



*Mayor Antonio Lopez • Mayor Pro Tem Sylvia Ballin
Councilmember Jesse H. Avila • Councilmember Joel Fajardo • Councilmember Robert C. Gonzales
Interim City Administrator Don Penman*

SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE & AGENDA

JULY 15, 2013 – 6:00 PM

**COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CA 91340**

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

Mayor Antonio Lopez

PRESENTATION

- a) INTRODUCTION OF NEW POLICE EXPLORER POST 521E CADETS

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.

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 OF:

- a) JUNE 17, 2013 – REGULAR MEETING
b) JULY 1, 2013 – REGULAR MEETING

2) APPROVAL OF WARRANT REGISTER NO. 13-072



**SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE & AGENDA – JULY 15, 2013
PAGE 2**

3) APPROVAL OF RESOLUTION NO. 7548 AUTHORIZING THE CITY TO SUBMIT A FISCAL YEAR 2013-2014 USED OIL PAYMENT PROGRAM APPLICATION TO THE CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE)

Recommend that the City Council adopt Resolution No. 7548 authorizing the City to submit a Used Oil Payment Program application under the California Department of Resources Recycling and Recovery.

4) RESOLUTION TO APPOINT CITY'S REPRESENTATIVES TO THE INDEPENDENT CITIES FINANCING AUTHORITY (ICFA) GOVERNING BOARD

Recommend that the City Council adopt Resolution No. 7550 appointing Mayor Pro Tem Sylvia Ballin as the primary representative, and Interim Finance Director Rafaela King as the alternate representative, to the ICFA Governing Board.

NEW BUSINESS

5) REMOVAL OF BOLLARDS ON LIBRARY STREET

Recommend that the City Council approve the removal of street bollards at two (2) locations on Library Street, northeast and southwest of North Maclay Avenue.

6) APPROVAL OF AN AGREEMENT (CONTRACT NO. 1718) WITH HINDERLITER, DE LLAMAS AND ASSOCIATES (HdL) FOR TRANSACTIONS TAX AUDIT AND INFORMATION SERVICES AND ADOPTION OF RESOLUTION NO. 7549 AUTHORIZING EXAMINATION OF TRANSACTIONS AND USE TAX RECORDS

Recommend that the City Council:

- a. Approve an Agreement (Contract No. 1718) with Hinderliter, de Llamas and Associates (HdL) for Transactions Tax audit and information services; and
- b. Adopt Resolution No. 7549 authorizing examination of Transactions and Use Tax records.

CONTINUED BUSINESS

7) ADOPTION OF ORDINANCE NO. 1627 AMENDING THE CITY CODE TO CHANGE THE ADMINISTRATIVE STRUCTURE OF THE CITY FROM A CITY ADMINISTRATOR-CITY COUNCIL FORM OF GOVERNMENT TO A CITY MANAGER FORM OF GOVERNMENT



SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE & AGENDA – JULY 15, 2013
PAGE 3

Recommend that the City Council waive the full reading of Ordinance No. 1627 and adopt by title only, “An Ordinance Amending Division 2 (Administrative Officer) of Title III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code to Change Administrative Structure of the City from a City Administrator-City Council Form of Government to a City Manager Form of Government”.

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.

Elena G. Chávez, City Clerk

Signed and Posted: July 11, 2013 (2:30 p.m.)

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting in the City Clerk's Office. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk's Office at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the City Clerk's Office at (818) 898-1204 at least 48 hours prior to the meeting.

*This Page
Intentionally
Left Blank*

San Fernando City Council

*This Page
Intentionally
Left Blank*

1a

*This Page
Intentionally
Left Blank*

**SAN FERNANDO CITY COUNCIL
MINUTES**

**JUNE 17, 2013 – 6:00 P.M.
REGULAR MEETING**

**City Hall Council Chambers
117 Macneil Street
San Fernando, CA 91340**

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 6:00 p.m.

Present:

Council: Mayor Antonio Lopez, Mayor Pro Tem Sylvia Ballin, and Councilmembers Jesse H. Avila, Joel Fajardo, and Robert C. Gonzales

Staff: Interim City Administrator Don Penman, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Mayor Lopez

PRESENTATION

The following presentation was made:

- A) CESAR CHÁVEZ LEARNING ACADEMIES BASEBALL TEAM – 2013 CIF CITY SECTION DIVISION II CHAMPIONSHIP RUNNER-UP

APPROVAL OF AGENDA

Motion by Councilmember Avila, seconded by Councilmember Gonzales, to approve the agenda. By consensus, the motion carried.

**SAN FERNANDO CITY COUNCIL
MINUTES – JUNE 17, 2013
Page 2**

PUBLIC STATEMENTS – WRITTEN/ORAL

The following individuals talked about their concerns regarding drifting secondhand tobacco smoke in multi-unit housing:

Sindee Remenih
Ricardo Torres
Esther Schiller

CONSENT CALENDAR

Motion by Councilmember Avila, seconded by Mayor Pro Tem Ballin, to approve the Consent Calendar Items:

- 1) APPROVAL OF MINUTES OF:
 - a) JUNE 3, 2013 – REGULAR MEETING
 - b) JUNE 3, 2013 – SPECIAL MEETING
- 2) APPROVAL OF WARRANT REGISTER NO. 13-062
- 3) NOTICE OF COMPLETION – VARIABLE FREQUENCY DRIVES AT THE POOL FACILITY
- 4) NOTICE OF COMPLETION – SLURRY SEAL PROJECT

By consensus, the motion carried.

PUBLIC HEARING

- 5) FISCAL YEAR 2013-14 CITY BUDGET

Mayor Lopez declared the Public Hearing open.

Interim City Administrator Penman presented the staff report and replied to questions from Councilmembers.

Mayor Lopez called for public testimony in favor or opposition.

Linda Campanella Jauron (resident) thanked Interim City Administrator Penman for all the work he has put into this and into Measure A.

SAN FERNANDO CITY COUNCIL**MINUTES – JUNE 17, 2013****Page 3**

Mary Mendoza (resident) said she owns apartments and has to pay for a business license and others should be required to do the same. Interim City Administrator Penman agreed and stated that is one of the City's goals (a better job in collecting fees).

There being no further comments, Mayor Lopez asked if there were any objections to keeping the Public Hearing open until July 1, 2013.

By consensus, Councilmembers agreed.

6) **FISCAL YEAR 2013-2014 LANDSCAPING AND LIGHTING ASSESSMENT
DISTRICT PUBLIC HEARING AND CONFIRMATION OF ASSESSMENT**

Public Works Director Ron Ruiz presented the staff report.

Mayor Lopez declared the Public Hearing open.

City Clerk Chávez announced that this was the time and place for the Hearing and that the notice had been legally posted.

Motion by Councilmember Avila, seconded by Councilmember Gonzales, to receive and file the affidavit. By consensus, the motion carried.

City Clerk Chávez announced that no written protests were received.

Mayor Lopez called for public testimony either in favor or opposition.

There being no comments, Mayor Lopez closed the public comment portion of the Hearing.

Motion by Councilmember Avila, seconded by Councilmember Gonzales, to:

- a. Adopt Resolution No. 7537 ordering the continued maintenance of the City's streetlights and confirming the annual assessment; and
- b. Adopt Resolution No. 7538 approving the Final Engineer's Report for the Fiscal Year 2013-2014 Landscaping and Lighting Assessment District.

By consensus, the motion carried.

NEW BUSINESS

7) **APPROVAL OF AGREEMENT FOR PROFESSIONAL SERVICES (CONTRACT NO. 1712) WITH BOB MURRAY & ASSOCIATES FOR CITY ADMINISTRATOR RECRUITMENT**

SAN FERNANDO CITY COUNCIL**MINUTES – JUNE 17, 2013****Page 4**

Personnel Manager Michael Okafor presented the staff report. Interim City Administrator Penman and City Attorney Olivarez replied to questions from Councilmembers.

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Fajardo, to:

- a. Approve the selection of Bob Murray & Associates to conduct the recruitment for a new City Administrator or City Manager;
- b. Approve an Agreement for Professional Services (Contract No. 1712) with Bob Murray & Associates to conduct the recruitment for a new City Administrator or City Manager; and
- c. Authorize the Mayor to execute the Agreement.

By consensus, the motion carried.

8) **BID RESULTS AND AWARD OF CONSTRUCTION CONTRACT (CONTRACT NO. 1713) FOR WATER MAINS INSTALLATION PROJECT NO. 7581, PLAN NO. 713**

Public Works Director Ron Ruiz presented the staff report.

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to:

- a. Accept the lowest responsive bid from Vasily Company, Inc. for construction of Water Mains Installation Project No. 7581, Plan No. 716;
- b. Approve a Construction Contract (Contract No. 1713) with Vasily Company, Inc., for Water Mains Installation Project No. 7581, Plan No. 716, for an amount not to exceed \$405,495; and
- c. Authorize the City Administrator to execute the Contract and approve change orders not to exceed 9% of contract amount.

By consensus, the motion carried.

9) **APPROVAL OF SANITARY SEWER MANAGEMENT PLAN (SSMP)**

Public Works Director Ron Ruiz presented the staff report and replied to questions from Councilmembers. He stated that the SSMP is living document that will be revised and brought back to Council every number of years.

Motion by Councilmember Fajardo, seconded by Councilmember Avila, to approve the completed Sewer System Management Plan as required by the State Water Resources Control Board Order No. 2006-0003. By consensus, the motion carried.

SAN FERNANDO CITY COUNCIL**MINUTES – JUNE 17, 2013****Page 5****CONTINUED BUSINESS**

- 10) ADOPTION OF RESOLUTIONS PERTAINING TO THE SPECIAL MUNICIPAL ELECTION AND CONFIRMATION/FINAL ADOPTION OF AN ORDINANCE ENACTING A TEMPORARY HALF CENT TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE STATE BOARD OF EQUALIZATION PURSUANT TO REVENUE AND TAXATION CODE

Interim City Administrator Penman presented the staff report.

Motion by Councilmember Avila, seconded by Mayor Pro Tem Ballin, to adopt Resolution No. 7539 declaring the results of the June 4, 2013 Special Municipal Election.

The motion carried with the following vote:

AYES: Lopez, Ballin, Gonzales, Fajardo, Avila – 5
NOES: None
ABSENT: None

Motion by Councilmember Gonzales, seconded by Mayor Pro Tem Ballin to adopt Resolution No. 7540 Authorizing the Execution of Agreements with the State Board of Equalization Regarding the Administration and Collection of a Temporary Half Cent Transactions and Use Tax.

The motion carried with the following vote:

AYES: Lopez, Ballin, Gonzales, Fajardo, Avila – 5
NOES: None
ABSENT: None

Motion by Mayor Lopez, seconded by Mayor Pro Tem Ballin, to waive the full reading of Ordinance No. 1626 and adopt by title only. By consensus, the motion carried.

Motion by Mayor Lopez, seconded by Mayor Pro Tem Ballin, to confirm and ratify adoption of Ordinance No. 1626 (second reading), titled: “An Ordinance of the City of San Fernando Enacting, Subject to Adoption by the Electorate, a Temporary Half Cent Transactions and Use Tax to be Administered by the State Board of Equalization Pursuant to Revenue and Taxation Code § 7251 Et Seq.”.

The motion carried with the following vote:

AYES: Lopez, Ballin, Gonzales, Fajardo, Avila – 5
NOES: None
ABSENT: None

SAN FERNANDO CITY COUNCIL**MINUTES – JUNE 17, 2013****Page 6****CITY COUNCIL ITEMS****11) PROPOSED CHANGES TO THE CITY COUNCIL LIAISON ASSIGNMENTS**

Motion by Mayor Lopez, seconded by Mayor Pro Tem Ballin, to appoint Mayor Lopez and Councilmember Gonzales (alternate) to the MTA San Fernando Valley/Northern County Corridor. By consensus, the motion carried.

12) DISCUSSION REGARDING STANDING COMMITTEES

Councilmembers and staff discussed various issues regarding Standing Committees including: meetings that are scheduled and then cancelled (wasted staff time); the cumbersome process to add items to agendas (should be streamlined); Ad Hoc Committees could be created to address any items/issues and then agendized for a City Council Study Session; the need to focus on efficiency due to staffing shortages (cost savings); and the need to get the commissions more involved with certain items.

Motion by Mayor Lopez, seconded by Councilmember Gonzales, to place them on hold to future date. By consensus, the motion carried.

13) APPOINTMENT TO THE TRANSPORTATION AND SAFETY COMMISSION

Motion by Mayor Lopez, seconded by Mayor Pro Tem Ballin to appoint Francisco Arrizon to the Transportation and Safety Commission. By consensus, the motion carried.

Mayor Lopez also stated that he would be making a recommendation at the next meeting to appoint an At-Large Member to the Tree Commission.

STANDING COMMITTEE UPDATES**No. 1 Budget, Personnel and Finance (BPF)**

Councilmember Avila – Public Works Director Ruiz reported that the Education Commission had requested to agendize items for this Committee (Interim City Administrator Penman will follow up).

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

Councilmember Fajardo – no updates.

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

Councilmember Fajardo – Reported that they met and talked about Item No. 9 on today's agenda.

**SAN FERNANDO CITY COUNCIL
MINUTES – JUNE 17, 2013
Page 7**

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

Councilmember Avila – no updates

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

Councilmember Gonzales – no updates

GENERAL COUNCIL COMMENTS

Councilmember Avila reported that he has received positive compliments regarding the Police Department.

Mayor Pro Tem Ballin attended the memorial service for Gabriel Fernandez and asked that Police Department Officers be more diligent when they receive calls regarding abuse.

STAFF COMMUNICATION

Recreation and Community Services Operations Manager Ismael Aguila announced that Day Camp has begun and Recreation Swim will open on June 29.

RECESS TO CLOSED SESSION (7:45 p.m.)

Mayor Lopez asked for a moment of silence in memory of Gabriel Fernandez.

Motion by Mayor Lopez, seconded by Mayor Pro Tem Ballin, to recess to the following Closed Session as announced by City Attorney Olivarez, thereafter to adjourn the meeting in memory of Gabriel Fernandez. By consensus, the motion carried.

A) CONFERENCE WITH LABOR NEGOTIATOR (G.C. 54957.6)

City Negotiator: Interim City Administrator Don Penman

Employee Organizations: San Fernando Management Group (SEIU, Local 721)
San Fernando Public Employees' Association (SEIU, Local 721)
San Fernando Police Officers Association
San Fernando Police Officers Association Police Management Unit
San Fernando Police Civilian Association (SEIU, Local 721)
San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)

The City Administrator gave the City Council an update on the negotiations with the bargaining units listed on this item. The City Council gave direction to the City Administrator on various

SAN FERNANDO CITY COUNCIL**MINUTES – JUNE 17, 2013****Page 8**

issues relating to the negotiations with the aforementioned bargaining units. The City Council did not take any final action on this item.

- B) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (G.C. 54956.9(c))
(Two potential cases)

The City Council received a briefing on both items from legal counsel but did not take any final action.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 17, 2013 meeting as approved by the San Fernando City Council.

Elena G. Chávez
City Clerk

1 b

*This Page
Intentionally
Left Blank*

**SAN FERNANDO CITY COUNCIL
MINUTES**

**JULY 1, 2013 – 6:00 P.M.
REGULAR MEETING**

City Hall Council Chambers
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 6:07 p.m.

