



AGENDA

SPECIAL MEETING OF THE SANTA FE SPRINGS CITY COUNCIL

**January 18, 2021
4:00 P.M.**

VIA TELECONFERENCE

***Jay Sarno, Councilmember
Juanita Trujillo, Councilmember
Joe Angel Zamora, Councilmember
Annette Rodriguez, Mayor Pro Tem
John M. Mora, Mayor***

******GOVERNOR'S EXECUTIVE ORDER N-29-20****
REGARDING CORONAVIRUS COVID-19**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19. The Governor has issued Executive Orders that temporarily suspend requirements of the Brown Act, including allowing 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. Please be advised that, until further notice, City Council meetings will be held by teleconference. City Hall, including Council Chambers, is closed to the public.

You may attend the City Council meeting telephonically or electronically using the following means:

Electronically using Zoom: Go to Zoom.us and click on "Join A Meeting" or use the following

link: <https://zoom.us/j/521620472?pwd=U3cyK1RuKzY1ekVGZFdKQXNZVzh4Zz09>

Zoom Meeting ID: 521620472 Password: 659847

Telephonically: Dial: 888-475-4499 Meeting ID: 521620472

Public Participation: You may submit public comments in writing by sending them to the City Clerk at cityclerk@santafesprings.org. If you attend the meeting by telephone, you must submit a public comment in writing to be heard. To ensure that they are received for the meeting, please submit your written comments prior to 4:00 p.m. on the day of the City Council meeting. You may also contact the City Clerk's Office at (562) 868-0511 ext. 7314.

1. **CALL TO ORDER**
2. **ROLL CALL**
Jay Sarno, Councilmember
Juanita Trujillo, Councilmember
Joe Angel Zamora, Councilmember
Annette Rodriguez, Mayor Pro Tem
John M. Mora, Mayor
3. **PUBLIC COMMENTS** *This is the time when comments may be made by citizens on matters under the jurisdiction of the City Council, on the agenda and not on the agenda. Each citizen is limited to three (3) minutes.*

CITY COUNCIL

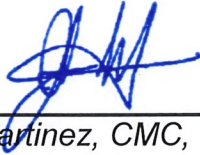
4. **NEW BUSINESS**
Establishment and Implementation of a Restaurant Assistance Grant Program not to Exceed \$250,000 (Planning)
Recommendation:
 - Approve the Establishment and Implementation of a Restaurant Assistance Grant Program not to Exceed \$250,000; and
 - Establish, with the assistance of the consultant firm of Michael Baker International, a marketing plan (optional) and grant program guidelines and requirements for the Restaurant Assistance Grant Program; and
 - Appropriate up to \$250,000 from General Fund Revenues to implement the Restaurant Assistance Grant Program.
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5. **NEW BUSINESS**
Consideration of an Amendment to the Agreement with Michael Baker International Inc., in an Amount Not to Exceed \$30,000, for Consultant Services Relating to a Restaurant Grant Assistance Program (Planning)
Recommendation:
 - Approve Amendment No. One to the Agreement with Michael Baker International, Inc., in the amount not to exceed \$30,000, to assist the City with a Restaurant Grant Assistance Program.
 - Authorize the City Manager or designee to execute and administer the Agreement.
 - Appropriate up to \$30,000 from General Fund Revenues.
6. **ADJOURNMENT**

City of Santa Fe Springs
Special Meeting

January 18, 2021

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

I, Janet Martinez, City Clerk for the City of Santa Fe Springs, do hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted at the following locations; city's website at www.santafesprings.org; and the Town Center Plaza (Kiosk), 11740 Telegraph Road, not less than 24 hours prior to the meeting.



Janet Martinez, CMC, City Clerk

January 17, 2021
Date Posted



NEW BUSINESS

Establishment and Implementation of a Restaurant Assistance Grant Program not to Exceed \$250,000

RECOMMENDATIONS:

- Approve the Establishment and Implementation of a Restaurant Assistance Grant Program not to Exceed \$250,000; and
- Establish, with the assistance of the consultant firm of Michael Baker International, a marketing plan (optional) and grant program guidelines and requirements for the Restaurant Assistance Grant Program; and
- Appropriate up to \$250,000 from General Fund Revenues to implement the Restaurant Assistance Grant Program.

