

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

**Tuesday, January 15, 2019 - 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](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. except for Tuesdays until 6:30 p.m.

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**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 15, 2019**

- **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. INTRODUCTION OF NEIGHBORHOOD IMPROVEMENT SERVICES OFFICER  
– MARIA SANCHEZ**

**B. INTRODUCTION OF NEIGHBORHOOD IMPROVEMENT SERVICES OFFICER  
– MATTHEW ARAIZA**

**C. INTRODUCTION OF PUBLIC WORKS DIRECTOR / CITY ENGINEER – GREG  
DE VINCK**

**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 December 2018.

Recommended Action: Approval.

#### **C. 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 18, 2018.](#)
2. [Minutes of the City Council Regular Meeting of December 18, 2018.](#)

Recommended Action: Approval.

#### **D. AMENDED TOLLING AGREEMENT**

The Firefighters' Association and its members have a tolling agreement with the City that permits them to preserve the affected firefighter employees' wage-and-hour claims while the parties work toward a resolution of their dispute with the City without the costs of a lawsuit. The Firefighters' Association would like to extend this agreement to facilitate settlement discussions.

Recommended Action:

Staff recommends that the City Council approve the amended tolling agreement between the City of San Gabriel and the San Gabriel Firefighters' Association.

#### **E. RESOLUTION NO. 19-01 – ANNUAL RESOLUTION FOR TEMPORARY STREET CLOSURES DURING CITY EVENTS**

Each year, the City of San Gabriel hosts twelve street events in the Mission District and in San Gabriel Village. These festivals take place primarily along Mission Drive, Santa Anita Street, Broadway, and Fairview Avenue. To accommodate the events, as well as setup and cleanup, specific street segments must be closed to vehicular traffic.

Recommended Action:

Staff recommends that the City Council adopt Resolution 19-01 (Attachment A) authorizing the Public Works Director to approve the specific street closures, dates and times for each event subject to the conditions stated in the Resolution No. 19-01.

**F. THEATER RENTAL FEE WAIVER REQUEST: ASIAN ARTS TALENTS FOUNDATION**

Asian Arts Talents Foundation (AATF) is planning a cultural performance to be held at the Mission Playhouse and has approached the City with the idea to hold this as a free event to promote Asian arts and culture through dance. There will be no tickets sold and no entrance fee, which will allow access to all who are interested. The event will be open to the general public from San Gabriel and surrounding areas.

Recommended Action:

Staff recommends that the City Council approves AATF's request to waive the theater rental fee of \$3,630.00 for the rehearsal and performance of the upcoming free admission community performance on June 22, 2019.

**G. SAN GABRIEL FIRE STATIONS 51 AND 52 RESTROOM IMPROVEMENT PROJECT CHANGE ORDER**

In May 2018, Council awarded the construction contract to RT Contractor Corporation for the San Gabriel Fire Station 51 and 52 Restroom Improvement Project. The project consisted of remodeling two existing dormitory rooms and 15 square feet expansion of existing Fire Station 51 and remodeling existing uni-sex restroom and 82 square feet addition of uni-sex / American Disability Act Restroom at Fire Station 52.

Recommended Action:

Staff recommends that the City Council:

1. Authorize the City Manager to execute the attached Change Order for Fire Station 51 and 52 with RT Contractor Corporation for the San Gabriel Fire Station 51 and 52 Restroom Improvement Project; and
2. Approve a purchase order in the amount of \$45,000.00 for a total contract amount of \$243,000.00.

#### **H. REQUEST FOR A REIMBURSEMENT AGREEMENT FROM CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY**

In 2014, the San Gabriel Fire Department entered into a three city agreement for fire management services with San Marino and South Pasadena Fire Departments as an innovative way to share costs and services and still provide the best service possible. In 2017, that agreement was dissolved. In April of 2018, a Standards of Coverage and Deployment Study was completed by a third party consultant and presented to the Council. In the April presentation, service delivery models were discussed including a Feasibility Study from the Consolidated Fire Protection District of Los Angeles County (LAFCO). A Feasibility Study was completed in September of 2018. The Feasibility Study was presented to Council on December 19, 2018.

##### Recommended Action:

Staff recommends that the City Council:

1. Make a motion to reallocate \$18,000.00 from account 122-761-15-97-315 to account 122-761-15-96-809; and
2. Enter into a Reimbursement Agreement for the surveying of fire department facilities, equipment and vehicles with the Consolidated Fire Protection District of Los Angeles County.

#### **I. PROFESSIONAL SERVICES AGREEMENT WITH AECOM TO CONDUCT AN ECONOMIC ANALYSIS AND MARKET STUDY**

Creating a thriving business district in the City's historic Mission District is a San Gabriel City Council priority. The purpose of a comprehensive economic analysis and market study is to identify and evaluate current and future commercial development opportunities in order to help the City to prioritize potential development opportunities in the Mission District. Further, potential developers interested in investing in the Mission District will benefit from the data as development scenarios derived from the study will provide valuable

insight on whether a potential project will sustain future market conditions. Moreover, the City will benefit from knowing how to capitalize on the existing cultural assets such as the Mission Playhouse and San Gabriel Mission.

Recommended Action:

Staff recommends that the City Council Authorize the City Manager to execute the professional services agreement with AECOM to conduct a comprehensive economic analysis and market study for the Mission District.

## **5. PUBLIC HEARING**

### **A. RESOLUTION NO. 19-02: PROPOSED FY 2019-2020 CDBG PROGRAM AND BUDGET PLAN**

The City receives Federal Community Development Block Grant (CDBG) funds from the Community Development Commission of the County of Los Angeles (CDC). The funds must be used to meet national objectives and to serve a low- and moderate-income population. Use of these federal funds also requires compliance with statutory requirements including financial, environmental review, procurement, construction, eligibility, reporting, and citizen participation.

Recommended Action:

Staff recommends that the City Council:

1. Adopt the attached Resolution No. 19-02 authorizing the allocation of CDBG Funds for the FY 2019-20 from the CDC for activities and projects described above and in Exhibit A of the Resolution;
2. Carry over any CDBG funds unspent at the close of FY 218-19 and recognize the receipt of the FY 2019-20 CDBG Program funds awarded by the CDC to the City in the City FY 2018-19 Budget;
3. Recognize the receipt of approximately \$20,630 of CDBG funds from Supervisor Barger, if funds are approved by the Board of Supervisors for the After School Program;
4. Allocate any FY 2019-20 CDBG funds greater than the estimated funds to the Public Facilities Elevator Modernization Project, Ramp and Sidewalk Improvement Project and/or the Youth Program; and

5. Authorize the City Manager to execute new contracts with the CDC for the allocation of FY 2018-19 CDBG Program and make adjustments as necessary to reflect the actual allocation of funds to San Gabriel.

## **6. NEW BUSINESS**

### **A. ORDINANCE NO. 650 REVISING THE COMPOSITION OF THE DESIGN REVIEW COMMISSION – INTRODUCTION**

During the interview process for commissioners in May 2018, Council Members expressed an interest in increasing the number of members on the Design Review Commission from three to five, and allowing for greater flexibility in appointing members from a range of professional skill sets which relate to Commission duties.

#### Recommended Action:

Staff recommends that the City Council:

1. Waive full reading, read by title only, and introduce for first reading Ordinance No. 650 Revising the Composition of the Design Review Commission; and
2. Direct the City Clerk to assign two-year terms for appointees so that term expirations are staggered.

### **B. SPEED HUMP IMPLEMENTATION CONSIDERATION**

During the past year, residents of Country Club Drive between Hermosa Drive and Roses Road have requested that the City install traffic calming speed bumps on their street to slow down traffic and discourage cut-through traffic between Del Mar Avenue and Las Tunas Drive. The Public Works Department has not installed speed humps on City streets before due to performance concerns and a lack of budgeted funds. The Country Club Drive residents have offered to pay for the installation of speed humps on their street segment and they are asking the City to consider adopting a policy for implementation of speed humps.

#### Recommended Action:

Staff requests that the City Council consider speed hump implementation for residential streets and provide direction to staff.

## **C. AN ORDINANCE OF THE CITY OF SAN GABRIEL REAUTHORIZING AND READOPTING THE CITY'S PUBLIC, EDUCATIONAL, AND GOVERNMENTAL ACCESS SUPPORT FEE**

In 2006, the California Legislature adopted the Digital Infrastructure and Video Competition Act ("DIVCA"). DIVCA authorizes cities to adopt an ordinance imposing a fee on state franchise holders to support PEG channel facilities. On November 4, 2008, the Council adopted Ordinance No. 580 C.S. to require state-franchised video service providers to pay the City a PEG fee of 1% of the video service provider's gross revenue attributable to the City. Charter Communications collects the 1% PEG access fee from its subscribers and subsequently remits these fees to the City.

### Recommended Action:

Staff requests that the City Council:

1. Introduce for first reading by title only Ordinance No. 649 of the City Council of the City of San Gabriel, California reauthorizing the fee on state-franchised video service providers to support public, educational, and governmental channel facilities;
2. Waive further reading of Ordinance No. 649; and
3. Schedule the second reading and adoption of Ordinance No. 649 for February 5, 2019.

## **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 City Council will adjourn the meeting in memory of Helen (Elena) Ozorid, former dancer in the Mission Play and other McGroarty productions; at the San Gabriel Mission Playhouse, McGroarty's home in Tujunga, and the Hollywood Bowl.

The next regular City Council meeting will be held on Tuesday, February 5, 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](http://www.sangabrielcity.com).