

REVISED
CITY OF SAN GABRIEL
CITY COUNCIL
REGULAR MEETING AGENDA

Tuesday, June 19, 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, June 19, 2018

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATIONS

A. SERGEANT JEFF WHITNEY RETIREMENT PLAQUE

B. DETECTIVE GEORGE CORTEZ RETIREMENT PLAQUE

C. INTRODUCTION OF CHIEF CITY CLERK SHARON CLARK

D. ATHENS PRESENTATION ON AB1826 & AB1383

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 May 2018.

Recommended Action: Approval

C. APPROVAL OF PROFESSIONAL SERVICE AGREEMENT FOR INTERIM PUBLIC WORKS DIRECTOR/CITY ENGINEER BETWEEN ANNEALTA GROUP AND THE CITY OF SAN GABRIEL

On April 19, 2018, former Public Works Director/City Engineer Daren Grilley announced his resignation from the City of San Gabriel. Tim D'Zmura of Annealta Group has been selected to serve as the Interim Public Works Director/City Engineer until a permanent replacement is hired. If approved, Mr. D'Zmura will start on June 25, 2018. The estimated total cost is \$60,000.00. Funding will be available from the Public Works Director/City Engineer salary savings.

Recommended Action:

Staff Recommends that the City Council approve the Professional Service Agreement for Interim Public Works Director/City Engineer between Annealta Group and the City of San Gabriel.

D. AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH CIVILTEC ENGINEERING, INC. FOR DESIGN AND ENGINEERING SERVICES FOR SAN GABRIEL SEWER REHABILITATION PROJECT

On March 21, 2017, the City of San Gabriel entered into a Professional Services Agreement with Civiltec Engineering, Inc. in the amount of \$51,672.30 to provide professional services for the San Gabriel Sewer Capacity Assessment Study and preparation of a Wastewater System Design Report. The Wastewater System Design Report was completed by Civiltec Engineering, Inc. in March 2018. The next stage of the work is the implementation of the project. Amendment No. 1 to the Agreement will provide additional professional design and engineering services. The total cost for the additional services for the San

Gabriel Boulevard Sewer Rehabilitation Project will not exceed \$137,929.00. Funds are available in Account 122-800-38-97-788 (40%) and 122-800-40-97-789 (60%).

Recommended Action:

Staff recommends that the City Council approve Amendment No. 1 to the Professional Services Agreement with Civiltec Engineering, Inc. for design and engineering services for the San Gabriel Boulevard Sewer Rehabilitation Project in the amount not to exceed \$137,929.00, for a total Agreement amount of \$189,601.30, to provide for completion of the subject project implementation.

E. RESOLUTION NO. 18-28 FOR TEMPORARY STREET CLOSURE REQUEST FOR BLOCK PARTY – 537 WEST COOLIDGE DRIVE

The Public Works Department received a request on May 23, 2018 from Adriana Pilemalm for a temporary street closure. The purpose of this event is to hold a block party on Saturday, June 30, 2018 from 12:00 p.m. to 5:00 p.m. in the 500 block of West Coolidge Drive. The closure will take place on the far end of the street at the cul-de-sac. The Public Works Department, Fire Department and Police Department have reviewed and approved the request.

Recommended Action:

Staff recommends that the City Council approve this request and adopt Resolution No. 18-28, subject to the following conditions:

1. A minimum width of 20 feet of one side of the street shall remain unobstructed for access by public safety vehicles.
2. Fire Hydrants shall remain unobstructed at all times.
3. There shall be no consumption of alcohol within the public right-of-way.
4. There shall be no fireworks or other pyrotechnic displays.
5. A resident shall be identified as the responsible party for all contacts by City agencies and for installing and removing the street barricades.
6. Contact Public Works at (626) 308-2825 at least 48 hours prior to the event regarding the installation of street barricades.
7. Parties are subject to disturbing the peace laws.

8. The street closure shall be between 12:00 p.m. and 5:00 p.m.
9. Contact the San Gabriel Police Department immediately at (626) 308-2828 or 9-1-1 for emergencies in the event of any problems.

