

**MINUTES  
MONTEREY PARK CITY COUNCIL  
SUCCESSOR AGENCY (SA)  
REGULAR MEETING  
MAY 6, 2020**

The City Council of the City of Monterey Park held a Regular Teleconference Meeting on Wednesday, May 6, 2020 at 7:00 p.m. The regular meeting was conducted pursuant to Section 3 of Executive Order No. N-29-20 issued on March 17, 2020. Accordingly, Council Members were provided a meeting login number and conference call number and were not physically present at Council Chambers.

The minutes include items considered by the City Council acting on behalf of the Successor Agency of the former Monterey Park Redevelopment Agency, which dissolved February 1, 2012. Successor Agency matters will include the notation of "SA" next to the Agenda Item Number.

**PUBLIC PARTICIPATION**

In accordance with Executive Order No. N-29-20 and guidance from the California Department of Public Health on gatherings, remote public participation was allowed in the following ways:

Participants were encouraged to join the meeting 30 minutes before the start of the meeting.

Public comment was accepted via email to [mpclerk@montereypark.ca.gov](mailto:mpclerk@montereypark.ca.gov) during the meeting, before the close of public comment, and read into the record during public comment, when feasible. We request that written communications be limited to not more than 50 words.

Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (877) 853-5247 or (888) 788-0099 and entering Zoom Meeting ID: 982 8503 3575 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter "\*9" then the Clerk's office will be notified and you will be in the rotation to make a public comment.

The public may also watch the meeting live on the city's cable channel MPKTV (AT&T U-verse, channel 99 or Charter Communications, channel 182) or by visiting the city's website at <http://www.montereypark.ca.gov/133/City-Council-Meeting-Videos>.

**Important Disclaimer** – When a participant calls in to join the meeting, their name and/or phone number will be visible to all participants. Note that all public meetings will be recorded.

**MISSION STATEMENT**

The mission of the City of Monterey Park is to provide excellent services to enhance the quality of life for our entire community

**CALL TO ORDER:**

Mayor Liang called the meeting to order at 7:03 p.m.

**ROLL CALL:**

City Clerk Vincent Chang called the roll:

Council Members Present: Peter Chan, Hans Liang, Henry Lo, Fred Sornoso,  
Yvonne Yiu

Council Members Absent: None

**ALSO PRESENT:** City Manager Ron Bow, Assistant City Attorney Karl Berger, Deputy City Attorney Natalie Karpeles, City Treasurer Joseph Leon, Fire Chief Matt Hallock, Police Chief Kelly Gordon, Director of Public Works Mark McAvoy, Director of Management Services Martha Garcia, Director of Recreation & Community Services Inez Alvarez, Interim Director of Human Resources Danielle Tellez, Librarian Diana Garcia, Senior Planner Samantha Tewasart, Deputy City Clerk Cindy Trang, Assistant Deputy City Clerk Helena Cho

**AGENDA ADDITIONS, DELETIONS, CHANGES AND ADOPTIONS**

- City Clerk Chang administered the Oath of Office to Mayor Pro Tem Peter Chan.
- Assistant City Attorney Berger announced no reportable action taken in Closed Session and that the Council recessed from Closed Session at 6:45 p.m. and will reconvene at the conclusion of the Regular Meeting.
- City Manager Bow requested Agenda Item No. 3C be postponed to the May 20, 2020 City Council Meeting.

**ORAL AND WRITTEN COMMUNICATIONS**

- David Barron sent a written communication read by City Clerk Chang. He asked why there was no status update on the COVID-19 pandemic impact on Monterey Park provided by the City Manager and inquired what facilities and services would be allowed open starting May 8, 2020.
- Scott Chamberlain sent a written communication read by City Clerk Chang. He commended the City of Monterey Park and LA County Board of Supervisors' leadership to lease hotels and motels as part of Project Roomkey to provide housing to people experiencing homelessness.

**1. PRESENTATION**

None.

