

CITY OF SAN GABRIEL
CITY COUNCIL
REGULAR MEETING AGENDA
Tuesday, March 20, 2018 - 7:30 P.M.

LOCAL

City Hall
Council Chamber
425 South Mission Drive
San Gabriel, California 91776

Juli Costanzo
Mayor

John R. Harrington
Vice Mayor

Chin Ho Liao
Council Member

Denise Menchaca
Council Member

Jason Pu
Council Member

TELECONFERENCING

HYATT Place Washington DC/National Mall
ROOM# TBD
400 E Street SW
Washington, D.C., USA, 20024

Mark Lazzaretto
City Manager

Keith Lemieux
City Attorney

Julie Nguyen
City Clerk

Kevin B. Sawkins
City Treasurer



Materials Available for Inspection. The City Clerk's Department has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. You may also 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, are available for public inspection at the meeting or in the City Clerk's Department, located at City Hall, 425 South Mission Drive, San Gabriel, California, during regular office hours, Monday through Friday 8:00 a.m. to 5:00 p.m. except for Tuesdays until 6:30 p.m.

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 (626) 308-2816 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 in person or by telephone at (626) 308-2816 during regular office hours.

NOTE: CITY HALL IS AN ACCESSIBLE FACILITY PER THE AMERICANS WITH DISABILITIES ACT. 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's Department at (626) 308-2816 at least 48 hours before the meeting, if possible.

City Council Meeting Agenda
Tuesday, March 20, 2018

Pursuant to California Government Code 54953 (b) (1) Mayor Juli Costanzo will attend this meeting via teleconference from HYATT Place Washington DC/National Mall, ROOM # **TBD**, 400 E Street SW, Washington, D.C., USA, 20024. The location address is City Hall, Council Chamber, 425 South Mission Drive, San Gabriel, California 91776. This agenda has been duly posted at this location 72 hours prior to the meeting date and time and will be open to the public.

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Council Member Menchaca
- **ROLL CALL:** Mayor Costanzo, Vice Mayor Harrington, Council Members Liao, Menchaca and Pu

1. PRESENTATIONS

A. OUTGOING MAYOR'S COMMENTS

B. COUNCIL REORGANIZATION

In accordance with State law, the City Council is required to reorganize each year by appointing a Mayor and Vice Mayor.

1) APPOINTMENT OF MAYOR

Assistant City Clerk calls for nominations for election of Mayor.

2) APPOINTMENT OF VICE MAYOR

Newly Appointed Mayor Presiding calls for nominations for election of Vice Mayor.

3) NEW MAYOR AND VICE MAYOR ASSUME SEATS

4) NEW VICE MAYOR'S COMMENTS

5) NEW MAYOR'S COMMENTS

**C. INTRODUCTION OF EXECUTIVE ASSISTANT TO THE CITY MANAGER
NANCY RAMOS**

Introduction will be made by City Manager Mark Lazzaretto.

2. PUBLIC COMMENT

This is the time set aside for members of the public to address the City Council on items of interest that are not on the Agenda, but are within the subject matter jurisdiction of the San Gabriel City Council. Pursuant to the Brown Act, the City Council cannot answer any questions or take any action until such time as the matter may appear as an item on a future agenda.

If you wish to address the City Council, please complete a speaker's request card and hand it to the Assistant City Clerk before the start of the meeting. When speaking, please state your NAME for the record.

3. 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 October 17, 2017](#)
2. [Minutes of the City Council Regular Meeting of November 7, 2017](#)
3. [Minutes of the City Council Special Meeting of November 14, 2017](#)
4. [Minutes of the City Council Special Meeting of November 21, 2017](#)
5. [Minutes of the City Council Regular Meeting of November 21, 2017](#)
6. [Minutes of the City Council Special Meeting of December 2, 2017](#)
7. [Minutes of the City Council Regular Meeting of December 5, 2017](#)
8. [Minutes of the City Council Special Meeting of December 8, 2017](#)
9. [Minutes of the City Council Special Meeting of December 19, 2017](#)
10. [Minutes of the City Council Regular Meeting of December 19, 2017](#)

Recommended Action: Approval

B. MATERIAL DEMANDS

This is the presentation of the "Register of Demands and Warrants" for the payment of City expenditures.

Recommended Action: Approval

C. INVESTMENT REPORT

This is a presentation of City Investments for the month of February 2018.

Recommended Action: Approval

D. REQUEST TO APPROVE LETTER OF INTENT WITH KABOOM!, INCORPORATED

Through a competitive grant application process, the City of San Gabriel has been selected to move forward with the next phase of the selection process for a "Build it with KaBOOM!" project to install a new playground at Smith Park. In order to proceed to the next phase, the City must submit a signed Letter of Intent drafted by KaBOOM!, Inc. By signing the Letter of Intent, the City of San Gabriel will be added to KaBOOM's "shovel ready" project list in the hopes of being matched with a suitable funding partner. If matched with a funding partner, the City would immediately move forward with the project planning for what would be our first project with KaBOOM!

Recommended Action:

Staff recommends approval of the following:

1. Review the Letter of Intent with KaBOOM!, Inc. and the Community Partner Playground Agreement and authorize the City Manager to sign the Letter of Intent and act as the agent of the City on all matters concerning this grant program; and
2. Adopt Resolution No. 18-11 Approving the Design and Plans for the Installation of Playground Equipment in Smith Park Pursuant to Government Code §830.6 and Authorizing the City Manager to Execute an Agreement with KABOOM!, INC. and its Community Partner without the need for Competitive Bidding as otherwise required by the City of San Gabriel Municipal Code.

E. 2015 STATE HOMELAND SECURITY GRANT PROGRAM

The San Gabriel Fire Department (SGFD) was awarded funds from the 2015 State Homeland Security Grant Program in the amount of \$35,000. SGFD is able to use these funds to fund projects from the Department of Homeland Security Equipment List and to provide Urban Search and Rescue training. This staff

report is to identify the varying projects that would enhance the capabilities of the Urban Search and Rescue team and provide necessary equipment.

This is a State Homeland Security Grant Program. Initial outlay would be \$35,000 but would be fully reimbursed, with no matching funds. The deadline to use these funds is March 31, 2018.

Recommended Action:

Staff recommends that the City Council make a motion to increase the Fire Department Budget by \$35,000 to account #122-761-57-99-380. Staff further recommends that the City Council make a motion to authorize the Fire Chief to accept the State Homeland Security Grant Program grant to Account #186-3215 and purchase the items under the City's purchasing policy.

F. 2016 STATE HOMELAND SECURITY GRANT PROGRAM

The San Gabriel Fire Department was awarded funds from the 2016 State Homeland Security Grant Program in the amount of \$80,196. The San Gabriel Fire Department is able to use these funds to fund projects from the Department of Homeland Security Approved Equipment List and to provide Urban Search and Rescue training. This staff report is to identify the varying projects that would enhance the capabilities of the Urban Search and Rescue team and provide necessary equipment.

This is a State Homeland Security Grant Program. Initial outlay would be \$80,196 but would be fully reimbursed, with no matching funds. The deadline to use these funds is March 31, 2018.

Recommended Action:

Staff recommends that the City Council make a motion to increase the Fire Department Budget by \$80,196 to account #122-761-57-99-380. Staff further recommends that the City Council make a motion to authorize the Fire Chief to accept the State Homeland Security Grant Program grant to Account #186-3215 and purchase the items under the City's purchasing policy.

4. PUBLIC HEARING

A. ADOPTION OF RESOLUTION NO. 18-13 RULES OF ORDER AND CONDUCT OF MEETINGS AND ADOPTION OF ORDINANCE NO.643-C.S. MODIFYING TIME AND PLACE OF PUBLIC MEETINGS

Meetings of the City Council and its committees and boards are governed by a variety of laws, rules and procedures. In addition, the City has relied on custom and tradition to govern certain practices that are not otherwise covered by state law. The enclosed Rules of Order are intended to codify the City's existing rules and procedures in a written format so they are clearly understood by elected officials, City staff and the public.

Recommended Action:

The City Council is requested to:

1. Introduce for first reading by title only Ordinance No. 643-C.S. of the City Council of the City of San Gabriel, California modifying the time and place of public meetings; Waive further reading of Ordinance No. 643-C.S.; and Schedule the second reading and adoption of Ordinance No. 643-C.S. for April 3, 2018; and
2. Adopt Resolution No. 18-13 Rules of Order and Conduct of Meetings.

5. NEW BUSINESS

A. AWARD OF CONSTRUCTION CONTRACT FOR THE 2017 CDBG STREET IMPROVEMENT PROJECT, CASH CONTRACT NO. 18-01, CDBG PROJECT NO. 601801-16

Cash Contract 18-01 for the 2017 Community Development Block Grant (CDBG) Street Improvement Project will construct new paving, remove architectural barriers by constructing new access ramps, and install related improvements on Broadway (from California to Rubio Wash), on two segments of California Street, and two segments of Pine Street. The streets are located within low-moderate income areas and are eligible for CDBG construction funds. Staff recommends that the City Council Award Cash Contract No. 18-01 to Hardy & Harper, Inc. in the amount of \$533,000.00, and approve a 10% construction contingency for a total construction budget of \$586,300.00.

Recommended Action:

Staff recommends that the City Council:

1. Approve plans and specifications for the 2017 CDBG Street Improvement Project, Cash Contract No. 18-01, CDBG Contract No.109363, and CDBG Project No. 601801-16;

2. Authorize the Mayor to execute contract documents with Hardy & Harper, Inc. for the base bid amount in the amount of \$533,000.00; and
3. Approve a Purchase Order in the amount of \$586,300.00 which includes a 10% construction contingency.

6. CITY MANAGER ITEMS

7. 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.

8. ADJOURN COUNCIL MEETING

The next regular City Council meeting will be held on Tuesday, April 3, 2018 at 7:30 p.m. in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California. 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.