F. RESOLUTION NO. 18-18 FOR TEMPORARY STREET CLOSURE REQUEST FOR BLOCK PARTY – 371 N. DUANE AVENUE

The Public Works Department received a request on March 19, 2018 from Carla J. Seifi for a temporary street closure. The purpose of this event is to hold a block party on Saturday, September 1, 2018, from 2:00 p.m. to 9:00 p.m. in the 300 block of N. Duane Avenue. The closure will take place between Sycamore Drive and Adelyn Drive only. The Public Works Department, Fire Department and Police Department have reviewed and approved the request.

Recommended Action:

Staff recommends that the City Council approve this request and adopt Resolution No. 18-18, subject to the following conditions:

1. A minimum width of 20 feet of one side of the street shall remain unobstructed for access by public safety vehicles.
2. Fire Hydrants shall remain unobstructed at all times.
3. There shall be no consumption of alcohol within the public right-of-way.
4. There shall be no fireworks or other pyrotechnic displays.
5. A resident shall be identified as the responsible party for all contacts by City agencies and for installing and removing the street barricades.
6. Contact Public Works at (626) 308-2825 at least 48 hours prior to the event regarding the installation of street barricades.
7. Parties are subject to disturbing the peace laws.
8. The street closure shall be between 2:00 p.m. and 9:00 p.m.
9. Contact the San Gabriel Police Department immediately at (626) 308-2828 or 9-1-1 for emergencies in the event of any problems.

G. RESOLUTION NO. 18-32 FOR TEMPORARY STREET CLOSURE OF MISSION DRIVE AND BROADWAY ON JULY 4, 2018

The City of San Gabriel, in conjunction with a volunteer committee, will be holding the eleventh annual Kid's Day and 4th of July Parade. This community-wide event will be held on Wednesday, July 4, 2018. Staff is requesting closure of Mission Drive from Mission Road to Santa Anita Street for parade vehicle staging from 7:00 a.m. to 9:00 a.m. Additionally, staff is requesting a street closure of Broadway from Mission Drive to San Marino Avenue and a staged closure of Broadway from Mission Drive from 9:00 a.m. to 2:00 p.m. The Public Works Department, Fire Department, and Police Department have reviewed and approved the request.

Recommended Action:

Staff recommends that the City Council:

1. Adopt Resolution No. 18-32 authorizing closure of Mission Drive from Mission Road to Broadway from 7:00 a.m. to 9:00 a.m. and Broadway from Mission Drive to San Marino Avenue from 9:00 a.m. to 2:00 p.m. on Wednesday, July 4, 2018;
2. Approve this request, subject to the following conditions:
 1. Fire hydrants shall remain unobstructed at all times.
 2. There shall be no consumption of alcohol within the public right-of-way.
 3. Any extension cords being utilized in an area where foot traffic may be expected shall be protected so as not to be a trip hazard. Manufactured electrical coverings that meet ADA requirements must be used to cover the cords on the ground.
 4. There shall be an inspection by the City's Building and Safety personnel of all relevant installations in the festival area to ensure public safety.
 5. The event area shall be accessible.
 6. All driveway areas, parking lot aisles, streets and sidewalks shall be maintained free and clear of any visual and physical obstructions and shall not impede ingress or egress of pedestrians with the exception of the barricaded areas.

7. A 20' fire lane shall be maintained within the street.

H. PROFESSIONAL SERVICES AGREEMENT WITH JMDIAZ, INC. FOR ENGINEERING AND TRAFFIC SURVEY

The City's last speed survey was conducted in July of 2010 and needs to be updated and recertified. The speed survey will facilitate the updating of speed limits and enforcement of the speed limits by radar. JMDiaz, Inc. is a pre-qualified consultant of the City that possesses the expertise and experience necessary to carry out the scope of work for this project. JMDiaz, Inc. has provided traffic-engineering services to the City for previous projects. Funds for these professional services are available in Account No. 122-800-41-97-713.

Recommended Action:

Staff recommends that the City Council approve a professional services agreement with JMDiaz, Inc. in the amount not to exceed \$22,680.94 for the Engineering and Traffic Survey Project.

