

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

Tuesday, January 18, 2022 - 6:30 P.M.

MEETING WILL BE HELD VIRTUALLY

Due to recent legislation (Assembly Bill 361), members of the City Council will teleconference into the meeting.

Chin Ho Liao
Mayor

Tony Ding
Vice Mayor

John R. Harrington
Council Member

Denise Menchaca
Council Member

Vacant
Council Member



Mark Lazzaretto
City Manager

Keith Lemieux
City Attorney

Julie Nguyen
City Clerk

Kevin B. Sawkins
City Treasurer

Pursuant to State and County Directives, the physical access to the meeting has been suspended. To provide members of the public access to the meeting and an opportunity to comment on items on this Agenda, the following opportunity has been established:

Public Comments

Please email all public comments on items on this agenda only to cityclerk@sgch.org and include the following on the subject line of your email: *PUBLIC COMMENT: 01/18/2022 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.

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[City Council Meeting Videos](#)

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

City Council Regular Meeting Agenda
Tuesday, January 18, 2022

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATION

A. RECOGNITION OF FORMER COUNCIL MEMBER JASON PU FOR HIS SERVICE TO THE CITY OF SAN GABRIEL

B. COVID-19 UPDATE

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 January 4, 2022.](#)

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.

Recommended Action:

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

C. CASH AND INVESTMENT REPORT – DECEMBER 2021

In accordance with the City of San Gabriel’s 2021-22 Adopted Investment Policy (Resolution No. 21-30 dated July 20, 2021) and California Government Code §53646, the Finance Director is to render an investment report to the City Council, City Treasurer, City Manager, and the City Attorney. The December 2021 Cash and Investment Report is presented to receive and file in accordance with the City’s adopted 2021-22 Investment Policy.

Recommended Action:

Staff recommends that the City Council receive and file the Cash and Investment Report for December 2021.

D. APPOINTMENTS TO THE HUMAN EQUITY, ACCESS AND RELATIONS (HEAR) COMMISSION

The City Council is responsible for appointing members to serve on the HEAR Commission for two-year terms. To stagger the terms on the Commission for continuity, four initial appointments were for one-year terms, and three initial appointments were for two-year terms. The City Council is requested to consider appointing the four members originally appointed for one-year terms to be appointed for an additional two years.

Recommended Action:

Staff recommends that the City Council reappoint Michelle Brenhaug, Viki Goto, Jorge Herrera, and Riaz (Rick) Khan to serve two-year terms beginning February 1, 2022, and ending January 31, 2024.

E. TEMPORARY STREET CLOSURES DURING ANNUAL CITY EVENTS

Each year, the City of San Gabriel hosts street events in the Mission District and in the San Gabriel Village. These festivals take place primarily along Mission Drive, Santa Anita Street, Fairview Avenue, Carmelita Drive, and Broadway. To accommodate the events, as well as setup and cleanup, specific street segments must be closed to vehicular traffic. Staff is seeking ongoing City Council approval for City event street closures in one consolidated resolution and to authorize the Public Works Director discretion to modify dates and times due to unforeseen conditions and approve such closures in future years.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 22-06 authorizing the Public Works Director to approve the specific street closures, dates and times for each event and approve such closures in future years.

F. REQUEST FOR TEMPORARY STREET CLOSURE ON BROADWAY BETWEEN SANTA ANITA STREET AND JUNIPERO PLACE ON TUESDAY, FEBRUARY 8, 2022

San Gabriel Mission High School is requesting a temporary street closure to host their annual Walk-a-Thon Carnival to be held on Tuesday, February 8, 2022 from 7:30 a.m. to 1:00 p.m. on Broadway between Santa Anita Street and Junipero Place.

Recommended Action:

Staff recommends that the City Council adopt Resolution No. 22-07 authorizing closure on Broadway between Santa Anita Street and Junipero Place from 7:30 a.m. to 1:00 p.m. on Tuesday, February 8, 2022.

