



**BUENA PARK CITY COUNCIL
REGULAR MEETING
TUESDAY, JANUARY 26, 2021
5:00 P.M.**

PUBLIC HEARINGS AT 6:00 P.M.

COUNCIL CHAMBER
6650 BEACH BOULEVARD
BUENA PARK, CALIFORNIA

SPECIAL NOTICE REGARDING COVID-19

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of COVID-19. The Governor issued Executive Order N-25-20, which allows Council Members to attend City Council meetings telephonically. Please be advised that some, or all, of the City of Buena Park Council Members and staff may attend this meeting telephonically.

This meeting will allow public attendance in person with the following precautions in place to ensure the health and safety of the public:

- Attendees must submit to a verbal health screening and temperature check before entering the Council Chamber.
- Attendees will be required to wear a face covering at all times while in the Council Chamber or City Hall.
- Social distancing of 6 feet is required at all times. Designated seating has been identified for public use.

Members of the public may also submit their comments and questions in writing, for City Council consideration, by sending them to the City Clerk at comments@buenapark.com. **Please submit all comments and questions by 4:00 p.m., on Tuesday, January 26, 2021.** All comments and questions will be read during the meeting.

All meetings of the City Council are available on the City's website at www.buenapark.com and the City's Cable Channel BPTV Channel 3/99. Please contact the City Clerk's Office at (714) 562-3750, for any questions.

CALL TO ORDER**5:00 P.M.****ROLL CALL****COUNCIL MEMBER ARTHUR C. BROWN
COUNCIL MEMBER SUSAN SONNE
COUNCIL MEMBER ELIZABETH A. SWIFT
MAYOR PRO TEM SUNNY YOUNGSUN PARK
MAYOR CONNOR TRAUT****INVOCATION****DIANNE KRYLO, BUENA PARK POLICE CHAPLAIN****PLEDGE OF ALLEGIANCE****DEEPTHI ARABOLU, PRINCIPAL ENGINEER****CITY MANAGER REPORT**

ORAL COMMUNICATIONS

This is the portion of the meeting set aside to invite public comments regarding any matter within the jurisdiction of the City Council. Public comments are limited to no more than three minutes each. If comments relate to a specific agenda item, those comments will be taken following the staff report for that item and prior to the City Council vote. Those wishing to speak are asked to complete a speaker identification form located at the council chamber entrance and place it in the box near the speaker's lectern.

CONSENT CALENDAR NOTICE

The items listed under the Council Consent Calendar are considered routine business and will be voted on together by one motion unless a Council Member requests separate action. At this time the City Council or public may ask to speak on any item on the Consent Calendar.

CONSENT CALENDAR (1 – 7)**1. APPROVAL OF MINUTES**

Recommended Action: Approve Minutes of the Special and Regular City Council Meetings of January 12, 2021.

2. RESOLUTIONS APPROVING CLAIMS AND DEMANDS

Recommended Action: Adopt Resolutions.

3. APPROVE THE WATER BILL INSERT TO PROMOTE WATERSMART TEXTING SERVICE FOR CITY COMMUNICATIONS

Purpose: Authorize the Public Works Department to distribute a water bill insert promoting the WaterSmart text alert program. Associated printing costs in the amount of \$1,000 will be funded by the Water Enterprise Fund (52-6240-352363).

Recommended Action: 1) Approve a water bill insert encouraging residents to activate a WaterSmart Account and enter their cell phone number to receive text communications from the City.

4. RESTRICTED PROJECT GRANT AGREEMENT (GRANT NO. 202105) WITH ST. JUDE HOSPITAL FOR 2021 GRANT FUNDING

Purpose: Approve a grant agreement with St. Jude Hospital for 2021 fiscal year that will include the purchase of playground equipment at Images Park, grant writing services, and the purchase of garden beds for the Senior Center. Additionally, authorize the purchase of the outdoor fitness equipment for Images Park. Grant funds in the amount of \$53,740 will be used for these purposes.

Recommended Action: 1) Approve a grant agreement with St. Jude Hospital for 2021; 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement; 3) Accept grant funds in the amount of \$53,740; 3) Approve a budget amendment in the amount of \$28,740 for the purchase of Images Park Fitness Equipment; 4) Authorize the Purchasing Department to issue a purchase order for the purchase of outdoor fitness equipment; and 5) Authorize the City Manager and City Clerk to execute the agreement.

5. RESOLUTION APPOINTING SUNNY YOUNGSUN PARK AS THE CITY'S REPRESENTATIVE TO THE ORANGE COUNTY FIRE AUTHORITY (OCFA) BOARD OF DIRECTORS

Purpose: Designate Council Member Park as the City's representative to the OCFA Board of Directors. There is no budget impact with the approval of this item.

Recommended Action: 1) Adopt a resolution appointing Council Member Park as the City of Buena Park's representative to the Orange County Fire Authority (OCFA) Board of Directors.

