

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

Tuesday, September 3, 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 3, 2019

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Council Member Harrington
- **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 August 20, 2019.](#)
2. [Minutes of the City Council Regular Meeting of August 20, 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. RESOLUTION NO. 19-38 FOR TEMPORARY STREET CLOSURE AT 864 COMMERCIAL AVENUE BETWEEN GLADYS AVENUE AND THE RUBIO WASH ON SEPTEMBER 21, 2019

The Public Works Department received a request from Ogopogo Brewing Company for a temporary street closure for a one-year anniversary event on Saturday, September 21, 2019 from 2:00 p.m. to 10:00 p.m. on Commercial Avenue between Gladys Avenue and the Rubio Wash. Resolution No. 19-38 (attached) details the location, date and times for the closure, as well as the conditions that must be followed by the applicant. The Public Works Department, Fire Department and Police Department have reviewed and approved the request.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 19-38 authorizing closure of Commercial Avenue between Gladys Avenue and the Rubio Wash from 2:00 p.m. to 10:00 p.m. on Saturday, September 21, 2019.

D. ADOPTION OF RESOLUTION NO. 19-42 APPROVING THE FIRST EXTENSION TO THE EMPLOYMENT AGREEMENT BETWEEN PAULA CHAMBERLAIN AND THE CITY OF SAN GABRIEL FOR INTERIM FINANCE DIRECTOR

On March 4, 2019, the City appointed retired annuitant Paula Chamberlain as Interim Finance Director and approved a six-month employment agreement for her services. Immediately following Ms. Chamberlain's appointment, the Human Resources Department opened a recruitment for a permanent Finance Director with the expectation of filling the position by September 3, 2019. Staff has determined that additional time will be needed to complete this recruitment and is requesting that the City Council adopt Resolution No. 19-42 approving a four-month extension to Paula Chamberlain's employment agreement as Interim Finance Director, which is set to expire on September 4, 2019.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 19-42 approving the First Extension to the Employment Agreement between Paula Chamberlain and the City of San Gabriel for Interim Finance Director.

E. ADOPTION OF RESOLUTION NO. 19-41 APPROVING A NEW LIMITED SERVICE/PART-TIME POSITION CLASSIFICATION SPECIFICATION AND PAY RANGE FOR MANAGEMENT SPECIALIST

As part of the City's duty to maintain an effective position classification specification schedule (position schedule), the Human Resources Department regularly reviews the position schedule and collaborates with City Departments to ensure position quality and effectiveness. The City Council is requested to consider approval of a new limited service/part-time position classification specification and pay range for Management Specialist. The Management Specialist position is designed for attracting and hiring highly-experienced management professionals with specialized skills on an as-needed, limited duration basis. If adopted, Resolution No. 19-41 will amend the City's position classification specification and pay schedules to include the position of Management Specialist, effective September 4, 2019.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 19-41 approving a new limited service/part-time position classification specification and pay range for Management Specialist.

5. PUBLIC HEARING

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

In 2016-2017, former Governor Brown signed multiple bills into effect that amended Government Code Section 65852.2 to facilitate the development of Accessory Dwelling Units (ADUs). Local municipalities were given the option to either choose not to adopt an ordinance which would make them subject to the State's standards, or adopt its own ADU Ordinance in order to tailor the requirements to the existing development patterns in their community. The City of San Gabriel chose the latter.

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.

Recommended Action:

Staff recommends that the City Council:

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

6. NEW BUSINESS

A. STATE OF NEIGHBORHOOD IMPROVEMENT SERVICES

Staff will provide an update regarding the City’s Neighborhood Improvement Services program in the community. Please note that there is no staff report associated with this item; a Powerpoint presentation will be shown during the meeting.

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, September 17, 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.