

CITY OF SAN MARINO

CITY COUNCIL AGENDA

Gretchen Shepherd Romey, Mayor
Ken Ude, Vice Mayor
Steven W. Huang, DDS, Council Member
Susan Jakubowski, Council Member
Steve Talt, Council Member
Marcella Marlowe, Ph.D., City Manager



www.cityofsanmarino.org
(626) 300-0700 Phone
(626) 300-0709 Fax
City Hall Council Chamber
2200 Huntington Drive
San Marino, CA 91108

SPECIAL MEETING OF THE SAN MARINO CITY COUNCIL WEDNESDAY, DECEMBER 09, 2020 AT 6:00 P.M. SAN MARINO CENTER 1800 HUNTINGTON DRIVE SAN MARINO, CA 91108

The City of San Marino appreciates your attendance. Citizens' interest provides the Council with valuable information regarding issues of the community.

Regular Meetings are held on the 2nd Wednesday of every month at 6:00 p.m. Typically, Adjourned Meetings are held on the last Friday of every month at 8:30 a.m.

In compliance with the Americans with Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (626) 300-0705 prior to the meeting.

PURSUANT TO EXECUTIVE ORDER N-29-20

Members of the City Council may teleconference into the meeting without noticing each teleconference location from which a member will be participating in a public meeting.

CORONAVIRUS DISEASE (COVID-19) ADVISORY

As a precaution to protect both staff, our constituents, and elected officials, the City is asking members of the public to follow the State Health Department's guidance on large gatherings when deciding whether to attend this meeting. In that regard, all seating in the Council meeting will be spaced by at least six feet to minimize close contact. Close contact, such as shaking hands, is strongly discouraged. Although public access to the meeting in person will be allowed, if you are sick or identify yourself as being "higher risk" based on the CDC's guidelines, you are encouraged to watch or listen to the meeting from home, or provide input electronically.

Members of the public may observe and offer comment at this meeting telephonically or otherwise electronically:

- 1) Public comment will be accepted by email to cityclerk@cityofsanmarino.org before or during the meeting, prior to the close of public comment on an item, to be read by the City Clerk during public comment. Lengthy public comment may be summarized in the interest of time.
- 2) Public comment will be accepted electronically via the zoom.us teleconference module.

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act (“ADA”) please contact the City Clerk via email at cityclerk@cityofsanmarino.org or by phone at (626) 300-0705 prior to the meeting for assistance.

How to participate in the meeting from home:

- 1) Via Computer for Video Streaming:
Website: <https://us02web.zoom.us/j/84162879690>
Meeting ID: 841 6287 9690
- 2) Via Phone for Audio Only:
Phone Number: (669) 900-9128
Meeting ID: 841 6287 9690
Submit Public Comments via email:
Email: cityclerk@cityofsanmarino.org

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Council Member Huang, Council Member Jakubowski, Council Member Talt, Vice Mayor Ude, and Mayor Shepherd Romey

POSTING OF AGENDA

The special meeting agenda is posted 24 hours prior to each special meeting at the following locations: City Hall, 2200 Huntington Drive, the Crowell Public Library, 1890 Huntington Drive, and the Recreation Department, 1560 Pasqualito Drive. The special meeting agenda is also posted on the City’s website: <http://www.cityofsanmarino.org>.

PUBLIC COMMENTS

The City welcomes public input. Members of the public may address the City Council by completing a public comment card and giving it to the City Clerk prior to the meeting. At this time, the public may address the City Council on items that are not on the agenda. Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda (Government Code Section 54954.2). The Mayor reserves the right to place limits on duration of comments. Staff may be asked to follow up on such items.

NEW BUSINESS**I. APPROVAL OF PURCHASE ORDER FOR NEW FLOORING FOR THE SAN MARINO POLICE DEPARTMENT FACILITY, 2-WEEK EXTENSION OF TRAILER RENTAL AND ASSOCIATED SERVICES, AND MODIFICATION OF CAPITAL IMPROVEMENT FUND PROJECT BUDGETS**

Recommendation: Staff recommends that the City Council (1) approve a purchase order in the amount of \$43,800 to Courts Construction, Inc., for the re-flooring of the San Marino Police Department building; (2) extend by two weeks the rental of temporary trailers, generator and sanitary facilities for use by public safety personnel while work inside the police facility is ongoing, and approve the related cost of \$18,800; and (3) direct the Finance Director to modify the budget for the Police Department Lobby project budget Account 394-30-4600-0886 from \$31,000 to \$77,500, modify the PD Electrical Upgrades project budget Account 394-30-4600-1983 from \$108,500 to \$37,800, and modify the EOC Renovation project budget Account 394-36-4600-1000 from \$6,000 to \$18,300.

WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED

This is an opportunity to announce any written communications pertaining to the City received by members of the City Council. All public writings distributed by the City of San Marino to at least a majority of the City Council regarding any item on this agenda will be made available at the Public Counter at City Hall located at 2200 Huntington Drive, San Marino, California 91108, and will also be included in the public agenda packet that will be available for review at the City Council meeting.

PUBLIC COMMENTS**ADJOURNMENT**

Dated: December 8, 2020

Posted: December 8, 2020

CHRISTINA BAKER
CITY CLERK

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City of San Marino

Staff Report

Gretchen Shepherd Romey, Mayor

Ken Ude, Vice Mayor

Steven W. Huang, DDS, Council Member

Susan Jakubowski, Council Member

Steve Talt, Council Member

TO: Mayor and City Council

FROM: Marcella Marlowe, Ph.D., City Manager

BY: Michael Throne, PE, Director of Parks and Public Works/City Engineer

DATE: December 9, 2020

SUBJECT: APPROVAL OF PURCHASE ORDER FOR NEW FLOORING FOR THE SAN MARINO POLICE DEPARTMENT FACILITY, 2-WEEK EXTENSION OF TRAILER RENTAL AND ASSOCIATED SERVICES, AND MODIFICATION OF CAPITAL IMPROVEMENT FUND PROJECT BUDGETS

STRATEGIC PLAN CRITICAL SUCCESS FACTORS

- Efficient, Responsive, and Effective City Services
- Well-Maintained Infrastructure
- Fiscally Responsible and Transparent City Government
- Inviting and Relevant City Facilities

BACKGROUND

On October 30, 2020 the City Council approved 1) an appropriation of \$84,200 from the General Fund Reserves for the work and services related to the fumigation of the City Hall campus and 5 maintenance projects, 2) \$23,000 from the Capital Improvement Fund reserves for re-flooring and remodeling of the police department lobby (to be added to the existing lobby budget), and 3) an appropriation of \$108,500 from the Capital Improvement Fund Reserves to upgrade the police station electrical system. The fumigation was completed last week during the Thanksgiving holiday weekend. With the prior authorization of the City Council, the City Manager executed a \$25,977 contract with Global Diversified Voltage, who is expected to complete the upgrades ahead of schedule. Consequently these two critical work items that necessitated the relocation of the police department into temporary trailers will be accomplished on schedule by December 18, 2020.

However, the additional work included in the project by the City Council on October 30, 2020 (primarily interior painting and re-flooring) intended to take advantage of the empty building has proved difficult to locate suitable contractors who can perform the work in the budget and who can comply with the current move-back-in date of December 18, 2020. After a second-round of

bidding that concluded last Friday, the Department received a good bid for the interior painting (\$23,000) and that work will commence shortly. The low bid for the flooring was \$43,800, which exceeds the \$23,000 approved budget.

The City Manager on November 25, 2020 updated the Council on the Department's progress to locate suitable and affordable contractors and the possibility that this agenda item may be needed. Therefore the Department is requesting the City Council reallocate the funding balance from the electrical upgrade work to supplement the current re-flooring and emergency operations center (EOC) improvement budgets.

DISCUSSION

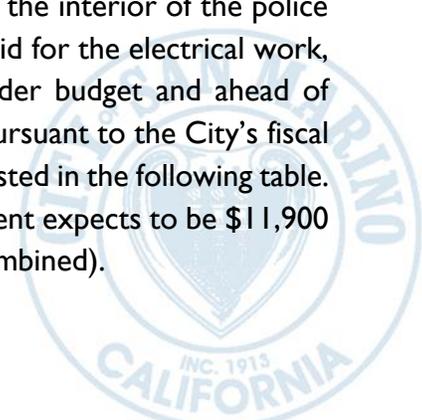
A first-round of informal bidding for painting and flooring as a combined project was initiated the first week of November and the bid results far exceed the budget made appropriated by the Council in October (lowest was \$98,000). The Department then issued a formal advertisement separating by contractor's license type the flooring from the painting to encourage more bidders. The work was advertised for 2 weeks through PlanetBid.com, the southern California contractor's bidding resource, and a job walk was held last Monday. Five bids were received for interior painting and a contractor will soon be working. Three bids were received for flooring and Courts Construction, Inc., (the contractors for the Lacy Park Rose Arbor) submitted the lowest bid at \$43,787. Two additional weeks of housing the police department is required due to the lead time to order the material. To initiate this work additional funding would be required as outlined in the fiscal impact section.

