

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

**Tuesday, April 4, 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 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: 04/04/2023 Regular Meeting.

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[City Council Meeting Videos](#)

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

**City Council Regular Meeting Agenda**  
**Tuesday, April 4, 2023**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS**

**A. INTRODUCTION OF FIRE DEPARTMENT EMPLOYEES**

- **FIRE ENGINEER JORDAN MILLER**
- **FIRE CAPTAIN CHRISTOPHER FETNER**
- **FIRE DIVISION CHIEF DOUGLAS SHONKWILER**

**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 March 7, 2023 Regular Meeting.

*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. MAYOR'S APPOINTMENTS TO INTERGOVERNMENTAL AGENCIES - COUNCIL LIAISONS**

The Mayor is responsible for appointing members of the City Council to serve on various local and regional committees, as well as liaisons for City initiatives. In addition, it is necessary for the Council to take formal action to designate the new Mayor to serve as the Delegate to the Los Angeles County Sanitation District Board and Los Angeles County City Selection Committee. 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 adopt Resolution No. 23-18 confirming the Mayor's appointments of Council Members to serve as delegates, alternates and liaisons to outside agencies and Committees.

**D. REQUEST TO APPROVE COMMUNITY PARTNER AGREEMENT IN THE AMOUNT OF \$8,500 WITH KABOOM!, INCORPORATED FOR COOLIDGE SCHOOL PARK**

Coolidge School Park is part of a joint-use agreement between the City and San Gabriel Unified School District. Through a grant application process, the park is being considered for a new playground with KABOOM!, Incorporated. In order to proceed to the next phase and be considered for funding, both the City and the San Gabriel Unified School District are being asked to sign a Community Partner Agreement with KABOOM!, Inc. The financial commitment to the partnership is \$8,500 to cover a small percentage toward the purchase of the playground equipment. Since this is a joint-use park and project, the City proposes to cover half the cost of the required amount, which is \$4,250. These funds will be paid out of budgeted general fund dollars in the Community

Services Department. San Gabriel Unified School District will cover the other half of 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 review the Community Partner Agreement and authorize the City Manager to sign the Agreement and act as the agent of the City on all matter concerning this project.

**E. GENERAL PLAN HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE 2022 CALENDAR YEAR**

Under the provisions of Government Code Section 65400(b), the Planning Division is required to provide an annual report to the California Department of Housing and Community Development and to the Governor's Office of Planning and Research regarding the implementation of the General Plan's Housing Element and how the City is meeting the regional housing needs for the community. The General Plan Annual Progress Report is an important tool to facilitate the implementation of the Housing Element and to assist in tracking and monitoring the City's progress in addressing the Regional Housing Needs Allocation, including the number of housing units permitted by income level, the status of programs in the Housing Element, and efforts to remove governmental constraints. 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 information contained in the staff report and direct staff to submit the housing report to the State Department of Housing and Community Development.

**F. 2022 GENERAL PLAN IMPLEMENTATION ANNUAL PROGRESS REPORT: JANUARY 2022 – DECEMBER 2022**

Under provisions of Government Code Section 65400(a)(2), the City is required to provide an annual report each April to the City Council, and the State Governor's Office of Planning and Research regarding the status of the General

Plan and its implementation progress. The Planning Commission reviewed the information at their March 13, 2023 meeting, affirmed the information in the report and recommended it be forwarded to the City Council. 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 information contained in the staff report and direct staff to submit the report to the Office of Planning and Research and State Department of Housing and Community Development.

**G. ADOPTING RESOLUTION NO. 23-12 APPROVING THE SIDE LETTER OF AGREEMENT WITH THE SAN GABRIEL POLICE MANAGEMENT GROUP**

Representatives of the City and San Gabriel Police Management Group have agreed to amend the standing Memorandum of Understanding 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 position, and establish a new special supervisor pay assignment for the Community Engagement Bureau. The new CEB special supervisor pay assignment will provide a \$300 monthly stipend to the employee assigned to supervise the unit and have a total annualized cost impact of \$3,600. There will be no net cost impact for Fiscal Year 2022-23 because the department transferred the special supervisor's pay assignment from the Recruitment and Training Bureau to the CEB as part of its restructuring.

*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. Adopt Resolution No. 23-12, which approves the Side Letter of Agreement amending the standing Memorandum of Understanding between the City and Police Management Group; and
2. Authorize the City's negotiators to execute the Side Letter of Agreement.

**5. PUBLIC HEARING** – None.

**6. CONTINUED BUSINESS** – None.

**7. NEW BUSINESS**

**A. DIRECTION ON THE TEMPORARY OUTDOOR BUSINESS PERMIT PROGRAM**

The City's Temporary Outdoor Business Permit Program (Program) was established on July 21, 2020, to allow for the temporary permitting of outdoor business areas, and/or drive-up or curbside pick-up or take-out designated parking areas, to assist businesses in safely accommodating for customers while adhering to the Los Angeles County Department of Public Health protocols for social distancing and health considerations related to the COVID-19 pandemic. Recently, on February 28, 2023, the state of emergency declared by Governor Newsom in response to the COVID-19 pandemic expired. Staff is seeking direction from the City Council on the Temporary Outdoor Business Permit Program now that the state of emergency has ended. 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 provide direction on the Temporary Outdoor Business Permit Program (Program) and whether to continue the existing Program, continue the Program with staff-recommended modifications or discontinue the Program.

**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, April 18, 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.*