

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

**Tuesday, January 17, 2023 - 6:30 P.M.**

**City Hall Council Chamber  
425 South Mission Drive  
San Gabriel, California 91776**

Tony Ding  
Mayor

John R. Harrington  
Vice Mayor

Eric Chan  
Council Member

Denise Menchaca  
Council Member

John Wu  
Council Member



Mark Lazzaretto  
City Manager

Keith Lemieux  
City Attorney

Julie Nguyen  
City Clerk

Kevin B. Sawkins  
City Treasurer

In addition to providing public comment in person at the meeting, the following opportunity has been established:

**Public Comments**

Please email all public comments on items on this agenda to [cityclerk@sgch.org](mailto:cityclerk@sgch.org) and include the following on the subject line of your email: *PUBLIC COMMENT: 01/17/2023 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. All public comments shall be e-mailed by 5:00 P.M. on meeting day.

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

**City Council Regular Meeting Agenda**  
**Tuesday, January 17, 2023**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS** – None.

**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. RESOLUTION NO. 23-05 REAUTHORIZING THE CITY COUNCIL AND THE CITY'S COMMISSIONS TO IMPLEMENT TELECONFERENCE ACCESSIBILITY FOR CONDUCTING PUBLIC MEETING PURSUANT TO ASSEMBLY BILL 361**

Resolution No. 23-05 makes findings that allow the City to continue implementation of teleconference/internet-based accessibility for public meetings under state-of-emergency provisions. There is no fiscal impact related to this item.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 23-05 regarding the use of teleconference for public meetings.

**B. 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 December 20, 2022.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action: Approval

**C. MATERIAL DEMANDS**

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

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

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

**D. CASH AND INVESTMENT REPORT – DECEMBER 2022**

In accordance with the City of San Gabriel's 2022-2023 Adopted Investment Policy (Resolution No. 22-30) and California Government Code Section 53646, the Finance Director is to render an investment report to the City Council, City Treasurer, City Manager, and the City Attorney. The December 2022 Cash and Investment Report is presented to receive and file in accordance with the City's adopted 2022-2023 Investment Policy.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

Staff recommends that the City Council receive and file the Cash and Investment Report for December 2022.

**E. MONTHLY BUDGET UPDATE – DECEMBER 2022**

This report provides the monthly budget update for the City's General Fund and Mission Playhouse as of December 31, 2022. The monthly budget update incorporates the actual revenue received and expenditures that have occurred

through December 31, 2022, and projects the financial results for the year ending June 30, 2023. There is no fiscal impact related to this item.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

Staff recommends that that City Council received and file report.

#### **F. ADOPTION OF RESOLUTION NO. 23-01 AMENDING THE DEBT MANAGEMENT POLICY**

An audit by the California State Auditor proposed recommendations to the City's Debt Management Policy. This report seeks Council approval of proposed amendments to the City's Debt Management Policy to incorporate the recommendations by the California State Auditor. There is no fiscal impact related to this item.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

Staff recommends that the City Council adopt the proposed Resolution No. 23-01, amending the City Debt Management Policy to include the recommendations made by the state auditors.

#### **G. INFORMATION TECHNOLOGY SERVER REPLACEMENT – APPROVAL TO PURCHASE HARDWARE AND SOFTWARE IN THE AMOUNT OF \$52,382**

Servers and related virtual server software are a critical part of the City's information technology infrastructure. The City's current servers are over 9 years old with an end-of-life designated for October 2023. The virtual server software reached its end-of-life on October 2022 and is no longer supported by the software manufacturer. The costs for the purchase of four SuperMicro servers and a five-year support agreement is \$46,881.59. The cost for the ProxMox virtual server solution is about \$1,000 per central processing unit and the City has six sockets for a total of \$6,000. The total cost for the hardware and software solutions is \$52,881.59.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

Staff recommends that the City Council purchase four SuperMicro servers from StrictlyTech, along with a five-year support agreement, in the amount of \$46,881.59 as SuperMicro is the best option for the City with proven reliability, services to the industry and has all the features the City needs to power its server infrastructure. Furthermore, staff recommends that the City Council authorize staff to purchase the server software solution from ProxMox in the amount of \$6,000 as it provides the best value for the City as staff has been testing the software on existing City equipment for the last two months in its test/production environment. The results are favorable and performed very well on the old equipment.

**H. RESOLUTION NO. 23-07 ESTABLISHING POLICIES AND PROCEDURES FOR CEREMONIAL PROCLAMATIONS AND RECOGNITIONS**

The City Council directed staff to create a policy reflecting the discussion from the City Council meeting held on October 18, 2022. The policy establishes the guidelines for creating Proclamations, Certificate of Recognitions, and letters for members of the public requesting recognition. There is no fiscal impact related to this item.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 23-07 Establishing Policies and Procedures for Ceremonial Proclamations and Recognitions.

