

**3. Meeting Minutes**

Recommendation:

Approve the June 20, 2023 Regular City Council Meeting Minutes.

## City Council Agenda Report

Meeting Date: July 18, 2023  
From: Lisa Pope, City Clerk  
Department: City Clerk  
Submitted by: Sandra Dolson, Administrative Secretary

### **Subject**

Meeting Minutes

### **Recommendation**

Approve the June 20, 2023 Regular City Council Meeting Minutes.

### **Background**

Staff has prepared and submits the minutes for approval.

### **Fiscal Impact**

There is no fiscal impact associated with this report.

### **Attachments**

1. June 20, 2023 Regular City Council Meeting Minutes

**MINUTES  
VERNON CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JUNE 20, 2023  
COUNCIL CHAMBER, 4305 SANTA FE AVENUE**

**CALL TO ORDER**

Mayor Pro Tem Merlo called the meeting to order at 9:02 a.m.

**FLAG SALUTE**

Mayor Pro Tem Merlo led the Flag Salute.

**ROLL CALL**

**PRESENT:**

Judith Merlo, Mayor Pro Tem  
Melissa Ybarra, Council Member  
Leticia Lopez, Council Member  
Jesus Rivera, Council Member

**ABSENT:**

Crystal Larios, Mayor

**STAFF PRESENT:**

Carlos Fandino, City Administrator  
Zaynah Moussa, City Attorney  
Lisa Pope, City Clerk  
Scott Williams, Finance Director  
Fredrick Agyin, Health and Environmental Control Director  
Robert Sousa, Police Chief  
Dan Wall, Public Works Director  
Todd Dusenberry, Public Utilities General Manager

**APPROVAL OF THE AGENDA**

**MOTION**

Council Member Ybarra moved and Council Member Lopez seconded a motion to approve the agenda. The question was called and the motion carried 4-0, Mayor Larios absent.

**PUBLIC COMMENT**

None.

## **PRESENTATIONS**

**1. Fiscal Year (FY) 2022-23 Docket II Scholarship Grants Awarded by Vernon CommUNITY Fund Grant Committee**

City Clerk Pope presented the staff report and the Council recognized the scholarship recipients.

**2. Employee Service Pin Awards**

City Clerk Pope indicated Jose Reyna was unable to attend and staff would ensure he received his pin for 20 years of service.

**3. Recognition of Outgoing City Commission and Committee Members**

City Clerk Pope presented the staff report and the City Council recognized outgoing Green Vernon Commissioner Ron Daerr and Vernon Housing Commissioner Steven Spanks for their dedicated service to the City of Vernon.

**4. City Administrator Report**

City Administrator Fandino provided information on New Business Welcome, Sweetener Products' Centennial Anniversary, Exide Update, Legislative Engagement, International Council of Shopping Centers Conference, Special Olympics Law Enforcement Torch Run, Residential Mixed-Use Projects on the Horizon, and Community Events.

## **CONSENT CALENDAR**

### **MOTION**

Council Member Ybarra moved and Council Member Lopez seconded a motion to approve the Consent Calendar. The question was called and the motion carried 4-0, Mayor Larios absent.

The Consent Calendar consisted of the following items:

**5. Meeting Minutes**

Recommendation: Approve the June 6, 2023 Regular City Council Meeting Minutes.

**6. Claims Against the City**

Recommendation: Receive and file the claims submitted by Evelin Meza in the amount of \$1,857.15 and Norissa Alberta White-Isaacs in an undetermined amount.

**7. Operating Account Warrant Register**

Recommendation: Approve Operating Account Warrant Register No. 111, for the period of May 21 through June 3, 2023, totaling \$5,635,506.35 and consisting of ratification of electronic payments totaling \$5,329,469.88 and ratification of the issuance of early checks totaling \$306,036.47.

