

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

Tuesday, October 6, 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, October 6, 2020

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Councilmember Pu
- **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 Regular Meeting of September 15, 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. 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.

D. SECOND READING & ADOPTION OF LOCAL SPEED LIMIT ORDINANCE NO. 663

Ordinance No. 663 rescinds Ordinance No. 588-C.S and establishes local speed limits based upon an Engineering and Traffic Survey. This ordinance accepts all the recommendations to not increase speed limits and also rejects all the recommendations to increase speed limits by 5 miles per hour, leaving all posted speed limits unchanged.

Recommended Action:

Staff recommends that the City Council waive reading and adopt Ordinance No. 663 entitled, "An Ordinance of the City Council of the City of San Gabriel, California, rescinding Ordinance No. 588-C.S. and establishing local speed limits based on an engineering and traffic survey," which keeps all posted speed limits unchanged.

E. PURCHASE OF STENCIL PAINT TRUCK

The Public Works Department is responsible for the maintenance of all the City's streets, including painted legends and crosswalks. Currently, the Street Division is painting legends and crosswalks with a 1999 Ford F350 stencil paint truck. Approval to purchase a stencil paint truck from National Auto Fleet Group will replace the current 21-year-old diesel truck, which will improve our South Coast Air Quality Management District compliance and will allow the

Field Operations Division to paint City legends quicker and more efficiently. The cost for this truck is \$136,145.54.

Recommended Action:

Staff recommends that the City Council:

1. Authorize exclusion to formal bidding and approve the Cooperative Purchase Agreement consistent with the piggyback bidding requirements pursuant to Municipal Code Section 34.35; and
2. Authorize the City Manager to approve a Purchase Order to National Auto Fleet Group in an amount not to exceed \$136,145.54 from the Gas Tax fund account 124-800-41-99-767.

F. AUTHORIZATION TO PURCHASE LASERFICHE SOFTWARE

Laserfiche software is an industry standard and is a commonly-used document management system that facilitates the orderly storage and retrieval of official documents throughout organizations. The San Gabriel Police Department currently does not utilize a digital software system to store and retrieve documents, making our current record filing and official documents retention labor intensive and cumbersome. Therefore, the purchase of Laserfiche software from Complete Paperless Solutions in the amount of \$22,192 will facilitate digitalization of the Police Department's record-keeping functions while enhancing customer-service capabilities, maximizing the efficiency of records retention and retrieval, and modernizing the Police Department's records-management practices.

Recommended Action:

Staff recommends that the City Council approve the purchase of Laserfiche software from Complete Paperless Solutions.

G. PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM

The Los Angeles County Development Authority (LACDA), on behalf of Los Angeles County and its participating cities, applied for the Permanent Local Housing Allocation (PLHA) grant from the California Department of Housing & Community Development. The allocation is based on real estate recording fees, and it is estimated that the City of San Gabriel will allocate \$187,992 from the \$11 million grant for year 1 of the program, and can expect to receive

similar amounts annually over a 5-year period. The City of San Gabriel has the option to elect to utilize this funding opportunity for eligible housing activities as identified in the PLHA grant guidelines.

Recommended Action:

Staff recommends that the City Council take the following actions:

1. Elect the following eligible activity, subject to Los Angeles County Board of Supervisors and State approval, for the 5-year PLHA Plan Grant period: The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households, including necessary operating subsidies;
2. Allocate, upon Los Angeles County Board of Supervisors and State approval, the PLHA allocation for year 1 of the program to eligible activity #1;
3. Adopt Resolution No. 20-52; and
4. Authorize the City Manager to execute new contracts with the LACDA for the 6-year PLHA Plan grant period and for year 1 of the allocation, and make adjustments as necessary to reflect the actual allocation of funds to San Gabriel.

ALTERNATIVES

The City Council may want to consider alternative activities for the 5-year PLHA Plan grant period, which can include the following:

1. Remain in the Los Angeles countywide Eviction Defense Program;
2. Elect a different eligible activity other than staff's recommendation; and
3. Elect a combination of eligible activities.

