



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

September 22, 2020 at 6:00 PM  
City Council Chambers  
1415 N. Santa Anita Avenue  
South El Monte, CA 91733

#### **EFFECTIVE SEPTEMBER 8, 2020**

City Councilmembers will return to City Hall to Conduct City Council Meetings.  
These Meetings will not be Open to the Public until Further Notice.

#### **\*\*\*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.

#### **TELECONFERENCE**

Members of the public will have access to listen to and participate in the meeting by calling-in at the information below. Teleconference participation shall be available to the public at the following USA Toll-Free number,  
1-888-204-5987, Access Code: 9671457.

#### **LIVE TELECAST**

The public may also view a live telecast online at  
[www.cityofsouthelmonte.org/129/City-Council-Agendas-Minutes](http://www.cityofsouthelmonte.org/129/City-Council-Agendas-Minutes)

## **GENERAL COMMENT**

Members of the public wishing to submit a general comment or a comment on an agenda item, can email [dschwartz@soelmonte.org](mailto:dschwartz@soelmonte.org) or call (626) 579-6540 to leave a voicemail message. All comments received by 4:30 p.m. on Tuesday, September 22, 2020 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 N 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](http://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 (626) 274-0412 Cell or Paola Lara, Deputy City Clerk at (626) 579-6540 ext. 3220 or (626) 522-5341 Cell.

**[Agenda Begins on the Following Page]**

1. **ROLL CALL** Councilmembers: Acosta, Angel, Delgado, Retamoza, (Mayor) Olmos
2. **PLEDGE OF ALLEGIANCE** Mayor Pro Tem Gracie Retamoza
3. **INVOCATION** Code Enforcement Department
4. **PRESENTATIONS** None.
5. **APPROVAL OF THE AGENDA AND WAIVER OF FULL READING OF ORDINANCES**

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

6. **PUBLIC COMMENT**

Speakers may provide public comments on any matter 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. **MINUTES**

Staff seeks Council approval of the Minutes for the Adjourned Regular Meeting of September 8, 2020.

**RECOMMENDED ACTION: Staff recommends City Council approve the above referenced minutes.**

[Minutes](#)

**7.b. WARRANTS**

Authorizing payment of City expenditures for the period of September 9, 2020 through September 22, 2020 totaling \$848,673.66

**RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 20-100, authorizing payment of City expenditures.**

[Resolution No. 20-100](#)

**7.c. CONSIDERATION AND APPROVAL OF THE 2020 "CHRISTMAS WISH TOY GIVEAWAY" EVENT DONATION LETTER, AUTHORIZATION TO INCLUDE THE CITY COUNCILMEMBERS' SIGNATURES, AND THE DISTRIBUTION OF LETTERS TO THE SOUTH EL MONTE BUSINESS COMMUNITY**

The Community Services Department is requesting approval of the 2020 "Christmas Wish Toy Giveaway" donation letter, authorization to include the City Councilmembers' signatures, and the distribution of donations letters to the South El Monte business community.

**RECOMMENDED ACTION: Staff recommends City Council approve the 2020 "Christmas Wish Toy Giveaway" donation letter, authorization to include the City Councilmembers' signatures, and the distribution of donations letters to the South El Monte business community.**

[Attachment A- Donation Letter](#)

[Attachment B- Donation Form](#)

[Attachment C- Christmas Wish Toy Giveaway Flyer](#)

**7.d. CONSIDERATION OF RESOLUTION NO. 20-101, APPROVING THE APPOINTMENT OF RENE SALAS AS DEPUTY CITY MANAGER AND APPROVAL OF DEPUTY CITY MANAGER EMPLOYMENT AGREEMENT**

Staff is asking the City Council to consent to the appointment of Rene Salas as Deputy City Manager and approve his employment contract for services as Deputy City Manager.

**RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 20-101, approving the employment agreement between the City and Rene Salas for the position of Deputy City Manager and authorizing the Mayor to execute the employment agreement.**

[Attachment A - Resolution No. 20-101](#)

[Attachment B - Deputy City Manager Employment Agreement](#)

**7.e. CONSIDERATION OF A BIDDER'S LIST FOR ON-CALL GRANT WRITING SERVICES**

Staff recommends City Council approve the attached list of consulting firms for on-call grant writing services (Bidder's List). This will allow the City to select the best consultant for granting writing services depending on their area of expertise.