**2. OLD BUSINESS**

## 2A. MAYORAL ROTATION

On April 15, 2020, the City Council provided feedback and took actions relating to the mayoral rotation. The City Council extended the mayoral term for Mayor Hans Liang and selected Council Member Peter Chan as Mayor Pro Tem to a time indefinite until a time sequence is in place. The second action established the Council ranking order in accordance with the existing system (by highest number of votes) in the following order: Council Members Fred Sornoso, Henry Lo and Yvonne Yiu. Lastly, the City Council directed City Clerk staff to prepare alternative mayoral schedules, with the input of Council Member Yiu, and bring back the schedules for consideration.

Before the City Council for consideration are the following:

- Schedule A – Original schedule from the April 15, 2020 council meeting;
- Schedule B – Revised Schedule with ranking determined by highest number of votes received in an election.
- Schedule C – Revised Schedule with additional 10 weeks.

The schedule selected by the Council will be attached to the proposed resolution as Exhibit “A” in the staff report.

This item was heard after Agenda Item No. 4A.

**Action Taken:** The City Council adopted Resolution No. 12155 and selected Schedule B, establishing procedures for City Council reorganization and rotating mayoral responsibilities.

**Motion:** Moved by Council Member Yiu and seconded by Council Member Lo

Ayes: Council Members: Yiu, Lo, Sornoso, Chan, Liang  
Noes: Council Members: None  
Absent: Council Members: None  
Abstain: Council Members: None

**Resolution No. 12155**, entitled:

A RESOLUTION ESTABLISHING PROCEDURES FOR CITY COUNCIL REORGANIZATION AND ROTATING MAYORAL RESPONSIBILITIES

## 3. CONSENT CALENDAR ITEMS NOS. 3A-3I

Matters listed under consent calendar are considered to be routine, ongoing business and are enacted by one motion unless specified.

**Action Taken:** The City Council and the City Council, acting on behalf of the Successor Agency, approved and adopted Items Nos. 3A and 3H on Consent Calendar, excluding Items Nos. 3B, 3D, 3E, 3F, 3G, and 3I which were pulled for discussion and separate motion, reading resolutions and ordinances by the title only and waiving further reading thereof. Agenda Item No. 3C was continued to the May 20, 2020 regular City Council Meeting.

**Motion:** Moved by Mayor Pro Tem Chan and seconded by Mayor Liang motion carried by the following vote:

Ayes: Council Members: Yiu, Lo, Sornoso, Chan, Liang  
Noes: Council Members: None  
Absent: Council Members: None  
Abstain: Council Members: None

### **3A. MINUTES**

Approve the minutes from the joint special and regular meeting of April 1, 2020 and the special meeting of April 7, 2020.

**Action Taken:** The City Council approved the minutes from the joint special and regular meeting of April 1, 2020 and the special meeting of April 7, 2020 on Consent Calendar.

### **3B. LEGAL SERVICES AGREEMENTS WITH THE LAW OFFICE OF C PATRICK HAMBLIN (WORKERS COMPESATION)**

The City utilizes the services of outside, specialized legal counsel for the legal defense of workers compensation claims.

The City had an active agreement in place with the firm of Falk and Hamblin (Agreement Number 2109-A). The City was recently notified that the firm has reorganized resulting in the separation of the firm's partnership. C. Patrick Hamblin has represented the litigated workers' compensation claims on behalf of the City of Monterey Park.

**Action Taken:** The City Council authorized the City Manager to execute standard legal retainers with the Law Offices of C Patrick Hamblin.

**Motion:** Moved by Mayor Pro Tem Chan and seconded by Council Member Yiu motion carried by the following vote:

Ayes: Council Members: Yiu, Lo, Sornoso, Chan, Liang  
Noes: Council Members: None  
Absent: Council Members: None  
Abstain: Council Members: None

### **3C. AUDITING SERVICES AGREEMENT – AWARD OF CONTRACT EXTENSION**

The City signed a five-year contract (three years plus two optional years) with public accounting firm White Nelson Diehl Evans LLP (WNDE) on April 20, 2016 for audit services of fiscal years 2016 to 2020 (Attachment 1). The current contract will expire end of the current fiscal year, with fiscal year 2020's audit as their last year of service. WNDE is an audit firm with good reputation, and it has conducted the City's audits diligently for the past four years.

