



Gloria Olmos, Mayor/Chairperson
Richard Angel, Mayor Pro Tem/
Vice Chairperson
Manuel Acosta, Councilmember/
Board Member
Hector Delgado, Councilmember/
Board Member
Gracie Retamoza, Councilmember/
Board Member

Anthony R. Taylor, City Attorney/
General Counsel
Rachel Barbosa, City Manager/
Executive Director
Donna G. Schwartz, City Clerk/
Secretary

CITY OF SOUTH EL MONTE

REGULAR MEETINGS OF THE SOUTH EL MONTE CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE SOUTH EL MONTE IMPROVEMENT DISTRICT

AGENDA

April 27, 2021, 6:00 PM
(Via Zoom)

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

On March 17, 2020, Governor Newsom issued Executive Order N-29-20 in response to the COVID-19 pandemic, which authorizes the City Council to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. All requirements of the Brown Act requiring the physical presence of Council Members, staff, or the public as a condition of participation in or quorum for a public meeting have been waived. Public participation will be allowed via the information below.

To view Live Meetings, use Zoom link below:

Join Zoom Meeting (View/Participate ONLY during PUBLIC COMMENT)

Link: <https://us02web.zoom.us/j/81375798835>

Webinar ID: 813 7579 8835

Or

Call In: 1 669 900 6833, when prompted, then enter 81375798835#

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 added to the City Council agenda as part of the public comment.

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 and Adjourned 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 at (626) 579-6540 ext. 3280 or Cell (626) 274-0412 or Robert Molina, Interim Deputy City Clerk at (626) 579-6540 ext. 3220 or Cell (626) 374-1998.

[Agenda Begins on the Following Page]

1. ROLL CALL

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

2. PLEDGE OF ALLEGIANCE - Mayor Gloria Olmos

3. INVOCATION - Pastor Benjamin Garrett, Faith Dominion Church, South El Monte, California

4. PRESENTATIONS

4.a. SHERIFF'S DEPARTMENT REPORT FOR THE MONTH OF MARCH 2021

City Council to receive a report from the Sheriff's Department and discuss matters concerning law enforcement in the City.

4.b. CODE ENFORCEMENT AND PUBLIC SAFETY DEPARTMENT REPORT FOR THE MONTH OF MARCH 2021

City Council to receive a report from Code Enforcement Division of the Community Development Department on code enforcement and public safety activities during March 2021.

4.c. PRESENTATION BY JOHN KING, MANAGER OF STREET LIGHT PROJECTS, SOUTHERN CALIFORNIA EDISON (SCE) ON LIGHT EMITTING DIODE (LED) STREETLIGHT REPLACEMENT PROGRAM

The City of South El Monte is planning to upgrade the City street lights to more energy-efficient, dark sky friendly lights. The project, in coordination with Southern California Edison (SCE), includes converting all of the City's streetlights from High-Pressure Sodium (HPS) to Light Emitting Diode (LED) lights. The project will begin in summer 2021 and is expected to be completed by 2024. SCE staff is available to provide more information on the program and project.

4.d. PRESENTATION BY OMAR FARIS, TRANSPORTATION ELECTRIFICATION ADVISOR, SOUTHERN CALIFORNIA EDISON (SCE) ON CHARGE READY 2 PROGRAM

SCE's new Charge Ready program will launch this summer with the goal of supporting the installation of roughly 38,000 electric vehicle charging ports across our service area over four years. Charge Ready will have an extraordinary focus on equity by locating half of those charging ports in communities that are most heavily impacted by the combined effects of economic, environmental, and public health burdens. The program will also help expand the promise of electric vehicles to more people by supporting charging station installations at multifamily dwellings like apartments or condo complexes.

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 comment on any matter that is within the subject matter jurisdiction of the City Council, including items on the agenda. Each speaker may speak for up to five minutes. With respect to non-public hearing agenda items, speakers shall provide their comments at this time. With respect to public hearing agenda items, speakers are encouraged to speak during the public hearing if they want their comments to be included in the record of the public hearing. Unless a majority of the Council objects, the Mayor may provide to speakers more or less time to speak. Any documents for review should be presented to the City Clerk for distribution.

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 REGULAR CITY COUNCIL MEETING MINUTES FOR APRIL 13, 2021 AND SPECIAL JOINT MEETING WITH PLANNING COMMISSION MINUTES FOR APRIL 20, 2021

Staff seeks Council approval of the Minutes for the Regular City Council Meeting held Tuesday, April 13, 2021 and Minutes for the Special Joint Meeting with Planning Commission held Wednesday, April 20, 2021.

RECOMMENDED ACTION: Staff recommends City Council approve the Regular City Council Meeting Minutes of April 13, 2021 and Special Joint Meeting with Planning Commission Minutes of April 20, 2021.

7.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 21-23, APPROVING WARRANTS FOR THE PERIOD OF APRIL 14, 2021 THROUGH APRIL 27, 2021

Authorizing payment of City expenditures for the period of April 14, 2021 through April 27, 2021 totaling \$500,061.93

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 21-23, authorizing payment of City expenditures.

8. **PUBLIC HEARINGS** - None

9. **GENERAL BUSINESS**

9.a. **APPOINTMENT OF COMMUNITY SERVICES COMMISSIONER**

Staff is seeking City Council direction on the appointment of one resident to fill a vacancy to serve on the Community Services Commission.

RECOMMENDED ACTION: Staff recommends City Council consider appointing the one individual seeking appointment on the Community Services Commission for an unexpired term commencing April 28, 2021 and ending January 31, 2022.

9.b. **CONSIDERATION AND APPROVAL OF THE LOCATION AND ASSOCIATED COST FOR THE 2021 FOURTH OF JULY FIREWORK SHOW**

The City will host the Fourth of July Show on Sunday, July 4, 2021 beginning at 9:00 p.m. along with a passive community viewing event located at New Temple Park beginning at 7 p.m.

RECOMMENDED ACTION: Staff Recommends City Council approve the location and associated costs of the 2021 Fourth of July Firework Show.

9.c. **CONSIDERATION AND APPROVAL OF RESOLUTION NO. 21-24, APPROVING PARTICIPATION IN THE SUSTAINABLE TRANSPORTATION EQUITY PROJECT (STEP), ACCEPTANCE OF GRANT FUNDS AND AUTHORIZATION FOR CITY MANAGER OR DESGINEE TO EXECUTE GRANT AGREEMENT FOR RUSH STREET CORRIDOR ENHANCEMENT PLAN**

The City of South El Monte submitted an Implementation of Planning and Capacity Building Grant Proposal in August 2020, for the Sustainable Transportation Equity Project (STEP) for Rush Street Corridor Enhancement Plan. To ensure receipt of grant funding for the project, the City Council must adopt a resolution approving participation in the program and designating the City Manager or designee as the authorized official to execute grant agreement.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 21-24, approving participation in the Sustainable Transportation Equity Project (STEP), accept grant funds and authorization for the City Manager or designee to execute grant agreement for Rush Street Corridor Enhancement Plan.

**9.d. CONSIDERATION AND APPROVAL OF A FACILITY RESERVATION FEE
WAIVER REQUEST BY SOUTH EL MONTE NATIONAL LITTLE LEAGUE
FOR THE USE OF NEW TEMPLE PARK FIELDS AND MARY VAN DYKE
PARK COMMUNITY ROOM**

The South El Monte National Little League (SEMNLL) is requesting a fee waiver for the use of New Temple Park fields to host their 2021 baseball and softball clinics, practices, and games from April 28, 2021 to July 31, 2021 and Mary Van Dyke Park gazebo or community room patio to host board meeting from April 28, 2021 to July 20, 2021.

RECOMMENDED ACTION: Staff recommends City Council review and take action on the facility reservation fee waiver requested by South El Monte National Little League in the amount of \$19,300.00.

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

AB 1234 requires that councilmembers must briefly report, orally or in writing, on meetings attended at City expense (for example, Contract City and League of California Cities Conferences, ICSC conferences, etc.) at the City Council meeting following the meeting.

11. CORRESPONDENCE - None

12. COUNCILMEMBERS' AGENDA - None

13. CLOSED SESSION - None

14. RECESS COUNCIL MEETING

15. ANNOUNCEMENT BY THE CITY CLERK (PRIOR TO CONVENING THE SUCCESSOR AGENCY MEETING)

Pursuant to Government Code Section 54952.3, the City Clerk will announce that Board Members do not receive any compensation or stipend for attending the Successor Agency meeting.

16. SUCCESSOR AGENCY MEETING - CALL TO ORDER AND ROLL CALL

Board Members: Acosta, Delgado, Retamoza, Vice Chairperson Angel and Chairperson Olmos

17. APPROVAL OF AGENDA

This is the time for the Board to remove any items from the consent calendar for individual consideration, table, continue, add items, or to make a motion to rearrange the order of this agenda.

18. PUBLIC COMMENTS

Persons wishing to address the Board on any item on the agenda, or any other matter, are invited to do so at this time. Pursuant to the Brown Act, the Board cannot discuss or take action on items not on the agenda. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda.

19. 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 Board during "Approval of the Agenda" for individual consideration. Any items removed shall be individually considered immediately after taking action on the Consent Calendar.

19.a. CONSIDERATION AND APPROVAL OF THE REGULAR SUCCESSOR AGENCY MEETING MINUTES - MARCH 23, 2021

Staff seeks Agency Board approval of the Minutes of the March 23, 2021 meeting.

RECOMMENDED ACTION: Staff recommends the Agency Board approve the Regular Successor Agency Meeting Minutes of March 23, 2021.

20. EXECUTIVE DIRECTOR'S AGENDA - None

21. ADJOURNMENT OF SUCCESSOR AGENCY MEETING

22. RECONVENE AND ADJOURN COUNCIL MEETING

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 City of South El Monte City Hall, Senior Center and Community Center and made available at www.cityofsouthelmonte.org on this 22nd day of April 2021.



City Clerk, CMC



City Council Agenda Report

**Agenda
Item No.
4.a.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

SUBMITTED BY: Rene Salas, Deputy City Manager

SUBJECT: SHERIFF'S DEPARTMENT REPORT FOR THE MONTH
OF MARCH 2021

SUMMARY: City Council to receive a report from the Sheriff's Department and discuss matters concerning law enforcement in the City.

RECOMMENDATION:

FISCAL IMPACT:

DISCUSSION:

ATTACHMENTS:

[Sheriff Presentation Month of March 2021](#)

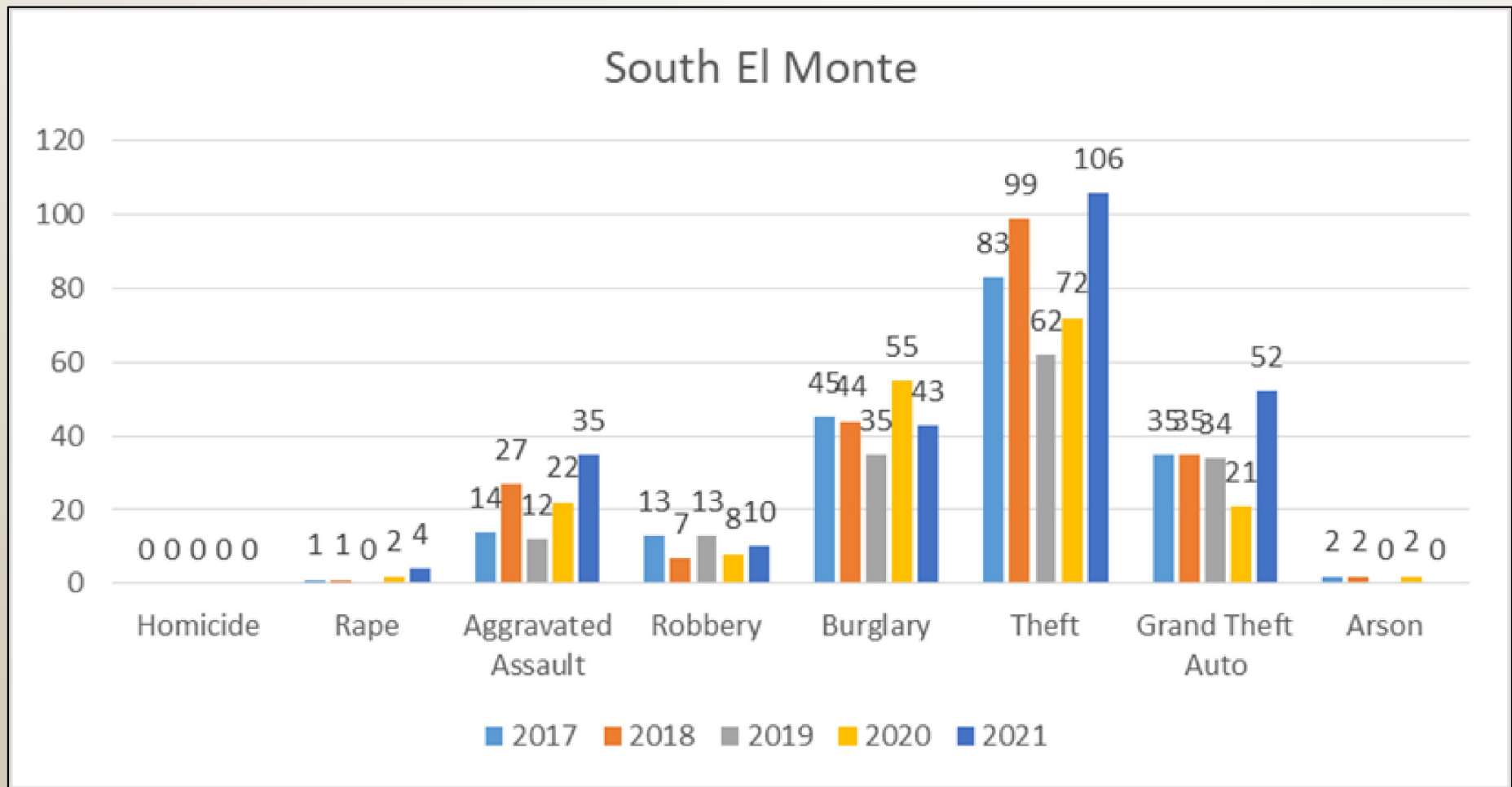
South El Monte March 2021

Crime Statistics



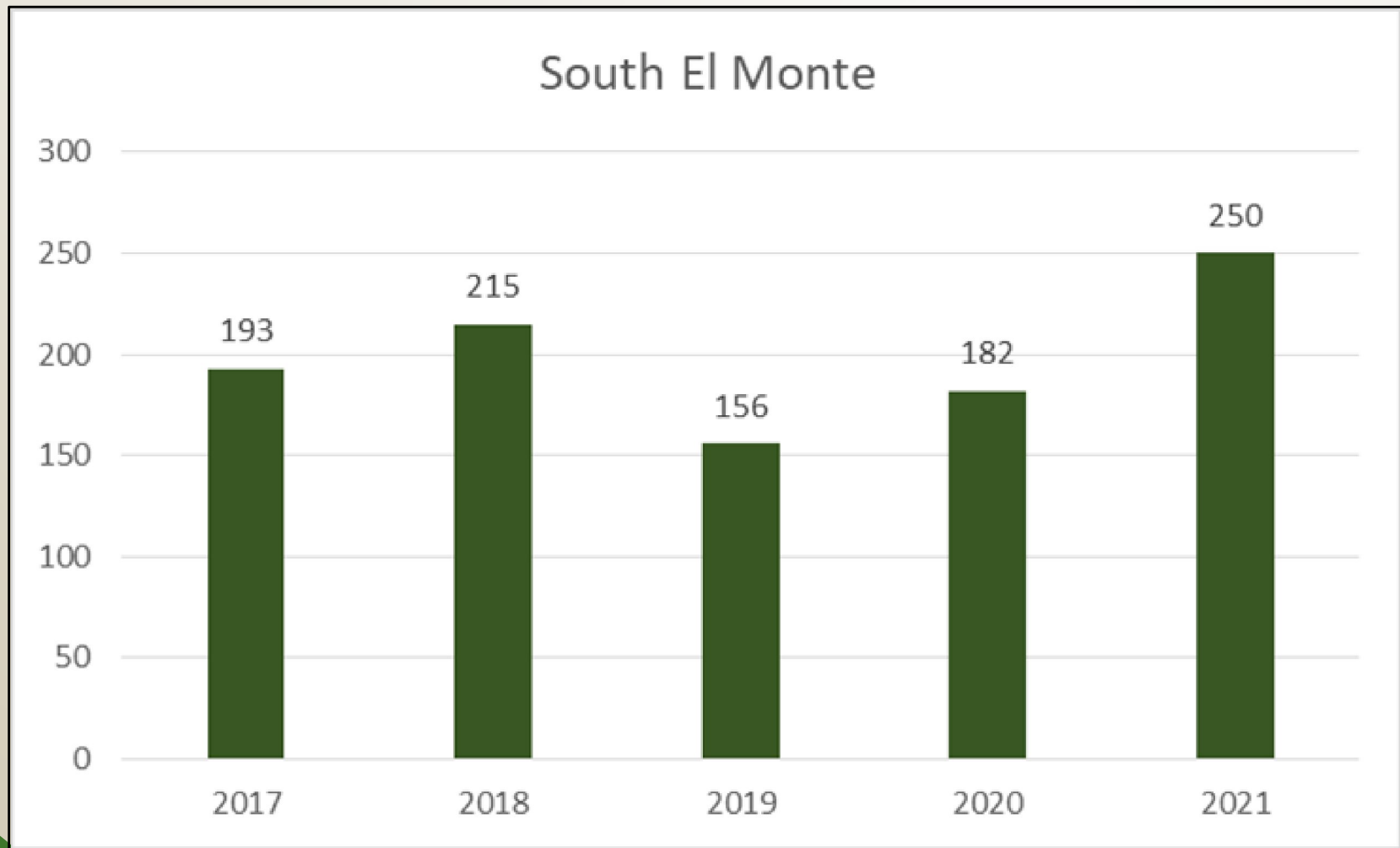
South El Monte

Part I Crime Statistics – March 2021



South El Monte

Part I Crime Statistics – March 2021



South El Monte

Part I Crime Statistics – Monthly Breakdown 2021 & Arrests

South El Monte	January	February	March	April	May	June	July	August	September	October	November	December	Total
Homicide	0	0	0										0
Rape	2	1	1										4
Aggravated Assault	13	15	7										35
Robbery	5	1	4										10
Burglary	10	14	19										43
Theft	36	32	38										106
Grand Theft Auto	17	22	13										52
Arson	0	0	0										0
Total	83	85	82	0	0	0	0	0	0	0	0	0	250

South El Monte	
Res Burg	3
Other Burg	40
Petty Theft	33
Grand Theft	38
Theft from Vehicle	35

YTD 3/31

South El Monte	2020	2021
Arrests	482	501



City Council Agenda Report

**Agenda
Item No.
4.b.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

APPROVED AS TO FORM: Anthony R. Taylor, City Attorney

SUBMITTED BY: Colby Cataldi, Community Development Director

SUBJECT: CODE ENFORCEMENT AND PUBLIC SAFETY
DEPARTMENT REPORT FOR THE MONTH OF MARCH
2021

SUMMARY: City Council to receive a report from Code Enforcement Division of the Community Development Department on code enforcement and public safety activities during March 2021.