Present:

Council: Mayor Antonio Lopez, Mayor Pro Tem Sylvia Ballin, and Councilmembers Jesse H. Avila, Robert C. Gonzales, and Joel Fajardo

Staff: Interim City Administrator Don Penman, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Mayor Lopez

PRESENTATIONS

- a) SAN FERNANDO HIGH SCHOOL BASEBALL TEAM – 2013 CIF CITY SECTION DIVISION I CHAMPIONS

The team was not present – certificates will be delivered.

- b) JULY – PARKS AND RECREATION MONTH

The certificate was provided to the Recreation and Community Services Lifeguards.

APPROVAL OF AGENDA

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to approve the agenda. By consensus, the motion carried.

SAN FERNANDO CITY COUNCIL**MINUTES – July 1, 2013****Page 2****PUBLIC STATEMENTS – WRITTEN/ORAL**

Omar Luis Maieru talked about a parking citation he received (he was referred to Interim City Administrator Penman).

John Arroyo also talked about parking citation issues with the street sweeper and about the lack of street repairs in his neighborhood.

CONSENT CALENDAR

Mayor Pro Tem Ballin pulled Item No. 1 for further discussion.

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to approve the remaining Consent Calendar Items:

- 2) ADOPTION OF RESOLUTIONS APPROVING THE SALARY PLAN AND TABLE OF ORGANIZATION FOR FISCAL YEAR (FY) 2013- 2014
- 3) APPROVAL OF USED CAR DEALER PERMIT: RYDELL CHRYSLER DODGE JEEP RAM (700 SAN FERNANDO ROAD)
- 4) ARTICLE XIIIIB APPROPRIATIONS (GANN) LIMIT FISCAL YEAR (FY) 2013-2014

By consensus, the motion carried.

Items Removed for Further Discussion:

- 1) APPROVAL OF WARRANT REGISTER NO. 13-071

Staff replied to questions from Mayor Pro Tem Ballin regarding various charges (i.e., L.A. Municipal Services, repair/replacement of downtown mall water fountains, Sparkletts water, Mission Ambulance, and Meyers Nave).

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to approve the Warrant Register. By consensus, the motion carried.

CONTINUED BUSINESS

- 5) FISCAL YEAR (FY) 2012-2013 YEAR-END BUDGET REVIEW

Interim Finance Director Rafaela King presented the staff report and replied to questions from Councilmembers.

SAN FERNANDO CITY COUNCIL**MINUTES – July 1, 2013****Page 3**

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Gonzales, to adopt Resolution No. 7546 amending the FY 2012-2013 City Budget. By consensus, the motion carried.

6) **FINAL REPORT ON FISCAL YEAR (FY) 2013-2014 CITY PRIORITIES**

Interim City Administrator Penman presented the staff report. Each Department Head and Manager discussed their department priorities and replied to questions from Councilmembers.

During this time, Mayor Lopez briefly stepped away and returned.

Motion by Councilmember Fajardo, seconded by Mayor Pro Tem Ballin, to:

- a. Receive and file the list of priorities for FY 2013-2014; with the deletion of subsections B and C from the Water Rate Study; and
- b. Direct staff to provide a mid-year report on progress made to each of the priorities.

By consensus, the motion carried.

PUBLIC HEARING

7) **ADOPTION OF FISCAL YEAR (FY) 2013-2014 BUDGET**

Mayor Lopez re-opened the Public Hearing (continued from June 17, 2013).

Interim City Administrator Penman presented the staff report.

Mayor Lopez called for public testimony in favor or opposition.

Linda Campanella Jauron (resident) said the budget has been gerrymandered for the last 10 years and it is refreshing to know that we finally have a true balanced budget.

John Arroyo (resident) talked about the need for street and sidewalk repair in his neighborhood.

There being no further comments, Mayor Lopez closed the public comment portion of the Hearing.

Staff replied to various questions and was thanked by Councilmembers for their hard work on this balanced budget.

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to adopt Resolution No. 7541 approving the final FY 2013-14 City Budget with the changes identified in the staff report (i.e., carry over \$7,500 for PBID and the noted revenue adjustments).

SAN FERNANDO CITY COUNCIL**MINUTES – July 1, 2013****Page 4**

The motion carried with the following vote:

AYES:	Ballin, Lopez, Avila, Fajardo, Gonzales – 5
NOES:	None
ABSENT:	None

- 8) ADOPTION OF ORDINANCE NO. 1627 AMENDING THE CITY CODE TO CHANGE THE ADMINISTRATIVE STRUCTURE OF THE CITY FROM A CITY ADMINISTRATOR-CITY COUNCIL FORM OF GOVERNMENT TO A CITY

Interim City Administrator Penman presented the staff report.

Mayor Lopez declared the Public Hearing and called for public testimony in favor or opposition.

There being no comments, Mayor Lopez closed the public comment portion of the Hearing.

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to introduce for first reading, in title only, and waive further reading of Ordinance No. 1627, “An Ordinance Amending Division 2 (Administrative Officer) of Title III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code to Change Administrative Structure of the City from a City Administrator-City Council Form of Government to a City Manager Form of Government”.

The motion carried with the following vote:

AYES:	Lopez, Ballin, Avila, Fajardo, Gonzales – 5
NOES:	None
ABSENT:	None

NEW BUSINESS

- 9) APPROVAL OF SIDE LETTER AGREEMENTS WITH EMPLOYEE GROUPS TO IMPLEMENT FURLOUGHS AND/OR OTHER CONCESSIONS FOR FISCAL YEAR (FY) 2013-2014

Personnel Manager Michael Okafor presented the staff report and replied to questions from Councilmembers.

Interim City Administrator Penman reported the following last-minute changes made by the San Fernando Police Officers Association of which staff is comfortable with:

SAN FERNANDO CITY COUNCIL**MINUTES – July 1, 2013****Page 5***Current Language:*

1. Each employee represented by the SFPOA shall relinquish claim to 96 paid holiday hours.
2. Each employee represented by the SFPOA shall relinquish claim to \$800 uniform allowance.

Substitute Language:

1. Each employee shall relinquish claim to receive 96 hours of paid holiday leave during Fiscal Year 13/14.
2. Each employee shall relinquish claim to receive \$800 uniform allowance during Fiscal Year 13/14.

City Attorney Olivarez reported that he consulted with Councilmember Gonzales and recommended that (out of abundance of caution) he recuse himself from voting on the Side Letter Agreement with the San Fernando Public Employees' Association (SFPEA), SEIU Local 721, because his brother works for the union.

Motion by Mayor Lopez, seconded by Mayor Pro Tem Ballin, to approve (iii) a Side Letter Agreement to implement furloughs and/or other concessions for FY 2013-2014 with the San Fernando Public Employees' Association (SFPEA), SEIU Local 721 (Contract No. 1624(c)).

The motion carried with the following vote:

AYES:	Lopez, Ballin, Avila, Fajardo – 4
NOES:	None
ABSENT:	None
ABSTAIN:	Gonzales – 1

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Gonzales, to:

- a. Approve Side Letter Agreements with the following employee groups to implement furloughs and/or other concessions for FY 2013-2014:
 - i. San Fernando Police Officers' Association (SFPOA) (Contract No. 1676(b)) including the substitute language as reported (above) by Interim City Administrator Penman;
 - ii. San Fernando Police Civilians' Association (SFPCA), SEIU Local 721 (Contract No. 1685(b)); and

SAN FERNANDO CITY COUNCIL**MINUTES – July 1, 2013****Page 6**

- iv. San Fernando Management Group (SFMG), SEIU Local 721 (Contract No. 1631(d).

The motion carried with the following vote:

AYES:	Lopez, Ballin, Avila, Fajardo, Gonzales – 5
NOES:	None
ABSENT:	None
ABSTAIN:	None

10) APPROVAL OF AN AGREEMENT FOR COMPREHENSIVE FIRE AND EMERGENCY MEDICAL SERVICES (CONTRACT NO. 1717) WITH THE LOS ANGELES FIRE DEPARTMENT

City Planner Fred Ramirez presented the staff report and replied to questions from Councilmembers.

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to:

- a. Approve an Agreement for Comprehensive Fire and Emergency Medical Services (Contract No. 1717) between the City of San Fernando (City) and the City of Los Angeles Fire Department (LAFD);
- b. Authorize the Mayor to execute said Agreement between the City and LAFD;
- c. Authorize the Interim City Administrator under take any activities necessary to implement said Agreement as soon as possible; and
- d. Include the changes recommended by City Planner Ramirez regarding seeking waiver or exemption to the Slavery Disclosure Ordinance and Equal Benefits Ordinance.

The motion carried with the following vote:

AYES:	Lopez, Ballin, Avila, Fajardo, Gonzales – 5
NOES:	None
ABSENT:	None
ABSTAIN:	None

9) APPROVAL OF SIDE LETTER AGREEMENTS WITH EMPLOYEE GROUPS TO IMPLEMENT FURLOUGHS AND/OR OTHER CONCESSIONS FOR FISCAL YEAR (FY) 2013-2014

Regarding Item No. 9, City Attorney Olivarez reported that the City Council still needed to vote on Items 9b and 9c.

Motion by Mayor Lopez, seconded by Councilmember Fajardo, to:

SAN FERNANDO CITY COUNCIL**MINUTES – July 1, 2013****Page 7**

- b. Authorize the Interim City Administrator to execute the Side Letters; and
- c. Authorize the Interim City Administrator and staff to implement the provisions in the Side Letters, as well as implement furloughs for unrepresented Confidential employees.

AYES: Lopez, Ballin, Avila, Fajardo, Gonzales – 5
NOES: None
ABSENT: None

11) **ACCEPTANCE OF ALCOHOLIC BEVERAGE CONTROL GRANT FOR UNDER AGE ALCOHOL PURCHASE PREVENTION PROGRAM AND MERCHANT EDUCATION PROGRAM**

Interim Police Chief Robert Parks presented the staff report.

Motion by Councilmember Fajardo, seconded by Councilmember Gonzales, to:

- a. Accept \$38,905 awarded to the Police Department by the California Department of Alcoholic Beverage Control for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program; and
- b. Adopt Resolution No. 7543 authorizing the Chief of Police to execute a Standard Agreement (Contract No. 1716) with the California Department of Alcoholic Beverage Control for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program.

By consensus, the motion carried.

CITY COUNCIL ITEMS

12) **APPOINTMENT TO THE TREE COMMISSION**

Motion by Mayor Lopez, seconded by Mayor Pro Tem Ballin, to appoint Ian Fitzsimmons to the Tree Commission as the At-Large Member for a period of three years (per City Code Section 2-601). By consensus, the motion carried.

GENERAL COUNCIL COMMENTS

Councilmember Avila thanked staff and said it is clear that residents trust this City Council by the passage of Measure A.

Councilmember Gonzales thanked staff and his colleagues and gave information regarding a conference he recently attended.

SAN FERNANDO CITY COUNCIL**MINUTES – July 1, 2013****Page 8**

Councilmember Fajardo thanked employees and encouraged Councilmembers also contribute via pay cuts. He also congratulated San Fernando and California residents regarding the overturning of Proposition 8.

Mayor Pro Tem Ballin reported that she recently attended the Senior Citizens Advisory Board meeting and was impressed and she thanked employees for their sacrifices (i.e., furloughs).

Mayor Lopez commended bargaining unit groups and stated that the passage of Measure A was quite an achievement.

STAFF COMMUNICATION

None

ADJOURNMENT (8:55)

Councilmember Gonzales called for a moment of silence for the Hotshot Crew Firefighters.

Motion by Councilmember Gonzales, seconded by Mayor Pro Tem Ballin, to adjourn the meeting. By consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of July 1, 2013 meeting as approved by the San Fernando City Council.

Elena G. Chávez
City Clerk

*This Page
Intentionally
Left Blank*

FINANCE DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Rafaela T. King, Interim Finance Director/Deputy Finance Director

DATE: July 15, 2013

SUBJECT: Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt a Resolution (Attachment “A”) approving the 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. 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. 13-072****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO ALLOWING AND APPROVING FOR
PAYMENT DEMANDS PRESENTED ON DEMAND/
WARRANT REGISTER NO. 13-072**

**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 15th day of July, 2013.

Antonio Lopez, 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 15th day of July 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

Voucher List		Page: 1	
07/10/2013 11:10:38AM		CITY OF SAN FERNANDO	
Bank code : bank			
Voucher	Date	Vendor	Amount
102540	7/15/2013	100074 AEGIS COMPUTERS INC.	207898
IT SERVICES - JULY 2013			
01-190-0241-4260			10,630.00
Total :			10,630.00
102541	7/15/2013	100101 VERIZON WIRELESS-LA	270693253
PLANNING CELL PHONES			
01-140-0000-4220			5.35
01-150-0000-4220			32.65
CITY YARD CELL PHONE & USB MODEM			
70-384-0000-4220			63.15
01-390-0000-4220			9.17
01-320-0000-4220			9.16
72-360-0000-4220			0.17
660629692			
VARIOUS CELL PHONES			
01-106-0000-4220			28.06
70-384-0000-4220			18.98
870422920			
PD CELL PHONES AND MDT MODEMS			
01-222-0000-4220			938.91
01-152-0000-4220			114.03
01-105-0000-4220			33.16
Total :			1,252.79
102542	7/15/2013	100143 ALONSO, SERGIO	JUNE 2013
MARIACHI MASTER APPRENTICE PROGRAM			
10-424-3693-4260			1,025.00
Total :			1,025.00
102543	7/15/2013	100166 AMERICAN PUBLIC WORKS ASSOC.	050913
MEMBERSHIP RENEWAL DUES -			
01-310-0000-4360			710.00
Total :			710.00
102544	7/15/2013	100222 ARROYO BUILDING MATERIALS, INC	111099
CONCRETE TO INSTALL MALL DRINKING FOUNTAIN			
01-341-0000-4300			95.52
Total :			95.52
102545	7/15/2013	100405 BONANZA CONCRETE, INC.	41264
SIDEWALK, CURB & GUTTER - 1409 CC			
15-310-0866-4600			809.33

vchlist

07/10/2013 11:10:38AM

Voucher List

CITY OF SAN FERNANDO

Page:

2

Bank code :bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102545	7/15/2013	100405 100405 BONANZA CONCRETE, INC.	(Continued)			
					Total :	809.33
102546	7/15/2013	100715 CITY-WIDE FIRE PROTECTION CO.	39682		INSTALL SMOKE DETECTOR - REC RO	
					01-390-0460-4330	505.93
					Total :	505.93
102547	7/15/2013	100805 COOPER HARDWARE INC.	89059		MISC WATER TRUCK TOOLS	
					70-383-0000-4340	96.38
					Total :	96.38
102548	7/15/2013	100859 CROWN DISPOSAL	0000421304		HAULING FEES - JUNE 2013	
					73-350-0000-4260	65,959.60
					Total :	65,959.60
102549	7/15/2013	101089 ESCOBAR, MARCO	062513-01		L P SENIOR PETTY CASH REIMB.	
			062513-02		04-2380	118.52
			062513-03		L P SENIOR PETTY CASH REIMB.	
			062513-04		04-2380	234.90
					L P SENIOR PETTY CASH REIMB.	
					04-2380	87.20
					L P SENIOR PETTY CASH REIMB.	
					04-2380	80.80
					Total :	521.42
102550	7/15/2013	101147 FEDEX	2-320-25717		COURIER SERVICE	
					01-190-0000-4280	128.24
					Total :	128.24
102551	7/15/2013	101302 VERIZON	8181811070		POLICE PAGING	
			8181811380		01-222-0000-4220	40.07
			8181973209		MWD METER	
			8181973210		70-384-0000-4220	44.00
			8181973211		PARKS MAJOR PHONE LINES	
					01-420-0000-4220	1,363.38
					PD MAJOR PHONE LINES	
					01-222-0000-4220	2,532.13
					PHONE BILL	
					01-190-0000-4220	2,335.58