Due to the ongoing COVID-19 pandemic and the City's enterprise resource planning (ERP) system implementation, Staff deems keeping the same audit firm longer for the City would be cost effective and would promote stability and continuity. Hence, Staff has requested WNDE to submit a proposal to extend their audit services to the City for two additional years (Attachment 2) to the staff report. The proposed contract extension terms and prices are consistent to the original contract. Contract price increases 3% annually over the 2020 contract fee of \$49,955, so price for fiscal years 2021 and 2022 are \$51,455 and \$53,000, respectively.

**Action Taken:** The City Council continued the agenda item to the May 20, 2020 regular City Council Meeting.

### **3D. FY 2020 ASSISTANCE TO FIREFIGHTERS GRANTS PROGRAM – COVID-19 SUPPLEMENTAL**

The Department of Homeland Security Federal Emergency Management Agency (DHS FEMA) opened applications for the FY 2020 Assistance to Firefighters Grants Program – COVID-19 Supplemental (AFG-S). Monterey Park Fire Department requests to approve the application for the AFG-S Grant, specifically for personal protective equipment (PPE) for the fire department. If the City is offered the grant award, the total proposed budget for the AFG-S Grant is \$22,000, which includes a federal grant award application amount of \$20,000 (90%) and City non-federal funds cost share match application amount of \$2,000 (10%).

Staff seeks City Council consideration and approval of the AFG-S Grant application and authorization of funding the City applicant share match requirement if the City is awarded the grant. The anticipated funding selection and award date is June 5, 2020. The performance period would twelve months from the date of the

award. When the grant award decision is made and if the grant award is received, staff will submit an updated staff report to City Council.

**Action Taken:** The City Council (1) approved the proposed grant project to fund Personal Protective Equipment (PPE) in the amount of \$20,000 in Federal grant funds; (2) authorized the City Finance Department to allocate \$2,000 from the City budget to fund the applicant cost share if the grant is awarded; (3) and adopted Resolution No. 12156 authorizing the City Manager, or designee, to apply for, receive, and appropriate grant funds for the FY 2020 Assistance to Firefighters Grants Program – COVID-19 Supplemental.

**Motion:** Moved by Mayor Pro Tem Chan and seconded by Council Member Lo motion carried by the following vote:

Ayes: Council Members: Yiu, Lo, Sornoso, Chan, Liang  
Noes: Council Members: None  
Absent: Council Members: None  
Abstain: Council Members: None

**Resolution No. 12156**, entitled:

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO APPLY FOR, REEIVE, AND APPROPRIATE GRANT FUNDS FOR THEY FY 2020 ASSISTANCE TO FIREFIGHTERS GRANTS PROGRAM – COVID-19 SUPPLEMENTAL

**3E. WAIVE SECOND READING AND ADOPT AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL TO REGULATE THE UNLAWFUL USE OF PUBLIC PROPERTY**

The ordinance was introduced on April 15, 2020. At that meeting, the City Council conducted the first reading. The staff report from April 15, 2020 is attached to the staff report for reference. Second reading and adoption of this ordinance is recommended; if adopted, the ordinance will take effect in 30 days.

**Action Taken:** The City Council waived second reading and adopted Ordinance No. 2170 amending the Monterey Park Municipal Code to regulate the unlawful use of public property.

**Motion:** Moved by Council Member Sornoso and seconded by Council Member Lo motion carried by the following vote:

Ayes: Council Members: Yiu, Lo, Sornoso, Chan, Liang  
Noes: Council Members: None  
Absent: Council Members: None  
Abstain: Council Members: None

**Ordinance No. 2170**, entitled:

AN ORDINANCE AMENDING THE MONTEREY PARK MUNICIPAL CODE TO REGULATE THE UNLAWFUL USE OF PUBLIC PROPERTY

### **3F. AUTHORIZE PURCHASE OF REPLACEMENT COMPUTER SOFTWARE**

The Police Department needs to routinely update computer hardware and software as current equipment becomes inefficient, obsolete, or no longer supported by the technology industry. The police department's computer software upgrade is necessary to improve functionality and efficiency in maintaining public records, statistics, crime and traffic trend information, and overall function of the CAD/RMS system. Staff recommends upgrading the current computer software and licensing to accommodate the CAD/RMS Enterprise upgrade.