RECOMMENDATION:

FISCAL IMPACT: None

DISCUSSION:

ATTACHMENTS:

[Code_Enforcement_Report_-_MARCH_2021.pptx](#)

City of South El Monte

Code Enforcement Report



March 2021 Recap

Colby Cataldi, Director
Community Development/Public Works

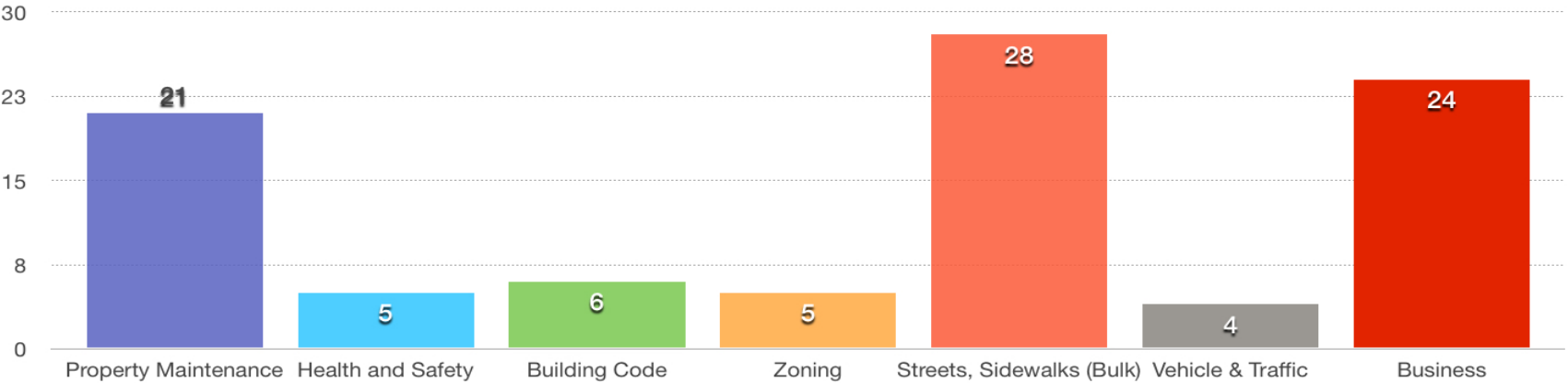
CODE ENFORCEMENT

The Code Enforcement Division continues to work with the Community to address the homeless situation, substandard housing, removal of blighted conditions, promoting property maintenance, and ensuring conformity with the City Zoning and Building ordinances and State and County Health Code

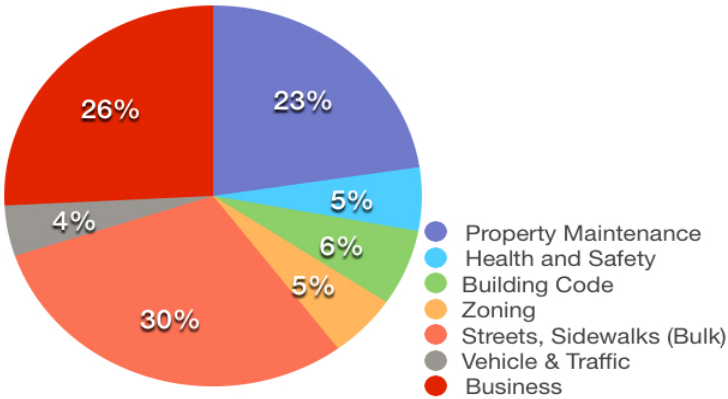


Code Enforcement Cases / MARCH 2021

TOPICS	ITEM	TOTAL
Property Maintenance	21	21
Health and Safety	5	5
Building Code	6	6
Zoning	5	5
Streets, Sidewalks (Bulk)	28	28
Vehicle & Traffic	4	4
Business	24	24
Total.		93



Pie Chart



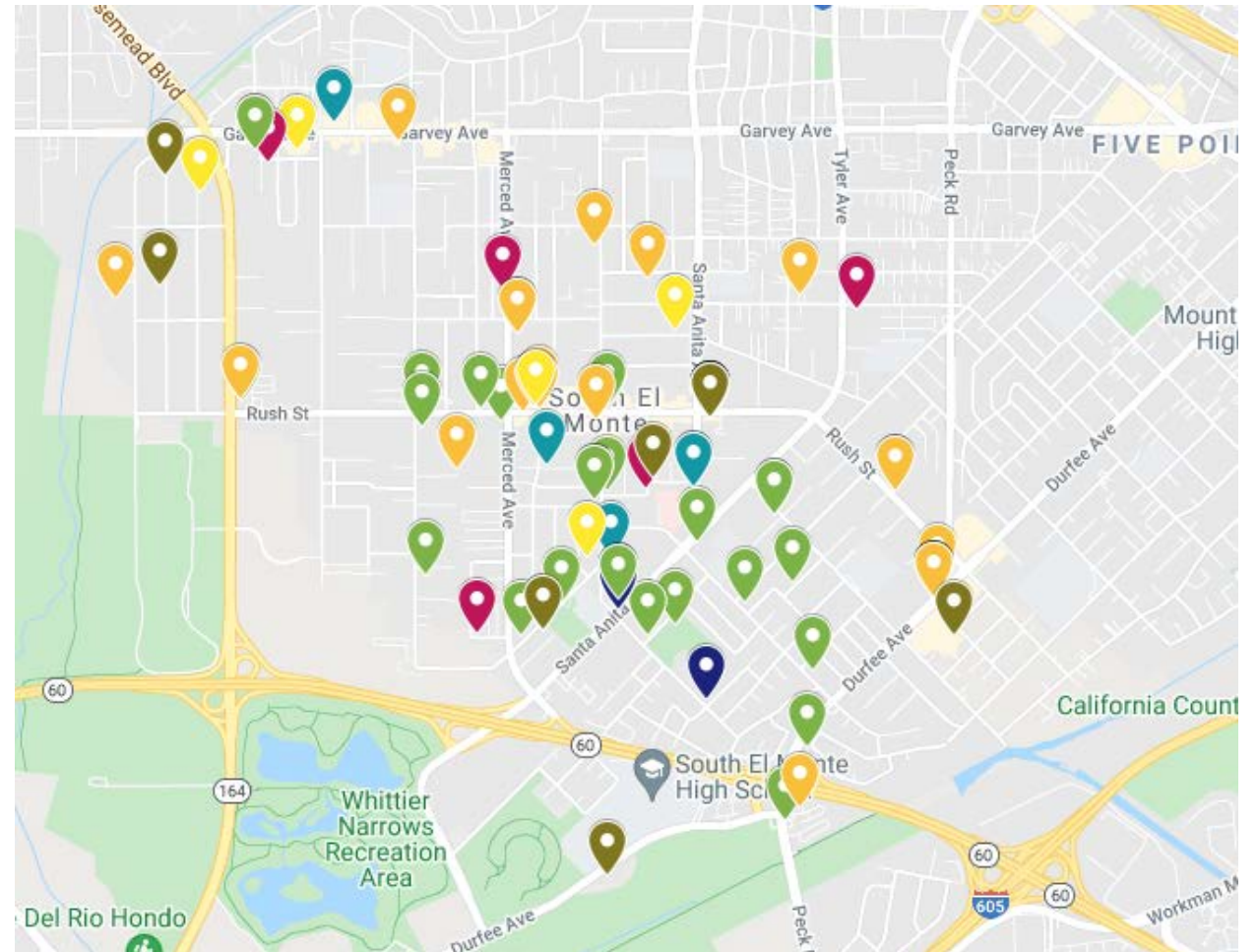
CODE ENFORCEMENT CASES BY TYPE

- 21 Property Maintenance
- 28 Illegal Dumping
- 24 Operating w/o Business License
- 5 Health & Safety
- 5 Illegal Construction/Zoning
- 6 Building Code Violations
- 4 Vehicle/Traffic Violations

93 TOTAL NEW CASES

- 242 Graffiti Service Requests (Public Works)
- 11 Graffiti (Private Property- CODE)
- 556 Parking Citations Issued (FEB 639)
- 3 Homeless

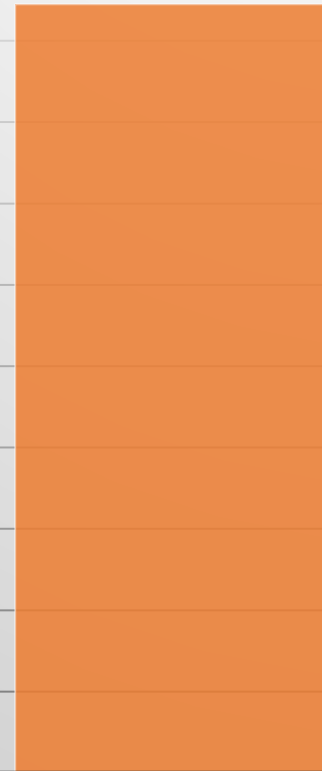
NEW CASES BY LOCATION & TYPE



Illegal Dumping

(Items Serviced)
March 2021

189



PUBLIC WORKS

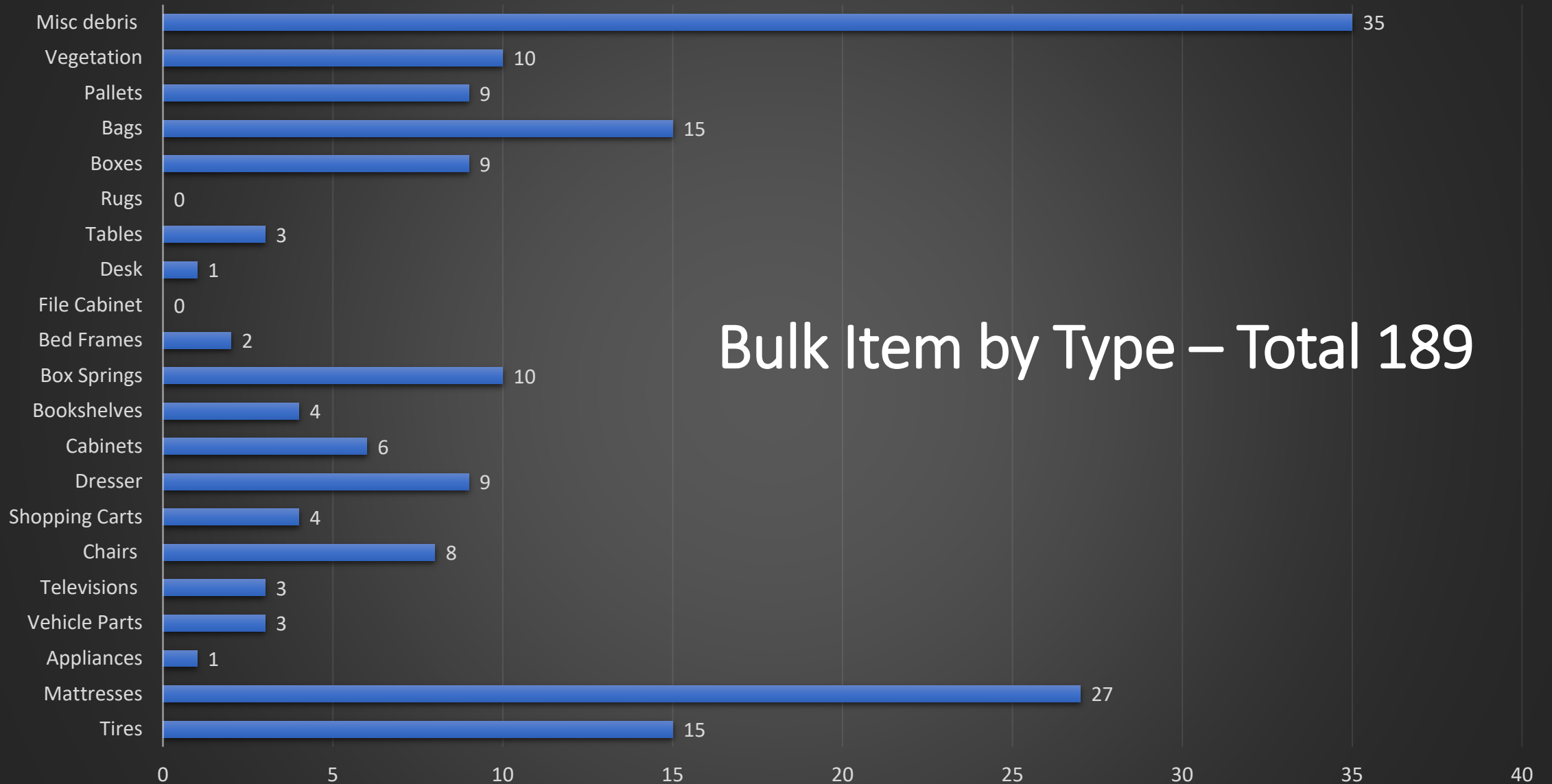
28

(Referrals)



ATHENS

Bulk Item by Type – Total 189







2309 Edwards Avenue



Mar 7, 2021 at 12:32:22 PM
11114 Maplefield St
South El Monte CA 91733
United States



Mar 7, 2021 at 4:26:23 PM
2340 Santa Anita Ave
South El Monte CA 91733
United States







City Council Agenda Report

**Agenda
Item No.
4.c.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

APPROVED AS TO FORM: Anthony R. Taylor, City Attorney

SUBMITTED BY: Colby Cataldi, Community Development Director

SUBJECT: PRESENTATION BY JOHN KING, MANAGER OF STREET LIGHT PROJECTS, SOUTHERN CALIFORNIA EDISON (SCE) ON LIGHT EMITTING DIODE (LED) STREELIGHT REPLACEMENT PROGRAM

SUMMARY: The City of South El Monte is planning to upgrade the City street lights to more energy-efficient, dark sky friendly lights. The project, in coordination with Southern California Edison (SCE), includes converting all of the City's streetlights from High-Pressure Sodium (HPS) to Light Emitting Diode (LED) lights. The project will begin in summer 2021 and is expected to be completed by 2024. SCE staff is available to provide more information on the program and project.

RECOMMENDATION:

FISCAL IMPACT: N/A

DISCUSSION: Cities around the world are switching to LED lights as a way to save both money and energy while simultaneously increasing safety and visibility.

The LED lights consume about 50 percent less energy when compared to their HPS luminaire predecessors. By converting to LED, the City will save about 20 million kilowatt hours of energy every year. The City's HPS street lights, most installed in the mid-1980s, are also at the end of their useful lives and need replacement. LEDs will provide better service reliability and lower maintenance costs, as the new LEDs have a lifespan of about 4 times that of an HPS lamp. This translates to ongoing savings in maintenance costs. Less maintenance also means fewer service vehicle trips for repairs and thus reduced carbon emissions.

The LED fixtures that are being installed have been designed to provide an improved distribution of light. The LEDs shed light along the roadway, increasing visibility in dark spots between street light poles, rather than solely dumping light directly below street light fixtures as the HPS luminaires did. The LEDs are also designed to reduce the amount of back-lighting that spills behind the street light pole and onto adjacent properties.

The new lights will look and feel a bit different from the existing HPS lights. LED lights feel brighter than HPS lights due to the color temperature of the lights and the globe-less fixtures. This is especially noticeable right after the conversion takes place. Most of the time the residents get used to the new feel and enjoy the more directional light.

SCE will use new fixtures that look very similar in design and color to the HPS lights. Any old poles will be upgraded to fiberglass, which lasts much longer. Physically, the LED lights should look very similar to the previous HPS model.

The new LED lighting provides a variety of benefits including;

- Increased energy efficiency

- Longer useful lifespan - they burn out or fail much less frequently

- Reduce light pollution

- Provide higher-quality, directional lighting - light up the street not the sky or private properties

- Dark Sky Friendly

ATTACHMENTS:



City Council Agenda Report

**Agenda
Item No.
4.d.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

APPROVED AS TO FORM: Anthony R. Taylor, City Attorney

SUBMITTED BY: Colby Cataldi, Community Development Director

SUBJECT: PRESENTATION BY OMAR FARIS, TRANSPORTATION
ELECTRIFICATION ADVISOR, SOUTHERN CALIFORNIA
EDISON (SCE) ON CHARGE READY 2 PROGRAM

SUMMARY: SCE's new Charge Ready program will launch this summer with the goal of supporting the installation of roughly 38,000 electric vehicle charging ports across our service area over four years. Charge Ready will have an extraordinary focus on equity by locating half of those charging ports in communities that are most heavily impacted by the combined effects of economic, environmental, and public health burdens. The program will also help expand the promise of electric vehicles to more people by supporting charging station installations at multifamily dwellings like apartments or condo complexes.

RECOMMENDATION:

FISCAL IMPACT: N/A

DISCUSSION:

ATTACHMENTS:



City Council Agenda Report

**Agenda
Item No.
7.a.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: CONSIDERATION AND APPROVAL OF REGULAR CITY COUNCIL MEETING MINUTES FOR APRIL 13, 2021 AND SPECIAL JOINT MEETING WITH PLANNING COMMISSION MINUTES FOR APRIL 20, 2021

SUMMARY: Staff seeks Council approval of the Minutes for the Regular City Council Meeting held Tuesday, April 13, 2021 and Minutes for the Special Joint Meeting with Planning Commission held Wednesday, April 20, 2021.

