



MAYOR CELESTE T. RODRIGUEZ
VICE MAYOR MARY MENDOZA
COUNCILMEMBER CINDY MONTAÑEZ
COUNCILMEMBER JOEL FAJARDO
COUNCILMEMBER MARY SOLORIO

CITY OF SAN FERNANDO

CITY COUNCIL

ADJOURNED SPECIAL MEETING AGENDA SUMMARY MONDAY, AUGUST 28, 2023 – 6:00 PM

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

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

Live stream with audio and video, via YouTube Live, at:

<https://www.youtube.com/c/CityOfSanFernando>

Note: Comments submitted via YouTube will not be read into the record.

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 **5:00 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, read into the record, limited to three minutes, and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT 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.

Call-in Telephone Number: (818) 898-1200 extension 535

SAN FERNANDO CITY COUNCIL

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CALL TO ORDER

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 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.

PRESENTATION

- A. PRESENTATION OF A CERTIFICATE OF APPRECIATION HONORING VICE CHAIR COMMISSIONER YVONNE MEJIA FOR HER SERVICE ON THE PLANNING AND PRESERVATION COMMISSION
- B. INTRODUCTION OF NEW CITY OF SAN FERNANDO EMPLOYEES

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 **5:00 p.m. the day of the meeting** to ensure distribution to the City Council and read into the record.

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: (818) 898-1200 extension 535.**

ADMINISTRATIVE REPORTS

1) UPDATE ON THE APPLICATION OF THE CITY’S COMMUNITY ENGAGEMENT FRAMEWORK

Recommend that the City Council:

- a. Receive an informational update on the Community Engagement Framework; and
- b. Provide direction to staff as appropriate.

2) DISCUSSION REGARDING THE CITY’S COMMUNITY PRESERVATION EFFORTS (CONTINUE TO SEPTEMBER 5, 2023 MEETING)

Recommend that the City Council:

- a. Discuss the Community Preservation efforts and provide direction to staff, if necessary; and
- b. Receive and File.

3) CONSIDERATION TO DESIGNATE A VOTING DELEGATE AND ALTERNATE(S) FOR THE 2023 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

Recommend that the City Council:

- a. Designate a voting Delegate for the League of California Cities 2023 Annual Conference and Expo;
- b. Designate up to two Alternate Voting Delegate(s) who may vote in the event that the designated Delegate is unable to serve in that capacity; and
- c. Authorize the City Clerk to execute and submit the 2023 Annual Conference Voting Delegate/Alternate Form to the League by Monday, August 28, 2023.

SAN FERNANDO CITY COUNCIL

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4) CONSIDERATION TO APPOINT A TRANSPORTATION AND PUBLIC SAFETY COMMISSIONER

This item was agendized by Councilmember Mary Solorio.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to its next regular meeting.

I hereby certify under penalty of perjury and the laws of the State of California the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Julia Fritz, City Clerk

Signed and Posted: August 24, 2023 (5:00 p.m.)

The Regular Meetings of the City Council of the City of San Fernando also serves as concurrent Regular Meeting s of the Successor Agency to the San Fernando Redevelopment Agency, and, from time to time, such other bodies of the City composed exclusive of the Members of the City Council.

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: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Carlos Hernandez, Assistant to the City Manager

Date: August 28, 2023

Subject: Update on the Application of the City's Community Engagement Framework

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive an informational update on the Community Engagement Framework; and
- b. Provide direction to staff as appropriate.

BACKGROUND:

1. On May 15, 2023, the City Council adopted the Community Engagement Framework (Resolution No. 8230), and amended the framework to ensure that projects that require direct engagement with the public must include a plan for public engagement in the scope of work, including Spanish interpretation and translation. City Council directed staff to provide an update on the application of the Community Engagement Framework for all department projects, programs, and policies within 60 days.
2. On June 20, 2023, the City Council adopted the FY 2023-2024 City Budget including a one-time enhancement request for Language Translation Services in the amount of \$64,000; with the goal of piloting Spanish language interpretation and translation of agendas at City Council and Commission meetings for up to six months, concluding with an evaluation of the effectiveness of such services.
3. On July 17, 2023, staff prepared City Council Agenda Item No. 10 - Update on the Application to the City's Community Engagement Framework. Due to the substance and length of other discussion items considered during that meeting, City Council tabled discussion of Item No. 10 to a future City Council meeting.

