



SAN FERNANDO CITY COUNCIL  
REGULAR MEETING NOTICE AND AGENDA

APRIL 20, 2015 – 6:00 PM  
COUNCIL CHAMBERS  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340

**CALL TO ORDER/ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**PRESENTATION**

- a) INTRODUCTION OF NEW POLICE LIEUTENANT CHRISTIAN COLELLI  
Police Chief Anthony Vairo
- b) CERTIFICATES OF RECOGNITION TO LETICIA CHÁVEZ AND ANDREA LEMUS  
Mayor Pro Tem Sylvia Ballin and Yolanda Haro
- c) ARBOR DAY PROCLAMATION  
Deputy City Manager/Public Works Director Chris Marcarello

**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

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addressing the City Council please speak into the microphone and voluntarily state your name and address.

**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) CONSIDERATION TO ADOPT RESOLUTION NO. 15-042 APPROVING THE WARRANT REGISTER**
  
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING A TUITION DISCOUNT PROGRAM AGREEMENT BETWEEN THE CITY OF SAN FERNANDO AND THE UNIVERSITY OF LA VERNE**

Recommend that the City Council:

- a. Adopt Resolution No. 7669 approving a Tuition Discount Program Agreement; and
  
- b. Authorize the City Manager to execute the Agreement (Contract No. 1787) between the City and the University of La Verne.

**ADMINISTRATIVE REPORTS**

- 3) CONSIDERATION TO APPROVE THE RECREATION SPORTS PROGRAMS PROPOSAL**

Recommend that the City Council:

- a. Approve the Recreation Sports Programs Proposal; and
  
- b. Direct City staff to request funds for a Park Master Plan through the Fiscal Year 2015-2016 budget process at a cost of approximately \$60,000.

- 4) CONSIDERATION TO APPROVE CONCEPTUAL DESIGN OF TRAFFIC SAFETY AND LANDSCAPING ENHANCEMENTS AT PARKING LOT 5 AND TRUMAN STREET STREETScape FROM SAN FERNANDO MISSION BOULEVARD TO BRAND BOULEVARD**

Recommend that the City Council:

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- a. Provide input and direction related to the proposed conceptual design for traffic safety and aesthetic enhancements at Parking Lot 5 and along Truman Street (from San Fernando Mission Boulevard to Brand Boulevard); and
- b. Authorize the City Manager to proceed with construction design plans for Parking Lot 5 and Truman Street Streetscaping Improvements.

**5) SOLID WASTE FRANCHISE SERVICES ANNUAL REVIEW**

Recommend that the City Council receive and file the solid waste franchise annual report.

**6) UPDATE ON TRANSIT ORIENTED DEVELOPMENT OVERLAY ZONE PROJECT**

Recommend that, after reviewing the update, City Council provide staff with further direction regarding the City of San Fernando Transit Oriented Development Overlay Zone Project as work proceeds in the next steps of the development process.

**7) CALIFORNIA HIGH-SPEED RAIL PROJECT UPDATE**

Recommend that the City Council:

- a. Approve the revised letter from the San Fernando City Council to the California High-Speed Rail Authority Board of Directors;
- b. Approve a letter from the North Los Angeles County Communities Protection Coalition to the California High Speed Rail Authority Board of Directors; and
- c. Provide direction related to future public outreach efforts.

**8) SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS APPOINTMENT TO THE REGIONAL COUNCIL DISTRICT 67**

Recommend that the City Council select a representative to serve on the Southern California Association of Governments Regional Council for District 67.

**9) CONSIDERATION TO ADOPT A RESOLUTION AMENDING THE CITY COUNCIL PROCEDURAL MANUAL BY REVISING VARIOUS SECTIONS**

Recommend that the City Council adopt Resolution No. 7664 amending the City Council Procedural Manual to reflect the changes recommended by the City Council.

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**10) CONSIDERATION TO ADOPT AN ORDINANCE REGARDING THE REGULATION OF BEHESTED PAYMENTS**

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

**11) DISCUSSION REGARDING ADMINISTRATIVE POLICY PERTAINING TO CITY COUNCIL CONTACTS**

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

**12) DISCUSSION REGARDING CITY COUNCIL POLICY PERTAINING TO ATTORNEY SERVICES**

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

**13) DISCUSSION REGARDING THE MUNICIPAL EQUALITY INDEX REPORT FOR THE CITY OF SAN FERNANDO**

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

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

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

*Elena G. Chávez, City Clerk*

*Signed and Posted: April 16, 2015 (4:00 p.m.)*

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*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](http://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](http://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.*

# **Regular Meeting**

# **San Fernando City Council**

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**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** April 20, 2015

**Subject:** Consideration to Adopt Resolution No. 15-042 Approving the Warrant Register

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 15-042 (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. 15-042

**ATTACHMENT "A"**

**RESOLUTION NO. 15-042**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 15-042**

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

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

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

**PASSED, APPROVED, AND ADOPTED** this 20<sup>th</sup> day of April, 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 20<sup>th</sup> day of April, 2015, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
Elena G. Chávez, City Clerk

**EXHIBIT "A"**

vchlist		Voucher List				Page:	1
04/15/2015 5:10:53PM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
109583	4/20/2015	100044 ABNER'S APPLIANCE CO.	000762		INSULATION KIT FOR REFRIGERATION 001-390-0460-4330	265.02	
					<b>Total :</b>	<b>265.02</b>	
109584	4/20/2015	100066 ADS ENVIRONMENTAL SERVICES,INC	12984.22-0315	11167	DESIGN, INSTALLATION AND MONITOR 072-360-0000-4260	1,555.00	
					<b>Total :</b>	<b>1,555.00</b>	
109585	4/20/2015	100070 ADVANCED ELECTRONICS INC.	0149676-IN 0149677-IN	11159	PTP RENTAL - APRIL 2015 001-420-0000-4260 COMPUTER MAINTENANCE AGREEME 001-222-0000-4320	272.50 6,564.63	
					<b>Total :</b>	<b>6,837.13</b>	
109586	4/20/2015	100101 VERIZON WIRELESS-LA	270693253 460851202 561407019 660629692 870422920		PLANNING CELL PHONES 001-140-0000-4220 PD CELL PHONES 001-222-0000-4220 CITY YARD CELL PHONE & USB MODEI 070-384-0000-4220 001-390-0000-4220 001-320-0000-4220 072-360-0000-4220 001-130-0000-4220 VARIOUS CELL PHONES 001-106-0000-4220 070-384-0000-4220 001-420-0000-4220 PD CELL PHONES AND MDT MODEMS 001-222-0000-4220 001-152-0000-4220	68.17 155.26 24.83 20.04 0.76 33.62 41.70 62.46 36.10 983.06 114.03	
					<b>Total :</b>	<b>1,560.07</b>	
109587	4/20/2015	100143 ALONSO, SERGIO	MARCH 2015		MMAP INSTRUCTOR 108-424-3658-4260	250.00	
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vchlist		Voucher List				Page:	2
04/15/2015 5:10:53PM		CITY OF SAN FERNANDO					
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109587	4/20/2015	100143 100143 ALONSO, SERGIO	(Continued)				<b>Total : 250.00</b>
109588	4/20/2015	100172 AMERICAN RED CROSS	10354536 10357698		CPR/AED CERT - CLASS DATE 02/28/15 001-420-0000-4260 LIFEGUARD CERT - CLASS DATE 05/23 001-430-0000-4260	27.00 70.00	
					<b>Total :</b>	<b>97.00</b>	
109589	4/20/2015	100191 ANGELES SHOOTING RANGE	9320		TRAINING 001-225-0000-4360	75.00	
					<b>Total :</b>	<b>75.00</b>	
109590	4/20/2015	100204 AQUA-METRIC SALES COMPANY	0055949-IN		3/4" SR II CERTIFIED TEST 070-2705	95.00	
					<b>Total :</b>	<b>95.00</b>	
109591	4/20/2015	100222 ARROYO BUILDING MATERIALS, INC	142305 143317 143393 143453 143816 143909 143918		SIDEWALK REPAIR FOLLOWING WATEI 070-383-0000-4260 STORM DRAIN REPAIR FIRST & ORANC 001-311-0000-4600 STORM DRAIN REPAIR FIRST & ORANC 001-311-0000-4600 STORM DRAIN REPAIR - FIRST & ORAN 001-311-0000-4600 SIDEWALK REPAIR - 500 LAZARD 001-311-0000-4600 SIDEWALK REPAIR - 528 LAZARD 001-311-0000-4600 SIDEWALK REPAIR - 528 LAZARD 001-311-0000-4600	122.87 121.71 14.65 184.03 5.69 184.03 24.59	
					<b>Total :</b>	<b>657.57</b>	
109592	4/20/2015	100405 BONANZA CONCRETE, INC.	48008		CONCRETE - FIRST & ORANGE GRV 001-311-0000-4600	843.65	
					<b>Total :</b>	<b>843.65</b>	
109593	4/20/2015	100439 BUDDY'S ALL STAR	30666-00		BASKETBALL UNIFORMS 017-420-1328-4300	38.34	
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04/15/2015 5:10:53PM		CITY OF SAN FERNANDO					
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
109593	4/20/2015	100439 BUDDY'S ALL STAR	(Continued)				<b>Total : 38.34</b>
109594	4/20/2015	100532 STATE OF CALIFORNIA, DEPARTMENT OF JU	090025		LIVESCAN FINGERPRINTING - MAR 20 004-2386	4,081.00	<b>Total : 4,081.00</b>
109595	4/20/2015	100562 CALIFORNIA PARK & RECREATION	002947		CPRS MEMBERSHIP 001-420-0000-4380	495.00	<b>Total : 495.00</b>
109596	4/20/2015	100805 COOPER HARDWARE INC.	94833		FERTILIZER 001-390-0410-4300	10.67	
			94913		MAT'LS FOR SIGN 001-370-0301-4300	61.80	
			94937		WIRE CLIPS 001-390-0410-4300	8.57	<b>Total : 81.04</b>
109597	4/20/2015	100886 LOS ANGELES DAILY NEWS	0010634992		2015 ELECTION NOTICE - NOMINEES F 001-116-0000-4230	332.80	
			0010634995		2015 ELECTION NOTICE - LIST OF POL 001-116-0000-4230	866.00	<b>Total : 1,198.80</b>
109598	4/20/2015	100960 DIEDIKER, VIRGINIA	REIMB		REIMB FOR ITEMS PURCHASED RELA' 001-424-0000-4300	458.30	<b>Total : 458.30</b>
109599	4/20/2015	101147 FEDEX	2-982-7933		COURIER SERVICE 001-190-0000-4280	73.99	<b>Total : 73.99</b>
109600	4/20/2015	101245 G.I. LAWNMOWER SHOP	520286		EQUIP MAINT 001-390-0410-4320	18.05	<b>Total : 18.05</b>
109601	4/20/2015	101302 VERIZON	8181811070		POLICE PAGING 001-222-0000-4220	46.05	
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04/15/2015 5:10:53PM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
109601	4/20/2015	101302 VERIZON	(Continued)				
			8181811380		MWD METER 070-384-0000-4220	50.04	
			8181973209		PARKS MAJOR PHONE LINES 001-420-0000-4220	1,436.25	
			8181973210		PD MAJOR PHONE LINES 001-222-0000-4220	2,621.77	
			8181973211		PHONE BILL 001-190-0000-4220	2,245.88	
			8183616728		ENGINEERING FAX LINE 001-310-0000-4220	26.43	
			8183655097		PD NARCOTICS VAULT 001-222-0000-4220	26.09	
			8188371509		ANIMAL CONTROL & PW PHONE LINE 001-190-0000-4220	53.21	
			8188372296		CREDIT CARD PHONE LINE 001-190-0000-4220	58.30	
			8188384969		PD ALARM PANEL 001-222-0000-4220	109.14	<b>Total : 6,673.16</b>
109602	4/20/2015	101373 GOVERNMENT FINANCE	195165005		MEMBERSHIP RENEWAL 05/01/15-04/30 001-130-0000-4380	225.00	<b>Total : 225.00</b>
109603	4/20/2015	101376 GRAINGER, INC.	9690848925		WATER FILTERS FOR ALL FACILITIES 001-390-0410-4300	36.21	
			9695140492		EXIT SIGN FOR REC PARK 001-390-0410-4300	68.21	
					001-390-0222-4300	17.44	
					001-390-0450-4300	75.69	
			9697780303		FIRE SPRINKLER SIGN @ LP PARK 001-390-0460-4300	19.34	
			9697780311		FIRE SPRINKLER SIGN @ LP PARK 001-390-0460-4300	16.20	
			9697981240		2ND STAGE VALVE - CNG STATION 001-320-3661-4400	466.50	
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04/15/2015 5:10:53PM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
109603	4/20/2015	101376 GRAINGER, INC.	(Continued) 9698442929		SAFETY SUPPLIES 001-390-0410-4310	54.75	
			9700169288		SMALL TOOLS 001-390-0410-4340	146.07	
						<b>Total :</b>	<b>900.41</b>
109604	4/20/2015	101528 THE HOME DEPOT CRC, ACCT#603532202490	3035183		MISC TOOLS 070-383-0000-4340	218.78	
			3087396		SMALL TOOLS 001-390-0410-4340	83.47	
			3090279		ASCEP SUPPLIES 103-420-0000-4300	55.06	
			4592074		104-420-0000-4300 EGG HUNT SUPPLIES	55.06	
			8088009		001-424-0000-4300 REPLACE FLAG ROD @ PD	196.49	
						<b>Total :</b>	<b>643.12</b>
109605	4/20/2015	101599 IMAGE 2000 CORPORATION	VN441576		FREIGHT CHARGE 001-420-0000-4260	13.00	
			VN445840		VARIOUS COPIERS CONTRACT USAGE 103-420-0000-4260	38.13	
					104-420-0000-4260	38.13	
					001-190-0000-4320	366.86	
					001-420-0000-4260	58.77	
					072-360-0000-4450	50.38	
					001-190-0000-4320	198.82	
						<b>Total :</b>	<b>764.09</b>
109606	4/20/2015	101647 INTERSTATE BATTERY	30062198		BATTERY FOR FLEET 001-1215	132.44	
						<b>Total :</b>	<b>132.44</b>
109607	4/20/2015	101672 HANCHETT, NICHOLE	TRAVEL		STC MANDATORY TRAINING ON 001-225-3688-4360	105.00	
						<b>Total :</b>	<b>105.00</b>
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04/15/2015 5:10:53PM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
109607	4/20/2015	101672 101672 HANCHETT, NICHOLE	(Continued)				<b>Total : 105.00</b>
109608	4/20/2015	101768 KIMBALL-MIDWEST	4133340		MISC NUTS & BOLTS 001-1215	274.08	
						<b>Total :</b>	<b>274.08</b>
109609	4/20/2015	101936 LOCAL GOVERNMENT PUBLICATIONS	CLU-2D		2015 UPDATE-LONGTIN'S CALIFORNIA 001-150-0000-4300	97.43	
						<b>Total :</b>	<b>97.43</b>
109610	4/20/2015	102075 MAG-TROL ASSOCIATES, INC.	1183968		CONTACT BLOCK - PW1258 072-360-0000-4400	10.42	
						<b>Total :</b>	<b>10.42</b>
109611	4/20/2015	102148 METROPOLITAN WATER DISTRICT	8321		CAPACITY CHARGE 070-384-0000-4450	4,532.50	
						<b>Total :</b>	<b>4,532.50</b>
109612	4/20/2015	102226 MISSION LINEN & UNIFORM	140100201		LAUNDRY 001-225-0000-4350	109.54	
			140100750		LAUNDRY 001-225-0000-4350	87.18	
			140101484		LAUNDRY 001-225-0000-4350	125.60	
			140199409		LAUNDRY 001-225-0000-4350	160.29	
						<b>Total :</b>	<b>482.61</b>
109613	4/20/2015	102307 HI WAY SAFETY RENTALS, INC.	28679		ORANGE SAFETY CONES & BASES 070-383-0000-4310	346.46	
			28682		ORANGE SAFETY CONE REFLECTIVE, 070-383-0000-4310	248.02	
						<b>Total :</b>	<b>594.48</b>
109614	4/20/2015	102403 NOW IMAGE PRINTING	5079		WATER BILL ENVELOPES #10 & #9 070-382-0000-4300	943.98	
					072-360-0000-4300	943.97	
						<b>Total :</b>	<b>943.97</b>
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04/15/2015 5:10:53PM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
109614	4/20/2015	102403	102403 NOW IMAGE PRINTING	(Continued)			<b>Total : 1,887.95</b>
109615	4/20/2015	102432	OFFICE DEPOT		1769277617	POSTER BOARD	
					1771594469	001-222-0000-4300 OFFICE SUPPLIES	58.83
					736847571001	001-222-0000-4300 COPY PAPER	46.05
						001-423-0000-4300	96.85
						001-424-0000-4300	21.04
					742248485001	001-424-0000-4300 COPY PAPER, TONER CARTRIDGES, P	
						017-420-1337-4300	57.00
						001-423-0000-4300	134.15
						001-424-0000-4300	57.45
					745577371001	001-424-0000-4300 OFFICE SUPPLIES	
						001-424-0000-4300	32.84
					748631079001	LYSOL WIPES, FILE FOLDERS, ETC	
						001-423-0000-4300	60.55
					749360212001	CLEANER RETURNED	
						001-423-0000-4300	-3.90
					749360213001	CLEANER	
						001-423-0000-4300	3.90
					750506083001	HAND SANITIZERS, FILES, POST ITS,	
						001-423-0000-4300	3.73
						001-424-0000-4300	556.54
					761378835001	HP LASER COLOR JET CARTRIDGE	
						001-222-0000-4300	509.15
					762514104001	DRY EASER MARKERS	
						001-152-0000-4300	16.49
					762514327001	SOLAR KEYBOARD	
						001-150-0000-4300	70.51
					762619473001	STORAGE FILES, NOTEBOOKS, ETC	
						001-222-0000-4300	108.15
					762619511001	NOTE PAD & PENS	
						001-222-0000-4300	52.54
					762743081001	OFFICE CHAIR	
						001-222-0000-4300	173.90
					763394242001	HANGING FILES, NOTE PADS, PENS	
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04/15/2015 5:10:53PM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
109615	4/20/2015	102432	OFFICE DEPOT	(Continued)			
						001-222-0000-4300	150.63
					763554115001	BATTERIES, TISSUE, PENS, FLAG TAPE	
						001-310-0000-4300	158.01
						<b>Total :</b>	<b>2,364.41</b>
109616	4/20/2015	102666	PREFERRED DELIVERY SYSTEMS INC	549-112		COURIER SERVICE	
						001-222-0000-4260	103.00
						<b>Total :</b>	<b>103.00</b>
109617	4/20/2015	103029	SAN FERNANDO, CITY OF	15466-15506		REIMBURSEMENT TO WORKERS COM	
						006-1035	19,657.96
						<b>Total :</b>	<b>19,657.96</b>
109618	4/20/2015	103045	SAN FER. MALL DOWNTOWN ASSOC.	FEB 2015 - APR 2015		REIMB. FOR PARKING & BUSINESS	
						001-2260	6,702.34
						<b>Total :</b>	<b>6,702.34</b>
109619	4/20/2015	103057	SAN FERNANDO VALLEY SUN	9243		PUBLICATION OF ORD NO. 1639 SPEEI	
						011-311-0000-4270	271.88
						<b>Total :</b>	<b>271.88</b>
109620	4/20/2015	103176	SIMS WELDING SUPPLY CO.	00651851		SAFETY GEAR - GLOVES	
						001-320-0000-4310	19.89
						<b>Total :</b>	<b>19.89</b>
109621	4/20/2015	103184	SMART & FINAL	135099		ASCEP SUPPLIES	
						103-420-0000-4300	34.36
						104-420-0000-4300	34.36
					136502	NAPKINS	
						004-2346	6.05
						001-422-0000-4300	13.14
						115-422-3750-4300	144.34
					156849	EGGSTRAVAGANZA CANDY	
						001-424-0000-4300	72.02
					157043	EGGSTRAVAGANZA CANDY	
						001-424-0000-4300	50.53
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109621	4/20/2015	103184 SMART & FINAL	(Continued) 157044		ASCEP SUPPLIES 103-420-0000-4300	19.76	
			157598		104-420-0000-4300 EGGSTRAVAGANZA CANDY 001-424-0000-4300	19.76	
						<b>Total :</b>	<b>463.43</b>
109622	4/20/2015	103190 SMITH PIPE & SUPPLY, INC	2814585		PART TO REPAIR IRRIGATION VALVE @ 001-390-0410-4300	171.97	
						<b>Total :</b>	<b>171.97</b>
109623	4/20/2015	103193 SNAP-ON INDUSTRIAL	ARV/25353829		1/2" AIR DRILL 070-383-0000-4340	291.32	
						<b>Total :</b>	<b>291.32</b>
109624	4/20/2015	103202 SOUTHERN CALIFORNIA EDISON CO.	2-01-13-4674		ELECTRIC - 1010 TRUMAN LOT 4 029-335-0000-4210	75.44	
			2-01-578-4580		ELECTRIC - 117 MACNEIL 001-390-0310-4210	2,011.90	
			2-02-542-8798		ELECTRIC - VARIOUS LOCATIONS 001-371-0000-4210	112.87	
			2-02-682-6982		029-335-0000-4210 ELECTRIC - 910 1ST 001-222-0000-4210	1,698.57	
			2-09-695-4938		ELECTRIC - 1ST/MACNEIL 029-335-0000-4210	4,580.02	
			2-21-082-3241		ELECTRIC - MOTT/BRAND 001-371-0000-4210	64.07	
			2-24-426-7761		ELECTRIC - 200 HUBBARD 001-371-0000-4210	43.13	
			2-29-448-1197		ELECTRIC - 120 N MACNEIL 001-320-3661-4210	45.74	
			2-29-583-9823		ELECTRIC - 2025 4TH 001-420-0000-4210	1,443.34	
			2-29-996-0153		ELECTRIC - 501 FIRST 070-381-0000-4210	242.26	
						<b>Total :</b>	<b>253.58</b>
						<b>Total :</b>	<b>9</b>

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109624	4/20/2015	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued) 2-33-746-5215		072-360-0000-4210 ELECTRIC - 190 PARK 027-344-0000-4210	253.57	
			2-35-772-2859		ELECTRIC - 551 KALISHER 001-390-0450-4210	529.02	
						<b>Total :</b>	<b>11,381.17</b>
109625	4/20/2015	103251 STANLEY PEST CONTROL	702554		PEST CONTROL @ PD 001-390-0222-4260	94.00	
						<b>Total :</b>	<b>94.00</b>
109626	4/20/2015	103349 THE HOUSE OF PRINTING, INC.	149817		#10 WINDOW ENVELOPES 001-130-0000-4300	411.06	
						<b>Total :</b>	<b>411.06</b>
109627	4/20/2015	103382 TOMARK SPORTS, INC.	96747863		BASKETBALLS 017-420-1328-4300	228.86	
						<b>Total :</b>	<b>228.86</b>
109628	4/20/2015	103413 TRANS UNION LLC	03508277		CREDIT CHECKS 001-222-0000-4260	38.18	
						<b>Total :</b>	<b>38.18</b>
109629	4/20/2015	103444 ULTRA GREENS, INC	54549		MACLAY STREETScape PLANTS 011-311-7510-4300	621.30	
			54561		PARKING LOT PLANTS AND COMPOST 029-335-0301-4300	234.35	
			54577		MACLAY STREETScape PLANTS & CO 011-311-7510-4300	87.20	
						<b>Total :</b>	<b>942.85</b>
109630	4/20/2015	103445 UNDERGROUND SERVICE ALERT	320150670		(80) NEW USA DIGALERT TICCECTS 070-381-0000-4260	120.00	
						<b>Total :</b>	<b>120.00</b>
109631	4/20/2015	103449 USA BLUE BOOK	572760		SODIUM HYPOCHLORITE WASH BOTTI 070-384-0000-4310	401.64	
						<b>Total :</b>	<b>10</b>

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109631	4/20/2015	103449 USA BLUE BOOK	(Continued) 572856		MASTER UTILITY LOCKS, SAFETY GLA 070-384-0000-4310	825.12	
			590350		UTILITY LOCK 070-383-0000-4320	157.55	
			592226		CREDIT - RETURN OF MASTER UTILIT 070-384-0000-4310	-163.99	
					<b>Total :</b>	<b>1,220.32</b>	
109632	4/20/2015	103503 UNITED STATES POSTAL SERVICE	15122187		REIMBURSEMENT OF POSTAGE MACH 001-190-0000-4280	1,500.00	
					<b>Total :</b>	<b>1,500.00</b>	
109633	4/20/2015	103534 VALLEY LOCKSMITH	2565		REKEY VEHICLE - PD4538 001-320-0221-4400	230.00	
			2587		RETROFIT LOBBY GLASS DOOR @ PD 001-390-0222-4330	95.00	
					<b>Total :</b>	<b>325.00</b>	
109634	4/20/2015	103603 VULCAN MATERIALS COMPANY	70710175		COLD MIX FOR STREET REPAIRS 001-311-0000-4300	1,420.57	
					<b>Total :</b>	<b>1,420.57</b>	
109635	4/20/2015	103690 HDS WHITE CAP CONST SUPPLY	10003193183		STORM DRAIN REPAIR-FIRST & ORAN 001-311-0000-4600	345.74	
					<b>Total :</b>	<b>345.74</b>	
109636	4/20/2015	103716 WORKBOOT WAREHOUSE	4-11772		SAFETY BOOTS 001-152-0000-4300	129.71	
					<b>Total :</b>	<b>129.71</b>	
109637	4/20/2015	103816 CHAVEZ, ELENA	REIMB		REIMB OF SNACKS & COFFEE FOR PO 001-116-0000-4300	126.22	
					001-116-0000-4390	45.00	
					001-115-0000-4390	93.03	
					<b>Total :</b>	<b>264.25</b>	
109638	4/20/2015	103851 EVERSOF, INC.	R1428186		SOFTNER - WELL 2A		
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109638	4/20/2015	103851 EVERSOF, INC.	(Continued) R1437493		070-384-0000-4260 SOFTNER - WELL 3 070-384-0000-4260	70.12	
					<b>Total :</b>	<b>75.62</b>	
109639	4/20/2015	103903 TIME WARNER CABLE	8448200540010328		CABLE - 04/05/15-05/04/15 001-190-0000-4220	64.02	
			8448200540010518		CABLE 03/29/15-04/28/15 001-420-0000-4260	197.33	
					<b>Total :</b>	<b>261.35</b>	
109640	4/20/2015	887322 THE NATIONAL ARBOR DAY	880-797-3348		ARBOR DAY FOUNDATION MEMBERSH 001-310-0000-4380	15.00	
					<b>Total :</b>	<b>15.00</b>	
109641	4/20/2015	887568 TRANS TECH	11252		REBUILD TRANSMISSION/ REPL FLYWI 001-320-0225-4400	1,460.51	
					<b>Total :</b>	<b>1,460.51</b>	
109642	4/20/2015	887674 LEO'S GLASS SYLMAR	9295		INSTALLATION OF REC PARK MIRROR 019-423-0201-4600	206.06	
					<b>Total :</b>	<b>206.06</b>	
109643	4/20/2015	887952 J. Z. LAWNMOWER SHOP	10738		MAT'LS FOR SIGN 001-370-0301-4300	63.05	
			10739		EQUIP MAINT 001-390-0410-4300	46.77	
					<b>Total :</b>	<b>109.82</b>	
109644	4/20/2015	888075 DATAMATIC, INC.	SRV000444		HANDHELD METER READING MAINT - I 070-381-0000-4320	359.16	
					<b>Total :</b>	<b>359.16</b>	
109645	4/20/2015	888241 UNITED SITE SERVICES OF CA INC	114-2672489		PORTABLE TOILET RENTAL @ REC PAI 001-420-0000-4260	468.26	
			114-2798175		PORTABLE TOILET RENTAL @ REC PAI 001-420-0000-4260	143.90	
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109645	4/20/2015	888241 888241 UNITED SITE SERVICES OF CA INC	(Continued)			Total :	612.16	
109646	4/20/2015	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINES 007-440-0441-4220	Total :	32.72 32.72	
109647	4/20/2015	888263 SUNBELT RENTALS, INC	51157630-001		STOMPER REPAIR 070-383-0000-4320	Total :	249.99 249.99	
109648	4/20/2015	888309 HI 2 LO VOLTAGE WIRING CO, INC	16725		MONITORING FEES 04/01/15-06/30/15 001-222-0000-4260	Total :	75.00 75.00	
109649	4/20/2015	888356 ADVANCED AUTO REPAIR BODY &	1244 1246		INSTALL RADITOR COOLER, ALIGNME 001-320-0225-4400 REPLACE FRONT BUMPER & A/C HOSE 029-335-0000-4400	Total :	579.54 693.05 1,272.59	
109650	4/20/2015	888390 WEST COAST ARBORISTS, INC.	104248	11136	FY 2015 ANNUAL TREE TRIMMING CON 001-346-0000-4260	Total :	1,829.00 1,829.00	
109651	4/20/2015	888443 BAVCO	703473		TEST KIT CALIBRATION & PRESS GAU 070-383-0000-4310	Total :	155.47 155.47	
109652	4/20/2015	888629 SPARKLETTES	14101253032215		DRINKING WATER 001-222-0000-4300	Total :	118.03 118.03	
109653	4/20/2015	888633 VALLEY TRAVEL CLUB, INC	122214		SENIOR TRIP - CHARTER BUS TO SAN 004-2384	Total :	470.00 470.00	
109654	4/20/2015	888646 HD SUPPLY WATER WORKS, LTD	D629569		BALL METER VALVES, HANDLES & ADA 070-383-0301-4300	Total :	2,237.52	
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109654	4/20/2015	888646 HD SUPPLY WATER WORKS, LTD	(Continued) D671776 D733588		BALL METER VALVES 070-383-0301-4300 CREDIT - SHIPPED INCORRECT ITEMS 070-383-0301-4300	Total :	1,219.97 -1,887.18 1,570.31	
109655	4/20/2015	889037 AT&T MOBILITY	875587443		MODEM FOR MESSAGE BOARD 001-310-0000-4220	Total :	64.71 64.71	
109656	4/20/2015	889043 ALADIN JUMPERS	032015		RENTAL OF TABLES AND CHAIRS 001-424-0000-4260	Total :	85.00 85.00	
109657	4/20/2015	889118 LDI COLOR TOOLBOX	1004492		CONTRACT OVERAGE 02/07/15-03/06/1 001-222-0000-4260	Total :	117.71 117.71	
109658	4/20/2015	889126 ORANGE LINE OIL CO., INC	0735149-IN		BULK OIL FOR FLEET 001-1215	Total :	1,173.41 1,173.41	
109659	4/20/2015	889328 FIRST TRANSIT, INC.	11058996		MCT - FEB 2015 007-440-0442-4260 008-310-0000-4260	Total :	21,027.60 18,214.57 39,242.17	
109660	4/20/2015	889532 GILMORE, REVA.A.	03/21/15 - 04/03/15		FOOD SERVICE MANAGER 115-422-3750-4270 115-422-3752-4270	Total :	552.50 84.50 637.00	
109661	4/20/2015	889533 MARTINEZ, ANITA	03/21/15 - 04/03/15		FOOD SERVICE INTAKE CLERK-C1 115-422-3750-4270	Total :	162.00 162.00	
109662	4/20/2015	889535 GOMEZ, GILBERT	03/21/15 - 04/03/15		HDM DRIVER	Total :		
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109662	4/20/2015	889535 GOMEZ, GILBERT	(Continued)		115-422-3752-4270 115-422-3752-4390		162.00 46.80
						<b>Total :</b>	<b>208.80</b>
109663	4/20/2015	889592 CUELLAR, JIMMY KYLE	MARCH 2015		MMAP INSTRUCTOR 109-424-3638-4260		600.00
						<b>Total :</b>	<b>600.00</b>
109664	4/20/2015	889602 RESPOND SYSTEMS	97838		RESPIRATOR MASKS WITH VALVES 070-383-0000-4310		65.24
						<b>Total :</b>	<b>65.24</b>
109665	4/20/2015	889611 MORRISON MANAGEMENT SPECIALIST	18845201533101		LP SENIOR MEALS - MARCH 2015 115-422-3750-4260 115-422-3752-4260		4,635.00 3,055.50
						<b>Total :</b>	<b>7,690.50</b>
109666	4/20/2015	889627 VERIZON CONFERENCING	Z5399037		CONFERENCE CALLS 001-190-0000-4220		1.84
						<b>Total :</b>	<b>1.84</b>
109667	4/20/2015	889681 VILLALPANDO, MARIA	03/21/15 - 04/03/15		FOOD SERVICE WORKER 115-422-3750-4270 115-422-3752-4270		202.50 40.50
						<b>Total :</b>	<b>243.00</b>
109668	4/20/2015	890004 PACIFIC TELEMAGEMENT SERVICE	738377		PD PAY PHONE - MAY 2015 001-190-0000-4220		62.64
						<b>Total :</b>	<b>62.64</b>
109669	4/20/2015	890095 O'REILLY AUTO PARTS	4605-136031 4605-137932		TEMP GUAGE - PW1258 072-360-0000-4400 SPARK PLUG/COIL PACK - PW0597 001-320-0311-4400		27.36 52.00
						<b>Total :</b>	<b>79.36</b>
109670	4/20/2015	890104 ABBA TERMITE & PEST CONTROL	25166		TREATMENT FOR BEES IN TREE TRUN		
						<b>Total :</b>	
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109670	4/20/2015	890104 ABBA TERMITE & PEST CONTROL	(Continued)		001-346-0000-4260		95.00
						<b>Total :</b>	<b>95.00</b>
109671	4/20/2015	890362 RTB BUS LINE	15148 15192		TRANSPORTATION SERVICES - ARLET 007-440-0443-4260 TRANSPORTATION SERVICES - COMIS 007-440-0443-4260		398.00 475.00
						<b>Total :</b>	<b>873.00</b>
109672	4/20/2015	890401 ENVIROGEN TECHNOLOGIES INC	0006694-IN	11126	FY 14-15 NITRATE REMOVAL SYSTEM I 070-384-0000-4500		7,170.71
						<b>Total :</b>	<b>7,170.71</b>
109673	4/20/2015	890411 ARC DOCUMENT SOLUTIONS, LLC	7996188 8001733		COPIES OF PLANS FOR PARKING LOT: 001-310-0000-4300 COPIES OF PLANS FOR LOT 5 001-310-0000-4300		85.90 51.32
						<b>Total :</b>	<b>137.22</b>
109674	4/20/2015	890488 AGUILA, ISMAEL	REIMB.		REIMB OF ITEMS PURCHASED FOR DE 017-420-1337-4300 001-420-0000-4300		21.79 32.48
						<b>Total :</b>	<b>54.27</b>
109675	4/20/2015	890553 SMART SOURCE OF CALIFORNIA LLC	1352213		WATER BILLS 070-382-0000-4300 072-360-0000-4300		1,550.30 1,550.30
						<b>Total :</b>	<b>3,100.60</b>
109676	4/20/2015	890584 POWERLINE BATTERY SPECIALIST	10320		BATTERY FOR FLEET 001-1215		192.43
						<b>Total :</b>	<b>192.43</b>
109677	4/20/2015	890694 INSUA GRAPHICS	26019		BUSINESS CARDS 001-222-0000-4300		81.03
						<b>Total :</b>	<b>81.03</b>
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109678	4/20/2015	890879 EUROFINS EATON ANALYTICAL, INC	L0206393		WATER ANALYSIS FOLDER 522768		
			L0206992		070-384-0000-4260	164.00	
			L0207514		WATER ANALYSIS FOLDER 523915	24.00	
			L0207515		070-384-0000-4260	139.60	
			L0207847		WATER ANALYSIS FOLDER 523914	139.60	
			L0208409		070-384-0000-4260	139.60	
			L0208412		WATER ANALYSIS FOLDER 524311	164.00	
			L0208413		070-384-0000-4260	139.60	
			L0208818		WATER ANALYSIS FOLDER 525047	139.60	
			L0209537		070-384-0000-4260	139.60	
			L0209539		WATER ANALYSIS FOLDER 526129	139.60	
			L0209540		070-384-0000-4260	164.00	
					WATER ANALYSIS FOLDER 526423	164.00	
					070-384-0000-4260	164.00	
					WATER ANALYSIS FOLDER 526424	139.60	
					070-384-0000-4260	139.60	
					<b>Total :</b>	<b>1,657.20</b>	
109679	4/20/2015	890970 WEX BANK	40316836		FUEL FOR FLEET		
					070-381-0000-4402	36.03	
					070-382-0000-4402	2.00	
					070-383-0000-4402	957.13	
					070-384-0000-4402	374.80	
					072-360-0000-4402	228.96	
					001-320-0152-4402	321.00	
					001-320-0221-4402	53.37	
					001-320-0222-4402	423.43	
					001-320-0224-4402	1,391.40	
					001-320-0225-4402	4,330.69	

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109679	4/20/2015	890970 WEX BANK	(Continued)		001-320-0226-4402	2.00	
					001-320-0228-4402	489.89	
					001-320-0311-4402	903.73	
					001-320-0312-4402	46.10	
					001-320-0320-4402	145.92	
					001-320-0346-4402	4.00	
					001-320-0370-4402	313.03	
					001-320-0371-4402	363.42	
					001-320-0390-4402	1,379.19	
					001-320-0420-4402	4.00	
					007-313-3630-4402	1,958.54	
					027-344-0000-4402	78.30	
					029-335-0000-4402	416.78	
					<b>Total :</b>	<b>14,223.71</b>	
109680	4/20/2015	890992 M & M PAPER COMPANY	80131		40 CASES OF COPY PAPER		
					001-1200	1,303.64	
					<b>Total :</b>	<b>1,303.64</b>	
109681	4/20/2015	891052 CRISTANDO HOUSE, INC	TRAVEL		STC MANDATORY TRAINING ON		
					001-225-3688-4360	299.00	
					<b>Total :</b>	<b>299.00</b>	
109682	4/20/2015	891209 AUTONATION SSC	201479		ENGINE WIRING HARNESS - PD3031 &		
					001-320-0225-4400	1,117.80	
					<b>Total :</b>	<b>1,117.80</b>	
109683	4/20/2015	891311 TORRES, RITA	03/21/15 - 04/03/15		ENP SUBSTITUTE		
					115-422-3750-4270	58.50	
					115-422-3752-4270	4.50	
					<b>Total :</b>	<b>63.00</b>	
109684	4/20/2015	891319 FONSECA, MANUEL	03/16/15 - 03/20/15		MMAP PROJ ASSISTANT		
					001-424-0000-4430	325.00	
					<b>Total :</b>	<b>325.00</b>	

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109685	4/20/2015	891329 MIKE'S TIRE MAN INC	0029348		TIRES - PD8399 001-320-0226-4400	Total :	553.72 553.72	
109686	4/20/2015	891355 NAREZ, FABIAN	MARCH 2015		MMAP MENTOR/INSTRUCTION 109-424-3638-4260	Total :	240.00 240.00	
109687	4/20/2015	891377 REYES, JOSE	03/21/15 - 04/03/15		HDM DRIVER 115-422-3752-4270 115-422-3752-4390	Total :	162.00 51.48 213.48	
109688	4/20/2015	891425 DIAZ, MARISOL	REIMB		REIMB FOR ITEMS PURCHASED FOR 001-424-0000-4300 017-420-1337-4300	Total :	34.87 35.88 70.75	
109689	4/20/2015	891531 WILLDAN ENGINEERING	00319122 00319174	11129 11106	AS NEEDED ENGINEERING SERVICES 001-310-0000-4270 ENHANCED WATERSHED MANAGEMEN 001-310-0000-4270	Total :	2,565.00 3,680.00 6,245.00	
109690	4/20/2015	891664 GOLDEN TOUCH CLEANING, INC	61342	11181 11181 11181 11181 11181	JANITORIAL SERVICES CONTRACT FO 001-390-0222-4260 001-390-0310-4260 001-390-0410-4260 001-390-0450-4260 001-390-0460-4260	Total :	4,000.00 1,250.00 2,350.00 1,250.00 3,700.00 12,550.00	
109691	4/20/2015	891677 AYRES INN & SUITES	TRAVEL		STC MANDATORY TRAINING ON 001-225-3688-4360	Total :	396.23 396.23	
109692	4/20/2015	891738 KNIGHT COMMUNICATIONS INC	2010486	11165	INFORMATION TECHNOLOGY MANAGE 001-190-0000-4260		10,000.00	
							Page:	19

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Bank code : bank								
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
109692	4/20/2015	891738 891738 KNIGHT COMMUNICATIONS INC	(Continued)			Total :	10,000.00	
109693	4/20/2015	891777 IRRIGATION EXPRESS	15007579-00 15008022-00 15008026-00 15008839-00 15008872-00 15008918-00		TEE, COUPLING, NIPPLES, PRIMER & C 070-383-0301-4300 TREE SUPPORTS 001-390-0410-4300 ADAPTERS, L PIPE & COUPLINGS 070-383-0301-4300 REPAIR SPRINKLER LINE @ LP PARK 001-390-0460-4300 IRRIGATION REPAIRS @ RUDY ORTEG 001-390-7500-4300 IRRIGATION REPAIRS @ PIONEER PAR 001-390-0410-4300	Total :	20.02 187.40 210.90 226.90 70.69 61.14 777.05	
109694	4/20/2015	891803 EE SYSTEMS GROUP INC.	EESG10065	11193	RETROFIT KIT MODEL#EE810W/SRLH: 008-311-0000-4500	Total :	24,603.00 24,603.00	
109695	4/20/2015	891830 ZONES, INC	S40580190101	11194	ADOBE ACROBAT PRO V11 SOFTWARE 001-116-0000-4300	Total :	343.31 343.31	
109696	4/20/2015	891832 COLORSIGNS GRAPHICS	031915		LOBBY REFURBISH 019-423-0201-4600	Total :	1,860.00 1,860.00	
109697	4/20/2015	891838 CHAVEZ, RICARDO	41-0030-04		WATER ACCT REFUND - 556 JACKMAN 070-2010	Total :	33.33 33.33	
109698	4/20/2015	891839 HERNANDEZ, ANA	62-1150-04		WATER ACCT REFUND - 515 ALEXANDI 070-2010	Total :	63.37 63.37	
109699	4/20/2015	891840 PEREZ-VARGAS, JUANITA	39-3195-10		WATER ACCT REFUND - 1109 MOTT 070-2010		98.39	
							Page:	20

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109699	4/20/2015	891840 891840 PEREZ-VARGAS, JUANITA	(Continued)			<b>Total : 98.39</b>
109700	4/20/2015	891842 HERNANDEZ, ALEJANDRO	NONPO		REFUND - VEHICLE IMPOUND FEES 001-3232-0000	1,566.80 <b>Total : 1,566.80</b>
109701	4/20/2015	891843 LAMAS, JAZMIN	2000166.001		YOUTH BASKETBALL REFUND 017-3770-1328	90.00 <b>Total : 90.00</b>
109702	4/20/2015	891844 UNIVERSITY OF NEW MEXICO PRESS	370546		HOTEL FOR MARIACHI URBAN SPACE 001-424-0000-4300	508.85 <b>Total : 508.85</b>
109703	4/20/2015	891845 VINYL PRODUCTS MFG., INC	057672		MATRESSES FOR JAIL CELLS 001-225-0000-4350	995.06 <b>Total : 995.06</b>
109704	4/20/2015	891847 RAMIREZ, JESSICA	TRAVEL		DATAMASTER DMT TRAINING ON 04/14 001-225-0000-4360	25.50 <b>Total : 25.50</b>
109705	4/20/2015	891848 DOMINGUEZ, SILVIA	070-2705		METER TESTING DEP REFUND - 913 SI 070-2705	155.00 <b>Total : 155.00</b>
<b>123 Vouchers for bank code : bank</b>						<b>Bank total : 235,859.18</b>
<b>123 Vouchers in this report</b>						<b>Total vouchers : 235,859.18</b>

Voucher Registers are not final until approved by Council.