**8. City Payroll Warrant Register**

Recommendation: Approve City Payroll Warrant Register No. 804, for the period of May 1 through May 31, 2023, totaling \$2,694,562.67 and consisting of ratification of direct deposits, checks and taxes totaling \$1,773,782.97 and ratification of checks and electronic fund transfers (EFT) for payroll related disbursements totaling \$920,779.70 paid through operating bank account.

**9. Fire Department Activity Report**

Recommendation: Receive and file the April 2023 Fire Department Activity Report.

**10. Police Department Activity Report**

Recommendation: Receive and file the April 2023 Police Department Activity Report.

**11. Quarterly City Housing Report**

Recommendation: Receive and file the June 2023 Quarterly Housing Report.

**12. Blanket Purchase Order with The Home Depot**

Recommendation: A. Authorize a Supplemental to Fiscal Year (FY) 2022-2023 Blanket Purchase Order with The Home Depot for a total amount not-to-exceed \$30,000; B. Find that the best interests of the City are served by a direct award of a Blanket Purchase Order to The Home Depot, without a competitive selection process pursuant to Vernon Municipal Code Section 3.32.110 (B)(2); and C. Approve the issuance of a Blanket Purchase Order with The Home Depot in an amount not-to-exceed \$189,250 to procure supplies for the Public Works Department and Vernon Public Utilities for operational needs and special projects for FY 2023-2024.

**13. Purchase Order with National Auto Fleet Group**

Recommendation: A. Approve and authorize the issuance of a Purchase Order with National Auto Fleet Group (NAFG) to purchase a Ford F-150 Lightning XLT and a Ford F-150 Lightning Pro for a total amount not-to-exceed \$135,440.88; and B. Authorize a contingency amount of ten percent (10%) or \$13,544 should the purchase of a comparable vehicle be necessary due to limited vehicle inventory and grant authority to the City Administrator to issue a Supplemental to the Purchase Order to NAFG for an amount up to the contingency.

**14. Purchase Contract with Merrimac Energy Group to Procure Fuel**

Recommendation: Approve and authorize the issuance of a Purchase Contract with Merrimac Energy Group in an amount not-to-exceed \$600,000 to procure fuel for Citywide fleet for Fiscal Year 2023-2024.

**15. Services Agreement with EN Engineering, LLC**

Recommendation: Approve and authorize the City Administrator to execute a Services Agreement with EN Engineering, LLC, in substantially the same form as submitted, for Natural Gas Operational and Compliance Support Services for a total amount not-to-exceed \$185,000, for a one-year term, with an option to extend the Services Agreement up to a three-year term.

**16. Vernon Public Utilities 2023 Wildfire Mitigation Plan**

Recommendation: A. Find that the proposed action is exempt from the California Environmental Quality Act (CEQA), in accordance with CEQA Guidelines Section 15061(B)(3), the general rule that CEQA only applies to projects that may have a significant effect on the environment. This action receives and files an update to the City's plan for the implementation of preventative strategies and mitigation

measures to minimize the risk of wildfires caused by electrical lines and equipment; this action does not authorize any construction activity or any disturbance of an environmental resource and has no potential for causing a significant effect on the environment; and B. Approve the Vernon Public Utilities 2023 Wildfire Mitigation Plan.

**17. Property and Casualty Insurance Placements for Fiscal Year 2023-24**

Recommendation: Approve and authorize the City Administrator to execute all related documents for the procurement of necessary annual insurance coverage for Fiscal Year 2023-24, effective July 1, 2023, to June 30, 2024, for a total amount not-to-exceed \$4,965,500.

**18. Utility Vehicle Purchase**

Recommendation: A. Find that the purchase of a utility vehicle for the Health Department is exempt from competitive bidding requirements pursuant to Vernon Municipal Code Section 3.32.070; and B. Approve and authorize the City Administrator to execute a purchase contract directly with an auto dealership that offers the lowest price for a 2023 Ford F-150 Lightning model and has the vehicle currently available in its inventory at a price not-to-exceed \$71,000.

