

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

Tuesday, June 2, 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

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[City Council Meeting Videos](#)

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

City Council Meeting Agenda
Tuesday, June 2, 2020

- **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. PRESENTATIONS

A. PROCLAMATION CONGRATULATING SAN GABRIEL GRADUATES

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 May 12, 2020, 5:30 P.M.
2. Minutes of the City Council Special Meeting of May 19, 2020
3. Minutes of the City Council Regular Meeting of May 19, 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. PURCHASE OF AERIAL TREE TRIMMING TRUCK

The Public Works Department is responsible for the regular maintenance of the City's urban forest consisting of approximately 8,000 residential street and park trees. Our in-house crew supplements the outside tree-trimming contract by responding to regular residential customer service requests, tree pruning, removal of dead or diseased trees and emergency hazardous branch and tree removals, which has been saving the City money by not having to utilize an outside contract that can be significantly more expensive. This new aerial tree trimming truck will have a 55-foot ability to reach the top of the tree canopies which would replace the existing 20-year-old truck that requires more maintenance and longer periods of non-operation due to breakdowns. The cost of the aerial truck is \$174,001.47.

Recommended Action:

Staff recommends that the City Council:

1. Waive formal bidding and authorize the cooperative purchase with Altec Industries, Incorporated; and
2. Approve the reallocation of \$40,000 Measure R Funds in account 124-800-58-99-225 approved in the FY 19-20 Budget for a changeable message sign trailer, to be used towards the purchase of the aerial truck in account 124-800-58-99-204; and
3. Approve the reallocation of \$14,001.47 from Gas Tax funds in account 124-800-41-96-513 approved in the FY 19-20 Budget for wayfinding signs, to be used towards the purchase of the aerial truck in account 124-800-41-99-767; and
4. Approve the purchase of the Altec Model L-R7-52RM articulating aerial truck using account 124-800-58-99-204 for \$160,000 (Measure R Funds) and account 124-800-41-99-767 for \$14,001.47 (Gas Tax Fund); and
5. Authorize the issuance of a Purchase Order to Altec Industries, Incorporated for an articulating aerial truck for \$174,001.74 that includes taxes, delivery, Department of Motor Vehicles registration and the standard Altec Industries, Incorporated warranty.

D. REVISED AMENDMENT TO TICKETMASTER AGREEMENT

In February 2020, staff brought a report to the City Council requesting that the Council ratify the original Ticketmaster Agreement and approve an Amendment to the User Agreement. The City Council raised several questions about the Amended Agreement and agreed that they would like to see a

revised Amendment which would address the issues raised. The Mission Playhouse receives a revenue of \$2.00 per ticket purchased over the phone, online or in person. There are no fees or payments made by the Mission Playhouse and the City of San Gabriel as it pertains to the User Agreement.

Recommended Action:

Staff recommends that the City Council:

1. Ratify the Ticketmaster User Agreement from December 2016; and
2. Authorize the City Manager to approve the revised Amendment to the User Agreement which extends services for an additional three (3) years and includes amendments to the fee structure.

E. ADOPTION OF A RESOLUTION AUTHORIZING MISSION PLAYHOUSE GRANT WITH LOS ANGELES COUNTY FIFTH SUPERVISORIAL DISTRICT

The City of San Gabriel was awarded funding for the Mission Playhouse through a Proposition A Grant from Los Angeles County 5th Supervisorial District. The grant, totaling \$60,000, will fund the purchase of an upgraded audio mixing console and an updated lighting/dimming system, both of which are in need of replacement. The equipment purchase will be included as a special project in Fiscal Year 2020-21.

Recommended Action:

Staff recommends that the City Council:

1. Approve Resolution No. 20-28, including the required Youth Employment Plan; and
2. Authorize staff to move forward with the grant application for project funds and enter into an agreement with Los Angeles County Regional Park and Open Space District.

