

Amended 07/16/2020  
Addition of Item 4A2 & 4A3  
Updated Item 6B & 6C

# CITY OF SAN GABRIEL CITY COUNCIL REGULAR MEETING AGENDA

**Tuesday, July 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](mailto: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**

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[City Council Meeting Videos](#)

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

**City Council Meeting Agenda**  
**Tuesday, July 21, 2020**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS**

**A. UPDATES FROM THE OFFICE OF SENATOR SUSAN RUBIO**

**B. 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 Regular Meeting of June 16, 2020.](#)
2. [Minutes of the City Council Special Meeting of June 30, 2020.](#)
3. [Minutes of the City Council Regular Meeting of July 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 – JUNE 2020**

This is the presentation of City investments for the month of June 2020.

#### Recommended Action:

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

### **D. LOCAL EARLY ACTION PLANNING GRANTS PROGRAM RESOLUTION**

The Local Early Action Planning (LEAP) Grants Program is part of the broader Program known as the Local Government Planning Support Grants Program, which provides one-time grant funding to regions and jurisdictions for technical assistance, preparation and adoption of planning documents, and process improvements. The over-arching goals of the Program are to (1) accelerate housing production; and (2) facilitate compliance to implement the sixth cycle of the Regional Housing Need Assessment (RHNA). The deadline to file an application requesting funds is January 21, 2021.

#### Recommended Action:

Staff recommends that the City Council adopt Resolution No. 20-34 authorizing application for, and receipt of, Local Early Action Planning (LEAP) Grants Programs funds.

### **E. PROPERTY MAINTENANCE AGREEMENT – SAN GABRIEL HISTORICAL ASSOCIATION**

The City of San Gabriel owns the property located at 546 West Broadway which is the site of the Hayes House, San Gabriel Historical Museum, and Jail, which are operated by the San Gabriel Historical Association. In September 2003, the Association and the City entered into an agreement for the operation, maintenance and management of these structures. The Association and the City have now drafted a new property maintenance agreement. The proposed agreement will allocate \$1,500 per year to the San Gabriel Historical Association in return for performing routine maintenance and opening the property to visitors throughout the year.

#### Recommended Action:

Staff recommends that the City Council:

1. Approve the Property Maintenance Agreement with the San Gabriel Historical Association, allocating \$1,500 annually towards the maintenance of structures;
2. Authorize the City Manager to sign the Property Maintenance Agreement; and
3. Direct staff to issue a check in the amount of \$3,000 from account #122-800-15-96-094 for previously-committed funding for Fiscal Year 2018-2019 and Fiscal Year 2019-2020.

**F. RECEIVE AND FILE UPDATE ON SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AGREEMENT WITH FOCUS STRATEGIES TO PROVIDE CONSULTING SERVICES FOR HOMELESS PLAN**

The San Gabriel Valley Council of Governments (SGVCOG) is a regional organization to which the City of San Gabriel holds a membership. The agreement between SGVCOG and Focus Strategies, a consulting group, and the Proposal from Focus Strategies provides timelines and tasks for the consultant to produce a homeless plan for each of the five San Gabriel Valley cities: Diamond Bar, Monterey Park, Rosemead, San Gabriel and Temple City, respectively. They have not yet formalized and adopted a Homeless Plan through the Los Angeles Housing Services Authority's Measure H effort to reduce homelessness in Los Angeles County. SGVCOG's Agreement with Focus Strategies includes the City of San Gabriel, and staff has been working closely with the SGVCOG to maximize funding available to the City through our membership to complete a homeless plan.

Recommended Action:

Staff recommends that the City Council receive and file the update on the San Gabriel Valley Council of Governments Agreement with Focus Strategies to provide consulting services and deliverables of a homeless plan to the City of San Gabriel.

