



SAN FERNANDO CITY COUNCIL  
REGULAR MEETING NOTICE AND AGENDA

AUGUST 1, 2016 – 6:00 PM

COUNCIL CHAMBERS  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340

**CALL TO ORDER/ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

San Fernando Police Explorer Yvonne Gonzalez

**APPROVAL OF AGENDA**

**PRESENTATIONS**

- a) TRIBUTE TO OUR TROOPS  
Mayor Robert C. Gonzales

**PUBLIC STATEMENTS – WRITTEN/ORAL**

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

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**CONSENT CALENDAR**

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the City Council wishes to discuss any item, it should first be removed from the Consent Calendar.

**1) REQUEST TO APPROVE MINUTES OF:**

- a) JUNE 6, 2016 – SPECIAL MEETING
- b) JUNE 29, 2016 – ADJOURNED REGULAR MEETING
- c) JULY 18, 2016 – SPECIAL MEETING

**2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER**

Recommend that the City Council adopt Resolution No. 16-081 approving the Warrant Register.

**3) UPDATE REGARDING THE CITY'S LIVING WAGE ORDINANCE**

Recommend that the City Council receive and file the report.

**4) CONSIDERATION TO ADOPT A RESOLUTION AUTHORIZING AND ADOPTING THE CITY'S 2016 FEDERAL TRANSIT ADMINISTRATION TITLE VI PLAN**

Recommend that the City Council:

- a. Approve Resolution No. 7757 authorizing and adopting the City's 2016 Federal Transit Administration Title VI Plan; and
- b. Direct the City Manager to implement the Title VI Plan.

**5) CONSIDERATION TO APPROVE BIKE DONATIONS FROM THE KIWANIS CLUB OF SAN FERNANDO**

Recommend that the City Council:

- a. Approve the donation of 64 bicycles, parts and equipment to the San Fernando Recreation and Community Services Department from the Kiwanis Club of San Fernando; and

**SAN FERNANDO CITY COUNCIL****Regular Meeting Notice and Agenda – August 1, 2016**Page 3 of 4

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- b. Authorize the City Manager to direct staff to accept the bicycles and execute all related documents.

**ADMINISTRATIVE REPORTS****6) WEST LOS ANGELES VETERANS AFFAIRS (WEST LA VA) LETTER OF SUPPORT**

This item is placed on the agenda by Mayor Robert C. Gonzales.

**7) ACCEPTANCE OF DONATED PUBLIC ARTWORK**

This item is placed on the agenda by Mayor Robert C. Gonzales.

**8) CONSIDERATION TO APPROVE CO-SPONSORSHIP OF THE 2<sup>ND</sup> ANNUAL SAN FERNANDO CHILE FESTIVAL**

Recommend that the City Council consider the following:

- a. Approve City co-sponsorship of the 2<sup>nd</sup> Annual San Fernando Chile Festival (Chile Festival) with the San Fernando Mall Association;
- b. Approve the use of the City Seal on Chile Festival print material;
- c. Approve waiving special event fees for implementation of the Chile Festival; and
- d. Adopt Resolution No. 7758 to increase expenditures of FY 2016-2017 Fund 001 budget by \$10,350 to fund staffing costs for the Chile Festival in October of 2016.

**CITY COUNCIL - LIAISON UPDATES****DEPARTMENT HEADS - COMMISSION UPDATES****GENERAL COUNCIL COMMENTS****STAFF COMMUNICATION**

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**ADJOURNMENT**

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

Elena G. Chávez, CMC

City Clerk

Signed and Posted: July 27, 2016 (6:00 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 website ([www.sfcity.org](http://www.sfcity.org)). These are also available for public reviewing prior to a meeting in the City Clerk Department. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk Department at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's website at [www.sfcity.org](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 Department at (818) 898-1204 at least 48 hours prior to the meeting.*

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# **Regular Meeting**

# **San Fernando City Council**

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**JUNE 6, 2016 – 4:30 P.M.  
SPECIAL MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Robert C. Gonzales called the meeting to order at 4:33 p.m.

Present:

Council: Mayor Robert C. Gonzales, Vice Mayor Joel Fajardo, and Councilmembers Antonio Lopez (arrived at 4:41 p.m.), Jaime Soto (arrived at 4:34 p.m.), and Sylvia Ballin

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

**PLEDGE OF ALLEGIANCE**

Led by Mayor Robert C. Gonzales

**APPROVAL OF AGENDA**

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

**PUBLIC STATEMENTS – WRITTEN/ORAL**

None

**RECESS TO CLOSED SESSION (4:34 P.M.)**

By consensus, Councilmembers recessed to the following Closed Session.

- A) CONFERENCE WITH LABOR NEGOTIATOR  
G.C. §54957.6  
Designated City Negotiator: City Manager Brian Saeki

**SAN FERNANDO CITY COUNCIL  
SPECIAL MEETING MINUTES – June 6, 2016**

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Employees and Employee Bargaining Units that are the Subject of Negotiation:

San Fernando Management Group (SEIU, Local 721)

San Fernando Public Employees' Association (SEIU, Local 721)

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association (SEIU, Local 721)

San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)

All Unrepresented Employees

**B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

G.C. §54957(b)(1)

Title: City Manager

**C) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS FACTS AND  
CIRCUMSTANCES WHICH MAY CREATE EXPOSURE TO LITIGATION**

G.C. §54956.9(d)(2) AND §54956.9(e)(1)

One (1) Matter

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

City Attorney Olivarez reported the following:

Item A – The City Council received an update regarding negotiations. Direction was given to staff on how to proceed moving forward.

Item B – The City Council conducted a performance evaluation of the City Manager; nothing further to report.

Item C – The City Council received an update. Direction was given but no final action was taken.

**ADJOURNMENT (6:00 P.M.)**

By consensus, the meeting was adjourned.

*I do hereby certify that the foregoing is a true and  
correct copy of the minutes of June 6, 2016 meeting as  
approved by the San Fernando City Council.*

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*Elena G. Chávez  
City Clerk*

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**JUNE 29, 2016 – 7:00 P.M.  
ADJOURNED REGULAR MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Robert C. Gonzales called the meeting to order at 7:00 p.m.

Present:

Council: Mayor Robert C. Gonzales, Vice Mayor Joel Fajardo, and Councilmembers Antonio Lopez and Sylvia Ballin (via teleconference)

Staff: Deputy City Manager/Public Works Director Chris Marcarello, Assistant City Attorney Richard Padilla, and City Clerk Elena G. Chávez

Absent: Councilmember Jaime Soto (notified staff that he was unable to attend due to work obligations and teaching commitments at this hour)

**PLEDGE OF ALLEGIANCE**

Led by Police Chief Anthony Vairo

**APPROVAL OF AGENDA**

Motion by Councilmember Lopez, seconded by Vice Mayor Fajardo, to approve the agenda as amended. By consensus, the motion carried.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

Mayor Gonzales read a statement from Gilbert Berriozabal who asked that the meeting adjourn in memory of the 49 victims who lost their lives in the Orlando shooting a few weeks ago.

**CONSENT CALENDAR**

Motion by Councilmember Lopez, seconded by Vice Mayor Fajardo, to approve the following Consent Calendar Items:

**SAN FERNANDO CITY COUNCIL****MINUTES – June 29, 2016****Page 2**

- 1) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 2) CONSIDERATION TO AUTHORIZE SUBMITTAL OF GRANT APPLICATION FOR CALIFORNIA YOUTH SOCCER AND RECREATION DEVELOPMENT PROGRAM
- 3) CONSIDERATION TO APPROVE AN AMENDMENT TO THE CONTRACT WITH WEST COAST ARBORISTS REGARDING THE UNIT PRICE SCHEDULE FOR TREE MAINTENANCE SERVICES
- 4) CONSIDERATION OF DISPOSITION OF SURPLUS CITY-OWNED PERSONAL PROPERTY
- 5) CONSIDERATION TO PURCHASE A FORD F-550 XL DUAL REAR WHEEL GASOLINE POWERED UTILITY TRUCK WITH FLATBED BODY UNDER THE NATIONAL JOINT POWER ALLIANCE AND RELATED WATER OPERATIONS EQUIPMENT
- 6) CONSIDERATION TO PURCHASE TWO COMPRESSED NATURAL GAS FORD F-250 UTILITY BODY TRUCKS AND DESIGNATE OUTDATED TRUCKS AS SURPLUS PROPERTY
- 7) CONSIDERATION TO ADOPT A RESOLUTION SETTING THE FISCAL YEAR 2016-2017 ARTICLE XIII B APPROPRIATIONS (GANN) LIMIT
- 8) CONSIDERATION TO AWARD A CONTRACT FOR SOUTH HUNTINGTON STREET IMPROVEMENTS BETWEEN SAN FERNANDO ROAD AND HOLLISTER STREET, CDBG PROJECT NO. 601716-15 JOB NO. 7590, PLAN NO. P-719
- 9) CONSIDERATION TO ADOPT A RESOLUTION ESTABLISHING A RETIREE HEALTH SAVINGS PROGRAM AND APPROVE ADMINISTRATIVE SERVICE AGREEMENTS WITH ICMA-RC TO PROVIDE DEFERRED COMPENSATION AND RETIREE HEALTH SAVINGS PLAN ADMINISTRATION
- 10) CONSIDERATION TO ADOPT RESOLUTIONS AMENDING THE SALARY SCHEDULE AND TABLE OF ORGANIZATION FOR FISCAL YEAR (FY) 2016-2017
- 11) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO RJM DESIGN GROUP, INC. FOR PARK MASTER PLAN DEVELOPMENT SERVICES

By consensus, the motion carried.

**SAN FERNANDO CITY COUNCIL****MINUTES – June 29, 2016****Page 3****PUBLIC HEARING**

Motion by Mayor Gonzales, seconded by Councilmember Lopez, to move up agenda Item No. 13. By consensus, the motion carried.

13) **CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE 2015 URBAN WATER MANAGEMENT PLAN**

Mayor Gonzales declared the Public Hearing open.

Deputy City Manager/Public Works Director Marcarello presented the staff report.

Mayor Gonzales called for public testimony; there were no public comments.

Motion by Mayor Gonzales, seconded by Councilmember Lopez, to close the public comment portion of the Hearing. By consensus, the motion carried.

Motion by Vice Mayor Fajardo, seconded by Councilmember Lopez, to adopt Resolution No. 7743 adopting all components of the 2015 Urban Water Management Plan.

The motion carried with the following vote:

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

12) **CONSIDERATION AND APPROVAL OF A RESOLUTION ADOPTING OF THE FISCAL YEAR (FY) 2016-2017 CITY BUDGET OR, ALTERNATIVELY, CONSIDERATION AND APPROVAL OF A CONTINUING BUDGET RESOLUTION CONTINUING THE FY 2015-2016 CITY BUDGET PENDING FINAL APPROVAL OF THE FY 2016-2017 CITY BUDGET**

Mayor Gonzales declared the Public Hearing open.

Finance Director Nick Kimball presented the staff report.

In response to Councilmember Ballin's comment regarding Community Services Officers (CSOs) and bringing back the residential parking program (if it pays for the cost of making the CSOs full-time), Deputy City Manager/Public Works Director Marcarello stated that staff is working on a policy to be presented to the City Council for review.

Mayor Gonzales called for public testimony.

City Clerk Chávez read a statement from Councilmember Soto who requested that the City Council review the budget thoroughly and, other than approve the resolution to continue the current fiscal year budget, not make a final decision until he could participate.

**SAN FERNANDO CITY COUNCIL****MINUTES – June 29, 2016****Page 4**

There were no further public comments, Mayor Gonzales closed the public comment portion of the Hearing.

Motion by Vice Mayor Fajardo, seconded by Councilmember Lopez, to approve Resolution No. 7746 adopting the FY 2016-2017 Budget.

The motion carried with the following vote:

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

**COMMITTEE/COMMISSION LIAISON UPDATES**

Councilmember Ballin gave an update regarding a recent Independent Cities Finance Authority meeting.

Mayor Gonzales reported that the Independent Cities Association recently held a conference and will be having a meeting soon.

**GENERAL COUNCIL COMMENTS**

Councilmember Ballin agreed that City budget discussion is critical but does not understand Councilmember Soto's earlier comment because the item was agendaized at the last regular Council meeting that had to be cancelled due to lack of a quorum.

Vice Mayor Fajardo reminded everyone that the congressman will be hosting a town forum tomorrow and he thanked those who assisted with the vigil held for the Orlando, Florida, shooting victims.

Mayor Gonzales agreed with Councilmember Ballin's comment regarding the budget item (it was not rushed) and he thanked staff for coming in, and thanked Councilmember Ballin for participating via teleconference.

**STAFF COMMUNICATION**

Both Deputy City Manager/Public Works Director Marcarello and Police Chief Anthony Vairo gave an update regarding 4<sup>th</sup> of July activities and reported that staff has taken measures regarding anticipated illegal fireworks activities.

**SAN FERNANDO CITY COUNCIL****MINUTES – June 29, 2016****Page 5****ADJOURNMENT (7:30 P.M.)**

Mayor Gonzales called for a brief moment of silence for the 49 Orlando, Florida, shooting victims.

Motion by Vice Mayor Fajardo, seconded by Mayor Gonzales, to adjourn the meeting. By consensus, the motion carried.

*I do hereby certify that the foregoing is a true and correct copy of the minutes of June 29, 2016, meeting as approved by the San Fernando City Council.*

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*Elena G. Chávez*  
*City Clerk*

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**JULY 18, 2016 – 4:30 P.M.  
SPECIAL MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Robert C. Gonzales called the meeting to order at 4:30 p.m.

Present:

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

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

Absent: Councilmember Antonio Lopez (notified staff that he was running late and may not attend)

**PLEDGE OF ALLEGIANCE**

Led by Mayor Robert C. Gonzales

**APPROVAL OF AGENDA**

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

**PUBLIC STATEMENTS – WRITTEN/ORAL**

None

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

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

A) CONFERENCE WITH LABOR NEGOTIATOR

**SAN FERNANDO CITY COUNCIL  
SPECIAL MEETING MINUTES – July 18, 2016**

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G.C. §54957.6

Designated City Negotiator: City Manager Brian Saeki

Employees and Employee Bargaining Units that are the Subject of Negotiation:

San Fernando Management Group (SEIU, Local 721)

San Fernando Public Employees' Association (SEIU, Local 721)

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association (SEIU, Local 721)

San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)

All Unrepresented Employees

**B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

G.C. §54957(b)(1)

Title: City Manager

**C) CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

G.C. §54956.8

Property Location: Lopez Villegas House Building located at 1320 San Fernando Road, City of San Fernando (APN 2521-016-900)

Agency Negotiator: City Manager Brian Saeki, Lead Negotiator

Negotiating Parties: Gerardo Ascencio

Under Negotiation: Discussion of both price and terms of payment for sale of subject property.

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

Deputy City Attorney Padilla stated that all Councilmembers were present (with the exception of Councilmember Lopez) and reported the following:

Item A – City Council received a general update provided by staff; no final action was taken.

Item B – Discussion was had between the City Council and subject employee; no final action was taken.

Item C – Staff presented the City Council with a possible proposal for the disposition of the property; general feedback and direction was given but no final action was taken.

**ADJOURNMENT (6:00 P.M.)**

Motion by Vice Mayor Fajardo, seconded by Councilmember Ballin, to adjourn. By consensus, the motion carried.

*I do hereby certify that the foregoing is a true and correct copy of the minutes of July 18, 2016 meeting as approved by the San Fernando City Council.*

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Elena G. Chávez  
City Clerk



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## AGENDA REPORT

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**To:** Mayor Robert C. Gonzales and Councilmembers

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

**Date:** August 1, 2016

**Subject:** Consideration to Adopt a Resolution Approving the Warrant Register

### **RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 16-081 (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

**ATTACHMENT "A"****RESOLUTION NO. 16-081****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 16-081****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 1<sup>st</sup> day of August, 2016.

