

Gloria Olmos, Mayor
Manuel Acosta, Mayor Pro Tem
Richard Angel, Councilmember
Hector Delgado, Councilmember
Gracie Retamoza, Councilmember



Rene Salas, Interim City Manager
Donna G. Schwartz, City Clerk
Anthony R. Taylor, City Attorney

CITY OF SOUTH EL MONTE

REGULAR MEETING OF THE SOUTH EL MONTE CITY COUNCIL

AGENDA

September 13, 2022, 6:00 PM
1415 Santa Anita Avenue, South El Monte, CA 91733

*****SPECIAL NOTICE REGARDING COVID-19*****

On September 16, 2021, Governor Newsom signed AB 361, which modified the Brown Act to allow for teleconferencing participation at local legislative body public meetings during a proclaimed state of emergency. Pursuant to Government Code Section 54953(e) as amended by AB 361, City Council is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically available to all members of the public seeking to observe and to address the local legislative body. Public participation will be allowed via the information below.

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 ext. 3280 or ext. 3220 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 ext. 3280 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 ext. 3280
Cell (626) 274-4842

Paola Lara, Deputy City Clerk
Ph (626) 579-6540 ext. 3220
Cell (626) 374-1998

AGENDA BEGINS ON THE FOLLOWING PAGE

1. ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Mayor Pro Tem Manuel Acosta

3. INVOCATION

Pastor Benjamin Garrett, Faith Dominion Church

4. PRESENTATIONS - None

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 FOR JULY 26, 2022 AND SPECIAL CITY COUNCIL MEETING MINUTES FOR AUGUST 2, 2022

Staff is requesting approval of Minutes for the July 26, 2022 Regular City Council Meeting and August 2, 2022 Special City Council Meeting.

RECOMMENDED ACTION: Staff recommends City Council approve the Minutes of the Regular City Council Meeting of July 26, 2022 and Special City Council Meeting of August 2, 2022.

7.b. - 7.d. next page.

CONSENT CALENDAR (CONTINUED)

7.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 22-71, APPROVING WARRANTS FOR THE PERIOD OF JULY 27, 2022, THROUGH SEPTEMBER 13, 2022

Authorizing payment of City expenditures for the period of July 27, 2022 through September 13, 2022 totaling \$3,276,712.16.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 22-71, authorizing payment of City expenditures.

7.c. CONSIDERATION AND APPROVAL OF THE 2022 "CHRISTMAS WISH TOY GIVEAWAY" EVENT DONATION LETTER, AUTHORIZATION TO INCLUDE THE CITY COUNCILMEMBERS' SIGNATURES, AND THE DISTRUBUTION OF LETTERS TO THE SOUTH EL MONTE BUSINESS COMMUNITY

The Parks and Recreation Division is requesting approval of the 2022 "Christmas Wish Toy Giveaway" donation letter, authorization to include the City Councilmembers' signatures, and the distribution of the letters to the South El Monte business community.

RECOMMENDED ACTION: Staff recommends City Council approve the 2022 "Christmas Wish Toy Giveaway" donation letter, authorization to include the City Council members' signatures, and distribution of the donation letters to the South El Monte business community.

7.d. ADOPTION OF ORDINANCE NO. 1259, AMENDING THE SOUTH EL MONTE MUNICIPAL CODE REGARDING COMPENSATION OF MAYOR AND COUNCILMEMBERS

At a regular City Council meeting on Tuesday, July 26, 2022 City Council waived first reading and introduced Ordinance No. 1259, amending the South El Monte Municipal Code regarding compensation of Councilmembers. California Government Code Section 36516(a)(4) provides that cities may increase the salary of councilmembers five percent (5%) for each calendar year from the operative date of the last adjustment. The proposed amendment for the change in salary shall become effective when one or more councilmembers commences a new term on or about December 13, 2022.

RECOMMENDED ACTION: Staff recommends City Council waive second reading and adopt Ordinance No. 1259, regarding the compensation of Mayor and Councilmembers.

7.e. and 7.f. next page.

CONSENT CALENDAR (CONTINUED)

7.e. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 22-72, PROCLAIMING A LOCAL EMERGENCY PERSISTS AND AUTHORIZING THE USE OF REMOTE TELECONFERENCE MEETING PROCEDURES BY THE CITY'S LEGISLATIVE BODIES AS AUTHORIZED BY GOVERNMENT CODE SECTION 54953(e) *ET SEQ.* FOR THE PERIOD OF SEPTEMBER 13, 2022 THROUGH OCTOBER 12, 2022

On September 16, 2021, Governor Newsom signed AB 361 into law. AB 361 was made effective October 1, 2021. Pursuant to AB 361, staff recommends consideration of Resolution No. 22-72, proclaiming a local emergency persists and authorizing the use of remote meeting procedures by the City's legislative bodies, which can include meetings held via a virtual platform (e.g. Zoom), for the period of September 13, 2022 through October 12, 2022.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 22-72, proclaiming a local emergency persists and authorizing the use of alternative meeting procedures by the City's legislative bodies, such as utilizing a virtual platform (e.g. Zoom) for the period from September 13, 2022 through October 12, 2022.

