



SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE AND AGENDA
OCTOBER 19, 2015 – 6:00 PM

COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CA 91340

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE

Police Explorer Samantha Martinez

APPROVAL OF AGENDA

PRESENTATION

- a) LOS ANGELES FIRE DEPARTMENT OVERVIEW (ANNUAL REPORT)
City Manager Brian Saeki
- b) 5K REWARDS PROGRAM
Recreation & Community Services Director Ismael Aguila

PUBLIC STATEMENTS – WRITTEN/ORAL

There will be a three (3) minute limitation per each member of the audience who wishes to make comments relating to City Business. Anyone wishing to speak, please fill out the blue form located at the Council Chambers entrance and submit it to the City Clerk. When addressing the City Council please speak into the microphone and voluntarily state your name and address.

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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) REQUEST TO APPROVE MINUTES OF:

- a. SEPTEMBER 16, 2015 – SPECIAL MEETING**
- b. OCTOBER 5, 2015 – SPECIAL MEETING**
- c. OCTOBER 5, 2015 – REGULAR MEETING**

2) CONSIDERATION TO ADOPT RESOLUTION NO. 15-102 APPROVING THE WARRANT REGISTER**3) CONSIDERATION TO ACCEPT THE NATIONAL ENDOWMENT FOR THE ARTS GRANT AWARD TO SUPPORT THE CITY'S MARIACHI MASTER APPRENTICE PROGRAM**

Recommend that the City Council accept the \$57,000 grant award by the National Endowment for the Arts to support the City of San Fernando Mariachi Master Apprentice Program.

4) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL BAKER INTERNATIONAL TO PROVIDE FULL SERVICE ADMINISTRATION AND IMPLEMENTATION OF THE CITY OF SAN FERNANDO COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Recommend that the City Council:

- a. Approve a Professional Services Agreement with Michael Baker International (Contract No. 1799) to provide full service administration and implementation of the City of San Fernando's Community Development Block Grant Program for one year with four optional one-year extensions; and
- b. Authorize the City Manager and the City Attorney to take all actions necessary to execute and implement said Agreement.

5) CONSIDERATION TO APPROVE A VEHICLE DONATION FROM THE CITY OF VERNON

Recommend that the City Council:

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- a. Approve the donation of a 2006 Chrysler 300 to the San Fernando Police Department from the City of Vernon; and
- b. Authorize the City Manager to direct staff to accept the vehicle and execute all necessary documents.

PUBLIC HEARING**6) CONSIDERATION TO ADOPT AN URGENCY ORDINANCE MAKING FINDINGS AND ESTABLISHING A TEMPORARY MORATORIUM ON THE ACCEPTANCE, PROCESSING, AND APPROVAL OF APPLICATIONS AND ISSUANCE OF PERMITS TO ESTABLISH DENTAL OR MEDICAL CLINICS**

Recommend that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, waive full reading and adopt Urgency Ordinance No. U-1646 by title, "An Urgency Ordinance of the City Council of the City of San Fernando, California, making findings and establishing a temporary moratorium on the acceptance, processing, and approval of applications and issuance of permits to establish dental or medical clinics." This Ordinance is introduced pursuant to Government Code Section 36937(b) and requires a four-fifths (4/5ths) vote for adoption.

ADMINISTRATIVE REPORTS**7) CONSIDERATION TO ACCELERATE LOCAL STREET RESURFACING USING THE TOTAL ROAD IMPROVEMENT PROGRAM (TRIP) USING MEASURE R LOCAL RETURN TRANSPORTATION FUNDS**

Recommend that the City Council:

- a. Review participation in the Total Road Improvement Program (TRIP) that would include the issuance of tax revenue Certificates of Participation to accelerate local street resurfacing; and
- b. Authorize the City Manager to prepare financing documents under TRIP using Measure R local return funding; and

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- c. Direct the City Manager to present a resolution authorizing participation in the TRIP to the City Council for consideration at a subsequent meeting.

8) UPDATE ON CITYWIDE HOMELESS COUNT FOR 2015

This item is placed on the agenda by Mayor Joel Fajardo.

9) CONSIDERATION OF AN INTERIM URGENCY ORDINANCE RELATED TO THE PHOTOGRAPHY AND FILM PRODUCTION PERMIT PROCESS IN THE CITY OF SAN FERNANDO

Recommend that the City Council provide staff direction with regard to the Photography and Film Production permitting process in the City of San Fernando.

10) CONSIDERATION TO ADOPT A RESOLUTION AMENDING THE CITY COUNCIL PROCEDURAL MANUAL BY ADDING A POLICY AS TO THE USE OF CITY LETTERHEAD AND OTHER OFFICIAL STATIONERY

Recommend that the City Council adopt Resolution No. 7704 to add a new chapter to the City Council Procedural Manual entitled "Official Letterhead and Other Stationery Use Policies," to officially memorialize appropriate use of the City seal, logo and letterhead.

11) CONSIDERATION TO APPOINT COUNCILMEMBER ROBERT C. GONZALES TO THE DISASTER COUNCIL

This item is placed on the agenda by Vice Mayor Sylvia Ballin.

12) APPOINTMENT TO THE PARKS, WELLNESS, AND RECREATION COMMISSION

Mayor Joel Fajardo is recommending the appointment of Joe Ponce to the Parks, Wellness, and Recreation Commission as his representative.

COMMITTEE/COMMISSION LIAISON UPDATES**GENERAL COUNCIL COMMENTS****STAFF COMMUNICATION**

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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, CMC

City Clerk

Signed and Posted: October 15, 2015 (4:00 p.m.)

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

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Regular Meeting

San Fernando City Council

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**SEPTEMBER 16, 2015 – 5:00 P.M.
SPECIAL MEETING**

City Hall Community Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Joel Fajardo called the meeting to order at 5:00 p.m.

Present:

Council: Mayor Joel Fajardo, Vice Mayor Sylvia Ballin, and Councilmembers Robert C. Gonzales, Antonio Lopez (arrived at 5:03 p.m.), and Jaime Soto (arrived at 5:02 p.m.)

Staff: City Manager Brian Saeki, Deputy City Attorney Richard Padilla, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Led by Mayor Fajardo

APPROVAL OF AGENDA

Motion by Vice Mayor Ballin, seconded by Councilmember Gonzales, to approve the agenda. By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

None

RECESS TO CLOSED SESSION (5:01 P.M.)

By consensus, Councilmembers recessed to the following Closed Session as announced by Deputy City Attorney Padilla:

- A) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS FACTS AND CIRCUMSTANCES WHICH MAY FORM THE BASIS FOR INITIATING LITIGATION
G.C. §54956.9(d)(4)

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SPECIAL MEETING MINUTES – September 16, 2015**

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One (1) Matter

- B) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS FACTS AND CIRCUMSTANCES NOT KNOWN TO A POTENTIAL PLAINTIFF WHICH MAY CREATE EXPOSURE TO LITIGATION
G.C. §54956.9(d)(2) AND §54956.9(e)(1)
One (1) Matter

RECONVENE/REPORT OUT FROM CLOSED SESSION (5:08 P.M.)

Deputy City Attorney Padilla reported the following:

- All members were present (including Councilmember Soto who disclosed that he was in the possession of a recording device).
- Deputy City Attorney Padilla admonished Councilmember Soto on both recusing himself from Item A of the proceeding as it related to him in potential adverse interest (given the subject matter of the Closed Session).
- Councilmember Soto refused to leave the room and was uncompliant with respect to Deputy City Attorney Padilla's admonition.
- Deputy City Attorney Padilla also admonished Councilmember Soto to not engage his recording device. Councilmember Soto represented that he wanted to record himself. However, invariably in recording himself, the device was picking up the voices of members of this room (Councilmembers present did not consent to being recorded and the non-consent was made very clear to Councilmember Soto). He did not heed that admonition.

In light of the disruption to the meeting, City Council was unable to get to any items of business.

ADJOURNMENT (5:11 P.M.)

At this time, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of September 16, 2015 meeting as approved by the San Fernando City Council.

*Elena G. Chávez
City Clerk*

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**OCTOBER 5, 2015 – 4:30 P.M.
SPECIAL MEETING**

City Hall Community Room
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Joel Fajardo called the meeting to order at 4:30 p.m.

Present:

Council: Mayor Joel Fajardo, Vice Mayor Sylvia Ballin, and Councilmembers Robert C. Gonzales, Antonio Lopez, and Jaime Soto (arrived at 4:34 p.m.)

Staff: City Manager Brian Saeki, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Led by Mayor Fajardo

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

RECESS TO CLOSED SESSION (4:31 P.M.)

By consensus, Councilmembers recessed to the following Closed Session as announced by City Attorney Olivarez:

- A) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS MATTER OF EXISTING LITIGATION
G.C. §54956.9(d)(1)
Name of Case: City of San Fernando v. Jaime Soto
Case No. BC596462

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – October 5, 2015**

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- B) CONFERENCE WITH LABOR NEGOTIATOR
G.C. §54957.6
Designated City Negotiator: City Manager Brian Saeki
Employees and Employee Bargaining Units that are the Subject of Negotiation:
San Fernando Management Group (SEIU, Local 721)
San Fernando Public Employees' Association (SEIU, Local 721)
San Fernando Police Officers Association
San Fernando Police Officers Association Police Management Unit
San Fernando Police Civilian Association (SEIU, Local 721)
San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)
All Unrepresented Employees
- C) CONFERENCE WITH LABOR NEGOTIATOR – UNREPRESENTED EMPLOYEE
G.C. §54957.6
Designated City Negotiators: Mayor Joel Fajardo and Vice Mayor Sylvia Ballin
Unrepresented Employee: City Manager
- D) CONFERENCE WITH LABOR NEGOTIATOR – UNREPRESENTED EMPLOYEE
G.C. §54957.6
Designated City Negotiators: Mayor Joel Fajardo and Vice Mayor Sylvia Ballin
Unrepresented Employee: City Clerk
- E) PUBLIC EMPLOYEE EMPLOYMENT/PERFORMANCE EVALUATION
G.C. §54957
Title of Employee: City Clerk

RECONVENE FROM CLOSED SESSION (6:00 P.M.)

City Attorney Olivarez reported the following:

Item A – The City Council received a briefing from legal counsel, direction was given but no final action was taken (Councilmember Soto did not participate in the discussion).

Item B – The City Council received a briefing from staff, direction was given, but no final action was taken.

Items C, D, and E – The City Council received a briefing from staff, direction was given, but no final action was taken.

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SPECIAL MEETING MINUTES – October 5, 2015
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ADJOURNMENT (6:01 P.M.)

Motion by Councilmember Gonzales, seconded by Vice Mayor Ballin, to adjourn. The motion carried unanimously.

I do hereby certify that the foregoing is a true and correct copy of the minutes of October 5, 2015 meeting as approved by the San Fernando City Council.

*Elena G. Chávez
City Clerk*

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**OCTOBER 5, 2015 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Joel Fajardo called the meeting to order at 6:01 p.m.

Present:

Council: Mayor Joel Fajardo, Vice Mayor Sylvia Ballin, and Councilmembers Robert C. Gonzales, Antonio Lopez, and Jaime Soto

Staff: City Manager Brian Saeki, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Led by Police Explorer Alejandro Rodriguez

APPROVAL OF AGENDA

Motion by Vice Mayor Ballin, seconded by Councilmember Gonzales, to approve the agenda. By consensus, the motion carried.

PRESENTATION

The following presentations were made:

- A) RUDY ORTEGA JR., TRIBAL PRESIDENT OF THE FERNANDEÑO TATAVIAM BAND OF MISSION INDIANS
This item added by Mayor Fajardo at the meeting.
- B) PRESENTATION BY SENATOR ROBERT M. HERTZBERG
- C) INTRODUCTION OF THREE NEW POLICE OFFICERS

SAN FERNANDO CITY COUNCIL**MINUTES – October 5, 2015****Page 2****RECESS (6:18 P.M.)**

Mayor Fajardo called for a brief recess to allow for photo opportunities.

RECONVENE (6:21 P.M.)**PUBLIC STATEMENTS – WRITTEN/ORAL**

Linda Campanella Jauron talked about Item No. 10, said he was speaking on behalf of Italian Americans who are vital and go back generations in the City of San Fernando, and asked if a middle ground could be reached for *all* members of the community.

Henry Romero said he's still waiting to hear back from a San Fernando Police Department detective regarding a check that he reported regarding insufficient funds (the District Attorney's office told him he needed to report this to the SFPD).

Raymond Rivera, Sylmar, talked about the native people being underrepresented and underserved and spoke in support of the resolution recognizing the second Monday of October as Indigenous People's Day.

Jesse Avila also spoke in support of the resolution and suggested that the City plan activities and functions regarding this as well.

Mary Mendoza said that the 5K Relay event was nice, asked why the public hearing notice for the Transit Oriented District meeting is not posted on the City's website, and she also inquired about a recent sewage overflow incident.

Monique McGregor, Sylmar, said she felt compelled to attend and make sure that Indigenous People day is recognized.

Alejandro Gonzales, Sylmar, said that his company offers energy rebates and said he would provide information for those interested.

Andrea Diaz, Arleta, said she is a registered tribal member of Oklahoma and she wants her kids to be proud of who they are and the resolution would be an opportunity for them to celebrate their heritage.

Pilar Enriquez invited everyone to the community clean-up and cook-out day on Saturday, October 10th at the Pacoima Wash Park and asked if the City could help with trash pickup on that day.

Pastor Rudy congratulated the City and Downtown Mall Association for the successful Chili Festival and talked about the upcoming Trunk o Treat Halloween Event that will create a safe zone for children.

SAN FERNANDO CITY COUNCIL**MINUTES – October 5, 2015****Page 3**

City Clerk Chávez read an email from resident Cathe Casillas who spoke in opposition of the resolution (Item No. 10) if the purpose is to disregard the history of our nation and deny one cultural group a celebration in favor of another, also California already has an established Native American Day,

Yolanda Haro said that a special task force was established, along with Assemblymember Patty Lopez' office, for the special needs community and invited everyone to attend the planning meeting this Thursday.

CONSENT CALENDAR

Vice Mayor Ballin pulled Item No. 4 for further discussion.

Motion by Councilmember Gonzales, seconded by Councilmember Lopez, to approve the remaining Consent Calendar Items:

- 1) REQUEST TO APPROVE MINUTES OF:
 - a. SEPTEMBER 8, 2015 – REGULAR MEETING
 - b. SEPTEMBER 21, 2015 – REGULAR MEETING
- 2) CONSIDERATION TO ADOPT RESOLUTION NO. 15-101 APPROVING THE WARRANT REGISTER
- 3) CONSIDERATION TO ADOPT A RESOLUTION FIXING THE EMPLOYER HEALTHCARE CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
- 5) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT FOR COMPREHENSIVE USER FEE STUDY AND COST ALLOCATION PLAN SERVICES

By consensus, the motion carried.

Items Removed for Further Discussion

- 4) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH REWARD STRATEGY GROUP TO CONDUCT A COMPREHENSIVE CLASSIFICATION AND COMPENSATION STUDY

Vice Mayor Ballin said that this is a very important item and suggested that a City Council Ad Hoc committee (herself and Councilmember Gonzales) participate in the classification study (i.e., sit in on the meetings, review and evaluate the documentation, and have a "hands-on" look at this).

Motion by Councilmember Gonzales, seconded by Vice Mayor Ballin, to:

SAN FERNANDO CITY COUNCIL**MINUTES – October 5, 2015****Page 4**

- a. Approve a Professional Services Agreement (Contract No. 1797) with Reward Strategy Group to perform a comprehensive classification and compensation study;
- b. Authorize the City Manager to make non-substantive corrections and execute the Agreement; and
- c. Appoint an Ad Hoc Committee of both Vice Mayor Ballin and Councilmember Gonzales.

By consensus, the motion carried.

ADMINISTRATIVE REPORTS

Mayor Fajardo announced that the following item was moved up on the agenda.

10) CONSIDERATION TO ADOPT A RESOLUTION RECOGNIZING THE SECOND MONDAY OF OCTOBER AS INDIGENOUS PEOPLE'S DAY

Mayor Fajardo introduced Rudy Ortega Jr. and Juan Solorio Jr. who both gave brief presentations.

Councilmembers each provided their comments.

Motion by Mayor Fajardo, seconded by Vice Mayor Ballin, to adopt Resolution No. 7703 recognizing the second Monday of October as Indigenous People's Day and having a call to action with more activities related to such. By consensus, the motion carried.

6) APPOINTMENT TO THE EDUCATION COMMISSION

Mayor Fajardo made a motion to appoint Danitza Pantoja as his representative to the Education Commission. The motion was seconded by Vice Mayor Ballin and was approved by unanimous consent.

7) CITY COUNCIL PRIORITIES UPDATE

City Manager Saeki presented the update and replied to questions from Councilmembers.

Councilmembers each provided their comments including discussion regarding, sewers, streets, deferred maintenance and capital improvements list/action plan, Lopez Villegas house, developer fees, and the need to update the City's antiquated website.

City Manager Saeki reported that he will generate a list of pending items, along with a timeframe on each, and bring back to the City Council as a receive and file item.

8) PHOTOGRAPHY AND FILM PRODUCTION PERMIT PROCESS UPDATE

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City Manager Saeki presented the report and replied to questions from Councilmembers.

Discussion ensued and Councilmembers each provided comments which included:

- Concerns about the negative impacts to affected merchants and businesses.
- Which businesses/business owners are paid and profiting from the film companies?
- Requested that film companies disclose what they're paying out to certain businesses, and how much.
- Banning filming altogether.
- Filming offers the City great exposure and lots of jobs.
- The need for better communication with the businesses.
- How much money has the City generated/collected on filming?
- What do other cities charge for filming?

By consensus, City Manager Saeki was directed to: 1) set up a meeting with the mall merchants, business owners, and Councilmembers; 2) provide figures (over last five years) regarding what filming has generated; 3) contact the film companies that do work in town and request what deals they've negotiated with businesses; 4) meet with individually Councilmembers to discuss the concerns with the process; and 5) and report back to full City Council.

9) USE OF CITY OF SAN FERNANDO LETTERHEAD BY THE CITY COUNCIL

City Manager Saeki gave the staff report and requested direction as it relates to the use of the City letterhead by individual City Councilmembers. He explained the current practice and reported that there is currently no policy.

Discussion ensued and Councilmembers each provided their comments and City Attorney Olivarez clarified their questions.

Motion by Vice Mayor Ballin, seconded by Councilmember Gonzales, to preclude any Councilmember from using letterhead at this time, staff to provide a written policy by the next meeting which mirrors the intent that Councilmembers go through the City in order to generate a letter (the policy to address the City logo as well).

The motion carried with the following vote:

AYES: Lopez, Ballin, Fajardo, Gonzales – 4
NOES: Soto – 1

COMMITTEE/COMMISSION LIAISON UPDATES

Councilmember Gonzales gave an update regarding the Independent Cities Associate education luncheon and one of the topics was regarding the homeless issues.

SAN FERNANDO CITY COUNCIL**MINUTES – October 5, 2015****Page 6**

Vice Mayor Ballin reported that she attended two conferences recently, the Woman's League and League of California Cities where she voted on the City's behalf and attended numerous workshops.

Mayor Fajardo reported that the Chili Festival was a great success and is looking forward to next year's event and gave an update on the SFVCOG.

GENERAL COUNCIL COMMENTS

Councilmember Gonzales said that he enjoyed being the judge at the Chili Festival and for the Los Angeles Fire Department. He inquired about the Pacoima Wash clean-up day event, said it's going to be held on the same day as the San Fernando Beautification Project and asked if the City had been contacted (it would have been a great opportunity to pair up with the Assemblymember's Office).

Councilmember Lopez reported that he attended a couple events this past week and provided information regarding the Future of the Valley event.

Councilmember Soto said he participated at the Morningside Elementary School's 100th Anniversary event and represented the City at the SEIU International Latino Caucus event. He thanked the residents and said he will continue to move forward.

Vice Mayor Ballin said this is a great City and thanked staff, residents, and her colleagues (as well as former Councilmember Jesse Avila). She also thanked Yolanda Haro for her involvement with the special needs community and Community Preservation Officer Rosa Guzman for doing her job.

Mayor Fajardo thanked Recreation and Community Services Director Ismael Aguila regarding the successful Chili Festival and the 5K Relay. He talked about the homelessness issue in the City. He also thanked his intern Juan Solorio Jr. for his work and research done on the Indigenous People's Day Resolution.

STAFF COMMUNICATION

City Manager Saeki echoed City Council comments that staff has been working hard, more specifically, the last two events (5K Relay and Chili Festival). He also congratulated the City Council regarding the police officer new hires as these were critical positions needed to be filled.

Finance Director Nick Kimball reported that that Fitch Rating service recently published an updated credit rating for the Successor Agency to the San Fernando Redevelopment Agency's outstanding 2006 Tax Allocation Bond. The credit for this bond was upgraded from "BBB+" to "A-" which is further evidence that the City is headed in the right direction and staff will continue to work toward long-term financial stability.

SAN FERNANDO CITY COUNCIL**MINUTES – October 5, 2015****Page 7****ADJOURNMENT (8:37 P.M.)**

Motion by Councilmember Gonzales, seconded by Councilmember Soto, 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 October 5, 2015, meeting as approved by the San Fernando City Council.

Elena G. Chávez
City Clerk

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager
By: Nick Kimball, Finance Director

Date: October 19, 2015

Subject: Consideration to Adopt Resolution No. 15-102 Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 15-102 (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 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 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. Resolution No. 15-102

ATTACHMENT "A"**RESOLUTION NO. 15-102****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 15-102****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 19th day of October, 2015.

Joel Fajardo, 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 19th day of October, 2015, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

vchlist

10/14/2015

2:42:05PM

Voucher List

CITY OF SAN FERNANDO

Page:

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Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|------------|---------------------------------------|---------------|-------|------------------------------------|-----------------|
| 111544 | 10/19/2015 | 100066 ADS ENVIRONMENTAL SERVICES,INC | 12984.22-0615 | | FY 15-16 DESIGN, INSTALLATION & MO | |
| | | | | 11266 | 072-360-0000-4260 | 1,555.00 |
| | | | 12984.22-0915 | | FY 15-16 DESIGN, INSTALLATION & MO | |
| | | | | 11266 | 072-360-0000-4260 | 1,555.00 |
| | | | | | Total : | 3,110.00 |
| 111545 | 10/19/2015 | 100070 ADVANCED ELECTRONICS INC. | 0155447-IN | | PTP LINK MONTHLY RENTAL - OCT 201 | |
| | | | | | 001-420-0000-4260 | 272.50 |
| | | | 0155448-IN | | COMPUTER MAINTENANCE - OCT 2015 | |
| | | | | 11239 | 001-135-0000-4260 | 6,761.57 |
| | | | | | Total : | 7,034.07 |
| 111546 | 10/19/2015 | 100098 AIRGAS SAFETY | 9043796598 | | PVC YELLOW & PVC POLYESTER SAFE | |
| | | | | | 072-360-0000-4320 | 48.51 |
| | | | | | Total : | 48.51 |
| 111547 | 10/19/2015 | 100101 VERIZON WIRELESS-LA | 270693253 | | PLANNING CELL PHONES | |
| | | | | | 001-140-0000-4220 | 5.40 |
| | | | 460851202 | | PD CELL PHONES | |
| | | | | | 001-222-0000-4220 | 449.11 |
| | | | 561407019 | | CITY YARD CELL PHONE & USB MODEM | |
| | | | | | 043-390-0000-4220 | 20.37 |
| | | | | | 041-320-0000-4220 | 20.37 |
| | | | | | 072-360-0000-4220 | 0.54 |
| | | | | | 001-130-0000-4220 | 55.00 |
| | | | | | 070-384-0000-4220 | 61.29 |
| | | | 660629692 | | VARIOUS CELL PHONES | |
| | | | | | 001-106-0000-4220 | 38.58 |
| | | | | | 070-384-0000-4220 | 82.96 |
| | | | 870422920 | | PD CELL PHONES AND MDT MODEMS | |
| | | | | | 001-222-0000-4220 | 947.66 |
| | | | | | 001-152-0000-4220 | 114.03 |
| | | | | | Total : | 1,795.31 |
| 111548 | 10/19/2015 | 100143 ALONSO, SERGIO | SEPT 2015 | | MMAP INSTRUCTOR | |
| | | | | | 109-424-3638-4260 | 1,250.00 |

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| 111548 | 10/19/2015 | 100143 | 100143 ALONSO, SERGIO | (Continued) | | Total : 1,250.00 |
| 111549 | 10/19/2015 | 100164 | AMERICAN PLANNING ASSOCIATION | 268680-1575 | ANNUAL MEMBERSHIP DUES 10/01/15-001-150-0000-4380 | 106.00 |
| | | | | | Total : | 106.00 |
| 111550 | 10/19/2015 | 100191 | ANGELES SHOOTING RANGE | 9471 | TRAINING DAY 001-225-0000-4360 | 75.00 |
| | | | | | Total : | 75.00 |
| 111551 | 10/19/2015 | 100222 | ARROYO BUILDING MATERIALS, INC | 153546 | WOOD STAKES 001-311-0000-4300 | 41.11 |
| | | | | | Total : | 41.11 |
| 111552 | 10/19/2015 | 100311 | BARR ELECTRIC CO. | 15215 | INSTALL NEW T1 INTERTIE NETWORK 001-190-0000-4220 | 998.20 |
| | | | | 15217 | FIBER NETWORK PATH PAIR FROM PD 043-390-0000-4330 | 640.70 |
| | | | | 15218 | REPAIRED NETWORK CONNECTION T1 043-390-0000-4330 | 180.00 |
| | | | | 15220 | INSTALL NEW 208VAC 30AMP POWER I 001-135-0000-4500 | 558.27 |
| | | | | 15221 | MISC CITY HALL NETWORK REPAIRS 043-390-0000-4330 | 182.94 |
| | | | | | Total : | 2,560.11 |
| 111553 | 10/19/2015 | 100405 | BONANZA CONCRETE, INC. | 50001 | SIDEWALK WORK - 255 PARKSIDE DR 001-311-0000-4300 | 560.64 |
| | | | | 50131 | SIDEWALK WORK - ARROYO & GLENCI 001-311-0000-4300 | 935.13 |
| | | | | 50166 | SIDEWALK REPAIR - ARROYO & GLEN 001-311-0000-4300 | 1,063.25 |
| | | | | | Total : | 2,559.02 |
| 111554 | 10/19/2015 | 100466 | CACEO | EXTENSION | AMNESTY EXTENSION - ALVAREZ 001-152-0000-4300 | 50.00 |
| | | | | | Total : | 50.00 |

