

City Council:*Mayor Mario F. Hernández**Mayor Pro Tem Brenda Esqueda**Councilmember Ernesto Rubio Hernández**Councilmember Maribel De La Torre**Councilmember Steven Veres*City Administrator:*Robert R. Ordelleide***SAN FERNANDO CITY COUNCIL****AGENDA****MAY 3, 2010 - 6:00 P.M.****CITY COUNCIL CHAMBER
117 MACNEIL STREET
SAN FERNANDO, CA 91340****CALL TO ORDER/ROLL CALL****PLEDGE OF ALLEGIANCE**

Mayor Mario F. Hernández

INVOCATION**PRESENTATIONS**

- a) POLICE CENTENNIAL BADGE AND PATCH UNVEILING
- b) RECOGNITION OF SFPD TEAM – BAKER TO VEGAS RUN
- c) MAY – OLDER AMERICANS' RECOGNITION MONTH

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.

SAN FERNANDO CITY COUNCIL**AGENDA – May 3, 2010****Page 2****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) **APPROVAL OF MINUTES:**
 - a) **MARCH 24, 2010 – SPECIAL (JOINT) MEETING**
 - b) **APRIL 19, 2010 – REGULAR MEETING**
- 2) **APPROVAL OF WARRANT REGISTER NO. 10-051**
- 3) **FINAL REPORT ON FISCAL YEAR (FY) 2010-11 CITY COUNCIL PRIORITIES**

Recommend that the City Council:

- a. Receive and file list of priorities for FY 2010-2011;
 - b. Direct staff to develop the FY 2010-2011 the City budget around the priorities;
 - c. Direct staff to provide a mid-year report on progress made to each of the priorities;
and
 - d. Direct staff to include priority setting as part of the City's annual budgetary process.
- 4) **LOT PREPARATION FOR SKATE PLAZA DEVELOPMENT**

Recommend that the City Council approve Plan B for the lot preparation for the Skate Plaza Development project and adopt a Resolution approving an allocation of Quimby Funds for the project for an amount not to exceed \$6,739.

CITY COUNCIL ITEM

- 5) **CITY COUNCIL PROCEDURAL MANUAL REVISIONS**

This item is placed on the agenda by Mayor Mario F. Hernández.

- 6) **STANDING COMMITTEE REORGANIZATION**

This item is placed on the agenda by Mayor Mario F. Hernandez

SAN FERNANDO CITY COUNCIL**AGENDA – May 3, 2010****Page 3****STANDING COMMITTEE UPDATES**

- No. 1 Budget, Personnel and Finance (BPF)
Chair Mario F. Hernández
- No. 2 Housing, Community & Economic Development and Parking (HCEP)
Chair Steven Veres
- No. 3 Natural Resources, Infrastructure, Water, Energy and Waste Management (NRIW)
Chair Brenda Esqueda
- No. 4 Public Safety, Veteran Affairs, Technology and Transportation (PVTT)
Chair Ernesto Rubio Hernández
- No. 5 Education, Parks, Arts, Health and Aging (EPAH)
Chair Maribel De La Torre

GENERAL COUNCIL COMMENTS**STAFF COMMUNICATION****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 72 hours prior to the meeting.

*Julie M. Fernandez, Deputy City Clerk
Signed and Posted: April 29, 2010 (4:00 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.

San Fernando City Council

1a

**SAN FERNANDO REDEVELOPMENT AGENCY
SAN FERNANDO CITY COUNCIL
MINUTES**

**MARCH 24, 2010 – 6:30 P.M.
SPECIAL JOINT MEETING**

Community Meeting Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Chair/Mayor Mario F. Hernández called the meeting to order at 6:38 p.m.

Present:

Agency/Council: Chair/Mayor Mario F. Hernández, Vice-Chair/Mayor Pro Tem Brenda Esqueda, Members/Councilmembers Ernesto Rubio Hernández, Maribel De La Torre, and Steven Veres

Staff: Redevelopment Agency Director Mary Strenn, City Administrator Robert R. Ordelheide and Secretary/City Clerk Elena G. Chávez

APPROVAL OF AGENDA

Motion by Member/Councilmember De La Torre, seconded by Member/Councilmember E. Hernández, to approve the agenda. By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

Sev Aszkenazy talked about the general conditions of the mall (i.e., noticeable vacancies, inadequate parking) and the lack of City way-finding signs (not good business for the City).

Patty Santana-Colarossi said she too has noticed an increase in business vacancies and reported that parking citations are frequent which do not make visiting San Fernando a shopper-friendly experience.

George Schwary said the City has become a ghost town, it's discouraging to see vacant buildings, and he doesn't like the Maclay Ave. turn-outs and barricades which eliminated parking spaces.

**SAN FERNANDO REDEVELOPMENT AGENCY
SAN FERNANDO CITY COUNCIL
SPECIAL JOINT MEETING MINUTES – March 24, 2010
Page 2**

STUDY SESSION

DISCUSSION OF POTENTIAL DEVELOPMENT OF NEW ENTERTAINMENT USES IN THE DOWNTOWN AS A MEANS TO PROMOTE DOWNTOWN REVITALIZATION

Discussion ensued amongst Agency Members/Councilmembers, staff and business community members.

Motion by Member/Councilmember Veres, seconded by Member/Councilmember E. Hernández, to direct staff to develop an entertainment district (overlay zone) following the specific plans for the downtown district (inverted “T” area) and report back with: 1) the details that would play out the incentivizing, walking experience, etc.; and 2) the definition of entertainment uses/concepts that would fit over that area. The motion carried unanimously.

Motion by Member/Councilmember Veres, seconded by Member/Councilmember E. Hernández, to utilize the Housing, Community & Economic Development and Parking (HCEP) Standing Committee to work with movie operators/developers, downtown property owners (Property-Based Business Improvement District), and mall merchants to explore the feasibility of developing a theater on: Option A - Truman City Parking Lot #4 and Option B - Celis and Pico public parking lots. Report back regarding the feasibility (and potential direction) for developing a theater in the City. The motion carried with the following vote:

AYES: Veres, E. Hernández, Esqueda, M. Hernández – 4
NOES: De La Torre – 1

ADJOURNMENT (9:17 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of March 24, 2010 meeting as approved by the San Fernando Redevelopment Agency and San Fernando City Council.

*Elena G. Chávez
Secretary/City Clerk*

1 b

**SAN FERNANDO CITY COUNCIL
MINUTES**

**APRIL 19, 2010 – 6:00 P.M.
REGULAR MEETING**

San Fernando Regional Aquatics Facility
208 Park Avenue
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Mario F. Hernández called the meeting to order at 6:17 p.m.

Present:

Council: Mayor Mario F. Hernández, Mayor Pro Tem Brenda Esqueda,
Councilmembers Ernesto Rubio Hernández, Maribel De La Torre
and Steven Veres

Staff: City Administrator Robert R. Ordelleide, City Attorney Michael
Estrada, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE Mayor M. Hernández

INVOCATION None

PRESENTATION

The following presentations were made:

- a) INTRODUCTION AND OATH OF OFFICE:
NEW FINANCE MANAGER – ALFONSO HERNÁNDEZ
- b) MARIACHI HERITAGE WEEK (APRIL 19 – 25, 2010)

APPROVAL OF AGENDA

Motion by Councilmember De La Torre, seconded by Mayor Pro Tem Esqueda, to approve the agenda. By consensus, the motion carried.

SAN FERNANDO CITY COUNCIL**AGENDA – April 19, 2010****Page 2****PUBLIC STATEMENTS – WRITTEN/ORAL**

None

CONSENT CALENDAR

Councilmember De La Torre removed Item No. 4 for further discussion.

Motion by Councilmember De La Torre, seconded by Councilmember E. Hernández, to approve the following Consent Calendar Items:

- 1) APPROVAL OF MINUTES OF APRIL 5, 2010 – REGULAR MEETING
- 2) APPROVAL OF WARRANT REGISTER NO. 10-042
- 3) FISCAL YEAR (FY) 2010-2011 LANDSCAPING & LIGHTING ASSESSMENT DISTRICT RESOLUTION INITIATING PROCEEDINGS AND ORDERING THE ENGINEER'S REPORT
- 5) APPOINTMENT OF FINANCE MANAGER AS *DEPUTY FINANCE DIRECTOR* FOR CHECK SIGNATURE PURPOSES

By consensus, the motion carried.

Items Removed for Further Discussion:

- 4) RESOLUTIONS ADOPTING NEW JOB SPECIFICATIONS FOR AQUATICS POSITIONS, AND AMENDING THE SALARY PLAN AND THE TABLE OF ORGANIZATION

Councilmember De La Torre read suggested changes (i.e., additional duties, experience and responsibilities) to the Pool Manager job specification.

Motion by Councilmember De La Torre, seconded by Councilmember E. Hernández, to:

- a) Adopt a Resolution adopting the job specifications for Pool Manager, Senior Lifeguard and Lifeguard *with the understanding that all of the additional items Councilmember De La Torre read into the record be included in a least one of the job specifications (as determined by the City Administrator and the Director of Recreation & Community Services);*
- b) Adopt a Resolution amending the Table of Organization; and
- c) Adopt a Resolution amending the Salary Plan and Schedule.

SAN FERNANDO CITY COUNCIL**AGENDA – April 19, 2010****Page 3**

By consensus, the motion carried.

STANDING COMMITTEE UPDATES

No. 1 Budget, Personnel and Finance (BPF)

Mayor M. Hernández – nothing to report.

No. 2 Housing, Community & Economic Development and Parking (HCEP)

Councilmember Veres – reported that the committee met with mall merchants last Tuesday and it was a very positive meeting where they discussed design concepts for Public Parking Lot #3.

No. 3 Natural Resources, Infrastructure, Water, Energy and Waste Management (NRIW)

Mayor Pro Tem Esqueda – reported that several items will be agendized for a City Council Study Session.

No. 4 Public Safety, Veteran Affairs, Technology and Transportation (PVTT)

Councilmember E. Hernández – nothing to report.

No. 5 Education, Parks, Arts, Health and Aging (EPAH)

Councilmember De La Torre – nothing to report.

GENERAL COUNCIL COMMENTS

Councilmember Veres: 1) expressed concern regarding the YMCA building color scheme; and 2) said that neighbors have reported their concerns about possible Sunday services at the building on Fourth and Hagar streets.

Mayor Pro Tem Esqueda: 1) again welcomed the new Finance Director Al Hernández; and 2) asked for an update regarding the charter school on Fourth and Alexander streets and the property maintenance issues at that location (i.e., graffiti).

Councilmember Veres also expressed concern regarding the Truman and Maclay lot and lack of maintenance.

Mayor M. Hernández: 1) also welcomed the new Finance Manager Al Hernández; and 2) commended Police Officers on the “Baker to Vegas Run”

SAN FERNANDO CITY COUNCIL

AGENDA – April 19, 2010

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STAFF COMMUNICATION

None

ADJOURNMENT (7:01 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 19, 2010 meeting as approved by the San Fernando City Council.

Elena G. Chávez
City Clerk

FINANCE DEPARTMENT**MEMORANDUM**

TO: Mayor Mario F Hernández and Councilmembers

FROM: Robert R. Ordelheide, City Administrator
By: Al Hernandez, Finance Manager/Deputy Finance Director

DATE: May 3, 2010

SUBJECT: Warrant Register

RECOMMENDATION:

It is recommended that the City Council approve the attached Warrant Register.

BACKGROUND:

For each City Council meeting the Finance Department prepares a Warrant Register for Council approval. The Register includes all recommended payments for the City and Redevelopment Agency. The Agency warrants are also reflected on the Agency Consent Calendar to reimburse the City for expenses included on the City's Register. Checks, other than handwritten checks, generally are not released until after the Council approves the Register. The exceptions are for early releases to avoid penalties and interest, excessive delays and in all other circumstances favorable to the City to do so. Handwritten checks are those payments required to be issued between Council meetings such as insurance premiums and tax deposits. Staff reviews requests for expenditures for budgetary approval and then prepares a Warrant Register for Council approval and or ratification. Items such as payroll withholding tax deposits do not require budget approval.

The Deputy Finance Director hereby certifies that all requests for expenditures have been signed by the department head, or designee, receiving the merchandise or services thereby stating that the items or services have been received and that the resulting expenditure is appropriate. The Deputy Finance Director hereby certifies that each warrant has been reviewed for completeness and that sufficient funds are available for payment of the warrant register.

ATTACHMENT:

A. Warrant Register Resolution

ATTACHMENT "A"

RESOLUTION NO. 10-051

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO ALLOWING AND APPROVING FOR
PAYMENT DEMANDS PRESENTED ON DEMAND/
WARRANT REGISTER NO. 10-042**

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

1. That the demands (EXHIBIT "A") as presented, having been duly audited, for completeness, are hereby allowed and approved for payment in the amounts as shown to designated payees and charged to the appropriate funds as indicated.

2. That the City Clerk shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

PASSED, APPROVED , AND ADOPTED this 3rd day of May, 2010.

