

SAN FERNANDO CITY COUNCIL

**SPECIAL MEETING
MINUTES**

MAY 7, 2007 – 5:00 P.M.

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE CITY COUNCIL. AUDIO CASSETTE TAPES OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING IN THE CITY CLERK'S OFFICE.

CALL TO ORDER/ROLL CALL

Mayor Julie Ruelas called the meeting to order at 5:14 p.m.

PRESENT:

City Council: Mayor Julie Ruelas, Mayor Pro Tem Nury Martinez, Councilmembers Steven Veres (*arrived at 5:20 p.m. – called earlier to say he would be late*) and Dr. José Hernández

Staff: City Administrator José E. Pulido and City Clerk Elena G. Chávez

ABSENT: Maribel De La Torre

APPROVAL OF AGENDA

Motion by Mayor Pro Tem Martinez, seconded by Mayor Ruelas, to approve the agenda. The motion carried unanimously.

PUBLIC STATEMENTS

None.

STUDY SESSION

1) FISCAL YEAR (FY) 2007-2008 BUDGET REVIEW PART III

Community Development Director Paul Deibel gave an overview of his department.

Staff responded to questions and reported that the percentage increase/decrease from last year's

budget is less than 1%, and that the Executive Summary shows the total for each individual account number under the department's requested funds.

Councilmember Veres said that the travel budget is a sizable amount for the commissions and would like that this be dealt with more equitably (i.e. City Council).

In response to Councilmember Veres' question, Mr. Deibel reported that there is funding in the general fund budget for planning and professional services for implementation of the historic preservation Ordinance but the first step is to get the Ordinance adopted.

Ms. Quijano gave an overview of the Finance Dept. budget. She reported that all increases are related to three Strategic Goals and the main item is that a secretary would be replacing the Purchasing Assistant which would be a better fit for the department.

In response to questions from Mayor Pro Tem Martinez and Councilmember Hernández, Ms. Quijano reported that the former Purchasing Assistant did not make it through probation but confirmed that the current Senior Accountant has passed probation.

When asked about the Purchasing Assistant position, she reported that one problem discovered was that because of the title, departments believed that Finance would be taking on their purchasing.

Mayor Pro Tem Martinez expressed concern whether this person would have face time with the public.

Ms. Quijano reported that the main contact this person would have would be the 1200 line and would provide administrative support to all staff members.

Councilmember Hernández expressed concern regarding a detailed 2006 report requesting a Purchasing Assistant and now Ms. Quijano wants to replace that position with a secretary. He would like to see the job specification, duties, etc. before he makes a decision and he agrees with the idea that secretaries should be doing customer service.

In finalizing comments regarding the budget, Mayor Ruelas reiterated that we need to try to find a parenting component as part of the CAPP program and seek funding to continue to work on the Lopez Villegas house and have it placed on a foundation.

ADJOURNMENT (5:56 P.M.)

Motion by Councilmember Hernández, seconded by Mayor Ruelas, to adjourn the meeting. The motion carried unanimously.