



**MINUTES OF APRIL 16, 2019  
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 6:33 p.m. on Tuesday, April 16, 2019, in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776.

**ROLL CALL**

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

**Council Members Absent:** None.

**Staff Members Present:** City Manager Mark Lazzaretto; Deputy City Attorney Lloyd Pilchen; Assistant City Manager/Community Development Director Arminé Chaparyan; Community Services/Interim Mission Playhouse Director Rebecca Perez, Police Chief Eugene Harris, Chief City Clerk Sharon Clark, Public Works Director/City Engineer Greg de Vinck, Interim Finance Director Paula Chamberlain, Human Resources/Risk Management Director Edward Macias, Assistant City Clerk Marilyn Bonus, and Administrative Assistant II Adam Yang.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Pu.

**1. APPROVAL OF AGENDA ORDER**

A motion was made by Council Member Liao, seconded by Council Member Costanzo, to approve the agenda order as presented.

*Motion approved Agenda Order by a vote of 5-0 as follows:*

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

## **2. PRESENTATIONS**

### **A. RECOGNITION FOR SAN GABRIEL LIBRARY VOLUNTEER OF THE YEAR, STEVEN ZHEN**

Community Library Manager Julie Sorensen provided a synopsis of the service provided by San Gabriel Library Volunteer of the Year Steven Zhen, and Mayor Pu presented him with a Certificate of Recognition.

### **B. INTRODUCTION OF MAINTENANCE LEADPERSON WILLIAM KLEINAU**

Presentation was made by Public Works Director/City Engineer de Vinck.

### **C. RECOGNITION OF 2019 OUTSTANDING OLDER AMERICAN IRENE CHAPMAN**

Presentation was made by Community Services/Interim Mission Playhouse Director Perez.

Mayor Pu announced Irene Chapman as the 2019 Outstanding Older American honoree, provided a synopsis of her service to the community, and presented her with a Certificate of Recognition.

Ms. Chapman expressed gratitude and excitement for her recognition as this years' Outstanding Older American honoree.

In honor of the Older American honoree and in celebration of the City's 106th anniversary of incorporation, Mayor Pu announced a short recess to enjoy cake being served in the lobby.

## **RECESS AND RECONVENE**

Mayor Pu recessed the meeting at 6:48 p.m. and reconvened the meeting at 7:07 p.m. with all Council Members present.

## **3. PUBLIC COMMENT**

Senya Lubisich, resident, commented on the previous practice of having City Council liaisons to City Commissions and requested that the practice be reinstated, or that

Commission Chairs prepare a report that can be shared with the City Manager and City Council.

Linda Lin, Program Director for International Youth Fellowship (IYF), invited the City Council to attend the IYF World Leaders meeting on Sunday, April 21, 2019, at 5:00 p.m., at the Westin Hotel in Long Beach, followed by an Easter Cantata Musical at the Paris Theater across the street at 7:00 p.m.; and to attend a Leaders Forum in Korea in July 2019.

#### **4. CONSENT CALENDAR**

Vice Mayor Menchaca pulled items C, D and J; Mayor Pu pulled items E, F, H, K, L, and M; and Council Member Liao pulled items O and Q for separate discussion as shown under each item.

##### **A. MATERIAL DEMANDS**

City Council approved the "Register of Demands and Warrants" for the payment of City expenditures.

##### **B. CASH AND INVESTMENT REPORT**

City Council approved the Cash and Investment Report for the month of March 2019.

##### **C. APPROVAL OF MINUTES**

City Council approved the following Minutes as presented:

1. Minutes of the City Council Special Meeting of April 2, 2019.

Vice Mayor Menchaca requested a correction to page 5 of the regular meeting minutes to change "remove the pool," to "move the pool."

Mayor Pu requested a notation be added to the regular meeting minutes under New Business item 6A that the item was tabled to the next meeting; and that a notation of "none" be added to the Public comment and Closed Session sections after New Business.

City Council approved the following Minutes as amended:

2. Minutes of the City Council Regular Meeting of April 2, 2019.

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

Council discussion included a request for the mid-year report on status to be presented to the Council as a regular agenda item at a public meeting, and various changes and clarifications to the policy desired by Council. Mayor Pu provided a list of his suggested changes to Council and staff.

There was a consensus of the City Council to have this item brought back in the next meeting as a New Business item.

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

City Council discussion included the timeframe to reach a reserve level of 17% and how that figure was determined.

There was a consensus of the City Council to have this item brought back in the next meeting as a New Business item.

**F. FISCAL YEAR 2019-20 BUDGET DEVELOPMENT**

City Council approved the Guiding Principles for Budget Development and reviewed the 2019-20 revised Budget Preparation Calendar.

**G. EXTENSION OF AGREEMENT WITH WHITE NELSON DIEHL EVANS, CPA**

City Council approved the Amendment to Professional Services Agreement with White Nelson Diehl Evans, L.L.P. for the year ending June 30, 2019 in the amount of \$35,300 plus \$5,000 in contingency.