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Robert C. Gonzales, Mayor

**ATTEST:**

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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 1<sup>st</sup> day of August, 2016, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

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Elena G. Chávez, City Clerk

**EXHIBIT "A"**

Voucher List		Page: 1	
07/27/2016 9:40:36AM		CITY OF SAN FERNANDO	
Bank code : bank3			
Voucher	Date	Vendor	Amount
202097	8/1/2016	892301 1431 TRUMAN ST LLC	070-2996
			WTR MTR INSTALLATION DEP REFUND
			070-2996
			3,235.00
			Total : 3,235.00
202098	8/1/2016	892287 99 CLEANERS	8272
			ENP TOWELS CLEANING SERVICE
			001-422-3750-4300
			15.00
			Total : 15.00
202099	8/1/2016	891587 ABLE MAILING INC.	24501
			JULY'16-WATER BILLS FULFILLMENT
			072-360-0000-4300
			94.58
			070-382-0000-4300
			94.58
			24503
			STORAGE OF WATER ENV-JUNE 2016
			070-382-0000-4300
			12.50
			072-360-0000-4300
			12.50
			Total : 214.16
202100	8/1/2016	100066 ADS ENVIRONMENTAL SERVICES,INC	22101.22-0616
			FY 15-16 DESIGN, INSTALLATION & MO
			072-360-0000-4260
			1,555.00
			22137.11-0616
			WASTEWATER FLOW MONITORING SE
			072-360-0000-4260
			36,375.00
			Total : 37,930.00
202101	8/1/2016	888356 ADVANCED AUTO REPAIR	1042
			REPAIR DOOR-PW7122
			041-320-0370-4400
			363.71
			1055
			SHIFT SELECTOR; DRAY/TIE ROD REP
			041-320-0390-4400
			565.49
			1056
			REPL RIGHT REAR DOOR GLASS/FRAM
			041-320-0225-4400
			510.40
			Total : 1,439.60
202102	8/1/2016	100070 ADVANCED ELECTRONICS INC.	80001644
			COMPUTER MAINTENANCE-JULY 2016
			001-135-0000-4260
			6,761.57
			Total : 6,761.57
202103	8/1/2016	891969 ADVANCED PURE WATER SOLUTIONS	36495711-0816
			DRINKING WATER
			001-222-0000-4300
			102.00

vchlist

Voucher List

Page:

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07/27/20169:40:36AMCITY OF SAN FERNANDO

Bank code :bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202103	8/1/2016	891969	891969 ADVANCED PURE WATER SOLUTIONS	(Continued)	Total :	102.00
202104	8/1/2016	100098	AIRGAS SAFETY	9050817690	SAFETY GLOVES 001-311-0000-4310	309.17
					Total :	309.17
202105	8/1/2016	892271	ALL STAR ELITE SPORTS	INV1052	CHAMPION T-SHIRTS 017-420-1334-4300	269.99
				INV1053	017-420-1328-4300	39.38
					ADDTL JERSERY S FOR BASKETBALL 017-420-1328-4300	71.59
					Total :	380.96
202106	8/1/2016	100166	AMERICAN PUBLIC WORKS ASSOC.	GROUP ID 17952	MEMBERSHIP RENEWAL 08/01/16-07/3` 001-310-0000-4360	775.00
					Total :	775.00
202107	8/1/2016	887270	AMERICAN TRANSPORTATION SYSTEM	56205	MMA P BUS TRIP TO ALBUQUERQUE 109-424-3637-4260	4,179.36
					004-2360	4,000.00
					Total :	8,179.36
202108	8/1/2016	102530	AT & T	818-270-2203	NETWORK LINE 001-222-0000-4220	120.10
					Total :	120.10
202109	8/1/2016	889037	AT&T MOBILITY	875587443	MODEM FOR MESSAGE BOARD~ 001-310-0000-4220	64.95
					Total :	64.95
202110	8/1/2016	891796	BATTERY SYSTEMS INC	3597493	BATTERIES 041-320-0000-4300	16.13
					Total :	16.13
202111	8/1/2016	100405	BONANZA CONCRETE, INC.	53525	CONCRETE-316 HARPS SIDEWALK 011-311-0000-4600	717.23
					Total :	717.23

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vchlist 07/27/2016 9:40:36AM		Voucher List CITY OF SAN FERNANDO				Page: 3
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
202112	8/1/2016	889345 BSN SPORTS INC	98043914		SOFTBALL LEAGUE EQUIPMENT 017-420-1334-4300	566.30
					<b>Total :</b>	<b>566.30</b>
202113	8/1/2016	888800 BUSINESS CARD	061016		POLO SHIRTS 001-420-0000-4260	1,027.93
					017-420-1395-4260	342.64
			061616		DAY CAMP TRIP-GAME TICKETS & FOC 017-420-1399-4300	1,218.00
			061616 & 061816		HP LASERJET PRINTER & TONER 072-360-0000-4290	1,000.00
					043-390-0000-4290	406.40
			062816		HP MAINT KIT 001-420-0000-4300	63.44
			062916		ACCESSORIES FOR MARIACHI PRESE 001-424-0000-4430	1,299.28
			063016		FINANCE CHARGES 001-190-0000-4435	189.19
			070616		REGSTR-2016 CITY CLERK NEW LAWS 001-115-0000-4370	950.00
			070616		REGSTR-QRTLY CHAPTER MEETING 001-130-0000-4370	40.00
			070716		LODGING FOR MARIACHI SPECTACUL 109-424-3637-4260	3,534.70
					004-2360	3,000.00
			071816		DAY CAMP FIELD TRIP TICKETS 017-420-1399-4300	6,866.00
			071916	11412	PROJECTOR FOR OUTDOOR ACTIVITII 017-420-1399-4300	1,759.43
				11412	017-420-1395-4300	1,668.20
				11412	053-101-0107-4430	100.00
			072016		DINNER-SPECIAL CITY COUNCIL MEET 001-101-0000-4300	56.00
					<b>Total :</b>	<b>23,521.21</b>
202114	8/1/2016	890286 CALIFORNIA CLAIMS	2016-10379		WORKER'S COMP ADMIN FEES- 001-106-0000-4270	1,500.00
						Page: 3

vchlist 07/27/2016 9:40:36AM		Voucher List CITY OF SAN FERNANDO				Page: 4
Bank code :		bank3				
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202114	8/1/2016	890286 890286 CALIFORNIA CLAIMS	(Continued)			<b>Total : 1,500.00</b>
202115	8/1/2016	100561 CALIFORNIA MUNICIPAL	2016-17		AGENCY MEMBERSHIP DUES 001-102-0000-4370	155.00
					<b>Total :</b>	<b>155.00</b>
202116	8/1/2016	103619 CARL WARREN & CO.	1764239		LEGAL FEES 006-190-0000-4800	750.00
					<b>Total :</b>	<b>750.00</b>
202117	8/1/2016	891860 CARL WARREN & COMPANY	10145-10154		REIMB.OF ITF ACCT (LIABILITY CLAIMS 006-1037	10,961.85
					<b>Total :</b>	<b>10,961.85</b>
202118	8/1/2016	103816 CHAVEZ, ELENA	REIMB.		MILEAGE REIMB.-CCAC MEMBERSHIP 001-115-0000-4390	57.46
					<b>Total :</b>	<b>57.46</b>
202119	8/1/2016	892305 CISNEROS, GRACE	392464		SENIOR TRIP REFUND 004-2383	100.00
					<b>Total :</b>	<b>100.00</b>
202120	8/1/2016	101957 CITY OF LOS ANGELES	38SF170000001		FIRE SERVICE-JULY 2016 001-500-0000-4260	236,775.92
					<b>Total :</b>	<b>236,775.92</b>
202121	8/1/2016	103029 CITY OF SAN FERNANDO	16744-16745		REIMBURSEMENT TO WORKERS COM 006-1035	1,132.06
			16768-16809		REIMBURSEMENT TO WORKERS COM 006-1035	13,978.04
					<b>Total :</b>	<b>15,110.10</b>
202122	8/1/2016	100735 COASTAL AIR	15918		A/C SERVICES-LP PARK BILLIARD ROC 043-390-0000-4330	115.00
			15921		A/C SERVICE @ 120 MACNEIL 043-390-0000-4330	390.00
			C2834		A/C QRTLY PREVENTIVE MAINT-120 M/ 043-390-0000-4260	360.00
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202122	8/1/2016	100735 COASTAL AIR	(Continued) C2835		A/C QRTLY PREVENTIVE MAINT-LP PAF 043-390-0000-4260	620.00
			C2836		A/C QRTLY PREVENTIVE MAINT-2025 4 043-390-0000-4260	98.00
			C2837		A/C QRTLY PREVENTIVE MAINT-501 FI 043-390-0000-4260	195.00
			C2838		A/C QRTLY PREVENTIVE MAINT-REC P 043-390-0000-4260	565.00
					<b>Total :</b>	<b>2,343.00</b>
202123	8/1/2016	100766 COMMUNITY DEVELOPMENT	NONPO		LONG TERM PAYABLE TO CDC - CDBG 026-2085	20,000.00
					<b>Total :</b>	<b>20,000.00</b>
202124	8/1/2016	100805 COOPER HARDWARE INC.	101241		READY MIX CONCRETE 043-390-0000-4300	45.65
			101357		MISC MATL'S 070-383-0301-4300	25.80
			101358		MISC MATL'S 070-383-0301-4300	3.80
			101421		MATL'S FOR LIFT INSTALL-120 MACNEI 041-320-0000-4340	9.76
					<b>Total :</b>	<b>85.01</b>
202125	8/1/2016	101982 COUNTY OF LOS ANGELES	FY 2016-2017		FY'17 ALLOCATION OF LAFCO OPERAT 001-130-0000-4270	964.39
					<b>Total :</b>	<b>964.39</b>
202126	8/1/2016	892306 CRUZ, GILDA	491759		SENIOR TRIP REFUND 004-2384	100.00
			591320		SENIOR TRIP REFUND 004-2384	100.00
			591339		SENIOR TRIP REFUND 004-2384	100.00
					<b>Total :</b>	<b>300.00</b>

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202127	8/1/2016	100516 CSULB FOUNDATION	TRAVEL		REGSTR-IA INVESTIGATIVE TRAINING 001-224-0000-4360	341.00
					<b>Total :</b>	<b>341.00</b>
202128	8/1/2016	889592 CUELLAR, JIMMY KYLE	JUNE 2016		MMAP INSTRUCTOR 001-424-0000-4430	600.00
					<b>Total :</b>	<b>600.00</b>
202129	8/1/2016	101666 DE LAGE LANDEN FINANCIAL SERVS	5033650		JULY- LEASE PAYMENT VARIOUS COPI 001-135-0000-4260	849.08
					103-420-0000-4260	101.36
					104-420-0000-4260	101.36
					072-360-0000-4260	146.70
			50875779		JULY LEASE PAYMENT FOR PD COPIES 001-135-0000-4260	608.03
			50885228		PROPERTY TAX & ADMIN FEE 001-135-0000-4260	129.48
					<b>Total :</b>	<b>1,936.01</b>
202130	8/1/2016	100930 DEPARTMENT OF CONSERVATION	APRIL-JUNE 2016		STRONG MOTION INSTR.& SEISMIC H/ 001-2040	387.40
			JAN-MAR 2016		STRONG MOTION INSTR.& SEISMIC H/ 001-2040	128.07
			JULY-SEPT 2015		STRONG MOTION INSTR.& SEISMIC H/ 001-2040	22.98
			OCT-NOV 2015		STRONG MOTION INSTR.& SEISMIC H/ 001-2040	20.99
					<b>Total :</b>	<b>559.44</b>
202131	8/1/2016	100979 DOCTOR DIESEL	16-121		DIESEL FUEL MAINT 041-320-0000-4260	575.00
					<b>Total :</b>	<b>575.00</b>
202132	8/1/2016	890879 EUROFINS EATON ANALYTICAL, INC	L0271376		WATER ANALYSIS - F597765 070-384-0000-4260	139.60
			L02717475		WATER ANALYSIS - F597194 070-384-0000-4260	139.60

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202132	8/1/2016	890879 EUROFINS EATON ANALYTICAL, INC	(Continued) L0271761		WATER ANALYSIS - F598186 070-384-0000-4260	139.60
					<b>Total :</b>	<b>418.80</b>
202133	8/1/2016	890897 EVAN BROOKS ASSOCIATES, INC	16007-3	11229	ENG DESIGN SERVICES FOR SAFE RC 010-370-3636-4600	5,840.00
					<b>Total :</b>	<b>5,840.00</b>
202134	8/1/2016	891622 FARMER BROTHERS	63573320		BREAK ROOM SUPPLIES 001-222-0000-4300	298.45
					<b>Total :</b>	<b>298.45</b>
202135	8/1/2016	101147 FEDEX	5-467-13243		COURIER SERVICE 001-190-0000-4280	54.31
					<b>Total :</b>	<b>54.31</b>
202136	8/1/2016	892298 FIDUCIARY EXPERTS LLC	1023		457 DEFERRED COMP PLAN QRTLTY FE 001-190-0000-4267	1,250.00
					<b>Total :</b>	<b>1,250.00</b>
202137	8/1/2016	889328 FIRST TRANSIT, INC.	112473745	11282 11282	CITY TRANSIT AND CITY TROLLEYS 008-313-0000-4260 007-440-0442-4260 007-3794-0000 007-3794-3630	20,798.24 23,942.16 -492.15 -789.98
					<b>Total :</b>	<b>43,458.27</b>
202138	8/1/2016	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598 209-150-5250-081292 209-150-5251-040172 209-151-4939-102990 209-151-4941-102990		PAC 50 TO SHERRIFFS 001-222-0000-4220 RADIO REPEATER (POLICE) 001-222-0000-4220 MWD METER 070-384-0000-4220 MUSIC CHANNEL 001-190-0000-4220 POLICE PAGING	563.64 46.19 46.19 42.03
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202138	8/1/2016	892198 FRONTIER COMMUNICATIONS	(Continued)		001-222-0000-4220	42.04
			209-151-4942-041191		CITY YARD AUTO DIALER 070-384-0000-4220	51.20
			209-151-4943-081292		RADIO REPEATER (POLICE) 001-222-0000-4220	46.19
			209-188-4361-031792		REC PARK PHONE LINES 001-420-0000-4220	97.00
			209-188-4362-031792		PD MAJOR PHONE LINES 001-222-0000-4220	1,734.08
			209-188-4363-031892		VARIOUS PHONE LINES 001-190-0000-4220 070-384-0000-4220 001-420-0000-4220	67.71 208.97 232.41
			818-361-0901-051499		SEWERR FLOW MONITOR 072-360-0000-4220	49.74
			818-361-2385-012309		MTA PHONE LINE 007-440-0441-4220 001-190-0000-4220	102.58 51.29
			818-361-2472-031415		PW PHONE LINE 070-384-0000-4220	190.87
			818-361-3958-091407		CNG STATION 041-320-3661-4220	47.03
			818-361-7825-120512		HERTIAGE PARK IRRIG SYSTEM 001-420-0000-4220	51.29
			818-831-5002-052096		POLICE SPECIAL PROBLEMS PHONE L 001-222-0000-4220	42.92
			818-837-7174-052096		POLICE SPECIAL PROBLEMS PHONE L 001-222-0000-4220	28.51
			818-838-1841-112596		ENGINEERING FAX MODEM 001-310-0000-4220	24.24
			818-898-7385-033105		LP PARK FAX LINE 001-420-0000-4220	28.83
					<b>Total :</b>	<b>3,794.95</b>
202139	8/1/2016	892172 FUEL SOLUTIONS INC.	16-1394	11359	CNG FUEL STATION UPGRADE PROJE 010-310-3661-4600	2,020.00
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202139	8/1/2016	892172 892172 FUEL SOLUTIONS INC.	(Continued)		Total :	2,020.00
202140	8/1/2016	101273 GARCIA, PATTY	REIMB.		REIMB-ITEMS PURCHASED FOR DAY C 017-420-1399-4300	101.35
					Total :	101.35
202141	8/1/2016	889532 GILMORE, REVA A.	07/01/16-07/08/16		FOOD SERVICE MANAGER 115-422-3750-4270 115-422-3752-4270	305.50 65.00
					Total :	370.50
202142	8/1/2016	889352 GOMEZ, ADRIANA	JULY 2016		COMMISSIONER'S REIMBURSEMENT 001-420-0000-4111	50.00
					Total :	50.00
202143	8/1/2016	889535 GOMEZ, GILBERT	07/01/16-07/08/16		HDM DRIVER 115-422-3752-4270 115-422-3752-4390	100.00 26.00
					Total :	126.00
202144	8/1/2016	890982 GONZALES, ROBERT C.	REIMB.		WELLNESS BENEFIT REIMB. 001-101-0111-4140	282.85
			REIMB.		REIMB. FOR TRAVEL EXPENSES 001-101-0111-4370	169.98
					Total :	452.83
202145	8/1/2016	101376 GRAINGER, INC.	9157663502		PD LOCKER REPAIR 043-390-0000-4300	87.39
					Total :	87.39
202146	8/1/2016	887167 GRISWOLD INDUSTRIES	6900953R	11393	EMERGENCY WELL 2A MAIN VALVE & F 070-384-0000-4260	2,282.40
			690954R	11393	070-384-0000-4260 EMERGENCY WELL 2A MAIN VALVE & F 070-384-0000-4260	87.06 1,037.20 34.88
					Total :	3,441.54

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202147	8/1/2016	101427 H.C. STROUD	13168		REPLACED BLOWER WHEEL-WELL 2A 070-384-0000-4310	75.42	
					Total :		75.42
202148	8/1/2016	888646 HD SUPPLY WATER WORKS, LTD	F760579		ANGLE KEY VALVES & SOFT COPPER `		
					070-383-0301-4300	1,565.88	
					Total :		1,565.88
202149	8/1/2016	103690 HDS WHITE CAP CONST SUPPLY	50004591322		SPRAY MARKING PAINT		
					072-360-0000-4300	599.20	
					Total :		599.20
202150	8/1/2016	890360 HERRERA, NINAMARIE JULIA	JULY 2016		COMMISSIONER'S REIMBURSEMENT		
					001-420-0000-4111	50.00	
					Total :		50.00
202151	8/1/2016	888309 HI 2 LO VOLTAGE WIRING CO, INC	17338		MONITORING - 07/01/16-09/30/16		
					001-222-0000-4260	75.00	
					Total :		75.00
202152	8/1/2016	102307 HI WAY SAFETY RENTALS, INC.	47158		MEASURING WHEEL		
					001-311-0000-4300	257.74	
			47239		SAFETY VESTS		
					001-311-0000-4300	74.86	
					Total :		332.60
202153	8/1/2016	101583 ICMA	423996		MEMBERSHIP RENEWAL		
					001-310-0000-4360	1,120.00	
					Total :		1,120.00
202154	8/1/2016	101599 IMAGE 2000 CORPORATION	44768		MULT. COPIERS CONTRACT USAGE 05		
					103-420-0000-4260	76.55	
					104-420-0000-4260	76.54	
					001-135-0000-4260	682.88	
					072-360-0000-4450	38.43	
					001-135-0000-4260	147.14	
			47706		TONER FREIGHT CHARGE		
					001-420-0000-4260	8.50	

