

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

AMENDED 04-11-2019  
Consent Calendar Item 4J  
Addition of Water Committee

**Tuesday, April 16, 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.

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**City Council Meeting Agenda  
Tuesday, April 16, 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. RECOGNITION FOR SAN GABRIEL LIBRARY VOLUNTEER OF THE YEAR, STEVEN ZHEN**
- B. INTRODUCTION OF MAINTENANCE LEADPERSON WILLIAM KLEINAU**
- C. OLDER AMERICAN**

**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. CASH AND INVESTMENT REPORT – MARCH 2019**

This is a presentation of City investments for the month of March 2019.

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 April 2, 2019.](#)
2. [Minutes of the City Council Regular Meeting of April 2, 2019.](#)

Recommended Action: Approval.

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

The City Council is requested to consider adopting a Fiscal Sustainability Policy as prepared by City Staff. 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 approve Resolution No. 19-16 approving the Fiscal Sustainability Policy.

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

The revised Fund Balance Policy prepared in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54 and the City's proposed Fiscal Sustainability 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 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 approving the revised Fund Balance Policy Accordance with Governmental Accounting Standards Board Statement Number 54 and the City's Proposed Fiscal Sustainability Policy.

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

Part of the proposed Fiscal Sustainability Policy requires the City Manager to annually submit a list of guiding principles for the upcoming budget year. The attached document fulfills of that annual obligation. In addition, staff has developed a revised Budget Development Calendar for Council consideration.

Recommended Action:

Staff recommends that the City Council approve the attached Guiding Principles for Budget Development and review the 2019-20 revised Budget Preparation Calendar.

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

The City Council selected White Nelson Diehl Evans, L.L.P. as the City's independent auditors after a full-scale competitive selection process in 2013. In 2016, staff recommended and City Council approved a three-year extension of that contract which ended with the completion of the June 30, 2018 audit report. White Nelson Diehl Evans has indicated its willingness to serve as the City's auditors for the year ending June 30, 2019 at a base cost of \$31,000, plus \$4,300 for the Single Audit and a \$5,000 contingency if additional work is required.

Recommended Action:

Staff recommends that the City Council approve 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**

The certified public accounting firm of White Nelson Diehl Evans LLP (WNDE) was engaged by the City Council to perform an audit of the financial statements and perform compliance testing of the City of San Gabriel for the fiscal year ended June 30, 2018. WNDE conducted the audit in accordance with generally accepted auditing standards and issued an unmodified (clean) audit opinion on the financial statements.

### Recommended Action:

Staff recommends that the City Council receive and file the annual audit reports for fiscal year ended June 30, 2018.

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

Pursuant to Government Code Section 66006, a local agency which levies a fee subject to Government Code Section 66001 shall make available to the public a report providing the information set forth in Government Code Section 66006(b)(1) and shall review that information at the next regularly-scheduled public meeting not less than 15 days after the information has been made available to the public. Commencing on March 20, 2019, copies of this report were made available to the public. The purpose of this report is to provide the community with information as to the status and use of impact fees collected and to satisfy Government Code subdivision 66006. The report presented meets the requirements for the fiscal year ending June 30, 2018.

### Recommended Action:

Staff recommends that the City Council receive this report prepared to satisfy Government Code subdivision 66006.

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

The Mayor is responsible for appointing members of the City Council to serve on various local and regional committees and organization boards, as well as liaisons for City initiatives. In addition, it is necessary for the Council to take formal action to designate the newly-appointed Mayor to serve as the Delegate to the Los Angeles County Sanitation District Board and Los Angeles County City Selection Committee.

Recommended Action:

Staff recommends that the City Council approve the list of appointments to Committees and Organizations, and as Council Liaisons for City initiatives.

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

The Public Works Department received a request from Ogoopogo Brewing Company for a temporary street closure for a Cinco de Mayo Event on Saturday, May 4, 2019 from 11:00 a.m. to 9:00 p.m. on Commercial Avenue between Gladys Avenue and the Rubio Wash. Resolution No. 19-11 (attached) details the location, date and times for the closure, as well as 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. 19-11 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.

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

Contract No. 19-05 for the 2018 Community Development Block Grant (CDBG) Street Improvement Project will construct new paving, remove architectural barriers by constructing new access ramps, and install related improvements on six street segments. They are: Denton Avenue (from Interstate 10 to Marshall Street); Glendon Way (from Lafayette Street to Marshall Street); Lafayette Street (from Saxon Avenue to Marshall Street); Loftus Drive (from Del Mar Avenue to east end); Saxon Avenue (from Westbound Interstate 10 Del Mar Offramp to Westbound Interstate 10 San Gabriel Boulevard Onramp); and Strathmore Avenue (from Saxon Avenue to Marshall Street). The streets are located within low-moderate income areas and are eligible for CDBG construction funds.

