

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

**Tuesday, May 7, 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](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.

**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.

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**City Council Meeting Agenda**  
**Tuesday, May 7, 2019**

- **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. INTRODUCTION OF POLICE OFFICER KYLE VAZQUEZ**
- B. INTRODUCTION OF POLICE OFFICER RAMON "RAY" GUILLEN**
- C. NATIONAL TRAVEL AND TOURISM WEEK 2019**
- D. FUTURE OF ELECTIONS IN LOS ANGELES COUNTY**

**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. 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 April 9, 2019.
2. Minutes of the City Council Special Meeting of April 17, 2019.
3. Minutes of the City Council Special Meeting of April 30, 2019.

Recommended Action: Approval.

## **C. APPOINTMENTS TO THE CITY'S COMMISSIONS**

The City solicited applications for the vacancies in various commissions. This includes the Civil Service Commission, Community Services Commission, Design Review Commission, and the Planning Commission. The City Council is responsible for appointing Commissioners on various commissions to serve a two-year term beginning June 2019 and ending at the end of May 2021.

Recommended Action:

Staff recommends that the City Council approve the appointments recommended by the Mayor.

## **D. 2018 ACCELERATED I-BANK STREET PAVING PROJECT (PROJECT NO. 122-800-58-97-108) PURCHASE ORDER CHANGE REQUEST (CONTRACT NO. 18-09) AND APPROVAL OF ADDITIONAL FUNDING FROM THE GREAT STREETS PROJECT (PROJECT NO. 122-800-41-97-704)**

In October 2018, City Council awarded the construction contract to Sequel Contractors, Incorporated for the 2018 Accelerated I-Bank Street Paving Project. The project consisted of rehabilitation of pavement on various street segments around the City. The construction began in November 2018. The original scheduled completion date was estimated to be January 2019. Delays occurred due to significant rainfall during the project and various construction issues that took time to resolve. The work was completed in February 2019.

Recommended Action:

Staff recommends that the City Council:

1. Approve the use of \$41,384.17 of Great Streets Program project funding for the cost overrun of the Accelerated I-Bank Street Improvement Project; and
2. Authorize staff to approve a Purchase Change Order Request for Purchase Order number 8013 in the amount of \$41,384.17.

**E. AWARD OF CONSTRUCTION CONTRACT FOR THE TRAFFIC SIGNAL INSTALLATION (CONTRACT NO. 19-01, CAPITAL IMPROVEMENT PROJECT NO. 2-14-01) TRAFFIC SIGNAL AT SAN GABRIEL BOULEVARD AND COMMERCIAL AVENUE**

This project will construct a new traffic signal at the intersection of San Gabriel Boulevard and Commercial Avenue. The traffic signal design and construction was a condition of approval for the mixed-used project located at 402-404 South San Gabriel Boulevard. The design was completed in 2013 and the developer has placed deposits with the City for the construction. Construction was placed on hold pending completion of the Alameda Corridor East Trench Project. The project will reduce delays and improve safety at this intersection.

Recommended Action:

Staff recommends that the City Council:

1. Approve the plans and specifications for the Traffic Signal Installation Project at San Gabriel Boulevard and Commercial Avenue, Construction Contract No. 19-01; and
2. Authorize the City Manager to execute contract documents with Comet Electric, Incorporated for the bid in the amount of \$245,879.00; and
3. Approve a Purchase Order in the amount of \$270,466.90 which includes a 10% construction contingency.