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| 111564 | 10/19/2015 | 101528 THE HOME DEPOT CRC, ACCT#603532202490 (Continued) | | | | |
| | | | 1070362 | | 043-390-0000-4300 REFRIGERATOR FILTER | 133.15 |
| | | | 2072933 | | 043-390-0000-4300 5K RELAY SUPPLIES | 31.15 |
| | | | 3021117 | | 017-420-1395-4300 REPAIRS | 51.97 |
| | | | 32600 | | 043-390-0000-4300 5-GAL BUCKET, ODOR GEL, STENCIL S | 13.06 |
| | | | 5025737 | | 001-311-0000-4310 MATLS FOR CHILE FESTIVAL BANNER | 47.40 |
| | | | 60719 | | 001-311-0000-4310 WATER LEAK REPAIR | 72.66 |
| | | | 7065486 | | 043-390-0000-4300 WATER LEAK REPAIR @ LOPEZ HOUSE | 92.14 |
| | | | 7560797 | | 043-390-0000-4300 SMALL TOOLS | 159.23 |
| | | | 8074896 | | 043-390-0000-4340 WATER LEAK REPAIR @ LOPEZ HOUSE | 43.72 |
| | | | 8572692 | | 043-390-0000-4300 EVENT POWER BOX FOR ROCK HOUSE | 23.18 |
| | | | 9060917 | | 043-390-0000-4300 SUPPLIES FOR BOOTH DISPLAY @ CH | 50.34 |
| | | | 9065217 | | 001-101-0000-4300 WATER HEATER REPLACEMENT | 42.65 |
| | | | 9074767 | | 043-390-0000-4300 WATER LEAK REPAIR @ LOPEZ HOUSE | 414.86 |
| | | | 9074787 | | 043-390-0000-4300 5K RELAY SUPPLIES | 38.34 |
| | | | 9201564 | | 017-420-1395-4300 WEATER HEATER REFUND | 208.24 |
| | | | | | 043-390-0000-4300 | -335.64 |
| | | | | | Total : | 1,203.88 |
| 111565 | 10/19/2015 | 101599 IMAGE 2000 CORPORATION | VN476815 | | VARIOUS COPIERS CONTRACT USAGE | |
| | | | | | 103-420-0000-4260 | 40.66 |
| | | | | | 104-420-0000-4260 | 40.66 |

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| 111565 | 10/19/2015 | 101599 IMAGE 2000 CORPORATION | (Continued) | | 001-135-0000-4260 | 639.93 | |
| | | | | | Total : | 721.25 | |
| 111566 | 10/19/2015 | 101647 INTERSTATE BATTERY | 30064623 | | BATTERIES FOR FLEET 041-1215 | 282.40 | |
| | | | | | Total : | 282.40 | |
| 111567 | 10/19/2015 | 101768 KIMBALL-MIDWEST | 4477137 | | MISC SUPPLIES 041-1215 | 299.26 | |
| | | | | | Total : | 299.26 | |
| 111568 | 10/19/2015 | 101852 LARRY & JOE'S PLUMBING | 2654494-0001-02 | | IRRIGATION SUPPLIES 043-390-0000-4300 | 5.44 | |
| | | | | | Total : | 5.44 | |
| 111569 | 10/19/2015 | 101920 LIEBERT CASSIDY WHITMORE | 1409884 | | LEGAL SERVICES 001-112-0000-4270 | 597.00 | |
| | | | 1409885 | | LEGAL SERVICES 001-112-0000-4270 | 460.00 | |
| | | | | | Total : | 1,057.00 | |
| 111570 | 10/19/2015 | 101929 LINGO INDUSTRIAL ELECTRONICS | 32274 | | KNOCKDOWN REPLACEMENT TRAFFIC 001-370-0301-4300 | 458.89 | |
| | | | 32275 | | KNOCK DOWN REPLACEMENT SIGNAL 001-370-0301-4300 | 917.78 | |
| | | | 32276 | | 412 C PROM & SOFTWARE PROGRAM 001-370-0301-4300 | 1,417.00 | |
| | | | | | Total : | 2,793.67 | |
| 111571 | 10/19/2015 | 101990 L.A. COUNTY METROPOLITAN | 800061692 | | TAP CARDS - AUG 2015 007-440-0441-4260 | 1,276.00 | |
| | | | | | Total : | 1,276.00 | |
| 111572 | 10/19/2015 | 102006 LOS ANGELES COUNTY | FILE 3641507200113 | | COURT CASE 08K30896 - LEVY ON AN 001-150-0000-4111 | 50.00 | |
| | | | | | Total : | 50.00 | |

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| 111580 | 10/19/2015 | 102432 102432 OFFICE DEPOT | (Continued) | | | Total : 1,528.90 |
| 111581 | 10/19/2015 | 102666 PREFERRED DELIVERY SYSTEMS INC | 549-127 | | COURIER SERVICE 001-222-0000-4260 | 103.00 Total : 103.00 |
| 111582 | 10/19/2015 | 102688 PROFESSIONAL PRINTING CENTERS | 29130 8867 | | POLICE FORMS 001-222-0000-4300 FLIERS FOR DISTRIBUTION DUPLICATI 001-150-0000-4270 | 178.49 480.71 Total : 659.20 |
| 111583 | 10/19/2015 | 102694 PROMOTIONAL MERCHANDISING INK | 8711 | | CODE ENFORCEMENT SHIRTS 001-152-0000-4300 | 404.94 Total : 404.94 |
| 111584 | 10/19/2015 | 102782 RAMIREZ, JOSE A. | 092315 | | SENIOR CLUB - MUSIC FOR HALLOWE 004-2380 | 950.00 Total : 950.00 |
| 111585 | 10/19/2015 | 102803 RED WING SHOE STORE | 2160000004103 | 11243 11243 11243 11243 11243 11243 11243 | SAFETY SHOES FOR PUBLIC WORKS F 070-383-0000-4310 070-384-0000-4310 001-311-0000-4310 041-320-0000-4310 001-346-0000-4310 001-371-0000-4310 043-390-0000-4310 | 0.04 0.35 3.97 0.78 0.74 178.92 0.49 Total : 185.29 |
| 111586 | 10/19/2015 | 102958 S & S WORLDWIDE | 8752461 | | MAT'LS FOR DISPLAY 001-424-0000-4300 | 113.30 Total : 113.30 |
| 111587 | 10/19/2015 | 102978 SWRCB FEES | OP #34592 | | D-3 WATER DISTRIB RENEWAL OP3459 070-381-0000-4380 | 90.00 Total : 90.00 |

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| 111588 | 10/19/2015 | 102978 SWRCB FEES | OP #32336 | | GRADE D2 CERT RENEWAL OP 32336 070-381-0000-4380 | 80.00 | |
| | | | | | Total : | 80.00 | |
| 111589 | 10/19/2015 | 103029 SAN FERNANDO, CITY OF | 16098-16107 | | REIMBURSEMENT TO WORKERS COM 006-1035 | 7,366.91 | |
| | | | 16108-16116 | | REIMB. TO WORKERS COMP ACCT 006-1035 | 6,365.31 | |
| | | | | | Total : | 13,732.22 | |
| 111590 | 10/19/2015 | 103057 SAN FERNANDO VALLEY SUN | 9393 | | LEGAL PUBLICATION OF ORD NO 1645 001-115-0000-4230 | 1,409.38 | |
| | | | | | Total : | 1,409.38 | |
| 111591 | 10/19/2015 | 103090 SUSAN SAXE-CLIFFORD, PH.D. | 15-0922-3 | | PYSCH EXAM 001-222-0000-4260 | 450.00 | |
| | | | | | Total : | 450.00 | |
| 111592 | 10/19/2015 | 103176 SIMS WELDING SUPPLY CO. | 11998228 | | WELDING SUPPLIES 041-320-0000-4300 | 245.72 | |
| | | | | | Total : | 245.72 | |
| 111593 | 10/19/2015 | 103184 SMART & FINAL | 197319 | | WATER FOR 5K RELAY 017-420-1395-4300 | 67.40 | |
| | | | 198272 | | WATER FOR 5K RELAY 017-420-1395-4300 | 213.03 | |
| | | | 199838 | | NAPKINS 004-2346 004-2382 115-422-3750-4300 103-420-0000-4300 104-420-0000-4300 | 5.40 46.93 117.86 40.95 40.96 | |
| | | | | | Total : | 532.53 | |
| 111594 | 10/19/2015 | 103202 SOUTHERN CALIFORNIA EDISON CO. | 2-02-682-6982 | | ELECTRIC - 910 FIRST 09/02/15-10/02/1 043-390-0000-4210 | 9,079.21 | |
| | | | 2-21-082-3241 | | ELECTRIC - VARIOUS LOCATIONS | | |
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| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 111607 | 10/19/2015 | 103814 CERVANTES, JORGE | (Continued) | | 001-224-0000-4360 | 99.77 |
| | | | | | Total : | 99.77 |
| 111608 | 10/19/2015 | 103851 EVERSOF, INC. | R1495165 | | SOFTNER - WELL 3 070-384-0000-4260 | 31.21 |
| | | | | | Total : | 31.21 |
| 111609 | 10/19/2015 | 103903 TIME WARNER CABLE | 8448200540010328 | | CABLE 10/05/15-11/04/15 001-190-0000-4220 | 88.07 |
| | | | 8448200540010518 | | CABLE - 09/29/15-10/28/15 001-420-0000-4260 | 200.47 |
| | | | | | Total : | 288.54 |
| 111610 | 10/19/2015 | 887173 FIRST AMERICAN TITLE COMPANY | 1351-135192653 | | VACANT LAND, SAN FERNANDO PRELI 029-335-0000-4270 | 395.00 |
| | | | 1351-135192654 | | VACANT LAND, SAN FERNANDO PRELI 029-335-0000-4270 | 395.00 |
| | | | | | Total : | 790.00 |
| 111611 | 10/19/2015 | 887239 SYLMAR LOCK & KEY & LOCKSMITH | 11940 | | VANDALISM - WELL 2A LOCKS 070-384-0000-4300 | 114.00 |
| | | | 11943 | | VANDALISM - WELL 2A LOCKS 070-384-0000-4330 | 105.50 |
| | | | | | Total : | 219.50 |
| 111612 | 10/19/2015 | 887257 DILL VETERINARY HOSPITAL | 2014-09 | | SPAY & NEUTER VOUCHER PROGRAM 001-150-0000-4270 | 20.00 |
| | | | 2015-014 | | SPAY & NEUTER VOUCHER PROGRAM 001-150-0000-4270 | 20.00 |
| | | | 2015-015 | | SPAY & NEUTER VOUCHER PROGRAM 001-150-0000-4270 | 20.00 |
| | | | 2016-001 | | SPAY & NEUTER VOUCHER PROGRAM 001-150-0000-4270 | 20.00 |
| | | | | | Total : | 80.00 |
| 111613 | 10/19/2015 | 887352 UNITED STATES TREASURY | 95-6000779 | | EXCISE TAX REFUND-06/2013-03/2015 | |
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| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 111613 | 10/19/2015 | 887352 UNITED STATES TREASURY | (Continued) | | 001-2000 | 32,669.00 |
| | | | | | Total : | 32,669.00 |
| 111614 | 10/19/2015 | 887377 AKEMON, DOLORES | OCT 2015 | | COMMISSIONER'S REIMBURSEMENT 001-310-0000-4111 | 50.00 |
| | | | | | Total : | 50.00 |
| 111615 | 10/19/2015 | 887380 DUENAS, MARIA CONCEPCION | SEPT 2015 | | MMAP PROJECT ASSISTANT 109-424-3638-4260 | 562.50 |
| | | | | | Total : | 562.50 |
| 111616 | 10/19/2015 | 887422 NORTHERN SAFETY CO., INC. | 901614829 | | JACKETS 043-390-0000-4310 | 104.74 |
| | | | | | Total : | 104.74 |
| 111617 | 10/19/2015 | 887518 DURHAM, ALVIN | OCT 2015 | | COMMISSIONER'S REIMBURSEMENT 001-150-0000-4111 | 50.00 |
| | | | | | Total : | 50.00 |
| 111618 | 10/19/2015 | 887952 J. Z. LAWNMOWER SHOP | 12063 | | BAR CHAIN OIL 001-346-0000-4320 | 26.11 |
| | | | | | Total : | 26.11 |
| 111619 | 10/19/2015 | 888241 UNITED SITE SERVICES OF CA INC | 114-3275307 | | PORTABLE TOILET RENTAL @ REC PAI 001-420-0000-4260 | 143.90 |
| | | | 114-3327081 | | PORTABL TOILET RENTAL @ 501 FIRS1 043-390-0000-4260 | 550.04 |
| | | | 114-3336592 | | PORTABLE TOILET RENTAL - LAYNE PA 043-390-0000-4260 | 379.22 |
| | | | | | Total : | 1,073.16 |
| 111620 | 10/19/2015 | 888264 MISSION VALLEY SANITATION | 129157 | | PORTABLE TOILET RENTAL @ 12900 D 043-390-0000-4260 | 136.96 |
| | | | | | Total : | 136.96 |
| 111621 | 10/19/2015 | 888300 SAIA MOTOR FREIGHT LINE, INC. | 5607606 | | FREIGHT CHARGE FOR EATON PRODU 001-222-0000-4300 | 25.00 |
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| 111621 | 10/19/2015 | 888300 888300 SAIA MOTOR FREIGHT LINE, INC. | (Continued) | | | Total : | 25.00 |
| 111622 | 10/19/2015 | 888309 HI 2 LO VOLTAGE WIRING CO, INC | 16970 | | MONITORING 10/01/15-12/31/15 001-222-0000-4260 | 75.00 | |
| | | | | | | Total : | 75.00 |
| 111623 | 10/19/2015 | 888321 ARRIZON, FRANCISCO | OCT 2015 | | COMMISSIONER'S REIMBURSEMENT 001-310-0000-4111 | 50.00 | |
| | | | | | | Total : | 50.00 |
| 111624 | 10/19/2015 | 888356 ADVANCED AUTO REPAIR BODY & | 1277 | | REPAIR BODY DAMAGE - PD4994 041-320-0225-4400 | 1,800.00 | |
| | | | 1278 | | FUEL PUMP/FUEL FILTER - PD3030 041-320-0225-4400 | 462.51 | |
| | | | 1279 | | INSTALL RADIATOR - PD3032 041-320-0225-4400 | 120.00 | |
| | | | 1280 | | REPL SHOCKS & TRANS SERVICE - PD 041-320-0225-4400 | 198.33 | |
| | | | 1281 | | PASSENGER RIGHT FRONT DOOR GLA 041-320-0224-4400 | 140.70 | |
| | | | | | | Total : | 2,721.54 |
| 111625 | 10/19/2015 | 888382 SAHAGUN, JESUS | REIMB | | REIMB OF CERT RENEWAL D-2 WATER 070-381-0000-4380 | 130.00 | |
| | | | | | | Total : | 130.00 |
| 111626 | 10/19/2015 | 888390 WEST COAST ARBORISTS, INC. | 108869 | 11253 | TREE TRIMMING SERVICES 011-311-0000-4260 | 28,594.25 | |
| | | | | | | Total : | 28,594.25 |
| 111627 | 10/19/2015 | 888468 MAJOR METROPOLITAN SECURITY | 1073160 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073161 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073162 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073163 | | ALARM MONITORING - OCT 2015 070-381-0450-4260 | 15.00 | |
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| 111627 | 10/19/2015 | 888468 MAJOR METROPOLITAN SECURITY | (Continued) | | | | |
| | | | 1073164 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073165 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073166 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073167 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073168 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073169 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073170 | | ALARM MONITORING - OCT 2015 043-390-0000-4260 | 15.00 | |
| | | | 1073171 | | ALARM MONITORING - OCT 2015 070-384-0000-4260 | 23.00 | |
| | | | 1073172 | | ALARM MONITORING - OCT 2015 070-384-0000-4260 | 23.00 | |
| | | | 1073173 | | ALARM MONITORING - OCT 2015 070-384-0000-4260 | 23.00 | |
| | | | | | Total : | 234.00 | |
| 111628 | 10/19/2015 | 888646 HD SUPPLY WATER WORKS, LTD | E421544 | | BRONZE SADDLES, COPPER TUBING, . 070-383-0000-4600 | 2,259.98 | |
| | | | E486464 | | WELL 4A CHLORINE ROOM AIR/VAC RE 070-384-0000-4310 | 416.91 | |
| | | | E526595 | | BRASS SADDLES, COPPER TUBING, AI 070-383-0301-4300 | 1,280.14 | |
| | | | E526680 | | BRASS SADDLES, COPPER TUBING, AI 070-383-0301-4300 | 1,280.14 | |
| | | | | | Total : | 5,237.17 | |
| 111629 | 10/19/2015 | 888682 ZOBEL-RODRIGUEZ, ANGELIQUE Y. | SEPT 2015 | | COMMISSIONER'S REIMBURSEMENT 001-105-0000-4111 | 50.00 | |
| | | | | | Total : | 50.00 | |

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| 111680 | 10/19/2015 | 891777 IRRIGATION EXPRESS | (Continued) | | | |
| | | | 15028671-00 | | 017-420-1395-4300 | 145.27 |
| | | | 15028864-00 | | IRRIGATION MAINTENANCE @ REC PAI | 126.57 |
| | | | 15028929-00 | | 043-390-0000-4300 | 26.83 |
| | | | 15029497-00 | | IRRIGATION MAINTENANCE @ ORTEG. | 15.50 |
| | | | 15029647-00 | | 043-390-0000-4300 | 37.12 |
| | | | | | IRRIGATION MAINTENANCE @ RUDY C | 74.32 |
| | | | | | 043-390-0000-4300 | 578.10 |
| | | | | | WELL 2A CHLORINE ROOM REPAIRS | |
| | | | | | 070-384-0000-4310 | |
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| 111681 | 10/19/2015 | 891849 SHI INTERNATIONAL CORP | B04016171 | | CISCO HIGH SPEED WAN INTERFACE I | 952.65 |
| | | | | | 001-135-0000-4300 | 952.65 |
| | | | | | Total : | |
| 111682 | 10/19/2015 | 891860 CARL WARREN & COMPANY | 10025-10026 | | REIMB. TO ITF ACCT (LIABILITY CLAIM | 674.55 |
| | | | | | 006-1037 | 674.55 |
| | | | | | Total : | |
| 111683 | 10/19/2015 | 891881 REMENIH, MICHAEL | SEPT 2015 | | COMMISSIONER'S REIMBURSEMENT | 50.00 |
| | | | | | 001-105-0000-4111 | 50.00 |
| | | | | | Total : | |
| 111684 | 10/19/2015 | 891929 ALL AMERICAN CLEANERS | 2952 | | VIP TABLE COVERING CLEANED & IRO | 165.00 |
| | | | | | 004-2359 | 165.00 |
| | | | | | Total : | |
| 111685 | 10/19/2015 | 892006 CALIFORNIA CONTRACT CITIES | #SAN FERNANDO | | STORMWATER FUNDING OPTIONS | 2,644.75 |
| | | | | | 001-310-0000-4270 | 2,644.75 |
| | | | | | Total : | |
| 111686 | 10/19/2015 | 892007 SIGNAL HILL | #HARBOR TMDL-039 | | ADMIN COST SHARING FOR INSTALLA' | 848.90 |
| | | | | | 070-381-0000-4380 | 848.90 |
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| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
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| 111687 | 10/19/2015 | 892008 QUINTANA, HUMBERTO | REIMB | | APA ANNUAL CONFERENCE REGISTR# | |
| | | | | | 001-150-0000-4370 | 175.00 |
| | | | | | 001-152-0000-4370 | 175.00 |
| | | | | | Total : | 350.00 |
| 111688 | 10/19/2015 | 892009 REVILLA, KIMBERLY | 1008963.001 | | BASKETBALL REFUND | |
| | | | | | 017-3770-1328 | 85.00 |
| | | | | | Total : | 85.00 |
| 111689 | 10/19/2015 | 892010 SOTO JR., JAIME | SEPT & OCT 2015 | | FIELD PREP | |
| | | | | | 017-420-1340-4260 | 100.00 |
| | | | | | Total : | 100.00 |
| 111690 | 10/19/2015 | 892011 LEATHERS, ELIZABETH | 092615 | | SAN FERNANDO 5K FIRST AID | |
| | | | | | 017-420-1395-4260 | 100.00 |
| | | | | | Total : | 100.00 |
| 111691 | 10/19/2015 | 892012 THOMAS, JORDAN | 092615 | | SAN FERNANDO 5K FIRST AID | |
| | | | | | 017-420-1395-4260 | 100.00 |
| | | | | | Total : | 100.00 |
| 111692 | 10/19/2015 | 892013 BERNSTEIN, DIANA | 09/17/15 - 10/08/15 | | ALL ABILITIES ART CLASS INSTRUCTO | |
| | | | | | 017-420-1343-4260 | 540.00 |
| | | | | | Total : | 540.00 |
| 111693 | 10/19/2015 | 892014 BERNAL, DAVID | OCT 2015 | | COMMISSIONER'S REIMBURSEMENT | |
| | | | | | 001-150-0000-4111 | 50.00 |
| | | | | | Total : | 50.00 |
| 111694 | 10/19/2015 | 892015 DILLS, GARY | 54-0802-10 | | WATER ACCT REFUND - 1410 SEVENTH | |
| | | | | | 070-2010 | 22.31 |
| | | | | | Total : | 22.31 |
| 111695 | 10/19/2015 | 892016 SELECTIVE ASHLAN LLC | 33-0181-09 | | WATER ACCT REFUND - 1013 SAN FERN | |
| | | | | | 070-2010 | 23.68 |
| | | | | | Total : | 23.68 |
| 111696 | 10/19/2015 | 892017 LARA ACEVEDO, RAQUEL ELIZABETH | 50-3525-08 | | WATER ACCT REFUND - 1200 MOUNTAIN | |

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| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
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| 111696 | 10/19/2015 | 892017 LARAAVEDO, RAQUEL ELIZABETH | (Continued) | | 070-2010 | 143.05 |
| | | | | | Total : | 143.05 |
| 111697 | 10/19/2015 | 892018 LAZARIT, JOSE | 60-0236-09 | | WATER ACCT REFUND - 514 GRISWOL | |
| | | | | | 070-2010 | 29.14 |
| | | | | | Total : | 29.14 |
| 111698 | 10/19/2015 | 892019 MURILLO, SONIA | 50-3755-01 | | WATER ACCT REFUND - 1305 SEVENTI | |
| | | | | | 070-2010 | 64.71 |
| | | | | | Total : | 64.71 |
| 111699 | 10/19/2015 | 892020 LUNA, ANGEL | 37-1235-00 | | WATER ACCT REFUND - 706 KEWEN | |
| | | | | | 070-2010 | 17.65 |
| | | | | | Total : | 17.65 |
| 111700 | 10/19/2015 | 892023 PAETEC | 58769532 | | PHONE SERVICE | |
| | | | | | 001-222-0000-4220 | 834.14 |
| | | | | | 001-420-0000-4220 | 1,910.84 |
| | | | | | 001-190-0000-4220 | 1,062.93 |
| | | | | | 070-384-0000-4220 | 939.16 |
| | | | | | 001-222-0000-4220 | -334.00 |
| | | | | | 001-420-0000-4220 | -668.00 |
| | | | | | 001-190-0000-4220 | -334.00 |
| | | | | | 070-384-0000-4220 | -334.00 |
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HANDWRITTEN CHECKS

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Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
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| 111050 | 9/2/2015 | 102519 P.E.R.S. | DEMAND | | HEALTH INSURANCE BENEFITS - SEP 001-1160 | 181,334.29 |
| | | | | | Total : | 181,334.29 |
| 111051 | 9/2/2015 | 103648 CITY OF SAN FERNANDO | SPR 8-28-15 | | REIMB FOR SPECIAL PAYROLL W/E 8-2 001-1003 | 6,387.76 |
| | | | | | 070-1003 | 24.68 |
| | | | | | 072-1003 | 24.68 |
| | | | | | Total : | 6,437.12 |
| 111248 | 9/9/2015 | 890907 DELTA DENTAL OF CALIFORNIA | DEMAND | | DENTAL INSURANCE BENEFIT-SEPTE 001-1160 | 10,863.38 |
| | | | | | Total : | 10,863.38 |
| 111249 | 9/9/2015 | 891230 DELTA DENTAL INSURANCE COMPANY | DEMAND | | DENTAL INSURANCE BENEFIT-SEPTE 001-1160 | 381.81 |
| | | | | | Total : | 381.81 |
| 111250 | 9/9/2015 | 103596 CALIFORNIA VISION SERVICE PLAN | DEMAND | | OPTICAL INSURANCE BENEFIT-SEPTE 001-1160 | 2,364.74 |
| | | | | | Total : | 2,364.74 |
| 111251 | 9/9/2015 | 887627 STANDARD INSURANCE | DEMAND | | LIFE INSURANCE BENEFIT-SEPTEMBE 001-1160 | 3,442.94 |
| | | | | | Total : | 3,442.94 |
| 111252 | 9/10/2015 | 103648 CITY OF SAN FERNANDO | PR 9-11-15 | | REIMB FOR PAYROLL W/E 9-4-15 001-1003 | 325,390.11 |
| | | | | | 007-1003 | 736.68 |
| | | | | | 008-1003 | 1,900.07 |
| | | | | | 011-1003 | 6,544.74 |
| | | | | | 018-1003 | 81,363.74 |
| | | | | | 027-1003 | 3,117.95 |
| | | | | | 029-1003 | 2,230.42 |
| | | | | | 041-1003 | 7,973.61 |
| | | | | | 043-1003 | 12,857.67 |

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| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|--|-----------|--------------------------------------|-------------|------|---|--------------------------------------|
| 111252 | 9/10/2015 | 103648 CITY OF SAN FERNANDO | (Continued) | | 070-1003 | 34,091.99 |
| | | | | | 072-1003 | 17,056.97 |
| | | | | | 103-1003 | 3,593.15 |
| | | | | | 104-1003 | 3,798.20 |
| | | | | | Total : | 500,655.30 |
| 111370 | 9/24/2015 | 103648 CITY OF SAN FERNANDO | PR 9-25-15 | | REIMBURSEMENT FOR PAYROLL W/E 9-25-15 001-1003 | 293,496.12 |
| | | | | | 007-1003 | 865.44 |
| | | | | | 008-1003 | 1,903.11 |
| | | | | | 011-1003 | 6,572.66 |
| | | | | | 018-1003 | 80,099.83 |
| | | | | | 027-1003 | 3,117.96 |
| | | | | | 029-1003 | 2,230.36 |
| | | | | | 041-1003 | 8,097.82 |
| | | | | | 043-1003 | 12,549.12 |
| | | | | | 070-1003 | 32,634.39 |
| | | | | | 072-1003 | 17,403.72 |
| | | | | | 103-1003 | 3,870.49 |
| | | | | | 104-1003 | 3,839.94 |
| | | | | | Total : | 466,680.96 |
| 111371 | 9/29/2015 | 103045 SAN FER. MALL DOWNTOWN ASSOC. | NONPO | | ADVANCEMENT-CHILE FESTIVAL EXPE 001-2260 | 15,000.00 |
| | | | | | Total : | 15,000.00 |
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Voucher Registers are not final until approved by Council.