ANALYSIS:

Community engagement empowers residents, strengthens democracy, improves decision-making, and builds more inclusive and resilient cities. It fosters a collaborative relationship between city governments and the community, leading to better outcomes and a higher quality of life for all residents. Effective community engagement can enhance outcomes by:

- Tapping into local knowledge and expertise;
- Building trust and accountability between citizens and government;
- Enabling the City to identify and understand community needs and priorities more accurately;
- Fostering innovation and creativity;
- Strengthening social cohesion and sense of community; and
- Increasing likelihood of successful policy implementation.

The City incorporates community engagement into all major projects, policies, and programs to ensure that the community's input plays an important role in making local government both effective and responsive to San Fernando residents and businesses.

In April 2023, the City Council updated the *2022-2026 Strategic Goals* (originally adopted on April 19, 2021). The first strategic goal, "Focus on Community First," emphasizes how vital community engagement is to the prosperity of San Fernando. Resident input on major City decisions supports the City Council and City staff in ensuring that community needs are prioritized in both the creation and implementation of its projects, policies, and programs. Consequently, City Council directed staff to establish a framework for applying community engagement strategies in San Fernando.

The purpose of the Community Engagement Framework (CEF) is to establish a common understanding of, and commitment to, community engagement across all departments and to the constituents the City serves. It sets clear and specific standards for community engagement that all City Departments and hired consultants can follow and contextually apply. Additionally, the framework was developed with a Diversity, Equity, and Inclusion lens; reinforcing that equitable community engagement can help lead to more inclusive and accessible governance. Through this framework, the City can work towards ensuring that every resident's voice is heard and valued, especially those that have been historically disenfranchised.

As part of the 60-day informational update, City staff has included a summary of how the CEF is being applied in each department for public-facing projects and programs. The Fiscal Year (FY) 2023-2024 Engagement Summary (Attachment "A") is organized by engagement approach as outlined in the CEF. Some projects may involve more than one engagement approach and applicability should be considered on a case-by-case basis.

The CEF includes the following engagement approaches:

Inform.

Provide the public information on a project, program, or policy. This engagement approach is typically one-way communication and does not require community feedback, rather, it is intended to ensure that customers are aware of the project/program and its related impacts.

Projects include:

- Coyote Co-Existence Plan
- "Keep San Fernando Clean and Beautiful" post cards
- National Night Out

Consult.

Receive feedback from the public to help inform the City's decisions. This engagement approach relies on feedback for questions or options that are framed by the City. For example, a project may be clearly defined, but the elements within it benefit from additional input.

Projects include:

- Chat with the Chief
- Open Streets Event (Move Your Way)
- MySF / 311 Resident Request System

Collaborate.

Work directly with the public in order to identify issues, create solutions, and develop future strategies. These types of projects have general elements conceptualized but require stakeholders to shape many of the elements to ensure the end product is community-driven.

Projects include:

- Downtown Master Plan
- Pacoima Wash Phase 2
- Park Master Plan Update

Shared Leadership.

Delegate decision-making authority to the public or give them a formal role in making final recommendations. There are no identified projects within FY 2023-2024 that use the Shared Leadership approach. One past example includes a local ballot initiative for the Prohibition of Sale and Manufacturing of Cannabis. Staff will continue to assess its applicability to projects and programs moving forward.

Tracking and measuring the impact of the CEF on projects and programs is an important component to include for any project. Metrics for success in community engagement can vary depending on the goals and objectives of a project or program. Some commonly used metrics

that can help evaluate the effectiveness of community engagement efforts include tracking participation levels, representation and assessment to which different demographic groups are engaged and have a voice in the decision-making process, customer or stakeholder satisfaction and feedback, the extent to which community input and recommendations have influenced decision-making, and measuring the number of returning participants, sustained community involvement, and ongoing relationships fostered with community members.

By regularly tracking and analyzing these metrics, the City can assess progress, make improvements, and demonstrate the impact of community engagement efforts.