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 CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109125	3/2/2015	102519 P.E.R.S.	DEMAND		HEALTH INSURANCE BENEFIT - MARCI 001-1160	188,360.29
<b>Total :</b>						<b>188,360.29</b>
109174	3/12/2015	103648 CITY OF SAN FERNANDO	PR 3-13-15		REIMB FOR PAYROLL W/E 3-6-15 001-1003	323,501.54
					007-1003	988.63
					008-1003	2,742.44
					011-1003	2,279.31
					012-1003	265.38
					017-1003	563.83
					018-1003	94,166.40
					027-1003	2,885.26
					029-1003	2,262.03
					070-1003	40,336.23
					072-1003	13,060.23
					103-1003	3,876.94
					104-1003	4,075.98
					120-1003	292.77
<b>Total :</b>						<b>491,296.97</b>
109346	3/18/2015	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INSURANCE BENEFITS-MARC 001-1160	381.81
<b>Total :</b>						<b>381.81</b>
109347	3/18/2015	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE BENEFITS-MARC 001-1160	11,960.42
<b>Total :</b>						<b>11,960.42</b>
109348	3/18/2015	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		OPTICAL INSURANCE BENEFITS-MARC 001-1160	2,478.98
<b>Total :</b>						<b>2,478.98</b>
109349	3/18/2015	887627 STANDARD INSURANCE	DEMAND		LIFE INSURANCE BENEFITS-MARCH 20 001-1160	3,067.15

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 CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109349	3/18/2015	887627 887627 STANDARD INSURANCE	(Continued)			<b>Total : 3,067.15</b>
109350	3/19/2015	891825 UNITED STATES TREASURY	3-19-15		FORM 720 CNG EXCISE TAX 001-3907-0000	3,003.08
<b>Total :</b>						<b>3,003.08</b>
109351	3/19/2015	103648 CITY OF SAN FERNANDO	SPR 3-19-15		REIMB FOR SPECIAL PAYROLL W/E 3-1 001-1003	43,722.10
					104-1003	538.88
<b>Total :</b>						<b>44,260.98</b>
109352	3/23/2015	103648 CITY OF SAN FERNANDO	PR 3-23-15		REIMB. FOR SPECIAL PAYROLL W/E 3- 001-1003	15,172.80
<b>Total :</b>						<b>15,172.80</b>
109353	3/24/2015	100466 CACEO	200000474		REGISTRATION FEE - CEO TO ATTEND 001-152-0000-4370	50.00
<b>Total :</b>						<b>50.00</b>
109354	3/24/2015	100466 CACEO	200000475		REGISTRATION FEE - CEO TO ATTEND 001-152-0000-4370	50.00
<b>Total :</b>						<b>50.00</b>
109355	3/25/2015	891191 FLUMMERFELT, CHARLES	030315		POLL WORKERS FOR 03/03/15 GENER 001-116-0000-4112	125.00
<b>Total :</b>						<b>125.00</b>
109356	3/27/2015	103648 CITY OF SAN FERNANDO	PR 3-20-15		REIMB FOR PAYROLL W/E 3-20-15 001-1003	351,936.03
					007-1003	956.74
					008-1003	2,742.40
					011-1003	2,310.32
					012-1003	265.37
					017-1003	81.43
					018-1003	93,271.69
					027-1003	2,916.30
					029-1003	2,262.10
					070-1003	39,981.29

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109356	3/27/2015	103648 CITY OF SAN FERNANDO	(Continued)			
					072-1003	13,085.60
					103-1003	3,652.11
					104-1003	4,892.13
					120-1003	2,543.67
					<b>Total :</b>	<b>520,897.18</b>

13 Vouchers for bank code : bank

Bank total : 1,281,104.66

13 Vouchers in this report

Total vouchers : 1,281,104.66

Voucher Registers are not final until approved by Council.

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 CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109147	3/4/2015	100306 BARNARD, LARRY	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	94.35
					<b>Total :</b>	<b>94.35</b>
109148	3/4/2015	100642 CASTRO, RICO	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	336.03
					<b>Total :</b>	<b>336.03</b>
109149	3/4/2015	100913 DECKER, CATHERINE	MARCH 2015		CALPERS HEALTH INS REIMB 070-180-0000-4127	32.26
					<b>Total :</b>	<b>32.26</b>
109150	3/4/2015	100995 DRAKE, MICHAEL	MARCH 2015		CALPERS HEALTH INS REIMB 070-180-0000-4127 072-180-0000-4127	8.06 8.07
					<b>Total :</b>	<b>16.13</b>
109151	3/4/2015	100996 DRAKE, JOYCE	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	204.87
					<b>Total :</b>	<b>204.87</b>
109152	3/4/2015	101538 HOUGH, RAY	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	221.00
					<b>Total :</b>	<b>221.00</b>
109153	3/4/2015	101933 LITTLEFIELD, LESLEY	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	32.26
					<b>Total :</b>	<b>32.26</b>
109154	3/4/2015	102206 MILLER, WILMA	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13
					<b>Total :</b>	<b>16.13</b>
109155	3/4/2015	102232 MIURA, HOWARD	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13
					<b>Total :</b>	<b>16.13</b>

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109156	3/4/2015	103175 SKOBIN, ROMELIA	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	134.62
					RPLCCALPERS	53.00
					RPLCFEB2014	246.18
					<b>Total :</b>	<b>433.80</b>
109157	3/4/2015	103394 TORRES, RACHEL	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13
					<b>Total :</b>	<b>16.13</b>
109158	3/4/2015	103643 WEDDING, JERRY	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	32.26
					<b>Total :</b>	<b>32.26</b>
109159	3/4/2015	103727 WYSBEEK, DOUDE	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13
					<b>Total :</b>	<b>16.13</b>
109160	3/4/2015	103737 YNIGUEZ, LEONARD	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	145.37
					<b>Total :</b>	<b>145.37</b>
109161	3/4/2015	891010 MAERTZ, ALVIN	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	388.60
					<b>Total :</b>	<b>388.60</b>
109162	3/4/2015	891011 APODACA-GRASS, ROBERTA	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	32.26
					<b>Total :</b>	<b>32.26</b>
109163	3/4/2015	891014 CREEKMORE, CASIMIRA	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13
					<b>Total :</b>	<b>16.13</b>
109164	3/4/2015	891016 DEATON, MARK	MARCH 2015		CALPERS HEALTH INS REIMB 070-180-0000-4127	271.42

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109164	3/4/2015	891016 891016 DEATON, MARK	(Continued)			Total : 271.42
109165	3/4/2015	891017 ELDRIDGE, WANDA	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13 Total : 16.13
109166	3/4/2015	891020 GLASGOW, ROBERT	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	62.53 Total : 62.53
109167	3/4/2015	891023 HATFIELD, JAMES	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	58.58 Total : 58.58
109168	3/4/2015	891024 HOOKER, RAYMOND	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	61.93 Total : 61.93
109169	3/4/2015	891034 RAMSEY, JAMES	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	275.12 Total : 275.12
109170	3/4/2015	891035 SHERWOOD, NINA	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	29.29 Total : 29.29
109171	3/4/2015	891036 WATT, DAVID	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	32.26 Total : 32.26
109172	3/4/2015	891037 WEBB, NANCY	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	137.56 Total : 137.56
109173	3/4/2015	891038 WAITE, CURTIS	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	91.22 Total : 91.22

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
27		Vouchers for bank code : bank				Bank total : 3,085.88
27		Vouchers in this report				Total vouchers : 3,085.88

Voucher Registers are not final until approved by Council.

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109126	3/3/2015	100346 BELDEN, KENNETH MILES	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	121.64 <b>Total : 121.64</b>
109127	3/3/2015	100916 DEIBEL, PAUL	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13 <b>Total : 16.13</b>
109128	3/3/2015	101044 ELEY, JEFFREY	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	120.53 <b>Total : 120.53</b>
109129	3/3/2015	101440 HALCON, ERNEST	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	121.64 <b>Total : 121.64</b>
109130	3/3/2015	101466 HARVEY, DEVERY MICHAEL	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	295.54 <b>Total : 295.54</b>
109131	3/3/2015	101694 JACOBS, ROBERT	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	121.64 <b>Total : 121.64</b>
109132	3/3/2015	101926 LILES, RICHARD	MARCH 2015		CALPERS HEALTH INS REIMB 070-180-0000-4127 072-180-0000-4127	135.71 135.71 <b>Total : 271.42</b>
109133	3/3/2015	102126 MARTINEZ, MIGUEL	MARCH 2015		CALPERS HEALTH INS REIMB 070-180-0000-4127	8.61 <b>Total : 8.61</b>
109134	3/3/2015	102473 ORDELHEIDE, ROBERT	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	258.48 <b>Total : 258.48</b>

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109135	3/3/2015	102864 RIVETTI, DOMINICK	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	148.50 <b>Total : 148.50</b>
109136	3/3/2015	103220 SOMERVILLE, MICHAEL	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	120.53 <b>Total : 120.53</b>
109137	3/3/2015	891013 BRUNWIN, HERBERT	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13 <b>Total : 16.13</b>
109138	3/3/2015	891021 GUIZA, JENNIE	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13 <b>Total : 16.13</b>
109139	3/3/2015	891027 LOCKETT, JOANN	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	16.13 <b>Total : 16.13</b>
109140	3/3/2015	891028 MANTHEY, DONALD	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	145.37 <b>Total : 145.37</b>
109141	3/3/2015	891031 ORTEGA, JIMMIE	MARCH 2013		CALPERS HEALTH INS REIMB 001-180-0000-4127	32.26 <b>Total : 32.26</b>
109142	3/3/2015	891032 OTREMBA, EUGENE	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	58.58 <b>Total : 58.58</b>
109143	3/3/2015	891033 POLLOCK, CHRISTINE	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	89.82 <b>Total : 89.82</b>
109144	3/3/2015	891352 HADEN, SUSANNA	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	6.62

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109144	3/3/2015	891352 891352 HADEN, SUSANNA	(Continued)			<b>Total : 6.62</b>
109145	3/3/2015	891353 PEAVY, JOSEPH	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	6.62 <b>Total : 6.62</b>
109146	3/3/2015	891354 RAMIREZ, ROSALINDA	MARCH 2015		CALPERS HEALTH INS REIMB 001-180-0000-4127	3.31 <b>Total : 3.31</b>
<b>21 Vouchers for bank code : bank</b>						<b>Bank total : 1,995.63</b>
<b>21 Vouchers in this report</b>						<b>Total vouchers : 1,995.63</b>

Voucher Registers are not final until approved by Council.

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager  
By: Michael E. Okafor, Personnel Manager

**Date:** April 20, 2015

**Subject:** Consideration to Adopt a Resolution Approving a Tuition Discount Program Agreement Between the City of San Fernando and the University of La Verne

**RECOMMENDATION:**

It is recommended that the City Council:

- a. Adopt Resolution No. 7669 (Attachment "A") approving a Tuition Discount Program (TDP) Agreement; and
- b. Authorize the City Manager to execute the Agreement (Exhibit "A" - Contract No. 1787) between the City and the University of La Verne.

**BACKGROUND:**

On or about January 12, 2015, the Associate Director of Admissions for the University of La Verne (ULV), Ms. Debi Hrboka, met with the City Manager, Brian Saeki, and Councilmember Robert C. Gonzales to discuss the possibility of implementing ULV's Tuition Discount Program for the benefit of interested City employees.

**ANALYSIS:**

The University of La Verne Tuition Discount Program will qualify interested and eligible full-time and permanent part-time City employees and their spouses for a tuition discount of \$100.00 off each semester unit for both the undergraduate and graduate degree programs, as well as online course tuition rates in existence at the time of enrollment. The tuition discount becomes effective during the current University term/semester in which the TDP Agreement is signed by the appropriate University official, and is ongoing, unless terminated by either party. Eligible City employees will continue to receive the specified reduced tuition rate provided the City provides ULV opportunities to promote their programs via e-mail, flyers, posters, onsite information and table sessions.

The program would be good at the ULV regional campuses or satellite sites, including the Burbank Regional Campus, College of the Canyons' University Center in Valencia, and any other satellite sites throughout the Los Angeles area. With a minimum of 12 students, ULV and the City can also pursue starting an on-site degree program here at City Hall.

**BUDGET IMPACT:**

There is no financial impact on the City's operating budget.

**CONCLUSION:**

Approval of the TDP Agreement is recommended by staff, and it will serve as an incentive for City employees to pursue higher education.

**ATTACHMENT:**

A. Resolution No. 7669

**RESOLUTION NO. 7669****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO APPROVING A TUITION DISCOUNT PROGRAM AGREEMENT BETWEEN THE CITY OF SAN FERNANDO AND THE UNIVERSITY OF LA VERNE**

**WHEREAS**, the University of La Verne is offering a reduced tuition rate to employees of the City of San Fernando at any designated University campus, satellite sites, including a possible site at San Fernando City Hall; and

**WHEREAS**, there is no cost to the City of San Fernando to offer this program to its employees, and the City can cancel at any time, with or without cause, by giving the University thirty (30) days written notice;

**WHEREAS**, the City strives to promote education, and encourages employees to seek out educational opportunities.

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

**SECTION 1:** That the City Manager is authorized to enter into a Tuition Discount Program Agreement with the University of La Verne, which will offer a discounted tuition to City employees at no cost to the City.

**SECTION 2:** That the City Manager is authorized to negotiate with the University to start on-site degree classes at San Fernando City Hall as soon as possible.

**SECTION 3:** That the City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

**PASSED, APPROVED AND ADOPTED** this 20<sup>th</sup> day of April, 2015.

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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 20<sup>th</sup> day of April, 2015, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
Elena G. Chávez, City Clerk

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# University of La Verne & City of San Fernando

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## Tuition Discount Program

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The purpose of this Tuition Discount Program (hereinafter “TDP”) is to define how the University of La Verne (hereinafter “University”) will offer its course offerings at a reduced tuition rate to employees of the City of San Fernando (herein known as “Company”) at location(s) provided by the Company or at any University campus or satellite sites. University and Company may be referred to individually as “Party” or collectively as “Parties”.

The University acknowledges:

- A. This TDP becomes effective during the current University term/semester in which the TDP is signed by the appropriate University official (see page two), and is ongoing, unless terminated by either Party.
- B. Either Party may terminate this TDP, with or without cause at any time, by giving the other Party thirty (30) days written notice.
- C. If either party terminates the Partnership, currently enrolled Company employees will continue to receive the discount for five years from the date of the initial verification of employment and under the condition that the student remains an active University student and is not required to apply for readmission due to a break in attendance as specified in the University’s catalog. Employment can be confirmed by: (a) a letter on company letterhead from the Human Resources Department or by the employee’s supervisor or, (b) the submission of a current pay stub that lists the name of the employer, the name of the employee, and the date of the pay period. All financial information should be obscured.
- D. The University shall provide to any current employee of the Company, defined as a full-time employee or permanent part-time employee and their spouse a \$ 100 per unit discount off the current graduate, undergraduate, and online course tuition rates in existence at the time of enrollment in accordance to the terms specified in Sections C and E.

The tuition discount is applicable to all degree and teaching credential programs offered at the University on the central campus and/or regional campuses with the exception of the following programs: the traditional-aged undergraduate program at the central campus, all programs offered through College of Law, and the non-degree Professional Development Courses ®; however, the University reserves the right to modify the eligible programs and offerings at any time.

The tuition discount applies only to tuition, and no fees applicable to the student will be discounted. This discount cannot be combined with any other tuition discount or University-funded scholarship offered by the University.

- E. Tuition discounts are applied to the student’s University account during the term/semester in which the University receives employment verification from the Company and cannot be applied to previously completed terms/semesters.
- F. Students wishing to enroll at the University will be required to apply for admission and meet the University’s admission requirements and processes for the selected degree program as specified in the University catalog in effect at the time of admission.
- G. Employees of Company may apply for financial aid as any other admitted University student.
- H. Company will incur no financial obligation to the University. Company Employees/University students will be personally responsible to the University for payment of fees and tuition.
- I. The University will offer its degree programs at a reduced tuition rate provided that the Company provides opportunities for the University to publicize this tuition discount program and the University’s degree/credential offerings to the employees of the Company via emails, posters, brochures, information sessions, staff meetings, postings on internal website, and any other opportunities with the Company as noted in Appendix A.

<b>CITY OF SAN FERNANDO</b>		<b>UNIVERSITY OF LA VERNE</b>	
CONTACT INFORMATION:		CONTACT INFORMATION:	
Name	Michael Okafor	Name	Debi Hrboka
Title	Personnel Manager	Title	Associate Director of Admissions
Address	City of San Fernando 117 Macneil Street San Fernando, CA 91340	Address	University of La Verne San Fernando Valley Campus & Corporate Ed Partnerships, Los Angeles 4001 W. Alameda Ave., Suite 300 Burbank, CA 91505
Phone	818-898-1239	Phone	818-846-4008 ext 6975
Email	mokafor@ci.san-fernando.ca.us	Email	dhrboka@laverne.edu

**APPROVED BY THE UNIVERSITY OF LA VERNE:**

Signature: \_\_\_\_\_  
 Name: Dr. Homa Shabahang  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

### APPENDIX A

**The employees of the Company will receive a reduced tuition rate according to the terms of this document provided the Company provides opportunities to promote the University's programs as noted below:**

ACTIVITY SELECTED	ACTIVITY	POPULATION OR DESCRIPTION OF EVENT	DATE	COMPLETED
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Email (4 emails per annum) or post on intra-net		1 <sup>st</sup> Quarter _____ 2 <sup>nd</sup> Quarter _____ 3 <sup>rd</sup> Quarter _____ 4 <sup>th</sup> Quarter _____	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Flyers		1 <sup>st</sup> Quarter _____ 2 <sup>nd</sup> Quarter _____ 3 <sup>rd</sup> Quarter _____ 4 <sup>th</sup> Quarter _____	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Posters		1 <sup>st</sup> Quarter _____ 2 <sup>nd</sup> Quarter _____ 3 <sup>rd</sup> Quarter _____ 4 <sup>th</sup> Quarter _____	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Onsite Information		1 <sup>st</sup> Quarter _____ 2 <sup>nd</sup> Quarter _____ 3 <sup>rd</sup> Quarter _____ 4 <sup>th</sup> Quarter _____	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Table Sessions		1 <sup>st</sup> Quarter _____ 2 <sup>nd</sup> Quarter _____ 3 <sup>rd</sup> Quarter _____ 4 <sup>th</sup> Quarter _____	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Website Landing Page and RSVP links provided by La Verne if applicable		1 <sup>st</sup> Quarter _____ 2 <sup>nd</sup> Quarter _____ 3 <sup>rd</sup> Quarter _____ 4 <sup>th</sup> Quarter _____	

**The company acknowledges receipt of this Tuition Discount Program description.**

Signature: \_\_\_\_\_  
Name: Brian Saeki  
Title: City Manager  
Date: \_\_\_\_\_



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**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** April 20, 2015

**Subject:** Consideration to Approve the Recreation Sports Programs Proposal

**RECOMMENDATION:**

It is recommended that the City Council:

- a. Approve the Recreation Sports Programs Proposal (Attachment "A"); and
- b. Recommend City staff to request funds for a Park Master Plan through the FY 2015-2016 budget process at a cost of approximately \$60,000.

**BACKGROUND:**

1. In 2012, the City eliminated the Recreation Coordinator, thus, all adult sports programs were eliminated and consequently the only sport program offered was youth basketball.
2. At their October 20, 2014 meeting, the City Council approved a lease between the City of San Fernando and Los Angeles County (County) that required the County assume the operational responsibility of the San Fernando Regional Pool Facility effective November, 2014. The lease approval created an opportunity to reorganize the Recreation and Community Services (RCS) Department thus, enhancing recreation programming. In addition, City Council requested that RCS staff provide an update on the restoration of recreation sports programming.
3. On November 17, 2014, Los Angeles County Department of Parks and Recreation (LACDPR) took over operations of the San Fernando Regional Pool Facility. With the transition process completed, RCS staff has developed a multiyear plan to implement successful recreation sports programming.
4. On January 17, 2015, the Parks, Wellness, and Recreation Commission unanimously recommended to present the Recreation Sports Program Update to the City Council for consideration and an upcoming meeting.

**ANALYSIS:****Benefits of Park and Recreation Benefits**

Parks provide intrinsic environmental, aesthetic, and recreation benefits to cities. Parks provide resources and programs that improve quality of life for the community (Source: Centers for Disease Control and Prevention, 2008). They are also a source of positive economic benefits. Parks enhance property values, increase municipal revenue, bring in homebuyers and workers, and attract retirees (Source: American Planning Association, 2002). In addition, parks have been shown to create neighborhoods with fewer violent and property crimes and where neighbors tend to support and protect one another (Source: American Planning Association, 2008).

While park and recreation programs can have a measurable impact on state and local economies, they can have important non-economic benefits as well. In recent publications from the California State Resource Agency and the National Parks and Recreation Association, parks and recreation programs can improve the physical, mental and social health of individuals and their communities. The highlights of these benefits include the following:

<b>Summary of Park and Recreation Program Benefits</b>
<b>Physical Health</b> <ul style="list-style-type: none"> <li>• Decrease risk of chronic disease, including heart disease, diabetes, cancer, osteoporosis</li> <li>• Boost immune system</li> <li>• Increase life expectancy</li> </ul>
<b>Mental Health</b> <ul style="list-style-type: none"> <li>• Reduces depression</li> <li>• Relieves stress</li> <li>• Improves quality of life (self-esteem, personal/spiritual growth, life satisfaction)</li> </ul>
<b>Social Benefits</b> <ul style="list-style-type: none"> <li>• Strengthen communities (reduces crime, encourages volunteerism, promotes stewardship)</li> <li>• Promotes social bonds (unites families, build cultural diversity/harmony, supports individuals with disabilities, supports seniors)</li> <li>• Supports youth (develops youth, enhances education, deters negative behaviors, including alcohol use and crime prevention)</li> </ul>

Sources: *The Health and Social Benefits of Recreation: An Element of the California Outdoor Recreation Planning Program*, 2005 and *The Benefits of Physical Activity Provided by Park and Recreation Services: The Scientific Evidence*, 2010.

### Recreation and Community Services Department

The RCS Department plays an important role as the key provider of year-round community resources (18-hours a day for 7-days a week) for residents of the City of San Fernando. The RCS Department provides programs that include: day camp, after school programs, senior programs, exercise/wellness programs, dial-a-ride, cultural arts, facility rentals, special events, and recreational youth basketball. It is estimated that over 35,000 individuals (equating to over 250,000 visits) living in and around the City will utilize the City park programs and facilities by the end of Fiscal Year (FY) 2014-2015. However, it is estimated that City operated recreation sport programs account for less than 5% of RCS visits. This is due to recent budget cuts that were implemented in 2012 which eliminated all adult sports and most of youth sports programming. Below is a list of core recreational sports programs offered by the City of San Fernando and neighboring cities in Los Angeles County.

<b>Comparison of Core Recreational Sport Programs Provided by City of San Fernando and Local Cities</b>								
Recreation Sport	San Fernando	Los Angeles	South Pasadena	Glendale	Signal Hill	Pico Rivera	Burbank	Alhambra
Baseball	Y*	Y,A	Y*	Y	Y	Y*	Y, A	Y*
Basketball	Y	Y,A	Y	Y	Y	Y,A	Y, A	Y,A
Football	-	Y	-	Y	Y	Y*	Y	Y
Soccer	-	Y	Y*	Y,A*	Y	Y*	Y	Y*
Softball	Y*	Y,A	Y	Y, A	Y	Y,A	Y, A	Y, A
Tennis	-	Y,A	Y,A*	Y, A	Y	Y	Y, A	Y, A
Volleyball	-	Y,A	-	Y,A	Y	Y	Y,A	Y,A

\*City-sponsored program offered but not City-operated

Y =Youth

A=Adult

### Proposed Recreation Sports Programming

It is the goal of the RCS Department to develop a two-year plan to restore quality recreation sports programming that meets community needs and reaches a broad population of San Fernando residents. To do this, City staff researched previously offered City operated programs and proven recreational sport programs from numerous organizations, including public, community-based, and private sector that could benefit residents of the City of San Fernando. The proposed plan is as follows (refer to Attachment "A"):

#### ***Year One (FY 2015-2016)***

This year will focus on completing a thorough needs assessment on RCS park facilities and implementing key recreation sport programs. Below are the 6-components of Year 1.

- A. Parks Master Plan (PMP): A PMP will allow the RCS Department to plan for the future by developing a comprehensive vision for specific park facilities in context with their location, natural resources, and visions of the community residents. The vision will be a framework for park use and development over a 20 to 30 year time period. This framework allows the RCS Department to provide a variety of recreation opportunities in an environmentally sound and sensitive manner.
- B. Youth Basketball Program: Historically, this has been the most successful RCS youth sports program providing two seasonal programs that targets approximately 200 - 400 children (ages 5-17). RCS staff is working on enhancing the program by completing the development of the program operations manual. In addition, RCS staff is in communication with several organizations to assist with the enhancement and implementation of the program.
- C. Previously Successful Core Programs: Based on RCS staff findings, it is recommended to reintroduce previously successful core programs like adult softball and volleyball. It is estimated that these programs will target between 100-200 adults per year.
- D. New Sports Programs: RCS staff will strategically incorporate new and exciting programs to diversify recreation offerings that include adult/youth tennis and youth futsal.
- E. Special Population Programming: RCS staff is currently in the final phase of securing a non-exclusive license agreement that allows the Special Olympics of Southern California to provide recreation programming for children/adults with special needs in the City of San Fernando.
- F. Quality Assurance (QA): This will allow RCS staff to systematically monitor and evaluate various aspects of recreation sports programs/services to ensure that standards of quality are met. This will be done by conducting annual surveys to participants.

<b>Projected Recreation Sports Programs for FY 2015-2016</b>			
<b>Type of Sport</b>	<b>Registration Dates</b>	<b>Season</b>	<b>Indoor/Outdoor</b>
Summer Youth Basketball	April – July	July – Sept	Indoor gyms
Fall Adult Co-Ed Softball	July – September	Oct – Nov	Outdoor fields
Fall Adult Co-Ed Volleyball	July – September	Oct – Dec	Indoor gyms
Winter Youth Basketball	November – January	Jan – March	Indoors gyms
Youth Futsal	March – May	May – July	Indoor gyms
Tennis (youth/adult)	Year Round	Year Round	Outdoor Courts
Special Population (youth/adult)	Year Round	Year Round	In and Outdoor

**Year Two (FY 2015-2016)**

Year Two will be primarily comprised of the following:

- Complete and report key findings of the Parks Master Plan (PMP) and the Recreation Sports Quality Assurance Program (QA) to the City Executive Team, Parks, Wellness, and Recreation Commission, and City Council.
- RCS staff will identify areas where adjustments and changes can be implemented to make improvements based on the key findings of the PMP and QA.
- Identify potential funding/resources required to implement the recommended action plan from the PMP and QA.

**Projected Costs**

It is the goal of the RCS Department to provide the highest quality of recreation sports programming at minimal costs to the City and residents. It is estimated that the total budget for implementation of the proposed plan will be approximately \$59,790 for year one and an additional \$14,610 for year two.

**BUDGET IMPACT:**

There will be no budget impact to the FY 2014-2015 General Fund. All hard costs associated with the planning and implementation of the proposed sports programming have been budgeted. It is expected that savings from the newly completed agreement with Los Angeles County Department of Parks and Recreation (LACDPR) allows for one-time costs to fund the assessment, planning, and implementation for FY 2015-2016. In addition, City staff will intensify efforts to identify potential funding sources, partners, and resources that enhance recreation sports programming in the City of San Fernando.

**CONCLUSION:**

City park and recreation programs have demonstrated measurable impacts on state and local economies. In addition, they can have important non-economic benefits that include physical health, mental health, and socialization. The recommended Recreation Sport Programs Proposal will provide the City with blueprints that enhance department programs as well as the opportunity to restore sport programs. Therefore, City staff is recommending City Council to approve the Recreation Sports Programs Proposal (Attachment "A"); and recommend City staff

to request funds for a Park Master Plan (PMP) through the FY 2015-2016 budget process at a cost of approximately \$60,000.

**ATTACHMENT:**

- A. Recreation Sports Programs Proposal

**Recreation and Community Services Department  
Recreation Sports Programs Proposal**

**Year One (FY 2015-2016)**

This year will focus on completing a thorough needs assessment on RCS park facilities and implementing key recreation sport programs. Below are the 6-components of Year One.

- A. Parks Master Plan (PMP): A PMP will allow for the RCS Department to plan for the future by developing a comprehensive vision for specific park facilities in context with their location, natural resources, and visions of the community residents. The vision will be a framework for park use and development over a 20 to 30 year time period. This framework will allow the RCS Department to provide a variety of recreational opportunities in an environmentally sound and sensitive manner.
- B. Youth basketball program: Historically this has been the most successful RCS youth sports program, providing two seasonal programs that targets approximately 200 - 400 children (ages 5-17). RCS staff is working on enhancing the program by completing the development of the program operation manual. In addition, RCS staff have been in communication with several organizations to assist with the enhancement and implementation of the program.
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Tennis (youth/adult)	Year Round	Year Round	Outdoor Courts
Special Population (youth/adult)	Year Round	Year Round	In and Outdoor

**Year Two (FY 2016-2017)**

Year Two will be primarily comprised of the following:

- Complete and report key findings of the Parks Master Plan (PMP) and the Recreation Sports Quality Assurance Program (QA) to the City Executive Team, Parks, Wellness, and Recreation Commission, and City Council.
- RCS staff will identify areas where adjustments and changes can be implemented to make improvements based on the key findings of the PMP and QA.

- Identify potential funding/resources required to implement the recommended action plan from the PMP and QA.

**Sport Program Details**

**Youth Basketball (2 seasons)**

Summer and Winter Youth Basketball seasons have been successful for many years. With minor changes to the delivery of this program we expect to target 100 - 200 youth ages 5-17.

Expenditures		Revenues	
Expense	Cost	Source	Amount
Administration	\$7,500	Player Fees: \$75-\$95/youth (150 youth)	\$12,000
Referee fees	\$3,000		
Trophies/jerseys	\$2,050		
Equipment	\$500		
<b>TOTAL</b>	<b>\$13,050</b>	<b>TOTAL</b>	<b>\$12,000</b>

*Projected Cost: \$87/youth*

*Budget Impact:* Although there is a net loss of \$2,100 (\$1,050/season), this is an annual recreation sports program that has been and will be budgeted in FY 2015-2016.

**Adult Volleyball (2 seasons)**

The Adult Volleyball has been one of the most fiscally sustainable City adult sport programs. In 2012, the program consisted of ten teams and did not impact the General Fund. The program was limited only by the gym space and time available. Below is a projection of the revenues and expenditures for the spring season.

Expenditures		Revenues	
Expense	Cost	Source	Amount
Administration	\$2,000	Player Fees (80 participants) (10 teams @ \$300/team)	\$3,000
Referee fees	\$900		
Trophies	\$200		
New equipment (1 time expense)	\$1,500		
<b>TOTAL</b>	<b>\$4,600</b>	<b>TOTAL</b>	<b>\$3,000</b>

*Projected Cost: YR 1: \$57/adult; YR 2: \$38/adult*

*Budget Impact:* FY 2015-2016: -\$1,800 to General Fund; FY 2016-2017: -\$1,200 to General Fund

**Youth Futsal (1 Season)**

Youth Futsal is one of the fastest growing municipal sports in California. Futsal is a smaller version of soccer usually played inside gym facilities. There is minimal equipment to purchase and local schools have recently operated the program within our facilities. There is a captured audience to target, thus making it an easy transition into a City program. The program will target 150-200 kids and operate at both Recreation Park and LP Park. Futsal will require the purchase of equipment such as goals, balls and uniforms.

Expenditures		Revenues	
Expense	Cost	Source	Amount
Administration	\$4,000	Player Fees: \$75-\$95/youth (100 youth)	\$8,000
Referee fees	\$3,000		

Trophies/jerseys	\$2,050		
Equipment	\$3,000		
<b>TOTAL</b>	<b>\$12,050</b>	<b>TOTAL</b>	<b>\$8,000</b>

*Projected Cost:* YR 1: \$120/youth (based on 100 participants); YR 2: \$91/youth

*Budget Impact:* FY 2015-2016: -\$4,050 to General Fund; FY 2016-2017: -\$1,050 to General Fund

**Adult Co-Ed Softball (1 Season)**

In years past, the City has run both men adult softball and co-ed leagues. In an effort to reach the most residents in year one of Adult Programming revival, we will bring back this co-ed program. City staff will need to coordinate with local little leagues to ensure safe usage of field facilities.

Expenditures		Revenues	
Expense	Cost	Source	Amount
Administration	\$3,000	Player Fees (100 participants) (10 teams @ \$400/team)	\$4,000
Umpire fees	\$2,000		
Trophies	\$200		
New equipment (1 time expense)	\$2,000		
<b>TOTAL</b>	<b>\$7,200</b>	<b>TOTAL</b>	<b>\$4,000</b>

*Projected Cost:* YR 1: \$72/adult; YR 2: \$52/adult

*Budget Impact:* FY 2015-2016: -\$3,200 to General Fund; FY 2016-2017: -\$1,200 to General Fund

**Adult/Youth Tennis (Year Round)**

Neighborhood tennis is a program that will operate independent of the City in conjunction with the United State Tennis Association (USTA). This organization will offer programming at Pioneer Park on our existing courts. They will target residents of all ages and skill level. The courts in their current condition will need repairs in order to get this program up and running. New nets, surface repair, fencing repair as well as lighting are the immediate repairs needed. While this will get us up and running, the courts themselves are in need of new paint. But that can be completed at a later time. The basic equipment and minor repairs will cost roughly \$2,500. Complete repairs are estimated to be approximately \$15,000. The operational costs of the program will be absorbed by the USTA.

*Projected Cost:* YR 1: \$5,000; YR 2: \$2,500

*Budget Impact:* TBD

**Special Population Programming**

RCS staff have been in negotiations with the Special Olympics of Southern California to operate free recreation sports programs in the City of San Fernando. The projected programming shall include 2-4 of the options below:

Spring / Summer (February – June)

- Track
- Bocce Ball
- Basketball

- Young Athlete Program

Winter / Fall (August – December)

- Soccer
- Softball
- Volleyball
- Tennis
- Young Athlete Program

**Projected Cost:** \$2,400/year

**Budget Impact:** FY 2015-2016: -\$2,400 to General Fund; FY 2016-2017: -\$2,400 to General Fund

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### **Program Development and Marketing**

It will be necessary to hire appropriate staff to assist the Recreation Supervisor to implement the proposed plan for recreation sports programming. This will involve the recruitment of Recreation Leaders I, II, and III.

Proposed budget impact for year 1: \$6,240

Proposed budget impact for year 3: Not to exceed \$4,160

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### **Total Budget Impact:**

#### **Year One (FY 2015-2016)**

- Program implementation: \$18,550
- Program development/marketing: \$6,240
- PMP: \$35,000

TOTAL: \$59,790

#### **Year Two (FY 2016-2017): \$18,550**

- Program implementation: \$10,450
- Program development/marketing: \$4,160

TOTAL: \$14,610



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**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** April 20, 2015

**Subject:** Consideration to Approve Conceptual Design of Traffic Safety and Landscaping Enhancements at Parking Lot 5 and Truman Street Streetscape from San Fernando Mission Boulevard to Brand Boulevard

**RECOMMENDATION:**

It is recommended that the City Council:

- a. Provide input and direction related to the proposed conceptual design for traffic safety and aesthetic enhancements at Parking Lot 5 and along Truman Street (from San Fernando Mission Boulevard to Brand Boulevard); and
- b. Authorize the City Manager, to proceed with construction design plans for Parking Lot 5 and Truman Street Streetscaping Improvements.

**BACKGROUND:**

As part of the City's Fiscal Year 2014-2015 Budget, the City Council approved funding to renovate and enhance City Parking Lot 5 (corner of Truman Street/San Fernando Mission Boulevard) and streetscaping elements along Truman Street (from San Fernando Mission Boulevard to Brand Boulevard). This project will include the complete rehabilitation of the parking lot area, including improved paving, access for persons with disabilities, drainage, trash enclosures, landscaping/lighting, and traffic circulation. The existing parking lot is over 25 years old and is deteriorated, with extensive pavement damage, drainage problems and traffic circulation problems. Funding for this project is provided through Parking funds (for parking lot improvements) and Transportation, Community and System Preservation grant funds (for streetscaping improvements).

**ANALYSIS:**

Through its capital planning program, the City identified a need to rehabilitate Parking Lot 5 and portions of Truman Street (from San Fernando Mission Boulevard to Brand Boulevard). These improvements will help to reinvigorate the City's downtown commercial corridor and create attractive public spaces for the community and business patrons. Proposed improvements include the following elements:

- Parking Spaces: Currently there are 59 parking spaces throughout the entire parking lot site, including two disabled spaces and three compact spaces. The conceptual design includes a total of 57 spaces, including two disabled spaces. All spaces in the conceptual design use a traditional space configuration of nine feet wide by 16 feet long. Attachment "A" includes a conceptual plan showing the parking lot layout.
- Safety and Aesthetics: The conceptual design would reconstruct paving surfaces and replace parking lot markings and signage; redesign the site to improve ingress/egress into parking areas and reduce driver confusion in the parking lot; and install new light fixtures to enhance pedestrian safety.

As proposed, the design would utilize one driveway for access to the site along the northeast area of the parking lot along Truman Street. The design also proposes to connect an adjacent retail center parking lot (Chipotle, Wingstop, Yogurtland) **for exiting vehicles only**. The retail center is adequately parked according to City guidelines, however, due to the popularity of this retail center, this connection would serve to provide an overflow lot during peak business hours. Field observations (see photos below) have shown that this retail center is heavily parked during peak hours, sometimes causing traffic safety hazards on adjacent City streets as vehicles search for parking.

As proposed, this connection would increase traffic safety and reduce the frequency of left turning vehicles turning out of the retail center onto Truman Street and then making left turns into Parking Lot 5. Costs related to this traffic safety improvement are nominal (removal of approximately 14 feet of curbing and installation of new curbing) and would be shared between the City and the retail center property owner.

### Retail Center Parking Lot – Facing Towards City Parking Lot 5



- **Drainage:** The conceptual design would improve drainage for the site and add landscaping to include additional trees and drought tolerant landscaping.
- **Trash Enclosures:** Currently, this parking lot is adjacent to two uncovered trash enclosures that abut a service alley for the downtown mall district. These enclosures are deteriorated and are prone to illegal dumping. The conceptual design would replace these with covered structures and an attractive split face block façade. In addition, additional trash enclosure space would be provided for the adjacent retail center. All costs related to this additional space would be paid by the retail center property owner.

#### Trash Enclosure – Existing Design



#### Trash Enclosure – Proposed Design



- Truman Street Parkway/Streetscape: Currently, the parkway and sidewalk areas adjacent to this parking lot are in disrepair, with lifted/damaged concrete caused by four nearby Ficus trees. These trees require high maintenance, with annual trimming, pest control and cleanup of rubbery/milky sap during summer months. This sap can prove problematic, with regular steam cleaning/pressure washing throughout the area as vehicles track it into adjacent parking lots.

#### Trees Uplifting Sidewalk, Curb and Gutter



The conceptual design includes the removal of these trees and replacement with less maintenance-intensive species, including Golden Rain Trees in the parkway areas, Australian Willow Trees in areas adjacent to the alley, and Desert Museum Trees in the parking lot planters. These trees typically grow to 20 feet tall and provide an attractive appearance. Additionally, due to the large and mature size of the four Ficus trees, the proposed conceptual plan proposes to plant a total of 17 new trees to offset their removal.