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| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount | |
| 111052 | 9/2/2015 | 100346 BELDEN, KENNETH MILES | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 121.64 | |
| | | | | | Total : | 121.64 | |
| 111053 | 9/2/2015 | 100916 DEIBEL, PAUL | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 16.13 | |
| | | | | | Total : | 16.13 | |
| 111054 | 9/2/2015 | 101044 ELEY, JEFFREY | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 120.53 | |
| | | | | | Total : | 120.53 | |
| 111055 | 9/2/2015 | 101440 HALCON, ERNEST | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 121.64 | |
| | | | | | Total : | 121.64 | |
| 111056 | 9/2/2015 | 101466 HARVEY, DEVERY MICHAEL | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 295.54 | |
| | | | | | Total : | 295.54 | |
| 111057 | 9/2/2015 | 101694 JACOBS, ROBERT | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 121.64 | |
| | | | | | Total : | 121.64 | |
| 111058 | 9/2/2015 | 101926 LILES, RICHARD | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 070-180-0000-4127 072-180-0000-4127 | 67.86 67.85 | |
| | | | | | Total : | 135.71 | |
| 111059 | 9/2/2015 | 102126 MARTINEZ, MIGUEL | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 070-180-0000-4127 | 8.61 | |
| | | | | | Total : | 8.61 | |
| 111060 | 9/2/2015 | 102473 ORDELHEIDE, ROBERT | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 258.48 | |
| | | | | | Total : | 258.48 | |

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| Bank code : | | bank | | | | | |
|-------------|----------|----------------------------|----------------|------|---|--------|--|
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| 111061 | 9/2/2015 | 102864 RIVETTI, DOMINICK | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 148.50 | |
| | | | | | Total : | 148.50 | |
| 111062 | 9/2/2015 | 103220 SOMERVILLE, MICHAEL | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 120.53 | |
| | | | | | Total : | 120.53 | |
| 111063 | 9/2/2015 | 891013 BRUNWIN, HERBERT | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 16.13 | |
| | | | | | Total : | 16.13 | |
| 111064 | 9/2/2015 | 891021 GUIZA, JENNIE | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 16.13 | |
| | | | | | Total : | 16.13 | |
| 111065 | 9/2/2015 | 891027 LOCKETT, JOANN | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 16.13 | |
| | | | | | Total : | 16.13 | |
| 111066 | 9/2/2015 | 891028 MANTHEY, DONALD | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 145.37 | |
| | | | | | Total : | 145.37 | |
| 111067 | 9/2/2015 | 891031 ORTEGA, JIMMIE | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 16.13 | |
| | | | | | Total : | 16.13 | |
| 111068 | 9/2/2015 | 891032 OTREMBIA, EUGENE | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 58.58 | |
| | | | | | Total : | 58.58 | |
| 111069 | 9/2/2015 | 891033 POLLOCK, CHRISTINE | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 89.82 | |
| | | | | | Total : | 89.82 | |
| 111070 | 9/2/2015 | 891352 HADEN, SUSANNA | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 6.62 | |

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Bank code : bank

| <u>Voucher</u> | <u>Date</u> | <u>Vendor</u> | <u>Invoice</u> | <u>PO #</u> | <u>Description/Account</u> | <u>Amount</u> |
|---|-------------|------------------------------|----------------|-------------|---|----------------------------------|
| 111070 | 9/2/2015 | 891352 891352 HADEN, SUSANNA | (Continued) | | | Total : 6.62 |
| 111071 | 9/2/2015 | 891354 RAMIREZ, ROSALINDA | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 3.31 Total : 3.31 |
| 111072 | 9/2/2015 | 891866 KNIGHT, DONNA | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 51.00 Total : 51.00 |
| 111073 | 9/2/2015 | 891918 HARTWELL, BRUCE | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 221.00 Total : 221.00 |
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Voucher Registers are not final until approved by Council.

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CITY OF SAN FERNANDO

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| 111092 | 9/3/2015 | 891016 891016 DEATON, MARK | (Continued) | | | Total : 135.71 |
| 111093 | 9/3/2015 | 891020 GLASGOW, ROBERT | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 62.53 Total : 62.53 |
| 111094 | 9/3/2015 | 891023 HATFIELD, JAMES | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 58.58 Total : 58.58 |
| 111095 | 9/3/2015 | 891024 HOOKER, RAYMOND | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 61.93 Total : 61.93 |
| 111096 | 9/3/2015 | 891034 RAMSEY, JAMES | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 275.12 Total : 275.12 |
| 111097 | 9/3/2015 | 891035 SHERWOOD, NINA | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 29.29 Total : 29.29 |
| 111098 | 9/3/2015 | 891036 WATT, DAVID | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 32.26 Total : 32.26 |
| 111099 | 9/3/2015 | 891037 WEBB, NANCY | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 137.56 Total : 137.56 |
| 111100 | 9/3/2015 | 891038 WAITE, CURTIS | SEPTEMBER 2015 | | CAL PERS HEALTH REIMB. 001-180-0000-4127 | 91.22 Total : 91.22 |
| 27 Vouchers for bank code : bank | | | | | | Bank total : 2,566.65 |
| 27 Vouchers in this report | | | | | | Total vouchers : 2,566.65 |

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Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager
By: Ismael Aguila, Recreation and Community Services Director

Date: October 19, 2015

Subject: Consideration to Accept the National Endowment for the Arts Grant Award to Support the City of San Fernando Mariachi Master Apprentice Program

RECOMMENDATION:

It is recommended that the City Council accept the \$57,000 grant award by the National Endowment for the Arts (NEA) to support the City of San Fernando Mariachi Master Apprentice Program (MMAP).

BACKGROUND:

1. In 2000, Recreation and Community Services (RCS) staff conducted several meetings with the late Natividad "Nati" Cano, Director and Founder of Mariachi Los Camperos, to discuss the development of a quality youth apprenticeship program in the City of San Fernando to preserve mariachi music and traditions.
2. In 2000, the City began seeking grant funds to support the MMAP.
3. In January of 2001, MMAP began with grant funds from the NEA.
4. On January 14, 2014, RCS staff informed the Parks, Wellness, and Recreation Commission (the Commission) of the yearly grant announcements from the NEA and California Arts Council (CAC) for support of the MMAP. The Commission unanimously recommended applying for the MMAP grant funding support.
5. On February 3, 2014, the City Council authorized the Interim City Manager to allocate City staff to prepare and submit a grant application to the NEA in the amount of \$57,000 to support the MMAP.
6. On February 14, 2014, RCS staff submitted the SF-424 (Application for Federal Domestic Assistance Short Organizational form) to grants.gov.

Consideration to Accept the National Endowment for the Arts Grant Award to Support the City of San Fernando Mariachi Master Apprentice ProgramPage 2 of 4

7. On March 20, 2014, RCS staff was directed by the NEA to submit final grant materials to the NEA Art Works: Arts Education Grant.
8. On November 6, 2014, the NEA tentatively recommended funding in the amount of \$57,000 to support the MMAP
9. On March 18, 2015, the City received the award letter from the NEA announcing the City was awarded \$57,000 in the Arts Education Discipline to support MMAP (Attachment "A").

ANALYSIS:Mariachi Master Apprentice Program

MMAP connects grammy award winning mariachi masters with mariachi students to preserve the mariachi music genre. Instruction is on traditional mariachi instruments: violins, guitars, guitarrones, vihuelas, trumpets, and folk harp. Repertoire covers the traditional and popular mariachi music forms: sones, rancheras, huapangos, boleros, and polkas. The students together with their instructors also experience exemplary art works at international mariachi conferences and workshops throughout California and the southwest. This experience allows students to observe, study, and perform with the most prestigious mariachi ensembles in the world that includes: Mariachi Vargas de Tecalitlán, Mariachi Los Camperos de Nati Cano, and Mariachi Sol de Mexico.

The curriculum ingrains an empowering sense of self-confidence, pride, and identity, while providing an outlet for cultural expression in celebration of Mexican heritage. MMAP specific arts/music education outcomes include: 1) development, reinforcement, and application of student instrumental technique; 2) development, strengthening, and application of student musicianship skills; 3) enhancement of student solo and chorus singing skills; 4) performance of traditional and popular mariachi music before the public and with other professional ensembles; and 5) development and fostering of student professionalism and performance etiquette. The preceeding is in accordance with the California Department of Education Music Standards.

Key Artist Instructors

The project distinguishes itself from other mariachi programs due to the involvement of Mariachi Los Camperos de Nati Cano. As Founder and Director of Mariachi Los Camperos and a recognized National Heritage Fellow, the late Nati Cano, who passed away on October 3, 2014, had a career of 50 plus years for which he received prestigious awards and recognitions including the coveted Silvestre Vargas Award from Mexico and a US Artist Fellowship for his notoriety as an American artist.

Consideration to Accept the National Endowment for the Arts Grant Award to Support the City of San Fernando Mariachi Master Apprenticeship Program

Page 3 of 4

The committed artists serving as MMAP instructors have provided a level of quality instruction not available in the community and have also received recognition for professionalism and artistry. As Musical Director for Mariachi Los Camperos, Jesus Guzman is carrying on the legacy of the late Nati Cano. Jesus Guzman is also an instructor for Ethnomusicology 91K, Music of Mexico, at the University of California, Los Angeles (UCLA). Sergio Alonso, the ensemble's harpist, earned his Bachelor's degree in Ethnomusicology from UCLA's School of the Arts and Architecture as well as a Master's degree in Education. Jimmy Cuellar is an accomplished composer, arranger, and multi-instrumentalist performer. Juan Jimenez is considered one of today's finest guitarron players and is also a member of Mariachi Los Camperos.

MMAP Recognized for Excellence

On November 19, 2012, First Lady Michelle Obama presented to the MMAP the 2012 National Arts and Humanities Youth Program Award, the highest honor awarded to after school arts programs in the United States. First awarded in 1998, the National Arts and Humanities Youth Program Award is the signature program of the President's Committee on the Arts and the Humanities (PCAH), and is presented in partnership with the National Endowments for the Arts (NEA), the National Endowment for the Humanities (NEH), and the Institute of Museum and Library Services (IMLS). MMAP was recognized for using engagement in the arts and humanities to generate a wide range of outcomes, including increases in academic achievement, graduation rates, and college enrollment, as well as improvement in literacy and language abilities, communication and performance skills, and cultural awareness.

In September 2014, MMAP was featured in Western City Magazine (Attachment "B"). Previous awards and recognitions include a 2001 Youth Development Award by the California Parks and Recreation Society and a 2002 spotlight in "Creativity in Youth: Enriching Young Lives Through the Arts", a publication produced by the NEA recognizing 10 programs of artistic excellence in the United States.

National Endowment for the Arts

The NEA's Art Works grant funding supports the creation of art that meets the highest standards of excellence, public engagement with diverse and excellent art, lifelong learning in the arts, and the strengthening of communities through the arts. NEA supported research has shown that students from low socioeconomic backgrounds who have arts-rich experiences are more likely to achieve key positive outcomes – academically, socially, and civically – compared with their peers who lack access to arts experiences.

Project Source of Funding

The yearly budget for MMAP is approximately \$125,600. The NEA grant provides funding to support 45% of all program costs (Attachment "C"). The total amount of the \$57,000 NEA grant

Consideration to Accept the National Endowment for the Arts Grant Award to Support the City of San Fernando Mariachi Master Apprentice ProgramPage 4 of 4

will be expensed during the grant period of October 1, 2015 through September 30, 2016 to support instructor salaries, travel expenses, and supplies.

BUDGET IMPACT:

There will be no impact to the Fiscal Year 2015-2016 General Fund. Staff has budgeted the \$57,000 for Fiscal Year 2015-2016.

CONCLUSION:

It is recommended that the City Council accept the National Endowment for the Arts Grant Award of \$57,000. This funding will ensure that the City of San Fernando Mariachi Master Apprentice Program continues to provide instruction from Grammy award winning mariachi master musicians to youth in a program nationally recognized for excellence.

ATTACHMENTS:

- A. National Endowment for the Arts Grant Award Letter
- B. Western City Magazine Article
- C. Grant Summary Form

ATTACHMENT "A"



**National
Endowment
for the Arts**
arts.gov

Mr. Brian Saeki
Authorizing Official
City of San Fernando, California
117 Macneil Street
San Fernando, CA 91340-2911

MAR 18 2015

Dear Mr. Saeki:

On behalf of the National Endowment for the Arts, it is a pleasure to inform you that your organization has been awarded a grant.

| | | |
|-------------------------------|---|----------------------------------|
| <u>Grantee:</u> | City of San Fernando, California | |
| <u>Grant #:</u> | 15-5100-7056 | <u>Grantee DUNS #:</u> 080073893 |
| <u>Grant Amount:</u> | \$57,000 | <u>Outcome:</u> Learning |
| <u>Period of Performance:</u> | October 1, 2015 to September 30, 2016 | |
| <u>CFDA #:</u> | 45.024, Promotion of the Arts - Grants to Organizations and Individuals | |
| <u>Discipline/Program:</u> | Arts Education | |
| <u>Grant Project:</u> | To support beginning to advanced after-school and weekend apprenticeships in Mexican mariachi, as described in your application (A14-954697) and the enclosed project budget. | |

Please review your award packet. A copy of the approved budget is included. If changes were made to the budget they are noted at the bottom of the budget page.

Award materials are online at www.arts.gov/manageaward. The *NEW* 2015 General Terms & Conditions, which adopts OMB's Uniform Guidance (2 CFR 200), provide detailed information concerning the NEA's regulations and procedures, the administrative requirements that apply to your grant, and your responsibilities as a grantee. Instructions for requesting grant funds and reporting on your project are also here.

If you have any questions regarding the administrative requirements of this grant, our Grants & Contracts Office staff will be happy to assist you. They may be reached at grants@arts.gov or (202) 682-5403. Congratulations on your grant award!

Sincerely,

Jane Chu
Chairman

WESTERN *City*

ANNUAL CONFERENCE & EXPO PREVIEW HIGHLIGHTS p.12

Engaging Your City's Youth Through
The Arts p.29

Regulating Fracking in California p.22

www.westerncity.com



Engaging Your City's Youth

Through the Arts

by Mary Beth Barber

Participants in the Mariachi Master Apprentice Program learn beneficial skills and discipline that also help them in other areas of their lives.

The arts bring kids to school even on the rainiest days, the late columnist William Safire once noted, and it's still true today. The arts also play a vital role in a community's quality of life and contribute to a vibrant local economy.

Cities can participate directly in youth arts programs that have lasting impacts. Arts programs benefit not only the young people who participate but also the broader community.

Music and Performing Arts Improve Life Skills and More

For example, the City of San Fernando invests directly in an award-winning Mariachi Master Apprentice Program. Launched in 2001 as an experiment, the program has garnered international recognition. The program's effect on young musicians is impressive. Over the past decade 100 percent of the students enrolled in the program have graduated. Typically comparable rates are less than

60 percent. Teen participants take pride in their heritage and cultural identity, and graduates of the program return to mentor younger students. The program received the National Arts and Humanities Youth Program Award from the President's Committee on the Arts and the Humanities in 2012.

"They learn to be at rehearsals on time and to come prepared," says instructor Sergio Alonso. "They start to apply these skills in different aspects of their lives."

continued on page 38

Mary Beth Barber is special projects coordinator for the California Arts Council and can be reached at mbarber@cac.ca.gov. For more about the California Arts Council, visit www.arts.ca.gov.

Engaging Your City's Youth Through the Arts, continued from page 29

Cities can participate directly in youth arts programs that have lasting impacts.

Using the Arts to Address Youth-Related Issues

The arts can also help address major social issues. In an 18-month period between 2009 and 2011, several high-school students in Palo Alto committed suicide. "These tragic events rocked the community," says Rhyena Halpern, assistant director of the Community Services Department of the City of Palo Alto.

Palo Alto responded by developing Project Safety Net, a suicide-prevention initiative. The collaboration included the Teen Arts Council, which develops original performing-arts productions by teens on the subject of suicide, as well as performing and visual arts classes addressing other concerns.

Cities Work With Schools To Provide Arts Services

Some cities take an active role in providing arts services in schools. The City of Pasadena's Arts & Culture Commission invests directly in children and youth. The "My Masterpieces" partnership with the Pasadena Unified School District and 10 nonprofits provides arts education programming for grades K–6, including teacher training, family access, field trips and classroom curricula.

The Pasadena Arts & Culture Commission also supports the Northwest Student Ambassador Program for high-school students by hiring them to serve as docents during ArtsNight Pasadena. The students learn valuable job skills, and the various neighborhoods benefit from community interaction.

A Win-Win Approach

Arts programming can also give youths appreciation for their hometowns. About Productions, an arts nonprofit organization in Pasadena, created a program where youths engage in discussions with their neighbors and then use that dialogue as inspiration to create plays and a community mural. Funding from the City of Pasadena allowed About Productions to conduct additional workshops in local high schools, and one teacher said her students now want to explore their own cultural history and create a play as well.

Photos taken by local students are exhibited in Vallejo City Hall.

A very modest investment can help foster community interaction with youth and families. After displaying artwork from the Vallejo Community Arts Foundation's youth summer camp program, the City of Vallejo opted to remove the 1970s artwork in city hall and invest in a professional art-hanging system. Exhibits change quarterly and alternate between professional artists and youth programs. An inexpensive reception is held for each show, drawing people to city hall and encouraging residents to participate in civic life.

These are just a few examples of cities investing directly in arts programming for youth. Hundreds of programs like these operate throughout California, with limitless possibilities for local government officials and staff to engage the young people in their community through the performing and visual arts. ■

More Information Online

For additional resources and links, read the online version of this article at www.westerncity.com.





ATTACHMENT "C"

GRANT SUMMARY FORM

This form does not have to be typed. Legible handwritten printing is preferred.

GENERAL INFORMATION

GRANT TITLE

National Endowment for the Arts
Art Works: Art Education Grant

GRANT NO

14-5100-7056

CFDA NO.

45.024

GENERAL DESCRIPTION OF GRANT WORK SCOPE

To support the Mariachi Master Apprentice Program; a quality after school arts project that brings together music masters "Mariachi Los Camperos" with students in an instructional experience focusing on instrument, arrangement and performance skills.

GRANTING AGENCY

NEA

AGENCY CONTACT

Terry Liu

PHONE NO

(202) 682-5690

RESPONSIBLE DEPARTMENT

Rec. & Community Services

DEPARTMENT CONTACT

Virginia Diediker

EXTENSION NO.

(818) 361-7155

CITY COUNCIL APPROVAL DATE

APPLICATION DATE

March 20, 2014

AWARD DATE

March 18, 2015

ESTIMATED COMPLETION DATE

September 30, 2016

GRANT COST AND REVENUE SUMMARY

PROGRAM COST SUMMARY

TOTAL

GRANT PORTION

Staffing Contract Services, Supplies
and Other Operating Expenditures
Capital Outlay Indirect Costs @
_____ % of Direct Costs

\$ 57,000.00

\$ 57,000.00

\$

\$

\$

\$

\$

\$

\$

\$

TOTAL GRANT COSTS AND REVENUES

\$ 57,000.00

\$ 57,000.00

HOW WAS GRANT PORTION DETERMINED?

In Compliance with NEA Arts Works: Arts Education Grant Requirements

IS A BUDGET AMENDMENT REQUEST REQUIRED?

☒ No☐ Yes

If yes, it should be attached

OTHER COMMENTS *Note any significant or unusual compliance requirements. Use reverse if necessary to provide additional information.*

See attachment

PREPARED BY

DATE

Virginia Diediker

October 5, 2015

GRANT SUMMARY FORM**OTHER COMMENTS** *Continued*

Source of Project Funding

The yearly budget for MMAP is approximately \$125,600. The NEA grant provides funding to support 45% of all program costs. The total amount of \$57,000 NEA grant will be expensed during the grant period of October 1, 2015 through September 30, 2016 to support instructor salaries, travel, and supplies.

| | | |
|-----------------------------|------------------|------------|
| NEA Grant | \$57,000 | 45% |
| Other Funding | \$22,000 | 18% |
| City of San Fernando | \$12,000 | 9% |
| Partner In-Kind | \$34,600 | 28% |
| Total Project Budget | \$125,600 | |

National Endowment for the Arts***Art Works: Arts Education*****Proposed Budget FY 2015-2016**

| | NEA Request | Applicant Match | Total Project Budget |
|--|----------------|--------------------|----------------------------|
| 1. Artist Fees | | | |
| a. Instructors/ Artists | \$35,000 | \$22,000 | \$57,000 |
| | | | |
| 2. Project Support Staff | | | |
| a. Project Assistants | \$4,000 | \$2,000 | \$6,000 |
| | | | |
| 3. Other Project Costs | | | |
| a. Travel (Out of State and CA) | \$10,000 | \$8,000 | \$18,000 |
| b. Recording Project: Studio, Editing, Mixing, Engineer | \$5,500 | \$2,000 | \$7,500 |
| c. Project Assessment (Required Cost) | \$2,500 | | \$2,500 |
| | \$57,000 | \$34,000 | \$91,000 |
| | | | |
| | | | \$34,600 |
| | | | |
| TOTAL | | | \$125,600 |

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager
By: Fred Ramirez, Community Development Director

Date: October 19, 2015

Subject: Consideration to Approve a Professional Services Agreement with Michael Baker International to Provide Full Service Administration and Implementation of the City of San Fernando Community Development Block Grant Program

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a Professional Services Agreement with Michael Baker International (Attachment "A" – Contract No. ____) to provide full service administration and implementation of the City of San Fernando's Community Development Block Grant Program for one year with four optional one-year extensions; and
- b. Authorize the City Manager and the City Attorney to take all actions necessary to execute and implement said Agreement.

BACKGROUND:

1. On December 1, 2014, the City Council approved use of the City's annual allocation of Community Development Block Grant (CDBG) Funds in the amount of \$249,268 to implement the Street, Curb/Curb Ramp and Gutter Rehabilitation and Tree Planting Project (the "Project") for Fiscal Year (FY) 2015-2016. (City Council Resolution No. 7661.)

Per Federal and Los Angeles County Community Development Commission ("LACCDC") guidelines for the use of CDBG Funds, the proposed street, curb and gutter, ADA ramps, and tree planting work undertaken as part of this project would occur in the community's eligible low and moderate income neighborhoods. The City Council approved use of the full amount to undertake needed street, curb/curb ramp, gutter and tree planting work within LACCDC determined eligible areas within the City of San Fernando. City's proposed Project was determined to meet both of the following national project(s) must meet one of the following two national program general objectives: 1) to benefit low and moderate income persons and 2) to aid in the prevention neighborhood deterioration. Furthermore, the City

Consideration to Approve a Professional Services Agreement with Michael Baker International to Provide Full Service Administration and Implementation of the City of San Fernando Community Development Block Grant Program

Page 2 of 5

Council determined that use of the allocated CDBG funds in this manner will support the City's larger capital improvement efforts being developed by the City to address the community's aging infrastructure that includes our City streets and sidewalks that have suffered from years of deferred maintenance.

2. On June 8, 2015, the City of San Fernando Community Development Department issued a Request for Proposals (RFP) for Consultant Services to provide contract administration, project management, and labor compliance responsibility for the CDBG funded Project and CDBG Program administration. City staff sent the RFP to nine (9) prospective consultant firms that provide CDBG construction contract and labor compliance services. In addition, public notices of the RFP were published in the Los Angeles Daily News on June 8, 2015 and in the San Fernando Sun Newspaper on June 25, 2015 and again on July 2, 2015. The public notification of the RFP was also made available online at the City's website (See <http://www.ci.san-fernando.ca.us/overview/pr-rfp-rfq.shtml> to download the RFP and associated attachments). The deadline noted on the RFP to submit a proposal to the City was July 7, 2015.
3. On July 7, 2015, the City received two (2) proposals from Michael Baker International and Willdan Financial Services with each of the firms submitting proposals to undertake the Project with a total cost of \$20,000 for FY 2015-2016.

ANALYSIS:

Source of Funds. The City of San Fernando receives an annual allocation of Federal CDBG funding from the U.S. Department of Housing and Urban Development (HUD) through its participation in the Los Angeles Urban County CDBG Program administered by the LACCDC. CDBG funds can only be used for eligible Community Development projects meeting national program goals, which include assisting the low and moderate income residents of the community. This is the forty-first year that the Federal government has made CDBG funds available to counties and cities across the nation, hence CDBG funding for the upcoming fiscal year (FY 2015-16) is referred to as "41st year" CDBG grant funds.

Since 2007, the City has used the annual allocation of CDBG funds to cover a majority of the annual loan repayment amount to the LACCDC for City's Section 108 Loan. The Section 108 Loan from the LACCDC was obtained in order to provide \$3.0 million in CDBG funds from the LACCDC to cover a portion of the construction cost of the San Fernando Regional Pool located at 300 Park Avenue. Based on the approval by the City and Los Angeles County of a lease for the County's ongoing operation of the San Fernando Regional Pool Facility that also provides for the County's repayment of the remaining balance of the City's Section 108 Loan, the City is once

Consideration to Approve a Professional Services Agreement with Michael Baker International to Provide Full Service Administration and Implementation of the City of San Fernando Community Development Block Grant Program

Page 3 of 5

again anticipated to have an annual allocation of CDBG funds. The first year of CDBG funds available is this fiscal year, FY 2015-2016 with a total amount available of \$249,268.

Scope of Work. The items to be included in the Scope of Work are indicated below. All work items are to be carried out in conjunction with City staff direction, input, and review.

The selected consultant shall provide the City of San Fernando with contract administration, project management, and labor compliance responsibility for public works construction project funded under the CDBG Program as approved by the City Council on December 1, 2014, pursuant to City Council Resolution No. 7661. The City-approved, CDBG funded program is noted as:

Street, Curb/Curb Ramp and Gutter Rehabilitation and Tree Planting Projects for FY 2015-2016 (Funding Allocation: \$249,268). Per Federal and LACCDC guidelines for the use of CDBG Funds, the proposed street, curb and gutter, ADA ramps, and tree planting work undertaken as part of this project would occur in the community's eligible low and moderate income neighborhoods. The City Council approved use of the full amount to undertake needed street, curb/curb ramp, gutter and tree planting work within LACCDC determined eligible areas within the City of San Fernando. Use of the CDBG funds in this manner will support the City's larger capital improvement efforts being developed by the City to address the community's aging infrastructure that includes our City streets and sidewalks that have suffered from years of deferred maintenance.

The selected consultant shall ensure that the City's CDBG-funded program complies with requirements of the source(s) of the funds being used and any other legal requirements that may apply. The consultant shall maintain the utmost accuracy in documentation and filing system that meets or exceeds the requirements of the funding source. The consultant shall manage program workflow to ensure the timely expenditure of funds. The consultant shall participate in any program reviews or audits.

Administrative Responsibilities:

- Meeting agendas and minutes, records of conversations with key individuals;
- Respond to requests for information from LACCDC staff.
- Submit quarterly performance reports to LACCDC.

