

CITY OF SAN GABRIEL
CITY COUNCIL
REGULAR MEETING AGENDA

Tuesday, September 15, 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

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, September 15, 2020

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATIONS

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 August 25, 2020.](#)
2. [Minutes of the City Council Regular Meeting of September 1, 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 – AUGUST 2020

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

Recommended Action:

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

D. APPROVAL OF VEHICLES TO BE PURCHASED THROUGH LEASE-PURCHASE PROGRAM

At the regularly-scheduled City Council meeting held on August 18, 2020, the City Council approved the lease-purchase financing of vehicles as originally provided in the adopted budget for 2020-2021. This financing will be conducted through the Holman Capital Corporation. Despite the City Council approving the transaction, the current City Purchasing Policy (Section IV Methods of Purchasing) requires the items to be approved by the City Council due to the large amount of the purchase. Staff has provided a list of vehicles for purchase approval.

Recommended Action:

Staff recommends that the City Council approve the attached vehicle listing and authorize the purchase.

E. EXCLUSIVE NEGOTIATION AGREEMENT WITH THE RELATED COMPANIES OF CALIFORNIA, LIMITED LIABILITY COMPANY (405 SOUTH DEL MAR AVENUE SITE)

At the conclusion of the Alameda Corridor East Trench Project in San Gabriel in August 2018, the San Gabriel Valley Council of Governments (SGVCOG) declared the property at 405 South Del Mar Avenue as surplus property left over from the project. The City has been working with the SGVCOG to purchase the property for possible use as an affordable housing project. This item is to consider an Exclusive Negotiation Agreement with The Related Companies of California, Limited Liability Company to allow time for the City to negotiate the terms of a potential development on the site.

Recommended Action:

Staff recommends that the City Council consider approval of the Exclusive Negotiation Agreement with The Related Companies of California, Limited Liability Company regarding the site at 405 South Del Mar Avenue and authorize the City Manager to execute the Exclusive Negotiation Agreement.

F. ALL CITY MANAGEMENT SERVICES CONTRACT RENEWAL FOR CROSSING GUARD SERVICES

The City has had a Professional Services Agreement with All City Management Services (ACMS), Incorporated to provide school crossing guard services since 2014. The most recent contract expired on June 30, 2020. Protection of our students and community members is one of the main priorities in our Police Department and during the school year, the roadways become more dangerous with the increase of vehicle and pedestrian traffic during school times. Crossing guards play an important role in maintaining a visible presence to drivers on the roads and facilitate pedestrian traffic in congested areas near schools.

Recommended Action:

Staff recommends that the City Council authorize the City Manager to enter into a Professional Services Agreement with All City Management Services, Incorporated for crossing guard services for an annual amount not to exceed \$122,976 in year one, and \$130,752 in the final two years of the contract.

G. SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT

The Police Department has received a renewed grant from the Office of Traffic Safety (OTS) to participate in the Selective Traffic Enforcement Program (STEP) for federal Fiscal Year 2020-2021. The grant will reimburse the City for personnel overtime costs incurred to participate in this campaign and for the purchase of related equipment and training in the sum of \$76,000. In addition, this report is intended to approve the resolution to amend the current budget to approve the allocation of funds not to exceed the amount of \$76,000 to be reimbursed by OTS based on actual funds used during the federal Fiscal Year grant (10-01-2020 through 09-30-2021).

Recommended Action:

Staff recommends that the City Council:

1. Approve and accept the Office of Traffic Safety contract for funding outlined in this staff report;
2. Increase the Estimated Revenue Budget Account 147-3229 by an estimated \$76,000 to reflect receipt of the grant funds; and

3. Increase the Police Department Expenditure Budget by \$76,000, Account 147-751-00, which will be used for overtime costs and the purchase of any related equipment.

H. APPROVAL OF EMERGENCY DIMMER REPAIR AND PURCHASE OF DIGITAL AUDIO SYSTEM COMPONENTS

In early August, there was a small electrical fire which caused damage to the mechanical dimming system at the Mission Playhouse. Staff was aware that the system needed replacing and had already worked with the office of 5th District Supervisor Barger to secure grant funds for its replacement. Given the urgency to have the dimmers in place and minimize any further fire hazard, the City Manager authorized an emergency purchase for the dimming system equipment. Staff is requesting that the City Council ratify this emergency purchase. Additionally, staff is requesting authorization to replace an audio system digitization upgrade to replace the aging system. The funding for both purchases is predominantly covered by Los Angeles County Proposition A funding authorized by the office of Supervisor Barger. Funds are appropriated in account 124-712-57-99-827 in the amount of \$60,000 for this project, which will be reimbursed by Prop A funding grant. The remaining \$3,499.32 will be covered from Mission Playhouse Special Departmental account 152-712-32-21-000 for the lighting and audio project.

Recommended Action:

Staff recommends that the City Council:

1. Ratify the purchase for emergency repair of the dimming system; and
2. Approve the purchase of equipment for the audio system upgrade.

I. PROFESSIONAL SERVICES AGREEMENT WITH ARCHITECTURAL RESOURCES GROUP FOR PREPARATION OF A HISTORIC CONTEXT STATEMENT

On July 9, 2020, the City of San Gabriel issued a Request for Proposals (RFP) for a qualified firm to prepare a historic context statement (HCS) for the City. The City received seven proposals and based on their proposal and interview performance, Architectural Resources Group scored the highest among the three firms staff interviewed.