BUDGET IMPACT:

There is no direct budget impact associated with an informational update to the adopted Community Engagement Framework. Developing a Community Engagement Framework was included in the FY 2022-2023 City Manager's Office Work Plan. Community Engagement is on a case-by-case basis and is built into the overall project budget.

CONCLUSION:

It is recommended that the City Council receive an informational update on the Community Engagement Framework and provide direction to staff as appropriate.

ATTACHMENT:

A. FY 2023-2024 Engagement Summary

FY 2023-24 Engagement Summary for Projects and Programs					
Department	FY 23-24 Projects	Engagement Approach	Engagement Methods	Timeframe	Metrics for Success
Administration	Annual Report and CM Monthly Report	Inform - give the public information on a project, program, policy.	Newsletters	October 2023 - December 2023	<ul style="list-style-type: none"> • Number of comments received • Increase in overall engagement with City
Administration	City Notifications (infoSF, alertSF)	Inform - give the public information on a project, program, policy.	Notifications	Ongoing	<ul style="list-style-type: none"> • Number of notifications sent
Administration	Social Media Posts	Inform - give the public information on a project, program, policy.	Social Media	Ongoing	<ul style="list-style-type: none"> • Number of social media posts
City Clerk	Spanish Language Translation Services during entire City Council & Commission Meetings	Inform - give the public information on a project, program, policy.	Website, Newsletters	July 2023 - December 2023	<ul style="list-style-type: none"> • Number of notifications sent • Tracking of interpretation use per meeting • Customer satisfaction
Finance	Transaction Tax Meeting	Inform - give the public information on a project, program, policy.	Community Meeting	Fall 2023	<ul style="list-style-type: none"> • Number of participants per meeting
Police	National Night Out	Inform - give the public information on a project, program, policy.	Community Event	October 2023	<ul style="list-style-type: none"> • Number of participants per meeting
Police	Community Academy	Inform - give the public information on a project, program, policy.	Community Meetings	11 Sessions Beginning Fall 2023	<ul style="list-style-type: none"> • Number of participants per meeting • Customer satisfaction
Police	Parent Academy	Inform - give the public information on a project, program, policy.	Community Meetings	6 Session Beginning September 19	<ul style="list-style-type: none"> • Number of participants per meeting • Long-term impact and connection with participant
Public Works	Well 3 Infiltration Project	Inform - give the public information on a project, program, policy.	Notifications	September 2023	<ul style="list-style-type: none"> • Number of notifications sent • Customer satisfaction
Administration	Citywide Survey	Consult - receive feedback from the public to help inform the City's decisions.	Survey	December 2023 - January 2024	<ul style="list-style-type: none"> • Number of surveys completed • Actions completed from survey • Customer Satisfaction
Administration	mySF / 311 Resident Request System	Consult - receive feedback from the public to help inform the City's decisions.	Website, Newsletters	July 2023 - September 2023	<ul style="list-style-type: none"> • Number of requests • Number of requests that shift to the mySF system • Customer satisfaction
Police	Chat with the Chief	Consult - receive feedback from the public to help inform the City's decisions.	Community Meeting	Ongoing	<ul style="list-style-type: none"> • Number of participants per meeting • Long-term impact and connection with participant
Public Works	Carlisle Green Alley	Consult - receive feedback from the public to help inform the City's decisions.	Walk Shop, Community Meetings, Resident Education	October 2023 - March 2024	<ul style="list-style-type: none"> • Number of participants per meeting • Long-term impact and connection with participant • Customer satisfaction
Public Works	Urban forestry Management Plan	Consult - receive feedback from the public to help inform the City's decisions.	Community Meetings, Survey, Resident Education	March 2023 - August 2024	<ul style="list-style-type: none"> • Number of participants per meeting • Customer satisfaction
Public Works	Infiltration Project	Consult - receive feedback from the public to help inform the City's decisions.	Community Education, Website,	October 2023	<ul style="list-style-type: none"> • Customer satisfaction
Recreation and Community Services	Pioneer Park Playground Revitalization Project	Consult - receive feedback from the public to help inform the City's decisions.	Community Meetings, Resident Notification, Social Media, Website, Newsletters	August 2023 - November 2023	<ul style="list-style-type: none"> • Number of participants per meeting • Customer satisfaction
Recreation and Community Services	Open Street Event (Move Your Way)	Consult - receive feedback from the public to help inform the City's decisions.	Community Meetings, Resident Notification, Business Notification, Social Media, Website, Newsletters	June 2023 - September 2023	<ul style="list-style-type: none"> • Number of participants • Long-term impact and connection with participant • Customer satisfaction