Mario F. Hernández, Mayor

ATTEST:

Elena G. Chávez, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 3rd day of May, 2010, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

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04/29/2010 10:08:32AMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
91362	5/3/2010	100039 AT&T	050895-7516-001		PD DISPATCH 818-898-0184 01-222-0000-4220	64.14 64.14
91363	5/3/2010	100097 AIR X TESTING	210-042		EMISSION TESTING FOR TECOGEF 01-430-0000-4260	2,127.07 2,127.07
91364	5/3/2010	100101 VERIZON WIRELESS-LA	970458610		VARIOUS CELL PHONES 01-310-0000-4220 72-360-0000-4220 01-105-0000-4220 01-101-0111-4220 01-101-0109-4220	74.24 42.32 74.24 42.32 275.44
91365	5/3/2010	100124 ALL-PHASE ELECTRIC SUPPLY CO.	0946-662496		LIGHT LENSES REPLACES @ LP P. 01-390-0460-4300	131.15 131.15
91366	5/3/2010	100128 ALL VALLEY HONEY & BEE	33165 33190		BEE IRRADIATION @ PIONEER P. 01-390-0410-4330 BEE ERRADICATION - 935 NEWTOI 01-346-0000-4260	225.00 225.00 450.00
91367	5/3/2010	100222 ARROYO BUILDING MATERIALS, INC	50093 50299 50339 50415 893414		MAT'L S FOR BENCH REPAIR 01-341-0301-4300 CONCRETE - CURB REPAIR 01-341-0301-4300 MAT'L S FOR PLANTER REPAIR 01-341-0301-4300 MAT'L S FOR PLANTER REPAIR 01-341-0301-4300 CREDIT 01-341-0301-4300	12.05 163.25 135.38 15.97 -7.99

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
91367	5/3/2010	100222 ARROYO BUILDING MATERIALS, INC	(Continued) 893415		MORTAR 01-341-0301-4300	6.53 325.19
91368	5/3/2010	100280 BACKFLOW PREVENTION DEVICE	17942		BACKFLOW TESTING WELL 7A 70-383-0000-4260	300.00 300.00
91369	5/3/2010	100311 BARR ELECTRIC CO.	10037 10038		INSTALLATION OF CAT-5 CABLE FI 70-384-0000-4330 REPLACE MAIN BREAKER ON CITY 01-390-0310-4330	422.66 274.74 697.40
91370	5/3/2010	100532 STATE OF CALIFORNIA, DEPARTMENT (783977		DOJ FINGERPRINTS FOR MARCH 2 01-222-3721-4260	3,781.00 3,781.00
91371	5/3/2010	100540 STATE CONTROLLER'S OFFICE	9823		ANNUAL STREET REPORT FY 08/0 11-311-0000-4270	788.50 788.50
91372	5/3/2010	100735 COASTAL AIR	12688		A/C MAINT - INSTALLATION OF 01-390-0460-4330	685.00 685.00
91373	5/3/2010	100805 COOPER HARDWARE INC.	74667 74678 74714		MAT'L S TO REPAIR SIDEWALK DUJ 70-383-0701-4600 ELECTRICAL SUPPLIES 70-383-0301-4300 BATTERIES FOR LOCATOR 70-383-0000-4340	44.93 5.18 30.23 80.34
91374	5/3/2010	100885 DAILY NEWS	S117358308A	10833	DAILY NEWS 01-150-0000-4230	1,336.85

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
91374	5/3/2010	100865 DAILY NEWS	(Continued) S141054327A			
				10833	DAILY NEWS 01-150-0000-4230	436.00
					Total :	1,772.85
91375	5/3/2010	100894 DAPPER TIRE COMPANY INC.	390874		TIRES FOR FLEET 01-1215	802.80
					Total :	802.80
91376	5/3/2010	100937 DEPARTMENT OF PUBLIC HEALTH	1050222		WATER SYSTEM FEES 07/01/09-12. 70-381-0000-4450	4,749.20
					Total :	4,749.20
91377	5/3/2010	100961 DIEHL, EVANS & COMPANY, LLP	1023144		PROFESSIONAL AUDIT SERVICES 01-130-0000-4270	850.00
				10615	Total :	850.00
91378	5/3/2010	101004 DUNN-EDWARDS CORPORATION	2030120110		GRAFFITI REMOVAL PAINT 01-341-0301-4300	14.09
			2030120550		01-312-0301-4300	42.11
					GRAFFITI REMOVAL PAINT 01-341-0301-4300	14.09
					01-312-0301-4300	80.34
					Total :	150.63
91379	5/3/2010	101032 E.H. WACHS COMPANY	INV053262		SILENCER/MUFFLER FOR TM7 VAL 70-383-0000-4320	588.11
					Total :	588.11
91380	5/3/2010	101089 ESCOBAR, MARCO	041510		L P SENIOR PETTY CASH REIMB. 17-420-1380-4300	67.23
			041710		L P SENIOR PETTY CASH REIMB. 17-420-1380-4300	59.00
					Total :	126.23
91381	5/3/2010	101147 FEDEX	7-057-88405		POSTAGE - YARD 01-190-0381-4280	14.82

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
91381	5/3/2010	101147 101147 FEDEX	(Continued)			Total : 14.82
91382	5/3/2010	101245 G.I. LAWNMOWER SHOP	03445		MAT'LS FOR EDGER 01-390-0410-4320	18.10
					Total :	18.10
91383	5/3/2010	101302 VERIZON	8181811075		CITY HALL PAGING 01-190-0000-4220	39.77
			8181811111		MUSIC CHANNEL 01-190-0000-4220	44.79
			8181811114		CITY YARD AUTO DIALER 70-384-0000-4220	44.55
			8181811126		RADIO REPEATER 01-222-0000-4220	45.14
			8181811136		RADIO REPEATER 01-222-0000-4220	45.14
			8181973210		PD MAJOR PHONE LINES 01-222-0000-4220	2,684.72
			8181990351		PAC 50 TO SHERRIFFS 01-222-0000-4220	490.94
			8181993251		CRT ROOF TO INGLEWOOD PD 01-222-0000-4220	73.11
			8183610901		SEWER FLOW MONITOR 72-380-0000-4220	40.95
			8183612385		MTA PHONE LINES 07-440-0441-4220	75.44
					01-190-0000-4220	37.72
			8183613958		CNG STATION 01-320-3661-4220	34.94
			8188315002		PD SPECIAL PROBLEMS 01-222-0000-4220	30.15
			8188377174		PD SPECIAL PROBLEMS 01-222-0000-4220	20.94
			8188381841		ENGINEERING FAX MODEM 01-310-0000-4220	26.60
			8188981293		CITY YARD MAJOR PHONE LINES 70-384-0000-4220	628.25

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
Bank code : bank						
91383	5/3/2010	101302 VERIZON	(Continued) 8188987373		PD EMERGENCY 01-222-0000-4220	98.56
			8188987385		LP FAX LINE 01-420-0000-4220	33.16
					Total :	4,494.87
91384	5/3/2010	101528 THE HOME DEPOT CRC, ACCT#6035322	1028306		MOLDING FOR CONCRETE PLANTI 01-341-0301-4300	11.13
			1051385		MAT'LS FOR STORAGE YARD BIN-I 27-344-0301-4300	6.69
			1071124		BUCKETS, TOWELS, LIDS, BELTS I 01-312-0301-4300	66.21
					01-341-0301-4300	89.59
					01-341-0000-4340	55.03
			1104008		TROLLEY SIGN BASES AND PAINT 07-313-0301-4300	91.56
			2061080		MAT'LS FOR STORAGE YARD BIN-I 27-344-0301-4300	53.26
			2071734		PLANTS 01-390-0410-4300	15.30
			2071736		PAINT FOR GRAFFITI REMOVAL 01-312-0000-4300	34.15
			2104480		WEED CONTROL ITEMS 01-390-0410-4300	197.36
			4037542		MAT'LS FOR STORAGE YARD BIN-I 27-344-0301-4300	17.43
			4563161		MAT'LS FOR STORAGE YARD BIN-I 27-344-0301-4300	42.49
			6025735		MAT'LS TO REPAIR BLEACHERS 01-390-0460-4300	43.03
			6204226		FLOOR MAT'LS RETURNED 01-390-0450-4430	-314.84
			7243686		MAT'LS TO REPLACE & REPLANT F 01-390-0460-4300	131.27
			9095083		SCREW DRIVER SET 72-360-0000-4340	32.88

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Bank code : bank						
91384	5/3/2010	101528 THE HOME DEPOT CRC, ACCT#603	(Continued)			Total : 572.54
91385	5/3/2010	101554 HURRICANE FENCE COMPANY	10104		FENCE REPAIR - 12900 DRONFIELD 70-384-0000-4330	75.00
					Total :	75.00
91386	5/3/2010	101599 IMAGE 2000 CORPORATION	VN197525		TOSHIBA 720 CONTRACT BASE CI 01-190-0000-4320	480.94
			VN197526		TOSHIBA 3510 USAGE - 4/3/10-5/2/	792.91
			VN198099		FREIGHT FOR TONER 70-381-0000-4290	13.00
			VN198483		RIZZO TONER 01-420-0000-4300	127.73
			VN198485		RIZZO TONER - AFTERSCHOOL PR 17-420-1371-4300	112.43
					Total :	1,627.01
91387	5/3/2010	101647 INTERSTATE BATTERY	30556534		BATTERY 01-1215	100.92
					Total :	100.92
91388	5/3/2010	101649 INTER VALLEY POOL SUPPLY	15422		WATER TREATMENT CHEMICALS f 01-430-0000-4300	676.50
					Total :	676.50
91389	5/3/2010	101694 JACOBS, ROBERT	REIMB		FBI EXECUTIVE DEVELOPMENT SE 01-222-0000-4360	1,184.06
					Total :	1,184.06
91390	5/3/2010	101768 KIMBALL-MIDWEST	1452266		CRIMPING TOOLS 01-320-0000-4340	187.75
					Total :	187.75
91391	5/3/2010	101929 LINGO INDUSTRIAL ELECTRONICS	31608		TRAFFIC SIGNAL CONFLICT MONI 13-371-0000-4600	1,798.97
					Total :	1,798.97

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
91399	5/3/2010	102221	MISSION CAR WASH	(Continued)		
			219		CAR WASH 01-222-0000-4320	5.00
			245		CAR WASH 01-222-0000-4320	5.00
			26		CAR WASH 01-222-0000-4320	5.00
			321		CAR WASH 01-222-0000-4320	5.00
			397		CAR WASH 01-222-0000-4320	5.00
			4		CAR WASH 01-222-0000-4320	5.00
			49		CAR WASH 01-222-0000-4320	5.00
			5		CAR WASH 01-222-0000-4320	5.00
			53		CAR WASH 01-222-0000-4320	5.00
			66		CAR WASH 01-222-0000-4320	5.00
			67		CAR WASH 01-222-0000-4320	5.00
			70		CAR WASH 01-222-0000-4320	5.00
			72		CAR WASH 01-222-0000-4320	5.00
			75		CAR WASH 01-222-0000-4320	5.00
			78		CAR WASH 01-222-0000-4320	5.00
			79		CAR WASH 01-222-0000-4320	5.00
			79		CAR WASH 01-222-0000-4320	5.00
			98		CAR WASH 01-222-0000-4320	5.00

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91399	5/3/2010	102221	MISSION CAR WASH	(Continued)		Total : 170.00
91400	5/3/2010	102226	MISSION LINEN & UNIFORM	340689383	LAUNDRY FOR PD 01-225-0000-4350	204.49
				340690020	LAUNDRY FOR PD 01-225-0000-4350	259.98
				340690485	LAUNDRY FOR PD 01-225-0000-4350	174.55
					Total :	639.00
91401	5/3/2010	102239	CUIRIZ, JUANA	042010	COMMISSIONERS REIMBURSEME 01-420-0000-4111	50.00
					Total :	50.00
91402	5/3/2010	102287	MUNICIPAL CODE CORP.	122104	ANNUAL FEE FOR MUNICODE ON I 01-115-0000-4260	400.00
					Total :	400.00
91403	5/3/2010	102303	NACHO'S ORNAMENTAL SUPPLY	138745	MAT'LS TO REPAIR BENCHES 01-390-0460-4300	8.78
				139476	TOOL COVER 01-320-0000-4320	302.37
				139479	PAINT 01-320-0301-4300	22.15
					Total :	333.30
91404	5/3/2010	102306	MWH LABORATORIES	L0020090	WATER ANALYSIS FOR F-322622 70-384-0000-4260	150.00
				L0028558	WATER ANALYSIS FOR F-330318 70-384-0000-4260	139.60
				L0026568	WATER ANALYSIS FOR F-330455 70-384-0000-4260	24.00
				L0026620	WATER ANALYSIS FOR F-330454 70-384-0000-4260	114.60
					Total :	428.20
91405	5/3/2010	102403	NOW IMAGE PRINTING	10090	#10 WINDOW ENV AND #9 RETURN	

