

**CITY OF SAN FERNANDO
CITY COUNCIL MINUTES**

**OCTOBER 16, 2023 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Celeste Rodriguez called the meeting to order at 6:10 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, Deputy City Manager/Economic Development Kanika Kith, Director of Finance Erica Melton, 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. PRESENTATION OF EDUCATION COMMISSION CERTIFICATES OF RECOGNITION FOR OCTOBER STUDENTS OF THE MONTH
Antonio Casillas (Santa Rosa de Lima Catholic School)
Juan Penalzoza (San Fernando Institute of Applied Media)

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- B. PRESENTATION OF EDUCATION COMMISSION CERTIFICATES OF RECOGNITION FOR TEACHER SPOTLIGHT AWARDS
Ashley Ruiz (PUC Nueva Esperanza Charter Academy)
Katheryne Pena (Teacher Preparatory Academy at Cesar Chavez Academy)
- C. PRESENTATION OF CERTIFICATES OF RECOGNITION TO THE ORGANIZATION SPONSORS OF THE “COMMUNITY UNITED FOR HIGHER EDUCATION FORUM” IN HONOR OF SEPTEMBER AS NATIONAL HISPANIC HERITAGE MONTH
- D. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING OCTOBER 9, 2023 AS INDIGENOUS PEOPLE’S DAY
- E. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH

The City Council recessed the meeting at 6:54 p.m. and reconvened at 7:02 p.m. with Councilmember Montañez absent.

PUBLIC STATEMENTS

Wendy Rivera notified the community of the new Los Angeles Mission College Pacoima Campus and course updates.

CONSENT CALENDAR

Vice Mayor Mendoza requested to pull Consent Calendar Item No.9 for discussion.

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to approve Consent Calendar Item Nos. 1 through 8 to:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES FOR:
 - a. December 5, 2022 – Regular
 - b. December 12, 2022 – Special
 - c. January 17, 2023 - Regular
 - d. October 2, 2023 – Special
 - e. October 2, 2023 – Regular
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) CONSIDERATION TO APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN FINANCIAL SERVICES FOR USER FEE STUDY SERVICES
- 4) CONSIDERATION TO APPROVE AN AGREEMENT WITH PAYMENTUS CORPORATION FOR ONLINE PAYMENT SERVICES

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- 5) CONSIDERATION TO ACCEPT THE BOARD OF STATE AND COMMUNITY CORRECTIONS FISCAL YEAR 2024 ORGANIZED RETAIL THEFT GRANT FUNDS AND ADOPT A RESOLUTION APPROPRIATING THE FUNDS

- 6) CONSIDERATION TO ADOPT A RESOLUTION SETTING THE TRANSPORTATION AND PUBLIC SAFETY COMMISSION MEETING DATE AND TIME

- 7) CONSIDERATION TO APPROVE A SECOND READING TO ADOPT ORDINANCE NO. 1719 APPROVING A ZONE TEXT AMENDMENT TO THE SAN FERNANDO MUNICIPAL CODE, SECTION 106-182, PROJECT NO. ZTA2023-002 TO GRANT DISCRETION TO THE PLANNING AND PRESERVATION COMMISSION OR THE CITY COUNCIL TO WAIVE OR MODIFY CERTAIN STANDARD CONDITIONS FOR THE APPROVAL OF CONDITIONAL USE PERMITS AUTHORIZING THE SALE OF ALCOHOLIC BEVERAGES

- 8) CONSIDERATION TO ACCEPT MEASURE H FUNDS FROM LOS ANGELES COUNTY FOR HOMELESS SERVICES AND ADOPT A RESOLUTION APPROPRIATING THE FUNDS

The motion carried, with Councilmember Montañez absent.

Item Pulled for Discussion

- 9) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN FERNANDO AND INITIATING CHANGE IN OUR NEIGHBORHOODS COMMUNITY DEVELOPMENT CORPORATION TO PROVIDE BUSINESS RESOURCE SUPPORT THROUGH THE CITY’S BUSINESS AND COMMUNITY RESOURCE CENTER

Deputy City Manager/Economic Development Kanika Kith provided additional information on the partnership and program.

