



SAN FERNANDO

MAYOR VACANT
VICE MAYOR MARY MENDOZA
COUNCILMEMBER JOEL FAJARDO
COUNCILMEMBER MARY SOLORIO
COUNCILMEMBER VICTORIA GARCIA

CITY OF SAN FERNANDO CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 6:00 PM
MONDAY, DECEMBER 9, 2024

CITY HALL COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CA 91340

Please visit the City's YouTube channel to live stream and watch previously recorded City Council meetings, which is also available with Spanish subtitles at: <https://www.youtube.com/c/CityOfSanFernando>

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 in-person translation services, or other services please call the City Clerk Department at (818) 898-1204 or email at cityclerk@sfcity.org at least 2 business days prior to the meeting.

SPECIAL MEETING - PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

Live stream with audio and video, via YouTube, at: <https://www.youtube.com/c/CityOfSanFernando>

SUBMIT PUBLIC COMMENT IN PERSON

Members of the public may provide comments in person in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the City Clerk.

SUBMIT PUBLIC COMMENT VIA EMAIL

Members of the public may submit comments **by email** to cityclerk@sfcity.org no later than **12:00 p.m. the day of the meeting**, to ensure distribution to the City Council prior to consideration of the agenda. Comments received via email will be distributed to the City Council and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

Members of the public may **call-in between 6:00 p.m. and 6:15 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Mayor. Note: This is audio only and no video.

SAN FERNANDO CITY COUNCIL

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Call-in Telephone Number: (669) 900-6833

Meeting ID: 833 6022 0211

Passcode: 924965

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes.

CALL TO ORDER SPECIAL MEETING 6:00 P.M.

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

Recommend consideration of requests received for remote teleconference meeting participation made by members of the City’s legislative bodies, as permitted under the provisions of Assembly Bill (AB) 2449, Government Code Section 54953, and the City of San Fernando adopted Resolution No. 8215, effective March 1, 2023.

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF SPECIAL MEETING AGENDA

Recommend 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.

PRESENTATIONS

- A. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO FRED FLORES, PRESIDENT AND FOUNDER OF THE SAN FERNANDO VALLEY VETERANS DAY PARADE IN HONOR OF THE MONTH OF NOVEMBER AS NATIONAL VETERANS AND FAMILIES MONTH

DECORUM AND ORDER

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Members of the public 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.

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PUBLIC STATEMENTS

Members of the public **may provide comments in person in the City Council Chambers** during the Public Comments section of the Agenda by submitting a comment card to the City Clerk.

Members of the public may submit comments by email to cityclerk@sfcity.org no later than **12:00 p.m. the day of the meeting** to ensure distribution to the City Council and made part of the official public record of the meeting.

Members of the public may provide **a live public comment by calling in between 6:00 p.m. and 6:15 p.m. CALL-IN INFORMATION: Telephone Number: (669) 900-6833; Meeting ID: 833 6022 0211; Passcode: 924965**

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 ADOPT A RESOLUTION AMENDING FISCAL YEAR 2024-2025 SALARY PLAN TO IMPLEMENT CHANGES TO THE CITY COUNCIL MONTHLY COMPENSATION EFFECTIVE JANUARY 1, 2025

Recommend that the City Council:

- a. Adopt Resolution No. 8356 amending the Fiscal Year 2024-2025 Salary Plan to implement changes to City Council monthly Compensation; and
- b. Authorize the City Manager to make non-substantive corrections and execute all related documents.

ADMINISTRATIVE REPORTS

2) CONSIDERATION TO ADOPT A RESOLUTION RECITING THE FACT OF THE CITY'S NOVEMBER 5, 2024 GENERAL MUNICIPAL ELECTION AND DECLARING THE RESULTS OF THE SAME

Recommend that the City Council adopt Resolution No. 8355 reciting the fact of the City's November 5, 2024 General Municipal Election and declaring the results of the same.

3) PRESENTATION OF CERTIFICATES OF ELECTION AND ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY ELECTED OFFICIALS

The City Clerk will present Certificates of Election and administer the Oath of Office to newly elected officials: Victoria Garcia and Patty Lopez.

SAN FERNANDO CITY COUNCIL

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4) ANNUAL REORGANIZATION OF THE CITY COUNCIL FOR THE SELECTION OF MAYOR AND VICE MAYOR

Recommend that the City Council proceed with the annual reorganization for the selection of Mayor and Vice Mayor and follow the procedure outlined in the City Council Procedural Manual.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

RECESS TO CLOSED SESSION

A) CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO G.C. §54957.6:

Designated City Negotiators: City Manager Nick Kimball

Employees and Employee Bargaining Units:

San Fernando Management Group (SEIU, Local 721)

San Fernando Public Employees' Association (SEIU, Local 721)

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association

San Fernando Part-Time Employees' Bargaining Unit (SEIU, Local 721)

All Unrepresented Employees

RECONVENE AND REPORT OUT FROM CLOSED SESSION

ADJOURNMENT

The meeting will adjourn to its next regular meeting on January 6, 2024.

AFFIDAVIT OF POSTING

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

Dated: _____ at: _____

Signed By: _____

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. 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. 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 or cityclerk@sfcity.org at least 48 hours prior to the meeting.

Special Meeting

San Fernando City Council

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AGENDA REPORT

To: Vice-Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Erica Melton, Director of Administrative Services
Sergio Ibarra, Personnel Manager

Date: December 9, 2024

Subject: Consideration to Adopt a Resolution Amending Fiscal Year 2024-2025 Salary Plan to Implement Changes to the City Council Monthly Compensation Effective January 1, 2025

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8356 (Attachment "A") amending the Fiscal Year (FY) 2024-2025 Salary Plan to implement changes to the City Council Monthly Compensation; and
- b. Authorize the City Manager to make non-substantive corrections and execute all related documents.

BACKGROUND:

1. On April 3, 2000, the City Council adopted Ordinance No. 1515, increasing compensation to \$579.06 per month. The effective date of this ordinance was March 13, 2001.
2. On June 20, 2023, the City Council adopted Resolution No. 7973, which provided increases to wellness reimbursement, technology reimbursement and automobile allowance benefits for Executive Management Staff. Per the Salary Plan, these changes were also applicable to City Councilmembers.
3. On September 18, 2023, staff was directed to return to the City Council with an ordinance to evaluate the monthly compensation received by the City Councilmembers.
4. On December 4, 2023, a public hearing was conducted and the City Council adopted Ordinance No. 1720 (Attachment "B") approving increasing the monthly compensation received by City Councilmembers pursuant to Government Code Sections 36516 and 36516.5 to \$950.00 per month with the full amount of the increase being phased-in as follows; City

Consideration to Adopt a Resolution Amending Fiscal Year 2024-2025 Salary Plan to Implement Changes to the City Council Monthly Compensation Effective January 1, 2025

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Councilmembers will receive \$764.53 per month effective January 1, 2025, and will then receive the full \$950.00 per month effective January 1, 2026.

5. On July 1, 2024, the City Council approved the Fiscal Year (FY) 2024-2025 Adopted Budget (Resolution No. 8318) and Salary Plan (Resolution No. 8316).

ANALYSIS:

The adoption of a salary plan that includes elected officials' compensation is essential for a public entity to ensure transparency, accountability, and public trust. By formally establishing elected official compensation within the same framework used for other employees, the City demonstrates fairness and consistency in its approach to compensation. It provides a clear, documented process that aligns with legal requirements and promotes public awareness of how taxpayer dollars are allocated.

CalPERS regulations and State Law requires that the City adopt a Citywide Salary schedule that outlines all City position and their salaries. If adopted the City Council Resolution would update the Citywide Salary schedule with the new monthly compensation for City Councilmembers to \$764.53 effective January 1, 2025. According to Ordinance No. 1720 (Attachment "B"), the City Council Compensation would be raised as follows:

- Effective January 1, 2025: \$764.53 (Monthly)
- Effective January 1, 2026: \$950.00 (Monthly)

In order to implement the changes to the City Council Compensation it is necessary to amend the FY 2024-2025 Salary Plan to reflect the new monthly wages, which is \$764.53, effective January 1, 2025, and are reflected in Resolution No. 8356 (Attachment "A").

Approval of the amended Salary Plan is necessary to comply with the CalPERS and State laws requiring that the City have a Citywide Salary Schedule for all positions, as well as to implement the provisions in Ordinance No. 1720.

BUDGET IMPACT:

The total additional cost of the changes in the City Council monthly compensation increase for FY 2024-2025, from January 1, 2025 through June 30, 2025, is approximately \$5,564. Sufficient funds are included in the FY 2024-2025 Adopted Budget to cover the cost of this increase.

Consideration to Adopt a Resolution Amending Fiscal Year 2024-2025 Salary Plan to Implement Changes to the City Council Monthly Compensation Effective January 1, 2025

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CONCLUSION:

It is recommended that the City Council adopt Resolution No. 8356 (Attachment “A”) amending the Fiscal Year (FY) 2024-2025 Salary Plan to implement changes to the City Council Monthly Compensation; and authorize the City Manager to make non-substantive corrections and execute all related documents.

ATTACHMENT:

- A. Resolution No. 8356
- B. Ordinance No. 1720

RESOLUTION NO. 8356

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING PORTIONS OF RESOLUTION NO. 8316,
ADOPTED JULY 1, 2024, AMENDING THE SALARY PLAN FOR CITY
COUNCILMEMBERS**

WHEREAS, Government Code Section 36516 allows city councilmembers to be paid a monthly salary for their service on the city council, commissions, committees, boards, authorities and other similar bodies; and

WHEREAS, on December 11, 2023, the City Council enacted Ordinance No. 1720 amending Section 2-31 (Council Members – Salary) of Division 1 (Generally), Article II (City Council), Chapter 2 (Administration) of the San Fernando Municipal Code regarding Councilmember compensation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: That that portion of Section 2 of Resolution No. 8316, adopted July 1, 2024, as amended, be further amended by deleting "Compensation for Council Members" on page 12, and replacing it with the following:

(D) COMPENSATION FOR COUNCIL MEMBERS

The members of the City Council shall be paid compensation in the amount as stated below:

- Effective July 1, 2024 – December 31, 2024: \$579.06 per month
- Effective January 1, 2025 – June 30, 2025: \$764.53 per month

For other benefits applicable to Councilmembers, please refer to Section 3(l) below.

SECTION 2: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this 9th day of December, 2024.

Mary Mendoza, Vice Mayor of the
City of San Fernando, California

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8356, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 9th day of December 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this ____ day of December, 2024.

Julia Fritz, City Clerk

ORDINANCE NO. 1720**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO
AMENDING SECTION 2-31 (COUNCIL MEMBERS – SALARY) OF DIVISION 1
(GENERALLY), ARTICLE II (CITY COUNCIL), CHAPTER 2 (ADMINISTRATION)
OF THE SAN FERNANDO MUNICIPAL CODE REGARDING COUNCIL
MEMBER COMPENSATION**

WHEREAS, Government Code Section 36516 allows city council members to be paid a monthly salary for their service on the city council, commissions, committees, boards, authorities and other similar bodies; and

WHEREAS, as of the approval of this Ordinance, Government Code Section 36516 sets the baseline Councilmember salary for municipalities with a population of 35,000 or less at \$300 per month and provides that the salary amount may be increased above the baseline sum of \$300 by an amount that may not exceed 5% per calendar year for the operative date of the last adjustment of the salary in effect (Govt. Code Section 36516(a)(2)(A) and (4)); and

WHEREAS, Government Code Section 36516.5 provides a change in compensation does not apply to a council member during the council member's term of office but does not prevent the adjustment of all council member's salaries when council members serve staggered terms once one or more members become eligible for a salary increase by virtue of such council member(s) beginning a new term of office; and

WHEREAS, the salary paid to members of the San Fernando City Council ("City Council") was last adjusted by Ordinance No. 1515 on April 3, 2000 with the newly adjusted rate of \$579.06 taking effect on March 13, 2001;

WHEREAS, Government Code Section 36516(a)(4) currently allows, the City Council's salary to be increased by a cumulative percentage equal to five percent (5%) multiplied by the number of years since the effective date of the last adjustment to the City Council: 5% multiplied by 22 years;

WHEREAS, under the current salary increase formula the City Council may, but is not required to, increase the monthly City Council salary to as much \$1,216.02 (i.e., 5% multiplied by 22 years multiplied by \$579.06); and

WHEREAS, the City Council wishes to increase the current monthly compensation but not by the full amount otherwise permitted under Government Code Section 36516 and further wishes to phase in its receipt of the full amount of the contemplated increase.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The facts set forth in the recitals above are true and correct and incorporated herein by reference.

SECTION 2. Section 2-31 (Council members – Salary) of Division 1 (Generally) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code is hereby amended in its entirety as follows:

2-31. Council members – Salary.

- (a) Pursuant to Government Code §36516, each member of the city council shall receive as salary in the sum of \$950 per month, with such adjustments as maybe permitted from time to time by State law. Such salaries shall be payable in the same manner as the salaries that are paid to other officers and employees of the city. The salaries prescribed in this section are exclusive of any amounts payable to each member of the council as reimbursement for actual and necessary expenses incurred in the performance of official duties of the city.*
- (b) In compliance with Government Code §36516.5, the monthly salary amount of \$950 will take effect January 1, 2025 (the “Effective Date”), following the City of San Fernando’s General Municipal Election of November 5, 2024. Until the Effective Date, City Council member compensation shall remain at \$579.06 per month as approved by prior ordinance. The foregoing notwithstanding, it is further provided that City Council members’ receipt of the full amount of the increased monthly salary shall be phased-in as follows: From January 1, 2025, to December 31, 2025, Council members shall receive a salary amount of \$764.53 per month. Effective January 1, 2026, Council member shall receive the full salary amount of \$950 per month until such time as that amount is further adjusted by City Council ordinance in compliance with Government Code §36516 and Government Code §36516.5.*


SECTION 3. **Severability.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional. This Ordinance supersedes any previously approved resolution of the City Council set or attempting to set the monthly compensation of City Council members.

SECTION 4. Publication. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within fifteen (15) days after its adoption.

SECTION 5. Effective Date/Operative Date. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in a newspaper of general circulation within fifteen (15) days after its adoption. This Ordinance shall become effective thirty (30) days after a second reading and adoption.

SECTION 6. The City Clerk is directed to forward without delay to the County of Los Angeles Board of Supervisors and to the County of Los Angeles Registrar/Recorder/ County Clerk, each a certified copy of this Ordinance.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this 11th day of December, 2023.



Celeste T. Rodriguez, Mayor of the City of
San Fernando, California

ATTEST:



Julia Fritz, City Clerk

APPROVED AS TO FORM:



Richard A. Padilla, Assistant City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1720 which was introduced on December 4, 2023 and adopted by the City Council of the City of San Fernando, California at a adjourned regular meeting thereof held on the 11th day of December, 2023, by the following vote of the City Council:

AYES: Solorio, Fajardo, Mendoza - 3

NAYS: None

ABSENT: Rodriguez - 1

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 9th day of January, 2024.



Julia Fritz, City Clerk

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AGENDA REPORT

To: Vice Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julia Fritz, City Clerk

Date: December 9, 2024

Subject: Consideration to Adopt a Resolution Reciting the Fact of the City's November 5, 2024 General Municipal Election and Declaring the Results of the Same

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8355 (Attachment "A") reciting the fact of the City's November 5, 2024 General Municipal Election and declaring the results of the same.

BACKGROUND:

1. On July 1, 2024, the City Council adopted Resolution No. 8314 (Attachment "B") calling for, and giving notice of, the City of San Fernando's November 5, 2024 General Municipal Election and consolidating the election with the Los Angeles County Registrar-Recorder/County Clerk ("County") administered Statewide General Election.
2. On November 5, 2024, the General Municipal Election was held and semi-official results were tabulated. The Los Angeles County Registrar-Recorder/County Clerk (RR/CC) continued counting ballots during the Official Election Canvass period and ended on November 26, 2024.
3. On December 4, 2024, the City Clerk received the Certificate of the Canvass of the Election Returns and Official Statement of Votes Cast (Exhibit "A" of Attachment "A"), completed and certified by the County for the November 5, 2024, General Municipal Election. The Certificate of the Canvass of Election Returns identifies the candidates for elective office of the City who have been elected to the City Council by San Fernando voters.

ANALYSIS:

For the November 5, 2024 General Election, registered voters in the City of San Fernando had the opportunity to elect two (2) Councilmembers of the five-member City Council for a full term of four (4) years each. The two (2) Councilmember seats were occupied by incumbents Celeste T. Rodriguez and Victoria Garcia.

Consideration to Adopt a Resolution Reciting the Fact of the City's November 5, 2024 General Municipal Election and Declaring the Results of the Same

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Upon delivery of the Certificate of the Canvass of the Election Returns received by Los Angeles County Registrar-Recorder/County Clerk, the City Clerk is required to certify the results to the City Council, pursuant to the California Elections Code Section 10262(b). In turn, the City Council, as required by Elections Code Section 10263, must meet to declare the results of the election. As soon as the result of the election is declared by the City Council, the City Clerk must enter in its records a statement of the election results. Thereafter, the City Clerk must deliver a Certificate of Election to each person elected and administer the Oath of Office to each elected official, per Elections Code Section 10265.

BUDGET IMPACT:

The Fiscal Year 2024-2025 City Budget includes \$60,000 as an approved budget enhancement towards the cost of the November 5, 2024 General Municipal Election.

CONCLUSION:

It is recommended that the City Council move to adopt Resolution No. 8355 reciting the fact of the November 5, 2024 General Municipal Election and declaring the results of the same.

ATTACHMENTS:

- A. Resolution No. 8355, including:
 - Exhibit "A": Certificate of the Canvass of the Election Returns and Official Statement of Votes Cast
- B. Resolution No. 8314

RESOLUTION NO. 8355

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION
ON TUESDAY, NOVEMBER 5, 2024, DECLARING THE RESULTS AND SUCH
OTHER MATTERS AS PROVIDED BY LAW**

WHEREAS, at its regular meeting of July 1, 2024, the City Council of the City of San Fernando ("City Council") approved Resolution No. 8314 which called for a General Municipal Election to be held on November 5, 2024 ("City Election"); and

WHEREAS, the City of San Fernando (the "City") conducted the City Election on Tuesday, November 5, 2024 which was consolidated with the Los Angeles County Registrar-Recorder/County Clerk ("County") administered Statewide Presidential Primary Election held on the same day; and

WHEREAS, notice of the City Election was given in time, form and manner as provided by law; the candidates were nominated to fill the vacancy as provided by law; that voting precincts were properly established; that election officers were appointed and that in all respects the City Election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form, and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

WHEREAS, the City Election was conducted for the purpose of electing two (2) members of the City Council for the full term of four years each.

WHEREAS, pursuant to Elections Code Section 15300 et seq., the County Registrar canvassed the returns of the City Election and has certified the results and issued a Certificate of Canvass of the Election Returns, which is attached hereto as **Exhibit "A"** and is incorporated by this reference as though fully set forth herein.

WHEREAS, pursuant to Elections Code Section 10263, upon completion of the canvass and before installing new officers, the City Council must adopt a Resolution reciting the fact of the City Election and declaring the person for whom the highest number of votes were cast for the Councilmember office.

BASED UPON THE ABOVE RECITALS, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The Recitals stated above are true and correct and incorporated herein by this reference.

SECTION 2. On November 5, 2024, the City undertook a General Municipal Election which was administered by the County Registrar.

SECTION 3. On December 4, 2024, the County Registrar issued a Certificate of Canvass of the Election Returns for the City Election (hereinafter, the “Canvass”). A true and correct copy of the Canvass is attached hereto as **Exhibit “A”** and is incorporated by this reference as though fully set forth herein. In satisfaction of Elections Code Section 10264, the City Council hereby adopts the findings, calculations, and determinations of the Canvass as it relates to the City General Election, including: (1) the number of ballots cast in the City; (2) the names of the persons voted for; (3) for what office each person was voted for; (4) the number of votes given at each precinct to each person; and (5) the total number of votes given to each person.

SECTION 4. At its November 5, 2024 General Municipal Election, two (2) of the City Council’s five (5) seats were up for election for the full four-year term, due to expire in November 2028. Incumbent Councilmembers were Celeste T. Rodriguez and Victoria Garcia. The names of the persons voted for at the City’s General Election for Member of the City Council, were as follows: Patty Lopez, Victoria Garcia, Sean M. Rivas, Sylvia Ballin and Jason D. Strickler.

SECTION 5. The City Council does declare and determine that Victoria Garcia and Patty Lopez are elected as Members of the City Council to fill two (2) Councilmember seats for a full four-year term each, expiring in November 2028. Victoria Garcia received the most votes with 2,850; Patty Lopez received the second most votes with 2,247; Sean M. Rivas received the third most votes with 2,138; Sylvia Ballin received the fourth most votes with 1,571; and Jason D. Strickler received the fifth most votes with 1,080.

SECTION 6. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 7. Pursuant to Elections Code Section 10265, the City Clerk shall immediately sign and deliver to each person elected a Certificate of Election and administer to each person elected the oath of office prescribed in the Constitution of the State of California.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at the meeting held on the 9th day of December 2024.

Mary Mendoza, Vice Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8355 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a special meeting thereof held on the 9th day of December, 2024, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of December, 2024.

Julia Fritz, City Clerk

ATTACHMENT "A"

RES. NO. 8355

EXHIBIT "A"

**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

CERTIFICATE OF CANVASS OF THE ELECTION RETURNS

AND

OFFICIAL STATEMENT OF VOTES CAST



Los Angeles County Registrar-Recorder/County Clerk

CERTIFICATE OF THE CANVASS

OF THE ELECTION RETURNS

I, **DEAN C. LOGAN**, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I canvassed the returns of the votes cast for each elective office and/or measure(s) for

San Fernando City

at the General Election, held on the 5th day of November, 2024.

I **FURTHER CERTIFY** that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 3rd day of December 2024.

Dean C. Logan
DEAN C. LOGAN

Registrar-Recorder/County Clerk
County of Los Angeles

SAN FERNANDO CITY GENERAL MUNICIPAL ELECTION Member of the City Council

RES. NO. 8355

EXHIBIT "A"

FINAL OFFICIAL V2
STATEMENT OF VOTES CAST
BY PRECINCT

Location	Registration	Ballots Cast	PATTY LOPEZ	VICTORIA GARCIA	SEAN RIVAS	SYLVIA BALLIN	JASON D STRICKLER							
SAN FERNANDO - 6050005A		418	129	192	109	62	52							
VOTE BY MAIL SERIAL 0679		793	277	301	242	177	117							
TOTAL	2,241	1,211	406	493	351	239	169							
SAN FERNANDO - 6050009A		360	112	150	87	63	41							
VOTE BY MAIL SERIAL 7080		716	206	277	220	171	119							
TOTAL	1,906	1,076	318	427	307	234	160							
SAN FERNANDO - 6050012A		369	110	154	119	60	49							
VOTE BY MAIL SERIAL 0680		883	253	344	282	208	154							
TOTAL	2,094	1,252	363	498	401	268	203							
SAN FERNANDO - 6050016A		754	266	305	204	146	92							
VOTE BY MAIL SERIAL 0681		1,264	407	478	378	287	211							
TOTAL	3,531	2,018	673	783	582	433	303							
SAN FERNANDO - 6050020A		550	168	247	127	91	55							
VOTE BY MAIL SERIAL 0682		1,137	319	402	370	306	190							
TOTAL	2,723	1,687	487	649	497	397	245							

SAN FERNANDO CITY GENERAL MUNICIPAL ELECTION Member of the City Council

RES. NO. 8355

EXHIBIT "A"

FINAL OFFICIAL V2
STATEMENT OF VOTES CAST
BY PRECINCT

Location	Registration	Ballots Cast
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PATTY LOPEZ

VICTORIA GARCIA

SEAN RIVAS

SYLVIA BALLIN

JASON D
STRICKLER

PRECINCT TOTAL		2,451	785	1,048	646	422	289						
VBM TOTAL		4,793	1,462	1,802	1,492	1,149	791						
GRAND TOTAL	12,495	7,244	2,247	2,850	2,138	1,571	1,080						

RESOLUTION NO. 8314

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, (1) CALLING AND GIVING NOTICE OF THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION OF TWO CITY COUNCILMEMBERS; (2) REQUESTING CONSOLIDATION OF SUCH ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DAY; (3) REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO ISSUE INSTRUCTIONS TO THE REGISTRAR-RECORDER/COUNTY CLERK TO TAKE ANY AND ALL STEPS NECESSARY FOR THE HOLDING OF THE CONSOLIDATED ELECTION; AND (4) ADOPTING REGULATIONS PERTAINING TO CANDIDATE STATEMENTS

WHEREAS, under the provision of the laws relating to General Law cities in the State of California, a General Municipal Election of the City of San Fernando (the "City") shall be conducted on Tuesday, November 5, 2024, for the purpose of electing two (2) members of the City Council for the full term of four-years each; and

WHEREAS, it is desirable that said election be consolidated with the County-administered General Election to be held on the same date and that within the City the precincts, polling places, and election officers of the two elections be the same, and that the Registrar-Recorder/County Clerk of the County of Los Angeles ("County Registrar") canvass the returns of the City's General Municipal Election and that it be held in all respects as if it were part and parcel of the County-administered General Election; and

WHEREAS, it is necessary to secure the consent and order of the Board of Supervisors of the County of Los Angeles (the "Board of Supervisors") to effectuate such consolidation; and

WHEREAS, the City shall compensate the County Registrar for all necessary expenses incurred by the County in performing election services for the City; and

WHEREAS, the City Council approves the printing of the information for said election in the foreign languages requiring translation pursuant to the Voting Rights Act of 1965; and

WHEREAS, Elections Code Section 13307 provides that the City may adopt regulations pertaining to the recovery of certain costs associated with the printing, handling, translation, and mailing of candidate statements as filed with the elections officer; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The recitals above and findings therein are true and correct and incorporated into the body of this Resolution by this reference.

SECTION 2. That pursuant to the requirements of the laws of the State of California relating to General Law cities, the City Council hereby orders and calls a General Municipal Election to be held in the City of San Fernando, California on Tuesday, November 5, 2024, to be consolidated with the County-administered General Election to be held on the same day for the purpose of electing two (2) members of the City Council for the full term of four-years.

SECTION 3. Pursuant to the requirements of Section 10403 of the Elections Code, it is respectfully requested that the Board of Supervisors consent and agree to the consolidation of the City's General Municipal Election on Tuesday, November 5, 2024 with the County-administered election to be held on the same date.

SECTION 4. In connection with the County Registrar's administration of the City's November 5, 2024 General Municipal Election, the City further requests that the County Registrar be authorized and directed to: (a) review and verify vote by mail applications and signatures; (b) conduct registered voter verifications (including signature verifications) associated with the processing of any proposed General Municipal Election ballot measure; (c) provide the City with the appropriate election precinct data, to the extent required; (d) make available to the City such election facilities, ballot casting equipment and assistance as may be necessary to conduct the election in compliance with state law and the Board of Supervisor's approval; (e) canvass the election returns; (f) print and supply ballots for the election; (g) mail the City's sample ballots, including ballot measure question, arguments, rebuttals and impartial analysis; and (h) administer the City's General Municipal Election in all respects as if it were part and parcel of any other County Registrar administered election, implementing all such legally required or customarily employed measures and practices as may be necessary to conduct the election in a timely and legally compliant manner.

SECTION 5. The City shall reimburse the Country Registrar for any costs associated with the administration of said election upon presentation to the City of a properly approved bill.

SECTION 6. Pursuant to Section 13307 of the Elections Code, each candidate for elective office to be voted for at the City's November 5, 2024, General Municipal Election may prepare a candidate statement on a form acceptable to the County Registrar, as applicable, and made available through the City Clerk.

SECTION 7. Pursuant to Section 13307(c) of the California Elections Code, the governing body of the City of San Fernando authorizes the preparation of candidate statements for nonpartisan elective office for the purpose of electronic distribution. Candidates will prepare statements for electronic distribution pursuant to Section 13307(a) of the Elections Code. A statement prepared pursuant to this subdivision shall be posted on the internet website of the County Elections Official. Candidates shall provide payment of the requisite fee to cover the duties and procedures set forth in Sections 13307(b) and (d) of the Elections Code. Each candidate for any of the offices to be elected at the General Municipal Election to be conducted on November 5, 2024, who files a candidate statement shall concurrently deposit with the City Clerk an amount, as reasonably estimated by the City Clerk, to pay in advance his or her estimated pro rata share of the actual costs of printing and handling such candidate statements incurred by the City and/or the County Registrar at the time of filing such statement with the City Clerk. In

the event that the amount paid as a deposit by a candidate includes overpayment of actual costs incurred by the City and/or the County Registrar, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within thirty (30) days following the date of the election.

SECTION 8. Pursuant to Section 13307(a)(1) of the Elections Code candidate statements **may** include the following:

- (A) The name, age, and occupation of the candidate; and
- (B) A brief description of no more than 200 words of the candidate's education and qualifications as expressed by the candidate himself or herself.

SECTION 9. Pursuant to Elections Code Section 13307(a)(1), candidate statements **shall not** include the following:

- (A) The party affiliation of the candidate; or
- (B) References to membership or activity in partisan political organizations.

SECTION 10. All prospective candidates should be aware of the holding in *Dean v. Superior Court* (1998) 62 Cal.App.4th 638, which holds that a statement prepared by a candidate for inclusion in the voters' pamphlet **may not** include comments or statements concerning the qualifications (or alleged lack of qualifications) of one's opponents. Candidates, in an abundance of caution, should avoid making any reference to opponents in their candidate statements. Candidates should seek the advice of private legal counsel if unsure as to whether their candidate statement does or does not comply with applicable law before filing.

SECTION 11. The candidate statement shall be filed in typewritten form at the Office of the City Clerk at the time the candidate's nomination papers are filed. The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 12. Subject to any logistical constraints imposed by the County Registrar by virtue of consolidation, the City Clerk shall have translated (from the English to relevant foreign languages authorized under the Voting Rights Act of 1965) and printed in the voters' pamphlet only the candidate statements of those candidates who request such translation and printing at the time of filing of the candidate statements.

SECTION 13. No candidate for any elected office of the City shall be permitted to include additional materials in the voters' pamphlet and sample ballot package.

SECTION 14. The City Clerk shall provide each candidate or candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 15. The ballots to be used at the election shall be in form and content as required by law.

SECTION 16. The City Clerk is authorized, instructed and directed to coordinate with the County Registrar to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 17. The polls for the election shall be open at seven o'clock (7:00) a.m. of the day of the election and shall remain open continuously from that time until eight o'clock (8:00) p.m. of the same day when the polls shall be closed, pursuant to Elections Code Section 10242, except as provided in Section 14401 of the Elections Code.

SECTION 18. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 19. In the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County Registrar, the City Council, in accordance with Elections Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot (i.e., coin toss, draw straws, drawing of names).

SECTION 20. The City Clerk shall forward without delay, a copy of this Resolution to the appropriate public agency which shall be assisting the City with the conduct of its General Municipal Election.

SECTION 21. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED this 1st day of July, 2024.

DocuSigned by:

Celeste Rodriguez

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Celeste T. Rodriguez, Mayor of the City of San Fernando, California

ATTEST:

DocuSigned by:

Julia Fritz

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Julia Fritz, City Clerk

CERTIFICATION

I, Julia Fritz, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8314 which was approved and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 1st day of July, 2024, by the following vote of the City Council:

AYES: Garcia, Solorio, Mendoza, Rodriguez - 4

NAYS: None

ABSENT: Fajardo - 1

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 5th day of July 2024.

DocuSigned by:

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Julia Fritz, City Clerk

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PRESENTATION OF CERTIFICATES OF ELECTION AND ADMINISTRATION OF THE OATH OF OFFICE TO NEWLY ELECTED OFFICIALS

The City Clerk will present Certificates of Election and administer the Oath of Office to newly elected officials:

Victoria Garcia
Patty Lopez

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AGENDA REPORT

To: Vice Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julia Fritz, City Clerk

Date: December 9, 2024

Subject: Annual Reorganization of the City Council for the Selection of Mayor and Vice Mayor

RECOMMENDATION:

It is recommended that the City Council proceed with the annual reorganization for the selection of Mayor and Vice Mayor (Attachment “A”) and follow the procedure outlined in the City Council Procedural Manual (Attachment “B”).

BACKGROUND:

1. On May 4, 2015, the City Council adopted Resolution No. 7664, adding Section 11.1 to the City Council Procedural Manual (“Manual”) establishing the annual reorganization process for the selection of the Mayor and Vice Mayor.
2. On August 19, 2019, the City Council adopted Resolution No. 7916, amending Section 11.1 of the Manual to include the following roll call process:
 - d. City Clerk conducts a roll call vote and each Councilmember announces their vote for Mayor until a Mayor is elected by majority vote.
3. On December 4, 2023, the City Council proceeded with the annual reorganization for the selection of Mayor and Vice Mayor. The City Council, by consensus, agreed to retain Celeste Rodriguez as Mayor and Mary Mendoza as Vice Mayor until the annual reorganization following the November 5, 2024, General Election.

ANALYSIS:

The San Fernando City Council is composed of five (5) at-large Councilmembers directly elected by the voters in the City to serve overlapping four-year terms. The positions of Mayor and Vice Mayor are selected from members themselves to serve as Mayor and Vice Mayor for a term of one-year during an annual reorganization. This process allows the Council to decide which members will assume these leadership roles for the upcoming term.

Annual Reorganization of the City Council for the Selection of Mayor and Vice Mayor

Page 2 of 2

The annual reorganization occurs in December, pursuant to Government Code Section 36801 which states:

“The City Council shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Elections Code Sections 10262 and 10263 and, following the declaration of the election results and the installation of elected officials, choose one of its members as Mayor and one of its members as Mayor Pro Tempore.”

In those years in which a general municipal election is not held, the City Council shall choose a Mayor and Vice Mayor at a regular meeting in December. The terms of office of the Mayor and the Vice Mayor of the City Council shall be for one (1) year, or until their successors have been chosen.

The reorganization occurs in accordance with Section 11.1 of the City Council Procedural Manual (Attachment “A”). Any member of the City Council may make nominations, which must be seconded by another Councilmember for the office of Mayor and Vice Mayor. The City Clerk will conduct a roll call vote and each Councilmember will announce the name of the person they are voting for to serve as Mayor until one (1) member is elected by a majority of votes. The same process is then followed to elect the Vice Mayor.

The position of Mayor, previously held by former Councilmember Celeste T. Rodriguez, became vacant on December 2, 2024, following her election to the State Assembly. The position of Vice Mayor is presently held by Councilmember Mary Mendoza.

BUDGET IMPACT:

There is no budget impact associated with the City Council reorganization. This is included in the City Clerk’s regular work plan and, therefore, included in the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

It is recommended that the City Council proceed with their annual reorganization for the selection of Mayor and Vice Mayor (Attachment “A”) and follow the procedure outlined in the City Council Procedural Manual (Attachment “B”).

ATTACHMENT:

- A. City Council Procedural Manual – Reorganization
- B. Selection of Mayor and Vice Mayor Procedure

11. REORGANIZATION

11.1 SELECTION OF MAYOR AND VICE MAYOR

Pursuant to Government Code Section 36801 "The City Council shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Elections Code Sections 10262 and 10263 and, following the declaration of the election results and the installation of elected officials, choose one of its members as Mayor and one of its members as Mayor Pro Tempore." The terms of office of the Mayor of the City Council and Vice Mayor shall be for one year, or until their successors have been chosen. In those years in which a general municipal election is not held, the City Council shall choose a Mayor of the City Council and Vice Mayor at the first regular meeting in December. Nothing herein shall be deemed or construed to prohibit any person from serving any number of consecutive one-year terms in any office in this City.

The following procedure shall be used:

Election of Mayor:

Procedural Manual – City Council of the City of San Fernando 21

- a. City Clerk opens the nominations for the position of Mayor
- b. Nomination(s) is/are made for Mayor, and seconded
- c. Hearing no objections, motion to close nominations
- d. City Clerk conducts a roll call vote and each Councilmember announces their vote for Mayor until a Mayor is elected by majority vote
- e. City Clerk announces the results

Election of Vice Mayor: (City Clerk to follow steps a-e above)



ATTACHMENT "B"

CITY COUNCIL REORGANIZATION

San Fernando City Council Procedural Manual, Section 11. Reorganization

1. Election of Mayor:

- A. City Clerk opens the nominations for the position of Mayor
- B. Nomination(s) is/are made for Mayor, and seconded
- C. Hearing no objections, motion to close nominations
- D. City Clerk conducts a roll call vote in the order in which nominations are received until a Mayor is elected by majority vote
- E. City Clerk announces the results

2. Election of Vice Mayor:

- A. City Clerk opens the nominations for the position of Vice Mayor
- B. Nomination(s) is/are made for Vice Mayor, and seconded
- C. Hearing no objections, motion to close nominations
- D. City Clerk conducts a roll call vote in the order in which nominations are received until a Vice Mayor is elected by majority vote
- E. City Clerk announces the results

3. Council Changes Seats as Follows:

- A. Vice Mayor takes his/her seat at the Mayor's right side

4. City Council Comments/Remarks

5. Resume City Council Meeting