### Proposed New Tree Species



### Proposed Schedule and Next Steps

If acceptable to the City Council, staff would work on the following items to proceed with the proposed landscaping and traffic safety enhancements:

#### April 2014

- City Council approval of conceptual plans and authorization to develop construction plans

#### April/May 2015

- Development of landscaping plans

#### June/July 2015

- City Council approval of plans and construction contract
- Begin Improvements

### **BUDGET IMPACT:**

The proposed enhancements will be funded through a variety of sources, including funds included in the City's capital improvement program budget, parking funds, and outside grant funds.

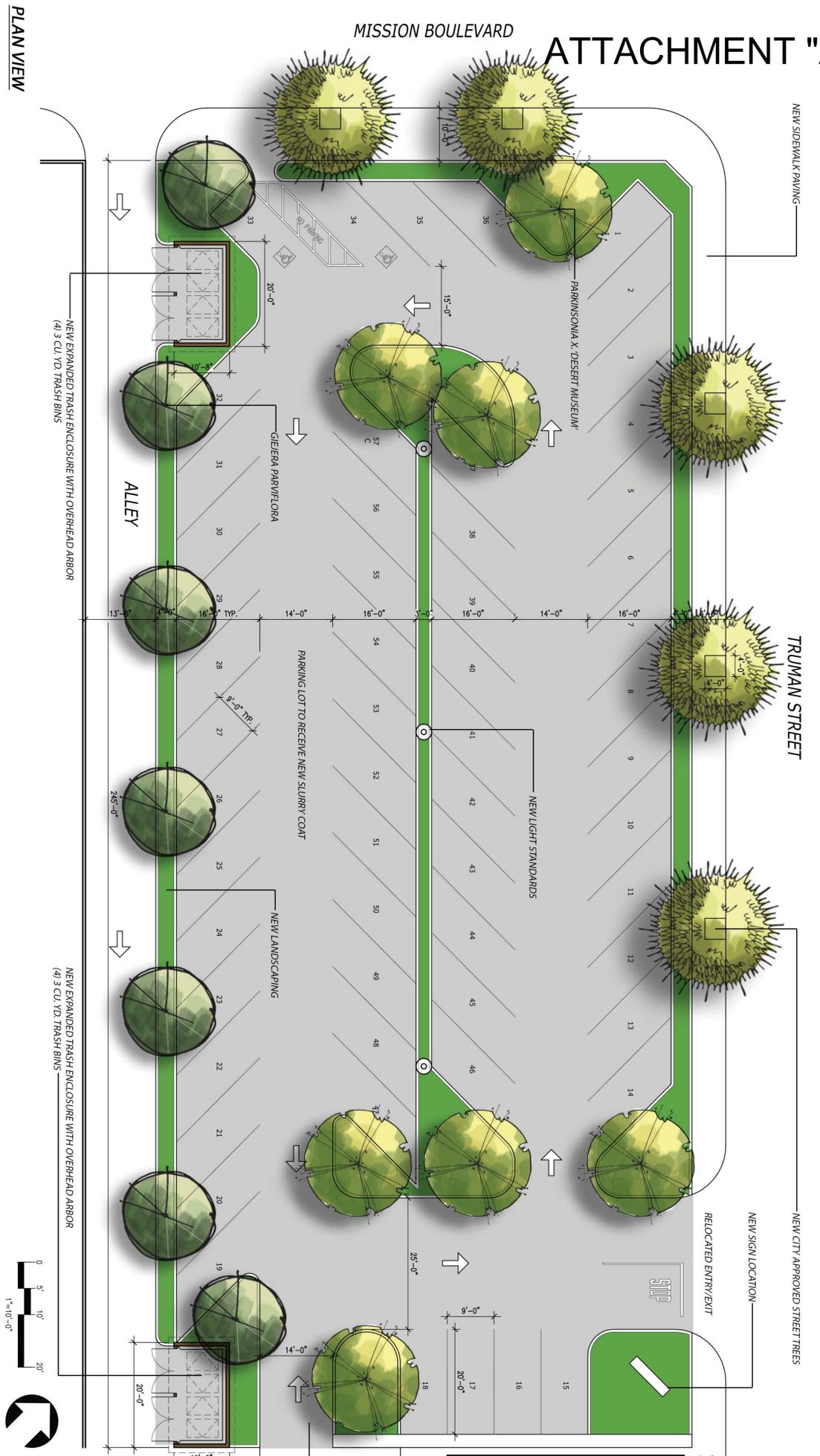
**CONCLUSION:**

It is recommended that the City Council approve the conceptual design for enhancing traffic safety and aesthetics at Parking Lot 5 and along Truman Street (from San Fernando Mission Boulevard to Brand Boulevard). If approved, staff will proceed with the development landscaping plans for these improvements. A full landscape design and construction contract will be presented for the City Council's consideration in June 2015.

**ATTACHMENT:**

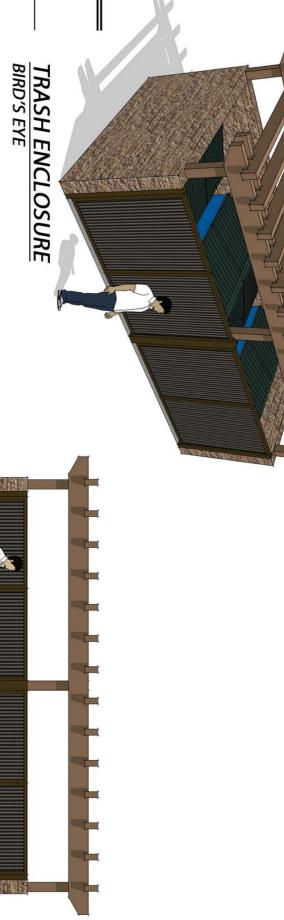
- A. Conceptual Renderings

# ATTACHMENT "A"



PLAN VIEW

## CONCEPTUAL PLANT PALETTE



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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager  
By: Chris Marcarello, Deputy City Manager

**Date:** April 20, 2015

**Subject:** Solid Waste Franchise Services Annual Review

**RECOMMENDATION:**

It is recommended that the City Council receive and file the solid waste franchise annual report ("Attachment A").

**BACKGROUND:**

The City provides solid waste collection services through an exclusive franchise agreement with Republic Services. This agreement started on February 15, 2014, and provides for the safe and efficient collection, processing and disposal of solid waste and recyclable materials. In order to gauge the effectiveness of the City's solid waste collection services, a performance review has been performed for the one-year service anniversary of the agreement.

**ANALYSIS:**

On December 2, 2013, the City Council approved a ten-year franchise agreement with Republic Services to provide solid waste collection services in the City of San Fernando. The scope of work includes collection services for all residential, commercial, and temporary bin rentals in the City. As a result of this agreement, collection services are provided using alternative fueled vehicles, helping to demonstrate the City's commitment to environmental sustainability. Additionally, Republic Services is responsible for customer service functions related to solid waste and recycling, including billing, account management, and public outreach/educational activities in the community. Services provided through this agreement initiated in February 2014.

**Key Agreement Deliverables**

As is typical with municipal services agreements, contractor performance is regularly reviewed and monitored. This review is an ongoing process but it is also typical to conduct a formal

review at the agreement's annual anniversary. Following the completion of the first year of service, Republic Services submitted performance information relative to key deliverables included in the agreement (disposal records, customer service data, franchise payments, billing records, etc.), community engagement activities (community outreach, recycling program management, event sponsorship, scholarship programs, etc.), and collection activities (solid waste container guidelines, collection days/times, processing/disposal sites, etc.). Attachment "A" includes a full description of these deliverables and a brief summary is included below.

1. Disposal/Recycling Reporting

Republic Services reports solid waste and recycling tonnage data each month, as required in the franchise agreement. Over the 12 (twelve) month reporting period (February 2014 through January 2015), the total quantity of materials collected equaled 31,928 tons. Of this amount, 15,968 tons was processed as recyclable materials at either a materials recovery facility or a permitted materials burning facility. These amounts fulfill the City's Assembly Bill 939 recycling requirements, with an adjusted recycling rate of 50.01%. In addition, Republic Services manages the City's reporting requirements to Cal Recycle and continues to provide indemnification for all AB 939 requirements.

2. Franchise Payments

Republic Services has made timely franchise fee payments in accordance with the franchise agreement. To date, \$190,301.37 has been collected by the City as franchise payments, which equals 10% of total gross receipts collected by Republic.

3. Recycling Programs

Republic offers a number of recycling programs to the San Fernando community. For residential properties, both regular commingled (blue carts) and green waste (green carts) recycling programs are offered. Residents may also receive one additional recycling and one green waste carts at no additional cost. For commercial and multi-family properties, on site waste audits have been completed to assist the City in its compliance with Assembly Bill 341 recycling requirements. In addition, Republic has begun to offer food waste recycling and sharing programs for local restaurants in order to provide reusable end uses for organic waste. Along with recovery efforts, Republic has helped commercial customers find other avenues for waste reduction and recovery, such as helping businesses turn other waste streams into revenue for the businesses, or helping businesses donate salvageable materials that would have otherwise been disposed.

#### 4. Community Engagement

- 4A Customer Service: Republic offers in person bilingual customer service and bill payment functions on Monday, Tuesday, and Thursday from 1 p.m. to 5 p.m. In addition, Republic offers a customer call-in center Monday through Friday from 7 a.m. to 6 p.m. and Saturday from 7 a.m. to 3 p.m. and online customer services functions available 24 hours/7 days per week.
- 4B Community Involvement: Republic has participated in local community events in order to provide educational and outreach services to the community. Events have included the City's Tree Lighting Ceremony, the City's 5K Race Event, the City's upcoming Public Works Week Open House Event, Little League, Healthy San Fernando Relay, Rotary Bike Path, MEND Food & Toy Donations, and St. Ferdinand School Recycling Outreach (Mrfy).
- 4C Recycling Outreach/Rewards: Republic provides a full time recycling coordinator to provide community assistance with recycling programs. To date, Republic staff has provided assistance to approximately 1000 residential and 500 commercial customers in the City. In addition, Republic has begun to roll out a recycling rewards program in 2015, whereby data collected from 2014 will be used to measure the community's recycling progress, along with the distribution of incentives for recycling. As part of this program, the community will be divided into neighborhood zones and compete for the highest diversion of recyclables. Winning neighborhood zones will be selected each quarter and will receive gift cards for local City restaurants or businesses.
- 4D Community Cleanup Events: Republic has conducted 8 cleanup events including 4 community bulk item drop-off events, 1 compost giveaway events, 1 green waste collection event, and 2 paper shredding events.
- 4E Sponsorship Program: Republic has sponsored several events, including, Boys & Girls Club of the San Fernando Valley, San Fernando Police Officers Association Holiday Drive, Commission Femenil, Youth Speak, Valley Family Center . In addition, Republic has provided sponsorship funds to each council member for distribution to local non-profit organizations and programs, or to be used for a selected event, program and/or City organization.
- 4F Scholarship Program: Republic has issued notices for the City's annual scholarship program that is available to San Fernando resident high school seniors. It is anticipated that scholarship awards will be awarded this spring.

### Proposed Amendments to Franchise Agreement

In addition, staff has been working with Republic Services to develop a few proposed amendments to the existing franchise agreement. As proposed, these amendments would be added in order to address items that are not currently specified in the agreement, including:

- Bulky Item Collection Services

Currently, there are no provisions that require the contractor to assist the City with collecting bulky items that are abandoned in the public right-of-way. In the interim, Republic Services has assisted with this function at no cost to the City.

As proposed, bulky item collection services will be considered to be added into the franchise agreement. In lieu of the City paying for these collection services, the City will agree to provide office space for a Republic customer service representative at City Hall. The estimated cost of the bulky collection services is estimated to exceed the rent income of the office space rental, providing additional value to the City.

- Bus Stop Trash Collection Services

Currently, City staff is responsible for trash collection at some local bus stop locations. Staff has negotiated with Republic to assume these functions for the remainder of the franchise agreement. Assuming these duties will provide City staff with additional time for more critical functions, including sidewalk, curb and gutter repair, street maintenance/stripping and tree maintenance functions.

- Billing Cycle Changes

Billing for solid waste collection is currently issued on a bi-monthly basis in arrears (similar to water bills). However, this is not a common practice in the solid waste industry. Instead, it is more typical for solid waste collection services to be billed in advance of a collection period.

The City's unique billing process has posed some difficulties for Republic Services (since its billing system is setup to bill in advance). As a result, some customers have experienced problems with receiving "late fees" for collection services related to these technical billing issues. In order to mitigate these problems, Republic has agreed to waive all "late fees" for customers related to billing schedule issues. Additionally, Republic Services continues to audit its late fee charges to determine if any customers have been incorrectly charged a late fee due to billing schedule issues. Outreach materials and notices will be distributed well in advance of any change in schedule to better inform the community. It is hoped that these changes will remove any customer problems with solid waste collection billing.

**BUDGET IMPACT:**

There is no financial impact associated with this item.

**CONCLUSION:**

It is recommended that the City Council receive and file this status update and provide input related to the proposed franchise agreement amendments. These amendments would help to address service items not included in the existing franchise agreement. If acceptable, these amendments would be formalized and considered by the City Council on May 4, 2015 for further consideration.

**ATTACHMENT:**

A. Solid Waste Franchise Agreement – Service Levels and Deliverables

# **REPUBLIC SERVICES ANNUAL REPORT 2015**

Presented:  
April 20, 2015



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Better Together

REPUBLIC  
SERVICESCITY OF  
SANFERNANDO

## Section 1

### Timeline

#### 1 Timeline

Ongoing diversion and educational programs are managed using this yearly timetable. The timetable reports on action plans for the year such as City events, opportunities for community involvement, scheduling of contract events and educational messaging. On 03/24/15, City Staff was provided a copy of the timeline to review and discuss the collaboration of efforts to ambassador programs and support City needs.

#### 1.A First Quarter 2015

Contract Item	Materials Needed			
	Jan	Feb	Mar	
Activities Plan	N/A			
Quarterly Newsletters	1st QN Topics:			
LAUSD Activities / Education Packets – School Events			MRFy Event at St. Ferdinand School on 03/31/15	
Cesar Chavez Scholarship \$1,000.00 (combine 2 scholarships for 2014 and 2015)	Discuss Scholarship w/ PW			
Neighborhood Watch Cleanup				
Community Recycling Block Party				
Residential Recycling Rewards	Quarterly gift cards (\$3500 annually).	Promote program in newsletter, flyer/billing insert, council meeting, city hall website, and Republic website  Promote program, generate baseline, outreach to participating businesses for gift cards / promotions, coordinate information w/ Call Center, create spreadsheet of participants (*Add Route day to spreadsheet)		
Annual Green Waste Shred Day				
Semi-Annual paper Shred	Merged w/ BUL Event Sat			

## Solid Waste and Recycling Franchise Services Section 1: Timeline

<b>Quarterly Community Drop off and Compost events</b>	create a display board for easel at City Hall, allows for dates to be changed and sliding updates	Sat Feb 21
<b>Backyard Composting / Worm Bin Promotion</b>		Merged w/ BUL Event Sat Feb 21
<b>Ongoing Recycling Education Management</b>		
<b>Book Recycling Program</b>	RS will yearly publish & distribute separate notices to SFD, MFD, Commercial, on: (see action items sheet 1)	
<b>Annual Collection Service Notice</b>		
<b>Community Investment Fund</b>		
<b>City &amp; Community Events</b>		San Fernando City Chamber of Commerce 03/17/15
<b>Other Meetings &amp; Events</b>		
<b>Diversion Rate</b>		

## Solid Waste and Recycling Franchise Services Section 1: Timeline

### 1 Timeline

#### 1.B Second Quarter 2015

Contract Item	Materials Needed			
	Apr	May	Jun	
Activities Plan	N/A	Annual proposed action plans submitted for City approval no later than 4/1/15		
Quarterly Newsletters		2nd QN Topics: Introduce Republic Rewards Program; Things to know about bills; & advertise "San Fernando Recycle" website		
LAUSD Activities / Education Packets – School Events				
Cesar Chavez Scholarship \$1,000.00 (combine 2 scholarships for 2014 and 2015)		Award Scholarship 4/20/15 or TBD		
Neighborhood Watch Cleanup				
Community Recycling Block Party				
Residential Recycling Rewards	Quarterly gift cards (\$3500 annually).	Program begins; Residents sign-up, measure diversion for Q2, winners determined at end of Q2.  Winners announced in June (\$1,166). Award \$1,500 to charity in June.		
Annual Green Waste Shred Day				
Semi-Annual paper Shred				
Quarterly Community Drop off and Compost events	Display board with easel at City Hall, announcing event		Sat May 16th	
Backyard Composting / Worm Bin Promotion				
Ongoing Recycling Education Management				

**Solid Waste and Recycling Franchise Services  
Section 1: Timeline**

<b>Book Recycling Program</b>	RS will yearly publish & distribute separate notices to SFD, MFD, Commercial, on: (see action items sheet 1)
<b>Annual Collection Service Notice</b>	
<b>Community Investment Fund</b>	
<b>City &amp; Community Events</b>	Heritage Day
<b>Other Meetings &amp; Events</b>	
<b>Diversion Rate</b>	

## Solid Waste and Recycling Franchise Services Section 1: Timeline

### 1 Timeline

#### 1.C Third Quarter 2015

Contract Item	Materials Needed	Jul	Aug	Sept
Activities Plan	N/A			
Quarterly Newsletters		3rd QN Topics:		
LAUSD Activities / Education Packets – School Events				
Cesar Chavez Scholarship \$1,000.00 (combine 2 scholarships for 2014 and 2015)				
Neighborhood Watch Cleanup		To Be Hosted in July or (Fall)		
Community Recycling Block Party		Merge w/ NWC		
Residential Recycling Rewards	Quarterly gift cards (\$3500 annually).	Receive new sign-ups, measure diversion for Q3, winners determined at end of Q3 Winners announced in Sept (\$1,166).		
Annual Green Waste Shred Day			Merge w/Bulky item day Aug 15th (NOT FOR LANDSCAPING COMPANIES OR COMMERCIAL GARDNERS)	
Semi-Annual paper Shred				
Quarterly Community Drop off and Compost events	Display board with easel at City Hall, announcing event		Sat., Aug. 15th	
Backyard Composting / Worm Bin Promotion				
Ongoing Recycling Education Management			Cal Rec Annual Review	

**Solid Waste and Recycling Franchise Services  
Section 1: Timeline**

<b>Book Recycling Program</b>	RS will yearly publish & distribute separate notices to SFD, MFD, Commercial, on: (see action items sheet 1)		
<b>Annual Collection Service Notice</b>			
<b>Community Investment Fund</b>	Every Fiscal year in July		
<b>City &amp; Community Events</b>	4 <sup>th</sup> of July	Summer Concerts	El Grilo
<b>Other Meetings &amp; Events</b>			
<b>Diversion Rate</b>			

## Solid Waste and Recycling Franchise Services Section 1: Timeline

### 1 Timeline

#### 1.D Fourth Quarter 2015

Contract Item	Materials Needed	Oct	Nov	Dec
Activities Plan	N/A			
Quarterly Newsletters		4th QN Topics:		
LAUSD Activities / Education Packets – School Events				
Cesar Chavez Scholarship \$1,000.00 (combine 2 scholarships for 2014 and 2015)				
Neighborhood Watch Cleanup				
Community Recycling Block Party				
Residential Recycling Rewards	Quarterly gift cards (\$3500 annually).	Receive new sign-ups, measure diversion for Q4, winners determined at end of Q4 Winners announced in Dec (\$1,166).		
Annual Green Waste Shred Day			Merge w/Bulky item day Aug 15th (NOT FOR LANDSCAPING COMPANIES OR COMMERCIAL GARDNERS)	
Semi-Annual paper Shred				
Quarterly Community Drop off and Compost events	Display board with easel at City Hall, announcing event		Sat., Nov. 21st	
Backyard Composting / Worm Bin Promotion				
Ongoing Recycling Education Management				

**Solid Waste and Recycling Franchise Services  
Section 1: Timeline**

<b>Book Recycling Program</b>	RS will yearly publish & distribute separate notices to SFD, MFD, Commercial, on: (see action items sheet 1)
<b>Annual Collection Service Notice</b>	
<b>Community Investment Fund</b>	
<b>City &amp; Community Events</b>	Menudo Cook-off Christmas Tree Lighting
<b>Other Meetings &amp; Events</b>	
<b>Diversion Rate</b>	



# Section 2

## Outreach Materials

### 2 Outreach Materials

#### 2.A Single Family Dwelling Outreach

##### 2.A.1 Initial Postcard Mailing & Order Form (Cal Recycle code 5010-ED-PRN)



### SAN FERNANDO CART ORDER FORM

#### SAN FERNANDO - ORDEN DE BOTES

Each residential customer will receive three new 64 gallon carts to replace your current carts for trash, recycling, and organic waste. If you prefer an alternative cart size (32 or 96 gallon sizes) or would like to request additional carts, please complete and mail this postage paid reply card by **February 10, 2014**. If you do not need alternative sizes or additional carts, no action on your part is necessary.

*Cada cliente residencial recibirá tres botes nuevos de 64 galones para reemplazar sus botes actuales para la basura, los reciclables y la basura orgánica. Si prefiere otro tamaño de bote (de 32 o 96 galones) o desea solicitar botes adicionales, por favor llene y envíe esta forma, que ya incluye el porte postal, antes del 10 de febrero del 2014. Si no desea cambiar de tamaño de bote o no necesita botes adicionales, no es necesario que tome acción alguna.*

**Customer Service**  
800-299-4898

**YES** I would prefer alternative cart sizes as indicated on the form below (32 or 96 gallon). I understand that requests for additional carts beyond one trash cart (any size), two recycle carts (any size), and two organic waste carts (any size) will cost me an additional \$5.00 per cart per month. Please indicate on the form below - the size and quantity of each cart type you are requesting.

**SI** Prefiero otro tamaño de bote como lo indico abajo (de 32 o 96 galones). Entiendo que la solicitud de botes adicionales más allá de un bote para la basura (de cualquier tamaño), dos botes para los reciclables (de cualquier tamaño), y dos botes para la basura orgánica (de cualquier tamaño), me costarán \$5.00 adicionales por bote al mes.

Por favor indique en la forma de abajo el tamaño y la cantidad de cada tipo de bote que esta solicitando.

		
<b>TRASH</b>	<b>RECYCLE</b>	<b>ORGANIC WASTE</b>
Basura	Reciclables	Basura Orgánica
Quantity	Quantity	Quantity
Size	Size	Size

Name: \_\_\_\_\_  
No nombre: \_\_\_\_\_

Service Address: \_\_\_\_\_  
Dirección de Colección: \_\_\_\_\_

Phone number: \_\_\_\_\_  
Número de teléfono: \_\_\_\_\_

Email Address: \_\_\_\_\_

San Fernando 12814 



Please place tape here / Colocar la cinta aquí



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

12949 Telegraph Road  
Santa Fe Springs, CA 90670

**BUSINESS REPLY MAIL**  
FIRST CLASS MAIL PERMIT NO. 11 SANTA FE SPRINGS CA  
POSTAGE WILL BE PAID BY ADDRESSEE

REPUBLIC SERVICES  
12949 TELEGRAPH ROAD  
SANTA FE SPRINGS, CA 90670-9904



**SAN FERNANDO CART ORDER FORM**  
SAN FERNANDO - ORDEN DE BOTES

IMPORTANT NOTICE REGARDING YOUR WASTE AND RECYCLING SERVICES  
—  
POR FAVOR ABRA ESTA NOTA - AVISO IMPORTANTE ACERCA DE SUS  
SERVICIO DE BASURA Y RECICLAJE

Before the transition, residents received pre-stamped mail order forms for customizable cart services.

## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

#### 2.A Single Family Dwelling Outreach

##### 2.A.2 Important Notice (*Cal Recycle code: 5010-ED-PRN*)



January 27, 2014

**Subject: An Important Notice Regarding Your Waste and Recycling Service**

Dear San Fernando Resident:

The City of San Fernando recently contracted with Republic Services to, among other things, pick up your residential trash, recyclables, and organic waste. Republic Services will begin picking up your residential trash, recyclables, and organic waste on February 15, 2014.

**Residential Monthly Rate** – Each residential customer will be billed a flat rate of \$14.99 per month.

**New Carts** - Starting February 8, 2014, each residential customer will receive three new 64 gallon carts to replace your current carts for trash, recycling, and organic waste. These new carts are similar in size to your current carts.

**Alternative Cart Size** - If you prefer an alternative cart size (32 or 96 gallon sizes) or would like to request additional carts, please complete the enclosed postcard and mail to Republic Services by February 3, 2014 or call Republic at (800) 299-4898. Each residential customer can receive up to one trash cart (any size), two recycle carts (any size) and two organic waste carts (any size) per household, at no additional fee. Additional carts beyond these limits are subject to an additional fee of \$5.00 per cart per month.

**New Cart Delivery Days** - If your current service day is Monday, then you will receive your new carts on February 8<sup>th</sup>. If your current service day is Tuesday, then you will receive your new carts on February 10<sup>th</sup>. If your current service day is Wednesday, then you will receive your new carts on February 11<sup>th</sup>. If your current service day is Thursday, then you will receive your new carts on February 12<sup>th</sup>. If your current service day is Friday, then you will receive your new carts on February 13<sup>th</sup>.

**Collection Day** - Please note that your current collection day and the placement of your carts **will not change**. A detailed instructional "How-to" brochure will accompany your new carts. This brochure will inform you of the new services as well as upcoming programs. Republic Services will begin providing services the week of February 17, 2014. Until then, you should continue to use the carts serviced by Crown Disposal.

**Billing** - Starting February 15, 2014, San Fernando residents will no longer be billed for trash service in the City of San Fernando water bill. Republic Services will bill you directly for your trash and recycling services. Your first invoice will be mailed to you on March 25, 2014, reflecting services from February 15, 2014 through the end of March 2014. After the first invoice you will receive a new invoice every 2 months reflecting the 2 previous months of service.

**Feb. 1, 2014 Community Meeting** - In order to ensure a smooth transition, Republic Services will be hosting another community meeting on Saturday, February 1, 2014, from 10 am – 12 pm at the San Fernando Regional Pool Banquet Room located at 208 Park Ave, San Fernando, CA.

We look forward to serving the community of San Fernando. If you should have any questions regarding your service, please call our **Customer Service Department at (800) 299-4898** during the hours of 7 am – 6 pm Monday through Friday and 7 am – 3 pm on Saturdays.

Sincerely,

Republic Services  
12949 Telegraph Road  
Santa Fe Springs, CA 90670



Enero 27, 2014

Asunto: Aviso Importante Acerca del Servicio de la Basura y los Reciclables

Estimado Residente de San Fernando:

La Ciudad de San Fernando recientemente contrató a Republic Services para ofrecer, entre otras cosas, los servicios para recoger la basura del hogar, los reciclables y la basura orgánica. Republic Services empezará a recoger la basura del hogar, los reciclables y la basura orgánica a partir del 15 de febrero del 2014.

**Cargo Mensual Residencial** – Cada cliente residencial será facturado a la tasa general de \$14.99 por mes.

**Nuevos Botes** - A partir del 8 de febrero del 2014, cada cliente residencial recibirá tres botes nuevos de 64 galones para reemplazar los botes actuales de la basura del hogar, los reciclables y la basura orgánica. Los botes nuevos son similares en tamaño a los botes que tiene actualmente.

**Opción de Tamaño de Bote** - Si prefiriera otro tamaño de bote (ya sea de 32 o de 96 galones) o necesita botes adicionales, por favor llene la forma adjunta y envíela por correo a Republic Services antes del 3 de febrero del 2014, o llame a Republic al (800) 299-4898. Cada cliente residencial puede recibir hasta un bote para la basura del hogar (de cualquier tamaño), dos botes para los reciclables (de cualquier tamaño) y dos botes para la basura orgánica (de cualquier tamaño) por hogar, sin costos adicionales. Cualquier bote adicional a estos límites incurrirá un cargo adicional de \$5.00 al mes por cada bote.

**Fechas para la Entrega de los Botes Nuevos** – Si el día que le recogen la basura es el lunes, sus botes nuevos se le entregarán el 8 de febrero. Si el día que le recogen la basura es el martes, sus botes nuevos se le entregarán el 10 de febrero. Si el día que le recogen la basura es el miércoles, sus botes nuevos se le entregarán el 11 de febrero. Si el día que le recogen la basura es el jueves, sus botes nuevos se le entregarán el 12 de febrero. Si el día que le recogen la basura es el viernes, sus botes nuevos se le entregarán el 13 de febrero.

**Día de Servicio** – Por favor tome nota de que el día en que se le dará el servicio y el lugar donde deja los botes no van a cambiar. Junto con sus botes nuevos le estaremos entregando una guía con instrucciones detalladas. La guía incluirá información sobre servicios nuevos y programas futuros. Republic Services empezará a encargarse del servicio de basura a partir del 17 de febrero de 2014. Hasta entonces, por favor continúe utilizando los botes y el servicio de Crown Disposal.

**Facturación** - A partir del 15 de febrero del 2014, los residentes de San Fernando ya no recibirán el cargo por el servicio de basura en su factura del agua. Republic Services le facturará directamente por el servicio de basura y de los reciclables. Su primer factura le será enviada el 25 de marzo del 2014, reflejando cargos por los servicios del 15 de febrero a finales de marzo. Después de la primer factura recibirá una factura nueva cada dos meses reflejando el cargo por los servicios de los dos previos meses.

**Feb. 1, 2014 – Reunión para la Comunidad** - De manera de asegurar una transición sin problemas, Republic Services llevará a cabo otra reunión para la comunidad que será el 1ero. de febrero del 2014, de 10 am – 12 pm, en el Salón de Banquetes de la Alberca Regional de San Fernando, ubicado en 208 Park Ave, San Fernando, CA.

Nos sentimos honrados en poder servir a la comunidad de San Fernando. Si tuviera alguna pregunta acerca de su servicio de basura, por favor llame a nuestro Departamento de Servicio al Cliente al (800) 299-4898, de lunes a viernes entre 7 am y 6 pm, o sábados entre 7 am y 3 pm.

Atentamente

Republic Services  
12949 Telegraph Road  
Santa Fe Springs, CA 90670

## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

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#### 2.A Single Family Dwelling Outreach

##### 2.A.3 Robo Call (*Non-contractual activity/material*)

Robo Calls (automated phone calls) were a supplementary outreach endeavor Republic Services provided as the transitioned occurred. Robo calls were conducted in English and Spanish, which notified customers of services available to them. Robo calls were also used to notify customers of holiday schedule changes. Robo calls are not required outreach items per the franchise agreement.



## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

#### 2.A Single Family Dwelling Outreach

##### 2.A.4 Door-to-Door Hanger Campaign (*Non-contractual activity/material*)

Republic Services conducted an on-foot campaign to educate each resident on the new services available to them. When residents were not home, door hangers were left at their property. This outreach was a supplemental endeavor to provide customers information on changes during the transition in February of 2014.



### Important Notice Regarding Your Waste and Recycling Service

The City of San Fernando recently contracted with Republic Services to collect your residential trash, recyclables, and yard waste. Republic Services will begin collection on the week of February 17, 2014.

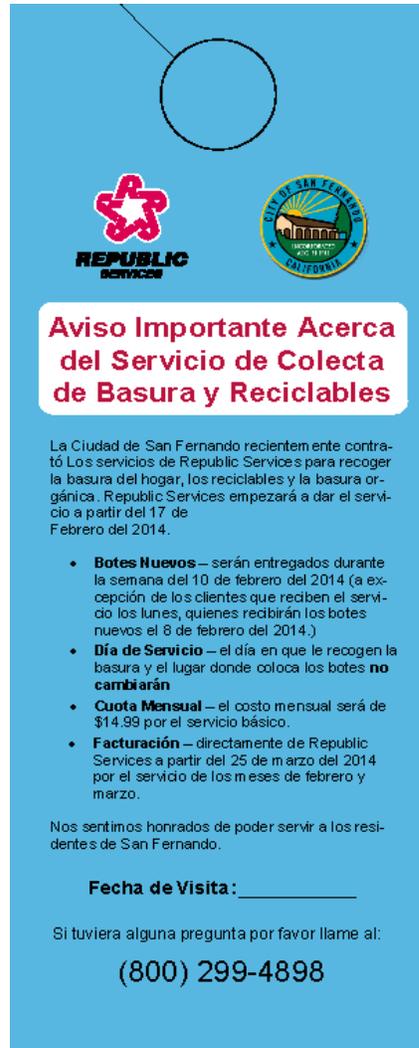
- **New Carts** – will be delivered the week of Feb 10, 2014 (except Monday trash pick ups will receive carts on Feb 8, 2014.)
- **Collection Day** – current collection day and cart placement **will not change**.
- **Monthly Rate** – a flat rate of \$14.99 per month for basic service.
- **Billing** – by Republic Services will begin March 25, 2014 for the months of February and March.

We look forward to serving the residents of San Fernando.

**Date of Visit:** \_\_\_\_\_

If you have any questions, please contact us at:

**(800) 299-4898**



### Aviso Importante Acerca del Servicio de Colecta de Basura y Reciclables

La Ciudad de San Fernando recientemente contrató Los servicios de Republic Services para recoger la basura del hogar, los reciclables y la basura orgánica. Republic Services empezará a dar el servicio a partir del 17 de Febrero del 2014.

- **Botes Nuevos** – serán entregados durante la semana del 10 de febrero del 2014 (a excepción de los clientes que reciben el servicio los lunes, quienes recibirán los botes nuevos el 8 de febrero del 2014.)
- **Día de Servicio** – el día en que le recogen la basura y el lugar donde coloca los botes **no cambiarán**
- **Cuota Mensual** – el costo mensual será de \$14.99 por el servicio básico.
- **Facturación** – directamente de Republic Services a partir del 25 de marzo del 2014 por el servicio de los meses de febrero y marzo.

Nos sentimos honrados de poder servir a los residentes de San Fernando.

**Fecha de Visita:** \_\_\_\_\_

Si tuviera alguna pregunta por favor llame al:

**(800) 299-4898**



# Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

## 2 Outreach Materials

### 2.A Single Family Dwelling Outreach

#### 2.A.6 Quarterly Newsletter (Cal Recycle code: 5010-ED-PRN)

##### 2.A.6.a Spring 2014

Quarterly newsletters are an on-going program enhancement that features "how-to's" along with promotions to encourage residents to maximize the "San Fernando Recycles" program offerings. Newsletters also spotlight upcoming City events and environmental stories.

### RECYCLE TODAY

WASTE & RECYCLING NEWSLETTER FOR THE CITY OF SAN FERNANDO • REPUBLIC SERVICES

#### A new partnership for San Fernando and Republic Services

República Servicios  
Una nueva sociedad para San Fernando

Mark your calendar!

¿Qué hay en su depósito de basura?

¿Sopara la fecha en su calendario?

República Servicios  
Customer Service Office  
1249 Telegraph Road  
San Fernando, CA 91340  
911-299-4099

### What's in your dumpster?

Contact Republic Services for a free recycling opportunity assessment and to set your service level

It's your call!

Bulky trash and electronics pickups available on request

¿Qué hay en su depósito de basura?

¿Sopara la fecha en su calendario?

### Frequently Asked Questions

¿Qué hay en su depósito de basura?

¿Sopara la fecha en su calendario?

### All-In-One Recycling

Paper / Papel  
Newspaper  
Shredded paper  
Plastic / Plástico  
Glass / Vidrio  
Metal / Metal

Relay for Life San Fernando  
Dorothy & Nicholas Recycling Project

Relay for Life San Fernando  
Dorothy & Nicholas Recycling Project

Relay for Life San Fernando  
Dorothy & Nicholas Recycling Project

### Safer Storage: Use up and dispose of hazardous chemicals

Elimino basura a través del compostaje

Solid Waste and Recycling Franchise Services
Section 2: Outreach Materials

2.A Single Family Dwelling Outreach

2.A.6 Quarterly Newsletter (Cal Recycle code: 5010-ED-PRN)

2.A.6.b Summer 2014

RECYCLE TODAY! WASTE & RECYCLING NEWSLETTER FOR THE CITY OF SAN FERNANDO • REPUBLIC SERVICES
Save the date!
Relay for Life
Celebrate Summer in San Fernando!

Start composting this summer
Make your own mini recycling center in the kitchen
Composting is an easy way to reduce the amount of waste you send to the dump...
Report illegal dumping
Reporte el desecho ilegal de basura
¿Está reciclando en su jardín?
¿Celebrando el verano en San Fernando?

Adam Miner is a journalist from a family of scientists... The world is a better, cleaner, and more interesting place for its junkyards... In praise of junkyards... Junkyard Planet... Alabanzas a los tiraderos de chatarra... El mundo es un lugar mejor, más limpio y más interesante gracias a los tiraderos de chatarra... Más allá de las botellas... QUOTES REQUESTED... CITAS CITABLES... When you do the common things in life in an uncommon way, you will command the attention of the world...

According to a study prepared by Moore Recycling Associates, recycling for household rigid plastic reduces by 1.07 billion pounds... Beyond bottles... Alabanzas a los tiraderos de chatarra... El mundo es un lugar mejor, más limpio y más interesante gracias a los tiraderos de chatarra... Más allá de las botellas... QUOTES REQUESTED... CITAS CITABLES... When you do the common things in life in an uncommon way, you will command the attention of the world...

# Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

## 2.A.6.c Fall 2014



### Bulky trash?

#### Republic Services can help!

On Saturday, November 8, Republic Services will have a special event for residents and businesses. The event will be held at San Fernando Recycling Center, located at 10000 San Fernando Blvd. from 8:00 a.m. to 12:00 p.m. Residents are invited to bring bulky items such as appliances, furniture, and electronics for free disposal. Businesses are invited to bring up to 100 lbs. of household hazardous waste for free disposal. For more information, please call 800-289-8888.

### Artículos grandes que desechará?

#### Republic Services al rescate!

El sábado 8 de noviembre, Republic Services tendrá un evento especial para residentes y negocios. El evento se llevará a cabo en el Centro de Reciclaje de San Fernando, ubicado en 10000 San Fernando Blvd. de las 8:00 a.m. a las 12:00 p.m. Los residentes pueden traer artículos grandes como electrodomésticos, muebles, y electrónicos para su disposición gratuita. Los negocios pueden traer hasta 100 libras de residuos peligrosos domésticos para su disposición gratuita. Para más información, llame al 800-289-8888.

### Healthy San Fernando!

#### San Fernando Saludable!

The Healthy San Fernando Campaign is a collaborative effort by the City of San Fernando, Republic Services, and the San Fernando Valley Health Department. The campaign aims to reduce the community's use of hazardous waste by providing free disposal services for household hazardous waste. The event will be held at the San Fernando Recycling Center on Saturday, November 8, from 8:00 a.m. to 12:00 p.m.

### Parks Make Life Better!

#### Parques hacen la vida mejor!

The City of San Fernando is proud to announce the opening of the new San Fernando Park. The park features a playground, picnic area, and walking trails. The park is located at 10000 San Fernando Blvd. and is open to the public. For more information, please call 800-289-8888.

### San Fernando Saludable!

#### San Fernando Saludable!

La campaña San Fernando Saludable es un esfuerzo colaborativo de la Ciudad de San Fernando, Republic Services y el Departamento de Salud de San Fernando Valley. El objetivo de la campaña es reducir el uso de residuos peligrosos en el hogar al proporcionar servicios gratuitos de disposición de residuos peligrosos domésticos. El evento se llevará a cabo en el Centro de Reciclaje de San Fernando el sábado 8 de noviembre, de las 8:00 a.m. a las 12:00 p.m.

### Parques hacen la vida mejor!

#### Parques hacen la vida mejor!

La Ciudad de San Fernando se enorgullece de anunciar la apertura del nuevo Parque de San Fernando. El parque cuenta con un área de juegos, una zona de picnic y senderos para caminar. El parque está ubicado en 10000 San Fernando Blvd. y es abierto al público. Para más información, llame al 800-289-8888.



### The future of reuse is already here

#### El futuro de reusar las cosas ya llegó!

In today's world, we get a lot of reusable products and we often use them. Reusing, on the other hand, can be a little more complicated. It's not a simple game where you can reuse and reuse and create a new product every time you reuse. It takes time and effort to create a new product from a used one. However, it's worth the effort because it saves money and reduces waste.

### El futuro de reusar las cosas ya llegó!

#### El futuro de reusar las cosas ya llegó!

En el mundo de hoy en día, tenemos muchos productos reutilizables y a menudo los reutilizamos. Sin embargo, reutilizar puede ser un poco más complicado. No es un juego simple donde puedes reutilizar y reutilizar y crear un nuevo producto cada vez que reutilizas. Requiere tiempo y esfuerzo para crear un nuevo producto a partir de uno usado. Sin embargo, vale la pena el esfuerzo porque ahorra dinero y reduce los residuos.

### Republic Services can help!

#### Republic Services al rescate!

On Saturday, November 8, Republic Services will have a special event for residents and businesses. The event will be held at San Fernando Recycling Center, located at 10000 San Fernando Blvd. from 8:00 a.m. to 12:00 p.m. Residents are invited to bring bulky items such as appliances, furniture, and electronics for free disposal. Businesses are invited to bring up to 100 lbs. of household hazardous waste for free disposal. For more information, please call 800-289-8888.

### Artículos grandes que desechará?

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### San Fernando Payment Office

#### San Fernando Oficina de Pago

New Office Hours for Republic Services San Fernando Payment Office: Monday - 9:00 a.m. - 5:00 p.m. Tuesday - 9:00 a.m. - 5:00 p.m. Wednesday - 9:00 a.m. - 5:00 p.m. Thursday - 9:00 a.m. - 5:00 p.m. Friday - 9:00 a.m. - 5:00 p.m. Saturday - 9:00 a.m. - 5:00 p.m. Sunday - Closed. For more information, please call 800-289-8888.

