



SAN FERNANDO CITY COUNCIL
SPECIAL MEETING NOTICE AND AGENDA

APRIL 6, 2015 – 5:00 PM

CITY HALL – COMMUNITY MEETING ROOM
117 MACNEIL STREET
SAN FERNANDO, CA 91340

NOTICE IS HEREBY GIVEN that the San Fernando City Council will hold a Special Meeting on **Monday, April 6, 2015, at 5:00 p.m.**, in the Community Meeting Room, located at 117 Macneil Street, San Fernando, California.

CALL TO ORDER/ROLL CALL

Mayor Joel Fajardo
Mayor Pro Tem Sylvia Ballin
Councilmember Robert C. Gonzales
Councilmember Antonio Lopez
Councilmember Jaime Soto

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

PUBLIC STATEMENTS – WRITTEN/ORAL

There will be a three (3) minute limitation per each member of the audience who wishes to make comments in order to provide a full opportunity to every person who desires to address the City Council. Only matters contained in this notice may be considered.

SAN FERNANDO CITY COUNCIL

Special Meeting Notice and Agenda – April 6, 2015

Page 2 of 2

STUDY SESSION

1) CITY OF SAN FERNANDO COMMISSIONS, COMMITTEES, AND BOARDS

Recommend that the City Council provide staff with direction regarding the existing City's Commissions, Committees, and Boards.

RECESS TO CLOSED SESSION

- A) CONFERENCE WITH LABOR NEGOTIATOR
 G.C. §54957.6
 Designated City Negotiator: Brian Saeki, City Manager

Employees and Employee Bargaining Units that are the Subject of Negotiation:
 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 (SEIU, Local 721)
 San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)
 All Unrepresented Employees

RECONVENE/REPORT OUT FROM CLOSED SESSION

ADJOURNMENT

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

Elena G. Chávez, City Clerk

Signed and Posted: April 1, 2015 (6:30 p.m.)

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting in the City Clerk's Office. 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's Office 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 Web Site 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's Office at (818) 898-1204 at least 48 hours prior to the meeting.

Special Meeting

San Fernando City Council

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager
By: Chris Marcarello, Deputy City Manager/Public Works Director

Date: April 6, 2015

Subject: City of San Fernando Commissions, Committees, and Boards

RECOMMENDATION:

It is recommended that the City Council provide staff with direction regarding the existing City's Commissions, Committees, and Boards.

BACKGROUND:

Over the years, there have been several commissions, committees, and boards established by the City Council. A list of those commissions, committees, and boards has been attached to this staff report (Attachment "A"). A review of these advisory bodies are included for further discussion and City Council consideration.

ANALYSIS:

On November 3, 2014, this item was agendized and staff was directed to bring an analysis of commissions back to the City Council at a future meeting.

There are seven (7) appointed commissions that serve the City. Each commission is subject-matter specific and acts in an advisory role to the City Council. Most commission meetings occur after regular business hours and on a frequency schedule adopted by the City Council. As such, commission meetings require staff support (agenda preparation, reports, noticing, training, etc.) in order to ensure their successful operation. A summary of the commissions are listed below and described in further detail in Attachment "A".

City of San Fernando Commissions, Committees, and Boards

Page 2 of 4

Commission Name	Department Liaison
Cultural Arts	TBD
Education	City Clerk
Disaster Council	Public Works
Parks, Wellness, and Recreation	Parks and Recreation
Planning and Preservation	Community Development
Transportation and Safety	Public Works
Tree	Public Works

Recently, the concept of consolidating some City commissions was discussed due to some overlap in subject matter between existing commissions. After review by staff, it has been determined that some consolidation could be beneficial without impacting existing City operations. These items are briefly summarized below:

- Cultural Arts Commission

The Cultural Arts Commission was last discussed by the City Council in April 2009. At this time, the Council determined to table recruitment for commission members and re-evaluate commission goals and objectives.

Due to some overlap with parks and recreation functions (public gatherings, special events, etc.), it is feasible that this commission could be consolidated with the existing Parks, Wellness, and Recreation Commission.

- Education

The Education Commission meets quarterly to act as a liaison between local schools and the City. This commission offers an important forum for fostering communications with local schools.

No changes are recommended at this time.