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91405	5/3/2010	102403 NOW IMAGE PRINTING	(Continued)			
					70-382-0000-4300	380.47
					72-360-0000-4300	380.47
					73-350-0000-4300	380.49
			10094		VICTIMS OF CRIME NOTICE	
					01-222-0000-4300	441.20
			10106		DR LABELS	
					01-222-0000-4300	609.11
					01-312-0000-4430	208.53
					Total :	2,400.27
91406	5/3/2010	102423 OCCU-MED, INC.	310901		PRE-EMPLOYMENT PHYSICAL	
					01-106-0000-4280	261.00
					Total :	261.00
91407	5/3/2010	102432 OFFICE DEPOT	1198492368		LARGE FORMAT BONDS BW PS EN	
					19-423-9834-4300	40.18
			1204065905		BATTERIES, CHARGER, COPY PAP	
					01-222-0000-4300	113.70
			513944521001		DIVIDERS FOR CLEC REPORT	
					10-220-3608-4300	17.13
			514369061001		HANGING FILE FRAME	
					01-105-0000-4300	9.02
			514515648001		TISSUE, WHITE BOARD, LASER JE	
					01-310-0000-4300	222.57
			515042140001		ALL-IN-ONE DESK JET PRINTER	
					70-381-0000-4300	97.79
			515042197001		HP INK CARTRIDGES	
					01-390-0000-4300	103.45
			515218281001		BINDERS AND PENS	
					01-310-0000-4300	15.77
			515218339001		MOUSE PAD	
					01-310-0000-4300	4.82
			515222298001		COPY PAPER, MARKERS, CD-R SP	
					01-222-0000-4300	266.81
			515284681001		CARTRIDGES, TONER, LABELS, EL	
					01-106-0000-4300	1,012.53

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91407	5/3/2010	102432 OFFICE DEPOT	(Continued)			
			515304631001		CHAIRS	
					01-150-0000-4300	815.15
			515304632001		ENVELOPES, PENS, BATTERIES A	
					01-150-0000-4300	83.41
			515311769001		AFTER SCHOOL SUPPLIES COPY I	
					17-420-1371-4300	194.04
			515382775001		KITCHEN SUPPLIES - GREEN TEA,	
					01-190-0000-4300	47.58
			515419527001		COPY PAPER	
					01-1200	388.08
					Total :	3,432.03
91408	5/3/2010	102443 OKAFOR, MICHAEL	REIMB.		MILEAGE REIMB FOR ICRMA GOVE	
					01-106-0000-4390	91.44
					Total :	91.44
91400	5/3/2010	102454 OLIVE VIEW MEDICAL CENTER	4463706		BLOOD DRAW FOR SANDER, M DR	
					01-225-0000-4350	35.00
					Total :	35.00
91410	5/3/2010	102486 ORSINI, TODD	TRAVEL		MANDATORY TRAFFIC ACCIDENT	
					01-222-0000-4360	100.00
					Total :	100.00
91411	5/3/2010	102530 AT & T	336-256-2749		CRT ROOF TO INGLEWOOD PD	
					01-222-0000-4220	90.75
			336-257-3236		CRT ROOF TO INGLEWOOD PD	
					01-222-0000-4220	90.75
					Total :	181.50
91412	5/3/2010	102604 PERVO PAINT CO.	62700		RED CURB PAINT	
					13-311-0000-4600	582.72
					Total :	582.72
91413	5/3/2010	102686 PREFERRED DELIVERY SYSTEMS INC	23141		COURIER SERVICE	
					01-222-0000-4260	143.36

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91413	5/3/2010	102666	102666		PREFERRED DELIVERY SYSTEMS I (Continued)		Total : 143.36
91414	5/3/2010	102727	QUARTERMASTER	9R871232801015	SRT UNIFORM FOR OFC B. ORDEL	303.22	
				R871424701015	SRT UNIFORM FOR OFC PAK	303.22	
					01-222-0000-4300	606.44	Total :
91415	5/3/2010	102773	RAMIREZ, FEDERICO	REIMB	MILEAGE AND PARKING FEE FOR I	45.67	
					01-110-1055-4270	46.67	Total :
91416	5/3/2010	102779	RAMIREZ, THOMAS	4/1/10-4/30/10	KARATE	580.65	
					17-420-1326-4260	580.65	Total :
91417	5/3/2010	102848	RICHARDS, WATSON & GERSHON	170607	LEGAL SERVICES	47.15	
				170680	72-360-0690-4270		
				170681	LEGAL SERVICES	410.45	
				170682	01-110-0000-4270	17.60	
				170682	LEGAL SERVICES	1,002.49	
				170683	01-110-1055-4270		
				170683	LEGAL SERVICES	2,217.86	
				170684	01-110-0000-4270		
				170684	LEGAL SERVICES	19,010.33	
				MAR-10	91-190-0000-4270		
					LEGAL SERVICES	4,415.00	Total :
					01-110-0000-4270	27,120.88	
91418	5/3/2010	102930	ROYAL WHOLESALE ELECTRIC	8901-830338	STREETLIGHT LAMPS & BALLASTS	1,652.84	
					27-344-0301-4300	1,652.84	Total :
91419	5/3/2010	103010	SAM'S CLUB DIRECT, #0402465855179	1936	BATTERIES, LYSOL, MOCHA MIX, C	140.61	
					01-222-0000-4300		

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91419	5/3/2010	103010	103010		SAM'S CLUB DIRECT, #04024658551 (Continued)		Total : 140.61
91420	5/3/2010	103176	SIMS WELDING SUPPLY CO.	00433630	WELDING SUPPLIES - MASK & HEL	146.14	
				00434794	01-320-0301-4300	55.91	
					PROANE	202.06	Total :
					70-383-0000-4320		
91421	5/3/2010	103184	SMART & FINAL	118590	EASTER EVENT CANDY 2010	444.74	
				121827	01-423-0000-4300	6.00	
					JUICES FOR CASINO TRIP ON 4/12	118.15	
					17-420-1382-4300		
					01-422-3750-4300	47.38	
					TEEN ITEMS FOR MOVIE NIGHT @	816.27	Total :
					17-420-1389-4300		
91422	5/3/2010	103202	SOUTHERN CALIFORNIA EDISON CO.	040810	ELECTRIC- VARIOUS	2,106.75	
				041310	01-420-0000-4210	109.60	
				041410	ELECTRIC- VARIOUS	22.27	
				041510	01-390-0470-4210	1,007.02	
					ELECTRIC- TRUMAN/KITTRIDGEXM	715.26	
					01-341-0000-4210	3,960.90	Total :
					ELECTRIC- 60 JESSIE, 573 GLENO		
					70-384-0000-4210		
					01-390-0450-4210		
91423	5/3/2010	103205	THE GAS COMPANY	041210	GAS-PD FROM 3/10 TO 4/08	585.34	
					01-222-0000-4210	9,421.65	
					01-430-0000-4210	126.31	
					01-310-0000-4210	80.16	
					70-381-0000-4210		
				041410	GAS- LAS PALMAS 505 S HUNTING	124.48	
					01-420-0000-4210	10,317.94	Total :
91424	5/3/2010	103251	STANLEY PEST CONTROL	177741	PEST CONTROL @ PD		

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91438	5/3/2010	103855 103855 PACIFIC WESTERN BANK	(Continued)			Total : 23,023.00
91439	5/3/2010	103903 TIME WARNER CABLE	8448200540010369		CABLE	15.89
			8448300070109011		01-222-0000-4260 INTERNET SERVICES 04/12-05/11 01-190-0000-4220	1,100.00 1,115.89
91440	5/3/2010	887258 MONTES, TAWNY	TRAVEL		MANDATORY STC COURSE FOR C 01-222-0000-4360	135.00 135.00
91441	5/3/2010	887422 NORTHERN SAFETY CO., INC.	P267428101017		SAFETY EQUIPMENT 01-390-0410-4310	212.71 212.71
91442	5/3/2010	887646 PLUMBERS DEPOT INC	PD-13479		HOSE, MANHOLE HOOK & WRENC 72-360-0301-4300	626.67 626.67
91443	5/3/2010	887666 COUNTY OF LOS ANGELES	10SANFER-08		PROGRAM SVS-POOL 02-01-10 THI 01-430-0000-4260	19,248.55 19,248.55
91444	5/3/2010	887695 AL'S KUBOTA TRACTOR	276488		MAT'LS FOR EQUIP MAINT 01-390-0410-4320	161.06 161.06
91445	5/3/2010	887727 CAMERON, CHARLES	042010		SPORTS OFFICIAL 17-420-1328-4260	90.00 90.00
91446	5/3/2010	887852 J. Z. LAWNMOWER SHOP	102981 192987		PARTS FOR WEEDEATER & OIL 29-335-0000-4320 CARBURETOR CLEAN -UP 70-384-0000-4320	55.25 30.00 85.25

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91447	5/3/2010	887981 MARTINEZ, MONICA	041610 041910		SPORTS OFFICIAL 17-420-1328-4260 SPORTS OFFICIAL 17-420-1328-4260	48.00 72.00 120.00
91448	5/3/2010	888071 DIAZ, RAMON F.	041510		MARIACHI FOR MOTHER'S DAY DA 17-420-1380-4260	760.00 760.00
91449	5/3/2010	888123 L.A. DEPARTMENT OF WTR & POWER	742182-315938		SECURITY LIGHTING - 13655 FOOT 70-384-0000-4210	104.50 104.50
91450	5/3/2010	888241 UNITED SITE SERVICES OF CA INC	107-103147 107-113724 107-114327		MARCH PORTABLE TOILET RENTA 01-390-0450-4260 APRIL - PORTABLE TOILET RENTA/ 01-390-0450-4260 APRIL PORTABLE TOILET RENTAL 01-390-0410-4260	338.01 338.01 248.59 924.61
91451	5/3/2010	888468 MAJOR METROPOLITAN SECURITY	1037927 1037928 1037929 1037930 1037931 1037932 1037933		ALARM MONITORING - MAY 2010 01-390-0410-4260 ALARM MONITORING - MAY 2010 01-390-0410-4260 ALARM MONITORING - MAY 2010 01-390-0460-4260 ALARM MONITORING - MAY 2010 01-390-0222-4260 ALARM MONITORING - MAY 2010 01-430-0000-4260 ALARM MONITORING - MAY 2010 01-390-0410-4260 ALARM MONITORING - MAY 2010 01-390-0460-4260	15.00 15.00 15.00 15.00 15.00 15.00 15.00

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91451	5/3/2010	888468 MAJOR METROPOLITAN SECURITY	(Continued) 1037934		ALARM MONITORING - MAY 2010 01-390-0310-4260	15.00
			1037935		ALARM MONITORING - MAY 2010 01-390-0450-4260	15.00
			1037936		ALARM MONITORING - MAY 2010 01-390-0410-4260	15.00
			1037937		ALARM MONITORING - MAY 2010 01-390-0410-4260	15.00
			1037938		ALARM MONITORING - MAY 2010 01-390-0450-4260	15.00
			1037939		ALARM MONITORING - MAY 2010 01-390-0450-4260	15.00
					Total :	195.00
91452	5/3/2010	888531 BIG RED PLUMBING SUPPLY, INC.	50281		MAT'L S TO REPAIR DRAIN 01-390-0460-4300	57.45
			50712		MAT'L S TO REPAIR POOL PUMP 01-430-0000-4300	33.34
					Total :	90.79
91453	5/3/2010	888552 LAW OFFICES DAPEER, ROSENBLIT & L 2819			CODE ENFORCEMENT CITY PROSI 94-155-8155-4270	9,457.44
					Total :	9,457.44
91454	5/3/2010	888556 KEY EQUIPMENT FINANCE	590158242 - 1004		APRIL LEASE PAYMENT TOSHIBA : 01-190-0000-4320	437.90
			590158242 - 2004		APRIL LEASE PAYMENT - TOSHIBA 01-190-0000-4320	323.76
			590158242 - 3003		PW COPIER LEASE CREDIT - MAR 70-381-0000-4290	-0.64
			590158242 3004		PW COPIER LEASE PAYMENT - AP 70-381-0000-4290	206.79
					Total :	967.81
91455	5/3/2010	888615 WOOD AUTO SUPPLY INC	677888		POWER STEERING FLUID 01-1215	32.62

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91455	5/3/2010	888615 WOOD AUTO SUPPLY INC	(Continued) 677987		POWER STEERING FLUID 01-1215	6.59
			678006		LED BRAKE TAIL LIGHTS 01-1215	119.23
			678007		TAIL LIGHT ASSY 01-320-0390-4400	60.35
			678796		FUEL PUMP 01-320-0000-4340	372.22
			679314		AIR FILTERS & BRAKE CLEANERS 01-1215	77.74
			679317		AIR FILTERS 01-1215	25.48
					Total :	694.23
91456	5/3/2010	888629 SPARKLETT S	041032368025927274		WATER (CCP & LP) 01-422-0000-4300	40.27
					Total :	40.27
91457	5/3/2010	888646 HD SUPPLY WATER WORKS, LTD	1209539		PIPE 70-1220	593.05
					70-383-0701-4600	773.22
					Total :	1,366.27
91458	5/3/2010	889114 SEVEN ELK RANCH DESIGN, INC	1721		ARIBORICULTURAL CONSULTING 01-310-0000-4270	400.00
					Total :	400.00
91459	5/3/2010	889182 CIT TECHNOLOGY FIN SERV, INC	16662283		4511/450 TOSHIBA ESTUDIO & RIS 01-420-0000-4260	1,124.72
					Total :	1,124.72
91460	5/3/2010	889187 USA MOBILITY WIRELESS, INC	T7954833D		PAGERS 01-190-0000-4420	60.49
					Total :	60.49
91461	5/3/2010	889303 GOLD, CARYN J.	1438		T-SHIRTS MARIACHI 01-424-0000-4430	354.93