Recreation and Community Services	Layne Park Revitalization	Consult - receive feedback from the public to help inform the City's decisions.	Community Meetings, Resident Notifications, Survey, Social Media, Website, Newsletter (project completed)	April 2021 - June 2, 2021	<ul style="list-style-type: none"> • Number of participants per meeting • Customer satisfaction
Community Development	Downtown Master Plan	Collaborate - work directly with the public in order to identify issues, create solutions, and develop future strategies.	Door Knocking, Survey, Walk Shop, Community Meetings, Pop-ups	July 2023 - June 2024	<ul style="list-style-type: none"> • Number of participants per meeting • Community impact on project • Long-term impact and connection with participant • Customer satisfaction
Community Development	Climate Action and Resilience Plan (phase 2)	Collaborate - work directly with the public in order to identify issues, create solutions, and develop future strategies.	Survey, Walk Shop, Community Meetings, Pop-ups, Resident Education	July 2023 - December 2023	<ul style="list-style-type: none"> • Number of participants per meeting • Community impact on project • Long-term impact and connection with participant • Customer satisfaction
Police	Neighborhood Watch	Collaborate - work directly with the public in order to identify issues, create solutions, and develop future strategies.	Community Meetings	Ongoing	<ul style="list-style-type: none"> • Number of participants per meeting • Long-term impact and connection with participant
Police	Business Watch	Collaborate - work directly with the public in order to identify issues, create solutions, and develop future strategies.	Community Meetings	Ongoing	<ul style="list-style-type: none"> • Number of participants per meeting • Long-term impact and connection with participant
Public Works	Pacoima Wash (phase 2)	Collaborate - work directly with the public in order to identify issues, create solutions, and develop future strategies.	Design Charrette, Community Meetings, Resident Education, Website,	October 2023 - August 2024	<ul style="list-style-type: none"> • Number of participants per meeting • Community impact on project • Long-term impact and connection with participant • Customer satisfaction
Recreation and Community Services	Las Palmas Park Redesign	Collaborate - work directly with the public in order to identify issues, create solutions, and develop future strategies.	Door Knocking, Survey, Community Meetings, Pop-ups	October 2022 - August 2023	<ul style="list-style-type: none"> • Number of participants per meeting • Long-term impact and connection with participant • Customer satisfaction
Recreation and Community Services	Park Master Plan Update	Collaborate - work directly with the public in order to identify issues, create solutions, and develop future strategies.	Community Meetings, Resident Notification, Business Notification, Social Media, Website, Newsletters	August 2023 - February 2024	<ul style="list-style-type: none"> • Number of participants per meeting • Long-term impact and connection with participant • Customer satisfaction

**DISCUSSION REGARDING THE CITY'S COMMUNITY PRESERVATION EFFORTS
(CONTINUE TO SEPTEMBER 5, 2023 MEETING)**

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

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

Date: August 28, 2023

Subject: Consideration to Designate a Voting Delegate and Alternate(s) for the 2023 League of California Cities Annual Conference

RECOMMENDATION:

It is recommended that the City Council:

- a. Designate a voting Delegate for the League of California Cities ("League") 2023 Annual Conference and Expo (Attachment "A");
- b. Designate up to two Alternate Voting Delegate(s) who may vote in the event that the designated Delegate is unable to serve in that capacity; and
- c. Authorize the City Clerk to execute and submit the 2023 Annual Conference Voting Delegate/Alternate Form to the League (Exhibit "A" of Attachment "A") by Monday, August 28, 2023.