### San Fernando Oficina de Pago

#### San Fernando Oficina de Pago

Nuevas Horario de Oficina para Republic Services San Fernando Oficina de Pago: Lunes - 9:00 a.m. - 5:00 p.m. Martes - 9:00 a.m. - 5:00 p.m. Miércoles - 9:00 a.m. - 5:00 p.m. Jueves - 9:00 a.m. - 5:00 p.m. Viernes - 9:00 a.m. - 5:00 p.m. Sábado - 9:00 a.m. - 5:00 p.m. Domingo - Cerrado. Para más información, llame al 800-289-8888.

# Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

## 2 Outreach Materials

### 2.A Single Family Dwelling Outreach

#### 2.A.6 Quarterly Newsletter (Cal Recycle code: 5010-ED-PRN)

##### 2.A.6.d Winter 2015

**Winter 2015**

# RECYCLE TODAY

WASTE & RECYCLING NEWSLETTER FOR THE CITY OF SAN FERNANDO

**Regulations target outdoor water use**

**A New Resource for You**

**Holiday Tree Recycling**

San Fernando City Council Regular Meeting

**Winter 2015**

# Plenty of paper ripe for recycling

30% recycled copypaper

**A montón de papel listo para el reciclaje**

**Servendo a su comunidad**

San Fernando City Council Regular Meeting

**Winter 2015**

# Annual César Chávez Day

A new year for the new year

**A new person for the new year**

**Egg Stravaganza**

**Relay For Life Kickoff**

San Fernando City Council Regular Meeting

**Winter 2015**

# California says "no thanks" to plastic bags

Could your workplace recycling program use a boost?

**Save the date!**

**Apante la fecha!**

San Fernando City Council Regular Meeting



## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

#### 2.A Single Family Dwelling Outreach

##### 2.A.8 Liaison City Hall Hours of Operation *(Cal Recycle code: 5010-ED-PRN; 5020-ED-OUT)*

Signage posted around City Hall helps customers understand a variety of payment options available to them. Customer Service is available at City Hall, 12 hours per week, to residents and commercial customers who would like to make walk-in payments, discuss their service needs, or for those who seek additional support in recycling and food waste recovery.



**REPUBLIC SERVICES**

We'll handle it from here.™

PLEASE RING BELL FOR ASSISTANCE

## Trash Payment Office

**Hours of Operation**

Monday: 1 pm- 5 pm  
 Tuesday: 1 pm- 5 pm  
 Wednesday: Closed  
 Thursday: 1 pm- 5 pm  
 Friday: Closed  
 \*Hours subject to change

**Convenient Payment Options**

- Over the phone at **1-800-299-4898**
- Online Bill Pay at [www.republicservices.com](http://www.republicservices.com)
- Auto payment- call to sign up!
- Mail checks to :  
 Republic Services SRVS#902  
 PO BOX 78829  
 PHOENIX, AZ 85062-8829



**CONSOLIDATED DISPOSAL SERVICE**  
A REPUBLIC SERVICES COMPANY



**REPUBLIC SERVICES**

We'll handle it from here.™

Tocar el timbre para asistencia

## Oficina de Pago para la Basura

**Horas de Servicio**

Lunes: 1 pm- 5 pm  
 Martes: 1 pm- 5pm  
 Miércoles: Cerrado  
 Jueves: 1 pm- 5 pm  
 Viernes: Cerrado  
 \*Horas pueden cambiar

**Opciones convenientes de pago**

- Por teléfono : **1-800-299-4898**
- Por internet : [www.republicservices.com](http://www.republicservices.com)
- Pagos automáticos- ¡llame para inscribirse!
- Por Correo :  
 Republic Services SRVS#902  
 PO BOX 78829  
 PHOENIX, AZ 85062-8829



**CONSOLIDATED DISPOSAL SERVICE**  
A REPUBLIC SERVICES COMPANY

## Solid Waste and Recycling Franchise Services

### Section 2: Outreach Materials

## 2 Outreach Materials

### 2.A Single Family Dwelling Outreach

#### 2.A.9 Website (*Cal Recycle code: 5000-ED-ELC*)

The "San Fernando Recycles" web page is linked within the Cities website to promote the program. Key customer service components are available to residents and commercial customers such as the ability to email customer service representatives, request services, or make changes. The website also includes FAQ, service rates, information on AB 341 and additional services. The site features educational material for children, such as videos on the operations of recycling, arts & craft ideas through re-use and recycling curriculums for schools.

**REPUBLIC SERVICES** San Fernando Recycles Website

<http://www.republicservices.com/site/san-fernando/>

Republic Services has developed a state-of-the-art website "San Fernando Recycles" dedicated to services provided in the City of San Fernando.

"San Fernando Recycles" is also linked through The City of San Fernando's website.

The website includes:

- Answers to FAQ
- Rates for Collection Services
- Listing and Description of Recyclable Materials and Organic Wastes
- Collection schedules and maps
- An e-mail link that provides the public the ability to e-mail service requests, complaints or service changes.
- Online bill pay

**REPUBLIC SERVICES OF SAN FERNANDO**

While the name is changing, our commitment to our customers hasn't. So you can expect the same reliable recycling and solid waste collection, transfer and disposal services we've always provided in San Fernando from Republic Services.

**San Fernando Waste Services**  
Residential Services | Additional SFD Services

**Bulky Items**  
Large household items that do not fit inside the truck can need to be scheduled for a bulky item pickup. Please call our customer service department 48 hours in advance of your scheduled day at 620-239-4838 to schedule a pickup. San Fernando residents are entitled to a maximum of 8 bulky item pickups every year. Items collected will be a combination of these large items but are limited to a maximum of four (4) cubic yards and two (2) metal large items such as a TV, wash machine, dryer, etc.

**Universal Waste Collection**  
San Fernando residents are also entitled to free, unlimited Universal Waste and Electronic Waste Collection services. Household wastes should be placed in a 24" lock bag and placed next to your curb. Placement labels and amount of these items should be displayed in neighborhood lists and placed next to your curb. In order to schedule pickup please call our customer service department at 620-239-4838 48 hours in advance of your regular collection day.

**Used Motor Oil & Used Oil Filters**  
San Fernando residents are entitled to free, unlimited oil and oil filter collection services. Please contact our customer service department at 620-239-4838 to order oil, approved containers before you change your oil. The oil containers will have 24" labels and they will be placed 24" from the curb. Please contact our customer service department 48 hours in advance of your scheduled day. Your oil containers will be picked up and disposed with every week.

**Shards**  
Shards are uncollected household waste and are illegal to dispose of in curbs. If you have any shards that need to be disposed of please contact our Customer Service Department at 620-239-4838 to order a shards collection container. Currently, the first 100 shards who request a shards container will receive a free of charge.

**Composting/Worm Composting**  
Republic Services offers composting bins and worm composting bins at a discount to all San Fernando residents. Please contact our customer service department at 620-239-4838 or call our local office at 620-480-0200 to order. You will need to provide proof of residence and an address.

Looking for an answer to your City Recycle questions?

# Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

## 2 Outreach Materials

### 2.A Single Family Dwelling Outreach

#### 2.A.10 Holiday Scroll *(Cal Recycle code: 5010-ED-PRN; 2070-RC-SNL; Non-contractual activity/material)*




### "NAUGHTY AND NICE" RECYCLING TIPS FOR THE HOLIDAYS

What to do with the pile of wrapping paper, boxes, ribbon and cards after the unwrapping frenzy is over?  
To help you decide what you can recycle, Republic Services, the City's new waste hauler and the nation's second largest waste and recycling company, created its own "Naughty and Nice" list of holiday materials that can be placed in your curbside recycling bin — keeping you on Santa's "Nice" list. Regardless of which list an item falls on, Santa suggests that you consider reusing it first.

**ALWAYS NICE**

- Boxes
- Wrapping paper – plain or sparkly
- Tissue paper
- Holiday cards and envelopes
- Paper gift bags
- Christmas Trees

**ALWAYS NAUGHTY**

- Bubble wrap
- Ribbons and bows
- Laminated, coated or dyed gift bags
- Cellophane
- Packing peanuts




**Did you know?**

Sticky gift tags – they are not recyclable by themselves, but if they are on an envelope or wrapping paper, please recycle!

Toy containers often are made of heavy cardboard that surround a plastic container. Separate the cardboard from plastic and recycle both!

**Holiday Tree Collection & Drop Off**

Holiday trees will be collected for two weeks starting on December 26<sup>th</sup> and ending on January 8<sup>th</sup>. Please remove all decorations, ornaments, lights, garland, and tinsel, as well as the stand. If your tree is more than 8-foot tall, please cut it in half. When you set your tree at the curb, it should be bare. There is no extra charge for holiday tree collection during this special collection period.

Starting on December 26<sup>th</sup> and ending on January 8<sup>th</sup>. You may drop off your tree in the 40-yard bin located at the Civic Center parking lot (across from City Hall), Lot 6N on the corner of First St. & North Maclay.

If you have any questions, contact our Customer Service Department at (800) 299.4898.




### ¿BUENO E TRAVIESO? CONSEJOS PARA RECICLAR DURANTE LOS DÍAS FESTIVOS

¿Qué hacer con el montón de papel envoltura, cajas, listones y tarjetas una vez que se acaba la locura de desenvolver los regalos?  
Para ayudarlo a decidir qué puede reciclar, Republic Services, el nuevo proveedor de servicio de basura de la Ciudad de San Fernando y la segunda compañía más grande del país para el manejo de la basura y los reciclables, ha creado su propia lista de los materiales "buenos y malos" que puede echar en el bote de los reciclables - para que Santa no tenga que borrar su nombre de su lista. Sin importar a cual lista el artículo pertenece, Santa sugiere que primero considere volver a usarlo antes de desecharlo.

**SIEMPRE BUENO**

- Cajas
- Papel envoltura (simple o brillante)
- Papel de china
- Tarjetas de felicitación y sobres
- Arbolitos de Navidad

**SIEMPRE MALO**

- Envoltura burbuja
- Listones y moños
- Bolsas para regalos
- Barnizadas o pintadas
- Papel celofán
- Cacahuates de styrofoam para empaque




**¿SABIA USTED?**

Etiquetas autoadhesivas - ¡No son reciclables por sí solas, PERO si están en un sobre o adheridas a papel envoltura, por favor reciclaslas!

Los empaques de juguetes están hechos de cartón pesado que a veces incluye un envase de plástico. ¡Separe el cartón del plástico y recicle ambos!

**COLECCIÓN Y DESECHO DE ARBOLITOS DE NAVIDAD**

Estaremos recogiendo arbolitos de Navidad por dos semanas a partir del 26 de diciembre y hasta el 8 de enero. Por favor quite todas las decoraciones, adornos, luces, guirnaldas y listones, así como el mismo pie del arbolito. Si su arbolito mide más de 8 pies de altura, por favor córtelo a la mitad. Cuando saque su arbolito a la acera debe de estar libre de cualquier adorno. No hay cargo extra por este servicio durante el periodo señalado.

A partir del 26 de diciembre y hasta el 8 de enero, puede pasar a dejar su arbolito al depósito de 40 yardas ubicado en el estacionamiento del Civic Center (enfrente al City Hall), Lot 6N en la esquina de First St & North Maclay.

Si tiene alguna pregunta, por favor llame al Depto. de Servicio al Cliente al 800.299.4898.

## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

#### 2.A Single Family Dwelling Outreach

##### 2.A.11 One Year Anniversary Postcard (*Cal Recycle code: 5010-ED-PRN; Non-contractual activity/material*)

### Happy Anniversary San Fernando !

Republic Services is proud to announce our 1 year anniversary as your waste and recycling hauler.

In the past year, we have built momentum to help reduce waste and increase recycling.

This year, we are excited to announce more programs and opportunities for you to become environmental stewards.

---

**Remember—**

- Waste assessments are **always** available **free** of charge
- Visit [republiconline.com](http://republiconline.com) to sign up for My Resources where you can pay your bills online or request additional services and manage your account
- San Fernando Commercial Customers are eligible to receive 2 recycling carts at no charge
- AB 341: California's Mandatory Commercial Recycling Law states that businesses that generate 4 or more cubic yards of waste per week are required to recycle
- We'll continue to provide recycling education and presentations to all San Fernando businesses and multi-family dwellings at no charge



**REPUBLIC  
SERVICES**

**(800) 299-4898**

Visit [republicservices.com/site/san-fernando](http://republicservices.com/site/san-fernando) for more info.

For the 1 year anniversary, Republic Services launched new programs and reminded customers of services available to them, such as free waste audits and additional recycling support.

### ¡Feliz Aniversario San Fernando!

Republic Services se enorgullece en anunciar nuestro primer aniversario como su proveedor del servicio de colecta de basura y reciclables.

En el año pasado hemos creado conciencia para ayudar a reducir la basura e incrementar el reciclaje.

Este año estamos muy contentos de anunciar más programas y oportunidades para que usted sea un guardián del ambiente.

---

**Recuerde-**

- Evaluaciones de programas de basura están siempre disponibles y son **gratis**.
- Entre a [republiconline.com](http://republiconline.com) para inscribirse en MyResources, donde puede pagar sus facturas o solicitar servicios adicionales y administrar su cuenta.
- Los clientes comerciales de San Fernando tienen derecho a recibir dos carros para los reciclables sin cargo alguno.
- AB 341: La ley que obliga al reciclaje comercial en California establece que todo negocio que genere 4 o más yardas cúbicas de basura a la semana debe de reciclar.
- Seguiremos ofreciendo sin cargo alguno programas educativos y presentaciones sobre el reciclaje a todos los negocios en San Fernando y a viviendas de multifamiliares.



**REPUBLIC  
SERVICES**

**(800) 299-4898**

Entre a la página [republicservices.com/site/san-Fernando](http://republicservices.com/site/san-Fernando) para obtener más información.

## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

#### 2.A Single Family Dwelling Outreach

2.A.12 Bulky Item & Shred day Flyer (*Cal Recycle code: 5010-ED-PRN; 9045-HH-EWA; 1070-SR-OTH; 2070-RC-SNL*)

## Bulky Item Drop Off & Shred Day

Republic Services will host it's quarterly bulky item drop off and semi-annual Shred Day for residents of the City of San Fernando. Residents, whether living in multi-family complexes or single-family homes will be able to drop off bulky items such as furniture, appliances, electronics, and mattresses for proper disposal. Used books will also be accepted and donated to local libraries.

**Items such as concrete, asphalt, dirt, construction & demolition material, and hazardous waste will not be accepted.**

Republic Services will also host a free compost give-away available to all City of San Fernando residents available on a first come first serve basis.

Proof of residency in San Fernando **will be** required.

Saturday, February 21<sup>st</sup>, 2015  
8 am—1 pm  
San Fernando Parking Lot 6N  
(Corner of Maclay and First, next to Police Station)

If you have questions, please call (800) 299-4898.







Each quarter, a flyer is created for outreach on upcoming Bulky Item Days, along with specifics pertaining to the event, such as compost giveaways, shredding days, etc.

Flyers are posted online at the City website and around City facilities.

A large reusable board was also created to be stationed at City Hall for residents to view year-round.

## Día para el Desecho de los Artículos Grandes y Destrucción de Documentos

Republic Services patrocinará su evento trimestral para el desecho de artículos grandes y su evento semi-anual para la destrucción de documentos para todos los residentes de la ciudad de San Fernando. Los residentes, ya sea que vivan en edificios de unidades multi-familiares o en residencias particulares, podrán pasar a dejar artículos grandes tales como muebles, enseres del hogar, aparatos electrónicos y colchones para su desecho adecuado. También estaremos aceptando libros usados para donarlos a las bibliotecas del área.

**No se aceptarán artículos como cemento, asfalto, tierra o materiales de construcción o demolición, ni basura tóxica del hogar.**

Republic Services también estará otorgando cajones de compostaje gratis, disponibles solo para los residentes de San Fernando por turno de llegada.

Se requiere que muestre prueba de residencia en San Fernando.

**Día para el Desecho de los Artículos Grandes y Destrucción de Documentos**  
Sábado 21 de febrero del 2015

8 am - 1 pm  
Estacionamiento San Fernando, Lote 6N  
(Esquina de Maclay y First, al lado de la Estación de Policía)

Si tuviera alguna pregunta, por favor llame al (800) 299-4898.







## Solid Waste and Recycling Franchise Services

### Section 2: Outreach Materials

## 2 Outreach Materials

### 2.A Single Family Dwelling Outreach

#### 2.A.13 Green Waste Postcard (*Cal Recycle code: 5010-ED-PRN; 3000-CM-RCG*)




#### Acceptable Yard Waste

- Grass
- Leaves
- Plant prunings
- Weeds with a minimum of soil
- Tree trimmings
- Clean yard waste
- Construction wood (no paint, stain or glue)
- Wood must be less than 6 inches in diameter
- Wood must be less than 3 feet long



#### Non-acceptable Yard Waste

- Animal manure (dog, cat, horse, etc.)
- Diapers
- Food waste of any kind
- Painted, stained, or glued wood
- Palm fronds or yucca plants
- Rocks, gravel or dirt
- Asphalt or concrete
- Metals
- Plastic, paper, trash, or refuse
- Paint, oil, liquid waste, or hazardous material



**For more information, contact Republic Services at (800) 299-4898**




#### Desechos del Jardín Aceptables

- Pasto
- Hojas
- Poda de plantas
- Melas hierbas casi secas
- Poda de árboles
- Desechos del Jardín
- Madera para construcción (sin pintura, barnices o pegamento)
- Pedazos de madera de hasta 6 pulgadas en diámetro
- Pedazos de madera de hasta tres pies de longitud



#### Desechos del Jardín No Aceptables

- Excremento de animales (perro, gato, caballo, etc.)
- Pañales
- Desperdicios de comida de cualquier tipo
- Madera pintada, barnizada o con pegamento
- Plantas de palma o de yuca
- Rocas, grava o tierra
- Desperdicios de asfalto o cemento
- Metales
- Plásticos, papeles, basura o desechos
- Pintura, aceite, basura en forma de líquido o tóxica



**Para más información contacto Republic Services al (800) 299-4898**

## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

#### 2.B Multi-Family Dwelling / Commercial Outreach

##### 2.B.1 Introduction Letter *(Cal Recycle code: 5010-ED-PRN)*



December 23, 2013

Dear Property Owner/ Tenant:

**INTRODUCING NEW AND ADDITIONAL TRASH COLLECTION SERVICES FOR MULTI-FAMILY AND COMMERCIAL/INDUSTRIAL BUSINESSES**

Effective February 15, 2014, the City of San Fernando will begin contracting for solid waste collection, recycling, and disposal services in the City of San Fernando to Republic Services (dba Consolidated Disposal Service, LLC).

Republic Services contractually will provide you services for refuse, All-In-One recyclable materials, green waste collection, food waste collection and management services, including cart/roll-off box service as appropriate, to all residences, multi-family residences, businesses, and commercial/industrial establishments.

We are excited to offer your company All-In-One recycling. All-In-One recycling is comprised of mixed recyclable materials (i.e. paper, bottles, cans, etc.) and captures more recyclable material than having one bin to place all your trash and recycling into, therefore diverting more waste from the landfills.

We will start with a free recycling opportunity assessment to get a thorough understanding of your needs; once complete we create a customized plan for your company, including both our Solid Waste service and our All-In-One recycling service, which may reduce your overall costs.

The State of California passed Assembly Bill 341 (AB341) in 2012 requiring mandatory recycling; our All-In-One recycling approach can help your business stay compliant with this mandate.

Additionally, we will offer green waste collection services, food waste collection services, bulky item collection, universal waste collection service, holiday tree drop-off and sharps collection service (Multi-family customers only), and on-site workshops and employee training where needed or requested.

We appreciate your cooperation in this transition and look forward to building a more environmentally sustainable City of San Fernando. If you have any questions, please contact our customer service department at (818) 683-1631, Monday through Friday, 8 a.m. to 5 p.m.

Sincerely,

Republic Services  
818-683-1631



Diciembre 23, 2013

Estimado propietario / Inquilino:

**INTRODUCCION DE SERVICIOS NUEVOS Y ADICIONALES DE RECOLECCION DE BASURA PARA EMPRESAS MULTIFAMILIAR Y COMERCIAL/INDUSTRIAL**

A partir del 15 de febrero 2014, la Ciudad de San Fernando se iniciará la contratación de Republic Services (dba Consolidated Disposal Service, LLC) para su recolección de basura, reciclaje y la disposición de estos materiales para la ciudad de San Fernando.

Republic Services fue contratado para proporcionar a usted el servicio de basuras, "All-In-One" de materiales reciclables, la recogida de desperdicios de yarda, recogida y gestión de desperdicio de alimentos, incluidos los servicios de desecho de estos materiales/servicio de cartetas/botes/cajas en su caso, a todas las residencias, residencias multi-familiares, empresas y establecimientos comerciales / industriales.

Estamos muy contentos de ofrecer a su empresa "All-In-One" que es nuestro servicio de reciclaje. "All-In-One" para reciclaje se compone de materiales reciclables mixtos (es decir, papel, botellas, latas, etc.) y capta material reciclable, en vez de solo tener un solo bote para coleccionar todo junto y por lo tanto ayuda a desviar los correctos materiales para los rellenos sanitarios.

Vamos a empezar con una evaluación de oportunidades de reciclaje gratuito para obtener un conocimiento profundo de sus necesidades, una vez completa, crearemos un plan personalizado para su empresa, que incluye tanto nuestro servicio de residuos de basura y nuestro "All-In-One" servicio de reciclaje, lo que puede reducir sus costos generales.

El estado de California aprobó la Ley 341 de la Asamblea (AB341) en 2012 en la cual requiere el reciclaje obligatorio, nuestro enfoque sobre reciclaje "All-In-One" puede ayudar a que sus negocios cumplan con este mandato.

Además, vamos a ofrecer servicios de recoger sus desperdicios de yarda, servicios de recolección de desperdicios de alimentos, recolección de muebles grandes, servicio para todo tipo de basura, y un lugar donde puedan dejar árboles de navidad y servicio para objetos puntiagudos (sólo clientes multifamiliares), llevamos a los locales con más información y entrenamiento a sus empleados en donde sea necesario y sea solicitado.

Agradecemos su cooperación en esta transición y esperamos poder construir una sociedad más sostenible ambientalmente en la Ciudad de San Fernando. Si usted tiene alguna pregunta, por favor póngase en contacto con nuestro departamento de servicio al cliente al (818) 683-1631, de lunes a viernes, de 8 a.m.-5 p.m.

Sinceramente,

Republic Services  
818-683-1631

## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

#### 2.B Multi-Family Dwelling / Commercial Outreach

##### 2.B.2 San Fernando El Sol Ad and Public Notice (*Cal Recycle code: 5010-ED-PRN; 5020-ED-OUT*)

Republic Services hosted several community meetings during the transition process to conduct outreach to residents and local businesses on changes and new services available to them. Ads for the workshops were placed in the San Fernando El Sol newspaper. Residents and businesses were able to meet and greet with the Republic Services Leadership team, such as General Manager James Pledger, Municipal Manager Rafael Garcia, Operations Manager German Hernandez, for a Q&A and one-on-one interacting. Refreshments and snacks were served along with brochures, pamphlets and prizes for the launch of the "San Fernando Recycles" program.

Your committed community partner







An Important Notice Regarding  
your Waste and Recycling Service

Recently, the City of San Fernando awarded their solid waste collection franchise to Republic Services, starting February 15, 2014.

In order to ensure a smooth transition, Republic Services will be hosting two community meetings:

<ul style="list-style-type: none"> <li>• <b>January 25<sup>th</sup></b> 10 am - 12 pm Las Palmas Park Banquet Room 505 S. Huntington Street San Fernando, CA 91340</li> </ul>	<ul style="list-style-type: none"> <li>• <b>February 1<sup>st</sup></b> 10 am - 12 pm San Fernando Regional Pool Banquet Room 208 Park Avenue San Fernando, CA 91340</li> </ul>
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Additionally, Republic Services is currently providing recycling assessments at multifamily complexes and local businesses to determine each location's solid waste and recycling needs.

We look forward to serving the community of San Fernando. If you should have any questions, please call our Customer Service Department at (800) 299-4898 during the hours of 7 am – 6 pm Monday through Friday and 7 am – 3 pm on Saturdays.

(800) 299-4898
RepublicServices.com

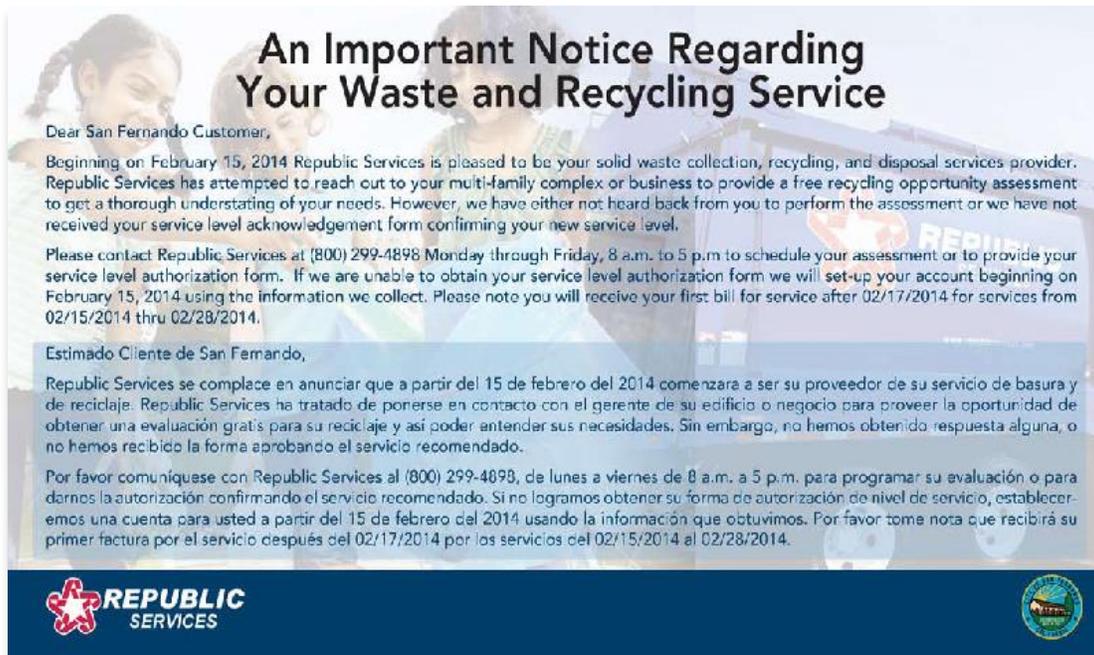
## Solid Waste and Recycling Franchise Services

### Section 2: Outreach Materials

## 2 Outreach Materials

### 2.B Multi-Family Dwelling / Commercial Outreach

#### 2.B.3 Introduction Postcard (*Cal Recycle code: 5010-ED-PRN*)



**An Important Notice Regarding Your Waste and Recycling Service**

Dear San Fernando Customer,

Beginning on February 15, 2014 Republic Services is pleased to be your solid waste collection, recycling, and disposal services provider. Republic Services has attempted to reach out to your multi-family complex or business to provide a free recycling opportunity assessment to get a thorough understanding of your needs. However, we have either not heard back from you to perform the assessment or we have not received your service level acknowledgement form confirming your new service level.

Please contact Republic Services at (800) 299-4898 Monday through Friday, 8 a.m. to 5 p.m. to schedule your assessment or to provide your service level authorization form. If we are unable to obtain your service level authorization form we will set-up your account beginning on February 15, 2014 using the information we collect. Please note you will receive your first bill for service after 02/17/2014 for services from 02/15/2014 thru 02/28/2014.

Estimado Cliente de San Fernando,

Republic Services se complace en anunciar que a partir del 15 de febrero del 2014 comenzara a ser su proveedor de su servicio de basura y de reciclaje. Republic Services ha tratado de ponerse en contacto con el gerente de su edificio o negocio para proveer la oportunidad de obtener una evaluación gratis para su reciclaje y así poder entender sus necesidades. Sin embargo, no hemos obtenido respuesta alguna, o no hemos recibido la forma aprobando el servicio recomendado.

Por favor comuníquese con Republic Services al (800) 299-4898, de lunes a viernes de 8 a.m. a 5 p.m. para programar su evaluación o para darnos la autorización confirmando el servicio recomendado. Si no logramos obtener su forma de autorización de nivel de servicio, estableceremos una cuenta para usted a partir del 15 de febrero del 2014 usando la información que obtuvimos. Por favor tome nota que recibirá su primer factura por el servicio después del 02/17/2014 por los servicios del 02/15/2014 al 02/28/2014.

 **REPUBLIC SERVICES**





If you have any questions regarding the new collection services for your business or multi-family complex please contact Republic Services at (800) 299-4898, Monday through Friday, 8 a.m. to 5 p.m.

Si tuviera alguna pregunta respecto a los nuevos servicios de colecta de basura para su negocio o para su edificio multi-familiar, por favor comuníquese con Republic Services al (800) 299-4898, de lunes a viernes, de 8 a.m. a 5 p.m.

**(800) 299-4898**

 **REPUBLIC SERVICES**

Republic Services  
12949 Telegraph Road  
Santa Fe Springs, CA 90670



## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

#### 2.B Multi-Family Dwelling / Commercial Outreach

##### 2.B.5 Container Labels (*Cal Recycle code: N/A*)

Container labels are used to help identify bins and carts. Stickers are also available to businesses that need additional educational support indoors. Labels on recycling stations help educate employees and customers on source separation.





# Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

## 2 Outreach Materials

### 2.B Multi-Family Dwelling / Commercial Outreach

#### 2.B.7 Yes / No Recycle Poster (Cal Recycle code: 5010-ED-PRN)



Place these items in your recycling cart

Coloque estos artículos en su recipiente de reciclaje



### Recycling YES

Reciclaje Si

 <small>Plastic bottles (All colors) Botellas de plástico</small>	 <small>Tin &amp; aluminum cans Latas de aluminio de alimentos y bebidas</small>	
 <small>Paper or frozen food boxes Papel o cajas de alimentos congelados</small>	 <small>Mail, magazines, mixed paper &amp; catalogs Revistas, correo no deseado y papel mixto</small>	 <small>Round dairy tubs Tinas de lácteos</small>
 <small>Milk boxes Cajas de leche</small>	 <small>Newspaper Papel periódico</small>	 <small>Juice boxes Cajas de jugo</small>
 <small>Empty aerosol cans Latas de aerosol</small>	 <small>Paper bags Bolsas de papel</small>	 <small>Phone books Libretas de teléfonos</small>
 <small>Files &amp; file folders Archivos y carpetas de archivo</small>	 <small>Glass bottles &amp; jars Botellas de vidrio y jarras de vidrio</small>	
 <small>Clean Aluminum foil &amp; trays Charolas y papel de aluminio limpio</small>	 <small>Cardboard Cartón</small>	

Do not put these items in your recycling cart

No coloque estos artículos en su recipiente de reciclaje



### Recycling NO

Reciclaje No

 <small>Loose plastic bags Bolsas de plástico sueltas</small>	 <small>Frozen food bags Bolsas de alimentos congelados</small>	 <small>Plastic food bags &amp; zip-locking bags Bolsas de comida de plástico</small>
 <small>Plastic cups &amp; utensils Vasos de plástico y utensilios</small>	 <small>Soiled paper plates, cups &amp; napkins Platos, tazas y servilletas de papel</small>	 <small>Foam take-out containers Contenedores de espuma desechable</small>
 <small>Plastic food boxes Cajas de comida de plástico</small>	 <small>Alkaline batteries Pilas alcalinas</small>	 <small>CD's &amp; DVD covers CD y DVD caratulas</small>
 <small>Plastic food trays Charolas de plástico</small>	 <small>Styrofoam packing peanuts Espuma de pol. de estireno para empaquetar</small>	 <small>Clothing, textiles &amp; shoes Zapatos y prendas textiles</small>
 <small>Toxic product containers Contenedores de productos tóxicos</small>	 <small>Plant pots Macetas</small>	 <small>Chipsnack bags Bolsas de golosinas</small>
 <small>Light bulbs Bombillas</small>	 <small>Ceramics Cerámica</small>	 <small>Glassware Cristalería</small>

Recyclables should be empty, clean and unbagged

Materiales reciclables deben estar vacíos, limpios y desenvueltos

• NO FOOD OR SOILED MATERIALS • NO ALIMENTOS NI MATERIALES SUCIOS •

## Solid Waste and Recycling Franchise Services

### Section 2: Outreach Materials

## 2 Outreach Materials

### 2.B Multi-Family Dwelling / Commercial Outreach

#### 2.B.8 Multi-Family Reusable Bags (*Cal Recycle code: 5040-ED-OTH*)

In conjunction with the initial outreach efforts, Republic Services supplied reusable bags (made out of 100% recycled materials) at no additional cost to multi-family units (maximum of 2,000 bags) to utilize in transporting recyclables from their residence to their recycling bin or cart.

**Place these items in your recycling cart or bag**  
Coloque estos artículos en su recipiente de reciclaje

 <b>Newspaper</b> Periódico	 <b>Files &amp; file folders</b> Archivos y carpetas de archivo	 <b>Round dairy tubs</b> Tinas de lácteos	 <b>Paper or frozen food boxes</b> Papel o cajas de alimentos congelados
 <b>Mail, magazines, mixed paper &amp; catalogs</b> Revistas, correo no deseado y papel mixto	 <b>Milk boxes</b> Cajas de leche	 <b>Bagged plastic bags, shrink &amp; stretch wrap</b> Bolsas de plástico, y envoltura de retracción y estiramiento ceñido	 <b>Plastic bottles</b> Botellas de plástico
 <b>Juice</b> Cajas de jugo	 <b>Shredded paper (In a clear bag)</b> Tiras de papel (En una bolsa transparente)	 <b>Paper bags</b> Bolsas de papel	 <b>Phone books</b> Libretas de teléfonos
 <b>Tin &amp; aluminum</b> Latas de aluminio de alimentos y bebidas	 <b>Pill bottles</b> Botellas de píldora	 <b>Glass bottles</b> Botellas de vidrio y jarras de vidrio	 <b>Cardboard</b> Cartón

**Recyclables should be empty, clean and unbagged (except for plastic bags)**  
Materiales reciclables deben estar vacíos, limpios y desenvueltos (excepto las bolsas de plástico)

**NO FOOD OR SOILED MATERIALS**  
No alimentos ni materiales sucios

(800) 299-4898






## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

### 2 Outreach Materials

#### 2.B Multi-Family Dwelling / Commercial Outreach

##### 2.B.9 Service Agreement Matrix (Cal Recycle code: N/A)

Collection Service Agreement December 9, 2013

Exhibit 1b MAXIMUM SERVICE RATES—MFD AND COMMERCIAL SERVICES						
Processing / Disposal Cost Per Ton		Facility Name				
\$30.00/Ton Refuse Disposal		Sunshine Canyon Landfill				
\$0.00/Ton Processed Recyclable Material		Sun Valley Paper Stock				
\$0.00/Ton Processed Mixed Waste		N/A				
\$44.00/Ton Processed Green Waste		Conservation Station				
\$65.00/Ton Processed Food Waste		Community Recycling				
REFUSE COLLECTION						
Container Size	Collection Frequency					
	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
65 Gallon	\$28.27	\$56.55	\$84.82	\$113.09	\$141.37	\$169.65
96 Gallon	\$42.21	\$84.42	\$127.23	\$169.64	\$212.05	\$254.46
1 CY	\$84.82	\$169.64	\$254.46	\$339.28	\$424.10	\$508.92
1.5 CY	\$87.32	\$174.65	\$261.97	\$349.30	\$436.62	\$523.94
2 CY	\$89.83	\$179.66	\$269.48	\$359.31	\$449.14	\$538.97
3 CY	\$94.84	\$189.67	\$284.51	\$379.34	\$474.18	\$569.01
4 CY	\$99.84	\$199.68	\$299.53	\$399.37	\$499.21	\$599.05
5 CY	\$104.85	\$209.70	\$314.55	\$419.40	\$524.25	\$629.10
6 CY	\$109.86	\$219.71	\$329.57	\$439.43	\$549.29	\$659.14
8 CY	\$115.35	\$230.70	\$346.05	\$461.40	\$576.75	\$692.10
RECYCLING COLLECTION (60% of Refuse)						
65 Gallon (each additional cart over 2)	\$16.80	\$33.59	\$50.39	\$67.18	\$83.94	\$100.78
96 Gallon (each additional cart over 2)	\$25.19	\$50.39	\$75.58	\$100.78	\$126.97	\$151.16
1 CY	\$50.89	\$101.78	\$152.68	\$203.57	\$254.46	\$305.35
1.5 CY	\$52.39	\$104.79	\$157.18	\$209.58	\$261.97	\$314.37
2 CY	\$53.90	\$107.79	\$161.69	\$215.59	\$269.48	\$323.38
3 CY	\$56.90	\$113.80	\$170.70	\$227.60	\$284.51	\$341.41

CITY of San Fernando Page 80 of 198

Collection Service Agreement December 9, 2013

Exhibit 1b MAXIMUM SERVICE RATES—MFD AND COMMERCIAL SERVICES						
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CITY of San Fernando Page 80 of 198

Collection Service Agreement December 9, 2013

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CITY of San Fernando Page 80 of 198

# Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

## 2 Outreach Materials

### 2.B Multi-Family Dwelling / Commercial Outreach

#### 2.B.10 Billing Messages (Cal Recycle code: N/A)

**REPUBLIC SERVICES**  
12949 Telegraph Rd  
Santa Fe Springs CA 90670-4049

A division of REPUBLIC SERVICES

**Account Summary**

Account Number	3-0902-5895079
Invoice Date	August 31, 2014
Invoice Number	0902-004773729
Previous Balance	\$1,315.76
Payments/Adjustments	-\$1,315.76
Unpaid Balance	\$0.00
Current Invoice Charges	\$1,394.67

**Pay This Amount**  
**\$1,394.67**  
Due By: 09/20/14

**Contact Information**  
Customer Service (562) 347-4000  
Toll Free (800) 299-4898

**Important Information**

Our Recycling Program could help you save on your trash bill. Contact us to find out. (800) 299-4898.  
Nuestro programa de reciclaje podría reducir costos en su factura del servicio de su basura. Llame al (800) 299-4898 para discutir nuestro programa de reciclar y como podrá ahorrar dinero.

Manage your account online 24/7, on any device with My Resource. Visit [republiconline.com](http://republiconline.com) to get started.

**GREEN CUISINE Invoice**  
Managing your account is now easier than ever with the My Resource App. Free download on the App Store or Google Play. Page 1 of 2

**Payments/Adjustments**

Date	Description	Reference	Amount
08/21	Payment - Thank You	39898	-\$1,315.76

**Current Invoice Charges**

Green Cuisine 2021 1st St (L1) CSA 9052714EMC  
San Fernando, CA  
Contract: 3895310 (C2)

1 - Front Load Recycling (6 Yd) Scheduled Service (S7) Single Stream Recycling

Date	Description	Reference	Quantity	Unit Price	Amount
08/31	Rate Adjustment: 08/26/14-09/30/14		1.0000	\$329.57	\$78.91
08/31	Recycling Service: 09/01/14-09/30/14			\$263.66	\$263.66

1 - Front Load Recycling (1.5 Yd) Scheduled Service (S8) Organics

Date	Description	Reference	Quantity	Unit Price	Amount
08/31	Recycling Service: 09/01/14-09/30/14			\$392.96	\$392.96

1 - Front Load (6 Yd) Scheduled Service (S10)

Date	Description	Reference	Quantity	Unit Price	Amount
08/31	Basic Service: 09/01/14-09/30/14			\$659.14	\$659.14

Current Invoice Charges **\$1,394.67**

CURRENT	30 DAYS	60 DAYS	90+ DAYS
1,394.67	0.00	0.00	0.00

**Pay This Amount \$1,394.67**  
Account Number 3-0902-5895079  
Invoice Date August 31, 2014  
Invoice Number 0902-004773729  
Payment Due Date September 20, 2014

Please Return This Portion With Payment

For Billing Address Changes, Check Box and Complete Reverse.

Make Checks Payable To:  
CONSOLIDATED DISPOSAL SRVS#902  
PO BOX 78829  
PHOENIX AZ 85062-8829

Return Service Requested

GREEN CUISINE  
SPENCER SANDERSON  
2021 1ST ST  
SAN FERNANDO CA 91340-2611

30902589507900000047737290001394670001394672

Billing messages are placed under the "Important Information Section" of the solid waste invoice. Messages may include, but are not limited to, recycling, City Hall customer service hours, etc.

**Our Recycling Program could help you save on your trash bill. Contact us to find out. (800) 299-4898. Nuestro programa de reciclaje podría reducir costos en su factura del servicio de su basura. Llame al (800) 299-4898 para discutir nuestro programa de reciclar y como podrá ahorrar dinero.**



## Solid Waste and Recycling Franchise Services Section 2: Outreach Materials

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## Section 3

### Annual Overview

## 3 Annual Overview

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### 3.A Success Stories

The City of San Fernando was inherited without customer history, billing information or service levels from the previous hauler. The lack of data created a challenge for the first few weeks of service. Through our consulting and sales team, we created an on-foot campaign to get to know the community, and gather the necessary information. Customers whom were not accessible, for example, business owners who did not operate directly from their location, defaulted to a basic service level of 1 bin, 3 yards, serviced once a week, until contact was achieved. Business permits were also pulled from City Hall, to help update the on-foot data. Surveys were conducted on all preliminary visits that reflected needed services levels, and these surveys were forwarded to our data entry team.

Pricing presented a challenge, and a misunderstood subject. With the new contract came new price increases, from all bidding parties, including the previous hauler. Customers compared the new approved rates from the new contract, with their previous rates. However, this was not an accurate analysis of cost comparison, of which the customers were educated on. Customers were unaware that their previous rates were also scheduled to increase from the former hauler, if the former hauler was awarded the new contract.

Customers were also in the habit of negotiating rates, so the notion of established rates prompted dissension. We were able to overcome the resistance, by offering cost-effective alternatives, such as participating in recycling and food waste programs, tailored to each business's needs. This report highlights several success stories on how we were able to achieve customer satisfaction through recycling and food waste oriented service.