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91461	5/3/2010	889303 889303 GOLD, CARYN J.			(Continued)		Total : 354.93
91462	5/3/2010	889328 FIRST TRANSIT, INC.	10366071		MCT FOR MARCH 2010 07-440-0442-4260	34,616.60	Total : 34,616.60
91463	5/3/2010	889352 GOMEZ, ADRIANA	042010		COMMISSIONERS REIMBURSEME 01-420-0000-4111	50.00	Total : 50.00
91464	5/3/2010	889423 LIZARRAGA, MANUEL	TRAVEL		MANDATORY STC COURSE FOR C 01-222-0000-4360	135.00	Total : 135.00
91465	5/3/2010	889459 COLEMAN, THOMAS	041010		SPORTS OFFICIAL 17-420-1328-4260	90.00	Total : 90.00
91466	5/3/2010	889532 GILMORE, REVA A.	3/27/10-4/9/10		FOOD SERVICE MANAGER 01-422-0000-4260	682.50	Total : 682.50
91467	5/3/2010	889533 MARTINEZ, ANITA	3/27/10-4/9/10		ASSISTANT FOOD SERVICE MANA 01-422-0000-4260	331.88	Total : 331.88
91468	5/3/2010	889534 RAMIREZ, FRANCISCO	3/27/10-4/9/10		HDM DRIVER 01-422-0000-4260	350.78	Total : 350.78
91469	5/3/2010	889535 GOMEZ, GILBERT	3/27/10-4/9/10		HDM DRIVER 01-422-0000-4260	337.28	Total : 337.28
91470	5/3/2010	889611 MORRISON MANAGEMENT SPECIALIST	188452009043001		LP SENIOR MEALS - MARCH- 2010 01-422-0000-4260	10,647.00	Total : 10,647.00

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91471	5/3/2010	889644 VERIZON BUSINESS	00046707		CITY HALL LONG DISTANCE 01-190-0000-4220	49.31	
			00046708		CITY YARD LONG DISTANCE 70-384-0000-4220	86.35	
			00046709		CITY HALL LONG DISTANCE & INTI 01-190-0000-4220	278.23	
			00046710		POLICE LONG DISTANCE 01-222-0000-4220	245.36	
			00046711		CITY YARD LONG DISTANCE 70-384-0000-4220	4.84	
			00046712		PARK LONG DISTANCE 01-420-0000-4220	120.34	
			00047662		ENGINEERING LONG DISTANCE 01-310-0000-4220	2.64	
			00047684		POLICE LONG DISTANCE 01-222-0000-4220	2.77	
			00047685		PARK LONG DISTANCE 01-420-0000-4220	5.21	Total : 796.05
91472	5/3/2010	889681 VILLALPANDO, MARIA	3/27/10-4/9/10		FOOD SERVICE WORKER 01-422-0000-4260	44.25	Total : 44.25
91473	5/3/2010	889683 URIBE, ELEENNA	04/05/10-04/16/10		AFTER SCHOOL PROGRAM CURRI 17-420-1371-4260	324.00	Total : 324.00
91474	5/3/2010	889703 ALESHIRE & WYNDER, LLP	13344		LEGAL SERVICES 08-110-1055-4270	26,626.29	
			13659		LEGAL SERVICES 08-110-1055-4270	28,032.74	Total : 54,659.03
91475	5/3/2010	889763 PEREZ, JENNIFER	042010		COMMISSIONERS REIMBURSEME 01-420-0000-4111	50.00	Total : 50.00

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91476	5/3/2010	889701 AYERS HOTEL ANAHEIM	TRAVEL		ROOM RESERVATION FOR MANUE 01-222-0000-4360	614.46 Total : 614.46
91477	5/3/2010	889801 KOCH, PHILLIP ROBERT	042010		COMMISSIONERS REIMBURSEMEN 01-420-0000-4111	50.00 Total : 50.00
91478	5/3/2010	889858 HOTSHOT PICTURE CARS, INC	2179 2470		RECOVER & REINSTALL HEADLINE 01-320-0370-4400 SEAT REPAIR 01-320-0371-4400	294.00 Total : 395.00 689.00
91479	5/3/2010	889990 STRENN CORP	SF-011		MANAGEMENT OF RDA AGENCY - 01-105-0000-4270 80-105-0000-4270 82-105-0000-4270 86-105-0000-4270 92-105-0000-4270 94-105-0000-4270 95-105-0000-4270	1,440.00 504.00 360.00 1,656.00 648.00 2,016.00 576.00 Total : 7,200.00
91480	5/3/2010	890010 TOTAL PRINTING SUPPLIES	100153		SUPPLY FOR BOTH HIWLITT PACK 94-155-0000-4300	1,174.33 Total : 1,174.33
91481	5/3/2010	890030 ELITE EQUIPMENT INC	9578		MAT'L S TO REPAIR CUT-OFF SAW 70-383-0000-4320	41.75 Total : 41.75
91482	5/3/2010	890080 TECOGEN	CGQ0110-98 CGQ0210-75	10844 10844	TECOGEN MAINTENANCE AGREEM 01-430-0000-4280 TECOGEN MAINTENANCE AGREEM 01-430-0000-4260	4,184.05 4,520.25 Total : 8,704.30

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
91483	5/3/2010	890095 O'REILLY AUTO PARTS	2665-108705		HUB CAPS 01-320-0152-4400	54.86 Total : 64.86
91484	5/3/2010	890097 GRANADOS, DANIEL M	62-3422-00		WATER ACCT REFUND - 508 N HU! 70-2010	108.63 Total : 108.63
91485	5/3/2010	890098 PONCE DE LEON, MIGUEL ANGEL	37-0925-04		WATER ACCT REFUND - 614 O'MEI 70-2010	91.82 Total : 91.82
91486	5/3/2010	890099 POMONA POLICE DEPARTMENT	TRAVEL		JOEL VASQUEZ- MANDATORY TRA 01-222-0000-4360	50.00 Total : 50.00
125 Vouchers for bank code : bank						Bank total : 570,783.17
125 Vouchers in this report						Total vouchers : 570,783.17

Voucher Registers are not final until approved by Council.

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ADMINISTRATION DEPARTMENT**MEMORANDUM**

TO: Mayor Mario F. Hernandez and City Council Members
Chair Mario F. Hernandez and Redevelopment Agency Board Members

FROM: Robert R. Ordelheide, City Administrator
Mary Strenn, Executive Director

DATE: May 3, 2010

SUBJECT: Final Report on Fiscal Year (FY) 2010-2011 City and Redevelopment Agency Priorities

RECOMMENDATION:

It is recommended that the City Council and Agency Board:

- a. Receive and file the list of priorities for FY 2010-2011 (Attachment "A");
- b. Direct staff to develop the FY 2010-2011 City and Redevelopment Agency budgets around the priorities;
- c. Direct staff to provide a mid-year report on progress made to each of the priorities; and
- d. Direct staff to include priority setting as part of the City and Redevelopment Agency's annual budgetary processes.

SUMMARY:

As part of the FY 2010-2011 budgetary process, staff and City Council/Agency Board members provided their priorities for directing resources of the City's four operating departments and the Redevelopment Agency. Those priorities, presented and finalized on April 19, 2010, were based on a number of factors including project readiness, available funding and successful completion by June 2011.

ATTACHMENT:

- A. FY 2010-2011 City and Redevelopment Agency Priorities

FY 2010-11 CITY AND REDEVELOPMENT AGENCY PRIORITIES ATTACHMENT "A"
CITY COUNCIL/AGENCY BOARD

April 19, 2010

M. HERNANDEZ

Finalize and distribute monthly expense reports.
Work with the BOE to pursue revenue enhancements.
Improve efficiencies of city utilities and contracts.

B. ESQUEDA

Continue to develop Skate Plaza.
Enhance graffiti abatement.
Establish holiday and centinneal committees.

S. VERES

Implement Project [WATER](#).
Continue developing the downtown entertainment district.

M. DE LA TORRE

Pursue CLWP funding for Project [WATER](#).
Achieve financial stability of the Aquatics Facility.
Capture outside funding to construct Skate Plaza.

E. HERNANDEZ

Implement Project [WATER](#).
Complete the new City website.
Create the San Fernando Inspiration Program.

FY 2010-11 CITY AND REDEVELOPMENT AGENCY PRIORITIES

CITY OPERATING DEPARTMENTS

April 19, 2010

Project	Project Description	FY 2010-11 Estimated Resource Allocation		Obligation	Anticipated Completion Date
		Financial	FTEs		
COMMUNITY DEVELOPMENT					
Lopez Adobe Preservation	Allows complete rehabilitation of the Lopez Adobe building and site; improvements include a seismic retrofit, foundation and architectural feature repairs, site drainage mitigation and new landscaping. All rehabilitation work will be done pursuant to U.S. Secretary of Interior standards for historic preservation.	\$120,000 (RDA - Project Area Funds)	0.15	Under Contract; Time Sensitive	May 2011
Housing Element Implementation Ordinance	Provides zoning code regulations that allow density bonuses and provide for inclusionary, transitional and other housing types required by the state's housing element law.	\$4,000 (RDA - Housing Fund)	0.25	Legally Required; Time Sensitive	June 2011
Historic Preservation Measures	Applies for Certified Local Government status from the State Office of Historic Preservation; this will allow the city to apply for state grant funds for historic preservation. A Mills Act contract program will also be finalized for city council consideration.	\$0	0.20	Council Directive	June 2011
MMD Ordinance	Establishes zoning code regulations that address requests for medical marijuana dispensaries (MMD) in the community; this action should be undertaken prior to expiration of the current interim moratorium.	\$2,500 (GEN - Fund 01)	0.08	Council Directive	January 2011

FY 2010-11 CITY AND REDEVELOPMENT AGENCY PRIORITIES

CITY OPERATING DEPARTMENTS

April 19, 2010

Project	Project Description	FY 2010-11 Estimated Resource Allocation		Obligation	Anticipated Completion Date
		Financial	FTEs		
POLICE					
Virtual Patrol	Allows for the installment of cameras and supporting equipment at all city parks. The equipment will provide police dispatch with live streaming video for proactive enforcement and deployment.	\$0	3.00	Under Contract	March 2011
School Resource Officer	Trains an officer and develops an associated work program for the grant funded three-year position. The officer will be responsible for educational and outreach programs that promote safe environments at 22 San Fernando schools.	\$0	1.25	Under Commitment	June 2011
DUI Enforcement	Continues a successful state funded program that focuses on DUI checkpoints, saturation patrols, uncover court stings, warrant service detail and the Click It or Ticket campaign. Collected fees resulting from vehicle impounds, court fines and traffic citations would be retained by the General Fund.	\$0	3.00	Under Contract	June 2011
9-1-1 System Upgrades	Upgrades the city's 9-1-1 police communications system with hardware and software improvements, and new technologies to create a more efficient and responsive system.	\$0	0.50	Under Contract Legally Required	January 2011

FY 2010-11 CITY AND REDEVELOPMENT AGENCY PRIORITIES

CITY OPERATING DEPARTMENTS

April 19, 2010

Project	Project Description	FY 2010-11 Estimated Resource Allocation		Obligation	Anticipated Completion Date
		Financial	FTEs		
PUBLIC WORKS					
Project WATER	Audits organizational functions and implements recommendations for sustained water delivery services. Among the items to be addressed: billing desk organization, field staffing, water rates, infrastructure replacement, the purchase or leasing of a nitrate treatment system and water conservation efforts.	\$60,000-\$800,000 (ENT - Fund 70)	3.00	Legally Required; Time Sensitive	June 2011
CNG and Trolley System Upgrades	Expands the CNG station by purchasing an additional fuel tank to maximize revenue generating opportunities. Updates the city's trolley plan and implements recommendations including: new trolley routes, programming and outreach, hours of operation, and the purchase and installation of new bus/trolley shelters.	\$75,000 (SPC - Fund 12)	1.50	None	June 2011
LLAD Balloting Process	Administers a balloting process for assessment increases that: (1) eliminates the city's Landscaping and Lighting Assessment District (LLAD) fund deficit; and (2) absorbs a portion of future landscaping maintenance costs (which are currently covered by the General Fund).	\$30,000 (GEN - Fund 01)	0.50	Legally Required; Time Sensitive	January 2011
Energy Efficiency Project	Installs energy efficient exterior lighting at city hall, the police department, select city parks and on some street lights. Considers a contracting process that allows the city to pursue future energy efficiency projects by borrowing outside funds (which then would be repaid with energy cost savings).	\$0	0.75	Under Contract; Time Sensitive	June 2011
Tree Planting Initiative	Plants 250 street trees in underserved neighborhoods; launches the Tree Partner Program that encourages residents to plant and water street trees (at their own cost). Hosts an Arbor Day celebration to build awareness of the city's street tree planting programs and Tree City USA status.	\$0	0.25	Under Contract; Time Sensitive	June 2011