I. STORMWATER MANAGEMENT MEMORANDA – AGREEMENT FOR IMPLEMENTATION OF THE COORDINATED INTEGRATED MONITORING PROGRAM AND ENHANCED WATERSHED MANAGEMENT PLAN FOR THE UPPER LOS ANGELES RIVER WATERSHED

On December 28, 2012, the Waste Discharge Requirements for Municipal Separate Storm Sewer System Discharges (MS4 Permit) became effective. The City of San Gabriel is a co-permittee in fulfilling the requirements of this state-issued municipal MS4 permit, which regulates discharges of storm water and urban runoff from the storm drain system. The MS4 permit allows for a collaborative, watershed-based approach, referred to as an Enhanced Watershed Management Program (EWMP), permitting cities and the County to combine financial and staffing resources to develop plans for regional projects that satisfy the mandated water quality standards. San Gabriel is a partner with 18 other permittees for the development of the Upper Los Angeles River (ULAR) EWMP. Additionally, the ULAR developed the Coordinated Integrated Monitoring Program (CIMP) for the watershed management area. The CIMP includes installation and maintenance of sampling sites to determine the level of contamination of the discharge into the watershed.

The first phase of the process included the development of EWMP and CIMP documents. In 2016, the San Gabriel City Council approved the MOA for development of the upper Los Angeles River EWMP and CIMP. The second phase is to implement the EWMP and CIMP through a five-year MOA for CIMP

and EWMP implementation efforts through June 30, 2018. The MOA will serve San Gabriel and the 18 other permittees with MS4 Permit compliance.

Recommended Action:

Staff recommends that the City Council

1. Approve participation in the EWMP/CIMP MOA; and
2. Authorize signature by the City Manager.

J. REQUEST TO APPROVE THE FISCAL YEAR 2018-19 SENATE BILL 1 PROJECT LIST AND AMEND THE FISCAL YEAR 2018-19 BUDGET TO INCLUDE THE SENATE BILL 1 PROJECT LIST

On April 28, 2017, Governor Jerry Brown signed Senate Bill 1 (SB 1), known as the Road Repair and Accountability Act of 2017. On November 1, 2017, the State Controller began to deposit funds generated from increased fuel taxes and vehicle registration fees into a newly created Road Maintenance and Rehabilitation Account. A portion of the funds will be distributed annually to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on local streets and road systems. In order to be considered for funding in FY18-19, agencies must provide a proposed list of projects to the California Transportation Committee for FY18-19. In addition to an approved project list, all projects proposed to receive funding shall be included in the agencies' adopted budgets.

Recommended Action:

Staff recommends that the City Council:

1. Approve the Fiscal Year 2018-19 Senate Bill 1 Project List; and
2. Amend the Fiscal Year 2018-19 Budget to include the Senate Bill 1 Project List.

K. GRANT FROM SAN MARINO ROTARY CLUB FOR "JORNADA" 2018

The Mission Playhouse has received a grant from the San Marino Rotary Club for the multi-cultural production "Jornada, The Flourishing of Flamenco" April 29, 2018. Playhouse staff seek approval to accept the award of \$500 to defer costs related to this production.

Recommended Action:

Staff recommends that the City Council:

1. Approve receipt of \$500.00 from the San Marino Rotary Club for deposit to the Mission Playhouse Account 152-3920; and
2. Increase estimated revenue by \$500.00.

L. CONSIDERATION OF REQUEST SUBMITTED BY ATHENS SERVICES FOR RATE ADJUSTMENT

The City of San Gabriel has contracted with Athens Services for many years to provide residential and commercial waste disposal services to the residents and businesses of San Gabriel. In accordance with the terms of the contract, it is necessary for the City Council to endorse all proposed annual rate adjustments. The most recent rate schedule was adopted by the City Council in June 2017.

Recommended Action:

Staff recommends that the City Council endorse the annual rate adjustment proposed by Athens Services for its services not to exceed the attached rate schedule effective July 1, 2018 for bin service and commercial customers, and August 1, 2018 for residential customers.