Republic Services recycling and food waste programs were designed to be cost-effective alternatives that increase diversion and reduce customer's monthly bill. The outreach of these programs included flyers, newsletters, billing inserts, phone calls, appointment setting, and walk-in visits to all waste generators. Initial appointments and site visits were primarily conducted on businesses that had no recycling, but were required to recycle by AB 341, and businesses whom were excellent candidates based on their Standard Industrial Characterization, such as high generators of cardboard or food.

---

#### 3.A.1 Outreach Challenges

##### Unresponsiveness

The biggest barrier to implementing recycling and food waste programs was unresponsiveness from business owners, plant managers, property owners and authorizing parties. In undertaking outreach, we discovered that phone calls, site visits, and emails do not necessarily activate action from the business or multi-family dwelling property manager.

##### *Solutions*

Businesses were likely to respond and participate in recycling after several visits and phone calls. Though this process took additional time, resulting in delayed diversion data, follow ups and reminders on recycling created a level of importance on the matter. Multi-Family property owners were the most challenging demographic to get a response from, as many of them do not operate in close proximity to their properties.

## Solid Waste and Recycling Franchise Services

### Section 3: Annual Overview

We advocated that recycling was indeed a priority, because recycling would reap marketable benefits, bottom-line benefits, and compliance with applicable laws.

#### Lack of Conservation Consciousness/Culture

Not all businesses and property owners felt that recycling was an important part of their daily operating functions. Some businesses expressed that recycling was a “hassle”, and that they did not want their employees to source separate or take on supplementary efforts.

#### *Solutions*

The (2) 96 gallon recycling carts were the preferred option for many businesses and multi-family dwellings who needed to take small steps in implementing a business recycling endeavor. As this option came at no additional cost to the customers, customers were able to begin separating their recyclables, and observe the quantity of material being recovered. Once customers felt more assured and enthusiastic, they would increase their recycling. Customers were also given stickers and educational material on how to achieve maximum recycling results. As recycling and food waste bins became perceptible in the community, more businesses, which were previously hesitant about the program, were interested in the new sense of environmental stewardship. Businesses were also offered employee and staff training from our Republic Services Team, and on-going support.

## Solid Waste and Recycling Franchise Services

### Section 3: Annual Overview

### 3.A.2 Case Studies

*(Cal Recycle code: 5020-ED-OUT)*

## Bestway Sandwiches

1530 1<sup>st</sup> Street

Number of Employees: 40

Bestway Sandwiches, a boxed food manufacturer, was an excellent candidate for Republic’s recycling and food waste programs. Prior to signing on with Republic, Bestway Sandwiches placed all waste inside the same bin to be landfilled.

Moving from a one-bin system where everything is mixed together to a three-bin collection system is designed to separate trash, recyclables and food waste has helped Bestway significantly reduce its waste.

The new collection program has resulted in increased service level, reduced cost, and increased diversion.

	BEFORE	AFTER
TRASH	(2) 6 yd. – 5 p/w	(1) 6 yd. – 5 p/w
RECYCLE		(1) 6 yd. – 4 p/w
FOOD WASTE		(2) 6 yd. – 3 p/w
COST	\$1,098.58	\$1,060.13
SAVINGS	\$38.45 tons per month	
DIVERSION	71.50 tons per month	

## Odwalla

501 Fourth Street

Number of Employees: 7

Odwalla’s distribution center, located in San Fernando, had no previous recycling program. This center’s resource stream is comprised of cardboard and returned packaged beverages, so the recycling and food recovery opportunity was tremendous. After a site visit and waste prevention survey, Republic changed Odwalla’s service from one-bin trash service to a news service level optimizing recycling, which included new recycling carts. The results have increased diversion and cost savings. Meanwhile, a food recovery system sparked with the Boys and Girls Club and local food banks. Odwalla has a fantastic opportunity, under the Bill Emerson Good Samaritan Act, to donate prepackaged beverages and become Food Recovery Certified, which is currently being developed and pending corporate approval.

	BEFORE	AFTER
TRASH	(1) 3 yd. – 5 p/w	(1) 4 yd. – 2 p/w
RECYCLE		(1) 6 yd. – 3 p/w
FOOD WASTE		(2) 96 gal.
COST	\$474.18	\$397.31
SAVINGS	\$76.87 tons per month	
DIVERSION	4.46 tons per month	

## Solid Waste and Recycling Franchise Services Section 3: Annual Overview

### 3.A.2 Case Studies (cont.)

#### Del Taco

2028 Glenoaks Blvd.

Number of Employees: 10

Del Taco is an example of a small business that is primarily concerned about budget. The previous service level included only trash bin serviced once a week. The owner was concerned about having sufficient service at the lowest possible cost. Del Taco's waste consisted primarily of post-consumer food waste, kitchen food waste, paper products, and fast food packaging. Republic recommended a food waste program that included a new 4-yard food waste bin. The results were dramatic with a 25% decrease in cost. Additionally, 64-gallon refuse carts, for bathroom and outdoor waste and (2) 96-gal recycling carts were added at no additional charge, allowing the owner to greatly increase waste diversion and stay within budget.

	BEFORE	AFTER
TRASH	(2) 3 yd. – 1 p/w	(1) 64 gal. – 1 p/w
RECYCLE		(2)96 gal – 1 p/w
FOOD WASTE		(1) 4 yd. – 1 p/w
COST	\$189.67	\$103.15
SAVINGS	\$86.52 tons per month	
DIVERSION	4.46 tons per month	

# Solid Waste and Recycling Franchise Services Section 4: Multi-Family Recycling

## 4 Multi-Family Recycling Technical Assistance & Outreach

### 4.A Meeting with Multi-Family Residents

*(Cal Recycle code: 5020-ED-OUT)*

Republic Services conducted outreach, education, and training to property owners and managers of multi-family dwellings.

Outreach included reusable tote bags, made from 100% recycled plastic, educational flyers, and recycling container labels for tenants throughout San Fernando.

Republic Services educated owners of multi-family dwellings with >5 units on the Recycling Mandate AB 341. Currently, all MFD with are in compliance with the Mandate, and have recycling accessible to tenants.

With the support and monitoring of Recycling Coordinator, Tania Ragland, MFD's will continue to receive follow-up, monitoring and program evaluation to encourage recycling participation.



*Property Manager, Alice Garcia, at 126 Hubbard St.*



*MFD Community members Tomas Alvarado (property manager), Bryan Alvarado, Luis Morales, Rafael Hernandez at 1616 2nd St. gather for a photo*



*Property Manager Laura Mendoza with Recycling Coordinator Tania Ragland*

# Section 5

School Education

## 5 School Education

### 5.A Education Commission Meeting

(Cal Recycle code: 5020-ED-OUT)

On February 25<sup>th</sup>, 2014, Republic Services presented to the San Fernando Education Commission on the LAUSD district wide expanded recycling program, and the platforms that can be applied to all San Fernando schools. Recycling trainers demonstrated how school recycling and trash-free lunches are developed and facilitated through:

- On-site support staff
- Trash and recycle bin audits
- Opportunities for cost savings
- Effective best practices
- Waste station set up
- LAUSD scholarships



# Recycle Game

**CLASSROOM RECYCLING**

**Recycle These:** Juice Boxes, Plastic Breakfast Bag, CLEAN Plastic Utensils, Milk Boxes, Paper, Folders & File Folders, Paper Trash, Mini Cereal Bowls, Plastic Bottles, Food Packaging, Plastic Wrap, Solid Napkins

**Trash These:** Cereal Lids, Empty Fruit and Food, Food Bar Packaging

**LAUSD RECYCLES**

**Lunch Time Recycling**

**Recycle These:** Juice Boxes, Aluminum Cans, CLEAN Plastic Utensils & Trays, Milk Boxes, Paper, Folders & File Folders, CLEAN Plastic Food Boxes, Paper, Trays & Folders, Mini Cereal Bowls, Plastic Bottles

**Trash These:** Chip Bags, Cereal Lids, Empty Fruit & Food, Dirty Plastic Utensils & Trays, Food Packaging, Juice Bags, Food Bar Packaging, Packaged Foods, Soiled Napkins

**SCHOOLYARD RECYCLING**

**Recycle These:** Juice Boxes, Aluminum Cans, CLEAN Plastic Utensils, Milk Boxes, Paper, Folders & File Folders, Cardboard Boxes, Paper, Trays & Bags, Mini Cereal Bowls, Plastic Bottles, Aluminum Foil

**Trash These:** Cereal Lids, Empty Fruit and Food, Food Packaging, Food Bar Packaging, Soiled Napkins

**REPUBLIC SERVICES**

Use Clear Bags For Recycling Only

Use Black Bags For Trash Only

Think Only Use Black Bags

## Solid Waste and Recycling Franchise Services Section 5: School Education

### 5 School Education

#### 5.B Outreach to Schools

*(Cal Recycle code: 5020-ED-OUT; 2080-RC-SCH)*



Recycling Assemble Conducted by MRFY, the Recycling Robot and Community Relations Manager Sean Finn  
Grade Levels: Elementary & Middle School

St. Ferdinand Catholic School  
1012 Coronel St. San Fernando, CA 91340



*MRFY, The Recycling Robot interacting with students.*



*Trash-Free lunches launched at Gridley Elementary School  
Students and Plant Managers learn how to source separate for a successful recycling and waste reduction program.*

School recycling programs, such as MRFY, The Recycling Robot, waste-station set-up, posters, and recycling curriculums, are available to all San Fernando schools upon principal approval.

Field trips to the Sunshine Canyon Landfill are also available to learn more about the journey and engineering of trash disposal.

*Better Together*CITY OF  
SAN FERNANDO

## Section 6

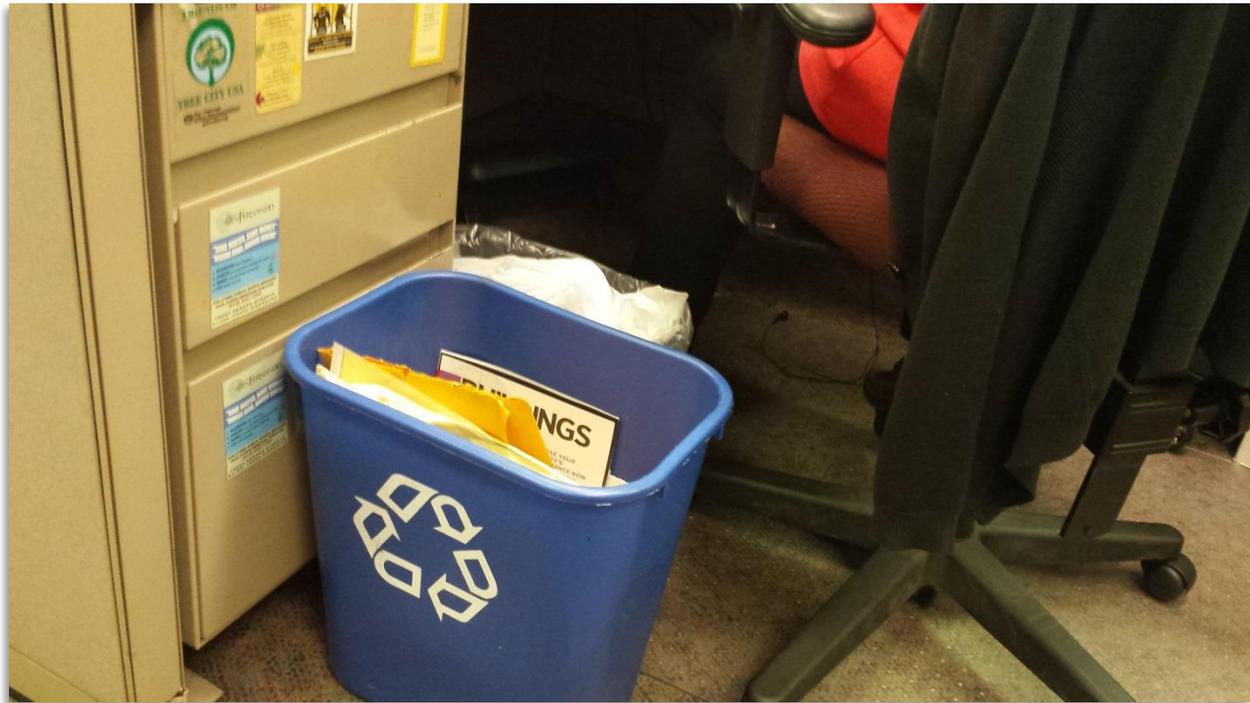
Community Commitment

### 6 Community Commitment

#### 6.A Recycling containers provided to all City Facilities

*(Cal Recycle code: 2060-RC-GOV; Non-contractual activity/material)*

Over 2,000 indoor recycling containers were provided to all City of San Fernando facilities, for every work station. A variety of sizes were placed in key indoor locations to increase recovery, as well as large outdoor recycling bins. Republic Services met with the janitorial service provider to educate them on the new government recycling initiative. This activity was not required per franchise agreement, but a program independently funded by Republic Services to support City recycling.



*Pictured above is a 5 gallon recycling container used by City staff.*



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**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** April 20, 2015

**Subject:** Update on Transit Oriented Development Overlay Zone Project

**RECOMMENDATION:**

It is recommended that the City Council review this report (and attachments) regarding the status of planning work undertaken as part of the City of San Fernando Transit Oriented Development Overlay Zone Project and provide staff with any further direction regarding the project as work proceeds in the next steps of the development process.

**BACKGROUND:**

1. In June 2012, the Los Angeles Metropolitan Transit Authority (Metro) Board released an application for Round 3 of the TOD Planning Grant Program with a maximum funding of \$10 million. The TOD program is intended to encourage cities along major transit corridors such as the Metrolink Railway to make regulatory changes necessary to facilitate infill and transit oriented development projects that are consistent with regional transportation plans. The Metro received 15 applications totaling \$17,719,222 in requested funds. All applications were evaluated and 13 were approved for a total grant award of \$9,443,997.
2. On February 28, 2013, the Metro Board approved the City of San Fernando TOD Overlay Zone Project and awarded the City a grant of \$282,392, which includes a requirement of a \$13,306 minimum City match in the form of \$6,306 in in-kind contribution (i.e., staff time) and \$7,000 in monies. The City contribution would equal 4.5% of the total estimated Project cost of \$295,698. Per the grant requirements, the City TOD Overlay Zone, General Plan Amendment and Environmental Impact Report (EIR) must be completed by June 30, 2016.
3. On May 6, 2013, the City Council authorized Interim City Administrator Don Penman to enter into an agreement with Metro accepting \$282,392 in Metro TOD Planning Grant Award funds to prepare the City of San Fernando TOD Overlay Zone Project, inclusive of the Zone Code and General Plan Amendment and associated EIR. As part of the Agreement, the City also agreed to provide a \$13,306 match that included \$6,306 in-kind contribution and \$7,000 in General Fund monies; collectively bringing the total estimated cost of the Project to

\$295,698. The scope of work included in the agreement between the City and Metro is included as part of Attachment “A” to this report.

4. On November 18, 2013, the City of San Fernando Community Development Department issued a Request for Proposals (RFP) for Consultant Services to Prepare the San Fernando Transit Oriented Development Overlay Zone (the Project).
5. On December 19, 2013, the City received RFPs from prospective planning firms to undertake the Project. The following firms submitted a proposal by the noted deadline:
  - Blodgett Baylosis Associates
  - Dyett & Bhatia
  - Evan Brooks and Associates
  - RBF Consulting
  - Sargent Town Planning
6. On April 25, 2014, City Council Ad Hoc Committee Members Jesse Avila and Antonio Lopez and Community Development Director Fred Ramirez conducted interviews of the four prospective firms seeking to undertake the Project including the preparation of the TOD Overlay Zone, General Plan Amendment, and Program EIR.
7. On May 19, 2014, the City Council approved a Professional Services Agreement with Sargent Town Planning (City Contract No. 1745) in order to prepare the City of San Fernando TOD Overlay Zone.
8. On July 22, 2014, City staff met with the consultant team from Sargent Town Planning to discuss the possible make-up of the Development Advisory Committee (DAC) and the need to establish the DAC during the month of August 2014 in order to facilitate future public meetings as part of the TOD Overlay Zone Project’s Schedule.
9. On August 4, 2014, the City Council approved the makeup of the DAC (Attachment “B”):

Development Advisory Committee (DAC):

- 2 - Members of TOD Overlay Zone Project Ad Hoc Committee  
(Councilmembers Avila and Lopez)
- 2 - Members of the Planning and Preservation Commission  
(Chair and Vice Chair)
- 2 - Members of the Traffic and Safety Commission  
(Chair and Vice Chair)
- 2 - Property Owners/Development Community Members  
(Severyn Aszkenazy and Eric Guefen)
- 2- Business Representatives  
(Patricia S. Colarossi – member of the San Fernando Mall and Tom Ross – member of the San Fernando Chamber of Commerce)

- 1 - At-large Community Representative  
(Adrian Flores – resident and city police officer)

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DAC Total Size = 11 member committee

The Role of the DAC is to help City staff and the consultant to:

- Identify the strengths, weaknesses, opportunities, and constraints of San Fernando and the Planning Area.
  - Craft a vision for the Planning Area in terms of appropriate building types, heights, and land uses and street design strategies that generate a more pedestrian-friendly environment that also accommodates the transit initiatives proposed by Metro as part of the East San Fernando Valley Transit Corridor Study, while continuing to accommodate cars.
  - Identify suitable areas for transit oriented infill development within the Planning Area.
  - Provide input on the standards and guidelines – the actual T.O.D. Overlay Zone document – that will support implementation of preferred vision.
10. On September 30, 2014, the DAC for the TOD Overlay Zone Project held the first meeting. The purpose of the meeting was to introduce the DAC to the project and get their initial input on the scope and approach to the project. David Sargent of Sargent Town Planning (STP) described the scope of work, which includes amending the zoning to allow residential and commercial uses within walking distance of the Sylmar/San Fernando Metrolink Station, generating an Environmental Impact Report (EIR) to assess the impacts of the zoning update, and amendments to the General Plan to ensure that the proposed updated zoning regulations and the City's General Plan are consistent with one another. It also includes amending the Specific Plan boundary to include the areas north of the railroad right-of-way and west of Maclay Avenue.
11. On October 27, 2014, Metro staff approved amending the San Fernando Corridors Specific Plan as part of the TOD Overlay Zone Project. The Metro approved updated budget and project schedule is included herein as Attachment "C".
12. On November 12, 2014, the DAC held the second meeting. The Consultant updated the DAC on the progress for the project – including changing the scope to amend the existing Corridors Specific Plan – and reviewed a draft PowerPoint presentation in order to provide City staff and the consultant with feedback prior to the second community meeting.
13. On November 19, 2014, the City hosted the first of two community meetings on the proposed TOD Overlay Zone Project at the San Fernando Regional Pool Multipurpose Room (300 Park Avenue, San Fernando, CA 91340) from 6:00 pm to 7:30 pm. (See Attachment "D".) Twenty three people attended the meeting that included a PowerPoint Presentation

by the City's consultant Sargent Town Planning and followed up with a question and answer session that focused on soliciting public input regarding the following questions:

- If you moved away from San Fernando and then came back to visit for the first time after 10 to 15 years, what are two or three things you hope would have changed?
- What are the two or three things you hope would not have changed in those 10 to 15 years?
- If you could make two or three major changes to the way the streets work in Downtown and the Metrolink Station area (how they look, how they are connected, how the work for pedestrians or bikes, how the traffic flows, etc.) what would you change?
- What types of businesses do you think Downtown San Fernando should have more of?
- What types of employment businesses (offices, business incubators, very light industrial, other) do you think would work well in properties along both sides of the railroad tracks, or in the central/downtown San Fernando area in general?
- What types of housing do you think would be an asset to the Downtown and Metrolink Station area?
- What other ideas do you have for improving central San Fernando over the next 5 years? The next 10 years? The next 15 or 20 years?

City staff and the consultant received valuable public input from the attendees that will be used to help develop the proposed specific plan and general plan amendments that will be considered by the Planning and Preservation Commission and subsequently the City Council during the summer of 2016. The meeting was videotaped and translators were on hand to provide assistance to any Spanish speakers. A copy of the PowerPoint presentation and the recorded video of the meeting are available for public viewing on the City's website at <http://www.ci.san-fernando.ca.us/todoverlay/>. (See Attachment "E".)

14. On January 14, 2015, the DAC for the TOD Overlay Zone Project held a meeting to review a draft PowerPoint presentation in order to provide City staff and the consultant with feedback prior to the second community meeting. The presentation included the preliminary zoning map, the key attributes of each proposed zone, and potential street and streetscape improvements for key streets within the Planning Area.
15. On, January 21, 2015, the City hosted the second of two community meetings on the proposed TOD Overlay Zone Project at the San Fernando Regional Pool Multipurpose Room (300 Park Avenue, San Fernando, CA 91340) from 6:00 pm to 7:30 pm. (See Attachment "F".) City staff in collaboration with the City's consultant Sargent Town Planning made a PowerPoint presentation updating the public – over 40 people attended the meeting – on the work completed to date on the project. As part of the presentation, the consultant also noted some initial suggestions for the proposed development standards and areas that

should be incorporated into the final planning documents that would be incorporated into the existing San Fernando Corridors Specific Plan as a City General Plan amendment.

(All agendas, audio and/or videos of meetings, and PowerPoint presentations regarding the TOD Overlay Zone Project can be viewed by the public on the City's website at <http://www.ci.san-fernando.ca.us/todoverlay/>. City staff and the consultant also set up a link through MindMixer.com in order to allow members of the public to answer the questions presented at the first community meeting. The link is as follows: <http://reenvisionsanfernando.mindmixer.com/>.)

The two community meetings were advertised through:

- Flyers distributed to all residents and businesses within the City of San Fernando.
- Press releases in the San Fernando Valley Sun Newspaper.
- Flyers posted in City Hall.
- On the project website.

16. On March 3, 2015, the City of San Fernando held the General Municipal Election.

17. On March 23, 2015, the City Council adopted Resolution No. 7668, declaring the results of the City General Municipal Election noting re-election of Councilmembers Sylvia Ballin and Antonio Lopez and election of new Councilmember Jaime Soto.

18. On April 6, 2015, the City Council voted to designate Vice Mayor Sylvia Ballin and Councilmember Jaime Soto as the new TOD Overlay Zone Project Ad Hoc Committee members. At the same meeting, the City Council requested an update from City staff regarding the status of the TOD Overlay Zone Project.

#### **ANALYSIS:**

On February 28, 2013, the Metro Board awarded the City of San Fernando a grant to facilitate the City's preparation of the City of San Fernando TOD Overlay Zone Project ("the TOD Project"). Building on the *existing San Fernando Corridors Specific Plan* - which provides a strong vision and framework for Downtown San Fernando, including the TOD Plan Area – the TOD Zoning Project will establish zoning regulations to facilitate infill and transit oriented development projects for the area located within an approximate ½-mile distance of the existing San Fernando/Sylmar Metrolink Station. The project Planning Area is bounded by Second Street to the north, Brand Boulevard to the east, Pico Street and Celis Street to the south, and Hubbard Avenue to the west (Attachment "G": Planning Area Map).

The new regulations will also provide standards and guidelines for the creation of strong pedestrian and bicycle connections between the development sites within the proposed

planning area and the transit station. The TOD Zoning Project will also include amendments to various elements of the City's General Plan, including the land use, circulation, safety, and noise elements; the last comprehensive update of the City's General Plan occurred in 1987. In addition, the TOD Project includes the preparation of the associated environmental assessment (e.g., environmental impact report) as required under the California Environmental Quality Act (CEQA).

Furthermore, the project will also take into account transit improvements that are currently being proposed by Metro that would potentially introduce either a) a street car along San Fernando Road, b) bus rapid transit along Truman Street, or c) light rail adjacent to the existing railroad tracks.

Attached for your review is a progress report prepared by Sargent Town Planning (Attachment "H") that outlines the following:

- Purpose of the TOD Overlay Zone Project
- TOD Goals and Objectives
- Fee and Scope Update
- Next Steps
- Schedule

**BUDGET IMPACT:**

No budget impact. The cost to develop the TOD Overlay Zone Project under the current scope of work has already been jointly funded by Metro grant funds and City general funds that were approved by the City Council during the Fiscal Year 2014-2015 City Budget adoption. During the FY 2015-2016, the City staff would be proposing to allocate the remaining Metro grant funds and City matching funds to complete the remaining work to develop the zoning regulation/specific plan amendment and preparing the associated environmental assessment under CEQA to be undertaken by City Staff-Sargent Town Planning project team.

**CONCLUSION:**

Staff recommends that the City Council review this report and its associated attachments regarding the status of planning work undertaken as part of the City of San Fernando TOD Overlay Zone Project and provide staff with any further direction regarding the project as work proceeds in the next steps of the development process.

**ATTACHMENTS:**

- A. Metro and City of San Fernando Grant Agreement
- B. August 4, 2014 Agenda Report to Council
- C. Metro Approved Updated Budget and Schedule
- D. Community Meeting No. 1 Summary
- E. TOD Overlay Zone Project Webpage
- F. Community Meeting No. 2 Summary
- G. Planning Area Map
- H. Memorandum from Sargent Town Planning



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

July 9, 2013

Federico Ramirez  
City of San Fernando  
117 Macneil Street  
San Fernando, CA 91340

**Received**  
JUL 10 2013  
**Community Development**

**MAILED**  
7/17/13

RE: Memorandum of Understanding MOU.TOD.312.02.11  
San Fernando Transit Oriented Development Overlay Zone  
LACMTA TOD Planning Grant ID # TOD.312.02.11

Federico,

Enclosed are three copies of the signature page for the San Fernando Transit Oriented Development Overlay Zone (TOD Planning Grant ID # TOD.312.02.11) Memorandum of Understanding.

Please have all three copies signed by the appropriate city representatives at your agency, and return them to me for final signature. My contact information is below:

METRO  
One Gateway Plaza  
Mail Stop: 99-23-4  
Los Angeles, CA 90012  
Attention: Rufina Juarez

If you have any questions, please call me at (213) 922-7405 or email me at JuarezR@metro.net.

Sincerely,

Rufina Juarez

Transportation Planning Manager  
TOD Planning Grant Program  
Implementation and Monitoring

Attachments:

Three copies of the signature page and one MOU agreement, # TOD.312.02.11.

TOD Grant# TOD.312.02.11  
Agreement# MOU.TOD.312.02.11

## TOD Planning Grant Program Round 3

### GRANT AGREEMENT

This Grant Agreement ("Agreement") is dated for reference purposes only June 11, 2013, and is by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and City of San Fernando ("Grantee") for San Fernando Transit Oriented District Overlay Zone - LACMTA TOD Planning Grant ID# TOD.312.02.11 as described in this Agreement and the attachments hereto ("Project").

WHEREAS, as part of the 2012 TOD Planning Grant Program, the LACMTA Board of Directors, at its meeting on February 28, 2013, authorized a grant to Grantee, subject to the terms and conditions contained in this Agreement.

NOW, THEREFORE, the parties hereby agree as follows:

The terms and conditions of this Agreement consist of the following, and each is incorporated by reference as if fully set forth herein:

1. Part I - Specific Terms of the Agreement
2. Part II - General Terms of the Agreement
3. Attachment A - Project Schedule and Budget
4. Attachment B - Scope of Work
5. Attachment C - Reporting and Expenditure Guidelines
6. Attachment D1 - Quarterly Progress/Expenditure Report
7. Attachment D2 - Project Milestones Schedule
8. Attachment E - Lapsing Policy
9. Any other attachments or documents referenced in the above documents

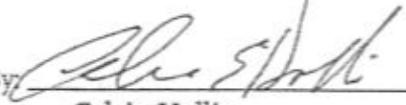
In the event of a conflict, the Specific Terms and Special Grant Conditions of this Agreement and Attachments A, B, C, D1, and D2 shall have precedence in that order and shall prevail over the General Terms.

TOD Grant# TOD.312.02.11  
Agreement# MOU.TOD.312.02.11

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

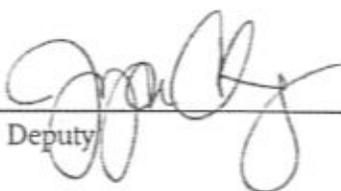
LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By:  Date: 7.21.13  
Calvin Hollis  
Executive Officer, Countywide Planning

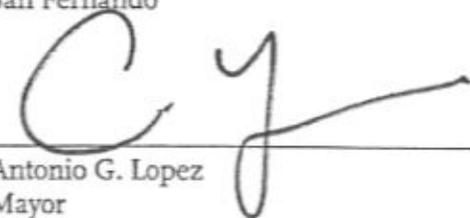
APPROVED AS TO FORM:

JOHN F. KRATTLI  
County Counsel

By:   
Deputy

GRANTEE:

City of San Fernando

By:  Date: 7.15.13  
Antonio G. Lopez  
Mayor

APPROVED AS TO FORM:

By:  Date: 7-15-13  
Rick R. Olivarez  
City Attorney

TOD Grant# TOD.312.02.11  
Agreement# MOU.TOD.312.02.11

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

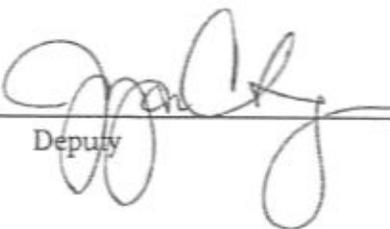
LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Calvin Hollis  
Executive Officer, Countywide Planning

APPROVED AS TO FORM:

JOHN F. KRATTLI  
County Counsel

By:  \_\_\_\_\_  
Deputy

GRANTEE:

City of San Fernando

By:  \_\_\_\_\_ Date: 7-15-13  
Antonio G. Lopez  
Mayor

APPROVED AS TO FORM:

By:  \_\_\_\_\_ Date: 7-15-13  
Rick R. Olivarez  
City Attorney

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**PART I**  
**SPECIFIC TERMS OF THE AGREEMENT**

1. The Title of the Project is San Fernando Transit Oriented District Overlay Zone - LACMTA TOD Planning Grant ID# TOD.312.02.11.
2. To the extent the Funds are available, LACMTA shall make to Grantee a one-time grant of Measure R 2% System Improvement, Measure R 3% PC10 Metrolink, and/or TCRP funds, based on project eligibility and funds available, in the amount of \$282,392 (the "Funds") for the Project in accordance with the terms of this Agreement. LACMTA Board of Directors' action of February 28, 2013 granted the Funds to Grantee for the Project.
3. This one time grant shall be on a reimbursement basis. Grantee must provide the appropriate supporting documents with the Quarterly/ Progress/Expenditure Report, D1.
4. Grantee shall contribute the Grantee Funding Commitment (local match), if any, to the Project in the amounts and toward the work scopes, all as specified in Attachments A and D2. In each Quarterly Progress/Report Expenditure, Grantee shall report on the use of the Grantee Funding Commitment which should be consistent with Attachments A & D2. If Grantee does not meet its local match commitment, it shall be considered a default under this Agreement and LACMTA will have the remedies available to it under Part II, Section 10. Any changes in the Grantee Funding Commitment must be made by mutual agreement of the parties and documented in an amendment to this Agreement.
5. Grantee shall complete the Project as described in the "Scope of Work," attached to this Agreement as Attachment B. The Scope of Work includes a description of the Project and a detailed description of the work to be completed by Grantee. Project work shall be delivered in accordance with the Schedule and Budget attached to this Agreement as Attachment A and the Project Milestones Schedule attached to this Agreement as Attachment D2, consistent with the Lapsing Policy attached to this Agreement as Attachment E. If Grantee is consistently behind schedule in meeting milestones or in delivering the Project in accordance with Attachments A and D2, then LACMTA shall have the option to terminate this Agreement for default as described in Part II, Sections 9 and 10.
6. Eligible Project expenses are defined in the Reporting and Expenditure Guidelines attached to this Agreement as Attachment C. The form of the Quarterly Progress/Expenditure Report is attached as Attachment D1. LACMTA shall withhold five percent (5%) of eligible expenditures per invoice as retention pending an audit of expenditures and completion of the Scope of Work.
7. All Project work shall be completed pursuant to the Project Schedule and Budget included as Attachment A.
8. Grantee shall comply with the terms and conditions of the Lapsing Policy attached to this Agreement as Attachment E. Pursuant to the Lapsing Policy, the funds may be deobligated if the Project is not completed by the date that is 42 months from the date that this

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Agreement is fully executed. To the extent the Lapsing Policy is inconsistent with any other term of this Agreement, the Lapsing Policy shall govern.

9. Grantee shall ensure that the grant-funded work is focused on creating new opportunities for regulatory change that support TOD. If upon review of the Project milestones and Quarterly Updates on progress, LACMTA finds that the Project is not creating a regulatory framework that supports TOD principles, LACMTA may find Grantee to be in default and shall have the remedies as described in Part II, Section 10.

10. Amendments to this Agreement shall be in writing executed by the parties. No changes to the (i) grant amount, (ii) Project Funding, (iii) Scope of Work, or (iv) lapse date of the Funds shall be allowed without a written amendment to this Agreement, approved and signed by the LACMTA Chief Executive Officer or his/her designee and Grantee. Notwithstanding the foregoing, Grantee may transfer funds between line items within the Scope of Work and Budget, subject to LACMTA written approval without a formal amendment to this Agreement. In order to transfer funds, Grantee shall submit a memo to LACMTA describing (i) the amount of proposed transfer of funds, and between which line items; ii) how the proposed transfer will affect the Scope of Work; and (iii) how the Scope of Work and deliverables are still achievable if the proposed transfer is effectuated. LACMTA will have 15 working days to approve or disapprove the proposed transfer, and such approval or disapproval may be provided either by written memo or by email.

11. Notice shall be given to the parties at the address specified below unless otherwise notified in writing of change of address. Any notice required or permitted to be delivered hereunder shall be deemed to be delivered upon receipt at the correct address by United States mail, postage prepaid, certified or registered mail, return receipt requested, or by Federal Express or other reputable overnight delivery service addressed to the parties hereto as follows:

LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012  
Attention: Rufina Juarez, 23<sup>rd</sup> Floor, Mail Stop 99-23-4

Grantee's Address:

City of San Fernando  
117 Macneil Street  
San Fernando, CA 91340  
Attention: Federico G. Ramirez  
framirez@sfcity.org

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**PART II**  
**GENERAL TERMS OF THE AGREEMENT**

1. **TERM:**

1.1 The term of this Agreement shall commence on the date this Agreement is fully executed and shall expire upon the occurrence of all of the following, unless terminated earlier as provided herein: (i) the agreed upon Scope of Work has been completed; (ii) all LACMTA audit and reporting requirements have been satisfied; and (iii) the final disbursement of the Funds has been made to Grantee. The parties understand and agree there are certain covenants and agreements which specifically remain in effect after expiration or termination of this Agreement.

1.2 Should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this Agreement by giving written notice to Grantee at least thirty (30) days in advance of the effective date of such termination. If this Agreement is terminated pursuant to this section, LACMTA will not reimburse Grantee any costs incurred after the termination date.

2. **INVOICE BY GRANTEE:**

2.1 Unless otherwise stated in this Agreement, the Quarterly Progress/Expenditure Report, with supporting documentation of expenses and Project progress as described in Part II, Section 4.1 of this Agreement, and other documents as required pursuant to this Agreement, shall satisfy LACMTA invoicing requirements. Expenses that are not invoiced within 60 days after the lapsing date as defined in the Lapsing Policy, Part II, Section 8.1 below are not eligible for reimbursement.

Send invoices with supporting documentation to:

Los Angeles County Metropolitan Transportation Authority  
Accounts Payable  
P. O. Box 512296  
Los Angeles, CA 90051-0296

Re: LACMTA Grant ID# TOD.312.02.11 and Agreement# MOU.TOD.312.02.11  
Attention Rufina Juarez, 23<sup>rd</sup> Floor, Mail Stop 99-23-2

3. **USE OF FUNDS:**

3.1 Grantee shall utilize the Funds to complete the Project as described in the Scope of Work and in accordance with the Reporting and Expenditure Guidelines and the most recently adopted LACMTA TOD Planning Grant Guidelines (collectively, the "Guidelines"). Grantee shall be eligible for the Funds up to the grant amount specified in Part I, Section 2 of this Agreement subject to the terms and conditions contained herein and in the Guidelines.

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3.2 Grantee shall not use the Funds to substitute for any other funds or projects not specified in this Agreement. Further, Grantee shall not use the Funds for any expenses or activities above and beyond the approved Scope of Work (Attachment B).

3.3 Grantee must use the Funds in the most cost-effective manner. If Grantee intends to use a consultant or contractor to implement all or part of the Project, LACMTA requires that such activities be procured in accordance with Grantee's contracting procedures and consistent with State law. Grantee will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. Grantee staff or consultant with project oversight roles cannot award work to companies in which they have a financial or personal interest. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

3.4 Grantee may transfer funds between line items within the Scope of Work and Budget, subject to LACMTA approval as set forth in Part I, Section 10 hereof.

3.5 Grantee's employees, officers, councilmembers, board members, agents, or consultants (a "Grantee Party") are prohibited from participating in the selection, award, or administration of a third-party contract or sub-agreement supported by the Funds if a real or apparent conflict of interest would be involved. A conflict of interest would include, without limitation, an organizational conflict of interest or when any of the following parties has a financial or other interest in any entity selected for award: (a) a Grantee Party (b) any member of a Grantee Party's immediate family, (c) a partner of a Grantee Party; (d) any organization that employs or intends to employ any of the above. This conflict of interest provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

#### 4. DISBURSEMENT OF FUNDS:

4.1 Grantee shall submit the Quarterly Progress/Expenditure Report (Attachment D1) within 30 days after the close of each quarter on the last day of the months October, January, April, and July. Should Grantee fail to submit such reports within 10 days of the due date or if Grantee submits incomplete reports, LACMTA will not reimburse Grantee until the completed required reports are received, reviewed, and approved. The Quarterly Progress/Expenditure Report shall include all appropriate documentation (such as contractor invoices, timesheets, receipts, etc.) as set forth in the Guidelines. All supporting documents must include a clear justification and explanation of their relevance to the Project. If no activity has occurred during a particular quarter, Grantee will still be required to submit the Quarterly Progress/Expenditure Report indicating no dollars were expended that quarter. If a request for reimbursement exceeds \$500,000 in a single month, then Grantee can submit such an invoice once per month with supporting documentation.

4.2 Disbursements shall be made on a reimbursement basis in accordance with the provisions of this Agreement.

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4.3 LACMTA will make all disbursements electronically unless an exception is requested in writing. Disbursements via Automated Clearing House (ACH) will be made at no cost to Grantee. Grantee must complete the ACH form and submit such form to LACMTA before grant payments can be made. ACH Request Forms can be found at <http://www.metro.net/projects/tod/>.

4.4 Expenses that are not invoiced within 60 days after the lapsing date specified in Part II, Section 8.1 below are not eligible for reimbursement.

4.5 Any Funds expended by Grantee prior to the execution of this Agreement by LACMTA shall not be reimbursed.

5. REPORTING AND AUDIT REQUIREMENTS/PAYMENT ADJUSTMENTS:

5.1\* LACMTA and/or its designee shall have the right to conduct audits of the Project, as it deem appropriate, such as financial and compliance audits; interim audits; pre-award audits; performance audits; and final audits. LACMTA will commence a final audit within six months of receipt of an acceptable final invoice, provided the Project is ready for final audit (meaning all costs and charges have been paid by Grantee and invoiced to LACMTA and such costs, charges, and invoices are properly documented and summarized in the accounting records to enable an audit without further explanation or summarization, including actual indirect rates for the period covered by the Agreement period under review). Grantee agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). Grantee shall reimburse LACMTA for any expenditure not in compliance with this Agreement and the Guidelines. Grantee's eligible expenditures submitted to LACMTA for this Project shall be in compliance with the Reporting and Expenditure Guidelines (Attachment C) and Office of Management and Budget ("OMB") Circular A-87. The allowability of costs for Grantee's contractors, consultants and suppliers submitted to LACMTA through Recipient's Quarterly Progress Reports/Expenditures shall be in compliance with OMB Circular A-87 or Federal Acquisition Regulations, Subpart 31 (FAR), whichever is applicable. Any use of the Funds which is expressly prohibited under this Agreement shall be an ineligible use of the Funds and may be disallowed by LACMTA audit. Findings of the LACMTA audit are final. When LACMTA audit findings require Grantee to return monies to LACMTA, Grantee shall return such monies within 30 days after the final audit is sent to Grantee.

5.2\* Grantee's records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records"). Grantee's records shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with the Project. These records must be retained by Grantee for 3 years following final payment under this

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Agreement. Payment of retention amounts shall not occur until after the LACMTA's final audit is completed.

5.3\* Grantee shall cause all contractors to comply with the requirements of this Part II, Sections 5.1 and 5.2 above. Grantee shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the Project.

5.4\* LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all of the records of Grantee and its contractors related to the Project and shall be allowed to interview any employee of Grantee and its contractors through final payment to the extent reasonably practicable.

5.5\* LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of Grantee and its contractors, shall have access to all necessary records, including reproduction at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

5.6\* In addition to LACMTA's other remedies as provided in this Agreement, LACMTA shall withhold the Funds and/or recommend not to award a future TOD Planning Grant to Grantee if the LACMTA audit has determined that Grantee failed to comply with the Scope of Work (such as misusing Funds or failure to return Funds owed to LACMTA in accordance with LACMTA audit findings) and/or is materially out of compliance with other terms and conditions as defined by this Agreement and the Guidelines, including the access to records provisions of this Part II, Section 5.

5.7\* When business travel associated with the Project requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

5.8\* Grantee shall certify monthly invoices by reviewing all contractor and subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with Modified OMB A-87 or FAR Subpart 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.9 Grantee shall also certify final costs of the Project to ensure all costs are in compliance with Modified OMB A-87 or FAR Subpart 31 (whichever is applicable) and the terms and conditions of this Agreement.