**G. EMERGENCY BYPASS PUMPING, WET-WELL CLEANING AND PUMPS REPAIR, AND PURCHASE OF SUBMERSIBLE PUMPS FOR SEWER PUMP STATION**

On Saturday, May 9, 2020, the City's sewer pump station failed due to blockage from debris in the sewer line. In order to prevent a sewer overflow and damage to nearby homes and businesses, staff used emergency purchasing provisions to bring in two contractors to pump out the debris, set

up a bypass pipe and repair both of the pumps in the pump station. The cost for that event was \$89,961. Staff is recommending that three new pumps with grinders be purchased to help prevent future system failures due to the blockage from debris. The three pumps will allow two pumps to be placed in the station, with a third in the warehouse for an emergency backup. The cost of the three pumps would be \$106,550. Staff is requesting the authorization to spend \$196,511 to pay the invoices for the pump station failure and purchase the three new pumps.

Recommended Action:

Staff recommends that the City Council:

1. Approve Purchase Orders for emergency bypass pumping, wet-well cleaning, and pumps repair for total costs of \$89,961.83; and
2. Approve the purchase of three Hayward Gordon submersible chopper pumps from Multi W Systems, Inc. in the amount of \$106,550 plus tax.

**H. SEWER SYSTEM DEPTH MONITORING & CAPACITY RISK ASSESSMENT SERVICES**

The City owns and maintains approximately 70 miles of sewer mains. Under state and federal law, sewer lines must be cleaned regularly and repaired to prevent sanitary sewer overflows (SSO). Additionally, the City is further mandated by the 2016 Sewer Consent Judgment to take proactive action to safeguard reliable operation of the sewer system. Staff is requesting to award a sole-source Professional Service Agreement with ADS Environmental Services for sewer system depth-monitoring and capacity-risk assessment as part of the Sewer Master Plan Update.

Recommended Action:

Staff recommends that the City Council:

1. Waive ordinary purchasing procedures and approve by sole-source determination;
2. Authorize the City Manager to execute a Professional Services Agreement with ADS Environmental Services in the amount not to exceed \$46,650; and
3. Authorize the issuance of a Purchase Order in the amount not to exceed \$46,650 from account 122-800-38-96-402 (Sewer Master Plan Update).

**I. APPROVE MEASURE R FUNDING AGREEMENTS WITH THE LOS ANGELES METROPOLITAN TRANSPORTATION AUTHORITY (LA METRO) FOR THE SAN GABRIEL ADAPTIVE/TRAFFIC RESPONSIVE SIGNAL CONTROL PROJECT (MR5.3.1.10) AND TRAFFIC SIGNAL IMPROVEMENTS PROJECT (MR5.3.2.21) AND APPROVE THE USE OF THE TRAFFIC DEVELOPMENT IMPACT FUND TO FLOAT THE PROJECTS COSTS PRIOR TO RECEIVING QUARTERLY REIMBURSEMENTS**

Los Angeles County Metropolitan Transportation Authority (LA Metro) approved seven projects in the City to alleviate traffic congestion resulting from cancelling construction of SR-710 between the I-10 and I-210. Two of the seven approved projects are Intelligent Transportation System (ITS) projects, which the City intends to manage in-house, in an amount of \$3,830,000. The City is required to enter into funding agreements with the LA Metro to accept \$3,830,000 of Measure R funds.

Recommended Action:

Staff recommends that the City Council:

1. Approve funding agreements #9200000000MR5321 and #9200000000MR5310 with Los Angeles County Metropolitan Transportation Authority to accept \$3,830,000 in Measure R funds for the San Gabriel Adaptive/Traffic Signal Control Project and the San Gabriel Traffic Signal Improvement Project;
2. Authorize the Mayor to execute the funding agreements on behalf of the City; and
3. Authorize the use of the entire Traffic Development Impact Fund as working capital for both of these projects to be reimbursed by Los Angeles County Metropolitan Transportation Authority Quarterly Expenditure Reports.

