



SAN FERNANDO CITY COUNCIL  
SPECIAL MEETING NOTICE AND AGENDA  
MAY 21, 2020 – 4:30 PM

TELECONFERENCE – PER GOVERNOR’S EXECUTIVE ORDER

**SPECIAL NOTICE REGARDING COVID-19**

*On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that the San Fernando City Council will participate in meetings telephonically.*

**PUBLIC PARTICIPATION:** Pursuant to the Executive Order and given the current health concerns, members of the public can access meetings live on-line, with audio and video, via YouTube Live, at <https://www.youtube.com/channel/UC2OGT0-5m7SPbA-YmtPyDaA/>. Members of the public may submit comments by email to [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org). Comments submitted via YouTube will not be read into the record. To ensure distribution to the City Council prior to consideration of the agenda, please submit your comments no later than 3:00 p.m. the day of the meeting. Those comments will be distributed to the City Council will be limited to three minutes, and made part of the official public record of the meeting.

**NOTICE IS HEREBY GIVEN** that the San Fernando City Council will hold a Special Meeting on **Thursday, May 21, 2020, at 4:30 p.m.**

**CALL TO ORDER/ROLL CALL**

Mayor Joel Fajardo  
Vice Mayor Hector A. Pacheco  
Councilmember Sylvia Ballin  
Councilmember Robert C. Gonzales  
Councilmember Mary Mendoza

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**APPROVAL OF AGENDA**

Recommended that the City Council approve the agenda as presented and move that all ordinances presented tonight be read in title only as authorized under Government Code Section 36934.

**DECORUM AND ORDER**

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting, may be removed from the room if the Presiding Officer so directs the sergeant-at-arms and such person may be barred from further audience before the City Council.

**PUBLIC STATEMENTS**

Members of the public can submit comments electronically for City Council consideration by sending them to [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org). To ensure distribution to the City Council prior to consideration of the agenda, please submit comments prior to 3:00 p.m. the day of the meeting. Those comments will be distributed to the City Council and will be limited to three minutes and made part of the official public record of the meeting.

**CONSENT CALENDAR**

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the City Council wishes to discuss any item, it should first be removed from the Consent Calendar.

**1) CONSIDERATION TO APPROVE EXTENDING CERTAIN COVID-19 RELIEF PROGRAMS THROUGH JULY 6, 2020 AND AUTHORIZE THE CITY MANAGER TO EXTEND FOR AN ADDITIONAL 30 DAYS THEREAFTER, IF WARRENTED**

Recommend that the City Council:

- a. Approve extending the following COVID-19 Relief Programs through July 6, 2020:
  - i. Fee Waivers for Late Fees for Water and Sewer Utility Payment;

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- ii. Modified Residential Street Sweeping Parking Restrictions;
  - iii. Parking Citation Financial Hardship Program;
  - iv. Temporary Suspension of Local Transportation and Parking Meter Fees; and
  - v. Fee Waivers for Special Event Permit fees for Food Giveaway Event.
- b. Authorize the City Manager to extend these programs for an additional 30 days beyond July 6, 2020, if warranted.

**ADMINISTRATIVE REPORT****2) CONSIDERATION OF NOMINATIONS AND APPROVAL OF CITY COUNCIL APPOINTEES TO THE DISASTER COUNCIL**

Recommend that the City Council:

- a. Entertain nominations for the selection of Councilmembers to serve as Chair and Vice Chair of the Disaster Council; and
- b. Vote on nominations.

**ADJOURNMENT**

*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting.*

*Julia Fritz, CMC*

*City Clerk*

*Signed and Posted: May 20, 2020 (4:00 p.m.)*

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*Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet website ([www.sfcity.org](http://www.sfcity.org)). These are also available for public reviewing prior to a meeting in the City Clerk Department. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk Department at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's website at [www.sfcity.org](http://www.sfcity.org). In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the City Clerk Department at (818) 898-1204 at least 48 hours prior to the meeting.*



# **Special Meeting**

# **San Fernando City Council**

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## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

**From:** Nick Kimball, City Manager

**Date:** May 21, 2020

**Subject:** Consideration to Approve Extending Certain COVID-19 Relief Programs Through July 6, 2020 and Authorize the City Manager to Extend for an Additional 30 Days Thereafter, if Warranted

### RECOMMENDATION:

It is recommended that the City Council:

- a. Approve extending the following COVID-19 Relief Programs through July 6, 2020:
  - i. Fee Waivers for Late Fees for Water and Sewer Utility Payment.
  - ii. Modified Residential Street Sweeping Parking Restrictions.
  - iii. Parking Citation Financial Hardship Program.
  - iv. Temporary Suspension of Local Transportation and Parking Meter Fees.
  - v. Fee Waivers for Special Event Permit fees for Food Giveaway Events.
- b. Authorize the City Manager to extend these programs for an additional 30 days beyond July 6, 2020, if warranted.

### BACKGROUND:

1. On March 16, 2020, the City Council adopted a resolution declaring a local emergency due to the COVID-19 outbreak.
2. On March 16, 2020, the County of Los Angeles Health Officer issued the "Safer at Home" Order that imposed significant restrictions on residents and business owners to help slow the spread of COVID-19. The Order was subsequently revised on March 19, 21, 27, 31, April 10, May 3, and May 8, 2020. The original Safer at Home Order, as amended, was set to remain in place through May 15, 2020.
3. On March 17, 2020, pursuant to the powers as the Director of Emergency Services during a declared local emergency, the City Manager announced that all City facilities, including City Hall and recreation facilities, were closed to the public until further notice. As a result,

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penalties and late fees for water and sewer utility payments were waived and customers would not be disconnected for non-payment.

