



## MINUTES OF JANUARY 7, 2020 REGULAR MEETING OF THE SAN GABRIEL CITY COUNCIL

### **CALL TO ORDER**

Mayor Pu called the regular meeting of the San Gabriel City Council to order at 6:30 p.m. on Tuesday, January 7, 2020, 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 Vice Mayor Menchaca.

### **ROLL CALL**

**Council Members Present:** Juli Costanzo, John R. Harrington, Chin Ho Liao, Vice Mayor Denise Menchaca, and Mayor Jason Pu.

**Council Members Absent:** None.

**Staff Members Present:** City Manager Mark Lazzaretto, City Attorney Keith Lemieux, Assistant City Manager/Community Development Director Arminé Chaparyan, Community Services/Interim Mission Playhouse Director Rebecca Perez, Chief City Clerk Sharon Clark, Public Works Director/City Engineer Greg de Vinck, Management Specialist/Acting Finance Director Paula Chamberlain, Human Resources/Risk Management Director Edward Macias, Police Captain Fabian Valdez, Fire Division Chief Newton Ong, and Assistant City Clerk Marilyn Bonus.

### **1. APPROVAL OF AGENDA ORDER**

A motion was made by Council Member Liao, seconded by Council Member Costanzo, to approve the agenda order. Hearing no objection, Mayor Pu announced that the agenda order was approved.

## **2. PRESENTATIONS**

### **A. RECOGNITION OF MICHAEL CAMMARANO**

Presentation was made by Mayor Pu.

### **B. STATE OF NEIGHBORHOOD IMPROVEMENT SERVICES**

Presentation was made by Building Official Joe Chen.

### **C. CENSUS UPDATE 2020**

Presentation was made by Assistant City Manager/Community Development Director Arminé Chaparyan and Justine Chen, Strategic Partnerships Specialist from the U.S. Census Bureau.

## **3. PUBLIC COMMENT**

Sue Fitzsimmons commended the Christmas Tree Lighting event and the addition of the trolley, and solicited donations for the SG K9S Organization.

Frances Chavez asked the City Council to consider reducing or doing away with the fine for expired vehicle registration or extending the time to pay the ticket.

Mike Liu expressed concern about traffic congestion and submitted a petition requesting a blinking pedestrian light at Broadway and S. San Marino Avenue.

## **4. CONSENT CALENDAR**

Chief City Clerk Clark stated that staff has requested that Item 4G be approved as amended to authorize the City Manager to execute the agreement with the San Gabriel Sea Gulls.

Item 4F was pulled by Mayor Pu for separate consideration.

A motion was made by Mayor Pu, seconded by Vice Mayor Menchaca, to approve Consent Calendar items 4A – 4E and 4H as presented and item 4G – as amended.

*Motion approved Consent Calendar items 4A – 4E and 4H as presented and item 4G as amended by a vote of 5-0 as follows:*

AYES: COSTANZO, HARRINGTON, LIAO, MENCHACA, PU  
NOES: NONE

ABSTAIN: NONE  
ABSENT: NONE

Regarding item 4F, Mayor Pu proposed alternative language for the ordinance for clarification and accountability.

City Attorney Lemieux advised that as a second reading of this ordinance, no material changes should be made.

Following discussion, including provisions for communication between auditors, staff, the City Attorney, and City Council, there was a consensus of the City Council to have staff bring back a revised ordinance providing stronger controls for an introduction and first reading.

#### **A. APPROVAL OF MINUTES**

City Council approved the following:

1. Minutes of the City Council Special Meeting of December 3, 2019.

#### **B. MATERIAL DEMANDS**

City Council approved the November 22, 2019, November 25, 2019, December 5, 2019, December 12, 2019, and December 13, 2019 Registers of Demands and Warrants for the payment of City expenditures.

#### **C. CASH AND INVESTMENT REPORT – NOVEMBER 2019**

City Council approved the Cash and Investment Report - November 2019.

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

City Council adopted **Resolution No. 20-01** adopting the recommended fees and amending the 2019-20 City's Citywide Fee Schedule to reflect these changes.

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

City Council approved 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**

This item was referred back to staff for revision.

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

City Council approved the agreement for San Gabriel Sea Gulls' use of Smith Park Pool to be effective immediately and ending June 30, 2020, and authorized the City Manager to sign the agreement.

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

City Council approved the 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)**

Presentation was made by Assistant Planner Anthony Alvarado.

Mayor Pu opened the public hearing.

Isela Bowles, resident, requested that additional wording be added to the zone amendment to clarify that an addition of an Accessory Dwelling Unit (ADU) does not supersede requirements for parking.

There was no one else wishing to speak; therefore, Mayor Pu closed the public hearing.

Council discussion included how the new regulations would affect applications in progress and multi-family units; how square-footage requirements are calculated; new owner-occupancy provisions; garage conversion to ADU; ADU regulations controlling on R-1 improvements; the need to re-visit parking regulations citywide; how ADU floor area ratio (FAR) is calculated; reassessment; Junior ADUs are subject to Building Code requirements for the single-family home they are contained in; and fees and process for amendments to existing applications and site-reviews.

City Manager Lazzaretto commented that staff is preparing an amendment on parking regulations for City Council consideration in February or March 2020.

A motion was made by Council Member Liao, seconded by Council Member Costanzo, to adopt **Urgency 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 State law.

