

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

**Tuesday, November 20, 2018 - 6:30 P.M.**

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

John R. Harrington  
Mayor

Jason Pu  
Vice Mayor

Juli Costanzo  
Council Member

Chin Ho Liao  
Council Member

Denise Menchaca  
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](http://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.

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**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.

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**City Council Meeting Agenda**  
**Tuesday, November 20, 2018**

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

**1. APPROVAL OF AGENDA ORDER**

**2. PRESENTATIONS**

**A. INTRODUCTION OF COMMUNITY SERVICES ADMINISTRATIVE ASSISTANT II ADRIENNE FRANQUEZ**

**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. I will give you 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 me 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. MATERIAL DEMANDS**

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

Recommended Action: Approval

## **B. APPROVAL OF MINUTES**

The minutes are a record of the official actions taken at the City Council meeting.

1. Minutes of the City Council Adjourned Meeting of July 19, 2017.
2. Minutes of the City Council Special Meeting of November 6, 2018.

Recommended Action: Approval

## **C. 2019 LUNAR NEW YEAR FESTIVAL**

As part of the FY18-19 budget, the City Council allocated funding for community engagement events and programs. Staff designated a portion of that funding for the 5<sup>th</sup> Annual Lunar New Year Festival to be hosted by the City on Saturday, February 16, 2019 from 11:00 a.m. to 8:00 p.m. in the historic Mission District. The City plans to work with KCM Agency to produce a unique event for the community, with a modern approach to the Lunar New Year tradition.

Recommended Action:

Staff recommends that the City Council:

1. Approve the Professional Services Agreement with KCM Agency; and
2. Authorize an expenditure of \$30,000 from Community Engagement account number 121-850-10-27-047 for production of the 2019 San Gabriel Lunar New Year Festival.

## **D. POLICE FACILITY ELECTRICAL CONVERSION FEES**

In July of 2000, the City of San Gabriel entered into a contract with WMM Associates to proceed with the Needs Assessment study, design development, construction documents, bidding assistance, construction administration and project coordination of the new police facility. With the design phase completed, the project team is now preparing the site for electrical conversion of the current building.

Recommended Action:

Staff recommends the City Council approve the architect and engineering fees for WMM Architects and Planners in the amount of \$58,000. This work will be conducted under their existing contract and within their scope of work. These fees will cover the design, specifications, construction administration and on-site project coordination of the electrical realignment of Southern California Edison and AT&T 911 telephone services to the current police building.

#### **E. AWARD OF CONSTRUCTION CONTRACT FOR REPLACEMENT OF STORM DRAIN SECTION PROJECT (CASH CONTRACT NO. 18-10)**

Late in May 2018, Public Works Maintenance Crews noticed a sinkhole in the intersection of Saint Albans Road at Roses Road and excavated the street pavement on May 29, 2018, to assess the sinkhole situation. As crews excavated street pavement, they discovered a failed storm drain section underneath the street surface. The sinkhole was caused by water erosion and deteriorated soil support structure underneath a section of corroded metal storm drain piping. This damaged storm drain section serves as a connection between the upper storm water discharge system on Saint Albans Road and lower area catch basins on Roses Road.

##### Recommended Action:

Staff recommends that the City Council:

1. Approve plans and specifications for the Replacement of Storm Drain Section Project, Cash Contract No. 18-10;
2. Authorize use of budgeted funds from Account No. 122-800-15-96-526;
3. Authorize the Mayor to execute contract documents with Vasilj, Incorporated for the total bid amount in the amount of \$51,810; and
4. Approve a Purchase Order in the amount of \$56,991 which includes a 10% construction contingency.

#### **5. PUBLIC HEARING**

None.

#### **6. NEW BUSINESS**

##### **A. FINAL ACCEPTANCE OF THE SAN GABRIEL TRENCH PROJECT**

The Construction, Operation and Maintenance (COM) Agreement between the City of San Gabriel, Union Pacific Railroad (UPRR) and Alameda Corridor-East Construction Authority (ACE), was approved by the City Council on June 21,

2011. Section 4.20 of the COM Agreement calls for a final acceptance of the project within thirty (30) days after the final punch list items were addressed. ACE and City staff are working together to close out the final punch action list items to complete the project, and City staff determined that the City can issue final acceptance of the project with exception of the sewer lift station and its appurtenant structures/equipment.

Recommended Action:

Staff recommends that the City Council accept the completion of the San Gabriel Trench Project and authorize the Public Works Director to prepare and sign a letter of final acceptance with exception of the sewer lift station and its appurtenant structures/equipment.

**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, December 4, 2018 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](http://www.sangabrielcity.com).