**Action Taken:** The City Council authorized the upgrade to the current computer software required by Tyler Technology for the police Computer Aided Dispatch (CAD) Enterprise upgrade. Staff recommended GovConnection be selected as the vendor with the lowest bid of \$34,397.68.

**Motion:** Moved by Council Member Sornoso and seconded by Council Member Yiu motion carried by the following vote:

Ayes:	Council Members:	Yiu, Lo, Sornoso, Chan, Liang
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None

### **3G. APPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES**

Membership on the City's Public Library Board are by appointment of the City Council. Members appointed to the City's Public Library Board serve a term of three years; at the end of each term, the City Council may opt to either replace or reappoint members. Members cannot serve more than two consecutive terms.

Mr. Andrew Yam began his service on the Library Board of Trustees on September 11, 2017. Mr. Yam's first term will end on June 30, 2020. Mr. David Barron began his service on the Library Board of Trustees on July 7, 2014; he was reappointed to a second term on September 11, 2017. Mr. Barron's second consecutive term will end June 30, 2020.

It is recommended that the City Council consider whether to reappoint Mr. Yam for a second term (ending June 30, 2023) and to direct the City Clerk to begin soliciting applications for new candidates to the Library Board of Trustees in anticipation of the vacancy following the end of Mr. Barron's second term (on June 30, 2020).

**Action Taken:** The City Council reappointed one Incumbent Library Board Trustee, Andrew Yam, to the Library Board of Trustees and directed the City Clerk to begin soliciting applications for new candidates to be appointed to the Library Board of Trustees.

**Motion:** Moved by Mayor Pro Tem Chan and seconded by Council Member Lo motion carried by the following vote:

Ayes: Council Members: Yiu, Lo, Sornoso, Chan, Liang  
Noes: Council Members: None  
Absent: Council Members: None  
Abstain: Council Members: None

### **3H. APPROVAL OF AMENDMENT TO AGREEMENT WITH CONTROL AUTOMATION DESIGN**

The City Council awarded an agreement to Control Automation Design, Inc. on May 3, 2017 for service and maintenance of the City's Supervisory Control and Data Acquisition (SCADA) system. The term of the agreement was for three years with an option for renewal upon mutual consent of both parties. Staff is requesting that the City Council authorize the City Manager to execute an amendment, extending the term of the agreement by two years to June 30, 2022. The annual cost would remain not to exceed \$50,000 for as needed maintenance services to the SCADA system. Some costs are reimbursable by the Environmental Protection Agency (EPA).

**Action Taken:** The City Council authorized the City Manager to execute the First Amendment, in a form approved by the City Attorney, that would extend the term of the Maintenance Agreement with Control Automation Design, Inc., for two years at the same annual cost of \$50,000 on Consent Calendar.

### **3I. SECOND AMENDMENT TO AGREEMENT NO. 1968-A WITH SOUTHERN COUNTIES OIL CO., DBA SC FUELS, FOR CITYWIDE FLEET FUEL PURCHASING**

The City awarded an agreement to Southern Counties Oil Co., dba SC Fuels, on October 19, 2016. The agreement included purchase of gasoline and diesel fuel, for an annual amount up to \$280,000 and is set to expire in June 2021. The agreement was amended once in June 2018 for SC Fuels to additionally provide oil and lubricants, with no increase to the agreement annual cost. To complete required fuel and oil purchases for fiscal year 2019-20 and 2020-21, staff recommends a second amendment to the agreement, increasing the annual not-to-exceed amount to \$350,000.

**Action Taken:** The City Council authorized the City Manager to execute an amendment to Purchase Agreement No. 1968-A with Southern Counties Oil Co., dba SC Fuels, in a form approved by the City Attorney, increasing the annual purchase amount to \$350,000.

**Motion:** Moved by Mayor Liang and seconded by Mayor Pro Tem Chan motion carried by the following vote:

Ayes: Council Members: Yiu, Lo, Sornoso, Chan, Liang  
Noes: Council Members: None  
Absent: Council Members: None  
Abstain: Council Members: None

#### **RECESSED AND RECONVENED**

The City Council recessed at 9:35 p.m. and reconvened with all Council Members present at 9:42 p.m.