RECOMMENDATION: Staff recommends City Council approve the Regular City Council Meeting Minutes of April 13, 2021 and Special Joint Meeting with Planning Commission Minutes of April 20, 2021

FISCAL IMPACT:

DISCUSSION:

ATTACHMENTS:

[4-13-21 DRAFT Reg CC Mtg Minutes.docx](#)

[4-20-21 DRAFT Special Joint Meeting CC and PC Minutes](#)

**CITY OF SOUTH EL MONTE
REGULAR CITY COUNCIL MEETING - MINUTES
TUESDAY, APRIL 13, 2021- 6:00 p.m.**

1. ROLL CALL

Mayor Olmos called the meeting to order at 6:01 p.m.

PRESENT (via Zoom Webinar): Councilmember(s): Acosta, Delgado, Retamoza, Mayor Pro Tem Angel, and Mayor Olmos.

STAFF PRESENT(via Zoom Webinar): Anthony R. Taylor, City Attorney; Rachel Barbosa, City Manager; Colby Cataldi, Community Development Director; William Fox, Interim Finance Director; Donna G. Schwartz, City Clerk (left ill at 6:40 p.m.) and Robert Molina, Interim Deputy City Clerk.

Pursuant to Government Code Section 54953, Subdivision (B) and Governor Newsom's Executive Order N-25-20, dated March 12, 2020, and Executive Order N-29-20, dated March 17, 2020. Teleconference/Zoom was provided for the Public.

2. PLEDGE OF ALLEGIANCE – Councilmember Hector Delgado led the Pledge of Allegiance.

3. INVOCATION - Pastor Noe Mendoza, Ark of Montebello Church, Montebello, California offered the invocation.

4. PRESENTATIONS

- 4.a.** Mayor and City Council presented a "Certificate of Recognition," to Dr. Humberto Ramos on his Appointment by the Archdiocese of Los Angeles as Parish Life Director of Epiphany Church, South el Monte, California
- 4.b.** Mayor and City Council presented a Proclamation to Nancy Jolley, OneLegacy Ambassador, Proclaiming April 2021 as Donate for Life Month.
- 4.c.** Mayor and City Council presented a Proclamation Proclaiming April 2021 as Autism Awareness Month.
- 4.d.** Mayor and City Council presented a "Certificate of Recognition," to Book Author Caribbean Fragoza on being Featured in the *New York Times* for "Eat The Mouth That Feeds You" and in the *LA Times* for one of the Year's most Anticipated Book "East of East: The Making of Greater El Monte"
- 4.e.** Mayor and City Council presented a "Certificate of Recognition," to Vanessa Amezcua Rocha, Senior from South El Monte High School for Receiving the Edison International Science Technology Engineering and Math (STEM) College Scholarship in the Amount of \$40,000

4.f. Council received a triannual Capital Improvement Projects (“CIP”) update from the Public Works Department.

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

City Attorney Anthony Taylor announced the need to add a subsequent need item due to information coming before staff after the posting of the agenda. He requested the subsequent agenda item be under General Business as 9.c. to consider and approve Resolution No. 21-22.

A motion was made by Mayor Pro Tem Angel, seconded by Councilmember Delgado to approve adding agenda item 9.c. Motion carried 5-0, by the following vote:

AYES: Councilmember(s): Acosta, Delgado, Retamoza, Mayor Pro Tem Angel, and Mayor Olmos.

NAYS: Councilmember(s): None.

A motion was made by Mayor Pro Tem Angel, seconded by Councilmember Delgado to approve the agenda. Motion carried 5-0, by the following vote:

AYES: Councilmember(s): Acosta, Delgado, Retamoza, Mayor Pro Tem Angel, and Mayor Olmos.

NAYS: Councilmember(s): None.

6. PUBLIC COMMENT

1. Gina Cojulum, resident of local trailer park, asked for assistance with increased rent and trash fees.
2. Ruby Yepez, announced on May 8th a Women Leadership event featuring Mayor Olmos, Councilwoman Retamoza and City Manager Barbosa.

7. CONSENT CALENDAR

A motion was moved by Councilmember Retamoza, seconded by Councilmember Acosta to approve Consent Calendar. Motion carried 5-0, by the following vote:

AYES: Councilmember(s): Acosta, Delgado, Retamoza, Mayor Pro Tem Angel, and Mayor Olmos.

NAYS: Councilmember(s): None.

7.a. Approved the Adjourned and Regular City Council Meeting Minutes of March 23, 2021

- 7.b. Adopted Resolution 21-20, authorizing payment of City expenditures for the period of March 24, 2021 through April 13, 2021 totaling \$1,664,281.21.
- 7.c. Approved receiving and filing of the City of South El Monte Housing Element Annual Progress Report.

8. PUBLIC HEARINGS – None

9. GENERAL BUSINESS

9.a. PRESENTATION ON FRANCHISE FEES AND UTILITY USER TAX (UUT)

Mayor Olmos announced the Item.

Interim Finance Director William Fox presented the staff report and provided a PowerPoint presentation.

Council discussed at length and by consensus recommended to bring back item closer to the November 2022 election if city was going to present UUT to voters.

9.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 21-21, AWARDING CONSTRUCTION CONTRACT TO KDC dba DYNAELECTRIC FOR THE SANTA ANITA AVENUE AND KLINGERMAN STREET, RUSH STREET, AND CENTRAL AVENUE TRAFFIC SIGNAL MODIFICATION PROJECT, FUNDED BY HSIP, HSIPL-5352(019)

Mayor Olmos announced the item.

Community Development Director Colby Cataldi presented the staff report.

A motion was moved by Councilmember Acosta, Seconded by Mayor Pro Tem Angel to adopt and approve the plans and specifications for Project No. 294 (Santa Anita Avenue and Klingerman Street, Rush Street, and Central Avenue Traffic Signal Modification Project, Funded By HSIP, HSIPL-5352(019)), reviewed bids submitted for the work to be performed and find that KDC Inc. dba Dynaelectric L.A. has submitted the lowest responsive bid for the Project, awarded the Santa Anita Avenue and Klingerman Street, Rush Street, and Central Avenue Traffic Signal Modification Project contract to KDC Inc. dba Dynaelectric L.A. in the amount of \$799,782, approving a 10% contingency amount of \$79,978, for a total project construction cost, not to exceed \$879,760, authorized Transtech Engineers, Inc. to proceed with construction management, grant coordination and inspection services, in the amount of \$87,976 (10% of construction cost), pursuant to their existing engineering services agreement and approved \$485,256 in Prop C funds for a total project budget of \$967,736.

Motion carried 5-0, by the following vote:

AYES: Councilmember(s): Acosta, Delgado, Retamoza, Mayor Pro Tem Angel and Mayor Olmos.

NAYS: Councilmember(s): None.

Subsequent need item added to agenda during approval of agenda.

9.c. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 21-22, AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO ENTER INTO A FUNDING AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD, MANAGE REQUESTS FOR DISBURSEMENTS AND TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE MERCED AVENUE GREENWAY IMPROVEMENT PROJECT

Mayor Olmos introduced the item.

Community Development Director Colby Cataldi presented the staff report.

A motion was moved by Mayor Pro Tem Angel, seconded by Councilmember Acosta to adopted Resolution No. 21-22, to do the following: 1) Authorize the Community Development Director to carry out the Project, enter into a funding agreement with the State Water Resources Control Board, and accept and expend State funds for the Project; 2) Authorize and designate Community Development Director or designee to sign, for and on behalf of City of South El Monte, the funding agreement for the Project and any amendments thereto; 3) Authorize and designate Community Development Director or designee to represent the City of South El Monte in carrying out City of South El Monte's responsibilities under the funding agreement, including certifying invoices and disbursement requests for Project and to ensure compliance with applicable state and federal laws; and 4) Any and all actions, whether previously or subsequently taken by City of South El Monte, which are consistent with the intent and purposes of the foregoing resolution, shall be, and hereby are, in all respects, ratified, approved and confirmed. Motion carried 5-0, by the following vote:

AYES: Councilmember(s): Acosta, Delgado, Retamoza, Mayor Pro Tem Angel and Mayor Olmos.

NAYS: Councilmember(s): None.

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

Councilmember Acosta announced his attendance at the Senior drive through easter event, a community easter event drive through and a ceremony at the Veterans of Foreign War (VFW) accepting a "Certificate of Appreciation."

Mayor Pro Tem Angel recognized Mark Tavera from the VFW doing such a wonderful job, announced his attendance at the Senior drive through easter event and thanking staff for doing such a wonderful job, noting the Seniors anxious to return to the senior center and thanking staff for all they do for the Seniors.

Councilmember Retamoza noting her attendance at the City's Senior drive through easter event, thanking Senator Rubio for attending and acknowledging Senator Rubio's comments recognizing the efforts by staff in providing a successful event.

Councilmember Delgado announced his attendance in the Greater LA Vector Control virtual meeting and asked the public to be aware of the Asian Tiger mosquito and be vigilant of standing water. He announced he had went to the drive through with his family and thanked Dianna Gomez for participating as the easter bunny.

Mayor Olmos announced her attendance in the SEAACA, SCAG and COG virtual meetings, news from Greater El Monte Hospital reporting Covid-19 cases have dropped, noted a function at the Greater El Monte Hospital located in South El Monte sponsored by the American Career College, attendance at the City's Senior drive through easter event, reiterated the Seniors anxious to come back to the senior center and thanked staff for all they do for the Seniors, also noted other items that were given away by the community during the drive through event and thanked Senator Rubio and Commissioners for attending. Ms. Olmos showed the plaque that was received from the VFW and thanked Mark Tavera for a wonderful job he is doing.

11. CORRESPONDENCE - None

12. COUNCILMEMBERS' AGENDA

12.a. MAYOR GLORIA OLMOS

RECOMMENDED ACTION:

1. Discussion on Code Enforcement Patrolling on a More Consistent Basis for Excess Bulky Items.

Mayor Olms noted she had spoken with Athens regarding pick-ups and code enforcement to patrol on a more consistent basis for bulky items. Councilmembers Delgado and Retamoza reiterated the excess bulky items throughout the city that need to be addressed but also acknowledged code enforcement efforts. Mayor Olmos suggested staff look into companies that will hire and pay for someone to patrol the city for bulky items.

2. Discussion on Graffiti Removal at New Temple Park and Various Locations in the City.

Mayor Olmos suggested staff look into companies that will hire and pay for someone to patrol the city for graffiti and Mayor Pro Tem Angel asked City Manager to contact the Conservation Core or some type of agency that can help out the city. City Manager Barbosa stated she has had discussions with the San Gabriel Valley Conservation Core regarding grants that could assist the city but would still charge and conversations with the Army Core of Engineers for assistance with bulky item pick-ups.

13. CLOSED SESSION - None

14. ADJOURNMENT

At 8:45 pm. Mayor Olmos adjourned in memory of Juana Sequeira Solis, mother of County Supervisor Hilda I. Solis to a regular meeting on Tuesday, April 27, 2021, 6:00 p.m.

Donna G. Schwartz, CMC, City Clerk

Gloria Olmos, Mayor

**CITY OF SOUTH EL MONTE
SPECIAL JOINT CITY COUNCIL AND PLANNING COMMISSION MEETING
MINUTES
TUESDAY, APRIL 20, 2021- 6:00 p.m.**

1. ROLL CALL

Mayor Olmos called the meeting to order at 6:01 p.m.

PRESENT (via Zoom Webinar): Councilmember(s): Acosta, Retamoza, Mayor Pro Tem Angel, and Mayor Olmos. ABSENT: Councilmember(s): Delgado. PRESENT (via Zoom Webinar): Planning Commissioner(s): Barrera, Bojorquez, Ortiz, Rodriguez, Yopez

STAFF PRESENT(via Zoom Webinar): Christy Lopez, Assistant City Attorney; Rachel Barbosa, City Manager; Colby Cataldi, Community Development Director; Donna G. Schwartz, City Clerk; Ian McAleese, Assistant Planner and Robert Molina, Interim Deputy City Clerk.

Pursuant to Government Code Section 54953, Subdivision (B) and Governor Newsom's Executive Order N-25-20, dated March 12, 2020, and Executive Order N-29-20, dated March 17, 2020. Zoom was provided for the Public.

2. APPROVAL OF AGENDA

A motion was moved by Councilmember Acosta, seconded by Mayor Pro Tem Angel to approve agenda. Motion carried 9-0-1, by the following vote:

AYES: Councilmember(s): Acosta, Retamoza, Mayor Pro Tem Angel, and Mayor Olmos.

AYES: Commissioner(s): Barrera, Bojorquez, Ortiz, Rodriguez, Yopez

NAYS: Councilmember(s)/Commissioner(s): None.

ABSENT: Councilmember(s): Delgado

3. PUBLIC COMMENTS

1. Rodrigo Pelayo, City's new Administrative Analysis, Community Development Department, introduced himself.

4. GENERAL BUSINESS

4.a. PRESENTATION AND DEMONSTRATION OF THE NEW "SUBMIT ELECTRONICALLY MYSELF" CITY OF SOUTH EL MONTE'S ONLINE PERMITTING SYSTEM

Mayor Olmos introduced the item.

Community Development Director Colby Cataldi introduced Assistant Planner Ian McAleese who presented a PowerPoint presentation.

4.b. GENERAL PLAN UPDATE ON HOUSING, SAFETY AND ENVIRONMENTAL JUSTICE

Mayor Olmos introduced the item.

Community Development Director Colby Cataldi introduced Asha Bleier and Erika Van Sickel, Dudek Consultants, who presented PowerPoint presentations.

Community Development Director Colby Cataldi informed Council that more information will be forthcoming and the information provided this evening was an introduction of the process.

5. ADJOURNMENT

At 7:29 pm. Mayor Olmos adjourned the meeting.

Donna G. Schwartz, CMC, City Clerk

Gloria Olmos, Mayor



City Council Agenda Report

**Agenda
Item No.
7.b.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

SUBMITTED BY: Michelle Tang, Accounting Technician

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION
NO. 21-23, APPROVING WARRANTS FOR THE PERIOD
OF APRIL 14, 2021 THROUGH APRIL 27, 2021

SUMMARY: Authorizing payment of City expenditures for the period of April 14, 2021 through April 27, 2021 totaling \$500,061.93

RECOMMENDATION: Staff recommends City Council adopt Resolution No. 21-23, authorizing payment of City expenditures.

FISCAL IMPACT:

DISCUSSION:

ATTACHMENTS:

[Warrants](#)

[Resolution No. 21-23](#)

City of South El Monte
Warrant Register
Council Meeting of 04/27/2021

Date: 4/21/2021

Time: 11:25AM

FY	Budget Unit	Vendor Name	Check Number	Check Date	Description	Amount
21	05	CALPERS RETIREMENT	4956	4/12/2021	3/7-3/20 PLAN 23047	2,134.51
21	05		4956	4/12/2021	3/7-3/20 PLAN 27216	8,783.67
21	05		4956	4/12/2021	3/7-3/20 PLAN 685	10,173.54
						\$21,091.72
21	05	DEPARTMENT OF THE TREASURY	4957	4/12/2021	PPE 4/3/21 MED	1,841.72
21	05		4957	4/12/2021	PPE 4/3/21 FICA	7,874.90
21	05		4957	4/12/2021	PPE 4/3/21 FEDERAL	20,465.93
						\$30,182.55
21	05	EMPLOYMENT DEVELOPMENT DEPT.	4958	4/12/2021	PPE 4/3 STATE WTHD'G	7,366.58
21	05		4958	4/12/2021	PPE 4/3 TNG WTHD'G	0.34
21	05		4958	4/12/2021	PPE 4/3 UITAX WTHD'G	21.00
						\$7,387.92
21	011701710	QUADIENT LEASING USA, INC.	4959	4/12/2021	RETURN PAYMENT FEE	15.00
						\$15.00
21	011601610	SAM'S CLUB DIRECT	4960	4/12/2021	SANITIZE DISP BATTERY	23.43
21	011601620		4960	4/12/2021	SANITIZE DISP BATTERY	23.44
21	011701710		4960	4/12/2021	SANITIZE DISP BATTERY	23.44
21	011501530		4960	4/12/2021	SCTR SUPPLIES	40.90
21	011511543		4960	4/12/2021	EASTER EGG CANDY	98.40
21	011501530		4960	4/12/2021	SCTR SUPPLIES	139.44
21	011511543		4960	4/12/2021	EASTER EGG CANDY	164.00
21	011701710		4960	4/12/2021	CHALL SUP RESTOCK	206.70
21	011511543		4960	4/12/2021	EASTER EGG CANDY	336.98
						\$1,056.73
21	011601620	SOUTHERN CALIFORNIA EDISON	4961	4/12/2021	1/19-2/17 1556 CENTRA	-635.84
21	011601620		4961	4/12/2021	1/1-1/31 1556 CENTRA	20.00
21	011601620		4961	4/12/2021	1/19-2/17 1556 CENTRA	1,249.01
21	011601620		4962	4/12/2021	2/17-3/18 1556 CENTRA	1,306.04
21	011601620		4962	4/12/2021	2/17-3/18 1556 CENTRA	-665.63
21	011601620		4962	4/12/2021	2/1-2/28 1556 CENTRA	20.00
21	011601630		4963	4/12/2021	1/19-2/17 1824 CENTRA	229.02
21	011601630		4964	4/12/2021	2/17-3/18 1824 CENTRA	238.95
21	011601610		4965	4/12/2021	1/19-2/17 1530 CENTRA	2,006.58
21	011601610		4965	4/12/2021	1/19-2/17 1530 CENTRA	-659.01
21	011601610		4965	4/12/2021	1/1-1/31 1530 CENTRA	20.00
21	011601610		4966	4/12/2021	2/17-3/18 1530 CENTRA	-631.17
21	011601610		4966	4/12/2021	2/1-2/28 1530 CENTRA	20.00
21	011601610		4966	4/12/2021	2/17-3/18 1530 CENTRA	2,042.08
21	011701730		4967	4/12/2021	12/11-1/12 10861 THIE	107.36
21	011701760		4967	4/12/2021	1/19-2/17 1 GAR/RSMD	110.87
21	011701760		4967	4/12/2021	1/19-2/17 1 RUSH/TYLE	115.11
21	011701760		4967	4/12/2021	1/19-2/17 1 DUR/PECK	124.14
21	011701760		4967	4/12/2021	1/19-2/17 1 RUSH/DURF	147.65
21	011701760		4967	4/12/2021	1/19-2/17 1 CHICO/GAR	34.46
21	011701760		4967	4/12/2021	1/19-2/17 9755 RUSH	38.34
21	011701760		4967	4/12/2021	1/19-2/17 1 KLING/TYL	41.70

