

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

**Tuesday, February 16, 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](mailto:cityclerk@sgch.org) and include the following on the subject line of your email: the section (Public Comment, Consent, Public Hearing, Continued Business, 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 16, 2021**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATION**

- A. PROCLAMATION RECOGNIZING FEBRUARY AS BLACK HISTORY MONTH**
- 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 February 2, 2021.](#)
- 2. [Minutes of the City Council Regular Meeting of February 2, 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 – JANUARY 2021**

This is the presentation of City investments for the month of January 2021.

#### Recommended Action:

Staff recommends that the City Council receive and file the Cash and Investment Report for January 2021 in conformance with the City's adopted 2020-21 Investment Policy.

### **D. FRAUD, WASTE AND ABUSE HOTLINE**

In an effort to continuously update the City's Administrative Policies, the City Manager has worked with the City Attorney's Office to update Administrative Policy #505, "Fraud Waste, and Abuse in the Workplace." As part of this effort, Section 2.4 calls out the creation of a Fraud Hotline. The number designated for the hotline is (626) 308-2807 and will be launched upon City Council's approval.

#### Recommended Action:

Staff recommends that the City Council approve the creation of a Fraud, Waste, and Abuse hotline.

### **E. CITY OF SAN GABRIEL LEGISLATIVE PLATFORM 2021 FINAL DRAFT**

On February 2, 2021, staff introduced the City of San Gabriel Legislative Platform to the City Council to outline the City's position on legislative, regulatory or policy issues that impact or affect the City. The Platform was created to provide Council and staff with the direction to support or oppose legislation, after Council Consideration. After Council's review and feedback, staff was directed to bring the Platform before the Council again for a final draft to include the City Council's suggestions.

#### Recommended Action:

Staff recommends that the City Council adopt the final draft of the City of San Gabriel Legislative Platform 2021.

### **5. PUBLIC HEARING – None.**

## **6. CONTINUED BUSINESS**

### **A. CONTRACT EXTENSION WITH FIRST TRANSIT FOR DIAL-A-RIDE SERVICE**

The City of San Gabriel provides Dial-A-Ride service for City residents age 62 and over and individuals with disabilities. The City contracts with a transit provider, First Transit, to manage and operate the Dial-A-Ride service. At their meeting on February 2, 2021, the City Council reviewed the program information and requested that staff return with an extension of the contract with First Transit allow staff time to review and provide transit options. The Amendment to the Dial-A-Ride Transportation Services Agreement with First Transit is to be approved for a month-to-month basis through June 30, 2021. This amendment can be extended for an additional period of up to six months, if necessary. The monthly rate for this extension is \$37,500. This program is funded through Proposition A Local Return funds.

#### Recommended Action:

Staff recommends that the City Council approve Amendment to Dial-A-Ride Transportation Services Agreement with First Transit and authorize the City Manager to execute the documents.

## **7. NEW BUSINESS**

### **A. MID-YEAR BUDGET UPDATE**

The mid-year budget report examines the financial results of the General Fund through January 31, 2021. The financial information is synthesized, and updated budget projections for both revenues and expenditures are developed for the remainder of the fiscal year.

#### Recommended Action:

Staff recommends that City Council receive and file the report.

## **8. PUBLIC COMMENT**

## **9. CITY MANAGER'S REPORT**

## **10. 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.

## **11. CLOSED SESSION – None.**

## **12. ADJOURNMENT**

The next regular City Council meeting will be held on Tuesday, March 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](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.

**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](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.*