



City of
HUNTINGTON PARK California

**NOTICE OF A SPECIAL MEETING
OF THE CITY COUNCIL OF THE
CITY OF HUNTINGTON PARK
CALLED BY MAYOR MARIO GOMEZ**

NOTICE IS HEREBY GIVEN THAT a special meeting of the City Council of the City of Huntington Park is hereby called to be held on Wednesday, October 30, 2013 at 6:00 p.m. in the Council Chambers located on the 2nd Floor of City Hall at 6550 Miles Avenue, Huntington Park, for the purpose of considering and/or taking action on the following:

1. CONSENT CALENDAR

OFFICE OF THE CITY CLERK

- 1.1 Approve the reading by title of all ordinances and resolutions. Said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

COMMUNITY DEVELOPMENT DEPARTMENT

- 1.2 **Award of Caltrans 2013-2014 Environmental Justice Transportation Planning Grant in the amount of \$215,000 for the preparation of a Complete Streets Plan.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2013-44 amending Resolution No. 2013-7 authorizing the submission of an Environmental Justice Transportation Planning Grant to the California State Department of Transportation (Caltrans) for the City of Huntington Park Complete Streets, Pedestrian and Bicycle Plan.
2. Receive and file this informational report.

END OF CONSENT CALENDAR

6550 Miles Avenue, Rm. 148 • Huntington Park, CA 90255-4393

Tel. (323) 584-6230 • Fax (323) 588-4577

www.huntingtonpark.org

2. STUDY SESSION

2.1 Presentation of Fiscal Year 2013-2014 Budget Phase II recommendations.

3. CLOSED SESSION

**3.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION,
Significant exposure to litigation pursuant to California Government Code
Subdivision (b) of Section 54956.9: (1)**

Per Ordinance No. 544-NS, the public has (3) three minutes to address the City Council on any item described on this notice before or during consideration of the item.

**NEXT REGULAR MEETING OF THE
CITY OF HUNTINGTON PARK CITY COUNCIL
MONDAY, NOVEMBER 4, 2013 at 6:00 p.m.**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting. Dated this 28th day of October, 2013.

By Rocio Martinez
Rocio Martinez, Acting City Clerk



CITY OF HUNTINGTON PARK
Community Development Department
City Council Agenda Report

October 30, 2013

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

**AWARD OF CALTRANS 2013-2014 ENVIRONMENTAL JUSTICE
TRANSPORTATION PLANNING GRANT IN THE AMOUNT OF \$215,000 FOR THE
PREPARATION OF A COMPLETE STREETS PLAN**

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt a resolution amending Resolution No. 2013-7 authorizing the submission of an Environmental Justice Transportation Planning Grant to California Department of Transportation (Caltrans) for the City of Huntington Park Complete Streets, Pedestrian and Bicycle Plan.
2. Receive and file this informational report.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On March 4, 2013, the City Council adopted a resolution authorizing the submittal of a grant application to the California Department of Transportation (Caltrans) for the Fiscal Year (FY) 2013-2014 Environmental Justice Planning Grant. On April 2, 2013, staff submitted a grant application to Caltrans for the preparation of a Complete Streets Plan for the City of Huntington Park. The grant funding requested was \$215,000.

A Complete Streets Plan will ensure that infrastructure is designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists and transit riders of all ages and abilities are able to move safely along and across a complete street. A complete street is one that is designed to balance safety and convenience for everyone using the street.

AWARD OF CALTRANS 2013-2014 ENVIRONMENTAL JUSTICE TRANSPORTATION
PLANNING GRANT IN THE AMOUNT OF \$215,000 FOR THE PREPARATION OF A
COMPLETE STREETS PLAN.

October 30, 2013

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FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On September 19, 2013, staff was notified by Caltrans that the City of Huntington Park was awarded \$215,000 for the preparation of a Complete Streets Plan. The award notification letter contained several conditions of award. One of the conditions requires that the resolution contain the correct project title. A revised resolution has been prepared for adoption. Upon completion of the conditions, Caltrans will issue a Fund Transfer Agreement (FTA) which will serve as the binding contract between the City and Caltrans. Work on the Complete Streets Plan may begin once the contract has been executed and a Notice to Proceed letter has been issued. Caltrans is estimating to have this completed by February 1, 2014. Once a Notice to Proceed letter is issued by Caltrans, City staff will prepare a Request for Proposals (RFP) to retain a consultant to assist in the preparation of the Complete Streets Plan. It is anticipated that awardees will have 24 months from the date of funding to complete the grant-funded activities.

FISCAL IMPACT/FINANCING

The grant guidelines required a local match of 10 percent. City staff time, totaling \$21,500, will be used as in-kind services to satisfy the local match requirement and complete the grant-funded activities. The total project cost is \$236,500 (\$21,500 of staff time plus the \$215,000 award amount).

CONCLUSION

Please provide one copy of the adopted resolution to the Community Development Department.