The cost to renovate and modify the EOC in accordance with the fire department's specifications is estimated to be \$17,400, which exceeds the \$6,000 approved budget. Again, as outlined below, funding is available from the electrical work to make these improvements.

It is therefore the recommendation of the Department to award a purchase order to Courts Construction, Inc., for re-flooring and to extend the rental period for the temporary trailers, generator and shower facilities to accommodate the flooring installation, and modify project budgets accordingly.

FISCAL IMPACT & PROCUREMENT REVIEW

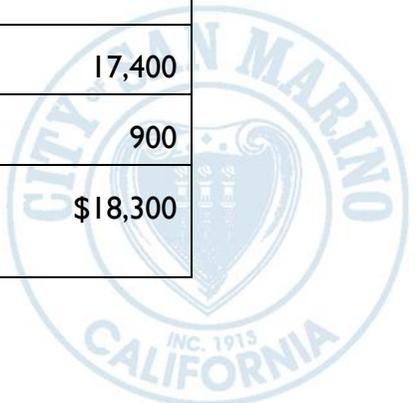
There are three capital budgets for the work to upgrade and renovate the interior of the police facility and EOC. The City was very fortunate to have received a low bid for the electrical work, which is progressing very well and is expected to be completed under budget and ahead of schedule. Capital budget amendments require City Council approval pursuant to the City's fiscal policy. The revenue needs and planned expenditures for the work are listed in the following table. At the conclusion of all the work inside the policy facility, the Department expects to be \$11,900 under total budget (lobby, flooring, electrical and EOC renovations combined).



REVENUES AND EXPENDITURES

Item	394-30-4600-0886 PD Lobby	394-30-4600-1983 PD Electrical	394-36-4600-1000 EOC Renovation
REVENUE	\$31,000	\$108,500	\$6,000

EXPENDITURES			
Lobby	\$11,900		
Electrical contractor		26,000	
Electrical special inspector		10,000	
Flooring	43,800		
Additional trailer rental	10,700		
Additional generator rental	6,200		
Additional shower trailer rental	1,900		
EOC renovation			17,400
Contingency	3,000	1,800	900
Estimated Expenditures	\$77,500	\$37,800	\$18,300



Modification	+46,500	(-)70,700	+12,300
NEW BUDGET	\$77,500	\$37,800	\$18,300

The expected \$70,700 of ‘savings’ from the electrical upgrade work is adequate to fund the \$58,800 in additional needs for the flooring, the EOC renovations, and the additional two weeks of temporary housing and related services.

It is recommended that the City Council amend the capital project budgets to allow for the completion of the interior remodeling of the police facility.

The Finance Director has reviewed and approved the staff report regarding the budget amendment request and procurement compliance per the San Marino municipal code.

LEGAL REVIEW

The City Attorney reviewed the staff report and has approved it to legal form.

RECOMMENDATION

It is recommended that the City Council approve the issuance of a purchase order for the re-flooring and modify the capital project budgets as described herein. If the Council concurs, the appropriate action would be:

“I move to approve a purchase order in the amount of \$43,800 to Courts Construction, Inc., for the re-flooring of the San Marino Police Department building.”

“I move to extend by two weeks the rental of temporary trailers, generator and sanitary facilities for use by public safety personnel while work inside the police facility is ongoing, and approve the related cost of \$18,800.”

“I move to direct the Finance Director to modify the budget for the Police Department Lobby project budget Acct. No. 394-30-4600-0886 from \$31,000 to \$77,500, modify the PD Electrical Upgrades project budget Acct. No. 394-30-4600-1983 from \$108,500 to \$37,800, and modify the EOC Renovation project budget Acct. No. 394-36-4600-1000 from \$6,000 to \$18,300.”

ATTACHMENTS

- I. None

