

**CITY OF SAN FERNANDO  
CITY COUNCIL MINUTES**

**MAY 15, 2023 – 6:00 P.M.  
REGULAR MEETING**

**CITY HALL COUNCIL CHAMBERS  
117 MACNEIL STREET  
SAN FERNANDO, CALIFORNIA 91340**

**CALL TO ORDER/ROLL CALL**

It was noted that the City Council recessed from Closed Session and would be returning back into Closed Session at the conclusion of the Regular Session meeting.

Mayor Celeste Rodriguez called the meeting to order at 6:04 p.m.

Present: Council: Mayor Celeste Rodriguez, Vice Mayor Mary Mendoza, and Councilmembers Joel Fajardo and Mary Solorio

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, Police Chief Fabian Valdez, Director of Finance Erica Melton, Director of Recreation and Community Services Julian Venegas and City Clerk Julia Fritz

Absent: Councilmember Cindy Montañez

**TELECONFERENCING REQUESTS/DISCLOSURE**

No requests considered.

**PLEDGE OF ALLEGIANCE**

Led by City Clerk Julia Fritz

**APPROVAL OF AGENDA**

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to approve the agenda. The motion carried, with Councilmember Montañez absent.

**PRESENTATIONS**

- A. INFORMATIONAL PRESENTATION BY LA FAMILY HOUSING ON COORDINATED ENTRY SYSTEM (CES) AND THE LOS ANGELES HOMELESS OUTREACH PORTAL (LA-HOP) PROCESS
- B. PRESENTATION OF EDUCATION COMMISSION CERTIFICATES OF RECOGNITION FOR APRIL STUDENTS OF THE MONTH
  - Fabian Perez (O' Melveny Elementary School)
  - Fatima Ahmed (Social Justice Humanitas Academy)
- C. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 2023 AS OLDER AMERICANS MONTH
- D. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 2023 AS BIKE MONTH
- E. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 23 THROUGH MAY 28, 2023 AS PERIOD POVERTY AWARENESS WEEK
- F. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 21 THROUGH MAY 27 AS NATIONAL PUBLIC WORKS WEEK
- G. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 14 THROUGH MAY 20, 2023 AS NATIONAL POLICE WEEK

**PUBLIC STATEMENTS**

Dante Camargo spoke about having difficulty obtaining a permit to operate his food truck business and is requesting assistance from City Council to expedite the matter.

Yadira Zamora submitted correspondence about concerns on the lack of enforcement regarding residents with overgrown brush, trash build up and parking violations.

A letter was submitted from the City's Parks, Wellness and Recreation Commission stating support of Agenda Item No. 5, to establish a City Community Engagement Framework.

**CONSENT CALENDAR**

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to approve the Consent Calendar:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
  - a. May 1, 2023 – Special Meeting
  - b. May 1, 2023 – Regular Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

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- 3) CONSIDERATION TO APPROVE A BUSINESS LICENSE PERMIT PURSUANT TO SAN FERNANDO CITY CODE SECTION 22-215 FROM APPLICANT RAINBOW SPA TO OPERATE A MASSAGE PARLOR AT 204 S. BRAND BOULEVARD, SUITE 202
  
- 4) CONSIDERATION TO APPROVE AN INCREASE TO PURCHASE ORDER NO. 12755 WITH CORE & MAIN AND PURCHASE ORDER NO. 12770 WITH FERGUSON WATER WORKS FOR THE PURCHASE OF PARTS AND MATERIALS NECESSARY TO MAINTAIN THE CITY'S WATER SYSTEM

The motion carried, with Councilmember Montañez absent.

**ADMINISTRATIVE REPORTS**

- 5) CONSIDERATION TO ADOPT A RESOLUTION ESTABLISHING THE CITY'S COMMUNITY ENGAGEMENT FRAMEWORK

Assistant to the City Manager Hernandez presented the staff report and responded to Councilmember questions.

Motion by Mayor Rodriguez, seconded by Councilmember Fajardo to adopt Resolution No. 8230 establishing the City's Community Engagement Framework (CEF); as amended to: add a provision to the resolution that states every scope of work moving forward that requires direct engagement with the public, must include how public engagement will be incorporated, with a timeline and specific measures for evaluation and outcomes (as outlined in CEF; and include a requirement for Spanish translation and interpretation; b) directed staff to add "families" as a key - Key Audience to Engagement Methods table and a key for the cost levels in the CEF; c) directed Department Heads to return to City Council within 60 days with an agendaized presentation showcasing utilization of CEF; d) and authorize the City Manager to take certain related actions to amend and implement the content of the Community Engagement Framework. The motion carried, with Councilmember Montañez absent.

- 6) FISCAL YEAR 2023-2024 BUDGET STUDY SESSION NO. 1

City Manager Kimball presented the City's Fiscal Year 2023-2024 Budget Overview.

Councilmembers provided recommendations to be considered regarding potential use of the \$266,835 estimated FY 2023-2024 Proposed General Fund Budget surplus. The City Council received and filed the report.

**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**

City Clerk Fritz had no updates to report.

Director of Recreation and Community Services Venegas reported on various upcoming community events such as the Senior Health and Wellness Expo, the Education Commissions Student Scholarship Awards Ceremony and the Veteran's Recognition Banner event.

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Executive Assistant to the City Manager Hernandez provided information on Bike to Work Day and an upcoming community bike ride event.

Director of Finance Melton stated staff has been working on the preparation for the upcoming March 22, 2023 Budget Study Session No. 1 Special City Council meeting.

Police Chief Valdez commented on upcoming Police Department community events.

City Manager Kimball mentioned staff has been preparing for the upcoming budget study session discussions and commented on the presentation from LA Family Housing.

**GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES**

Councilmember Fajardo suggested submitting a letter of support to legislators asking to pause repayment of student loans and requested that the meeting be adjourned in memory of Gloria Molina former Los Angeles County Board Supervisor.

Councilmember Solorio had no updates to report.

Vice Mayor Mendoza reported she attended the Metropolitan Water District's San Fernando Room Dedication Ceremony, Mother's Day Tea Party, the ADU and 100-Year Anniversary Women's Right to Vote Ad hoc committee meetings and the swimming competition for the Special Olympics at the San Fernando Regional Pool hosted by the Police Department.

Mayor Rodriguez reported she attended the Calle Verdes Tree planting event, the Mother's Day Tea Party, Comisión Femenil of the San Fernando Valley Mother's Day Tea, the Metropolitan Water District's San Fernando Room Dedication Ceremony; and the Southern California Association Government Region Council District 67 meeting.

**ADJOURNMENT (9:36 p.m.)**

Mayor Rodriguez adjourned the meeting in memory of Gloria Molina and noted that the City Council would reconvene to Closed Session.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the May 15, 2023, Regular meeting as approved by the San Fernando City Council.

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Julia Fritz, CMC  
City Clerk