

**CITY OF SAN FERNANDO  
REGULAR AND SPECIAL JOINT MEETING  
CITY COUNCIL  
AND THE  
PLANNING AND PRESERVATION COMMISSION**

**MINUTES  
REGULAR AND SPECIAL JOINT MEETING – 6:00 P.M.  
MONDAY, SEPTEMBER 16, 2024**

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

**CALL TO ORDER/ROLL CALL – REGULAR MEETING**

Vice Mayor Mary Mendoza called the regular meeting to order at 6:00 p.m.

Present: Council: Vice Mayor Mary Mendoza, and Councilmembers Joel Fajardo (via teleconference), Mary Solorio, and Victoria Garcia

Staff: City Manager Nick Kimball, City Attorney Richard Padilla, Deputy City Manager/Economic Development Kanika Kith (remote), Director of Administrative Services Erica Melton, Director of Community Development Erika Ramirez, Director of Recreation and Community Services Julio Salcedo, and City Clerk Julia Fritz

Absent: Mayor Celeste T. Rodriguez

City Clerk Julia Fritz announced that the Mayor notified staff she would be recusing herself from all Downtown Master Plan related discussions as her residence is within 500 feet of the project area, and she would not be in attendance for tonight's meeting.

**TELECONFERENCING REQUESTS/DISCLOSURE**

Motion by Councilmember Solorio, seconded by Councilmember Garcia to approve Councilmember Joel Fajardo's teleconferencing request. The motion carried, with Mayor Rodriguez absent.

**PLEDGE OF ALLEGIANCE**

Led by City Clerk Julia Fritz

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**APPROVAL OF REGULAR AND SPECIAL JOINT MEETING AGENDA**

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve the agenda, as amended to move Agenda Item No. 13 prior to Agenda Item No. 12. The motion carried, with Mayor Rodriguez absent.

**PRESENTATIONS**

It was noted that the following presentations were postponed to the next regular City Council meeting.

- A. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING SEPTEMBER 15, 2024 THROUGH OCTOBER 15, 2024 AS NATIONAL HISPANIC HERITAGE MONTH
  
- B. PRESENTATION OF EDUCATION COMMISSION CERTIFICATE OF RECOGNITION FOR SEPTEMBER STUDENTS OF THE MONTH FOR POSITIVE ATTITUDE  
Olivia Martinez (Nueva Esperanza Charter Academy)  
Elena Robles (G3 Vaughn Next Century Learning)

**PUBLIC STATEMENTS**

None

**CONSENT CALENDAR**

Councilmember Garcia requested to pull Consent Calendar Item Nos. 4 and 6 for discussion.

Motion by Councilmember Garcia, seconded by Councilmember Fajardo to approve the Consent Calendar Items excluding Items No. 4 and 6:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
  - a. September 3, 2024 – Regular Meeting
  
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
  
- 3) UPDATES OF CITY COUNCIL APPROVED ENHANCEMENT/PROJECTS AND PRIORITIES
  
- 5) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES FOR THE CALIFORNIA STATE AND LOCAL CYBERSECURITY GRANT PROGRAM
  
- 7) RECEIVE AND FILE THE 2024 LOCAL TRANSACTION TAX ANNUAL REPORT FOR MEASURES “A” AND “SF”

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- 8) CONSIDERATION TO ACCEPT THE CALIFORNIA OFFICE OF TRAFFIC SAFETY SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT FUNDS TO SUPPORT SELECTIVE TRAFFIC ENFORCEMENT DETAILS; ACCEPT THE CALIFORNIA OFFICE OF TRAFFIC SAFETY TRAFFIC RECORDS IMPROVEMENT PROJECT FUNDS TO PURCHASE AND IMPLEMENT A NEW ELECTRONIC CRASH REPORTING SOLUTION; AND ADOPT RESOLUTIONS APPROPRIATING THE FUNDS
  
- 9) CONSIDERATION TO ADOPT A RESOLUTION ACCEPTING THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL ALCOHOL POLICING PARTNERSHIP GRANT FUNDS TO SUPPORT THE POLICE DEPARTMENT’S UNDER-AGE ALCOHOL PURCHASE PREVENTION PROGRAM, AND ADOPT A RESOLUTION TO APPROPRIATE THE FUNDS
  
- 10) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE SAN FERNANDO POLICE CIVILIANS’ ASSOCIATION; ADOPT A RESOLUTION AMENDING THE FISCAL YEAR 2024-2025 SALARY PLAN; AND ADOPT A RESOLUTION APPROVING JOB SPECIFICATIONS FOR COMMUNITY SERVICE OFFICER

The motion carried, with Mayor Rodriguez absent.

Councilmember Garcia stated that she would be abstaining from Consent Calendar Item No. 4 and Councilmember Fajardo mentioned he had questions pertaining to Item No. 4. City Manager Kimball suggested that Item No. 4 be tabled to the October 7, 2024 City Council meeting.

Motion by Councilmember Fajardo to table Item No. 4 to the October 7 meeting. Councilmember Garcia offered a friendly amendment to table Item No. 4 and No. 6 to the October 7 meeting and Councilmember Fajardo accepted the friendly amendment. Councilmember Solorio seconded the motion. The motion carried, with Mayor Rodriguez absent.

- 4) CONSIDERATION TO ADOPT A RESOLUTION UPDATING THE DESIGNATED POSITIONS TO THE CITY’S CONFLICT OF INTEREST CODE
  
- 6) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A LETTER OF COMMITMENT TO THE COUNTY OF LOS ANGELES AS A SUBRECIPIENT APPLICANT FOR THE FEDERAL DIGITAL EQUITY COMPETITIVE GRANT PROGRAM

The motion carried, with Mayor Rodriguez absent.

**ADMINISTRATIVE REPORTS**

- 11) CONSIDERATION TO APPOINT A PLANNING AND PRESERVATION COMMISSIONER

Councilmember Victoria Garcia presented the staff report.

Motion by Councilmember Garcia, seconded by Councilmember Solorio to appoint Fernando Diaz to the Planning and Preservation Commission. The motion carried, with Mayor Rodriguez absent.

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**ADMINISTRATIVE REPORTS**

13) DISCUSSION AND CONSIDERATION TO APPROVE A SECOND AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT

City Attorney Richard Padilla presented the staff report and responded to Councilmember questions.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve a Second Amendment to the City Manager Employment Agreement (Contract No. 1906(b)); and Authorize the Mayor to execute the Agreement. The motion carried, with Mayor Rodriguez absent.

The City Council recessed the regular meeting at 6:27 p.m. and reconvened at 6:37 p.m. to the Special Joint meeting of the City Council and Planning and Preservation Commission.

**CALL TO ORDER/ROLL CALL – SPECIAL JOINT CITY COUNCIL AND PLANNING AND PRESERVATION MEETING**

Vice Mayor Mary Mendoza called the Special Joint meeting to order at 6:37 p.m.

Present: Council: Vice Mayor Mary Mendoza, Councilmembers Joel Fajardo (via teleconference), Mary Solorio and Victoria Garcia

Commission: Chair Sean Rivas, Vice Chair Cecilia Martinez, Commissioners Francisco Solorio, Sylvia Ballin and Fernando Diaz

Staff: City Manager Nick Kimball, City Attorney Richard Padilla, Deputy City Manager/Economic Development Kanika Kith (remote), Director of Administrative Services Erica Melton, Director of Community Development Erika Ramirez, Director of Recreation and Community Services Julio Salcedo, and City Clerk Julia Fritz

Absent: Mayor Celeste T. Rodriguez

**PUBLIC HEARING – SPECIAL JOINT MEETING**

12) A JOINT PUBLIC HEARING TO DISCUSS EXISTING CONDITIONS ANALYSIS AND OUTREACH FINDINGS FROM PHASE 1 OF THE DOWNTOWN MASTER PLAN AND RECEIVE INPUT FOR PHASE 2

Vice Mayor Mendoza opened the public hearing.

City Manager Kimball was present to respond to Councilmember questions.

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Dudek representatives presented the staff report and responded to Councilmember questions.

Vice Mayor Mendoza called for public testimony.

Public comments were received by the following:

Bob Williamson  
Brent Bell  
John Espinoza  
Azeneth Martinez  
Dave Bernal  
Sonia Navarro  
Sergio Amalfitano  
Miguel Montañez

Vice Mayor Mendoza closed the public comment period.

Dudek representatives received comments from the Planning and Preservation Commission and the City Council regarding the Downtown Master Plan Phase 1 informational presentation.

The City Council continued the Special Joint Public Hearing to the next regular meeting of October 7, 2024.

**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES** None

**GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES** None

**ADJOURNMENT (8:44 p.m.)**

Vice Mayor Mendoza adjourned the Special Joint City Council and Planning and Preservation Commission meeting to the regular City Council meeting of October 7, 2024.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the September 16, 2024, Regular and Special Joint meeting of the City Council and the Planning and Preservation Commission and approved by the San Fernando City Council at the meeting of January 6, 2025.

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Julia Fritz, City Clerk