Page:

2

Vchlist

07/10/2013 11:10:38AM

Voucher List

CITY OF SAN FERNANDO

Page: 3

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102551	7/15/2013	101302 VERIZON	(Continued) 8183616728		ENGINEERING FAX LINE 01-310-0000-4220	25.63
			8183655097		PD NARCOTICS VAULT 01-222-0000-4220	25.79
			8188371509		ANIMAL CONTROL & PW PHONE LINE 01-190-0000-4220	47.07
			8188384969		PD ALARM PANEL 01-222-0000-4220	90.99
			8188981027		POOL FACILITY PHONE LINES 01-430-0000-4220	142.54
					Total :	6,647.18
102552	7/15/2013	101434 GUZMAN, JESUS ALBERTO	JUNE 2013		MARIACHI MASTER APPRENTICE PRO 10-424-3693-4260	2,400.00
					Total :	2,400.00
102553	7/15/2013	101528 THE HOME DEPOT CRC, ACCT#603532202490	2131609		PICNIC TABLE REPAIR @ REC PARK 01-390-0410-4300	64.03
			6081195		WEED CONTROL & PICNIC TABLE REP, 01-390-0410-4300	146.98
					Total :	211.01
102554	7/15/2013	101599 IMAGE 2000 CORPORATION	VN321376		COPIER CONTRACT BASE CHARGE 01-420-0000-4260	191.46
			VN321377		COPIER CONTRACT BASE CHARGE 10-420-1371-4260	42.83
			VN321378		COPIES - 05/19/13 - 06/18/13 01-420-0000-4260	377.74
					10-420-1371-4260	57.54
					01-190-0000-4320	589.70
					70-381-0000-4290	38.63
					Total :	1,297.90
102555	7/15/2013	101772 KING'S BRAKE AND PIONEER TIRE	SN003015		REPLACE P/S BOX - EL1543 01-320-0371-4400	935.63
			SN003023		OIL CHANGE - EL1543	

Page: 3

Page: 3

vchlist		Voucher List				Page: 4	
07/10/2013 11:10:38AM		CITY OF SAN FERNANDO					
Bank code :		bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
102555	7/15/2013	101772 KING'S BRAKE AND PIONEER TIRE	(Continued)		01-320-0371-4400	138.53	
					Total :	1,074.16	
102556	7/15/2013	101971 L.A. MUNICIPAL SERVICES	061313		ELECTRIC - 13186 DRONFIELD	64.55	
					70-384-0000-4210	64.55	
					Total :	64.55	
102557	7/15/2013	101990 L.A. COUNTY METROPOLITAN	800055761		TAP CARDS - MAY 2013	1,240.00	
					07-440-0441-4260	1,240.00	
					Total :	1,240.00	
102558	7/15/2013	102003 LOS ANGELES COUNTY	RE-PW-13061209529		INDUSTRIAL WASTE LAB THRU MAY 20	2,054.00	
			RE-PW-13061209549		72-360-0000-4430	3,921.58	
					INDUSTRIAL WASTE SERVICES THRU I	5,975.58	
					72-360-0000-4430	5,975.58	
					Total :	5,975.58	
102559	7/15/2013	102063 MACKAY METERS, INC.	1035433-2		PARKING METER COIN MECHANISM &	2,184.48	
			1035518		29-335-0000-4600	424.77	
					KEYS FOR PARKING METER CART	2,609.25	
					29-335-0000-4300	2,609.25	
					Total :	2,609.25	
102560	7/15/2013	102106 MARTIN & CHAPMAN CO.	2013216		JUNE 4, 2013 SPECIAL MUNICIPAL ELE	36,996.09	
					01-116-0000-4260	36,996.09	
					Total :	36,996.09	
102561	7/15/2013	102226 MISSION LINEN & UNIFORM	140167933		LAUNDRY	142.42	
			140174256		01-225-0000-4350	82.33	
			140174882		LAUNDRY	142.42	
			140175642		01-225-0000-4350	63.50	
			140176284		LAUNDRY		

Page:

4

Page: 4

vchlist

07/10/2013 11:10:38AM

Voucher List

CITY OF SAN FERNANDO

Page: 5

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102561	7/15/2013	102226 MISSION LINEN & UNIFORM	(Continued)		01-225-0000-4350	161.24
					Total :	591.91
102562	7/15/2013	102303 NACHO'S ORNAMENTAL SUPPLY	230810		BIKEWAY BACKFLOW CAGE	
			230811		01-390-0470-4300	107.03
			231996		CITY HALL BACKFLOW CAGE	140.07
			231998		01-390-0310-4300	70.92
					CITY HALL BACKFLOW CAGE PAINT	
					01-390-0310-4300	17.44
					BIKEWAY BACKFLOW CAGE PAINT	
					01-390-0470-4300	335.46
					Total :	
102563	7/15/2013	102395 NORMAN A. TRAUB ASSOCIATES INC	12148.1		IA INVESTIGATION SERVICES	
					01-222-0000-4260	2,151.50
					Total :	2,151.50
102564	7/15/2013	102432 OFFICE DEPOT	1588598761		HP TONER PACK AND TAPE	
			658328483001		17-420-1399-4300	301.44
			658328484001		WHITE BOARD, STAPLES & TAPE	
					01-430-0000-4300	45.98
			660327291001		EXT CORD	
					01-430-0000-4300	69.10
			660327292001		RETURNED ITEM	
					01-423-0000-4300	-32.36
			662066972001		ITEM RETURNED	
					01-424-0000-4300	-27.24
			662385300001		COLOR TONER	
					01-430-0000-4300	72.25
			663461953001		POST IT NOTES, COPY PAPER & STAP	
					01-222-0000-4300	323.07
			663461987001		RIBBONS	
					01-222-0000-4300	52.19
					PENS, FOLDERS, CD'S & SLEEVES, SC	
					01-222-0000-4300	114.45

Page: 5

Page: 5

vchlist

07/10/2013 11:10:38AM

Voucher List

CITY OF SAN FERNANDO

Page:

6

Bank code :bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102564	7/15/2013	102432 102432 OFFICE DEPOT	(Continued)			
					Total :	918.88
102565	7/15/2013	102666 PREFERRED DELIVERY SYSTEMS INC	549-62		COURIER SERVICE	
					01-222-0000-4260	210.64
					Total :	210.64
102566	7/15/2013	102727 QUARTERMASTER	000722052		UNIFORMS	
			000732766		01-226-0230-4430	27.23
					UNIFORMS	
					01-226-0230-4430	42.62
					Total :	69.85
102567	7/15/2013	102848 RICHARDS, WATSON & GERSHON	190467		LEGAL SERVICES	
					70-110-0000-4270	2,065.45
					Total :	2,065.45
102568	7/15/2013	102930 ROYAL WHOLESALE ELECTRIC	8901-683476		PIONEER PARK CAMERAS - MINATURE	
			8901-683718		19-422-0630-4500	65.40
					PIONEER PARK CAMERAS - ARMORED	
					19-422-0630-4500	348.15
					Total :	413.55
102569	7/15/2013	103010 SAM'S CLUB DIRECT, #0402465855179	540		CHAIRS, DRINKS & SNACKS	
			803		01-226-0230-4430	328.53
					KITCHEN SUPPLIES - CUPS, MOCHA M	
					01-222-0000-4300	137.39
					Total :	465.92
102570	7/15/2013	103029 SAN FERNANDO, CITY OF	12853-12858		REIMB TO WORKER'S COMP ACCT	
			12859-12860		06-190-0000-4810	4,509.34
					REIMBURSEMENT TO WORKERS COM	
					06-190-0000-4810	1,127.00
					Total :	5,636.34
102571	7/15/2013	103057 SAN FERNANDO VALLEY SUN	8642		LEGAL NOTICE - PUBLISHED ORD #16	
					01-116-0000-4230	1,209.38
					Total :	1,209.38

Page:

6

Page: 6

vchlist

07/10/2013 11:10:38AM

Voucher List

CITY OF SAN FERNANDO

Page:

7

Bank code :bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102572	7/15/2013	103184 SMART & FINAL	110311		REFRESHMENTS FOR CONSUMER FAI	
					04-2346	76.64
					10-422-3750-4300	101.38
					17-420-1399-4300	9.95
			112011		DAY CAMP LUNCH AND SNACKS	
					17-420-1399-4300	79.50
					Total :	267.47
102573	7/15/2013	103202 SOUTHERN CALIFORNIA EDISON CO.	062913		ELECTRIC - 2025 4TH	
					01-420-0000-4210	300.04
					01-371-0000-4210	135.22
					29-335-0000-4210	1,577.94
					Total :	2,013.20
102574	7/15/2013	103218 SOLIS, MARGARITA	35-58		PETTY CASH REIMB	
					01-106-0000-4300	49.50
					01-116-0000-4300	95.44
					01-222-0000-4300	68.82
					01-222-0000-4360	9.00
					01-310-0000-4360	46.58
					01-310-0000-4390	32.50
					01-346-0301-4300	27.40
					04-2360	39.90
					10-420-1371-4300	46.93
					17-420-1399-4300	25.00
					72-360-0000-4340	14.77
					01-105-0000-4370	107.00
					01-105-0000-4300	13.06
					Total :	575.90
102575	7/15/2013	103279 SUMMER SYSTEMS, INC.	34754		NORTHEAST CORNER A/C REPLACE F.	
					01-390-0310-4330	606.15
					Total :	606.15
102576	7/15/2013	103403 TRAFFIC PARTS INC.	370873		TROLLEY SIGN REPLACEMENT BANDII	
					13-370-0000-4430	251.19

Page:

7

Page: 7

vchlist		Voucher List				Page: 8	
07/10/2013 11:10:38AM		CITY OF SAN FERNANDO					
Bank code :		bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
102576	7/15/2013	103403 103403 TRAFFIC PARTS INC.	(Continued)			Total :	251.19
102577	7/15/2013	103444 ULTRA GREENS, INC	50125		PARKWAY TREE PARTNERSHIP PROGF		
					01-346-0000-4430		204.34
						Total :	204.34
102578	7/15/2013	103445 UNDERGROUND SERVICE ALERT	620130647		(26) NEW USA DIGALERT TICKETS		
					70-382-0000-4260		39.00
						Total :	39.00
102579	7/15/2013	103470 THE WAKEFIELD COMPANY	5137		LP PARK DRINKING FOUNTAIN REPAIR		
					01-390-0460-4300		223.45
						Total :	223.45
102580	7/15/2013	103503 UNITED STATES POSTAL SERVICE	15122187		REIMBURSEMENT OF POSTAGE MACH		
					01-190-0000-4280		1,500.00
						Total :	1,500.00
102581	7/15/2013	103668 WESTERN STAMP ENGRAVING CO.	28210		(3) SELF INK STAMPS "WARRANT ONLY		
			28275		01-222-0000-4300		62.11
					SELF INK STAMP "SIGNATURE"		
					01-222-0000-4300		33.03
						Total :	95.14
102582	7/15/2013	103688 WIL-POWER BATTERY DIST.	170400		BATTERIES FOR TRAFFIC COUNTERS		
					01-310-0000-4300		47.52
						Total :	47.52
102583	7/15/2013	103738 YOSEF AMZALAG SUPPLY	12061309		IRRIGATION REPAIR @ ORTEGA PARK		
					01-390-7500-4300		71.02
			12061662		IRRIGATION REPAIR @ PIONEER PARK		
					01-390-0410-4300		20.08
			12061669		IRRIGATION REPAIR @ LP PARK		
					01-390-0460-4300		21.22
			12061803		IRRIGATION REPAIR @ LP PARK		
					01-390-0460-4300		33.47
			12061915		STORAGE YARD LANDSCAPE		
					70-384-0000-4310		49.24

Page: 8

vchlist
07/10/2013 11:10:38AM

Voucher List
CITY OF SAN FERNANDO

Page: 11

Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102597	7/15/2013	888646 HD SUPPLY WATER WORKS, LTD	B052794		METER SUPPLIES	
			B070265		70-383-0301-4300 METER SUPPLIES	868.54
			B103930		70-383-0700-4600 SUPPLIES	1,637.63
			B142091		70-383-0301-4300 METER SUPPLIES	342.56
			B148258		70-383-0700-4600 SUPPLIES	1,901.77
					70-383-0301-4300	272.06
					Total :	5,022.56
102598	7/15/2013	888647 HDL SOFTWARE, LLC	0019087-IN		FALSE ALARM SOFTWARE MAINT -	
					01-130-0000-4320	1,165.69
					Total :	1,165.69
102599	7/15/2013	888800 BUSINESS CARD	061013		DAY CAMP TRIP TO RINGLING BROS C	
			062813		17-420-1399-4300 MISC CHARGES	570.00
			062813		01-190-0000-4435 MISC CHARGES	39.00
			121410		01-190-0000-4435 DAY CAMP TRIP TO CA SCIENCE CENT	21.05
			200012		17-420-1399-4300 DAY CAMP TRIP TO EL CAPITAN THEAT	351.50
			490654		17-420-1399-4300 CAMERA/CAMCORDER/PROJECTOR S	418.75
					10-220-3641-4300	891.15
					Total :	2,291.45
102600	7/15/2013	888869 MUNITEMPS STAFFING	123882		TEMP STAFFING-ADMIN ANALYST - WE	
					01-310-0000-4112	212.43
					01-311-0000-4112	53.11
					27-344-0000-4112	132.77
					70-381-0000-4112	531.08
					70-382-0000-4112	929.38
					70-383-0000-4112	265.55

Page: 11

vchlist
07/10/2013 11:10:38AM

Voucher List
CITY OF SAN FERNANDO

Page: 12

Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102600	7/15/2013	888869 MUNITEMPS STAFFING	(Continued)			
					70-384-0000-4112	265.54
					72-360-0000-4112	265.53
			123883		TEMPORARY STAFFING - INTERIM FIN/	
					01-130-0000-4112	9,286.25
					Total :	11,941.63
102601	7/15/2013	888873 ROYAL FLUSH	1976		PORTABLE TOILET @ 12900 DRONFIEL	
					70-384-0000-4260	133.00
					Total :	133.00
102602	7/15/2013	888957 PROGRESSIVE SOLUTIONS INC.	36578		CASHIER CENTRAL SUPPORT SERVICE	
				10996	01-130-0000-4320	1,802.89
				10996	01-102-0000-4320	1,802.89
				10996	70-382-0000-4320	1,802.89
				10996	72-360-0000-4320	1,802.90
					Total :	7,211.57
102603	7/15/2013	889118 LDI COLOR TOOLBOX	183893		COPIES - 05/07/13 - 06/07/2013	
					01-222-0000-4260	747.89
					Total :	747.89
102604	7/15/2013	889149 STAPLES BUSINESS ADVANTAGE	8026060101		KITCHEN SUPPLIES - SUGAR, GREEN	
					01-190-0000-4300	130.20
					Total :	130.20
102605	7/15/2013	889532 GILMORE, REVA A.	06/15/13 - 06/28/13		FOOD SERVICE MANAGER	
					10-422-3750-4270	552.50
					10-422-3752-4270	97.50
					Total :	650.00
102606	7/15/2013	889533 MARTINEZ, ANITA	06/15/13 - 06/28/13		ASSISTANT FOOD MANAGER	
					10-422-3750-4270	177.00
					Total :	177.00
102607	7/15/2013	889534 RAMIREZ, FRANCISCO	06/15/13 - 06/28/13		HDM DRIVER	
					10-422-3752-4270	177.00
					10-422-3752-4390	52.00