BACKGROUND

At its regular meeting on January 14, 2021, Item No. 12 on the City Council agenda was a Mayor Requested Item: *Consideration of Establishing a COVID-19 Small Business Grant Program Exclusively for Restaurants*. After a brief presentation by Staff and much discussion, Council directed staff to prepare for a special meeting agenda for the consideration of a restaurant grant assistance program with funding up to \$250,000 and an amendment to the agreement with Michael Baker International, Inc. to provide additional services for a restaurant grant assistance program. Michael Baker International, Inc. (MBI), in furtherance of the establishment of a restaurant grant assistance program, has submitted the proposed restaurant grant program guidelines and requirements (attached).

Although MBI has submitted the aforementioned program guidelines and requirement, clear and precise Council input is imperative. Some factors to be considered may be the following:

- What defines a restaurant?
- With 200± restaurants/food service type uses in the City, what is an appropriate grant amount for each restaurant?
- Is there a minimum or maximum number of restaurants that should be considered for the Program?
- Will the Program apply only sit-down restaurants?
- Will restaurants with drive-thru be ineligible for the Program?
- Will national chains that are not locally franchised be ineligible?
- Will restaurants that received previous federal assistance be ineligible?
- Will restaurants without a waiter or waitress be ineligible?
- What should be the appropriate duration of the Program?
- Should the marketing be the same as that for the previous COVID-19 Small Business Grant Program?
- Will the grant be tied to retaining certain income employee(s)?
- Will the grant be tied to the restaurant remaining open, or if closed, must reopen

within a certain time frame following the lifting or easing of COVID-19 restrictions or the grant is subject to repayment?

- Will the grant be tied to the restaurant having a minimum or a maximum number of employees?
- Will the use of the grant be restricted to, for example, rent payments, lease payments, Plexiglas barriers, masks, etc., or will the use of the grant be unrestricted?
- If the restaurant is in arrears on lease payments, will the grant check be given to the landlord or the tenant?
- What determines whether a restaurant is placed in Tier I versus Tier II?
- Will applications be reviewed based on a first come-first-served basis?
- Will businesses without a City of Santa Fe Springs business license be ineligible?
- Will businesses with active municipal code violations be ineligible?

These are some, but not all, of the factors to be considered in the establishment and implementation of the Restaurant Assistance Grant Program.

FISCAL IMPACT

There will be impacts to the City's General Fund in that there will need to be an appropriation of up to \$250,000 from General Fund Revenues.



Raymond R. Cruz
City Manager

Attachment:

Restaurant Grant Program Guidelines and Requirements



COVID-19 Restaurant Grant Program Proposed Guidelines and Requirements

Introduction:

The public health emergency orders that have been issued to combat the Coronavirus (COVID- 19) pandemic and the negative economic impact to small businesses has presented an unprecedented need to direct financial resources to Santa Fe Spring's restaurant business community. The City is doing what it can to help support these businesses under the existing public health orders and is committed to assisting them once they can ultimately reopen when the orders are lifted. To that end, the City has created a new COVID-19 Restaurant Grant Program under the Los Angeles County Economic Recovery Plan utilizing \$250,000 from the City's General Funds.

Program Requirements:

- Restaurants located within the City of Santa Fe Springs
- Restaurants must have an active City of Santa Fe Springs business license
- Grant may be utilized to:
 - Make rent/mortgage payments
 - Invest in Personal Protective Equipment (PPE)
 - Retain existing employees OR hire-back employees that were laid off because of COVID-19 hardship
 - Invest in day-to-day cost of operations
- Grant recipient must certify that they will remain open up to 90 days upon receipt of

grant funding. If business is closed, grant recipient will reopen 30-45 days following the lifting or easing of COVID-19 restrictions and remain open for up to 90 days afterwards.

Eligibility Exclusions:

- Any national chain
- Any restaurant that did not originally provide sit-down service
- Businesses with active City of Santa Fe Springs municipal code violations (open, unresolved code cases, etc.)

Selection Process:

The funding program is based on a “first-come-first-served” system. Therefore, applicants who have submitted their full application will be considered for grant funding first. The grant program is subject to availability and will expire when the City has received sufficient qualify applications to exhaust the \$250,000 funding set-aside for the program.