Project Management & Labor Compliance Standards Responsibilities:

Pre-Construction:

- Assist City Public Work staff with preparation of Bid Documents;
- Obtain Affidavit of Publication from media of general circulation;
- Conduct a Section 3 Pre-Bid Presentation at the Pre-Bid Meeting;

Consideration to Approve a Professional Services Agreement with Michael Baker International to Provide Full Service Administration and Implementation of the City of San Fernando Community Development Block Grant Program

Page 4 of 5

- Verify Federal Wage Decision is current within 10 days of bid opening date;
- Assist City staff in evaluating contractor proposals; and
- Conduct contractor eligibility check before contract award.

Contract Award:

- Ensure all required Federal provisions and CDBG contractual clauses are included in agreements;
- Compile and submit Notice of Contract Award Letter to Department of Labor;
- Schedules Pre-Construction meeting and notifies LACCDC staff;
- Conducts Pre-Construction meeting;
- Issues Notice to Proceed to Contractor; and
- Obtains and submits LACCDC reporting forms.

Construction:

- Establish and maintain contractor and subcontractor labor files for each contractor/subcontractor;
- Conduct employee field interviews and document filed posting compliance;
- Reconcile weekly certified payroll reports and supporting documentation; and
- Monitor contractors for Section 3 accomplishments.

Post Construction:

- Review contractors final payroll and Section 3 Economic Opportunity Report;
- File Notice of Completion;
- Compile and submit labor standards and related reports to CDC;
- Schedule labor compliance file review prior to release of retention funds; and
- Address and resolve any underpayment or deficiency issues.

Program Administrative Support Services:

The selected consultant will assist City staff with CDBG Fund Program reporting and preparation of quarterly reports to LACCDC.

Assessment of Proposals. Subsequent to submittal, City staff (including the Finance Director, Junior Accountant and the Community Development Director) reviewed each proposal for consistency with the scope of work outlined in the RFP and to ensure that each proposal provided the necessary services for the Project. Criteria included in the evaluation process are as follows:

- Eligibility to participate in Federally funded contracts
- Professional qualifications and experience in administering CDBG funded public works projects and programs

Consideration to Approve a Professional Services Agreement with Michael Baker International to Provide Full Service Administration and Implementation of the City of San Fernando Community Development Block Grant Program

Page 5 of 5

- Familiarity with City of San Fernando
- Understanding of the required Scope of work
- Proposed approach and understanding of needed services
- Consultants overall ability to complete proposed work plan within the required time frame
- Recommendation(s) from noted references
- Proposed Fee Schedule/Total Cost to Complete Scope of work

After review of all proposals, the City staff determined that even though both firms had experience in the administration and implementation of CDBG funded construction projects and programs, Michael Baker International stood out as the most qualified firm to undertake the Project based on their noted work experience in assisting other municipalities with the oversight and implementation of similar CDBG funded projects and programs.

BUDGET IMPACT:

The professional services agreement with Michael Baker International is for \$20,000. The City will be seeking to recover \$15,000 in planning and administration costs in the form of CDBG funds used to plan and implement the Project. An additional \$5,000 will come from General Fund monies already allocated for professional services during FY 2015-2016 with these funds being used for the reporting portion of the City's CDBG Program.

CONCLUSION:

Approval of the Professional Services Agreement with Michael Baker International for the approved scope of work and cost of \$20,000 (as noted in Attachment "A") will enable City staff to proceed with implementation of the CDBG funded Project during FY 2015-2016. The Project includes needed street infrastructure upgrades within the community consistent with applicable Federal and LACCDC regulations. City Council approval at this time will also ensure that the Project is completed by the LACCDC required due date of June 30, 2016.

ATTACHMENTS:

- A. Contract No. _____
- B. Michael Baker International Proposal
- C. Willdan Financial Services Proposal

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CITY OF SAN FERNANDO

COMMUNITY DEVELOPMENT
DEPARTMENT

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM



JULY 7, 2015



MTAKERINTL.COM
Toll Free: (866) 828-6762

Submitted by:
Michael Baker International
3900 Kilroy Airport Way, Suite 120
Long Beach, CA 90806
Phone: (562) 200-7165
Fax: (562) 200-1766

CITY OF SAN FERNANDO

COMMUNITY DEVELOPMENT
DEPARTMENT

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

JULY 7, 2015

Submitted to:

Fred Ramirez

Community Development Director

City of San Fernando
Community Development Department
117 Macneil Street
San Fernando, CA 91340

Submitted by:

Michael Baker

I N T E R N A T I O N A L

3900 Kilroy Airport Way, Suite 120
Long Beach, CA 90806
Phone: (562) 200-7165
Fax: (562) 200-1766

MTAKERINTL.COM
Toll Free: (866) 828-6762



We Make a Difference

July 7, 2015

Fred Ramirez, Community Development Director
Community Development Department
CITY OF SAN FERNANDO
117 Macneil Street
San Fernando, CA 91340

RE: PROPOSAL TO ADMINISTER AND IMPLEMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Dear Mr. Ramirez:

Michael Baker International is pleased to submit this proposal to administer and implement the City of San Fernando's Community Development Block Grant (CDBG) program. Michael Baker International is a leading global provider of engineering, planning, and other consulting services. With its acquisition of Pacific Municipal Consultants (PMC) in February of this year, the firm is now able to offer a full complement of housing and community development services to its clients, including CDBG administration and labor standards compliance.

This proposal is based on the information provided in the City's Request for Proposals (RFP), as well as our familiarity with applicable federal and state regulations and our considerable experience in administering CDBG-funded programs for cities across California, and particularly for cities like San Fernando that receive CDBG funds through the Los Angeles County Community Development Commission (CDC).

Michael Baker International is proposing to provide all of the services required for the successful administration and implementation of the City's CDBG program at costs that fall within the activity delivery fees allowed by the CDC for such services. The project team we have assembled is extremely well qualified to provide the services being requested by the City, having a combined ± 60 years of housing and community development experience. Most importantly, our project team members have administered and implemented CDBG programs for numerous California cities and counties. Of these public agencies, seven are communities that received their CDBG funds through the CDC, similar to San Fernando.

We believe that our proposal is fully responsive to the City's RFP and that the services being offered by Michael Baker International will fulfill the City's needs in a comprehensive, well-integrated, and cost-effective manner. This proposal and the price quotations contained herein are firm and irrevocable for a period of 120 days hereafter. The proposal has been signed by our vice president, Philip O. Carter, who has the authority to bind the firm to proposals and execute agreements.

We sincerely appreciate the opportunity to submit this proposal and look forward to assisting the City with the administration and implementation of its CDBG program. If you have any questions regarding this proposal, please contact Al Warot at (562) 200-7169 or awarot@mbakerintl.com, or Damien Delany at (562) 200-7177 or ddelany@mbakerintl.com.

Sincerely,


Philip O. Carter
Vice President


Albert V. Warot
Managing Director

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| 6. Fee | 6-1 |

Appendix A – Résumés

Appendix B – Annual Calendar of Events

Appendix C – Construction Schedule

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COMPANY QUALIFICATIONS

COMPANY QUALIFICATIONS

Michael Baker International is a leading global provider of engineering, planning, and other consulting services.

The firm, which is a corporation, was founded in 1940 and provides a comprehensive range of innovative services and solutions to support federal, state, and municipal government agencies and other diverse clients. The firm has more than 5,000 employees in over 90 offices located across the United States and internationally.

In February of this year, Michael Baker International acquired Pacific Municipal Consultants (PMC). PMC, a California corporation, was a recognized leader in the provision of comprehensive municipal services to clients across California and elsewhere since 1995. As a result of its acquisition of PMC, Michael Baker can now offer its clients a full array of housing and community development services, in addition to its extensive urban and environmental planning and engineering capabilities.

This proposal is being submitted by our Long Beach office:

3900 Kilroy Airport Way, Suite 200
Long Beach, CA 90806

The contact for this proposal at the above address is Al Warot, managing director, who can be reached at (562) 200-7169 or awarot@mbakerintl.com. The office fax number is (562) 200-7166.

Housing and Community Development Services

- Administration of state and federal grant programs
- Preparation of grant applications
- First-time homebuyer, housing rehabilitation, and façade improvement program implementation
- Housing policy development, implementation, and administration
- Program and project compliance monitoring – CDBG, HOME, LIHTC, NSP
- Relocation services
- Affordable housing portfolio and trust fund management
- Housing elements and affordable housing strategies
- Housing need assessments
- Housing condition and household income surveys
- Labor compliance – Davis-Bacon Act and State Prevailing Wage Law
- Economic development services

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RELEVANT EXPERIENCE

RELEVANT EXPERIENCE

Michael Baker International staff is experienced in carrying out a wide range of housing and community development projects using a variety of funding sources.

These include local, state, and federal sources such as Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), Neighborhood Stabilization Program (NSP) and CalHome grants, tax credits, Redevelopment Agency Low and Moderate Income Housing funds, and tax-exempt bond financing. Michael Baker staff has assisted jurisdictions with procuring and administering state and federal grants for a variety of activities, including housing rehabilitation, first-time homebuyer assistance, commercial revitalization, code enforcement, public services, public facilities, and most relevant to the City of San Fernando, public works projects.

Due to our long-term involvement in administering housing and community programs, we have developed a thorough understanding of the program requirements of the funding agencies involved and have established sound practices and standard procedures to maintain a high level of accuracy and productivity. We have developed excellent working relationships with the respective funding agencies, including the California Department of Housing and Community Development (HCD), the US Department of Housing and Urban Development (HUD), and the Los Angeles County Community Development Commission (CDC). Our staff regularly attends workshops and training sessions sponsored by these agencies in order to remain current with their changing regulations and procedures. Our staff is extremely well qualified to provide the services being requested by the City of San Fernando based on education, career training, and work experience.

Michael Baker staff has considerable experience in administering annual CDBG grants, and particularly for cities like San Fernando that receive their CDBG funds through the CDC. The government agencies for which our staff has administered CDBG-funded construction projects are shown in the table on the following page. References for some of these assignments are provided in the References section of this proposal.

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REFERENCES

REFERENCES

References for Michael Baker International assignments involving the services requested by the City of San Fernando are as follows:

John Bingham, Senior Management Analyst

City of Calabasas

(818) 224-1663

Services provided: Administration of annual CDBG grant and CDBG-funded housing rehabilitation program.

Dan Smith, Interim Community Services Director

City of Redondo Beach

(310) 318-0671

Services provided: Administration of annual CDBG grant, labor standards compliance for public facility and sidewalk improvements, and management of CDBG-funded mobility access and home repair grant programs.

James Latta, Human Services Administrator

City of Beverly Hills

(310) 285-2535

Services provided: Administration of annual CDBG grant and operation of CDBG-funded single-family housing rehabilitation and multi-family handy-worker programs.

Gary Sugano, Assistant City Manager/Community Development Director

City of Lomita

(310) 325-7110, ext. 121

Services provided: Administration of annual CDBG grant, operation of CDBG-funded single-family housing rehabilitation program, and oversight of management of Lomita Manor conventional public housing project and associated HUD reporting.

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PROJECT STAFF QUALIFICATIONS

PROJECT STAFF QUALIFICATIONS

Michael Baker International has assembled a well-qualified project team that possesses all of the skills required to successfully administer the City's annual CDBG grant and perform project management and labor standards compliance for its CDBG-funded construction projects.

All work will be performed by Michael Baker staff; no subcontractors will be utilized. Our staff is prepared to perform all tasks identified in the City's RFP. Our project team has considerable experience in administering annual CDBG grants and CDBG-funded construction projects. The proposed project team members are listed below.

ALBERT WAROT, PROJECT DIRECTOR

Mr. Warot is the managing director of Michael Baker International's Long Beach office, which is the lead office for this assignment. He will be responsible for corporate oversight of the services provided to the City of San Fernando and will serve as Michael Baker's QA/QC officer. He will also be available to provide backup and technical assistance to the project manager, if needed. Mr. Warot's 40-plus years of experience in the planning field in California span every aspect of planning. Much of his career has been spent administering CDBG, HOME, and other state/federal grant-funded projects and programs for cities across California, including oversight of numerous CDBG-funded construction projects.

DAMIEN DELANY, PROJECT MANAGER

Mr. Delany will serve as project manager for the administration and implementation of the City's CDBG program. He will be responsible for the general administration of the City's annual CDBG grant and the management of the City's CDBG-funded construction projects. He will be the City's primary point of contact for all project activities. Mr. Delany is particularly well qualified to serve in this capacity with over 20 years of experience administering state and federal grant-funded programs. He has overseen or personally managed the operation of federally funded construction programs for 11 California cities using a variety of federal, state, and local funding sources. Mr. Delany will work on-site, as needed.

Résumés for these team members are contained in Appendix A to this proposal.

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APPROACH AND SCHEDULE

APPROACH AND SCHEDULE

Michael Baker International will provide all of the services required for the administration and implementation of the City's CDBG program and the management of its CDBG-funded public works improvement project as identified in the RFP.

This includes all tasks associated with project management, labor standards compliance, and compliance with CDC reporting requirements.

It is our understanding that the City of San Fernando is seeking a consultant for the administration and implementation of the City's CDBG program. The desired consultant to be assigned to the position must exhibit extensive experience in the implementation and administration of the CDBG program, contract administration, and project management and labor compliance for CDBG-funded construction projects. We further understand that the City of San Fernando participates in the Los Angeles Urban County CDBG program. As such, the City receives its annual allocation of CDBG funds from HUD through the CDC, requiring experience and knowledge of the processes, procedures, performance expectations, and financial reporting requirements associated with participation in the Los Angeles Urban County CDBG program.

During the 2015–2016 fiscal year, the City will receive \$231,768 in CDBG funds. The City also has \$17,500 in unexpended funds that have been reallocated to the 2015–2016 fiscal year, resulting in a total of \$249,268 available for use during the coming fiscal year. These funds have been programmed for a street, curb ramp, gutter, and tree planting improvement project. The City has also allocated (under separate funding) \$5,000 for CDBG administration. The City is looking for a consultant who can ensure proper and timely expenditure of these CDBG program funds and provide federal labor standards compliance.

Michael Baker's technical approach to administering the City's annual CDBG grant involves assigning a well-qualified team to provide the services requested by the City. Our designated project manager, Damien Delany, will report directly to City staff in delivering the desired services. He will serve as the lead person for the general administration of the City's annual CDBG grant as well as for the monitoring of labor standards compliance. A schedule for the submittal of required reports in accordance with CDC time frames is presented in Appendix B of this proposal. The qualifications and roles of our team members are further discussed in the Project Staff Qualifications section of this proposal.

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FEE

FEE

Michael Baker International is proposing to provide all of the services requested by the City for the following fees:

| | |
|---|----------|
| Assistance with General CDBG Program Administration | \$5,000 |
| CDBG-Funded Public Works Construction Project | \$15,000 |

MANAGEMENT AND LABOR STANDARDS COMPLIANCE

The fees quoted above are not-to-exceed amounts and are inclusive of all project costs. The City will not be charged for travel but only for the hours worked by Mr. Delany at San Fernando City Hall, actual construction project sites within the city, or our offices in administering the City's annual CDBG grant and public works improvement project. Mr. Delany's time will be billed at an hourly rate of \$110.00. These price quotations will remain firm and irrevocable for 120 days hereafter.

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A

APPENDIX A - RÉSUMÉS

Albert V. Warot

Project Director

Mr. Warot has more than 43 years of professional planning experience involving both public and private sector employment. His experience spans all aspects of planning, including current, advance, and environmental planning, as well as housing and community development.

Education

BS, Geography, Northern Arizona University

Experience

As a managing director, Mr. Warot is responsible for managing and overseeing numerous projects in a number of service areas. In recognition of his contributions to the planning profession in the Los Angeles area, he received the Distinguished Leadership Award from the Los Angeles Section of the American Planning Association.

Relevant Project Experience

City of Westlake Village. Currently managing the update of the Housing Element of the City's General Plan. Also managed the two prior updates of the element.

City of Blythe. Currently managing the provision of on-call planning services to the City, which has included the updating of the General Plan Housing Element. Previously oversaw the preparation of CEQA documents for a variety of land development projects and managed a project that involved the conversion of existing Riverside County addresses on approximately 2,100 residences and 100 businesses, which had been annexed into the city, to a new city property address numbering system.

City of Hanford. Directed the operation of CDBG- and HOME-funded housing rehabilitation programs.

City of Greenfield. Directed the administration of a HOME-funded housing rehabilitation program.

City of Barstow. Managed the update of the City's General Plan Housing Element.

Professional Affiliations

- American Planning Association
- Association of Environmental Professionals
- National Association of Housing and Redevelopment Official

Affiliations

- Sustainable City Committee, City of Signal Hill
- Oversight Board, City of Signal Hill
- Los Cerritos Wetlands Restoration Advisory Committee, City of Long Beach
- Chairman, City Advisory Committee, Los Angeles Urban County CDBG Program

Awards

- Distinguished Leadership Award from the Los Angeles Section of the American Planning Association



City of Colusa. Responsible for oversight of a \$1 million housing rehabilitation program. As a prerequisite to using state CDBG funds, updated the General Plan Housing Element, a process that was completed in a period of five months, including certification by HCD. Prepared a successful application for \$500,000 in state CDBG funds for continued operation of the program.

Los Angeles County. As chairman of the City Advisory Committee for the L.A. Urban County CDBG Program, served as spokesperson for the 48 cities that make up the country's largest urban county program. Served in this position for several years while representing the County's First Supervisorial District as CDBG coordinator from the City of Rosemead.

City of Torrance. As the associate planner in charge of community development, responsible for administering an annual CDBG entitlement of \$1.3 million, a rental assistance program involving 254 Section 8 certificates, and the implementation of a redevelopment program consisting of three project areas.

Damien Delany

Project Manager

Mr. Delany has 21 years of experience in the planning field. He has worked for a nonprofit housing corporation and major private residential and commercial developers and as a planning and community development consultant to a number of Southern California cities. He has personally served as project manager for many community development projects in Southern California. In his capacity as a project manager, Mr. Delany has coordinated the work of technical staff and subconsultants and administered Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and other state/federal grant-funded projects and programs.

Education

Masters Certificate in Applied Project Management | Villanova University, Villanova, PA

Regional Development and Urban Planning | University of Arizona

Community Development Experience

While working as a consultant with Michael Baker International and Willdan Engineering, Mr. Delany's experience in the field of community development has included the following:

City of Redondo Beach. Responsible for administering the City's annual CDBG grant received from HUD and managing CDBG-funded mobility access and home repair grant programs.

City of Montebello. Responsible for administering the City's annual CDBG grant received from HUD and assisting with the implementation of CDBG-funded activities.

City of Lomita. Responsible for overseeing the management of the Lomita Manor Senior Housing Project, a conventional public housing project, and compliance with all related HUD reporting requirements.



Park West Landscape Maintenance, Hawthorne, Supervisor. Responsible for a field staff of approximately 60 individuals. Developed budgets and organized schedules for clients. Managed a fleet of 15 vehicles in two satellite locations.

Shea Homes, Corona, Community Development Manager. Managed two \$100 million master planned communities simultaneously while keeping both projects under budget and on schedule. Worked with the Purchasing Department on purchasing items within budget constraints. Reviewed and approved requests for proposals (RFPs) and contractor bids. Coordinated with inside/outside legal counsel on contract negotiations. Managed the Department of Real Estate approval process. Created methodologies and processes for the selection of vendors and new employees. Tracked, coordinated, led, and developed the work of supporting development team members and departments to achieve project schedules, goals, and objectives.

City of Anaheim, Senior Project Manager. As a City employee, coordinated, developed, and managed \$13 million annual budget. Managed and oversaw new for sale/rental residential communities. Negotiated disposition and development agreements and exclusive negotiation agreements. Negotiated the acquisition of a multimillion-dollar insurance policy for development sites.

Michael Baker
INTERNATIONAL

B

APPENDIX B – ANNUAL CALENDAR OF EVENTS

APPENDIX B ANNUAL CALENDAR OF EVENTS

| | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| I. Application Process | | | | | | | | | | | | | | |
| 1. Solicit Requests from City Departments and Public Service Providers for Coming Year Projects | | | | | | | | | | | | | | |
| 2. Publish Notice for Citizens Participation Meeting | | | | | | | | | | | | | | |
| 3. Conduct Public Meeting for Citizen Input | | | | | | | | | | | | | | |
| 4. Publish Notice for City Council Hearing on CDBG Program | | | | | | | | | | | | | | |
| 5. City Council Approval of CDBG Program | | | | | | | | | | | | | | |
| 6. Prepare and Submit Program Planning Summary/Exhibit A's to CDC | | | | | | | | | | | | | | |
| 7. Submit Authorization to Finalize Planning Documents to CDC | | | | | | | | | | | | | | |
| 8. Execute and Transmit Reimbursable Contract to CDC | | | | | | | | | | | | | | |
| 9. Execute Documents to Implement New Projects with CDC | | | | | | | | | | | | | | |
| 10. Implement New Projects | | | | | | | | | | | | | | |
| 11. Complete Current Projects | | | | | | | | | | | | | | |
| 12. Closeout/Final Requisition Reports | | | | | | | | | | | | | | |

Michael Baker

INTERNATIONAL

| | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| II. Reporting Requirements | | | | | | | | | | | | | | |
| 1. Submit Funding Requests | • | • | • | • | • | • | • | • | • | • | • | • | • | • |
| 2. Contract and Subcontract Activity Reports | | | | | | | | | | | | | | |
| 3. Semi-Annual Labor Standards Enforcement Report | | | | | | | | | | | | | | |
| 4. Submit Single Audit | | | | | | | | | | | | | | |
| 5. Quarterly Performance Reports | | | | | | | | | | | | | | |
| 6. Proposed Construction Report (Davis-Bacon) | | | | | | | | | | | | | | |

Michael Baker
INTERNATIONAL

C

APPENDIX C – CONSTRUCTION SCHEDULE

APPENDIX C CONSTRUCTION SCHEDULE

| Tasks | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Task 1 – Mandatory Pre-Bid Meeting – September 1, 2015 (1 day) | | | | | | | | | | | | | |
| Task 2 – Bid – September 30, 2015 (21 days) | | | | | | | | | | | | | |
| Task 3 – Bid Opening – October 1, 2015 (1 day) | | | | | | | | | | | | | |
| Task 4 – Contract Award – November 2, 2015 (1 day) | | | | | | | | | | | | | |
| Task 5 – Pre-Construction Conference – November 5, 2015 (1 day) | | | | | | | | | | | | | |
| Task 6 – Construction Begins – November 9, 2015 (1 day) | | | | | | | | | | | | | |
| Task 7 – Construction Period – November 9, 2015, through April 1, 2016 (approx. 100 days) | | | | | | | | | | | | | |
| Task 8 – Contract Closeout – April 1 through April 30, 2016 (22 days) | | | | | | | | | | | | | |

City of **San Fernando**



Proposal for

Consultant Services to Administer and Implement the Community Development Block Grant Program





July 6, 2015

Mr. Fred Ramirez
Community Development Director
City of San Fernando
117 Macneil Street
San Fernando, California 91340

Re: Proposal to Provide Consultant Services to Administer and Implement the City of San Fernando's Community Development Block Grant Program

Dear Mr. Ramirez:

In response to the City of San Fernando's ("City") Request for Proposals (RFP), Willdan Financial Services ("Willdan") is pleased to submit the following proposal to provide consultant services to administer and implement the City's Community Development Block Grant (CDBG) Program for fiscal year 2015/2016.

Willdan understands it is the City's desire to retain a consultant that will be responsible for contract administration, project management and labor compliance for public works construction projects funded under the CDBG Program. The anticipated term of this agreement is up to five years, concluding on June 30, 2020. In considering the attributes necessary to effectively execute these important tasks, we are confident the City will find Willdan to be both committed and uniquely qualified for the following reasons:

National Experience: The Willdan project team is nationally recognized for its expertise in a broad range of requested services. In addition to Willdan's grant-related experience, our team has possesses experience specific to special district formation/administration, feasibility studies, utility rate studies and other complex financial and economic analyses for clients *nationwide*. The team's extensive expertise, and our national experience, has made us renowned experts in the financial services field.

Local Experience and Familiarity: Since 2001, Willdan has provided various financial support services to the City of San Fernando; specifically assessment engineering, including administration of the City Landscape and Lighting District, and a water and sewer rate study. As a result, we possess first-hand knowledge concerning the City's internal workings and organizational structure. This first-hand knowledge gives Willdan in-depth awareness and insight necessary to effectively provide the services requested under this RFP.

Willdan's commitment is to provide the highest degree of value to the City. We look forward to discussing our qualifications with you and would be pleased to have the opportunity to extend our working relationship with the City to include the requested grant implementation and administration services. Should you have any questions, or need additional information, please contact me at (951) 587-3534 or via email at zjones@willdan.com. Thank you again for this opportunity to submit our qualifications for these important services.

Sincerely,
Willdan Financial Services

Zaskia Ruiz-Jones
Project Manager



Table of Contents

| | |
|--|----|
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Company Qualifications

Firm Profile

Our parent company, Willdan Group, Inc. (WGI) was originally established as a civil engineering firm specializing in providing solutions for our public agency clients. Since that time, we have evolved into a professional consulting firm offering a broad array of services that allow us to provide a comprehensive and integrated approach to our clients' planning, engineering, financial, economic, public facility and public safety challenges. Today, WGI has over 600 employees operating from offices in Arkansas, Arizona, California, Colorado, District of Columbia, Florida, Illinois, Kansas, Nevada, New Jersey, New York, Ohio, Oregon, Texas, and Washington.



Willdan Financial Services ("Willdan") has the largest special district formation and administration practice in the nation. We are also known as the pre-eminent municipal disclosure firm and a major provider of arbitrage rebate services. Our clients include school districts, cities, counties, state agencies, port authorities and special districts. Our staff of over 60 professionals serves as an extension of agency staff, providing such services as:

- District formation services for assessment/local improvement districts, Community Facilities Districts, Landscaping and Lighting Districts, and special taxes;
- Administration of special taxes, assessments, standby charges, and utility rates;
- Grant-related services such as design and implementation of grant programs, reporting and systems administration, external review of proposals and other as needed technical assistance;
- Staff augmentation support;
- Economic studies, such as fiscal analyses of new development, LAFCO studies, and development impact fees; and
- Financial studies to identify funding sources or determine optimal utility rates, standby charges, and cost of services.

Willdan Financial Services provides the following primary services:

- ***District Administration Services***
- ***Financial Consulting Services***
- ***Federal Compliance Services***

Willdan's success is based on a corporate philosophy of personal service. We provide continuous support throughout the year. Clients can be assured that we can be reached should any questions or issues arise.