Page: 12

Page: 13Page: 14

vchlist 07/10/2013 11:10:38AM		Voucher List CITY OF SAN FERNANDO				Page: 17
Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102629	7/15/2013	891005 MENDEZ, BLANCA	(Continued)		04-2380	30.00
					Total :	30.00
102630	7/15/2013	891066 MONTES CASTELLON, CAROL'S	06/21/13 - 06/25/13		COMMUNITY WELLNESS COORDINATC 10-430-3649-4260	448.00
					Total :	448.00
102631	7/15/2013	891069 AMERICAN ASPHALT SOUTH, INC.	2013-RETENTION	10966	SLURRY SEAL PROJECT 11-311-0000-4600	17,565.45
					Total :	17,565.45
102632	7/15/2013	891121 RIVERA, NICOLE	JUNE 2013		MARIACHI MASTER APPRENTICE 10-424-3693-4260	165.00
					Total :	165.00
102633	7/15/2013	891125 TMC SHOOTING RANGE SPECIALIST	1047	10985	RANGE CLEANOUT 01-222-0000-4320	3,600.00
					Total :	3,600.00
102634	7/15/2013	891193 CRANE, DENNIS	43-2885-05		WATER ACCT REFUND - 1701 FIRST 70-2010	230.07
					Total :	230.07
102635	7/15/2013	891194 ORELLANA, LUIS ALONSO	50-1180-04		WATER ACCT REFUND - 1409 EIGHTH 70-2010	125.92
					Total :	125.92
102636	7/15/2013	891195 MCB LLC	54-2102-04		WATER ACCT REFUND - 821 HAGAR 70-2010	143.54
					Total :	143.54
102637	7/15/2013	891196 JEM SPORTSWEAR	56-1240-00		WATER ACCT REFUND - 459 PARK 70-2010	13.23
					Total :	13.23
102638	7/15/2013	891197 JEM SPORTSWEAR	56-1350-00		WATER ACCT REFUND - 500 JESSIE 70-2010	7.82
					Total :	7.82
						Page: 17

vchlist 07/10/2013 11:10:38AM		Voucher List CITY OF SAN FERNANDO				Page: 18
Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102638	7/15/2013	891197 JEM SPORTSWEAR	(Continued)			7.82
					Total :	7.82
102639	7/15/2013	891198 LUKEZICH, CHARLOTTE	60-1946-03		WATER ACCT REFUND - 437 N BRAND 70-2010	44.45
					Total :	44.45
102640	7/15/2013	891199 MENDOZA, HECTOR	62-2222-01		WATER ACCT REFUND - 433 HARDING 70-2010	87.69
					Total :	87.69
102641	7/15/2013	891200 MAGRO, RAQUEL	31-2100-01		WATER ACCT REFUND - 215 ALEXANDI 70-2010	79.71
					Total :	79.71
102642	7/15/2013	891201 SIGALA, ANTONIO	2000069.001		SWIM LESSONS REFUND 17-3770-1338	40.00
					Total :	40.00
102643	7/15/2013	891202 SANTOS, MARIA	811916		REFUND - SR TRIP CANCELLED - SAN 04-2380	15.00
					Total :	15.00
102644	7/15/2013	891203 SAHAGUN, ALFREDO	811912		REFUND - SR TRIP CANCELLED - SAN 04-2380	15.00
					Total :	15.00
102645	7/15/2013	891204 MAJOR SURPLUS & SURVIVAL	2065918		ADVISOR JACKETS 01-226-0230-4430	291.26
					Total :	291.26
102646	7/15/2013	891205 MATILDES, JASMIN	2000173.004		YOUTH BASKETBALL REFUND 17-3770-1328	40.00
					Total :	40.00
102647	7/15/2013	891206 COLLETTE VACATIONS	TOUR #556264		SENIOR TRIP TO WASHINGTON D.C. - 1 04-2384	1,660.00
					Total :	1,660.00
						Page: 18

vchlist

Voucher List

Page: 19

07/10/2013 11:10:38AM

CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
108		Vouchers for bank code : bank			Bank total :	275,667.03
108		Vouchers in this report			Total vouchers :	275,667.03

Voucher Registers are not final until approved by Council.

Page: 19

HANDWRITTEN CHECKS

vchlist		Voucher List				Page: 1	
07/03/2013 3:42:13PM		CITY OF SAN FERNANDO					
<hr/>							
Bank code :		bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
102129	6/4/2013	102519 P.E.R.S.	DEMAND		HEALTH INSURANCE BENEFIT-JUNE 2013 01-1160	190,990.64	
					Total :	190,990.64	
102130	6/5/2013	102800 RED STAR CHARTER & TOURS	0123		SENIOR TRIP DEP - TRANSPORTATION 04-2380	4,000.00	
					Total :	4,000.00	
102131	6/5/2013	102800 RED STAR CHARTER & TOURS	0124		SENIOR TRIP TRANSPORTATION TO T 04-2380	1,050.00	
					Total :	1,050.00	
102132	6/6/2013	103648 CITY OF SAN FERNANDO	PR 6-6-13		REIM FOR PAYROLL W/E 5-31-13 & SP 01-1003 02-1003 07-1003 08-1003 10-1003 11-1003 17-1003 27-1003 29-1003 70-1003 72-1003 73-1003	393,258.28 2,042.90 830.74 10,060.54 16,455.01 5,953.08 1,039.67 4,736.73 4,111.11 46,410.30 20,650.13 169.38	
					Total :	505,717.87	
102133	6/6/2013	888921 REGISTRAR-RECORDER/COUNTY CLER	13-4050		NOV 6, 2012 SPECIAL ELECTION COST 01-116-0000-4260	19.55	
					Total :	19.55	
102134	6/6/2013	103648 CITY OF SAN FERNANDO	SPECIAL P/R 6-6-13		REVISED SPECIAL PAYROLL W/E 5-31- 01-1003	9,911.39	
					Total :	9,911.39	
102186	6/12/2013	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE BENEFITS-JUNE		
<hr/>							
						Page: 1	

vchlist		Voucher List				Page: 2	
07/03/2013 3:42:13PM		CITY OF SAN FERNANDO					
<hr/>							
Bank code :		bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
102186	6/12/2013	890907 DELTA DENTAL OF CALIFORNIA	(Continued)		01-1160		12,106.08
					Total :		12,106.08
102187	6/12/2013	100940 DELTA CARE USA	DEMAND		DENTAL INSURANCE BENEFITS-JUNE 01-1160		411.18
					Total :		411.18
102188	6/12/2013	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		OPTICAL INSURANCE BENEFITS-JUNE 01-1160		2,480.65
					Total :		2,480.65
102189	6/12/2013	887627 STANDARD INSURANCE	DEMAND		LIFE INSURANCE BENEFITS-JUNE 201: 01-1160		3,100.02
					Total :		3,100.02
102296	6/14/2013	888815 LOS ANGELES COUNTY	061313		ACQUIRE PROP DATA NECESSARY FC 01-150-0000-4270		224.54
					Total :		224.54
102297	6/20/2013	103648 CITY OF SAN FERNANDO	PR 6-21-13		REIMBURSEMENT FOR PAYROLL W/E 01-1003		396,572.91
					07-1003		2,359.31
					08-1003		9,970.19
					10-1003		11,627.51
					11-1003		5,711.54
					17-1003		3,469.64
					27-1003		4,667.75
					29-1003		4,114.33
					70-1003		46,802.04
					72-1003		19,784.13
					73-1003		169.46
					Total :		505,248.81
102298	6/27/2013	102518 P.E.R.S.	DEMAND		RETIREMENT ARREARS AND SERVICE 18-190-0000-4124		96,431.54
					Total :		96,431.54
<hr/>							
						Page:	

HANDWRITTEN CHECKS

vchlist

Voucher List

Page: 3

07/03/2013 3:42:13PM

CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
13		Vouchers for bank code : bank			Bank total :	1,331,692.27
13		Vouchers in this report			Total vouchers :	1,331,692.27

Voucher Registers are not final until approved by Council.

Page: 3

HANDWRITTEN CHECKS

vchlist Voucher List Page: 1
 06/07/2013 10:03:13AM CITY OF SAN FERNANDO

Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102135	6/7/2013	100306 BARNARD, LARRY	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	11.80
					Total :	11.80
102136	6/7/2013	100642 CASTRO, RICO	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	1,100.19
					Total :	1,100.19
102137	6/7/2013	100913 DECKER, CATHERINE	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22
					Total :	218.22
102138	6/7/2013	100916 DEIBEL, PAUL	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	532.26
					Total :	532.26
102139	6/7/2013	100995 DRAKE, MICHAEL	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	693.92
					Total :	693.92
102140	6/7/2013	100996 DRAKE, JOYCE	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	693.92
					Total :	693.92
102141	6/7/2013	101466 HARVEY, DEVERY MICHAEL	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	2.05
					Total :	2.05
102142	6/7/2013	101538 HOUGH, RAY	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	803.03
					Total :	803.03
102143	6/7/2013	101597 IBRAHIM, SAMIR	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	54.10
					Total :	54.10
102144	6/7/2013	101926 LILES, RICHARD	JUNE 2013		CALPERS HLTH INS REIMB RETIREE	
						Page: 1

vchlist Voucher List Page: 2
 06/07/2013 10:03:13AM CITY OF SAN FERNANDO

Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102144	6/7/2013	101926 LILES, RICHARD	(Continued)		18-190-0000-4127	446.92
					Total :	446.92
102145	6/7/2013	101933 LITTLEFIELD, LESLEY	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22
					Total :	218.22
102146	6/7/2013	102206 MILLER, WILMA	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11
					Total :	109.11
102147	6/7/2013	102232 MIURA, HOWARD	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22
					Total :	218.22
102148	6/7/2013	102473 ORDELHEIDE, ROBERT	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	1,100.19
					Total :	1,100.19
102149	6/7/2013	102864 RIVETTI, DOMINICK	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	26.50
					Total :	26.50
102150	6/7/2013	103175 SKOBIN, ROMELIA	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	26.50
					Total :	26.50
102151	6/7/2013	103394 TORRES, RACHEL	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11
					Total :	109.11
102152	6/7/2013	103643 WEDDING, JERRY	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22
					Total :	218.22
102153	6/7/2013	103727 WYSBEEK, DOUDE	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11
						Page: 2

HANDWRITTEN CHECKS

vchlist

Voucher List

Page: 3

06/07/2013 10:03:13AM

CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102153	6/7/2013	103727 103727 WYSBEEK, DOUDE	(Continued)			Total : 109.11
102154	6/7/2013	103737 YNIGUEZ, LEONARD	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	532.26 Total : 532.26
102155	6/7/2013	889063 AGORICHAS, JOHN	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	64.42 Total : 64.42
102156	6/7/2013	891010 MAERTZ, ALVIN	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	578.00 Total : 578.00
102157	6/7/2013	891011 APODACA-GRASS, ROBERTA	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22 Total : 218.22
102158	6/7/2013	891013 BRUNWIN, HERBERT	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
102159	6/7/2013	891014 CREEKMORE, CASIMIRA	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
102160	6/7/2013	891016 DEATON, MARK	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	446.92 Total : 446.92
102161	6/7/2013	891017 ELDRIDGE, WANDA	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
102162	6/7/2013	891018 FLETCHER, HUBERT	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22 Total : 218.22

Page: 3

vchlist

Voucher List

Page: 4

06/07/2013 10:03:13AM

CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102163	6/7/2013	891020 GLASGOW, ROBERT	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	92.26 Total : 92.26
102164	6/7/2013	891021 GUIZA, JENNIE	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
102165	6/7/2013	891023 HATFIELD, JAMES	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	89.38 Total : 89.38
102166	6/7/2013	891024 HOOKER, RAYMOND	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	366.44 Total : 366.44
102167	6/7/2013	891027 LOCKETT, JOANN	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
102168	6/7/2013	891028 MANTHEY, DONALD	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	532.26 Total : 532.26
102169	6/7/2013	891029 MARTIN, THERESE	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
102170	6/7/2013	891031 ORTEGA, JIMMIE	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22 Total : 218.22
102171	6/7/2013	891032 OTREMBA, EUGENE	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	89.38 Total : 89.38
102172	6/7/2013	891034 RAMSEY, JAMES	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	1,274.42

Page: 4

HANDWRITTEN CHECKS

vchlist

Voucher List

Page: 5

06/07/2013 10:03:13AM

CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102172	6/7/2013	891034 891034 RAMSEY, JAMES	(Continued)			Total : 1,274.42
102173	6/7/2013	891035 SHERWOOD, NINA	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	44.69 Total : 44.69
102174	6/7/2013	891036 WATT, DAVID	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22 Total : 218.22
102175	6/7/2013	891037 WEBB, NANCY	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	637.21 Total : 637.21
102176	6/7/2013	891038 WAITE, CURTIS	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	732.88 Total : 732.88
102177	6/7/2013	891039 AGUILAR, JESUS	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	54.10 Total : 54.10
102178	6/7/2013	891040 FISHKIN, RIVIAN	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	54.10 Total : 54.10
102179	6/7/2013	891041 GARCIA, CONNIE	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	27.05 Total : 27.05
102180	6/7/2013	891042 KNIGHT, PAUL	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	92.30 Total : 92.30
102181	6/7/2013	891043 LIEBERMAN, LEONARD	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	27.05 Total : 27.05

Page: 5

vchlist

Voucher List

Page: 6

06/07/2013 10:03:13AM

CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102182	6/7/2013	891044 RUSSUM, LINDA	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	54.10 Total : 54.10
102183	6/7/2013	891045 TIGHE, HAROLD	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	2.37 Total : 2.37
102184	6/7/2013	891046 VANAALST, LEONILDA	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	27.05 Total : 27.05
102185	6/7/2013	891047 WATTS, HERBERT	JUNE 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	27.05 Total : 27.05
51	Vouchers for bank code : bank				Bank total :	14,064.82
51	Vouchers in this report				Total vouchers :	14,064.82

Voucher Registers are not final until approved by Council.

Page: 6

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator
By: Ron Ruiz, Public Works Director

DATE: July 15, 2013

SUBJECT: Approval of Resolution No. 7548 Authorizing the City to Submit A Fiscal Year 2013/2014 Used Oil Payment Program Application to the California Department of Resources Recycling and Recovery (CalRecycle)

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7548 (Attachment "A") authorizing the City to submit a Used Oil Payment Program application under the California Department of Resources Recycling and Recovery.

BACKGROUND:

1. On May 29, 2013, the application for the Used Oil Payment Program (OPP) became available online.
2. On June 24, 2013, the City submitted the required on-line application for the OPP.
3. On June 27, 2013, on line application was due.
4. On July 31, 2013, all additional supporting documents are due.
5. In April 2014, grant payments will be awarded and distributed to municipalities.