Recommended Action:

Staff recommends that the City Council approve the Professional Services Agreement with Architectural Resources Group and authorize the City Manager to execute said agreement and issue a purchase order in the amount of \$40,000.

J. PROFESSIONAL SERVICE AGREEMENT WITH CASC ENGINEERING AND CONSULTING TO PROVIDE NATIONAL POLLUTANT DISCHARGE EILIMINATION SYSTEM (NPDES) PROGRAM MANAGEMENT SUPPORT SERVICES

The City of San Gabriel is required to discharge stormwater through its storm drain system that is free from all pollutants except as allowed by the regulatory requirements of the State and Regional Water Quality Control Boards. The permit brings higher water quality standards requiring technical expertise to develop a plan that addresses potential pollutants of concern within our watershed in the most efficient and effective way. The complexity and scope of effort required to comply with MS4 permit continues to grow, as do the penalties of non-compliance. The Professional Service Agreement with CASC Engineering and Consulting will provide management support services to the National Pollutant Discharge Elimination System (NPDES) with an approved purchase order in the amount not to exceed \$49,570.

Recommended Action:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a Professional Services Agreement with CASC Engineering and Consulting in the amount not to exceed \$49,570; and
2. Approve a purchase order in the amount not to exceed \$49,570 from account number 138-800-03-22-000.

K. REQUEST TO APPROVE LETTER OF INTENT WITH KABOOM!, INCORPORATED

Through a competitive grant application process, the City of San Gabriel has been selected to move forward with the next phase of the selection process for a "Build it with KaBOOM!" project to install a new playground at Roosevelt Park. In order to proceed to the next phases, the City must submit a signed Letter of Intent. By signing the Letter of Intent, the City of San Gabriel will be

added to KaBOOM's "shovel-ready" project list in the hopes of being matched with a suitable funding partner. If matched with a funding partner, the City would immediately move forward with the project planning for a project with KaBOOM!

Recommended Action:

Staff recommends that the City Council:

1. Review the Letter of Intent with KaBOOM!, Incorporated and the Community Partner Playground Agreement and authorize the City Manager to sign the Letter of Intent and act as the agent of the City on all matters concerning this grant program;
2. Authorize City staff to work with San Gabriel Unified School District for completion of the Letter of Permission; and
3. Adopt Resolution No. 20-47 approving the design and plans for the installation of playground equipment in Roosevelt Park and Authorizing the City Manager to execute an Agreement with KaBoom!, Incorporated and its funding partner without the need for competitive bidding as otherwise required by the City of San Gabriel Municipal Code.

5. PUBLIC HEARING – None.

6. NEW BUSINESS

A. CARES ACT FUNDING AND SUMMARY OF CURRENT RESOURCES, PROTECTIONS AND PROTOCOLS

The CARES Act established a \$150 billion Coronavirus Relief Fund to provide payments to state and local entities following guidelines to receive and expend the funds. The State of California allocated funds to each city based on population, and as such, the City of San Gabriel is to receive \$495,000 through this effort. On September 1, 2020, City Council heard a presentation by staff on a number of options and projects to be considered for funding, and directed staff to allocate \$50,000 to upgrade the City's phone system and \$40,000 to continue funding the Senior Meals Program. The remainder of the funding was to be slated for a combination of housing/business grants to be dispersed in the community for direct relief of the impacts of COVID-19. The City Council sub-committee focused on business outreach has further provided direction to staff, presented here for City Council's consideration. Additionally, an update and summary of the relief resources and protections

in place that apply to San Gabriel is provided to guide the discussion of how CARES Act funds can most benefit our community.

Recommended Action:

Staff recommends that the City Council discuss and consider the following actions:

1. Approve Resolution No. 20-49 appropriating \$170,000 to the Small Business Grant program; and
2. Allocate any remaining funds from the CDBG Housing Relief Program to the Small Business Grant Program, the Senior Meal Program, or both; and
3. Review additional information provided by staff regarding all other COVID-19 impacts and direct staff accordingly should any additional action be necessary.

B. ORDINANCE NO. 663 RESCINDING ORDINANCE NO. 588-C.S. AND ESTABLISHING LOCAL SPEED LIMITS BASED ON AN ENGINEERING AND TRAFFIC SURVEY INTRODUCTION

The California Vehicle Code (CVC) requires that local agencies establish speed limits for certain streets based upon an engineering and traffic survey. An engineering and traffic survey of thirty-three street segments was completed in 2018. Based on the survey, the contracted traffic-engineering firm recommended that eleven of the thirty-three street segments have their speed limit increased by five miles per hour. After public comment and Council discussion, staff was directed to research applicable laws and further evaluate the recommendations. Ordinance No. 663 amending Chapter 73 – Traffic Schedule of the San Gabriel Municipal Code would establish the recommended speed limits determined by the engineering and traffic survey.

Recommended Action:

Staff recommends that the City Council decide to either:

1. Introduce the attached Ordinance No. 663 for first reading by title only and waive further reading of the ordinance, which establishes local speed limits and amends Schedule I of Chapter 73 – Traffic Schedules of the San Gabriel Municipal Code as shown in Attachment C.

OR

2. Introduce the attached Ordinance No. 663 (alternate) for first reading by title only and waive further reading of the ordinance, which establishes local speed limits and amends Schedule I of Chapter 73 – Traffic Schedules of the San Gabriel Municipal code as shown in Attachment C with a rejection of all recommendations to increase speeds.

OR

3. Direct staff to return with a revised ordinance specifically rejecting some of the eleven recommended street segment speed limit increases.

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, October 6, 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.

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.