

Gloria Olmos, Mayor
Rudy Bojorquez, Mayor Pro Tem
Manuel Acosta, Councilmember
Richard Angel, Councilmember
Hector Delgado, Councilmember



Rene Salas, City Manager
Anthony R. Taylor, City Attorney
Donna G. Schwartz, City Clerk
Masami Higa, Director of Finance

CITY OF SOUTH EL MONTE

REGULAR MEETING OF THE SOUTH EL MONTE CITY COUNCIL

AGENDA

April 9, 2024, 6:00 PM
1415 Santa Anita Avenue, South El Monte, CA 91733

PUBLIC COMMENT

To participate during public comment via teleconference, see below:

Link: <https://us02web.zoom.us/j/86581711880>

Webinar ID: 865 8171 1880

Or call in: 1 669 900 6833, when prompted, enter 86581711880#

LIVE STREAMING OF MEETINGS

The City of South El Monte live streams the City Council Meetings over the Internet at <https://www.cityofsouthelmonte.org/129/City-Council-Agendas-Minutes> after the meetings, recordings are immediately posted. NOTE: Your attendance at this public meeting may result in the streaming and recording of your image and/or voice.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City Clerk's office at (626) 579-6540 at least 72 hours prior to the meeting.

GENERAL COMMENT

Members of the public wishing to submit a general comment or a comment on an agenda item, can email dschwartz@soelmonte.org or call (626) 579-6540 to leave a voicemail message. All comments received an hour before the scheduled meeting will be read during public comment and made part of the record.

MEETINGS

The City Council holds regular meetings on the second and fourth Tuesday of every month. Regular meetings start at 6 p.m. in the Council Chambers at City Hall, 1415 Santa Anita Avenue, South El Monte, California. Special and Adjourned Regular meetings start time are to be determined.

POSTING LOCATIONS OF AGENDA AND/OR CANCELLATION NOTICES

Regular meeting agendas will be posted at least 72 hours before the meeting (GC 54954(a)(1)).

Agenda and Cancellation Notices can be viewed online and are also posted at the following three (3) locations: City Hall located at 1415 Santa Anita Avenue, Senior Center located at 1556 Central Avenue and the Community Center located at 1530 Central Avenue, South El Monte, California.

VIEWING OF AGENDA PACKETS

Full agenda packet can be viewed either at www.cityofsouthelmonte.org/129/City-Council-Agendas-Minutes or in the City Clerk's Office during normal business hours Monday through Thursday 7:00 a.m. to 5:30 p.m. Closed on Fridays and major holidays.

ISSUES RELATED TO AGENDA

For issues related to the agenda, including a disability-related accommodation necessary to participate in this meeting, please contact:

Donna G. Schwartz, CMC, City Clerk
Ph (626) 579-6540
Cell (626) 274-4842

Sabrina Muhne, Deputy City Clerk
Ph (626) 579-6540
Cell (626) 374-1998

AGENDA BEGINS ON THE FOLLOWING PAGE

1. ROLL CALL

Councilmembers: Acosta, Angel, Delgado, Mayor Pro Tem Bojorquez, and Mayor Olmos

2. PLEDGE OF ALLEGIANCE

Mayor Gloria Olmos

3. INVOCATION

Pastor Patricia Garrett, Faith Dominion Church

4. PRESENTATIONS

4.a. Proclamation Presented to Kim Sinclair, Executive Director, Autism Society of Los Angeles, Proclaiming the Month of April as "Autism Awareness Month"

5. APPROVAL OF THE AGENDA AND WAIVER OF FULL READING OF ORDINANCES

By motion of the City Council, this is the time to notify the public of any changes to the agenda, remove items from the consent calendar for individual consideration and/or rearrange the order of the agenda.

6. PUBLIC COMMENT

Speakers may provide public comments on any matter within the subject matter jurisdiction of the City Council, including items on the agenda. Each speaker will be limited to five minutes. Unless a majority of the Council objects, the Mayor may provide speakers more or less time to speak. All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

7. CONSENT CALENDAR

Items on the consent calendar are considered to be routine and customary and are enacted by a single motion with the exception of items previously removed by a member of the City Council during "Approval of the Agenda" for individual consideration. Any items removed shall be individually considered immediately after taking action on the Consent Calendar.

7.a. CONSIDERATION AND APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES OF MARCH 26, 2024

Staff is requesting approval of Minutes for the March 26, 2024, Regular City Council Meeting.

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the March 26, 2024, Regular City Council Meeting.

CONSENT CALENDAR (CONTINUED)

7.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-142, APPROVING WARRANTS FOR THE PERIOD OF MARCH 27, 2024, THROUGH APRIL 9, 2024

Authorizing payment of City expenditures for the period of March 27, 2024, through April 9, 2024, totaling \$1,163,126.04.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 24-142, authorizing payment of City expenditures.

7.c. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-143, AWARDING A CONTRACT SERVICES AGREEMENT TO BASE HILL, INC. FOR JANITORIAL MAINTENANCE SERVICES

Staff seeks City Council approval to award a Contract Services Agreement to Base Hill, Inc. for Janitorial Maintenance Services.

RECOMMENDED ACTION: Staff recommends City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required;
2. Adopt Resolution No. 24-143, awarding an agreement to Base Hill, Inc. for Janitorial Maintenance Services in the amount of \$450,000; and
3. Authorize the City Manager or designee to negotiate and execute the agreement.