5.10 Whenever possible, in exercising its audit rights under this Agreement, LACMTA shall rely on Grantee's own records and audit work to minimize direct audit of contractors, consultants, and suppliers.

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6. ONE TIME GRANT:

6.1 This is a one time only grant subject to the terms and conditions agreed to herein and in the Guidelines. This grant does not imply nor obligate any future funding commitment on the part of LACMTA.

7. SOURCES AND DISPOSITION OF FUNDS:

7.1 The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors. If such Funds are not made available for the Project, LACMTA shall have no obligation to provide the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Grantee shall be responsible for any and all cost overruns for the Project.

7.3 If the Funds are insufficient to complete the Project, Grantee may modify the Scope of Work to allow project completion with the funds available to Grantee. LACMTA shall have the right to review and approve or reject any proposed changes to the Scope of Work.

7.4 If at any time, Grantee receives outside funding for the Project in addition to the Funds identified in the Project Funding at the time this grant was awarded, this Agreement shall be amended to reflect such additional funding. If, at the time of final voucher, funding for the Project (including the Funds and any additional funding) exceeds the actual Project costs, then the cost savings shall be applied in the same proportion as the sources of funds from each party to this Agreement actually expended as specified in the Project Funding, and the Funds required for the Project shall be reduced accordingly.

8. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:

8.1 Grantee must demonstrate timely use of the Funds by:

- (i) Executing a Grant Agreement within sixty (60) days of receiving formal transmittal of the Grant Agreement boilerplate.
- (ii) Meeting the Project milestone and deliverable due dates as stated in the Scope of Work.
- (iii) Timely submitting of the Quarterly Progress/Expenditure Reports; and
- (iv) Incurring all costs to be funded by the Grant within forty two (42) months from the date the Grant Agreement is executed ("the Lapsing Date").

8.2 In the event that the timely use of the Funds is not demonstrated as described in Part II, Section 8.1 of this Agreement, the Project will be reevaluated by LACMTA as part of its annual TOD Planning Grant Recertification/Deobligation process, and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Grantee does not complete one element of the Project, as described in

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the Scope of Work due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event that all the Funds are reprogrammed, this Agreement shall automatically terminate.

9. DEFAULT:

9.1 A Default under this Agreement is defined as any one or more of the following: (i) Grantee fails to comply with the terms and conditions contained herein or in the Guidelines; or (ii) Grantee is consistently behind schedule in meeting milestones or in delivering the Project; or (iii) Grantee fails to perform satisfactorily or makes a material change, as determined by LACMTA at its sole discretion, to the Scope of Work or the Project Funding without LACMTA's prior written consent or approval as provided herein.

10. REMEDIES:

10.1 In the event of a Default by Grantee, LACMTA shall provide written notice of such Default to Grantee with a 30-day period to cure the Default. In the event Grantee fails to cure the Default or to commit to cure the Default and commence the cure within such 30-day period, and thereafter diligently continue such cure to completion to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this Agreement; (ii) LACMTA may make no further disbursements of Funds to Grantee; and/or (iii) LACMTA may recover from Grantee any Funds disbursed to Grantee as allowed by law or in equity.

10.2 Effective upon receipt of written notice of termination from LACMTA, pursuant to Section 10.1, Grantee shall not undertake any new work or obligation with respect to this Agreement unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of Grantee.

10.3 The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

11. COMMUNICATIONS:

11.1 Grantee shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on line or from the LACMTA Project Manager. Please check with the LACMTA Project Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. Grantee shall be responsible for complying with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

11.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials,

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advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Agreement Communications Materials Guidelines.

11.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. These guidelines and logo files including scalable vector files will be available through the LACMTA Project Manager.

11.4 Grantee shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

11.5 The LACMTA Project Manager shall be responsible for monitoring Grantee compliance with the terms and conditions of this Section. Grantee failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

## 12. OTHER TERMS AND CONDITIONS:

12.1 This Agreement, along with its Attachments and the Guidelines, constitutes the entire understanding between the parties with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original Agreement or the same level of authority. Adoption of revisions or supplements to the Guidelines shall cause such revisions or supplements to become incorporated automatically into this Agreement as though fully set forth herein.

12.2\* In the event that there is any court proceeding between the parties to enforce or interpret this Agreement to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorney's fees.

12.3\* Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Grantee under or in connection with any work performed by and or service provided by Grantee, its officers, agents, employees, contractors, and subcontractors under this Agreement. Grantee shall fully indemnify, defend with counsel approved by LACMTA, and hold LACMTA and its subsidiaries, and their respective directors, officers, agents, and employees harmless from and against any suits and causes of actions, claims, losses, liability, damages, costs and expenses, including without limitation, any costs or liability on account of bodily injury, death or personal injury of any person, or damage to or loss of property, any environmental obligation, and any legal fees, in any way arising out of the acts or omissions to act related to Project or this Agreement, without requirement that LACMTA first pay such claims.

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12.4 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

12.5\* Grantee shall comply with and ensure that work performed under this Agreement is done in compliance with Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements, and the applicable requirements and regulations of LACMTA. Grantee acknowledges responsibility for obtaining copies of and complying with the terms of the most recent federal, state, or local laws and regulations, and LACMTA requirements including any amendments thereto.

12.6 Grantee agrees that those sections of this Agreement marked with an asterisk and the Guidelines shall be included in every contract entered into by Grantee or its contractors relating to work performed under this Agreement and LACMTA shall have the right to review and audit such contracts.

12.7 Grantee shall not assign this Agreement, or any part thereof, without prior approval of the LACMTA Chief Executive Officer or his/her designee, and any assignment without said consent shall be void and unenforceable at the option of LACMTA.

12.8\* This Agreement shall be governed by California law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

12.9 The covenants and agreements of this Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assignees.

12.10 Grantee will advise LACMTA prior to any key Project staffing changes.

12.11 Grantee in the performance of the work described in this Agreement is not a contractor nor an agent or employee of LACMTA. Grantee attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Grantee shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.



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## ATTACHMENT B

### SCOPE OF WORK

**Project Title:** San Fernando Transit Oriented District Overlay Zone

**Project Funding:**

LACMTA Grant Funds	\$282,392
<u>Local Match</u>	<u>\$13,306</u>
Total	\$295,698

**Project Location:** The San Fernando Transit Oriented District Overlay Zone includes: all properties within the City limits that are on each side of San Fernando Road, Truman Street, and First Street from the City limits to the north to Brand Boulevard on the south.

**Project Objective:** The City of San Fernando will prepare for adoption regulatory changes that support transit oriented development by:

- Creating a new TOD Overlay Zone for properties within the boundary specified above and within walking distance of the San Fernando/Sylmar Metrolink Station.

The following map illustrates the planning area's existing land use and zoning categories that are in close proximity to the existing transit center, the San Fernando/Sylmar Metrolink Station. Parcels within a 1/4-mile radius of the Metro Station are highlighted, as this would be a focus area for most stations; however, regulatory boundaries may also extend to parcels beyond the highlighted areas as the planning process proceeds.

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**Tasks Part I.** The tasks set forth in the following pages may be modified by the parties without the need to amend this Agreement. Any changes to the tasks which are approved in writing by LACMTA shall be automatically incorporated into this Agreement.

## TASK 1- PROJECT MANAGEMENT AND COORDINATION

Duration: 36 months  
 Percentage of Budget: 6%

### TASK A – RFP PROCUREMENT

The City will prepare an RFP for solicitation of a consultant. Once submittals are received, the proposals will be reviewed by staff. The top candidates may be invited to participate in an oral interview. Once a top candidate is identified, staff will prepare a report for City Council consideration and approval of a professional services agreement for consultant services.

#### TASK 1.1 – SCHEDULE MONITORING

City staff and consultants will prepare a draft and final of the Master Schedule that show all activities associated with the adoption of the TOD Overlay Zone. Major areas necessary to support the adoption include CEQA clearance, public outreach, reporting, project management, and preliminary studies. The schedule will reflect these actions.

Deliverables: Master Schedule

Schedule: Prepared at start of project, maintained and revised throughout the process

Milestone: *Completion and review of first schedule*

#### TASK 1.2 – BUDGET MONITORING

Staff and consultants will develop a detailed Project budget that allocates available funds by task considering time and materials. Costs for consultants and subconsultants will be included. Public outreach material expenses, as well as other expenses such as reproduction will also be included.

Deliverables: Budget spreadsheet

Schedule: Prepared at the immediate start of the Project

Milestone: *Completion of Project budget incorporating all actions and expenses.*

#### TASK 1.3 – MEETINGS AND COORDINATION

City staff and consultants will meet regularly through the Project process to monitor

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progress, address any issues arising, develop approaches to the work, and evaluate public input. City staff and consultants will make contact with public agencies with interest in the Project. A Development Ad Hoc Committee (DAC) will be formed with representatives from the City and the community to discuss and review key components of the project.

**Deliverables:** Meeting agendas and minutes, records of conversations

**Schedule:** Regular monthly meetings on Project progress

**Milestones:** *Resolution of issues to be addressed*

## TASK 2- BASELINE STUDIES

**Duration:** First three months

**Percentage of Budget:** 19%

### TASK 2.1 – PARKING, ACCESS AND LINKAGE STUDY

Consultants selected as part of the RFP and procurement process will prepare a circulation study that assesses parking issues, evaluates access needs, and determines optimal linkages for various modes of transportation including non-motorized transportation. This baseline study will provide existing conditions and needs analysis for the Specific Plan and the CEQA documents.

**Deliverables:** Maps and illustrations for study

**Schedule:** To begin immediately upon contract approvals and completed within three months

**Milestone:** *Completion of studies*

### TASK 2.2 – LAND USE SURVEY & OWNERSHIP ANALYSIS

Consultants will complete a parcel by parcel survey of existing uses and collect ownership information by parcel. The land use survey will look at physical layout of land and all roadways. Depending on budget constraints this task may also include GIS database analysis and mapping.

**Deliverables:** Land use and ownership database

**Schedule:** First three months of Project kick-off

**Milestone:** *Completed database*

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### TASK 2.3 – OPPORTUNITIES AND CONSTRAINTS ANALYSIS

The consultants will gather and review data that is relevant to this project. Consultants will conduct an analysis of the number and types of constraints (physical, market, regulatory, etc.) that may impact the Project's objectives. A clear understanding of the constraints and how to overcome or minimize them will be documented. A review of the General Plan, Zoning Code, parking policies, infrastructure information and any available planning studies will help determine opportunities based on past and current planning efforts and use the wealth of existing data for the design and planning process.

Deliverables: List of opportunities and constraints

Schedule: Completed by month three from Project kick-off

Milestones: *Full identification of constraints*

### TASK 2.4 – COMMUNITY ASSETS ASSESSMENT

Consultants will conduct an inventory of the community's assets among the City and the Project Area. Assets can include strong public involvement, a strong planning base of policies, documents, and procedures, multiple opportunity sites that meet market needs, multiple attractions, and more. These assets will be described in relationship to how they could advance the objectives of the current Specific Plan or the San Fernando TOD Overlay Zone.

Deliverables: List of assets

Schedule: Completed by month three from Project kick-off

Milestones: *Full identification of assets*

### TASK 3- PREPARE, REVIEW AND ADOPT TOD OVERLAY ZONE

Duration: 24 months

Percentage of Budget: 20%

#### TASK 3.1 – PURPOSE, BOUNDARY AND ADOPTION PROCESS

City Staff and consultants will discuss the purposes and vision for the TOD Overlay Zone and what boundary is most appropriate for achieving the zone's objectives. The TOD Overlay Zone would be adopted by ordinance.

Deliverables: Section 1 (Purpose, Boundary and Process) of the Overlay Zone

Schedule: Completed within three months of Project kick-off

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**Milestone:** *Completion of first section of Overlay Zone*

### TASK 3.2 – COMPLIANCE AND REQUIREMENTS

Consultants and city staff will work together to determine how the TOD Overlay Zone complies with and complements the City's General Plan and what amendments, modifications or entitlement will be required before the adoption of the TOD Overlay Zone. A review of the General Plan goals and policies, Zoning Code regulations, land use map and any other appropriate document or plan will be completed to ensure consistency between these documents and the new TOD Overlay Zone.

**Deliverables:** Section 2 of the TOD Overlay Zone listing zone adoption requirements

**Schedule:** Section to be written by month six of Project Kick-off

**Milestone:** *Identification of zone adoption requirements*

### TASK 3.3 – PERMITTED LAND USES

Consultants and city staff will develop a planned mix of land uses permitted within the Zone and those that may be conditionally permitted. The TOD Overlay Zone is intended to facilitate the development of additional higher density residential housing units within the ½ mile area around the San Fernando/Sylmar Metrolink Station.

**Deliverables:** Section 3 of the TOD Overlay Zone showing land use plans and maps

**Schedule:** Land use options to be developed and completed by ninth month (3<sup>rd</sup> Quarter)

**Milestones:** *Determination of land use options*

### TASK 3.4 – DEVELOPMENT STANDARDS

Consultants and city staff will determine the type of development standards and regulations that will foster new residential and mixed use development activity, provide new housing opportunities for all economic segments of the community, strike a good balance of work and living opportunities in proximity to a regional transportation center, improve walkability to and from the transit center and foster greater architectural design in new residential and mixed use buildings, all the while protecting the community assets and resources.

**Deliverables:** Section 4 of the TOD Overlay Zone with charts showing zoning requirements for height, use, density, parking, etc.

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**Schedule:** Development standards to be developed and completed by the end of FY 2013-2014

**Milestones:** *Table summary of standards*

### TASK 3.5 – DESIGN/ARCHITECTURAL STANDARDS

Consultants and city staff will develop design standards for the physical environment particularly for new or rehabilitated architecture and for both public and private walkways. Streetscape and landscape standards will be included.

**Deliverables:** Section 5 of the TOD Overlay Zone with design guidelines

**Schedule:** To be completed within the first three months of FY 2014-2015

**Milestones:** *New design guidelines*

### TASK 3.6– FINAL TOD OVERLAY ORDINANCE & ASSOCIATED GP AMENDMENTS

Consultants will assemble all data and prepare a comprehensive administrative draft of the TOD Overlay Ordinance and associated General Plan amendments. A document organizational structure will be recommended that best meet the needs of the city. Once this in-house administrative review is complete, consultants will refine the documents for a public hearing draft for adoption consideration.

**Deliverables:** Consultants will provide one (1) electronic copy and five (5) hard copies for internal review and will follow-up with a redline version for review and preparation of final public hearing draft.

**Schedule:** Completion and adoption by end of 4<sup>th</sup> Quarter of FY 2014-2015

**Milestones:** *City Council adoption of the Overlay Zone*

### TASK 3.7 – PLANNING COMMISSION MEETING

Consultant/City Staff will meet with the Planning Commission to present and discuss the Hearing Draft of the TOD Overlay and associated GP amendments, and associated CEQA documentation (Program EIR).

**Deliverables:** Assist City staff in presenting the Hearing Draft Specific Plan at a Planning Commission hearing. Prepare for and attend hearing. Copy of agenda, staff report and minutes will be provided

**Schedule:** Completed by end of Q3 of FY 2015-2016

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## TASK 4- CEQA ENVIRONMENTAL CLEARANCE

Duration: 18 months  
Percentage of Budget: 43%

### TASK 4.1 – TECHNICAL STUDIES

Consultants will prepare the necessary technical studies for a full analysis of the Project environmental impacts and any needed mitigation measures to mitigate said impacts to less than significant levels. Such studies are expected to evaluate any potential adverse environmental impacts to historic resources, traffic, aesthetics, population, demand on city public safety services, noise, water and sewer capacity, as well as air quality.

Deliverables: Technical studies for each discipline studied

Schedule: Within Quarter 2 and Quarter 3 of FY 2014-2015

Milestone: *Final technical studies*

### TASK 4.2 – INITIAL STUDY

Based on a Project Description prepared for the Project early in the process, Consultants will conduct an initial study of environmental conditions and potential impacts. The Initial Study is expected to conclude that a Program EIR is the appropriate CEQA document for the Project.

Deliverables: Project description and Initial Study

Schedule: Project description and Initial Study prepared and complete by end of Quarter 3 of FY 2014-2015

Milestone: *Completion of the Initial Study*

### TASK 4.3 – NOTICE OF PREPARATION

Consultants and Staff will prepare the Notice of Preparation for the EIR giving the public and agencies the opportunity to comment on the scope of work and project impacts.

Deliverables: Notice of Preparation

Schedule: The NOP to be drafted, mailed and distributed by end of FY 2014-2015

Milestones: *Distribute Notice of Preparation*

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#### TASK 4.4 – DRAFT PROGRAM EIR

Consultants will prepare the Draft Program EIR for the TOD Overlay Zone based on the Initial Study, further analysis, and any scoping comments from public agencies. The EIR will be a Program EIR to cover the activities of the TOD Overlay Zone. The intent of the Program EIR is to analyze all impacts expected with full built-out of the TOD Overlay Zone. The Draft Program EIR will undergo internal review before it becomes an external document.

Deliverables: Draft Program EIR

Schedule: To be developed between Quarter 1 and Quarter 2 of FY 2015-2016

Milestone: *Completion of the Draft EIR*

#### TASK 4.5 – PUBLIC COMMENT

Staff and Consultants will distribute the Notice of Availability and the Draft Program EIR for a 45-day public review period. Staff will coordinate the Plan outreach with the public comment meeting for the EIR.

Deliverables: Public comments and responses

Schedule: All public comments and responses/completed within 3 months of Draft Program EIR (Q3 of FY 2015-16)

Milestone: *Responses to all comments*

#### TASK 4.6 – CITY COUNCIL MEETING - FINAL PROGRAM EIR AND TOD OVERLAY APPROVAL

The City Council will consider public input and a recommendation from the Planning Commission and shall review the environmental assessment, proposed zone code amendment and general plan and map amendment and corresponding planning studies and analysis. Subsequent to deliberation and consideration of all the administrative record, the Council will adopt the associated resolution and ordinances establishing the Transit Oriented Development Overlay Zone.

Consultants will prepare the Final Program EIR and any statements of overriding considerations for City Council consideration. TOD Overlay Zone approval and City Council certification of the EIR for the Project.

Deliverables: Final EIR and Council documents

Schedule: Adopted/Certified by end of FY 2015-2016

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**Milestones:** *Final EIR certification & TOD Overlay Approval*

## TASK 5- COMMUNITY OUTRACH AND PUBLIC INPUT

Duration: 24 months  
 Percentage of Budget: 9%

### TASK 5.1 – COMMUNITY WORKSHOPS

City staff and Consultants will conduct two design workshops to solicit public input into the TOD Overlay Zone standards, purpose, and boundary. The DAC will also attend the 2 workshops that will involve facilitating an interactive design charrette, a “roll up your sleeves” activity, aimed at exploring big picture ideas and design concepts. The audience at this meeting, if conducted as a design charrette, will be expanded to include other key participants such as merchants, department heads, community organization leaders, etc.

**Deliverables:** Consultant will prepare an agenda, sign-in sheets and facilitate the meeting and be responsible for meeting notification, facility, logistics and minutes

**Schedule:** Periodically within the first 2 years of project

**Milestone:** *Complete workshops*

### TASK 5.2 – CLIENT/TEAM MEETINGS

Consultant will meet with city staff to kick off the project. At the meeting, the project team will review project objectives, scope of work, project timeline, clarify the DAC’s participants, role and responsibilities and review data gathered to date. Attendees will engage in an interactive exercise to identify issues and ideas related to the Downtown TOD Overlay and on-going updates throughout the project.

**Deliverables:** Consultant will prepare an agenda, sign-in sheets and facilitate the meeting and be responsible for meeting notification, facility, logistics and refreshments

**Schedule:** Q1 and Q3 of FY 2013-2014

**Milestone:** *Complete meetings with notes, attendance sheets, and comments.*

### TASK 5.3 – DEVELOPMENT AD HOC COMMITTEE MEETINGS

These meeting will address key items pertinent to establishing a vision for the Downtown TOD Overlay Zone. The consultant team will customize meeting activities to address key items pertinent to visioning for this area. Consultant will meet throughout the project with the Development Ad Hoc Committee and the general public to review the components of the overlay, urban design diagrams and formatting. The meeting will likely include a PowerPoint presentation and an opportunity to allow participants to express their preferences for the direction of the

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Downtown TOD Overlay presented. The purpose of these meetings will also be to receive input on key elements of the Downtown TOD Overlay, such as land use strategies, urban design proposals, development standards, design guidelines for both public and private areas, and circulation and mobility strategies.

**Deliverables:** Consultant will prepare an agenda, sign-in sheets and facilitate the meeting and be responsible for meeting notification, minutes, facility, logistics and refreshments

**Schedule:** Ongoing

**Milestones:** *Launching of website, mailings, email blasts*

#### TASK 5.4 – STAKEHOLDER INTERVIEWS

This task will involve conducting a series of half-hour to one-hour meetings held over a one (1) day period with various stakeholders, including City staff, select decision makers, agency staff (e.g. LACMTA), landowners, merchants, developers, residents and groups with an interest in the project. The purpose of these meetings will be to listen to the issues, observations and ideas of key individuals regarding the Downtown TOD Overlay Zone Area and its potential. The interviews will be used to identify key issues and ideas to be addressed, allowing the consultant team to understand desires in terms of physical improvements and quality of life strategies.

**Deliverables:** List of stakeholders and summary of interviews.

**Schedule:** Conducted within the first 60-90 days of the Project (Q1 of FY 2013-2014)

**Milestone:** *Formation of committee/group*

#### TASK 5.5 – PUBLIC OUTREACH PROGRAM

Consultant and staff will prepare all meeting agendas, sign-in sheets, facilitate meetings, send meeting notifications through all means of communication including mailings confirm logistics, facilities and provide refreshments. Activities include, but are not limited to, print materials, email newsletters, putting posters, and developing the website for the Project's progress. This also includes postage for all noticing and logistics for all meetings and workshops.

**Deliverables:** Ongoing

**Schedule:** Ongoing throughout the Project

**Milestone:** *Ongoing Public Outreach*

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## TASK 6- PROJECT REPORTING

Duration: 36 months  
Percentage of Budget: 3%

### TASK 6.1 – QUARTERLY REPORT NO. 1

City staff and Consultants will prepare the first quarterly report to the LACMTA documenting funding committed and planned.

Deliverables: First quarterly report

Schedule: Month three of every Fiscal Year

Milestone: *Complete quarterly report*

### Task 6.2 – QUARTERLY REPORT NO. 2

City staff and Consultants will prepare the second quarterly report to the LACMTA documenting funding committed and planned.

Deliverables: Second quarterly report

Schedule: Month six of every Fiscal Year

Milestone: *Complete quarterly report*

### TASK 6.3 – QUARTERLY REPORT NO. 3

City staff and Consultants will prepare the third quarterly report to the LACMTA documenting funding committed and planned.

Deliverables: Third quarterly report

Schedule: Month nine of every Fiscal Year

Milestone: *Complete quarterly report*

### TASK 6.4 – QUARTERLY REPORT NO. 4

City staff and Consultants will prepare the fourth quarterly report to the LACMTA documenting funding committed and planned.

Deliverables: Fourth quarterly report

Schedule: Month twelve of every Fiscal Year

Milestone: *Complete quarterly report*

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**TASK 6.5 – FINAL REPORTING TO LACMTA**

City staff and Consultants will prepare the final close-out report to the LACMTA based on the reporting requirements.

Deliverables: Final report

Schedule: Q4 of FY 2015-2016

Milestones: *Completion and delivery of final report*

**APPROVED / OTHER ACTION**  
**BY CITY COUNCIL**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**MEMORANDUM**

**TO:** Mayor Sylvia Ballin and Councilmembers

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

**DATE:** August 4, 2014

**SUBJECT:** Consideration to Approve the Proposed Make-up of the Development Ad Hoc Committee for the City of San Fernando Transit Oriented Development Overlay Zone Project

  
City Clerk

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**RECOMMENDATION:**

It is recommended that the City Council approve City staff and the Transit Oriented Development (TOD) Overlay Zone Ad Hoc Committee's recommendation for the proposed make-up of the Development Ad Hoc Committee (DAC) as noted in Attachment "A".

**BACKGROUND:**

1. In June 2012, the Los Angeles Metropolitan Transit Authority (Metro) Board released an application for Round 3 of the TOD Planning Grant Program with a maximum funding of \$10 million. The TOD program is intended to encourage cities along major transit corridors such as the Metrolink Railway to make regulatory changes necessary to facilitate infill and transit oriented development projects that are consistent with regional transportation plans. The Metro received 15 applications totaling \$17,719,222 in requested funds. All applications were evaluated and 13 were approved for a total grant award of \$9,443,997.
2. On February 28, 2013, the Metro Board approved the City of San Fernando TOD Overlay Zone Project and awarded the City a grant of \$282,392, which includes a requirement of a \$13,306 minimum City match in the form of \$6,306 in in-kind contribution (i.e., staff time) and \$7,000 in monies. The City contribution would equal 4.5% of the total estimated Project cost of \$295,698. Per the grant requirements, the City TOD Overlay Zone, General Plan Amendment and Environmental Impact Report (EIR) must be completed by June 30, 2016.
3. On May 6, 2013, the City Council authorized Interim City Administrator Don Penman to enter into an agreement with Metro accepting \$282,392 in Metro TOD Planning Grant Award funds to prepare the City of San Fernando TOD Overlay Zone Project, inclusive of the Zone Code and General Plan Amendment and associated EIR. As part of the Agreement,

Consideration to Approve the Proposed Make-up of the Development Ad Hoc Committee for the City of San Fernando Transit Oriented Development Overlay Zone Project

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the City also agreed to provide a \$13,306 match that included \$6,306 in-kind contribution and \$7,000 in General Fund; collectively bringing the total estimated cost of the Project to \$295,698.

4. On November 18, 2013, the Community Development Department issued a Request for Proposals (RFP) for Consultant Services to Prepare the San Fernando Transit Oriented Development Overlay Zone (the Project).
5. On December 19, 2013, the City received RFPs from prospective planning firms to undertake the Project. The following firms submitted a proposal by the noted deadline:
  - Blodgett Baylous Associates
  - Dyett & Bhatia
  - Evan Brooks and Associates
  - RBF Consulting
  - Sargent Town Planning
6. On April 25, 2014, City Council Ad Hoc Committee Members Jesse Avila and Antonio Lopez and Community Development Director Ramirez conducted interviews of the four prospective firms seeking to undertake the Project including the preparation of the TOD Overlay Zone, General Plan Amendment, and Program EIR.
7. On May 19, 2014, the City Council approved a Professional Services Agreement with Sargent Town Planning to Prepare the City of San Fernando Transit Oriented Development Overlay (TOD) Zone.
8. On July 22, 2014, City staff met with the consultant team from Sargent Town Planning to discuss the possible make-up of the DAC and the need to establish the DAC during the month of August 2014 in order to facilitate future public meetings as part of the revised TOD Overlay Zone Project's Schedule (Attachment "B").
9. On July 28, 2014, City staff met with the TOD Overlay Zone Project Ad Hoc Committee and discussed the proposed make-up of the DAC, which included the following members:

**Development Ad Hoc Committee**

- 2 - Members of TOD Overlay Zone Project Ad Committee  
(Councilmembers Avila and Lopez)
- 2 - Members of the Planning and Preservation Commission  
(Chair and Vice Chair)
- 2 - Members of the Traffic and Safety Commission  
(Chair and Vice Chair)
- 2 - Property Owners/Development Community Members  
(Severyn Aszkenazy and Eric Guefen)

Consideration to Approve the Proposed Make-up of the Development Ad Hoc Committee for the City of San Fernando Transit Oriented Development Overlay Zone Project

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- 2 - Business Representatives  
(Members of the San Fernando Mall Association and/or San Fernando Chamber of Commerce)
  - 1 - At-large Community Representative  
(Selected by the Mayor)
- 

DAC Total Size = 11 member committee

Subsequent to discussion, the TOD Overlay Zone Ad Hoc Committee concurred with City staff's recommended make-up of the DAC and directed staff to submit the proposed DAC make-up to the City Council for review and approval at their upcoming August 4, 2014 meeting.

**ANALYSIS:**

City Council approval of the proposed DAC make-up at this time will facilitate public and stakeholder input on key items needed to establish a vision for the proposed TOD Overlay Zone Project. City staff and the consultant will be meeting throughout the project with the DAC and the general public to review the components of the overlay, urban design diagrams and formatting. The public meetings will include presentations to the DAC and an opportunity to allow participants to express their preferences for the direction of the presented project.

The purpose of these meetings will also be to receive input on key elements of the project, such as land use strategies, urban design proposals, development standards, design guidelines for both public and private areas, and circulation and mobility strategies. Therefore, the DAC will play a critical role in assisting City staff and the consultant team on the preparation of the TOD Overlay Zone Project in a manner that meets the goals and objectives of the community for the overlay zone, which seeks to identify appropriate areas for infill, transit oriented development projects within the designated planning area. The work of the DAC and the resultant TOD Overlay Zone will subsequently be presented to the Planning and Preservation Commission and City Council for their review and approval at separate noticed public hearings.

**BUDGET IMPACT:**

The cost to formulate the DAC and conduct future public meetings between the DAC, City staff and the consultant team has already been jointly funded by Metro grant funds and City General Funds that were approved by the City Council during the Fiscal Year 2014-2015 City Budget adoption.

Consideration to Approve the Proposed Make-up of the Development Ad Hoc Committee for the City of San Fernando Transit Oriented Development Overlay Zone Project

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**CONCLUSION:**

Staff recommends approval of the DAC at this time to allow City staff and the consultant to proceed with the development of the TOD Overlay Zone Project while also ensuring public and stakeholder input on key project components throughout the planning process.

**ATTACHMENTS:**

- A. Development Ad Hoc Committee
- B. Updated Project Schedule

**ATTACHMENT "A"****Development Ad Hoc Committee (DAC)**

- 2 - Members of TOD Overlay Zone Project Ad Committee  
(Councilmembers Avila and Lopez)
  - 2 - Members of the Planning and Preservation Commission  
(Chair and Vice Chair)
  - 2 - Members of the Traffic and Safety Commission (Chair and Vice Chair)
  - 2 - Property Owners/Development Community Members  
(Severyn Aszkenazy and Eric Guefen)  
*Note: these individuals have not been approached to see if they are interested in participating, but as you know they are major land holders within portion of the planning area being studied.*
  - 2 - Business Representatives  
(Members of the San Fernando Mall and/or San Fernando Chamber of Commerce)
  - 1 - At-large Community Representative  
(Selected by the Mayor)
- 

DAC Total Size = 11 member committee

**ATTACHMENT "B"**

**PROJECT SCHEDULE**

Based on a project start date in late July 2014, the following schedule will complete the project in advance of the grant funding deadline of early June 2016. Please note that this schedule is contingent upon an number of City-controlled time frames, including review of draft documents and scheduling of public workshops and hearings.

22 July 2014

Item	2014					2015					2016														
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	
0.0 Contract / Project Organization / Scheduling	█																								
<b>TASK 1 -3: PROJECT MANAGEMENT AND COORDINATION</b>																									
1 RFP Procurement																									
2 Schedule Monitoring	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
2a Budget Monitoring	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
2b Project Monitoring and Reporting to MTA (see Task 8 below)																									
3 Meetings and Coordination	K	M	M	M			M	M	M	M				M	M	M	M								
<b>TASK 4: BASELINE STUDIES</b>																									
4.1 Parking, Access and Linkage Study					█	█																			
4.2 Land Use Survey and Ownership Analysis					█	█																			
4.3 Opportunities and Constraints Analysis					█	█																			
4.4 Community Assets Assessment					█	█																			
<b>TASK 5: PREPARE, REVIEW, AND ADOPT TOD OVERLAY ZONE</b>																									
5.1 Purpose, Boundary and Adoption Process																									
5.2 Compliance and Requirements																									
5.3 Permitted Land Uses																									
5.4 Development Standards																									
5.5 Design/Architectural Standards																									
5.6 Final TOD Overlay Ordinance and GP Amendments																									
5.7 Planning Commission Meeting																									
<b>TASK 6: CEQA ENVIRONMENTAL CLEARANCE</b>																									
6.1 Technical Studies																									
6.2 Initial Studies																									
6.3 Notice of Preparation and Scoping Meeting																									
6.4 Draft Program EIR																									
6.5 Public Comment																									
6.6 City Council Meeting - Final EIR and TOD Overlay Approval																									
<b>TASK 7: COMMUNITY OUTREACH AND PUBLIC INPUT</b>																									
7.1 Community Workshops																									
7.2 Client/Team Meetings - see above Task 3																									
7.3 Development AD Hoc Committee Meetings																									
7.4 Stakeholder Interviews																									
7.5 Public Outreach Program																									
<b>TASK 8: FINAL REPORTING TO MTA</b>																									
8.1 Quarterly Report No. 1 (already completed by City)																									
8.2 Quarterly Report No. 2																									
8.3 Quarterly Report No. 3																									
8.4 Quarterly Report No. 4																									
8.5 Final Reporting to MTA																									

- K Kick-off Meeting
- M Staff/Ad Hoc Committee Meetings
- P Public Meeting
- A City Council Adoption Hearing
- █ Production of Deliverables
- █ City Review of Deliverables
- █ Community Outreach and Vision Plan

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 Agreement# MOU.TOD.312.02.11

ATTACHMENT D2 - PROJECT MILESTONE SCHEDULE  
 Project Title: SAN FERNANDO TRANSIT ORIENTED DISTRICT OVERLAY ZONE  
 TOD Planning Grant: CITY OF SAN FERNANDO

Fiscal year	Deliverable	Task Title	Fund Source		
			Total Cost	Grant	Local Match
2013-2014	RFP, Staff Report to City Council & Executed Professional Services Agreement	Task A - RFP Procurement	\$ 3,136	\$ 2,995	\$ 141
	Quarterly Report No. 1	Task 6.1 - Quarterly Report 1	\$ 1,730	\$ 1,652	\$ 78
<b>FV14 Total</b>			<b>\$ 4,866</b>	<b>\$ 4,647</b>	<b>\$ 219</b>
2014-2015	Master Schedule	Task 1.1 - Schedule Monitoring	\$ 1,860	\$ 1,776	\$ 84
	Project Budget	Task 1.2 - Budget Monitoring	\$ 3,720	\$ 3,553	\$ 167
	Meeting agendas, minutes and notes	Task 1.3 - Meetings and Coordination	\$ 2,753	\$ 2,629	\$ 124
	Maps and illustrations for Study	Task 2.1 - Parking, Access and Linkage Study	\$ 11,544	\$ 11,025	\$ 519
	Land Use and Ownership database	Task 2.2 - Land Use Survey and Ownership Analysis	\$ 16,240	\$ 15,509	\$ 731
	Listing of constraints	Task 2.3 - Opportunities and Constraints Analysis	\$ 19,870	\$ 18,976	\$ 894
	Listing of Assets	Task 2.4 - Community Assets Assessment	\$ 6,520	\$ 6,227	\$ 293
	Summary of information	Task 5.2 - Client/Team Meetings	\$ 1,800	\$ 1,719	\$ 81
	Meeting Agenda and Minutes	Task 5.3 - Development Ad Hoc Committee Meetings	\$ 1,306	\$ 1,247	\$ 59
	Process Development, Summary of Process & Roster	Task 5.4 - Stakeholder Interviews	\$ 2,640	\$ 2,521	\$ 119
	Print and e-mail and website and postage	Task 5.5 - Public Outreach Program	\$ 4,096	\$ 3,912	\$ 184
	Quarterly Report No. 2	Task 6.2 - Quarterly Report 2	\$ 1,860	\$ 1,776	\$ 84
<b>Q1 Subtotal</b>			<b>\$ 74,208</b>	<b>\$ 70,869</b>	<b>\$ 3,339</b>
	Meeting agendas, minutes and notes	Task 1.3 - Meetings and Coordination	\$ 2,753	\$ 2,629	\$ 124
	Section 1	Task 3.1 - Purpose, Boundary and Adoption Process	\$ 5,520	\$ 5,272	\$ 248
	Individual Technical Studies	Task 4.1 - Technical Studies (historic, traffic, etc.)	\$ 18,870	\$ 18,021	\$ 849
	Workshop photos, notes, and conclusions	Task 5.1 - Community Workshops	\$ 6,157	\$ 5,880	\$ 277
	Meeting Agenda and Minutes	Task 5.3 - Development Ad Hoc Committee Meetings	\$ 1,267	\$ 1,210	\$ 57
	Print and e-mail and website and postage	Task 5.5 - Public Outreach Program	\$ 1,536	\$ 1,467	\$ 69
	Quarterly Report No. 3	Task 6.3 - Quarterly Report 3	\$ 1,860	\$ 1,776	\$ 84
<b>Q2 Subtotal</b>			<b>\$ 37,963</b>	<b>\$ 36,255</b>	<b>\$ 1,708</b>
	Meeting agendas, minutes and notes	Task 1.3 - Meetings and Coordination	\$ 2,753	\$ 2,629	\$ 124
	Section 2	Task 3.2 - Compliance and Requirements	\$ 3,480	\$ 3,323	\$ 157
	Section 3	Task 3.3 - Permitted Land Uses (General Plan Amendments to Land Use, Circulation, Air Quality & Safety)	\$ 5,400	\$ 5,157	\$ 243
	Section 4	Task 3.4 - Development Standards	\$ 7,396	\$ 7,063	\$ 333
	Section 5	Task 3.5 - Design/Architectural Standards	\$ 5,596	\$ 5,344	\$ 252
	Individual Technical Studies	Task 4.1 - Technical Studies (historic, traffic, etc.)	\$ 6,290	\$ 6,007	\$ 283
	Initial Study	Task 4.2 - Initial Study	\$ -	\$ -	\$ -
	Workshop photos, notes, and conclusions	Task 5.1 - Community Workshops	\$ 6,157	\$ 5,880	\$ 277
	Meeting Agenda and Minutes	Task 5.3 - Development Ad Hoc Committee Meetings	\$ 1,267	\$ 1,210	\$ 57
	Print and e-mail and website and postage	Task 5.5 - Public Outreach Program	\$ 1,536	\$ 1,467	\$ 69
	Quarterly Report No. 4	Task 6.4 - Quarterly Report 4	\$ 2,173	\$ 2,075	\$ 98
<b>Q3 Subtotal</b>			<b>\$ 42,048</b>	<b>\$ 40,156</b>	<b>\$ 1,892</b>
	Meeting agendas, minutes and notes	Task 1.3 - Meetings and Coordination	\$ 2,753	\$ 2,629	\$ 124
	Section 2	Task 3.2 - Compliance and Requirements	\$ 3,480	\$ 3,323	\$ 157
	Section 3	Task 3.3 - Permitted Land Uses (General Plan Amendments to Land Use, Circulation, Air Quality & Safety)	\$ 5,400	\$ 5,157	\$ 243
	Section 4	Task 3.4 - Development Standards	\$ 7,396	\$ 7,063	\$ 333
	Section 5	Task 3.5 - Design/Architectural Standards	\$ 5,596	\$ 5,344	\$ 252
	TOD Overlay Ordinance with associated GP Amendments	Task 3.6 - Final Ordinance for TOD Overlay & Associated GP Amendments	\$ 4,560	\$ 4,355	\$ 205
	Resolution Recommendation to the City Council	Task 3.7 - Planning Commission Meeting	\$ 2,770	\$ 2,645	\$ 125
	Notice of Preparation	Task 4.3 - Notice of Preparation	\$ 3,720	\$ 3,553	\$ 167
	Draft Program EIR	Task 4.4 - Prepare Draft Program EIR	\$ 12,148	\$ 11,601	\$ 547
	Print and e-mail and website and postage	Task 5.5 - Public Outreach Program	\$ 1,536	\$ 1,467	\$ 69
<b>Q4 Subtotal</b>			<b>\$ 49,358</b>	<b>\$ 47,137</b>	<b>\$ 2,221</b>
<b>Fiscal Year Total</b>			<b>\$ 203,578</b>	<b>\$ 194,417</b>	<b>\$ 9,161</b>
2015-2016	Meeting agendas, minutes and notes	Task 1.3 - Meetings and Coordination	\$ 1,835	\$ 1,753	\$ 83
	TOD Overlay Ordinance with associated GP Amendments	Task 3.6 - Final Ordinance for TOD Overlay & Associated GP Amendments	\$ 4,560	\$ 4,355	\$ 205
	Resolution Recommendation to the City Council	Task 3.7 - Planning Commission Meeting	\$ 2,770	\$ 2,645	\$ 125
	Draft Program EIR	Task 4.4 - Prepare Draft Program EIR	\$ 31,584	\$ 30,162	\$ 1,421
	Print and e-mail and website and postage	Task 5.5 - Public Outreach Program	\$ 512	\$ 489	\$ 23
<b>Q1 Subtotal</b>			<b>\$ 41,261</b>	<b>\$ 39,404</b>	<b>\$ 1,857</b>
	Meeting agendas, minutes and notes	Task 1.3 - Meetings and Coordination	\$ 1,835	\$ 1,753	\$ 83
	Draft Program EIR	Task 4.4 - Prepare Draft Program EIR	\$ 4,859	\$ 4,640	\$ 219
	Comments and Responses	Task 4.5 - Public Comment	\$ 20,805	\$ 19,869	\$ 936
	Print and e-mail and website and postage	Task 5.5 - Public Outreach Program	\$ 512	\$ 489	\$ 23
<b>Q2 Subtotal</b>			<b>\$ 28,011</b>	<b>\$ 26,751</b>	<b>\$ 1,260</b>
	Meeting agendas, minutes and notes	Task 1.3 - Meetings and Coordination	\$ 1,835	\$ 1,753	\$ 83
	City Council Certification of Final Program EIR and City Council approval of Overlay Zone and associated GP amendments	Task 4.6 - City Council Meeting (Final Program EIR and TOD Overlay)	\$ 10,746	\$ 10,262	\$ 484
<b>Q3 Subtotal</b>			<b>\$ 12,581</b>	<b>\$ 12,015</b>	<b>\$ 566</b>
	Meeting agendas, minutes and notes	Task 1.3 - Meetings and Coordination	\$ 1,835	\$ 1,753	\$ 83
	City Council Certification of Final Program EIR and City Council approval of Overlay Zone and associated GP amendments	Task 4.6 - City Council Meeting (Final Program EIR and TOD Overlay)	\$ 1,194	\$ 1,140	\$ 54
	Print and e-mail and website and postage	Task 5.5 - Public Outreach Program	\$ 512	\$ 489	\$ 23
	Final Funding Report	Task 6.5 - Final Report	\$ 1,860	\$ 1,776	\$ 84
<b>Q4 Subtotal</b>			<b>\$ 5,401</b>	<b>\$ 5,158</b>	<b>\$ 243</b>
<b>FV15 Total</b>			<b>\$ 87,254</b>	<b>\$ 83,328</b>	<b>\$ 3,926</b>
	<b>Grand Total</b>		<b>\$ 295,698</b>	<b>\$ 282,392</b>	<b>\$ 13,306</b>

SARGENT TOWN PLANNING 

## Project Meeting Notes

**Project:** San Fernando TOD Overlay Zone

**Date:** November 19, 2014

**Location:** San Fernando Aquatic Center

**Purpose:** Community Workshop #1

**In Attendance:**

City of San Fernando: Fred Ramirez, Community Development Director; Brian Saeki, City Manager; Yalini Sivapathasundaram, Associate Planner

Sargent Town Planning: David Sargent, Juan Gomez-Novy

Community Members: see attached

The purpose of this meeting was to introduce the project, including the proposed project area, the historic setting, and the planning background; to describe what Transit Oriented Development is; to explain the relationship of the East San Fernando Transportation Corridor and, briefly, the California High Speed Rail, to the project; and to provide some initial ideas for how San Fernando Road, Truman Street, First Street, and Second Street could change over time. Public comments are summarized as follows:

1. Accommodate and don't drive out the existing business within the Planning Area - especially the existing "M" (light Industrial) uses.
2. Many businesses have closed and therefore San Fernando residents must patronize businesses in other cities – and spend their money in other cities. San Fernando cannot be rebuilt without retaining existing businesses and attracting new businesses.
3. Attracting new businesses will expand the tax base, especially if people from other communities come to San Fernando to shop and do business.
4. San Fernando is well-situated in relation to the freeways (5, 118, and 210). People can get to San Fernando easily (and go to other communities easily).
5. Support the idea of mixed-use development, provided there is a height limit.
6. Boutiques stores are a good fit for San Fernando.
7. No big box stores such as Target or Walmart in the Planning Area.
8. The San Fernando Swap meet is very successful. Consider an indoor venue like the one in Palmdale (Palmdale International Shopping Mall).
9. Be aware of changing market realities. For instances, a lot of commerce has evolved from in-store sales to internet sales; certain retailer brands have a preference for being located close to certain retailer brands.
10. Need to attract people to San Fernando.
11. San Fernando needs a facelift.