**J. FISCAL YEAR 2020-21 FIRE DEPARTMENT EMS SUPPLIES AND EQUIPMENT OPEN PURCHASE ORDERS**

The San Gabriel Fire Department maintains a supply of expendable items and durable equipment to fulfill its mission. Open purchase orders are used to keep the Department stocked with personal protective equipment, paramedic and firefighting supplies, delivered on an as-needed basis. Vendors are reviewed regularly and are selected through competitive bid, where the City may piggyback on a contract or cooperative purchasing agreement. In accordance with the updated City of San Gabriel Purchasing Policy, San

Gabriel Municipal Code Section 34.35, Staff respectfully requests that the San Gabriel City Council authorize the issuance of annual open purchase orders to Life Assist, Incorporated and Municipal Emergency Services in the amounts of \$45,000 and \$38,947.58, respectively.

Recommended Action:

Staff recommends that the City Council authorize the issuance of open purchase orders in the amount of \$45,000 to Life Assist, Incorporated in the amount of \$38,947.58 to Municipal Emergency Services. Pursuant to Title III, Section 34.35 of the San Gabriel Municipal Code, the City may piggyback on a contract or cooperative purchasing agreement prepared by and processed through another local, state, or federal government agency.

**K. CONSIDERATION OF REQUEST SUBMITTED BY ATHENS SERVICES FOR RATE ADJUSTMENT**

For many years, the City has contracted with Athens Services to provide residential and commercial waste-disposal services to the residents and businesses of San Gabriel. In accordance with Section 8.2 of the Contract, Athens may submit an application not more often than annually and it is necessary for the Council to endorse all proposed annual rate adjustments. The last rate adjustment for an increase based upon the Consumer Price Index was in July of 2019.

Recommended Action:

Staff recommends that the City Council endorse the annual rate adjustment proposed by Athens Services for its services not to exceed the rate schedule effective July 1, 2020 for commercial customers and August 1, 2020 for residential customers.

**5. PUBLIC HEARING** – None.

**6. NEW BUSINESS**

**A. MONTHLY BUDGET UPDATE**

The City Council unanimously passed the budget for Fiscal Year 2020-2021 on June 23, 2020. However, due to the staggering economic impacts of COVID-19, the City Council requested that staff conduct a monthly update at the regularly-scheduled second meeting of the month. This standing item is

for the purposes of bringing any major changes or developments to the City Council.

Recommended Action:

Staff recommends that the City Council receive and file this report.

**B. PRESENTATION BY ATHENS SERVICES FOR POTENTIAL CONTRACT MODIFICATIONS**

Athens will discuss changing legal requirements with associated impacts, and optional contract terms for the renewal of the Solid Waste Agreement for Fiscal Year 2020-21.

Recommended Action:

Staff recommends that the City Council select and provide direction on which options to accept and decline, so that staff may return with a new Fiscal Year 2020-21 contract amendment for adoption at a future meeting.

**C. APPROVE TEMPORARY OUTDOOR BUSINESS PERMIT PROGRAM**

On May 19 and June 9, 2020, Economic Development staff presented a 10-Point Plan for Recovery, Resiliency, and Reinvestment to help mitigate the financial impacts of the novel coronavirus pandemic (COVID-19). In light of changing conditions and Los Angeles County Department of Public Health protocols that are severely impacting our business community, staff is recommending that the City establish a temporary outdoor business permit program that can help San Gabriel businesses stay open and serve their customers while adhering to public health and safety protocols.

Recommended Action:

Staff recommends that the City Council:

1. Establish the Temporary Outdoor Business Permit Program;
2. Approve the administrative review of curbside pick-up or take-out parking signage and stall markings on a case-by-case basis; and
3. Provide the City Manager with the authority to make adjustments to the program as dictated by constant changes with health order.

**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, August 4, 2020 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](http://www.sangabrielcity.com).

**Materials Available for Inspection.** You may 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, will be posted on the City website.

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**Persons requesting a Translator.** Any person requesting translation for the meeting must notify the City Clerk's Department at [cityclerk@sgch.org](mailto: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](mailto: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](mailto:cityclerk@sgch.org) at least 48 hours before the meeting, if possible.*