

**CITY OF SAN FERNANDO  
CITY COUNCIL MINUTES**

**NOVEMBER 28, 2023 – 6:00 P.M.  
ADJOURNED REGULAR MEETING**

**CITY HALL COUNCIL CHAMBERS  
117 MACNEIL STREET  
SAN FERNANDO, CALIFORNIA 91340**

**CALL TO ORDER/ROLL CALL**

Mayor Celeste Rodriguez called the meeting to order at 6:25 p.m.

Present: Council: Mayor Celeste Rodriguez, Vice Mayor Mary Mendoza, and Councilmember Joel Fajardo

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, Police Chief Fabian Valdez, Deputy City Manager/Economic Development Kanika Kith, Director of Finance Erica Melton, Director of Community Development Erika Ramirez, Director of Recreation and Community Services Julian Venegas and City Clerk Julia Fritz

Absent: Councilmember Mary Solorio

It was noted, Councilmember Solorio notified staff in advance of the meeting that due to an illness she would not be able to attend the meeting.

**TELECONFERENCING REQUESTS/DISCLOSURE**

No requests considered.

**PLEDGE OF ALLEGIANCE**

Led by City Clerk Julia Fritz

**APPROVAL OF AGENDA**

Motion by Councilmember Fajardo, seconded by Vice Mayor Mendoza to approve the agenda as amended to continue the public hearing to the next regular meeting. The motion carried unanimously.

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**PRESENTATIONS**

- A. PRESENTATION OF CERTIFICATES OF RECOGNITION TO RETIRING SAN FERNANDO RESERVE POLICE OFFICERS FOR THEIR SERVICE TO THE COMMUNITY
- B. PRESENTATION OF A CERTIFICATE OF APPRECIATION TO CAROLYN LEMOS-URQUIDEZ FOR THE HEALTH & WELLNESS COMMUNITY FAIR

**PUBLIC STATEMENTS**

Rochelle Silsbee, Government Relations Manager with Southern California Edison shared information on income quailed affordability programs.

**CONSENT CALENDAR**

Mayor Rodriguez requested to pull item 5 for discussion and Vice Mayor Mendoza requested to pull item 9 for discussion.

Motion by Councilmember Fajardo, seconded by Mayor Rodriguez to approve Consent Calendar Item Nos. 1 through 8 and Nos. 10, 11 and 12:

- 1) CONSIDERATION TO ADOPT RESOLUTION NO. 23-112 APPROVING THE WARRANT REGISTER OF NOVEMBER 20, 2023
- 2) CONSIDERATION TO ADOPT A RESOLUTION AUTHORIZING SUBMITTAL OF A GRANT APPLICATION TO THE OUTDOOR EQUITY GRANT PROGRAM
- 3) CONSIDERATION TO INCREASE THE CAPITAL PROJECT BUDGET FOR THE UPPER RESERVOIR REPLACEMENT PROJECT AND APPROVAL OF RELATED AMENDMENTS TO THE CONSTRUCTION AND CONSTRUCTION MANAGEMENT AGREEMENTS
- 4) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF THE NOTICE OF COMPLETION FOR RESERVOIR 2A/5 SITE IMPROVEMENT PROJECT, JOB NO. 7611, PLAN NO. P-738
- 5) RECEIVE AND FILE AN UPDATE ON WATER TREATMENT PROJECTS AND RE-APPROPRIATE STATE GRANT FUNDS TO COVER THE COST OF IMPORTING WATER WHILE COMPLETING CURRENT WATER TREATMENT PROJECTS
- 6) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO SUSAN SAXE-CLIFFORD AND ASSOCIATES TO PROVIDE PSYCHOLOGICAL, FITNESS FOR DUTY, AND CONCEALED CARRY WEAPON LICENSE EVALUATIONS
- 7) CONSIDERATION TO ADOPT A RESOLUTION TO ESTABLISH CONCEALED CARRY WEAPON LICENSING FEES

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- 8) CONSIDERATION TO ACCEPT THE BOARD OF STATE AND COMMUNITY CORRECTIONS FISCAL YEAR 2023 OFFICER WELLNESS AND MENTAL HEALTH GRANT
  
- 10) CONSIDERATION TO ACCEPT CALIFORNIA AUTOMATED PERMIT PROCESSING PROGRAM FUNDS AND ADOPT A RESOLUTION APPROPRIATING THE FUNDS; AND TO APPROVE A THIRD AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH EDGESOFT, INC., TO INTEGRATE AUTOMATIC SOLAR PERMITS WITH THE CITY'S ACTIVITY INFORMATION MANAGEMENT SYSTEMS
  
- 11) CONSIDERATION TO ADOPT A RESOLUTION AMENDING THE FISCAL YEAR 2023-2024 SALARY PLAN TO IMPLEMENT CHANGES IN THE MINIMUM WAGE AND THE SAN FERNANDO POLICE OFFICERS' ASSOCIATION MEMORANDUM OF UNDERSTANDING
  
- 12) CONSIDERATION TO ADOPT A RESOLUTION TO APPROPRIATE SPECIFIED GRANT FUNDS FOR \$5,000,000 FROM THE 2022-2023 CALIFORNIA STATE BUDGET TO THE CITY OF SAN FERNANDO FOR A ONE-TIME GRANT TO THE BOYS & GIRLS CLUB OF SAN FERNANDO VALLEY

The motion carried, with Councilmember Solorio absent.

