

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

Tuesday, April 21, 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.**

Denise Menchaca
Mayor

Chin Ho Liao
Vice Mayor

Tony Ding
Council Member

John R. Harrington
Council Member

Jason Pu
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 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

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[City Council Meeting Videos](#)

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

City Council Meeting Agenda
Tuesday, April 21, 2020

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATIONS

A. COVID-19 UPDATE ON CITY OPERATIONS

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 31, 2020.
2. Minutes of the City Council Special Meeting of April 7, 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. CASH AND INVESTMENT REPORT – MARCH 2020

This is a presentation of City investments for the month of March 2020.

Recommended Action:

Staff recommends that the City Council receive and file the Cash and Investment Report for March 2020.

D. MAYOR'S 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, Organizations, and Council Liaisons for City initiatives.

E. 2018 STATE HOMELAND SECURITY GRANT SUB-RECIPIENT AGREEMENT

The City of San Gabriel has been awarded funding from the 2018 State Homeland Security Grant Program (SHSGP) in the amount of \$81,899. The grant is split between Police and Fire with \$70,199 allocated to the Police Department for communications upgrades and the remaining \$11,700 going to the Fire Department. The San Gabriel Fire Department can use these funds to finance projects from the Department of Homeland Security Approved Equipment List (AEL) and to provide training. Staff recommends that the City Council move to accept this grant and authorize the Fire Chief to make purchases as appropriate to the conditions of the grant.

Recommended Action:

Staff recommends that the City Council:

1. Authorize the Fire Chief to accept the SHSGP grant on behalf of the City of San Gabriel and to purchase the items described above under the City's purchasing policy.
2. Recognize the receipt of SHSGP grant funds in the City FY 2019-20 Budget.
3. Increase account 186-3215 by \$11,700 (revenue account).

4. Increase the Fire Department budget by \$11,700 in account #122-761-57-99-380.

F. TRANSFER OF USAR VEHICLE TO THE CITY OF MONTEREY PARK

In 2005, the City of San Gabriel purchased a grant-funded Urban Search and Rescue vehicle, operated in cooperation with the City of Monterey Park Fire Department. Since 2017, due to staffing and labor issues, the San Gabriel Fire Department has been unable to fulfill the daily obligation of providing three USAR qualified members to keep the resource in service. In addition, the useful lifespan of the apparatus as a frontline response vehicle is nearing its end and due to budgetary concerns, a path to replacement is not viable at this time.

Recommended Action:

Staff recommends that the San Gabriel City Council approve and adopt Resolution No. 20-18 and authorize the City Manager to execute the Agreement to Transfer Pierce Quantum Heavy Rescue Truck & Accessory Equipment and Waiver and Release as drafted and approved by both San Gabriel and Monterey Park City Attorneys.

G. SAN GABRIEL VALLEY REGIONAL HOUSING TRUST – FORMATION OF JOINT POWERS AUTHORITY

With the passage of SB751 (Rubio), cities in the San Gabriel Valley and the County of Los Angeles have the ability to form the San Gabriel Valley Regional Housing Trust (SGVRHT) Joint Powers Authority (JPA). This staff report provides a summary of what the JPA will entail and is intended to be an informational item at this time for the City Council. Should the City Council have an interest in participating in the JPA, a staff report will be brought forth at a future date for consideration.

Recommended Action:

Staff recommends that the City Council receive and file the information contained in this staff report and an item will be brought forth at a future meeting with the Joint Powers Authority Agreement for further discussion and consideration.

5. PUBLIC HEARING

A. ADOPTION OF RESOLUTION NO. 20-15 AMENDING COMMUNITY SERVICES DEPARTMENT FEES IN THE CITY'S 2019-20 CITYWIDE FEE SCHEDULE

The Community Services Department offers a range of youth, adult and older adult programs. The 2019-20 Citywide Fee Schedule represents the fees charged by the City for various purposes and includes the Community Services Department fees. Since the Citywide Fee Schedule was adopted by Resolution No. 19-31 on September 17, 2019, Community Services staff has determined that various fees either need to be updated or developed. These areas include field and picnic rentals, summer day camp, youth sports, and trips. Staff recommends that the City Council review the proposed fees and adopt Resolution No. 20-15 which will amend the Citywide Fee Schedule.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 20-15 adopting the proposed fees and further amending the City's 2019-20 Citywide Fee Schedule to reflect these changes. The new fees will become effective immediately upon passage of the Resolution.

6. NEW BUSINESS

A. 2019-2020 MIDYEAR REPORT [REVISED DUE TO COVID-19]

Pursuant to the City's Fiscal Sustainability Policy adopted in April 2019, the City shall produce a midyear report apprising the City Council of the status of the current budget. This report/review is conducted to ensure that the revenue estimates and expenditure appropriations made during the formal budget process are synchronized with the actual revenue and expenditures anticipated by the year ending June 30, 2020. This review, with its corrective actions, also greatly assists the upcoming budget process due to the updating of all information.

Recommended Action:

Staff recommends that the City Council:

1. Adopt Resolution No. 20-09 which approves all necessary adjustments to the current revenue estimates and expenditure appropriations; and
2. Authorize the City Manager to drawdown funds from the City's California Employers' Retiree Benefit Trust (CERBT) Trustee.

B. REFINANCING OF PUBLIC WORKS LOAN

On December 16, 2014, the City entered into a loan agreement with Citizens Business Bank for a loan of \$7.8 million. The loan proceeds were used to finance the construction of the new Public Works maintenance facility. The loan carries an interest rate of 1.6% and was collateralized with a matching deposit of \$7.8 million into a Certificate of Deposit (CD) at an earnings rate of .6%. The CD is made up primarily of the City's Special Funds and about 10% General Fund. The City will consider two alternatives to refinance the 2014 \$7.8 million loan to the General Fund which served to construct the Public Works Facility.

Recommended Action:

Staff recommends that the City Council approve to continue to negotiate with Nixon Peabody, Bonds Counsel and Raymond Jones, Placement Agent for the purposes of refinancing the Public Works Facility Loan. Any bond transactions will be brought back to the City Council for consideration at a future meeting.

C. GENERAL PLAN HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE 2019 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) and to the Governor's Office of Planning and Research (OPR) 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), including 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) and the Governor's Office of Planning and Research (OPR).

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, May 5, 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.

Materials Available for Inspection. You may view agenda items online at 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 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 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 at least 48 hours before the meeting, if possible.