#### **4. PUBLIC HEARING**

##### **4A. A PUBLIC HEARING TO CONSIDER AN AMENDMENT TO THE GARFIELD VILLAGE SPECIFIC PLAN (SPA-19-01), ZONE CHANGE (ZC-19-01) AND CONDITIONAL USE PERMIT (CU-19-04) FOR THE RECONSTRUCTION OF AN EXISTING SERVICE STATION (ARCO) AND CONSTRUCTION OF NEW 24-HOUR DRIVE-THROUGH COFFEE SHOP AT 2425 AND 2439 SOUTH GARFIELD AVENUE**

The Applicant is requesting an amendment to the Garfield Village Specific Plan (“GVSP”), a Zone Change (from Garfield Village Neighborhood Shopping District (GVN-S) to Garfield Village Commercial Services District (GVC-S)) and a Conditional Use Permit to allow the demolishing and reconstruction of an existing service station and construction of a new 24-hour drive-through coffee shop. Pursuant to the GVSP, service stations are conditionally permitted within the GVC-S zone, only. On October 22, 2019, the Planning Commission adopted Resolution No. 20-19.<sup>1</sup>

The Project was presented to the City Council at its December 18, 2020 regular meeting.<sup>2</sup> The City Council reiterated the concerns raised by the Planning Commission and, in order to sufficiently address these concerns, the item was set for the February 5, 2020 City Council meeting. Due to scheduling conflicts, the Applicant requested that the item be continued to a date uncertain. At the February 5, 2020 meeting, the City Council granted the Applicant’s request for a continuance, requested a copy of the focused traffic analysis<sup>3</sup>, and requested that

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<sup>1</sup> The staff report and draft minutes from the October 22, 2019 Planning Commission meeting are attached for reference.

<sup>2</sup> The minutes of the December 18, 2019 City Council meeting are attached for reference.

<sup>3</sup> The focused traffic analysis was provided to the City Council on February 6, 2020 and is attached for reference.

the public notification radius be extended to 500 feet (rather than the 300 feet required by Government Code § 65090 and Monterey Park Municipal Code (MPMC) § 21.32.070.<sup>4</sup>

CEQA (California Environmental Quality Act):

The Project is categorically exempt from additional environmental review pursuant to CEQA Guidelines § 15332 as a Class 32 categorical exemption (In-Fill Development Projects) in that the Project consists of demolishing and reconstructing an existing service station. The property is designated Commercial in the General Plan Land Use Element. The proposed development will take place within city limits on a site of no more than five acres substantially surrounded by urban uses. The Project site has no value as habitat for endangered, rare or threatened species in that the property is already developed with an existing service station which will be demolished and reconstructed as part of the proposed Project; furthermore, the construction of the proposed drive-thru coffee shop will take place entirely upon the existing, developed lot. Approval of the Project will not result in any significant effects relating to traffic, noise, air quality, or water quality in that the Project is an in-fill project in an existing developed and urban area. Lastly, the site can be adequately served by all required utilities and public services.

This agenda item was heard after Oral and Written Communications.

**Public Speakers:**

- Arian Talehakimi, applicant, presented the project and was available for questions.
- Gina Casillas stated her opposition to the project. She commented stating that there was no proper environmental review conducted.
- Rafael Casillas, resident, stated his opposition of the project. He commented that the project is not consistent with City's zoning, land use, and general plan. He also stated that the project would generate traffic in the surrounding neighborhood.
- Delario Robinson, Planning Commissioner, voiced his support of the project and provided insight on the projects lighting, traffic and safety concerns. He urged the City Council to approve the project.
- Deputy City Clerk Trang informed the Council about written communications from Gina Casillas and Rafael Casillas who provided verbal comment on the item. Their written communications were received, filed, and forwarded to the City Council.

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<sup>4</sup> The staff report and minutes from the February 5, 2020 City Council meeting are attached for reference.

- City Clerk Chang read, received, and filed into the record three written communications from Chikomi Dodge, Andy Tsang, and Mr. and Mrs. Porras voicing their opposition to the project.
- The Project Management team was available to answer questions and responded with their position regarding public comments.

