

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

Tuesday, January 19, 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

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[City Council Meeting Videos](#)

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

City Council Meeting Agenda
Tuesday, January 19, 2021

- **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. INTRODUCTION OF NEW FINANCE DIRECTOR WILLIAM KOHOLOKULA**
- 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 Special Meeting of December 15, 2020.](#)
2. [Minutes of the City Council Regular Meeting of December 15, 2020.](#)
3. [Minutes of the City Council Special Meeting of January 12, 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. CASH AND INVESTMENT REPORT – DECEMBER 2020

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

Recommended Action:

Staff recommends that the City Council receive and file the Cash and Investment Report for December 2020 in conformance with the City's adopted 2020-21 Investment Policy.

D. MONTHLY BUDGET UPDATE

The monthly budget update report summarizes the City's General Fund position as of December 31, 2020 and provides an update on any impacts from the COVID pandemic on revenues and operations.

Recommended Action:

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

E. APPROVING RESOLUTION NO. 21-06 RATIFYING THE MEMORANDUM OF UNDERSTANDING WITH THE SAN GABRIEL POLICE OFFICERS' ASSOCIATION FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

In February 2020, the City and San Gabriel Police Officers' Association (POA) entered into negotiations for a successor Memorandum of Understanding (MOU). The most recent MOU between the City and POA expired on June 30, 2020. Separately, the City maintains a Compensation and Benefit Schedule dated February 27, 2019 that sets forth additional provisions for unit members. Representatives of the City and POA have reached an agreement on a one-year successor MOU covering the period July 1, 2020 through June 30, 2021.

Recommended Action:

Staff recommends that City Council approve Resolution No. 21-06, which ratifies the one-year successor Memorandum of Understanding for the period covering July 1, 2020 through June 30, 2021 between the City and POA, and authorize the City's negotiators to execute the Memorandum of Understanding.

F. APPROVING RESOLUTION NO. 21-07 RATIFYING THE MEMORANDUM OF UNDERSTANDING WITH THE SAN GABRIEL POLICE MANAGEMENT GROUP FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

In February 2020, the City and San Gabriel Police Management Group (PMG) entered into negotiations for a successor Memorandum of Understanding (MOU). The most recent MOU between the City and PMG expired on June 30, 2020. Separately, the City maintains a Compensation and Benefit Schedule dated February 27, 2019 that sets forth additional provisions for unit members. Representatives of the City and PMG have reached an agreement on a one-year successor MOU covering the period July 1, 2020 through June 30, 2021.

Recommended Action:

Staff recommends that City Council approve Resolution No. 21-07, which ratifies the one-year successor Memorandum of Understanding for the period covering July 1, 2020 through June 30, 2021 between the City and PMG, and authorize the City's negotiators to execute the Memorandum of Understanding.

G. ADOPTION OF RESOLUTION NO. 21-08 APPROVING THE EXTENSION OF THE EMERGENCY PAID SICK LEAVE PROVISIONS OF THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

On December 31, 2020, the Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave Expansion Act (EFMLEA) requirements under the Families First Coronavirus Response Act (FFCRA) expired. Congress has extended the payroll tax credit for eligible employers who opt to provide EPSL or EFMLEA through March 31, 2021. Although the City is not eligible for the tax credit, staff recommends that the City Council approve the extension of EPSL through March 31, 2021, thereby extending emergency paid sick leave for eligible employees, to continue the City's ongoing efforts to stem the COVID-19 pandemic and keep the workplace safe. If approved, Resolution No. 21-08 will extend EPSL through March 31, 2021.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 21-08 approving the extension of the Emergency Paid Sick Leave provisions of the Families First Coronavirus Response Act through March 31, 2021.