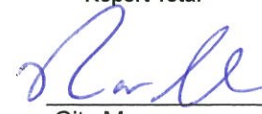
City of South El Monte
Warrant Register
Council Meeting of 04/27/2021

Date: 4/21/2021

Time: 11:25AM

FY	Budget Unit	Vendor Name	Check Number	Check Date	Description	Amount
21	011701760	SOUTHERN CALIFORNIA EDISON...	4967	4/12/2021	1/19-2/17 1 SLACK/S.A	43.53
21	011701760		4967	4/12/2021	1/19-2/17 1348 SANTA	46.37
21	011701760		4967	4/12/2021	1/19-2/17 9200 GARVEY	48.05
21	011701760		4967	4/12/2021	1/19-2/17 9601 RUSH	48.07
21	011701760		4967	4/12/2021	1/19-2/17 1 PECK/RUSH	48.24
21	011701760		4967	4/12/2021	1/19-2/17 2400 SANTA	49.73
21	011701760		4967	4/12/2021	1/19-2/17 1 DURFEE	50.09
21	011701760		4967	4/12/2021	1/19-2/17 2001 MERCED	61.33
21	011701760		4967	4/12/2021	1/19-2/17 1100 SANTA	68.21
21	011701760		4967	4/12/2021	1/19-2/17 1 POTRERO	71.09
21	011701760		4967	4/12/2021	1/19-2/17 10303 RUSH	74.44
21	011701760		4967	4/12/2021	1/19-2/17 1955 RSMD	87.21
21	011701760		4967	4/12/2021	1/19-2/17 1 DUR/THIEN	89.20
21	011701760		4967	4/12/2021	1/19-2/17 1 DUR/PECK	92.84
21	011701760		4967	4/12/2021	12/24-1/26 10838 MICH	30.70
21	011701730		4968	4/12/2021	3/12 OBF INSTALLMENT	5.35
21	011701760		4968	4/12/2021	2/11-3/15 11001 FAWCE	44.67
21	011701760		4968	4/12/2021	3/1-4/1 2551 HAVENPRK	103.68
21	011701760		4968	4/12/2021	2/25-3/24 10498 FERN	105.72
21	011701710		4969	4/12/2021	1/19-2/17 1415 SANTA	823.54
21	011701710		4970	4/12/2021	2/17-3/18 1415 SANTA	903.21
						\$8,174.93
21	448008010	US BANK VOYAGER FLEET SYS	4971	4/12/2021	1/25-2/24 FUEL TRANS	124.71
21	011701740		4971	4/12/2021	1/25-2/24 FUEL BLDG	234.79
21	011401100		4971	4/12/2021	1/25-2/24 FUEL P-SFTY	341.14
21	011701740		4971	4/12/2021	1/25-2/24 FUEL BLDG	356.16
21	448008010		4971	4/12/2021	1/25-2/24 FUEL TRANS	487.13
21	011701750		4971	4/12/2021	1/25-2/24 FUEL LAND	499.31
21	011407020		4971	4/12/2021	1/25-2/24 FUEL CODE	532.84
21	011701750		4971	4/12/2021	1/25-2/24 FUEL CODE	736.96
21	011701750		4971	4/12/2021	1/25-2/24 TAX EXEMPT	-36.08
21	011407020		4971	4/12/2021	1/25-2/24 TAX EXEMPT	-26.05
21	448008010		4971	4/12/2021	1/25-2/24 TAX EXEMPT	-24.70
21	011701750		4971	4/12/2021	1/25-2/24 TAX EXEMPT	-24.50
21	011701740		4971	4/12/2021	1/25-2/24 TAX EXEMPT	-17.46
21	011401100		4971	4/12/2021	1/25-2/24 TAX EXEMPT	-16.69
21	011701740		4971	4/12/2021	1/25-2/24 TAX EXEMPT	-12.15
21	448008010		4971	4/12/2021	1/25-2/24 TAX EXEMPT	-6.10
						\$3,149.31

Report Total 71,058.16


City Manager
For Rachel

City of South El Monte
Warrant Register
Council Meeting of 04/27/2021

Date: 4/21/2021

Time: 11:24AM

FY	Budget Unit	Vendor Name	Check Number	Check Date	Description	Amount
21	05	BLUE SHIELD OF CA LIFE & HEALTH	137538	4/20/2021	APR'21 VISION	811.40
						\$811.40
21	011001020	CORRAL CONSULTING	137537	4/7/2021	MAR'21 HOMELES CONSUL	2,900.00
						\$2,900.00
21	011701770	JCB FINANCE, PROG. BANK OF THE WES	137539	4/20/2021	APR'21 TRACTOR LEASE	1,694.67
						\$1,694.67
21	05	NATIONWIDE RETIREMENT SOLUTIONS	137540	4/20/2021	PPE 4/3/21	5,910.50
						\$5,910.50
21	01	PYRO SPECTACULARS	137541	4/20/2021	FIREWORK DISP DEPOSIT	12,000.00
						\$12,000.00
21	011001050	RELIANT URGENT CARE	137542	4/20/2021	DRUG TEST K.ROMAN	40.00
						\$40.00
21	011701730	SAN GABRIEL VALLEY WATER	137543	4/20/2021	2/23-3/25 1341 SANTA	24.43
21	011601620		137543	4/20/2021	2/23-3/25 1556 CENTRA	222.54
21	011601650		137543	4/20/2021	2/23-3/25 1450 LIDCOM	238.50
21	011601670		137543	4/20/2021	2/23-3/25 1819 CENTRA	273.13
21	011601610		137543	4/20/2021	2/23-3/25 1530 CENTRA	296.73
21	011701710		137543	4/20/2021	2/23-3/25 1415 SANTA	350.69
21	011601640		137543	4/20/2021	2/23-3/25 1500 CENTRA	414.77
21	011601660		137543	4/20/2021	2/23-3/25 1402 LERMA	1,180.34
						\$3,001.13
21	05	STANDARD INSURANCE	137544	4/20/2021	APR'21 LIFE & AD&D	1,042.06
21	05		137545	4/20/2021	APR'21 LIFE AD&D SUPP	535.48
						\$1,577.54
21	05	STANDARD INSURANCE D2	137546	4/20/2021	MAR'21 DENTAL	5,892.32
						\$5,892.32

Report Total **33,827.56**



City Manager

For Michael

City of South El Monte
Warrant Register
Council Meeting of 04/27/2021

Date: 4/21/2021

Time: 11:26AM

FY	Budget Unit	Vendor Name	Check Number	Check Date	Description	Amount
21	011301330	ADVANCED MICROCOMPUTING CONCEP	137547	4/27/2021	APR'21 OFFICE 365	3,408.00
21	011301330		137547	4/27/2021	APR'21 MANAGED SVCS	10,530.00
						\$13,938.00
21	011001010	AMAZON CAPITAL SERVICES, INC	137549	4/27/2021	AIRPOD CASE RETURN	-75.90
21	011001010		137549	4/27/2021	AIRPOD CASE-CM ACOSTA	20.88
21	011301310		137549	4/27/2021	FIN OFFICE SUPPLIES	68.98
21	011601660		137549	4/27/2021	VENTILATION FAN/NTP	96.24
21	011001010		137549	4/27/2021	AIRPOD CHARGE CASE	39.59
21	011301310		137549	4/27/2021	DEPT. OFFICE SUPPLIES	40.70
21	011301310		137549	4/27/2021	ADDRESS LABELS	28.77
21	011701720		137549	4/27/2021	OFFICE SUPPLIES	35.15
						\$254.41
21	011301330	AT&T	137550	4/27/2021	3/6-4/5 BAN 1034754	23.49
21	011301330		137550	4/27/2021	3/2-4/1 BAN 1034750	22.37
21	011301330		137550	4/27/2021	3/7-4/6 BAN 1034748	23.49
21	011301330		137550	4/27/2021	3/7-4/6 BAN 1034746	23.49
21	011301330		137550	4/27/2021	3/10-4/9 BAN 1051741	436.25
21	011301330		137550	4/27/2021	3/12-4/11 BAN 1067917	23.49
21	011301330		137550	4/27/2021	3/7-4/6 BAN 1034747	24.04
21	011301330		137550	4/27/2021	3/7-4/6 BAN 1034751	26.67
						\$603.29
21	011001020	AT&T TELECONFERENCE SERVICES	137551	4/27/2021	MAR'21 AUDIO/WEB CONF	93.95
						\$93.95
21	011201210	CALIFORNIA NEWSPAPERS PARTNERSH	137573	4/27/2021	3/4 PUBLICATION	200.00
21	011201210		137573	4/27/2021	2/18 PUBLICATION	224.00
21	011201210		137573	4/27/2021	3/4 PUBLICATION	278.00
21	389009000		137573	4/27/2021	LEGAL ADVERTISEM#294	1,508.00
21	011201210		137573	4/27/2021	BALANCE FORWARD	-204.00
						\$2,006.00
21	011501510	CESIAH ROMO	137571	4/27/2021	APR'21 COMM SVCS MTG	100.00
						\$100.00
21	011601620	CINTAS CORP. #693	137552	4/27/2021	4/6 MAT CLEANING	80.37
						\$80.37
21	011001050	CONCENTRA	137554	4/27/2021	PHYS LVL 2 R.CORRAL	206.00
21	011001050		137554	4/27/2021	PHYS LVL 2 R.PELAYO	206.00
						\$412.00
21	011001050	DEPT. OF JUSTICE-ACCOUNTING OFFICE	137555	4/27/2021	LIVESCAN CORRAL/PELAY	64.00
						\$64.00
21	011001050	DIANA LOPEZ	137564	4/27/2021	SPRING 20 ED REIMBURS	3,066.02
						\$3,066.02
21	063003010	DRIFTWOOD DAIRY, INC	137556	4/27/2021	3/29 MILK/BREAD NUTR	128.60
21	063003010		137556	4/27/2021	4/8 MILK/BREAD NUTR	173.79
21	063003010		137556	4/27/2021	4/12 MILK/BREAD NUTR	185.48

City of South El Monte
Warrant Register
Council Meeting of 04/27/2021

Date: 4/21/2021

Time: 11:26AM

FY	Budget Unit	Vendor Name	Check Number	Check Date	Description	Amount
21	063003010	DRIFTWOOD DAIRY, INC...	137556	4/27/2021	4/5 MILK/BREAD NUTR	194.95
21	063003010		137556	4/27/2021	4/1 MILK/BREAD NUTR	233.82
21	063003020		137556	4/27/2021	3/25 MILK/BREAD NUTR	14.04
21	063003020		137556	4/27/2021	3/29 MILK/BREAD NUTR	14.28
21	063003020		137556	4/27/2021	4/8 MILK/BREAD NUTR	19.31
21	063003020		137556	4/27/2021	4/12 MILK/BREAD NUTR	20.60
21	063003020		137556	4/27/2021	4/5 MILK/BREAD NUTR	21.66
21	063003020		137556	4/27/2021	4/1 MILK/BREAD NUTR	25.98
21	063003010		137556	4/27/2021	3/25 MILK/BREAD NUTR	126.39
						\$1,158.90
21	011601670	EWING IRRIGATION	137557	4/27/2021	IRRIGATION RPR/MVD	61.21
21	011511543		137557	4/27/2021	TOOLS/SPECIAL EVENTS	153.21
21	011601670		137557	4/27/2021	SPRINKLER MATERIALS	226.80
21	011601670		137557	4/27/2021	QT REVOLVER HERB	416.44
21	011601670		137557	4/27/2021	SOD TBALL INFIELD/MVD	655.30
21	011601670		137557	4/27/2021	HYBRID BERMUDA SOD	758.19
						\$2,271.15
21	011701740	GRANT'S TRUE VALUE HARDWARE	137559	4/27/2021	ADAPTERS/COP TEE/COUP	32.56
						\$32.56
21	011501510	HELIODORO DUARTE, JR	137560	4/27/2021	APR'21 COMM SVCS MTG	100.00
						\$100.00
21	063003020	HUNTINGTON CULINARY	137561	4/27/2021	3/29-4/2 FRZN MEALS	218.30
21	063003020		137561	4/27/2021	3/23-3/26 FRZN MEALS	236.00
21	063003020		137561	4/27/2021	4/6-4/9 FRZN MEALS	306.80
21	063003010		137561	4/27/2021	3/23-3/26 FRZN MEALS	4,754.01
21	063003010		137561	4/27/2021	3/29-4/2 FRZN MEALS	4,817.74
21	063003010		137561	4/27/2021	4/6-4/9 FRZN MEALS	6,676.01
21	011501530		137561	4/27/2021	4/2 EASTER LUNCH	672.00
						\$17,680.86
21	011501510	ISRAEL ALACIO	137548	4/27/2021	APR'21 COMM SVCS MTG	100.00
						\$100.00
21	011401440	JOHN L. HUNTER AND ASSOCIATES, INC.	137562	4/27/2021	JUN'20 BCR ADD'L FEE	190.00
21	255505510		137562	4/27/2021	JAN'21 USED OIL RECYC	95.00
21	255505510		137562	4/27/2021	FEB'21 USED OIL RECYC	190.00
21	275755710		137562	4/27/2021	FEB'21 BEV RECYL PRGM	2,517.50
21	011701475		137562	4/27/2021	FEB'21 NPDES	2,528.75
21	275755710		137562	4/27/2021	JAN'21 BEV RECYL PRGM	2,584.95
21	011701475		137562	4/27/2021	JAN'21 NPDES	2,607.50
21	011701475		137562	4/27/2021	FEB'21 INDUST WASTE	2,796.25
21	011701475		137562	4/27/2021	JAN'21 INDUST WASTE	4,268.75
21	011401440		137562	4/27/2021	JUN'20 USED OIL ADD'L	1,543.75
						\$19,322.45
21	409009000	KOA CORPORATION	137563	4/27/2021	MAR'21 PS&E #294	539.13
21	389009000		137563	4/27/2021	MAR'21 PS&E #294	59.90

City of South El Monte
Warrant Register
Council Meeting of 04/27/2021

Date: 4/21/2021

Time: 11:26AM

FY	Budget Unit	Vendor Name	Check Number	Check Date	Description	Amount
						\$599.03
21	011301310	NBS	137565	4/27/2021	MAR'21 CONSULTING SVC	1,235.00
						\$1,235.00
21	011001030	NORMAN A. TRAUB & ASSOCIATES	137566	4/27/2021	MAR'21 LEGAL INVESTIG	1,232.00
21	011001030		137566	4/27/2021	JAN'21 LEGAL INVESTIG	3,572.25
						\$4,804.25
21	011701710	OFFICE DEPOT	137567	4/27/2021	CHALL OFFICE SUPPLIES	95.77
						\$95.77
21	011501530	PRINT XPRESSIONS	137568	4/27/2021	TABLE CLOTH/SPL EVENT	158.55
						\$158.55
21	011701760	RAY'S OK TIRES INC.	137569	4/27/2021	SCRAP TIRE DISPOSAL	105.00
21	011701770		137569	4/27/2021	TRACTOR LEFT REAR RPR	41.50
						\$146.50
21	011201220	REGISTRAR-RECORDER/COUNTY CLERK	137570	4/27/2021	NOV'20 ELECTIONS	30,014.48
						\$30,014.48
21	011301310	SECTRAN SECURITY INC.	137572	4/27/2021	APR'21 ARMORED SVCS	143.84
						\$143.84
21	011701740	SPRINT	137574	4/27/2021	2/12-3/11 CELLPHONE	40.39
21	011001040		137574	4/27/2021	2/12-3/11 CELLPHONE	58.70
21	011101110		137574	4/27/2021	2/12-3/11 CELLPHONE	266.50
21	448008010		137574	4/27/2021	2/12-3/11 CELLPHONE	509.18
21	011501530		137574	4/27/2021	2/12-3/11 CELLPHONE	112.84
21	011401440		137574	4/27/2021	2/12-3/11 CELLPHONE	131.32
21	011501540		137574	4/27/2021	2/12-3/11 CELLPHONE	145.57
21	011401100		137574	4/27/2021	2/12-3/11 CELLPHONE	199.26
21	011701750		137574	4/27/2021	2/12-3/11 CELLPHONE	225.14
						\$1,688.90
21	011601640	THE ILLINI COMPANIES, INC	137553	4/27/2021	3/30 CHEMICAL DELIVER	151.56
21	011601640		137553	4/27/2021	MAR'21 POOL MTNC	1,775.00
21	011601640		137553	4/27/2021	HEATER PUMP/MOTOR RPL	1,395.34
						\$3,321.90
21	011701105	TRANSTECH ENGINEERING, INC.	137575	4/27/2021	ADMIN REVIEW RSMD COR	540.00
21	011701105		137575	4/27/2021	JAN'21 ENGINEER SVCS	22,568.63
21	011701105		137575	4/27/2021	NOV'20 INSP SVCS #293	1,622.50
21	011701105		137575	4/27/2021	DEC'20 INSP SVCS #293	4,810.00
						\$29,541.13
21	011301310	TRUSAIC	137558	4/27/2021	APR'21 ACA MONTHLY	1,000.00
21	011301310		137558	4/27/2021	2020 MAIL DISTRIB FEE	92.00
						\$1,092.00
21	011701020	YVAN LAM	137576	4/27/2021	FY20/21 BOOT ALLOWANC	104.68
						\$104.68

City of South El Monte
Warrant Register
Council Meeting of 04/27/2021

Date: 4/21/2021

Time: 11:26AM

FY	Budget Unit	Vendor Name	Check Number	Check Date	Description	Amount
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Report Total 134,229.99



City Manager

For Rachel

RESOLUTION NO. 21-23

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL ALLOWING CERTAIN CLAIMS AND DEMANDS FOR THE PERIOD OF APRIL 14, 2021 THROUGH APRIL 27, 2021 TOTALING \$500,061.93

THE CITY COUNCIL OF THE CITY OF SOUTH EL MONTE DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: That in accordance with Section 37202 of the Government Code, the Finance Director hereby certifies to the accuracy of the following demands and the availability of funds for payment thereof.

Finance Director

SECTION 2: That the following claims and demands have been audited as required by law and that the same are hereby allowed in the amounts hereafter set forth.