ANALYSIS:

The California Oil Recycling Enhancement Act (Act) (Statutes of 1991, Chapter 817) mandates CalRecycle to provide annual payment programs to local governments for establishing local collection programs that encourage recycling of used oil and filters. The Used Oil Payment Program (OPP) is a fund allocated on a per capita basis established by the Department of State Finance's population statistics. Since payments are not competitive, local governments need

Resolution Authorizing the City of San Fernando to Submit A Fiscal Year 2013/2014 Used Oil Payment Program Application to the California Department of Resources Recycling and Recovery (CalRecycle).
Page 2

only to submit a timely, completed application package and meet the program's eligibility and reporting requirements to receive the payment.

Applicants are required to have a used oil collection program, which includes at least one certified used oil collection center per 100,000 residents and/or curbside program that includes used oil collection at least monthly, and a public education program that informs the public of locally available used oil recycling opportunities.

In order for the City of San Fernando to participate in the OPP, the City must declare by resolution certain authorizations related to the administration of the OPP. The resolution allows the Public Works Director, or designee, to authorize all documents necessary to secure payments from CalRecycle to support the City's OPP. This resolution will be effective until rescinded by the City Council.

Through this program, the City is expected to receive approximately \$5,000 and \$10,000 towards oil recycling activities. Since the refuse hauler for the City provides oil recycling services, these funds will be used to pay the contractor for this service. Per section 3.16.2 of the agreement with the refuse hauler, curbside service for used oil pick-up is available to all residents. The contract also provides for used oil pick-up at the Public Works city yard.

BUDGET IMPACT:

There is no impact to the General Fund as a result of this action. The funds received from the Used Oil Payment Program will be allocated to Fund 73-350 (Refuse/Environmental) and will help off-set some of the costs associated with the refuse hauler.

CONCLUSION:

A City Council approved resolution is required to receive funds through the CalRecycle OPP. With the approval of the resolution the application process to receive the funds can be completed.

ATTACHMENT:

A. Resolution No. 7548

ATTACHMENT "A"**RESOLUTION NO. 7548****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AUTHORIZING
SUBMITTAL OF A USED OIL PAYMENT PROGRAM
APPLICATION AND RELATED AUTHORIZATIONS**

WHEREAS, pursuant to Public Resources Code Sections 48690 the Department of Resources Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, has established the Used Oil Payment Program (OPP) to make payments to qualifying jurisdictions for implementation of their used oil programs; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the OPP; and

WHEREAS, CalRecycle's procedures for administering the OPP require, among other things, an Applicant's governing body to declare by resolution certain authorizations related to the administration of the OPP.

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

Section 1. Authorization to submit an OPP application to CalRecycle;

Section 2. Public Works Director, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment under the OPP; and

Section 3. Authorization is effective until rescinded by Signature Authority or this Governing Body.

PASSED, APPROVED, AND ADOPTED this 15th day of July, 2013.

Antonio Lopez, 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 15th day of July 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

*This Page
Intentionally
Left Blank*

CITY COUNCIL**MEMORANDUM**

TO: City Councilmembers

FROM: Mayor Antonio Lopez

DATE: July 15, 2013

SUBJECT: Adoption of Resolution No. 7550 to Appoint City's Representatives to the Independent Cities Finance Authority (ICFA) Board of Directors

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7550 (Attachment "A") appointing Mayor Pro Tem Sylvia Ballin as the primary representative, and Interim Finance Director Rafaela King as the alternate representative to the ICFA Board of Directors.

BACKGROUND:

1. Since 1988, the City has been a member of ICFA and (as such) is required to have both a primary representative (elected official) and an alternate representative (staff person) to serve on the Board of Directors. The alternate representative shall have the authority to attend, participate, and vote at any meeting of the Board of Directors when the primary representative is absent.
2. On May 16, 2011, City Council adopted a resolution appointing (former) Mayor Mario Hernández as the primary representative and (former) Senior Accountant Joseph Lillio as the alternate representative.
3. On June 24, 2013, staff received a letter (Attachment "B") from ICFA. Due to the lack of attendance, ICFA is providing the City with options regarding membership (i.e., either appoint a representative who would attend Board meetings, or become an associate, non-voting, member).

ANALYSIS:

ICFA is an unaffiliated joint powers authority that provides programs (that help address California's housing crisis) to local governments, nonprofits, and other agencies. ICFA also

Adoption of Resolution No. 7550 to Appoint City's Representatives to the Independent Cities Finance Authority (ICFA) Board of Directors
Page 2

helps fund a variety of capital improvements for municipalities, schools, special districts, and Mello-Roos facilities, as well as projects impacting the economic development of a community.

Since its inception 20 years ago, ICFA has helped fund over \$413 million in critical community projects. Yet, member cities pay no enrollment fees to join or ongoing dues to participate. All underwriting and operational costs are borne by the beneficiary of the funds.

Through bond funding, they help create homebuyer assistance programs, generate funds for capital improvements and aid communities in economic development.

ICFA has nine member cities (i.e., Baldwin Park, Compton, Hawthorne, Hermosa Beach, Huntington Park, Lynwood, South Gate, and San Fernando) and 55 associate member cities. ICFA has functioned for 20 years without levying dues or assessments on members or associate members. Program recipients pay all ICFA fees, including operational costs.

The ICFA generally meet about four times per year and alternate locations amongst the nine cities. They are lunch meetings and last approximately one hour. Copies of all agendas and minutes are sent (three to four weeks in advance) to both primary and secondary board members so that both can review the actions taken by the Board. Sometime ago, the Joint Powers Agreement and Bylaws were amended to provide for a second alternate board member and compensation for elected officials (\$150 per meeting with a \$600 cap) in the hopes that participation would be enhanced.

Each governmental agency adopts a Resolution authorizing the representatives of each city and a new Resolution must be resubmitted to reflect changes in the organization.

BUDGET IMPACT:

None.

CONCLUSION:

Approval of the board members as stated in the attached Resolution will allow the City to be properly represented in the ICFA Board of Directors meetings.

ATTACHMENT:

- A. Resolution No. 7550
- B. June 22, 2013 Letter from ICFA President

ATTACHMENT "A"**RESOLUTION NO. 7550****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO APPOINTING A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE BOARD OF DIRECTORS OF THE INDEPENDENT CITIES FINANCE AUTHORITY (ICFA)**

WHEREAS, The City of San Fernando is a member of the Independent Cities Finance Authority; and

WHEREAS, The Joint Powers Agreement creating the Independent Cities Finance Authority requires that the City Council of each member city appoint a member of such City Council as a director to represent such member city on the Board of Directors, and further that the City Council of each member city also appoint an alternate director who shall have the authority to attend, participate and vote at any meeting of the Board of Directors when the director is absent, such alternate director shall be a staff person of the member city which the alternate director represents.

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

SECTION 1: That the City of San Fernando appoints Sylvia Ballin (an elected official) to serve as the City's director to represent the City on the Board of Directors of the Independent Cities Finance Authority.

SECTION 2: That the City of San Fernando appoints Rafaela King (a staff person) to serve as the alternate director to represent the City on the Board of Directors of the Independent Cities Finance Authority in the absence of the director designated in Section 1 above.

SECTION 3: That the individuals designated in Sections 1 and 2 above by this Council as the City's director and alternate director to the Independent Cities Finance Authority are hereby empowered to represent the City's interest, exercise the authority of the City, and vote on behalf of the City on all matters that come before the Board of Directors of the Independent Cities Finance Authority.

SECTION 4: That the City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter the same shall be in full force and effect and that a certified copy of this Resolution shall be provided to the General Manager of the Independent Cities Finance Authority.

PASSED, APPROVED, AND ADOPTED this 15th day of July, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

I, HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 15th day of July, 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

ICFA

INDEPENDENT CITIES FINANCE AUTHORITY

RECEIVED
ATTACHMENT "B"

JUN 24 2013

ADMINISTRATIVE OFFICE OF
CITY OF SAN FERNANDO

MEMBER CITIES

Alhambra
Apple Valley
Azusa
Baldwin Park
Barstow
Bell
Bellflower
Brea
Capitola
Carson
Chino
Claremont
Colton
Commerces
Compton
Covina
Downey
Duarte
El Monte
Fairfield
Fontana
Fresno
Gardena
Garden Grove
Glendale
Glendora
Hawaiian Gardens
Hawthorne
Hermosa Beach
Huntington Park
Indio
Inglewood
La Habra
La Puente
Lakewood
Lancaster
Lawndale
Long Beach
Los Angeles
Lynwood
Monrovia
Montclair
Montebello
Monterey Park
Morgan Hill
Norwalk
Oceanside
Palmdale
Palm Springs
Paramount
Pico Rivera
Planada Community Services District
Pomona
Rancho Cucamonga
Rialto
Riverside
Rohnert Park
Salinas
San Bernardino
San Bernardino County
San Diego County
San Fernando
San Juan Capistrano
San Marcos
San Mateo County
Santa Clarita
Santa Rosa
Signal Hill
South Gate
Vernon
Vista
West Covina
Whittier
Yucaipa

BOARD MEMBERS

OFFICERS
Mike McCormick, President
Vernon
Mario Gomez, Vice President
Huntington Park
Stephen Ajobiewe, Treasurer
Compton

DIRECTORS

Ricardo Pachco, Baldwin Park
(Vacant), Compton
(Vacant), Hawthorne
Peter Tucker, Hermosa Beach
Jim Morton, Lynwood
(Vacant), San Fernando
Gil Hurtado, South Gate

Secretary/Program Administrator
Debbie Smith
General Legal Counsel
Scott Campbell
Best Best & Krieger, LLP

June 19, 2013

Mr. Donald Penman
Interim City Administrator
City of San Fernando
117 Macneil Street
San Fernando, California 91340

Dear Mr. Penman:

The Board of Directors of the Independent Cities Finance Authority (ICFA) has asked that I contact you regarding the City of San Fernando's attendance at ICFA Board meetings. While the Board has never failed to obtain a quorum to date, the concern of the Board Members is that poor attendance on the part of two or three members could jeopardize the ability of the Authority to conduct business. The ICFA Joint Powers Agreement states as follows: "...if a Member shall fail to be represented at three (3) or more successive meetings of the Board of Directors, then such Member shall be deemed to be an Associate Member upon action of the Board of Directors duly adopted to such effect."

For the last several years, ICFA has been involved in bond financing of manufactured home communities, and more recently a regional medical center and two charter schools. As you can imagine, the failure to act based on lack of a quorum could create a severe financial problem for the nonprofit financing a project. Therefore, the concern of the Members of the Board is that said body be able to conduct its business which, of course, requires a quorum.

ICFA generally conducts about four meetings per year. They are lunch meetings and last for approximately one hour. In most cases, notice is given three to four weeks prior to the meeting.

As you may be aware, sometime ago, the Joint Powers Agreement and Bylaws were amended to provide for a second alternate Board Member and compensation for elected officials (\$150 per meeting with a \$600 cap) in the hopes that participation would be enhanced.

In that regard, the City of San Fernando has two options: 1) appoint a representative who would attend Board meetings (*the next ICFA Board meeting is scheduled for July 10, 2013*); or 2) become an associate (non-voting) member instead of a full voting member. This allows full participation in ICFA programs but doesn't require attendance at Board meetings. The second choice would require the City adopting an Associate Membership Agreement and a Resolution approving the Associate Membership Agreement.

Mr. Donald Penman
June 19, 2013
Page Two

Should you have any questions or would like to discuss this matter further, please feel free to contact Debbie Smith, ICFA Program Administrator, at (877) 906-0941.

Sincerely,



W. Michael McCormick
President

ds

Attachments: 1) Resolution Appointing A Representative and Alternate Representatives to ICFA
2) Associate Membership Agreement
3) Resolution Approving Associate Membership Agreement

RESOLUTION NO. _____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____
APPOINTING A REPRESENTATIVE, ALTERNATE REPRESENTATIVE, AND
ADDITIONAL ALTERNATE REPRESENTATIVE TO THE BOARD OF DIRECTORS OF
THE INDEPENDENT CITIES FINANCE AUTHORITY**

WHEREAS, The City of _____ is a member of the
Independent Cities Finance Authority; and

WHEREAS, The Joint Powers Agreement creating the Independent
Cities Finance Authority requires that the City Council of each
member city appoint a member of such City Council as a director to
represent such member city on the Board of Directors, and further
that the City Council of each member city also appoint an alternate
director and an additional alternate director who shall have the
authority to attend, participate and vote at any meeting of the
Board of Directors when the director is absent, such alternate
directors shall be a staff person of the member city which the
alternate directors represent.

NOW, THEREFORE, the City Council of the City of _____
does resolve as follows:

Section 1. The the City of _____ appoints The
Honorable _____ [must be a City
Council Member] to serve as the City's
director to represent the City on the Board of
Directors of the Independent Cities Finance
Authority.

Section 2. That the City of _____ appoints
_____ to serve as the alternate
director to represent the City on the Board of
Directors of the Independent Cities Finance
Authority in the absence of the director
designated in Section 1 above.

Section 3. That the City of _____ appoints
_____ to serve as the additional
alternate director to represent the City on
the Board of Directors of the Independent
Cities Finance Authority in the absence of the
directors designated in Section 1 and 2 above.

Section 4. That the individuals designated in Sections 1, 2 and 3 above by this Council as the City's director, alternate director, and additional alternate director to the Independent Cities Finance Authority are hereby empowered to represent the City's interest, exercise the authority of the City, and vote on behalf of the City on all matters that come before the Board of Directors of the Independent Cities Finance Authority.

Section 5. That the City Clerk shall certify to the adoption of this resolution and thenceforth and thereafter the same shall be in full force and effect.

APPROVED AND ADOPTED THIS _____ DAY OF _____, 20____.

Mayor

ATTEST:

City Clerk

I HEREBY CERTIFY that the foregoing Resolution No. _____ was approved and adopted at a regular meeting of the City Council held on the _____ day of _____, 20____, by the following vote to wit:

AYES: _____

NOES: _____

ABSENT: _____

Council Members: _____

Council Members: _____

Council Members: _____

City Clerk

ASSOCIATE MEMBERSHIP AGREEMENT
by and between the
INDEPENDENT CITIES FINANCE AUTHORITY
and the
CITY OF _____, CALIFORNIA

THIS ASSOCIATE MEMBERSHIP AGREEMENT, dated as of _____, 2____, by and between THE INDEPENDENT CITIES FINANCE AUTHORITY (the "Authority") and the CITY OF _____, a municipal corporation and city duly organized and existing under the laws of the State of California (the "City");

WITNESSETH:

WHEREAS, certain cities of the State of California (collectively, the "Members") have entered into a Joint Powers Agreement Creating the Independent Cities Finance Authority (the "Agreement"), establishing the Authority and prescribing its purposes and powers, and providing, among other things, for associate members of the Authority (an "Associate Member");

WHEREAS, the Authority has been formed for the purpose, among others, of assisting its Members and Associate Members in the raising of capital to finance the capital improvement needs of Local Agencies (as defined in the Joint Powers Agreement), to provide for home mortgage financing with respect to those Members or Associate Members that are either a city or a county of the State of California, to provide financing in connection with the improvement, construction, acquisition, creation, rehabilitation and preservation of affordable housing within the boundaries of the Members and Associate Members, and to provide financing in accordance with the provisions of applicable law in connection with other projects and programs that are in the public interest and which benefit Members and Associate Members including making loans to tax-exempt organizations from the proceeds of mortgage revenue bonds to finance the acquisition of multi-family rental housing, including mobilehome parks, under the provisions of Chapter 8 of Part 5 of Division 31 (commencing with Section 52100) of the Health and Safety Code (the "Nonprofit Financing Law");

WHEREAS, the City desires to become an Associate Member of the Authority;

WHEREAS, the Board of Directors of the Authority has determined that the City should become an Associate Member of the Authority;

NOW, THEREFORE, in consideration of the above premises and of the mutual promises herein contained, the Authority and the City do hereby agree as follows:

Section 1. Associate Member Status. The City is hereby made an Associate Member of the Authority for all purposes of the Agreement and the Bylaws of the Authority, the provisions of which are hereby incorporated herein by reference. From and after the date of execution and

delivery of this Associate Membership Agreement by the City and the Authority, the City shall be and remain an Associate Member of the Authority.