4. On March 18, 2020, pursuant to the powers as the Director of Emergency Services during a declared local emergency, the City Manager announced that residential street sweeping parking restrictions would be temporarily relaxed to support residents' ability to comply with the Safer at Home Order. The temporary relaxation allowed residents to move their vehicles once the street sweeper had passed rather than enforce the full 2-hour restriction.
5. On March 23, 2020, pursuant to the powers as the Director of Emergency Services during a declared local emergency, the City Manager announced that ridership on the Mission City Transit Line ("Trolley") would be reduced to 50% of capacity and fares for the Trolley and Dial-a-ride service would be waived until further notice.
6. On March 23, 2020, pursuant to the powers as the Director of Emergency Services during a declared local emergency, the City Manager announced the temporary waiver of parking meter fees to support the community's ability to comply with the Safer at Home Order.
7. On April 8, 2020, City Council approved a Parking Citation Financial Hardship Program authorizing staff to reduce street sweeping parking citations from \$55.00 to \$25.00 if the vehicle owner submits a hardship application and supporting documentation. This program was set to expire concurrently with the expiration of the Safer at Home Order on May 15, 2020.
8. On April 20, 2020, City Council approved a program to waive fees for events that provide free food to the community and allow the event organizers to use the City logo and social media to promote those events. This program was set to expire concurrently with the expiration of the Safer at Home Order on May 15, 2020.
9. On May 13, 2020, the County of Los Angeles Health Officer issued a new Health Order continuing the Safer at Home Order until further notice and moving into Stage 2 of the County's Roadmap to Recovery.

**ANALYSIS:**

With the expiration of the May 15, 2020 Health Order, the following City of San Fernando financial assistance programs were scheduled to lapse:

- Parking Citation Reduction Program.
- Fee Waivers for Special Event Permit fees for Food Giveaway Events.

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Additionally, the following orders issued by the City Manager pursuant to the powers as the Director of Emergency Services during a declared local emergency were intended to run concurrently with the original Safer at Home Order:

- Fee Waivers for Late Fees for Water and Sewer Utility Payment.
- Modified Residential Street Sweeping Parking Restrictions.
- Temporary Suspension of Local Transportation and Parking Meter Fees.

Staff is requesting direction and support from City Council to extend these programs through July 6, 2020, and authorize the City Manager to extend these programs for an additional 30 days, if warranted.

**BUDGET IMPACT:**

Approval to extend the COVID-19 relief programs will result in the loss of revenue generated from late fees and penalties for water and sewer utility payments, residential street sweeping parking citations, on-street parking meters, fares for the Trolley and Dial-a-Ride transit services, and Special Event Permit fees. The total financial impact is unknown at this time. However, the loss of revenue will be discussed as part of the Fiscal Year 2020-2021 Budget process.

**CONCLUSION:**

Staff recommends that the City Council approve extending these COVID-19 relief programs through July 6, 2020, and authorize the City Manager to extend these programs for an additional 30 days, if warranted.





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## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

**From:** Nick Kimball, City Manager

**Date:** May 21, 2020

**Subject:** Consideration of Nominations and Approval of City Council Appointees to the Disaster Council

### RECOMMENDATION:

It is recommended that the City Council:

- a. Entertain nominations for the selection of Councilmembers to serve as Chair and Vice Chair of the Disaster Council; and
- b. Vote on nominations.

### BACKGROUND:

1. Chapter 26, Article III of the San Fernando City Code establishes a nine member Disaster Council consisting of the Mayor, a Councilmember appointed by the Mayor, Assistant Director of Emergency Services, Coordinator of Emergency Services, disaster communications representative, Los Angeles Fire Department representative, American Red Cross representative, Los Angeles Unified School District representative, and a representative of the California Emergency Mobile Patrol or other similar trained volunteer organization.
2. The purpose of the Disaster Council is to develop and recommend for adoption by the City Council emergency and mutual aid plans and agreements and such ordinances and resolutions as are necessary to implement such plans and agreements.
3. On March 16, 2020, the City of San Fernando ("City") declared a local emergency in response to the Coronavirus (COVID-19) pandemic, which prompted the City Council to direct staff to revive the dormant Disaster Council.
4. On May 4, 2020, the City Council discussed the current constitution of the Disaster Council and directed staff to prepare an Ordinance allowing any two Councilmembers to be appointed to the Disaster Council, rather than specifically naming the Mayor and a Councilmember.

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5. On May 18, 2020, the City Council adopted Urgency Ordinance No. 1694 amending Section 26-91(a) of the San Fernando City Code to permit the appointment of any member of the City Council as Chair and Vice Chair of the Disaster Council and Section 26-94 to eliminate compensation for members of the Disaster Council.
6. On May 18, 2020, the City Council directed staff to schedule a Special City Council meeting to appoint representatives.

**ANALYSIS:**

The Disaster Council includes nine (9) voting members, including two (2) City Councilmembers. The Disaster Council is an advisory body to the City Council with the stated purpose of reviewing, developing and recommending emergency and mutual aid plans, agreements, and such ordinances and resolutions as are necessary to implement such emergency and mutual aid plans and agreements for adoption by the City Council.

Appointing two City Councilmembers to the Disaster Council will allow the City to move forward with re-convening the Disaster Council.

**BUDGET IMPACT:**

Appointing members of the City Council to the Disaster Council does not have a fiscal impact; it is included in the City's work program.

**CONCLUSION:**

It is recommended that the City Council accept nominations and appoint two (2) members to the Disaster Council.