Full application status is defined as follows:

- Submission of application to the City for review
- Submission of a copy of a current City of Santa Fe Springs Business license
- Submission of a signed attestation that the restaurant provided sit-down service
- Submission of a signed attestation that the restaurant does not have active City of Santa Fe Springs municipal code violations (open, unresolved code cases, etc.)
- Submission of a signed attestation that the restaurant will remain open up to 90 days upon receipt of grant funding. And/or if business is closed, grant recipient will reopen 30-45 days following the lifting or easing of COVID-19 restrictions and remain open for up to 90 days afterwards.

Please note, if one or more of the items listed above are not received, then the application is not considered complete. Only a completed application will be considered “received” and thereby ranked in the “first-come-first-served” listing. For example, if an application is

submitted on Monday, but the remaining documentation is not submitted until Wednesday, the application will be shown as fully submitted on Wednesday, not Monday.

The City is dividing the available funds into two tiers. Tier 1 recipients can receive a one-time grant up to, but not more than, \$20,000. Tier 2 recipients can receive a one-time grant up to, but no more than, \$10,000. The determination of which tier a restaurant would qualify for are outlined below.

Tier 1 recipients

- Located in the City of Santa Fe Springs
- Provided sit-down service which is now closed due to COVID-19 restrictions
- Does not have drive-thru service
- Has not received previous Federal aid

Tier 2 recipients

- Located in the City of Santa Fe Springs
- Provided sit-down service which is now closed due to COVID-19 restrictions
- Does not have drive-thru service
- May have already received previous Federal aid



NEW BUSINESS

Consideration of an Amendment to the Agreement with Michael Baker International Inc., in an Amount Not to Exceed \$30,000, for Consultant Services Relating to a Restaurant Grant Assistance Program

RECOMMENDATIONS:

- Approve Amendment No. One to the Agreement with Michael Baker International, Inc., in the amount not to exceed \$30,000, to assist the City with a Restaurant Grant Assistance Program.
- Authorize the City Manager or designee to execute and administer the Agreement.
- Appropriate up to \$30,000 from General Fund Revenues.

BACKGROUND

On September 24, 2020, the City Council approved an agreement with Michael Baker International, Inc. to provide consultant services to assist the City with its local implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Pursuant to this agreement, Michael Baker International, Inc. administered the City's small business grant program.

At its regular meeting on January 14, 2021, the City Council directed staff to prepare for a special meeting agenda consideration of a restaurant grant assistance program and an amendment to the agreement with Michael Baker International, Inc. to provide additional services for a restaurant grant assistance program. Michael Baker International, Inc. has submitted a proposal for the additional services, and the City Attorney's office has prepared an amendment to the agreement (attached).

FISCAL IMPACT

There will be impacts to the City's General Fund in that there will need to be an appropriation of up to \$30,000 from General Fund Revenues.

Raymond R. Cruz
City Manager

Attachments:

Proposed Amendment to Agreement with Michael Baker International, Inc.

**CITY OF SANTA FE SPRINGS
AMENDMENT NUMBER ONE TO PROFESSIONAL SERVICES AGREEMENT
WITH
MICHAEL BAKER INTERNATIONAL, INC.**

THIS AMENDMENT NUMBER ONE ("Amendment") to the Professional Services Agreement is made and entered on this 28th day of January 2021, by and between the CITY OF SANTA FE SPRINGS ("City"), and MICHAEL BAKER INTERNATIONAL, INC. ("Consultant").

RECITALS

A. On September 24, 2020, the City and Consultant entered into a Professional Services Agreement ("Agreement") for Consultant to provide consulting services to assist the City's local implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

B. The City and Consultant desire to amend the Amendment to include additional services for implementation and administration of a restaurant grant assistance program.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1. Section 1.1 of the Agreement, Scope of Services, is amended to include the Additional Services set forth in Exhibit "A" to this Amendment, attached hereto and incorporated herein by this reference.

2. Section 5 of the Agreement, Compensation, is amended to provide for payment for the Additional Services set forth in Exhibit A in an amount not to exceed \$30,000.

3. Except as set forth in this Amendment, all terms and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed by and through their respective authorized officers.

CITY OF SANTA FE SPRINGS

Raymond R. Cruz, City Manager

Date:_____

CONSULTANT

[Name, Title]

Date:_____

APPROVAL AS TO FORM

Ivy M. Tsai, City Attorney