

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

**Tuesday, October 15, 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.

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**City Council Meeting Agenda**  
**Tuesday, October 15, 2019**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS**

**A. CEREMONIAL SWEARING IN OF NEW FIRE CAPTAIN ERIC CALISHER**

**B. ACTIVE SAN GABRIEL VALLEY – OPEN STREETS EVENT**

**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 Regular Meeting of September 17, 2019.](#)
2. [Minutes of the City Council Regular Meeting of October 1, 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. FIRE DEPARTMENT PURCHASE ORDER FOR EMS SUPPLIES AND EQUIPMENT**

The San Gabriel Fire Department, in the course of daily operations, maintains a supply of expendable items and durable equipment to fulfill its mission. Open Purchase Orders are used to keep the department stocked with paramedic and firefighting supplies, delivered on an as needed basis. Vendors, reviewed regularly, are selected through competitive bid, piggyback and cooperative purchasing agreements. In accordance with the updated City of San Gabriel ("City") Purchasing Policy, San Gabriel Municipal Code Section 34.35, Staff respectfully requests the San Gabriel City Council authorize the issuance of an open purchase order to Life Assist, Inc. in the amount of \$65,000, as detailed in this report. Life Assist, Inc. is the City's principal supplier for paramedic supplies and equipment. The City of Pasadena, on behalf of the Verdugo Fire Agencies, bids and contracts for EMS supplies for the area every two years. Staff has determined that it is in the best interest of the City to waive formal bidding and piggyback on the terms and pricing offered to the City of Pasadena for EMS supplies.

Recommended Action:

Staff recommends that the City Council authorize the issuance of an open purchase order in the amount of \$65,000 to Life Assist, Inc. in accordance to the cooperative and piggyback purchasing procedures within Municipal Code section 34.35. Funding for this expense is available within account number 121-761-00-21-000.

**D. RESOLUTION NO. 19-45 FOR TEMPORARY STREET CLOSURE AT THE INTERSECTION OF ADELYN DRIVE AND ROSEMONT BOULEVARD ON NOVEMBER 2, 2019**

The Public Works Department received a request from Louis Origel and Bret Thompson for a temporary street closure for a neighborhood block party on Saturday, November 2, 2019 from 3:00 p.m. to 8:00 p.m. at the intersection of Adelyn Drive and Rosemont Boulevard. The street closure will enable the community members to congregate safely in a centralized location. Resolution No. 19-45 details the location, date and times for the closure, as well the conditions that must be followed by the applicant. The Public Works Department (Engineering and Field Operations), Fire Department and Police Department have reviewed and approved the request.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 19-45 authorizing closure of the intersection of Adelyn Drive and Rosemont Boulevard from 3:00 p.m. to 8:00 p.m. on Saturday, November 2, 2019.

**E. RESOLUTION NO. 19-48 FOR TEMPORARY STREET CLOSURE AT 864 COMMERCIAL AVENUE BETWEEN GLADYS AND THE RUBIO WASH ON NOVEMBER 2, 2019**

The Public Works Department received a request from Jacob Gustafson, on behalf of the San Gabriel Firefighter's Association, for a temporary street closure for a Fundraiser For Cancer event on Saturday, November 2, 2019 from 5:00 p.m. to 10:00 p.m. on Commercial Avenue between Gladys Avenue and the Rubio Wash. Resolution No. 19-48 details the location, date and times for the closure, as well the conditions that must be followed by the applicant. The Public Works Department, Fire Department and Police Department have reviewed and approved the request.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 19-48 authorizing closure of Commercial Avenue between Gladys Avenue and the Rubio Wash from 5:00 p.m. to 10:00 p.m. on Saturday, November 2, 2019.

**F. ACCEPTANCE OF FINAL PARCEL MAP NO. 72696 (314 E. MISSION ROAD) PLANNING CASE PL-41-070**

The development is located at 314 E. Mission Road and is a four-unit condominium development on a 17,420 square foot lot. The lot is currently developed with an existing 2,337 square feet single family residence constructed in 1920. City Staff and the Los Angeles County Department of Public Works have reviewed the Final Parcel Map and have 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. 72696 and authorize filing with the Los Angeles County Recorder upon the Covenants, Conditions, and Restrictions requirement is satisfied.

**G. AUTHORIZATION TO EXECUTE AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH IMPRENTA COMMUNICATIONS GROUP IN THE AMOUNT OF \$35,128, FOR EDUCATION AND OUTREACH SERVICES FOR A SALES TAX BALLOT INITIATIVE**

The City of San Gabriel currently has a contract with Imprenta Communications Group for education and outreach services for a professional sales tax ballot initiative. The original contract anticipated an election occurring in November 2019. After receiving the results of a potential voter poll, the City Council directed staff to look to March of 2020 for the election due to a higher likelihood that the ballot initiative could be successful. The proposed amendment will increase the contract from \$65,372 to \$100,500 to allow for a more robust education and outreach effort.

