

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

**Tuesday, January 7, 2020 - 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](http://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, January 7, 2020**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS**

**A. RECOGNITION OF MICHAEL CAMMARANO**

**B. STATE OF NEIGHBORHOOD IMPROVEMENT SERVICES**

**C. CENSUS UPDATE 2020**

**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 December 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 – NOVEMBER 2019**

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

Recommended Action: Approval.

**D. ADOPTION OF RESOLUTION NO. 20-01 AMENDING THE CITY'S 2019-20 CITYWIDE FEE SCHEDULE**

The 2019-20 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, was adopted on September 17, 2019 by Resolution No. 19-31. Since its adoption, staff has continued to review the schedule and has proposed various changes. The adoption of the proposed resolution will amend the 2019-20 Citywide Fee Schedule rather than replace it. Once approved the Citywide Fee Schedule will be updated and refreshed on the City's website.

Recommended Action:

Staff recommends City Council adopt Resolution No. 20-01 adopting the recommended fees and further amending the 2019-20 City's Citywide Fee Schedule to reflect these changes. The new fees will become effective immediately upon passage of the resolution.

**E. FIRST AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SAN GABRIEL AND MARK LAZZARETTO**

The proposed First Amendment to the City Manager Employment Agreement would extend the City Manager's term of employment by an additional two (2) years. No change in salary, benefits, or other provision of any kind is proposed to the City Manager Employment Agreement. The City Council recently completed its second evaluation of the City Manager's performance and determined that, based on a positive performance review, to extend the term of the Agreement for an additional two (2) years.

Recommended Action:

Staff recommends that the City Council approve the First Amendment to the City Manager Employment Agreement between the City of San Gabriel and Mark Lazzaretto.

**F. SECOND READING AND ADOPTION OF ORDINANCE NO. 660 AMENDING TITLE III, SECTION 34 OF THE SAN GABRIEL MUNICIPAL CODE – FINANCE AND REVENUE**

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. The first reading of this proposed ordinance was conducted on December 3, 2019.

Recommended Action:

Staff recommends that the City Council waive full reading, read by title only, and adopt at the 2<sup>nd</sup> reading, Ordinance No. 660 amending Title III, Section 34 of the San Gabriel Municipal Code, pertaining to Budget Administration and Annual Audit.

**G. AGREEMENT FOR USE OF SMITH PARK POOL BY SAN GABRIEL SEA GULLS**

The San Gabriel Sea Gulls (SGSG) and Gabrielino High School use Smith Park Pool for their swim team use. Both teams contribute to the cost of the pool operation during the school year. SGSG also covers a portion of the pool cost for their use of the pool during the summer months. As part of the Fiscal Year 2019-2020 Budget, the fee for SGSG pool use was set at \$57.64 per hour, which includes the hourly cost of one Lifeguard, and a portion of utilities and maintenance of the pool. With the potential rate increase of staff and change in rates for utilities, this hourly fee may change for fiscal year 2020-2021. As such, this agreement is proposed to end on June 30, 2020.

Recommended Action:

Staff recommends approval of the attached agreement for San Gabriel Sea Gulls use of Smith Park Pool to be effective immediately and ending June 30, 2020.

**H. THEATER RENTAL FEE WAIVER REQUEST: AMERICAN CHINESE CULTURAL ASSOCIATION**

The American Chinese Culture Association (ACCA) has approached the City of San Gabriel with a request for waiver of the theater rental fee for their upcoming free performance on January 26, 2020. ACCA is planning a free performance to be held at the Mission Playhouse to promote Asian arts and culture through a variety of performing arts. There will be no tickets sold and no entrance fee collected, which will allow access to all who are interested. The event will be open to the general public from San Gabriel and surrounding areas. The American Chinese Culture Association (ACCA) requests to waive the San Gabriel Mission Playhouse rental fee of \$4,220.00 for the upcoming community performance.

Recommended Action:

Staff recommends that the City Council approves American Chinese Cultural Association request to waive the theater rental fee of \$4,220.00 for the rehearsal and performance of the upcoming free admission community performance on January 26, 2020.

**5. PUBLIC HEARING**

**A. ZONE TEXT AMENDMENT RELATING TO THE DEVELOPMENT OF ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS (ZTA19-003)**

In October 2019, Governor Newsom signed multiple bills (Senate Bill 13, Assembly Bill 68, and Assembly Bill 881) which would amend the existing State law pertaining to Accessory Dwelling Units (ADUs). The new bills would take effect on January 1, 2020. An ADU ordinance that is not in full compliance with the amended State law would become invalid. The City is now tasked with amending the ADU regulations in order to ensure compliance with State law while preserving the character of single- and multi-family neighborhoods to the greatest extent feasible.