BACKGROUND:

1. The League of California Cities 2023 Annual Conference is scheduled for September 20-22, 2023, in Sacramento, California at the Sacramento SAFE Credit Union Convention Center. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 22, 2023; at this meeting, the League of California Cities membership considers and takes action on resolutions that establish League of California Cities policy. In order to vote on behalf of the City of San Fernando at the Annual Business Meeting, the City Council must designate a Voting Delegate and may also appoint up to two Alternate Voting Delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.
2. On January 3, 2023, the City Council approved appointments to the San Fernando City Council Liaison Assignments, which included appointing Vice Mayor Mary Mendoza as the City Council Liaison and Mayor Celeste Rodriguez as the Alternate Liaison to the League of

Consideration to Designate a Voting Delegate and Alternate(s) for the 2023 League of California Cities Annual Conference

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California Cities. The voting delegates for the General Assembly can be different from the Liaison Assignments.

3. On July 12, 2023, the City Clerk received a request from the League of California Cities (Attachment "A") for the City Council to take action by August 28, 2023 and designate a Voting Delegate and up to two Alternate(s) (Exhibit "A" of Attachment "A") for the 2023 Annual Conference and Expo being held at the Sacramento SAFE Credit Union Convention Center in Sacramento, on September 20-22, 2023.

ANALYSIS:

The League of California Cities is an organization that represents the interests of cities in California and provides a platform for collaboration, advocacy, and sharing of best practices among its member cities. The annual membership meeting is a crucial event where representatives from member cities come together to make decisions, share insights, and participate in the democratic processes of the organization. Member cities voting during the League of California Cities' annual membership meeting is a critical mechanism for democratic decision-making, representation, and collaboration among cities in the state. It ensures that the organization's actions and priorities align with the needs and preferences of its diverse member base, ultimately contributing to the well-being and development of cities across California.

Each member city has a right to cast one vote on matters pertaining to League of California Cities policy. In order to vote at the Annual Business Meeting, the City Council must designate a Voting Delegate, and may also appoint up to two alternate Voting Delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Consistent with League of California Cities bylaws, the City's Voting Delegate (and up to two Alternate Voting Delegates) must be designated by the City Council via either resolution or by City Council action; Voting Delegates may not be appointed by individual action of the Mayor or City Manager/Administrator alone.

The Voting Delegate and Alternate(s) are required to register to attend the conference. However, they do not need to register for the entire conference; instead, they may register solely for the General Assembly Meeting on Friday, September 22, 2023. A Voting Delegate Card will be issued, which can be freely transferred between the Voting Delegate and the Alternate(s); however, it may not be transferred to another city official.

The Voting Delegate(s) do not need to be an elected official. An appointed official (i.e. city staff member) may serve as a Voting Delegate. The City Manager is registered and plans to attend the 2023 League of California Cities Annual Conference.

BUDGET IMPACT:

The cost to attend the 2023 League of Cities Annual Conference is included in the Fiscal Year 2023-2024 Adopted Budget. The act of designating a Voting Delegate and Alternate(s) will not impact the budget.

CONCLUSION:

Staff recommends that the City Council appoint a Voting Delegate and up to two (2) Alternates so that the City may participate in and benefit from the development of League of California Cities policy.

ATTACHMENT:

- A. League of California Cities 2023 Annual Conference Designation of Voting Delegate/Alternates, including:
 - Exhibit A: 2023 Annual Conference Voting Delegate/Alternate Form



CITY: **SAN FERNANDO**

**2023 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to Cal Cities office by Monday, August 28, 2023. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the General Assembly, voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the General Assembly. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the voting delegate desk.

1. VOTING DELEGATE

Name: _____

Email: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

Email: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: Julia Fritz Email: jfritz@sfcity.org

City Clerk: _____ Date: _____ Phone: 818-898-1204
(circle one) (signature)

Please complete and email this form to votingdelegates@calcities.org by Monday, August 28, 2023.



General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.



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CITY OF SAN FERNANDO
CITY CLERK

Council Action Advised by August 28, 2023

DATE: Wednesday, June 21, 2023**TO: Mayors, Council Members, City Clerks, and City Managers**

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 20-22, 2023,
Sacramento SAFE Credit Union Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Sept. 22, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Please complete the attached voting delegate form and email it to Cal Cities office no later than Monday, August 28.