	<u>CLAIMANT</u>	<u>CLAIM PERIOD</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
FY 20/21	Electronic Warrants	4/14/2021 – 4/27/2021	4956-4971	\$71,058.16
FY 20/21	Hand Typed Warrants	4/14/2021 – 4/27/2021	137537-137546	\$33,827.56
FY 20/21	Regular Warrants	4/14/2021 – 4/27/2021	137547-137576	\$134,229.99
Payroll	Manual Check	PPE 4/03/2021	27369-27371	\$30,565.15
Payroll	Check	PPE 4/03/2021	27372-27381	\$8,672.64
Payroll	Direct Deposit	PPE 4/03/2021	788826-788909	\$109,122.62
Payroll	Check	PPE 4/17/2021	27382-27388	\$6,928.22
Payroll	Direct Deposit	PPE 4/17/2021	788910-788990	\$105,657.59

TOTAL EXPENDITURES RESOLUTION NO. 21-23 \$500,061.93

PASSED, APPROVED, AND ADOPTED this 27th day of April 2021.

Gloria Olmos, Mayor

ATTEST:

Donna G. Schwartz, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna G. Schwartz, City Clerk of the City of South El Monte, do hereby certify that the foregoing Resolution, being Resolution No. 21-23, was duly passed and approved by the City Council of the City of South El Monte at a regular meeting of said Council held on the 27th day of April 2021, and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk



City Council Agenda Report

**Agenda
Item No.
9.a.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: APPOINTMENT OF COMMUNITY SERVICES
COMMISSIONER

SUMMARY: Staff is seeking City Council direction on the appointment of one resident to fill a vacancy to serve on the Community Services Commission.

RECOMMENDATION: Staff recommends City Council consider appointing the one individual seeking appointment on the Community Services Commission for an unexpired term commencing April 28, 2021 and ending January 31, 2022.

FISCAL IMPACT: Commissioners receive a monthly stipend of \$100 for each month in which that commissioner attends at least one meeting. The budget has been appropriated for five commissioners.

DISCUSSION: The Community Services Commission acts in an advisory capacity to the City Council in all matters pertaining to social programming, health and welfare, child development, public recreational facilities, and leisure activities.

"Notice of Vacancy" was posted on the City's webpage on February 24, 2021, "Open Until Filled." Application to fill the one vacancy was received April 20, 2021.

One applicant is seeking appointment to the Community Services Commission.

Seeking Appointment: Valerie Bechtold

ATTACHMENTS:

[Attachment A - Notice of Vacancy](#)



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



NOTICE OF VACANCY

OPEN UNTIL FILLED

Applications for Community Services Commission

Notice is hereby given that the deadline to submit applications for one vacancy on the Community Services Commissions is Open Until Filled.

- Community Services Commission –The Community Services Commission acts in an advisory capacity to the City Council in matters pertaining to social programming, health and welfare, child development, public recreational facilities and leisure activities.

NOTE: You must be a South El Monte resident to be considered, if appointed, someone from Human Resources will contact you regarding the Live Scan. No city employee is eligible to serve as a member of the commission.

Commission applications may be obtained Monday through Thursday, 7:00 a.m. to 5:30 p.m., at the Reception Desk, City Hall, 1415 Santa Anita Avenue, South El Monte or on the city's website at www.cityofsouthelmonte.org.

For further information please contact the City Clerk's office at (626) 579-6540, Extension 3220.

Donna G. Schwartz, CMC, City Clerk
Posted: February 24, 2021



City Council Agenda Report

**Agenda
Item No.
9.b.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

SUBMITTED BY: Rene Salas, Deputy City Manager

SUBJECT: CONSIDERATION AND APPROVAL OF THE LOCATION AND ASSOCIATED COSTS FOR THE 2021 FOURTH OF JULY FIREWORK SHOW

SUMMARY: The City will host the Fourth of July Firework Show on Sunday, July 4, 2021 beginning at 9:00 p.m. along with a passive community viewing event located at New Temple Park beginning at 7 p.m.

RECOMMENDATION: Staff Recommends City Council approve the location and associated costs of the 2021 Fourth of July Firework Show.

FISCAL IMPACT: The cost of the Fourth of July Firework Show has been approved by Council, however the cost of the passive community viewing event will be discussed, and if approved, appropriated during Fiscal Year (FY) 2021/22 budget sessions. The cost to operate the event is estimated to be \$8,550. The total cost, including the \$18,000 firework show, is estimated at \$26,550. The various costs are detailed below with their corresponding accounts.

Account

01-151-1544-5952: Event Supplies - \$1,500
01-150-1540-5020: Recreation Part-Time Staff - \$800
01-150-1540-5010: Recreation Full- Time Staff - \$1,000
01-100-1040-5922: Giveaways - \$3,000
01-515-1544-5030: Public Safety -\$900
01-110-1110-5633: Law Enforcement Community Event - \$1,350

DISCUSSION: At the February 23, 2021 City Council Meeting, the City Council approved hosting a modified Fourth of July Firework Show in replacement of the Fourth of July Family Festival. The COVID-19 Pandemic continues to impact the City's special events, challenging staff to adapt and provide safe alternatives while adhering to pandemic-related health orders and guidelines.

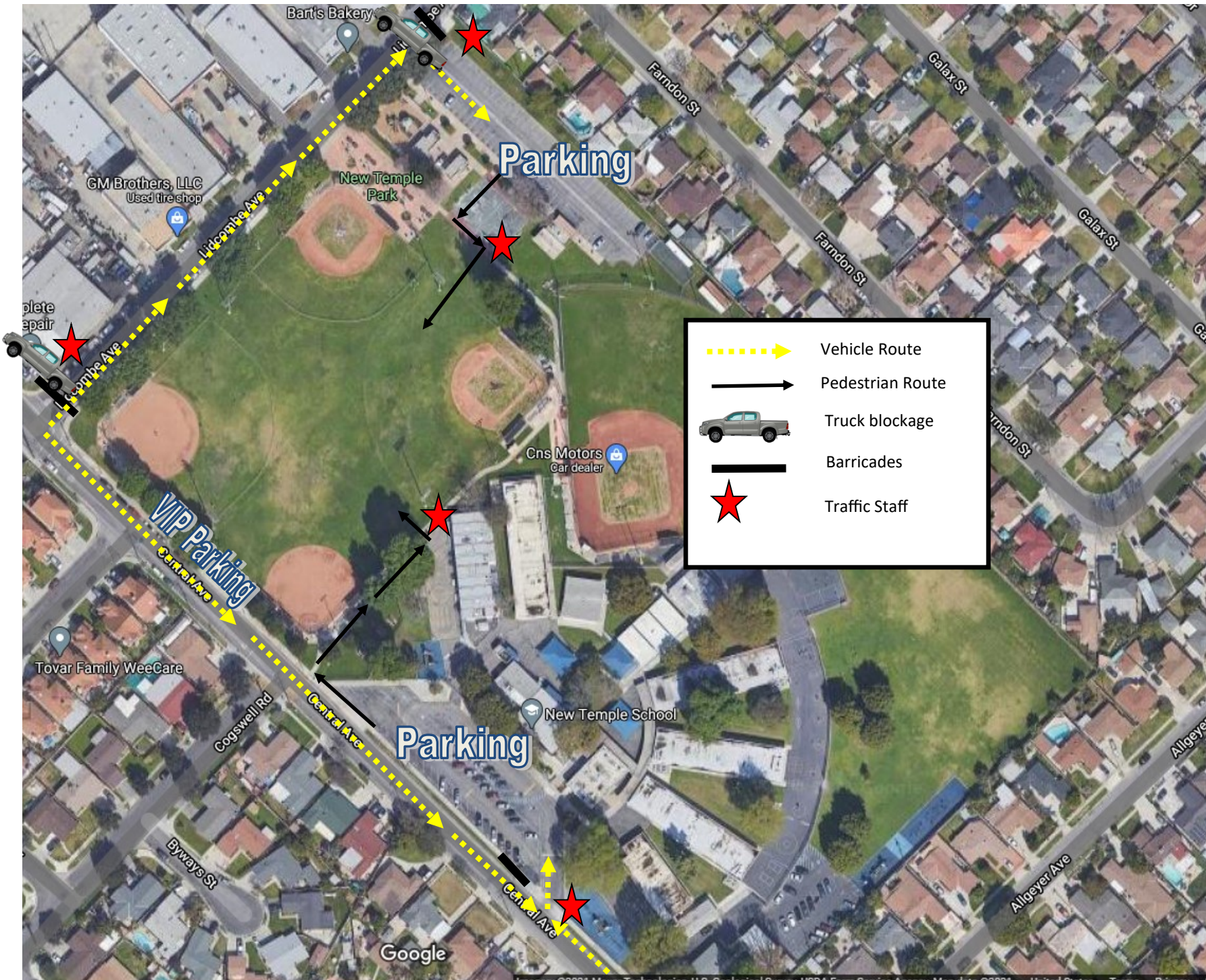
The firework show will fire off from South El Monte High School on July 4, 2021 at 9:00 p.m. The City will provide a viewing area located at New Temple Park for a limited number of residents who register in advance for the viewing event. Registration will be open three (3) weeks prior to the event until availability is full. The City will advertise registration on the monthly newsletter, website, and social media platforms informing the residents of the firework show viewing opportunity. There will be approximately eighty (80) ten by ten foot (10'x10') preassigned areas with each area distanced ten (10) feet from one another with a maximum capacity of six (6) individuals from the same household. Gates will open at 7:00 p.m. allowing time for parking and seating. In addition, attendees will receive complimentary food, beverage, and an event giveaway item while enjoying music from the DJ.

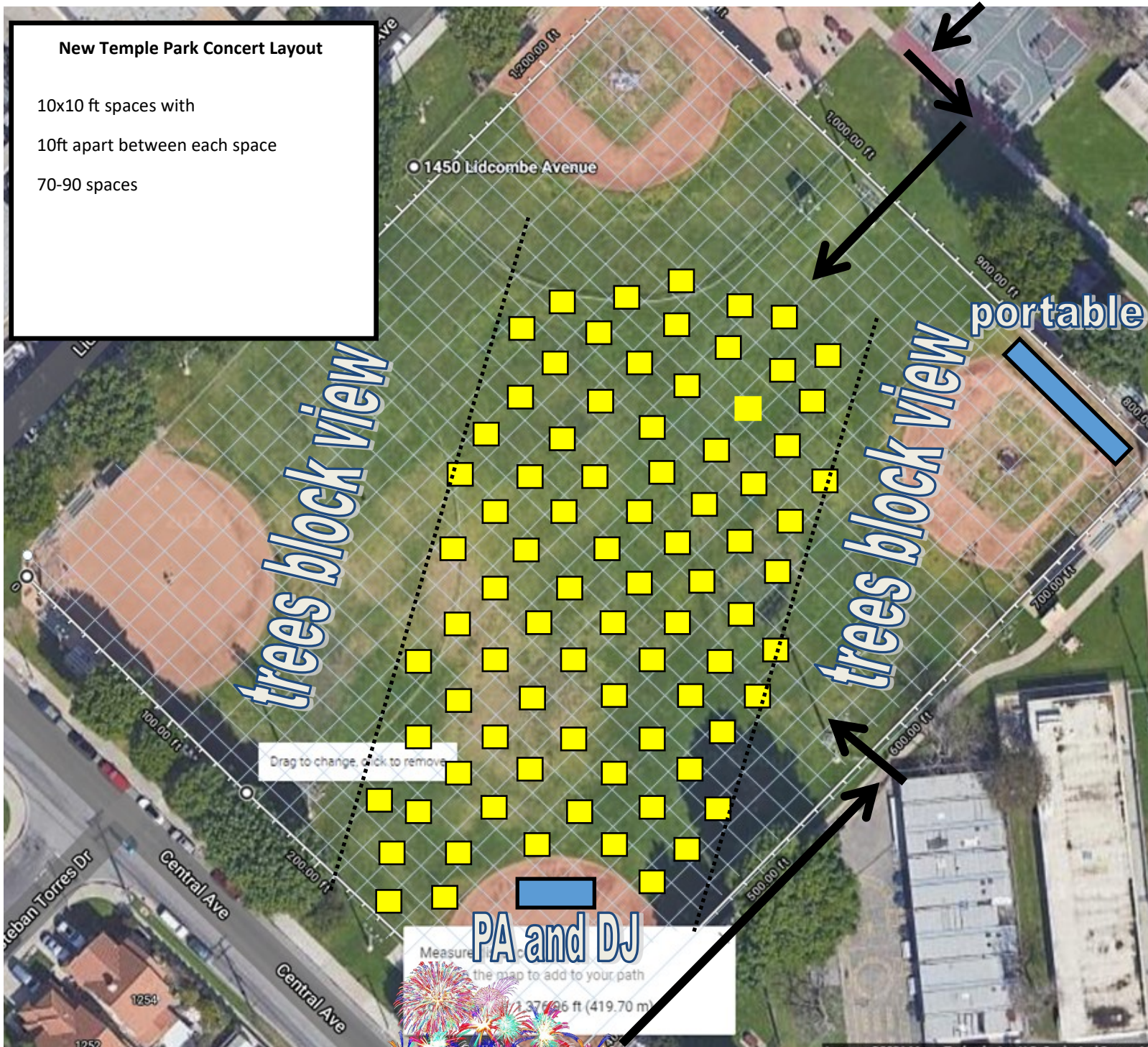
For more details pertaining to the layout or logistics of the event please review Attachment A- Fourth of July Show Layout and Logistics. The event will adhere to the latest health order by the County of Los Angeles Department of Public Health Order of the Health Officer: Protocol for Live Events and Performances (Outdoor Seating) as displayed on Attachment B including registering the event with the County of Los Angeles Department of Public Health. Staff will provide a DJ that will play music from 7:00 p.m. to 9:00 p.m. and during the fireworks show.

ATTACHMENTS:

[Attachment A- Fourth of July Firework Show Layout and Logistics](#)

[Attachment B- Protocol for Live Events and Performances \(Outdoor Seating\)](#)





Protocol for Live Events and Performances (Outdoor Seated): Appendix Z Effective as of 12:01am on **Thursday, April 15, 2021**

Latest Updates (Changes Highlighted in Yellow):

4/14/2021

- Revised to clarify the following:
 - Fully vaccinated-only seating sections;
 - Requirements for showing proof of full vaccination;
 - Fully vaccinated persons from out of state may visit or attend activities or events that are restricted to in-state visitors.

COVID-19 case rates, hospitalizations, and deaths **have decreased and appear to be stable**, but community spread still remains moderate. COVID-19 continues to pose a high risk to communities and requires all people and businesses **to continue** to take precautions and modify operations and activities to reduce the risk of spread. As of April 1, 2021, the State's Blueprint for a Safer Economy allows Large Venues to reopen for Outdoor Seated Live Events and Performances. Facility Operators should proceed with caution and adhere to the requirements in this protocol to reduce the potential spread of COVID-19 within their business operations.

The requirements below are specific to large venues hosting outdoor seated live events and entertainment with audiences to support a safe, clean environment for workers, volunteers, and customers/patrons. Performances that take place in other venues (such as restaurants, bars or houses of worship) are required to adhere to the applicable sector protocol. In the Orange Tier, these establishments may be open to the public for outdoor operations at 33% maximum occupancy based on applicable fire or building code occupancy.

This protocol is not intended for convention-style events or general admission venues/activities where the central activity allows or requires patrons to move around a shared space.

Prior to holding an Outdoor Seated Live Event or Performance with attendance of more than 250 members of the public to the venue, **Outdoor Seated Live Event Operators must submit their event plan to the Los Angeles County Department of Public Health (LACDPH), using the [Proposed Event Form](#) to explain how the private event will be operated in compliance with all required modifications. This form should be submitted at least 14 days prior to the proposed event. LACDPH will acknowledge receipt of this application within 5 business days.**

In addition to the conditions imposed on live events by the State Public Health Officer, these types of businesses must also be in compliance with the conditions provided in this County Protocol for Outdoor Seated Live Events and Performances. For the purposes of this guidance, a permissible outdoor venue for live audience performance shall require:

- A permanent and fixed facility, focused around a stage round, field, court, or other central area designed primarily for viewing entertainment or athletics by an audience OR a defined and demarcated outdoor area. Seat assignments must be marked clearly with at least 6 feet of distance between household groups and seats can be reserved.
- The facility shall either be open to the sky with no roof or have at least 50% of the total perimeter open, meaning there are no walls, doors, windows, dividers, or other physical barriers that restrict air flow, whether open or closed. There must be sufficient natural ventilation and air circulation to dilute and disperse concentrations of aerosols effectively without the support of mechanical systems.
- The facility shall be designed in a way that provides the operator the ability to control fully the flow, ingress, and egress of all visitors, and to separate performers, artists, and workers from the general audience.
- There must be permanent or added barriers **or other demarcation** to create at least 12 feet between space occupied by audience members and the focal point (stage, field, or round).

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH

ORDER OF THE HEALTH OFFICER



Food and drink concession at outdoor venues **may** be delivered to guests in their seats, delivered to designated guest pick-up areas, **or sold directly to patrons at outdoor concession stands**. Patrons must be reminded that eating/drinking is only permitted while patrons are seated in their reserved seats in the venue and at a 6-foot distance from those who are not members of their household **or customer group**, or at designated outdoor dining areas that follow the Los Angeles County Department of Public Health (DPH) Protocols for Restaurants. Eating or drinking anywhere else while in the establishment or on the grounds of the establishment is prohibited, except when dining at a full-service restaurant in compliance with the Protocols for Restaurants. Concessions stands located indoors or in the concourse area may not be open for sales. Televisions or screens located outdoors may be operated.

Full-service restaurants may be open in compliance with the DPH Protocols for Restaurants.

Performance venues have a number of operational aspects and service offerings covered in other guidance and which are available at: <http://publichealth.lacounty.gov/media/coronavirus/reopening-la.htm>. Performance groups and venues must review this guidance to apply the appropriate protocols to all aspects of operations, unless otherwise required in this document, including:

- ☐ LA County DPH Protocol for [Retail Establishments](#)
- ☐ LA County DPH Protocol for [Office-based Worksites](#)
- ☐ LA County DPH Protocol for [Restaurants](#)
- ☐ LA County DPH Protocol for [Hotels, Lodging and Short Term Rentals](#)
- ☐ LA County DPH Protocol for [Pro-sport Leagues, Facilities, Training](#)
- ☐ LA County DPH Protocol for [Protocol for Music, Television and Film Production](#)
- ☐ [Guidance for Temporary Structures](#) for outdoor business operations

In the protocols that follow, the term “household” is defined as “persons living together as a single living unit” and shall not include institutional group living situations such as dormitories, fraternities, sororities, monasteries, convents, or residential care facilities, nor does it include such commercial living arrangements such as boarding houses, hotels, or motels.¹ The terms “staff” and “employee” are meant to include employees, volunteers, interns and trainees, scholars and all other individuals who carry out work at the site. The term “visitors” or “customers” should be understood to include members of the public and others who are not staff or employees who spend time at the business or site. The terms “establishment”, “site”, and “facility” both refer to the building, grounds, and any adjacent buildings or grounds at which permitted activities are conducted.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

¹ Los Angeles County Code, Title 22. §22.14.060 - F. Family definition. (Ord. 2019-0004 § 1, 2019.)

https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT22PLZO_DIV2DE_CH22.14DE_22.14.060F

Facilities must implement all applicable measures listed below
and be prepared to explain why any measure that is not implemented
is not applicable to the institution.