SARGENT TOWN PLANNING 

12. Build on San Fernando's historic assets – be historic and visionary.
13. Historically – from the early 1900's onward – San Fernando had multi-story, mixed-use buildings. New buildings should follow in the footsteps of these historic precedents.
14. Need things to do in San Fernando – entertainment venues (such as a movie theater, billiards hall, a bowling alley) and more restaurants with outdoor seating.
15. Study other cities – such as Pasadena, Monrovia – to understand what they are doing to attract people.
16. San Fernando has many things in its favor: culture, missed development cycles, a strong Latino demographic, and it is underserved.
17. San Fernando is a bedroom community. Be mindful of single family houses.
18. San Fernando is a town that can serve as a "Main Street" to surrounding communities.
19. Learn from the failures of the Maclay Avenue street improvements – there are not very many pedestrians and vehicles still travel fast.
20. Be aware of and take advantage of proposed transit improvements – the East San Fernando Valley Transportation Corridor Transit initiatives and the California High Speed Rail. Create a plan that takes full advantage of these improvements and that minimizes their negative impacts. Be prepared with a plan and stick to the plan.
21. The High Speed Train would be harmful to San Fernando.
22. Provide protected bike lanes along San Fernando Road, Truman Street, or perhaps First Street.
23. Don't give up on public safety.



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## CITY GOVERNMENT

**Did you know...** The Mariachi Master Apprentice Program is nationally recognized for excellence and is primarily funded through the National Endowment for the Arts, the California Arts Council and other contributors...[learn more](#)

### Transit Oriented Development (T.O.D.) Overlay Zone

Join the City of San Fernando in creating a new vision for an economically vibrant downtown and the adjacent industrial and residential areas, north of downtown.



We are re-imagining the area between the San Fernando/Sylmar Metrolink station and the San Fernando Mall, to help create a safe and sustainable transit-oriented district that offers greater opportunities to get around without a car. Funded by a [grant from Metro](#), the City of San Fernando will create new planning standards and guidelines to make it easier for people to live near transit and for residents to walk, bike or take transit to the station, making downtown San Fernando a great place to live, work, and play.

The project, known as the Transit Oriented Development Overlay Zone, will include comprehensive changes to rules governing land use and circulation with a focus on generating safer, livable and walkable downtown neighborhood environments. The project will also include targeted updates to the City's General Plan – the City's constitution for growth and development – and will include an environmental impact assessment as required by the California Environmental Quality Act (CEQA).

[Click here](#) to see the Project Area map.

### We Need Your Input!

We would like to get your input regarding specific topics being considered as part of the project. You can view the questions and submit comments via the Mindmixer survey at:

<http://reenvisionsanfernando.mindmixer.com/>

You can also email your comments, suggestions, and concerns to:  
[infoTODzone@ci.san-fernando.ca.us](mailto:infoTODzone@ci.san-fernando.ca.us)

To help guide the process, the City of San Fernando will hold a series of public meetings to receive input

The next public meetings are listed below.

- **Development Advisory Committee (DAC) Kick-Off Meeting**  
Tuesday, September 30, 2014, 6 pm – 8 pm  
City Hall Community Room (behind City Hall Council Chambers)  
117 Macneil Street, San Fernando, CA 91340  
(818) 898-1227
  
- **Community Workshop #1**  
Wednesday, November 19, 2014, 6 pm – 7:30 pm  
San Fernando Regional Pool Facility  
Banquet Hall  
208 Park Avenue, San Fernando, CA 91340  
(818) 898-1227
  
- **Community Workshop #2**  
Wednesday, January 21, 2015, 6 pm – 7:30 pm  
San Fernando Regional Pool Facility  
Banquet Hall

Fliers ([English](#) / [Spanish](#))

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208 Park Avenue, San Fernando, CA 91340  
(818) 898-1227

Fliers (English / Spanish)



### Schedule

Analysis and Discovery	August 2014 – January 2015
T.O.D. Overlay Zone Preparation	January 2015 – September 2015
Environmental Review	April 2015 – March 2016
Public Hearings and Plan Adoption	April, 2016 – June 2016

### Latest Documents

- [Project Planning Study Area](#)
- [Development Advisory Committee \(DAC\) Kick-Off Meeting](#)
- [Development Advisory Committee \(DAC\) Meeting 11-12-14](#)
- [PowerPoint Presentation Community Meeting 11-19-14](#)
- [Development Advisory Committee \(DAC\) Meeting 11-12-14 Audio](#)
- [Development Advisory Committee \(DAC\) Meeting 11-12-14 Audio](#)
- [Development Advisory Committee \(DAC\) Meeting 01-14-15](#)

### Videos

[City of San Fernando TOD Overlay Zones Meeting No. 2 01-21-2015.](#)

[City of San Fernando TOD Overlay Zones Meeting No. 1 11-19-2014.](#)

### Links

[MindMixer.com-Community Meeting \(11-19-14\) Questions \(Coming Soon!\)](#)

[Metro](#)

[San Fernando Corridors Specific Plan](#)

[East San Fernando Valley Transit Corridor](#)

The City website provides documents in PDF format - a standard for electronic publishing. If you do not have Adobe

Reader, click on the "Get Adobe Reader" button to the right to get the free program.



**San Fernando City Hall**, 117 Macneil Street, San Fernando, CA 91340  
**Phone:** (818) 898-1200, **Fax:** (818) 361-7631, **Email:** [info@ci.san-fernando.ca.us](mailto:info@ci.san-fernando.ca.us)



SARGENT TOWN PLANNING 

## Community Workshop Notes

**Project:** San Fernando TOD Overlay Zone

**Date:** January 21, 2015

**Location:** San Fernando Aquatic Center

**Purpose:** Community Workshop #2

**In Attendance:**

City of San Fernando: Fred Ramirez, Community Development Director; Brian Saeki, City Manager; Yalini Sivapathasundaram, Associate Planner

Sargent Town Planning: David Sargent, Juan Gomez-Novy

Community Members: see attached

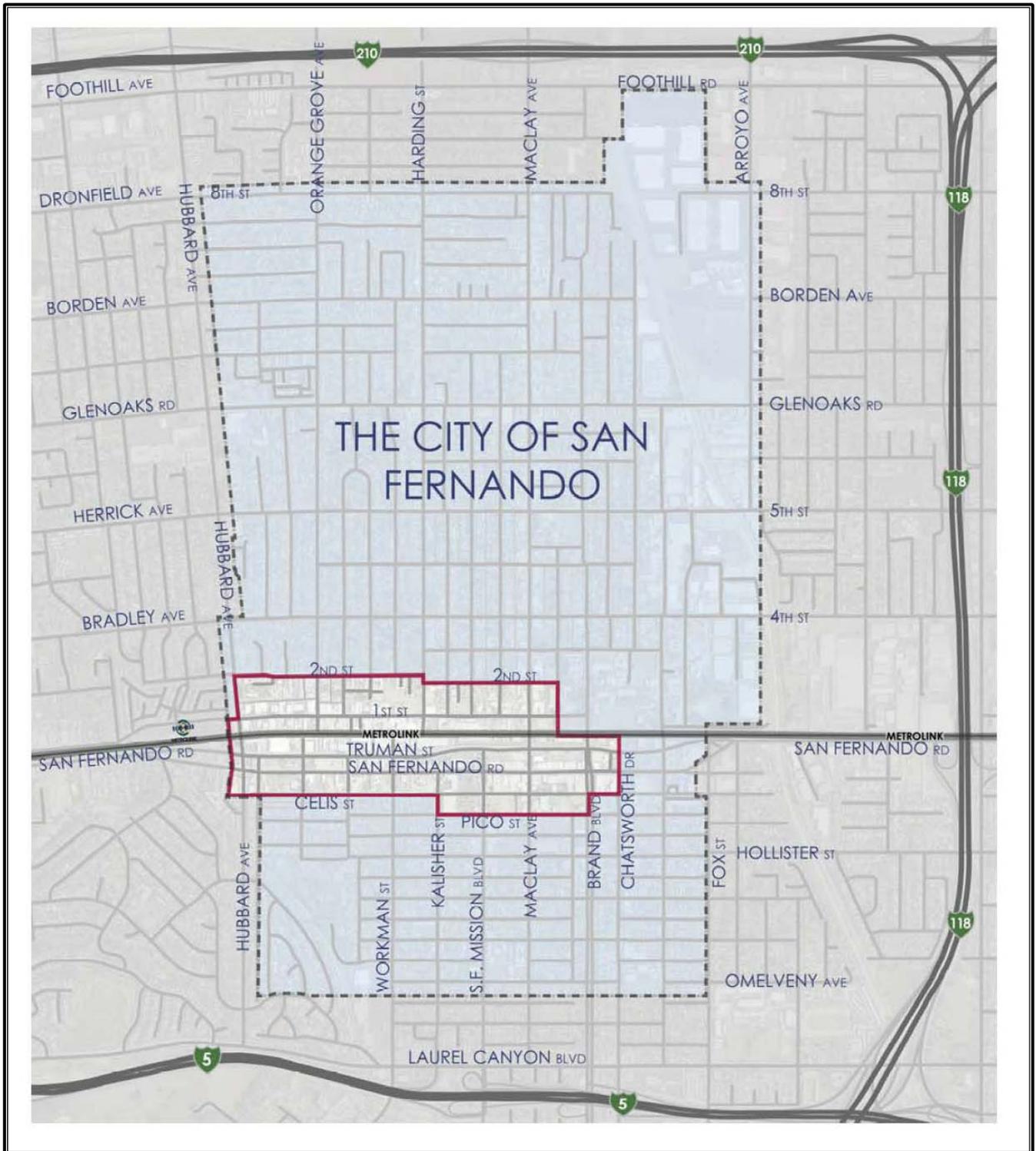
The purpose of this workshop was to present a preliminary zoning map, describe the key attributes of the proposed zone, and show potential street and streetscape improvements for key streets within the Planning Area – San Fernando Road, Truman Street, and First Street. Public comments are summarized as follows:

1. Avoid angled parking, especially along through-streets such as Truman Street, since it can be uncomfortable to back out of angled parking spaces.
2. Currently it is easy to find parking in Downtown San Fernando.
3. A charming aspect of San Fernando is that you can go anywhere within the City in only 5 minutes.
4. Concern about Second Street being able to accommodate traffic if the parcels along Second Street are developed with 4-story multi-family buildings. Also concern about spillover parking into residential neighborhoods.
5. One way of mitigating traffic is to introduce one-way streets like in Pasadena.
6. Some drivers use San Fernando Road/Truman Street as an alternate to the 5 Freeway to get to Santa Clarita.
7. Introducing multi-family residential near transit will attract people who want to live near transit, use transit, and rely less on their car.
8. Concern that residents who currently live in apartments and house along Second Street will be forced to move (eminent domain).
9. Like simplification of a complex zoning system.
10. Recommend lower parking requirements for housing that is located near transit.
11. Concern over safety and graffiti. Hope that law enforcement resources will be increased as more housing is built and more residents come live in Downtown.
12. Many retailers, such as Chipotle, do not come into town alone – they usually bring in other symbiotic retailers. Attracting one such retailer attracts more retailers.

SARGENT TOWN PLANNING 

13. Would like to be able to walk to stores and restaurants in Downtown – Myrtle Avenue in Monrovia is a very good example of a Downtown that offers many amenities within walking distance of surrounding residences..
14. Hope that unique stores and restaurants, such as House of Brews and thrift stores, not chain stores, open up in San Fernando. Main Street in Ventura is a very good precedent.
15. Do not force out light commercial or create conditions whereby existing light commercial businesses are perceived as blight or something distasteful.
16. San Fernando has many old businesses – for instance, there are a couple of old service stations that still have gas pumps from the 1920s.
17. Why would a new restaurant want to open business next to a business such as old muffler shop? Will there be a program for relocating light industrial uses?
18. San Fernando is a beautiful little City and it is not Los Angeles, but no one who lives outside of San Fernando knows this. The City has done a poor job of selling itself.
19. Support beautification of San Fernando.
20. Would like to see jobs in San Fernando for people who live in San Fernando.
21. Don't like scale and magnitude of building that is occurring in Glendale and do not want to see such big buildings in San Fernando. In addition, Glendale has become a very expensive place to live.
22. Would like to see a movie theater come to San Fernando so do not need to drive to other cities to see movies.
23. Will San Fernando's existing trolley system be eliminated as a result of proposed transit improvements?
24. Would like to see more restaurants in San Fernando.
25. Would like to see bowling alley, roller skate or ice skate rink, karaoke venues.
26. Traffic congestion on Hubbard avenue is getting worse and worse.
27. Would like to see (live) performing arts center.

**TOD OVERLAY ZONE PLANNING AREA MAP**



## SAN FERNANDO T.O.D. OVERLAY ZONE PROGRESS REPORT 14 April 2015

### PURPOSE

The purpose of this Transit Oriented Development (T.O.D.) Overlay Zone Project is to amend the *San Fernando Corridors Specific Plan* (Specific Plan) to:

1. Enable the creation of a walkable, mixed-use, multi-modal environment that accommodates housing and offices within walking distance of both the Sylmar/San Fernando Metrolink Station and Downtown San Fernando.
2. Stay true to the Specific Plan's goals of transforming the Planning Area's streets into attractive, livable, and economically vital places that provide a more comfortable environment for pedestrians, that better represent the quality and character of San Fernando, and that convey the sense of uniqueness, pride, and community spirit that differentiates San Fernando from other nearby communities.
3. Expand the boundary of the Specific Plan to the parcels north of the Corridors Specific Plan Area, up to Second Street and west of Maclay Avenue.
4. Accommodate the new transit initiatives proposed by the East San Fernando Valley Transit Corridor Project in a way that does not compromise pedestrian comfort or negatively impact adjacent businesses.
5. Allow housing, subject to a Conditional Use Permit, in areas where housing is not currently permitted by the existing Specific Plan, including the existing Support Commercial and Workplace Commercial Sub-Districts.
6. Adjust Specific Plan Sub-District boundaries so that certain buildings that are currently legal non-conforming uses fall within a new Sub-District that allows the use by right.
7. Update the Specific Plan to put the City of San Fernando in a better position to compete for new funding sources, such as grants for transit-oriented, public realm improvements.



8. Create a predictable regulatory environment that encourages property owners and developers to invest in new residential, office, and commercial buildings that are consistent with the community's vision for San Fernando.

In addition to the Specific Plan update, an Environmental Impact Report (EIR) will be generated to assess the impacts of the zoning update and amendments to the General Plan will be proposed to ensure that the updated zoning and the City's General Plan are consistent.

## GOALS AND OBJECTIVES

Key goals and objectives that have come out of the review of existing regulatory documents, examination of the existing physical conditions, interviews with stakeholders, and input from the community, include:

### 1. Create a Transit Oriented Downtown by:

- Enabling a transit-oriented mix of uses, including residential, near the Metrolink Station to support and encourage ridership and transit-oriented lifestyles.
- Continuing to accommodate a wide variety of transit modes, including bus, train (Metrolink), tram, bike, and walking, while continuing to accommodate automobiles.
- Introducing street, streetscape, and building design that enables and encourages pedestrians, cyclists, transit users, and motorists to easily and comfortably find their way to the Metrolink Station, to the San Fernando Road Bike Path, and to Downtown San Fernando.
- Provide comfortable places for people to wait for transit and sufficient places for cyclists to park their bicycles.
- Allowing building up to 4 stories in height, particularly along San Fernando Road and Truman Street.

### 2. Create a walkable, mixed-use Downtown by:

- Introducing compact, flexible, mixed-use, infill development that improves the visual character and pedestrian orientation of buildings.
- Providing housing for a variety of income levels, both affordable and market rate.
- Creating streetscapes and buildings that are unique to San Fernando, differentiate it from surrounding cities, and let people know they have arrived in San Fernando.



- Providing wide, tree-lined sidewalks lined by buildings that face and are accessed directly from the sidewalk, while allowing secondary access from parking lots and garages.
- Locating buildings at the front of the parcel with parking and services behind. Provide parking and service access – especially along San Fernando Road – from side streets and alleys.
- Allowing on-street parking in order to provide convenient parking in front of stores and restaurants, guest parking in front of residences, and to create a buffer between pedestrians on the sidewalk and moving cars on the street.

**3. Continue to accommodate light industrial uses and be respectful of existing single family neighborhoods by:**

- Continuing to accommodate light industrial uses along the south side of First Street and the north side of Truman Street.
- Allowing residential uses in all zones within the revised Specific Plan area, but subject to a Conditional Use Permit (CUP) in areas where housing is currently not allowed.
- Designing multi-family buildings along Second Street and Celis Street that are compatible in form and scale with adjacent and nearby single family houses.

**FEE AND SCOPE**

To date, approximately 42% of the fee is expended. This has included:

- Preparing the baseline studies in order to understand the existing regulatory, transportation, technical, and physical constraints and opportunities.
- Stakeholder interviews with property owners, community members, City staff, members of City boards and commissions, including the City Council.
- Development Advisory Committee Meetings (DAC) Meetings. The Consultant team participated in three meetings:
  - During the first meeting – held on September 30, 2014 – the Consultant introduced the DAC to the project and solicited input on the scope and approach to the project.



- During the second meeting – held on November 12, 2014 – the Consultant updated the DAC on the progress of the project and walked the DAC through PowerPoint slide show that would be presented at the November 19, 2014 Community Workshop #1. The DAC provided comments and suggestions based on their knowledge and familiarity with San Fernando.
- During the third meeting – held on January 14, 2015 – the Consultant presented the preliminary zoning map, the key attributes of each proposed zone, and potential street and streetscape improvements for key streets within the Planning Area, including San Fernando Road, Truman Street, First Street, Maclay Avenue, San Fernando Mission Boulevard, and Hubbard Avenue.
- Conducting two community workshops.
  - During the first workshop – held on November 19, 2014 – the Consultant described the defining attributes of Transit Oriented Development and walkable, mixed-use downtowns, described the relationship of the East San Fernando Transportation Corridor and the California High Speed Rail to the project, and provided initial ideas for how Truman Street, San Fernando Road, and First Street could change over time. Approximately 20 people attended this workshop
  - During the second workshop – held on January 21, 2015 – the Consultant presented for public input recommendations for introducing walkable, mixed-use transit-oriented development in Downtown San Fernando, for preserving existing industrial uses, and for transitioning into the adjacent single family neighborhoods. During this workshop, the Consultant also unveiled a preliminary zoning map showing the adjusted Sub-District boundaries, described the key attributes of each proposed Sub-District, and showed potential street and streetscape improvements for key streets within the Planning Area. Over 40 people attended this workshop.
- Building off the input received from the stakeholders, the Development Advisory Committee, City staff, and the community during the two workshops, the Consultant team:
  - Developed a preliminary zoning map showing the adjusted Specific Plan area boundary and Sub-District boundaries.
  - Formulated the key attributes of each zone.
  - Calculated the estimated development potential that might occur in 20 year and 50 year time horizons, with the intent of using the 20 year development horizon to inform the traffic study and the Program Environmental Impact Report. The traffic study and EIR have not been started yet.
  - With input (and concurrence) from City Public Works Department staff, generated street designs for Truman Street, San Fernando Road, First Street, Maclay Avenue, San Fernando Mission Boulevard, and Hubbard Avenue.
  - Began a mark-up of the existing Specific Plan document, showing proposed amendments to the Plan.

Next steps include:

- Finalizing the street designs, zoning map, zone descriptions, and development potential and then amending the Specific Plan accordingly.
- Conducting the traffic analysis and kicking off the Program Environmental Impact Report.

Project tasks, percentage complete, and deliverables prepared to date are summarized below:

Task	Percent Complete	Deliverables/Meetings Completed to Date
1. Project Management	51%	<ul style="list-style-type: none"> <li>• Continual budget and schedule monitoring</li> <li>• Client/Consultant meetings</li> <li>• Team coordination</li> </ul>
2. Baseline Studies	100%	4 of 4 studies completed: <ul style="list-style-type: none"> <li>• Parking, Access, and Linkage Study</li> <li>• Land Use Survey and Ownership Analysis</li> <li>• Opportunities and Constraints Analysis</li> <li>• Community Assets Assessment</li> </ul>
3. Prepare, Review, and Adopt Amendment to Specific Plan	43%	Following tasks completed preliminarily: <ul style="list-style-type: none"> <li>• Revised Zoning Map and zone attributes</li> <li>• Preliminary street designs; agreed upon by Public Works staff</li> <li>• Development Potential</li> <li>• Mark-up of existing Specific Plan started</li> </ul>
4. CEQA Environmental Clearance	2%	<ul style="list-style-type: none"> <li>• Traffic counts for major streets within the Planning Area conducted in Fall 2014</li> <li>• SCAG traffic model obtained for traffic study, but traffic study not started</li> </ul>
5. Community Outreach and Public Input	90%	<ul style="list-style-type: none"> <li>• Website page setup</li> <li>• All stakeholder interviews conducted</li> <li>• 2 out of 2 Community Workshops advertised and completed (11/19/2015 and 01/21/2015)</li> <li>• 3 out of 3 DAC meetings completed (09/30/2014, 11/12/2014, 01/14/2015)</li> </ul>
6. Project Reporting to Funder	36%	3 of 9 reports completed and delivered to Metro; 4 <sup>th</sup> currently underway

## SCHEDULE

Per the project schedule, the Notice of Preparation work should begin in April 2015 with the Draft Environmental Impact Report kicking-off in Mid-May 2015.



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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager

**Date:** April 20, 2015

**Subject:** California High-Speed Rail Project Update

**RECOMMENDATION:**

It is recommended that the City Council:

- a. Approve the revised letter from the San Fernando City Council to the California High-Speed Rail Authority Board of Directors (Attachment "A");
- b. Approve a letter from the North Los Angeles County Communities Protection Coalition to the California High Speed Rail Authority Board of Directors (Attachment "B"); and
- c. Provide direction related to future public outreach efforts.

**BACKGROUND/ANALYSIS:**

On March 16, 2015, staff presented the City Council with a revised draft letter to the California High-Speed Rail (HSR) Authority Board of Directors stating the City's opposition to any alternative going through San Fernando. The City is no longer desirous of having the HSR Board include an underground alternative through town. As part of that discussion, the City Council requested a few other minor changes to the letter. Those have been made and the revised letter is attached to this report for the City Council's consideration (Attachment "A").

In addition, staff is seeking direction from the City Council with regard to future public outreach efforts. As presented to the City Council on March 16, 2015, staff contacted local, reputable public relations firms to assist in our outreach efforts. Unfortunately, the firms that we contacted were either doing work for the HSR or had done it in the past and therefore had a conflict. Staff has continued the effort to identify a qualified firm since then.

Recently, a new group has formed to oppose the SR-14 alternative, the North Los Angeles County Communities Protection Coalition, consisting of the City of Santa Clarita and the communities of Agua Dulce and Acton. Then Mayor Ballin and the City Manager attended a meeting in Santa Clarita with this group on March 12, 2015. During that discussion, it was

decided that an additional letter be drafted from the group to the HSR Board opposing the SR-14 alternative and that further analysis be done on the Eastern Corridor Direct Route. That letter is attached to this report (Attachment "B").

**BUDGET IMPACT:**

None at this time.

**ATTACHMENTS:**

- A. Revised Letter from the SF City Council to the California HSR Authority (April 20, 2015)
- B. Draft Letter from the North Los Angeles County Communities Protection Coalition Letter to the California HSR Authority (April 3, 2015)



THE CITY OF  
**SAN FERNANDO**

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April 20, 2015

*Transmitted via Certified US Mail and Email  
(info@hsr.ca.gov)*

Dan Richard, Chairperson  
California High-Speed Rail Authority (CHSRA)  
770 L Street, Suite 800  
Sacramento, CA 95814

Honorable Chairperson Richard:

While the San Fernando City Council ("City Council") does not oppose the concept of a high-speed rail network for the State of California, we must, nevertheless, express our strong and united opposition to the California High-Speed Rail Authority's ("Authority") proposed route through the City of San Fernando ("City") – a poorly conceived proposal that will split the San Fernando community in half, obliterate the City's historic downtown and civic center areas<sup>1</sup> and result in enormous economic and environmental harm to a community that is only beginning to emerge from the Great Recession.

In addition, environmental justice principles and ethics demand that adverse environmental impacts and other negative externalities created by the project should not be born disproportionately or exclusively by communities like the City of San Fernando. These same principles demand that State, regional and local governmental officials fully and carefully take into consideration all impacts created by the project including, impacts on the environment, impacts on public health, impacts on local infrastructure, and impacts on local economies and minority communities – impacts which could stretch well into the millions of dollars.

Any Environmental Impact Report under the California Environmental Quality Act ("CEQA") as well as any Environmental Impact Statement under the National Environmental Policy Act ("NEPA") must thoroughly and carefully study a broad range of impacts, including but not limited to the following:

*Environmental Justice*

- Do the economic and environmental impacts of the proposed route disproportionately impact minority communities?

<sup>1</sup> The City's Police Department, City Hall, Public Works Operations Facilities, the San Fernando Middle School Auditorium (a potential local historical landmark), and the Cesar Chavez Monument are adjacent to or within 300 feet of the existing railroad right of way that is being considered as the future route of the proposed high-speed rail road.

- 
- What socioeconomic and community impacts will the San Fernando community experience as it relates to: the physical divide created by a high-speed rail line infrastructure project that passes through a predominantly Latino working class community with no rail line access; disruption of the physical makeup of the community; adverse economic impacts to the community by increasing the physical separation of the downtown area and neighboring civic uses from the neighboring commercial, industrial, institutional and residential land uses that exist on both sides of the existing railroad right of way and proposed route; social equity issues attributed to the undergrounding of rail line segments and placement of stations in more affluent communities such as Santa Clarita, Burbank, and Los Angeles?

#### Safety and Security

- How will the proposed route impact vehicle and pedestrian safety?
- How will the railway impact the movement of emergency responders in the City and response times during construction and after construction is completed?
- What impact do existing seismic conditions have on the safety of a high-speed rail line through a populated area like the City of San Fernando? What measures are being considered to ensure public safety to avoid derailment in general as well as derailments caused by seismic activity?

#### Impacts on Pedestrian Access and Traffic Move and Circulation

- How will the proposed route impact pedestrian access and motor vehicle traffic circulation along the City's feeder streets and major arterial boulevards?
- What impact will occur to neighboring residential streets due to the required modifications to streets adjacent to those through streets that will have to have grade separation from the proposed route?
- What traffic mitigation measures have been considered during the construction phase, including detouring and coordinating the movement and idling of construction vehicles through the City?

#### Noise, Vibration and Dust

- What impact will fast moving high-speed trains have on noise and vibration endured by neighboring properties, including neighboring residential properties? What mitigation measures are reasonably feasible to eliminate these impacts?

- 
- What measures are being considered to mitigate noise and vibration associated with construction?
  - What measures does the project implement to mitigate dust generated throughout the construction phase of the project?

#### Impacts on Existing Utilities and Infrastructure

- What impacts with the construction of the line have on existing utilities infrastructure, including temporary and/or permanent relocation of existing infrastructure? What measures will be taken to mitigate the impact on business and residents while such infrastructure is moved or relocated?
- What will be the impact to the City's Public Works Department yard facility located at the southeastern terminus of First Street, which currently has access to the southern portion of the City along Jessie Street?

#### Community Compatibility and Aesthetics

- What consideration has been given to the compatibility of a high-speed rail line with land uses adjacent to the proposed line?
- What consideration has been given to the visual and aesthetic impact the line will have on the San Fernando community, particularly upon areas of historical and cultural significance?
- What impacts will result from the potential elimination and/or altering of greenway corridors, bike/pedestrian pathways and public access to said recreational and open spaces?

In closing and in light of the foregoing, the San Fernando City Council strongly urges that the Authority consider alternative routes that do not pass through the City of San Fernando. We also express our deep concern that the Authority's study and analysis to date has failed to identify the full range of economic and environmental impacts a route through San Fernando would generate. Indeed, it is difficult to see how a route through the City will not lead to many millions of dollars in added burdens and lost opportunities, even with mitigation measures which may leave much to be desired and will do little, after the fact, to make the City whole. Accordingly, please know that the City of San Fernando will insist on a very thorough vetting of this matter and will also urge the Authority and others to reconsider any route through the City of San Fernando.

---

Very Sincerely,

Joel Fajardo  
Mayor

Sylvia Ballin  
Mayor Pro Tem

Antonio Lopez  
Councilmember

Robert C. Gonzales  
Councilmember

Jaime Soto  
Councilmember

cc: Honorable California High-Speed Rail Authority Board of Directors  
Honorable Tony Cárdenas, Congressman, 29<sup>th</sup> District  
Honorable Robert M. Hertzberg, State Senator, 18<sup>th</sup> District  
Honorable Patty Lopez, State Assemblymember, 39<sup>th</sup> District  
Honorable Sheila Kuehl, Los Angeles County Supervisor, 3<sup>rd</sup> District  
Honorable Felipe Fuentes, Los Angeles City Councilmember, 7<sup>th</sup> District  
Honorable Mitch Englander, Los Angeles City Councilmember, 12<sup>th</sup> District  
Honorable James C. Ledford Jr., Mayor, and City Councilmembers, City of Palmdale  
Honorable Mayor Marsha McLean and City Councilmembers, City of Santa Clarita  
Honorable Mayor David Gordon and City Councilmembers, City of Burbank  
Honorable Mayor Zareh Sinanyan and City Councilmember, City of Glendale  
Honorable Chairperson Eric Garcetti and Board of Directors, Metro

**ATTACHMENT "B"**

April 3, 2015

Mr. Dan Richard, Chairman  
Board of Directors  
California High Speed Rail Authority  
770 L Street, Suite 800  
Sacramento, CA 95814

Dear Chairman Richard:

The City of Santa Clarita recently hosted a meeting of local governments, education interests, business organizations, and community groups and organizations located along the SR 14 Corridor of the Palmdale to Burbank Project Section of the California High-Speed Rail Authority Project to discuss concerns related to the impacts the alignment would impose on our communities. At this meeting, representatives from the communities of San Fernando, Santa Clarita, Agua Dulce, and Acton convened to discuss our interest in the High Speed Rail Project and the sentiment of our communities in regards to the proposed SR 14 Corridor alignments. The meeting also touched on the importance of continuing to study the Eastern Corridor Direct Route from the Bob Hope Airport to Palmdale. From this meeting it is clear that this group collectively shares many key concerns regarding the potential impacts the alignments would have on each of our communities.

Key concerns from the discussion pertaining to communities within the City of San Fernando are related to the impacts the SR 14 Corridor alignment would have as it travels at-grade through neighborhoods and business districts, inevitably resulting in the loss of homes and jobs. The City of San Fernando has estimated a decrease of \$1.3 million in revenues to the City should the SR 14 Corridor alignment be constructed. As the oldest incorporated city to be impacted by the California High Speed Rail anywhere along the entire project route, it is essential that the Authority fully consider the irreversible impacts the SR 14 Corridor alignment would have on the City of San Fernando, its residents and business community.

Mr. Dan Richard

April 3, 2015

Page 2

The City of Santa Clarita shares many similar concerns with other communities located along the SR 14 Corridor alignment. The City's primary concerns are the impacts the rail would have on a job creation center, schools, and on the Sand Canyon neighborhood located in the northeast portion of the City. The proposed SR 14 Corridor alignments pose immediate risks to Sulphur Springs Elementary School, Pinecrest Elementary School, Church of the Canyons, homes in the Sand Canyon neighborhood, and the soon-to-be built mixed-use Vista Canyon Project. The risks to these key areas would serve to disrupt the current integrity of the community as well as forthcoming benefits which include additional housing and economic opportunities that will be available with the Vista Canyon Project.

The community of Agua Dulce lies along the SR 14 in the northeast portion of the Santa Clarita Valley. Like San Fernando and Santa Clarita, this community would bear negative impacts from the SR 14 Corridor alignment. The entire portion of the SR 14 Corridor alignment would travel at-grade through Agua Dulce, constructing high berms and permanently disrupting the rural character of the community and the Vazquez Rocks Natural Area, which is listed on the National Register of Historic Places.

Much like the community of Agua Dulce, the community of Acton enjoys a rural character that would be immediately disrupted by construction of the Palmdale to Burbank Project Section. The concerns unique to Acton are that the community stands to be negatively impacted by both the SR 14 Corridor and the East Corridor alignments. Both of these alignments propose to utilize elevated, at-grade, and tunnel options through the community, placing great risks to not only the rural character of the town, but to the ground wells from which residents obtain drinking water.

As a result of the considerable concerns all of our communities share regarding the Palmdale to Burbank Project Section of the California High Speed Rail Project, there has been a consensus for our groups to join together as the North Los Angeles County Communities Protection Coalition to advocate for a route of the Palmdale to Burbank Project Section that is the least impactful to all communities. We believe that it is imperative that the CHSRA Board advance appropriate and technically feasible alignments within the SR 14 Corridor **and** East Corridor to the final environmental review phase of the process.

We thank you for your engagement with our communities and your inclination to understand our concerns related to the unalterable impacts that will be felt by the SR 14 Corridor alignments. From your visits to the cities of Santa Clarita and San Fernando you have been able to observe the irreversible impacts the SR 14 Corridor alignments would have on the homes, schools, and businesses located on or adjacent to the proposed alignments. We hope that your busy schedule will allow you to place a visit to the communities of Agua Dulce and Acton in the near future so that you are able to visit each community along the SR 14 Corridor. We also invite your board colleagues to visit all of the communities along the corridor, as well.

Mr. Dan Richard

April 3, 2015

Page 3

As potential alignments for the Palmdale to Burbank Project Section near the Environmental Impact Review/Environmental Impact Statement process, we urge the Authority to consider all alignments that will result in the least impact to all communities located within the project section. If you have any questions regarding the North Los Angeles County Communities Protection Coalition please do not hesitate to contact me at (661) 255-4311 or by email at [mmclean@santa-clarita.com](mailto:mmclean@santa-clarita.com).

Sincerely,

Marsha McLean

Mayor

MM:ML:na

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager

**Date:** April 20, 2015

**Subject:** Southern California Association of Governments Appointment to the Regional Council District 67

**RECOMMENDATION:**

It is recommended that the City Council select a representative to serve on the Southern California Association of Governments (SCAG) Regional Council for District 67.

**BACKGROUND:**

At their April 6, 2015 meeting, the City Council discussed the Mayor's appoints to various Boards and Commissions. As part of that discussion, Santa Clarita City Councilmember Dante Acosta requested that he be appointed by the San Fernando City Council to serve on the SCAG Regional Council. He would be representing San Fernando and Santa Clarita. Subsequent to that request, Councilmembers Lopez and Soto expressed interest in serving on the Regional Council as well.

The City Council ultimately directed staff to contact SCAG to ensure that a councilmember from Santa Clarita could represent the City of San Fernando and to bring that information back to the next City Council meeting.

**ANALYSIS:**

Per SCAG, it is within the City Council's authority to appoint a councilmember from Santa Clarita to represent San Fernando on the Regional Council. Typically, SCAG would require an election process for the Regional Council. However, since there are only two cities in District 67, San Fernando and Santa Clarita, SCAG has allowed our communities to rotate representation every two years. It is San Fernando's turn to serve the next term from May 2015 to May 2017.

Given that Councilmembers Lopez and Soto would both like to serve on the Regional Council, the need for Santa Clarita Councilmember Acosta's service would no longer be necessary.

**BUDGET IMPACT:**

There is no impact to the budget by this action.



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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager

**Date:** April 20, 2015

**Subject:** Consideration to Adopt Resolution No. 7664 Amending the City Council Procedural Manual by Revising Various Sections

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 7664 (Attachment "A") amending the City Council Procedural Manual to reflect changes recommended by the City Council.

**BACKGROUND:**

1. On July 3, 1995, the City Council adopted Resolution No. 6434 Approving a Procedural Manual (Manual) for the Conduct of City Council Meetings.
2. Since adoption, the Manual has been amended (via Resolutions and Ordinances) several times.
3. On February 4, November 18, December 2, 2013, and on January 20 and February 17, 2015, the City Council met to discuss various changes to the Manual and directed staff to re-agendize with the recommended changes/revisions for final approval by the City Council.

**ATTACHMENT:**

- A. Resolution No. 7664 (Exhibit "A" to the Resolution is a strikethrough version of the Manual)

## ATTACHMENT "A"

**RESOLUTION NO. 7664****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA AMENDING THE CITY COUNCIL PROCEDURAL MANUAL BY REVISING VARIOUS SECTIONS INCLUDING CHANGING THE MAYOR PRO TEMPORE TITLE TO VICE MAYOR**

**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; 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, but does not thoroughly address Council committees; and

**WHEREAS**, the City Council desires to amend the Manual (Exhibit A) 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.

**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 20<sup>th</sup> day of April 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 20<sup>th</sup> day of April 2015, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
Elena G. Chávez, City Clerk

# PROCEDURAL MANUAL

## CITY COUNCIL OF THE CITY OF SAN FERNANDO

Adopted by Resolution No. 6434 on July 3, 1995  
Amended by Resolution No. 6604 on March 16, 1998  
Amended by Resolution No. 6743 on August 7, 2000  
Amended by Ordinance No. 1543 on July 21, 2003  
Amended by Resolution No. 7328 on July 20, 2009  
Amended by Resolution No. 7346 on Dec. 7, 2009  
Amended by Resolution No. 7376 on May 3, 2010  
Amended by Resolution No. 7454 on September 19, 2011  
Amended by Resolution No. 7664 on April 20, 2015

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## **PREAMBLE**

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

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

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

### **1. MEETINGS**

#### **1.1 REGULAR MEETINGS**

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

#### **1.2 ADJOURNED MEETINGS**

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

#### **1.3 SPECIAL MEETINGS**

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

## 1.4 NOTICE OF MEETINGS

Notice of regular meetings are to be posted with the Agenda in the manner provided for in Section 2.3 and in accordance with State law. Mailed or hand delivered notice is required for all special meetings and for all meetings adjourned by the City Clerk, and are delivered personally, by mail or email, at least 24 hours before the time of the meeting to each member of the City Council, and to each local newspaper of general circulation, radio or television station requesting notice in writing. Notice of all adjourned meetings shall be posted. (Government Code Section 54954.1, 54952.2 and 54956)

## 1.5 MEETINGS TO BE PUBLIC

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

## 1.6 CLOSED SESSIONS - MATTERS OF DISCUSSION

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

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

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

~~ii.~~ iii. PUBLIC EMPLOYMENT

~~iii.~~ iiii. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

~~iv.~~ v. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

~~v.~~ vi. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

- h. CASE REVIEW/PLANNING (Government Code Section 54957.8)
- i. REPORT INVOLVING TRADE SECRET (Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code)
- j. Any other purpose specifically authorized by law.

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

## ~~1.7~~ ~~CLOSED SESSIONS MINUTES~~

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

## 1.8 CLOSED SESSIONS CONFIDENTIALITY

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

## 1.9 QUORUM

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

- a. Adoption of Ordinance (with the exception of urgency ordinance, which require four affirmative votes).