6. **APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (CAL OES) TO ENTER INTO A MUTUAL AID AND OPERATIONAL AGREEMENT IN ORDER TO USE THE SAFETY ASSESSMENT PROGRAM (SAP)**

Purpose: Authorize the Community Development Department to establish a formal relationship with the State mutual aid system for requesting SAP evaluators to assist the City's damage assessment operations following a disaster. There is no budget impact with the approval of this item.

Recommended Action: 1) Authorize the Director of Community Development to execute a Memorandum of Understanding with the California Governor's Office of Emergency Services (Cal OES) to join the State's Safety Assessment Program (SAP); 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement.

7. **A REPORT TO THE CITY COUNCIL REGARDING THE EXISTENCE OF A LOCAL EMERGENCY IN THE CITY OF BUENA PARK REGARDING THE COVID-19 VIRUS**

Purpose: Receive and file a report regarding the City's actions regarding COVID-19. There is no direct budget impact with the receipt of this item.

Recommended Action: 1) Receive and file report from staff.

END OF CONSENT CALENDAR

NEW BUSINESS (8 – 13)

8. **PROFESSIONAL SERVICES AGREEMENT WITH HUNSAKER & ASSOCIATES, INC. FOR THE CERRITOS AVENUE STORM DRAIN STUDY PROJECT**

Presented by Public Works Department

Purpose: Authorize the Public Works Department to enter into an agreement with Hunsaker & Associates, Inc. for the Cerritos Avenue Storm Drain Study Project. Associated costs in the amount of \$37,900 will be funded by the Gax Tax Fund (Account No. 24-9806-590168).

Recommended Action: 1) Approve a Professional Services Agreement with Hunsaker & Associates, Inc. in the amount of \$37,900 for the Cerritos Avenue Storm Drain Study Project; 2) Authorize the City Manager and City Attorney to make any necessary, non-monetary changes to the agreement; and 3) Authorize the City Manager and the City Clerk to execute the agreement.

9. RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND A CONTRACT WITH HYM ENGINEERING, INC. FOR THE STANTON AVENUE AT GOLDENROD CIRCLE OFFSET CROSSWALK PROJECT

Presented by Public Works Department

Purpose: Approve plans and specifications and authorize the Public Works Department to execute a contract to install an offset crosswalk on Stanton Avenue north of Goldenrod Circle for the Stanton Avenue at Goldenrod Circle Offset Crosswalk Project. Associated costs in the amount of \$138,910 will be allocated from the Gas Tax Fund. Staff is recommending a budget transfer from the Gas Tax Fund Traffic Signal Improvements account to fund the balance of the project.

Recommended Action: 1) Adopt a resolution approving plans and specifications; 2) Award a contract to HYM Engineering, Inc. in the amount of \$125,910; 3) Authorize contingency funds in the amount of \$13,000 in the same purchase order; 4) Authorize a budget transfer in the amount of \$68,910 from the Gas Tax Fund Traffic Signal Improvements account (Account 24-9806-590025) for this purpose; and 5) Authorize the City Manager and the City Clerk to execute the contract.

10. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR YEAR ENDED JUNE 30, 2020

Presented by Finance Department

Purpose: Receive and file the Comprehensive Annual Financial Report (CAFR). There is no budget impact with the approval of this item.

Recommended Action: 1) Receive and file the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2020.

11. REORGANIZATION PLAN FOR CITY MANAGER'S OFFICE AND COMMUNITY DEVELOPMENT DEPARTMENT, AND RESOLUTIONS AMENDING THE BUENA PARK MANAGEMENT EMPLOYEES COMPENSATION PLAN REVISING THE DIRECTOR OF COMMUNITY DEVELOPMENT JOB CLASSIFICATION SPECIFICATION

Presented by Human Resources / Risk Management Department

Purpose: Adopt a revised job classification specification and amend the Buena Park Management Unit to reorganize the City Manager's Office (CMO) and Community Development Department. There is no budget impact with the approval of this item as the salary range for the Community Development Director remains the same.

Recommended Action: 1) Adopt a Resolution amending the Buena Park Management Unit Compensation Plan to revise the Director of Community Development job classification and delete the vacant Economic Development Administrator classification and salary range; 2) Approve the revised job classification specification; and 3) Approve the reorganization plan for the City Manager's Office and Community Development Department.

12. APPROVAL OF RENTAL ASSISTANCE PROGRAM AND UTILITY ASSISTANCE PROGRAM GUIDELINES (CDBG-CV3 FUNDING)

Presented by City Manager's Office

Purpose: Approve Rental Assistance Program and Utility Assistance Program guidelines to assist low-income Buena Park residents directly affected by the COVID-19 pandemic pay their rent or utilities. Associated program funds in the amount of \$645,000 have previously been allocated for this purpose from Community Development Block Grant Coronavirus (CDBG-CV3) round 3 funds.

Recommended Action: 1) Approve Rental Assistance Program and Utility Assistance Program Guidelines; and 2) Authorize the City Manager and City Attorney to make any necessary changes or augmentations to the Rental Assistance Program and Utility Assistance Program Guidelines in order to expedite the distribution of funds to residents.