Motion by Vice Mayor Mendoza, seconded by Mayor Rodriguez to approve a Memorandum of Understanding (Contract No. 2205) between the City and Initiating Change in Our Neighborhoods Community Development Corporation to provide business resources and supports at the City’s Business and Community Resource Center; and authorize the City Manager to make non-substantive changes and execute all related documents. The motion carried, with Councilmember Montañez absent.

ADMINISTRATIVE REPORTS

- 10) CONSIDERATION AND DISCUSSION REGARDING UPDATES ON AMERICAN RESCUE PLAN ACT FUNDING

Director of Finance Erica Melton presented the staff report and responded to Councilmember questions.

The City Council approved use of funds with full support to use towards:

- a. \$250,000 Gap funding for 3 mile Slurry Seal Project;
- b. \$200,000 Citywide Red Curb Painting Project;
- c. \$150,000 Las Palmas & Recreation Park Generator Installation;
- d. \$400,000 Las Palmas Park HVAC project;
- e. \$50,000 Recreation Park Server Room Transition

The City Council directed staff to come back to Council with updates during the mid-year budget discussion in February:

- a. Work with ARPA Ad Hoc to discuss costs, logistics on developing a food bank program;
- b. Cost to paint all curbs (yellow, green, blue)
- c. Cost to repaint the outside of the Police Department
- d. Information on use of the (former Redevelopment housing set aside funds) for home rehabilitation improvement program.

The City Council request staff to provide to Council prior to mid-year budget review the following:

- a. Email list of recipients that received San Fernando's business grant funds and businesses who received Paycheck Protection Plan (PPP funds);
- b. Cost estimates on upgrades for all the park projects;
- c. Provide update on status of painting and power washing City Hall

Item Considered Out of Order

14) CONSIDERATION TO APPOINT A PLANNING AND PRESERVATION COMMISSIONER

Mayor Rodriguez provided Sean Rivas' background and introduced him to the City Council.

Motion by Mayor Rodriguez, seconded by Councilmember Fajardo to appoint Sean Rivas to the Planning and Preservation Commission. The motion carried, with Councilmember Montañez absent.

The City Council recessed the meeting at 8:17 p.m. and reconvened at 8:25 p.m. with Councilmember Montañez absent.

11) DISCUSSION AND CONSIDERATION TO AWARD A MASTER SUBSCRIPTION AGREEMENT WITH GRANICUS TO REDESIGN THE CITY WEBSITE

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

Motion by Councilmember Solorio, seconded by Mayor Rodriguez to approve a Master Subscription Agreement (Contract No. 2204) with Granicus to redesign the City website including maintenance for five years; and authorize the City Manager to make non-substantive changes and execute all related documents. The motion carried, with Councilmember Montañez absent.

12) CONSIDERATION TO ESTABLISH A PENSION OBLIGATION BOND AD HOC COMMITTEE TO REVIEW ADDITIONAL INVESTMENT OPPORTUNITIES TO DECREASE THE CITY'S PENSION LIABILITY

City Manager Nick Kimball presented the staff report and responded to Councilmember questions.

Motion by Mayor Rodriguez, seconded by Councilmember Solorio to appoint Vice Mayor Mendoza and Councilmember Fajardo to serve on a Pension Obligation Bond Ad Hoc Committee to review investment opportunities to decrease the City's long-term pension liability. The motion carried, with Councilmember Montañez absent.

13) CONSIDERATION AND DISCUSSION TO ADOPT A RESOLUTION APPROVING "GUIDELINES FOR BOARDS, COMMISSIONS AND COMMITTEES HANDBOOK"

City Clerk Fritz presented the staff report and responded to Councilmember questions.

Motion by Mayor Rodriguez, seconded by Councilmember Fajardo to:

1. Approve a first draft of guidelines handbook, as amended to:
 - a. Amend Commissioner Application as follows:
 - i. Create one category for checking off which commission the applicant is applying for and include a box "other" for use for applicants applying for council appointed liaisons.
 - ii. Create a box to check off "Is applicant related to nominating councilmember";
 - iii. Remove the registered voter requirement;
 - b. Include in the handbook the policy for selection of Chair and Vice Chair to mirror the process of City Council procedure for Mayor and Vice Mayor;
 - c. Clarify which commissioners are required to file the form 700 and correct wording to specify; and
2. Staff to present to all Commissions and receive comments to include feedback on guidelines;
3. Staff to bring back revised guidelines reflecting amendments to be placed on the Consent Calendar to a meeting in November, 2023.

