

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

**Tuesday, April 7, 2020 - 6:30 P.M.**

**City Hall Council Chamber  
425 South Mission Drive  
San Gabriel, California 91776**

**Due to Executive Order N-25-20 Members of the Council may  
Teleconference into the meeting.**

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

Pursuant to State and County Directives, San Gabriel City Hall is **closed to the public** and physical access to the meeting has been suspended. To provide members of the public access to the meeting and an opportunity to comment on items on and off the Agenda, the following opportunities have been established:

**Public Comments**

Please email all public comments to [cityclerk@sgch.org](mailto:cityclerk@sgch.org) and include the following on the subject line of your email: the section (Public Comment, Consent, Public Hearing, New Business) and Item Number you are commenting on. The Clerk will read public comments into the record for up to the three-minute limit. Words that would disrupt the meeting, including profanity, obscenity, and discriminatory language, will not be read.

*Example: PUBLIC COMMENT: New Business Item A*

**Watch the Meeting Online**

Live broadcasts of the meetings are available using the following link:

[City Council Meeting Videos](#)

Spectrum cable: Live streaming on Channel 3, Public Access Channel.

**City Council Meeting Agenda**  
**Tuesday, April 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**

**3. PUBLIC COMMENT**

**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 March 17, 2020.](#)
2. [Minutes of the City Council Regular Meeting of March 17, 2020.](#)

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. ACCEPTANCE OF FINAL PARCEL MAP NO. 73649 (305-307 SOUTH ARROYO DRIVE) PLANNING CASE NO. PL-15-085**

The development, located at 305-307 S. Arroyo Drive is a three-unit condominium development on a 13,159 square foot lot. The property is

located on the west side of South Arroyo Drive, mid-block between Carillo Drive and West Santa Anita Street. The project site zoned R-3 Arroyo Residential and is within the boundaries of the Mission District Specific Plan. The project includes demolition of two residential structures to construct three independent condominium units. City Staff has reviewed the Final Parcel Map and has determined it is in compliance with the State Subdivision Map Act, conditions of approval, and the city's ordinances regarding subdivision.

Recommended Action:

Staff recommends that the City Council accept the Final Parcel Map No. 73649 and authorize the filing with the Los Angeles County Recorder.

**D. PROFESSIONAL SERVICES AGREEMENT WITH MNS ENGINEERS INCORPORATED TO PROVIDE ADVOCACY AND GRANT WRITING SERVICES FOR VALLEY BOULEVARD STREETScape AND RECONSTRUCTION PROJECT**

Valley Boulevard is one of San Gabriel's busiest arterial streets with some of the most deteriorated pavement in the City. The 2018 Pavement Management Program update found that much of Valley Boulevard is considered "very poor" with an average Pavement Conditional Index of 20 out of 100. This is a request for approval of a Professional Services Agreement with MNS Engineers for advocacy and grant writing services to seek funding through the California Natural Resources Agency, Urban Greening Grant for Valley Boulevard Streetscape and Reconstruction Project.

Recommended Action:

Staff recommends that the City Council approve the Professional Services Agreement with MNS Engineers and authorize the City Manager to execute said Agreement and issue a purchase order in the amount of \$42,790.

**E. PROFESSIONAL AUDITING SERVICES**

The City of San Gabriel issued a Request for Proposals for comprehensive auditing services from qualified auditing firms for the term of 3-5 years. These audits are required by law and are conducted in conformance with the following: Generally Accepted Accounting Principles, the Federal Single Audit Act, the United States Office of Management and Budget as well as all other Federal and State laws. At the close of the submittal date, five qualified auditing firms submitted a bid to perform the audit.

Recommended Action:

Staff recommends that the City Council approve the contract with Moss, Levy & Hartzheim, LLP to perform annual audit services.

**F. AWARD OF CONSTRUCTION CONTRACT FOR THE CITY HALL ELEVATOR MODERNIZATION PROJECT, CONTRACT NO. 19-10, CDBG PROJECT NO. 602085-19**

The elevator servicing San Gabriel City Hall is estimated to be 24 years old. Due to its age and heavy use, it requires frequent maintenance. Many of the components needed for maintenance are now obsolete, requiring expensive custom fabrication of replacement parts and delayed repairs. The modernization of the existing elevator is necessary to maintain uninterrupted elevator service in City Hall, ensure compliance with applicable codes and standards, and enhance efficiency, operation, and reliability for staff and general public use. The project scope of work includes the removal and replacement of existing pump unit, control system, car door equipment, and lobby fixtures, and the installation of a new keycard reader on the first floor to control access to the second floor. This project is partially funded with Los Angeles County Community Development Block Grant (CDBG) Funds, under CDBG Contract No. 109774 and Project No. 602085-19.