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202154	8/1/2016	101599 IMAGE 2000 CORPORATION	(Continued) 48726		MULT. COPIERS CONTRACT USAGE 06 103-420-0000-4260 104-420-0000-4260 001-135-0000-4260 072-360-0000-4450 001-135-0000-4260	34.68 34.67 1,184.10 23.08 79.16
					<b>Total :</b>	<b>2,385.73</b>
202155	8/1/2016	891926 IMPACT BASKETBALL INC.	070516	11414	REFEREE & SCORE KEEPER SVS FOI 017-420-1328-4260	2,400.00 <b>2,400.00</b>
202156	8/1/2016	891570 INNOVATIVE TELECOM. SYSTEMS	1832		AUG'16-TELEPHONE EQUIPMENT MAINT 001-190-0000-4260	395.00 <b>395.00</b>
202157	8/1/2016	101647 INTERSTATE BATTERY	50313341 80068261		BATTERIES FOR RADAR TRAILER-PD8 041-320-0225-4400 BATTERY-CE5645 041-320-0152-4400	886.79  109.45 <b>996.24</b>
202158	8/1/2016	891777 IRRIGATION EXPRESS	15055813-00 15056236-00 15056528-00 15056529-00 15057048-00		MATL'S-IRRIG & LANDSCAPE WORK-12 043-390-0000-4300 IRRIGATION SUPPLIES 043-390-0000-4300 IRRIGATION SUPPLIES 043-390-0000-4300 IRRIGATION SUPPLIES 043-390-0000-4300 IRRIG MATL'S 001-311-0000-4300	240.43  42.54 83.38 87.37 48.09 <b>501.81</b>
202159	8/1/2016	887952 J. Z. LAWMOWER SHOP	12099		TREE EQUIPMENT MAINT 001-346-0000-4310	280.57
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202159	8/1/2016	887952 887952 J. Z. LAWMOWER SHOP	(Continued)			<b>Total : 280.57</b>
202160	8/1/2016	102387 K.R. NIDA CORPORATION	27706		HANDHELD RADIO REPLACEMENT 070-381-0000-4260	608.87 <b>608.87</b>
202161	8/1/2016	101768 KIMBALL-MIDWEST	5007305 5015139		MISC SUPPLIES 041-1215 MISC SUPPLIES 041-1215	190.22 22.92 <b>213.14</b>
202162	8/1/2016	891738 KNIGHT COMMUNICATIONS INC	2010698	11399	JULY-INFORMATION TECHNOLOGY MA 001-135-0000-4270	10,000.00 <b>10,000.00</b>
202163	8/1/2016	101990 L.A. COUNTY METROPOLITAN	800064329		TAP CARDS - JUNE 2016 007-440-0441-4260	1,140.00 <b>1,140.00</b>
202164	8/1/2016	102007 L.A. COUNTY SHERIFFS DEPT.	164977SS		INMATE MEAL PROGRAM-JUNE 2016 001-225-0000-4350	826.13 <b>826.13</b>
202165	8/1/2016	101971 L.A. MUNICIPAL SERVICES	0047501000 4947501000 5007501000 5947501000 6577501000 6947501000 7577501000		ELECTRIC - 13003 BORDEN 070-384-0000-4210 WATER - 12900 DRONFIELD 070-384-0000-4210 ELECTRIC-13655 FOOTHILL 070-384-0000-4210 ELECTRIC - 12900 DRONFIELD 070-384-0000-4210 ELECTRIC - 14060 SAYRE 070-384-0000-4210 WATER - 13180 DRONFIELD 070-384-0000-4210 WATER - 14060 SAYRE 070-384-0000-4210	671.26 166.37 178.79 5,880.75 12,850.74 5.18 125.82
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202165	8/1/2016	101971 101971 L.A. MUNICIPAL SERVICES	(Continued)		Total :	19,878.91
202166	8/1/2016	101852 LARRY & JOE'S PLUMBING	2689815-0001-02		PORTS FOR KVT HOSE BID 070-383-0301-4300	107.26
			2690028-0001-02		BRASS NIPPLES, GALV NIPPLES, HOSI 070-383-0301-4300	48.82
					Total :	156.08
202167	8/1/2016	889118 LDI COLOR TOOLBOX	1040090		COPIES & MAINT CONTRACT 001-135-0000-4260	354.02
			1040242		COPIES & MAINT CONTRACT~ 001-135-0000-4260	365.04
					Total :	719.06
202168	8/1/2016	101920 LIEBERT CASSIDY WHITMORE	1424051		LEGAL SERVICES 001-112-0000-4270	1,137.50
			1424052		LEGAL SERVICES 001-112-0000-4270	102.00
			1424053		LEGAL SERVICES 001-112-0000-4270	331.50
					Total :	1,571.00
202169	8/1/2016	889421 LOPEZ, ANTONIO G	REIMB.		REIMB. FOR TRAVEL EXPENSES 001-101-0109-4370	84.29
					Total :	84.29
202170	8/1/2016	100886 LOS ANGELES DAILY NEWS	0010807914		PUBL. OF PUBLIC HEARING-CUP2016-( 001-2205	474.70
					Total :	474.70
202171	8/1/2016	102023 LOS ANGELES TIMES	10005456710		1 YEAR SUBSCRIPTION 001-225-0000-4350	207.03
					Total :	207.03
202172	8/1/2016	892251 LOS ANGELES TRUCK CENTERS LLC	WP1251692		SIREN REPAIR ON CONTROLLER-PD00 041-320-0225-4400	265.06
					Total :	265.06
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202173	8/1/2016	888468 MAJOR METROPOLITAN SECURITY	1078028		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078029		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078030		ALARM MONITORING-AUG 2016 043-390-0000-4260	15.00
			1078031		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078032		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078033		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078034		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078035		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078036		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078037		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078038		ALARM MONITORING - AUG 2016 043-390-0000-4260	15.00
			1078039		ALARM MONITORING - AUG 2016 070-384-0000-4260	23.00
			1078040		ALARM MONITORING - AUG 2016 070-384-0000-4260	23.00
			1078041		ALARM MONITORING - AUG 2016 070-384-0000-4260	23.00
			1078042		ALARM MONITORING - AUG 2016 070-384-0000-4260	23.00
					Total :	257.00
202174	8/1/2016	887918 MARISCAL JR, MARIO	TRAVEL		PER DIEM-POST CERTIFIED TRAINING 001-225-0000-4360	155.00
			TRAVEL		PARKING FEE-POST CERTIFIED TRAIN 001-225-0000-4360	15.00
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202174	8/1/2016	887918 887918 MARISCAL JR, MARIO	(Continued)			Total : 170.00
202175	8/1/2016	889533 MARTINEZ, ANITA	07/01/16-07/08/16		FOOD SERVICE INTAKE CLERK 115-422-3750-4270	120.00 Total : 120.00
202176	8/1/2016	888254 MCCALLA COMPANY	81056		GLOVES 001-222-0000-4300	593.62 Total : 593.62
202177	8/1/2016	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	33.04 Total : 33.04
202178	8/1/2016	102148 METROPOLITAN WATER DISTRICT	8741		CAPACITY CHARGE 070-384-0000-4450	4,450.83 Total : 4,450.83
202179	8/1/2016	892140 MICHAEL BAKER	947527	11323	FULL SERVICE ADMINISTRATION AND I 026-311-0138-4270	720.00 Total : 720.00
202180	8/1/2016	102226 MISSION LINEN & UNIFORM	502821709 502841176 502868002 502881424 502913566		LAUNDRY 001-225-0000-4350 LAUNDRY 001-225-0000-4350 LAUNDRY 001-225-0000-4350 LAUNDRY 001-225-0000-4350 LAUNDRY 001-225-0000-4350	85.22 69.96 49.65 87.00 69.65 Total : 361.48
202181	8/1/2016	888264 MISSION VALLEY SANITATION	143831		PORTABLE TOILET RENTAL-12900 DRC 043-390-0000-4260	136.96 Total : 136.96
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202182	8/1/2016	891935 MMASC	071216		MEMBERSHIP RENEWAL 001-310-0000-4360	85.00 Total : 85.00
202183	8/1/2016	892205 MOHAWK RESOURCES LTD	T36026	11365	PURCHASE OF HEAVY DUTY ABOVE G 041-320-3661-4500 041-320-3661-4500	22,782.45 2,164.33 Total : 24,946.78
202184	8/1/2016	102260 MOORE MEDICAL LLC	830500561		MEDICAL SUPPLIES 001-225-0000-4350	212.56 Total : 212.56
202185	8/1/2016	889611 MORRISON MANAGEMENT SPECIALIST	18845201653101 18845201663001		LP SENIOR MEALS - MAY 2016 115-422-3750-4260 115-422-3752-4260 004-2346 LP SENIOR MEALS - JUNE 2016 115-422-3750-4260 115-422-3752-4260	4,693.50 2,443.50 774.00 4,792.50 2,587.50 Total : 15,291.00
202186	8/1/2016	891542 MR "B" PRINTING INC.	35857		DAY CAMP STAFF, CIT & CAMPER SHIR 017-420-1399-4300	1,321.50 Total : 1,321.50
202187	8/1/2016	102303 NACHO'S ORNAMENTAL SUPPLY	INV098807		LP SINK SUPPORT 043-390-0000-4300	14.54 Total : 14.54
202188	8/1/2016	102325 NAPA AUTO PARTS	903101		HYDRAULIC HOSE FOR LIFT 041-320-0000-4340	29.02 Total : 29.02
202189	8/1/2016	891841 NAVA STUDIO AND DESIGN	INV.CSF.002-01	11415	DESIGN OF RESIDENTIAL FRONT YARI 001-150-0000-4270	2,500.00 Total : 2,500.00
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202190	8/1/2016	890995 NAVARRO, SAYDITH	JULY 2016		COMMISSIONER'S REIMBURSEMENT 001-420-0000-4111	50.00
					<b>Total :</b>	<b>50.00</b>
202191	8/1/2016	102395 NORMAN A. TRAUB ASSOCIATES INC	15202.1	11405	INTERNAL AFFAIRS 16-01 001-112-0000-4270	8,395.76
					<b>Total :</b>	<b>8,395.76</b>
202192	8/1/2016	102403 NOW IMAGE PRINTING	6113		SPAY & NEUTER VOUCHERS 001-150-0000-4270	51.80
					<b>Total :</b>	<b>51.80</b>
202193	8/1/2016	102423 OCCU-MED, INC.	0616901		PRE-EMPLOYMENT PHYSICALS 001-106-0000-4270	876.00
					<b>Total :</b>	<b>876.00</b>
202194	8/1/2016	102432 OFFICE DEPOT	1953620600		OFFICE SUPPLIES 001-150-0000-4300	20.68
			844685935002		OFFICE SUPPLIES 001-150-0000-4300	9.63
			847304583001		OFFICE SUPPLIES 001-222-0000-4300	27.10
			847304702001		OFFICE SUPPLIES 001-222-0000-4300	108.14
			847911740001		TONER 070-384-0000-4300	464.26
			848461989001		INK TONER 001-424-0000-4430	276.06
			849532790001		OFFICE SUPPLIES 001-130-0000-4300	348.71
			849538705001		OFFICE SUPPLIES 001-130-0000-4300	65.50
			849555678001		OFFICE SUPPLIES 001-222-0000-4300	81.98
			850669777001		OFFICE SUPPLIES 001-150-0000-4300	60.62
			850670093001		OFFICE SUPPLIES	

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202194	8/1/2016	102432 OFFICE DEPOT	(Continued)		001-150-0000-4300	24.37
			850898394001		OFFICE SUPPLIES 001-102-0000-4300	135.22
					001-130-0000-4300	26.50
					<b>Total :</b>	<b>1,648.77</b>
202195	8/1/2016	890095 O'REILLY AUTOMOTIVE STORES INC	4605-197289		WIPER FLUID 041-1215	52.30
			4605-197290		MOTOR TREATMENT 041-1215	104.99
			4605-197298		ITEM RETURNED 041-1215	-104.99
			4605-198012		BELL - PD9474 041-320-0228-4400	29.75
					<b>Total :</b>	<b>82.05</b>
202196	8/1/2016	892095 OSCAR SIGNS	071216		RECRUITING FLYERS 001-222-0000-4300	238.45
					<b>Total :</b>	<b>238.45</b>
202197	8/1/2016	891902 P.F. SERVICES INC.	12656		REPAIR 1&2 2ND STAGE ON COMPRES 041-320-3661-4400	1,397.29
					<b>Total :</b>	<b>1,397.29</b>
202198	8/1/2016	890004 PACIFIC TELEMAGEMENT SERVICE	850470		PD PAYPHONE-AUG 2016 001-190-0000-4220	62.64
					<b>Total :</b>	<b>62.64</b>
202199	8/1/2016	892303 PAUL MAUER SHOWS	070-2918		QUICK COUPLER DEP REFUND 070-2918	100.00
					<b>Total :</b>	<b>100.00</b>
202200	8/1/2016	889545 PEREZ, MARIBEL	REIMB.		REIMB-PURCHASE OF ADDTL CHEER 017-420-1328-4300	50.95
					<b>Total :</b>	<b>50.95</b>
202201	8/1/2016	890994 PONCE, JOE	JULY 2016		COMMISSIONER'S REIMBURSEMENT	

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202201	8/1/2016	890994 PONCE, JOE	(Continued)		001-420-0000-4111	50.00
					Total :	50.00
202202	8/1/2016	102666 PREFERRED DELIVERY SYSTEMS INC	549-150		COURIER SERVICE 001-222-0000-4260	206.00
					Total :	206.00
202203	8/1/2016	102708 PUEBLO CONTRACTING SERVICE INC	070-2234		EDDY VALVE DEP REFUND-1501 1ST 070-2234	1,000.00
					Total :	1,000.00
202204	8/1/2016	102708 PUEBLO CONTRACTING SERVICE INC	070-2967		EDDY VALVE DEP REFUND-124 HARDII 070-2967	404.62
					Total :	404.62
202205	8/1/2016	887603 R. F. ERECTION COMPANY	16-451		MAINT SERVICE-WHEELCHAIR LIFT @ 043-390-0000-4260	450.00
					Total :	450.00
202206	8/1/2016	890464 R.H.F. INC.	70717		REPAIR RADAR GUN 001-222-0000-4320	113.00
					Total :	113.00
202207	8/1/2016	102803 RED WING SHOE STORE	929		SAFETY SHOES 001-152-0000-4300	214.07
					Total :	214.07
202208	8/1/2016	102818 RELIABLE FENCE CO., INC.	1306		FENCING @ REC PARK 019-423-0201-4600	2,300.00
					Total :	2,300.00
202209	8/1/2016	891912 REPUBLIC SERVICES #902	0902-006313150		BULK PICK-UP - JUNE 2016 073-350-0000-4260	1,075.00
					Total :	1,075.00
202210	8/1/2016	891377 REYES, JOSE	07/01/16-07/08/16		HDM DRIVER 115-422-3752-4270	100.00
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202210	8/1/2016	891377 REYES, JOSE	(Continued)		115-422-3752-4390	31.20
					Total :	131.20
202211	8/1/2016	887872 ROSENBERG, IRWIN	TRAVEL		PER DIEM-IA INVESTIGATIVE TRAINING 001-224-0000-4360	105.00
					Total :	105.00
202212	8/1/2016	102929 ROYAL PAPER CORPORATION	4612089		PSQ DISINFECTANT 043-390-0000-4300	51.19
					Total :	51.19
202213	8/1/2016	103010 SAM'S CLUB DIRECT, #0402814188546	4288		CIT/YOUTH VOLUNTEER SNACK SALE 004-2391	99.62
			4289		MATL'S FOR DAY CAMP WKLY ACTIVIT' 017-420-1399-4300	20.96
			4653		SPORTS PICTURES 017-420-1334-4300	2.93
			8051		MATL'S FOR DAY CAMP WKLY ACTIVIT' 017-420-1399-4300	198.77
					Total :	322.28
202214	8/1/2016	103045 SAN FER. MALL DOWNTOWN ASSOC.	JUNE 2016		REIMB TO DOWNTOWN ASSOC-JUNE'1 001-2260	8,681.59
					Total :	8,681.59
202215	8/1/2016	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		REIMB. FOR SUPPLIES-EXPLORER BA 001-226-0230-4430	381.18
			REIMB.		REIMB. FOR SUPPLIES-EXPLORER AC 001-226-0230-4430	765.94
					Total :	1,147.12
202216	8/1/2016	102071 SIX FLAGS MAGIC MOUNTAIN	2643694		TICKETS FOR DAY CAMP FIELD TRIP 017-420-1399-4300	4,438.90
					Total :	4,438.90
202217	8/1/2016	103184 SMART & FINAL	111482		MATL'S FOR DAY CAMP WKLY ACTIVIT' 017-420-1399-4300	108.43
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202217	8/1/2016	103184 SMART & FINAL	(Continued) 115579		MATL'S FOR DAY CAMP WKLY ACTIVIT' 017-420-1399-4300	57.26
			195241		MATL'S FOR DAY CAMP WKLY ACTIVIT' 017-420-1399-4300	122.33
			196841		MATL'S FOR DAY CAMP WKLY ACTIVIT' 017-420-1399-4300	19.95
			196842		YOUTH VOLUNTEER SNACK SALE 004-2391	17.68
			198108		SUPPLIES FOR LP CLUB SUMMER DAN 004-2380	425.15
			199122		MATL'S FOR DAY CAMP WEEKLY ACTI 017-420-1399-4300	149.20
			199254		MATL'S FOR DAY CAMP WKLY ACTIVIT' 017-420-1399-4300	96.68
					<b>Total :</b>	<b>996.68</b>
202218	8/1/2016	103202 SOUTHERN CALIFORNIA EDISON CO.	2-02-682-6982		ELECTRIC - 910 1ST 043-390-0000-4210	7,563.01
			2-33-746-5215		ELECTRIC - 190 PARK 027-344-0000-4210	500.73
					<b>Total :</b>	<b>8,063.74</b>
202219	8/1/2016	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9753-9		NATURAL GAS-CNG STATION 041-320-3661-4402	3,519.18
					<b>Total :</b>	<b>3,519.18</b>
202220	8/1/2016	889149 STAPLES BUSINESS ADVANTAGE	8039980552		BREAK ROOM SUPPLIES 001-190-0000-4300	341.12
					<b>Total :</b>	<b>341.12</b>
202221	8/1/2016	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE	173618 175752		DOJ LIVESCAN FINGERPRINTING-JUNI 001-222-0000-4260 004-2386 EMPLOYEE SCREENING FINGERPRINT 001-106-0000-4270	1,328.00 3,056.00 64.00
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202221	8/1/2016	100532 100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE	(Continued)			<b>Total : 4,448.00</b>
202222	8/1/2016	890929 TACTICAL K9 LLC	FY2016-2017		K9 TRAINING/MONTHLY MAINT FOR 12 001-225-0000-4270	2,100.00
					<b>Total :</b>	<b>2,100.00</b>
202223	8/1/2016	888094 TASER INTERNATIONAL, INC.	SI1444064	11377	TASERS 001-225-0000-4500 001-225-0000-4500	10,366.72 1,024.80
					<b>Total :</b>	<b>11,391.52</b>
202224	8/1/2016	103205 THE GAS COMPANY	04232069007 08422032493 08852064008 09062064002 14328781316		GAS - 910 1ST 043-390-0000-4210 GAS - 505 S HUNTINGTON 043-390-0000-4210 GAS - 117 MACNEIL 043-390-0000-4210 GAS - 120 MACNEIL 070-381-0000-4210 072-360-0000-4210 043-390-0000-4210 GAS - 208 PARK 043-390-0000-4210	14.10 25.54 67.55 7.93 7.93 15.87 150.89
					<b>Total :</b>	<b>289.81</b>
202225	8/1/2016	101528 THE HOME DEPOT CRC, ACCT#603532202490	2240665 4283269 5595014 6584039 9080095 9080101		CLEANING SUPPLIES-100 CITIZEN'S GI 017-420-1337-4300 001-420-0000-4300 CAUTION TAPE, TRASH BAGS, ETC 001-341-0301-4300 WATER COOLER 027-344-0301-4300 SUPPLIES FOR LIFT INSTALL-120 MACI 041-320-0000-4300 BATTERIES 001-311-0000-4300 LP SNACK BAR RODENT EXTERMINATI	166.29 65.56 1,389.00 19.68 17.89 142.77
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202225	8/1/2016	101528 THE HOME DEPOT CRC, ACCT#60353202490 (Continued)			043-390-0000-4300	103.86
					Total :	1,905.05
202226	8/1/2016	887322 THE NATIONAL ARBOR DAY	88-0797-3348		FY16-17 MEMBERSHIP RENEWAL	15.00
					001-310-0000-4360	15.00
					Total :	15.00
202227	8/1/2016	890833 THOMSON REUTERS	834247105		LA CLEAR INVEST TOOLS	174.26
					001-135-0000-4260	174.26
					Total :	174.26
202228	8/1/2016	103903 TIME WARNER CABLE	8448200540010369		CABLE - 07/18/16-08/17/16 ( PD)	210.34
			8448200540010518		CABLE - 06/29/16-07/28/16 (REC PARK)	201.58
			8448200540028882		CABLE-07/13/16-08/12/16 (LP PARK)	175.53
			8448200540196309		INTERNET SERVICES 07/23/16-08/22/16	1,100.00
			844820540010328		CABLE 07/05/16-08/04/16 (CITY HALL)	90.84
					001-190-0000-4220	1,778.29
					Total :	1,778.29
202229	8/1/2016	888399 TORO ENTERPRISES INC.	10096	11395	WATER MAIN REPLACEMENT	219,812.50
					070-385-0635-4600	-10,990.63
					070-2037	208,821.87
					Total :	208,821.87
202230	8/1/2016	887568 TRANS TECH	011506		REPLACE COIL PACKS-PW0597	419.95
					041-320-0311-4400	419.95
					Total :	419.95
202231	8/1/2016	891103 TRITECH	IVC4004431	11404	SERVICE AGREEMENT FOR CAD, RMS	30,896.18
					001-135-0000-4260	30,896.18
					Total :	30,896.18
202232	8/1/2016	103463 U.S. POSTMASTER	JULY 2016		JULY BILLS PRESORTED 1ST CLASS P	
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202232	8/1/2016	103463 U.S. POSTMASTER	(Continued)		070-382-0000-4300	612.91
					072-360-0000-4300	612.91
					Total :	1,225.82
202233	8/1/2016	887939 ULINE SHIPPING SUPPLIES	78289692		DISPOSABLE CONTAINERS	53.73
					070-384-0000-4300	53.73
					Total :	53.73
202234	8/1/2016	888241 UNITED SITE SERVICES OF CA INC	114-4180265		PORTABLE TOILET RENTAL @ 501 FIR	589.36
			114-4197666		PORTABLE TOILET RENTAL-LAYNE PA	406.34
					043-390-0000-4260	995.70
					Total :	995.70
202235	8/1/2016	103439 UPS	831954276		COURIER SERVICE	169.00
					001-190-0000-4280	169.00
					Total :	169.00
202236	8/1/2016	103534 VALLEY LOCKSMITH	3622		REPAIR/INSTALL NEW IGNITION	139.12
					070-384-0000-4400	139.12
					Total :	139.12
202237	8/1/2016	889644 VERIZON BUSINESS	07242824		CITY HALL LONG DISTANCE	49.21
			07242825		CITY YARD LONG DISTANCE	14.74
			07242827		POLICE LONG DISTANCE	111.08
			07242828		CITY YARD LONG DISTANCE	9.83
			07242829		PARK LONG DISTANCE	15.10
			07243376		ENGINEERING LONG DISTANCE	5.14
			07243388		CITY HALL LONG DISTANCE	58.55
					001-190-0000-4220	58.55
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202237	8/1/2016	889644 889644 VERIZON BUSINESS	(Continued)		Total :	263.65
202238	8/1/2016	889627 VERIZON CONFERENCING	Z5776893		CONFERENCE CALLS-MAY & JUNE 201 001-190-0000-4220	6.73 6.73
202239	8/1/2016	100101 VERIZON WIRELESS-LA	460851202 561407019 660629692 870422920 970459610		PD CELL PHONES 001-222-0000-4220 CITY YARD CELL PHONE & USB MODEM 070-384-0000-4220 043-390-0000-4220 041-320-0000-4220 072-360-0000-4220 001-130-0000-4220 VARIOUS CELL PHONES 001-106-0000-4220 070-384-0000-4220 PD CELL PHONES AND MDT MODEMS 001-222-0000-4220 001-152-0000-4220 VARIOUS CELL PHONES 001-105-0000-4220 072-360-0000-4220 001-101-0109-4220 001-101-0107-4220 001-101-0111-4220	313.13 123.03 19.93 19.92 0.22 36.59 41.59 79.90 102.06 114.03 80.08 19.10 32.47 33.21 53.93
					Total :	1,069.19
202240	8/1/2016	889681 VILLALPANDO, MARIA	07/01/16-07/08/16		FOOD SERVICE WORKER 115-422-3750-4270 115-422-3752-4270	175.00 25.00
					Total :	200.00
202241	8/1/2016	888390 WEST COAST ARBORISTS, INC.	116751	11378	REMOVAL OF TREES ON PHILLIPS STR 012-311-0560-4600	1,905.60 1,905.60

