

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

**Tuesday, July 20, 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 City Council may  
Teleconference into the meeting.**

Chin Ho Liao  
Mayor

Tony Ding  
Vice Mayor

John R. Harrington  
Council Member

Denise Menchaca  
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, the 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 this Agenda, the following opportunity has been established:

**Public Comments**

Please email all public comments on items on this agenda only to [cityclerk@sgch.org](mailto:cityclerk@sgch.org) and include the following on the subject line of your email: *PUBLIC COMMENT: 07/20/2021 Regular Meeting*. 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.

**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, July 20, 2021**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATION**

**A. PROCLAMATION FOR NATIONAL MOSQUITO CONTROL AWARENESS WEEK**

**B. LOS ANGELES COUNTY ASSESSOR JEFFREY PRANG**

**C. COVID-19 UPDATE**

**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 July 6, 2021.](#)

Recommended Action: Approval.

**B. MATERIAL DEMANDS**

The most recent Material Demands from the Finance Department are presented to the City Council for review and approval.

Recommended Action:

Staff recommends that the City Council approve Material Demands as presented.

### **C. CASH AND INVESTMENT REPORT – JUNE 2021**

In accordance with the City of San Gabriel's 2020-21 Adopted Investment Policy (Resolution No. 20-30 dated June 16, 2020) and California Government Code §53646, the Finance Director is to render an investment report to the City Council, City Treasurer, City Manager, and the City Attorney. The June 2021 Cash and Investment Report is presented to receive and file in accordance with the City's adopted 2020-2021 Investment Policy.

#### Recommended Action:

Staff recommends that the City Council receive and file the Cash and Investment Report for June 2021.

### **D. MONTHLY BUDGET UPDATE – JUNE 2021**

The monthly budget update report provides the monthly budget update for the City's General Fund and Mission Playhouse as of June 30, 2021 (prior to the monthly closing entries and year-end accruals). The monthly budget update incorporates the actual revenue received and expenditures that have occurred through June 30, 2021, and projects the financial results for the year ending on June 30, 2021.

#### Recommended Action:

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

### **E. RESTRUCTURING OF THE INFORMATION TECHNOLOGY OPERATIONS FOR THE CITY AND APPROVAL OF AN INFORMATION TECHNOLOGY MANAGER CLASSIFICATION**

To improve the effectiveness of the information technology operations for the City, City staff proposes to combine the administration of information technology under one department (Finance Department) and restructure personnel by replacing a funded and authorized information technology specialist position with the creation of a new information technology manager position. Currently, the administration of information technology for the City is split between the Police Department and the Finance Department. The Police Department administers information technology for the Police Department, and Finance Department administers information technology for the remainder of the departments of the City.

#### Recommended Action:

Staff recommends that the City Council adopt Resolution No. 21-32, approving a new position classification and pay range for the information technology manager position.

#### **F. STATEMENT OF INVESTMENT POLICY 2021-2022**

California Government Code §53646 requires the annual review of the City's Investment Policy at a regular meeting of the City Council. The requirement for an annual policy is also stated in the City's Fiscal Sustainability Policy (adopted April 2019 in the interest of fiscal accountability).

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 21-30 adopting the 2021-2022 Statement of Investment Policy.

#### **G. APPROVING RESOLUTION NO. 21-31 AMENDING THE AUTHORIZED SCHEDULE OF COMPENSATION & BENEFITS FOR NON-REPRESENTED EMPLOYEES AND ALLOCATING ADDITIONAL FUNDS FOR FISCAL YEAR 2021-2022**

In February 2021, the City began meeting and corresponding regularly with the Focus Group to update the Authorized Schedule of Compensation and Benefits (ASCB) for the City's non-represented employees. Through this series of meetings and correspondences, staff developed a proposal to amend the ASCB by adding two new benefits to the schedule. Resolution No. 21-31 adds an education premium pay and 457 plan matching contribution benefit to the ASCB for non-represented employees.

Recommended Action:

Staff recommends that the City Council approve Resolution No. 21-31, which amends the ASCB for the period covering July 1, 2020 through June 30, 2021, and allocates an additional \$140,000 for Fiscal Year 2021-2022.