- b. Adoption of Resolutions or orders for the payment of money (with the exemption of specific types of Resolutions that require four affirmative votes as mandated by State law).

## 1.10 ATTENDANCE

If a Councilmember is absent from all regular meetings of the City Council for a period of 60 days consecutively from and after the last regular City Council meeting attended by such member, unless by permission of the City Council expressed in its official minutes, or is convicted of a crime involving moral turpitude, or ceases to be an elector of the City, his office shall become immediately vacant and shall be so declared by the City Council. (Government Code Section 36513)

## 2. AGENDA PROCEDURES AND ORDER OF BUSINESS

### 2.1 AGENDA

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

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

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

### 2.2 AGENDA DEADLINE

- a. A citizen requesting to place an item on a City Council agenda, may submit a written request at any time to the City Council (or any ~~City~~ Councilmember). The request may also be made during the public comment portion of a City Council meeting.

Items raised by the public during public comment, may be referred to staff (by majority consent of the City Council) for follow up and possible placement on a future agenda for formal action.

A Councilmember wishing to sponsor a citizen request may place the item on an upcoming agenda under the heading "Administrative Report" ~~City Council Items~~".

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

## 2.3 POSTING OF NOTICE AND AGENDA

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

- a. Location of Posting – Notices and Agendas shall be posted at the following locations:
  - i. Bulletin board at City Hall, 117 Macneil Street, San Fernando, California 91340

## 2.4 ROLL CALL

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

## 2.5 APPROVAL OF AGENDA

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

## 2.6 APPROVAL OF MINUTES

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

## 2.7 PUBLIC HEARINGS

The following procedure for conducting public hearings should be followed:

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

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

## 2.8 PUBLIC HEARING ITEMS

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

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

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

## 2.9 PUBLIC DISCUSSION

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

## 2.10 NON-AGENDA ITEMS

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

## 2.11 ADJOURNMENT

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

# 3. PRESIDING OFFICER

## 3.1 PRESIDING OFFICER

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

## 3.2 CALL TO ORDER

The meeting of the City Council shall be called to order by the Mayor or if the Mayor is absent, the Vice Mayor ~~Pro Tem~~. In the absence of both the Mayor and the Vice Mayor ~~Pro Tem~~, the meeting shall be called to order by the City Clerk, whereupon the City Clerk shall immediately call for the selection of a temporary Presiding Officer. In the absence of a quorum of three (3) Councilmembers, the

City Clerk shall call the meeting to order and declare the same adjourned to a stated day and hour.

### 3.3 PARTICIPATION OF PRESIDING OFFICER

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

### 3.4 QUESTION OR MOTION TO BE STATED

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

### 3.5 SIGNING OF DOCUMENTS:

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

### 3.6 MAINTENANCE OF ORDER

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

## 4. RULES, DECORUM, AND ORDER

### 4.1 POINTS OF ORDER

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

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

#### 4.2 DECORUM AND ORDER – COUNCILMEMBER

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

#### 4.3 DECORUM AND ORDER – EMPLOYEES

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

#### 4.4 DECORUM AND ORDER – PUBLIC

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. Any person making impertinent derogatory and slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting shall be removed from the room if the Presiding Officer so directs the sergeant-at-arms and such person may be barred from further audience before the City Council.

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

#### 4.5 ENFORCEMENT OF DECORUM

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

#### 4.6 PERSONAL INTEREST

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

#### 4.7 LIMITATIONS OF DEBATE

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

#### 4.8 DISSENTS AND PROTESTS

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

#### 4.9 PROCEDURES IN ABSENCE OF RULES

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

### 5. ADDRESSING THE CITY COUNCIL

#### 5.1 MANNER OF ADDRESSING THE CITY COUNCIL

During the public ~~oral communications~~ comment portion of a regular meeting, members of the public may address the City Council on agenda items before consideration or on any subject matter within the City Council's jurisdiction.

No person shall enter into any discussion without first being recognized by the Presiding Officer. (Robert's Rules of Order). All remarks and questions shall be addressed to the Presiding Officer Chair and not to any individual Councilmember, staff member or other person.

Any person desiring to address the City Council shall present the City Clerk with a speaker's card, stating his/her name. For purpose of staff follow up, the speaker may also provide his/her address.

During a public hearing, all remarks shall be limited to the subject under consideration. For a special meeting, members of the public may address the City Council concerning any item listed on the agenda before or during consideration. Unlike regular meetings, the City Council does not have to allow public comment on non-agenda matters.

#### 5.2 TIME LIMITATION

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

Per Councilmember Fajardo: We need to specify that when you give someone a minute, you give up your full three minutes. Also include a new procedure which gives the public three minutes to speak after an item is presented on the agenda.

### 5.3 ADDRESSING THE CITY COUNCIL AFTER MOTION IS MADE

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

### 5.4 WRITTEN CORRESPONDENCE

The City Manager is authorized to receive and open all mail addressed to the City Council as a whole, and give it immediate attention to the end that all administrative business, not necessarily requiring City Council action, may be disposed of between City Council meetings. Any communication requiring City Council action will be reported to the City Council at its next regular meeting together with a report and recommendation of the City Manager. The City Manager is authorized to open mail addressed to individual Councilmembers, unless specifically requested otherwise from an individual member.

## 6. MOTIONS

### 6.1 PROCESSING OF MOTIONS

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

### 6.2 MOTIONS OUT OF ORDER

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

### 6.3 DIVISION OF MOTION

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

#### 6.4 PRECEDENCE OF MOTIONS

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

- a. Adjourn
- b. Fix Hour of Adjournment
- c. Table
- d. Previous Question
- e. Amend
- f. Postpone  
(Robert's Rules of Order).

#### 6.5 MOTION TO ADJOURN (NOT DEBATABLE)

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

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

A motion to adjourn "to another time" (i.e., to an adjourned meeting) shall be undebatable and unamendable, except as to the time set. (Robert's Rules of Order)

#### 6.6 MOTION TO FIX HOUR OF ADJOURNMENT

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

#### 6.7 MOTION TO TABLE

A motion to table shall be used to temporarily bypass the subject. ~~A motion to table shall be undebatable~~ and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken

from the table” at any time prior to the end of the next meeting. (Robert’s Rules of Order)

## 6.8 MOTION TO CALL FOR THE PREVIOUS QUESTION

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

## 6.9 MOTION TO AMEND

A motion to amend shall be debatable only as to the amendment. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable and voted first, then the main motion as amended. (Robert’s Rules of Order)

## 6.10 MOTION TO CONTINUE

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

## 6.11 GENERAL CONSENT

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

# 7. VOTING

## 7.1 VOTING PROCEDURE

Motions shall be adopted by voice vote, roll call vote or by the general consent/“no objection” method, as described in Section 6.11. The results of the vote shall be entered in full in the minutes.

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

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

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

## 7.2 VOTING

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

## 7.3 FAILURE TO VOTE

Every Councilmember should vote unless disqualified for cause. Abstentions shall not be counted as a vote.

## 7.4 RECONSIDERATION

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

# 8. RESOLUTIONS

## 8.1 RESOLUTIONS PREPARED IN ADVANCE

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

## 8.2 RESOLUTIONS NOT PREPARED IN ADVANCE

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

## 8.3 URGENCY RESOLUTIONS

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

# 9. ORDINANCES

## 9.1 INTRODUCTION (FIRST READING)

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

## 9.2 ADOPTION (SECOND READING)

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

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

### 9.3 AMENDMENT FOLLOWING INTRODUCTION

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

### 9.4 EFFECTIVE DATE

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

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

### 9.5 PUBLISHING

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

### 9.6 URGENCY ORDINANCES

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

## 10. MINUTES

### 10.1 PREPARATION OF MINUTES

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

The City Clerk shall keep "Action Minutes" in order to maintain a full and true record of all proceedings of the City Council. The minutes shall consist of a clear and concise statement of each and every City Council action including the motions made and the vote thereon. Reasons for making motions or voting, City Council debate and audience reaction are generally not included in the minutes. Such items may be included if considered to be particularly relevant or otherwise necessary by the City Clerk.

### 10.2 ABSENCE OF CITY CLERK

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

## 11. REORGANIZATION

### 11.1 SELECTION OF MAYOR AND VICE MAYOR PRO-TEM

Pursuant to Government Code Section 36801 ~~“-†~~The City Council shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Elections Code Sections 10262 and 10263 and, following the declaration of the election results and the installation of elected officials, choose one of its members as Mayor and one of its members as Mayor Pro Tempore.” ~~—~~The terms of office of the Mayor of the City Council and Vice Mayor ~~Pro Tempore~~ shall be for one year, or until their successors have been chosen. In those years in which a general municipal election is not held, the City Council shall choose a Mayor of the City Council and Vice Mayor ~~Pro Tempore~~ at a regular meeting in March. Nothing herein shall be deemed or construed to prohibit any person from serving any number of consecutive one-year terms in any office in this City.

The following procedure shall be used:

Election of Mayor:

- a. City Clerk opens the nominations for the position of Mayor
- b. Nomination(s) is/are made for Mayor, and seconded
- c. Hearing no objections, motion to close nominations
- d. City Clerk conducts a roll call vote in the order in which nominations are received until a Mayor is elected by majority vote
- e. City Clerk announces the results

Election of Vice Mayor: (City Clerk to follow steps a-e above)

## 11.2 SELECTION OF CITY COUNCIL LIAISON

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

## 12. COMMITTEES

### 12.1 GENERAL

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

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

### 12.2 PURPOSE

The primary purpose of each standing committee is to provide a forum for the thorough vetting of matters within the committee's subject matter jurisdiction, before they are presented to the City Council. A secondary purpose is to provide guidance to City staff on matters within the committee's subject matter jurisdiction, enabling staff to obtain interim guidance as they develop and refine matters for presentation to the City Council. The objective is to eliminate, to the extent possible, those situations where the City Council is forced to deal with

large and difficult issues at their meetings without any prior formal discussion or analytical input to guide staff's work product.

## 12.2 LIMITATIONS ON AUTHORITY

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

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

## 12.3 APPLICABLE LAWS AND REGULATIONS

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

## 12.4 MEETING DATE AND TIME

By agreement of both members, each standing committee shall establish a time and place for regular meetings, as required by the Ralph M. Brown Act. In order to minimize the extra demands on City staff, and to maximize public participation, each standing committee shall, to the maximum extent possible, conduct its business at the regularly scheduled meeting. Special meetings, while permissible when needed, are discouraged.

## 12.5 QUORUM

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

## 12.6 STAFFING

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

## 12.7 AGENDAS

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

When the City Council desires to have an item placed on an agenda for an upcoming meeting of a standing committee, the City Council shall provide the designated staff liaison with that directive at a meeting of the City Council. At that time, the City Council may also charge the designated staff liaison with the responsibility for conducting preliminary research and collecting/preparing any written materials that may aid the Committee in its discussion of the matter.

## 12.8 REPORT ON ACTIVITIES OF STANDING COMMITTEES

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

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

## 13. PROCEDURE FOR FILLING CITY COUNCIL VACANCIES

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

- a. At a regular or special meeting of the City Council, direct the City Clerk to make an application available, at the earliest possible date and time, for individuals interested in being appointed to the vacant City Council seat, and establish a reasonable due date for the applications.
- b. At a regular or special meeting of the City Council, allow all applicants to address the City Council for a specified amount of time. The presentations would be followed by public comment.
- c. After the presentations at the City Council meeting, the City Council may then elect from the following alternatives:
  - i. Make an appointment to fill the vacant City Council position and direct the City Clerk to administer the Oath of Office; or
  - ii. Defer making an appointment until Councilmembers have had additional time to consider the applicants, and a further opportunity should they wish to interview the finalists one-on-one.

#### 14. PRIORITY GOAL SETTING MEETING

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

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Councilmember Joel Fajardo

**Date:** April 20, 2015

**Subject:** Consideration to Adopt an Ordinance Regarding the Regulation of Behested Payments

**RECOMMENDATION:**

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

It is recommended that the City Council introduce for first reading, in title only, and waive further reading of Ordinance No. 1640 (Attachment "A") titled, "An Ordinance of the City Council of the City of San Fernando Amending Article VII (Campaign Reform) of Chapter 2 (Administration) by the Addition of Section 2-910 Regarding the Regulation of Behested Payments."

**BACKGROUND:**

On March 16, 2015, I removed this item from the agenda to be reconsidered at another City Council meeting. I have requested that this Ordinance (Attachment "A") be presented to the City Council for consideration.

**BUDGET IMPACT:**

There will be no impact to the budget by introducing this ordinance.

**ATTACHMENT:**

A. Ordinance No. 1640

## ATTACHMENT "A"

**ORDINANCE NO. 1640****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING ARTICLE VII (CAMPAIGN REFORM) OF CHAPTER 2 (ADMINISTRATION) BY THE ADDITION OF SECTION 2-910 REGARDING THE REGULATION OF BEHESTED PAYMENTS**

**WHEREAS**, state law sets forth a reporting scheme under Government Code section 82015(b)(2)(B)(iii) for so-called "behested payments" as part of the Political Reform Act (the "Act") that applies to elected officials of the City of San Fernando (the "City"); and

**WHEREAS**, the Act provides that even if a payment is made "at the behest" of an elected official, it is neither a gift nor a contribution if it is made principally for legislative, governmental or charitable purposes; and

**WHEREAS**, the California Fair Political Practices Commission ("FPPC") prescribes a specific Form 803 for behested payment reports, which must be filed within thirty (30) days with the official's agency when the amount of the payment, or aggregate payments for similar purposes made at the behest of the officer by the same source, is \$5,000 or more in a calendar year; and

**WHEREAS**, the public policy behind the reporting of such behested payments is to provide the disclosure of payments to the public in which there may be a potential for influence over a public official; and

**WHEREAS**, the City Council desires to augment the state law requirements concerning behested payments as set forth below.

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

**SECTION 1.** The facts set forth in the recitals above are true and correct and are incorporated herein by reference.

**SECTION 2.** Article VII (Campaign Reform) of Chapter 2 (Administration) of the City of San Fernando Municipal Code is amended by the addition of Section 2-910 which shall read as follows:

Sec. 2-910. Behested Payments.

(a) Definitions. The terms "payment" and "official" shall have those meanings as set forth in California Government Code Sections 82044 and 82020, respectively.

(b) Payments made for legislative, governmental, or charitable purposes at the behest of a candidate who is an elected officer shall be reported within thirty (30) calendar days to the City Clerk on a form prescribed by the City Clerk.

(c) Within twenty (20) calendar days of receipt of a report submitted pursuant to Subsection (b), above, the City Clerk shall publicly identify the behested payment identified therein at a regular City Council meeting at the conclusion of the public comment portion of a City Council meeting. Alternatively, the applicable elected official can publicly identify his or her reported behested payment within twenty (20) calendar days of the submission of a report submitted pursuant to Subsection (b), above, during his or her closing comments at a City Council meeting.

**SECTION 3.** Should any section, subsection, clause or provision of this Ordinance, for any reason, be held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this Ordinance. This Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, and ratified irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

**SECTION 4.** The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within fifteen (15) days after its adoption. This Ordinance shall become effective thirty (30) days after adoption.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando at the regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 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 G. Chávez, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance was adopted a regular meeting of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2015 and was carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Elena G. Chávez, City Clerk



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## AGENDA REPORT

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**To:** City Councilmembers

**From:** Mayor Joel Fajardo

**Date:** April 20, 2015

**Subject:** Discussion Regarding Administrative Policy Pertaining to City Council Contacts

**RECOMMENDATION:**

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

**ATTACHMENT:**

A. 1993 Administrative Policy Pertaining to City Council Contacts

CITY OF SAN FERNANDO		POLICY/PROCEDURE
<b>NUMBER</b>		<b>SUBJECT</b>
<b>ORIGINAL ISSUE</b>	<b>EFFECTIVE</b>	Council Contacts
August 19, 1986	August 19, 1986	
<b>CURRENT ISSUE</b>	<b>EFFECTIVE</b>	<b>CATEGORY</b>
September 15, 1993	September 15, 1993	Council Policy/Procedure
SUPERSEDES Penman Memorandum of August 19, 1986		

In the interest of supporting proper channels of communications between City Council members and employees, and conservation of Council members and staff time this policy establishes the procedure for (1) staff contacts initiated by Council members and (2) Council member contacts initiated by employees.

#### Staff Contacts Initiated by Council Members

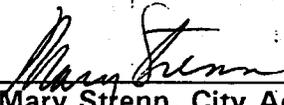
Department heads will be contacted by Council members if they have questions or wish to discuss some matter. Requests for information that can be retrieved from established records will be accommodated. Requests for information that requires generating studies or analysis will be accommodated in accordance with priorities and staff time availability. Employees other than department heads who are contacted by Council members are required to advise the department head of the contact and the nature of the call.

#### Council Contacts Initiated by Employees

Council members will be contacted by department heads if they have questions or wish to discuss some matter upon approval of the City Administrator. All requests by employees other than department heads to speak to a Council member will be submitted to the Deputy City Clerk. The request will include the subject matter and the reason necessitating the contact. Employees are not to contact Council members directly on City time; failure to comply with this directive may result in disciplinary action. Response to the request will be at the discretion of the Council member which may be directly, by someone else on behalf of the Council member, or not at all.

#### AUTHORITY

By order of the City Administrator.

  
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 Mary Stenn, City Administrator



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## AGENDA REPORT

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**To:** City Councilmembers

**From:** Mayor Joel Fajardo

**Date:** April 20, 2015

**Subject:** Discussion Regarding City Council Policy Pertaining to Attorney Services

**RECOMMENDATION:**

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

**ATTACHMENT:**

A. 1995 City Council Policy Pertaining to Attorney Services

<b>CITY OF SAN FERNANDO</b>		<b>POLICY/PROCEDURE</b>
<b>NUMBER</b>		<b>SUBJECT</b>
<b>ORIGINAL ISSUE</b>	<b>EFFECTIVE</b>	<b>Attorney Services</b>
<b>CURRENT ISSUE</b> June 5, 1995	<b>EFFECTIVE</b> June 5, 1995	<b>CATEGORY</b> Council Policy
<b>SUPERSEDES</b>		

### **I. PURPOSE AND SCOPE**

- A. Assure equal access to city attorney services for all Councilmembers.
- B. Control costs and make effective use of time.
- C. Assure that the City Attorney is not working on assignments that are at cross purposes with adopted Council policy.
- D. Assure that Councilmembers have personal advice on conflict issues.
- E. Assure that the City Attorney remains a key member of the management team.

### **II. GENERAL**

Several sources were drawn upon in developing the following policy: Past experience of the City Attorney, the City Administrator's recent administrative policy developed for staff use of attorney services, and elements of past history that worked well (or were too restrictive).

### **III. PROCEDURE**

The City Council has adopted the following policy for use of city attorney services:

1. Any Councilmember should be able to call the City Attorney for advice on conflict of interest issues or FPPC filings, without sharing the information with other Councilmembers, except the City Clerk.
2. Work requested by a Councilmember should be assigned based on approval by a majority of the City Council.
3. Any Councilmember should be able to call the City Attorney for information that does not generate research or a work product.
4. All work products should be copied to all Councilmembers and staff (with the exception noted in (1)).
5. When Council has taken formal action completing an item, city attorney research should not be expected without further authorization.

### **AUTHORITY**

Approved at a meeting of the San Fernando City Council on June 5, 1995.



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## AGENDA REPORT

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**To:** City Councilmembers

**From:** Mayor Joel Fajardo

**Date:** April 20, 2015

**Subject:** Discussion Regarding the Municipal Equality Index Report for the City of San Fernando

**RECOMMENDATION:**

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

**ATTACHMENTS:**

- A. 2014 Municipal Equality Index – Standards for Credit
- B. Summary of Results for City of San Fernando

## STANDARDS FOR CREDIT

The 2014 Municipal Equality Index includes a new scorecard and tighter standards for credit. A clarification of what is required to receive points is listed below.

### SECTION I. NON-DISCRIMINATION LAWS

- Non-Discrimination in Employment, Housing, and Public Accommodations (Up to 18 points). This category evaluates whether discrimination on the basis of sexual orientation and gender identity is prohibited within the city in areas of private employment, housing, and public accommodations. In each category, cities receive 3 points for prohibiting discrimination on the basis of sexual orientation and 3 points for prohibiting discrimination on the basis of gender identity. All non-discrimination laws ought to be fully inclusive of lesbian, gay, bisexual, and transgender people, and acknowledging sexual orientation-only protections as simply that does not imply they are sufficient; they are not.

### SECTION II. RELATIONSHIP RECOGNITION

- Marriage, Civil Unions, Domestic Partnerships, or Domestic Partner Registries (12 points). State level relationship recognition including marriage, civil unions, or comprehensive domestic partnerships established by statute or case law will be awarded points. Marriages performed on the basis of unclear legal authority will not be classified as marriages for the purpose of the MEI until legal authority is confirmed. As before, domestic partner registries at the county or city level will be worth the same number of points as state level relationship recognition to reflect that cities do not have control over marriage law.

### SECTION III. MUNICIPALITY AS EMPLOYER

- Non-Discrimination in City Employment (5 points for sexual orientation/5 points for gender identity). This can be established either via an enumerated municipal ordinance that expressly includes city employees or via an enumerated equal employment opportunity policy adopted by the municipality. If the city has an employment non-discrimination ordinance that enumerates sexual orientation and gender identity the city is NOT presumed to be covered by that ordinance; the ordinance must either specifically address city employees or the ordinance must be incorporated by reference in city employment policies. If state or county law is enumerated to include sexual orientation or gender identity this too may be incorporated by reference. An unenumerated non-discrimination policy or ordinance will not be sufficient to earn credit.
- Domestic Partner Health Benefits (4 points). These benefits, which extend healthcare coverage to domestic partners or same-sex married spouses, must be explicitly extended in benefits documents. Where the city is in a jurisdiction where there is state-level relationship recognition the proof of these policies can be minimal but is not assumed; otherwise these benefits must be explicitly extended in a written policy to same-sex partners in order to receive credit.
- Transgender-Inclusive Health Care Benefits (4 points). The municipality must provide at least one health insurance plan that provides coverage for transgender healthcare needs (sex reassignment surgeries, hormone replacement therapy, and other gender-affirming care). The policy must affirmatively include gender-affirming care; a lack of exclusion is not sufficient for an award of points because this care is routinely not covered.

## STANDARDS FOR CREDIT

- Legal Dependent Benefits (2 points). The municipality receives credit in this section when it recognizes and explicitly includes a dependent of the employee's domestic partner as a dependent of the employee. Where the city is in a jurisdiction where there is state-level relationship recognition the proof of these policies can be minimal but is not assumed; otherwise these benefits must be explicitly extended in a written policy to same-sex partners in order to receive credit.
- Equivalent Family Leave (2 points). To receive credit in this section a municipality must explicitly provide equivalent family leave to same-sex families (same-sex spouses or domestic partners and their dependent children) as it does to heterosexual families under FMLA and other policies. Points will be awarded where there is a state law to this effect. Where the city is in a jurisdiction where there is state-level relationship recognition the proof of these policies can be minimal but is not assumed; otherwise these benefits must be explicitly extended in a written policy to same-sex partners in order to receive credit.
- City Contractor Non-Discrimination Ordinance or Policy (2 points for sexual orientation/ 2 points for gender identity). These can be established through municipal ordinances or policies that mandate all city contractors to have non-discrimination policies based on sexual orientation and gender identity. Partial credit may be awarded where the city gives a bidding preference to a city contractor with an inclusive non-discrimination policy.
- City Contractor Equal Benefits Ordinance or Policy (3 points). The municipality requires contractors, by written policy or by ordinance, to provide equal benefits to LGBT employees. Generalized language stating that benefits will be applied equally and which does not specifically enumerate sexual orientation or gender identity will not suffice for credit. Where the city is in a jurisdiction where there is state-level relationship recognition the proof of these policies can be minimal but is not assumed; otherwise these benefits must be explicitly extended in a written policy in order to receive credit.
- BONUS: Grossing Up of Employee Benefits (2 bonus points). Grossing up is when municipalities pay employees an offset to compensate for the tax penalty inflicted on some same-sex couples with regard to domestic partner benefits. Prior to the repeal of the Defense of Marriage Act, because same-sex marriages were not recognized by the federal government, all legally married same-sex couples receiving domestic partner benefits from an employer were taxed on those benefits when married heterosexual couples were not. The repeal of DOMA has eliminated this additional tax for married same-sex couples. However, couples in civil unions and domestic partnerships continue to be subject to this tax penalty. An employer can offer a stipend or a percentage increase in salary to ensure that employees in same-sex relationships are not effectively paying more to receive the same benefits. This can be done via a municipal ordinance or an employment policy.

## STANDARDS FOR CREDIT

- Bonus: Municipality is a Welcoming Place to Work (2 bonus points). This section assesses whether a municipality has LGBT-specific programming to attract LGBT applicants and promote diversity in the workplace. Cities will receive credit if they have any of the following: an employee pride alliance, diversity training that is inclusive of LGBT issues, or a recruitment program that actively advertises to the LGBT community.

### SECTION IV. MUNICIPAL SERVICES

- Human Rights Commission (4 points). A commission or council tasked with eliminating discrimination in a city. Starting in 2014, this commission will be worth four standard points if its purpose is largely or entirely educational. The commission may hold community discussions, screen movies, present panels, take public comment, advise the city on matters of diversity and inclusion, develop policies and strategies for making the city more inclusive, and undertake other similar types of endeavors. The commission must have met recently (within the last three years) and a federal EEOC office located in a city does not garner credit unless the city has contracted with them for the services described above.
- BONUS: Enforcement Mechanism in Human Rights Commission (3 bonus points). Where, in addition to the functions listed above, a Human Rights Commission has the authority to conciliate, issue a right to sue letter, or otherwise enforce non-discrimination protections, that commission will earn three bonus points in addition to the four standard points awarded above.
- LGBT Liaison in the Mayor's Office (5 points). To receive credit in this category, there must be an officially designated liaison to the LGBT community. The function of a liaison is not simply to be a resource for the mayor, but also to be a resource for the public to elevate the concerns of the LGBT community and ensure they are being heard. Therefore, the liaison's contact information must be made available to the public through the city's website or where other city officials' contact information is published. LGBT persons who work in the mayor's office do not qualify for credit in this category unless their service in this capacity is part of his or her official job; however, LGBT liaisons may have additional job functions unrelated to LGBT issues. Please note that credit is given in part VI for openly LGBT city elected or appointed officials.
- Enumerated Anti-Bullying School Policies (3 points for sexual orientation/3points for gender identity). To receive credit in this category, a city or county ordinance, state statute, or school district/school board policy must specifically prohibit bullying and enumerate the bases of sexual orientation and gender identity as prohibited grounds upon which to bully. Anti-harassment policies that are enumerated and include language that encompasses bullying will be given credit, but hazing or harassment policies that do not encompass bullying will not receive credit. Where there are multiple schools or districts in the city limits, credit will only be given at the local level if all schools within city limits have enumerated anti-bullying policies.

## STANDARDS FOR CREDIT

- BONUS: City provides services to LGBT youth (2 bonus points). Cities that provide services, partially provide services, or provide funding for services for LGBT youth will receive two bonus points.
- BONUS: City provides services to LGBT homeless (2 bonus points). Cities that provide services, partially provide services, or provide funding for services for LGBT homeless people will receive two bonus points.
- BONUS: City provides services to LGBT elderly (2 bonus points). Cities that provide services, partially provide services, or provide funding for services for LGBT elders will receive two bonus points.
- BONUS: City provides services to people living with HIV or AIDS (2 bonus points). Cities that provide services, partially provide services, or provide funding for services for people who are HIV positive or living with AIDS will receive two bonus points.

### SECTION V. LAW ENFORCEMENT

- LGBT Police Liaison or Task Force (8 points). To get credit in this category, there must be an officially designated liaison to the LGBT community or task force charged with addressing LGBT issues. An LGBT Liaison or task force must be publicly known in order to receive credit. The function of a liaison is not simply to be a resource for the department, but also to be a resource for the public to elevate the concerns of the LGBT community and ensure they are being heard. Therefore, the liaison's contact information must be made available to the public through the city's website or where other police contact information is published. LGBT police officers, including high-ranking officers, do not qualify for credit in this category unless their service as liaison is part of his or her official job. Partial credit will be given in this category where the entire police force is trained on LGBT issues.
- Reported 2012 Hate Crimes Statistics to the FBI (10 points). The city must report hate crimes statistics to the FBI in all categories, including sexual orientation and gender identity, and either:
  - ⇒ Report a positive number of hate crimes in any category in 2011 (i.e. report more than "0" for hate crimes reported in any one or more of the protected categories), OR
  - ⇒ Report zero hate crimes in 2011 AND have reported a positive number of hate crimes, in any one or more of the protected categories, some year in the past five years. This second is to recognize that statistically it is possible that no hate crimes of any kind have occurred in a small city this year, but that it is highly improbable that no hate crimes of any kind have occurred in in the last five years.

## STANDARDS FOR CREDIT

### SECTION VI. RELATIONSHIP WITH THE LGBT COMMUNITY

- Leadership's Public Position on LGBT Equality (5 points). This section grades, on a sliding scale from zero to five points, how pro-equality the city leadership is in its public statements. City leadership includes the mayor, city manager if applicable, city council, and other government officials. These statements may include joining a pro-equality association such as Mayors for Freedom to Marry, coming out publicly in favor of LGBT rights, supporting LGBT community organizations, etc. It also includes comments made during city council meetings or at other public events. Starting in 2014, this section will also include participation in Pride events and partnership with LGBT groups to create solutions to city problems.
- Leadership's Pro-Equality Legislative or Policy Efforts (3 points). This section grades, on a sliding scale from zero to three points, how actively the city has been pursuing pro-equality legislation and policies. This includes ordinances introduced, whether passed or not, and city policies, as well as pro-equality city council resolutions.
- BONUS: Openly LGBT Elected or Appointed Municipal Leaders (3 bonus points). The criteria for points in this category is the person be a leader – have some kind of a senior elected or appointed position in the city – and that the person be openly LGBT. A state or federal elected representative from the city does not qualify, as the person must be elected or appointed to a position in the municipality being rated.
- BONUS: Cities are Pro-Equality Despite Restrictive State Law (2 bonus points). This category, which we formerly called “Resisting Dillon’s Rule”, gives credit to cities who have a state law of some kind that restricts the city’s ability to pass LGBT inclusive ordinances and who take distinct actions to push back against that limit either by advocating for change or testing its limits. Simply being in a state with such restrictions is not enough to qualify for these points. Many states do not have this type of law, which means many cities are not qualified to receive these points. In 2014 this section will include cities that had domestic partner registries that were rendered moot by restrictive state law.

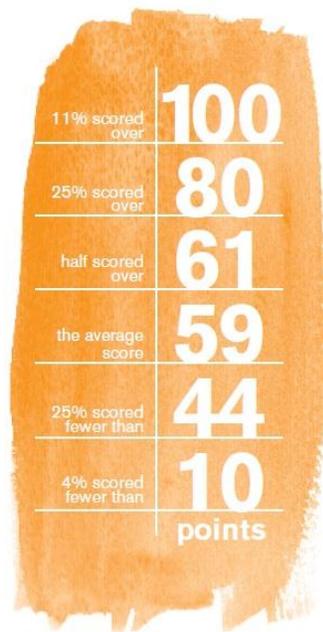


HUMAN  
RIGHTS  
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## 2014 Municipal Equality Index: San Fernando, California

1640 Rhode Island Ave., N.W.  
Washington, D.C. 20036  
web: [www.hrc.org](http://www.hrc.org)  
phone: 202/628-4160  
fax: 202/347-5323

### Summary of Results



Even as marriage equality expands to 32 states, cities around the country continue to lead the way toward equality for lesbian, gay, bisexual and transgender (LGBT) people. The 2014 Municipal Equality Index (MEI) highlights the ways cities have acted to ensure their LGBT citizens are treated with dignity and respect, even where the state and federal government have failed to do so.

#### *Non-discrimination Laws*

Of the 84 million people living in MEI-rated municipalities, 34 million have more inclusive laws at the municipal level than they do at the state level; in an era where one third of the states with marriage equality lack critical nondiscrimination protections for the LGBT community, this is of critical importance. Further, 32 million people have explicit gender identity or expression protections at the municipal level that they do not have at the state level. Cities around the country recognize the importance of ensuring all people have the ability to live and work without fear of discrimination because of

their sexual orientation or gender identity.

And this momentum is not limited to cities in any one region of the country. Cities of all sizes, chosen for rating for any of several different reasons, from states with good LGBT laws and states without, have made municipal equality a priority in their jurisdiction.

Eight of the thirty-eight cities that scored 100 points had populations of under 100,000 people, and every region of the country had at least one perfect score. Twenty-three MEI “All Stars” scored over 85 points without reliance on state law for points in the relationship recognition and nondiscrimination categories; nearly half of the perfect scores received full credit in the non-discrimination section based upon municipal law alone. Cities selected for rating due to their high proportion of same-sex couples did remarkably better than cities as a whole (they averaged 82 points in comparison to the national average of 59 points), and that

effect was magnified when the city was also one of the fifty largest in the country. Overall, however, city size did not have a significant relationship to a city’s score.

One of the most striking changes is that forty-two cities – 12% of cities rated in 2014 – are offering transgender-inclusive health care options to city employees. This is an increase from 16 cities in 2013, which was up from 5 cities in 2012. Of the cities the 2012 MEI rated, there has been a fivefold increase with 25 of those cities – 18% of cities rated in that edition – now offering transgender-inclusive benefits. This edition is the MEI’s first in counting transgender-inclusive health benefits as standard (not bonus) points, as recent changes have made it possible for cities who had previously been barred from offering trans-inclusive benefits to now do so. For more information about transgender inclusive benefits and the MEI, please see page 28 for the full MEI report (available at [www.hrc.org/mei](http://www.hrc.org/mei)).

Marriage is changing the landscape of equality, but this report underlines that some of the most important progress is happening not in the courts, not in the statehouses, but in city halls in every corner of America.

### OF THE 38 CITIES THAT SCORED 100 POINTS...



## San Fernando, California

San Fernando, California self-submitted to be rated by the MEI late last year. The City's current score is 82 out of a possible 100 points. This places San Fernando above the national average of 59 points and the state average of 73 points. However, as indicated in the included scorecard, there remains a number of opportunities to improve the City's score.

### Points Earned

San Fernando obtained full credit in **Part I: Non-discrimination Laws**, which awards credit for inclusive state, county, or city level non-discrimination protections. All points awarded in this part were based on state-level non-discrimination laws prohibiting discrimination in employment, housing, and public accommodations based on sexual orientation or gender identity (SOGI).

The City also earned full credit in **Part II: Relationship Recognition** on account of state and county relationship recognition laws for same-sex couples.

**Part III: Municipality As Employer** looks at city employment policies. Here, San Fernando gained 24 points out of 33 possible points. The City was awarded credit for its SOGI-inclusive city employment nondiscrimination policy, domestic partnership benefits, transgender-inclusive health benefits (through CalPERS), and benefits (including family leave) for partners and legal dependents of same-sex couples. San Fernando obtained half credit for a consistent practice of inserting a nondiscrimination clause in city vendor contracts.

In **Part IV: Municipal Services**, San Fernando obtained 10 out of 26 possible points. Points were awarded for the Los Angeles County's Human Relations Commission and SOGI-inclusive school district anti-bullying policies.

San Fernando earned 10 out of 18 points in **Part V: Law Enforcement**. Ten points were awarded in this section for responsible reporting of hate crimes to the FBI.

Finally, the City was granted 8 out of 13 possible points in **Part VI: Leadership on LGBT Equality**. This section rates city leadership's public position on equality and recent local legislative efforts. These points were based on the City Council's vote to participate in the MEI, as well as city leadership's efforts to attract Pride events and LGBT community centers. Furthermore, the City was awarded 3 bonus points for having openly LGBT city officials.

### Opportunities for Improvement

San Fernando's 2014 self-submit rating identifies a number of areas for improvement. Opportunities for additional credit are highlighted below.

- **Part III: Municipality As Employer**

- **City Contractor Non-discrimination Ordinance:** By codifying (via policy or ordinance) San Fernando's current practice of requiring contractors to have SOGI-inclusive employment nondiscrimination policies, the City can obtain full credit in this category (2 additional points).
- **Welcoming Place to Work:** 2 bonus points are available in this section for instituting all-staff LGBT-inclusive diversity training, an employee pride alliance, or a recruitment program that actively advertises to the LGBT community.
- Points in the remaining categories (**City Contractor Equal Benefits Ordinance** and **Grossing Up** bonus points) are not available due to state law and upcoming revisions to the 2015 MEI.

- **Part IV: Municipal Services**

- **LGBT Liaison to the City Executive:** 5 points are available in this section. The contact info for the city executive LGBT liaison must be publically posted on the City's website in order to qualify for credit.
- **HRC Enforcement:** 3 bonus points will be granted if the City (or County) implements a human rights/relations commission (HRC) that has the power to enforce nondiscrimination protections.
- **City Services to LGBT youth, LGBT homeless, LGBT elderly, and People Living with HIV/AIDS:** A total of 8 bonus points is available if the City either (1) directly provides services to these vulnerable groups, or (2) provides support (funds or in-kind donations) to organizations that provide these services.
  - Example: City funding to a community center that facilitates a weekly LGBT youth support group.

- **Part V: Law Enforcement:**

- **Police LGBT Liaison:** San Fernando can earn an additional 8 points for appointing an officer to serve as an LGBT liaison to the city police department. As with the city executive LGBT liaison, the police liaison's contact information and designation as LGBT liaison must be posted on the City's website for credit.

- **Part VI: Leadership on LGBT Equality**

- This section of the MEI employs a subject assessment of city leadership's actions and positions on equality. The City can possibly increase its score by 3 points if city leadership continues to take public positions in favor of equality and introduce policies or legislation that further LGBT equality.

- **Resisting Dillon's Rule** points do not apply to cities in California, since California does not have laws restricting cities' ability to pass ordinances protecting LGBT people.

In summary, the City of San Fernando can increase its raw score by **34 total points** by following the recommendations above. Final scores cannot exceed 100.

**CONFIDENTIAL-DRAFT- NOT FOR PUBLICATION-CONFIDENTIAL-DRAFT**



2014 MEI Scorecard - San Fernando, California

		State		County		Municipal		
		SO	GI	SO	GI	SO	GI	
<b>Part I. Non-Discrimination Law</b>								
A. Employment	6	3/3	3	3	3/3	0	0	6
B. Housing	6	3/3	3	3	3/3	0	0	6
C. Public Accommodations	6	3/3	3	3	3/3	0	0	6
	<b>18</b>	<b>Part I. Standard Points</b>						<b>18</b>
<b>Part II. Relationship Recognition</b>								
		ME	CU	DP	DP Registry		DP Registry	
A. Statewide RR (ME, CU, DP)	12	12	0	12				12
B. Municipal DP Registry	12				12	12	12	0
	<b>12</b>	<b>Part II. Standard Points</b>						<b>12</b>
<b>Part III. Municipality As Employer</b>								
				SO	GI	SO	GI	
<b>Non-Discrimination Policy for City Employees</b>								
A. Non-Discrimination in City Employment	10			5/5	0	0	5/5	5
<b>Benefits for City Employees</b>								
B. Domestic Partner Health Benefits	4			4	0	4	4	4
C. Trans-Inclusive Health Benefits	4			4	0	4	4	4
D. Legal Dependent Benefits	2			2	0	2	2	2
E. Equivalent Family Leave	2			2	0	2	2	2
<b>Contractor Policies</b>								
F. City Contractor Non-Discrim Ordinance	4			2/2	0	0	2/2	1
G. City Contractor Equal Benefits Ordinance	3			3	0	3	0	0
BONUS: Grossing Up Employee Benefits	2			2	0	2	0	0
BONUS: Welcoming Place to Work	2			2	0	2	0	0
	<b>29</b>	<b>Part III. Standard Points</b>						<b>24</b>
	<b>4</b>	<b>Part III. Bonus Points</b>						<b>0</b>
<b>Part IV. Municipality Services</b>								
				SO	GI	SO	GI	
A. Human Rights Commission	4			4	4	4	0	4
B. Mayoral LGBT Liaison/Office	5			5	0	5	0	0
<b>Schools</b>								
C. Anti-Bullying Policies	6	3/3	3	3	3/3	0	0	3
BONUS: Enforcement of HRC	3			3	0	3	0	0
BONUS: City provides services to LGBT youth	2			2	0	2	0	0
BONUS: City provides services to LGBT homeless	2			2	0	2	0	0
BONUS: City provides services to LGBT elderly	2			2	0	2	0	0
BONUS: City provides services to HIV/AIDS pop.	2			2	0	2	0	0
	<b>15</b>	<b>Part IV. Standard Points</b>						<b>10</b>
	<b>11</b>	<b>Part IV. Bonus Points</b>						<b>0</b>
<b>Part V. Law Enforcement</b>								
A. LGBT Liaison/Task Force in Police Dept.	8			8	0	8	0	0
B. Hate Crimes Reporting (2012)	10			10	0	10	10	10
	<b>18</b>	<b>Part V. Standard Points</b>						<b>10</b>
<b>Part VI. Leadership on LGBT Equality</b>								
A. Leadership's Public Position on Equality	0.5			0.5	0	0.5	3	3
B. Recent Local Legislative Efforts	0.3			0.3	0	0.3	2	2
BONUS: LGBT Visibility	3			3	0	3	3	3
BONUS: Resisting Dillon's Rule	2			2	0	2	0	0
	<b>8</b>	<b>Part VI. Standard Points</b>						<b>5</b>
	<b>5</b>	<b>Part VI. Bonus Points</b>						<b>3</b>

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Standard Points Total	79
Bonus Point Total	3
Total Raw Score	82
<b>Final Score</b>	<b>82</b>