New this year, we will host a pre-conference information session for voting delegates to explain their role. Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council.

Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.



Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](http://calcities.org) website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the SAFE Credit Union Convention Center in Sacramento, will be open at the following times: Wednesday, Sept. 20, 8:00 a.m.- 6:00 p.m. and Thursday, Sept. 21, 7:30 a.m.- 4:00 p.m. On Friday, Sept. 22, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Monday, Aug. 28. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Voting Delegate/Alternate Form
- Information Sheet: Cal Cities Resolutions and the General Assembly

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure that we are representing California cities with one voice. These policies directly guide Cal Cities advocacy to promote local decision-making, and lobby against statewide policy that erodes local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how Resolutions and the General Assembly works.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates — one from every member city.

Seven **Policy Committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, municipal department, as well as individuals appointed by the Cal Cities president.

What's new in 2023?



- Voting delegates will receive increased communications to prepare them for their role during the General Assembly.
- The General Assembly will take place earlier to allow more time for debate and discussion.
- Improvements to the General Assembly process will make it easier for voting delegates to discuss and debate resolutions.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI, Sec. 5(f).

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Councilmember Mary Solorio

Date: August 28, 2023

Subject: Consideration to Appoint a Transportation and Public Safety Commissioner

RECOMMENDATION:

I have requested to place on the agenda (Attachment "A") for the City Council to approve Zoe Rodriguez (Exhibit "A" of Attachment "A") be appointed as my representative to the Transportation and Public Safety Commission.

BACKGROUND/ANALYSIS:

1. Pursuant to the City's Code (Attachment "B"), each Councilmember may appoint one Commissioner to each Commission (i.e., Planning and Preservation Commission; Parks, Wellness, and Recreation Commission; Transportation and Public Safety Commission; and Education Commission), with such appointment to be ratified by the full City Council. For appointment consideration, interested residents must submit an application to the nominating City Councilmember, at which time the proposed appointment considered by the City Council to approve and ratify.
2. On July 5, 2023, the Public Works Department received notice that Commissioner Ivan Gonzalez resigned from the Transportation and Public Safety Commission ("Commission"), which resulted in an unscheduled vacancy. Commissioner Gonzalez served on the Commission since February 1, 2023.
3. On July 12, 2023, the City Clerk posted an Unscheduled Vacancy Notice (Attachment "C"), pursuant to Government Code Section 54974 that states: *"Final appointment to the board commission or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk's office."*
4. On July 15, 2023, Zoe Rodriguez submitted an application (Exhibit "A" of Attachment "A") seeking consideration as my representative to be appointed to the Transportation and Public Safety Commission to fill the unscheduled vacancy.

BUDGET IMPACT:

The City pays each Commissioner \$100 for attendance at up to one (1) meeting per month. A total of \$1,200 per commissioner is appropriated in each responsible Department's budget. Sufficient funds are included in the Fiscal Year 2023-2024 Adopted Budget.

CONCLUSION:

I recommend that Zoe Rodriguez be appointed as my representative to the Transportation and Public Safety Commission to fill the unscheduled vacancy due to the resignation of Commissioner Ivan Gonzalez on July 5, 2023.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration, including:
Exhibit A: Commissioner Application
- B. City Code
- C. Unscheduled Vacancy Notice

APPLICATION TO SERVE ON A CITY COMMISSION

This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

APPLICANT INFORMATION

NAME Zoe Rodriguez		PHONE NO.
RESIDENCE ADDRESS	CITY & STATE San Fernando, CA	ZIP CODE 91340
MAILING ADDRESS <i>If different than above</i>	CITY & STATE San Fernando, CA	ZIP CODE 91340
EMAIL ADDRESS <i>Business or personal to be used for Commission activity</i>		
EMPLOYER Arup	POSITION Transportation Planning Intern	
BUSINESS ADDRESS	CITY & STATE	ZIP CODE
BUSINESS PHONE		
ARE YOU A REGISTERED VOTER OF THE CITY OF SAN FERNANDO? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? <i>If yes, please list the address(es)</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? <i>If yes, please state the name and nature of the business</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		


MEMBER COMMITMENT

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- As Planning and Preservation Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.