City of San Fernando Commissions, Committees, and BoardsPage 3 of 4

- Disaster Council

The Disaster Council meets quarterly to discuss issues pertaining to emergency preparedness and public education for disaster situations. This commission offers an important forum for emergency preparedness planning.

No changes are recommended at this time.

- Parks, Wellness, and Recreation

The Parks, Wellness, and Recreation Commission meets regularly to discuss issues pertaining to community recreation, health/fitness, and parks/facility programming. This commission offers an important venue to encourage public participation in community recreation activities.

If elements from the Cultural Arts Commission were combined with this commission, the name of this commission could be amended to reflect these changes.

- Planning and Preservation

The Planning and Preservation Commission meets regularly to discuss issues pertaining to the preservation of historic community resources, land use planning, and development matters. This commission offers an important forum for reviewing and vetting community planning, growth, housing needs, and environmental issues.

No changes are recommended at this time.

- Transportation and Safety

The Transportation and Safety Commission meets monthly to discuss issues pertaining to traffic and pedestrian safety. This commission offers an important forum for reviewing traffic controls and other traffic calming issues.

No changes are recommended at this time.

- Tree

The Tree Commission meets as-needed to discuss issues pertaining to the management of the City's Urban Forest. Since many operational functions related to trees are handled administratively by the Public Works Department, this commission focuses on long-term urban forestry planning issues.

It is feasible that elements from the Tree Commission (i.e., street tree master planning and oak tree preservation) could be consolidated with the Planning and Preservation Commission.

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City of San Fernando Commissions, Committees, and BoardsPage 4 of 4

Based on the review of City Commissions, it is recommended that the City Council provide further direction related to changes, if any, to the commission structure or functions. Based on this direction, staff will draft appropriate changes to the City Municipal Code for the City Council's consideration at a future meeting.

BUDGET IMPACT:

None

ATTACHMENT:

A. San Fernando Commissions/Committees

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**CITY OF SAN FERNANDO
COMMISSIONS/COMMITTEES**

ATTACHMENT “A”

Updated: September 25, 2014

CULTURAL ARTS COMMISSION		
Municipal Code:	§2-426 Public application process – individuals to apply to and be chosen to represent one of the following areas:	
	<ul style="list-style-type: none"> ➤ Performing Arts- Theater and Dance ➤ Music ➤ Visual Arts/Public Arts ➤ Media Arts ➤ Art Education 	
	Priority preference will be given to individuals that live/work in the City.	
Council Action - April 6, 2009:	Table recruitment. Reevaluate duties and powers to be more in tune with goals and objectives.	
MEMBERS	DATE OF APPOINTMENT	AREA REPRESENTED
(Five Members – Currently Vacant)	-	-

DISASTER COUNCIL				
Municipal Code:	§26-91			
Composition:	Nine Members - <i>Specific Titles Italicized</i>			
Term of Office:	Two years (for Members No.s 5-9)			
Meetings:	Meets Quarterly (February, May, August, November) City Hall – Community Room			
Staff Contact:	Chris Marcarello, Deputy City Manager/Public Works Director			
Address & Phone:	San Fernando City Hall 117 Macneil Street, San Fernando, CA 91340 818/898-1222			
Chair:	Sylvia Ballin			
Vice-Chair:	Jesse H. Avila			
	MEMBERS	DATE OF APPOINTMENT	TERM EXPIRES	
1	<i>Mayor</i>	Sylvia Ballin	3/17/2014	-
2	<i>Councilperson Appointed by Mayor</i>	Jesse H. Avila	5/5/2014	-
3	<i>Asst. Dir. Of Emergency Services</i>	(Vacant)	-	-
4	<i>Coordinator of Emergency Services</i>	Nichole Hanchett	11/26/13	-
5	<i>A Disaster Communications Rep.</i>	Gene Roske	5/19/14	5/19/16
6	<i>Rep. of the Fire Dept.</i>	Captain John Ignatczyk	7/21/14	7/21/16
7	<i>Rep. of the American Red Cross</i>	Brandy Welch Nicolas Hippisely-Coxe (alternate)	5/19/14	5/19/16
8	<i>Representative of the L.A.U.S.D.</i>	(Vacant)	-	-
9	<i>Rep. of the California Emergency Mobile Patrol or other Similar Trained Volunteer Organization</i>	Diane Shepherd	5/19/14	5/19/16

**CITY OF SAN FERNANDO
COMMISSIONS/COMMITTEES**

Updated: September 25, 2014

EDUCATION COMMISSION

Municipal Code:	§2-614
Composition:	Five Members (must be a registered voter and City resident)
Term of Office:	§2-34 Appointment to and §2-35 Removal from
Meetings:	Meets Quarterly (February, May, August, November) Last Tuesday at 6:00 p.m. City Hall – Community Room
Staff Contact:	Elena G. Chávez, City Clerk
Address & Phone:	San Fernando City Hall 117 Macneil Street, San Fernando, CA 91340 818/898-1204
Chair:	(Vacant)
Vice-Chair:	Victor Ponce
City Council Liaison:	Joel Fajardo

	MEMBERS	APPOINTED	APPOINTED BY COUNCILMEMBER
1	Michael Remenih	8/18/14	Sylvia Ballin
2	(Vacant)	-	Joel Fajardo
3	Olivia Robledo	9/16/13	Robert C. Gonzales
4	Yvonne G. Mejia	8/6/12	Antonio Lopez
5	Victor Ponce	1/22/13	Jesse H. Avila

PARKS, WELLNESS, AND RECREATION COMMISSION

Municipal Code:	§54-56
Composition:	Five Members (must be a City resident)
Term of Office:	§2-34 Appointment to and §2-35 Removal from
Meetings:	Meets 2 nd Tuesday at 6:30 p.m. City Hall – Council Chambers
Staff Contact:	Ismael Aguila, Recreation & Community Services Operations Manager Recreation Park
Address & Phone:	208 Park Avenue, San Fernando, CA 91340 818/898-7381
Chair:	Adriana Gomez
Vice-Chair:	Danitza Pantoja
City Council Liaison:	Robert C. Gonzales

	MEMBERS	APPOINTED	APPOINTED BY COUNCILMEMBER
1	NinaMarie Julia Ballin	3/28/11	Sylvia Ballin
2	Danitza Pantoja	1/7/13	Joel Fajardo
3	Saydith Navarro	12/17/12	Robert C. Gonzales
4	Adriana Gomez	4/18/11	Antonio Lopez
5	Joe Ponce	12/17/12	Jesse H. Avila

**CITY OF SAN FERNANDO
COMMISSIONS/COMMITTEES**

Updated: September 25, 2014

PLANNING AND PRESERVATION COMMISSION

Municipal Code:	§62-26
Composition:	Five Members (must be a registered voter and City resident)
Term of Office:	§2-34 Appointment to and §2-35 Removal from
Meetings:	Meets 1 st Tuesday at 7:00 p.m. City Hall - Council Chambers
Staff Contact:	Fred Ramirez, Community Development Director San Fernando City Hall
Address & Phone:	117 Macneil Street, San Fernando, CA 91340 818/898-1227
Chair:	Theale "Stormy" E. Haupt
Vice-Chair:	Alvin Durham, Jr.
City Council Liaison:	Antonio Lopez

	MEMBERS	APPOINTED	APPOINTED BY COUNCILMEMBER
1	Alvin F. Durham, Jr.	3/28/11	Sylvia Ballin
2	Kevin Beaulieu	12/17/12	Joel Fajardo
3	Theale "Stormy" E. Haupt	12/17/12	Jesse H. Avila
4	Yvonne G. Mejia	12/17/12	Antonio Lopez
5	Rodolfo Salinas Jr.	12/17/12	Robert C. Gonzales

SENIOR CITIZENS ADVISORY BOARD

Established:	Minutes Order - October 1, 2001 City Council Meeting
Composition:	Five Members appointed by PWR Commission (Two representatives from Las Palmas Club, two Members from Park Avenue Club and one at-large Member)
Term of Office:	Two years
Meetings:	Meets 4 th Thursday at 1:00 p.m. Las Palmas Park
Staff Contact:	Virginia Ufano, Community Services Supervisor Las Palmas Park
Address & Phone:	505 S. Huntington Street, San Fernando, CA 91340 818/898-7340
Chair:	Michael Kmet

	MEMBERS	NOMINATE SECTOR	DATE OF APPOINTMENT	TERM EXPIRES
1	Michael Kmet	Park Avenue Club	10/13/09	10/18/13
2	Danny Gomez	Park Avenue Club	5/14/13	5/14/17
3	Marco Tulio Escobar	At-Large	11/16/10	10/9/14
4	Benita Rivera	Las Palmas Park Senior Club	10/13/09	10/18/13
5	Angel Avila	Las Palmas Park Senior Club	11/16/10	10/9/14

**CITY OF SAN FERNANDO
COMMISSIONS/COMMITTEES**

Updated: September 25, 2014

SAFETY COMMITTEE			
Municipal Code:	§2-566		
Composition:	Seven Members - <i>Specific Titles Italicized</i>		
Secretary (Per Job Spec):	Personnel Technician		
Term of Office:	*Municipal code does not specify		
Meetings:	Meets once per month		
Staff Contact:	Leticia Lopez, Personnel Technician San Fernando City Hall		
Address & Phone:	117 Macneil Street, San Fernando, CA 91340 818/898-1220		
Chair:	(Vacant)		
MEMBERS			TERM EXPIRES
1	<i>Finance Director</i>	Nick Kimball	*
2	<i>Director of Public Works</i>	Chris Marcarello	*
3	<i>Director of Community Development</i>	Fred Ramirez	*
4	<i>Director of Rec. & Com. Services</i>	(Vacant)	*
5	<i>Chief of Police</i>	Robert Parks	*
6	<i>SFPOA Representative</i>	Tony Vairo	*
7	<i>SEIU Misc Group Rep.</i>	Ruben Quintana	*
8	City Manager	Brian Saeki	*
9	SFPOA Police Mgmt. Rep.	Tony Vairo	*
10	SFMG Rep. (Mgmt.)	Michael Okafor	*
11	SFPEBU Rep. (Part-Time)	Patty Garcia	*
12	Recreation & Community Services Operations Manager	Ismael Aguila	*

TRANSPORTATION AND SAFETY COMMISSION			
Municipal Code:	§90-71		
Composition:	Five Members (must be a City resident)		
Term of Office:	§2-34 Appointment to and §2-35 Removal from		
Meetings:	Meets 3 rd Wednesday at 7:00 p.m. City Hall – Council Chambers		
Staff Contact:	Chris Marcarello, Deputy City Manager/Public Works Director San Fernando City Hall		
Address & Phone:	117 Macneil Street, San Fernando, CA 91340 818/898-1222		
Chair:	Gilbert Berriozabal		
Vice-Chair:	Phillip Ballin		
City Council Liaison:	Jesse H. Avila		
MEMBERS		APPOINTED	APPOINTED BY COUNCILMEMBER
1	Phillip Ballin	3/28/11	Sylvia Ballin
2	Gilbert Berriozabal	1/7/13	Joel Fajardo
3	Rudy Trujillo	12/17/12	Robert C. Gonzales
4	Francisco Arrizon	6/17/13	Antonio Lopez
5	Dolores “Dee” Akemon	12/17/12	Jesse H. Avila

**CITY OF SAN FERNANDO
COMMISSIONS/COMMITTEES**

Updated: September 25, 2014

TREE COMMISSION				
Municipal Code:		§2-600		
Composition:		Five Members - <i>Specific Titles Italicized</i>		
Term of Office:		Three years (Appointed by the City Council) *Serve indefinitely at the will of the City Council		
Meetings:		Meet quarterly (as needed). Meeting dates will vary. City Hall – Community Room		
Staff Contact:		Chris Marcarello, Deputy City Manager/Public Works Director San Fernando City Hall		
Address:		117 Macneil Street, San Fernando, CA 91340 818/898-1222		
Chair:		Kay Greeley		
		MEMBERS	DATE OF APPOINTMENT	TERM EXPIRES
1	<i>Councilmember*</i>	Joel Fajardo	12/17/12	*
2	<i>Public Works Director*</i>	Chris Marcarello	9/16/13	*
3	<i>Community Development Director*</i>	Fred Ramirez	11/4/02	*
4	<i>Certified Arborist, Horticulturist, Landscape Architect or other similarly-trained professional</i>	Kay Greeley	4/2/12	4/2/15
5	<i>At-Large Member of the Community</i>	Ian Fitzsimmons	7/1/13	7/1/16