FY 2010-11 CITY AND REDEVELOPMENT AGENCY PRIORITIES

CITY OPERATING DEPARTMENTS

April 19, 2010

Project	Project Description	FY 2010-11 Estimated Resource Allocation		Obligation	Anticipated Completion Date
		Financial	FTEs		
RECREATION & COMMUNITY SERVICES					
Aquatics Operations	Transitions complete responsibility (to the city) of operating and programming the San Fernando Regional Pool Facility.	\$10,000 (GEN - Fund 01)	1.25	Council Directive	June 2011
Aquatics Funding	Decreases the \$280,000 General Fund subsidy to operate the San Fernando Regional Pool Facility by reducing expenditures and pursuing new revenue sources, e.g. corporate sponsorships, enhanced snack bar operations and the implementation of new fee structures.	\$0	2.25	Council Directive	June 2011
Activities Guide	Provides for the professional development and printing of a bilingual recreational activities brochure to be distributed three times a year to San Fernando households.	\$30,000 (SPC - Fund 17)	0.30	None	January 2011
Skate Plaza Design	Completes conceptual and construction designs for Skate Plaza. The designs are subsequently needed for private fundraising efforts to construct the facility (in connection with the Rob Dyrdek Foundation).	\$0	0.35	Council Directive	January 2011

**FY 2010-11 CITY AND REDEVELOPMENT AGENCY PRIORITIES
REDEVELOPMENT AGENCY**

April 19, 2010

Project	Project Description	FY 2010-11 Estimated Resource Allocation		Obligation	Anticipated Completion Date
		Financial	FTEs		
SB 211 Amendments	Extends the life of Project Areas 1 and 3 for an additional 10 years; without the amendments, the project areas will expire in January 2012 and June 2016, respectively (scope of work to be further defined).	\$30,000 - \$40,000* (RDA - Project Area Funds) \$55,000-\$60,000* (RDA - Housing Fund) <i>*Indicates partial costs.</i>	0.60	Time Sensitive	October 2011
PBID Formation	Establishes a property based improvement district (PBID) in the downtown area. The city's role in the formation process is to provide data, monitoring and approvals, and election assistance.	\$12,000 (RDA - Project Area Funds)	0.15	Under Contract	June 2011
Entertainment Overlay Zone	Develops incentives for downtown entertainment uses including expedited approvals, the deferral of development fees, favorable land use policies and tenant attraction assistance.	\$25,000 (RDA - Project Area Funds)	0.25	Council Directive	June 2011
2010-15 Implementation Plan	Defines the redevelopment agency's five-year operational and financial work programs for its redevelopment, economic development, and affordable housing programs and projects.	\$2,700 (RDA - Project Area Funds) \$15,300 (RDA - Housing Fund)	0.15	Legally Required	December 2010
New Housing Projects	Provides staff and financial resources to facilitate the development of new affordable or mixed-income housing units at 1320 San Fernando Rd. (Gangji Project); 131 Park Ave. (Park Properties LLC); and 1422 San Fernando Rd. and 551 Kalisher St. (LA Housing Partnership).	\$250,000** (RDA - Housing Fund) <i>**Indicates FY 2009-10 carryover.</i>	0.60	Under ENA; Time Sensitive	June 2011

PUBLIC WORKS DEPARTMENT**MEMORANDUM**

TO: Mayor Mario F. Hernández and Councilmembers

FROM: Robert R. Ordelheide, City Administrator
By: Ron Ruiz, Public Works Director

DATE: May 3, 2010

SUBJECT: Lot Preparation for Skate Plaza Development

RECOMMENDATION:

It is recommended that the City Council approve Plan B (Attachment “B”) for the lot preparation for the Skate Plaza Development project and adopt a Resolution (Attachment “C”) approving an allocation of Quimby Funds for the project for an amount not to exceed \$6,739.

BACKGROUND:

1. On October 25, 2008, the San Fernando Regional Pool Facility opened to the public.
2. In September 2009, staff was directed by the City Administrator to develop plans for the temporary improvement of the area at Park Avenue and Fourth Street. The plans were to include dust control measures and greening of the site.
3. On April 19, 2010, at a City Council meeting, staff was directed to finalize a low-cost project plan to improve the City-owned property at the corner of Park Avenue and Fourth Street.

ANALYSIS:

Per City Council direction, staff is currently pursuing the development of the City-owned area at the corner of Park Avenue and Fourth Street as a future skate park. Significant milestones are expected to be completed in FY 2010-11 for the construction of this project. In the interim, it is the City Council’s desire to improve the appearance of the site, provide dust control measures to the Pool Facility, and include signage at the site to announce the future development of the site as a skate park.

The site consists of .9 acres of undeveloped City-owned land that was originally green space prior to the development of the Pool Facility. The site presently consists of a dirt surface with

Lot Preparation for Skate Plaza Development

Page 2

eight mature trees. The City arborist has examined the trees and determined that a Eucalyptus tree needs to be removed for safety reasons if the area will be used by the public. Sometime prior to the opening of the Pool Facility in October 2008, the City installed K-rails at the perimeter of the site to dissuade the public from entering the area.

In September 2009, the City Administrator requested Public Works staff to develop an interim plan for the site while the future use of the site was being considered by the City Council (Attachment "A"). The interim plan as designed by staff included grading the site, and the installation of an aggregate surface and railroad ties for tire stops to serve as a temporary parking area. The plan also included landscaping with a seating area and trash receptacle adjacent to the sidewalk on Park Avenue. The landscaped area would be slightly raised in some areas to visually screen the temporary parking area.

Per City Council direction on April 19, 2010, staff revised the interim plan into a less costly design with minimal landscaping as shown in Plan B. This Plan includes substantially reduced landscaping, a smaller irrigation system, no seating, and less road base in the parking area. Using City staff, the project is expected to be completed in less than 30 days. Both plans allow for approximately 50 temporary parking spaces.

CONCLUSION:

Staff is recommending that Plan B move forward with implementation because it provides for the improvement of the area at a minimal cost. Staff is also recommending that this project be funded with Quimby Funds.

BUDGET IMPACT:

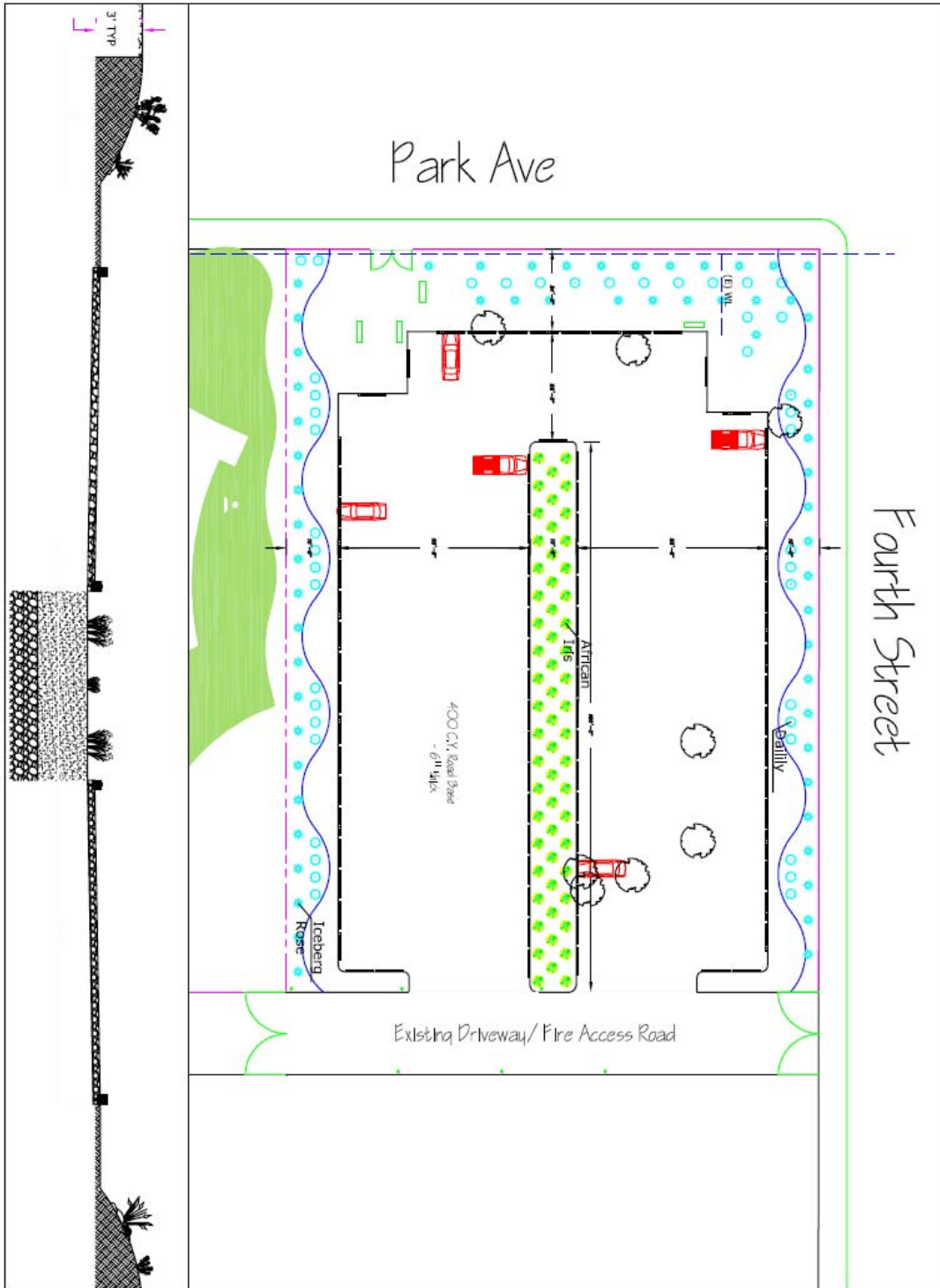
The budget for each design includes materials and in-house labor. All work will be done on regular time using currently funded staff. No overtime will be required, but special project pay shall apply. The cost for Plan A is estimated at \$14,819 and Plan B is estimated at \$6,739. A Resolution is provided with this report to amend the City budget to include an allocation from Fund 19 (Quimby Act Funds) for this project.

ATTACHMENTS:

- A. Plan A
- B. Plan B
- C. Resolution

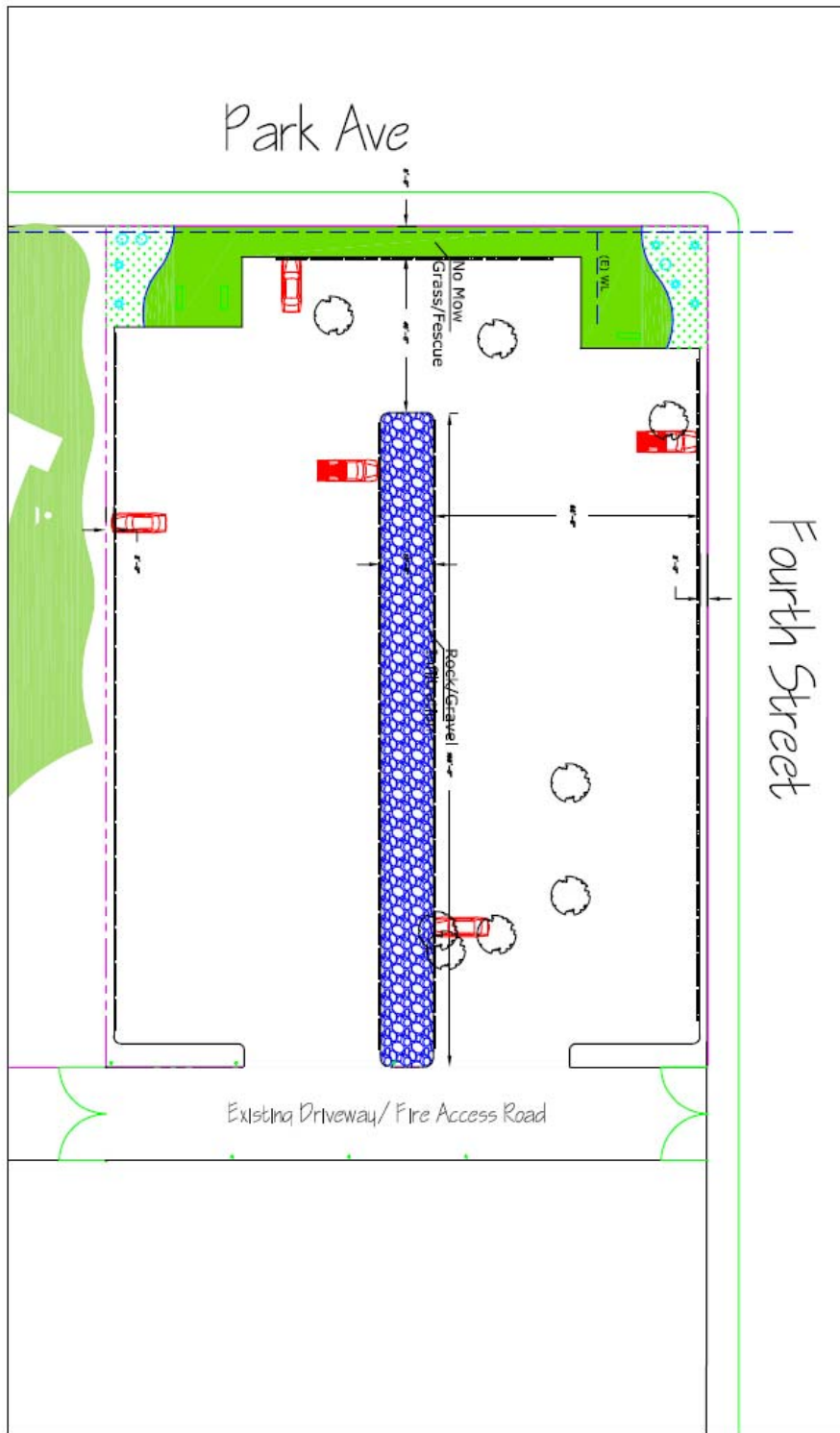
ATTACHMENT "A"

Lot at the Corner of Fourth St and Park Ave - Plan A



January 21, 2010

ATTACHMENT "B"



Lot at the Corner of Fourth St and Park Ave - PLAN B

ATTACHMENT "C"**RESOLUTION NO. _____****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO AMENDING THE BUDGET FOR THE
FISCAL YEAR 2009-2010 ADOPTED ON JULY 20, 2009**

WHEREAS, the City of Council has received and considered the proposed adjustment to the budget for Fiscal Year 2010, commencing July 1, 2009, and ending June 30, 2010; and

WHEREAS, the City Council has determined that it is necessary to increase the expenditures of the Current City; and

WHEREAS, an annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2009 and ending June 30, 2010, a copy of which is on file in the City Clerk's Office, has been adopted on July 20, 2009.