APPLICANT SIGNATURE 	DATE 7/15/23
--	------------------------

COMMISSION APPLICATION CHOICE(S) *Please indicate which Commission you are interested in*

☐ **EDUCATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

What is your understanding of the duties as a member of the Education Commission?

☐ **PARKS, WELLNESS, AND RECREATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?

☐ **PLANNING AND PRESERVATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

What is your understanding of the duties as a member of the Planning and Preservation Commission?

☒ **TRANSPORTATION AND SAFETY COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

What is your understanding of the duties as a member of the Transportation and Safety Commission?

A member of the Transportation and Safety Commission should bring personal expertise, whether that be expertise in the Transportation field or expertise as a resident of San Fernando to present and work to solve Transportation-related issues in the city. For me, that would mean my expertise from my schooling in civil engineering, professional expertise in transportation planning, and personal experience as a life-long San Fernando resident.

PLEASE ATTACH AND SUBMIT A BRIEF BIO STATEMENT TO THIS APPLICATION

Zoe Rodriguez Bio

Currently pursuing a Master's degree in Transportation Engineering at USC, Zoe Rodriguez is a life-long San Fernando resident. Having just graduated with a degree in civil engineering from USC, she has explored areas of study from seismic design to water system engineering. In her work experiences in the City of San Fernando's own Planning Department and the Transportation Planning team at Arup, she has been able to specify and develop her understanding of city planning, transportation policy, and, her particular interest, equitable access to transit.

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Mary Solorio

TITLE

Councilmember

ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*

Consideration to Appoint a Transportation and Public Safety Commissioner

PRIORITIES

Is this included in the current FY priorities?☒ Yes ☐ No

BUDGET

Is this a budgeted item?☒ Yes ☐ No

FISCAL IMPACT

Is there a fiscal impact? If yes, indicate amount.☒ Yes ☐ NoBACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

Ivan Gonzalez vacated position July 2023.
Appoint New Commissioner ZOE Rodriguez AS OF
August 2023.

ATTACHMENTS *Do you have any attachments to include?*☒ Yes ☐ NoRECOMMENDATION *Indicate the direction you are recommending.*

I Recommend that the Mayor & City Council
Appoint ZOE Rodriguez to the Transportation
and Safety Commission.

- CODE
 Chapter 90 - TRAFFIC AND VEHICLES
 ARTICLE II. - ADMINISTRATION AND ENFORCEMENT
 DIVISION 2. TRANSPORTATION AND PUBLIC SAFETY COMMISSION

DIVISION 2. TRANSPORTATION AND PUBLIC SAFETY COMMISSION¹

Sec. 90-71. Established; composition; appointment and compensation of members; officers.

- (a) There is established a transportation and public safety commission of five members to be appointed by a different appointing councilperson, with such appointment to be ratified by the city council. Each member shall have full participation and voting rights. Each member shall also be a registered voter and city resident. Such members so appointed shall be persons who do not hold any office or position with the city. The terms of office of each member shall be one year.
- (b) The members shall organize the transportation and public safety commission and shall elect a chair and vice-chair. In the absence of the chair and vice-chair, any other member shall call the commission to order, whereupon a chair shall be elected from the members present to preside for that meeting.

(Code 1957, § 13.25; Ord. No. 1586, § 6, 3-16-2009; Ord. No. 1709, § 2, 4-18-2022)

Sec. 90-72. Duties generally.