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202242	8/1/2016	888442 WESTERN EXTERMINATOR COMPANY	4274218 4279045 4279046 4289987		PEST CONTROL - LP PARK 043-390-0000-4260 PEST CONTROL - CITY HALL 043-390-0000-4260 PEST CONTROL - RUDY ORTEGA PARK 043-390-0000-4260 PEST CONTROL - REC PARK 043-390-0000-4260	52.00 82.50 53.00 75.00
					Total :	262.50
202243	8/1/2016	890970 WEX BANK	45959650		FUEL FOR CITY FLEET 041-320-0152-4402 041-320-0221-4402 041-320-0222-4402 041-320-0224-4402 041-320-0226-4402 041-320-0225-4402 041-320-0311-4402 041-320-0228-4402 041-320-0312-4402 041-320-0320-4402 041-320-0346-4402 041-320-0420-4402 007-313-3630-4402 027-344-0000-4402 029-335-0000-4402 070-381-0000-4402 070-382-0000-4402 070-383-0000-4402 070-384-0000-4402 072-360-0000-4402 041-320-0370-4402 041-320-0371-4402 041-320-0390-4402	531.35 172.73 180.37 851.17 2.00 3,672.39 685.19 518.29 30.63 187.72 4.00 4.00 861.57 105.15 440.90 19.71 193.65 776.89 176.29 203.75 334.93 222.04 1,082.15
					Total :	11,256.87
202244	8/1/2016	889491 WILLDAN FINANCIAL SERVICES	00614222		PROF SVCS FOR PEDESTRIAN HEAD F	

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202244	8/1/2016	889491 WILLDAN FINANCIAL SERVICES	(Continued)	11328	011-371-3665-4270	3,617.06
					Total :	3,617.06
202245	8/1/2016	103716 WORKBOOT WAREHOUSE	4-17986		SAFETY WORK SHOES	
			4-18021		072-360-0000-4310	184.21
			4-18022		SAFETY WORK SHOES	
			4-18051		043-390-0000-4310	245.25
			4-18055		SAFETY WORK SHOES	
			4-18060		041-320-0000-4310	245.25
			4-18103		SAFETY WORK SHOES	
					070-383-0000-4310	129.71
					SAFETY WORK SHOES	
					043-390-0000-4310	205.03
					SAFETY WORK SHOES	
					043-390-0000-4310	245.25
					SAFETY WORK SHOES	
					041-320-0000-4310	116.74
					Total :	1,371.44
202246	8/1/2016	889467 YOUNGBLOOD & ASSOCIATES	2232A		POLYGRAPH EXAMINATION	
			2247A		001-222-0000-4260	200.00
					POLYGRAPH EXAMINATION	
					001-222-0000-4260	200.00
					Total :	400.00
202247	8/1/2016	103752 ZUMAR INDUSTRIES, INC.	0165482		PIONEER PARK SIGNS	
			0165483		019-423-0201-4600	496.31
			0165484		LAS PALMAS PARK SIGNS	
					019-423-0201-4600	662.20
					RECREATION PARK SIGNS	
					118-423-0000-4500	687.93
					Total :	1,846.44
151	Vouchers for bank code : bank3				Bank total :	870,978.54
151	Vouchers in this report				Total vouchers :	870,978.54

Page: 27

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**Voucher List**  
**CITY OF SAN FERNANDO**

Page: 28

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Voucher Registers are not final until approved by Council.

Page: 28



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## AGENDA REPORT

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**To:** Mayor Robert C. Gonzales and Councilmembers

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

**Date:** August 1, 2016

**Subject:** Update Living Wage Ordinance

### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Receive and file the Report.

### **BACKGROUND:**

1. On April 3, 2000 the City Council adopted Ordinance No. 1514, implementing a Living Wage Ordinance for the City of San Fernando (Attachment "A"). The purpose of the Ordinance is to improve the quality and quantity of services received by the City from its service contractors and to promote an economic environment that protects public resources devoted to social support services. Generally, it applies to service contracts entered into by the City for the furnishing of services to, or for, the City and involves the expenditure in excess of \$25,000 for contracts that have a term of at least six (6) months.
2. Under the Ordinance, employers were initially required to pay a wage of no less than \$7.25 per hour if the employer provided health benefits, or \$8.50 per hour if the employer did not provide health benefits. The Ordinance also requires that employers provided at least six (6) compensated days off per year for sick leave, vacation, or personal necessity at the employee's request and at least six (6) uncompensated days off per year for sick leave for the illness of the employee or a member of his or her immediate family where the employee has exhausted his or her compensated days off for the year.
3. The Ordinance requires the living wage to be adjusted annually by the City's Purchasing Agent to correspond with any adjustments to retirement benefits paid to members of the California Public Employment Retirement System (PERS).

**Update Living Wage Ordinance**Page 2 of 3

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4. In 2006, the City Attorney advised that the City's Purchasing Agent was the City Manager and the adjustments to the Living Wage are based on the CPI adjustments that San Fernando City PERS retirees receive on an annual basis, with a maximum of 5%.
5. The City's adjusted living wage hourly rate in 2010 was \$18.13 per hour with employer provided health benefits. However, a review by staff determined that an incorrect methodology was employed in 2010 to establish the living wage rate. Staff recalculated the rate based on the methodology prescribed in the ordinance and confirmed by the City Attorney. The corrected living wage rate, effective July 1, 2013, was \$10.56 per hour with employer provided health benefits, or \$11.81 without employer provided health benefits.
6. Since there are multiple PERS plans with varying levels of COLA adjustments, staff further clarified the calculation methodology. Living Wage will be adjusted using either a) the actual Consumer Price Index (CPI-U) for the prior calendar year, as identified by CalPERS, or b) the lowest COLA approved by CalPERS for all plans, whichever is higher (see Attachment "C" for CalPERS' annual notice of COLA). Staff has adjusted the inflation level going back to Calendar Year 2013.

**ANALYSIS:**

As the Purchasing Agent, the City Manager shall annually adjust the rate of the living wage, which shall be effective upon publication of a bulletin announcing such adjustment and shall apply prospectively.

Staff has calculated the living wage rate for fiscal year 2016-2017 based on the methodology prescribed in the ordinance and updated the information based on the recent 1.6% CPI adjustment for San Fernando PERS retirees. The new rate, effective upon publication of a bulletin, will be \$10.95 per hour with employer provided health benefits, or \$12.20 per hour without employer provided benefits. Please refer to Attachment "B" for additional detail regarding the calculation of San Fernando's living wage rate calculation.

**BUDGET IMPACT:**

This annual adjustment will have a minimal impact on the City's budget as many service contracts either exceed the living wage or include a CPI escalator to compensate the contractor for cost increases. Additionally, wording regarding the City's living wage is included in all Request for Proposals.



**Update Living Wage Ordinance**Page 3 of 3

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**CONCLUSION:**

The City Manager adjusts the living wage rate annually to reflect based on the CPI adjustment to retiree payments applied by CalPERS. Pursuant to Ordinance 1514, adjustment of the living wage rate shall be effective upon publication announcing such an adjustment and shall apply prospectively. Staff will publish a bulletin noticing the new rate as required by the Ordinance and ensure that any existing and new service contracts incorporate the applicable living wage hourly rate.

**ATTACHMENTS:**

- A. Ordinance No. 1514 – Living Wage
- B. Living wage rate calculation
- C. CalPERS Adjustments to Retiree COLA – 2013 through 2016

## ATTACHMENT "A"

## ORDINANCE NO. 1514

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO REGARDING PAYMENT OF A LIVING WAGE  
AND AMENDING THE SAN FERNANDO CITY CODE**

**THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES ORDAIN AS  
FOLLOWS:**

**Section 1. Findings and Intent.**

A. The City of San Fernando contracts with numerous private firms for the provision of services to, and for, the City. Many of these service contractors pay their employees wages in an amount at, or slightly above, the minimum required by federal and state law.

B. The quantity and quality of services that the City receives from its service contractors is directly related to the compensation that such firms pay their employees. Those service contractors that underpay their employees tend to experience high employee absenteeism and turnover, as well as lackluster performance.

C. The demand for government social services is impacted by the compensation that the City's service contractors pay their employees. Those employees compensated at minimum wage levels, with little or no health benefits, frequently rely on public funds and personnel for assistance.

D. In enacting this Ordinance, the City intends to require its service contractors to pay those employees performing City-related work the living wage and benefits designated herein. The purpose of this Ordinance is to improve the quantity and quality of services received by the City from its service contractors. It is also the purpose of this Ordinance to promote an economic environment that protects public resources devoted to social support services.

E. The City awards a significant amount of grant funds under programs created by the federal and state governments. The City Council intends that the regulations contained in this Ordinance shall apply to recipients of such funds to the extent allowed by law.

**Section 2.** Chapter 21A ("Purchasing") of the San Fernando City Code is hereby amended by adding a new Article V to read as follows:

**"ARTICLE V. LIVING WAGE****Sec. 21A.29. Purpose and short title.**

This article is enacted for the purpose of improving the quantity and quality of services received by the City from its service contractors. It is also the purpose of this article to promote an economic environment that protects public resources devoted to social support services. This article shall be known as the Living Wage Ordinance of the City.

**Sec. 21A.30. Definitions.**

For the purpose of this part, unless it is plainly evident from the context that a different meaning is intended, the following definitions shall apply:

*Aid recipient.* Any person that is awarded a grant by the City.

*Contractor.* Any person that enters into a service contract with the City.

*Employee.* Any person that both: (i) is employed by an employer or a temporary employment agency; and (ii) expends any of his or her time in the performance of work related to a service contract. "Employee" shall not include managerial, supervisory, and confidential personnel. "Employee" also shall not include persons required to possess an occupational license.

*Employer.* Any contractor or subcontractor. "Employer" shall not include government entities, exempt non-profit organizations or temporary employment agencies.

*Exempt non-profit organization.* A corporation that both: (i) is organized under 26 United States Code Section 501(c)(3); and (ii) has a chief executive officer who earns a salary that, when calculated on an hourly basis, is less than eight (8) times the lowest wage paid by the corporation.

*Grant.* Any discrete financial assistance awarded by the City in connection with a program funded by the federal or state government.

*Service contract.* A contract that: (i) is let to a contractor by the City primarily for the furnishing of services to, or for, the City; (ii) involves an expenditure in excess of Twenty five thousand (25,000) dollars and (iii) has a term of at least six (6) months.

*Subcontractor.* Any person that enters into a contract with a contractor to assist the contractor in the performance of a service contract. "Subcontractor" shall not include any person that is an employee of a contractor.

*Temporary employment agency.* A contractor that, on a temporary basis, provides the City with one or more employees that work under the City's direction.

**Sec. 21A.31. Payment of living wage and benefits.**

(a) *Wages.* Employers shall pay employees a wage of no less than the living wage set pursuant to paragraph (d) of this section. Temporary employment agencies shall pay employees a wage of no less than \$7.25 per hour.

(b) *Compensated days off.* Employers shall provide at least six (6) compensated days off per year for sick leave, vacation, or personal necessity at the employee's request.

(c) *Uncompensated days off.* Employers shall provide employees at least six (6) uncompensated days off per year for sick leave for the illness of the employee or a member of his or her immediate family where the employee has exhausted his or her compensated days off for that year.

(d) *Living wage rate.* The initial rate of the living wage shall be: (i) \$7.25 per hour with health benefits, as described in paragraph (e) of this section; or (ii) \$8.50 per hour without health benefits, as described in paragraph (e) of this section. As necessary, the purchasing agent shall annually adjust the rate of the living wage to correspond with any adjustments to retirement benefits paid to members of the California Public Employment Retirement System. The adjustment of the living wage rate shall be effective upon publication by the purchasing agent of a bulletin announcing such adjustment and shall apply prospectively.

(e) *Health benefits.* Health benefits required by this article shall consist of the payment of at least \$1.25 per hour towards the provision of health care benefits for employees and their dependents. Proof of the provision of such benefits must be submitted to the purchasing agent to qualify for the wage rate in paragraph (d) of this section for employees with health benefits.

**Sec. 21A.32. Federal earned income credit notification.**

Employers shall inform employees making less than twelve (\$12.00) dollars per hour of their possible right to the federal Earned Income Credit ("EIC") provided for in 26 United States Code Section 32. Employers shall make available to employees forms describing the EIC, as well as forms required to secure advance EIC payments from the employer.

**Sec. 21A.33. Grounds for contract termination.**

All service contracts shall provide that violation of this article shall entitle the City to terminate the contract and otherwise pursue legal remedies that may be available.

**Sec. 21A.34. Compliance by aid recipients.**

Aid recipients who are awarded a grant in excess of twenty five thousand shall comply with the requirements for employers that are set forth in this article.

**Sec. 21A.35. Applicability.**

(a) *General.* Except as provided in this section, the provisions of this article shall apply to: (i) employers and temporary employment agencies with whom the City executes a service contract after the effective date of this article; (ii) employers and temporary employment agencies with whom the City executes an amendment to a service contract existing on the effective date of this article; and (iii) aid recipients to whom the City awards a grant after the effective date of this article.

(b) *Inapplicable to employers when waiver issued.* This article shall not apply to any person that has been issued a waiver pursuant to paragraph (c) of this section.

(c) *Waiver authorization.* The purchasing agent, with the consent of the City Council, may issue a waiver of the requirements of this article to any person submitting a bid for a service contract upon making a finding that such waiver is necessary to allow the person to compete fairly in the bidding process.

(d) *Inapplicable to recipients of restricted grants.* This article shall not apply to aid recipients unless the city attorney either: (i) determines that application of this article is consonant with the laws governing the award of the particular grant; or (ii) receives a judgment from a court of law, or other tribunal, that indicates application of this article is consonant with the laws governing the award of the particular grant.