**I. POLICE DEPARTMENT PURCHASE OF FRONTLINE VEHICLES FOR FISCAL YEAR 2022-2023**

Two frontline patrol vehicles (2016 Ford Explorer Interceptors) are past their useful life as they both have over 100,000 miles and are exhibiting significant mechanical issues. An unmarked police unit is also requested for use in the Community Engagement Bureau. All three police units have been budgeted for

replacements in Fiscal Year (FY) 2022-2023 utilizing Air Quality Management District (AQMD) funding. The police units qualify as "Clean Air Vehicles" since the department opted to purchase the hybrid version of the 2023 Ford Explorer Interceptor. There is no fiscal impact to the General Fund but the budget in the Police Department's Special Project Fund AQMD account #124-751-51-99-201 will be amended to increase appropriations in the amount of \$30,372,60.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

Staff recommends that the City Council authorize the Interim Police Chief to purchase the vehicles for an amount not to exceed \$159,372.60 and to approve Resolution No. 23-03, increasing appropriations in the special projects fund (AQMD funds) in the amount of \$30,372.60.

**J. 2023 STREET COUNT COMMUNITY AGREEMENT WITH THE LOS ANGELES HOMELESS SERVICES AUTHORITY TO PARTICIPATE IN THE GREATER LOS ANGELES HOMELESS COUNT FOR THREE YEARS**

Each year, the City of San Gabriel (City) partners with the Los Angeles Homeless Services Authority (LAHSA) to participate in the greater Los Angeles Homeless Count. Beginning 2023, LAHSA is inviting the City to enter into a three-year Street Count Community Agreement (Community Agreement) thus eliminating the need for annual renewals. City staff time is needed to coordinate the event after hours and supplement volunteers' efforts to survey the entire city.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

Staff recommends that the City Council approve the 2023 Street Count Community Agreement with the Los Angeles Homeless Services Authority for three years and authorize the City Manager to execute the agreement.

**5. PUBLIC HEARING**

**A. FISCAL YEAR 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS: BUDGET AND ALLOCATION (RESOLUTION NO. 23-06)**

Each fiscal year, the City of San Gabriel receives an allocation from the Los Angeles County Development Authority (LACDA) for the Community Development Block Grant (CDBG) Program. For the Fiscal Year (FY) 2023-2024, the City should expect to receive \$296,238 (a 2% reduction from the FY 2022-2023 allocation) to be used toward developing viable communities and serving low- and moderate- income population. It is important to note that the final adopted allocations distributed by LACDA may vary slightly since Congress is finalizing the budget at the time of submission of this staff report. The FY 2023-2024 CDBG Program and Budget Plan proposes to allocate the funding to the following programs: Youth Services Program, Code Enforcement, the Street Improvement Project, and a Graffiti Control Program. There is no fiscal impact for the current year, 2022-2023.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

Recommended Action:

Staff recommends that the City Council:

1. Adopt Resolution No. 23-06 authorizing the allocation of CDBG funds for FY 2023-2024 from LACDA for activities and project described above and in Exhibit A of the Resolution.
2. Carry over any CDBG funds unspent at the close of FY 2022-2023 and recognize the receipt of FY 2023-2024 CDBG Program funds awarded by LACDA to the City in the City FY 2023-2024 budget.
3. Recognize the receipt of an estimated \$20,630 of CDBG funds from the Los Angeles County First District Supervisor's Office, if funds are approved by the Board of Supervisors for the After-School program.
4. Allocate, in proportioned amounts, any FY 2023-2024 CDBG funds in excess of estimated funds to the Street Improvement Project, Code Enforcement Program, Graffiti Control Program, and/or Youth Services Program.
5. Authorize the City Manager to execute new contracts with LACDA for the allocation of FY 2023-2024 CDBG Program (subject to adjustment to reflect the actual allocation of funds to San Gabriel).

**6. CONTINUED BUSINESS** – None.

## **7. NEW BUSINESS**

### **A. DISCUSSION ON ANOTHER ROUND OF THE SMALL BUSINESS ASSISTANCE PROGRAM**

Given the success of the City's small business assistance programs over the last two years, the City Council at the October 4, 2022, meeting directed staff to develop another business assistance grant program which would utilize funds received from the federal American Rescue Plan Act (ARPA). The goal of the program is to improve business operations with the use of the additional funding. This staff report outlines a potential program's requirements, disqualifying criteria, and administration. Funding for the program will utilize funds received from the City's ARPA allocation which have been accounted for in the City's General Fund. The program has not been budgeted for, therefore an appropriation for the program will come directly from the General Fund Reserves.

*California Environmental Quality Act (CEQA) Determination: Not a Project as defined in Section 15378 of the State CEQA Guidelines.*

#### Recommended Action:

Staff recommends that the City Council discuss the Small Business Assistance Program and provide staff direction on the program parameters. Staff will bring back a Resolution and Guidelines at a future meeting for consideration. Staff will have a PowerPoint presentation with the major program guidelines to facilitate the discussion.

## **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, February 7, 2023 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), or in person at City Hall, 425 South Mission Drive, San Gabriel, CA 91776. 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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*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.*