**NEW BUSINESS**

**19. 2022 Military Equipment Use Policy Ordinance and Annual Report**

Police Chief Sousa presented the staff report.

**MOTION**

Council Member Ybarra moved and Council Member Lopez seconded a motion to: A. Review and approve the 2022 Military Equipment Annual Report; and B. Renew Ordinance No. 1282 approving the Police Department's updated military equipment funding, acquisition, and use policy. The question was called and the motion carried 4-0, Mayor Larios absent.

**20. Warehouse Special Parcel Tax Rate for Fiscal Year 2023-24**

Finance Director Williams presented the staff report.

**MOTION**

Council Member Ybarra moved and Council Member Lopez seconded a motion to: A. Adopt Resolution No. 2023-14 determining the Warehouse Special Parcel Tax levied for Fiscal Year (FY) 2023-24 pursuant to Municipal Code Section 3.20.010; and B. Approve and authorize the Director of Finance to execute an Agreement for Billing of Direct Assessments (Warehouse Special Parcel Tax) with the County of Los Angeles Auditor-Controller's Office, in substantially the same form as submitted, for the collection and distribution of the Warehouse Special Parcel Tax for FY 2023-24. The question was called and the motion carried 4-0, Mayor Larios absent.

**21. Public Safety Special Parcel Tax Rate for Fiscal Year 2023-24**

Finance Director Williams presented the staff report.

**MOTION**

Council Member Lopez moved and Council Member Ybarra seconded a motion to: A. Adopt Resolution No. 2023-15 determining the Public Safety Special Parcel Tax levied for Fiscal Year (FY) 2023-24, pursuant to Municipal Code Section 3.20.020; and B. Approve and authorize the Director of Finance to execute an Agreement for Billing Direct Assessments with the County of Los Angeles Auditor-Controller's Office, in substantially the same form as submitted, for the collection and distribution of the Public Safety Special Parcel Tax for FY 2023-24. The question was called and the motion carried 4-0, Mayor Larios absent.

**22. Commission and Committee Appointments (Continued from June 6, 2023)**

City Clerk Pope presented the staff report.

**MOTION**

Council Member Lopez moved and Council Member Ybarra seconded a motion to appoint Alfred Mejia as the environmental representative to the Green Vernon Commission (partial term June 20, 2023 to June 30, 2024). The question was called and the motion carried unanimously.

**ORAL REPORTS**

**23. City Administrator Reports on Activities and other Announcements.**

City Administrator Fandino reported that staff was reviewing the requirements for officers at filming locations and would provide an update to Council and the business owners once available. He reminded the Council of the invitation to Congressman Robert Garcia's Open House on June 29, 2023, 4:30 - 6:00 p.m.; Vernon Summer Swim Community Outreach Event on July 9, 12:00 - 3:00 p.m.; and cancellation of the July 4, 2023 City Council meeting.

**24. City Council Reports on Activities (including AB 1234), Announcements, or Directives to Staff.**

None.

**RECESS**

Mayor Pro Tem Merlo recessed the meeting to Closed Session at 9:30 a.m.

## **CLOSED SESSION**

### **25. Conference with Legal Counsel – Anticipated Litigation**

Significant Exposure to Litigation

Government Code Section 54956.9(d)(2)

Number of potential cases: 1

### **26. Conference with Legal Counsel – Anticipated Litigation**

Initiation of Litigation

Government Code Section 54956.9(d)(4)

Number of potential cases: 1

## **RECONVENE**

At 10:05 a.m., Mayor Pro Tem Merlo adjourned Closed Session and reconvened the regular meeting.

## **CLOSED SESSION REPORT**

City Attorney Moussa reported the Council met in Closed Session, discussed the items on the agenda, and took no reportable action.

## **ADJOURNMENT**

Mayor Pro Tem Merlo adjourned the meeting in memory of Lewis R. Adams at 10:07 a.m.

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CRYSTAL LARIOS, Mayor

ATTEST:

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LISA POPE, City Clerk  
(seal)