

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

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

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

Tony Ding
Mayor

John R. Harrington
Vice Mayor

Denise Menchaca
Council Member

Carina Rivera
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 only to cityclerk@sgch.org and include the following on the subject line of your email: *PUBLIC COMMENT: 03/15/2022 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, March 15, 2022

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATION

A. OATH OF OFFICE FOR NEW MAYOR AND VICE MAYOR

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 Special Meeting of March 1, 2022.](#)
2. [Minutes of the City Council Regular Meeting of March 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 – FEBRUARY 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 February 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 February 2022.

D. MONTHLY BUDGET UPDATE – FEBRUARY 2022

This report provides the monthly budget update for the City’s General Fund and Mission Playhouse as of February 28, 2022. The monthly budget update incorporates the actual revenue and expenditures that have occurred through February 28, 2022, and projects the financial results for the year ending on June 30, 2022.

Recommended Action:

Staff recommends that the City Council receive and file the report.

E. HUMAN, EQUITY, ACCESS AND RELATIONS (HEAR) COMMISSION 2022 ANNUAL WORKPLAN

This is the Annual Workplan developed by the Human, Equity, Access, and Relations (HEAR) Commission and is intended for the 2022 calendar year. The Commissioners have had open and constructive dialogue to develop a plan that best fits in alignment with the goals and scope of the HEAR Commission as well as the City of San Gabriel’s Mission.

Recommended Action:

Staff recommends that the City Council review and approve the Human, Equity, Access, and Relations (HEAR) Commission’s Annual Workplan, as presented for the 2022 calendar year.

F. 2021 GENERAL PLAN IMPLEMENTATION ANNUAL PROGRESS REPORT – JANUARY 2021 TO DECEMBER 2021

As required by Government Code Section 65400(a)(2), the Planning Division is required to provide an annual report each April to the City Council, and the State Governor’s Office of Planning and Research (OPR) regarding the status of the General Plan and its implementation progress. The Planning Commission reviewed the attached information at their February 14, 2022 meeting, affirmed the information in this report and recommended it be forwarded to the City Council.

Recommended Action:

Staff recommends that the City Council receive and file the information contained in this staff report and direct staff to submit the report to the Office of Planning and Research (OPR) and State Department of Housing and Community Development (HCD).

G. GENERAL PLAN HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE 2021 CALENDAR YEAR

As required by Government Code Section 65400(b), the Planning Division is required to provide an annual report to the California Department of Housing and Community Development (HCD) and to the Governor’s Office of Planning and Research (OPR) 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 (APR) is an important tool to facilitate the implementation of the Housing Element and in tracking and monitoring the City’s progress in addressing the regional housing needs allocation (RHNA), including the number of housing units permitted by income level, the status of programs in the Housing Element, and efforts to remove governmental constraints.

Recommended Action:

Staff recommends that the City Council receive and file the information contained in this staff report and direct staff to submit the housing report to the State Department of Housing and Community Development (HCD).

H. PROFESSIONAL SERVICES AGREEMENT WITH LAN WAN ENTERPRISE AND SDI PRESENCE, LLC FOR INFORMATION TECHNOLOGY SUPPORT SERVICES (RFP 21-10)

In January 2022, the City issued a request for proposals (RFP) for information technology (IT) support services. The RFP resulted in responses from nine IT firms. The proposals were evaluated, and six firms were interviewed. Staff is presenting, for Council's consideration, professional services agreements with two of the firms to provide as-needed, supplemental information technology services. Approved budgeted funds for the IT consultant services will be used to pay for any services provided. The services are on an as-needed basis, and the fiscal impact will be dependent on the utilization of the consultants.

Recommended Action:

Staff recommends that the City Council authorize the City Manager to execute Professional Services Agreements with Lan Wan Enterprises and SDI Presence, Limited Liability Corporation.

I. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH URBAN FUTURES, INCORPORATED FOR FINANCIAL ADVISORY SERVICES (RFP 22-01)

In January 2022, the City issued a request for proposal (RFP) for financial advisory services to assist the City with capital-financing and debt-issuance activity. The RFP resulted in responses from three financial-advisory firms. Based on a review of the proposals, staff is recommending the City enter into a Professional Services Agreement for financial-advisory services with Urban Futures, Incorporated.

Recommended Action:

Staff recommends that the City Council authorize the City Manager to execute a Professional Services Agreement with Urban Futures, Incorporated based on their proven track record as a municipal-financial advisor, experience working with cities like San Gabriel, and familiarity with the PTO-backed debt obligations.

J. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH ALESHIRE & WYNDER FOR LEGAL SERVICES

The City currently employs Mr. Keith Lemieux of the law firm of Olivarez Madrugá Lemieux O'Neill ("OMLO") to serve as the City Attorney. Mr. Lemieux

has recently announced that he and his partner Steve O'Neill will be leaving OMLO to join a new law firm, Aleshire and Wynder. ("A&W") The City desires to keep Mr. Lemieux as the City Attorney. This will require the City to enter a new contract for legal services with A&W. The new agreement will not increase the cost of legal services. Accordingly, staff recommends approval of this professional services agreement.

Recommended Action:

As the City Council and staff are satisfied with the performance of Mr. Keith Lemieux, staff recommends that the City Council authorize the City Manager to execute a professional services agreement with Aleshire and Wynder.

5. PUBLIC HEARING – None.

6. CONTINUED BUSINESS – None.

7. NEW BUSINESS – None.

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, April 5, 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.