Respectfully submitted,



RENÉ BOBADILLA
City Manager, P.E.



JAMES A. ENRIQUEZ, P.E.
Director of Public Works/City Engineer

AWARD OF CALTRANS 2013-2014 ENVIRONMENTAL JUSTICE TRANSPORTATION
PLANNING GRANT IN THE AMOUNT OF \$215,000 FOR THE PREPARATION OF A
COMPLETE STREETS PLAN.

October 30, 2013

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ATTACHMENTS

A: Caltrans 2013-2014 Environmental Justice Grant Award Letter

B: Proposed Resolution

ATTACHMENT "A"

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
P.O. BOX 942873, MS-32
SACRAMENTO, CA 94273-0001
PHONE (916) 651-6882
FAX (916) 653-4570
TTY 711
www.dot.ca.gov



*Flex your power!
Be energy efficient!*

September 19, 2013

Mr. René Bobadilla
City Manager
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mr. René Bobadilla:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to inform the City of Huntington Park that a 2013–14 Environmental Justice grant has been awarded for the below project.

Project Title: City of Huntington Park Complete Streets, Pedestrian and Bicycle Plan
Grant Award: \$215,000
Grant Expiration: February 28, 2016

In accepting this grant, your organization agrees to be a partner with the State in our common mission to improve mobility and the quality of life in California. Your efforts will help integrate land use, housing, and transportation to achieve a prosperous economy, improve the quality of our environment, and provide equity for all people.

During the application review process, certain items were identified as Conditions of Award. Completing these conditions is necessary in order to produce a complete and clearly defined Fund Transfer Agreement (FTA) which will serve as the binding contract between the City and Caltrans. Once it has been determined that all conditions have been satisfied, the contract process can begin. Work cannot begin until you have received a copy of the executed contract **and** Notice to Proceed letter. It is our goal to have executed contracts in place by February 1, 2014.

Please find attached, your Conditions of Award. If these conditions are not met by **Monday, October 25, 2013, at 12:00 noon**, Caltrans reserves the right to rescind this grant award. Once it has been determined that all conditions have been satisfied, the contract process can begin.

Mr. René Bobadilla
September 19, 2013
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Your Caltrans District 7 contact, Ms. DiAnna Watson, can be reached at (213) 897-9140 or via email at DiAnna.Watson@dot.ca.gov. She will be a valuable resource and can assist you with questions regarding the required program conditions as well as the contracting process. Please submit via email, a complete package of all revised documents in their proper format to Ms. Watson on or before **Monday, October 25, 2013, at 12:00 noon.**

Congratulations on your grant award! Caltrans looks forward to highlighting its successes and value to the people of California at the end of the contract.

Sincerely,



ALYSSA BEGLEY

Chief, Office of Community Planning

Attachment

c: Jennifer Duran, Acting Branch Chief, EJ/CBTP Grants and Public Engagement, Office of
Community Planning
DiAnna Watson, Senior Transportation Planner, District 7

2013/14 Environmental Justice Grant CONDITIONS OF AWARD

City of Huntington Park City of Huntington Park Complete Streets, Pedestrian and Bicycle Plan

The following program conditions must be fulfilled in order to develop a Fund Transfer Agreement (contract) between the City of Huntington Park and the California Department of Transportation (Caltrans).

- Your grant award was based on the information provided in the original application documents. Please do not make any additional changes, unless noted below.
- Please be advised that grantees that accept Environmental Justice or Community-Based Transportation Planning (EJ/CBTP) grants may be subject to audits performed by Caltrans Audits and Investigations prior to award of the grant (Pre-Award), during the grant period (Interim Audit), and/or after conclusion (Incurred Cost Audit) of the grant. The following describes the criteria that would warrant a pre-award audit:
 - New Grantees
 - Grantees that have not recently been audited
 - Grantees that have been previously determined “high-risk”
 - Grantees have undergone prior audits with significant weaknesses or deficiencies in their financial management systems
- If your conditions require revisions to multiple documents such as scope of work, project timeline and the in-kind valuation plan, please ensure that the required revisions are made in all necessary documents. Consistency is often overlooked with **task titles, deliverables and responsible parties**.
- Ensure that all deliverables are tangible. Use the sample project timeline as a guide.
- Please ensure that all resubmitted documents are in the proper format. The Scope of Work must be in MicroSoft Word. The Project Timeline must be in MS Excel and in letter format (8.5”x11”).

Sample documents are located in the [Fiscal Year 2013-14 Grant Application Guide](#).

The Caltrans District 7 contact, Ms. DiAnna Watson, can be reached at (213) 897-9140 or via email at DiAnna.Watson@dot.ca.gov. She will be a valuable resource and can assist you with questions regarding the required program conditions as well as the contracting process. Please submit via email, a complete package of all revised documents in their proper format to Ms. Watson on or before **Monday, October 25, 2013, at 12:00 noon**.

