

**MINUTES OF THE CITY COUNCIL
OF THE CITY OF LOS ALAMITOS**

SPECIAL MEETING – June 10, 2020

1. CALL TO ORDER

The City Council met in Special Session at 4:08 p.m., Wednesday, June 10, 2020, via videoconference, Mayor Murphy presiding. As a result of the State of Emergency in California due to the threat of COVID-19 and pursuant to Governor Newsom Executive Order N-25-20 issued on March 12, 2020, all members of the City Council attended via videoconference.

2. ROLL CALL

Present: Council Members: Doby, Grose, Hasselbrink,
Mayor Pro Tem Chirco, Mayor Murphy

Absent: Council Members: None

Present: Staff: Chet Simmons, City Manager
Chris Caswell, Orange County Fire Authority Captain
Michael Daudt, City Attorney
Craig Koehler, Interim Finance Director
Emeline Noda, Recreation Manager
Ron Noda, Acting Deputy City Manager
Michelle Muller, Management Analyst
Windmera Quintanar, MMC, City Clerk
Leslie Roseberry, Interim Development Services Director

3. CONSENT CALENDAR

All Consent Calendar items may be acted upon by one motion unless a Council Member requests separate action on a specific item.

City Manager Simmons pulled all items from the Consent Calendar for discussion.

B. Proposed Budget for Vehicle & Equipment Replacement Schedule

Reviewed and discussed the recommended Vehicle & Equipment Replacement Schedule for Fiscal Year 2020-21.

Interim Finance Director Koehler summarized the Staff report.

City Council and Staff discussed the Code Enforcement vehicle choice, feasibility of using a rental service, and the desire to update the Vehicle Policy Guidelines.

Recommendation: Receive and file the recommended Vehicle & Equipment Replacement Schedule for Fiscal Year 2020-21.

C. FY 2020-2021 General Fund Budget Gap Measures

Staff discussed options for closing the Fiscal Year 2020-2021 General Fund budget gap with the City Council. On May 18, 2020, the preliminary budget for Fiscal Year 2020-21 General Fund reported a \$1,347,073 budget gap deficit. At this time, staff will discuss budget gap measure options to close the budget gap deficit for Fiscal Year 2020-21.

Interim Finance Director Koehler summarized the Staff report.

Recommendation: Receive and file the Potential General Fund Gap Closures for Budget Fiscal Year 2020-2021.

D. Other Funds' Budget Update Fiscal Year 2020-21

Staff discussed the General Fund and Capital Improvement Projects (CIP) Budgets for the Fiscal Year 2020-21. This report updated the City Council on the budget for all other funds not included in previous reports.

Interim Finance Director Koehler summarized the Staff report.

City Council and Staff discussed highlighting previously allocated funding for CIP projects for clarity.

Recommendation: Receive and file the Other Funds (Other than General Fund and CIP) for Budget Fiscal Year 2020-21.

E. Community Development Block Grant (CDBG) Resolution for COVID-19 Grants

This report requested City Council approval of a resolution concerning the City's participation in the County's Community Development Block Grant (CDBG-CV) CARES Act distributions due to the COVID-19 pandemic that Staff has applied for, or may apply for in the near future.

City Manager Simmons summarized the staff report.

Recommendations:

1. Adopt Resolution No. 2020-20 entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, APPROVING THE CITY'S PARTICIPATION COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS WITH THE COUNTY OF ORANGE, CONCERNING CARES ACT (H.R. 748) FUNDS DISTRIBUTED DUE TO THE COVID-19 PANDEMIC"; and,

2. Direct Staff to prepare CARES Act fund applications for submittal to the County of Orange; and,
3. Authorize the City Manager to execute all CDBG program documents concerning CARES Act funds distributed due to COVID-19 and appropriate amendments, if any, as they become available.

A. 7-Year Capital Improvement Program

The City Council reviewed and discussed the Preliminary Seven-Year Capital Improvement Program for Fiscal Years 2020-21 through 2026-27.

