

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

**Tuesday, April 18, 2023 - 6:30 P.M.**

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

John R. Harrington  
Mayor

John Wu  
Vice Mayor

Eric Chan  
Council Member

Tony Ding  
Council Member

Denise Menchaca  
Council Member



Mark Lazzaretto  
City Manager

Keith Lemieux  
City Attorney

Julie Nguyen  
City Clerk

Kevin B. Sawkins  
City Treasurer

**How to Submit Public Comment:**

Members of the Public who wish to submit public comment may do so using one of the following methods. Public comment is limited to the time allotted.

**In-Person:** Complete a Speaker Card, indicating the agenda item number and submit it to the City Clerk prior to the meeting. Speakers shall be limited to three (3) minutes per person per item. At the Mayor's discretion, the time limit may be shortened to allow all speakers to address the City Council.

Electronic submission of Public Comment is also available via the City's website as noted below. Public Comment submitted electronically will be read into the record. Words that would disrupt the meeting, including profanity, obscenity, and discriminatory language, will not be read. Your comments must be received by 5:00 P.M. on meeting day.

**Website:** Please submit your comments using our online public comment form at [Public Comment](#).

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**City Council Regular Meeting Agenda**  
**Tuesday, April 18, 2023**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS**

**A. AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PRESENTATION**

**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 April 4, 2023.](#)
2. [Minutes of the City Council Regular Meeting of April 4, 2023.](#)

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

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.

*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.

**C. CASH AND INVESTMENT REPORT – MARCH 2023**

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 Cash and Investment Report is presented to receive and file in accordance with the City’s adopted 2022-23 Investment Policy. 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 receive and file the Cash and Investment Report for March 2023.

**D. ADOPT RESOLUTION NO. 23-19 AND APPROVE THE UPDATED CITY COUNCIL EXPENSE AND REIMBURSEMENT POLICY IN COMPLIANCE WITH THE REQUIREMENTS OF ASSEMBLY BILL 1234**

In 2005, the state adopted a series of ethic bills, one of which was Assembly Bill (AB) 1234. The City maintains and updates a policy to comply with AB 1234. City staff has reviewed the policy and recommends that the City Council approve the updated City Council Expense and Reimbursement Policy and adopt Resolution No. 23-19, which satisfies the requirements of Assembly Bill 1234. There is no fiscal impact associated with the adoption of an updated travel expense policy. Funds for travel to conferences and meetings are reviewed and adopted along with the annual budget.

*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. 23-19 updating the City Council Expense Reimbursement Policy, which satisfies the requirements of AB 1234.

#### **E. COMMISSIONER REMOVAL FOR NON-ATTENDANCE**

The City's Rules of Order for City Meetings provide for declaring a commission seat vacant after a specified number of unexcused absences. The City Council is requested to make this declaration for a Design Review Commission seat.

*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 declare the Design Review Commission seat currently held by Charles Myers vacant, effective immediately, and direct staff to include this unscheduled vacancy in the commission seats to be filled at a special meeting later this month.

#### **F. PURCHASE OF REPLACEMENT FIRE STATION 52 ROLL UP DOOR IN THE AMOUNT OF \$25,194**

The front-roll up door at Fire Station 52 is in need of replacement. The existing door was installed in 2008 and has had consistent failures due to inadequate design and construction. Repeated failures have led to ongoing expensive repairs, and on several occasions, the inability of Engine 52 to respond to calls for service due to door malfunctions. The cost for this project based upon the recommended quotation is \$25,194.13. Balances in existing Fire Department and Public Works Building Maintenance allocations are sufficient to pay for this project without an augmentation request.

*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 accept the proposal from Vortex Industries, LLC (Vortex) and authorize the City Manager to issue a purchase order in the amount of \$25,194.13 for the replacement of the front roll up door at Fire Station 52. Staff believes that the proposal from Vortex best meets the

needs of the department. In addition, Vortex comes recommended from experiences in other local agencies.

#### **G. RESOLUTION NO. 23-22 APPROVING THE SIDE LETTER OF AGREEMENT WITH THE SAN GABRIEL POLICE OFFICERS' ASSOCIATION**

Representatives of the City and San Gabriel Police Officers' Association (POA) have agreed to amend the standing Memorandum of Understanding (MOU) to clarify the vacation leave accrual rate credit provided to lateral hires, incorporate the requirements of State Assembly Bill 1949 (AB 1949) into the bereavement leave provision, and establish a new special pay assignment for Recruitment & Training Officer (RTO). The new RTO special assignment will provide a \$300 monthly stipend to the unit employee assigned to lead the Recruitment & Training Bureau and have a total annualized cost impact of \$3,600.

*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. 23-22, which approves the Side Letter of Agreement amending the standing Memorandum of Understanding between the City and Police Officer's Association, appropriates \$1,800 in General Fund for Police Officer salaries, and authorizes the City's negotiators to execute the Side Letter of Agreement.