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

Section 1: The following adjustment in expenditures is made in the named City fund:

1. Quimby Fee Fund – Increase in Expenditures: \$6,739
(Lot Preparation for Skate Plaza Development)

PASSED, APPROVED, AND ADOPTED this 3rd day of May, 2010.

Mario F. Hernández, Mayor

ATTEST:

Elena G. Chávez, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 3rd day of May, 2010, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

CITY COUNCIL**MEMORANDUM**

TO: City Councilmembers
FROM: Mayor Mario F. Hernández
DATE: May 3, 2010
SUBJECT: Proposed Revisions to the City Council Procedural Manual

I have placed this on the agenda for City Council discussion and approval.

ATTACHMENT:

A. Resolution

ATTACHMENT "A"

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA AMENDING SECTION 12.7 THE CITY COUNCIL PROCEDURAL MANUAL REGARDING AGENDA PROCEDURES FOR STANDING COMMITTEES, ADDING SECTION 13 TO THE PROCEDURAL MANUAL ESTABLISHING THE PROCEDURE FOR FILLING COUNCIL VACANCIES BY APPOINTMENT, AND ADDING SECTION 14 TO THE PROCEDURAL MANUAL REQUIRING THAT THE COUNCIL HOLD AN ANNUAL MEETING TO SET PRIORITIES FOR THE FISCAL YEAR

WHEREAS, the City Council adopted its Procedural Manual on July 3, 1995 by Resolution No. 6434, and most recently amended on December 7, 2009 by Resolution No. 7346 (as amended, the "Council Procedural Manual"); and

WHEREAS, the Council Procedural Manual sets forth procedures regarding the conduct of City business, including, but not limited to, regular meetings, special meetings, agendas, noticing, decorum, voting, adoption of resolutions and ordinances minutes and reorganization; and

WHEREAS, the City Council desires to amend the Council Procedural Manual by modifying the agenda procedures for standing committees, adding Section 13 establishing the procedure for filling Council vacancies by appointment, and adding Section 14 requiring that the City Council hold an annual meeting to set priorities for the fiscal year.

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

Section 1: The City Council finds that all of the facts set forth in this Resolution are true and correct.

Section 2: The Council Procedural Manual is hereby amended to include the revisions shown on "Exhibit A" to this Resolution.

Section 3: The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED, AND ADOPTED this 3rd day of May, 2009.

Mario Hernández, Mayor

ATTEST:

Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Michael Estrada, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF SAN FERNANDO)

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 3rd day of May, 2010, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

PROCEDURAL MANUAL

~~For the conduct~~

of

City Council ~~meetings~~

~~in~~The~~of the~~ City of San Fernando

Adopted by Resolution No. 6434 on July 3, 1995
Amended by Resolution No. 6604 on March 16, 1998
Amended by Resolution No. 6743 on August 7, 2000
Amended by Ordinance No. 1543 on July 21, 2003
Amended by Resolution No. 7328 on July 20, 2009
Amended by Resolution No. 7346 on Dec. 7, 2009
Amended by Resolution No. _____ on May 3, 2010

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PREAMBLE

These rules are enacted pursuant to Government Code Section 36813 to provide decorum and order at City Council meetings and to promote the efficient conduct of those meetings. The rules govern the procedures of the City Council itself and the conduct of individual Council Members. It is also intended that the rules govern the conduct of City staff and members of the public who attend City Council meetings. In the event of a conflict between these rules of procedures and any provision of state or federal law, including but not limited to the Ralph M. Brown Act codified at Section 54950 et seq. of the California Government Code, the state or federal law controls.

The source for many guidelines is set forth beneath the text of the section.

Because circumstances may differ from one meeting to the next, these rules are intended as guidelines, and are not inflexible rules. Accordingly, they may be waived at any meeting, by Motion, in accordance with Robert's Rules of Order.

1. MEETINGS

1.1 REGULAR MEETINGS:

Regular Meetings of the City Council of the City of San Fernando are held in the City Council Chambers of the City Hall, 117 MacNeil Street, San Fernando, California, on the first and third Mondays of each month at 6:00 p.m. When the day of a regular Council meeting falls on a legal holiday, the meeting will be held at the same hour on the next succeeding day that is not a holiday. The City Council will not convene for the last regularly scheduled meeting in December or the first regularly scheduled meeting in January, unless the City Council, by majority vote of the body, determines that either or both meetings shall be held.

1.2 ADJOURNED MEETINGS:

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting.

1.3 SPECIAL MEETINGS:

Special Meetings may be called at any time by the Mayor or three members of Council by a written notice as outlined in Section 1.4 below. Only matters contained in the notice may be considered.

1.4 NOTICE OF MEETINGS:

Notice of regular meetings are to be posted with the Agenda in the manner provided for in Section 2.3 and in accordance with State Law. Mailed or hand delivered notice is required for all special meetings and for all meetings adjourned by the City Clerk, and are delivered personally or by mail at least twenty-four hours before the time of the meeting for each member of the City Council, and to each local newspaper of general circulation, radio or television station requesting notice in writing. Notice of all adjourned meetings shall be posted. (Government Code Section 54954.1, 54952.2 and 54956.)

1.5 MEETINGS TO BE PUBLIC:

All regular, adjourned and special meetings of the Council shall be open to the public; provided, however, the Council may hold closed sessions for purposes outlined in the following section. (Government Code Section 54953.)

1.6 CLOSED SESSIONS - MATTERS OF DISCUSSION:

The City Council may hold closed sessions, from which the public may be excluded, for consideration of any item for which closed sessions are permitted by State Law. The following subjects are typically conducted in closed session:

- a. LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)
- c. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Government Code Section 54956.9, Subdivision (a) of Section 54956.9)
- d. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION (Subdivision (b) of Section 54956.9)
- e. LIABILITY CLAIMS (Government Code Section 54956.95)
- f. THREAT TO PUBLIC SERVICE OR FACILITIES (Government Code Section 54957)
- g. PUBLIC EMPLOYEE APPOINTMENT (Government Code Sections 54957 and 54957.6)

“City Employees” include the positions of City Administrator, City Attorney and Department Heads. (Government Code Section 54957.6(b).)

1. PUBLIC EMPLOYMENT
 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
 3. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
 4. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)
- h. CASE REVIEW/PLANNING (Government Code Section 54957.8)
- i. REPORT INVOLVING TRADE SECRET (Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code)
- j. Any other purpose specifically authorized by law.

The City Council shall publicly report at the public meeting during which the closed session is held any action taken and the roll call vote thereon, unless a late time is permitted for such report. In no case, shall the report be delayed later than the next regular meeting of the City Council.

1.7 CLOSED SESSIONS MINUTES:

The Council may, by motion, designate the City Clerk or any officer or employee, to attend any closed session of the Council and to keep and enter in a minute a record of topics discussed and decisions made at the meeting.

1.8 CLOSED SESSIONS CONFIDENTIALITY:

All matters discussed during closed sessions shall be private and confidential and the disclosure by any person of the topics or details of such matters is prohibited, except the City Attorney will be designated to make any disclosures required by State Law.

1.9 QUORUM:

A majority of the Council shall be sufficient to do business and motions may be passed 2 - 1 if only 3 attend. However, the following matters require three affirmative votes:

- a. Adoption of Ordinance (with the exception of urgency ordinance, which require four affirmative votes);
- b. Adoption of Resolutions or orders for the payment of money (with the exemption of specific types of Resolutions that require four affirmative votes as mandated by State Law).

1.10 ATTENDANCE:

If a Council member is absent from all regular meetings of the City Council for a period of sixty days consecutively from and after the last regular Council meeting attended by such member, unless by permission of the Council expressed in its official minutes, or is convicted of a crime involving moral turpitude, or ceases to be an elector of the City, his office shall become immediately vacant and shall be so declared by the City Council. Government Code Section 36513.

2. AGENDA PROCEDURES AND ORDER OF BUSINESS

2.1 AGENDA:

The order of business of each Council meeting shall be as contained in the Agenda prepared by the City Administrator. The City Council shall follow the order of business as outlined in the prepared Agenda. Items may be taken out of order by the Mayor or by a majority consent of the Council.

The Agenda for all regular meetings, with all background staff reports, shall be available to the public at the meeting and 72 hours in advance of the meeting (usually on Wednesday of the prior week) at the City Clerk's office.

The Agenda may be amended in accordance with State Law, prior to any meeting.

2.2 AGENDA DEADLINE:

- a. Any citizen requesting to place an item on the City Council agenda shall advise the City Clerk or the City Administrator in writing no later than 5:00 p.m. on the Monday preceding the meeting at which he/she wishes the item to be considered. The City Administrator shall make copies of such requests for City Council members prior to the next City Council meeting. If the City Administrator concludes that the matter is appropriate for Council consideration, it shall be placed on either of the next two regular City Council agendas.

- b. When a member of the City Council wishes to have an item placed on an agenda of an upcoming City Council meeting, the following procedures shall be followed:
1. The member wishing to have an item placed on an agenda for an upcoming meeting shall provide the City Clerk with an agenda report that provides a general description of the item, the desired action and includes any other relevant written materials or information which the member would like to have considered at the meeting. The agenda report and any other supplementary material must be submitted to the City Clerk by 12:00 p.m. the Wednesday preceding the City Council meeting. Except as provided in paragraph b.2. of this Section 2.2, all items requested to be placed on an agenda by a Council Member shall appear on the agenda for discussion and action. No items, however, shall be placed on the agenda without an agenda report.
 2. Items that have been previously agendized, discussed and determined by action of the City Council are discouraged from being placed on the agenda for an upcoming meeting by a Council Member unless the Council Member can demonstrate a change of circumstances pertaining to the item or present new information of substantial importance that was not known at the time previous City Council action occurred. In such case, the Council Member must follow the procedures set forth in paragraph b.1 above and include in the agenda report the reason for reconsideration of the item, i.e., changed circumstances, new information etc., with supporting information. The item shall be tentatively placed on the agenda as a repeat item under the heading "Council Member Items." The repeat item, however, shall not be discussed nor acted upon by the City Council unless the repeat item is first approved for discussion as set forth in Section 2.5.

2.3 POSTING OF NOTICE AND AGENDA:

Copies of the Notice and Agenda shall be delivered and posted in accordance with State law.

a. Location of Posting

Notices and Agendas shall be posted at the following locations:

1. Bulletin board at City Hall, 117 MacNeil Street, San Fernando, California 91340

2.4 ROLL CALL:

A roll call of Council members shall be held at the beginning of each City Council meeting by the City Clerk, who shall enter the names of those present in the minutes.

2.5 APPROVAL OF AGENDA:

The agenda shall include an item entitled “Approval of Agenda—” to occur immediately after “roll call.” During the “Approval of Agenda—” portion of the meeting, the City Council shall determine whether to consider repeat items submitted by Council Members pursuant to paragraph b.2. of Section 2.2. A Council Member may make a motion to approve the agenda as presented or make a motion to approve the agenda with the elimination of the repeat item(s) tentatively placed on the agenda under Council Member Items. If the agenda is approved as presented, the request to consider a repeat item is deemed approved and discussion and action on that item may occur during Council Member Items.

2.6 APPROVAL OF MINUTES:

Unless the reading of the minutes of the previous Council meeting is requested by a majority of the Council, such minutes may be approved without reading if the Clerk has previously furnished each Council member with a copy thereof.