H. AGREEMENT FOR USE OF SMITH PARK POOL BY MID VALLEY WATER POLO

Mid Valley Water Polo (MVWP) approached the City in September about using the Smith Park Pool for their regular water polo team practices. In the past, the team has used El Monte Aquatic Center for their practices, however their pool is currently unavailable, so they have requested use of Smith Park Pool.

Recommended Action:

Staff recommends that the City Council approve the agreement with Mid Valley Water Polo's use of Smith Park Pool to be effective immediately and end June 30, 2021.

5. PUBLIC HEARING – None.

6. NEW BUSINESS

A. INTRODUCTION AND FINAL READING OF ORDINANCE NO. 670 ESTABLISHING THE HUMAN EQUITY, ACCESS RELATIONS (HEAR) COMMISSION

In the wake of the killing of George Floyd and the civil unrest that followed, the City Council adopted a resolution committing to a process of examination and engagement with the community to review the City's current policies and practices to ensure the fair, even and equal administration and enforcement of its laws, and to eliminate racism and discrimination in the City of San Gabriel's policies and practices. On August 18, 2020, the City Council directed staff to draft an ordinance to create a Commission on Human Equity, Access and Relations (HEAR Commission) to thoroughly review the practices and policies of the City of San Gabriel. This item is for consideration and first reading of the draft ordinance.

Recommended Action:

Staff recommends that the City Council waive full reading, read by title only, and introduce for first reading Ordinance No. 670 Establishing the Human Equity, Access and Relations (HEAR) Commission and Codifying the Same Under Chapter 33 (Commissions) of Title III (Administration) of the San Gabriel Municipal Code.

B. YEAR-END FINANCIAL REPORT FOR FISCAL YEAR 2019-20 AND FIRST QUARTER UPDATE FOR FISCAL YEAR 2020-21

The Year-End Financial Report for Fiscal Year 2019-20 summarizes the City's financial position as of the fiscal year ending June 30, 2020. These numbers are unaudited and subject to adjustment during the audit process. Staff is seeking approval of final proposed amendments prior to closing the books

for the fiscal year. The First Quarter Update for Fiscal Year 2020-21 also introduces the Five-Year Forecast, which presents a preliminary review of Fiscal Year 2020-21 and the projected General Fund balance at June 30, 2021. Staff is also seeking approval to amend the Fund Balance Policy based on this projection.

Recommended Action:

Staff recommends that the City Council:

1. Adopt Resolution No. 20-50 approving proposed amendments to the Annual Budget for Fiscal Year 2019-20 and proposed carryovers to the 2020-21 Fiscal Year; and
2. Adopt Resolution No. 20-53 amending the Fund Balance Policy.

C. SAN GABRIEL TRAVEL AND TOURISM ANNUAL REPORT

The San Gabriel Tourism and Marketing Improvement District (SGTMID), is a benefit assessment district proposed to create a revenue source to help fund marketing and sales promotion efforts for San Gabriel lodging businesses through an increase in transient occupancy tax for the City of San Gabriel. This approach is to improve tourism and drive additional room night sales to assessed lodging businesses. The SGTMID includes lodging businesses with 100 rooms or more, located within the boundaries of the City of San Gabriel. The SGTMID was formed on February 5, 2019. The SGTMID has a five-year term, beginning July 1, 2019 through June 30, 2024. San Gabriel Travel and Tourism is a non-profit corporation that manages funds, implements programs and provides an annual report to the San Gabriel City Council.

Recommended Action:

Staff recommends that the City Council accept and file the San Gabriel Travel and Tourism Annual Report for Fiscal Year 2020-2021.

D. CITY COUNCIL MEMBERS TO SERVE ON MISSION PLAYHOUSE “THINK TANK” COMMITTEE

At the August 18, 2020 meeting, the City Council discussed the Mission Playhouse and suggestions for the future of the Playhouse. Mayor Menchaca mentioned a suggestion to establish a “think tank” committee with staff,

community members who may be connected to the Playhouse and/or other arts organizations, and partners of the Playhouse.

Recommended Action:

Staff recommends that the City Council appoint interested Council Members to be a part of this initial “think tank” committee focusing on fundraising, development and marketing of the Playhouse, and a future committee focusing on programming and production opportunities for the Playhouse.

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 20, 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.