Section 2. Restrictions and Rights of the City. The City shall not have the right, as an Associate Member of the Authority, to vote on any action taken by the Board of Directors or by the Authority. In addition, no officer, employee or representative of the City shall have any right to become an officer or director of the Authority.

Section 3. Effect of Prior Authority Actions. The City hereby agrees to be subject to and bound by all actions previously taken by the Board of Directors of the Authority to the same extent as the Members of the Authority are subject to and bound by such actions.

Section 4. No Obligations of the City. The debts, liabilities and obligations of the Authority shall not be the debts, liabilities and obligations of the City.

Section 5. Execution of the Agreement. Execution of this Associate Membership Agreement shall satisfy the requirements of Article 27 of the Agreement and Article XII of the Bylaws of the Authority for participation by the City in all programs and other undertakings of the Authority, including, without limitation, any Home Mortgage Financing Program (as defined in the Agreement), any financing under the Nonprofit Financing Law, any undertaking to finance the acquisition, construction, installation and/or equipping of public capital improvements, and any other financing program.

IN WITNESS WHEREOF, the parties hereto have caused this Associate Membership Agreement to be executed and attested by their proper officers thereunto duly authorized, on the day and year first set forth above.

**INDEPENDENT CITIES FINANCE
AUTHORITY**

By: _____

Title: _____

Attest:

Secretary

CITY OF _____, CALIFORNIA

By: _____

Title: _____

Attest:

City Clerk

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF _____
APPROVING ASSOCIATE MEMBERSHIP AGREEMENT
WITH THE INDEPENDENT CITIES FINANCE AUTHORITY
AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO**

WHEREAS, certain cities of the State of California (collectively, the “Members”) have entered into a Joint Powers Agreement Creating the Independent Cities Finance Authority (the “Joint Powers Agreement”), establishing the Independent Cities Finance Authority (the “Authority”) and prescribing its purposes and powers, and providing, among other things, for associate members of the Authority (an “Associate Member”);

WHEREAS, the Authority has been formed for the purpose, among others, of assisting its Members and Associate Members in the raising of capital to finance the capital improvement needs of Local Agencies (as defined in the Joint Powers Agreement), to provide for home mortgage financing with respect to those Members or Associate Members that are either a city or a county of the State of California, to provide financing in connection with the improvement, construction, acquisition, creation, rehabilitation and preservation of affordable housing within the boundaries of the Members and Associate Members, and to provide financing in accordance with the provisions of applicable law in connection with other projects and programs that are in the public interest and which benefit Members and Associate Members including making loans to tax-exempt organizations from the proceeds of mortgage revenue bonds to finance the acquisition of multi-family rental housing, including mobilehome parks, under the provisions of Chapter 8 of Part 5 of Division 31 (commencing with Section 52100) of the Health and Safety Code;

WHEREAS, the City of _____ (the “City”) desires to become an Associate Member of the Authority as provided in the Associate Membership Agreement, in the form on file with the City Clerk:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of _____ as follows:

Section 1. Approval of Associate Membership Agreement. This City Council hereby approves the City’s membership in the Authority as an Associate Member and authorizes the Mayor or the Mayor Pro Tem to execute and the City Clerk to attest the Associate Membership Agreement, in substantially the form on file with the City Clerk, pursuant to which the City shall become an Associate Member of the Authority.

Section 2. Official Actions. The Mayor, Mayor Pro Tem, City Manager, City Clerk and any other officers of the City, are hereby authorized and directed to take all actions and do all things necessary or desirable hereunder with respect to the Associate Membership Agreement, including but not limited to, the execution and delivery of any an all agreements, certificates, instruments and

other documents which they, or any of them, may deem necessary or desirable and not inconsistent with the purposes of this Resolution.

Section 3. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

_____, Mayor

ATTEST:

_____, City Clerk

STATE OF CALIFORNIA)
COUNTY OF _____)ss.
CITY OF _____)

I, _____, City Clerk of the City of _____, certify that the foregoing resolution was adopted by the City Council of the City of _____ at a regular meeting held on the _____ day of _____, 20 ____.

AYES:

NOES:

ABSENT:

ABSTAIN:

_____, City Clerk

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator
By: Ron Ruiz, Public Works Director

DATE: July 15, 2013

SUBJECT: Removal of Bollards on Library Street

RECOMMENDATION:

It is recommended that the City Council approve the removal of street bollards at two (2) locations on Library Street, northeast and southwest of North Maclay Avenue (Attachment "A").

BACKGROUND:

1. On July 26, 2001, the Los Angeles Metropolitan Transportation Authority (MTA) Board approved a program budget of \$985,000 in grant funding from Caltrans for the North Maclay Avenue Pedestrian Streetscape.
2. On December 10, 2002, a community workshop was held at Recreation Park to discuss the future development of the corridors, including North Maclay Avenue.
3. On February 11, 2003, a second community workshop was held at Recreation Park which included four individual streetscape concept designs for the City's commercial corridors, including North Maclay Avenue.
4. On April 8, 2003, a third community workshop was held to present "Preferred Revitalization Strategies" for the City's commercial corridors, including North Maclay Avenue.
5. On May 12, 2003, a joint session of the City Council and the Planning Commission was held to discuss, among other issues, future capital improvements for the City's commercial corridors, including North Maclay Avenue. This also included discussion of certain road closures on North Maclay Avenue.
6. In February 2004, a Request for Proposal (RFP) was distributed for the design of the North Maclay Avenue Pedestrian Streetscape project.

Removal of Bollards on Library Street

Page 2

7. On March 5, 2004, design proposals for the project were opened.
8. On April 5, 2004, the design contract was awarded to Kimley-Horn and Associates.
9. On September 27, 2004, a City Council Study Session was held to review the streetscape design prepared by Kimley-Horn and Associates for North Maclay Avenue Pedestrian Streetscape, which included the closure of Library Street.
10. In January 2005, the San Fernando Corridors Specific Plan (Specific Plan) was adopted by the City Council, which included the road closure of Library Street.

ANALYSIS:

On February 20, 2013, the Transportation and Safety Commission approved a recommendation to the City Council for the removal of the street bollards on Library Street at the northeast and southwest portions adjacent to the intersection of North Maclay Avenue and Library Street. Reasons cited for removal included concerns for accessibility for safety vehicles such as fire trucks and increased traffic in the area.

The bollards were included as part of the North Maclay Avenue Streetscape Project to close certain cross street locations to prevent an expected increase of overflow traffic from North Maclay Avenue onto collector streets. Collector streets are not designed for a high volume of vehicles. The need for street closures is described in the adopted Specific Plan:

“The closure of vehicular access from Maclay Avenue to these selected local streets would eliminate any Maclay Avenue traffic through the adjacent residential neighborhoods, although pedestrian connections would be retained. The elimination of the local street right-of-way segment next to Maclay Avenue would also facilitate the assembly and/or creation of larger parcels for new development at these locations. The roadway intersections included in this category are the following:

- *Second Street and Maclay Avenue (west side);*
- *Library Street and Maclay Avenue (both east and west side);*
- *Defoe Street and Maclay Avenue (east side);*
- *Degarmo Street and Maclay Avenue (east side);*
- *De Haven Street and Maclay Avenue (east side); and*
- *Lucas Street and Maclay Avenue (east side);”*

San Fernando Corridors Specific Plan, Page 182

Discussion regarding the closure of certain street closures occurred at community workshops for the development of the adopted Specific Plan, at City Council meetings for the adoption of the San Fernando Corridors Specific Plan and a subsequent City Council study session to review the streetscape design and construction drawings prepared by the consultant, Kimley-Horn and

Removal of Bollards on Library Street

Page 3

Associates. The design was also reviewed by various departments including the police and the fire department.

The closure of Library Street is in accordance with the Circulation Policies also provided in the Specific Plan:

“Circulation Policy 4. The City will encourage the movement of through traffic entering the specific plan area from the east or west to use Truman Street in moving through the plan area; and through traffic entering the specific plan area from the north on Maclay Avenue to turn at Glenoaks Boulevard and use this arterial street to connect to alternate north-south arterial routes including Hubbard Street, Paxton Street and the 118 Freeway.

Circulation Policy 6. The City will discourage through traffic and truck traffic for those roadway segments that are not designed to handle such traffic.

Circulation Policy 8. The City will employ measures that will discourage through traffic on local streets.”

San Fernando Corridors Specific Plan, Page 179

Bollard Removal Process

If the City Council approves the removal of the bollards staff will implement the following plan to conduct outreach and monitor traffic flow. A potential concern is increased traffic volume on Library Street. The area will be monitored for a minimum of six months to determine if traffic issues become present. As described below, if traffic and speeding concerns develop, mitigation features may need to be implemented.

Pre and Post Traffic Counts: Traffic counters will be placed on Library Street at least two weeks prior to the removal of the bollards to determine current traffic speed and volume. Approximately six months later, after the removal of the bollards, traffic counters will again be placed on Library Street to assess changes in traffic.

Outreach: At least two weeks prior to the removal of the bollards, flyers will be delivered to adjacent residents on Library Street. The flyers will serve to notify the residents of the removal of the bollards and provide them with contact information should they have questions or want to provide comments. Although not expected, if there is some opposition to the removal of the bollards, staff will notify the City Council.

Installation of Traffic Mitigation Features: If the post traffic counts indicate a significant increase in traffic volume and speed, certain traffic mitigation features may need to be installed. These features may include speed humps, signage, and enhancements to certain traffic intersections. There will be a cost associated with these features and will be brought back to the City Council for budget approval.

Removal of Bollards on Library Street

Page 4

CONCLUSION:

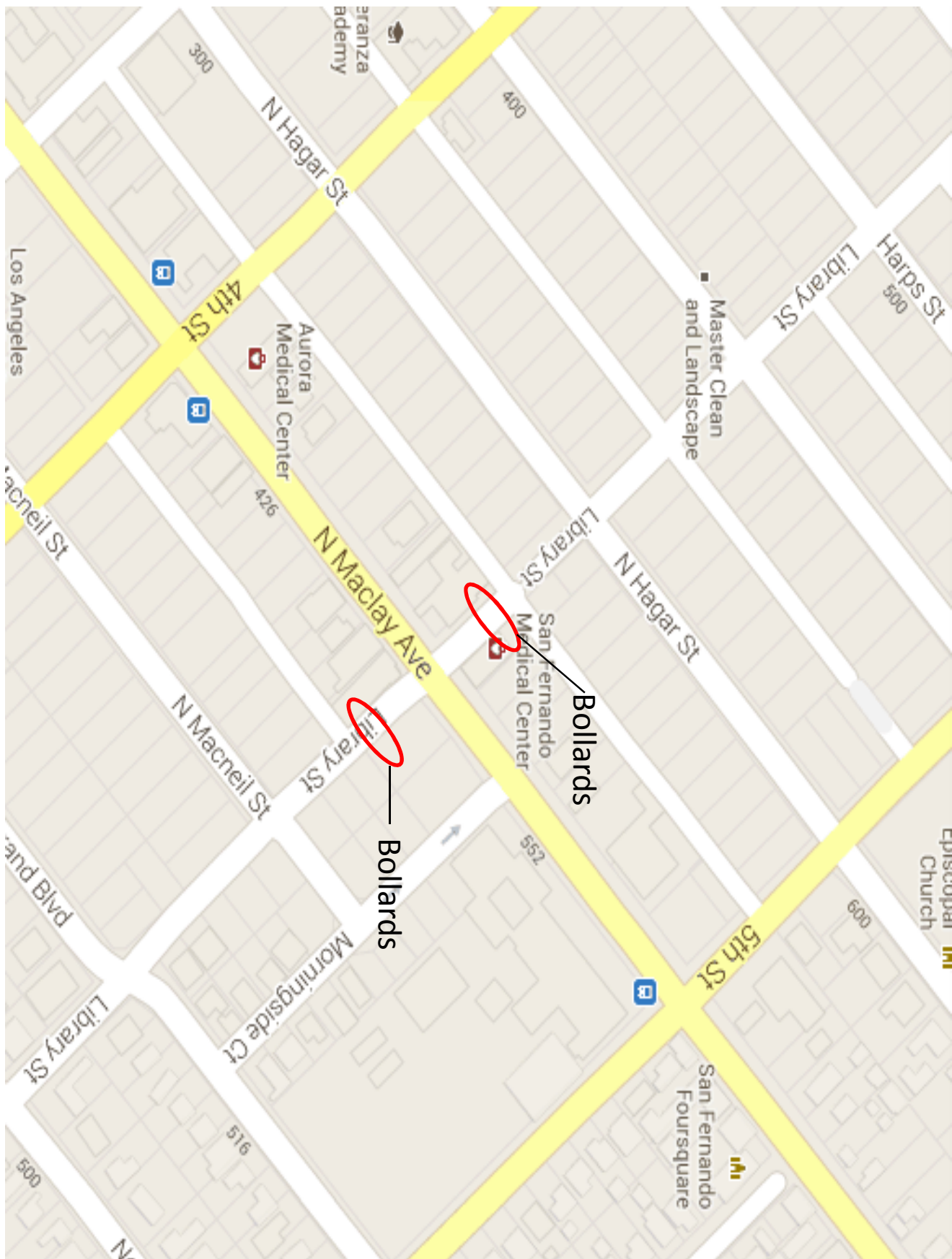
It is recommended that the street bollards be removed at Library Street in order to address concerns by the Transportation and Safety Commission and other members of the community due to increased traffic in the area. Mitigation for potential increased traffic on this street can be mitigated with the installation of various traffic calming features should they be needed in the future.

BUDGET IMPACT:

There is a minimal cost impact for the removal of the bollards which can be absorbed by the street maintenance funds during the Fiscal Year 2013-2014. If needed in the future, traffic mitigation features can be installed pending budget approval by the City Council.

ATTACHMENT:

A. Map and Pictures of Bollards

ATTACHMENT "A"



SOUTHWEST



NORTHEAST

*This Page
Intentionally
Left Blank*

ADMINISTRATION DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator

DATE: July 15, 2013

SUBJECT: Approval of an Agreement (Contract No. 1718) with Hinderliter, de Llamas and Associates (HdL) for Transactions Tax Audit and Information Services and Adoption of Resolution No.7549 Authorizing Examination of Transactions and Use Tax Records

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve an Agreement (Contract No. 1718 - Attachment "A") with Hinderliter, de Llamas and Associates (HdL) for Transactions Tax audit and information services; and
- b. Adopt Resolution No. 7549 (Attachment "B") authorizing examination of Transactions and Use Tax records.