**Sec. 21A.36. Administration.**

(a) *Implementation regulations.* The purchasing agent shall promulgate implementing regulations consistent with this article. At a minimum, such regulations shall include the following: (i) a list of contracts that shall be regarded as service contracts for purposes of Section 21A.30; and (ii) requirements for employer reporting of employee compensation.

(b) *Compliance monitoring.* The purchasing agent shall monitor compliance with this article. Such monitoring shall include investigation of complaints of claimed violations by employees. The purchasing agent shall annually submit to the city council a written report on compliance with this article.

**Sec. 21A.37. Notifying Employees**

Employers shall give written notification to each current and new employee of his or her rights to receive the benefits set forth in this article. The notification shall be provided in English, Spanish, and other languages spoken by a significant number of employees, and shall be posted prominently in communal areas at the work site.

**Sec. 21A.38. Enforcement.**

(a) Any aggrieved person may enforce the provisions of this article by means of a civil action.

(b) Any person who violates the provisions of this article or who aids in the violation of any provisions of this article shall be liable for, and the court shall award to the individual whose rights are violated, the following: actual damages; costs; attorney's fees; and not less than two hundred fifty (\$250.00) dollars but not more than ten thousand (\$10,000) dollars in addition thereto. In addition, the court may award punitive damages in a proper case.

(c) Actions to enforce the provisions of this article must be filed within one (1) year of the alleged violation.

(d) Nothing in this article shall preclude any aggrieved person from seeking any other remedy provided by law.

(e) Nothing in this article shall be construed to limit any aggrieved person's right to bring legal action for violation of other minimum compensation laws.

**Sec. 21A.39. No criminal penalty.**

Notwithstanding any provision of this Code or any other ordinance to the contrary, no criminal penalties shall attach for any violation of this article."

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remainder of the Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

**PASSED, APPROVED AND ADOPTED this 3rd day of April, 2000.**

MAYOR

Silverio Robledo  
Silverio Robledo, Mayor

ATTEST:

Wilma Miller  
Wilma Miller, City Clerk

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

I, WILMA MILLER, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance was adopted at a regular meeting of the City Council of the City of San Fernando held on the 3rd day of April, 2000, and was carried by the following roll call vote, to wit:

AYES:       Hernandez, Ramos, Di Tomaso, Montanez - 4  
NOES:       None - 0  
ABSENT:     Ramos - 1

Wilma Miller  
CITY CLERK  
Wilma Miller



**ATTACHMENT "B"****Living Wage Calculation**Ordinance # 1514

Tentative Approval: August 1, 2016

**Ordinance Requirements:**

Requires its service contractors to pay those employees performing City-related work the living wage and benefits.

All Service Contracts with anticipated expenditures over \$25,000 and has a term of a minimum of 6 months must comply with the ordinance.

Annual adjustments of living wage rate to correspond to any adjustments to retirement benefits paid to member of CALPERS\*.

Per City policy retiree COLA annual increases are CPI rate; not to exceed 5%.

**Municipal Code: Sec. 2- 898d Living Wage Rate**

Initial Rate w/benefits	\$7.25 hr
Initial Rate w/o benefits	\$8.50 hr
Temp Agency Employee	\$7.25 hr (minimum)
Health Benefits	\$1.25 hr

Employer/Employee Retirement Contribution Rate: Base = CY 2000

CPI-U Calendar Year*	%	Effective July 1,	LIVING WAGE /WITH BENEFITS		
			LW Rate	COLA Adj Retirees	Adjusted LW Rate
	--	2000	\$7.75	\$0.00	\$7.75
2000	1.6%	2001	\$7.75	\$0.12	\$7.87
2001	2.4%	2002	\$7.87	\$0.19	\$8.06
2002	1.9%	2003	\$8.06	\$0.15	\$8.22
2003	3.3%	2004	\$8.22	\$0.27	\$8.49
2004	3.4%	2005	\$8.49	\$0.29	\$8.78
2005	2.5%	2006	\$8.78	\$0.22	\$9.00
2006	4.1%	2007	\$9.00	\$0.37	\$9.36
2007	0.1%	2008	\$9.36	\$0.01	\$9.37
2008	2.7%	2009	\$9.37	\$0.25	\$9.63
2009	1.5%	2010	\$9.63	\$0.14	\$9.77
2010	3.0%	2011	\$9.77	\$0.29	\$10.06
2011	1.7%	2012	\$10.06	\$0.17	\$10.24
2012**	2.1%	2013	\$10.24	\$0.21	\$10.45
2013**	1.5%	2014	\$10.45	\$0.16	\$10.60
2014**	1.6%	2015	\$10.60	\$0.17	\$10.78
2015**	1.6%	2016	\$10.78	\$0.17	\$10.95

**NOTES:**

\*This is from the annual Retiree Cost-of-Living Adjustment adopted by the CalPERS Board. There are multiple plans and with differing COLA formulas. For purposes of this calculation, use either the actual inflation rate or lowest COLA is approved by CalPERS, whichever is higher.

\*\*The amount for Calendar Year 2012 - 2015 were adjusted on 8/1/2016 to reflect the methodology in above.

## ATTACHMENT "C"



## Pension and Health Benefits Committee Agenda Item 4e

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March 15, 2016

**Item Name:** Update on Retiree Cost-of-Living Adjustment

**Program:** Benefit Program Services

**Item Type:** Information Consent

### Executive Summary

The annual rate of inflation as measured by the percentage change in the Consumer Price Index (CPI-U) was .120 percent through the 12 months ending December 2015. The impact of the .120 percent inflation for the Cost-of-Living-Adjustments (COLA) is reflected in the chart on page 2 for retirees by COLA provision and year of retirement. Due to the applicable inflation rate being less than 1 percent, additional government codes apply that impact COLA this year.

### Strategic Plan

This item supports the California Public Employees' Retirement System (CalPERS) Strategic Plan Goal B: "Cultivate a high-performing, risk-intelligent, and innovative organization," as well as, our objective to "deliver superior, end-to-end customer service that is adaptive to customer needs."

### Background

The basic structure of the retirement COLA increases at CalPERS includes: annually scheduled cost-of-living increases and Purchasing Power Protection Allowance (PPPA) benefit increases.

The Retirement Law provides for the payment of an annual COLA to be paid each May. However, the COLA is limited to the lesser of two compounded numbers – the rate of inflation or the COLA contracted by the employer. In addition, if a member's COLA increase is less than one percent in a given year, no COLA increase is applied for that year. Currently 95 percent of CalPERS retirees are subject to a 2 percent COLA provision. Less than 5 percent of all CalPERS retirees are currently subject to a 3, 4 or 5 percent COLA.

Government Code sections 21329 and 21335 state in whole or in part, "a) No adjustment shall be made for any year for which the adjustment is less than one (1) percent of the base allowance, and the adjustment for any year shall not exceed 6 percent of the base allowance." This year, due to a low inflation rate (0.12 percent), approximately 45 percent of retirees will not receive a 2016 increase. In the future, when the inflation rate exceeds one percent, the 0.12 percent increase retirees did not receive in 2016 will be factored in to that year's adjustment. Because of the reduced number of retirees receiving a COLA this year, the amount of benefit increases for 2016 will be less than in previous years. The reduction in benefit increases will be recognized as an actuarial gain in future Actuarial Valuation reports for our employers, marginally reducing employer rates for a future year.

The PPPA is an automatic equity adjustment added to a monthly benefit as a protection against inflation and works together with the COLA. PPPA was designed to be a supplementary benefit distributed to retirees (and their survivors or beneficiaries) when the original purchasing power of their monthly benefit falls below a certain level. The levels are established by statute and are as follows:

- 75 percent of original purchasing power for State and Schools
- 80 percent of original purchasing power for Public Agencies

Typically PPPA does not apply until a member has been retired for 25-30 years.

### Analysis

The United States (US) inflation rate as measured by the percentage change in the CPI-U for the 12 months ending in December 2015 was .120 percent. This measure will be used in calculating the 2016 regular COLAs for CalPERS retirees. The US inflation rate one year ago was 1.62 percent. Over the last 20 years (1995-2015), the inflation rate has averaged 2.2 percent and the long term (1965-2015) inflation rate has averaged 4.1 percent.

The impacts of the .120 percent inflation for the COLA are reflected in the chart below for retirees by COLA provision and year of retirement.

### COLA Increases in May 2016 for Retirees by Year of Retirement

COLA Provision	Year of Retirement	% COLA Increase Effective May 1, 2016
2% COLA	2004 & Earlier	2%
	2005	1.555%
	2006-2014	No Increase to COLA
	2015	Not Eligible
3% COLA	1980 & Earlier	3%
	1981-2014	No Increase to COLA
	2015	Not Eligible
4% COLA	1973 & Earlier	4%
	1974-2014	No Increase to COLA
	2015	Not Eligible
5% COLA	2014 & Earlier	No Increase to COLA
	2015	Not Eligible

**Budget and Fiscal Impacts**

No budget impacts. See analysis section for financial impacts.

**Benefits and Risks**

The annual COLA is a statutory requirement. There are no identified risks associated to this informational item.

**Attachments**

Not Applicable.

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**Donna Ramel Lum**

Deputy Executive Officer  
Customer Services and Support

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**Doug P. McKeever**

Deputy Executive Officer  
Benefit Programs Policy and Planning



## Pension & Health Benefits Committee

California Public Employees' Retirement System

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### Consent

#### Agenda Item 5c

February 18, 2015

**ITEM NAME:** Update on Retiree Cost-of-Living Adjustments

**PROGRAM:** Benefit Program Services

**ITEM TYPE:** Information Consent

#### EXECUTIVE SUMMARY

The annual rate of inflation as measured by the percentage change in the Consumer Price Index (CPI-U) was 1.62 percent through the 12 months ending December 2014. The impact of the 1.62 percent inflation for the Cost-of-Living-Adjustments (COLA) is reflected in the chart below for retirees by COLA provision and year of retirement.

#### STRATEGIC PLAN

This item is not a specific product of the Strategic Plan but is part of the regular and ongoing workload of the Benefit Services Division.

#### BACKGROUND

The basic structure of the retirement COLA increases at the California Public Employees' Retirement System (CalPERS) includes: annually scheduled cost-of-living increases, ad hoc increases, and Purchasing Power Protection Allowance (PPPA) benefit increases.

The Retirement Law provides for the payment of an annual COLA to be paid each May. However, the COLA adjustment is limited to the lesser of two compounded numbers – the rate of inflation or the COLA contracted by the employer. Currently 95 percent of CalPERS retirees are subject to a 2 percent COLA provision. Less than 5 percent of all CalPERS retirees are currently subject to a 3, 4 or 5 percent COLA.

In addition to the automatic COLAs, the Legislature has periodically authorized permanent ad hoc COLAs. The last time an ad hoc COLA was approved by the legislature was in 1999.

The PPPA is an automatic equity adjustment added to a monthly benefit as a protection against inflation and works together with the COLA. PPPA was designed to be a supplementary benefit distributed to retirees (and their survivors or beneficiaries) when the original purchasing power of their monthly benefit falls below a certain level. The levels are established by statute and are as follows:

- 75 percent of original purchasing power for State and Schools
- 80 percent of original purchasing power for Public Agencies

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### ANALYSIS

The United States (US) inflation rate as measured by the percentage change in the CPI-U for the 12 months ending in December 2014 was 1.62 percent. This measure will be used in calculating the 2015 regular COLAs for CalPERS retirees. The US inflation rate one year ago was 1.46 percent. Over the last 20 years (1994-2014), the inflation rate has averaged 2.4 percent and the long term (1965-2014) inflation rate has averaged 4.2 percent.

The impacts of the 1.62 percent inflation for the COLA adjustments are reflected in the chart below for retirees by COLA provision and year of retirement.

### COLA Increases in May 2015 for Retirees by Year of Retirement

COLA Provision	Year of Retirement	% COLA Increase Effective May 1, 2015
2% COLA	2006 & Earlier	2.00
	2007-2008	1.62
	2009	1.94
	2010	2.00
	2011-2013	1.62
	2014	Not eligible
3% COLA	1980 & Earlier	3.00
	1981-2013	1.62
	2014	Not eligible
4% COLA	1974 & Earlier	4.00
	1975-2013	1.62
	2014	Not eligible
5% COLA	2013 & Earlier	1.62
	2014	Not eligible

### BUDGET AND FISCAL IMPACTS

Not Applicable.

### BENEFITS/RISKS

The Annual COLA is a statutory requirement. There are no identified risks associated to this informational item.

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**ATTACHMENTS**

Not Applicable.

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DIANE ALSUP, Interim Chief  
Benefit Services Division

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ANN BOYNTON  
Deputy Executive Officer  
Benefit Programs Policy and Planning



## Pension & Health Benefits Committee

California Public Employees' Retirement System

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### Consent

#### Agenda Item 5c

February 19, 2014

**ITEM NAME:** Retiree Cost-of-Living Adjustment Update

**PROGRAM:** Benefit Program Services

**ITEM TYPE:** Information Consent

#### EXECUTIVE SUMMARY

The annual rate of inflation as measured by the percentage change in the Consumer Price Index (CPI-U) was 1.5 percent through the 12 months ending December 2013. Even though inflation was less than 2 percent last year, most California Public Employees' Retirement System (CalPERS) retirees will receive a 2 percent Cost-of-Living Adjustment (COLA) in May 2014. Please refer to the analysis section for more details on the breakdown of COLA that CalPERS retirees will receive based on their year of retirement.

#### STRATEGIC PLAN

This item is not a specific product of the Strategic Plan but is part of the regular and ongoing workload of the Actuarial Office.

#### BACKGROUND

The basic structure of the retirement COLA increases at CalPERS includes: annually scheduled cost-of-living increases, ad hoc increases, and Purchasing Power Protection Allowance (PPPA) benefit increases.

The Retirement Law provides for the payment of an annual COLA to be paid each May. However, the COLA adjustment is limited to the lesser of two compounded numbers – the rate of inflation or the COLA contracted by the employer. Currently 95 percent of CalPERS retirees are subject to a 2 percent COLA provision. Less than 5 percent of all CalPERS retirees are currently subject to a 3, 4 or 5 percent COLA.

In addition to the automatic COLAs, the Legislature has periodically authorized permanent ad hoc COLAs. The last time an ad hoc COLA was approved by the legislature was in 1999.

The PPPA is an automatic equity adjustment added to a monthly benefit as a protection against inflation and works together with the COLA. PPPA was designed to be a supplementary benefit distributed to retirees (and their survivors or beneficiaries) when the original purchasing power of their monthly benefit falls below a certain level. The levels are established by statute and are as follows:



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- 75 percent of original purchasing power for State and Schools
- 80 percent of original purchasing power for Public Agencies

Based on recent historical rates of inflation, it could take approximately 25 to 30 years for a retiree, beneficiary or survivor to receive a PPPA adjustment. Prior to 2013, increases or decreases in the amount of a recipient's PPPA benefit occurred in the January 1st warrant. Senate Bill 1139, passed in 2010, changed the payment date. The PPPA benefit is now paid annually in the May 1<sup>st</sup> warrant to coincide with the annual COLA adjustment.

### ANALYSIS

The U.S. inflation rate as measured by the percentage change in the CPI-U for the 12 months ending in December 2013, was 1.5 percent. This measure will be used in calculating the 2014 regular COLAs for CalPERS retirees. The U.S. inflation rate one year ago was 2.1 percent. Over the last 20 years (1993-2013), the inflation rate has averaged 2.4 percent and the long term (1960-2013) inflation rate has averaged 4.0 percent.

The impacts of the 1.5 percent inflation for the COLA adjustments are reflected in the chart below for retirees by COLA provision and year of retirement. Most retirees will receive a 2 percent COLA increase this year.

### COLA Increases in May 2014 for Retirees by Year of Retirement

COLA Provision	Year of Retirement	% COLA Increase Effective May 1, 2014
2% COLA	2006 & Earlier	2.0
	2007	1.8
	2008	1.5
	2009-2010	2.0
	2011-2012	1.5
	2013	Not eligible
3% COLA	1980 & Earlier	3.0
	1981	2.5
	1982-2012	1.5
	2013	Not eligible
4% COLA	1974 & Earlier	4.0
	1975-2012	1.5
	2013	Not eligible
5% COLA	2012 & Earlier	1.5
	2013	Not eligible

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Pension & Health Benefits Committee  
February 19, 2014  
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**BUDGET AND FISCAL IMPACTS**

Not Applicable.

**ATTACHMENTS**

Not Applicable.

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ANTHONY SUINE, Chief  
Benefit Services Division

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ANN BOYNTON  
Deputy Executive Officer  
Benefit Programs Policy and Planning



## Pension & Health Benefits Committee

California Public Employees' Retirement System

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### Consent

#### Agenda Item 5c

February 20, 2013

**ITEM NAME:** Update on Retiree Cost-of-Living Adjustments

**PROGRAM:** Actuarial Office

**ITEM TYPE:** Information Consent

#### EXECUTIVE SUMMARY

The annual rate of inflation as measured by the percentage change in the Consumer Price Index (CPI-U) was 2.07 percent in 2012. As a result, most CalPERS retirees will receive a two percent Cost-of-Living Adjustment (COLA) in May 2013. This means that the vast majority of retirees suffered a loss of 0.07 percent of their purchasing power.

#### STRATEGIC PLAN

This item is not a specific product of the Strategic Plan but is part of the regular and ongoing workload of the Actuarial Office.

#### BACKGROUND

The basic structure of the retirement COLA increases at CalPERS includes: annually scheduled cost-of-living increases, ad hoc increases, and Purchasing Power Protection Allowance (PPPA) benefit increases.

The Retirement Law provides for the payment of an annual COLA to be paid each May. However, the COLA adjustment is limited to the lesser of two compounded numbers – the rate of inflation or the COLA contracted by the employer. Currently 95 percent of CalPERS retirees are subject to a 2 percent COLA provision. Less than 5 percent of all CalPERS retirees are currently subject to a 3, 4 or 5 percent COLA.

In addition to the automatic COLAs, the Legislature has periodically authorized permanent ad hoc COLAs. The last time an ad hoc COLA was approved by the legislature was in 1999.

The PPPA is an automatic equity adjustment added to a monthly benefit as a protection against inflation and works together with the COLA. PPPA was designed to be a supplementary benefit distributed to retirees (and their survivors or beneficiaries) when the original purchasing power of their monthly benefit falls below a certain level. The levels are established by statute and are as follows:

- 75 percent of original purchasing power for State and Schools
- 80 percent of original purchasing power for Public Agencies

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For the past two decades, increases or decreases in the amount of a recipient's PPPA benefit occurred in the January 1st warrant. Senate Bill 1139, passed in 2010, changed the payment date. The PPPA benefit will now be paid annually in the May 1<sup>st</sup> warrant, to coincide with the annual COLA adjustment. This year only, CalPERS retirees subject to PPPA will receive a retroactive adjustment to cover the four months of January through April of 2013.

