

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

Tuesday, February 15, 2022 - 6:30 P.M.

**Mission Playhouse
320 South Mission Drive
San Gabriel, California 91776**

Vacant
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

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 only to cityclerk@sgch.org and include the following on the subject line of your email: *PUBLIC COMMENT: 02/15/2022 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, February 15, 2022**

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATION

A. RECOGNITION OF FORMER MAYOR CHIN HO LIAO FOR HIS SERVICE TO THE CITY OF SAN GABRIEL

B. RECOGNITION OF POLICE CAPTAIN FABIAN VALDEZ FOR HIS SERVICE TO THE CITY OF SAN GABRIEL

C. PROCLAMATION FOR KIWANIS CLUB'S PANCAKE BREAKFAST AND EGG HUNT

D. INTRODUCTION OF NEW PUBLIC INFORMATION OFFICER CLARA TSANG

E. 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 February 1, 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 – JANUARY 2022

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 Section 53646, the Finance Director is to render an investment report to the City Council, City Treasurer, City Manager, and the City Attorney. The January 2022 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 January 2022.

D. EXCHANGE OF PROPOSITION A FUNDS

The City of San Gabriel receives over \$800,000 annually in Proposition (Prop) A Local Return Funds from the Los Angeles County to be used for the benefit of public transit. Approximately one-half of the funds are used to operate the City’s Dial-A-Ride and Recreation transit programs each year. Since the City does not have other eligible projects and must use these funds within a three-year period, it has now accumulated a balance of about \$1.1 million in unspent Prop A Funds. Los Angeles County Metro allows agencies to exchange Prop A Funds for unrestricted General Fund revenue at a discounted rate – a practice that San Gabriel has taken advantage of in the past. Foothill Transit has offered to exchange \$1 million of the City’s Prop A Funds for \$750,000 in unrestricted funds, representing a rate of \$.75/\$1.00, which will yield the City’s \$750,000 in revenue to the General Fund.

Recommended Action:

Staff recommends that the City Council approve and authorize the City’s Manager to executed the attached Agreement with the Foothill Transit

Authority authorizing the exchange of \$1 million in Proposition A Funds for \$750,000 in General Fund revenue.

E. PROFESSIONAL SERVICES AGREEMENT – PRINTING AND MAILING SERVICES FOR THE GRAPEVINE GUIDE PUBLICATION

The Grapevine Guide is the Community Services Department program and activity brochure. The City of San Gabriel utilizes a provider to print and mail the Guide to San Gabriel residents. As part of the Fiscal Year 2021-2022 budget, City Council has allocated funding in the amount of \$39,200 for publication of the Guide, as well as printing and mailing services. In November 2021, staff issued a Request for Proposal for the printing and mailing services and received three proposals. The Fiscal Year 2021-22 budget has adequate funds in Community Services Account 121-850-10-22-000 to cover the cost of publishing, printing and mailing the Guide for the remainder of the fiscal year. Future costs for the production of the Guide will be included as part of the budget process.

Recommended Action:

Staff recommends that the City Council review and approve the Professional Services Agreement with Advantage Incorporated to provide printing and mailing services, and authorize the City Manager to execute the agreement.

5. PUBLIC HEARING – None.

6. CONTINUED BUSINESS – None.

7. NEW BUSINESS

A. SECOND AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN THE CITY OF SAN GABRIEL AND MARK LAZZARETTO

The proposed Second Amendment to the City's Manager Employment Agreement would extend the City Manager's term of employment by an additional three years and increase the City Manager's base salary by six percent (6%). No change to any other provision of the employment agreement of any kind is proposed.

Recommended Action:

Staff recommends that the City Council approve the City Manager Employment Agreement between the City of San Gabriel and Mark Lazzaretto and the amended Authorized Salary Schedule incorporating the City Manager's updated base salary.

B. APPOINTMENTS TO FILL TWO VACANCIES ON THE CITY COUNCIL FOR TERMS EXPIRING AT THE CERTIFICATION OF THE NOVEMBER 2022 GENERAL ELECTION

On February 9 and 10, 2022, the City Council interviewed applicants to fill two vacancies on the City Council. This item is to make to make those appointments.

Recommended Action:

Staff recommends that the City Council appoint Carina Rivera and John Wu to fill two City Council vacancies for terms ending at the certification of the November 2022 general election by minute action and/or Resolution(s) Nos. 22-14 and 22-16.

C. OATH OF OFFICE AND SEATING OF NEWLY-APPOINTED CITY COUNCIL MEMBERS

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, March 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.

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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.

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