G. AGREEMENT FOR USE OF SMITH PARK POOL BY MONTEREY PARK MANTA RAYS

The Monterey Park Manta Rays (MPMR) have requested use of Smith Park Pool for their regular swim-team practice. The use is for regular swim-team practice outside of the San Gabriel Sea Gulls practice times. Teams contribute to the cost of the pool operation during the year.

Recommended Action:

Staff recommends that the City Council approve the agreement with Monterey Park Manta Rays for use of Smith Park Pool effective immediately and ending June 30, 2022.

5. PUBLIC HEARING

A. HOLD PUBLIC HEARING AND ADOPT RESOLUTIONS FOR THE FOLLOWING:

- 1. PROPOSED FISCAL YEAR 2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND BUDGET PLAN (RESOLUTION NO. 22-01);**

- 2. AMEND FISCAL YEAR 2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND BUDGET PLAN TO INCLUDE A GRAFFITI CONTROL PROGRAM (RESOLUTION NO. 22-02); AND**
- 3. APPROPRIATE \$1,000 OF REMAINING COMMUNITY DEVELOPMENT BLOCK GRANT-CORONAVIRUS (CDBG-CV) FUNDING TO THE SENIOR MEALS PROGRAM (RESOLUTION NO. 22-03)**

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 2022-23, the City should expect to receive up to \$302,452 in CDBG funding to be used toward developing viable communities and serving low- and moderate-income populations. This amount represents a 2% reduction from the current allocation. The Fiscal Year 2022-23 CDBG Program and Budget Plan proposes to allocate this funding to the following four programs: Youth-Services Program, Code Enforcement, the Street-Improvement Project, and a Graffiti-Control Program.

Staff is also seeking an amendment to the current Fiscal Year 2021-22 CDBG Program and Budget Plan to include a Graffiti-Control Program that will identify and remove graffiti on public and private properties in residential and neighborhood commercial properties located within the low-and-moderate-income service areas.

Lastly, staff is seeking to appropriate a balance of \$1,000 in remaining CDBG-CV funding to the Senior-Meals Program that remained from the Small-Business Grant Program.

Recommended Action:

Staff recommends that the City Council conduct a public hearing, and at the conclusion of public comments:

1. Adopt the attached Resolution No. 22-01 authorizing the allocation of CDBG funds for Fiscal Year 2022-23 from LACDA for activities and projects described above and in Exhibit A of the Resolution.
2. Carry over any CDBG funds unspent at the close of Fiscal Year 2021-22 and recognize the receipt of Fiscal Year 2022-23 CDBG Program funds awarded by LACDA to the City in the City Fiscal Year 2022-23 Budget.

3. Allocate any Fiscal Year 2022-23 CDBG funds in excess of estimated funds to the Street-Improvement Project, Code-Enforcement Program, Graffiti-Control Program, and/or Youth-Services Program.
4. Authorize the City Manager to execute new contracts with LACDA for the allocation of Fiscal Year 2022-23 CDBG Program and make adjustments as necessary to reflect the actual allocation of funds to San Gabriel.
6. Adopt the attached Resolution No. 22-02 authorizing the allocation of \$16,100 and reducing P&R Youth Program, CDBG funds for Fiscal Year 2021-22 from LACDA for a Graffiti-Control Program described above and in Exhibit A of the Resolution.
7. Adopt the attached resolution No. 22-03 authorizing the appropriation of the \$1,000 in remaining CDBG-CV Funding to the Senior-Meals Program described above and in Exhibit A of the Resolution.