Business name:

Facility Address:

Maximum Occupancy,
per Fire Code:

Maximum Occupancy at 33%
occupancy per Fire Code:

Approximate total square footage
of space open to the public:

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ Vulnerable staff (those above age 65, those who are pregnant, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- ☐ Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- ☐ Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- ☐ All employees (including performers, players, coaching staff, medical staff, broadcast staff, facility staff, and operations staff, collectively referred to as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19.
- ☐ Employees are provided information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and worker's compensation for COVID-19](#), including employee's sick leave rights under the [Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#).
- ☐ [Entry screenings](#) are conducted before employees, performers, vendors, delivery personnel, and other support personnel or visitors may enter the workspace, in compliance with the LA County DPH [Entry Screening Guidance](#). Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done upon the employees' arrival or through alternative methods such as on-line check in systems or through [signage](#) posted at the entry of the facility stating that employees with these symptoms must not enter the premises. A temperature check should also be done at the worksite if feasible.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter and work for that day.
 - Positive Screen (Not Cleared):
 - If the person was not fully vaccinated² against COVID-19 and had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter

² People are considered fully vaccinated against COVID-19 two (2) weeks or more after they have received the second dose in a 2-dose series (e.g., Pfizer-BioNTech or Moderna), or two (2) weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

or work in the field and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.

- If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter or work in the field and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ❑ Upon being informed that one or more employees test positive for or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- ❑ Employees who have contact with others are offered, at no cost, an appropriate face mask that covers the nose and mouth. For more information, see LAC DPH COVID-19 Mask webpage at <http://publichealth.lacounty.gov/acd/ncorona2019/masks>. The mask is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees who have been instructed by their medical provider that they should not wear a face mask must wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves **may** not be used.
- ❑ Employees who are serving concessions to customers or who are otherwise in regular close contact with customers (e.g., conducting entry screenings) must wear a face shield, **unless they show proof they are fully vaccinated to their employer**, in addition to a face mask.
- ❑ Athletes are subject to the following face mask requirements:
 - Professional athletes who derive a living from competing in a sport or compete in a sport as representatives of the United States (e.g., the Olympic and Paralympic Games) and who are subject to a labor/management agreement between their union representatives and the relevant professional governing association are subject to the applicable face mask requirements of those agreements.
 - Collegiate athletes are subject to the specific masking requirements of the [Institutes of Higher Education Guidance](#).
 - All other athletes who are not subject to a labor/management agreement, including professional, semi-professional, and recreational athletes, must follow the specific masking requirements in the LA County DPH [Protocol for Youth and Adult Recreational Sports Leagues](#).
- ❑ Performers and workers in the performance sector who cannot feasibly perform or work with a face mask are not required to wear a face mask during the time period in which such tasks are actually being performed on the condition that: (1) the unmasked performer or worker is at least six feet away from all other persons, or at least 12 feet **away from others** if the performer is singing or playing a wind or brass instrument; or (2) all unmasked performers or workers and any workers who come into contact with those people are routinely tested at least twice weekly for COVID-19 (PCR or antigen are permissible diagnosis tests for routine testing of performers and workers).
- ❑ To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- ❑ Occupancy is reduced and space between employees is maximized in any room or area used by employees for meals and/or breaks. This has been achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks;

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions is encouraged to further prevent spread but should not be considered a substitute for reducing occupancy and maintaining physical distancing.
- ☐ Employees are instructed to wash, **if applicable**, or replace their face masks daily.
- ☐ In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer must report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821 or online at www.redcap.link/covidreport. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.
- ☐ Any workstations within the facility are separated by at least six feet.
- ☐ The number of people in any room in the facility (e.g., restrooms, meeting rooms, cafeterias, gyms, etc.) is limited at any given time, such that all people in the room can easily maintain at least a 6-foot distance from one another at all practicable times or an 8-foot distance if they are engaging in physical activity.
- ☐ All venues that are open for Outdoor Seated Live Events and Performances with spectators must implement a COVID-19 testing program that provides weekly, optional testing of all workers who may come in contact with others.
- PCR or antigen are permissible diagnosis tests for employees where the interval between the tests is no greater than 7 days. For employees returning to work where the interval between a prior test has been greater than 7 days after receiving a prior test, only a PCR test is permissible.
 - Any performers, players and employees participating in routine weekly testing are not counted toward any occupancy capacity limit. All performers, players and employees not participating in a routine weekly testing program shall count toward any occupancy limit.
 - **Where capacity limits exist, fully vaccinated workers who are working onsite do not count toward any occupancy capacity limit.**
- ☐ All rooms that are regularly used by employees during the course of the workday (e.g., meeting rooms, restrooms and other common areas) are disinfected frequently, on the following schedule:
- Meeting rooms _____
 - Restrooms _____
 - Other _____
- ☐ Disinfectant and related supplies are available to employees at the following location(s):

- ☐ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- ☐ Employees are allowed frequent breaks to wash their hands.
- ☐ A copy of this protocol has been distributed to each employee.
- ☐ Each worker is assigned their own equipment and defined work area to the extent possible. The need for sharing held items is minimized or eliminated.
- ☐ Personal items (e.g., water bottles, towels, uniforms, etc.) are not shared.
- ☐ For outdoor operations, there is a heat illness prevention plan and written procedures in both English and the language understood by the majority of the employees. The plan is available to employees at the worksite. Please see Cal/OSHA heat illness prevention page for resources, including FAQs, a webinar and

a sample written plan. Elements of a heat illness prevention plan must include:

- Access to potable drinking water
- Access to shade
- Cool down breaks
- Emergency procedures for heat illness cases
- High heat procedures when the temperature exceeds 95 degrees
- Monitoring employees who are acclimatizing during a heat wave
- Training on heat illness prevention and symptoms

☐ Optional—Describe other measures:

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ☐ Attendance at Outdoor Seated Live Events in Orange Tier is limited to a maximum 33% of total venue capacity as determined by applicable building or fire code. Visitors in suites count toward this capacity limit.
 - Maximum number of attendees in sports facility during an Outdoor Seated Live Event is limited to:

- ☐ Audience groups must be limited to a total of 6 persons made up of a maximum of three household units.
- ☐ Assigned seating is required to permit physical distancing of at least 6 feet between people of different households or audience groups.
- ☐ Suites must be limited to 25% occupancy with no more than 3 households physically distanced within each suit, or six people from the same household. Suites may be occupied **at 100%** capacity only if all persons in the suite **show the venue proof of full vaccination**³ and have an assigned seat in the suite.
- ☐ Venues may increase attendance capacity to 67%, if all guests show **the venue proof of** a negative **COVID-19** test result within the 72 hours prior to attendance⁴ or proof of full vaccination. Customers should be made to attest their and their audience groups full vaccination status at the point of purchase. Customers that have attested to full vaccination, must show the venue the required verification, which is a government issued photograph identification and a proof of vaccination, such as the vaccination card **(which includes the name of person vaccinated, type of vaccination provided and date last dose administered)** or a photo of a vaccination card as a separate document or a photo of the attendee's vaccine card stored on a phone or electronic device or documentation of vaccination from a healthcare provider, before permitted entry into the **venue or stadium**.
- ☐ All attendees must purchase tickets in advance. Game-day ticket sales are not permitted.
- ☐ Seat purchases may only be made in blocks of six or fewer seats with members of a single household or audience group, as defined by this protocol. Seats within suites may be purchased in different configurations in compliance with suite capacity limits. Venues must require those purchasing tickets to attest that their seat reservation will contain attendees from no more than one household or audience group.
- ☐ Tickets may only be purchased by California residents. The venue must require those purchasing tickets to attest that they are a California resident and that all the members of the purchaser's party will be in-state visitors. Information will be prominently placed on all communications, including the Reservation and

³ People are considered fully vaccinated for COVID-19 at 2 weeks or more after they have received the second dose in a 2-doses series (e.g. Pfizer-BioNTech or Moderna), or 2 weeks or more after they have received a single-dose vaccine (e.g., Johnson and Johnson [J&J]/Janssen).

⁴ Attendees who have tested negative and seated in a section with other attendees who have tested negative for COVID-19. Testing must be conducted within 72 hours before event start time, if using PCR. Antigen tests are acceptable and must be conducted within 24 hours of start of the event. Results of the test must be available prior to entry into the event or venue. Verification: The following are acceptable as proof of a negative COVID-19 test result: printed document (from the test provider or laboratory) OR an email or text message displayed on a phone or electronic device from the test provider or laboratory. The information provided should include name of person tested, type of test performed, and date of negative test result (for PCR, date of negative result must be within prior 72 hours; for antigen, date of negative result must be within prior 24 hours)

Ticketing systems, to ensure guests are aware of Reservation and Ticketing requirements.

- ☐ Fully vaccinated persons from out of state may visit or attend activities or events that are restricted to in-state visitors. Fully vaccinated persons should consult the current CDPH and County Travel Advisories and adhere to any applicable recommendations.
- ☐ Ticketing offices must be protected with impermeable barriers, like Plexiglas. Instruct visitors where to queue to maintain a minimum of six feet of physical distance from others in the line.
- ☐ Audience seating locations must be fixed or marked, with readily identifiable signs to indicate by section, row, and seat (assigned seating). Assigned seats must clearly define space for individuals with appropriate space per person (no blanket reservations or group or standing room only areas), and non-permanent seating arrangements must not be altered by spectators.
- ☐ All audience or household groups of attendees must be spaced at least 6 feet from the nearest other audience or household group. Spacing between groups of attendees must enable concessions workers to easily approach a group to sell concessions without coming into close contact with other groups of attendees.
- ☐ Fully Vaccinated-Only Seating Sections:
 - Fully Vaccinated-only sections must be separate, distinct, and clearly marked from any other section of the venue that is set aside for the seating of tested or non-tested attendees.
 - Individuals in the Fully Vaccinated-only sections do not have to be physically distanced. Face coverings are required.
 - Fully Vaccinated-only sections may be seated at full capacity within that section only. Suites may also operate at 100% of suite capacity if all guests show proof of full vaccination. However, capacity for the venue must not exceed established limits established.
 - There must be at least 12 feet of distance between the Fully Vaccinated-only sections and any other section in the venue.
 - Children (> 2 years of age) who are not eligible to be vaccinated may sit with their parent, guardian, or sponsor in the Fully Vaccinated-only sections if they are tested. Children younger than 2 do not need to be tested and may also sit with their parent, guardian, or sponsor in the Fully Vaccinated-only section. Children sitting with the parent, guardian or sponsor in a Fully Vaccinated-only section are considered for purposes of social distancing to be fully vaccinated.
- ☐ Attendees must be reminded to stay in their seats except for visits to the restroom, to pick up concessions at a designated pick-up area, to visit a retail outlet located within the venue or eat at a designated outdoor dining area. Event staff are available in the concourse to remind attendees not to congregate or to loiter in the concourse area of the venue.
- ☐ The facility operator must strictly and continuously meter entry and exit of customers at all entrances in order to track occupancy to ensure compliance with capacity limits. Operators that are insufficiently or not metering or appear to be over-capacity, may, at the discretion of the public health inspector, be temporarily closed until these issues are rectified as determined by the onsite health inspector. Where possible, provide a single, clearly designated entrance and separate exits to help maintain distancing.
- ☐ Be prepared to queue customers outside while still maintaining physical distance, including the use of visual cues. If necessary, an employee (or employees if there is more than one entrance) wearing a face mask may be posted near the door but at least 6 feet from the nearest customers to track occupancy and to direct customers to line up six feet apart outside the entrance if the establishment has reached its occupancy limit or until their reservation time.
- ☐ Separate routes are designated throughout the facility for entry and exit, activity areas, seating areas, and employee work areas to help maintain physical distancing and lessen the instances of people closely passing each other. One-way directional hallways and passageways for foot traffic have been designated if feasible.
- ☐ Ushers must be available during breaks and intermissions to ensure orderly entry and exit from and into venue areas. Ushers should be used to preserve appropriate space in queueing areas and help understand

where lines begin as additional space may make it difficult to see where to stand.

- ☐ Facility flow must be designed in a way that provides operators the ability to control fully the flow, ingress and egress of all visitors and to separate players, performers, artists and employees from the general public. Special attention must be paid to plans to ensure that visitors are able to exit the event in a staggered fashion, including ensuring that venue ushers are available in all areas of the venue to encourage guests to keep moving, to prevent congregating and to manage bottlenecks and crowding.

C. MEASURES FOR INFECTION CONTROL

- ☐ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. Effective ventilation is one of the most important ways to control small aerosol transmission. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, opening windows and doors, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces. See California Department of Public Health [Interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments](#) for detailed information.
 - Please Note: Ventilation and other indoor air quality improvements are an addition to, and not a replacement for, mandatory protections including wearing face masks (except in certain high-risk environments that require using proper respiratory protection), maintaining at least six feet of distance between people, washing hands frequently, and limiting activities that bring together people from different households.
- ☐ Venue operators must allow for at least 2 hours between events or performances to prevent mixing across attendees.
- ☐ Visitors arriving at the establishment are reminded to wear a face mask at all times (except while eating or drinking, if applicable) while in the establishment or on the grounds of the establishment. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed not to wear a face mask by their medical provider must wear a face shield with a drape along the bottom edge, to be in compliance with State directives, if their condition allows it. Masks with one-way vents on the front must not be worn. To support the safety of your employees and other visitors, a face mask should be made available to visitors who arrive without them.
- ☐ Entry screening is conducted before visitors may enter the facility. (See County [Entry Screening](#) guidance.) Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and whether the individual is currently under isolation or quarantine orders. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
 - Negative Screen (Cleared). If the person has no symptom(s) and no contact with a known COVID-19 case in the last 14 days, they can be cleared to enter for that day.
 - Positive Screen (Not Cleared):
 - If the person has had contact with a known COVID-19 case in the last 14 days or is currently under quarantine orders, they may not enter and must be sent home immediately to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine.
 - If the person is showing any of the symptoms noted above or is currently under isolation orders, they may not enter and must be sent home immediately to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation.
- ☐ Employees checking bags should modify activities to minimize directly touching guest items. This could include using styluses or other instruments to search bags, asking guests to open and move contents, etc. Where practices might cause direct contact with patrons or their items, employees should immediately sanitize hands or wear disposable gloves and change gloves between each guest search. Consider implementing a clear bag or no bag policy to avoid workers needing to touch attendees' personal items.

- ☐ If feasible, utilize a walk-through metal detector rather than hand wand metal detectors to allow employees to maintain at least six feet of physical distance from attendees.
- ☐ Ticketing offices must be protected with impermeable barriers, like Plexiglas.
- ☐ Use touchless ticket scanners whenever possible. Ask attendees to scan tickets themselves rather than passing digital electronic devices or paper tickets back and forth between workers and patrons.
- ☐ Discontinue coat check and other amenities that require workers to unnecessarily touch guest items and increase the risk of contact of contaminated items from different households.
- ☐ Discourage attendees from engaging in yelling, singing, chanting, booing, use of noisemakers that require the exhalation of air (e.g., vuvuzelas), and other similar practices that any increase the likelihood of transmission from contaminated exhaled droplets and aerosols.
- ☐ Common areas and frequently touched objects (e.g., tables, doorknobs or handles, light switches) are disinfected on an hourly basis during business hours using EPA approved disinfectants and following the manufacturer's instructions for use.
- ☐ Hand sanitizer, tissues and trash cans are available to employees and visitors at or near the entrances to the facility.

D. CONSIDERATIONS FOR ON-AIR TALENT

- ☐ During live sporting events, on-air talent, including pre-game reporters, play-by-play announcers, sideline reporters and others who appear on-camera before, during or after a live broadcast of a game may remove their face masks during times when they are on-air, provided that they are at least 6 feet from any other individual while they are on-air. At all other times, they must wear an appropriate face mask.
- ☐ If possible, on-air talent should broadcast in an outdoor or open-air setting. On-air talent that is broadcasting from an indoor booth setting must be positioned at least 6 feet from others in the booth, and if the booth is occupied by more than one on-air announcer, there must be [barriers](#) set up between them.
- ☐ Those who conduct interviews with players, coaches or others (e.g., sideline reporters) must keep their face masks on at all times during interviews.

E. CONSIDERATIONS FOR VENUE SUPPORT OPERATIONS: SOUND, LIGHTING, ETC.

- ☐ Consider options to limit the number of staff needed for back-of-house production departments and/or identify ways they can complete tasks separately from each other. For example, where feasible, the lighting department should be allowed to work alone on set until the lighting is complete before other departments undertake their tasks.
- ☐ Evaluate the increased risk from standard working processes involving close contact (heavy lifting, working in confined spaces such as scissor lifts, lighting grids, moving large lamps, textile tying, etc.) and modify those work processes, where possible, and ensure workers have access to the proper protective equipment.
- ☐ Touchable surfaces are cleaned between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary and mobile equipment including surface in the cabs of all vehicles.
- ☐ Reusable PPE (such as face shields) and employer-owned and controlled equipment, such as hard hats, is sanitized at the end of each shift.
- ☐ Choke points and high-risk areas where workers must stand together, such as hallways, hoists, and elevators, have been identified and signage is posted to remind workers to take precautions while moving through these areas.
- ☐ Use of shared production items has been limited to a single worker or a function team (e.g., sound equipment should be handled by a designated person or team). All items are thoroughly cleaned between each use.
- ☐ All communication technology is disinfected before and after each use and tools are labeled with the name of each user to avoid inadvertent sharing of tools.

- ☐ Workers who handle keys, open car doors or touch others' items are allowed additional time to wash hands and/or use hand sanitizer.