4. Council directed staff to:

- a. Report to City Council monthly regarding commissioners’ meeting attendance;
- b. Phase out business cards for commissioners;
- c. Recommended commissioners who attend training for Rosenberg’s Rules and brown act compliance, that participants be paid \$100 stipend.

The motion carried by the following vote:

ROLL CALL

AYES:	Solorio, Fajardo, Rodriguez - 3
NAYES:	None
ABSTAIN:	Mendoza - 1
ABSENT:	Montañez - 1

Mayor Rodriguez reported that she would recuse herself from Agenda Item No. 15 due to a potential conflict of interest with the proximity of her residence to the project and left the dais at 9:27 p.m.

15) DISCUSSION OF COMMUNITY ADVISORY COMMITTEE AND ANY OTHER MATTERS RELATED TO THE DOWNTOWN MASTER PLAN

City Council directed staff to return to the November 6, 2023 City Council Meeting with information on whether appointees are open to being audio/video recorded during the Community Advisory Committee meetings.

Mayor Rodriguez returned to the dais at 9:51 p.m.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Clerk Fritz reported that Voter Outreach staff from the LA County Elections Division attended the Police Department's National Night Out event and noted that the County registered two new voter registrations.

Director of Recreation and Community Services Venegas announced the Layne Park Grand Reopening will occur October 21, 2023; the San Fernando Mile Run and Dia de Los Muertos event will be on October 28, 2023; and mentioned that the City and VFW will host the Veterans Day Ceremony on November 4, 2023.

Assistant to the City Manager Hernandez commented on the Virtual San Fernando app.

Director of Finance Melton had no updates to report.

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Director of Community Development Ramirez announced the Planning and Preservation Commission meeting will be held on November 13, 2023; commented that staff participated in the LA County Homeowner Resource Fair and provided information on Accessory Dwelling Units; and invited the community to the Homeless Town Hall event.

Deputy City Manager/Economic Development Kith had no updates to report.

Police Chief Valdez provided updates on the Parent Academies, and thanked City Council, Departments, and the community for their support and participation at National Night Out event.

City Manager Kimball announced Department Heads will be at their annual retreat next week to discuss department work plans and strategic goals.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Fajardo commented on the National Night Out event and thanked Police Chief for providing staff personnel opportunities towards career growth and experience; requested to adjourn in memory of those who died in the attacks in Israel and requested to bring forward a resolution for peace in the Middle East.

Councilmember Solorio thanked staff for all their hard work.

Vice Mayor Mendoza commented on the National Night Out event; thanked staff for stepping up during Lt. Rosenberg's absence; mentioned she attended the Kidneys Quest Foundation Health and Wellness Expo; the Parent Academy at Santa Rosa; the Homeowners' Resource Fair; and thanked the City Manager and staff for their work.

Mayor Rodriguez thanked staff for all their efforts; commented on the Homeless Town Hall upcoming event and requested to promote the event at the Business Watch and Neighborhood Watch meetings, on the City's social media; invited the community to attend the San Fernando Outdoor Market and the Park community outreach meeting; noted she met with LAUSD staff about joint use properties; mentioned she participated in the CDBG and ARPA Ad Hoc Committee meetings and thanked Council for approving those recommendations; attended the SCAG meeting; the California Latino Caucus; and the Australian Council General Residence to discuss the economic impact and opportunities coming from the LA 2028 Olympics. She noted receiving recognition in Jalisco, Mexico for work done in San Fernando to uplift communities in need; mentioned she would be willing to assist with Councilmember Fajardo's request for a resolution for peace in the Middle East and read a statement by Peace Over Violence dedicated to a world without violence.

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Director of Community Development Ramirez announced the City was awarded a grant for almost \$800,000 to use towards updating the City’s Housing Element and establish preservation of historic properties.

ADJOURNMENT (10:09 p.m.)

Mayor Rodriguez adjourned the meeting in remembrance of the lives lost in the conflict of the Middle East, to the next regular meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the October 16, 2023, Regular meeting as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk