

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

Tuesday, November 5, 2019 - 6:30 P.M.

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

Jason Pu
Mayor

Denise Menchaca
Vice Mayor

Juli Costanzo
Council Member

John R. Harrington
Council Member

Chin Ho Liao
Council Member



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.

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, November 5, 2019

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

1. APPROVAL OF AGENDA ORDER

2. PRESENTATIONS

A. MOST BUSINESS FRIENDLY CITY IN LOS ANGELES COUNTY FINALIST

B. INTRODUCTION OF RECREATION SUPERVISOR — MATTHEW MORALES-STEVENSON

C. INTRODUCTION OF PUBLIC WORKS MAINTENANCE WORKER I — STEVE MANCILLAS

3. 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.

In an effort to provide everyone with an opportunity to speak tonight, please be aware that all public comments will be limited to a maximum of three minutes. You will receive a 30-second warning as you approach the end of your time. As a reminder, please be respectful of all speakers regardless of the position they take on any items.

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

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 October 15, 2019.](#)
2. [Minutes of the City Council Regular Meeting of October 15, 2019.](#)

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. CASH AND INVESTMENT REPORT — SEPTEMBER 2019

This is a presentation of City investments for the month of September 2019.

Recommended Action: Approval.

D. SECOND READING AND ADOPTION OF ORDINANCE NO. 657 AMENDING TITLE III, SECTION 34 OF THE SAN GABRIEL MUNICIPAL CODE — FINANCE AND REVENUE

The proposed Ordinance will amend Title III, Section 34 of the San Gabriel Municipal Code by providing for the use of mechanical signatures on city issued checks, updating the purchasing procedures section to modify and clarify purchasing policies and procedures used to procure goods and services for City operations, and making minor modifications to the Informal Bidding Procedures for public projects. The majority of changes within the purchasing procedures code section were approved by Urgency Ordinance No. 656 on September 17, 2019 and are provided herein as to further ratify those provisions. The first reading of this proposed ordinance was conducted on October 15, 2019.

Recommended Action:

Staff recommends that the City Council waive full reading, read by title only, and adopt at the Second reading, Ordinance No. 657 amending Title III, Section 34 of the San Gabriel Municipal Code, pertaining to Claims and Demands, Purchasing Procedures, and Informal Bidding Procedures.

**E. AWARD OF CONSTRUCTION CONTRACT FOR GREAT STREETS PROGRAM
CONSTRUCTION CITY CONTRACT NO. 19-08, CAPITAL IMPROVEMENT
PROJECT NO. 1-08-35**

The Great Streets Program will construct pavement rehabilitation at several locations citywide. The annual Great Streets Program reconstructs and maintains the City's pavement as identified through field investigations and the City's Pavement Management Program. The Great Streets Program for 2019 Phase 2 includes rehabilitation of pavement on Santa Anita Street between Mission Road and Mission Drive, Arroyo Drive between Santa Anita Street and Mays Alley, Carmelita Drive between San Marcos Street and Mission Drive, Junipero Place between Clary Avenue and Broadway, Clary Avenue between Junipero Place and Junipero Serra Drive, Alley West of City Hall, Bilton Way between Fairview Avenue and Orange Street, and Orange Street between Montecito Drive to Del Mar Avenue. Bilton Way and Orange Street were included as additive alternate bid schedules in the bid package, to be awarded if sufficient funds remained after the base bid.

Recommended Action:

Staff recommends that the City Council:

1. Approve the plans and specifications for the Great Streets Program, City Contract No. 19-08
2. Authorize the City Manager to execute contract documents with Sequel Contractors, Inc., for the bid amount of \$2,236,520; and
3. Approve a Purchase Order in the amount of \$2,460,172 which includes a 10% construction contingency and a \$50,000 construction allowance to integrate fiber reinforcement into the asphalt.

F. PURCHASE OF SEWER VIDEO INSPECTION TRUCK

The Public Works Department is responsible for the operation and maintenance of the City's sewer system which consist of 72 miles of sewer lines, 1350 maintenance holes and one lift station. Maintenance consists of routine line cleaning by jet truck, daily inspections of the lift station, and video inspections as needed. The City is also required to video sewer lines every 5 years as a condition of the Consent Judgement. The video inspections are currently outsourced and the most recent contract for video inspection was completed in 2017 and exceeded \$400,000. This video truck will enable the Public Works Department to video the sewer system with our own staff and comply with the requirements of the Consent Judgement at a much lower cost.

Recommended Action:

Staff recommends that the City Council approve purchase of the Sewer Video Inspection Truck from Haaker Equipment Company in the amount of \$191,742.65.

5. PUBLIC HEARING

A. ORDINANCE NO. 655 ADOPTION OF 2019 CALIFORNIA BUILDING AND FIRE CODES — INTRODUCTION

The California Building Standards Commission has adopted new building and fire codes to take effect on January 1, 2020. Publications were available as of July of this year. The Building and Safety Division and Fire Department staff have monitored the development of these codes closely, and are engaging in training to ensure that the City's building and safety and fire personnel are properly trained to implement the new standards. The implementation and enforcement of the most current building codes result in safer buildings and communities that suffer less damage when natural disasters occur.

Recommended Action:

Staff recommends that the City Council waive further reading, read by title only, and introduce for first reading Ordinance No. 655, adopting the following California Codes, and making related amendments to the San Gabriel Municipal Code:

1. Adoption of California **Administrative** Code, 2019 Edition, and the State of California Title 24, Part 1, including Errata and Supplements hereafter;
2. Adoption of California **Building** Code, Volumes 1 and 2, including Appendix Chapters A, C, H, I, and J, 2019 Edition, California **Historical Building** Code, including Appendix Chapter A, 2019 Edition, California **Existing Building** Code, including Appendix Chapter A1, 2019 Edition, and the State of California Title 24, Parts 2, 8, and 10, California Building Code Amendments of 2019, including Errata and Supplements hereafter;
3. Adoption of the California **Residential** Code, including Appendix Chapters A-E, G, H, J, K, O, and P, 2019 Edition, and the State of California Title 24, Part 2.5, California Residential Code Amendments of 2019, including Errata and Supplements hereafter;

4. Adoption of California **Electrical** Code, including Appendices A-I, 2019 Edition, and the State of California Title 24, Part 3, California Electrical Code Amendments of 2019, including Errata and Supplements hereafter;
5. Adoption of California **Mechanical** Code, including Appendix Chapters B-D, and F, 2019 Edition, and the State of California Title 24, Part 4, California Mechanical Code Amendments of 2019, including Errata and Supplements hereafter;
6. Adoption of California **Plumbing** Code, including Appendix Chapters A-D, G, and H-K, 2019 Edition, and the State of California Title 24, Part 5, California Plumbing Code Amendments of 2019, including Errata and Supplements hereafter;
7. Adoption of California **Energy** Code, including Appendix Chapters 1-A, 2019 Edition, and the State of California Title 24, Part 6, California Energy Code Amendments of 2019, including Errata and Supplements hereafter;
8. Adoption of California **Fire** Code, including Appendix Chapters 4, B, BB, C, CC, D-I, K, N, and O, 2019 Edition, and the State of California Title 24, Part 9, California Fire Code Amendments of 2019, including Errata and Supplements hereafter;
9. Adoption of 2019 California **Green Building Standards** Code, 2019 Edition, and the State of California Title 24, Part 11, California Green Building Standards Amendments of 2019 including Errata and Supplements hereafter;
10. Adoption of California **Referenced Standards** Code, 2019 Edition, and the State of California Title 24, Part 12, including Errata and Supplements hereafter; and
11. Adoption of the additional administrative and miscellaneous revisions described on pages 3 and 4 of the staff report, and contained in the adopting ordinance.

6. NEW BUSINESS

A. 2018-19 YEAR-END REVIEW (UNAUDITED), 2019-20 1ST QUARTER BUDGET REVIEW, 2020-21 BUDGET KICK-OFF

This report summarized the City's financial position for FY 2018-19 (unaudited) and FY 2019-20 through the first quarter ending September 30, 2019 for the

General Fund. Also included are carryover appropriations for capital improvement program and special/capital project funds, additional General Fund budget adjustments, proposed changes in staffing, and updates to the recently approved Citywide Fee Schedule. Lastly, the 2020-21 Budget Guiding Principles and Budget Preparation Calendar have been included as partial fulfillment of Fiscal Sustainability Policy requirements.

Recommended Action:

Staff recommends that the City Council:

1. Receive and file the Fiscal Year 2018-19 Year-End Preliminary (unaudited) financial data and the 2019-20 First Quarter Budget Review Report;
2. Adopt Resolution No. 19-56 amending the 2019-20 Operating budget for carry-over and miscellaneous appropriations in the Capital Improvement Program and Capital/Special Projects Funds;
3. Approve recommended staffing changes by adopting Resolution No. 19-54 eliminating the vacant Revenue Collections Administrator position and adding a Revenue Services Specialist position and approving the revised salary schedule in accordance with CalPERS requirements;
4. Approve the 2020-21 Guiding Principles and after review, receive and file the 2020-21 Budget Preparation Calendar;
5. Authorize the City Manager to transfer General Fund contingency appropriations to departments affected by the pending legal settlement; and
6. Provide direction on credit card fee pass-through to customer for both under and over \$5,000.

7. PUBLIC COMMENT

8. CITY MANAGER'S REPORT

9. 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.

10. CLOSED SESSION – None.

11. ADJOURNMENT

The next Regular City Council meeting will be held on Tuesday, November 19, 2019 at 6:30 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.