F. HINDERLITER, DE LLAMAS & ASSOCIATES, LIMITED LIABILITY COMPANY SALES TAX REVIEW AGREEMENT

On March 3, 2020, the voters of the San Gabriel elected to enact a $\frac{3}{4}$ cent transaction and use tax in the City. As part of the normal course of business and in the interest of prudence, the City annually contracts with Hinderliter, de Llamas & Associates, LLC (HDL) for the review and projection of its Sales Tax (Bradley-Burns 1% portion). With this additional sales tax now added, the

City wishes to also have this portion reviewed by HDL. Furthermore, the overseeing State agency of this implementation (the California Department of Tax and Fee Administration (CAFTFA), is requiring a formal contract for any parties reviewing this new transaction tax.

Recommended Action:

Staff recommends that the City Council approve Resolution No. 20-26 approving a five-year agreement with HDL to review and provide projections on the City's new transaction tax.

5. PUBLIC HEARING

A. ADOPTION OF RESOLUTIONS APPROVING THE FISCAL YEAR 2020-21 OPERATING BUDGET AND CAPITAL IMPROVEMENT PROGRAM AND ESTABLISHING THE 2020-21 APPROPRIATIONS LIMIT

The report provides a summary of the Proposed Budget and Capital Improvement Plan (CIP) for Fiscal Year 2020-21. The operating budget is balanced, with revenues totaling \$69,483,901 and expenditures totaling \$68,273,699. The CIP totals \$6,191,594, providing new/additional funding for 16 projects.

Recommended Action:

Staff recommends that the City Council conduct a public hearing on the 2020-21 Operating and Capital Improvement Program Budgets and after receiving comments and testimony adopt the following resolutions:

1. Resolution No. 20-29 Adopting the City of San Gabriel FY 2020-21 Operating Budget; and
2. Resolution No. 20-24 Approving the City of San Gabriel 2020-21 to 2024-25 Five-Year Capital Improvement Program and Adopting the 2020-21 Capital Improvement Program Budget; and
3. Resolution No. 20-27 Establishing the City of San Gabriel's Appropriation Limit for the FY 2020-21.

6. NEW BUSINESS

A. ADOPTION OF AN ORDINANCE ESTABLISHING NON-EXCLUSIVE TOWING SERVICE FRANCHISES

The City of San Gabriel currently operates its police-initiated tow service through an informal agreement, rather than the industry standard franchise agreement. While the informal agreement the City used in the past has been satisfactory, the benefits of a towing service franchise agreement include a reduction in City liability and exposure, better control of the service provided to the public, and a method of cost recovery for City administrative costs. These agreements ensure appropriate authorities and responsibilities are identified for the security of vehicles and other property in addition to administration of police-related vehicle impounds, storage, and other tow-related operations. Overall, a franchise agreement would ultimately ensure the quality and professionalism of the towing service representing the City.

Recommended Action:

Staff recommends that the City Council:

1. Introduce, for first reading by title only, proposed Ordinance No. 664 for adoption into the City of San Gabriel Municipal Code, establishing non-exclusive towing services franchises and authorizing entrance into towing agreements with qualified tow-service providers; and
2. Waive further reading of Ordinance No. 664 and schedule the second reading and adoption of the Ordinance.

**B. 2019 GENERAL PLAN IMPLEMENTATION ANNUAL PROGRESS REPORT:
JANUARY 2019 – DECEMBER 2019**

As required by Government Code Section 65400(a)(2), the Planning Division is required to provide an annual report each April to the City Council, and the State Governor's Office of Planning and Research (OPR) regarding the status of the General Plan and its implementation progress. The Planning Commission reviewed the report at their May 11, 2020 meeting, affirmed the information in the report and recommended it be forwarded to the City Council.

Recommended Action:

Staff recommends that the City Council affirm the information contained in the General Plan Implementation Report for the period January 2019 to December 2019 and direct staff to send the documents to the State Governor's Office of Planning and Research.

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, June 16, 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.