H. PROFESSIONAL SERVICES AGREEMENT WITH AET & ASSOCIATES, INCORPORATED FOR DESIGN & ENGINEERING SERVICES FOR ADAPTIVE/TRAFFIC RESPONSIVE SIGNAL CONTROL PROJECT

The Professional Services Agreement with AET & Associates, Incorporated is in the amount of \$288,210 and has a project contingency of ten percent (10%) in the amount of \$28,821, for a total Project Design Cost of \$317,031. This provides professional design and engineering services for the Adaptive/Traffic Responsive Signal Control Project. This work is funded with Measure R funds administered by Metro.

Recommended Action:

Staff recommends that the City Council:

1. Approve a Professional Services Agreement with AET & Associates, Incorporated to provide design and engineering services for the Adaptive/Traffic Responsive Signal Control Project;
2. Authorize the City Manager to execute a Professional Services Agreement with AET & Associates, Incorporated for the not-to-exceed amount of \$288,210; and
3. Approve a project contingency of ten percent (10%) in the amount of \$28,821 for a total project cost of \$317,031.

I. PURCHASE TWO NEW FORD TRUCKS FOR WASTEWATER OPERATIONS DIVISIONS

The Wastewater Operations Division within the Public Works Department is responsible for the operation and maintenance of the City's sewer and storm water systems. Currently, the Wastewater Operations Division is using two trucks that were originally assigned to the Field Operations Division and were funded by the General Fund. One truck will be returned to the Field Operations Division and the other will be reassigned to the Parks and Facilities Division. The Wastewater Operations Division is planning to purchase a new Ford Truck from Fritts Ford and a new Ford Truck from National Auto Fleet Group for \$70,960.52.

Recommended Action:

Staff recommends that the City Council:

1. Approve Resolution No. 21-02 to appropriate \$70,960.52 from the Sewer Fund to the Special Project Expenditure account;
2. Waive formal bidding and authorize the Cooperative Purchase Agreement consistent with the piggyback bidding requirements pursuant to Municipal Code Section 34.35;
3. Authorize the City Manager to approve a Purchase Order with Fritts Ford in the amount not to exceed \$42,494.04; and
4. Authorize the City Manager to approve a Purchase Order with National Auto Fleet Group in the amount not to exceed \$28,466.48.

J. AWARD PROFESSIONAL SERVICES AGREEMENT TO NORTH STAR LAND CARE FOR CITYWIDE STREET TREE MAINTENANCE SERVICES

The Public Works Department is responsible for the maintenance of the City’s urban forest, consisting of approximately 8,000 public street and park trees. The City’s in-house staff responds to residential customer service requests for tree pruning, removal of dead or diseased trees, and emergency hazardous branch and tree removals. However, in order to comply with the Joint Powers Insurance Authority’s recommendation that the City maintain a four-year tree-pruning cycle, the City requires a supplemental outside tree maintenance contract. The City is unable to reach the tallest trees with the equipment owned.

Recommended Action:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a three-year Professional Services Agreement with North Star Land Care;
2. Authorize the City Manager or his/her representative to extend the term for up to two additional years in one-year increments; and
3. Authorize the issuance of a Purchase Order to North Star Land Care in the amount not to exceed \$97,800 for services provided in the current fiscal year from the Gas Tax (Tree Maintenance) account 1363-800-02-22-000 and General Fund account 121-800-05-22-056 (Tree Maintenance Contractual Services).

K. SECOND READING AND ADOPTION OF ORDINANCE NO. 671 APPROVING PLANNING CASE NOS. ZC19-001 (ZONE CHANGE/PLANNED DEVELOPMENT OVERLAY ZONE), TMAP19-008 (TENTATIVE PARCEL MAP), AND MITIGATED NEGATIVE DECLARATION

AND MITIGATION MONITORING AND REPORTING PROGRAM AT 414-420 SOUTH SAN GABRIEL BOULEVARD

On December 15, 2020, the City Council held a public hearing and approved the proposed Zone Change/Planned Development Overlay Zone and merger of 11 parcels for a self-storage and artist studio development at 414-420 South San Gabriel Boulevard. Ordinance No. 671 was introduced by a vote of 4-1 without any changes. The adoption of the Ordinance No. 671 would approve the proposed self-storage and artist studio development. The ordinance will become effective 30 days after the second reading.