*Motion carried by a vote of 5-0 as follows:*

AYES: COSTANZO, HARRINGTON, LIAO, MENCHACA, PU  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

A motion was made by Council Member Liao, seconded by Vice Mayor Menchaca, to introduce for first reading by title only **Ordinance No. 662** of the City Council of the City of San Gabriel, California, 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 State law; waive further reading; and schedule the second reading and adoption of Ordinance No. 662 for January 21, 2020.

*Motion carried by a vote of 5-0 as follows:*

AYES: COSTANZO, HARRINGTON, LIAO, MENCHACA, PU  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE

## **6. NEW BUSINESS**

### **A. ACCEPTANCE OF ANNUAL AUDIT REPORTS, FISCAL YEAR ENDED JUNE 30, 2019**

Presentation was made by Management Specialist/Acting Finance Director Chamberlain.

There was no public comment.

Discussion included retirees' health costs; methods to rebound from the current fiscal situation; effects of a negative reserve amount; audit provisions for notification; ways to address unfunded pension liabilities; auditor communication

with the previous Finance Director and previous and current City Managers; future methods of communication with auditors; the role of the independent auditor; and commendations to outgoing Management Specialist/Acting Finance Director Chamberlain for a job well-done.

A motion was made by Council Member Liao, seconded by Mayor Pu, to receive and file the annual audit reports for fiscal year ended June 30, 2019.

*Motion approved New Business item 6A by a vote of 5-0 as follows:*

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|----------|--|
| AYES:    | COSTANZO, HARRINGTON, LIAO, MENCHACA, PU |
| NOES:    | NONE                                     |
| ABSTAIN: | NONE                                     |
| ABSENT:  | NONE                                     |

**B. ADOPTION OF RESOLUTION NO. 20-03 APPROVING THE APPOINTMENT OF KENNETH L. LOUIE AS 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**

Presentation was made by Human Resources/Risk Management Director Macias.

There was no public comment.

A motion was made by Council Member Costanzo, seconded by Vice Mayor Menchaca, to adopt **Resolution No. 20-03**, approving an employment agreement between Kenneth L. Louie and the City of San Gabriel for Interim Finance Director, and adopt **Resolution No. 20-04**, removing outgoing Acting Finance Director Paula Chamberlain and adding incoming Interim Finance Director Kenneth L. Louie to the list of signature authorities on the City's various treasury/financial accounts.

*Motion approved New Business item 6B by a vote of 5-0 as follows:*

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|----------|--|
| AYES:    | COSTANZO, HARRINGTON, LIAO, MENCHACA, PU |
| NOES:    | NONE                                     |
| ABSTAIN: | NONE                                     |
| ABSENT:  | NONE                                     |

**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**

Presentation was made by Human Resources/Risk Management Director Macias.

There was no public comment.

A motion was made by Council Member Costanzo, seconded by Council Member Liao, to 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.

*Motion approved New Business item 6C by a vote of 5-0 as follows:*

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|----------|--|
| AYES:    | COSTANZO, HARRINGTON, LIAO, MENCHACA, PU |
| NOES:    | NONE                                     |
| ABSTAIN: | NONE                                     |
| ABSENT:  | NONE                                     |

**7. PUBLIC COMMENT** – None.

**8. CITY MANAGER'S REPORT**

City Manager Lazzaretto commented that he has not yet heard back regarding the State audit. He reported that sales-tax measure presentations will be given this week to various community groups including Kiwanis, Rotary, and the Chamber of Commerce, and staff is happy to give educational and outreach presentations to any group. In addition, frequently-asked questions (FAQs) and additional information is available on the City website, staff is monitoring questions received from the public and amending FAQs as needed, and is working on a video that will be available on the website.

Assistant City Manager/Community Development Director Chaparyan added that a presentation will be made to the San Gabriel Community Foundation in the next two weeks and there will be a fast pace in the next three weeks reaching out to community groups. We are also on the radar of the Asian Youth Center (AYC).

City Manager Lazzaretto thanked the City Council for the extension of his contract, stated that he has enjoyed working with the Council and the community, and expressed his hope that this is the first of many extensions.

Mayor Pu responded that City Manager Lazzaretto is a big part of improving the culture in the organization.

**9. COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS**

Council Member Liao reported on a Secretary of State briefing regarding changes that will be effective for the March 2020 election.

Council Member Costanzo wished everyone a Happy 2020 New Year.

Council Member Harrington wished everyone a Happy New Year. He reported that the San Gabriel Valley Council for Metro will be applying for a grant for zero-emission buses and has requested that all service members get a letter of support for the grant from their cities and provided a sample letter to the City Council for their consideration. There was a consensus of the City Council to approve the letter of support.

Vice Mayor Menchaca wished everyone a Happy New Decade, commended front desk staff for working harder than usual assisting a steady line of people in to get new business licenses, and commented that it is exciting that people want to stay in our City and are renewing their licenses. She reported on a Census meeting and commended staff for their work on the Census and on Measure SG.

Mayor Pu wished everyone a Happy New Year, and reported on a San Gabriel Lunar New Year Festival meeting.

**10. CLOSED SESSION** – None.

**11. ADJOURNMENT**

Mayor Pu adjourned the meeting at 9:59 p.m.

Respectfully submitted:

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JULIE NGUYEN, City Clerk

Approved this 21<sup>st</sup> day of January, 2020:

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JASON PU, Mayor