**F. PROFESSIONAL SERVICES AGREEMENT WITH JMDIAZ, INCORPORATED FOR DESIGN & ENGINEERING SERVICES FOR INTERSECTION SAFETY IMPROVEMENT PROJECT AT SAN GABRIEL BOULEVARD & ROSES ROAD [ACCOUNT NO. 122-800-57-97-105 – FEDERAL PROJECT NO. HSIPL-5217(026)]**

The City is proposing a project to improve traffic and pedestrian safety at San Gabriel Boulevard and Roses Road intersection. The proposed project consists of the installation of crosswalk visibility enhancement, overhead flashing beacon, curb ramps, and pedestrian crossing ahead signage to improve

pedestrian safety at the subject intersection. This project is primarily funded through the Federal Highway Safety Improvement Program (HSIP) Cycle 8. The supplemental agreement for the project was approved by Caltrans on September 12, 2018.

Recommended Action:

Staff recommends that the City Council approve a professional services agreement with JMDiaz, Incorporated in the amount not to exceed \$28,570.30 (including a 10% contingency in the amount of \$2,597.30) for professional design and engineering services for the traffic and pedestrian safety improvement at the intersection of San Gabriel Boulevard and Roses Road.

**G. PROFESSIONAL SERVICES AGREEMENT WITH PROJECT PARTNERS FOR DEVELOPMENT ENGINEERING SUPPORT SERVICES**

Over the past five years, the City has experienced a significant number of major private development projects, including hotels, multiple mixed-use projects, commercial and residential projects. The processing, review, and support services required for these complex, major projects have generated significant demand for engineering staff. At the same time, the engineering staff is also tasked with developing and delivering Capital Improvement Projects for City streets, parks and utility projects.

Recommended Action:

Staff recommends that the City Council approve a Professional Services Agreement with Project Partners to provide continued Development Engineering Services.

**H. RESOLUTION NO. 19-17 APPROVAL OF BUDGET AMENDMENT FOR FY 2018-19 AND REVIEW OF PROPOSED CHANGES FOR THE FY 2019-20 BUDGET**

Staff is proposing an amendment to the FY 2018-19 Adopted Budget to reduce appropriations for cancelled, deferred, transferred or completed capital improvement program projects and capital equipment purchases funded by the General Fund and to move certain expenses and related revenues to the General Fund in anticipation of the 2019-20 Proposed Budget. The report also includes proposed changes to be included in the 2019-20 budget including new funds, departments, and object classifications.

Recommended Action:

Staff recommends that the City Council approve the recommended changes reflected herein including the authorization of budget reallocation of 2018-19 revenue estimates and appropriations for comparative purposes and adopt the attached Resolution No. 19-17 amending the 2018-19 Adopted Budget including the cancellation of appropriations for certain capital projects and equipment/vehicle replacements.

## 5. PUBLIC HEARING

### A. ZONE TEXT AMENDMENT TO ESTABLISH A ZONING CODE DEFINITION FOR FLOOR AREA RATIO (ZTA18-001)

San Gabriel Municipal Code (SGMC) Chapter 153 (Zoning Code) prescribes various development standards that regulate development in the city including, but not limited to: setbacks, minimum off street-parking, building height, lot coverage, and floor area ratio (FAR). However, the Zoning Code currently lacks a definition for FAR. Other cities have a definition for this term that explains which elements of a project count toward this ratio. The proposed Zone Text Amendment (ZTA) would establish a citywide definition for this term so the public would have a clear understanding of what does and does not count toward FAR for residential, commercial, industrial, and mixed-use projects. It would also to ensure consistency when City staff reviews proposed projects.

#### Recommended Action:

Staff recommends that the City Council:

1. Conduct the public hearing and discuss the proposed Ordinance No. 652-C.S.; and
2. Motion to waive full reading and introduce the attached Ordinance No. 652-C.S. by title only. The City Clerk will read aloud the full title of the Ordinance; and

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, CALIFORNIA AMENDING CHAPTER 153 (ZONING CODE) OF THE SAN GABRIEL MUNICIPAL CODE TO ADD A DEFINITION OF FLOOR AREA RATIO (FAR).**

3. Motion to approve the First Reading of Ordinance No. 652-C.S and to waive future reading of the Ordinance.
4. Schedule the Second Reading and adoption of Ordinance No. 652-CS. for the next regular Council meeting. The Second Reading will require a

majority vote of the total membership of the Council. The Ordinance would then become effective 30 days after the second reading.