Recommended Action:

Staff recommends that the City Council:

1. Waive the reading in full; and
2. Adopt "An Ordinance of the City Council of the City of San Gabriel, California, To Adopt a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program and to Approve Planning Case Numbers ZC19-001 and TMAP19-008, a Zone Change/Planned Development Overlay Zone and Tentative Parcel Map for the Project at 414-420 South San Gabriel Boulevard".

L. PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$276,983 WITH LISA WISE CONSULTING, INCORPORATED (LWC) FOR PREPARATION OF HOUSING PROGRAMS, INCLUDING THE 2021-2029 HOUSING ELEMENT

On September 28, 2020, the City of San Gabriel issued a Request for Proposals for a qualified firm to prepare housing programs documents for the City, including the 2021-2029 Housing Element. The City received three proposals and Lisa Wise Consulting, Incorporated best met the criteria outlined in the Request for Proposals.

Recommended Action:

Staff recommends that the City Council:

1. Approve the Professional Services Agreement with Lisa Wise Consulting, Incorporated and authorize the City Manager to execute said agreement and issue a purchase order in the amount of \$276,983; and

2. Adopt Resolution No. 21-01 authorizing amendments to the City's 2020-2021 Annual budget to included estimated State Grant Revenue of \$310,000 (186-3225) and the accompanying expenditure to be appropriated to the SB2 Grant Program (124-810-57-96-548) and LEAP Grant Program (124-810-57-96-547) with all necessary/accompanying accounting transfers.

5. PUBLIC HEARING – None.

6. NEW BUSINESS

A. ADOPT CITY HOMELESSNESS RESPONSE PLAN AND CONSIDER APPROVAL OF RESOLUTION NO. 21-03 FOR HOMELESS PREVENTION AND DIVERSION GRANTS FUNDING BY THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS

The San Gabriel Valley Council of Governments (SGVCOG) has retained Focus to produce Homeless Plans for the five San Gabriel Valley member cities that 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. This Homeless Plan formalizes the City's effort, and guides future resources and decision, related to homelessness. Additionally, the SGVCOG has facilitated staff training and funding of a \$15,000 grant to operate a new Homeless Prevention and Diversion program, which is one of the support actions under the plan.

Recommended Action:

Staff recommends that the City Council adopt the City's Homeless Plan and approve Resolution No. 21-03 for the Homeless Prevention and Diversion grant program funds.

B. CONSIDERATION OF A RESOLUTION NO. 21-05 EXPRESSING SUPPORT FOR ACTIONS TO FURTHER STRENGTHEN LOCAL AUTHORITY AND CONTROL RELATED TO LOCAL ZONING AND HOUSING ISSUES

In recent years, the California Legislature has passed a number of bills addressing a range of zoning and housing issues that impact all local agencies. Under California's constitution, cities are granted authority over municipal affairs, which include zoning and housing regulations. Several recent housing and zoning related bills have reduced the local control and authority over land use regulations. Resolution No. 21-05 expresses support

for actions to strengthen local control related to local zoning and housing issues.

Recommended Action:

Staff recommends that the City Council discuss and decide whether or not to adopt Resolution No. 21-05 expressing support for actions to further strengthen local democracy, authority, and control as related to local zoning and housing issues.

C. PATROL DIVISION OFFICER/DISPATCHER RESTRUCTURING AND REDEPLOYMENT

The Police Department has researched the feasibility and fiscal impact of restructuring existing sworn staffing levels to provide for a proposed redeployment of patrol officers as well as increase the total number of authorized dispatchers within the Police Department. The adoption of this proposal would result in greater operational efficiency, reduced overtime costs and enhanced officer safety.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 20-67 to reallocate funds from an existing police officer vacancy and current reimbursement received from the Los Angeles County Sheriff's Department for our participation in the TRAP program to fund three additional dispatcher positions.

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 2, 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.

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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.