### ANALYSIS

The US inflation rate as measured by the percentage change in the CPI-U for the 12 months ended in December 2012, was 2.07 percent. This measure will be used in calculating the 2013 regular COLAs for CalPERS retirees. The US inflation rate one year ago was 3.2 percent. Over the last 20 years, the inflation rate has averaged 2.5 percent and the long term (1960 to 2012) inflation rate has averaged 4.0 percent.

In May 2013, most of the CalPERS retirees will receive a two percent COLA. Some retirees will see their monthly warrant increase more than two percent because they are subject to a higher COLA or have been retired for a long time and already receive PPPA benefits.

For the 2013 COLA adjustments, the impact of inflation will result in the following increases:

#### COLA Increases in May 2013 for Retirees by Year of Retirement

COLA Provision	Year of Retirement	% COLA Increase Effective May 1, 2013
2% COLA	2007 & Earlier	2.00%
	2008	2.07%
	2009 to 2011	2.00%
	2012	Not Eligible
3% COLA	1981 & Earlier	3.00%
	1982 to 2009	2.07%
	2010	2.22%
	2011	2.07%
	2012	Not Eligible
4% COLA	1974 & Earlier	4.00%
	1975	3.96%
	1976	2.22%
	1977 to 2011	2.07%
	2012	Not Eligible
5% COLA	2011 & Earlier	2.07%
	2012	Not Eligible

Retirees currently subject to a three, four or five percent COLA represent less than five percent of all CalPERS retirees.

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DAVID LAMOUREUX  
Deputy Chief Actuary  
Actuarial Office

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ANN BOYNTON  
Deputy Executive Officer  
Benefit Programs Policy and Planning

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## AGENDA REPORT

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**To:** Mayor Robert C. Gonzales and Councilmembers

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

**Date:** August 1, 2016

**Subject:** Consideration to Approve Resolution No. 7757 Authorizing and Adopting the City's 2016 Federal Transit Administration (FTA) Title VI Plan

### RECOMMENDATION:

It is recommended that the City Council:

- a. Approve Resolution No. 7757 (Attachment "A") authorizing and adopting the City's 2016 Federal Transit Administration (FTA) Title VI Plan; and
- b. Direct the City Manager to implement the Title VI Plan.

### BACKGROUND:

1. On May 28, 2013, the City was notified by Los Angeles Metropolitan Transportation Authority (LAMTA) regarding the new Federal Title VI requirements for grant sub-recipients. The new requirements mandate all agencies receiving federal grant funds to have a Title VI Plan in place.
2. On February 3, 2014, City Council approved Resolution No. 7571 authorizing the adoption of a Title VI Plan and directing the City Manager to implement the Plan.
3. On January 8, 2016, Los Angeles County Metropolitan Transportation Authority (LA METRO) notified the City that it was time to update Title VI Plan and have it approved by City Council.

### ANALYSIS:

Title VI of the Civil Rights Act of 1964 is a Federal law that prohibits recipients and sub-recipients of Federal financial assistance (e.g., states, local governments, and transit providers)

**Consideration to Approve Resolution No. 7757 Authorizing and Adopting the City's 2016 Federal Transit Administration (FTA) Title VI Plan**Page 2 of 3

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from discriminating on the basis of race, color, or national origin in their programs or activities, and it obligates Federal funding agencies to enforce compliance.

Under Title VI, the Department of Transportation (DOT) has the responsibility to provide oversight of recipients and to enforce compliance with Title VI, to ensure recipients do not use DOT funds to subsidize discrimination based on race, color, or national origin.

As a sub-recipient of Federal Transit Administration (FTA) funds, the City of San Fernando is required to demonstrate compliance with Title VI by submitting a Title VI Plan every three (3) years. The City's 2016 Title VI Plan is due to LA METRO by August 3, 2016. Approval of this Plan by the City Council is required, pursuant to the FTA's updated Circular (FTA C 4702. I B) dated October 1, 2012. Upon submittal, LA METRO then reviews and concurs with the Title VI Plan or requests additional information.

City of San Fernando 2016 Title VI Plan contains the following elements:

- The Title VI Notice to the Public;
- Instructions to the public regarding how to file a Title VI complaint;
- A list of public-transportation-related Title VI investigations, complaints, or lawsuits;
- A public participation plan, including a targeted outreach plan to Title VI populations and a summary of recent outreach efforts;
- A language assistance plan based on the Limited English Proficiency analysis;
- Information regarding the racial breakdown of transit-related policy boards or committees;
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program;
- Ensure the required Disadvantaged Business Enterprise (DBE) assurance language at 49 CFR 26.13 (a) and (b) reads verbatim in all financial agreements, contracts, and subcontracts.

Of the elements listed, "public participation and outreach" are areas of focus within the 2016 Title VI Plan. Public participation and outreach related to transit issues which may affect the public will be accomplished through a variety of means including: notification on City's website and in newsletter; advertisements in local publications; announcements during City Council meetings and email notices to community stakeholders. Taking this approach will allow the City to keep the public up-to-date and educated on transit related issues within the community.

**Consideration to Approve Resolution No. 7757 Authorizing and Adopting the City's 2016 Federal Transit Administration (FTA) Title VI Plan**Page 3 of 3

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**BUDGET IMPACT:**

There is no impact to the General Fund. Approval of this report is needed so the City can continue to use FTA 5309 funds for Public Works projects.

**CONCLUSION:**

Staff recommends adopting Resolution No. 7757 and authorizing the continued implementation of the Title VI Plan.

**ATTACHMENT:**

A. Resolution No. 7757

**ATTACHMENT “A”****RESOLUTION NO. 7757****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO, CALIFORNIA, AUTHORIZING AND  
ADOPTING THE PLAN ASSOCIATED WITH THE FEDERAL  
TRANSIT ADMINISTRATION (FTA) TITLE VI PROGRAM**

**WHEREAS**, the City of San Fernando is a recipient of Federal revenues and is required to meet federal regulatory requirements for the Title VI, established by 49 C.F.R. part 21.7; and

**WHEREAS**, the Federal Transit Administration (FTA) requested that the City provide a Title VI Program plan that ensures that no person or group of persons on the basis of race, color, or national origin is subjected to discrimination in the level and quality of transportation services and benefits and that steps are taken to ensure that persons with Limited English Proficiency are provided these rights; and

**WHEREAS**, the City has prepared a plan which provides for the collection of data regarding persons most impacted by City projects; establishes a complaint process for those believed to be discriminated against under provisions of Title VI; ensures enhanced public outreach of Title VI provisions and procedures; ensures monitoring and compliance of Title VI requirements; and requires updates to the Title VI Plan every three (3) years;

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

**SECTION 1.** Authorize the adoption of the 2016 Title VI Plan (Exhibit “A”); and

**SECTION 2.** Direct the City Manager to implement the Title VI Plan.

**PASSED, APPROVED, AND ADOPTED** this 1<sup>st</sup> day of August, 2016.

---

Robert C. Gonzales, Mayor

**ATTEST:**

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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 1<sup>st</sup> day of August 2016, by the following vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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Elena G. Chávez, City Clerk



**EXHIBIT "A"**

## **CITY OF SAN FERNANDO TITLE VI PLAN**

August 1, 2016

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**CITY OF SAN FERNANDO TITLE VI PLAN**

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**CITY OF SAN FERNANDO TITLE VI PLAN**

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**Sub-Recipient Name: City of San Fernando**

**I. Policy Statement**

**TITLE VI POLICY STATEMENT**

It is the policy of the City of San Fernando to ensure compliance with Title VI of the Civil Rights Act of 1964, as amended; 42 USC 2000(d); related statutes and regulations to the end that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination.

The City of San Fernando strictly forbids and will not tolerate actions that intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title VI, or because he/she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this policy.

The Title VI Compliance Manager is the designated Title VI coordinator for the City of San Fernando. For questions, concerns, complaints, or requests for additional information regarding the City of San Fernando's Title VI policy contact:

City of San Fernando Title VI Division  
Mr. Kenneth Jones  
117 Macneil Street  
San Fernando, CA 91340  
Email: [kjones@sfcity.org](mailto:kjones@sfcity.org)  
Phone: 818-898-1200

(This document will be posted on the website in English and Spanish.)



## CITY OF SAN FERNANDO TITLE VI PLAN

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### II. Title VI Organization, Staffing, and Structure

#### TITLE VI COMPLIANCE DIVISION

##### Title VI Organization/Staffing/Structure

##### Title VI Organization

The Title VI Compliance function is positioned in the City of San Fernando's Title VI Compliance Division, reporting directly to the City Manager and interfaces collaboratively with Personnel, Community Development, Public Works, Recreation & Community Service, Administration, City Attorney, City Council and the Commissions partners and is located at 117 Macneil Street, San Fernando, CA 91340-2993.

The function is being created in response to a need to centralize and coordinate the organization's Title VI Civil Rights Program and create a skilled and experienced staff for greater effectiveness in preventing and addressing Title VI issues and responding to complaints. The function and staff are responsible for developing and implementing the City of San Fernando's Title VI non-discrimination program in accordance with established organizational policies, state and federal laws.

The mission of the Title VI Compliance Division is to advocate for and ensure Title VI civil rights by:

- Promoting and maintaining a qualified and diverse City, volunteer and contractor workforce that is representative of the public and communities served.
- Promoting equal access to transit and related programs, research and services.
- Promoting and maintaining equal opportunity for economically small and diverse and economically underinsured and underserved communities.

The Title VI Compliance Division is responsible for and required under Title VI to:

- Establish and sustain a formal program for communicating, monitoring and enforcement of non-discrimination.
- Staff the program adequately in order to provide technical support and consultation to the City's program areas.

## CITY OF SAN FERNANDO TITLE VI PLAN

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- Report the City's efforts and compliance with the law to the appropriate local, state and federal agencies, in accordance with Title VI requirements.

Under the direction and oversight of the Title VI Compliance Manager, the Division has specific responsibility and authority to:

- Serve as a resource in investigation of complaints.
- Collect and analyze statistical data related to complaints.
- Develop a program to conduct Title VI reviews of program areas.
- Conduct review of programs, grant applications and special emphasis areas, sub-recipients and state program directives.
- Monitor Title VI activities and reports to appropriate City officials and managers.
- Provide guidance, training and performance coaching on Title VI requirements, policies, procedures and practices.
- Develop and disseminate Title VI information, forms and required documents.
- Review and respond to local, state and federal program directives, as requested or required under Title VI.
- Establish policy, forms and procedures for reviewing and addressing public Title VI issues and complaints; disseminate to staff and the public, as required under Title VI.

### **Key Title VI Program Staff**

- **Title VI Compliance Officer**

Serves as the delegated official responsible for essential Title VI public civil rights compliance and insures that the Title VI Compliance Division is properly staffed, trained and skilled to carry out their assigned essential duties and responsibilities necessary to provide the public with equal access and exceptional services that meet Federal laws, executive orders and regulations.

Also serves as the internal/external spokesperson for Title VI Programs and leads an annual review of new hire and refresher training development and presentations to ensure that all employees, professionals, non-employee and service providers, contractors, subcontractors and volunteers receive proper training and guidance on the City's policy and the law. Personally provides New Hire Orientations and Training, and

## CITY OF SAN FERNANDO TITLE VI PLAN

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annually briefs the City Officials and Department Heads on the status of City system-wide training, development and compliance.

- **Title VI Compliance Manager**

The **Title VI Compliance Manager** is the City's primary contact on all matters pertaining to the Title VI and related Americans with Disabilities Act, Limited English Proficiency (LEP).

Pursuant to 23 CFR 200.9 (b) (1), the **Title VI Compliance Manager** has been delegated the responsibility for Title VI actions; oversees and directs the work of assigned staff and other dedicated or contracted resources performing Title VI training, investigations, audits, or assessments, to fulfill Title VI statutory and regulatory requirements.

Responsible for assuring full compliance with the provisions of Title VI and LEP and has system-wide authority to communicate and ensure that non-discrimination is required of all employees, non-employee medical staff, contractors and on-site service providers.

Prepares implementation plans, conducts annual assessments of pertinent City program areas, coordinates appropriate Title VI training and communication and makes recommendations to enhance compliance, investigates and/or assigns investigations and resolves Title VI complaints, and prepares all necessary and required reports.

- **Investigators and Analysts**

Skilled staff and contract investigators will be assigned to handle complaint investigations; conduct investigations in accordance with established City policy, procedures, guidance and forms; and document findings, conclusions and recommendations. They will document and submit reports to the Title VI Compliance Division for disposition, posting, record keeping and reporting.

- **Title VI Division Structure**

The Title VI Division reports directly to the City Manager. The duties of the Title VI coordinator will be performed by the Title VI Manager who has other responsibilities within the City. Once it has been determined that the volume of work exceeds this person's ability to effectively manage the Title VI duties, the City will re-evaluate staffing requirements.

**CITY OF SAN FERNANDO TITLE VI PLAN**

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## City of San Fernando Organizational Chart w-Title VI Compliance Function



## **CITY OF SAN FERNANDO TITLE VI PLAN**

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### **III. Title VI Information Dissemination**

Title VI information posters will be prominently and publicly displayed in the Administrative Offices of the City of San Fernando, 117 Macneil Street, San Fernando, CA 91340 and in City facilities with public access and revenue transit vehicle(s). The name of the Title VI Manager will be displayed on the poster as the primary contact and in key communications. Additional information relating to its nondiscrimination obligation and Title VI rights can be obtained from the City of San Fernando Title VI Compliance Division.

The City will ensure that transit riders, the public seeking City services, registrants in ongoing community outreach programs, and other members of the public are provided with information about their Title VI Rights through conspicuously posted notices at service desks, reception areas, information provided during registrations, notices on transit vehicles, and notices posted in facilities accessible to the public. A summary of The Title VI plan will be located on the City's website for review.

During New Employee Orientation and subsequent employee training, information relative to the provisions of Title VI, and the City of San Fernando's expectations to perform their duties accordingly will be reviewed and discussed. All employees shall be provided Title VI Compliance Training and will be required to sign the Acknowledgement of Receipt.

### **IV. Title VI Certification and Assurance: Sub-recipient, Contractors and Vendors Assurances**

The City, as a subrecipient of funding that originates from federal assistance, is subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. The required certifications and assurances should be submitted to the primary recipient, Los Angeles Metro, on an annual basis. The last reporting period for the Annual Federal Transit Administration (FTA) Compliance Self-Certification was June 30, 2013. The City has signed and submitted this Self Certification to Metro.

Consequently all subcontractors and vendors who receive payments from the City where funding originates from any federal assistance are subject to these same provisions. The City ensures that written contracts with subcontractors and vendors contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract. The City will ensure that specific required DBE assurance language at 49 CFR 26.13 (a) and (b) verbatim is in all financial agreements, contracts and subcontracts.

## CITY OF SAN FERNANDO TITLE VI PLAN

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### Section 26.13 Assurances

[Recipient] has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

#### Federal Financial Assistance Agreement Assurance: 26.13(a)

[Recipient] shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the [Recipient] of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub-recipients.

[Note: This language is to be used verbatim, as it is stated in 26.13(a).]

#### Contract Assurance: 26.13b

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

[Note: This language is to be used verbatim, as it is stated in 26.13(b)]

## V. Record of Complaints, Lawsuits & Investigations

The Title VI Compliance Manager is responsible for maintaining permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the City of San Fernando's Title VI Plan, training records, complaints, investigations and/ or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

There have been no Title VI lawsuits naming the City of San Fernando alleging discrimination on the basis of race, color, or national origin in the last three years and reporting period ending June 30, 2013.

## VI. Notice to the Public of Their Rights

The City of San Fernando will ensure the public is aware of the City's adherence to Title VI of the Civil Rights Act of 1964 and the public's rights under this law by postings in public areas of the City's office(s), including the reception desks, public meeting rooms, enclosed recreational areas, public transit vehicles, stations and/or stops. Notification of the public's rights under Title VI as well as the complaint process and form are posted on the website in English and Spanish. Refer to the Appendix A.

## CITY OF SAN FERNANDO TITLE VI PLAN

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### VII. Title VI Complaint and Investigation Procedures (Internal Use)

#### **Right to File a Complaint**

Any person who believes he/she or any specific class of persons has been subjected to discrimination prohibited by Title VI may, by himself/herself or by a representative, file a written complaint with the City of San Fernando Title VI Compliance Division, US Department of Transportation (USDOT), Federal Transit Authority (FTA), or any other Federal agency providing funds for any City program, projects or services no later than 180 days after the alleged act of discrimination.

#### **Complaint Acceptance Letter**

Once a Title VI complaint has been accepted for investigation, the City of San Fernando Title VI Compliance Division or receiving agency will notify complainant that an investigation of allegation(s) will be conducted, and when completed, the complainant and alleged offending person/organization will be notified of the decision and disposition.

#### **Investigations**

The City Title VI Compliance Division will assign, oversee, track and record a prompt investigation of the allegation(s) presented. The investigation will include, where appropriate, a review of the pertinent practices and policies of the City's Title VI Compliance Program, the circumstances under which the possible noncompliance occurred, interviews with all parties involved including witnesses, and other factors relevant to a determination as to whether the City has failed to comply with Title VI. In cases involving transit vehicles, the investigation will include a review of any audio or video recording devices.

#### **Letters of Finding or Resolution**

After the investigation has been completed, the Title VI Compliance Division will transmit to the complainant and the alleged individual or organization one of the following letters:

- a. A letter of resolution that explains the steps that the City has taken or guarantees to take to come into compliance with Title VI.
- b. A letter of finding issued when the alleged individual or organization is not found to be in noncompliance with Title VI. This letter will include an explanation of why the individual or organization was not found to be in noncompliance, and provide notification of the complainant's right to appeal. If applicable, the letter can include a list of procedural violations or concerns, which can put the alleged individual or organization on notice that certain practices are questionable and that without corrective steps, a future violation finding is possible.

## CITY OF SAN FERNANDO TITLE VI PLAN

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- c. A letter of finding issued when an individual or organization is found to be in noncompliance. This letter will include each violation referenced as to the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences of failure to achieve voluntary compliance, and an offer of assistance to the individual or organization in devising a remedial plan for compliance, if appropriate.

