

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

**Tuesday, February 21, 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: 02/21/2023 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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[City Council Meeting Videos](#)

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

**City Council Regular Meeting Agenda  
Tuesday, February 21, 2023**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS**

**A. INTRODUCTION OF POLICE OFFICERS:**

- **OFFICER JASSON RIOS-VEGA**
- **OFFICER AARON LUONG**
- **OFFICER JOSUE CHEW**
- **OFFICER ADRIAN LEAL-JUAREZ**

**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 February 7, 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 – JANUARY 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 January 2023 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 approve Material Demands as presented.

### **D. PURCHASE OF EQUIPMENT FOR POLICE PATROL VEHICLES IN THE AMOUNT OF \$26,013**

The Public Works Fleet Division is responsible for purchasing equipment for police vehicles, as needed. The San Gabriel Police Department recently purchased two new frontline police vehicles which need to have equipment installed as soon as possible. The adopted Fiscal Year 2022-2023 Budget includes funding to purchase equipment for these police vehicles in the Special Project Fund account 124-800-37-99-205. The funding for this purchase will come from the Fleet Maintenance fund.

*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 approve a Purchase Order with Adamson Police Projects in the amount not to exceed \$26,013.12.

**E. SAN GABRIEL CITY SAFE ROUTES TO SCHOOL MASTER PLAN**

The San Gabriel City Safe Routes to School Master Plan was prepared to improve the walking and biking environment around each of the City's public and private schools. It provides a summary of recommendations that the City can use to obtain additional infrastructure and programmatic funding. There is no fiscal impact related to this staff report.

*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 San Gabriel City Safe Routes to School Master Plan and authorize the Public Works Director to make future amendments as needed.

**F. MOTOROLA SOLUTIONS SERVICE AGREEMENT – 2023 TO 2028**

In January 2022, the Police Department replaced its entire radio dispatch system with Motorola Solutions equipment and transitioned its radio communication platform to the Interagency Communications Interoperability System. Approval of the service agreement will allow for continuous system maintenance and upgrades to maintain interoperability, cybersecurity, and overall public safety. The total fiscal impact of the proposed agreement is \$125,130.83 for the six-year period (2023-2028).

*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 and authorize the Police Chief to execute a Service Agreement with Motorola Solutions for maintenance and related system upgrades, covering a six-year period (2023-2028).

## **G. STATE HOMELAND SECURITY GRANT PURCHASE IN THE AMOUNT OF \$29,767.50 FOR AN EMERGENCY RESPONSE TRAILER**

The City of San Gabriel has been awarded grant funds from the 2020 State Homeland Security Grant Program (SHSGP). The San Gabriel Fire Department has been allocated \$62,000 for purchases from the Department of Homeland Security Approved Equipment List. Staff is seeking authorization to purchase a 20-foot enclosed trailer to house emergency response equipment. The purchase price of \$29,767.50 would be paid from the 2020 SHSGP project awards as accepted by the City Council on May 17, 2022 with no matching funds required.

*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 issue a purchase order to Colorado Trailers, Incorporated in compliance with City purchasing policy not to exceed \$29,767.50 from Homeland Security grant fund account 124-761-57-00-380 for the purchase of an emergency response trailer.

## **H. EMPLOYMENT AGREEMENT WITH RETIRED CALPERS ANNUITANT FOR EXTRA HELP AT THE DIVISION CHIEF RANK**

The Fire Department will establish an agreement with Retired Annuitant Douglas Shonkwiler to work as Division Chief with CalPERS' extra help rules. The Command Staff has three authorized Division Chief positions. For most of the past two years, incumbents in the classification have been off due to injuries sustained on the job, leaving two, and at times, one member of the Command Staff to maintain operational and tactical supervision of three platoons, as well as fulfil administrative functions. The Retired Annuitant will be used as needed (to a maximum of 960 hours) to fill the Division Chief position.

The maximum expenditure for the retired annuitant Division Chief will be \$57,244.80 and will be absorbed in the current Fire Department budget with no request for augmentation in Fiscal 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 adopt Resolution No. 23-09 and authorize the City Manager to enter into an agreement for employment with Retired Annuitant Douglas Shonkwiler for as-needed Fire Division Chief services.

## 5. PUBLIC HEARING

### A. INTRODUCTION AND FIRST READING OF ORDINANCE NO. 687 AMENDING CHAPTER 153 OF THE SAN GABRIEL MUNICIPAL CODE RELATING TO NONCONFORMING USES, STRUCTURES, AND LOTS (ZTA22-001)

On September 12, 2022, information and options related to a potential update or amendment to San Gabriel Municipal Code Section 153.420 Nonconforming Uses, Structures, and Lots was presented to the Planning Commission to provide comments. Comments were received and a draft ordinance was provided to the Planning Commission for further consideration and recommendation on November 14, 2022. Following further discussions, the Planning Commission recommended approval to the City Council of the proposed Zone Text Amendment (ZTA) (Ordinance No. 687). The Fiscal Year 2022-23 Adopted Budget included the cost for required legal publication (Account 121-702-00-65-000) and codification (Account 121-702-00-22-000) of the ordinance, if adopted by the City Council.

*California Environmental Quality Act (CEQA) Determination: Proposed Amendments would be exempt under Section 15061 of the CEQA Guidelines*

#### Recommended Action:

Staff recommends that that City Council:

1. Conduct the public hearing and discuss proposed Ordinance No. 687;
2. Waive full reading and introduce Ordinance No. 687 by title only;

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, CALIFORNIA, AMENDING CHAPTER 153 (ZONING CODE) OF THE SAN GABRIEL MUNICIPAL CODE RELATING TO THE AMORATIZATION PERIOD FOR NONCONFORMING USES AND STRUCTURES**

3. Waive future reading of the Ordinance and schedule the second reading and adoption of the Ordinance for the next regular City Council meeting. The Ordinance would then become effective 30 days after adoption.

**6. CONTINUED BUSINESS** – None.

**7. NEW BUSINESS**

**A. CITY COUNCIL REORGANIZATION TIMING DISCUSSION**

The City Council will discuss various options for the timing of City Council reorganizations and provide direction to staff. Option 1 would have minimal increases in celebratory expenses due to reorganization more often than once a year. Options 2 and 3 have no fiscal impact.

*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 discuss options and provide direction to staff.

**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 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.

**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 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.*