



Santa Fe Springs Sister City Committee  
Town Center Hall – Meeting Room 1  
Monday, February 5, 2018

## MINUTES

1. CALL TO ORDER – Chairperson Peggy Radoumis called the meeting to order at 6:34 p.m.
2. PLEDGE OF ALLEGIANCE – DORIS YARWOOD
3. ROLL CALL – MICHELLE SMITH, COMMUNITY SERVICES SUPERVISOR

*Members Present:* Francis Carbajal, Andrea Lopez, Peggy Radoumis, Mary Reed, Laurie Rios, Martha Villanueva, Jeannette Wolfe, Doris Yarwood, Charlotte Zevallos, Manny Zevallos

*Members Excused:* None

*Members Absent:* Susan Johnston, Marcella Obregon,

*Staff:* Michelle Smith, Community Services Supervisor/Executive Secretary

*Council Liaison:* Jay Sarno, Mayor

*Guests:* None

4. ORAL COMMUNICATIONS – Nothing to report.
5. APPROVAL OF January 8, 2018 MINUTES\*
  - a. A motion was made by Charlotte Zevallos, and seconded by Martha Villanueva, to approve the January 8, 2018 Minutes. The motion carried unanimously.
6. COUNCIL LIASON REPORT

Mayor Jay Sarno reported on the following:

  - Council re-organized in December – Mayor, Jay Sarno – Mayor Pro Tem, Juanita Trujillo
  - New City Manager, Raymond Cruz. Mr. Cruz will begin on March 1, 2018. He is formally from Rowland Hills. Process to hiring Mr. Cruz was explained
  - Mayor Sarno and Councilmember William Rounds met with the company regarding the container park to be located on the South West area of Norwalk and Telegraph between the hotel and Geezers. They have another scheduled meeting in two weeks.
  - Travis Hickey has been promoted to Director of Finance since Jose Gomez' departure for the City of Lakewood.

- JoAnn Madrid, Community Services Supervisor has announced her retirement date and will be leaving the City on March 3 after 41 years of service.
- Manny Zevallos asked Mayor Sarno when the remaining streets would be repaved. Mayor Sarno explained that the streets around the schools are scheduled to be slurred when school is out for the summer. The remaining streets are scheduled to be completed soon.
- Location of the new hotel was clarified. It will be located on the South West corner of Telegraph Road and Norwalk Blvd.

7. EXECUTIVE SECRETARY REPORT – MICHELLE SMITH

- President’s Day Carnival** – Lakeview Park on Monday, February 19 from 1 – 4 pm. Games can be played for a penny, participants can win tickets and redeem them for prizes. A food package of hot dog, chips, and drink will be sold for \$3. In the event of rain, the event will move to the Activity Center.
- Fun Run** – Saturday, April 21. Registration just opened online and at the GVNC. Committee will look into service animals and pets being allowed.

8. OLD BUSINESS – PEGGY RADOUMIS

- Member Badges** – Doris Yarwood reported that badges are available at Office Depot for \$10 - \$12. She requested a draft for the pin artwork. Samples will be provided at next meeting.
- Standing Rules Review and Discussion** – Peggy Radoumis presented a sample of rules and asked they be typed out.

9. NEW BUSINESS – JEANNETTE WOLFE

- Candy Bar Fundraiser/Fundraisers** – Peggy Radoumis called to research the required minimum order. Peggy also reached out to the first aid kit company from last year’s fund raiser. Students make 50% on selling the kits. Francis Carbajal offered to have a jewelry fundraiser at the Pancake Breakfast and donate all the proceeds.
- Pancake Breakfast Fundraiser** Michelle Smith will work on creating the tickets for the Committee to sell.. Members need to buy four tickets. Health Department stated that sausage needs to be cooked on grill. Mayor Jay Sarno will donate the grill.  
A motion was made by Charlotte Zevallos, and seconded by Andrea Lopez, to not exceed \$500. The motion carried unanimously

10. FINANCIAL REPORT\* - JEANNETTE WOLFE

**Bills and Invoices** –

- CPA – price increased \$ 5 to file, new fee \$360. Funds needed to pay the Federal and State tax.

A motion was made by Francis Carbajal, and seconded by Laurie Rios, to allot an amount of no more than \$450 for the taxes due this year. The motion carried unanimously.

- Software for Quick Books needs to be up-dated for a fee of \$219.95. A motion was made to update the current system by Charlotte Zevallos, and seconded by Laurie Rios. The motion carried unanimously
- State sales tax needs to be paid on earnings from two fundraisers held in the October 31 to December 31 quarter. A motion was made by Francis Carbajal, and seconded by Laurie Rios, to pay sales taxes and not to exceed \$200. The motion carried unanimously
- Jeanette Wolfe has made the suggestion to switch from current bank to a credit union. Peggy Radoumis and Jeanette Wolfe will present information from three Credit Unions next meeting.

11. SUBCOMMITTEE REPORT – PEGGY RADOUMIS

**a. Young Ambassadors Subcommittee Report** – Suggestions on how to promote Program.

- Young Ambassadors Flyer on Employees paychecks. Employee's children are eligible. Working on flyer and poster to stir up interest.
- Peggy Radoumis plans to attend a Kiwanis Club meeting and talk to the members.
- Run an ad in the City Quarterly and Chamber Newsletter.
- Manny Zevallos will speak to Historical Society regarding help selling at Independence Day Celebration.

**b. Navojoa Subcommittee Report**

- Gerardo Silva still Mayor but elections are at the end of the month.
- US Mexico conference is this week in Guadalajara. Committee received a 5 day notice.
- Chief from Navojoa wanted to share that on December 18<sup>th</sup> a house burned down. Fire Department along with Kiki's help rebuilt a house, gave the family gifts and a Christmas tree on New Year's.

12. FUTURE AGENDA ITEMS – MICHELLE SMITH

a. Committee Dinner Date

14. ANNOUNCEMENTS

- Charlotte Zevallos showed t-shirts to committee. Very nice, \$7 per shirt. Charlotte will look into polo shirts. The design of the shirts was discussed.

- Andrea Lopez - Miss Santa Fe Springs is looking for contestants. They must live in Santa Fe Springs, go to Pioneer, Santa Fe, or St. Paul and be between 15 and 19 years of age.
- Francis Carbajal announced the City's Art Fest will be held on May 4<sup>th</sup>.
- Doris Yarwood announced that the Japanese Center is doing a fundraiser bus trip to Pechanga on Tuesday, March 27 for \$15 person.

15. ADJOURNMENT

Chairperson Peggy Radoumis adjourned the meeting at 7:45 p.m.

**The next meeting will be held on Monday, March 5, 2018 at the Town Center Hall at 6:30 p.m.**



Prepared by:  
Amanda Lascano, CSPL III



Michelle Smith, Executive Secretary