Recommended Action:

Staff recommends that the City Council authorize the City Manager to execute the attached Amendment Number One to the Professional Services Agreement with Imprenta Communications Group.

**5. PUBLIC HEARING – None.**

**6. NEW BUSINESS**

**A. CONSIDERATION OF RESOLUTIONS RELATING TO SAN GABRIEL'S GENERAL MUNICIPAL ELECTION TO BE HELD ON MARCH 3, 2020, INCLUDING PLACING A MEASURE ENACTING AN ORDINANCE FOR A TRANSACTIONS AND USE TAX ON THE MARCH 2020 BALLOT**

This item calls the General Municipal Election for March 3, 2020, for the election of two Members of the City Council and a ballot measure to enact a transactions and use tax ordinance; requests consolidation of the election with the Statewide Primary election of the same date; adopts regulations for candidates' statements; directs the City Attorney to prepare an impartial analysis of the measure; designates Council Members to prepare and submit a ballot argument in favor of the measure; and provides for rebuttal arguments relating to the ballot measure.

Recommended Action:

Staff recommends that the City Council:

1. Adopt **Resolution No. 19-49** calling for the holding of a General Municipal Election on Tuesday, March 3, 2020, ordering that a measure for an ordinance enacting a transaction and use sales tax be submitted to the voters, directing the City Attorney to prepare an impartial analysis of the measure, and designating two Council Members to prepare and submit a ballot argument in favor of the measure;
2. Adopt **Resolution No. 19-50** requesting the Board of Supervisors of the County of Los Angeles to consolidate, administer, manage and oversee the Election;
3. Adopt **Resolution No. 19-51** adopting regulations for candidates' statements; and
4. Adopt **Resolution No. 19-52**, providing for rebuttal arguments relating to the ballot measure.

**B. MISSION DISTRICT ECONOMIC ANALYSIS AND MARKET STUDY PRESENTATION; RESOLUTION NO. 19-53 – AMENDING THE FISCAL YEAR 2019-20 OPERATING BUDGET TO APPROPRIATE \$48,851 FOR THE REMAINING PORTION OF THE MISSION DISTRICT ECONOMIC ANALYSIS STUDY**

Earlier this year, the City entered into a professional services agreement with AECOM for a comprehensive economic analysis and market study of the Mission District. AECOM has conducted extensive research and site analysis and is prepared to present its findings to the City Council. 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 prioritize potential development opportunities in the Mission District. 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. The recommendations in the study shall serve to encourage new investment and help stimulate the area.

Recommended Action:

Staff recommends that the City Council:

1. Receive and discuss the AECOM presentation on the Mission District Economic Analysis;
2. Provide direction to staff, if necessary; and
3. Adopt Resolution No. 19-53 amending the FY 2019-20 Operating Budget to appropriate \$48,851 in the General Fund and Capital/Special Projects Fund for the Mission District Economic Analysis Study and amend the revenue estimate in the Capital/Special Projects Fund.

**C. FIRST READING OF AN ORDINANCE AMENDING TITLE III, SECTION 34 OF THE SAN GABRIEL MUNICIPAL CODE – FINANCE AND REVENUE**

The proposed Ordinance will amend Title II, Section 34 of the San Gabriel Municipal Code by providing for the use of mechanical signatures on city issued checks, updating the purchasing procedures section to modify and clarify purchasing policies and procedures used to procure goods and services for City operations, and making minor modifications to the Informal Bidding Procedures for public projects. The majority of changes within the purchasing procedures code section were approved by Urgency Ordinance No. 656 on September 17, 2019 and are provided herein as to further ratify those provisions.

Recommended Action:

Staff recommends that the City Council adopt Ordinance No. 657 amending Title III, Section 34 of the San Gabriel Municipal Code, pertaining to Claims and Demands, Purchasing Procedures, and Informal Bidding Procedures.

**D. PRESENTATION ON THE METRO 710 FREEWAY MOBILITY IMPROVEMENT PROJECTS LIST**

Since 2017, Public Works staff have been working with the Los Angeles County Metropolitan Transportation Authority (Metro) to consider projects in cities affected by additional traffic created by the lack of a 710 Freeway connection between Interstate 10 in Alhambra and Interstate 210 in Pasadena. The Metro Board approved the first round of eligible mobility projects in November 2018, and approved the second round of eligible mobility improvement projects in September 2019. Metro is now ready to begin programming the approved projects and execute funding agreements with local agencies. Public Works staff submitted 24 potential projects, estimated at \$144 million, to Metro for funding consideration including freeway interchange mobility and operation improvement projects, local street intersection improvement projects, and intelligent transportation systems (ITS) projects, Metro approved seven projects with a total estimated approved funding of \$23 million.

Recommended Action:

Staff will present the City Council with an update on the Metro approved projects list for the SR-710 North Corridor Mobility Improvements.

**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, November 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).