BACKGROUND:

1. On February 25, 2013, the City Council conducted a study session to consider a ballot measure to generate new revenue to address the City's fiscal issues.
2. On March 4, 2013, the City Council adopted Resolution No. 7525, calling and giving notice of a Special Municipal Election to be held on Tuesday, June 4, 2013, to submit a ballot measure question to the voters concerning the enactment of a temporary one half of one percent (1/2%) Transactions and Use Tax to be implemented as a General Tax; and declaring a fiscal emergency justifying the placement of a General Tax Measure on a Special Election Ballot; and setting election procedures and priorities for the filing of written arguments and rebuttal regarding the measure and reciting the City Attorney to prepare an impartial analysis.

The City Council also adopted Resolution No. 7526, requesting the Board of Supervisors of the County of Los Angeles to render specified services to the City relating to the conduct of the Special Elections. Finally, the City Council introduced for first reading Ordinance No.

Approval of an Agreement (Contract No. 1718) with Hinderliter, De Llamas and Associates (HdL) for Transactions Tax Audit and Information Services and Adoption of Resolution No. 7549 Authorizing Examination of Transactions and Use Tax Records

Page 2

1626, an Ordinance enacting, subject to adoption by the electorate, a temporary half-cent Transactions and Use Tax to be administered by the State Board of Equalization (SBOE).

3. On June 4, 2013, the voters of the City of San Fernando approved the ballot measure enacting the half cent Transactions and Use Tax.

ANALYSIS:

The effective date of the Transactions and Use Tax measure will be October 1, 2013; however, the City will not begin to see revenue from this new tax until the end of December 2013. The administration and collection of the tax will be conducted by the SBOE. The City will pay a fee for the setup (though the amount has not yet been determined by the SBOE) which in part is based on the size of the city, the number of businesses that must collect and report the tax, and how many other special tax districts are being implemented at the same time. The SBOE also charges an annual fee to administer the fee.

The City has contracted with HdL for many years for audit and information services regarding the sales tax and has also used them for property tax administration services when the Redevelopment Agency was in existence. The sales tax services include audit reporting of the sales tax by businesses required to collect it; updating the City on changes in the law and/or legislation affecting this tax; providing information on general economic trends; and generating quarterly reports to the City regarding retail sales figures in the City. HdL also assists the City in preparing year end estimates of this revenue and projections for the following year.

Transactions and Use Tax Services

HdL will provide similar but additional services with the Transactions Tax. In September 2013, the SBOE will send out a letter to each taxpayer in the region informing them of the new requirement to collect this tax as well as issue press releases to the media. The City may also distribute information to local taxpayers if it so chooses. Once the tax is implemented it is important to begin the monitoring process. Unlike the sales tax where HdL waits a quarter (three months) to see if the SBOE finds errors in the allocation on their own, with the Transactions Tax it is important for HdL to begin examining and correcting transaction tax allocations immediately because over 90% of the transactions tax cases that are submitted to the SBOE are cases where the tax is simply not collected as opposed to misallocations. The attached agreement with HdL provides for them to perform these audit services and provide information and reports to the City.

The attached Resolution is required by the SBOE to allow the City to designate an authorized third party to examine confidential transaction and use tax records of the SBOE pertaining to this tax. The information HdL obtains from the SBOE shall be used only for purposes related to the collection of transactions and use taxes for the City by the SBOE pursuant to a contract between the City and the SBOE. No information on individual business activities of a party that collects the tax can become public and the number of City staff with access to this information is

Approval of an Agreement (Contract No. 1718) with Hinderliter, De Llamas and Associates (HdL) for Transactions Tax Audit and Information Services and Adoption of Resolution No. 7549 Authorizing Examination of Transactions and Use Tax Records

Page 3

restricted (which is the same requirement/prohibition as with the sales tax).

BUDGET IMPACT:

As mentioned earlier there will be a fee from the SBOE for set-up and administration of this tax, though the City has not received an estimate of that amount for the set up. The SBOE annual fee is 1% of the amount collected and is deducted from the City's tax receipts. Based on a full year of revenue the City's annual first year cost would be \$16,000. HdL will charge a \$100 per month fee for transaction district tax reports that will be included with the quarterly sales tax analyses. There is also a flat 25% audit fee of the initial recovery of non-payments or misallocations that HdL discovers. This fee would come out of the amount the City receives from the recovery.

CONCLUSION:

With voter approval on June 4, 2013, of the Transactions and Use tax staff is recommending two actions to assist in monitoring and auditing the collection of this tax as well as generating reports to the City that will assist in our budgeting and economic development activities. Staff recommends that the City Council approve an agreement with HdL to perform these auditing, monitoring, and information services and to adopt Resolution No.7549 to allow access by HdL to confidential SBOE records regarding the transactions and use tax.

ATTACHMENTS:

- A. Contract No. 1718
- B. Resolution No. 7549

ATTACHMENT "A"
CONTRACT NO. 1718**AGREEMENT FOR TRANSACTIONS TAX AUDIT & INFORMATION SERVICES**

This Agreement is made and entered into as of the ____ day of _____, 2013 by and between the CITY OF SAN FERNANDO, hereinafter referred to as "CITY" and HINDERLITER, DE LLAMAS AND ASSOCIATES a California Corporation, hereinafter referred to as "CONTRACTOR".

I. RECITALS

WHEREAS, transactions tax revenues can be increased through a system of continuous monitoring, identification and correction of allocation errors and reporting deficiencies, and

WHEREAS, an effective program of transactions and use tax management can provide for more accurate budget forecasting and financial planning; and

WHEREAS, CITY desires the combination of data entry, report preparation, and data analysis necessary to effectively manage its Measure "A" transactions and use tax base and recover revenues either unreported or erroneously allocated to other jurisdictions; and

WHEREAS, CONTRACTOR has the programs, equipment and personnel required to deliver the transactions and use tax related services referenced herein;

THEREFORE, CITY and CONTRACTOR, for the consideration hereinafter described, mutually agree as follows:

II. SERVICES

The CONTRACTOR shall perform the following services:

A. DEFICIENCY/ALLOCATION REVIEWS AND RECOVERY

1. CONTRACTOR shall conduct on-going reviews to identify and correct unreported transactions and use tax payments and distribution errors thereby generating previously unrealized revenue for the CITY. Said reviews shall include:
 - (i) Comparison of county-wide local tax allocations to transactions tax for brick and mortar stores and other cash register-based businesses, where clearly all transactions are conducted on-site within the Measure "A" CITY boundaries, and therefore subject to transactions tax.
 - (ii) Review of any significant one-time use tax allocations to ensure that there is corresponding transaction tax payments for taxpayers with nexus within the CITY boundaries.
 - (iii) Review of state-wide transactions tax allocations and patterns to identify any obvious errors and omissions.
 - (iv) Identification and follow-up with any potentially large purchasers of supplies and equipment (e.g. hospitals, universities, manufacturing plants, agricultural operations, refineries) to ensure that their major vendors are properly reporting corresponding transactions tax payments to the Measure "A" Transactions Tax District.

2. CONTRACTOR will initiate, where the probability of an error exists, contacts with the appropriate taxpayer management and accounting officials to verify whether current tax receipts accurately reflect the local sales activity. Such contacts will be conducted in a professional and courteous manner so as to enhance CITY's relations with the business community.
3. CONTRACTOR shall prepare and submit to the Board of Equalization all information necessary to correct any allocation errors and deficiencies that are identified, and shall follow-up with the individual businesses and the State Board of Equalization to ensure that all back quarter payments due the CITY are recovered.

B. DATA BASE MANAGEMENT, REPORTS AND STAFF SUPPORT

1. CONTRACTOR shall establish a database containing all applicable Board of Equalization (BOE) registration data for each business within the Measure "A" District boundaries holding a seller's permit account. Said database shall also identify the quarterly transactions and use tax allocations under each account for the most current and previous quarters where available.
2. CONTRACTOR shall provide updated reports each quarter identifying changes in allocation totals by individual businesses, business groups and by categories. Quarterly aberrations due to State audits, fund transfers, and receivables, along with late or double payments, will also be identified. Quarterly reconciliation worksheets to assist finance officer with budget forecasting will be included.
3. CONTRACTOR shall advise and work with CITY Staff on planning and economic questions related to maximizing revenues, preparation of revenue

projections and general information on sales, transactions and use tax questions.

4. CONTRACTOR shall make available to CITY the HdL proprietary software program and Measure "A" database containing all applicable registration and quarterly allocation information for CITY business outlets registered with the Board of Equalization. The database will be updated quarterly.

III. CONFIDENTIALITY

Section 7056 of the State of California Revenue and Taxation code specifically limits the disclosure of confidential taxpayer information contained in the records of the State Board of Equalization. This section specifies the conditions under which an CITY may authorize persons other than CITY officers and employees to examine State Sales, Use and Transactions Tax records.

The following conditions specified in Section 7056 (b), (1) of the State of California Revenue and Taxation Code are hereby made part of this agreement.

- A. CONTRACTOR is authorized by this Agreement to examine sales, use or transactions and use tax records of the Board of Equalization provided to CITY pursuant to contract under the conditions established by the California Revenue and Taxation law.
- B. CONTRACTOR is required to disclose information contained in, or derived from, those sales, use or transactions and use tax records only to an officer or employee of the CITY who is authorized by resolution to examine the information.

- C. CONTRACTOR is prohibited from performing consulting services for a retailer, as defined in California Revenue & Taxation Code Section 6015, during the term of this Agreement.
- D. CONTRACTOR is prohibited from retaining the information contained in, or derived from those sales or transactions and use tax records, after this Agreement has expired. Information obtained by examination of Board of Equalization records shall be used only for purposes related to collection of local sales and use tax or for other governmental functions of the CITY as set forth by resolution adopted pursuant to Section 7056 (b) of the Revenue and Taxation Code. The resolution shall designate the CONTRACTOR as a person, authorized to examine sales and use tax records and certify that this Agreement meets the requirements set forth above and in Section 7056 (b), (1) of the Revenue and Taxation Code.

IV. CONSIDERATION

- A. CONTRACTOR shall be paid \$100 monthly billed quarterly for the transaction district tax reports that we include with the quarterly sales tax analyses. CONTRACTOR shall be paid 25% of all new transactions or use tax revenue received by the CITY as a result of audit and recovery work performed by CONTRACTOR (hereafter referred to as "audit fees"). Such payments shall not be made for more than eight (8) quarters following receipt of a new transactions and use tax as a direct result of the audit and recovery work. New revenue shall not include any amounts determined and verified by CITY or CONTRACTOR to be increment attributable to causes other than CONTRACTOR'S work pursuant to this agreement. In the event that CONTRACTOR is responsible for an increase in the tax reported by businesses already properly making tax payments to the CITY, it shall be CONTRACTOR'S responsibility to separate and support the

incremental amount attributable to its efforts prior to the application of the audit fee. Said audit fees will apply to state fund transfers received for those specific quarters identified as being missing and/or deficient following completion of the audit by CONTRACTOR and confirmation of corrections by the State Board of Equalization. CONTRACTOR shall provide CITY with an itemized quarterly invoice showing all formula calculations and amounts due for audit fees.

CONTRACTOR shall obtain prior approval from CITY for each specific business where payment of the percentage fee will be expected. Said approval shall be deemed given when the Executive Director or his/her designated representative, signs a Work Authorization form, a copy of which is attached as "Exhibit A." CITY shall pay audit fees upon CONTRACTOR'S submittal of evidence of State fund transfers and payments to CITY from businesses identified in the audit and approved by the CITY.

- C. Above sum shall constitute full reimbursement to CONTRACTOR for all direct and indirect expenses incurred by CONTRACTOR in performing audits including the salaries of CONTRACTOR'S employees, and travel expenses connected with contacting local and out-of-state businesses and the Board of Equalization Staff.
- D. Extra work beyond the Scope of Services set forth in this agreement by CONTRACTOR or reimbursed by CITY unless such extra work is specifically authorized in writing by Executive Director or his/her designated representative. CONTRACTOR shall be compensated for any additional services in the amounts and in the manner as agreed to by the CITY and CONTRACTOR at the time the CITY's written authorization is given to CONTRACTOR for the performance of said services.

VI. CITY MATERIALS AND SUPPORT

CITY shall adopt a resolution in a form acceptable to the State Board of Equalization and in compliance with Section 7056 of the Revenue and Taxation Code, authorizing CONTRACTOR to examine the confidential sales, use, and transactions tax records of CITY. CITY further agrees to continue CONTRACTOR'S authorization to examine the confidential records of the CITY by maintaining CITY's name on the CITY Resolution until such time as all audit adjustments have been completed by the State Board of Equalization and audit fees due the CONTRACTOR have been paid.

VII. LICENSE, PERMITS, FEES AND ASSESMENTS

CONTRACTOR shall obtain such licenses, permits and approvals (collectively the "Permits") as may be required by law for the performance of the services required by this Agreement. CITY shall assist CONTRACTOR in obtaining such Permits, and CITY shall absorb all fees, assessments and taxes which are necessary for any Permits required to be issued by CITY.

VIII. TERMINATION

This Agreement may be terminated for convenience by either party by giving 30 days written notice to the other of such termination and specifying the effective date thereof. Upon the presentation of such notice, CONTRACTOR may continue to work through the date of termination. Upon termination as provided herein, CONTRACTOR shall be paid the value of all tax analysis and reporting work performed less payments previously made by CITY. In ascertaining the value of the work performed up to the date of termination, consideration shall be given to amounts due for any unpaid invoices, and to businesses identified by CONTRACTOR which make tax payments after termination of this Agreement as a result of

CONTRACTOR'S work. After CITY receives said tax payments for such businesses, CONTRACTOR shall be paid the audit fees resulting from tax payments made by the business for back quarter reallocations and the first eight consecutive reporting quarters following completion of the audit by CONTRACTOR and confirmation of corrections by the State Board of Equalization. Compensation for any audit work previously authorized and satisfactorily performed shall be made at the times provided in the preceding section entitled "Consideration."

All documents, data, surveys and reports prepared by CONTRACTOR pursuant to this Agreement shall be considered the property of the CITY and upon payment for services performed by CONTRACTOR, such documents and other identified materials shall be delivered to CITY by CONTRACTOR.

IX. INDEPENDENT CONTRACTOR

CONTRACTOR shall perform the services hereunder as an independent contractor and shall furnish such services in his own manner and method, and under no circumstances or conditions shall any agent, servant, or employee of CONTRACTOR be considered as an employee of CITY.

X. NON-ASSIGNMENT

This Agreement is not assignable either in whole or in part by CONTRACTOR without the written consent of CITY.

XI. ATTORNEY'S FEES

In the event a legal action is commenced to enforce any of the provisions of this Agreement, the prevailing party shall be entitled to recover its costs and reasonable attorney's fees.

XII. GOVERNING LAW

The laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and shall also govern the interpretation of this agreement.

XIII. INDEMNIFICATION

CONTRACTOR hereby agrees to, and shall hold CITY, its elective and appointive boards, officers, agents and employees, harmless from any liability for damage or claims for damage for personal injury, including death, as well as from claims for breach of confidentiality or property damage which may arise from CONTRACTOR'S willful or negligent acts, errors or omissions or those of its employees or agents. CONTRACTOR agrees to and shall defend CITY and its elective and appointive boards, officers, agents and employees from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of any of the aforesaid willful or negligent acts, errors or omissions.