Recommended Action:

Staff recommends that the City Council:

1. Approve plans and specifications for the 2018 CDBG Street Improvement Project, Contract No. 19-05, and CDBG Project No. 60196-18;
2. Approve an increased appropriation of unallocated CDBG funds in the amount of \$126,013;
3. Authorize the Mayor to execute contract documents with All American Asphalt for the total bid amount in the amount of \$377,334; and
4. Approve 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**

On April 28, 2017, Governor Jerry Brown signed Senate Bill 1 (SB 1), also known as the Road Repair and Accountability Act of 2017. On November 1, 2017, the State Controller will begin to deposit funds generated from increased fuel taxes and vehicle registration fees into the newly-created Road Maintenance and Rehabilitation Account. A portion of the funds will be distributed annually to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on the local streets and road systems. The City's allocation for FY19-20 is estimated to be \$677,293.

Recommended Action:

Staff recommends that the City Council:

1. Approve the Fiscal Year 2019-20 Senate Bill 1 Project List; and
2. Adopt Resolution No. 19-10.

**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 PLAN**

Since 2011, the City of San Gabriel has provided an alternative retirement system to part-time employees through Public Agency Retirement Services (PARS). With the appointment of a new Human Resources Director, staff must now update the plan's contract information and assign the Human Resources Director as the Plan Administrator. Per PARS guidelines, staff is required to prepare a resolution to designate the Human Resources Director as the Plan Administrator, which must be adopted by the City Council.

Recommended Action:

Staff recommends that the City Council adopt 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**

In 2000, the Los Angeles County Board of Supervisors established the Arts Internship Program to provide internships for nonprofit performing, presenting, literary, and municipal arts organizations. The program provides undergraduate students with meaningful on-the-job training and experience. In addition, there are educational components integrated in the program whereby the interns from over 150 organizations come together for 2-3 peer summits. Last year, over 3,000 students applied for the approximately 150 positions available. In 2016 and 2017, the Mission Playhouse was awarded funding for one summer intern, and in 2018 received funding for two summer interns. For 2019, the Playhouse applied for and received an award for one summer intern.

Recommended Action:

Staff recommends that City Council:

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

The City of San Gabriel provides Dial-A-Ride services for City residents age 62 and over and individuals with disabilities. The City contracts with a transit provider to manage and operate the Dial-A-Ride service. In May 2018, staff brought forward a recommendation to renew the contract with First Transit for a period of one year, ending April 30, 2019. Staff is continuing to review the resident survey of transit needs, evaluate the City's current Dial-A-Ride service, complete the Request for Proposals (RFP), research alternative modes of transit to serve the City's residents' needs, and identify the best transit provider(s).



Recommended Action:

Staff recommends that the City Council approve Resolution No. 19-14 extending the contract with First Transit 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**

Over the past several years, the City's General Fund revenues received have not met projections. As a result, the City's General Fund balance is below the City's stated goal of 10% of General Fund expenditures. Without additional revenue sources, the City will not be able to increase General Fund reserves to prudent levels, repave streets, build new public safety facilities, maintain the current infrastructure, fund general City services, or stage community events. The City Council directed staff to look into the possibility of a sales tax initiative on the November 2019 election ballot. In order to conduct a community survey to gauge the viability of an initiative and to assist in education and outreach efforts, staff is recommending that the City contract with Fairbank, Maslin, Maullin, Metz & Associates (FM3) and Imprenta Communication Group for professional services. The total cost, spread between the current and next fiscal years, would not exceed \$95,322.

Recommended Action:

It is recommended that the City Council:

1. Declare that it is in the public interest and necessity to waive the formal bidding requirements; and
2. Authorize the City Manager to execute Professional Services Agreements with FM3 and Imprenta.

**5. PUBLIC HEARING – None.**

**6. NEW BUSINESS**

**A. UPDATE ON SEWER SYSTEM**

**B. CAMP SG YOUTH SUMMER CAMP**

The School and Community Engagement Team researched the feasibility of hosting a Police Department sponsored week-long summer camp for middle school-aged youth in the City's community. The camp will be promoted by the Police Department and financed through community sponsors. Staff has determined that a youth summer camp will provide opportunities for San Gabriel boys and girls to interact with the men and women of the San Gabriel Police Department, leading to productive relationships. San Gabriel Police personnel will coordinate with Jefferson Middle School staff to help identify students in the City's community who might benefit from spending time with positive role models. Staff has established 'trust fund' account 171-136 (Police Special Activity) to receive and expend funds that can only be used for this event and not for normal operating police expenses. Contributors will be formally recognized.

Recommended Action:

Staff recommends that the City Council authorize participation and that the City Manager authorizes 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.

**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**

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

**11. ADJOURNMENT**

The next regular City Council meeting will be held on Tuesday, May 7, 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).