

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

Tuesday, February 2, 2021 - 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

Watch the Meeting Online

Live broadcasts of the meetings are available using the following link:

[City Council Meeting Videos](#)

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

City Council Meeting Agenda
Tuesday, February 2, 2021

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATION

A. COVID-19 BRIEFING

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 January 13, 2021.
2. Minutes of the City Council Regular Meeting of January 19, 2021.

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. UPDATE TO THE AUTHORIZED LIST OF DESIGNATED CITY OFFICIALS TO OPEN, MAINTAIN, AND MAKE TRANSACTIONS TO CITY ACCOUNTS AT VARIOUS BANKS AND FINANCIAL INSTITUTIONS

A resolution is presented to the City Council to update the signature authority for various City treasury and financial accounts removing Kenneth Louie, former Interim Finance Director and adding William Kaholokula, Finance Director who began his full-time employment service with the City on January 4, 2021. If approved, the action to update the signature authority for various City treasury and financial accounts will be effective February 3, 2021.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 21-09 removing Kenneth Louie and adding William Kaholokula as individuals who are authorized to transact with City financial institutions.

D. APPOINTMENTS TO THE HUMAN EQUITY, ACCESS AND RELATIONS (HEAR) COMMISSION AND ADOPTION OF RESOLUTION NO. 21-10 ESTABLISHING THE DATE AND TIME OF THE HEAR COMMISSION REGULAR MEETINGS

The City solicited applications for the newly-created Human Equity, Access and Relations (HEAR) Commission. The City Council is responsible for appointing members to serve on the Commission for two-year terms. To stagger the terms on the Commission for continuity, four initial appointments will be for one-year terms, and three initial appointments will be two-year terms.

Recommended Action:

Staff recommends that the City Council approve the appointments recommended by the Mayor and adopt Resolution No. 21-10 establishing the meeting date and time of the Human Equity, Access and Relations (HEAR) Commission meetings.

E. ADOPT RESOLUTION NO. 21-11 – AUTHORIZING THE SUBMITTAL OF APPLICATION FOR THE RUBBERIZED PAVEMENT GRANT PROGRAM AND ALL OTHER DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE) GRANTS FOR THE NEXT FIVE YEARS FOR WHICH THE CITY OF SAN GABRIEL IS ELIGIBLE

The California Department of Resources Recycling and Recovery (CalRecycle) administers a program to provide opportunities to divert waste-tire projects. It is intended to encourage the use of rubberized pavement in both Asphalt

Rubberized Hot Mix (ARHM) and/or Asphalt Rubberized Aggregate material in paving applications. In order to apply for grants and other funding opportunities, the City Council must adopt a resolution authorizing the City of San Gabriel to apply for grants for which it is eligible for the next five years.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 21-11 authorizing the submittal of application for the Rubberized Pavement Grant Program and all other Department of Resources Recycling and Recovery (CalRecycle) Grants for the next five years for which the City of San Gabriel is eligible.

5. PUBLIC HEARING

A. HOLD PUBLIC HEARING AND ADOPT RESOLUTION NO. 21-04 FOR PROPOSED FISCAL YEAR 2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND BUDGET PLAN

Each fiscal year, the City of San Gabriel receives an allocation from the Los Angeles County Development Authority (LACDA) for the Community Development Block Grant (CDBG) Program. For the Fiscal Year 2021-22, the City should expect to receive \$313,269 in CDBG funding to be used toward developing viable communities and serving low- and moderate-income populations. The Fiscal Year 2021-22 CDBG Program and Budget Plan proposes to allocate this funding to the following three programs: Youth Services Program, Code Enforcement, and the Street Improvement Project.

Recommended Action:

Staff recommends that City Council:

1. Adopt Resolution No. 21-04 authorizing the allocation of CDBG funds for Fiscal Year 2021-22 from LACDA for activities and projects described above and in Exhibit A of the Resolution.
2. Carry over any CDBG funds unspent at the close of Fiscal Year 2020-21 and recognize the receipt of Fiscal Year 2020-21 CDBG Program funds awarded by LACDA to the City in the City Fiscal Year 2020-22 Budget.
3. Recognize the receipt of an estimated \$20,630 of CDBG funds from Supervisor Barger, if funds are approved by the Board of Supervisors for the After-School Program.