### **Appeals Process**

The letter of finding and resolution will offer the complainant and the alleged offending City individual or organization the opportunity to provide additional information that would lead the Title VI Compliance Division to reconsider its conclusions. In general, the City's policy requires that the parties in the complaint provide this additional information within 60 days of the date the Letter of Finding was transmitted. After receiving and reviewing the information, the Title VI Compliance Division will respond either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force.

### **Title VI Complaints and Investigations Process (Website)**

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of San Fernando (hereinafter referred to as "the City") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Complaints must be received within 180 days of the alleged incident and must be complete.

Once the complaint is received, the City will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The City has 90 days to investigate the complaint. If more information is needed to resolve the case, the City may contact the complainant. The complainant has 30 business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the City can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains how the situation will be addressed, and whether any disciplinary action, additional training of the employee, or other action will occur. If the complainant wishes to appeal the decision, she/he has 90 days after the date of the letter or the LOF to do so.



**CITY OF SAN FERNANDO TITLE VI PLAN**

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A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590. A copy of the Complaint Form can be found in the Appendix B.

(The Title VI Complaint Procedures will appear in English and Spanish on the City's website.)

## CITY OF SAN FERNANDO TITLE VI PLAN

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### VIII. Limited English Proficiency (LEP) Plan

Individuals, who have a limited ability to read, write, speak or understand English, are considered persons with Limited English Proficiency or “LEP”. In Los Angeles County, according to the U.S. Census records, approximately one-quarter of the County’s residents would describe themselves as being able to communicate in English less than “very well”.

Section 601 of Title VI of the Civil Rights Act of 1964 states the following: “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

According to the U.S. Department of Transportation handbook, titled “Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers, (April 14, 2007)” (hereinafter “Handbook”), Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (Handbook, page 5).

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP individuals (Handbook, page 6). Additionally, Title VI and its implementing regulations require that DOT recipients take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of their programs and activities for Limited English Proficient individuals and that recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits service information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6).

For many individuals, public transit is a vital service and a primary mode of transportation. Therefore, it is extremely important that the City of San Fernando is able to communicate effectively with all of its customers, both LEP and non-LEP. Effective communication with the public promotes safer, more reliable, convenient and accessible service for all. For these reasons, the City of San Fernando is committed to taking necessary steps to ensure meaningful access to LEP persons.

### Four-Factor Analysis

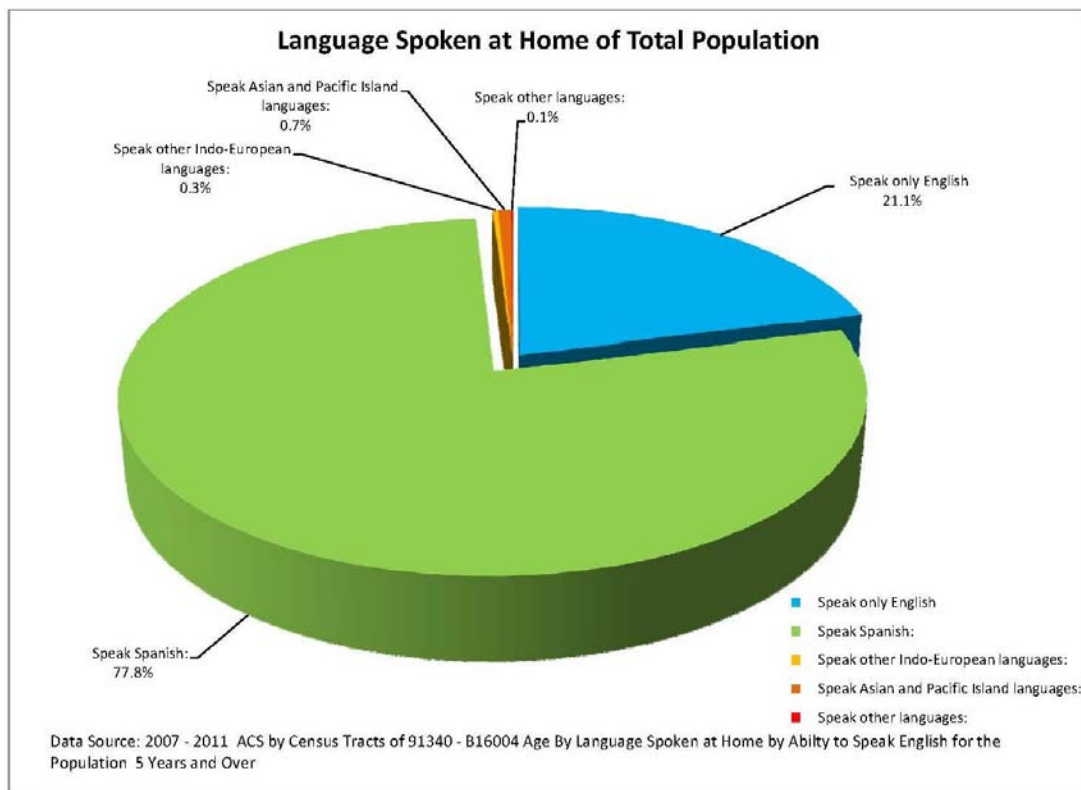
This plan applied the four factor analysis to demonstrate the efforts the City of San Fernando will take to ensure that its programs and services are accessible to *all* persons. Based on empirical findings in the Four Factors Analysis, the report will document an implementation plan to enhance the City’s language assistance for LEPs. Additionally, the City of San Fernando continues to welcome comments and suggestions that would further improve the implementation plan and/or ability to communicate more effectively with LEP residents.

## CITY OF SAN FERNANDO TITLE VI PLAN

**Factor 1: The Number or Proportion of LEP Persons Eligible to be Served or likely to be Encountered by the program or recipient**

### Census Data on the LEP Population

The City of San Fernando serves residents speaking different languages in their homes. Of the 31,040 residents in the City of San Fernando, 21.1% speak only English in the home. The remaining 78.9% speak languages other than English. This is compiled from the U.S. Census Bureau's American Community Survey (ACS) which tracks race, family and relationships, income and benefits, health insurance, education, veteran status, disabilities and provides data related to English language proficiency. Categories within the English language proficiency survey include how well individuals indicate they speak English. The relevant information for the City of San Fernando follows:



### Analyze the Data Collected

As indicated in the chart above, less than a quarter (21.1%) of the City of San Fernando's residents speaks only English in the home. Thus, the majority of the population (78.9%) speaks a language other than English in the home. In addition, the City of San Fernando has seen a substantial increase in the number of Spanish speakers in the last 12 years. Of the LEP population identified from the Census data, Spanish is the dominant language (77.8%) both in

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current numbers, growth and, therefore, need. Recognizing this, the City of San Fernando implemented outreach programs to better communicate with and represent the interests of the Spanish speaking residents in the community. In addition, the City recognizes the need to ensure that its printed materials, signage and service representatives are bilingual or have access to language interpretation resources.

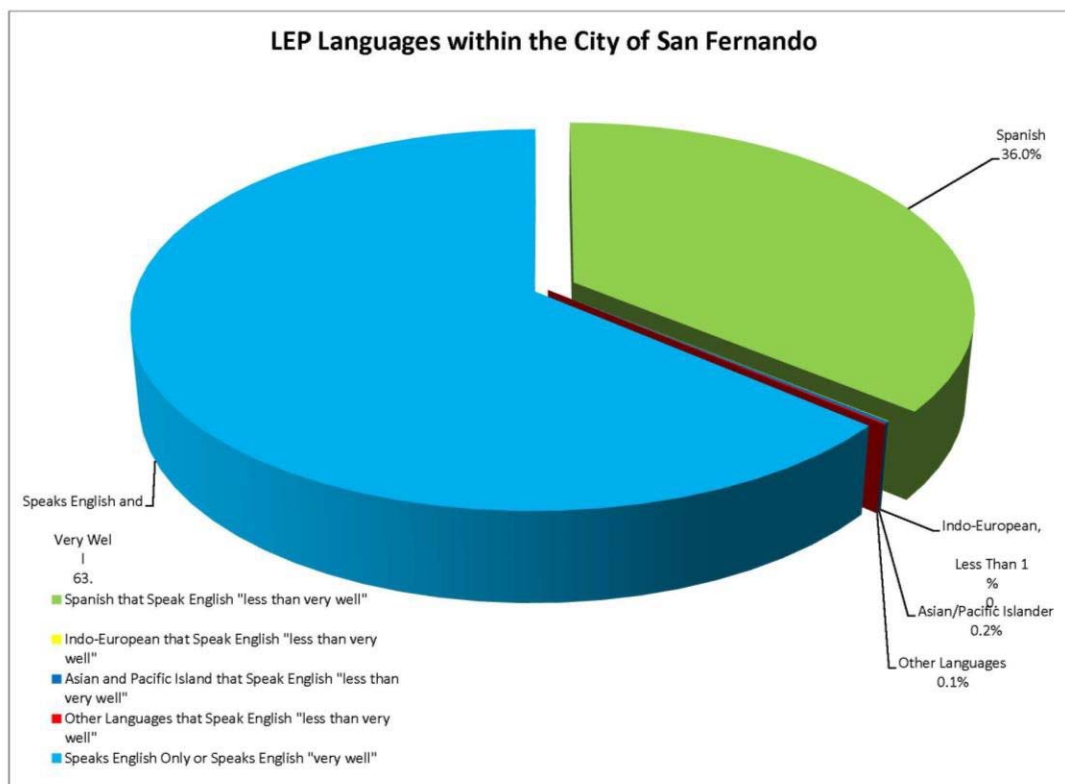
As previously noted, the LEP population is determined by combining specific categories used by respondents in the American Community Survey (ACS). Using the LEP classifications of “very well”, “well”, and “not well” and “not at all”, the number and percentage of LEP individuals can be determined. LEPs are classified as a combination of “well”, “not well” and “not at all”, also referred to as “less than very well”.

	5 to 17 years:	18 to 64 years:	65 years and over:	Total Population	% of Total Population	Language % of LEP
<b>Total Population</b>	<b>7,163</b>	<b>21,174</b>	<b>2,703</b>	<b>31,040</b>		<b>11262</b>
<b>Speak English only</b>	1,956	4,012	594	<b>6,562</b>	21.1%	
<b>Speak Spanish:</b>	5,196	16,919	2,048	<b>24,163</b>	77.8%	
<b>Speak English "very well"</b>	4,075	8,509	414	<b>12,998</b>	41.9%	
Speak English "well"	1,002	3,094	369			
Speak English "not well"	119	3,729	520			
Speak English "not at all"	0	1,587	745			
<b>Spanish that Speak English "less than very well"</b>	<b>1121</b>	<b>8410</b>	<b>1634</b>	<b>11,165</b>	<b>36.0%</b>	<b>99.1%</b>
<b>Speak Indo-European languages:</b>	0	67	18	85	0.3%	
<b>Speak English "very well"</b>	0	57	18	75	0.2%	
Speak English "well"	0	10	0			
Speak English "not well"	0	0	0			
Speak English "not at all"	0	0	0			
<b>Indo-European that Speak English "less than very well"</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0.0%</b>	<b>0.1%</b>
<b>Speak Asian and Pacific Island languages:</b>	11	152	43	206	0.7%	
<b>Speak English "very well"</b>	11	98	34	143	0.5%	
Speak English "well"	0	54	0			
Speak English "not well"	0	0	0			
Speak English "not at all"	0	0	9			
<b>Asian and Pacific Island that Speak English "less than very well"</b>	<b>0</b>	<b>54</b>	<b>9</b>	<b>63</b>	<b>0.2%</b>	<b>0.6%</b>
<b>Speak other languages:</b>	0	24	0	24	0.1%	
<b>Speak English "very well"</b>	0	0	0	0	0.0%	
Speak English "well"	0	24	0			
Speak English "not well"	0	0	0			
Speak English "not at all"	0	0	0			
<b>Other Languages that Speak English "less than very well"</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>24</b>	<b>0.1%</b>	<b>0.2%</b>
<b>Totals:</b>						
<b>Speaks English Only or Speaks English "very well"</b>				<b>19,778</b>	63.7%	
<b>Speaks Other Languages and Speaks English "less than very well"</b>				<b>11,262</b>	36.3%	
<b>Total Population</b>				<b>31,040</b>	100.0%	

Data Source: 2007 - 2011 ACS by Census Tracts of 91340 - B16004 Age By Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over

As depicted in the table and graph above, 63.7% of the population identifies itself as speaking English only and speaking English “very well”. The remaining 36.3 of the population report speaking English “less than very well”. Thus, 11,262 residents represent the City of San Fernando’s LEP population. Approximately 77.8% of the total population, or 99.1% of the LEP population, speaks Spanish, by far the largest non-English language spoken within the City of San Fernando.

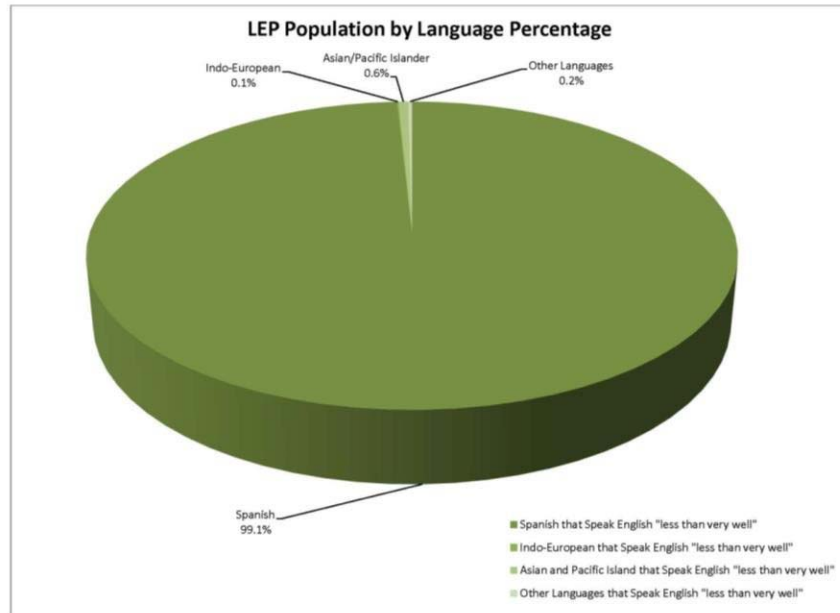
## CITY OF SAN FERNANDO TITLE VI PLAN



### Concentration of LEP Persons within the Service Area

Upon further analysis of the 99.1% of LEP individuals (or 36% of total population), it is clear that residents that speak Spanish clearly dominate the number of LEP individuals. While the figure above shows a variety of LEP languages spoken in the City of San Fernando, the analysis shows Spanish as the most prominent of the City of San Fernando LEP populations.

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***Factor 2: The frequency with which LEP persons come in contact with City programs, activities or services.***

Because of the City of San Fernando's diversity, the agency regularly encounters LEP persons during its daily operations. Accordingly, the City works to ensure that all individuals have access to vital information relating to programs and services provided by the City. Although the City has several programs to reach its population, it recognizes the need to increase publicizing its availability in Spanish and ensure vital documents are available in Spanish in hardcopy and on the website.

Below are examples of where some of the interactions may take place with LEP individuals:

- Recreation Department
- Community Development Department
- Personnel Department
- Public Works Department
- Police Department
- Finance Department
- City Manager's Office
- Customer Service
- City Council Meetings or Public hearings
- Website
- Trolley service operators, schedules, and brochures
- Staffed booths at community events
- Community surveys
- Community based organizations
- Way-finding and signage in public buildings and areas

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The City of San Fernando serves LEP persons daily via many of the services listed above. The majority of our LEP persons are Spanish speakers. The City is adequately staffed with Spanish-speaking personnel and resources to assist LEP persons. For languages other than Spanish, the City has access to AT&T Language Line which is an interpreter service used by the Police Department for languages in addition to Spanish.

The San Fernando's two trolleys run daily using 28 stops to link the city's residential and commercial areas. The trolley operators are in contact with LEP persons regularly and if not Spanish speakers themselves, have access to language interpreters. Based upon input from the Transit Committee, public, and community representatives, new stops are added such as the Cesar E. Chavez Learning Academies, the Sam's Club/Home Depot Shopping Center, and the San Fernando Swap Meet, which serve many LEP citizens. Stop waits average 20-25 minutes.

Based on the trolleys' total rider-ship numbers for local routes, the highest rider-ship comes from the routes that serve the LEP population.

### *Factor 3: The nature and importance of our programs, activities, and services to the LEP population.*

As a public transit provider, the City of San Fernando is committed to addressing the on-going need to service our LEP population. Title VI notices are posted for LEP persons and the website has been updated ([www.ci.san-fernando.ca.us](http://www.ci.san-fernando.ca.us)) to add the Notice of Rights, Complaint Process, and Complaint Form. These notices will be translated into Spanish as well. The City provides operators and service staff with information on how to communicate with our LEP population.

The City of San Fernando regularly collaborates with community organizations and local groups to identify programs needed and to provide information on programs it offers the community. The San Fernando's Recreation and Community Services provides a critical opportunity to interact with LEP individuals who participate in the City of San Fernando's Community Services programs and activities. Many of the LEP persons are also provided trolley transit service from this location.

### *Factor 4: The resources available to the City and costs associated with the outreach*

The City of San Fernando is in the process of expanding its outreach to provide more consistency in providing critical information about its programs and services to its Spanish-speaking LEP population. The City will monitor its increasing numbers of other language groups in the LEP community to determine if the documents provided in Spanish now and in the future warrants translation in other languages to meet the needs of other LEP persons as the population changes.

With a limited budget and constrained future resources, the City works hard to stretch a small budget to maximize services to its LEP population. We are committed to continuing our efforts to ensure vital documents enabling access to services and benefits are in both English and

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Spanish and, where feasible, included on our website.

We currently use verified competent bi-lingual employees across departments for interpretation and translation services to assist with individuals who need language assistance. Using these internal resources provides a cost-effective method of responding to the needs of our Spanish-speaking population. In addition, we have city-wide access to external services such as that used by our Police Department to assist with translation of vital documents and other materials, with the goal of creating consistency in the language used, as well as ensure there is a consistent voice and identity representative of the City.

### **Conclusion**

The City of San Fernando has developed a number of services to ensure that those who rely on our programs and services are able to receive the critical information about the programs and services in a language that is best for them. We have bilingual service staff who are proficient in both English and Spanish, as well as other employees who are also fluent in the other languages representative of our LEP population. The ability of these in-house resources has aided in providing cost-effective critical information to our LEP speaking population. As shown above in our analysis of the U.S. Census information, the City is able to provide its programs and services to the majority of its citizens with minimal additional effort. We have continued to focus on our growing Spanish LEP by incorporating documents in Spanish on the website such as the transit schedule, to publicize recreation and community development activities and other efforts to reach out to this specific segment of the population. We will continue efforts to ensure that LEP individuals are able to access all aspects of the City of San Fernando's programs and services.