2.7 PUBLIC HEARINGS:

The following procedure for conducting public hearings should be followed:

- a. Precede the hearing by a statement from the Mayor setting forth the nature of the public hearing and the rules for addressing the Council as set forth in Section 5.
- b. Open the public hearing.
- c. At the direction of the City Administrator, the appropriate staff member presents the staff report and recommendations.
- d. The Mayor requests the participation first of those members of the public in favor of the subject item, and then of those opposing the item.
- e. Council members should refrain from asking questions or in any way interfering with the “audience participation” portion of the public hearing.

- f. After the Mayor has declared that the “audience participation” portion of the hearing has been concluded, Council members may ask questions and the audience will be precluded from participation other than to answer questions asked or to rebut new evidence introduced.
- g. The Mayor shall then declare the public hearing closed.
- h. The Council shall discuss the matter.
- i. Following Council discussions on the motion or any amendments, the Mayor shall ask for a motion for or against the subject at hand.

2.8 PUBLIC HEARING ITEMS:

The following are typical items which require the holding of a public hearing by the Council prior to formal action:

- a. Abandonment of streets
(amendments to fees and areas of benefit)
- b. Amendments to the Zoning and Ordinances which are site specific
- c. Budget Adoption
- d. Conditional Use Permit Appeals
- e. Franchises, Granting of
- f. General Plan Amendments
- g. Grant/Fund Applications When Federal/State Regulations so mandate.
- h. Housing and Community Development Act Funds
- i. Moratorium Extensions
- j. Thoroughfare Improvements
- k. Underground Utility Districts, Establishment of
- I. Vehicle Code Enforcement on Private Streets
- m. Zoning Map Changes
- n. Zone Variance Appeals

Other typical items may come before the Council from time to time, for which State or Federal laws require the holding of a public hearing. In addition, the Council may call for a public hearing for other items.

2.9 PUBLIC DISCUSSION:

For all Agenda items which are not already the subject of a public hearing, the City Council may permit public discussion at the time the Agenda item is discussed. Any such public discussion will be in compliance with Section 5 hereof.

2.10 NON-AGENDA ITEMS:

No matters other than those appearing on the posted agenda shall be acted upon by the City Council except in accordance with the procedures set forth in the Ralph M. Brown Act, codified at Section 54950 *et seq.* of the California Government Code. Any request to place a matter of business on a future agenda must be made in accordance with paragraph b of Section 2.2.

2.11 ADJOURNMENT:

To allow clarification of the record, a motion to adjourn a meeting to the next regular meeting should specify this. A motion to adjourn to an adjourned meeting shall specify the date, time and place of said adjourned meeting.

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER:

The Mayor shall be the Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the Council shall elect a temporary Presiding Officer to serve until the arrival of the Mayor or Mayor Pro Tem or until adjournment.

3.2 CALL TO ORDER:

The meeting of the Council shall be called to order by the Mayor or if the Mayor is absent, the Mayor Pro Tem. In the absence of both the Mayor and the Mayor Pro Tem, the meeting shall be called to order by the City Clerk, whereupon the City Clerk shall immediately call for the selection of a temporary Presiding

Officer. In the absence of a quorum of three (3) Council members, the City Clerk shall call the meeting to order and declare the same adjourned to a stated day and hour.

3.3 PARTICIPATION OF PRESIDING OFFICER:

The Presiding Officer may move, second and debate from the Chair, subject only to such limitations of debate as are imposed on all Council members, and shall not be deprived of any of the rights and privileges of a Council member by reason of being the Presiding Officer. However, the Presiding Officer is primarily responsible for the conduct of the meeting.

3.4 QUESTION OR MOTION TO BE STATED:

The Presiding Officer shall verbally restate each question immediately prior to calling for the vote. Following the vote, the Presiding Officer shall announce whether the question was carried or defeated, and may summarize the action taken by the Council before proceeding to the next item of business.

3.5 SIGNING OF DOCUMENTS:

The Mayor shall sign ordinances, resolutions and contracts approved by the Council. In the absence of the Mayor, the Mayor Pro Tem shall sign all such documents as have been adopted and approved by the Council. In the absence of the Mayor and Mayor Pro Tem, the temporary Presiding Officer shall sign all such documents.

3.6 MAINTENANCE OF ORDER:

The Mayor or Presiding Officer is responsible for the maintenance of order and decorum at all time. No person shall be allowed to speak who has not first been recognized by the Chair. All questions and remarks shall be addressed to the Chair.

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

The Presiding Officer shall determine all Points of Order subject to the right of any Council member to appeal to the Council. If an appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which

event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER – COUNCIL MEMBER:

- a. Council members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- b. Every Council member desiring to speak shall address the Chair and, upon recognition by the Presiding Officer, shall confine discussion to the question under debate.
- c. Every Council member desiring to question the administrative staff shall address questions to the City Administrator or City Attorney who shall be entitled to either answer the inquiry directly or to designate some member of the staff for that purpose.
- d. A Council member, once recognized, shall not be interrupted while speaking, unless called to order by the Presiding Officer, or a Point of Order is raised by another Council member, or the speaker chooses to yield to questions from another Council member.
- e. If a Council member is called to order while speaking, he/she shall cease speaking immediately until the question of order is determined; and if ruled out of order shall remain silent or shall alter his remarks so as to comply with rules of the Council.
- f. Any Council member may move to require the Presiding Officer to enforce the rules. A majority of the Council shall require enforcement of the rules if the Presiding Officer has refused.

4.3 DECORUM AND ORDER - EMPLOYEES:

Members of the Administrative Staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the Council. The City Administrator shall insure that all City employees observe such decorum. Any staff member, including the City Administrator, desiring to address the Council or members of the public shall first be recognized by the Chair. All remarks shall be addressed to the Chair and not to any one individual Council member or public member.

4.4 DECORUM AND ORDER – PUBLIC:

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending Council meetings shall observe the same rules of order and decorum applicable to the Council. Any person making impertinent derogatory and slanderous remarks or who becomes boisterous while addressing the Council or while attending the Council meeting shall 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 Council.

Unrecognized remarks from the audience, clapping, stamping of feet, whistles, yells and similar demonstrations which do not permit the meeting to proceed in an orderly manner shall not be permitted by the Presiding Officer, who shall direct the sergeant at-arms to remove such offenders from the room if they do not cease upon request by the Presiding Officer. Aggravated cases shall be prosecuted by appropriate complaint signed by the Presiding Officer.

4.5 ENFORCEMENT OF DECORUM:

The Chief of Police shall be ex-officer sergeant-at-arms of the Council. He/she shall carry out all orders and instructions given him by the Presiding Officer for the purpose of maintaining decorum in the Council Chambers. Upon instructions from the Presiding Officer, it shall be the duty of the Chief of Police or his representative to eject any person from the Council Chambers or place such person under arrest or both. (Roberts Rules of Order)

4.6 PERSONAL INTEREST:

No Council member disqualified from participation under State law or the City's Conflict of Interest Code shall remain at the Council dais during the debate or vote on any such matter. The Council member shall publicly state the grounds for disqualification on the record and upon acceptance by the Presiding Officer shall leave the Council dais during the debate or vote on the issue.

4.7 LIMITATIONS OF DEBATE:

No Council member shall be allowed to speak more than once upon any one subject until every other Council member choosing to speak thereon shall have spoken. Merely asking a question, or making a suggestion, is not considered as speaking. (Roberts Rules of Order)

4.8 DISSENTS AND PROTESTS:

Any Council member shall have the right to express dissent from, or protest to, any action of the Council and request that the reason be entered into the minutes. (Roberts Rules of Order)

4.9 PROCEDURES IN ABSENCE OF RULES:

In the absence of a rule to govern a point or procedure, Roberts Rules of Order shall govern. (Suggested League of California Cities Procedure)

5. ADDRESSING THE COUNCIL

5.1 MANNER OF ADDRESSING THE COUNCIL:

Any person desiring to address the Council shall present the City Clerk with a speaker's card, stating his/her name. For purpose of staff follow up, the speaker may also provide his/her address. Each speaker shall comment only upon subjects appropriate under the agenda for that point in the meeting. All remarks and questions shall be addressed to the Chair and not to individual persons. No person shall enter into any discussion without first being recognized by the Presiding Officer. (Roberts Rules of Order).

5.2 TIME LIMITATION:

Any public member addressing the Council shall limit his address to three (3) minutes unless further time is granted by the Presiding Officer or majority of the Council.

5.3 ADDRESSING THE COUNCIL AFTER MOTION IS MADE:

After a motion has been made, no person shall address the Council without securing permission by a majority vote of the Council. (Suggested League of California Cities Procedure).

5.4 WRITTEN CORRESPONDENCE:

The City Administrator is authorized to receive and open all mail addressed to the City Council as a whole, and give it immediate attention to the end that all administrative business, not necessarily requiring Council action, may be disposed of between Council meetings. Any communication requiring Council

action will be reported to the Council at its next regular meeting together with a report and recommendation of the City Administrator. The City Administrator is authorized to open mail addressed to individual Council members, unless specifically requested otherwise from an individual member.

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion shall not be withdrawn by the mover without the consent of the Council member seconding it. (Roberts Rules of Order).

6.2 MOTIONS OUT OF ORDER:

The Presiding Officer, or a majority of the Council, may at any time permit a member to introduce an ordinance, resolution or motion presently on the agenda out of the regular agenda order. (Reference Sections 2.1 and 2.7) (Roberts Rules of Order)

6.3 DIVISION OF MOTION:

If a motion contains two or more divisible propositions, the Presiding Officer may, and upon request of a Council member shall (unless appealed by another Council member), divide the same. (Roberts Rules of Order.)

6.4 PRECEDENCE OF MOTIONS:

When a motion is before the Council, no other motion shall be entertained except the following:

- a. Adjourn
- b. Fix Hour of Adjournment
- c. Table
- d. Previous Question
- e. Amend

- f. Postpone
(Roberts Rules of Order).

6.5 MOTION TO ADJOURN (Not Debatable):

A motion to adjourn shall be in order at any time except as follows:

- a. When repeated without intervening business or discussion;
- b. When made as an interruption of a Council member while speaking;
- c. When the previous question has been ordered;
- d. While a vote is being taken.

A motion to adjourn “to another time” (i.e., to an adjourned meeting) shall be undebatable and unamendable, except as to the time set. (Roberts Rules of Order)

6.6 MOTION TO FIX HOUR OF ADJOURNMENT:

A motion to specify a definite hour to which the subject meeting shall be adjourned is undebatable and unamendable, except as to the time set. (Roberts Rules of Order)

6.7 MOTION TO TABLE:

A motion to table shall be used to temporarily bypass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be “taken from the table” at any time prior to the end of the next meeting. (Roberts Rules of Order)

6.8 MOTION TO CALL FOR THE PREVIOUS QUESTION:

Such a motion shall be used to close debate on the main motion and shall be undebatable. If the motion fails, debate shall be reopened if the motion passes, a vote shall be taken on the main motion. (Roberts Rules of Order)

6.9 MOTION TO AMEND:

A motion to amend shall be debatable only as to the amendment. An amendment modifying the intention of a motion shall be in order, but an amendment relating

to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable and voted first, then the main motion as amended. (Roberts Rules of Order)

6.10 MOTION TO CONTINUE:

Motions to continue to a definite time shall be amendable and debatable as to suitability of postponement and time set for postponement. (Roberts Rules of Order)

6.11 GENERAL CONSENT:

Unless otherwise required as noted in Section 7.2, the Council may by general, unanimous or silent consent do business with less regard for formal motions. Where there appears to be no objection, the formality of voting can be avoided by the Presiding Officer asking if there is any objection by any Council member to the proposed action, and, if there is none, the Presiding Officer shall announce the result. The action thus taken is by general consent of the Council. (Roberts Rules of Order)

7. VOTING

7.1 VOTING PROCEDURE:

Motions shall be adopted by voice vote, roll call vote or by the general consent/“no objection” method, as described in Section 6. 11. The results of the vote shall be entered in full in the minutes.

The order of a roll call vote shall be designated by the Mayor, with the Mayor voting last.

Except as otherwise provided herein, the “no objection” method for expediting lengthy agendas may be used unless any Council member requests a voice or roll call vote. The approval of the motion in the minutes shall be reflected as a “no objection” vote or that the motion “carried unanimously”. (Roberts Rules of Order)

Roll call votes shall be taken on all ordinances, resolutions, or orders for the payment of money unless the vote is unanimous.