Contact Information

Willdan Financial Services, a California corporation, is a wholly-owned subsidiary of WGI. The consultant services outlined in the City of San Fernando's ("City") Request for Proposal (RFP) will be performed from our Temecula division headquarters. From this location, we will provide the specialized expertise required for the City's engagement. Contact information for this office is indicated below.

| Office Location from Which Services will be Performed |
|--|
| Willdan Financial Services |
| 27368 Via Industria, Suite 200 |
| Temecula, California 92590 |
| (800) 755-6864 (toll-free) |
| (951) 587-3500 (telephone) |
| (951) 587-3510 (fax) |
| www.willdan.com/financial/ (Website) |

Licenses and Certifications

Willdan has included Mr. Richard Kopecky, PE and Mr. Robert Quaid, CPA on the project team proposed for this engagement. Mr. Kopecky is a Professional Engineer licensed in the State of California (#16742) And Mr. Quaid has held the certification of Certified Public Accountant since 1979. The experience and knowledge possessed by these individuals will greatly benefit the administration and implementation of the City's Community Development Block Grant (CDBG) Program.

Relevant Experiences and References

Provided below for your review and consideration are client references, which include a detailed project description and client contact information. We are proud of our reputation for customer service and encourage you to contact our past clients in regard to our commitment to completing these assignments within the agreed upon project timelines and budget.

Economic Development Agency (EDA) – Housing Division

Ms. Jones performed extensive research regarding the use of funds for the Neighborhood Stabilization Program (NSP) provided through the U.S. Department of Housing and Urban Development (HUD). The purpose of the NSP program was to acquire, rehabilitate and re-sale foreclosed and/or abandoned real property (single-family and multi-family residences). As part of the grant services team, Ms. Jones provided advice, completed reports and ensured earmarking requirements were met. EDA received the 2013 Peggy Robbins Award for Excellence in Redevelopment for successful execution of the NSP grant program.

Client Contact Information:

Tom Fan, Housing Manager
Tel #: (951) 343-5486; Email: tfan@rivcoeda.org

Riverside County Economic Development Agency (EDA) – Community Services Division

Ms. Jones managed all aspects of the financial compliance of the Community Development Block Grant (CDBG) Program for the County of Riverside. As the Fiscal Manager, Ms. Jones designed and implemented a system of accounting control to account for each CDBG project related transactions and reporting requirements to the U.S. Department of Housing and Urban Development via the Integrated Disbursement and Information System (IDIS). Projects funded with the County's annual \$10M+ allocation included Post Construction and rehabilitation projects such as library expansions, sidewalk improvements, and rehabilitations of single/multi-family residences.

Client Contact Information:

Deanna Lorson, Assistant City Manager
Tel #: (951) 826-5311; Email: dlorson@riversideca.gov

City of Moreno Valley, CA

Ms. Jones performed the technical review of the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and Home Investment Partnerships Program (HOME) applicant proposals in order to recommend to City staff and Council, the best qualified applicants for funding awards. Ms. Jones also assisted the City with completing the required grant application and certifications to the U.S. Department of Housing and Urban Development (HUD). The technical review included recommendations of capital improvement projects to rehabilitate public facilities within the CDBG target area.

Client Contact Information:

Marshall Eyerman, Finance Manager
Tel #: (951) 413-3519; Email: marshalle@moval.org

National Association of Job Training Assistance (NAJA)

Ms. Jones facilitated training workshops to advise attendees (grantees) on recent changes to The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (more commonly known as the "Super Circular"), codified at 2 CFR Part 200. Ms. Jones specifically covered topics related to Sub-award Requirements, Annual Single Audit, and Monitoring of Sub-grantees.

Client Contact Information:

Macey Prince, Board Member
Tel #: (510) 772-4344, Email: maceyprince@yahoo.com



Post Construction Cost and Compliance Audits

County of San Diego, CA – Post Construction Audit Services

Willdan is currently providing Post Construction Audit Services of Community Facilities District No. 2008-01 (Harmony Grove Village), which represents \$55.4 million in developer built public improvements including streets, parks, sanitation, sewer and water.

Client Contact Information:

Orelia Debraal, Public Works
Tel #: (858) 694-2691; Email: orelia.debraal@sdcounty.ca.gov

City of Carlsbad, CA – Post Construction Audit Services

Willdan has provided Post Construction Audit Services for the City of Carlsbad's Assessment District No.'s 2002-01 ("Poinsettia Lane East") and 2003-1 ("College and Cannon Boulevard"), which represented \$23.1 million and \$19.9 million, respectively, in developer-built public improvements. Public improvements for CFD 2002-01 included street, street landscaping, and traffic signals. Public improvements for CFD No. 2003-01 included streets, street landscaping, storm drain, and traffic signals.

Client Contact Information:

Marshall Plantz, Senior Engineer
Tel #: (760) 602-2766; Email: marshall.plantz@carlsbadca.gov

City of San Diego, CA – Post Construction Audit Services

Post Construction Audit Services for Community Facilities District No.'s 2 (Santa Luz) and 4 (Black Mountain Ranch) representing \$15.6 million and \$10.2 million, respectively, in developer-built public improvements, including streets, street landscaping, and offsite traffic signals.

Client Contact Information:

Chuck Wilcox, Special Districts Supervisor
Tel #: (619) 533-4519; Email: cwilcox@sanidiego.gov



Project Staff Qualifications

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the City, on time and on budget. With that philosophy in mind, we have selected experienced professionals to provide the services requested. We are confident that our team possesses the depth of experience that will successfully fulfill the desired work performance.

Resumes for the Willdan project team, comprised of Ms. Zaskia Ruiz-Jones, Mr. Robert Quaid and Mr. Richard Kopecky are provided on the following pages. Each resume identifies the team member's title, responsibility, and prior experience that will be drawn upon in order to effectively and efficiently complete the services desired by the City.

Zaskia Ruiz-Jones

Project Manager

Education

*Bachelor of Science
(Business
Administration), California
State University,
San Marcos*

Areas of Expertise

*Federal and State Grant
Management Compliance*

OMB Circulars

*Community Development
Block Grant (CDBG)*

*Neighborhood
Stabilization Program
(NSP)*

10 Years' Experience

Ms. Jones will serve in the role of project manager for the administration and implementation of the City's CDBG Program. She has been involved in all facets of grant development, research, drafting, evaluation and implementation.

In the position of project manager at Willdan Financial Services, Ms. Jones leads a team of financial analysts that specialize in the research and analysis necessary to resolve local government financial issues related to district and program administration. Prior to joining Willdan, Ms. Jones worked for the County of Riverside Economic Development Agency (EDA) in the role of Fiscal Manager. She served in various capacities which included the administration and fiscal management of Federal Funded Programs including programs awarded by the U.S. Department of Housing and Urban Development (HUD), such as Community Development Block Grant (CDBG), Home Investment Partnership Act (HOME), Neighborhood Stabilization Program (NSP), Emergency Solutions Grant (ESG), and other discretionary/competitive funding.

With more than 10 years of experience in the public finance industry, Ms. Jones has led the strategic planning and successful execution of various projects. Previous services performed by Ms. Jones related to Federal grants included:

- Developed budgets, cost analysis for various competitive funding awards and for annual formula/entitlement funds.
- Assisted in the preparation of grant application proposals and associated certifications (SF-424).
- Prepared various policy documents such as the annual cost allocation plan in compliance with OMB Circular A-87.
- Provided technical assistance, including policy guidance, to resolve obstacles during pre and post award phase.
- Served as the Fiscal Agent for collaborating partners on various federal awards.
- Served as the lead coordinator during the Single Audit and monitoring engagements from awarding agencies and/or external auditors.
- Facilitated information sessions/workshops for sub-grantees related to program objectives, eligibility and administrative compliance.
- Coordinated across multiple agency stakeholders to advise on the status of funding and to ensure earmarking requirements are met.

Recent Project Experience

City of Moreno Valley – Ms. Jones performed the technical review of the CDBG, ESG and HOME applicant proposals in order to recommend to City staff and Council, the best qualified applicants for funding awards. Ms. Jones also assisted the City with the associated grant application and certifications to the U.S. Department of Housing and Urban Development (HUD).

National Association of Job Training Assistance (NAJA): Ms. Jones facilitated training workshops to advise attendees (grantees) on recent changes to The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (more commonly known as the "Super Circular"), codified at 2 CFR Part 200.

Robert ("Bob") Quaid, CPA

Principal Consultant

Education

*Bachelor of Science,
University of Southern
California*

Professional License

*Certified Public Accountant,
California License No. 28188*

Areas of Expertise

*Quality Review of
Community Facilities,
Lighting and Landscaping,
and Assessment Districts*

Acquisition Audit Services

Professional Affiliations

*California Society of Municipal
Finance Officers (CSMFO)*

*Municipal Management
Association of Southern
California (MMASC)*

*California Society
of CPAs*

18 Years' Experience

Mr. Quaid has been selected to serve on the project as the task manager of the post construction reporting requirements. He possesses extensive experience with Post Construction auditing experience; the determination of whether a developer is eligible for the reimbursement of incurred construction and incidental costs per the Post Construction/financing agreement. Mr. Quaid will draw upon this experience to successfully carry out assigned tasks.

Mr. Quaid is a principal consultant in Willdan's District Administration Services group. In this position, Mr. Quaid provides technical support and quality review for Post Construction audit and annual special district administration services. He also provides project management support for Willdan's Financial Consulting Services group on Cost Allocation Plans, User Fee Studies, and special financial analyses.

With more than 18 years of experience in the public finance industry, Mr. Quaid's Willdan experience has included the formation and annual administration of numerous Community Facilities, Landscaping and Lighting, and Assessment Districts. Most notably, he served as project manager for the annual administration of 16 Community Facilities Districts for Orange County, which annually levied nearly \$20 million in special taxes. Mr. Quaid has also assisted California public agencies in financial recordkeeping, auditing, and special tax collection.

Prior to joining Willdan, Mr. Quaid worked in the private industry of real estate accounting and finance. He began his career with the public accounting firm formerly known as Haskins & Sells (currently known as "Deloitte & Touche"). His experience includes financial statement analyses, asset administration, computer conversion, and reporting to the Securities and Exchange Commission for several public real estate partnerships. In 1979, Mr. Quaid became a licensed California CPA.

Project Experience

Mr. Quaid served as project manager for the following agencies:

County of San Diego: Community Facilities District No. 2008-01

City of Carlsbad: Assessment District No.'s 2002-01 and 2003-01.

City of Escondido: Community Facilities District No. 2006-01.

City of Hawthorne: Community Facilities District No. 2006-1.

City of San Diego: Community Facilities District No.'s 2 and 4.

City of Merced: Community Facilities District No. 2006-1.

City of Moreno Valley: Community Facilities District No. 7.

Richard Kopecky, PE**Professional Engineer****Education**

*Bachelor of Science,
Civil Engineering,
University of Illinois*

Professional Affiliations

*American Public
Works Association*

*American Society of
Civil Engineers*

Certification

*Registered Professional
Engineer, RCE 16742*

41 Years' Experience

Mr. Kopecky, PE will serve as the task manager for pre-construction reporting requirements. He will draw upon his extensive engineering experience to carry out assigned tasks.

Mr. Kopecky is the current Interim City Engineer for the City of Desert Hot Springs. He is responsible for the professional review and signature of engineering plans and specifications, Parcel Mergers and Lot Line Adjustments. He provides engineering support for the City's Public Works Department in preparing agenda items, project scope and budgets, grant application support, technical decisions on specification questions, construction contract oversight, conditions of approval for subdivisions, design review and conditional use permits, legal descriptions and plats, Federal and State funded projects and traffic engineering issues.

Mr. Kopecky possesses more than 36 years of civil engineering experience, including administration and preparation of engineering development control ordinances and establishment of development requirements related to drainage, roads, sewers, soils and geology, and water. Mr. Kopecky has served as Deputy Building Official for the City of Santa Clarita, he was the City Engineer/Building Official for the City of Lancaster for 11 years, the City of Santa Clarita for 3 years, and the City of California City for 2 years. Mr. Kopecky was responsible for the design, bidding, and construction management of major capital improvement projects within the City of Santa Clarita, the City of Lancaster, the City of California City, and the City of Big Bear Lake. These projects required preparation of preliminary design reports, including cost estimates and coordinating design efforts with other engineering disciplines. Additionally, Mr. Kopecky has been the Assessment Engineer in numerous Mello-Roos/Community Facilities Districts and assessment districts under the 1982, 1972, 1943, 1915, 1913, and 1911 Acts.

Services provided to these municipalities include:

- Assessment districts
- Budgets
- Building/safety plan check and inspection
- City engineering
- City traffic engineering
- Community development block grants
- Construction management and surveying
- Development and infrastructure review
- Disaster response and recovery
- Fee studies and districts
- Landscape architecture
- Planning Water and wastewater design
- Proposition 218 compliance
- Public works design
- Underground utility districts
- Water and wastewater design

Approach and Schedule

Willdan will provide the City of San Fernando with contract administration, project management, and labor compliance responsibility for public works construction projects funded under the CDBG Program as approved by the City Council on December 1, 2014, pursuant to City Council Resolution No. 7661. Willdan understands that the City-approved, CDBG funded program is noted as:

Street, Curb/Curb Ramp and Gutter Rehabilitation and Tree Planting Projects for FY 2015-2016 (Funding Allocation: \$249,268). Per Federal and Los Angeles Community Development Commission (LACDC) guidelines for the use of CDBG Funds, the proposed street, curb and gutter, ADA ramps, and tree planting work undertaken as part of this project would occur in the community's eligible low and moderate income neighborhoods. The City Council approved use of the full amount to undertake needed street, curb/curb ramp, gutter and tree planting work within LACDC determined eligible areas within the City. Use of the CDBG funds in this manner will support the City's larger capital improvement efforts being developed to address the community's aging infrastructure that includes City streets and sidewalks that have suffered from years of deferred maintenance.

Willdan will ensure that the City's CDBG-funded program complies with requirements of the source(s) of the funds being used and any other legal requirements that may apply. We will maintain the utmost accuracy in documentation and filing system that meets or exceeds the requirements of the funding source. Furthermore, we will manage program workflow to ensure the timely expenditure of funds. Willdan Team members will participate in associated program reviews or audits.

Administrative and Program Support Responsibilities

1. Conduct a kick-off meeting with City Staff and LACD Staff to establish the work plans timeline for both internal and external deadlines.
2. Coordinate with the City's Staff to collect necessary documents and records to prepare the required quarterly reports due to LACD.
3. Review the City's existing system and provide feedback to enhance that efficiency, timeliness, accuracy and compliance with CDBG overall objectives. Activities in this regard will include review of the drawdown procedures, quarterly financial reporting, and earmarking/performance tracking.

Project Management & Labor Compliance Standards Responsibilities

1. Assist City Public Work staff with preparation of Bid Documents to ensure inclusion of Federal Forms including but not limited to Non-lobbying Certification, DBE requirements, EEO certification, Labor Code and registration of contractors and subcontractors with Department of Industrial Relations etc. Suggest that the City conduct, with the assistance of Willdan, a pre-bid meeting to acquaint bidders with the requirement of the bid documents.
2. Conduct a Section 3 Pre-Bid Presentation at the Pre-Bid Meeting regarding the objectives and requirements of the program and the submittal of supporting information for the City's filing of the HUD-60002 form.
3. Assist City staff in evaluating contractor proposals by providing a check list on required submittals and the accuracy thereof, subcontractor list, safety record, accuracy of proposal items, insurance certificates, bid bonds etc.
4. Conduct contractor eligibility check before contract award including debarment and suspension records, DBE submittals and efforts



Fee

Based upon our proposed scope of work, we propose a **fixed fee of \$20,000** for fiscal year 2015/2016. Please note the following:

- We will invoice the City monthly based on percentage of project completed. Invoices will include a description of services as well as a summary of costs to date by task.
- Additional services requested by the City will be billed at our current hourly rates (see the table below).

Additional Services

The table below outlines Willdan's current hourly rates.

| Hourly Rate Schedule | |
|-------------------------------|-------------|
| Position | Hourly Rate |
| Group Manager | \$210 |
| Principal Consultant/Engineer | \$200 |
| Senior Project Manager | \$165 |
| Project Manager | \$145 |
| Senior Project Analyst | \$130 |
| Senior Analyst | \$120 |
| Analyst | \$100 |
| Assistant Analyst | \$75 |

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager
By: Anthony Vairo, Police Chief

Date: October 19, 2015

Subject: Consideration to Approve a Vehicle Donation from the City of Vernon

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the donation of a 2006 Chrysler 300 (VIN: 2C3KA53G36H342191) to the San Fernando Police Department from the City of Vernon; and
- b. Authorize the City Manager to direct staff to accept the vehicle and execute all necessary documents.

BACKGROUND:

1. The San Fernando Police Department Detective Division utilizes uncover vehicles (UC) for surveillance and special details. The UC vehicles are instrumental in the apprehension and investigation of criminals. This donated vehicle would be an added tool to the San Fernando Police Detective Division.
2. On October 5, 2015, the City Council for the City of Vernon approved the donation of the 2006 Chrysler 300 to the San Fernando Police Department.

ANALYSIS:

The City of Vernon's 2006 Chrysler 300 is an unmarked vehicle and is in excellent condition. This vehicle was assigned to a Patrol Lieutenant and then reassigned to Vernon Gas and Electric Department. All maintenance services are current.

This vehicle would be an excellent addition to the San Fernando Police Department Detective Division at no cost to the City of San Fernando, other than regular maintenance. The Detective Division would utilize this vehicle for surveillance and special details.

Consideration to Approve a Vehicle Donation from the City of VernonPage 2 of 2

BUDGET IMPACT:

There is no budget impact to the FY 2015-2016 General Fund. The vehicle will be donated and the maintenance cost for the vehicle is approximately \$100.00 per year. The current budget will be able to absorb that amount with no additional funds added to the Fiscal Year 2015-2016 budget.

CONCLUSION:

It is recommended that the City Council approve the donation of the 2006 Chrysler 300 (VIN: 2C3KA53G36H342191) from the City of Vernon and authorize the City Manager to direct staff to accept the vehicle and execute the necessary documents.

ATTACHMENT:

A. City of Vernon Deed of Gift Agreement

ATTACHMENT "A"



4305 Santa Fe Avenue, Vernon, California 90058
Telephone (323) 583-8811

Deed of Gift

to the City of San Fernando

The City of Vernon (hereafter, "Donor") hereby donates and conveys the physical property described below to the City of San Fernando, subject to the Donation Agreement and Release ("Agreement") attached hereto and incorporated herein by reference, to use, retain or dispose of pursuant to the terms and conditions set forth in the Agreement.

1. Donor Information:

Agency Name: City of Vernon, Vernon Gas & Electric Department
Agency Address: 4305 Santa Fe Avenue
Vernon, CA. 90058
Agency Contact: Carlos R. Fandino, Jr., Director of Vernon Gas & Electric
Telephone Number: (323) 583-8811 ext. 834

2. Description of Property:

2006 Chrysler 300, VIN: 2C3KA53G36H342191

CITY OF VERNON

Authorized Donor Representative
Carlos R. Fandino, Jr., Director of Vernon Gas & Electric

Date

CITY OF SAN FERNANDO

Authorized Donee Representative
Anthony Vairo, Chief of Police, City of San Fernando

Date

Exclusively Industrial

Donation Agreement and Release

This Donation Agreement and Release ("Agreement"), conveying the 2006 Chrysler 300 automobile (the "Property"), is entered into between the City of Vernon's Gas & Electric Department ("Donor") and the City of San Fernando ("Donee" and together with Donor, the "Parties") with reference to the following:

Recitals

The City of San Fernando has a shortage of vehicles and can utilize the 2006 Chrysler 300 as a resource for transportation for City personnel. Currently, this vehicle is surplus for the Vernon Gas & Electric Department and has not yet been assigned for use. With this donation, Vernon Gas & Electric will relieve its obligation of any maintenance and/or refurbishment costs associated to the vehicle, thereby decreasing expenses for the department.

Agreement

1. Donor shall convey the Property to Donee as soon as practicable upon approval of this Agreement by the City Council of the City of Vernon (the "City Council") and upon full execution of the Agreement.
2. Conveyance of the Property shall be deemed to have occurred when Donee takes delivery thereof.
3. Donor does not warrant the Property to be fit for any particular purpose, and Donee accepts the Property "as is."
4. Donee may inspect the Property at a time and place agreed upon by the Parties prior to delivery.
5. Upon delivery of the Property, Donor shall not be liable or in any other way responsible for any defects or for failure of the Property to perform its intended purpose. Nor shall Donor be liable or in any other way responsible for any loss, damage, or injury to third parties arising from or caused by defects in the Property or in any part thereof.
6. Donee shall defend, indemnify and hold harmless Donor, its officers, directors, elected officials, agents, employees and attorneys from and against all claims, suits and damages asserted by Donee and/or any third party arising out of or in any way related to the ownership, conveyance or use of the Property.
7. Donee represents that the Property will only be used for the purpose(s) described in the Recital(s) above, unless otherwise agreed to in writing by the Parties.
8. This Agreement shall be interpreted in accordance with the laws of the State of California, without regard to its conflict of laws rules.

9. By its signature below, Donee represents that it is a legal entity authorized to make and enter into contracts and that the signatory is authorized to bind Donee under this Agreement.

In witness whereof, the Parties hereto have executed the Agreement on the dates indicated below.

City of Vernon Gas & Electric Department

By: _____
Carlos R. Fandino, Jr., Dir. of Vernon Gas & Electric Date _____

Attest:

Maria E. Ayala, City Clerk

Approved as to form:

Hema Patel, City Attorney

City of San Fernando

By: _____
Anthony Vairo, Chief of Police, City of San Fernando Date _____

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager
By: Fred Ramirez, Community Development Director

Date: October 19, 2015

Subject: Consideration to Adopt Urgency Ordinance No. U-1646 of the City of San Fernando Making Findings and Establishing a Temporary Moratorium on the Acceptance, Processing, and Approval of Applications and Issuance of Permits to Establish Dental or Medical Clinics

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, waive full reading and adopt Urgency Ordinance No. U-1646 (Attachment "A") by title, "An Urgency Ordinance of the City Council of the City of San Fernando, California, making findings and establishing a temporary moratorium on the acceptance, processing, and approval of applications and issuance of permits to establish dental or medical clinics." This Ordinance is introduced pursuant to Government Code Section 36937(b) and requires a four-fifths (4/5ths) vote for adoption.

BACKGROUND:

City planning staff has seen an increase in proposals for new medical and dental facilities over the past six months. The City expects these inquiries will continue as federal and state health care regulations have increased local demand for medical and dental services. City planning staff is seeking a moratorium on the acceptance, processing, and approval of new dental and medical clinics in order to provide a reasonable period of time to study local parking regulations including those currently in place in the City's San Fernando Corridors Specific Plan in order to determine the appropriate parking regulation for off-street parking that should be applied to future request for dental and medical clinics and similar types of uses.

Consideration to Adopt Urgency Ordinance No. U-1646 of the City of San Fernando Making Findings and Establishing a Temporary Moratorium on the Acceptance, Processing, and Approval of Applications and Issuance of Permits to Establish Dental or Medical Clinics

Page 2 of 3

ANALYSIS:

City Authority.

The California Constitution Article XI, Section 7, enables the City of San Fernando (the “City”) to enact local planning and land use regulations. The authority to adopt and enforce zoning regulations is an exercise of the City’s police power to protect the public health, safety, and welfare.

California Government Code section 65858 authorizes the City Council to adopt an urgency ordinance for the immediate preservation of the public health, safety, or welfare, and to prohibit a land use that is in conflict with a contemplated general plan, specific plan, or zoning proposal that the City Council, Planning Commission, or Community Development Department is considering or studying or intends to study within a reasonable time.

City Zoning Ordinance’s Identified Land Uses.

Section 106-821 of the San Fernando City Code (the City “Zoning Ordinance”) states: “Every use of property shall be required to provide the number of off-street parking spaces which satisfies the needs of the use”. In addition, Section 106-547 of the City Zoning Ordinance lists “Medical clinics” and “Dental clinics” as permitted uses in Zone SC (Service Commercial). Lastly, Section 106-822 of the City Zoning Ordinance also sets forth off-street parking requirements for listed categories of land use, but does not specifically identify medical or dental clinics.

Comparison of City Parking Regulations for Service Type Uses.

Section 106-822, subpart (c) of the City Zoning Ordinance currently requires one off-street parking space for each 300 square feet of gross floor area for “offices, studios, retail sales and services and other general commercial activities not classified elsewhere”. These noted parking regulations have remained unchanged since the City’s last comprehensive zoning ordinance update that occurred in June of 1987 (City Council Ordinance No. 1305).

In January of 2005, the City Council adopted the City of San Fernando’s Corridors Specific Plan (“Specific Plan”) pursuant to City Ordinance No. 1562. The Specific Plan, amongst other things, established a higher parking rate of one space per 200 square feet of floor area for medical and dental offices in its Downtown District and Maclay District as a result of finding that the rate for general commercial uses was inadequate to address the parking demand associated with such uses. Furthermore, as part of the proposed update of the Specific Plan currently underway in 2015, the City is considering an off-street parking requirement of one parking space for every 150 square feet of gross floor area for dental clinics and medical clinics as we way of addressing the increased parking demand for this type of service use and reduce potential conflicts with other retail and services type land uses.

Consideration to Adopt Urgency Ordinance No. U-1646 of the City of San Fernando Making Findings and Establishing a Temporary Moratorium on the Acceptance, Processing, and Approval of Applications and Issuance of Permits to Establish Dental or Medical Clinics

Page 3 of 3

Therefore, the City seeks a moratorium at this time on the establishment or expansion of dental and medical clinics to provide time to study the proposal to apply the Specific Plan's current or proposed off-street parking rate for dental and medical clinics within the City.

CEQA Compliance.

The proposed urgency ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA). Based on that assessment, the proposed urgency ordinance has been determined to be exempt from CEQA review pursuant to Title 14, Sections 15061(b)(3), 15306, 15308, and 15378 of the California Code of Regulations.

BUDGET IMPACT:

Approval of this urgency ordinance is not expected to have any direct impact on the City's budget, as the City staff time and the legal fees from the City Attorney's office for work on a permanent ordinance amendment would be covered under the current budget.

CONCLUSION:

Based on the aforementioned analysis, City planning staff recommends that the City Council adopt the Urgency Ordinance No. U-1646 (Attachment "A"). The urgency ordinance allows City planning staff to study the proposal to apply the Specific Plan's current or proposed off-street parking rates for dental and medical clinics. The anticipated amended parking regulations will ensure adequate on-site parking supply to meet the parking demand of dental and medical clinic type uses in a manner that protects the public health, safety, and welfare.

Subsequent to City Council approval, City planning staff will:

- Study the proposal to establish a new off-street parking rate for dental and medical clinics, and report their findings to both the Planning and Preservation Commission and City Council within a reasonable time;
- Issue a written status report to the City Council within 35 days describing the measures taken to alleviate the conditions which led to the adoption of the proposed Urgency Ordinance; and
- Notice a Public Hearing to occur within forty-five (45) days that will consider the extension of the proposed Urgency Ordinance if necessary.