**RECOMMENDED ACTION: Staff recommends City Council approve the Bidder's List for on-call grant writing services to be valid from September 22, 2020 through September 22, 2022.**

[Attachment A - Bidders List](#)

**7.f. CONSIDERATION OF RESOLUTION NO. 20-103, APPROVING RETENTION OF OUTSIDE COUNCIL FOR PERSONNEL-RELATED SERVICES**

The need for legal services for a confidential personnel matter has arisen that cannot be handled by the City Attorney.

**RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 20-103, approving the retention agreement with Norm A. Traub & Associates LLC for outside counsel, in an amount not to exceed \$10,000, unless further approvals are provided by the City Council at a future meeting.**

[Resolution No. 20-103](#)

**8. PUBLIC HEARINGS** None.

**9. GENERAL BUSINESS**

**9.a. UPDATE ON THE CITY'S 2020 EVENTS DURING THE COVID-19 PANDEMIC**

The Community Services Department is providing an update on the remaining 2020 City Events with adjustments due to the COVID-19 Pandemic.

**RECOMMENDED ACTION: Staff recommends City Council receive the information and provide feedback on the remaining 2020 City Events.**

[Attachment A-Treat or Treat Layout](#)

[Attachment B- Trick-or Treat Drive-Thru Flyer](#)

[Attachment C- Los Angeles County Guidance for Halloween Celebrations](#)

[Attachment D- Toy Drive Layout](#)

[Attachment E- Christmas Wish Toy Drive 2020 Flyer](#)

**9.b. CONSIDERATION OF RESOLUTION NO. 20-102, AUTHORIZING THE MAYOR, OR DESIGNEE, TO SIGN A CONTRACT FOR FUNDING TO APPROVE PARTICIPATION IN THE LOS ANGELES URBAN COUNTY PERMANENT LOCAL HOUSING ALLOCATION PROGRAM (PLHA)**

In 2017, Senate Bill 2 created a Permanent Local Housing Allocation (PLHA) Program which is the first permanent source of funding for affordable housing in the State of California. PLHA revenue is generated through recording fees on real estate transactions on an annual basis. Therefore, this funding source will vary annually depending upon the level of real estate transaction activities. In 2019, the PLHA program funding was allocated to local jurisdictions using a formula based on the Community Development Block Grant allocations. Based on the Urban County Entitlement Allocation, the City of South El Monte's 2020 allocation is \$129,020.

**RECOMMENDED ACTION:** Staff recommends City Council adopt Resolution No. 20-102, authorizing City Manager to designate the funding allocation for the PLHA funds and authorizing the Mayor, or designee, to sign a contract for funding to approve participation in the Los Angeles Urban County Permanent Local Housing Allocation Program.

[Attachment A - Permanent Local Housing Allocation \(PLHA\) Eligible Activities Resolution No. 20-102 - PLHA Program](#)

**9.c. COUNCIL DIRECTION ON REQUEST RELATED TO EXISTING AGREEMENT WITH AKITOI LEARNING CENTER TO LEASE CITY PROPERTY AT 1824 CENTRAL AVENUE**

The City has leased the Mini Center building, located at 1824 Central Avenue, to Akitoi Learning Center (Akitoi) since 2011. The current lease agreement is for a one-year period with five additional option years that expires on August 31, 2023. The rent schedule contains a 5% annual increase in each of the option years, however the Director of Akitoi is requesting the City continue to freeze the monthly rental rate at the existing rate for 24 months and provide funding assistance on two planned outdoor modifications to the playground areas and funding assistance to support a summer day care program.