7.2 VOTING:

Every ordinance, resolution or order for the payment of money requires three affirmative votes (with the exception of urgency ordinances, which require four affirmative votes). Any member may change his vote on any item before the next order of business. The votes shall be lost motions and may be reconsidered. (Roberts Rules of Order)

7.3 FAILURE TO VOTE:

Every member shall vote unless disqualified for cause accepted by the Council or by opinion of the City Attorney. Abstentions without approval shall be counted as affirmative votes. (Suggested League of California Cities Procedure)

7.4 RECONSIDERATION:

Any member who voted with the majority may move a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the Council. (Roberts Rules of Order)

8. RESOLUTIONS

8.1 RESOLUTIONS PREPARED IN ADVANCE:

Where a resolution has been prepared in advance, the procedure shall be: reading of the title by the City Clerk, motion, second, discussion, voice vote (if other than for the payment of money), and result declared. All resolutions shall be read in full, unless the full reading is waived by unanimous consent of the Council. Items of the Consent Calendar are automatically deemed to have the full reading waived by common consent. (Suggested League of California Cities Procedure)

8.2 RESOLUTIONS NOT PREPARED IN ADVANCE:

Where a resolution has not been prepared in advance, the procedure shall be to instruct the City Attorney to prepare a resolution for presentation at the next Council meeting. (Suggested League of California Cities Procedure)

8.3 URGENCY RESOLUTIONS:

In matters of urgency, a resolution may be presented verbally in motion form together with specific instructions for written preparation for later execution. After the resolution has been verbally stated, the voting procedure for resolutions prepared in advance as stated in Section 8.1 shall be followed. Urgency resolutions shall be avoided except when absolutely necessary; and shall be avoided entirely when resolutions are required by law or in improvements acts, zoning matters and force account work on public project. (Suggested League of California Cities Procedure)

9. ORDINANCES

9.1 INTRODUCTION (FIRST READING):

At the time of introduction, an ordinance shall be read in full, unless, after reading the title, reading is waived by unanimous consent of the Council. The procedure for introduction of an ordinance shall be: reading of title by the City Clerk, motion to introduce first reading, second, discussion, roll call vote, and result declared. (Suggested League of California Cities Procedure)

9.2 ADOPTION (SECOND READING):

With the sole exception of ordinances which take effect immediately (as outlined in the following sections), no ordinance shall be adopted by the Council on the day of introduction, nor within five days thereafter, nor at any time other than a regular or adjourned meeting.

At the time of adoption an ordinance shall be read in full unless, after reading the title, the full reading is waived by unanimous consent of Council. The procedure for adoption of an ordinance shall be: reading of the title by the City Clerk, motion to pass, second reading and adoption of ordinance second, discussion, vote and result declared. (Suggested League of California Cities Procedure)

9.3 AMENDMENT FOLLOWING INTRODUCTION:

In the event that an ordinance is altered after its introduction, a motion for an amended introduction shall be required. The ordinance shall not be considered for adoption until five days thereafter and not at any meeting other than a regular or adjourned meeting. The correction of typographical or clerical errors shall not constitute making an alteration within the meaning of this Section.

9.4 EFFECTIVE DATE:

All ordinances, except as listed below, shall become effective 30 days after adoption, or upon such later date as may be designated in the ordinance. The following ordinances shall become effective immediately upon adoption:

- a. Urgency Ordinances.
- b. Ordinances calling, or otherwise relating to, an election.
- c. Ordinances relating to street improvement proceedings.
- d. Ordinances relating to taxes for the usual and current expenses of the City.
- e. Ordinances covered by particular provisions of law prescribing the manner of their passage and adoption.

9.5 PUBLISHING:

It shall be the duty of the City Clerk to cause each ordinance to be published within 15 days after adoption with the names of those Council members voting for and against the ordinance.

9.6 URGENCY ORDINANCES:

Any ordinance declared by the Council to be necessary as an urgency measure for preserving the public peace, health or safety, and containing a statement of the reasons for its urgency, may be introduced and adopted at the same meeting. Such Ordinance must be passed by a least four affirmative votes.

10. MINUTES

10.1 PREPARATION OF MINUTES:

It is the City Clerk's responsibility to maintain the record (minutes) of Council meetings. Minutes shall be approved by the Council, to lend further weight to the accuracy and completeness of the record. The City Clerk shall have exclusive responsibility for preparation of the minutes and any directions for changes to conform with fact shall be made by action of the City Council.

The City Clerk shall keep "Action Minutes" in order to maintain a full and true record of all proceedings of the City Council. The minutes shall consist of a clear and concise statement of each and every Council action including the motions

made and the vote thereon. Reasons for making motions or voting, Council debate and audience reaction are generally not included in the minutes. Such items may be included if considered to be particularly relevant or otherwise necessary by the City Clerk.

10.2 ABSENCE OF CITY CLERK:

If the City Clerk is absent from a Council meeting, the Deputy City Clerk shall act. If there is none, the Mayor shall appoint one of the Council members as City Clerk Pro Tem. (Government Code Section 36804)

11. REORGANIZATION

11.1 SELECTION OF MAYOR. MAYOR PRO TEM:

Pursuant to Government Code Section 36801, the City Council shall meet on the Tuesday after each general municipal election and 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 Mayor Pro Tempore 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 Council shall choose a Mayor of the City Council and Mayor Pro Tempore at a regular meeting in March. 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.

11.2 SELECTION OF CITY COUNCIL LIAISON:

After the procedure prescribed in Section 11.1 has been completed, the Mayor, with the consent of a majority of the City Council, may appoint new Council liaisons to the various City Committees and Commissions, or as liaison to any other organization as may be appropriate. Nothing in this section would prohibit the Mayor, with approval of a majority of the City Council from making changes or other appointments during any other time.

12. COMMITTEES

12.1 GENERAL:

The Mayor may, subject to concurrence of a majority of the Council: (a) designate standing and ad hoc committees; and (b) make appointments to all committees.

Each standing committee shall consist of two (2) Council members. An ad hoc committee may consist of either one or two Council members.

12.2 PURPOSE:

The primary purpose of each standing committee is to provide a forum for the thorough vetting of matters within the committee's subject matter jurisdiction, before they are presented to the City Council. A secondary purpose is to provide guidance to City staff on matters within the committee's subject matter jurisdiction, enabling staff to obtain interim guidance as they develop and refine matters for presentation to the City Council. The objective is to eliminate, to the extent possible, those situations where the City Council is forced to deal with large and difficult issues at their meetings without any prior formal discussion or analytical input to guide staff's work product.

12.2 LIMITATIONS ON AUTHORITY:

No Council committee may approve a contract or expenditure of funds.

No Council committee may provide any direction to City staff, the City Attorney, or consultants engaged by the City, except that a Council standing committee may provide such direction at a duly noticed meeting of a standing committee, where such direction concerns a matter that is within the subject matter jurisdiction of the standing committee, such direction does not conflict with the policies or direction established by the City Council, and where such direction will not result in an expenditure of resources in excess of the applicable amounts allocated in the approved annual budget.

12.3 APPLICABLE LAWS AND REGULATIONS:

All Council standing committees shall comply with the requirements of the Ralph M. Brown Act. All Council standing committees shall comply with the procedures set forth in Sections 1 through 5, inclusive, of this Procedural Manual, to the extent reasonably practicable. In the event of any conflicts between the provisions of Sections 1 through 5 and the provisions of this Section 12, the latter shall control.

12.4 MEETING DATE AND TIME:

By agreement of both members, each standing committee shall establish a time and place for regular meetings, as required by the Ralph M. Brown Act. In order to minimize the extra demands on City staff, and to maximize public participation, each standing committee shall, to the maximum extent possible,

conduct its business at the regularly scheduled meeting. Special meetings, while permissible when needed, are discouraged.

12.5 QUORUM:

Only one member of a committee must be present in order to establish a quorum. The scheduling of meetings so as to facilitate the participation of both members of a two-person committee is strongly encouraged.

12.6 STAFFING:

The City Administrator shall appoint a staff member to be the primary staff liaison for each standing committee. The designated staff liaison shall coordinate all meetings of the standing committee, ensure that each meeting is recorded via audio-tape and cause the recorded audio-tape(s) to be delivered to the City Clerk upon completion of the meeting. The recorded audio-tape(s) shall be retained by the City Clerk for the same period as recorded audiotapes of Council meetings. The designated staff liaison shall work with the City Administrator to insure that the appropriate staff member(s) attend the meetings of the standing committee, and that the direction provided by the standing committee is carried out.

12.7 AGENDAS:

The ~~Agenda~~agenda for all regular meetings of a standing committee, with all background staff reports, shall be available to the public at the meeting and 72 hours in advance of the regular meeting (24 hours in advance of a special meeting) at the City Clerk's office. The Agenda may be amended in accordance with State Law, prior to any meeting.

~~The City Administrator shall endeavor to cause all items scheduled for consideration by the City Council to be first considered by the standing committee with jurisdiction over the subject matter.~~

~~Agenda matters that are routine and would typically be placed on the City Council consent calendar need not be first considered by the applicable standing committee, unless requested by City Council.~~

~~Should a matter come to the attention of City staff that must be considered at the next regularly scheduled Council meeting due to funding, legislative, or other deadlines, that matter need not be first considered by the applicable standing committee, if there is no regularly scheduled standing committee meeting scheduled prior to the next regularly scheduled Council meeting. In that event, however, the City Administrator shall confer with the committee chair to~~

~~determine whether a special meeting of the standing committee should be scheduled.~~

~~When a member of the City Council desires to have an item placed on an agenda ~~of~~for an upcoming meeting of a standing committee, the City Council shall provide the designated staff liaison with ~~that~~ directive at ~~a regularly scheduled a meeting of the~~ City Council meeting. ~~A general description of the item, the desired action and include any other relevant written materials or information which the City Council would like to have considered at the standing committee meeting shall be forwarded to staff. All written materials presented to a standing committee are public records, and shall be maintained as directed by the City Clerk.~~ At that time, the City Council may also charge the designated staff liaison with the responsibly for conducting preliminary research and collecting/preparing any written materials that may aid the Committee in its discussion of the matter.~~

12.8 REPORT ON ACTIVITIES OF STANDING COMMITTEES:

The agendas for City Council meetings shall include a section entitled Standing Committee Updates. The Committee Chair is responsible for making a brief report on the activities of the committee to the full City Council. If there is nothing to report, then "Nothing to Report" is an acceptable comment.

All written materials presented to a standing committee are public records, and shall be maintained as directed by the City Clerk.

13. PROCEDURE FOR FILLING COUNCIL VACANCIES

Whenever State law requires that the City Council fill a vacancy on the Council, and the Council determines to fill the vacancy by appointment, the City Council shall fill the vacancy as follows:

(a) At a regular or special meeting of the City Council, direct the City Clerk to make an application available, at the earliest possible date and time, for individuals interested in being appointed to the vacant City Council seat, and establish a reasonable due date for the applications.

(b) At a regular or special meeting of the City Council, allow all applicants to address the City Council for a specified amount of time. The presentations would be followed by public comment.

(c) After the presentations at the City Council meeting, the Council may then elect from the following alternatives:

i. make an appointment to fill the vacant Council position and direct the City Clerk to administer the Oath of Office; or

ii. defer making an appointment until Council members have had additional time to consider the applicants, and a further opportunity should they wish to interview the finalists one-on-one.

14. PRIORITY GOAL SETTING MEETING

The Council shall hold a special study session every year, no later than the first regularly scheduled Council meeting in April, to set priorities and goals for the subsequent fiscal year.

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Document 2	iManageDeskSite://RWGLADMS/RWGIMAN1/1225101/2
Rendering set	Galloway

Legend:	
Insertion	
Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	23
Deletions	19
Moved from	1
Moved to	1
Style change	0
Format changed	0
Total changes	44

CITY COUNCIL**MEMORANDUM**

TO: City Councilmembers
FROM: Mayor Mario F. Hernández
DATE: May 3, 2010
SUBJECT: Standing Committees - Reorganization

I would like to like to make proposed reorganization changes to the Standing Committees.

ATTACHMENT:

A. Standing Committees - List



ATTACHMENT "A"

Revised:
1/20/2010

STANDING COMMITTEES

No. 1	BUDGET, PERSONNEL, AND FINANCE (BPF)	
	Members:	Chair Mario F. Hernandez Maribel De La Torre
	Staff Liaison:	Finance Dept. – Andrea Mevik
	Regular Meeting (Date/Time):	<i>To be established by Committee Members ASAP</i>
No. 2	HOUSING, COMMUNITY & ECONOMIC DEVELOPMENT AND PARKING (HCEP)	
	Members:	Chair Steven Veres Ernesto Rubio Hernández
	Staff Liaison:	Community Development – Paul Deibel
	Regular Meetings (Date/Time):	*2 nd Tuesday, 8:30 a.m. (Community Meeting Room)
No. 3	NATURAL RESOURCES, INFRASTRUCTURE, WATER, ENERGY AND WASTE MANAGEMENT (NRIW)	
	Members:	Chair Brenda Esqueda Steven Veres
	Staff Liaison:	Public Works – Ron Ruiz
	Regular Meetings (Date/Time):	2 nd Monday, 5:30 p.m. (Community Meeting Room)
No. 4	PUBLIC SAFETY, VETERAN AFFAIRS, TECHNOLOGY AND TRANSPORTATION (PVTT)	
	Members:	Chair Ernesto Rubio Hernandez Mario F. Hernandez
	Staff Liaison:	Administration – Brian Haworth
	Regular Meetings (Date/Time):	2 nd Thursday, 3:00 p.m. (Community Meeting Room)
No. 5	EDUCATION, PARKS, ARTS, HEALTH, YOUTH AND AGING (EPAH)	
	Members:	Chair Maribel De La Torre Brenda Esqueda
	Staff Liaison:	Recreation & Community Services – Tom Ristau
	Regular Meetings (Date/Time):	4 th Tuesday, 6:30 p.m. (Community Meeting Room)