M. SECOND READING – ORDINANCE NO. 644-C.S. RELATING TO THE DEVELOPMENT OF ACCESSORY DWELLING UNITS

In 2016-2017, Governor Brown signed multiple bills (SB 1069, AB 2299, AB 2406, SB 229, and AB 494) into effect that amended Government Code 65852.2 to help alleviate California's housing crisis by limiting the regulatory barriers cities may impose that prevent the construction of Accessory Dwelling Units (ADUs). Any existing local agency's second residential unit ordinance would become null and void if not in full compliance with the new State law. On June 5, 2018, the City Council voted 5-0 to introduce Ordinance 644-C.S.

Recommended Action:

Staff recommends that the City Council:

1. Waive the reading in full; and

2. Adopt Ordinance No. 644-C.S. – An Ordinance of the City Council of the City of San Gabriel amending chapter 153 of the San Gabriel Municipal Code (zoning code) in order to modify definitions, allowable residential uses, and establish standards for the development of ADUs in residential zones, consistent with State law.

5. PUBLIC HEARING

A. ADOPTION OF 2018-19 ANNUAL BUDGET, APPROPRIATIONS LIMIT, CAPITAL IMPROVEMENT PROGRAM, AND SCHEDULE OF SERVICE FEES

The Preliminary Budget as presented maintains a General Fund available reserve of approximately \$3.3 million and an overall spending plan of approximately \$56.4 million. The resources to cover these expenditures come predominately from current year revenues, but in the case of some large capital improvement projects, these expenditures are covered from revenues received in prior years. The Capital Improvement Program represents a program of expenditures for five years totaling over \$68 million; for which, approximately \$6.4 million is in this year's budget. This Annual Budget reflects an organization that has balanced the 2018-19 Budget and has fund balances that are both necessary and at approximate expected levels.

Recommended Action:

Staff recommends that the City Council:

1. Approve Resolution 18-31 adopting the City of San Gabriel 2018-19 Annual Budget;
2. Adopt Resolution 18-29 establishing the City of San Gabriel's appropriation limit for the 2018-19 Fiscal Year;
3. Adopt the 2018-19 Fiscal Year Investment Policy contained in Appendix "A" of the 2018-19 Annual Budget;
4. Adopt Resolution 18-30 approving the Schedule of Service Fees contained in Appendix "B" of the 2018-19 Annual Budget; and
5. Approve Resolution 18-25 adopting the 2018-19 through 2022-23 Capital Improvement Program.

6. NEW BUSINESS

A. MARSHALL COMMUNITY/POLICE SUB-STATION

An important part of the Police Department mission is community engagement and connectivity. Every effort should be expended to ensure there are no lapses in service delivery and that every segment of the community is represented. As such, the development and implementation of strategies designed to improve and maintain tangible police/community interactions are paramount. To accomplish this, the Police Department is proposing placement of a police sub-station at the Marshall School and Park site. It will serve as a public safety beacon for the neighborhood while increasing visible services to the area. The sub-station will house the Department's Traffic Bureau in its entirety with full traffic service capabilities, for normal daytime operations, as well as workstations for patrol officers, investigators, or other assigned personnel to utilize 24 hours a day.

Initial costs will be absorbed by the existing authorized Department budget to cover exterior paint, signage, emergency lights, emergency service call apparatus, web-based security cameras, and Traffic Bureau infrastructure relocations. The initial startup costs will be covered under the City's FY 2018-19 Building Operating Account #121-751-00-35-000. The ongoing electrical costs will be covered by Electricity Account #121-751-00-40-006. The electrical costs will be offset by the removal of non-use of the Traffic trailer at the main police facility, and the water costs are expected to be minimal for service to two toilets and two sinks in the restroom and one sink in the kitchenette.

Recommended Action:

Staff recommends that the City Council approve the implementation and use of the Police Department Marshall Community Sub-Station beginning in FY 2018-19.

7. PUBLIC COMMENT

8. CITY MANAGER ITEMS

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. ADJOURN COUNCIL MEETING

The next Regular City Council meeting will be held on Tuesday, July 17, 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.