CITY hereby agrees to, and shall hold CONTRACTOR, its officers, agents and employees, harmless from any liability for damage or claims for damage for personal injury, including death, as well as from claims for breach of confidentiality or property damage which may arise from CITY's negligent acts, errors or omissions under this

Agreement. CITY agrees to and shall defend CONTRACTOR and its officers, agents and employees from any suits or actions at law or in equity for damage caused, or alleged to have been caused, by reason of any of the aforesaid negligent acts, errors or omissions.

XIV. NOTICE

All notices required by this Agreement shall be given to CITY and CONTRACTOR in writing, by personal delivery or first class mail postage prepaid, addressed as follows:

CITY: CITY MANAGER
CITY OF SAN FERNANDO
117 Mac Neil Street
San Fernando, CA 91340

CONTRACTOR: HINDERLITER, DE LLAMAS, & ASSOCIATES
1340 Valley Vista Drive, Suite 200
Diamond Bar, CA 91765

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first above written by their respective officers duly authorized in that behalf.

CITY: CITY OF SAN FERNANDO

City Manager

CONTRACTOR:
HINDERLITER, DE LLAMAS & ASSOCIATES
A California Corporation

President

APPROVED AS TO FORM:
CITY COUNSEL:

*SAMPLE**SAMPLE*

EXHIBIT A

Transactions Tax Audit

Work Authorization No. _____

The following business or businesses, located in the City of San Fernando, have been identified as having the potential for generating additional tax revenues to the City of San Fernando. Contractor is hereby authorized to contact the given business(s) and the State Board of Equalization to verify the accuracy of the current reporting methodology and obtain the necessary documentation for the Board of Equalization, to bill for uncollected transactions and use tax payments or modify misallocated payments and to return revenues that may be due to the District.

Contractor's compensation shall be 25% of the new transactions tax revenue received by the District as a result of audit and recovery work performed by Contractor, as set forth in the Agreement between Contractor and City.

CITY: CITY OF SAN FERNANDO

By: _____

Date: _____

HINDERLITER, DE LLAMAS AND ASSOCIATES

By: _____

Date _____

ATTACHMENT "B"RESOLUTION NO. 7549A RESOLUTION OF THE CITY OF SAN FERNANDO
AUTHORIZING EXAMINATION OF TRANSACTIONS AND USE TAX RECORDS

WHEREAS, pursuant to ordinance No. ~~1626~~ the City of San Fernando entered into a contract with the State Board of Equalization to perform all functions incident to the administration and collection of local transactions and use taxes; and

WHEREAS, the City Council of the City of San Fernando deems it necessary for authorized representatives of the City to examine confidential transactions and use tax records of the State Board of Equalization pertaining to transactions and use taxes collected by the Board for the City pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Board records and establishes criminal penalties for the unlawful disclosure of information contained in, or derived from the transactions and use tax records of the Board; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code requires that any person designated by the City shall have an existing contract to examine the City's sales and use tax records.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO HEREBY RESOLVES AS FOLLOWS:

Section 1. That the City Administrator or other officer(s) or employee(s) of the City (hereafter referred to as City) designated in writing by the City Administrator to the State Board of Equalization (hereafter referred to as Board), is hereby appointed to represent the City with authority to examine transactions and use tax records of the Board pertaining to transactions and use taxes collected for the City by the Board pursuant to the contract between the City and the Board. The information obtained by examination of Board records shall be used only for purposes related to the collection of City transactions and use taxes by the Board pursuant to the contract.

Section 2. That the City's existing contract with Hinderliter, de Llamas and Associates is hereby amended to add thereto the examination of the transactions and use tax records of the City pertaining to transactions and use taxes collected for the City by the Board. The fee for transactions tax related audit and recovery work will be 25% of all new transactions tax or related use tax recovered for those specific quarters identified as being missing and/or deficient.

Section 3. That Hinderliter, de Llamas and Associates is hereby designated to examine the transactions and use tax records of the City pertaining to transactions and use taxes collected for the City by the Board. The entity designated by this section meets all of the following conditions:

- (a) Has an existing contract with the City to examine those transactions and use tax records;
- (b) Is required by that contract to disclose information contained in, or derived from, those transactions and use tax records only to the officer(s) or employee(s) authorized under Section 1 of this resolution to examine the information.
- (c) Is prohibited by that contract from performing consulting services for a retailer during the term of that contract; and
- (d) Is prohibited by that contract from retaining the information contained in, or derived from those transactions and use tax records, after that contract has expired.

The information obtained by examination of Board records shall be used only for purposes related to the collection of City transactions and use taxes by the Board pursuant to the contract between the City and the Board.

Section 3. The City Clerk of the City is hereby directed to certify adoption of this Resolution and to send a copy to:

State Board of Equalization
Local Tax Section MIC:27
P O Box 942879
Sacramento, CA 94279-0001

PASSED AND ADOPTED by the City of San Fernando on July 15, 2013 (date).

City of San Fernando

ATTEST: _____
City Clerk

I Elena G. Chavez, City Clerk of the City of San Fernando, California, DO HEREBY CERTIFY that the foregoing resolution was duly introduced, approved and adopted by the City Council of the City of San Fernando at a regular meeting of the City Council held on the July 15, 2013 (date), by the following vote:

AYES:

NOES:

ABSENT:

City Clerk

*This Page
Intentionally
Left Blank*

ORDINANCE NO. 1627**AN ORDINANCE OF THE CITY OF SAN FERNANDO
AMENDING DIVISION 2 (ADMINISTRATIVE OFFICER)
OF TITLE III (OFFICERS AND EMPLOYEES) OF
CHAPTER 2 (ADMINISTRATION) OF THE SAN
FERNANDO MUNICIPAL CODE TO CHANGE THE
ADMINISTRATIVE STRUCTURE OF THE CITY FROM A
CITY ADMINISTRATOR FORM OF GOVERNMENT TO A
CITY MANAGER FORM OF GOVERNMENT**

WHEREAS, at the May 6, 2013 regular meeting of the San Fernando City Council (the "City Council"), the City Attorney, in response to City Council direction, conducted a presentation regarding the differences between City Administrator and City Manager forms of government and the manner in which to convert from the former to the latter; and

WHEREAS, at the May 20, 2013 regular City Council meeting, the City Attorney, in response to further City Council direction, outlined distinct features of the City Manager form of government that the City Council would have to determine in order to adopt a City Manager form of government; and

WHEREAS, the City Council, in response to the City Attorney's May 20, 2013 presentation, formed an ad hoc committee consisting of Councilmember Joel Fajardo and Mayor Antonio Lopez to determine the most advantageous options for the adoption of a City Manager form of government; and

WHEREAS, Government Code sections 34851-34859 establish the parameters for cities' adoption of a City Manager form of government; and

WHEREAS, an ordinance establishing a City Manager form of government may be enacted by the City Council, pursuant to Government Code section 34851; and

WHEREAS, Government Code section 34852 requires the approval of an ordinance to establish a City Manager form of government and define the powers and duties of the City Manager; and

WHEREAS, the City Council desires to establish a City Manager form of government in lieu of the current City Administrator form of government; and

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

SECTION 1. The recitals stated above are true and correct and incorporated herein.

SECTION 2. Division 2 (Administrative Officer) of Article III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code is hereby amended to read as follows:

Division 2. – City Manager

Sec. 2-116 – Office established.

The office of city manager is created and established, pursuant to Government Code section 34851, et seq. The city manager shall be appointed by the city council on the basis of administrative and executive ability and such other qualifications as the city council may deem necessary for the orderly conduct of the city's business and affairs. The city manager shall hold office at the pleasure of the city council and need not be a resident of the city.

Sec. 2-117 – Administrative officer references.

Any and all references in the San Fernando Municipal Code and other city agreements, policies, procedures, or other relevant city document to the city administrative officer, city administrator, or other administrative designee serving pursuant to the city's previous city administrator form of government shall now mean and refer to the city manager as established in this division.

Sec. 2.118 – Vacancies.

When a vacancy occurs in the office of city manager, the council shall, within five (5) days after such office becomes vacant, appoint an acting city manager from the officers or department heads of the city, until a new permanent city manager is appointed by the city council in accordance with Sec. 2-116.

Sec. 2.119 – Temporary city manager.

The city manager shall appoint, subject to the approval of the city council, one of the other officers or department heads of the city to serve as acting city manager during any temporary absence or disability of the city manager. In case of the absence or disability of the city manager and his failure to so appoint an acting manager, the city council may designate a qualified city employee to perform the duties of the city manager during the period of absence or disability of the city manager.

Sec. 2-120 – Compensation and reimbursement.

The city manager shall receive such compensation and expense allowances as the city council shall from time to time determine and such compensation shall be a proper charge against such funds of the city as the council shall designate. The city manager shall be reimbursed for all sums necessarily incurred or paid by him or her in the performance of his or her duties or incurred when traveling on business pertaining to the city under direction of the city council; reimbursement shall only be made, however, when a verified itemized claim, setting forth the sums expended for such business for which reimbursement is requested has been presented to the city council or designee for approval.

Sec. 2-121 – Powers and duties.

The city manager shall be the administrative head of the government of the city under the direction and control of the city council except as otherwise provided in this division. The city manager shall be responsible for the efficient administration of all affairs of the city, which are under his or her control. In addition to the general powers as administrative head of the city government, and not as a limitation thereon, the city manager shall be expected to, and shall have the power to:

- A. Enforce all laws and ordinances of the city and to see that all franchises, contracts, permits, and privileges granted by the city council are faithfully observed;
- B. Appoint, remove, promote, and demote any and all officers and employees of the city (including city department heads) except elected officers, the city attorney, and the city clerk, subject to all applicable personnel rules and regulations which may be adopted by the city council;
- C. Control, order, and give directions to all department heads who are subject to his or her appointment and removal authority and to subordinate officers and employees of the city under his or her jurisdiction through their department heads;
- D. Conduct studies and effect such organization and reorganization of offices, positions, or units under his or her direction as may be indicated in the interest of efficient, effective, and economical conduct of the city's business;
- E. Recommend to the city council for adoption such measures and ordinances as he or she deems necessary;
- F. Attend all meetings of the city council unless excused therefrom by the Mayor individually or the city council as a whole, except when his or her removal is under consideration;
- G. Prepare and submit the proposed annual budget and the proposed annual salary plan to the city council for its approval;
- H. Keep the city council at all times fully advised as to the financial condition and needs of the city;
- I. Make investigations into the affairs of the city and any department or division thereof and any contract or other obligation of the city; and further to investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city;
- J. Exercise general supervision over all public buildings, public parks, and all other public properties which are under the control and jurisdiction of the city;
- K. Have the same authority as the Mayor, as the convenience of the parties may dictate, to sign documents specified in Government Code section 40602 whenever such documents have been approved by the city council for execution by resolution, motion, minute order, or other appropriate action; and
- L. Perform such other responsibilities and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution or other official action of the city council.

Sec. 2-122 – Policy for appointment of department heads.

- A. This section shall be subject to any and all policies, compensation schedules or other standard employment guidelines developed by the city council.
- B. The city manager's appointment of department heads authorized in subsection B of Sec. 2-121 above, shall be subject to the policy set forth in this section.
- C. "Department heads" shall mean any executive/managerial employee of the city who is not a represented member of a bargaining unit, including all persons excluded from civil service pursuant to subsections 3 and 4 of Sec. 2-243 of the San Fernando Municipal Code.
- D. It is the responsibility of the city manager to ensure that all applicants are treated fairly and to ensure that the procedures outlined herein are followed. The city manager shall be responsible for initiating department head recruitment.
- E. Upon the city manager's initiation of recruitment for a department head, he or she shall use all available, timely and cost effective means of recruiting qualified applicants, including the advertisement of a job announcement for the open position for a period of at least ten (10) days through newspapers, trade publications and other media that the city manager may deem appropriate.
- F. Minimum qualifications shall be described in job announcements for each position advertised and shall be established by the city manager, in consultation with the human resources director or designee.
- G. If no applicant meets the minimum qualifications, the city manager may interview the most qualified candidates for the position or re-advertise the position.
- H. Applications timely submitted shall be screened within sixty (60) days after the deadline for application submission, to determine if the applicant meets the minimum requirements.
- I. Within thirty (30) days after the conclusion of the screening applications, the city manager shall conduct interviews of at least the top five (5) candidates that are deemed by him or her to be the best qualified and shall, in his or her sole discretion, appoint the successful candidate. The city manager may select a candidate from among the initial five (5) persons interviewed but reserves the right to interview others from the pool of persons who have submitted employment applications and may select a candidate from such other persons interviewed.
- J. Any agreements made pursuant to this section that exceed the city manager's contract authority set forth in Subdivision III (Contracts for Consultants or Special Services) of Division 6 (Purchasing) of Article VI (Finance) of Chapter 2 (Administration) of the San Fernando Municipal Code shall be subject to city council approval.
- K. The city council reserves the right to adopt additional policies for the recruitment and compensation of executive and managerial employees.

Sec. 2-123 – Relations with council.

The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city

council nor any member of the city council shall give orders to any subordinates of the city manager. For purposes hereof, "inquiry" means any and all communications short of giving orders, directions, or instructions to any member of the administrative staff. Such staff members shall provide all information reasonably requested by any councilmember. The city manager shall take orders and instructions from the city council only when sitting in a duly convened meeting of the city council and no individual councilmember shall give any orders or instructions to the city manager. The city council shall instruct the city manager in matters of policy. Any action, determination, or omission of the city manager shall be subject to review by the city council. The city council may not overrule, change, or modify any such action, determination, or omission except by the affirmative vote of at least three members of the city council.

Sec. 2-124 – Relations with council.

It shall be the duty of all subordinate officers, the city attorney, city clerk and city treasurer to assist the city manager in administering the affairs of the city efficiently, economically and harmoniously.

Sec. 2-125 – Attendance at city council meetings.

It shall be the duty of the city manager to attend all meetings of the city council, unless excused therefrom. He may participate in council deliberations but shall not have a vote.

Sec. 2-126 – Attendance at meetings of commissions, boards and committees.

The city manager may attend any and all meetings of the planning commission and any other commission, board or committee created by the city council, upon his own volition or upon direction of the city council. At any such meeting which the city manager attends, he shall be heard by such commission, board or committee as to all matters upon which he wishes to address the members thereof. He shall inform such members as to the status of any matter being considered by the city council pertaining to that commission, board or committee, and he shall cooperate to the fullest extent with members of all commissions, boards or committees appointed by the city council.

Sec. 2-127 – Removal.

The removal of the city manager shall be effected only by a majority vote of the council as then constituted.

Sec. 2-128 –Agreements with council.

Nothing in this division shall be construed as a limitation on the power or authority of the city council to enter into any supplemental agreement with the city manager delineating additional terms and conditions of employment not inconsistent with any provision of this division.

SECTION 3. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no

further, is hereby repealed or modified to the extent necessary to implement the provisions of his Ordinance.

SECTION 4. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

SECTION 5. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within fifteen (15) days after its adoption. This Ordinance shall become effective thirty (30) days after adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando a regular meeting held on 15th day of July, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

City Attorney Rick R. Olivarez

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

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance was adopted a regular meeting of the City Council held on the 15th day of July, 2013 and was carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elena G. Chávez, City Clerk