Recommended Action:

Staff recommends that the City Council:

1. Approve the plans and specifications for the City Hall Elevator Modernization Project, Contract No. 19-10;
2. Authorize the re-allocation of \$52,753 from 121-800-05-12 Parks Maintenance – Limited Service Employees to 121-7421-22-000 Interdepartmental Contractual Services – General;
3. Authorize the City Manager to execute contract documents with ThyssenKrupp Elevator Corporation for a total bid amount in the amount of \$118,535; and
4. Approve a Purchase Order in the amount of \$129,603, which includes a 10% construction contingency.

**G. RESOLUTION NO. 20-16 SUSPENDING CERTAIN DEADLINES APPLICABLE TO LAND DEVELOPMENT PROJECTS UNDER THE MUNICIPAL CODE DUE TO THE LOCAL EMERGENCY**

Due to city staffing, the stay at home order, slowdown of economic activity, and other effects of the current emergency, the resolution suspends until January 15, 2021 development deadlines that fall during the period of the emergency and 90 days thereafter.

Recommended Action:

Staff recommends that the City Council Adopt Resolution No. 20-16 Suspending Certain Deadlines Applicable to Land Development Projects Under the Municipal Code Due to the Local Emergency.

**5. PUBLIC HEARING** – None.

**6. NEW BUSINESS**

**A. ORDINANCE NO. 663 RESCINDING ORDINANCE NO. 588-C.S. AND ESTABLISHING LOCAL SPEED LIMITS BASED ON AN ENGINEERING AND TRAFFIC SURVEY**

The California Vehicle Code requires that local agencies establish limits for certain streets based upon an engineering and traffic survey. An engineering and traffic survey of thirty-three street segments was completed in 2018. Based on the survey, eleven of the thirty-three street segments are recommended to have their speed limit increased by five miles per hour.

Recommended Action:

Staff recommends that the City Council introduce Ordinance No. 663 for first reading by title only and waive further reading of the Ordinance, which established local speed limits and amends Schedule I of Chapter 73 – Traffic Schedules of the San Gabriel Municipal Code.

**B. RESOLUTIONS DECLARING THE RESULTS AND RECITING THE FACT OF THE SAN GABRIEL MUNICIPAL ELECTION HELD MARCH 3, 2020; AND AUTHORIZING CERTAIN DOCUMENTS RELATED TO THE ADMINISTRATION OF THE APPROVED TRANSACTIONS AND USE TAX**

On March 3, 2020, a General Municipal election was held for the purpose of electing two members of the City Council and voter consideration of a ¾¢ transaction and use tax. This item is to declare the results: The election of John R. Harrington and Tony Ding as members of the City Council for four-year terms, and voter adoption of Measure SG (Ordinance No. 667) enacting a ¾¢ transaction and use tax.

Recommended Action:

Staff recommends that the City Council:

1. Adopt Resolution No. 20-11 reciting the fact of the General Municipal Election held on March 3, 2020, declaring the result and such other matters as provided by law;
2. Adopt Resolution No. 20-12 authorizing the City Manager to execute agreements with the California Department of Tax and Fee Administration for implementation of a local Transactions and Use Tax; and
3. Adopt Resolution No. 20-13 authorizing the examination of Transactions and Use Tax records.

**C. PRESENTATION OF CERTIFICATES OF ELECTION AND ADMINISTRATION OF OATH OF OFFICE**

**D. CITY COUNCIL REORGANIZATION**

In accordance with State law, the City Council is required to reorganize after the holding of an election by selection of a Mayor and Vice Mayor.

**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, April 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).

**Materials Available for Inspection.** You may 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, will be posted on the City website.

**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 [cityclerk@sgch.org](mailto:cityclerk@sgch.org) 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 at [cityclerk@sgch.org](mailto:cityclerk@sgch.org) during regular office hours.

*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 by emailing [cityclerk@sgch.org](mailto:cityclerk@sgch.org) at least 48 hours before the meeting, if possible.*