13. RATIFY A SUBRECIPIENT AGREEMENT WITH THE COUNTY OF ORANGE FOR SECOND SUPERVISORIAL DISTRICT GRANT FUNDS AND APPROVE GUIDELINES FOR A SMALL BUSINESS EMERGENCY RELIEF GRANT PROGRAM (ROUND 2)

Presented by City Manager's Office

Purpose: Authorize the City Manager's Office to accept grant funds from County of Orange, and approve program guidelines. Funds in the amount of \$112,000 will assist small businesses within the Second Supervisorial District.

Recommended Action: 1) Review and ratify the City of Buena Park COVID-19 Related Small Business Emergency Relief Grant Program guidelines ("Guidelines") for the administration of grant funds to provide assistance to small businesses, as such funding was made available by Orange County Board of Supervisors; 2) Ratify the City Manager's execution of the Subrecipient Agreement with the County for the grant funds; 3) Accept grant funds in the amount of \$112,000; and 4) Allocate funds in the amount of \$112,000 to be used for a small business grant program within the Second Supervisorial District.

MAYOR/CITY COUNCIL REPORTS & CALENDAR

- a. Scheduling dates for future City Council meetings.
- b. Identifying items for future discussion.

RECESS

STUDY SESSION (14 – 17)

14. DISCUSS AND PROVIDE DIRECTION REGARDING BUENA PARK ECONOMIC DEVELOPMENT STRATEGIES IN LIGHT OF COVID-19

Presented by City Manager's Office

15. **DISCUSS AND PROVIDE DIRECTION REGARDING THE CREATION OF A LOCAL PUBLIC HEALTH COMMISSION**
Presented by City Manager's Office

16. **CITY MANAGER REPORT**

17. **COMMISSION/COMMITTEE APPOINTMENTS/REMOVALS**

ADJOURNMENT

This agenda contains a brief general description of each item to be considered. Supporting documents are available for review and copying at City Hall or at www.buenapark.com. Video streaming of the meeting is available on the City's website. This governing body is prohibited from discussing or taking action on any item which is not included in this agenda; however, may ask clarifying questions, ask staff to follow-up, or provide other direction. The order of business as it appears on this agenda may be modified by the governing body.



In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, contact the City Clerk's Office at (714) 562-3750 or the California Relay Service at 711. Notification at least 48 hours prior to the meeting will enable the City to make arrangements to assure accessibility.



If you would like to participate in any matter of business on the agenda and would like translation in Chinese, Korean, Spanish, Tagalog, or Vietnamese, please contact the **City Clerk's Office at (714) 562-3750 48-hours prior to the meeting**. Residents requiring translation during Oral Communications are encouraged to bring interpreters.

시의제 목록에 있는 정식 안건에 대해 의견을 발표하고 싶으신 경우, 중국어, 한국어, 스페니쉬, 타갈로에 대한 통역사가 필요하시면 시미팅 48시간전 시서기 오피스로 (714-562-3750) 연락하시면 됩니다. 정식안건이 아닌 주민 발언시간에 발표하실 경우, 본인의 통역사를 직접 모시고 오시면 감사하겠습니다.

Si le gustaría participar en audiencia pública o cualquier asunto de negocios programado en la agenda y necesita traducción en chino, coreano, español, tagalo o vietnamita, comuníquese con la Oficina del Secretario de la Ciudad, 48 horas antes de la reunión al (714) 562-3750. Para participar en los comentarios públicos sobre cualquier otro asunto dentro de la jurisdicción del ayuntamiento, se les recomienda que traiga un intérprete.

如果您想参与议程上的任何事务，并希望翻译成中文，韩文，西班牙文，他加禄文或越南文，请联系市政文员办公室，网址为（714）562-3750在会议开始前48小时。鼓励在口头交流中需要翻译的居民带同传译员。

Kung nais ninyong lumahok sa anumang usapin ng negosyo sa agenda at kailangan ang pagsasalin sa wikang Tsino, Koreano, Espanyol, Tagalog, o Vietnamese, mangyaring makipag-ugnay sa Opisina ng Clerk ng Lungsod sa (714) 562-3750 48-oras bago ang pulong. Ang mga residente na nangangailangan ng pagsasalin sa Oral Communications ay hinikayat na magdala ng mga tagasalin.

Nếu bạn muốn tham gia vào bất kỳ vấn đề kinh doanh nào trong chương trình nghị sự và muốn dịch sang tiếng Trung, tiếng Hàn, tiếng Tây Ban Nha, tiếng Tagalog hoặc tiếng Việt, vui lòng liên hệ với Văn phòng Thư ký Thành phố tại (714) 562-3750 48 giờ trước cuộc họp. Cư dân yêu cầu dịch thuật trong Giao tiếp bằng miệng được khuyến khích mang theo thông dịch viên.

I, Adria M. Jimenez, MMC, City of Buena Park, do hereby certify, under penalty of perjury under the laws of the State of California that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at the following locations: Buena Park City Hall, 6650 Beach Blvd., the Buena Park Library, 7510 La Palma Avenue, and uploaded to the City of Buena Park website www.buenapark.com.

Date Posted: January 21, 2021

Adria M. Jimenez, MMC, City Clerk