**Action Taken:** The City Council (1) opened the continued public hearing at 7:34 p.m.; (2) received testimonial and documentary evidence; (3) closed the public hearing at 8:41 p.m. (4) waived first reading and introduced an Ordinance approving a specific Plan Amendment (SPA-19-01) and Zone Change (ZC-19-01); and (5) adopted Resolution No. 12154 approving a Conditional Use Permit (CU-19-04), subject to SPA-19-01 and ZC 19-01, along with conditions of approval as amended to revise the operating hours of Starbucks to 5:00 a.m. to 11:30 p.m. and to see if it is feasible to restrict left turns onto Fernfield Drive.

**Motion:** Moved by Mayor Pro Tem Chan and seconded by Council Member Lo motion carried by the following vote:

Ayes: Council Members: Yiu, Lo, Chan, Liang  
Noes: Council Members: Sornoso  
Absent: Council Members: None  
Abstain: Council Members: None

**Substitute Motion:** Council Member Sornoso requested that the item be tabled to further discuss the project. The motion failed due to a lack of a second.

**Resolution No. 12154**, entitled:

A RESOLUTION APPROVING CONDITIONAL USE PERMIT (CU-19-04) TO ALLOW THE RECONSTRUCTION OF AN EXISTING SERVICE STATION AND CONSTRUCTION OF A NEW 24-HOUR COFFEE SHOP WITH A DRIVE-THROUGH AT 2425 AND 2439 SOUTH GARFIELD AVENUE

**4B. PUBLIC NUISANCE HEARING REGARDING 229 E. MARKLAND DRIVE, MONTEREY PARK, CA 91755**

The single-family dwelling located at 229 E. Markland Drive, Monterey Park, CA 91755 was “red tagged” by the City’s Building Official on December 11, 2018; the “red tag” remains in place to date. On April 11, 2020, the Monterey Park Police (MPPD) and Fire Departments (MPFD) were called to the property. Upon arrival, MPPD observed evidence that persons were squatting within both the detached garage and dwelling; and MPFD was required to put out a fire that had been lit within the dwelling. At the scene, MPPD also found evidence that the fuse box on the property had been rewired and that wires have been connected directly to the power lines servicing the dwelling.

On April 15, 2020, the City Manager signed an Order for Urgency Abatement at the property. An urgency order was needed to immediately abate the public nuisance on the property because the threat to public health and safety was significantly heightened because of the “safer at home” orders issued by the Governor, the Los Angeles County Department of Health, and the City of Monterey Park. The public nuisances are numerous and include the hoarding conditions within the dwelling;; the front and rear yard landscaping is severely overgrown; and the condition of the rear yard currently constitutes an immediate fire hazard (see attached Order for Urgency Abatement to the staff report). The property was secured by the City on April 17, 2020 and both MPPD and Code Enforcement have been conducting routine checks of the premises.

It is recommended that the City Council consider ratifying the City Manager’s Urgency Order. See MPMC § 4.30.180(a), “Notwithstanding any other provision of this code, whenever the City Manager, or designee, determines that a public nuisance exists and that such public nuisance constitutes an immediate threat or hazard or danger to persons or property, the City Manager, without observing procedures set forth in this chapter with reference to public nuisance abatement, will forthwith immediately cause the abatement of such public nuisance in such manner as the City Manager, or designee, determines is reasonably required.”

**Action Taken:** The City Council opened the public hearing at 9:43 p.m., received testimonial and documentary evidence, there being no speakers, closed the public hearing at 9:58 p.m.; after receiving no such evidence, ratified the City Manager’s April 15, 2020 Order for Urgency Abatement of a public nuisance at 229 E. Markland Drive based upon substantial evidence.

