

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

**Tuesday, February 7, 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: 02/07/2023 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.

**Watch the Meeting Online**

Live broadcasts of the meetings are available using the following link:

[City Council Meeting Videos](#)

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

**City Council Regular Meeting Agenda**  
**Tuesday, February 7, 2023**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS**

**A. BLACK HISTORY MONTH**

**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. RESOLUTION NO. 23-08 REAUTHORIZING THE CITY COUNCIL AND THE CITY'S COMMISSIONS TO IMPLEMENT TELECONFERENCE ACCESSIBILITY FOR CONDUCTING PUBLIC MEETINGS PURSUANT TO ASSEMBLY BILL 361**

Resolution No. 23-08 makes findings that allow the City to continue implementation of teleconference/internet-based accessibility for public meetings under state-of-emergency provisions. 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. 23-08 regarding the use of teleconference for public meetings.

**B. APPROVAL OF MINUTES**

The minutes are a record of the official actions taken at the City Council meeting.

1. [Minutes of the City Council Special Meeting of January 11, 2023.](#)
2. [Minutes of the City Council Special Meeting of January 17, 2023.](#)
3. [Minutes of the City Council Regular Meeting of January 17, 2023.](#)
4. [Minutes of the City Council Special Meeting of January 26, 2023.](#)

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

Recommended Action: Approval

### **C. 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.

**5. PUBLIC HEARING** – None.

**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, 2022**

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, 2022. MLH conducted the audit in accordance with generally accepted auditing standards and issued an unqualified (clean) audit opinion on the financial statements. The report provides a summary of the audit report to

be used as a companion to the published Annual Comprehensive Financial 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 that City Council received and file the annual audit reports for fiscal year ended June 30, 2022.

**B. DISCUSSION REGARDING TRANSLATION OF AGENDAS AND HEARING NOTICES FOR DESIGN REVIEW COMMISSION, PLANNING COMMISSION, AND THE HISTORIC PRESERVATION AND CULTURAL RESOURCES COMMISSION**

At the October 4, 2022 and the November 1, 2022 City Council meeting, business owners and tenants of the shopping center known as Universal Shopping Plaza (140 West Valley Boulevard) provided public comments regarding the pending exterior improvement project at the site. As a result of this discussion, the Council expressed interest in providing translated agendas and notices for items presented to the Design Review Commission and Planning Commission. Subsequent to the November 1, 2022 City Council meeting, the Council directed staff to agendize a continued discussion regarding this matter.

*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 the matter and provide direction to staff regarding translation services for Design Review Commission, Planning Commission and the Historic Preservation and Cultural Resources Commission; and reassess translation of City Council and HEAR Commission Agendas.

**C. DISCUSSION REGARDING THE STREET NAME CHANGE GUIDELINES**

At the May 3, 2022 City Council meeting, the Council discussed Street Name Change procedures, as well as the re-submitted request to change West Bencamp Street to Hing Wa Lee Place. As a result of this discussion, the Council

directed staff to draft guidelines rather than a policy to help manage these types of requests. Prior to implementing such guidelines, the Council directed staff to seek feedback from the Human Equity, Access, and Relations (HEAR) Commission, Planning Commission, and the Historic Preservation and Cultural Resources Commission (HPCR). 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 that City Council discuss the matter and provide comments and direction regarding the draft guidelines, the request of the HEAR and HPCR Commission, and the proposed fee.

**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, February 21, 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.*