting.

Recommended Action:

Staff recommends that the City Council:

1. Conduct the public hearing and discuss the proposed Ordinance;
2. Motion to waive full reading and introduce the attached Ordinance by title only. The City Clerk will read aloud the full title of the Ordinance.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, CALIFORNIA, AMENDING CHAPTER 153 (ZONING CODE) OF THE SAN GABRIEL

MUNICIPAL CODE RELATING TO THE DEVELOPMENT OF ACCESSORY DWELLING UNITS.

3. Motion to approve the First Reading of the Ordinance and to waive future reading of the Ordinance.
4. Schedule the Second Reading and adoption of the Ordinance for the next Regular Council Meeting. The Second Reading will require a majority vote of the total membership of the Council. The Ordinance would then become effective 30 days after the Second Reading.

6. NEW BUSINESS

A. WILDLIFE MANAGEMENT ISSUES

Over the past few years, cities in the San Gabriel Valley have been experiencing an increase in the number of human-coyote incidents and encounters. Several cities in the San Gabriel Valley adopted individual wildlife management plans to reduce human-coyote conflicts within their communities. Additionally, there is a need for municipalities and elected officials in the San Gabriel Valley to collectively coordinate coyote management efforts. The San Gabriel Valley Council of Governments (SGVCOG) formed a task force and, as a result, is now introducing the Regional Coyote Management Framework (RCMF) that cities may consider to participate in for a cost of \$20,000 for the next two years.

Recommended Action:

Staff recommends that the City Council consider the several options provided for in the staff report and provide direction for staff to proceed.

Should the City Council approve the MOA, authorize \$10,000 to be transferred from the General Fund contingency account to pay for the implementation of the agreement.

B. CONSIDERATION OF CREATING A CITY TOWING SERVICE FRANCHISE AGREEMENT

California State Legislation gives law enforcement agencies the ability to seize and impound vehicles for 30 days whose drivers are either unlicensed or are driving while their driver's license is suspended or revoked. Rather than the industry standard franchise agreement, the City of San Gabriel currently operates its police-imitated tow service through an informal agreement. While the informal agreement with Dickson's Tow has been satisfactory, the benefits of a towing service franchise agreement include a reduction in City liability and

exposure, better control of the service provided to the public, and a method of cost recovery for City administrative costs. These agreements ensure appropriate authorities and responsibilities are identified for the security of vehicles and other property in addition to administration of police-related vehicle impounds, storage, and other tow-related operations. Overall, a franchise agreement would ultimately ensure the quality and professionalism of the towing service representing the City.

Recommended Action:

It is recommended that the City Council direct staff to proceed with the drafting of a Tow Service Franchise Ordinance and the preparation and release of a Request for Qualifications for tow service providers.

C. URGENCY ORDINANCE AMENDING TITLE III, SECTION 34 OF THE SAN GABRIEL MUNICIPAL CODE PURCHASING PROCEDURES

The purchasing section of the Municipal Code was last updated in 2008 with the adoption of Ordinance No. 576-C.S. which updated §34.32 Informal Contract Procedures. The City Council also updated its Purchasing Policy on August 17, 2010, by minute order. In reviewing the two documents, it became apparent that an update to the Municipal Code was necessary to match provisions in the Purchasing Policy and current purchasing practices. Adoption of the referenced Urgency Ordinance amending Title III, Section 34 of the San Gabriel Municipal Code will update the purchasing procedures section to modify and clarify purchasing policies and procedures used to procure goods and services for City operations.

Recommended Action:

Staff recommends that the City Council adopt as an Urgency Ordinance, Ordinance No. 656 amending Title III, Section 34 of the San Gabriel Municipal Code, pertaining to Purchasing Procedures.

D. 2019 SAN GABRIEL DUMPLING AND BEER FEST

As part of the Fiscal Year 2019-2020 Budget, the City Council allocated funding of community engagement events and programs. Staff is requesting to use a portion of those funds for the 5th Annual San Gabriel Dumpling and Beer Fest on Friday, October 4, 2019, from 6:00 p.m. to 10:30 p.m. in the historic Mission District. The City is the host and producer of the event and plans to work with KCM Agency again this year to help coordinate the award-winning event for the community. Staff recommends that the City Council approve the agreement

with KCM Agency and authorize an expenditure of \$21, 400 from the community engagement account (#121-714-00-27-047) for the production of the 2019 San Gabriel Dumpling and Beer Fest.

Recommended Action:

Staff recommends that the City Council:

1. Approve the Professional Services Agreement with KCM Agency; and
2. Authorize, if necessary, an expenditure not to exceed \$21, 400 from the community engagement account #121-714-00-27-047 for the production of the 2019 San Gabriel Dumpling & Beer Fest.

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 – None.

11. ADJOURNMENT

The next Regular City Council meeting will be held on Tuesday, October 1, 2019 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.