**H. ACCEPTANCE OF ANNUAL AUDIT REPORTS, FISCAL YEAR ENDED JUNE 30, 2018**

Mayor Pu commented that if the City needs to make a fund-to-fund transfer, we would enter into a formal note agreement with ourselves documenting it, and received confirmation from Interim Finance Director Chamberlain that it is anticipated that the City will need to do so by the end of the fiscal year and more information will be presented to the City Council next month.

City Council received and filed the annual audit reports for the fiscal year ended June 30, 2018.

**I. DEVELOPMENT IMPACT FEE COMPLIANCE REPORT REQUIRED PURSUANT TO GOVERNMENT CODE SECTION 66006**

City Council received the Development Impact Fee Compliance Report prepared to satisfy Government Code subdivision 66006.

**J. APPOINTMENTS TO INTERGOVERNMENTAL AGENCIES – COUNCIL LIAISONS**

Vice Mayor Menchaca requested a correction on a hotel name from "Hyatt" to "Curio;" and Mayor Pu requested that "Committee" be removed from those bodies which are not committees.

City Council approved the Mayor's appointments to Committees and Organizations, and Council Liaisons for City initiatives, as amended.

**K. RESOLUTION NO. 19-11 FOR TEMPORARY STREET CLOSURE AT 864 COMMERCIAL AVENUE BETWEEN GLADYS AVENUE AND THE RUBIO WASH ON MAY 4, 2019**

Council discussion with staff included concerns regarding the boundaries of the area where consumption of alcohol would be allowed, restricting consumption by minors, safety measures, insurance, and setting a precedent for future similar events.

There was a consensus of the City Council to approve this item subject to the inclusion of conditions of the City being named as an additional insured/loss payee on any insurance policies; the business to provide security to ensure alcohol is not provided to underage minors, and a clear map delineating the area for consumption of alcohol.

City Council adopted **Resolution No. 19-11** authorizing closure of Commercial Avenue between Gladys Avenue and the Rubio Wash from 11:00 a.m. to 9:00 p.m. on Saturday, May 4, 2019, subject to the inclusion of the aforementioned conditions in the related street-closure permit.

**L. AWARD CONTRACT NO. 19-05 (COMMUNITY DEVELOPMENT BLOCK GRANT STREET IMPROVEMENT PROJECT)**

Mayor Pu provided clarification that the street listed should be Lafayette Street rather than Marshall Street; and requested that recommendation 3 be changed to authorize the City Manager rather than the Mayor to execute the contract documents.

City Council:

1. Approved plans and specifications for the 2018 CDBG Street Improvement Project, Contract No. 19-05, and CDBG Project No. 60196-18;
2. Approved an increased appropriation of unallocated CDBG funds in the amount of \$126,013;
3. Authorized the City Manager to execute contract documents with All American Asphalt for the total bid amount in the amount of \$377,334; and
4. Approved a Purchase Order in the amount of \$415,067.40 which includes a 10% construction contingency.

**M. REQUEST TO APPROVE THE FISCAL YEAR 2019-20 SENATE BILL 1 PROJECT LIST AND ADOPT RESOLUTION NO. 19-10**

Mayor Pu provided a correction to Attachment A: The street name should be Chestnut Avenue, not Chestnut Street.

City Council:

1. Approved the Fiscal Year 2019-20 Senate Bill 1 Project List; and
2. Adopted **Resolution No. 19-10** Adopting the Fiscal Year 2019-20 List of Projects Funded by SB 1.

**N. ADOPTION OF RESOLUTION NO. 19-12, DESIGNATING THE HUMAN RESOURCES DIRECTOR AS THE PLAN ADMINISTRATOR FOR THE CITY OF SAN GABRIEL'S PUBLIC AGENCY RETIREMENT SERVICES (PARS) PLAN**

City Council adopted **Resolution No. 19-12**, designating the Human Resources Director as the Plan Administrator for the City of San Gabriel's PARS plan.

**O. RESOLUTION NO. 19-13 AMENDING THE FISCAL YEAR 2018-19 MISSION PLAYHOUSE BUDGET TO ACCEPT A GRANT FROM THE LOS ANGELES COUNTY ARTS COMMISSION 2019 SUMMER ARTS INTERNSHIP PROGRAM**

Council Member Liao commented on possible ways to raise funds for the Mission Playhouse.

City Council:

1. Accepted a grant of \$5,200 from the Los Angeles County Arts Commission for one summer intern and adopted **Resolution No. 19-13** amending the Fiscal Year 2018-19 budget to reflect this grant; and
2. Approved an increase of \$5,200 in Revenue Account-County Grants #152-3234 (\$4,680 in FY18/19 and \$520 in FY19/20); and

3. Approved an increase in Expenditure Account-Limited Service Employees #152-712-31-12-000 (\$520 in FY18/19 and \$4,680 in FY19/20).

**P. RESOLUTION NO. 19-14 – EXTENDING THE CONTRACT WITH FIRST TRANSIT ON A MONTH-TO-MONTH BASIS**

City Council adopted **Resolution No. 19-14** extending the contract with First Transit for Dial-a-Ride services on a month-to-month basis.