ATTACHMENT:

A. Urgency Ordinance No. U-1646

ATTACHMENT “A”**URGENCY ORDINANCE NO. U-1646****AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA MAKING FINDINGS AND ESTABLISHING A TEMPORARY MORATORIUM ON THE ACCEPTANCE, PROCESSING, AND APPROVAL OF APPLICATIONS AND ISSUANCE OF PERMITS TO ESTABLISH DENTAL OR MEDICAL CLINICS****RECITALS**

WHEREAS, California Constitution Article XI, Section 7, enables the City of San Fernando (the “City”) to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City’s police power to protect the public health, safety, and welfare; and

WHEREAS, California Government Code section 65858 authorizes the City Council to adopt an urgency ordinance for the immediate preservation of the public health, safety, or welfare, and to prohibit a land use that is in conflict with a contemplated general plan, specific plan, or zoning proposal that the City Council, Planning Commission, or Community Development Department is considering or studying or intends to study within a reasonable time; and

WHEREAS, Section 106-821 of the San Fernando Zoning Ordinance (“Zoning Ordinance” or “Ordinance”) states: “Every use of property shall be required to provide the number of off-street parking spaces which satisfies the needs of the use”; and

WHEREAS, Section 106-547 of the Ordinance lists “Medical clinics” and “Dental clinics” as permitted uses in Zone SC (Service Commercial); and

WHEREAS, Section 106-822 of the Ordinance sets forth off-street parking requirements for listed categories of land use, but does not specifically identify medical or dental clinics; and

WHEREAS, Section 106-822, subpart (c) of the Ordinance currently requires one off-street parking space for each **300 square feet** of gross floor area for “Offices, studios, retail sales and services and other general commercial activities not classified elsewhere”; and

WHEREAS, in or around January 2005, after conducting workshops and public hearings to ascertain community concerns and develop goals, the City adopted Ordinance No. 1562, establishing the San Fernando Corridors Specific Plan (“Specific Plan”); and

WHEREAS, the Specific Plan established the higher parking rate of one space per **200 square feet** of floor area for medical and dental offices in its Downtown District and Maclay District as a result of finding that the rate for general commercial uses was inadequate to address the parking demand associated with such uses; and

WHEREAS, the City is currently considering an amendment to the Specific Plan off-street parking regulations in order to provide for one space per **150 square feet** of floor area for medical and dental offices throughout all of the Specific Plan's zoning districts.

WHEREAS, the City seeks a moratorium on the establishment or expansion of dental and medical clinics to provide time to study the proposal to apply the Specific Plan's off-street parking rate for dental and medical clinics to all C-1 and C-2 commercial zones within the City; and

WHEREAS, the City Council desires to direct Planning Division Staff to conduct such a study and to report its findings to both the Planning Commission and City Council within a reasonable time.

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

SECTION 1. **Recitals.** The above recitals are true and correct and incorporated herein by reference.

SECTION 2. **Definition.** The term "Clinic, dental or medical" shall be as defined in Zoning Ordinance section 106-6.

SECTION 3. **Moratorium.**

A. The City Council declares a moratorium on the acceptance, processing and approval of any application for a dental or medical clinic, and the issuance of any permit, business license, or certificate of occupancy to establish or expand a dental or medical clinic in any zone, whether allowed in the zone by right or through discretionary approval.

B. The moratorium shall be effective for the period set forth in this Urgency Ordinance and extensions thereof, or until such earlier time that the City Council amends its Zoning Ordinance to adopt a new off-street parking rate applicable to dental and medical clinics.

SECTION 4. **Urgency Findings.** This Urgency Ordinance is adopted as an urgency measure pursuant to Government Code Section 65858 and is for the immediate preservation of the public health, safety, and welfare. This Urgency Ordinance is deemed necessary based upon the recitals herein and for the following reasons:

A. The San Fernando Corridors Specific Plan reflects the City's policy that it is appropriate for dental and medical clinics to have an off-street parking requirement that is distinct from the general rate for unclassified commercial uses to more accurately address the parking demand they create.

B. It is the intent of the City Council to consider a higher parking rate for dental and medical clinics in C-1 and C-2 commercial zones City-wide to relieve traffic congestion and protect surrounding areas and thereby protect the public health, safety, and welfare.

C. Amending the off-street parking requirements of the Zoning Ordinance requires study, public hearings, and both Planning Commission and City Council review.

D. This Urgency Ordinance will afford Staff and the Planning Commission a reasonable amount of time to study the matter.

E. In light of these findings and all evidence in the record, the City Council finds that this moratorium is justified in accordance with Government Code section 65858.

SECTION 5. CEQA. This Urgency Ordinance is exempt from the California Environmental Quality Act (“CEQA”) based on the following:

A. This Urgency Ordinance is not a “project” within the meaning of Section 15378 of the CEQA Guidelines as it has no potential for resulting in a physical change in the environment, either directly or indirectly.

B. This Urgency Ordinance is categorically exempt from CEQA under Section 15306 of the CEQA Guidelines, as it is basic data collection, research regarding off-site parking regulations that may be applied to dental clinics and medical clinics uses in the City and is limited to information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted, or funded.

C. This Urgency Ordinance is categorically exempt from CEQA under Section 15308 of the CEQA Guidelines, as it is a regulatory action by the City and authorized by the Zoning Ordinance and Government Code Section 65858 to assure the maintenance and protection of the environment and adoption of contemplated legislation, regulation, and policies.

D. This Urgency Ordinance is not subject to CEQA under the general rule set forth in Section 15061(b)(3) of the CEQA Guidelines that CEQA only applies to projects which have the potential for causing a significant effect on the environment. For the reasons described above, it can be seen with certainty that there is no possibility that this Urgency Ordinance will have a significant effect on the environment.

SECTION 6. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Urgency 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 Urgency 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 7. Effective Date. Pursuant to Government Code section 36937, this Urgency Ordinance shall become effective immediately upon adoption if adopted by at least four-fifths vote of the City Council and shall be in effect for 45 days from the date of adoption unless extended by the City Council as provided for in Government Code section 65858.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its regular meeting on this _____ day of October, 2015.

Joel Fajardo, Mayor

ATTEST:

Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Rick R. Olivarez, City Attorney

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

I, ELENA 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 _____ day of October, 2015, and was carried by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Elena G. Chávez, City Clerk

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: October 19, 2015

Subject: Consideration to Accelerate Local Street Resurfacing Using the Total Road Improvement Program (TRIP) Using Measure R Local Return Transportation Funds

RECOMMENDATION:

It is recommended that the City Council:

- a. Review participation in the Total Road Improvement Program (TRIP) that would include the issuance of tax revenue Certificates of Participation (COP) to accelerate local street resurfacing;
- b. Authorize the City Manager to prepare financing documents under TRIP using Measure R local return funding; and
- c. Direct the City Manager to present a resolution authorizing participation in the TRIP to the City Council for consideration at a subsequent meeting.

BACKGROUND:

In 2008, voters in Los Angeles County approved Measure R, a countywide ½ cent sales tax to pay for regional and local transportation projects. In its current form, Measure R is administered by the Los Angeles County Metropolitan Transportation Authority (Metro) and will run through 2039. Cities in Los Angeles County are allocated a portion of annual Measure R revenues to pay for local transportation programs and improvements through a local return. These local return funds are based on a proportionate share of dwelling units and sales tax revenues, among other factors.

The Total Road Improvement Program (TRIP) is made available through the California Statewide Development Authority ("CSCDA"), a statewide agency that helps to create low-cost, pooled financing programs to meet the fiscal needs of public agencies in the State. Through TRIP, the CSCDA offers a pooled securitization program that allows public agencies to bond against future

Consideration to Accelerate Local Street Resurfacing Using the Total Road Improvement Program (TRIP) Using Measure R Local Return Transportation Funds

Page 2 of 5

tax monies in order to fund projects today. Using this pooled program, public agencies are able to realize reduced financing costs in the form of lower interest rates and cost sharing for bond issuance.

Utilizing TRIP could help to accelerate the repair and replacement of local roads and infrastructure. The proposed program will allow the City to fund its street repairs under an expedited schedule rather than a traditional “pay as you go” method where funds are accumulated over time. In addition, the City would be able to achieve economies of scale by combining smaller road improvement projects together, thereby reducing unit prices and contractor mobilization costs.

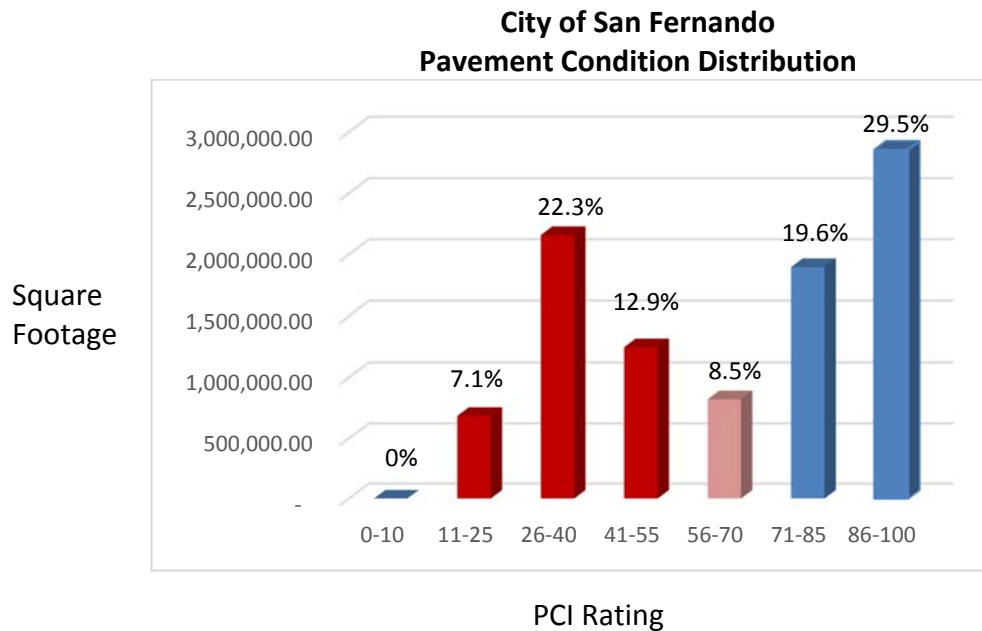
ANALYSIS:

Every two (2) years, the City prepares a Pavement Management System (“PMS”) that evaluates local road conditions and classifies their condition using a rating index with a scale from 0-100. The most recent PMS was prepared in 2014 and calculated the City’s overall pavement condition index at 64.7. The distribution of pavement conditions is illustrated in the chart below and shows that approximately 42% of the City’s streets have a rating below 55 (out of 100). Altogether, the report identifies approximately \$17.8 million in deferred street maintenance throughout the community.

| Pavement Management System – Rating Scale | | |
|---|-----------|---|
| Pavement Condition Index | Condition | Description |
| 86-100 | Excellent | No significant distress |
| 71-85 | Very Good | Little distress, some small patches and cracks |
| 56-70 | Good | Slight distress, slight to moderate weathering |
| 41-55 | Fair | Moderate distress; severe weathering |
| 26-40 | Poor | Moderate to severe distress, alligator cracking |
| 11-25 | Very Poor | Severe distress, large sections of alligator cracking |
| 0-10 | Failed | Failure of pavement, past rehabilitation limits |

Consideration to Accelerate Local Street Resurfacing Using the Total Road Improvement Program (TRIP) Using Measure R Local Return Transportation Funds

Page 3 of 5



The City utilizes several funding sources to complete roadway and other infrastructure improvements in the community. This includes Measure R local return funds, Gas Tax funds, Proposition C local return funds, and grant funds, among others. The City's estimated annual allocations from transportation funds is listed below as a reference. These amounts fluctuate each year based on numerous factors, including actual sales taxes collected and fuel consumption, among others. As noted in the chart, these funds also help to fund programs for street sweeping, tree trimming, storm water management, and local transportation programs, reducing the amount of funds available for road resurfacing projects.

| TRANSPORTATION FUNDING SOURCES | | | |
|--------------------------------|---------------------|---|--|
| Funding Source | Annual Allocation | Available for Infrastructure Improvements | Uses |
| Gas Tax | \$ 550,000 | \$ 200,000 | Street Sweeping (\$175K Annually), Tree Trimming (\$150K Annually), Sidewalk Repairs, Storm Water Runoff |
| Measure R | \$ 250,000 | \$ 250,000 | Street Repairs |
| Proposition C | \$ 340,000 | \$ 0 | Transportation Program |
| Transportation Development Act | \$ 17,000 | \$ 17,000 | Sidewalk Repairs |
| STP-L | \$ 70,000 | \$ 70,000 | Street Repairs |
| CDBG | \$ 200,000 | \$ 150,000 | Street Repairs |
| Total | \$ 1,427,000 | \$ 687,000 | |

Consideration to Accelerate Local Street Resurfacing Using the Total Road Improvement Program (TRIP) Using Measure R Local Return Transportation Funds

Page 4 of 5

Fiscal Year 2015-16 Road Resurfacing Improvements

During Fiscal Year (FY) 2015-16, approximately \$2.15 million is budgeted for road-related infrastructure improvements throughout the community. This amount is higher than our annual ongoing allocation due to grant awards and previous year allocations that were carried over from last fiscal year. The FY 2015-16 capital improvement program plan includes the design and construction for twelve (12) streets, traffic/pedestrian safety improvements, streetscaping improvements, and bicycle improvements. The twelve (12) streets programmed for resurfacing include were selected based on pavement condition ratings, drainage problems, service order requests and in coordination with other planned utility improvements. These streets include the following segments:

| Street Name | Limits | Current PCI |
|----------------|------------------------------------|---------------|
| Phillippi St. | Harding Ave. to Cul-de-sac | 49 |
| Warren St. | Harding Ave. to Maclay Ave. | 34 |
| Eighth St. | Hubbard Ave. to Maclay Ave. | From 20 to 63 |
| Brand Blvd. | Glenoaks Blvd. to Eighth St. | 52 |
| Lucas St. | Brand Blvd. to Maclay Ave. | 21 |
| Macneil St. | Lucas St. to End | 20 |
| Phillippi St. | Orange Grove Ave. to Hubbard St. | From 25 to 40 |
| Arroyo Ave. | Fifth St. to Glenoaks Blvd. | 27 |
| Lazard St. | Fourth St. to Glenoaks Blvd. | From 20 to 45 |
| Glenoaks Blvd. | West Limit to East Limit | From 28 to 32 |
| Harding Ave. | Glenoaks Blvd. to North City Limit | From 10 to 37 |
| Alexander St. | Third St. to Fifth St. | 66 |

Design work on the top six (6) streets (shaded in green) is underway and is expected to be completed by the end of the year. The total estimated construction cost for these streets is approximately \$1.2 million. Design work on the remaining streets (shaded in blue) will initiate later this year and is scheduled for completion by the end of Winter 2016. The total estimated construction cost for the remaining streets is approximately \$1.8 million. Including soft costs (design, construction management, inspection), the total estimated cost for these projects is \$3.4 million. Based on this cost estimate, there is a current gap in funding of approximately \$1.25 million. By utilizing the TRIP Program, it is expected that the City would be able to complete each of these projects and have an additional \$1.15 million available for other road resurfacing locations in the community. Further, these improvements would help to make immediate improvements and help to extend the useful life of our streets by approximately

Consideration to Accelerate Local Street Resurfacing Using the Total Road Improvement Program (TRIP) Using Measure R Local Return Transportation FundsPage 5 of 5

fifteen (15) years. All costs related to this program would be amortized over a twenty-nine (29) year period.

Proposed Financing Amount

If authorized to move forward, the City Council would consider the issuance of approximately \$2.4 million of Transportation Revenue Certificates of Participation (COPs) through the CSCDA TRIP Program. As proposed, financing would involve a sole pledge of Measure R local return funds. Based on current interest rates and an expected "A" category rating from Standard & Poor's, the maximum annual COP payment would be approximately \$176,000. The all-in interest rate is currently estimated to be 4.03%. Based on the City's FY 2015-16 Measure R local return revenue, the COPs would have maximum annual payment coverage of over 1.50 times.

CONCLUSION:

Based on the high need to resurface local roads, it is recommended that the City Council authorize participation in the Total Road Improvement Program (TRIP) utilizing Measure R Local Return Transportation funds. This effort will accelerate road resurfacing improvements and help to reduce further deterioration of City roadways. Utilizing the TRIP pooled financing program will help the City to save on bond issuance costs and provide access to competitive interest rates. All financing costs related to this program will be funded through the proposed tax revenue source (i.e. Measure R) and will not include a pledge of any general fund monies. If authorized to move forward, staff would work to develop financing documents under this program and bring this information back for the City Council's consideration in November.

ATTACHMENT:

A. Financing Summary

City of San Fernando



Total Road Improvement Program (TRIP) Street Improvement Financing

The City can use a portion of its Measure R and Proposition C funds to finance street improvement projects on an accelerated basis

- Based on Measure R and Prop. C figures available in the City's FY 2015-16 Budget, the City may be able to generate over \$5.8 million

| | Measure R | Proposition C | Total |
|--|-------------|---------------|--------------|
| Net Proceeds | \$2,359,674 | \$3,479,651 | \$5,839,325 |
| Term | 2016-2045 | | |
| Rating | "A" | | |
| Bond Yield | 4.03% | | |
| Revenue Assumptions¹ | \$262,307 | \$349,736 | |
| Debt Service Payments | | | |
| Average | \$176,281 | \$235,125 | \$375,437 |
| Total | \$4,125,960 | \$6,913,969 | \$11,039,929 |
| Average Coverage | 150% | 150% | 150% |

¹ Revenues based on FY2015-16 Budget. Measure R revenues sunset in 2039; Proposition C revenues do not have a sunset and are assumed to be available through the final maturity of the financing in 2045.

Please note: The interest rate and rating assumptions assumed in this presentation are based on current market conditions and similar "A" category credits. The City's actual results may differ and Stifel makes no commitment to underwrite at these levels.

Stifel, Nicolaus & Company, Incorporated ("Stifel") has prepared the attached materials. Such material consists of factual or general information (as defined in the SEC's Municipal Advisor Rule). Stifel is not hereby providing a municipal entity or obligated person with any advice or making any recommendation as to action concerning the structure, timing or terms of any issuance of municipal securities or municipal financial products. To the extent that Stifel provides any alternatives, options, calculations or examples in the attached information, such information is not intended to express any view that the municipal entity or obligated person could achieve particular results in any municipal securities transaction, and those alternatives, options, calculations or examples do not constitute a recommendation that any municipal issuer or obligated person should effect any municipal securities transaction. Stifel is acting in its own interests, is not acting as your municipal advisor and does not owe a fiduciary duty pursuant to Section 15B of the Securities Exchange Act of 1934, as amended, to the municipal entity or obligated party with respect to the information and materials contained in this communication.

Stifel is providing information and is declaring to the proposed municipal issuer and any obligated person that it has done so within the regulatory framework of MSRB Rule G-23 as an underwriter (by definition also including the role of placement agent) and not as a financial advisor, as defined therein, with respect to the referenced proposed issuance of municipal securities. The primary role of Stifel, as an underwriter, is to purchase securities for resale to investors in an arm's-length commercial transaction. Serving in the role of underwriter, Stifel has financial and other interests that differ from those of the issuer. The issuer should consult with its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate.

These materials have been prepared by Stifel for the client or potential client to whom such materials are directly addressed and delivered for discussion purposes only. All terms and conditions are subject to further discussion and negotiation. Stifel does not express any view as to whether financing options presented in these materials are achievable or will be available at the time of any contemplated transaction. These materials do not constitute an offer or solicitation to sell or purchase any securities and are not a commitment by Stifel to provide or arrange any financing for any transaction or to purchase any security in connection therewith and may not be relied upon as an indication that such an offer will be provided in the future. Where indicated, this presentation may contain information derived from sources other than Stifel. While we believe such information to be accurate and complete, Stifel does not guarantee the accuracy of this information. This material is based on information currently available to Stifel or its sources and is subject to change without notice. Stifel does not provide accounting, tax or legal advice; however, you should be aware that any proposed indicative transaction could have accounting, tax, legal or other implications that should be discussed with your advisors and /or counsel as you deem appropriate.

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AGENDA REPORT

To: City Councilmembers

From: Mayor Joel Fajardo

Date: October 19, 2015

Subject: Update on Citywide Homeless Count for 2015

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file this report regarding the status of the citywide homeless count (taken January 2015); and
- b. Provide staff with further direction.

BACKGROUND:

1. On January 29, 2015, the City of San Fernando participated in the 2015 Greater Los Angeles Homeless Count undertaken by the Los Angeles Homeless Services Authority (LAHSA). The US Department of Housing and Urban Development (HUD) requires all Continuum of Care agencies to complete a homeless count every two years. LAHSA is tasked with completing the homeless count in the Los Angeles region. The City of San Fernando Community Development Department personnel, in combination with City staff from the Public Works and Finance departments, Planning Commissioners, and other LAHSA volunteers canvassed the City of San Fernando in order to identify homeless individuals.

The City staff's preliminary counts compiled from the January 29, 2015 homeless count noted the following: Census Tract No. 3201 found two (2) campers/RVs; Census Tract No. 3202 (3202.02 and 3202.01) found two (2) campers/RVs; and, Census Tract 3203 found five (5) individuals, two (2) campers/RVs and one (1) make-shift shelter.

2. On May 11, 2015, LAHSA, released the results of its biennial Los Angeles Homeless Count conducted in January 2015.

Update on Citywide Homeless Count for 2015Page 2 of 2

ANALYSIS:

The information posted on the LAHSA website shows a 16 percent increase in the number of homeless men, women and children in the Los Angeles Continuum of Care (Los Angeles County excluding Glendale, Pasadena and Long Beach) since 2013, showing 41,174 homeless persons in 2015, compared to 35,524 in 2013.

The data noted on the LAHSA website shows numbers for the entire County, the City of Los Angeles Council Districts, and the eight (8) Service Planning Areas including Service Planning Area No. 2: San Fernando Valley, which includes the City of San Fernando. Service Planning Area No. 2 noted a total of 5,216 homeless persons in 2015, compared to 4,836 in 2013. The largest sub-populations of homeless individuals in Specific Plan Area No. 2 included chronically homeless, mental illness, and substance abuse (http://www.lahsa.org/homelesscount_spa). The Service Planning Area No. 2 has seen a 7.86 percent increase in total number of homeless persons counted. LAHSA's final homeless counts for the region are noted on their website: <http://www.lahsa.org/homelesscount>.

On July 28, 2015, LAHSA updated the 2015 homeless counts on its website: (http://www.lahsa.org/homelesscount_optin) noting that the City of San Fernando's final homeless count was 17 homeless individuals (non-youth). Included in this city count were: two (2) individuals living in vans; eight (8) individuals in campers; two (2) individuals in encampments; and five (5) individuals on the streets. By comparison, LAHSA Homeless County Survey Results for the City of San Fernando were 12 homeless individuals in 2013. (Excerpts from the LAHSA website noting City of San Fernando 2015 homeless count data are included in Attachment "A" to this report.)

BUDGET IMPACT:

No budget impact at this time. Any future direction given by the City Council may result in expenses associated with the allocation of City personnel and funds required to accomplish City Council directives.

CONCLUSION:

Staff recommends that the City Council review this report (and its associated attachments) regarding the status of the citywide homeless count that was taken in January of 2015 and provide staff with any further direction.

ATTACHMENT:

A. October 12, 2015 Community Development Department Memorandum

MEMORANDUM

To: City Manager, Brian Saeki

From: Fred Ramirez, Community Development Director

Date: October 12, 2015

Subject: Citywide Homeless Count Update

Per your request, the following provides a summary of the most recent homeless count for the City of San Fernando that was undertaken in January 2015 as part of the 2015 Greater Los Angeles Homeless County Update.

The US Department of Housing and Urban Development (HUD) requires all Continuum of Care agencies to complete a homeless count every two years. The lead agency in the Los Angeles region is the Los Angeles Homeless Services Authority (LAHSA). LAHSA coordinates the region's efforts to gather numerical and demographic information about individuals in the region who lack housing.

On May 11, 2015, LAHSA, the City-County agency tasked with addressing homelessness in Los Angeles County, released the results of its biennial Los Angeles Homeless Count conducted in January 2015. The Count was the largest census in the country, benefitting from the support of more than 5,500 volunteers. City of San Fernando Community Development Department personnel in combination with city staff from the Public Works and Finance departments, planning commissioners, and other LAHSA volunteers canvassed the City of San Fernando in order to identify homeless individuals. LAHSA Executive Director Peter Lynn noted that "the 2015 Greater Los Angeles Homeless Count is a critical opportunity to gain information about the size and scope of the challenge we face to house community residents experiencing homelessness ...we use this information to better target our homeless service resources."

The information posted on the LAHSA website shows a 16 percent increase in the number of homeless men, women and children in the Los Angeles Continuum of Care (Los Angeles County excluding Glendale, Pasadena and Long Beach) since 2013, showing 41,174 homeless persons in 2015, compared to 35,524 in 2013.

The data noted on the LAHSA website shows numbers for the entire County, the City of Los Angeles Council Districts, and the eight (8) Service Planning Areas including Service Planning Area No. 2: San Fernando Valley, which includes the City of San Fernando. Service Planning Area No. 2 noted a total of 5,216 homeless persons in 2015, compared to 4,836 in 2013. The three largest sub-populations of homeless individuals in Service Planning Area No. 2 included

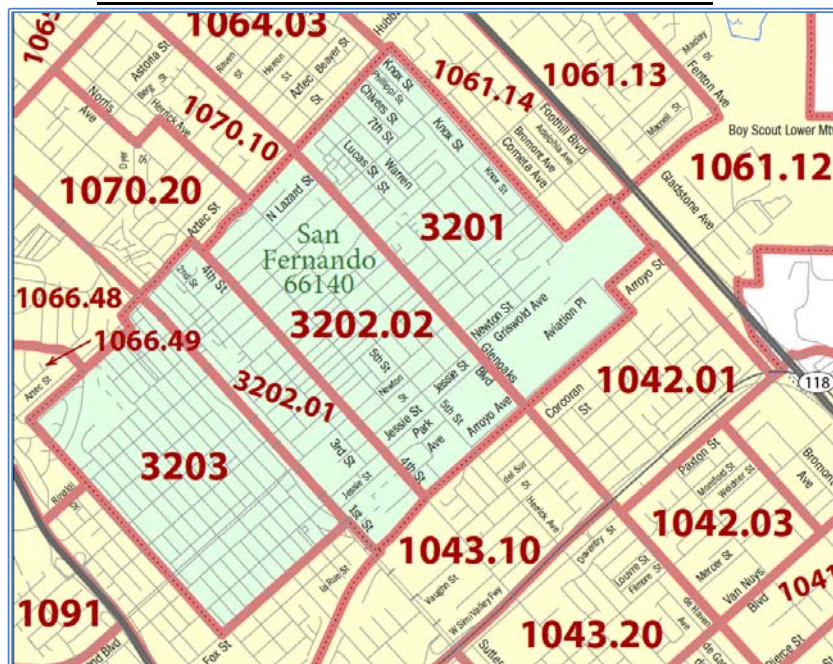
City Manager, Brian Saeki

Citywide Homeless Count Update

Page 2 of 4

substance abuse, mentally illness and chronically homeless (http://www.lahsa.org/homelesscount_spa). The Service Planning Area No. 2 has seen a 7.86 percent increase in total number of homeless persons counted. LAHSA's final homeless counts for the region are noted on their website: <http://www.lahsa.org/homelesscount>. The City staff's preliminary counts compiled from the January 29, 2015 homeless count noted the following: Census Tract No. 3201 found two (2) campers/RVs; Census Tract No. 3202 (3202.02 and 3202.01) found two (2) campers/RVs; and, Census Tract 3203 found five (5) individuals, two (2) campers/RVs and one (1) make-shift shelter.