F. CONSIDERATIONS FOR PERFORMERS, MUSICAL PERFORMERS AND REHEARSALS

☐ For Performers:

- Use precautions when performing in large groups or ensembles and evaluate the necessity of such activity on a case-by-case basis. Background players, stand-ins, and other non-essential performers on set should not linger in crowded holding areas unnecessarily. Holding/offstage areas should be sufficiently large to ensure adequate spacing between performers, backstage workers, etc.
- Performing groups should consider modifications to rehearsals where face masks cannot be worn, that break physical distances, require performers to touch their own or others' faces, etc.
- Use microphones for performances to the maximum extent feasible so that performers can limit voice projections, which cause more particles, aerosols, and droplets to be released and travel farther.
- Performers that are minors should be accompanied by a parent or guardian. Children should be given special instruction and guidance on the use of any provided protective equipment and safety protocols.

☐ For Musical Performers:

- Performers should empty water keys onto disposable or paper towels whenever possible and turn away from others when emptying to avoid fluid contamination. Musicians should discard their own used towels and wash their hands and/or use hand sanitizer after disposal. If musicians empty water keys onto non-disposable towels, the towels must be clean when brought to performance or practice, removed by the musician and placed into a sealed container away from others for laundering, and the musician must wash their hands and/or use hand sanitizer.
- Perform instrument cleaning, including wiping down and blowing through, at home and away from others before and after practice.
- Do not share instruments, if at all possible. Consider discontinuing assistance from musician assistants, such as page-turners, or others that cannot maintain at least six feet of distance.
- Increase distancing between people who sing or chant and others, or between brass/wind instrument performers and others to greater than 6 feet, when outdoors and not wearing face masks. Consider use of [barriers](#) to add further separation in these cases.
- Wind instrument performers should use additional modifications as appropriate, such as devices to capture aerosols or to redirect air emitted from the instrument.

☐ For Rehearsals:

- Performances and/or practices where there is increased likelihood for transmission from lack of face mask use or contaminated exhaled aerosols (such as singing, chanting, brass and woodwind playing, etc.) should rehearse outdoors, if possible. Performers must rehearse and perform with their small group to the greatest extent feasible.
- When workers cannot wear face masks as part of their rehearsal (e.g., opera singers, woodwind musicians, etc.), operators must modify rehearsal activities, including maintaining strict small groups, implementing at least weekly testing of participants during rehearsal as well as performance season, limiting the amount of time and the number of workers without face masks, maintaining physical distance between those without face masks and others to at least six feet, installing impermeable barriers between people, ensuring proper ventilation, etc.
- Use precautions when performing in large groups or ensembles. If a large group is required for the performance, minimize the time the full group is in proximity with each other (e.g., rehearsing in sub-groups).

G. CONSIDERATIONS FOR COSTUME, WARDROBE, HAIR AND MAKE-UP

- ☐ For Costume and Wardrobe:
 - Consider options that allow performers to arrive in their own wardrobe. Where feasible, encourage background performers to also wear their own clothes from home. Separate dressing areas to permit physical distancing if this is not possible.
 - Ensure costume dressing and quick-change proposal are staggered and supervised by wardrobe attendants.
 - Each case member's costume and wardrobe supplies should be kept in separate, labeled plastic bags.
- ☐ For Hair and Makeup
 - Hair and make-up crew members should refer to LA County DPH Protocol on Personal Care Services.
 - Hair extensions and wigs should be thoroughly cleaned according to the manufacturer's directions after each use.
 - Makeup application tools and supplies should be purchased per performer and used only on that individual. These supplies should be kept in individual cast bags.
 - Mix foundation, powders, lipstick, and other makeup items on a disposable palette for each individual. Use disposable, single-use applicators for each person.
 - Performers should apply their own minor touch-ups, where possible, to avoid additional contact. Performers should also remove their own makeup to limit contact at the end of the day.

H. CONSIDERATIONS FOR CONSTRUCTION MILLS AND SET DESIGN

- ☐ Construction mill and set design employees should refer to additional guidance on the Construction and Manufacturing industries.
- ☐ Consider whether the set design crew can operate separately from production, including fully dressing locations prior to performances without interaction with other workers.
- ☐ Develop stage layouts to limit the number of staff and performers on site and maximize the physical distance between performers.
- ☐ Additional cleaning and disinfection practices should be developed for key props, furniture, or other set dressing which has repeated and regular exposure with employees. Where possible, limit the number of people who have contact with key props.

I. CONSIDERATIONS FOR EMPLOYEE TRAVEL

- ☐ Production should evaluate whether travel is essential and should limit the number of workers asked to travel. Check the current [Los Angeles County Travel Advisory](#) and [CDPH Travel Advisory](#) in effect. Review the [CDC guidelines on air travel](#) and encourage all traveling personnel to do the same.
- ☐ Develop a detailed process and plan for travel, which should include:
 - Implementing small travel groups.
 - Ensuring facilities in proximity of venues can support necessary lodging and dining demands and any potential medical needs.
 - Reviewing the local, state, and CDC Travel Recommendations by Country and avoiding all destinations, both domestic and international, where there is widespread ongoing transmission.
 - Follow relevant local or state guidance regarding self-quarantine upon return from areas of higher transmission.
- ☐ Consider lodging employees in apartments instead of hotel rooms where they might interact with other guests or hotel staff.

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER**



- ☐ Where possible, employees should drive separately in their own vehicles, unless part of the same traveling small groups.
- ☐ If a number of employees are in hotels, consider bus transport. If using shared vehicles, minimize the number per vehicle to support physical distancing, require passengers to wear face masks, and keep windows open to the extent possible.

J. MEASURES THAT COMMUNICATE TO THE PUBLIC

- ☐ A copy of this protocol, or if applicable, the facility's printed Los Angeles County COVID-19 Safety Compliance Certificate is posted at all entrances to the facility. For more information or to complete the COVID-19 Safety Compliance self-certification program, visit: <http://publichealth.lacounty.gov/eh/covid19cert.htm>. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- ☐ Signage has been posted to provide clear guidance to the public about how to maintain safety within the facility (e.g., maintaining physical distance, wear face mask, etc.). See the County DPH COVID-19 Guidance webpage: <http://publichealth.lacounty.gov/media/Coronavirus/guidances.htm#business> for additional resources and examples of signage that can be used by businesses.
- ☐ Signage is posted throughout the facility to remind the public that eating or drinking is prohibited anywhere in the facility except for when attendees are seated in assigned seating or designated dining areas.
- ☐ Signage is posted at each public entrance of the facility to inform all employees and visitors that they should: Avoid entering the facility if they have a cough or fever.
- ☐ Online outlets of the venue (online ticketing platforms, venue website, social media, etc.) provide clear information about hours, required use of face masks, policies in regard to purchasing tickets, and other relevant issues.

K. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- ☐ Services that are critical to the customers/clients have been prioritized.
- ☐ Transactions or services that can be offered remotely have been moved on-line.
- ☐ Measures are instituted to assure access to goods and services for customers who have mobility limitations and/or are at high risk in public spaces.

**Any additional measures not included above should be listed on separate pages,
which the business should attach to this document.**

**You may contact the following person with any
questions or comments about this protocol:**

Business Contact Name:

Phone number:

Date Last Revised:



City Council Agenda Report

**Agenda
Item No.
9.c.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

APPROVED AS TO FORM: Anthony R. Taylor, City Attorney

SUBMITTED BY: Colby Cataldi, Community Development Director

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 21-24, APPROVING PARTICIPATION IN THE SUSTAINABLE TRANSPORTATION EQUITY PROJECT (STEP), ACCEPTANCE OF GRANT FUNDS AND AUTHORIZATION FOR CITY MANAGER OR DESIGNEE TO EXECUTE A GRANT AGREEMENT FOR RUSH STREET CORRIDOR ENHANCEMENT PLAN

SUMMARY: The City of South El Monte submitted an Implementation of Planning and Capacity Building Grant Proposal in August 2020, for the Sustainable Transportation Equity Project (STEP) for the Rush Street Corridor Enhancement Plan. To ensure receipt of grant funding for the project, the City Council must adopt a resolution approving participation in the program and designating the City Manager or designee as the authorized official to execute grant agreement.

RECOMMENDATION: Staff recommends City Council adopt Resolution No. 21-24, approving participation in the Sustainable Transportation Equity Project (STEP), accept grant funds and authorize the City Manager or designee to execute grant agreement for the Rush Street Corridor Enhancement Plan.

FISCAL IMPACT: City of South El Monte is the recipient of Sustainable Transportation Equity Project (STEP) from California Air Resources Board (CARB) in the amount of \$205,108.50. These funds will be appropriated to the City budget when received. City will also appropriate funds in the amount of \$7,904.38 from Measure M funds as required for the local match (resource contribution) for the project.

DISCUSSION: Staff submitted an Implementation of Planning and Capacity Building Grant Proposal in August 2020, for the Sustainable Transportation Equity Project (STEP). The grant application submitted was for Rush Street Corridor Enhancement Plan.

City is eligible to receive funding through STEP, a pilot project that is administered by the California Air Resources Board (CARB); that focuses on increasing transportation equity via funding for planning, clean transportation, and supporting projects; and that is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities

The Rush Corridor Enhancement Plan envisions an increase in multimodal transportation, particularly bus and active transportation options (walking and cycling), promotes safety and comfort for all users by identifying potential biking and walking structures and identifying key areas to expand the urban forest to mitigate heat impacts, and spurs transit-oriented development (TOD) and housing development along the corridor while including anti-displacement and affordability policies. When complete, this planning effort will result in a South El Monte that is more sustainable, climate ready, resilient and will create a Rush Street Corridor that is consistent with complete streets frameworks.

A planning process was initiated by the City of South El Monte with Public Health Advocates in 2010 to identify potential streets for revitalization. This is how Rush Street initially became identified and a framework was developed for street improvements in the City. Rush Street was also identified in the San Gabriel Valley Regional Bicycle Master Plan (Phase I - 2012-2014) as part of a bike network for all the city streets. The City identified Rush Street for improvements through community engagement for the Bicycle Master Plan because it is one of the only major east-west corridors for the City. The Bicycle Master Plan calls out Rush Street as an industrial and commercial corridor that provides a connection to the Rio Hondo River Path (regional river and parkway) and recommended a Class II bike lane.

In February 2013, the Los Angeles County Metropolitan Transportation Authority (Metro) launched the highly anticipated "Open Streets" Program, which set aside \$2 million in competitive funding for cities in LA County to host Open Streets events. The goals of the program are to encourage sustainable modes of transportation (biking, walking and transit), provide an opportunity to take transit for the first time and foster civic engagement. ActiveSGV also hosted an Open Streets event on Rush Street on Sunday, March 5, 2017 called "Viva SGV."

The Rush Street Corridor Enhancement Plan will conceptualize Rush Street as a rejuvenated multi-modal corridor that engages surrounding neighborhoods to participate in active transportation modes of travel. Rush Street is a major east-west arterial road running through the heart of the City of South El Monte, providing connections to schools, businesses, and other important destinations. The resulting plan will help the City create a safe multi-modal corridor that will connect residents and businesses throughout the City.

The project will also examine traffic calming strategies, including but not limited to: protected bike lanes, dedicated rapid transit lanes, smart bus stops and ADA improvements. These improvements are necessary to increase pedestrian safety, augment the City's existing bicycle network, and help improve public transit quality along Rush Street, all of which align with existing State and regional goals of reducing single-occupant motor vehicle trips and improving safety for all roadway users.

In December 2020, the City received approval of the STEP grant application for the project from CARB in the amount of \$205,108.50. The grant has a local match requirement (resource contribution) in the amount of \$7,904.38.

ATTACHMENTS:

[Attachment A - Resolution No. 21-24](#)

ATTACHMENT A

RESOLUTION NO. 21-24

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL
APPROVING OF PARTICIPATION IN THE SUSTAINABLE
TRANSPORTATION EQUITY PROJECT (STEP), ACCEPTANCE
OF GRANT FUNDS AND AUTHORIZING THE CITY MANAGER
OR DESIGNEE TO EXECUTE GRANT AGREEMENT FOR RUSH
STREET CORRIDOR ENHANCEMENT PLAN

WHEREAS, the City of South El Monte, as Lead Applicant, submitted an Implementation of Planning and Capacity Building Grant Proposal in August 2020, for the Sustainable Transportation Equity Project (STEP). The grant application submitted was for Rush Street Corridor Enhancement Plan;

WHEREAS, the City Council is eligible to receive funding through STEP, a pilot project that is administered by the California Air Resources Board (CARB); that focuses on increasing transportation equity via funding for planning, clean transportation, and supporting projects; and that is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment, particularly in disadvantaged communities;

WHEREAS, the City of South El Monte, will comply with the requirements stated in the STEP Grant Agreement; will accept the STEP grant funds from CARB in the amount of \$205,108.50; and will allocate and authorize the amount of \$7,904.38 that South El Monte has committed as part of the STEP proposal to be used as resource contributions for the project;

WHEREAS, the City of South El Monte, will work with CARB to amend the STEP Grant Agreement when and as necessary to adapt to project and community needs and lessons learned during grant implementation;

WHEREAS, the City Council hereby authorizes the City Manager or designee to execute grant agreement between the City of South El Monte and California Air Resources Board (CARB);

THE SOUTH EL MONTE CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1: The City Manager or designee is authorized and directed to execute grant agreement on behalf of the City as identified in the recitals above.

SECTION 2: The City of South El Monte shall comply with STEP requirements; and that the City of South El Monte shall provide committed resource contributions to the project.

SECTION 3: The City Clerk is directed to certify the adoption of this Resolution.

ADOPTED this 27th day of April, 2021.

Gloria Olmos, Mayor

ATTEST:

Donna G. Schwartz, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna G. Schwartz, City Clerk of the City of South El Monte, hereby certifies that the foregoing Resolution No. 21-24, was adopted by the South El Monte City Council at a duly noticed council meeting held on April 27, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk



City Council Agenda Report

**Agenda
Item No.
9.d.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

SUBMITTED BY: Jayson Perez, Recreation Coordinator

SUBJECT: CONSIDERATION AND APPROVAL OF A FACILITY RESERVATION FEE WAIVER REQUEST BY SOUTH EL MONTE NATIONAL LITTLE LEAGUE FOR THE USE OF NEW TEMPLE PARK FIELDS AND MARY VAN DYKE PARK COMMUNITY ROOM

SUMMARY: The South El Monte National Little League (SEMNLL) is requesting a fee waiver for the use of New Temple Park fields to host their 2021 baseball and softball clinics, practices, and games from April 28, 2021 to July 31, 2021 and Mary Van Dyke Park gazebo or community room patio to host boards meeting from April 28, 2021 to July 20, 2021.

RECOMMENDATION: Staff recommends City Council review and take action on the facility reservation fee waiver requested by South El Monte National Little League in the amount of \$19,300.00

FISCAL IMPACT: If the request is approved in accordance with the Facility Reservation Regulations and Fee Schedule, the City will waive the facility rental fee in the amount of \$19,300.00 and SEMNLL will be responsible for any remaining cost that are not covered by the fee waiver including, but not limited to lighting, insurance, and refundable deposits.

This amount may vary based upon updates or further changes to the reservations. Any increases in the request waiver amounts will require City Council approval and should be submitted in the letter format by SEMNLL.

Please see Attachment A- South El Monte National Little League Reservation Fee Waiver Request Cost Details summarizing the fees associated with the reservation.

DISCUSSION: City staff and members of the SEMNLL board of directors have been in discussion regarding the possibility of a late, modified 2021 baseball/softball season following the slow reopening of City parks due to the COVID-19 Pandemic. Currently, the SEMNLL is taking registration sign-ups to host a modified 2021 season.

On March 1, 2021, City staff conversed with the SEMNLL confirming that park fields and facilities will be available for community groups use in accordance with current federal, state, and county health orders.

On April 13, 2021, City staff met with SEMNLL President and Vice President to discuss details pertaining to the possibility of the 2021 season and a fee waiver request. The City requested the following items to prepare an appropriate council report: updated registration numbers, safety program plan adhering to the latest youth sports guidelines by the Los Angeles County Department of Public Health, and proof of finances to operate a season. At this time, SEMNLL has submitted all requested documentation and information.

The City has been a long-time sponsor and supporter of the SEMNLL and has designated them as one of the three grandfathered- youth sports groups that have first right of refusal to use the fields during their agreed upon season. The non-profit organization is composed of several volunteers; and services the City by providing an affordable baseball and softball program to children ages 6-15.

The organization is recovering from the COVID-19 Pandemic but is eager to provide youth programming to the community while complying with all current federal, state, county, and city orders and guidelines. The 2021 season is contingent upon the number of registered participants, the affordability of the league, and any health order changes due to the COVID-19 Pandemic.

The fee waiver includes the rental of all five New Temple Park fields from Monday through Friday from 5:00 p.m. to 7:00 p.m. and Saturdays and Sundays from 9:00 a.m. to 6:00 p.m. The SEMNLL will provide a practice and game schedule to ensure that the fields are in use during the requested date and time frames. Additionally, the fee waiver includes use of Mary van Dyke Gazebo or Community Room Patio every first and third Wednesday from April 28, 2021 to July 21, 2021 from 6:30 p.m. to 8:30 p.m.

The SEMNLL is responsible for any additional fees not included in this fee waiver.

ADDITIONAL INFORMATION: In preparation for the 2020 season, on December 3, 2019, the SEMNLL requested a facility use fee waiver for New Temple Park Fields, Community Center, and Mary Van Dyke Community Room for their 2020 seasons games, practices, board meeting, and fundraiser dance. The City Council approved the facility use fee waiver in the amount of \$44,475.00 and the South El Monte National Little League was responsible to pay the remaining fees associated with the reservation including lights, deposits, staff time, liquor premiums, and cleaning in the total amount of \$12,251.00.

On February 23, 2020, the South El Monte National Little League returned to City Council requesting an amendment to the previous fee waiver approved on December 3, 2020. The amendment request was to include half of the total cost light fees in the amount of \$5,077.50 to the fee waiver and extend the original reservation dates until July 31, 2020. The City Council approved the requested amendment and would appropriate \$5,077.50 from the FY 20-21 General Fund.

Due to the COVID-19 Pandemic, federal, state, and county stay-at-home orders, SEMNLL was forced to cancel the 2020 season.

*According to the current City Council approved Facility Reservation Regulations and Fee Schedule of 2018, community partners and non-profit organizations are permitted a fee waiver request which solely covers the facility rental fee. All other fees related to facility use such as, but not limited to staff time, insurance coverage, lighting, and deposits are the responsibility the renting organization.