ENVIRONMENTAL ANALYSIS: The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378. Entering into an agreement for janitorial maintenance services is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a “project” subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

CONSENT CALENDAR (CONTINUED)

7.d. **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 24-144, AWARDING A CONTRACT SERVICES AGREEMENT TO CARE FOR THE CHILDREN FOR CURB ADDRESS NUMBER PAINTING SERVICES**

Staff seeks City Council approval to award a Contract Services Agreement to Care For The Children for Curb Address Number Painting Services.

RECOMMENDED ACTION: Staff recommends City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 20165 of CEQA and Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required;
2. Adopt Resolution No. 24-144, awarding an agreement to Care for the Children Painting for Curb Address Number Painting Services in the amount of \$88,132; and
3. Authorize the City Manager or designee to negotiate and execute the agreement.

ENVIRONMENTAL ANALYSIS: The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378. Entering into an agreement for curb address number painting services is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a “project” subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

7.e. **CONSIDERATION FOR AUTHORIZATION TO ADVERTISE NOTICE INVITING BIDS (NIB) FOR COMMUNITY CENTER AND MINI CENTER PARKING LOT IMPROVEMENTS**

Staff seeks City Council approval to advertise for construction bids for Community Center, and Mini Center Parking Lot Improvements.

RECOMMENDED ACTION: Staff recommends City Council approve the construction bid package to solicit bids for Community Center, and Mini Center Parking Lot Improvements.

CONSENT CALENDAR (CONTINUED)

7.f. **CONSIDERATION AND APPROVAL OF RESOLUTIONS 24-145 through 24-148 CREATING NEW CLASSIFICATIONS AND UPDATING CERTAIN JOB DESCRIPTIONS**

Approval of the attached resolutions would create the new classifications of Human Resources Administrative Assistant, Fleet Mechanic, Public Works Administrative Assistant, and Senior Executive Assistant/Community Liaison and associated compensation ranges. The job title of Personnel Analyst would be changed to Human Resources Analyst, the HR/Risk Manager would be changed to Director of Human Resources & Risk Management, Equipment Mechanic would be changed to Fleet Mechanic, Administrative Clerk Public Works would be changed to Public Works Administrative Assistant, and Senior Executive Assistant would be changed to Senior Executive Assistant/Community Liaison. Additionally, updates and revisions to the current Class specifications for Fleet Mechanic, Public Works Administrative Assistant and Senior Executive Assistant/Community Liaison would be approved.

RECOMMENDED ACTION: Staff recommends the City Council adopt Resolutions No. 24-145 through 24-148 adding the positions of Human Resources Analyst, Human Resources Administrative Assistant, Fleet Mechanic, Public Works Administrative Assistant and Senior Executive Assistant/Community Liaison; changing job title of HR/Risk Manager to Director of Human Resources & Risk Management, Personnel Analyst to Human Resources Analyst, Administrative Clerk Public Works to Public Works Administrative Assistant, Senior Executive Assistant to Senior Executive Assistant/Community Liaison; as well as updating/revising the class specification of Fleet Mechanic.

Public Hearings next page.

8. PUBLIC HEARINGS

8.a. CONSIDERATION AND APPROVAL OF ORDINANCE NO. 1271, ADOPTING ZONE CODE AMENDMENT NO. 24-01 TO IMPLEMENT A COMPREHENSIVE ZONING CODE UPDATE

A Zone Code Amendment to Repeal and Replace Title 17 – Zoning with updated, and streamlined comprehensive Zone Code Update (Title 17-Zoning)

RECOMMENDED ACTION: Staff recommends the City Council:

1. Conduct a public hearing;
2. Take public testimony;
3. Waive first reading and introduce Ordinance No. 1271, adopting zone code amendment no. 24-01 to implement a comprehensive zoning code update; and
4. Schedule said ordinance for adoption at the next regular city council meeting.

ENVIRONMENTAL ANALYSIS: The action proposed herein is not a project subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378. Revising the allocation of federal funds is an administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a “project” subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

9. GENERAL BUSINESS - None

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

AB 1234, section 53232.3(d) requires Members of a legislative body to provide brief reports on meetings attended at the expense of the local agency (i.e., League of California Cities Conferences, ICSC conferences, etc.) at the next regular meeting of the legislative body.

11. CORRESPONDENCE - None

12. COUNCILMEMBERS' AGENDA

12.a. MAYOR GLORIA OLMOS

1. Direct staff to look into requiring manufacturing businesses to have a showroom frontage office to offer their items for sale to the public and generate sales tax dollars for the city.

RECOMMENDATION: Discussion and/or action.

13. CLOSED SESSION

**13.a. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6**

City Negotiator: City Manager
Employee Organizations: South El Monte Employees Association

**13.b. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6**

City Negotiator: City Manager
Employee Organizations: South El Monte Executive Management Team
Association

14. ADJOURNMENT

Tuesday, April 23, 2024, at 6:00 p.m.

I Donna G. Schwartz, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted not less than 72 hours at the following locations: City of South El Monte City Hall, Senior Center and Community Center and made available at www.cityofsouthelmonte.org on this 4th day of April 2024.



City Clerk, CMC