**Item pulled for discussion**

- 9) CONSIDERATION TO AWARD A MASTER SERVICES AGREEMENT TO FLOCK SAFETY FOR THE INSTALLATION OF FIXED AUTOMATED LICENSE PLATE READERS

Police Chief Valdez responded to Councilmember inquiries.

Councilmembers discussed concerns related to seeking community feedback, questioned if a presentation was brought forward to the Transportation and Public Safety Commission for comments and questioned where the applicable attachments to the contract agreement reflecting the cooperative purchasing agreement.

Motion by Vice Mayor to approve, as amended subject to the inclusion of the Cobb County Cooperation Purchase agreement attachments. Vice Mayor Mendoza rescinded her motion.

Councilmembers directed staff to present information about the program and functions of the Flock Safety Fixed Automated License Plate Reader cameras to various community groups, the Business Watch meeting and to the Transportation and Public Safety Commission to receive public/community engagement comments; and staff to return to the next City Council meeting with a summary of the community outreach/feedback as well as to include the full contract agreement with all related attachments associated with the cooperative purchasing agreement.

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**PUBLIC HEARING**

- 13) A PUBLIC HEARING TO CONSIDER APPROVAL OF FIRST READING OF AN ORDINANCE INCREASING THE MONTHLY COMPENSATION RECEIVED BY CITY COUNCILMEMBERS PURSUANT TO GOVERNMENT CODE SECTIONS 36516 AND 36516.5; AND CONSIDERATION TO ADOPT A RESOLUTION ESTABLISHING A CITY COUNCIL BENEFITS AND REIMBURSEMENT PLAN ***(ITEM CONTINUED TO THE NEXT REGULAR MEETING OF DECEMBER 4, 2024)***

Under Approval of Agenda, motion by Councilmember Fajardo, seconded by Vice Mayor Mendoza to continue the public hearing in order to include all Councilmembers being present for consideration, to the next regular City Council meeting.

**ADMINISTRATIVE REPORTS**

Under Approval of Agenda, motion by Councilmember Fajardo, seconded by Vice Mayor Mendoza to pull Administrative Report Item No. 14 to the next and 15 from consideration on the agenda.

- 14) DISCUSSION AND CONSIDERATION TO APPROVE A SECOND AMENDMENT TO THE AGREEMENT FOR CITY ATTORNEY SERVICES WITH OLIVAREZ MADRUGA LAW ORGANIZATION, LLP
- 15) Discussion of Community Advisory Committee and Any Other Matters Related to the Downtown Master Plan
- 16) Discussion and Consideration to No Longer Read Written Public Comments During the Public Comment Period of City Council and Commission Meetings and Update All Procedures, As Necessary

Vice Mayor Mary Mendoza presented the staff report. By consensus, the City Council directed staff to revert back to the noon deadline to receive emailed public comments and those public comments would be forwarded to Councilmembers shortly after the deadline in order to allow adequate time for review; and that those emailed public comments will no longer be read during the Council meeting.

**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**

City Clerk Fritz had no updates to report.

Director of Recreation and Community Services Venegas provided updates regarding recreation and community services programming including details on the upcoming Tree Lighting event.

Director of Community Development Ramirez mentioned a new Community Preservation Officer starting on December 4, 2024.

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Director of Finance Melton had no updates to report. water and sewer bills.

Deputy City Manager/Economic Development Kith commented on videography planned at an upcoming Council meeting where video only portions will be featured in the City’s 2023 Annual Video and announced the upcoming grand opening event of the City’s Business and Community Resource Center.

Police Chief Valdez commented on the police presence at the upcoming Tree Lighting event.

City Manager Kimball announced the City Hall will be closed to the public during the week of December 25 – December 29 and staff will be working in preparation of the upcoming records destruction event, recommended that the City Council meeting of January 2, 2024 be cancelled, and announced Assistant to the City Manager’s sons birth.

**GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES**

Councilmember Fajardo spoke about the Community Advisory Committee for the Downtown Master Plan and extended congratulations to Mayor Rodriguez regarding her candidacy for Assemblymember for Assembly District 43 in the March 5, 2024 election.

Vice Mayor Mendoza had no comments.

Mayor Rodriguez recognize staff for their work, spoke about the tree lighting event and the Celebration of life event for formal Councilmember Cindy Montañez.

**ADJOURNMENT (7:59 p.m.)**

Mayor Rodriguez adjourned the meeting to the next regular meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the November 28, 2023, Adjourned Regular meeting as approved by the San Fernando City Council.

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Julia Fritz, CMC  
City Clerk