7.f. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 22-73, APPROVING ACCOUNTING POLICIES AS RECOMMENDED BY EXTERNAL AUDITORS

As a result of the completion of the June 30, 2021 Single Audit report covering financial statements and federal grant awards, it was identified by the external auditing firm, Vasquez & Company LLC, that there were improvement opportunities regarding implementing policies and procedures in three areas. These areas are capital assets, accounts receivables, and interfund activities. Based upon the recommendations received, the City developed policies and procedures following Generally Accepted Accounting Principles and best practices. These have been brought forward to the City Council for approval prior to implementation.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 22-73, approving the three proposed policies and procedures covering fixed assets, accounts receivables, and transactions be approved for implementation.

7.g. next page.

CONSENT CALENDAR (CONTINUED)

7.g. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 22-74, ADOPTING AND APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF SOUTH EL MONTE AND THE SOUTH EL MONTE EMPLOYEES' ASSOCIATION (SEMEA)

The Memorandum of Understanding (MOU) between the City of South El Monte Employees' Association (SEMEA) for the period beginning July 1, 2022 and ending June 30, 2024 has been agreed to, subject to City Council approval.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 22-74, approving the MOU between the City of South El Monte and SEMEA..

8. PUBLIC HEARINGS - None

9. GENERAL BUSINESS

9.a. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 22-75, APPROVING AMENDMENT NO. 1 TO AGREEMENT WITH TOWNSEND PUBLIC AFFAIRS LLC FOR CONTRACTUAL SERVICES

In March 2022, the City entered into an agreement with Townsend Public Affairs LLC (Townsend) for ongoing consulting services related to obtaining grant funding and legislative advocacy. The initial agreement was for a term of four months, ending June 30, 2022, with a provision to extend for an additional six-month period. Based upon the initial results, it was determined that entering into a one-year extension, with a City option for two additional one-year extensions, was a prudent course of action. This would allow Townsend to continue to work on grant funding opportunities that are currently in process, as well as further identify additional ones. The new agreement will cover the period from July 1, 2022 through June 30, 2023. In addition, the City has, at its option, the right to renew for an additional two one-year terms covering a twelve-month period covering the 1st day of July, 2023 through the 30th day of June, 2024 and the 1st day of July 2024 through 30th day of June 2025.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 22-75, approving Amendment No. 1 to agreement with Townsend Public Affairs LLC for consulting services related to grant funding and legislative advocacy.

9.b. and 9.c. next page.

GENERAL BUSINESS (CONTINUED)

9.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 22-76, APPROVING THE CITY OF SOUTH EL MONTE'S LOCAL ROADWAY SAFETY PLAN (LRSP)

For South El Monte to be eligible for Highway Safety Improvement Program (HSIP) Cycle 11 grant funds, the City must complete a Local Roadway Safety Plan (LRSP) or an equivalent of the LRSP, such as Systemic Safety Analysis Report (SSAR) or Vision Zero Action Plan. The LRSP or its equivalent must be updated and validated at least every five (5) years. The preparation of the LSRP was funded by State grant funds and will support the City's future grant funding applications.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 22-76, approving the Local Roadway Safety Plan (LRSP). LRSP is a requirement for public agencies to be eligible to apply for future Highway Safety Improvements Program (HSIP) funding.

9.c. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 22-77, APPROVING PROJECT ACCEPTANCE AND NOTICE OF COMPLETION OF THE FERN STREET SIDEWALK INSTALLATION PROJECT BY GRIGOLLA & SONS CONSTRUCTION CO. INC.

The Fern Street Sidewalk Installation Project was completed in compliance with the plans and specifications by Grigolla & Sons Construction Co Inc. The project scope included construction of concrete sidewalk, driveway approaches, curb ramps and related work on Fern Street between Doreen Avenue and Santa Anita Avenue. The final cost for the construction work completed by Grigolla & Sons Construction Co Inc. is \$70,499.00.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 22-77, accepting the improvements to the Fern Street Sidewalk Installation Project by Grigolla & Sons Construction Co. Inc.;
2. Authorize the City Clerk to send the Notice of Completion for recordation to the Los Angeles County Recorder's Office; and
3. Release retention accordingly.

9.d. next page.

GENERAL BUSINESS (CONTINUED)

9.d. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 22-78, AWARDING A PROFESSIONAL SERVICES AGREEMENT (PSA) TO KIMLEY-HORN AND ASSOCIATES, INC. FOR DESIGN SERVICES FOR TRAFFIC SIGNAL IMPROVEMENTS AT VARIOUS SIGNALIZED INTERSECTIONS HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) CYCLE 9 PROJECT

Kimley-Horn and Associates, Inc. has been selected by staff as the most responsive and qualified consultant to provide design services for various traffic signal improvements within the HSIP Cycle 9 Project. The HSIP Cycle 9 Project includes safety improvements at various signalized intersections, including hardware modifications to the traffic signal lenses, backplates with retroreflective borders, mounting, size, and number, as well as installation of pedestrian countdown signal heads. The project improvements will involve a total of eleven signalized intersections throughout the City.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 22-78, Awarding a professional services agreement to Kimley-Horn and Associates, Inc. for Design Services for Traffic Signal Improvements at Various Signalized Intersections HSIP Cycle 9 Project in the amount of \$56,526.94; and
2. Approve \$1,926.94 in Measure R Funds for the project design phase.

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. Sponsorship for Epiphany Catholic Church 2nd Annual Car and Bike Show.
2. Sponsorship for South El Monte High School Robotics Club.

13. CLOSED SESSION - None

14. ADJOURNMENT

Tuesday, September 27, 2022, 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 8th day of September 2022.

A handwritten signature in blue ink, reading "Donna G. Schwartz", with a long, sweeping flourish extending to the right.

City Clerk, CMC