It shall be the duty of the transportation and public safety commission to:

- (1) Suggest the most practicable means for coordinating the activities of all city officers and agencies having authority with respect to the administration or enforcement of traffic regulations;
- (2) Stimulate and assist in the preparation and publication of transportation safety and traffic reports;
- (3) Receive complaints having to do with traffic matters; and
- (4) Recommend to the city council, the chief of the traffic division and other city officials ways and means for improving traffic conditions and the administration and enforcement of transportation safety and traffic regulations.
- (5) The transportation and public safety commission shall act solely as an advisory board to the city council and an advocate for public safety and traffic services with respect to matters relating to public safety, including understanding police and fire operations, crime prevention, emergency preparedness, traffic and transportation, and any other matters which may be assigned to it from time to time by the city council, and shall study and make recommendations as to such matters directly to the city council in an advisory capacity. Unless expressly authorized by the city council, the commission shall not represent itself to be acting for or on behalf of the city council, nor shall it commit the officers, employees, or staff of the city in any manner or to any course of action. To the contrary, the commission shall act as a study center and clearinghouse for advisory action to the city council. The commission shall have no authority or jurisdiction to make, recommend, or approve any action with regard to public safety personnel actions or investigations.

¹Editor's note(s)—Ord. No. 1709, § 3, adopted April 18, 2022, amended the title of Div. 2 from "Transportation and Safety Commission" to "Transportation and Public Safety Commission," as set out herein.

Cross reference(s)—Boards, commissions, committees, agencies and authorities, § 2-401 et seq.

(Code 1957, § 13.26; Ord. No. 1709 , §§ 2, 4, 4-18-2022)

Sec. 90-73. Meetings generally.

The members of the transportation and public safety commission shall meet at such time and place as may be fixed by resolution and may hold such other meetings as from time to time may be called in the form and manner required by law.

(Code 1957, § 13.26.1; Ord. No. 1709 , § 2, 4-18-2022)

Sec. 90-74. Absences from meetings.

- (a) Absence from three consecutive regular meetings of the transportation and public safety commission by a member with or without consent of the commission shall be deemed to constitute a retirement of such member, and the office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office.
- (b) Absence from three regular meetings of the commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and the office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office.

(Code 1957, § 13.26.2; Ord. No. 1709 , § 2, 4-18-2022)

Sec. 90-75. Compensation.

Each of the members of the transportation and public safety commission shall receive compensation as the city council shall, from time to time, determine and fix by resolution.

(Code 1957, § 13.26.3; Ord. No. 1709 , § 2, 4-18-2022)

Sec. 90-76. Removal of members.

Members of the transportation and public safety commission shall be removed from office as provided in sections 2-35 and 90-74 of this Code.

(Code 1957, § 13.26.4; Ord. No. 1709 , § 2, 4-18-2022)

Secs. 90-77—90-100. Reserved.



THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
CELESTE T. RODRIGUEZ

VICE MAYOR
MARY MENDOZA

COUNCILMEMBER
JOEL FAJARDO

COUNCILMEMBER
CINDY MONTAÑEZ

COUNCILMEMBER
MARY SOLORIO

UNSCHEDULED VACANCY NOTICE

City of San Fernando
Transportation and Public Safety Commission

The San Fernando City Council is now [accepting applications](#) for appointment to the San Fernando Transportation and Public Safety Commission ("Commission") to fill one (1) unscheduled vacancy for the term of office from the date of appointment through December 2023 and shall continue in the position beyond one year until replaced by the appointing City Councilmember or until the member resigns.

Applicants must be at least 18 years old, a registered voter and reside within the City jurisdiction. It is encouraged that applicants be involved or employed in the field of Transportation and Public Safety and culture or related subjects. Commissioners receive a monthly meeting attendance stipend of \$100.00.

The [Transportation and Public Safety Commission](#) consists of five Commission members. During the Commissions annual reorganization, Commissioners must choose members to serve as Chair and as Vice Chair; and the terms of office shall be for one year or until successors chosen.

City Hall Council Chambers, 117 Macneil Street
Monthly Meetings held on the First Wednesday - Starts at 6:00 p.m.

Applications will be accepted from July 12, 2023 until the unscheduled vacancy is filled. For additional information, please contact Julia Fritz, City Clerk at (818) 898-1204 or via email at cityclerk@sfcity.org.

Dated this 12th day of July 2023
City of San Fernando, California
/s/Julia Fritz, CMC
City Clerk

cc: Councilmember Mary Solorio
Carlos Hernandez, Assistant to the City Manager
Kenneth Jones, Management Analyst

**CITY CLERK
DEPARTMENT**

**117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340**

(818) 898-1204

WWW.SFCITY.ORG