4. Allocate any Fiscal Year 2021-22 CDBG funds in excess of estimated funds to the Street Improvement Project.
5. Authorize the City Manager to execute new contracts with LACDA for the allocation of Fiscal Year 2021-22 CDBG Program and make adjustments as necessary to reflect the actual allocation of funds to San Gabriel.

6. NEW BUSINESS

A. RESOLUTION NO. 21-12 RESCINDING RESOLUTION NO. 18-13 AND ADOPTING RULES OF ORDER FOR THE CONDUCT OF CITY MEETINGS IN ORDER TO ACCOMMODATE THE NEWLY-FORMED HUMAN EQUITY, ACCESS, AND RELATIONS (HEAR) COMMISSION

Resolution No. 21-12 would rescind the current Rules of Order and establish updated Rules of Order for City meetings incorporating the newly-formed Human Equity, Access and Relations (HEAR) Commission, deleting a disbanded Board, and facilitating better meeting flow.

Recommended Action:

Staff recommends that City Council adopt Resolution No. 21-12 rescinding Resolution No. 18-13 and adopting the Rules of Order for the conduct of City meetings.

B. ACCEPTANCE OF ANNUAL AUDIT REPORTS, FISCAL YEAR ENDED JUNE 30, 2020

The certified public accounting firm of Moss, Levy, Hartzheim, LLP (MLH) 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, 2020. MLH conducted the audit in accordance with generally accepted auditing standards and issued an unmodified (clean) audit opinion on the financial statements. This report provides a summary of the audit report to be used as a companion to the published Comprehensive Annual Financial Report.

Recommended Action:

Staff recommends that the City Council receive and file the annual audit reports for the Fiscal Year ended June 30, 2020.

C. CITY OF SAN GABRIEL LEGISLATIVE PLATFORM

In an effort to actively monitor legislation impacting the City of San Gabriel, an inter-departmental team of City staff has developed the City's Legislative Platform. The City of San Gabriel's Legislative Platform outlines the City's position on legislative, regulatory or policy issues that impact or affect the City, and provides the direction to support or oppose legislation. The Platform will be used by staff to monitor and stay informed of changing legislation, and seek City Council direction as necessary.

Recommended Action:

Staff recommends that the City Council adopt the Legislative Platform that guides the City's support, or opposition to, state and federal legislation, and authorizes staff to prepare position letters for legislation consistent with the goals of the Legislative Platform to be signed by the Mayor or the City Manager after City Council consideration.

D. DIAL-A-RIDE SERVICE – REQUEST FOR PROPOSAL AND APPROVAL OF PROFESSIONAL SERVICES AGREEMENT

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 November 2012, the City entered into an agreement with First Transit for operation of the Dial-A-Ride program. This contract continued until November 2017, at which time the City entered into a renewal agreement with First Transit.

In October 2020, the City issued a Request for Proposal for operation of the Dial-A-Ride service. One provider, First Transit, submitted a proposal. Staff communicated with First Transit on the vehicles provided and the terms of the agreement. The terms of the agreement and information about our Dial-A-Ride program are highlighted in the attached report.

The initial term of the agreement with First Transit will be for a period of three years, with the option to extend the term for two one-year renewal periods. The proposed fee for the updated agreement is an annual rate of \$486,437 for the first year, \$504,628 for the second year and \$534,176 for the third year. This program is funded through Proposition A Local Return funds.

Recommended Action:

Staff recommends that the City Council approve a three-year contract with First Transit for Dial-A-Ride services effective February 1, 2021, and authorize the City Manager to execute the documents.

E. HARDWARE REPLACEMENT AND SOFTWARE MIGRATION TO EXISTING COMPUTER AIDED DISPATCH AND RECORDS MANAGEMENT SYSTEM

The purchase of a Systems, Licensing, Software and Hardware upgrade to replace the current Computer-Aided Dispatch (CAD) System will significantly enhance the Police Department's ability to more efficiently perform operational functions, resource deployment, record-keeping, and evidentiary functions while bringing the Police Department into compliance with Federal and State statutory mandates.

Recommended Action:

Staff recommends that the City Council approve the funding and upgrade to the Department's CAD/Records Management System (RMS) and entering into a new contract with CentralSquare as a sole source provider.

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, February 16, 2021, at 6:30 P.M. 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 Department by emailing cityclerk@sgch.org at least 48 hours before the meeting, if possible.