

# **City of Del Rey Oaks**

**City Hall  
650 Canyon Del Rey Blvd  
Del Rey Oaks, CA 93940**



## **Action Minutes**

**Tuesday December 17, 2024**

**6:00 PM**

**City Council – Regular Meeting**

**Del Rey Oaks City Council**

**Scott Donaldson – Mayor  
John Uy – Vice Mayor  
Jeremy Hallock – Councilmember  
Kim Shirley – Councilmember**

**6:00 PM – Called to Order:**

The meeting was called to order by Mayor Donaldson

**Roll Call:** Present: Vice Mayor Uy, Councilmember Hallock, Councilmember Shirley, and Mayor Donaldson.

Absent: None

Also Present: City Manager Guertin, City Attorney Lorca, City Clerk Minami, Administrative Services Technician Matthews, and Deputy City Clerk Batra.

**Pledge of Allegiance:**

Led by Mayor Donaldson

**Public Comment:**

None

**City Attorney Lorca:** Introduces Manny Jimenez, new Associate at Fenton and Keller, and new Assistant City Attorney for City of Del Rey Oaks.

**NEW BUSINESS:**

- A. Seating of New Council (CEQA: Not a project per Guidelines Article 20, Section 15378) Resolution 2024-19

Swearing in of Mayor Scott Donaldson, Councilmember Shirley and Councilmember Mike Burger

**Mayor Donaldson:** Explains briefly the swearing-in process.

**City Clerk Minami:** Swears in and congratulates new Councilmember Michael (Mike) Burger, returning Councilmember Kim Shirley, and returning Mayor Scott Donaldson.

**Councilmember Burger:** Thanks everyone and wife for support.

**Councilmember Shirley:** Thanks everyone for support, expresses how seriously takes job, excited about next four years, will work hard, extends offer to connect with those with needs or questions.

**Mayor Donaldson:** Honored to continue to serve as Mayor. Thanks City Council, City Staff, City Manager and residents for support; re-affirms dedication to mission and future.

- B. Approve the FY 2023-24 City Annual Audit

**Roberto Moreno with Regional Government Services (RGS):** Introduces Paul Pham of Chavan and Associates, the City's Auditors.

**Paul Pham with Chavan and Associates:** Thanks Council and Mayor and presents results of audit. Overall a clean audit.

**Roberto Moreno:** Clean audit due to Staff's work during the year references General Fund as money over which City has control. Discusses surplus, and additional unassigned, and unappropriated money; February midyear budget will discuss how to utilize these funds. Reminds Council of long-term debt carried by City in the form of leases, loans, and

accrued interest. All in all, City in good shape. Questions?

**Council and Mayor:** Thank Roberto and City Staff for work on audit and through year.

**Councilmember Shirley:** Expresses thanks and interest in discussing reserves expenditure, strategic planning, and unfunded liabilities from CalPERS at midyear.

A motion was made by **Council Member Shirley**, seconded by **Vice Mayor Uy** to approve the FY 2023-24 City Annual Audit.

**Motion passed unanimously 5-0**

**PUBLIC COMMENT:**

**Dennis Allion:** Thanks Roberto for referencing debt; cuts into discretionary funds. Much of funds already designated for specific projects. Residents deserve recognition for voting for the Transient Occupancy Tax and Add-On Sales Tax, increasing revenue. 1990s to mid-2000s monetarily bleak. Concerned debt is costing money in interest.

**City Clerk Minami:** Reminds Council need motion for Seating of Council Resolution.

A motion was made by **Vice Mayor Uy**, seconded by **Council Member Shirley** for the Seating of New Council (CEQA: Not a project per Guidelines Article 20, Section 15378) Resolution 2024-19, and the Swearing in of Mayor Scott Donaldson, Councilmember Shirley and Councilmember Mike Burger.