Interim Finance Director Koehler summarized the staff report. City Engineer Kelley summarized the seven year program and answered questions from the City Council.

Recommendation: Receive and file the Preliminary Seven-Year Capital Improvement Program for Fiscal Years 2020-21 through 2026-27.

Motion/Second: Doby/Grose

Carried 4/1: The City Council approved the recommend actions for items 3A, 3B, 3C, 3D, and 3E.

ROLL CALL

Mayor Murphy	No
Mayor Pro Tem Chirco	Aye
Council Member Doby	Aye
Council Member Grose	Aye
Council Member Hasselbrink	Aye

4. SPECIAL ORDERS OF THE DAY

A. Emergency Relief Small Business Grant Program

As a result of the COVID-19 pandemic, businesses throughout the country are suffering, with the small business sector being the hardest hit. Los Alamitos is home to hundreds of small businesses that have had to shut down or restrict operations as a result of the stay-at-home orders and basic public safety. With their income impaired, these businesses will struggle to maintain rent, utilities, payroll, and other basic operational costs, even if they have some reserves in place.

Staff has been coordinating with the Small Business Development Center (SBDC) to develop a small business grant program that the SBDC would administer on the City's behalf. The SBDC is a federally-funded resource that provides small business owners and entrepreneurs with no-cost consulting services, a wide variety of training opportunities, and access to

an extensive network of resources. They administer a variety of other grant programs for different jurisdictions.

Acting Deputy City Manager Noda summarized the Staff report and answered questions from the City Council.

City Council and Staff discussed the following:

- Support for business license requirement of 6 months
- Business eligibility parameters are approved by Council
- CARES act requirement for funding to go to small businesses
- Intent for funding to towards small businesses in the industry/retail zones
- Grant process would include self-certification and two months of bank statements
- Ability to limit the funding for business that were closed due to the COVID-19 pandemic
- Process for accepting applications on first come/first serve versus lottery basis
- Feasibility of a sliding scale for grant funding based on how many applications are received
- SBDC fee is based off the amount of documentation and time spent with each applicant. Should the amount of applicants increase, the fee is likely to increase.
- SBDC is federally funded third party organization
- Discussion regarding sole proprietors, amount of employees, and having a store front with associated bills
- Goal of helping as many small businesses as possible that were negatively impacted by the pandemic

City Council support was received to allow sole properties to apply, require a business license for at least six months, to excluded home businesses and require the businesses to be located in the commercial/industrial areas of the city, to lower the grant amount for each application from \$7,500 to \$5,000 in a one-time disbursement.

Motion/Second: Hasselbrink/Chirco

Unanimously Carried: The City Council:

1. Authorize the creation of an Emergency Relief Small Business Grant Program in partnership with Small Business Development Center (SBDC) with the changes discussed; and,
2. Authorize the City Manager to apply funding options from the CARES ACT for the City of Los Alamitos Emergency Relief Small Business Grant Program; and,

3. Approve the allocation of \$271,876 for the creation of an Emergency Relief Small Business Grant Program from the Community Development Block Grant (CDBG) CARES ACT fund.

ROLL CALL

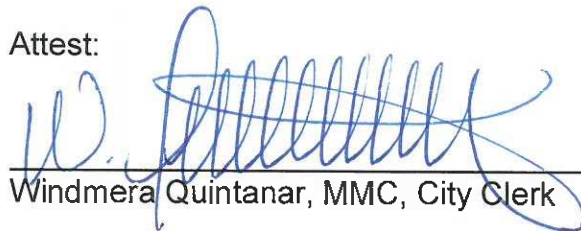
Mayor Murphy	Aye
Mayor Pro Tem Chirco	Aye
Council Member Doby	Aye
Council Member Grose	Aye
Council Member Hasselbrink	Aye

5. ADJOURNMENT

The City Council adjourned at 5:39 p.m.


Richard D. Murphy, Mayor

Attest:


Windmera Quintanar, MMC, City Clerk