

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

**Tuesday, March 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

**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 or by email 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.

1. Website: Please submit your comments using our online public comment form at [Public Comment](#).
2. Email: Please submit your comments via email to [cityclerk@sgch.org](mailto:cityclerk@sgch.org) and include the following on the subject line of your email: PUBLIC COMMENT: 03/21/2023 Regular Meeting.

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

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

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS**

**A. COMMUNITY SERVICES EMPLOYEE INTRODUCTIONS**

- Jackie Villalvazo, Recreation Specialist
- Meyling Suy, Administrative Assistant II

**B. RECOGNITION OF LEI WANG, AD49 WOMAN OF IMPACT HONOREE**

**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 and Planning Commission Joint Study Session Special Meeting of March 2, 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 – FEBRUARY 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 2022-2023 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 February 2023.

**D. DIGITAL UPGRADE OF PUBLIC, EDUCATIONAL, AND GOVERNMENTAL CHANNEL (PEG CHANNEL) (\$5,435 ONE-TIME AND \$8,400 ANNUALLY)**

The City broadcasts City Council meetings on the local public, educational, and governmental channel (PEG channel). The equipment to perform these broadcasts has not been upgraded for many years and currently provides a poor quality, analog stream. In order to improve the quality of the broadcast services, staff is requesting the City Council approve the installation of equipment and subscription for the PEG channel feed. The service agreement consists of a one-time equipment installation of cost of \$5,435. Additionally, there is a monthly subscription cost of \$700 per month or annual payment of \$8,400. Funds are available in the City's information technology fund to pay for these services. The ongoing subscription costs will be paid out of the City's information technology 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 approve the service agreement with Spectrum Enterprise/Charter Communications.

**E. APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$33,709 FOR THE PADILLO ROOM WINDOW REPLACEMENT PROJECT**

The Padillo Room windows are severely rotted and in need of replacement. Staff has obtained proposals for a variety of window types and is seeking City Council approval to award a contract to provide and install fiberglass replacement windows. Based on Staff's recommendation for the fiberglass option, the costs would be \$18,708.87. Staff is also recommending the approval of \$15,000 in contingency funds for the project. The estimated maximum amount of funds for the project is \$33,708.87. Funds are available in the general fund's facilities contractual account 121-800-07-22-000 of the adopted Fiscal Year 2022-2023 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 authorize the City Manager to approve a Purchase Order with US Energy Window & Door Incorporated for fiberglass windows in the amount not to exceed \$18,703.87 plus a \$15,000 contingency for potential additional work.

**F. AGREEMENT (OPTION 2) WITH LOS ANGELES FLOOD CONTROL DISTRICT FOR MAINTENANCE OF COUNTY-OWNED STORM WATER CATCH BASINS**

City Council approval is requested to enter into an Agreement (Option 2) with the Los Angeles County Flood Control District for the maintenance of county-owned storm water catch basins as part of the State Water Resources Control Board's Statewide Trash Amendment. City staff will bill the Los Angeles County Flood Control District per the current Catch Basin Cleanout Cost schedule

including an annual Consumer Price Index rate as described in Attachment C and as specified in the Option 2 Agreement.

*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 execute an Agreement (Option 2) with the Los Angeles County Flood Control District for catch basin maintenance.

**G. PURCHASE OF A STUMP GRINDER IN THE AMOUNT OF \$39,394 FOR THE PARKS DIVISION**

Approval is requested from the City Council to purchase a new Vermeer Stump Grinder SC382 through a Sourcewell Awarded Contract. The total amount of purchase of the Vermeer Stump Grinder is \$39,394. The adopted Fiscal Year 22-23 Budget includes funding from the Urban Forest Program in account 122-800-57-96-512.

*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. Waive formal bidding and authorize the Cooperative Purchase Agreement for a Vermeer Stump Grinder SC382, consistent with the piggyback bidding requirements pursuant to Municipal Code Section 34.35; and
2. Authorize the City Manager to approve a Purchase Order with RDO Equipment Company in an amount not to exceed \$39,394 from the Urban Forest Program account 122-800-57-96-512.

**H. ADDITIONAL FUNDING IN THE AMOUNT OF \$350,000 FOR THE SEWER PUMP STATION PROJECT**

Construction of the Sewer Pump Station is currently in progress and scheduled to be completed by April 2023. The original construction cost for this project was \$845,000 with a \$84,500 contingency totaling \$929,500. Two unforeseen

circumstances have arisen during construction, necessitating an increase of \$350,000 in the project budget through Council's adoption of a Resolution. There is a balance of \$113,559 available in the adopted Fiscal Year 2022-2023 budget via the Capital Improvement Project 4-20-01 Sewer Pump Station Improvements using sewer fund budget account 122-800-38-97-403. The total project costs for this item is \$1,279,500, which is paid from the sewer 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 approve Resolution No. 23-20 to appropriate \$236,441 from the Sewer Fund to account 122-800-38-97-403; and authorize the City Manager to execute a Change Order to increase the Project Purchase Order No. 8942 by an additional \$236,441 for a total project amount of \$1,279,500.

**5. PUBLIC HEARING** – None.

**6. CONTINUED BUSINESS** – None.

**7. NEW BUSINESS**

**A. FISCAL YEAR 2022-2023 MID-YEAR BUDGET UPDATE**

The mid-year budget report examines the financial results of the general fund through January 31, 2023. The mid-year financial information is analyzed, budget projections for both revenues and expenditures are updated, and mid-year budget adjustments are proposed. As described in the report, Resolution No. 23-16, the mid-year adjustments proposed by departments, will increase general fund appropriations by \$861,000, the sewer fund by \$30,000, the parks and recreation activity fund by \$29,000, and the Proposition A local return fund by \$41,000.

*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 receive and file the mid-year budget update report and adopt Resolution No. 23-16 approving mid-year adjustments

to 2022-2023 budget and Resolution No. 23-17 approving mid-year departmental staffing adjustments.

## **B. ANALYSIS OF EARLY PAYOFF OF THE CITIZENS BUSINESS BANK LOAN AND EARLY WITHDRAWAL OF THE 10-YEAR CERTIFICATE OF DEPOSIT**

In December of 2014, the City of San Gabriel borrowed \$7.8 million from Citizens Business Bank for the construction of the Public Works maintenance facility at an interest rate of 1.6%. The City was required to provide 100% collateral for the loan in the form of a 10-year certificate of deposit (CD) which earns interest at .6%. This report provides an analysis on the financial impacts of an early payoff loan and cashing out the CD before maturity.

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

### Recommended Action:

Staff recommends the City Council direct staff to move forward with an early payoff of the Citizens Business Bank loan and cash out the CD before maturity and invest the funds in eligible City investments.

## **C. COUNCIL REORGANIZATION**

- a. Recognition of Outgoing Mayor Ding**
- b. Selection of Mayor**
- c. Selection of Vice Mayor**
- d. New Mayor's Comments**

## **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, April 4, 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.

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