**Q. AUTHORIZATION TO EXECUTE PROFESSIONAL SERVICES AGREEMENTS WITH FAIRBANK, MASLIN, MAULLIN, METZ & ASSOCIATES AND IMPRENTA COMMUNICATIONS GROUP IN THE AMOUNT OF \$95,322 FOR POLLING, EDUCATION AND OUTREACH SERVICES FOR A SALES TAX BALLOT INITIATIVE**

City Council and Imprenta Communications Group President Ron Wong discussed details related to the survey, outreach efforts, and the company's experience in the San Gabriel Valley.

City Council:

1. Declared that it is in the public interest and necessity to waive the formal bidding requirements; and
2. Authorized the City Manager to execute Professional Services Agreements with Fairbank, Maslin, Maullin, Metz & Associates and Imprenta Communications Group.

A motion was made by Council Member Harrington, seconded by Mayor Pu, to approve items A-C and F-Q as amended and to bring back items D and E for Council consideration at the next meeting.

*Motion approved items A-C and F-Q as amended and moving consideration of items D-E to the next meeting by a vote of 5-0 as follows:*

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

**5. PUBLIC HEARING – None.**

**6. NEW BUSINESS**

**A. UPDATE ON SEWER SYSTEM**

Public Works Director/City Engineer de Vinck presented the update.

Discussion included a Request for Proposal (RFP) for an updated Sewer Master Plan that resulted with only one proposal of \$498,623 and staff researching doing most of this effort internally; updating and prioritizing the list of projects needed and possible renegotiation with the Water Board; conceptual revisions to the sewer lift station; and details related to the F.O.G. (Fats, Oils & Grease) program for restaurant compliance oversight.

## **B. CAMP SG YOUTH SUMMER CAMP**

Police Chief Harris presented the staff report.

City Council commended Police Chief Harris and staff for their work on this program.

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

1. Authorize participation; and
2. Authorize the City Manager to authorize the Chief of Police to enter into a purchase agreement with the YMCA of West San Gabriel Valley, not to exceed \$10,300 for Camp SG.

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

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

## **7. PUBLIC COMMENT – None.**

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

City Manager Lazzaretto thanked the Police Department for a job well-done on two large events over the past weekend, and thanked Public Works Director/City Engineer de Vinck for his great presentation.

## **9. CITY COUNCIL BUSINESS/COMMITTEE REPORTS**

Council Member Liao reported on his attendance at the San Gabriel Valley Council of Governments (COG) General Assembly and at the Women of Distinction Awards hosted by Congresswoman Judy Chu.



Vice Mayor Menchaca reported on her attendance at the San Gabriel Valley Council of Governments (COG) General Assembly and at the Women of Distinction Awards; requested Council support to agendaize an item to discuss expanding the scope of the Historical Preservation and Cultural Resources Commission's duties to advise on/review development projects; expressed her desire to add additional advisory commissions in the future; and commended Community Services Director Perez and her team for the new monthly newsletter that highlights the services provided by the Department, and suggested a similar periodic update for community members regarding development projects.

As Council Member Harrington also supported the agendaizing of the discussion requested by Vice Mayor Menchaca, Mayor Pu agreed that it would be agendaized for a future meeting; and responded that the update on development projects is in the works.

Council Member Costanzo reported that she was unable to attend the San Gabriel Valley Council of Governments (COG) event due to a power failure; announced that the Mosquito and Vector Control Board will conduct a fly-over on April 20, 2019, to identify non-compliant swimming pools that could breed mosquitos and provided related statistics; expressed concern about traffic safety on streets that were recently paved but not yet striped; and requested adjournment in memory of her brother and brother-in-law and Vice Mayor Menchaca's aunt.

Mayor Pu responded that the adjournments in memory would be added to the next meeting. He commented that Public Works staff, the City Manager, and the Police Department's Traffic Bureau are working on how to help control traffic and speed on San Marino Avenue without causing a backup on southbound San Marino for cars that are turning left onto Longden Drive or making a right turn onto Coolidge Drive. He reported on attending the Council of Governments (COG) General Assembly, and commended Police, Fire and Public Works Departments for a job well-done handling the visit of Mayor Han Kuo-yu of Kaohsiung City in Taiwan amidst a heavy media presence. In closing, he commented that he enjoyed the meeting with AECOM regarding the Mission District Economic Study, and had attended the Burmese Water Festival at Mark Keppel High School.

## **RECESS AND RECONVENE**

Mayor Pu recessed the meeting at 9:14 p.m. and reconvened the meeting into Closed Session at 9:24 p.m. with all council members present.

## **10. CLOSED SESSION**

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

Deputy City Attorney Pilchen announced that no reportable action was taken.

**11. ADJOURNMENT**

Mayor Pu adjourned the meeting at 10:05 p.m.

Respectfully submitted:

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Julie Nguyen, City Clerk

Approved this 21<sup>st</sup> day of May, 2019:

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JASON PU, Mayor