#### **H. AWARD OF CONSTRUCTION CONTRACT FOR 2021 PAVEMENT REHABILITATION PROJECT, CONTRACT NO. 21-04 TO ALL AMERICAN ASPHALT IN THE AMOUNT OF \$5,232,394.90**

As part of the City's ongoing effort to consistently improve and preserve the quality of our roadways, the Public Works Department has put together a street pavement rehabilitation program for Fiscal Year 2021-2022. All

American Asphalt is the lowest responsive bidder with the amount of \$5,232,394.90 for construction of the 2021 Pavement Rehabilitation Project, and a \$493,908.10 contingency should be authorized.

Recommended Action:

Staff recommends that the City Council:

1. Approve plans and specifications for the 2021 Pavement Rehabilitation Project, Contract No. 21-04;
2. Authorize the City Manager to execute contract documents with All American Asphalt for the total bid amount in the amount of \$5,232,394.90; and
3. Approve a Purchase Order in the amount of \$5,726,303 which includes approximately 9.4% construction contingency.

**I. ACCEPTANCE OF FINAL TRACT MAP 73259 (250-252 SOUTH ARROYO DRIVE) PLANNING CASE NO. PL-15-005**

The development, located at 250-252 South Arroyo Drive, is a 12-unit condominium development. The Final Tract Map will consolidate two parcels for a total of 26,241 square feet and subdivide the airspace for the development. Staff and the Los Angeles County Department of Public Works have reviewed the Final Tract Map and have determined it is in compliance with the State Subdivision Map Act, conditions of approval, and the City's ordinances regarding subdivision.

Recommended Action:

Staff recommends that the City Council accept Final Tract Map No. 73259 and authorize filing with the Los Angeles County Recorder.

**J. COYOTE MANAGEMENT PROGRAM**

On October 1, 2019, City Council approved a Memorandum of Agreement (MOA) with San Gabriel Valley Council of Governments (SGVCOG) for a two-year membership to the Regional Coyote Management Framework (RCMF). Staff suggests an alternative to this agreement, considering the number of service calls during the agreement period, cost savings, and the ability to provide these services through the Neighborhood Improvement Services (NIS) Division of the Community Development Department.

Recommended Action:

Staff recommends that the City Council approve the Memorandum of Agreement and authorize \$10,000 to be transferred from the General Fund contingency account to pay for the implementation of the agreement.

**5. PUBLIC HEARING** – None.

**6. CONTINUED BUSINESS**

**A. INTRODUCTION AND FIRST READING OF ORDINANCE NO. 674 AMENDING CHAPTER 92 OF THE SAN GABRIEL MUNICIPAL CODE TO INCLUDE VOLUNTARY CAT LICENSING**

At the April 20, 2021 City Council meeting, under discussion about animal care and control services, City Council directed staff to return with an ordinance for voluntary cat licensing as an additional service to residents to be administered through the San Gabriel Valley Humane Society (SGVHS). Currently, the City of San Gabriel does not provide a cat-licensing service option. Adoption of this Ordinance would add voluntary cat licensing to help support animal care and control in the community and facilitate reuniting cats with their owners.

Recommended Action:

Staff recommends that the City Council introduce for first reading by title only Ordinance No. 674 amending Title IX Chapter 92 of the San Gabriel Municipal Code establishing voluntary cat licensing.

**B. SIXTH AMENDMENT TO THE AMENDED AND RESTATED AGREEMENT WITH ATHENS SERVICES**

Staff is requesting to amend the Solid Waste Services Agreement by including Citywide Street Sweeping Services for the next seven (7) years with an option to renew an additional three (3) years in one-year increments at the City's sole discretion.

Recommended Action:

Staff recommends that the City Council:

1. Adopt Resolution No. 21-33;
2. Authorize the City Manager to execute the Sixth Amended and Restated Agreement with Athens Services effective July 1, 2021; and

3. Authorize the issuance of a Purchase Order to Athens Services in the amount not to exceed \$113,302.96 for services provided from July 1, 2021 through June 30, 2022 from the Solid Waste fund 150-800-25-22-055 and Measure W fund 138-800-03-22-055.

## **7. NEW BUSINESS**

### **A. PUBLIC WORKS DEPARTMENT UPDATE 2021**

The Public Works Department will be presenting an update to the City Council regarding the department's past fiscal-year's accomplishments and planned future projects with an in depth discussion about the next Annual Pavement Restoration Project.

## **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**

## **12. ADJOURNMENT**

The next regular City Council meeting will be held on Tuesday, August 17, 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.