**RECOMMENDED ACTION:** City Council has been provided with additional requested information in order to assess the four requests made by the Akitoi Director for financial assistance. After review of the information provided, Council deliberation and direction is sought to resolve this matter. The four items requiring Council direction are as follows:

- 1. Determine if the City should provide requested financial assistance in the amount of \$2,500 for outside rubberized playground flooring.**
- 2. Determine if the City should provide financial assistance estimated to be \$1,000 for parts and labor to install a shade structure in the playground area in front of the Mini Center.**
- 3. In the event items 1 and 2 are denied, determine if a 24 month requested rental rate freeze amounting to \$3,862 should be provided. (See Attachment D)**
- 4. Determine whether the \$35,000 request for the 2020 summer program is not applicable since the intended time period for the request has elapsed.**

**During the course of reviewing the Akitoi requests, there were three additional financial matters identified by Staff, where City Council direction is also being sought as discussed below:**

- 5. Determine if the City should amend the lease agreement to adjust the current lease rate upward as it is under market value.**
- 6. Determine if the City should install separate utility metering, sub-metering, or develop an allocation formula so that Akitoi becomes financially responsible for their utility costs.**
- 7. Determine if the City should amend the lease agreement so that alterations made by the tenant become the financial responsibility of the tenant when reverting the building back to its original configuration upon the lease termination.**

[Attachment A - Letters](#)

[Attachment B - Lease Agreement](#)

[Attachment C - Rent Analysis](#)

[Attachment D - Financial Information and Analysis](#)

## **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

### 11.a. CORRESPONDENCE BY THE EL MONTE/SOUTH EL MONTE CHAMBER OF COMMERCE REQUESTING FINANCIAL ASSISTANCE FOR AN "OPEN FOR BUSINESS" BANNER PROGRAM DUE TO ECONOMIC HARDSHIPS TO THE BUSINESS COMMUNITY DURING COVID-19

Due to unprecedented and business hardships from COVID-19 and in efforts to boost the South El Monte Business Community the EM/SEM Chamber is requesting a contribution of \$1,540.00 for the purchase of 50 banners for the "Open for Business" Banner Program. This program will promote businesses open during the pandemic and is essential to the economic survival of businesses in the City of South El Monte.

**RECOMMENDED ACTION: Staff Recommends City Council review the request for support from the El Monte/South El Monte Chamber of Commerce for the "Open For Business" Banner Program totaling \$1,540.00, and if approved, appropriate the amount from the Community Promotional Fund.**

[Correspondence](#)

## 12. COUNCILMEMBERS' AGENDA

### 12.a. COUNCILMEMBER MANUEL ACOSTA

1. Discussion on the "Get Out the Vote," campaign in order to raise the City's efforts to increase voter participation.

2. Discussion/Update on the Pothole Priority and Fill-in List.

## 13. CLOSED SESSION

### 13.a. PUBLIC EMPLOYMENT GOVERNMENT CODE SECTION 54957(B)(1)

Title: Community Development Director

## 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, Angel, Delgado, Retamoza, (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. MINUTES**

Staff seeks Agency Board approval of the Minutes of the July 28, 2020 meeting.

**RECOMMENDED ACTION: Staff recommends the Agency Board approve the above referenced minutes.**

[Minutes](#)

**19.b. WARRANTS**

Authorizing payment of City expenditures for the period of September 2, 2019 through September 22, 2020 totaling \$9,779.83

**RECOMMENDED ACTION: Staff recommends Successor Agency adopt Resolution No. 20-01, authorizing payment of City expenditures.**

[Resolution No. SA 20-01](#)

19.c. **CONSIDERATION OF RESOLUTION NO. SA 20-02, ADOPTING THE SUCCESSOR AGENCY TO THE SOUTH EL MONTE IMPROVEMENT DISTRICT'S CONFLICT OF INTEREST CODE**

Pursuant to the Political Reform Act, the Legislative Body must conduct a Biennial review of their established Conflict of Interest Code in even-numbered years.

**RECOMMENDED ACTION:** Staff recommends the Successor Agency adopt Resolution No. SA 20-02, notifying the City Council that no revisions are required to the Successor Agency's Conflict of Interest Code.

[Resolution No. SA 20-02](#)

20. **EXECUTIVE DIRECTOR'S AGENDA** None.

21. **ADJOURNMENT OF SUCCESSOR AGENCY MEETING**

22. **RECONVENE AND ADJOURN COUNCIL MEETING:** October 13, 2020, 5:30 p.m.

I Donna G. Schwartz, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted not less than 72 hours at City of South El Monte City Hall, Senior Center and Community Center and made available at [www.cityofsouthelmonte.org](http://www.cityofsouthelmonte.org) on this 17<sup>th</sup> day of September 2020.

  
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