Application

- Revise the Funding Information on Page 1 of the application. Specify the source of local cash match funds. Local cash match sources can include sales tax, special bond measures, local or federal funds, but cannot be money already earmarked for other programs or projects. **Local cash match can only be provided by the grantee, and not a third party.**

Scope of Work and Project Timeline

Please ensure that the required revisions are made in both the Scope of Work and the Project Timeline.

The scope of work and project timeline indicates that the subrecipient is the responsible party for the majority of the tasks. Revise all public outreach tasks to include the city as a responsible party.

- Task 1.2-**This task must be removed from the scope of work and project timeline. Funds associated with these tasks need to be distributed throughout the remaining tasks for which the sub-recipients have responsibility. This distribution should also result in higher budgets for community outreach events.
- Deliverables for community workshops need to be revised to include PowerPoint presentation, workshop summary and photos and sign in sheet.
- Task 5.0-**The task title needs to be revised to reflect "Fiscal Management" not "administration".
- Task 5.2-**The title of this task must read "Invoicing" instead of "Fiscal Administration".

Project Timeline

- An in-kind match is not being provided; therefore, the "in-kind" column needs to be deleted from the project timeline.

Resolution

- The submitted resolution does not include the project title. A new resolution including the correct project title must be signed by the governing board.

The following requirements must also be addressed:

Mr. René Bobadilla

September 19, 2013

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- For any proposed work affecting the State Highway System, Caltrans Planning, Traffic Operations, and Right of Way must be consulted prior to taking conceptual ideas to the public. **Caltrans needs to be listed as a key stakeholder and must be invited to participate in all aspects of the planning process.**
- It is imperative that the City reviews and agrees with the language in the Fund Transfer Agreement (contract) template. If your agency does not agree with the language, it could cause a delay in execution of this contract. The template language is posted for your review at the following link: Fund Transfer Agreement.
- The City needs to ensure that funding agreements with all sub-recipients are in place prior to execution of the contract.
- Task 1.3** tasks states that a consultant will be procured for this project. Please be advised that grantees or sub-recipients are not permitted to use consultant(s) currently on retainer or specifically procured for another project. A fair and competitive procurement process must be conducted ***specifically for this project***. All consultant procurement must be consistent with 49 CFR, Part 18.36 and Local Assistance Procedures Manual, Chapter 10.
- The City is responsible for notifying all stakeholders, including sub-recipients, of this grant award.
- All indirect costs require an Indirect Cost Allocation Plan (ICAP). If an ICAP is not in place prior to contract execution, indirect costs will not be reimbursed. Refer to Page 7 of the Fiscal Year 2013–14 Grant Application Guide for information on the ICAP process.

ATTACHMENT "B"

1 RESOLUTION NO. _____

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK
3 AUTHORIZING THE SUBMISSION OF A ENVIRONMENTAL JUSTICE
4 TRANSPORTATION PLANNING GRANT TO CALTRANS FOR THE CITY OF
5 HUNTINGTON PARK COMPLETE STREETS, PEDESTRIAN AND BICYCLE PLAN

6 WHEREAS, the City of Huntington Park is eligible to apply and receive Federal
7 and/or State funding for certain transportation planning related plans, through the California
8 Department of Transportation (Caltrans); and

9 WHEREAS, the City of Huntington Park intends to submit an application to Caltrans
10 for the Environmental Justice Transportation Planning Grant for an amount not to exceed
11 \$250,000 to develop a Complete Streets, Pedestrian and Bicycle Plan; and

12 WHEREAS, the Environmental Justice Transportation Planning Grant focuses on
13 promoting the involvement of low-income, minority and underrepresented communities in
14 planning to improve mobility, access and safety and to promote quality of life.

15 NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON
16 PARK DOES HEREBY RESOLVE AS FOLLOWS:

17 SECTION 1. The City Council adopts the above recitals as its findings.

18 SECTION 2. The City Manager of the City of Huntington Park is authorized to apply
19 for a Transportation Planning Grant from the California Department of Transportation.

20 SECTION 3. The City Manager of the City of Huntington Park is authorized to
21 accept the Transportation Planning Grant if awarded by California Department of
22 Transportation to the City. The Grant requires a minimum local match of 10% of the grant
23 amount requested.

24 SECTION 4. The City Manager of the City of Huntington Park is authorized to
25 execute all documents, including contracts, subcontracts, agreement extensions, renewals,
26 and/or amendments required by California Department of Transportation to implement the
27 Planning Grant, in a form acceptable to the City Attorney.

28 SECTION 5. The City Clerk shall certify to the adoption of this Resolution, which
shall be effective upon its adoption.

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PASSED AND ADOPTED this _____ day of _____, 2013.

CITY OF HUNTINGTON PARK:

Mario Gomez, Mayor

ATTEST:

Rocio Martinez, Acting City Clerk