2010 CITY OF SAN FERNANDO CENSUS TRACTS



On July 28, 2015, LAHSA updated its website (http://www.lahsa.org/homelesscount_optin) noting that the City of San Fernando's homeless count for the 2015 survey. The final homeless count for the city noted 17 homeless individuals (non-youth). Included in this city count were: two (2) individuals living in vans; eight (8) individuals in campers; two (2) individuals in encampments; and five (5) individuals on the streets. By comparison, LAHSA Homeless County Survey Results for the City of San Fernando were 12 homeless individuals in 2013.

Noted on the following page are the visual representation of the 2015 Survey Results for the City of San Fernando.

City Manager, Brian Saeki

Citywide Homeless Count Update

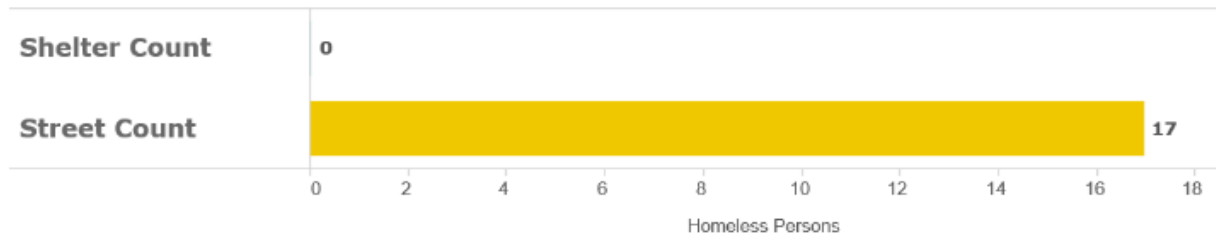
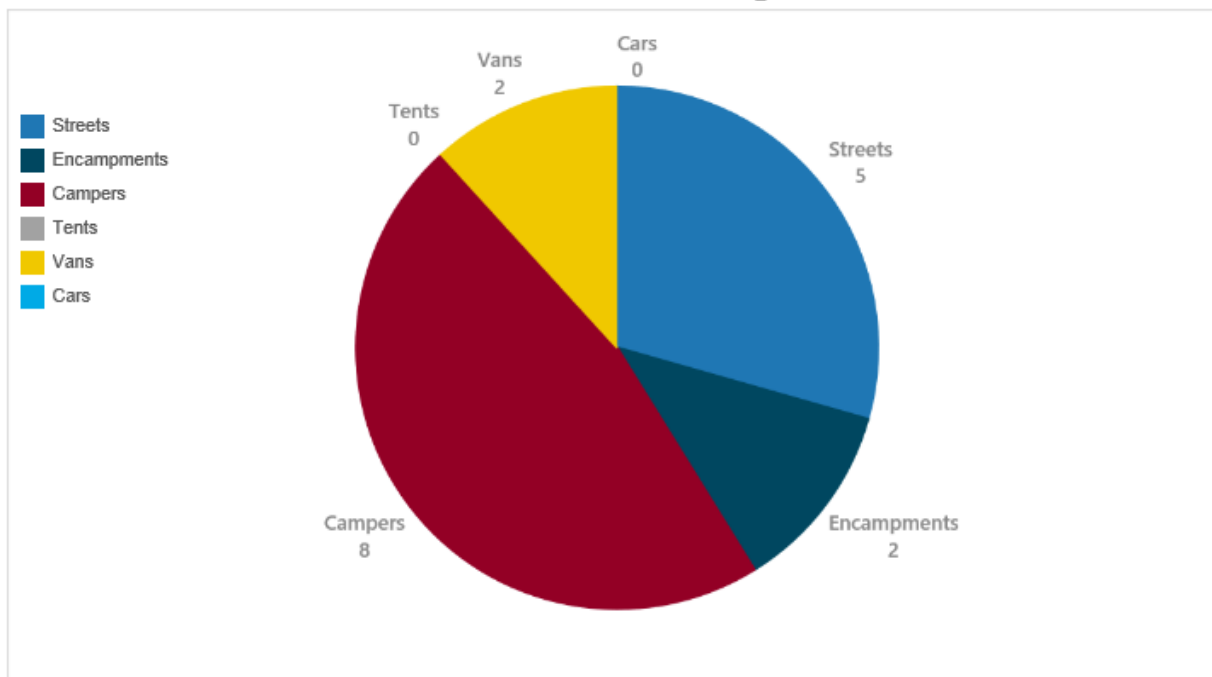
Page 3 of 4

2015 Greater Los Angeles Homeless Count*Los Angeles Continuum of Care***Select A Community**

San Fernando



| | Shelter Count | Street Count | Total Count |
|---------------------|---------------|--------------|-------------|
| San Fernando | 0 | 17 | 17 |

**Homeless Persons Living In:**

City Manager, Brian Saeki

Citywide Homeless Count Update

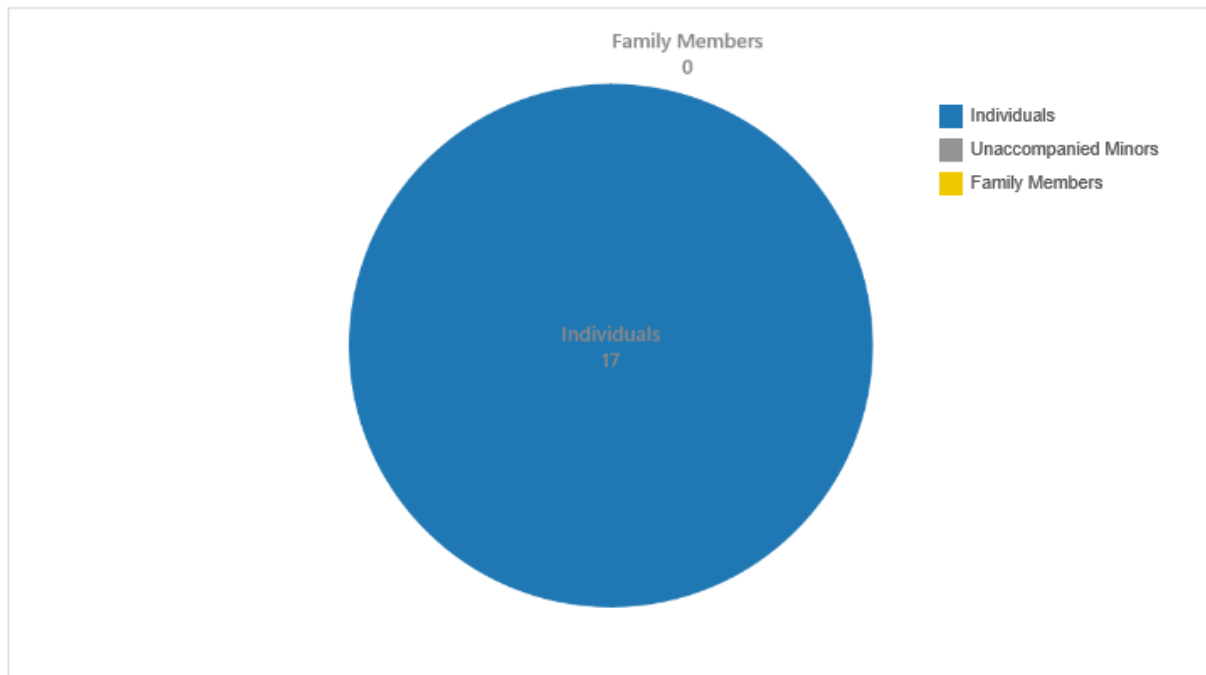
Page 4 of 4

2015 Greater Los Angeles Homeless Count*Los Angeles Continuum of Care***Select A Community**

San Fernando ▼



| | Shelter Count | Street Count | Total Count |
|---------------------|---------------|--------------|-------------|
| San Fernando | 0 | 17 | 17 |

Household Type

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

Date: October 19, 2015

Subject: Consideration of an Interim Urgency Ordinance Related to the Photography and Film Production Permit Process in the City of San Fernando

RECOMMENDATION:

It is recommended that the City Council provide staff direction with regard to the Photography and Film Production (P&FP) permitting process in the City of San Fernando.

BACKGROUND/ANALYSIS:

At the October 5, 2015 City Council meeting, staff presented the City Council with the current P&FP Permit process in the City of San Fernando; that staff report has been attached to this report for the City Council's review (Attachment "A"). During that discussion, staff was directed to coordinate a meeting with local business owners and other stakeholders to determine what impact filming has on their businesses.

In order to do a complete analysis of our current process, staff anticipates that it will take approximately six months to coordinate several community and business meetings with the goal of revising our current P&FP process. During this time, if the City receives P&FP applications, it must process them. If it is the City Council's desire to temporarily halt the P&FP process during this time, an interim urgency ordinance can be put into place that would require that the City stop all P&FP permit requests during the interim period.

BUDGET IMPACT:

There is no impact to the budget in discussing the P&FP process.

ATTACHMENT:

A. October 5, 2015 P&FP Staff Report and Attachments

**ATTACHMENT "A"****AGENDA REPORT**

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

Date: October 5, 2015

Subject: Photography and Film Production Permit Process Update

RECOMMENDATION:

It is recommended that the City Council receive and file this report.

BACKGROUND:

On September 21, 2015, the City Council directed the City Manager to provide an update on the Photography and Film Production (P&FP) Permit process.

ANALYSIS:

Currently, the Administration Department oversees the P&FP Permit process and with the recent Correspondence Standardization Project, all P&FP forms (and the process) were refined and updated.

Requirements

Pursuant to Chapter 22 – Business, Article VIII - Commercial Filming and Photography (Attachment “A”) of the City Code, in addition to completing the P&FP Permit Application (Attachment “B”), the following is required:

- Notification Letter – A filming notification letter (on filming company stationary) must be distributed to all residents, merchants, and/or businesses within a 500 foot radius of the filming location. Exceptional filming activities such as gunfire, special effects, helicopters, etc. may require notification to be distributed to a wider area as determined by the City Manager or his designee. The notification letter must be approved by the City Manager’s Office prior to distribution.
- Acknowledgement Signatures (Attachment “C”) – As the Notification Letter is distributed, the applicant is required to obtain signatures of the residents, merchants, and/or

Photography and Film Production Permit Process UpdatePage 2 of 3

businesses within a 500 foot radius of the filming location acknowledging that they have been made aware of the filming dates/times, the location, and the names of the City streets where equipment vehicles will be parked.

- **Permission to Use Property for Filming (Attachment “D”) –** The applicant is required to obtain written permission from the property owner and tenant to film at the requested location.
- **Certificate of Liability Insurance –** A certificate of liability insurance is required in an amount no less than \$1,000,000.00 naming the City, its officials and employees as additionally insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage and to indemnify the City for damage to City property from filming activities. The certificate shall not be subject to cancellation or modifications until after 30 days written notice to the City. The standard general liability special endorsement form mandated by the California Film Commission shall be presented. A copy of the certificate shall remain on file. (SFCC§22-462)
- **Film Permit Fees and Other Fees –** Pursuant to Chapter 22 – Business, Article II – Licensing, Division 2 – Schedule, Section 144 (Attachment “E”) daily fees for filming or still photography are as follows:
 - First Day \$300
 - Each Additional Day of the Same Shoot \$100
 - Still Photography (daily) \$100

Additional fees may be charged for the following:

- City Personnel (e.g., Police Officers, Public Works personnel)
- City Facilities (e.g., meeting rooms, park facilities)
- City Equipment (e.g., Public Works vehicles, barricades, delineators, temporary no parking signs)
- Miscellaneous (e.g., parking stalls)

San Fernando Police Officers are required at productions involving traffic diversion, intermittent traffic control, and shoots that require special effects or stunts which pose a potential for danger. The number of assigned officers is at the discretion of the Police Chief.

- **City of Los Angeles Fire Department Permit -** Should the applicant’s request include pyrotechnics, simulated gunfire, car crashes, etc., approval from the City of Los Angeles Fire Department will be required.

Photography and Film Production Permit Process UpdatePage 3 of 3

Process

1. All productions are required to complete a P&FP Permit Application, which includes a complete production diagram. Upon receipt of the application, staff will review the application for completeness, add to the P&FP Permit Log, and route to the appropriate City departments (i.e., Public Works, Police, and Recreation and Community Services departments) and City of Los Angeles Fire Department to determine what additional personnel, equipment, et cetera will be required.
2. Upon receipt of the P&FP Permit Application, staff from each appropriate City department will make contact with the applicant and, if necessary, meet with the applicant to review each detail of the proposed production. Each department will then provide a Cost Estimate (Attachment "F") detailing additional fees for their respective department.
3. A detailed invoice (Attachment "G") will be prepared and submitted to the applicant. All fees must be paid to the City in advance of filming and any differences will be adjusted after the filming date. If estimated fees are less than the deposit, a refund will be processed upon completion of filming. If City services received exceed the estimated fees, the applicant will be invoiced for the balance at net 30 terms.
4. Once full payment and all required documentation is submitted, a P&FP Permit (Attachment "H") will be issued to the applicant and routed to appropriate staff.

ATTACHMENTS:

- A. Chapter 22 – Business, Article VIII – Commercial Filming and Photography
- B. P&FP Application
- C. P&FP Acknowledgement Signatures
- D. P&FP Permission to Use Property for Filming
- E. Chapter 22 – Business, Article II – Licensing, Division 2 – Schedule, Section 144
- F. Cost Estimate
- G. Invoice
- H. PFFP Permit

ATTACHMENT "A"**ARTICLE VIII. - COMMERCIAL FILMING AND PHOTOGRAPHY****DIVISION 1. - GENERALLY****Sec. 22-450. - Purpose and intent.**

It is the purpose of this article to provide rules and regulations governing permits for filming, videotaping, or still photography on location within the city. These rules will promote these activities while protecting public health and safety and public and private property.

(Ord. No. 1579, § 2, 8-6-2007)

Sec. 22-451. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section:

Charitable films shall mean motion picture production, television production or still photography by a non-profit organization that qualifies under Section 501(c)(3) of the Internal Revenue Code as a charitable organization. No person, directly or indirectly, shall receive a profit from the marketing and production of these films, tapes or photos or from showing these films, tapes, or photos.

City produced public access films shall mean motion picture production, television production or still photography produced by or in association with the city. No person, directly or indirectly, shall receive a profit from the marketing and production of these films, tapes, or photos or from showing the films, tapes, or photos.

Family video shall mean the filming or videotaping of motion pictures or taking of still photography solely for private non-commercial use.

Producing, filming, videotaping, or photographing shall mean and include all activity attendant to staging or shooting commercial motion pictures, television shows or programs, and commercials and to taking of single or multiple photographs for sale or commercial use where the photographer sets up stationary equipment in any one location for longer than five consecutive minutes.

News reporters shall mean reporters, photographers, or camera operators in the employ of a newspaper, news service, television or radio broadcasting station, or similar entity, engaged in on location filming or photography of news events concerning people, scenes, or occurrences that are in the news or of general public interest.

Student films shall mean motion picture, television or still photography produced to satisfy a course or curriculum requirement at an educational institution. The student must supply proof that he/she is currently enrolled.

Studios shall mean an established or fixed place of business where filming or video taping for motion picture or television production is regularly conducted upon the premises.

(Ord. No. 1579, § 2, 8-6-2007)

DIVISION 2. - PERMIT**Sec. 22-452. - Permit required.**

It shall be unlawful for any person to use any public or private property, public right-of-way, facility or residence for the purpose of engaging in the business of producing, filming, videotaping, or photographing without a permit issued pursuant to the provisions of this chapter.

(Ord. No. 1579, § 2, 8-6-2007)

Sec. 22-453. - Exceptions.

The provisions of this article shall not apply to or affect:

- a. Charitable films.
- b. City produced public access films.
- c. Family video.
- d. News reporters.
- e. Student films.
- f. Studios.

(Ord. No. 1579, § 2, 8-6-2007)

Sec. 22-454. - Application and issuance.

Any person or business desiring a permit under the provisions of this chapter shall make an application on the appropriate form provided by the city. The form must be signed and accompanied by all fees and insurance certificates required by this chapter. Applications shall be filed a minimum of 15 days prior to the date requested for the issuance of a permit.

(Ord. No. 1579, § 2, 8-6-2007)

Sec. 22-455. - Criteria for issuance or denial of a permit.

A permit for the activities covered by this resolution will be issued by an official designated by the city to act on the permit application unless the official finds that:

- (1) The applicant has made a material misrepresentation in the application; or
- (2) The production, filming, videotaping, or photography will substantially disrupt the peace and quiet of any area in the city; or
- (3) The production, filming, videotaping, or photography will substantially impact upon traffic within any area of the city; or
- (4) The production, filming, videotaping, or photography at the proposed location will be incompatible with other uses in the vicinity; or
- (5) If the application is for renewal of a permit, that the applicant has violated conditions of a previous permit, or ordinances or regulations of the city in the conduct of business or activity; or
- (6) That the production, filming, videotaping, or photography fails to comply with conditions imposed on the permit; or
- (7) The building, structure, premises, or the equipment used to conduct the production, filming, videotaping, or photography fails to comply with all applicable health, zoning, fire, building and safety laws of the State of California or the city.

Where one of more of these findings is negative to the applicant, a permit may be conditionally issued to the applicant where unique circumstances exist that justify issuance of the permit, provided that appropriate conditions are imposed on the permit to protect the public health, welfare, and safety.

(Ord. No. 1579, § 2, 8-6-2007)

Sec. 22-456. - Notice of permit denial.

Where the permit is denied, the applicant shall be notified in writing of the denial and the reasons therefore.

(Ord. No. 1579, § 2, 8-6-2007)

Sec. 22-457. - Appeals.

Appeals of permit denials under this article may be made pursuant to chapter 22, section 22-75 of the San Fernando Municipal Code.

(Ord. No. 1579, § 2, 8-6-2007)

Sec. 22-458. - Conditions imposed on permit.

Conditions may be imposed on the permit as are reasonably necessary to protect the peace and tranquility of any residential area, to mitigate traffic impacts, to protect other uses in the area, or to protect the public health, welfare and safety. Any person issued a permit pursuant to this title shall comply with all conditions imposed.

(Ord. No. 1579, § 2, 8-6-2007)

Sec. 22-459. - Violation of rules and regulations.

A permit issued may be revoked or suspended for any of the following reasons:

- (1) A material false statement contained in the application; or
- (2) Failure to comply with federal, state or local laws and regulations; or
- (3) Failure to comply with any conditions imposed by the city on the issuance of the permit; or
- (4) Failure to conduct production, filming, videotaping, or photography in accordance to such orders, rules and regulations as may be applicable; or
- (5) Conduct of the production, filming, videotaping, or photography in a fraudulent or disorderly manner, or in a manner that endangers the public health, welfare or safety.

Violation of the terms and conditions of the film permit is considered a misdemeanor and a penalty fee may be assessed.

(Ord. No. 1597, § 2, 8-6-2007)

Sec. 22-460. - Term of permit.

The permit shall designate specific dates for which it is effective.

(Ord. No. 1597, § 2, 8-6-2007)

Sec. 22-461. - Permit fees and exceptions.

Every person engaged in the business or activity of filming, videotaping or producing motion pictures shall pay a permit fee as required by section 22-144 of article II of chapter 22 of the San Fernando Municipal Code.

(Ord. No. 1597, § 2, 8-6-2007)

Sec. 22-462. - Liability requirements.

A certificate of liability insurance will be required in an amount no less than \$1,000,000.00 naming the city, its officials and employees as additionally insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage and to indemnify the city for damage to city property from filming activities. The certificate shall not be subject to cancellation or modifications until after 30 days written notice to the city. The standard general liability special endorsement form mandated by the California Film Commission shall be presented. A copy of the certificate shall remain on file.

(Ord. No. 1597, § 2, 8-6-2007)

PHOTOGRAPHY AND FILM PRODUCTION PERMIT APPLICATION

REQUIREMENTS

TO THE APPLICANT:

A Photography and Film Production (P&FP) Permit is required for film, video, or still photography shoots on public and private property within San Fernando city limits. Exemptions may be granted to news media, student films, or an individual taking photography or video for non-commercial use.

Filming is allowed between the hours of 7 am and 10 pm, Monday through Saturday. Sunday filming is allowed from 9 am to 7 pm, in commercial areas only. No Saturday or Sunday filming is allowed in residential areas. Request for filming beyond the permitting hours must have the approval of the City Manager's Office.

P&FP Permits are issued by the City Manager's Office at San Fernando City Hall. Issuance hours are 7:30 am to 5 pm, Monday through Thursday; and 8 am to 5 pm every other Friday (City Hall is closed every other Friday).

All applicants are required to complete a P&FP Permit Application. Applications must generally be made at least 15 days prior to the desired film date. Subsequent to submission, your application will be routed to the appropriate City departments (i.e., Police, Public Works, Recreation and Community Services) and, the City of Los Angeles Fire Department to determine what additional personnel/equipment/etc. will be required.

In addition to completing the P&FP Permit Application, the following will be required:

- **Notification Letter** – A filming notification letter (on your company stationary) must be distributed to all residents, merchants, and/or businesses within a 500 foot radius of the filming location. Exceptional filming activities such as gunfire, special effects, helicopters, etc. may require notification to be distributed to a wider area as determined by the City Manager or his designee. Please note: the notification letter must be approved by the City Manager's Office prior to distribution.
- **Acknowledgement Signatures** – As you distribute the Notification Letter, you will be required to obtain signatures of the residents, merchants, and/or businesses within a 500 foot radius of the filming location acknowledging that they have been made aware of your filming dates/times, the location, and the names of the City streets where your equipment vehicles will be parked.
- **Permission to Use Property for Filming** – You will be required to obtain written permission from the property owner and tenant to film at your requested location.
- **Certificate of Liability Insurance** – A certificate of liability insurance will be required in an amount no less than \$1,000,000.00 naming the City, its officials and employees as additionally insured for protection against claims of third persons for personal injuries, wrongful deaths, and property damage and to indemnify the City for damage to City property from filming activities. The certificate shall not be subject to cancellation or modifications until after 30 days written notice to the City. The standard general liability special endorsement form mandated by the California Film Commission shall be presented. A copy of the certificate shall remain on file. (SFCC\$22-462)
- **Film Permit Fees and Other Fees** – All fees must be paid to the City in advance of filming and any differences will be adjusted after the filming date. If estimated fees are less than the deposit, a refund will be processed upon completion of filming. If City services received exceed the estimated fees, our company will be invoiced for the balance at net 30 terms.

San Fernando Police Officers are required at productions involving traffic diversion, intermittent traffic control, and shoots that require special effects or stunts which pose a potential for danger. The number of assigned officers is at the discretion of the Police Chief.

REQUIREMENTS *Continued*

Pursuant to the San Fernando City Code (§22-144) daily fees for filming or still photography are as follows:

- First Day \$300
- Each Additional Day of the Same Shoot \$100
- Still Photography (daily) \$100

Additional fees may be charged for the following:

- City Personnel (e.g., Police Officers, Public Works personnel)
 - City Facilities (e.g., meeting rooms, park facilities)
 - City Equipment (e.g., Public Works vehicles, barricades, delineators, temporary no parking signs)
 - Miscellaneous (e.g., parking stalls)
- City of Los Angeles Fire Department Permit - Should your request include pyrotechnics, simulated gunfire, car crashes, etc., you will need to obtain approval of the City of Los Angeles Fire Department:

LAFDFILM@LACITY.ORG or (213) 978-3670.

A detailed invoice will be generated and provided to you. All required documentation, as well as, payment in full will be required prior to final approval and issuance of a P&FP Permit. Please note: final cost may increase if changes are made after application is submitted and processed.

Additional Information:

- Site Parking – When parking production vehicles in residential neighborhoods, all vehicles must be parked on one side of the street. Such parking allows for the free movement of persons residing in the area and access for emergency vehicles.
- No Parking Signs – Posting of “no parking” signs is not permitted in the San Fernando Mall and surrounding parking lots during peak shopping time (Friday, Saturday, and Sunday), unless specifically authorized by the City Manager’s Office. When required, the City will provide and post all “no parking” signs. All posting must occur at least 24 hours prior to the start of the “no parking” period. Signs must indicate the dates and time the temporary “no parking” is in effect.
- Overnight Parking – Overnight parking of vehicles on city streets is prohibited in San Fernando. Large productions involving multiple days of filming may request permission for overnight parking, which will be considered on a case-by-case by the City Manager’s Office.
- Site Clean-up - The permittee shall conduct operations in an orderly fashion with ongoing attention to the storage of equipment not in use and the clean-up of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site. If the permittee fails to restore the scene to the original condition, the City reserves the right to clean and restore the scene and then charge the permittee for all associated costs.

QUESTIONS OR ASSISTANCE

For questions, assistance, or to begin the Photography and Film Production Permit process, please contact Julie M. Fernandez, Executive Assistant to the City Manager, at (818) 898-1202 or via email at JFERNANDEZ@SFCITY.ORG.