On December 16, 2019, the Planning Commission held a special meeting to consider the proposed Zone Text Amendment (ZTA) related to the development of ADUs and Junior ADUs. The Planning Commission recommended the approval of planning case number ZTA19-003 with a vote of 4-0, with the condition that the Planning Division staff consult with the City Attorney to address the items brought forward from the public correspondence.

Recommended Action:

The City Council is requested to:

1. **ADOPT** Ordinance No. 661 amending Title XV, Chapter 153 (Zoning Code) in order to amend the zoning definitions and development standards to allow accessory dwelling units and junior accessory dwelling units in all zones that allow single or multi-family units on-site, consistent with the applicable State law. Staff is recommending that the City Council adopt the Urgency Ordinance in order for the Ordinance to take effect immediately.
2. **INTRODUCE** for first reading by title only Ordinance No. 662 of the City Council of the City of San Gabriel, California; waive further reading of Ordinance No. 662; and Schedule the second reading and adoption of Ordinance No. 662 for January 21, 2020.

## 6. NEW BUSINESS

### A. ACCEPTANCE OF 2018-2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT

The certified public accounting firm of White Nelson Diehl Evans LLP (WNDE) was engaged by the City Council to perform an audit of the financial statements and perform compliance testing of the City of San Gabriel for the fiscal year ended June 30, 2019. WNDE conducted the audit in accordance with generally accepted auditing standards and issued an unmodified (clean) audit opinion on the financial statements. This report provides brief summary of the audit report to be used as a companion to the published Comprehensive Annual Financial Report.

Recommended Action:

Staff recommends that the City Council receive and file the annual audit reports for fiscal year ended June 30, 2019.

**B. ADOPTION OF RESOLUTION NO. 20-03, APPROVING THE APPOINTMENT OF KENNETH L. LOUIE TO INTERIM FINANCE DIRECTOR, AND RESOLUTION NO. 20-04, UPDATING THE AUTHORIZED LIST OF DESIGNATED CITY OFFICIALS TO OPEN, MAINTAIN AND MAKE TRANSACTIONS IN CITY ACCOUNTS IN VARIOUS BANKS AND FINANCIAL INSTITUTIONS**

The adoption of Resolution No. 20-03 will approve an employment agreement with retired CalPERS annuitant Kenneth L. Louie for Interim Finance Director, and Resolution No. 20-04, which removes outgoing Acting Finance Director Paula Chamberlain and adds incoming Interim Finance Director Kenneth L. Louie to the list of signature authorities on the City's various treasury/financial accounts. The term of the employment agreement shall be limited to 960 hours per fiscal year, with a final expiration date of December 31, 2020. If approved, both actions shall be effective on January 8, 2020. Mr. Louie will oversee the FY 2020-21 budget, manage the day-to-day operations of the Finance Department, continue with the review and revision of the City's fiscal policies, continue current projects, and assist with the City's on-going recruitment for a permanent Finance Director.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 20-03, approving an employment agreement between Kenneth L. Louie and the City of San Gabriel for Interim Finance Director, and Resolution No. 20-04, removing outgoing Acting Finance Director Paula Chamberlain and adding incoming Finance Director Kenneth L. Louie to the list of signature authorities on the City's various treasury/financial accounts.

**C. ADOPTION OF RESOLUTION NO. 20-05 AUTHORIZING THE AMENDMENT OF THE SALARY SCHEDULE TO COMPLY WITH CALIFORNIA MINIMUM WAGE REQUIREMENTS EFFECTIVE JANUARY 1, 2020**

Effective January 1, 2020, the California minimum wage increased to \$13.00 per hour. To ensure the City is compliant with State law, staff is recommending salary range increases of those classification impacted by the new minimum wage by adoption of Resolution No. 20-05. There are 13 part-time position classifications that will be impacted by the new minimum wage. There are approximately 89 employees in the positions effected by the resolution. The cost of the increase will be absorbed within department budget and reviewed with the Mid-Year Budget Review.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 20-05 increasing salary ranges effective January 1, 2020, for those classifications impacted by the increase in the California Minimum Wage law and approving the Salary Schedule as presented.

**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.

**6. CLOSED SESSION** – None.

**7. ADJOURNMENT**

The next Regular City Council meeting will be held on Tuesday, January 21, 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](http://www.sangabrielcity.com).