## **6. NEW BUSINESS**

### **A. NCE ENGINEERING CONSULTANTS – PAVEMENT MANAGEMENT PLAN (CONSULTANT PRESENTATION)**

### **B. GENERAL PLAN HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE 2018 CALENDAR YEAR**

As required by Government Code Section 65400(b), the Planning Division is required to provide an annual report to the California Department of Housing and Community Development (HCD) regarding the implementation of the General Plan's Housing Element and how the City is meeting the regional housing needs for the community. The General Plan Annual Progress Report (APR) is an important tool to facilitate the implementation of the Housing Element and in tracking and monitoring the City's progress in addressing the regional housing needs allocation (RHNA). This also includes the number of housing units permitted by income level, the status of programs in the Housing Element, and efforts to remove governmental constraints.

#### Recommended Action:

Staff recommends that the City Council receive and file the information contained in this staff report and approve that staff send the document to the State Department of Housing and Community Development (HCD).

### **C. RESOLUTION NO. 19-15 TO ADOPT A REVISED FUND BALANCE POLICY**

A revised Fund Balance Policy has been prepared in accordance with Governmental Accounting Standards Board (GASB) Statement Number 54 and the City's proposed Fiscal Sustainability Policy. The Policy sets a minimum General Fund fund balance at 17% with a scaled approach to reaching that level and changes the position designated to make fund balance assignment determinations from the City Manager to the Finance Director. Designations for 'Committed Fund Balance' remains with the City Council as established by GASB Number 54. The proposed resolution also removes the 'committed' designation from items identified in the current policy.

#### Recommended Action:

Staff recommends that the City Council adopt Resolution No. 19-15 which approves the revised Fund Balance Policy in Accordance with Governmental Accounting Standards Board Statement Number 54 and the City's Proposed Fiscal Sustainability Policy, and releasing the commitment of fund balance as proposed herein.

#### **D. RESOLUTION NO. 19-16 TO ADOPT THE CITY'S FISCAL SUSTAINABILITY POLICY**

A Fiscal Sustainability Policy has been prepared by City staff for City Council consideration. The set of Fiscal Sustainability Policies are intended to establish guidelines for the City's overall fiscal planning and management. These principles are intended to foster and support the financial strength and stability of the City. The Financial goals are broad, fairly timeless statements of the financial position the City seeks to attain.

##### Recommended Action:

Staff recommends that the City Council approves Resolution No. 19-16 which approves the Fiscal Sustainability Policy.

#### **7. PUBLIC COMMENT**

#### **8. CITY MANAGER'S REPORT**

##### **A. FORMATION OF WASTE COLLECTION CONTRACT AD-HOC COMMITTEE**

#### **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**

##### **A. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION (§ 54956.9(d)(4)) CASE NAME UNSPECIFIED: (DISCLOSURE WOULD JEOPARDIZE SERVICE OF PROCESS)**

##### **B. Conference with Real Property Negotiations (Gov. Code § 54956.8)**

**Property:** Parcel 2 of Parcel Map No. 24106 (P.M.B. 266-3-4)

**City Negotiator:** Mark Lazzaretto, City Manager

**Negotiating Party:** YZL Investment, LLC



**Under Negotiation:** Price and terms of lease agreement

## **11. ADJOURNMENT**

The City Council will adjourn the meeting in memory of Elva Tamayo Zatarain; Vice Mayor Denise Menchaca's aunt, a beloved wife, mother, grandmother, who took great pride in being an independent business owner during an era and culture that discouraged women entrepreneurs. The City Council will also adjourn in the memory of Steve Holland; Council Member Juli Costanzo's brother and Steve Jones, her brother-in-law.

The next regular City Council meeting will be held on Tuesday, May 21, 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).