

**SAN FERNANDO CITY COUNCIL
MINUTES**

**JUNE 13, 2016 – 4:30 P.M.
SPECIAL MEETING**

City Hall Community Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Vice Mayor Joel Fajardo called the meeting to order at 4:31 p.m.

Present:

Council: Vice Mayor Joel Fajardo (left at 5:35 p.m.), and Councilmembers Antonio Lopez, Jaime Soto (arrived at 4:35 p.m.), and Sylvia Ballin

Staff: City Manager Brian Saeki, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

Absent: Mayor Robert C. Gonzales

PLEDGE OF ALLEGIANCE

Led by Vice Mayor Fajardo

APPROVAL OF AGENDA

Motion by Councilmember Lopez, seconded by Councilmember Ballin, to approve the agenda. By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

None

At this time (4:35 p.m.) Councilmember Soto arrived.

STUDY SESSION

1) FISCAL YEAR 2016-2017 BUDGET STUDY SESSION NO. 2

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Finance Director Nick Kimball presented the staff report and provided budget information regarding Council priorities, consideration of impacts of rent control at an upcoming meeting, creating and implementing a Motorcycle Police Officer program while working with current staffing levels, the Police testing, training and recruiting processes and the possibility of offering sign-on bonuses.

Discussion followed regarding the need to not rush through the process.

Finance Director Kimball discussed specific changes and adjustments to the proposed budget and the City's CIP program and subsequent refinement.

Discussion ensued regarding allocations for the sewer fund, animal control and increased administration costs and the possibility of having a Police Captain position.

City Manager Saeki reported there are no staffing changes in the Police Department for Fiscal Year 2016-2017.

Ensuing discussion pertained to "in-house" being promotional opportunities within the department and consideration of a part-time Deputy City Clerk position.

City Clerk Chávez provided a brief report regarding the need for increasing the hours for a part-time position in the City Clerk's office to bring transcription of City Council minutes up to date and referenced an auditor's report indicating the current City Clerk Office staffing levels are inadequate to keep up with its increasing responsibilities.

Discussion followed regarding regulations dealing with prompt accessibility of minutes to the public, yearly medical costs, proposed staffing for the Personnel Office, the importance of proper staffing in Administrative Offices and using in-house staff to work on the website to save costs.

Vice Mayor Fajardo noted Council consensus for direction to incorporate the City Clerk's office proposal for staffing into the budget. He noted questions still to be asked, reported he will provide those to City Manager Saeki, and suggested continuing discussions at upcoming meetings with the understanding that it may be extended to July.

City Manager Saeki suggested adopting the budget at the first meeting in July.

Discussion followed regarding the importance of having all questions from Councilmembers, answered, to make informed decisions and directing Councilmembers to submit their written questions to the City Manager who could provide responses in writing for review by other Councilmembers.

Brief discussion followed regarding Police overtime hours being factored into the budget.

Motion by Councilmember Ballin, seconded by Councilmember Soto, to have Councilmember Lopez take over leadership of the meeting, as the presiding officer as Vice Mayor Fajardo needs to leave. By consensus, the motion carried.

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At this time (5:25 p.m.) Vice Mayor Fajardo left the meeting.

Discussion continued regarding the proposed Police Department budget, overtime hours offset by additional revenues in relation to events, City-wide strategic goals, assigning emails to City employees including Public Works employees, revisiting policies and procedures, generating a "wish list" of priority staff positions, project status summaries, the status of Parking Lot 5 improvements, availability of grant funding, electrical updates on Mission Blvd., doing more with less, General Plan amendments, relocating the Lopez-Villegas House, a development agreement with the Robertson's property and developing economic development strategies.

Ensuing discussion followed regarding Parks and Recreation programs and budget, raising funds for lighting at the skate park, necessary improvements for concession stands, in-kind costs for special events, the Cultural Arts and Special Events budget, and developing a list of the City's inventory of vehicles, including emergency vehicles.

Discussion item only; no formal action was taken.

ADJOURNMENT (6:41 P.M.)

Motion by Councilmember Soto, seconded by Councilmember Ballin, to adjourn the meeting. By consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 13, 2016 meeting as approved by the San Fernando City Council.

*Elena G. Chávez
City Clerk*