**Motion passed unanimously 4-0**

**PUBLIC COMMENT:**

None

**CONSENT AGENDA:**

**A. MINUTES: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

1. November 19, 2024, City Council Meeting Minutes

**B. MONTHLY REPORTS: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

1. Fire Department Response Report, November 2024
2. Police Activity Report, November 2024
3. Financial Reports, October and November 2024

**C. MISCELLANEOUS: (CEQA: as to all, not a project per Guidelines Article 20, Section 15378)**

1. Approve the 2025 Calendar of City Council and Planning Commission meetings

2. Approve Award of a Contract with Prestige Roofing, LLC to Complete Roof Repairs from Damage Sustained during Winter Storms (FEMA-4699-DR)
3. Consider Adoption of Resolution 2024-20 Canvassing the November 5, 2024, Measure R Election Results
4. **Consider Approval of the 2025 Regional Agencies Board & Committees Appointment List – Pulled for Discussion**
5. **Approve modification of the Position Control List and modification of the Salary Schedule to Reflect promotion of Chief Bourquin to the position of Assistant City Manager/Chief of Police – Pulled for discussion**
6. Approval of Appointment of Councilmember Jeremy Hallock as Vice Mayor for the 2025 calendar year
7. Approve the transfer of \$167,446.00 from the ARPA Fund to the General Fund as reimbursement for the General Government Administration

A motion was made by **Councilmember Hallock**, seconded by **Vice Mayor Uy** to approve the Consent Agenda, minus items C4 and C5.

**Motion passed unanimously 5-0**

**PUBLIC COMMENT:**

None

**Item C4 - Consider Approval of the 2025 Regional Agencies Board & Committees Appointment List**

**Councilmember Shirley:** Thanks Council for assignment to Boards and Committees, emphasizes importance of reporting updates from Regional Boards and Committees back to Constituents and Council via Council Reports. Thanks Councilmember Uy for his detailed Council Reports. Wants clarification on how to call a meeting for City Committees.

**Mayor Donaldson:** Coordinated by City Manager and Mayor.

**Councilmember Shirley:** Concerned about Brown Act, seeks advice from City Attorney.

**City Attorney Lorca:** Confirms to work through City Manager

**Councilmember Shirley and City Attorney Lorca:** Discuss process to call meetings, and clarify how the City Manager prevents violation of the Brown Act by not sharing opinions of members of Council or the Mayor in regard to issues resulting in a meeting being called.

**City Manager Guertin:** Confirms would not share opinions in process of calling meeting or placing item on agenda.

**Councilmember Shirley:** Questions how freely can have meetings.

**Mayor Donaldson:** Goal is not to have a meeting just to have a meeting. If issues or concerns, share with the City Manager and we'll work on getting it scheduled.

A motion was made by **Council Member Shirley**, seconded by **Councilmember Uy** to Approve the 2025 Regional Agencies Board & Committees Appointment List.

**Motion passed unanimously 5-0**

**PUBLIC COMMENT:**

**Louise Goetzelt, City of Del Rey Oaks Planning Commissioner:** Thanks for recommending another two years on Mosquito Abatement District. Appreciate representing City of Del Rey Oaks for that.

**Item C5 - Approve modification of the Position Control List and modification of the Salary Schedule to Reflect promotion of Chief Bourquin to the position of Assistant City Manager/Chief of Police**

**Councilmember Shirley:** Thanks Chief Bourquin for stepping up, trust and appreciate him, excited.

**Chief Bourquin:** Thanks Councilmember Shirley.

A motion was made by **Council Member Shirley**, seconded by **Councilmember Uy** to Approve the 2025 Regional Agencies Board & Committees Appointment List.

**Motion passed unanimously 5-0**

**PUBLIC COMMENT:**

**None**

**OLD BUSINESS:**

**A. None**

**STAFF REPORTS:**

**A. Council Reports in packet**

**CORRESPONDENCE:**

**A. TAMC Highlights**

**NEXT MEETING DATE:** Tuesday, January 28, 2025 at 6:00pm

**ADJOURNMENT:** 6.36 pm

**Attest:**

**Date:**

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