**Motion:** Moved by Council Member Lo and seconded by Mayor Liang motion carried by the following vote:

Ayes: Council Members: Yiu, Lo, Sornoso, Chan, Liang  
Noes: Council Members: None  
Absent: Council Members: None  
Abstain: Council Members: None

## 5. NEW BUSINESS

### 5A. **CONSIDERATION AND POSSIBLE ACTION TO ADOPT AN URGENCY ORDINANCE AUTHORIZING DIGITAL AND ELECTRONIC SIGNATURES FOR OFFICIAL CITY DOCUMENTS. ADDITIONALLY, CONSIDERATION AND POSSIBLE ACTION TO INTRODUCE AND WAIVE FIRST READING OF AN ORDINANCE THAT WOULD TAKE THE SAME ACTION AS THE URGENCY ORDINANCE**

On March 11, 2020, the City declared a state of local emergency due to the COVID-19 Pandemic (the “Emergency”). That Emergency was ratified by

Resolution No. 12142, adopted March 18, 2020 and extended on April 15, 2020 by Resolution No. 12151. In response to the requirements related to physical distancing issued by the Governor and the Los Angeles County Department of Public Health, the City ordered the closure of all public facilities; cancelled in-person public meetings; and is taking numerous additional steps to help ensure that the likelihood of being exposed to COVID-19 is significantly reduced.

Since the start of the Emergency, it became apparent that the City must improve its protocols in order to facilitate the timely processing of documents while also adhering to State and County requirements of physical distancing. The attached urgency and regular ordinances would authorize digital and electronic signatures for all City documents (e.g., ordinances, resolutions and contracts) by providing specific standards for the City Clerk to utilize when processing such documents. Following the termination of the Emergency, the City Manager and City Clerk may recommend changes to these protocols, including codification within the Monterey Park Municipal Code.

**Action Taken:** The City Council adopted an Urgency Ordinance upon 4/5ths vote authorizing digital and electronic signatures for all City documents and waived first reading and introduced an Ordinance authorizing digital and electronics signatures for all City documents.

**Motion:** Moved by Mayor Pro Tem Chan and seconded by Mayor Liang motion carried by the following vote:

Ayes: Council Members: Yiu, Lo, Sornoso, Chan, Liang  
Noes: Council Members: None  
Absent: Council Members: None  
Abstain: Council Members: None

**Urgency Ordinance No. 2171**, entitled:

AN UNCODIFIED URGENCY ORDINANCE AUTHORIZING DIGITAL AND ELECTRONIC SIGNATURES FOR OFFICIAL CITY DOCUMENTS

**Ordinance, 1<sup>st</sup> Reading**, entitled:

AN UNCODIFIED ORDINANCE AUTHORIZING DIGITAL AND ELECTRONIC SIGNATURES FOR OFFICIAL CITY DOCUMENTS

6. **COUNCIL COMMUNICATIONS AND MAYOR/COUNCIL AND AGENCY MATTERS**

Council Member Yiu thanked the Joint Chinese Alumni Association of Southern California for donating face masks to the Police Department. She stated she submitted a greeting video to the Chinese American Online Concert on May 2, 2020.

Council Member Lo requested for the City Council to consider three resolution in recognizing Asian Pacific Hawaiian and Pacific Islander American Heritage Month, Mental Health Awareness Month, and Bike Month at the May 20, 2020 regular City Council Meeting. He acknowledged the Greater Monterey Park Chamber of Commerce for their joint program with the Boys & Girls Clubs of West San Gabriel Valley for their "Meals to Heal" that donates meals to hospitals and the medical professions.

Council Member Sornoso encouraged the community to lookout for each other during the COVID-19 pandemic.

Mayor Pro Tem Chan thanked the Taiwan Benevolent Association of America for donating personal protective equipment (PPE) to the City and thanked all organizations for donating PPE to the Police and Fire Department. He wished everyone a Happy Mother's Day.

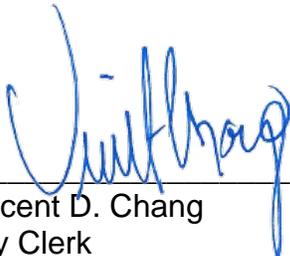
Mayor Liang thanked the City staff for all the hard work during these times and thanked the residents for being diligent and following the orders.

**7. CLOSED SESSION (IF REQUIRED; CITY ATTORNEY TO ANNOUNCE)**

The City Council reconvened to closed session at the conclusion of the regular City Council Meeting.

**ADJOURNMENT**

There being no further business for consideration, the meeting was adjourned at 10:16 p.m.



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Vincent D. Chang  
City Clerk

*Approved on June 17, 2020 at the Joint Special and Regular City Council Meeting*