B. ADOPTION OF AN URGENCY ORDINANCE TO AMEND CHAPTER 153 OF THE SAN GABRIEL MUNICIPAL CODE TO ADDRESS THE NEW STATE LAW (SENATE BILL 9) THAT WOULD ALLOW SINGLE-FAMILY-ZONED PROPERTIES TO BE SUBDIVIDED INTO TWO LOTS AND THE DEVELOPMENT OF TWO URBAN DWELLING UNITS (ZTA21-003)

On September 16, 2021, Governor Newsom signed multiple bills, including Senate Bill 9, into effect as an effort to further address the housing crisis in the State of California. The new bill took effect on January 1, 2022. Of the three bills, Senate Bill 9 would allow for properties in the single-family zones to be administratively split into two (urban lot splits) and allow the construction of two units (urban dwelling units) on each of the newly-subdivided lots.

On December 13, 2021, at the Planning Commission regularly-scheduled meeting, the Commission considered the proposed Zone Text Amendment (ZTA) related to the development of urban lot splits and urban dwelling units. The Planning Commission recommended the approval of Planning Case Number ZTA21-003 by a vote of 4-0.

Recommended Action:

Staff recommends that the City Council:

1. Conduct the public hearing and discuss proposed Regular Ordinance No. 683;

2. Motion to waive full reading and introduce the attached Ordinance No. 683 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 URBAN LOT SPLITS AND URBAN DWELLING UNITS ON SINGLE-FAMILY-ZONED PROPERTIES
3. Motion to waive future reading of Ordinance No. 683 and schedule the second reading and adoption of Ordinance No. 683 for the next regular City Council meeting. Ordinance No. 683 would then become effective 30 days after the Second Reading.
4. Adopt Urgency Ordinance No. 682.

6. CONTINUED BUSINESS – None.

7. NEW BUSINESS

A. PRESENTATION AND ACCEPTANCE OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT AND OTHER AUDIT REPORTS FOR THE FISCAL YEAR ENDED JUNE 30, 2021

The certified public accounting firm of Moss, Levy, Hartzheim, LLP (MLH) was engaged by the City Council to perform an audit of the financial statements and perform compliance testing of the City of San Gabriel for the fiscal year ended June 30, 2021. MLH conducted the audit in accordance with generally-accepted auditing standards and issued an unmodified (clean) audit opinion on the financial statements. This report provides a summary of the audit report to be used as a companion to the published Annual Comprehensive Financial Report.

Recommended Action:

Staff recommends that the City Council receive and file the annual audit reports for Fiscal Year ended June 30, 2021.

B. DISCUSS THE BUSINESS ASSISTANCE PROGRAM AND NEW SHOP LOCAL PROGRAM

The American Rescue Plan Act (ARPA) was signed into law on March 11, 2021, and provides \$350 billion in Coronavirus Fiscal Recovery Funds to state, local, territorial and tribal governments to respond to the needs of their communities

in recovering from the impacts of COVID-19. The City of San Gabriel has been allocated \$9,544,689 in ARPA funds, which can be appropriated for a number of eligible uses. At the November 16, 2021 meeting, City Council discussed various options for consideration, including a small-business grant program, and asked that staff return with additional details.

Recommended Action:

Staff recommends that the City Council discuss the voucher program and the small-business-assistance grant program, and then provide staff direction to launch neither, one or both of the programs. During the discussion, Council can also decide to modify the program amounts suggested for the programs.

C. DECLARATION OF VACANCY OF COUNCIL MEMBER OFFICE AND CONSIDERATION OF PROCESS TO FILL VACANCY

The resignation of Council Member Pu on January 7, 2022, creates the need for the City Council to take action fill the vacant seat. The Council will consider the options allowed for this process, pursuant to Government Code Section 36512(b).

Recommended Action:

Due to the cost involved with holding an election and the delay in seating a replacement council member, staff is recommending that the City Council follow the appointment process called out in Option 1. Therefore, staff is recommending that the City Council:

1. Accept resignation of Council Member Pu, with regrets, effective January 7, 2022.
2. Adopt Resolution No. 22-09, adopting a process for filling of vacancy on the City Council by appointment.

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, February 1, 2022 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.

Materials Available for Inspection. You may view agenda items online at www.sangabrielcity.com/agendacenter. 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's Department at 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 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 at least 48 hours before the meeting, if possible.