#### **H. RESOLUTION NO. 23-23 AMENDING THE AUTHORIZED SALARY FOR POLICE CHIEF AND CONTRACT FOR CITY MANAGER**

With the current vacancy in the Police Chief's position, staff conducted a salary survey for Police Chief among the City's comparative agencies and identified a need to adjust the salary for the position at this time. Staff also recommends making a commensurate adjustment to the City Manager's salary due to its direct supervisory role to the Police Chief and to prevent salary inversion between the two positions. If approved, Resolution No. 23-23 will be effective April 22, 2023. Increasing the maximum monthly salary for Police Chief to \$20,000 per month and the monthly salary for the City Manager to \$20,422 per month will have a total annualized cost impact of \$50,480, of which \$24,901 is attributable to the Police Chief's salary increase and \$25,579 is attributable to the City Manager's salary increase. For Fiscal Year 2022-23, the cost impact of both increases will be \$7,245, of which \$2,461 is attributable to the Police

Chief's salary increase and \$4,784 is attributable to the City Manager's salary increase. A General Fund appropriation of \$7,245 is needed to cover the increased cost to executive management salaries for the FY 2022-23 period.

*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. 23-23, which amends the authorized salary schedule for Police Chief and contract for City Manager, and appropriates \$7,245 in General Funds for executive management salaries.

**5. PUBLIC HEARING** – None.

**6. CONTINUED BUSINESS** – None.

**7. NEW BUSINESS**

**A. PROPOSED CITY FEE SCHEDULE ADJUSTMENTS FOR FISCAL YEAR 2023-2024**

The citywide fee schedule establishes user fees and charges for various department related services. User fees and regulatory fees charged by the City may not exceed the estimated reasonable cost to provide the service or regulate the activity. Fees for the use of public property are considered rents. Rents are set at the discretion of the City and are not limited by cost recovery. Per City Council Resolution No. 21-21, a comprehensive fee study shall be done at least once every five years and fees shall be automatically increased by the consumer price index for the Los Angeles Metro area. For the General Fund, an estimate based on the fiscal year 2023-24 forecasted revenues, a 5.8% increase will generate about an additional \$350,000.

*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 provide staff direction for the fee increases to implement for the fiscal year that begins on July 1, 2023, which will be brought back for City Council action in June.

## **B. DISCOVER SAN GABRIEL DISCUSSION AND AWARD OF CONTRACT IN THE AMOUNT OF \$72,622 TO WE THE CREATIVE**

The City of San Gabriel currently produces two publications, Grapevine Guide and Grapevine Newsletter, that are released four times a year for a total of eight publications a year. During the October 18, 2022 City Council meeting the Council approved the merge of the two publications and the release of a request for proposals for graphic design services for the new Discover San Gabriel Publication. The first-year costs of the proposed agreement is \$41,086, including an initial design fee of \$9,550. Each subsequent year of the contract will be \$31,536.

*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 City Manager to sign the Agreement with We The Creative and act as the agent of the City on all matters concerning this project. Additionally, staff recommends the City Council approve the release of a Request for Proposal (RFP) for printing services for Discover San Gabriel and the mailing of the publication to all residences within San Gabriel with additional front-counter copies.

## **C. ORDINANCE NO. 688 AMENDING CHAPTER 130 OF THE SAN GABRIEL MUNICIPAL CODE, REGARDING GENERAL OFFENSES, TO ALLOW LOCAL PROSECUTION OF CERTAIN MISDEMEANORS – INTRODUCTION AND FIRST READING**

On March 7, 2023, the City Council discussed a draft ordinance that would modify the San Gabriel Municipal Code to add certain misdemeanor crimes that could be prosecuted locally by the City Attorney's office. The ordinance is the result of those discussions and is introduced for City Council consideration. The estimate is to prosecute the crimes considered in the draft ordinance is \$250,000 per year. Funds will be included in the upcoming fiscal year budget to cover the added prosecution costs by the City Attorney's office. Should \$250,000 prove not to be sufficient, staff will return with a request for a budget increase or alternatives to reduce the cost.

*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 Ordinance No. 688 at introduction and first reading, waive future reading, and schedule the second reading and adoption for the next regular City Council meeting.

**City Council Alternatives**

The City Council has the following alternatives to the staff recommendation:

1. Discuss the proposed ordinance and direct staff to make changes. Should this occur, staff will bring the ordinance back to a future meeting for consideration of adoption.
2. Decide not to prosecute additional crimes locally and not adopt the proposed ordinance.
3. Some other option that the City Council decides during 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**

**12. ADJOURNMENT**

The next regular City Council meeting will be held on Tuesday, May 2, 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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**Persons requesting a Translator.** Any person requesting translation for the meeting must notify the City Clerk 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.*