ATTACHMENTS:

[Attachment A- South El Monte National Little League Fee Waiver Request Cost Details](#)

[Attachment B- South El Monte National Little League Reservation Application](#)

[Attachment C - South El Monte National Little League Fee Waiver Request Letter](#)

ATTACHMENT A

Cost Break Down of National Little League Reservation Fees

New Temple Fields

Fee Description	Units	Total
Fields Fee:	\$50/hour x 370 hours	\$18,500.00
Park Lighting Fee:	\$30/hour x 0 hours	\$0.00
Liability Insurance Premium:	(agency provided)	\$0.00
Damage Deposit:	\$500.00 (On file from previous year)	\$0.00
Total Fee Waived:		\$18,500.00
Total Non- Waived Fees:		\$0.00

Mary Van Dyke Park Gazebo or Outdoor Patio

Fee Description	Units	Total
Building Fee:	\$100 day rate x 8 days	\$800.00
Liability Insurance Premium:	(agency provided)	\$0.00
Damage Deposit:	\$50.00 (On file from previous year)	\$0.00
Total Fee Waived:		\$800.00
Total Non- Waived Fees:		\$0.00

Total requested fees waived: \$19,300.00

Total fees charged to National Little League Organization: \$0.00

ATTACHMENT B



City of South El Monte Recreation Services Department
1530 Central Avenue, South El Monte, CA 91733
Phone: (626) 448-0131
www.ci.south-el-monte.ca.us



APPLICANT INFORMATION

Name: <u>CHRIS TORRES</u>	Organization/Business: <u>NLLSEM</u>
Address: <u>1902 STROZIER AVE</u>	City: <u>So. EL MONTE</u> Zip Code: <u>91733</u>
Home Phone: <u>N/A</u>	Work Phone: <u>N/A</u>
Cell Phone: <u>(626) 343-7172</u>	Email: <u>CHRIS.TORRES.SEMBOARD@GMAIL.COM</u>

RECREATION SERVICES FACILITY & PARK @ GMAIL.COM RENTAL APPLICATION AND AGREEMENT

****APPLICANT MUST BE PRESENT AT ALL TIMES DURING THE EVENT****

****ALL EVENING PERMITS CONCLUDE AT 12:00 MIDNIGHT****

RESERVATION INFORMATION

FACILITY REQUESTED:

1. COMMUNITY CENTER	2. SENIOR CENTER	3. AQUATICS CENTER	4. PARKS
☐ Kitchen	☐ Dining Room	☐ Main Pool	☐ Mary Van Dyke
☐ Gymnasium	☐ Arts and Craft Room	☐ Wading Pool	☐ Community Room
☐ Amphitheater	☐ Game Room I	☐ Locker Rooms	☐ Gazebo
☐ Dance Room	☐ Game Room II		☐ New Temple
			☒ Field <u>3/17/21</u>
			☐ Picnic Area <u>8/31/21</u>
			☐ Shively Park
			☐ Field
			☐ Picnic Area
Date of Event:	<u>3-17-21</u>	Day(s):	Estimated Attendance:
Purpose of Event/Function:	<u>M-F</u>	<u>SAT/SUN</u>	
Reservation Time:	<u>5 PM</u> to <u>9:30 AM</u>	Set up Time:	<u>9 AM</u> to <u>6 PM</u>
Kitchen Hours:		Clean up Time:	
Will the event be open to the public?			
Will there be entertainment?	If yes, what type? _____		
Will food be served?	If yes, name of caterer? _____		
Will alcohol be served?			
Portable Stage needed?			

I, the undersigned, on behalf of the above named organization/business, do hereby agree to indemnify and hold harmless the City of South El Monte and any of its officers, agents or employees from any liability, claim or legal action for damages resulting from or in any way arising out of this application and agreement and will agree to abide and enforce the Rules, Regulations and Policies governing the facility set forth by the City of South El Monte. Said organization/business will accept all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility.

I have read, signed and agree to comply with the Facility Rules and Regulations.

Signature of Applicant: Chris Torres Date: 3/17/2021

OFFICE USE ONLY

☐ APPROVED ☐ DENIED Recreation Services Designee _____ Date: _____



City of South El Monte Recreation Services Department
1530 Central Avenue, South El Monte, CA 91733
Phone: (626) 448-0131
www.ci.south-el-monte.ca.us



APPLICANT INFORMATION

Name: <u>CHRIS TORRES</u>	Organization/Business: <u>NCLSEM</u>
Address: <u>1902 STROZIER AVE</u>	City: <u>SO. EL MONTE</u> Zip Code: <u>91733</u>
Home Phone: <u>N/A</u>	Work Phone: <u>N/A</u>
Cell Phone: <u>(626) 343-7172</u>	Email: _____

RECREATION SERVICES FACILITY & PARK RENTAL APPLICATION AND AGREEMENT

****APPLICANT MUST BE PRESENT AT ALL TIMES DURING THE EVENT****

****ALL EVENING PERMITS CONCLUDE AT 12:00 MIDNIGHT****

RESERVATION INFORMATION

FACILITY REQUESTED:

1. COMMUNITY CENTER	2. SENIOR CENTER	3. AQUATICS CENTER	4. PARKS
☐ Kitchen	☐ Dining Room	☐ Main Pool	☐ Mary Van Dyke
☐ Gymnasium	☐ Arts and Craft Room	☐ Wading Pool	☒ Community Room
☐ Amphitheater	☐ Game Room I	☐ Locker Rooms	☐ Gazebo
☐ Dance Room	☐ Game Room II		☐ New Temple
			☐ Field
			☐ Picnic Area
			☐ Shively Park
			☐ Field
			☐ Picnic Area
Date of Event: <u>3-23-21</u>	Day(s): <u>8-17-21</u>	Estimated Attendance: _____	
Purpose of Event/Function: <u>MEETINGS ON 1ST & 3RD TUESDAYS</u>			
Reservation Time: <u>6:30AM</u>	to <u>8:30PM</u>	Set up Time: _____	to _____
Kitchen Hours: _____	to _____	Clean up Time: _____	to _____
Will the event be open to the public? _____			
Will there be entertainment? _____		If yes, what type? _____	
Will food be served? _____		If yes, name of caterer? _____	
Will alcohol be served? _____			
Portable Stage needed? _____			

I, the undersigned, on behalf of the above named organization/business, do hereby agree to indemnify and hold harmless the City of South El Monte and any of its officers, agents or employees from any liability, claim or legal action for damages resulting from or in any way arising out of this application and agreement and will agree to abide and enforce the Rules, Regulations and Policies governing the facility set forth by the City of South El Monte. Said organization/business will accept all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility.

I have read, signed and agree to comply with the Facility Rules and Regulations.

Signature of Applicant: Chris Torres

Date: 3/17/21

OFFICE USE ONLY

☐ APPROVED ☐ DENIED Recreation Services Designee _____ Date: _____

City of South El Monte Recreation Services Department

APPLICANT NAME: _____ DATE OF USE: _____

FACILITY: _____

FACILITY FEE WORK SHEET

The following fee schedule applies to general use of the facility. The City of South El Monte, other governmental entities, and South El Monte-recognized Community Service/Non-Profit Organizations may be granted priority use and may be exempt from fees.

****IMPORTANT INFORMATION******NO CONFETTI OF ANY SORT IS PERMITTED – SET-UP IS ON YOUR OWN****NOTE: FLOORS ARE COVERED WITH CARPET**

Building Fee	\$ _____ x _____ Hours	\$ _____
Staff Fee	\$ _____ x _____ # Staff x _____ Hours	\$ _____
Security Guard Fee	\$ _____ x _____ # Guard (s) x _____ Hours	\$ _____
Kitchen Fee		\$ _____
Clean Up Fee		\$ _____
Damage Deposit		\$ _____
Insurance Premium Certificate		\$ _____
Liquor Premiums		\$ _____
Inflatable Bouncer		\$ _____
ABC Permit		\$ _____
	TOTAL:	\$ _____

of Round Tables: _____

of Rectangle Tables: _____

of Chairs _____

Table and Chair Ratio

8 inch Round Table = 8 chairs

8x8 Rectangle Table = 8 chairs

BALANCE DUE DATE: _____

Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____

Security Deposit Refund:

Full refund: Yes _____ No _____

If No, reason: _____

Amount refunded: \$ _____ Warrant Request Made on: _____

CITY BUILDINGS POLICY AND PROCEDURES

City of South El Monte ("City") Facilities may be used for recreation, social, educational, or governmental functions. The City reserves the right to cancel any reservation at a moment's notice if the facility is needed by the City. However, reasonable effort will be made to relocate/reschedule the event. The City reserves the right of full access to all activities at any time during their occurrence to see that all rules, regulations, and City, State, and Federal Laws are not violated.

Facility use does not suggest City endorsement or sponsorship of any event. Applicant's publicity of event shall clearly and accurately identify the name of the sponsoring organization or individual.

If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

APPLICATION PROCESS:

1. Applicant must be at least 21 years of age. Proof of residency for City residents is required at time of application.
2. A facility is not considered rented until (1) applicant delivers to the City the facility Rental Application and Agreement, rental fee, deposit(s), and any other items deemed necessary by the City; and (2) the City's Recreation Department Supervisor or his/her designee in his/her sole discretion, approves such rental in writing.
3. The approval process takes a maximum of 14 working days. DO NOT advertise your event or print invitations prior to receiving written approval.
4. Reservations will not be accepted more than one year or less than 30 days in advance of date requested.
5. Time requested must include decorating, event and clean-up time.
6. Clean-up, Damage and Security deposits are due at time of application. Full fees must be paid 30 days prior to the event to avoid termination of application. Payments can be made by cash, check, money order, or credit card. Checks must be made payable to the "City of South El Monte".
7. For events involving the general public, the applicant is required to procure Special Event Liability Insurance. The applicant shall furnish to the City appropriate certificates of public liability and property damage insurance in the amount of \$1,000,000.00 naming the City as an additional insured under the policy. Such insurance shall be maintained and kept in force during all such times that the applicant uses the City Facilities. All insurance certificates required above shall provide that such certificates shall not be cancelled or materially changed without at least 30 days' prior written notice to the City.

APPLICANT RESPONSIBILITIES:

1. Applicant must be present during the entire event.
2. All activities must cease, and the facility completely vacated by 1:00 a.m. Amplified music must be terminated no later than 12:00 a.m. (midnight).
3. The group must appear within 30 minutes of time specified or permit will be cancelled and all fees forfeited.
4. Applicant cannot exceed the number attending on the application.
5. Activities for minors must be supervised by responsible adults on the ration of at least one adult for every 20 minors.
6. Applicant must secure services of at least two private security guards for supervision of teenage (ages 13-20) events. Security services will be added into total fees.
7. Groups using kitchen facilities shall furnish own dishes, silverware, cooking utensils, towels, soap, ice, serving trays, etc.
8. Applicant is responsible for facility clean-up. Facility must be left in a reasonably clean condition (as determined by the City) to receive a full deposit refund.
9. Applicant must conduct a walkthrough of the facility with staff prior to and at the conclusion of the event to review the condition of the facility. The Facility Condition Report must be signed to receive a deposit refund.
10. Applicant is responsible for the supervision of small children. They must remain in the reserved area.

DECORATIONS/SET-UP:

1. Staples, nails or any drilling are prohibited on all surfaces including walls, glass, tables, windows and doors.
2. The use of candles, open flame, smoke, bubble machines or fog machines is strictly prohibited.
3. All decorations must be removed by the applicant at the conclusion of the event.
4. Applicant is responsible for own set-up and tear down. City staff will assist with tear down of City owned tables and chairs only.
5. Hay and confetti of any sort are prohibited.

PROHIBITED:

1. No alcoholic beverages (unless proper permits are obtained) or illegal substances are permitted on City property. Violation will result in the closure of the event and forfeiture of all fees.
2. Use of glass containers is prohibited at all facilities unless otherwise approved by the Recreation Services Supervisor or his/her designee.
3. Smoking is not permitted on City property.
4. No profane language or disorderly or unseemly conduct is permitted in any City facility.

PROHIBITED CONTINUED:

5. No advertisements, circulations or petitions, solicitations, nor entry fees are permitted without written approval from the City.
6. Guests may not take food into the hallways/restrooms or any other areas that are not rented.
7. No storage of private property is permitted on City premises.
8. City Facilities cannot be used for commercial purposes without written approval.
9. Bounce houses and petting zoos are not permitted on City facilities.
10. City equipment shall not be removed from any City facility.
11. No animals are permitted at the facility, with the exception of seeing-eye dogs, service animals, or animals pre-approved for use in special exhibits.
12. Applicant shall not admit a larger number of individuals than can lawfully, safely, and freely move about the facility.
13. Only D/J and small bands are allowed to play in the facility. **Staff will determined appropriate volume levels.**
14. The use of candles, open flame, smoke, bubble machines or fog machines is strictly prohibited.

REFUND OF SECURITY DEPOSIT:

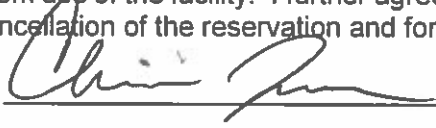
1. Refund of security deposit will take approximately 2-6 weeks after the conclusion of your event, provided the City determines no deductions of the security deposit are necessary.
2. There will be a deduction from your security deposit for the following items: damage to floors, walls, or any other part of the facility, additional cleaning, repair or replacement, deviation from the rental agreement, extra staff time cost, or disturbances requiring law enforcement.
3. If Applicant violates any part of this agreement or reports false information to the City, the City may refuse applicant further use of the facility; and applicant shall forfeit a portion of or all of the rental fees and/or deposit.

CANCELLATION POLICY:

1. Reservations must be cancelled at least five days prior to event in order to receive full deposit refund
2. All other cancellations subject to a \$25 administration fee.

CANCELLATION, RULES AND REGULATION POLICY

I, the undersigned applicant, have read, understood, received a copy of, and agree to abide by and enforce the cancellation, rules, regulations, and policies governing this facility as set forth by the City of South El Monte. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Applicant's Signature:  Date: 3-17-2021

ATTACHMENT C



National Little League of South El Monte

P.O. BOX 9134 SOUTH EL MONTE, CA 91733
INCORPORATED 1961 PHONE (626) 444-8959

March 19, 2021

South El Monte City Council

Dear City Council,

National Little League of South El Monte is a non-profit organization that has been serving the city of South El Monte and it's residents since 1961. The league is run by 100% volunteers consisting of our board members, managers, coaches and team parents.

In our program the children learn teamwork, how to deal with pressure, maintain positive attitudes and how to play by the rules. These are all very important social skills and traits the children can apply to other areas of their life. These core values that the children learn in our program will help them become successful citizens later in life.

We appreciate all the support you have provided our program in the past and ask for your continued support to our league and most importantly, the community of South El Monte.

As you know, these times are different from others due to COVID-19. This virus has caused many hardships to our city and its residents.

Due to these, National Little League of South El Monte would like to request your assistance with allowing our program the use of city facilities along with the lights at no cost for our upcoming 2021 season.

Thank you again for your ongoing support,

Chris Torres
National Little League of South El Monte



City Council Agenda Report

**Agenda
Item No.
19.a.**

DATE: April 27, 2021

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rachel Barbosa, City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: CONSIDERATION AND APPROVAL OF THE REGULAR
SUCCESSOR AGENCY MEETING MINUTES - MARCH
23, 2021

SUMMARY: Staff seeks Agency Board approval of the Minutes of the March 23, 2021 meeting.

RECOMMENDATION: Staff recommends the Agency Board approve the Regular Successor Agency Meeting Minutes of March 23, 2021.

FISCAL IMPACT:

DISCUSSION:

ATTACHMENTS:

[3-23-21 DRAFT Successor Agency Meeting Minutes](#)

**CITY OF SOUTH EL MONTE
REGULAR SUCCESSOR AGENCY MEETING - MINUTES
TUESDAY, March 23, 2021**

At 9:30 p.m. Mayor Olmos recessed the Regular City Council meeting and reconvened to the Successor Agency meeting.

15. ANNOUNCEMENT BY THE CITY CLERK (PRIOR TO CONVENING THE SUCCESSOR AGENCY MEETING)

Pursuant to Government Code Section 54952.3, the City Clerk will announce that Board Members do not receive any compensation or stipend for attending the Successor Agency meeting.

16. ROLL CALL

Chairperson Olmos called the meeting to order at 9:30 p.m.

PRESENT: Board Member(s) (via Zoom Webinar): Acosta, Retamoza, Vice Chairperson Angel, and Chairperson Olmos.

ABSENT: Board Member(s): Delgado

STAFF PRESENT (via Zoom Webinar): Anthony R. Taylor, General Counsel; Rachel Barbosa, Executive Director; Donna G. Schwartz, Secretary and Robert Molina, Interim Deputy City Clerk.

Pursuant to Government Code Section 54953, Subdivision (B) and Governor Newsom's Executive Order N-25-20, dated March 12, 2020, and Executive Order N-29-20, dated March 17, 2020, Teleconference and Zoom/Video was provided for the Public.

17. APPROVAL OF AGENDA

A motion was made by Board Member Acosta seconded by Vice Chairperson Angel to approve the agenda. Motion carried 4-0-1, by the following vote:

AYES: Board Member(s): Acosta, Retamoza, Vice Chairperson Angel, and Chairperson Olmos.

NAYS: None

ABSENT: Board Member(s): Delgado

18. PUBLIC COMMENTS - None.

19. CONSENT CALENDAR

A motion was made by Vice Chairperson Angel, seconded by Board Member Retamoza to approve the Consent Calendar. Motion carried 4-0-1, by the following vote:

AYES: Board Member(s): Acosta, Retamoza, Vice Chairperson Angel, and Chairperson Olmos.

NAYS: None

ABSENT: Board Member(s): Delgado

19.a. Approved the Regular Successor Agency Meeting Minutes of February 23, 2021. minutes.

19.b. Adopted Resolution No. SA 21-04, authorizing payment of City expenditures for the period of February 24, 2021 through March 23, 2021 totaling \$2,500.00

20. EXECUTIVE DIRECTOR'S AGENDA - None

21. ADJOURNMENT OF SUCCESSOR AGENCY MEETING

There being no further business coming before this body, at 9:33 p.m. Chairperson Olmos adjourned the meeting.

Donna G. Schwartz, CMC, Secretary

Gloria Olmos, Chairperson