PHOTOGRAPHY AND FILM PRODUCTION PERMIT APPLICATION

PRODUCTION COMPANY & CONTACT INFORMATION

| | | | |
|--|--|---|-----------------|
| COMPANY NAME | | TELEPHONE NO. | |
| ADDRESS | | CITY | STATE, ZIP CODE |
| LOCATION MANAGER <small>Check if Main Contact</small> <input type="checkbox"/> | PRODUCTION MANAGER <small>Check if Main Contact</small> <input type="checkbox"/> | OTHER CONTACT <small>Check if Main Contact</small> <input type="checkbox"/> | |
| TELEPHONE NO. | TELEPHONE NO. | TELEPHONE NO. | |

PRODUCTION/PROJECT INFORMATION

| | | | | | |
|---|----------------|--|--|---|--|
| PRODUCTION/PROJECT TITLE | | | | TYPE | |
| START DATE | END DATE | FILMING DATE & TIME START @ <input type="checkbox"/> AM <input type="checkbox"/> PM | | FILMING DATE & TIME END @ <input type="checkbox"/> AM <input type="checkbox"/> PM | |
| TOTAL PERSONNEL | TOTAL VEHICLES | TRUCKS | CARS | R/Vs | GENERATORS |
| PYROTECHNICS <input type="checkbox"/> Yes <input type="checkbox"/> No | | SPECIAL EFFECTS PERMIT NO. | | PYROTECHNICIAN NAME | |
| POLICE SERVICES <input type="checkbox"/> Yes <input type="checkbox"/> No | | FIRE SERVICES <input type="checkbox"/> Yes <input type="checkbox"/> No | POSTINGS <input type="checkbox"/> Yes <input type="checkbox"/> No | DUMPSTER <input type="checkbox"/> Yes <input type="checkbox"/> No | NUDITY <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | ADULT CONTENT <input type="checkbox"/> Yes <input type="checkbox"/> No | | PORNOGRAPHY <small>Explain Below</small> <input type="checkbox"/> Yes <input type="checkbox"/> No | |

LOCATION INFORMATION

| | |
|---|---|
| PRODUCTION ADDRESS | <input type="checkbox"/> Private Property <input type="checkbox"/> City Property |
| PROPERTY OWNER | BUSINESS OWNER/TENANT NAME |
| DESCRIPTION OF PRODUCTION <small>See Page 2 to include mandatory detailed diagram</small> | |

INSURANCE INFORMATION

| | |
|---------|-----------------|
| COMPANY | EXPIRATION DATE |
|---------|-----------------|

AUTHORIZATION *I agree to comply with all city requirements pertaining to the insurance of this permit. I understand that failure to do so may result in the immediate discontinuance of operations, revocation of permit, and/or forfeiture of fees.*

| | | |
|-----------|--------------|------|
| SIGNATURE | NAME (PRINT) | DATE |
|-----------|--------------|------|

OFFICE USE ONLY

| | | | | |
|---------------|---|---------------------------------------|---|--|
| DATE RECEIVED | REQUIRED DEPARTMENTS / FEES / DOCUMENTS | | | |
| DATE ISSUED | <input type="checkbox"/> Finance | <input type="checkbox"/> C of LA Fire | <input type="checkbox"/> Insurance | <input type="checkbox"/> City Property |
| | <input type="checkbox"/> Public Works | <input type="checkbox"/> Other | <input type="checkbox"/> Property Owner Sig | <input type="checkbox"/> Spec Effects Permit |
| | <input type="checkbox"/> Police | TOTAL | <input type="checkbox"/> Tenant Signature | <input type="checkbox"/> Pyrotechnician Lic |
| | <input type="checkbox"/> Recreation | Date Paid | <input type="checkbox"/> Ack Signatures | <input type="checkbox"/> |

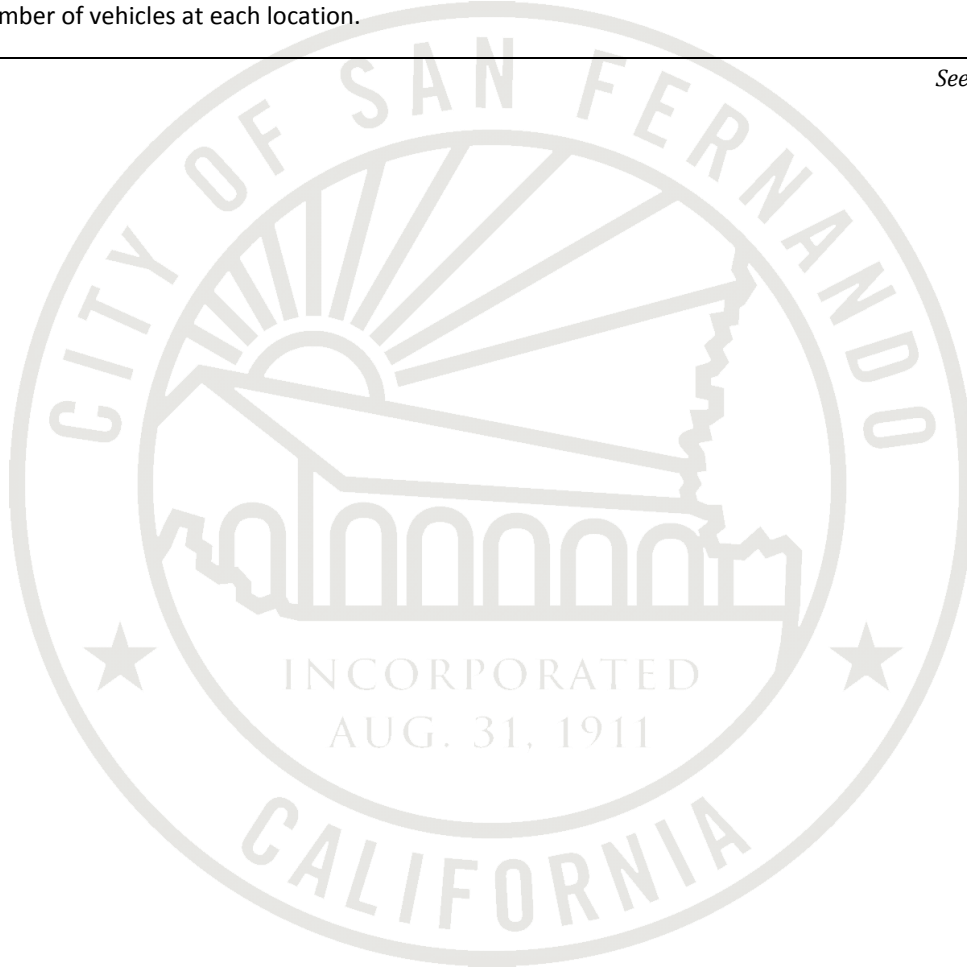
PRODUCTION/PROJECT INFORMATION

| | | |
|---|---|---------------|
| PRODUCTION/PROJECT TITLE | PRODUCTION COMPANY | CONTACT NAME |
| PRODUCTION ADDRESS | | |
| FILMING DATE & TIME START @ <input type="checkbox"/> AM <input type="checkbox"/> PM | FILMING DATE & TIME END @ <input type="checkbox"/> AM <input type="checkbox"/> PM | TELEPHONE NO. |

PRODUCTION DIAGRAM

1. Draw you street location, show the nearest intersection(s) and surrounding addresses.
2. Place a series of XXXXXs in front of the address(es) where you plan to park the vehicle(s).
3. Indicate the number of vehicles at each location.

See Attached Diagram ☐



PHOTOGRAPHY AND FILM PRODUCTION ACKNOWLEDGMENT SIGNATURES

A notification letter on film company stationary must be distributed to, and acknowledged by, property owners and tenants adjacent to the film location within a 500 square foot area from the location. Written permission is required from property owners and tenants impacted by filming or parking occurring in front of their property.

PRODUCTION/PROJECT INFORMATION

| | | | | | |
|------------------|----------------|------------------------------------|--|----------------------------------|--|
| COMPANY NAME | | | LOCATION & ADDRESS | | |
| PRODUCTION START | PRODUCTION END | FILMING DATE & TIME START @ | <input type="checkbox"/> AM <input type="checkbox"/> PM | FILMING DATE & TIME END @ | <input type="checkbox"/> AM <input type="checkbox"/> PM |

EQUIPMENT VEHICLES NECESSARY FOR THE FILMING ACTIVITY WILL BE PARKED ON THE FOLLOWING CITY STREETS

WE, THE UNDERSIGNED, HAVE BEEN MADE AWARE OF THE ABOVE MENTIONED PRODUCTION/PROJECT AND THAT IT IS SCHEDULED ON THE ABOVE MENTIONED DATE, TIME, AND LOCATION.

| PRINT NAME | ADDRESS | SIGNATURE |
|------------|---------|-----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |

MAKE ADDITIONAL COPIES OF THIS PAGE, IF NECESSARY

**PHOTOGRAPHY AND FILM PRODUCTION
PERMISSION TO USE PROPERTY FOR FILMING**

PRODUCTION/PROJECT INFORMATION

| | | | |
|------------------|----------------|---|---|
| COMPANY NAME | | LOCATION & ADDRESS | |
| PRODUCTION START | PRODUCTION END | FILMING DATE & TIME START @ <input type="checkbox"/> AM <input type="checkbox"/> PM | FILMING DATE & TIME END @ <input type="checkbox"/> AM <input type="checkbox"/> PM |

LIST ANY SPECIAL PROVISION AND/OR CONCERNS



I HEREBY GIVE PERMISSION TO THE ABOVE MENTIONED COMPANY FOR THE USE OF THE ABOVE MENTIONED PROPERTY FOR THE PURPOSE OF FILMING ON THE ABOVE MENTIONED DATES.

| | | | |
|------------------------------------|---------------|---------------------------------|------|
| PROPERTY OWNER NAME (PRINT) | TELEPHONE NO. | PROPERTY OWNER SIGNATURE | DATE |
| BUSINESS OWNER/TENANT NAME (PRINT) | TELEPHONE NO. | BUSINESS OWNER/TENANT SIGNATURE | DATE |

OFFICE USE ONLY

| | |
|---------------|--|
| DATE RECEIVED | VERIFIED <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> BUSINESS OWNER/TENANT |
|---------------|--|

ATTACHMENT "E"

Sec. 22-144. - Movie takers and producers generally.

- (a) Every person taking or producing one or more moving or motion pictures or photoplays and having no fixed place of business in the city shall pay a daily fee as follows:
 - (1) For the first day, \$300.00.
 - (2) For every additional day of the same shoot, \$100.00.
 - (3) Still photography, \$100.00 per day.
- (b) Additional fees may be charged for rental of city property and/or use of city personnel.
- (c) As defined in section 22-451 of chapter 22 of the San Fernando Municipal Code, charitable films, city produced public access films, family videos, news reporters, student films, and studios are exempt from the fee required by this section.

(Code 1957, § 12.89; Ord. No. 1574, § 1, 8-21-2006; Ord. No. 1579, § 1, 8-6-2007)

COST ESTIMATE

| | | | | | | |
|--|--|--------------------|-------------------------------|--|-----------------|--------------|
| SPECIAL EVENT | | | DATE(S) OF EVENT | | | |
| | | | | | | |
| LOCATION | | | RESPONSIBLE PARTY | | | |
| | | | | | | |
| ATTENTION | | | DEPOSIT TO ACCOUNT NO. | | | |
| | | | | | | |
| SERVICES PROVIDED | | | | | | |
| | | | | | | |
| 1. LABOR DESCRIPTION <i>Includes 35% Overhead, per City Fee Schedule</i> | | HOURS | | RATE | | TOTAL |
| | | REGULAR | OVERTIME | REGULAR | OVERTIME | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL HOURS | | | | TOTAL LABOR CHARGES | | |
| 2. EQUIPMENT | | HOURS | | RATE | | TOTAL |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL HOURS | | | | TOTAL EQUIPMENT CHARGES | | |
| 3. PARTS AND MATERIALS | | QTY | UNIT | PRICE | DAY(S) | TOTAL |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL PARTS & MATERIALS CHARGE | | | | | | |
| 4. MISC. & CONTRACTUAL SERVICES | | QTY | UNIT | PRICE | DAY(S) | TOTAL |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL MISC. & CONTRACTUAL SERVICES CHARGE | | | | | | |
| GRAND TOTAL PER EVENT | | | | | | |
| NOTES | | | | | | |
| | | | | | | |
| <input type="checkbox"/> SEE ATTACHED FOR SET UP DETAILS | | | | | | |
| PREPARED BY | | REVIEWED BY | | APPROVED BY | | |
| | | | | Chris Marcarello Deputy City Manager/ Public Works Director | | |

COST ESTIMATE WORKSHEET

| SPECIAL EVENT | DATE(S) OF EVENT |
|---|------------------|
| | |
| SET UP DETAILS | |
| <div data-bbox="324 564 1289 1530" data-label="Image"> </div> | |
| PREPARED BY | REVIEWED BY |
| | |

COST ESTIMATE

| | | | | | | |
|---------------------------------|--|--------------------|-------------------------------|-------------------------------------|--------------------|--------------|
| SPECIAL EVENT | | | DATE(S) OF EVENT | | | |
| | | | | | | |
| LOCATION | | | RESPONSIBLE PARTY | | | |
| | | | | | | |
| ATTENTION | | | DEPOSIT TO ACCOUNT NO. | | | |
| | | | | | | |
| SERVICES PROVIDED | | | | | | |
| | | | | | | |
| 1. EVENT STAFFING LEVELS | | DATE | TIME | HOURS | DEPLOYMENT | TOTAL |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | TOTAL STAFFING LEVEL (HOURS) | | |
| 2. LABOR COST | | | | HOURS | HOURLY RATE | TOTAL |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | TOTAL LABOR CHARGES | | |
| 3. MISCELLANEOUS COSTS | | QTY | UNIT | PRICE | DAY(S) | TOTAL |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | TOTAL MISCELLANEOUS COSTS | | |
| GRAND TOTAL PER EVENT | | | | | | |
| NOTES | | | | | | |
| | | | | | | |
| PREPARED BY | | REVIEWED BY | | APPROVED BY | | |
| | | | | | | |
| | | PATROL COMMANDER | | CHIEF OF POLICE | | |

INVOICE

Photography and Film Production Permit

| | | |
|-----------------|----------------------------|--|
| BILL TO: | INVOICE NO. | |
| | INVOICE DATE | |
| | DUE DATE | |
| | TERMS | |
| | P&FP PERMIT NO. | |

PRODUCTION INFORMATION

| | | | |
|--------------------------|------|----------------------|----------------|
| PRODUCTION/PROJECT TITLE | TYPE | PRODUCTION START/END | FILM START/END |
| PRODUCTION ADDRESS | | | |

DESCRIPTION

AMOUNT

FINANCE DEPARTMENT

FILM PERMIT First Day:

FILM PERMIT Additional Day(s):

POLICE DEPARTMENT

RECREATION & COMMUNITY SERVICES

PUBLIC WORKS DEPARTMENT

DUE AND PAYABLE UPON RECEIPT

TOTAL

\$

NOTES

FINAL COST MAY INCREASE IF CHANGES ARE MADE AFTER APPLICATION IS SUBMITTED AND PROCESSED.

MAKE CHECKS PAYABLE TO "CITY OF SAN FERNANDO" AND REMIT TO 117 MACNEIL STREET, SAN FERNANDO, CA 91340

PHOTOGRAPHY & FILM PRODUCTION PERMIT

No. _____

ISSUED TO

PRODUCTION COMPANY

CONTACT INFORMATION

PRODUCTION/PROJECT INFORMATION

PRODUCTION/PROJECT TITLE

TYPE

PRODUCTION ADDRESS

START DATE

END DATE

FILMING DATE & TIME START

FILMING DATE & TIME END

TOTAL PERSONNEL :

POLICE SERVICES :

TOTAL VEHICLES :

FIRE SERVICES :

Trucks :

Permit No. :

Cars :

POSTINGS :

R/Vs :

DUMPSTER :

Generators :

NUDITY :

Other :

ADULT CONTENT :

PYROTECHNICS :

PORNOGRAPHY :

Special Effects Permit No. :

INSURANCE :

Pyrotechnician Name :

Expiration Date :

License No. :

DESCRIPTION OF PRODUCTION

NOTE(S)

ADMINISTRATION APPROVAL

The above mentioned company has satisfied the rules and regulations governing permits for filming, videotaping, or still photography on location within the City of San Fernando, pursuant to SFCC Article VIII – Commercial Filming and Photography

NAME

SIGNATURE

DATE

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AGENDA REPORT

To: Mayor Joel Fajardo and City Councilmembers

From: Rick R. Olivarez, City Attorney

Date: October 19, 2015

Subject: Consideration to Adopt a Resolution Amending the City Council Procedural Manual by Adding a Policy as to the Use of City Letterhead and Other Official Stationery

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7704 (Attachment "A") to add a new chapter to the City Council Procedural Manual entitled "Official Letterhead and Other Stationery Use Policies," to officially memorialize appropriate use of the City seal, logo and letterhead.

BACKGROUND:

This report is in response to an inquiry from the City Manager regarding the City's policies on use of the City's letterhead and logos by individual City Councilmembers. There has also been some inquiry into whether individual Councilmembers can distribute correspondence on City letterhead, on their own behalf, without any approval of the City Council.

The custom and practice used for City Councilmembers to distribute correspondence on City letterhead was to have the Councilmember provide information to the City Council secretary who then finalizes and distributes the correspondence.

The Proposed Policy

The attached resolution modifies the City's policies applicable to City Councilmembers and formalizes the current custom and practice into a formal policy of the City. By way of the new chapter, the City Council will retain authority to approve any communications made on City letterhead by a majority vote of the City Council to ensure that messages inconsistent with the current policy positions of the City Council are properly identified as being the personal opinions of the authority and not the official position of the City Council or the City. Individual Councilmembers may use the City letterhead to make a representation on behalf of the City Council, so long as the City Council has authorized the Councilmember to make the statement or communicate a specific position on the City Council's behalf.

Consideration to Adopt a Resolution Amending the City Council Procedural Manual by Adding a Policy as to the Use of City Letterhead and Other Official StationeryPage 2 of 2

Individual Councilmembers are also authorized to use City letterhead in order to respond to informational inquiries of the general public as well as make inquiries of other individuals or organizations. Such correspondence must indicate whether the Councilmember is communicating in an individual capacity or a representative capacity on behalf of the City and/or the City Council, subject to the requirements described above.

The policy will also slightly modify the prior custom and practice of having the City Council secretary prepare correspondence on official City letterhead and other official stationery. Prior to having the secretary draft any correspondence using office City letterhead or other official stationery, the City Councilmember must first provide verbal or written notice of the intent to distribute correspondence to the City Manager. The City Council secretary shall not prepare the requested correspondence without prior to the City Manager's confirmation of the requesting Councilmember's notice. The City Manager shall have the right to review of the correspondence prior to dissemination, as well as seek input from the City Council.

City Councilmembers will not receive personalized stationery with the official City letterhead affixed to it in any way. In addition, Councilmembers will not be allowed to maintain their own stock of personalized official letterhead or stationery. The policy provides that any such stationery will be deemed a counterfeit.

ANALYSIS:

The new policy will provide a clearly established set of rules for the use of the official letterhead and stationery. The new policy will also avoid confusion, in that it will allow for greater City Council and City Manager oversight as to communications made purportedly on behalf of the City.

In addition to consideration of this Resolution, the City and City Council, if it wills, may also want to consider changes to appropriate use of the City's seal. Currently, the ordinance provided for in Section 1-13 of the City of San Fernando appears vague, and could create more confusion if not aligned with the new proposed chapter of the Procedural Manual.

BUDGET IMPACT:

At this time, there appears to be no impact on the budget.

ATTACHMENT:

A. Resolution No. 7704

ATTACHMENT “A”**RESOLUTION NO. 7704****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE CITY COUNCIL PROCEDURAL MANUAL BY ADDING A NEW CHAPTER 15 ENTITLED “OFFICIAL LETTERHEAD AND OTHER STATIONERY USE POLICIES”**

WHEREAS, the City Council adopted its Procedural Manual (Manual) for the Conduct of City Council Meetings in the City of San Fernando on July 3, 1995 by Resolution No. 6434, and amended the Procedural Manual on March 16, 1998 by Resolution No. 6604, on August 7, 2000 by Resolution No. 6743, on July 21, 2003 by Ordinance No. 1543, on July 20, 2009 by Resolution 7328, on December 7, 2009 by Resolution No. 7346, on May 3, 2010 by Resolution No. 7376, on September 19, 2011 by Resolution No. 7454, on May 4, 2015 by Resolution 7664, and on October 19, 2015 by Resolution No. 7704; and

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

WHEREAS, the City Council desires to amend the Manual by revising various sections.

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

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

SECTION 2. The revised sections contained in Exhibit “A”, which are hereby incorporated herein by this reference, are added to the Manual. The subject amendments will add a new Chapter 15 to the Procedural Manual entitled “Official Letterhead and Other STATIONERY Use Policies”.

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

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 19th day of October 2015.

Joel Fajardo, 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 19th day of October 2015, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT A
TEXT OF NEW CHAPTER 15 TO PROCEDURAL MANUAL

Section 1. As indicated in the Resolution No. 7704 to which this Exhibit A is attached, that certain record/policy of the City of San Fernando (“City”) entitled “Procedural Manual – City Council of the City of San Fernando” (hereinafter, the “Manual”) is hereby amended by the addition of a new Chapter 15 entitled “Official Letterhead and Other Stationery Use Policies”. Accordingly, pursuant to Resolution No. 7704, the Manual shall be amended by the addition of a new Chapter 15 which shall read as follows:

15. OFFICIAL LETTERHEAD AND OTHER STATIONERY USE POLICIES

15.1 AUTHORIZED USE OF LETTERHEAD

Official City letterhead or any other official Stationery of the City must be used with care to avoid misunderstandings, including but not limited to, misrepresentations of official City Council-approved policies or actions. When authorized or otherwise directed by a majority of the City Council at a duly noticed meeting of the City Council, official City letterhead and/or other official Stationery may be used by members of the City Council to communicate official City Council-approved action or policy. Individual City Councilmembers may also use official City letterhead or other official Stationery to respond to informational inquiries made by interested members of the public or to make inquiries with others. When using official letterhead or other official Stationery to communicate with others, City Councilmembers must expressly state in their communication whether or not they are communicating in their individual capacity or whether they are communicating in a representative capacity for the City Council and/or the City. In order to communicate in a representative capacity for the City Councilmember must have received formal direction or authorization from a majority of the City Council at a duly noticed meeting of the City Council.

15.2 UNAUTHORIZED USE OF OFFICIAL LETTERHEAD OR OTHER OFFICIAL STATIONERY

In addition to any other prohibition set forth under this Chapter, elsewhere in this Manual, under the San Fernando Municipal Code or state law or federal law, no member of the City Council communicating with any other person or entity through the medium of official City letterhead or other official Stationery of the City, may represent that he or she is communicating or otherwise acting in a representative capacity for the City Council or the City or communicating a position or opinion in the name of the City Council or the City unless the City Council has been expressly authorized to do so by a majority of the City Council at a duly noticed meeting of the City Council. The City Council reserves the right to request that any communications using City letterhead or other City Stationery which are issued in the name of the City Council or the City must be reviewed and vetted by the City Council as a body at a duly noticed meeting of the City Council before the communication is disseminated.

15.3 PREPARATION OF COMMUNICATIONS USING OFFICIAL LETTERHEAD OR OTHER OFFICIAL STATIONERY

It shall be the official policy of the City to have all City Councilmember communications using official City letterhead or other official Stationery prepared by secretarial staff of the City Manager's Office, with prior verbal or written notice by the requesting Councilmember to the City Manager. City secretarial staff may not commence the drafting of such communications until the City Manager has confirmed either verbally or in writing that the City Manager has been notified of a Councilmember's request to communicate using official City letterhead or other official Stationery of the City. The City Manager reserves the right to review all such communications before they are disseminated to verify compliance with these policies and the City Manager further reserves the right to seek input and direction from the City Council at a duly noticed meeting of the City Council before authorizing staff to disseminate any such communications. Councilmembers shall not receive personalized official letterhead or Stationery nor shall Councilmembers be entitled to maintain their own stock of letterhead or Stationery or maintain electronic templates of such Stationery. The rights and duties of the City Manager under this Chapter shall be delegated to the person who has been formally designated by the City Manager or a majority of the City Council to act in place of the City Manager during any period time in which the City Manager is on vacation, on extended leave or is otherwise physically unable to discharge his or her duties at the time the request is made.

15.4 COUNTERFEIT LETTERHEAD OR STATIONERY

Except as may otherwise be allowed under City Council Resolution No. 6904 approved May 5, 2003, no member of the City Council may affix the City seal or any other City logo on any personal letterhead, Stationery or any other written document, whether or not such letterhead, Stationery or document is transmitted in paper form or electronically. All such written communications improperly bearing the City seal or any other City logo shall be deemed unauthorized and counterfeit.

15.5 DEFINITIONS

- A. "City seal" shall have the same meaning as set forth under Section 1-13 of the San Fernando Municipal Code as the same may be amended from time to time. The City seal as described under Section 1-13 appears as follows:



- B. “City logo(s)” shall mean and include all logos or designs used for purposes of symbolically representing the authority of the City of San Fernando and the capacity of its officers, employees and agents as representatives of the City of San Fernando. City logos include, but are not limited to the following image:



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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Vice Mayor Sylvia Ballin

Date: October 19, 2015

Subject: Consideration to Appoint Councilmember Robert C. Gonzales to the Disaster Council

RECOMMENDATION:

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

BACKGROUND:

The Disaster Council was established to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions as are necessary to implement such plans and agreements.

On April 6, 2015, in conjunction with ratification of the City Council Liaison Assignment List for 2015-2016, the City Council approved Mayor Fajardo's recommendation to appoint me to serve as Vice Chairperson of the Disaster Council (per San Fernando City Code §26-91).

ANALYSIS:

Section 26-92 of the San Fernando City Code states:

Sec. 26-92. - Powers and duties; meetings.

It shall be the duty of the disaster council and it is empowered to develop and recommend for adoption by the city council emergency and mutual aid plans and agreements and such ordinances and resolutions as are necessary to implement such plans and agreements. The disaster council shall meet at least quarterly and upon call of the chairman or, in his absence from the city or inability to call such meeting, upon call of the vice-chairman.

(Code 1957, § 7.4)

The Disaster Council has been especially active in the last few years in developing disaster preparedness and emergency plans.

Consideration to Appoint Councilmember Robert C. Gonzales to the Disaster CouncilPage 2 of 2

The Disaster Council meetings are held quarterly (February, May, August, November) on the last Tuesday of the month at 9:00 a.m. and have had good attendance by other agencies including Los Angeles Fire Department, American Red Cross, Providence Holy Cross Hospital, and Los Angeles Search and Rescue. The Public Works Department and the Police Department work together to facilitate the meetings.

The Disaster Council provides an opportunity to maintain relations with these important agencies and others serving the City of San Fernando.

BUDGET IMPACT:

None

CONCLUSION:

The appointments of Disaster Council members are important towards achieving a quorum to hold meetings.

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AGENDA REPORT

To: City Councilmembers

From: Mayor Joel Fajardo

Date: October 19, 2015

Subject: Appointment to the Parks, Wellness and Recreation Commission

RECOMMENDATION:

I recommend that Joe Ponce be appointed as my representative to the Parks, Wellness and Recreation Commission.

BUDGET IMPACT:

None

ATTACHMENT:

A. J. Ponce - Biography

ATTACHMENT “A”**JOE PONCE**

Occupation: Field Operations Manager, Telecommunications

Life-long San Fernando resident and graduate of San Fernando High School in 1976.

Attended Mission College.

Started working odd jobs in junior high school, and went to work for a short time in a machine shop right out of high school.

I soon went to work for the City of Los Angeles Parks and Recreation Department.

After leaving the City of LA, I went to work at Western Electric (eventually called PacTel) as an engineer, where I stayed for five years, and then spent two years with Pacific Telephone.

I eventually went to work in the private telephone company industry, and travelled the country.

I was lead engineer for the San Fernando Courthouse rebuild after the damage that was inflicted by the Northridge earthquake.

With over 40 years of experience in the telecommunications industry, I am currently employed by Nexis IS, an industry leader in telecommunications systems for large and small businesses and government organizations.