### ***Providing Notice to LEP Persons***

Under the U.S. DOT LEP guidance based upon the four factor analysis indicating Spanish as the dominant LEP language, the City provides LEP language services and will notify LEP persons of these services that are available free of charge. To ensure understanding of the availability of these services, this notice will be provided in English and Spanish.

The City has incorporated several examples of notification provided in the guidance including:

- Signage when free language assistance is available with advance notice. This is particularly important with City Council meetings.
- Stating in outreach documents that language services are available from the agency. A notification of services is indicated in Spanish when full translation of the document is not available.
- Working with community-based organizations and other stakeholders to inform LEP individuals of recipient's services, including the availability of language assistance.
- Using automated telephone voice mail attendant or menu that can provide information about available language assistance services and how to get them. The telephone



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system has an option that Spanish speakers may use.

- Providing presentations and/or notices at schools and religious organizations.

The City of San Fernando is also providing a statement in public information and public notices that persons requiring language assistance or special accommodations will be provided language assistance with reasonable advance notice.

Although the City has limited financial resources, we understand the necessity to comply with Title VI requirements. While we currently provide some documents in Spanish with our goal to translate more of documents to ensure LEP persons are aware of the City's services and receive benefit from them. When this is not feasible, there will be a tagline in Spanish indicating who to contact for language assistance. We are updating our website to ensure vital documents are translated into Spanish as well such as what now exists for the transit schedule and routes. Our bi-lingual staff has always served as interpreters and translators when needed. These individuals not only receive compensation for this role but received additional training to ensure an understanding of this important role.

### Language Assistance Plan

While the City of San Fernando utilizes existing internal resources and some external resources to provide access to individuals with limited English proficiency, it is not sufficient to meet the requirements under Title VI. As a result the City will take additional steps to provide its vital documents and programs/services printed materials and website information in both English and Spanish. Where appropriate, the City will place in the appropriate language information as to how language assistance may be requested. The City recognizes the need to increase the availability of information and resources to its majority LEP Spanish-speaking population and others as needed. For example, the public accessed telephone automated answering recording is in both English and Spanish. Further outreach will be conducted with the LEP population to determine additional needs to facilitate access to programs and services.

Based on current demographics and demand for language assistance, it has been determined that a more formal plan is necessary. The City currently provides meaningful access to LEP individuals in the following manner:

- Many of the City's employees are bi-lingual in Spanish. These employees receive bi-lingual supplemental pay and are located onsite with the additional responsibility of providing language assistance as needed.
- For all LEP individuals, limited English proficiency will be noted during the various points of service and in registration processes to ensure language support is available. When an onsite interpreter is not available, employees have phone access to bi-lingual employees and access to a language assistance service first used by the Police Department.

City employees regularly interact with LEP individuals throughout its day-to-day operations. Accordingly, the City will ensure that all individuals have access to vital information relating to

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programs and services provided by the City. Some examples of where some of the interactions may take place with LEP individuals include:

- Recreation Department
- Community Development Department
- Personnel Department
- Public Works Department
- Police and Fire Departments
- Finance Department
- City Manager's Office
- Way-finding and signage in public buildings and areas
- Clerk's office
- Public hearings
- Website
- Trolley service operators, schedules and brochures
- Staffed booths at community events
- Community surveys
- Community based organizations

The City will continue to maintain dialogue with these internal departments and community groups to gain insights as to the services needed. In addition, the City will work to seek out additional community resources that might add to the enrichment of our understanding of the LEP population in our service area.

- Dial-A-Ride Service
- Trolley Transit Service
- Staffed booths at community events
- Transit Coach Operators come into contact with LEP individuals every day
- Website
- Schedules and brochures
- Community Surveys

With a limited budget and constrained future resources, the City of San Fernando works hard to stretch a small budget to maximize services for its LEP population. The City is committed to continuing the efforts to provide our most vital information in both English and Spanish on our website, in printed materials and information provided by our service representatives.

The City of San Fernando has developed a number of services to ensure that those who rely on our programs and services are able to receive the critical information about the programs and services in a language that is best for them. Since many of our employees are bilingual in English and Spanish, representative of our LEP population, the ability of these in-house resources has greatly helped in providing critical information to our LEP population at a manageable cost.

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### *Outreach Techniques*

When staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers and agendas will be printed in an alternative language based on the known LEP population. Interpreters will also be available as needed.

### *Monitoring and Updating the LEP Plan*

The City will update the LEP as required by the U.S. DOT. At minimum, the plan will be reviewed and updated every three years or when it is clear that higher concentrations of LEP individuals are present in the City service area.

Updates will include the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether local language assistance programs have been effective and sufficient to meet the need
- Determine whether the City's financial resources are sufficient to fund language assistance resources needed
- Determine whether the City has fully complied with the goals of this LEP plan
- Determine whether complaints have been received concerning failure to meet the needs of LEP individuals

### *Dissemination of the LEP Plan*

Any person or agency may request a copy of the LEP Plan via telephone, fax, and mail or in person and shall be provided with a copy of the plan at no cost. LEP individuals may request copies of the plan in Spanish translation.

Questions or comments regarding the LEP Plan may be submitted to:

Kenneth Jones  
Title VI Compliance Division  
Telephone: (818) 898-1200  
Email: [kjones@sfcity.org](mailto:kjones@sfcity.org)

### *Staff Training on LEP Requirements*

The Title VI Compliance Manager serves as the internal and external spokesperson for Title VI Programs. In conjunction with the Human Resources Director, the Compliance Manager will

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lead an annual review of new hire and refresher training to ensure that all employees, professionals, non-employee and service providers, contractors, subcontractors and volunteers receive proper training and guidance on the City's Title VI policy and the law. The Title VI Compliance Manager will personally provide training and will annually brief the City Officials and Department Heads on the status of Title VI training and compliance in all areas.

The following training will be provided to key City, volunteer, and contracted staff:

1. Information on the City's Title VI procedures and LEP responsibilities
2. Description of language assistance services offered to the public
3. Use of the Language Identification Flashcards (i.e. "I Speak")
4. Importance and process for documentation of language assistance requests
5. How to handle a potential Title VI/LEP complaint

An outline based upon FTA requirements will serve as guide to the training along with a PowerPoint presentation that will be a useful handout and guide.

### *Monitoring Procedures for LEP Plan*

The City will monitor progress of the LEP Plan to determine if the outreach, language assistance, etc. is performing as expected. The Title VI Compliance Manager or his designee will facilitate this process annually. The monitoring process will include:

- Assessment of the number of LEP persons in the City's service area;
- Assessment of the current language needs of the public to determine whether additional interpreter services and/or translated materials are needed to communicate effectively with staff;
- Assessment of whether existing language assistance services are meeting the needs of individuals with LEP;
- Assessment of whether staff members understand LEP policies, procedures, how to access and carry them out;
- Assess whether language assistance resources and arrangements for those resources are current;
- Feedback from LEP communities, including customers, and community organizations about the effectiveness of the City's language access plan.

Any time prior to the annual assessment if information received indicates that adjustments in the outreach and/or language assistance provided requires action, the necessary steps will be taken.

### **IX. Inclusive Public Participation**

The City of San Fernando provides several community services and transportation options to its community.

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To provide all citizens a right to voice their concerns or opinions, the City Council meets twice each month. Members of the public have the ability to review the agenda and participate in the meeting during the “Public Comments” section. The public has the rights to comment on any items on the agenda or non-agenda items, prior to any decisions or votes being made. The agenda and the minutes from the meetings are posted on the website.

The City of San Fernando provides reasonable accommodations in accordance with the American with Disabilities Act of 1990. If special accommodation is desired at a Council meeting, the public can call the City Clerk’s office 48 working hours prior to the meeting to arrange the proper accommodations. Telecommunication devices for persons with hearing impairment are also available through the City. These meetings are wheelchair accessible. Information regarding reasonable accommodations is included in the City Council’s agenda and website.

The City of San Fernando complies with 49 USC Chapter 53, Section 5307 regarding public hearings for significant changes in services or transit fares. In these hearings, the City provides Spanish interpreters and offers translation of materials in Spanish. Other languages and sign language are available upon advanced request.

The City of San Fernando communicates with community based organizations throughout the city and often attends meetings and events sponsored by these groups. These groups consist of cultural organizations, city partners, business associations and other organizations vested in the City service area. The City is able to create relevant conversations and dialogue between the City and specific community groups regarding their interests and needs.

### *Monitoring Methodology*

The City of San Fernando continually monitors and considers the impact of various decisions as they may relate to its citizens. The City’s ongoing monitoring includes both its general population and its transit customers.

Before final decisions are reached community input is welcomed at City Council meetings that are open to the public as well as an internal evaluation process by internal groups such as the Transportation and Safety Committee. The City’s Transportation Committee is designated to evaluate proposed changes and analyze its impact before final decisions are reached.

The City has performance standards whereby programs and services not meeting these standards are subject to detailed analysis. Any resulting proposals for change involving a significant change in the delivery, level of service or number may be the subject of public hearings that coincide with the City Council meetings. Public input is solicited while proposals are under consideration. Customers and the public are notified prior to the implementation of any major changes in any programs or services. Those requiring language assistance are requested to provide advance notice if an interpreter is needed; in addition, several of the Council members are bi-lingual in Spanish.

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### X. Community Outreach

Outreach efforts have been made by the City to engage minority and low-income populations. The City has made the following community outreach efforts to comply as an organization receiving federal financial assistance:

- The City will ensure that transit riders, nutritional service participants, and others served in specific programs will have access to a notice of their rights under Title VI during points of service, registrations and/or orientation.
- The adopted Title VI plan will be made available to the public, transit riders, and program participants upon request.
  - Copies of Plan will be available to public at: City Hall; Recreation and Community Centers; Police Department.
- Any questions or concerns may be forwarded to the Title VI Compliance Manager by any individual or employee. An in-person appointment may be made to discuss questions or concerns with the Title VI Compliance Manager.
- The Title VI Notice and complaint process is posted on the City's website.
  - Also posted at City Hall, Recreation and Community Centers, Police Department and in all transit related vehicles.
- Transportation issues will continue to be discussed and reviewed at City Council meetings. An internal committee is dedicated to analyzing transit issues.
- All City Council meetings are open to the public and follow the "Open Meetings Act" as amended.
- A satisfaction survey will be provided to transit riders and program participants on an annual basis.
  - Annual surveys will be conducted by City's Recreation and Community Services Department.
- As a sub-recipient to Los Angeles Metro, the City is involved in coordinated committee meetings for public transportation.
- Customers' complaints will be forwarded to the Title VI Compliance Manager for review, investigation, resolution, and tracking.
- The City has available on-site Spanish speaking individuals who can assist with information relative to transportation or with other services complaints or concerns.

### Public Participation

The City of San Fernando City Council meets on the first and third Monday of each month at 6:00 pm in the Council Chambers. In accordance with the Brown Act, the City of San Fernando posts board meeting agendas at least 72 hours before a regular meeting. The agenda specifies the time and location and of the meeting and is posted at City Hall and on the City's website; these locations are freely accessible to members of the public. The City of San Fernando board meeting agendas include a general description of each item, and include back up information when necessary. Agendas also include a monthly financial update. Members of the public have the ability to review the agenda and participate in the meeting during the "Public Comments" section. The public has the right to comment on any agenda

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item or non-agenda item prior to any decision or vote being made. The City of San Fernando provides reasonable accommodations in accordance with the American with Disabilities Act of 1990. If special accommodation is desired at a board meeting, the public can call the San Fernando City Clerk's office 48 business hours prior to the meeting to arrange the proper accommodations. Telecommunication devices for any person with a hearing impairment are available through the City. Information regarding special arrangements is included in the City's board agenda. City board meetings are wheelchair accessible.

The City of San Fernando complies with 49 USC Chapter 53, Section 5307 regarding public hearings for significant changes in services or transit fares. In these hearings, the City will provide Spanish translation and offer interpreters for other languages, including sign language, upon advanced notice.

The City of San Fernando is in communication with community based organizations throughout the city and often attends meetings and events sponsored by these groups. These groups consist of cultural organizations, city partners, business associations and other organizations vested in the City's service area. In this arena we are able to create relevant conversations and dialogue between the City and specific community groups regarding their interests and needs. More detailed information about the City's public participation programs and policies can be found in the section on City of San Fernando Limited English Proficiency.

### *Monitoring Methodology*

The City of San Fernando continually monitors and considers the impact of various decisions as they may relate to its citizens. The City's ongoing monitoring includes both its general population and its transit customers.

The City has established specific performance standards with its **newly contracted transit service provider, Parking Company of America (PCA)**, whereby programs and services not meeting these standards are subject to detailed analysis. Any proposals requesting significant change in the delivery, level of service or number of vehicles may be the subject of public hearings. Public input at Council meetings is solicited while proposals are under consideration. The public is notified prior to the implementation of any major change to any program or service.

### *Public Hearings*

As required by 49 USC Chapter 53, Section 5301, the City must establish a process for the solicitation and consideration of public comments prior to any changes in transit fares or reduction of services. The public, as the primary customer and beneficiary of the City's programs and services, is provided the opportunity to review and provide input on issues presented at board meetings through the public hearing process.

Decisions regarding the City's transit services such as the establishment of new service, fare adjustments, major modifications of existing service, and/or suspension or abandonment of any transit route may include a formal process of review by the City, including a public hearing conducted by the City Council.

Public hearing notices (signs and brochures) describing the proposed actions, dates, times and

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locations of hearings are posted in various publicly accessible locations and on transit vehicles. Notices are published in major local and/or relevant neighborhood newspapers. Community organizations, public agencies and elected officials are notified by mail of significant changes. Language and/or sign language interpreters may be used during the hearing to meet the needs of the general public. Most members of the City Council are bilingual in Spanish and other staff attending is also available to serve as interpreters and translators if necessary. The City also stipulates that a 48-hour notice be given when interpreting service is needed.

In the past three years the City of San Fernando participated in beneficial community outreach programs and projects. The chart contained in Appendix C lists some of these activities.

### **XI. Minority Representation on Planning and Advisory Bodies (Non-Elected)**

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.” Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

The following table represents the non-elected planning and advisory bodies at the City of San Fernando that meet the requirements set forth in FTA C 4702.1B.



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Body	Caucasian	Latino	African American	Asian American	Native American	Other
Senior Citizens Advisory Board- All White	100%					
Transportation and Safety Commission	20%	80%				
Safety Committee- Two Black, One Asian, One White	25%		50%	25%		
Tree Commission	40%	40%		20%		
Disaster Council	100%					
Education Commission		100%				
Parks, Wellness, & Recreation Commission	100%					
Planning and Preservation Commission		100%				

The City encourages public participation on committees and boards through several channels. Public announcements are made of formation of new committees and open positions via the website, City Council meetings, postings in high-traffic areas, and outreach events.

## XII. Transit Service Standards and Policies

### Service and Fare Changes

The City is committed to providing excellent service and continually strives to improve trolley service for the benefit of all its citizens. The City has two active trolleys serving the community. The current fare is 25 cents. Prior to changes in fares, the community is given an opportunity to provide input.

The Traffic and Safety Commission recommends ways and means for improving traffic conditions and enforcing transportation safety and regulations throughout the city. They meet the third Wednesday at 7 p.m. in the City Hall Council Chambers. The public is welcome.

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### **Service Monitoring**

The City has contracted with Parking Company of America to provide transit-related services and conduct periodic compliance assessments to determine whether the service provided to minority communities and minority users is consistent with Title VI. The Trolley has established internal guidelines for ensuring compliance with Title VI as part of its on-going project management and contract administration efforts.

### **Service Level Compliance**

Procedures for examining service levels as described in the FTA Title VI Guidelines involve comparing service standards and policies for the whole system rather than individual route performance designated as minority transit routes. Many of the City's LEP and minority citizens use the City's Transit Service on a regular basis; however, there are no defined minority transit routes. The standards shall be applied throughout the service.

### **Vehicle Load**

The Transit Service vehicle load standard applies to the maximum number of passengers allowed on a service vehicle to ensure the safety and comfort of passengers. The load standard is a ratio of passengers to number of seats on the vehicle, and it varies by mode and time of day. The City's Transit Service passenger load is 25 passengers with 5 standing and should not exceed this capacity during any one-hour peak period on individual fixed routes. The City's Transit Service regularly monitors the system to ensure appropriate trip allocation.

### **Vehicle Assignment**

Vehicle assignments refer to the process used to assign vehicles to routes throughout the Transit Service. The policies used for vehicle assignment are governed by operational characteristics and constraints. Both trolleys are identical and are not low-floor buses. They are equipped with air-conditioning and a chime pull system.

With only two trolleys, one heads north and the other south. Ultimately both vehicles travel north and south with forty minute headway. There are no other vehicles except a spare used as back-up.

The vehicles are six years old (2008). All routes are accessible to persons with disabilities. All vehicles are scheduled for replacement after 12 service years or 500,000 miles. Vehicle assignments to routes are due to route characteristics, and assignments are based upon these criteria:

- Passenger loading on lines
- Equalizing bus mileage
- Maintenance capabilities
- Bus spare percentages
- Route operating conditions

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**CITY OF SAN FERNANDO TITLE VI PLAN**

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**On-time Performance**

The City has established an on-time performance goal of 85%. Actual on-time performance is currently at 97.5%.

**Vehicle Headway**

Vehicle headway is the time interval between vehicles on a route that allows passengers to gauge how long they will have to wait for the next vehicle. Similar to vehicle load, vehicle headway varies by mode and time of day. Vehicle headway is determined by ridership and available resources to operate service. The City has only two trolleys, headway is forty minutes.

**Distribution of Transit Services and Amenities**

Transit Service routes are designed and planned to add value and provide the greatest benefit to its ridership. The City strives to reduce barriers to use as well as maximize access and participation. The fare is 25 cents per ride.

**Bus Stops**

Fixed route bus stops are spaced to maximize passenger accessibility, convenience, and safety, while minimizing traffic interruptions. The average wait is 20-25 minutes. There are 28 active stops within the City's boundaries including shopping centers, schools, medical facilities, recreational areas, and the swap meet.

Hours of operation are 10 a.m. to 4 p.m. on weekdays and 11 a.m. to 4 p.m. on weekends. Trolleys do not run on the following holidays: New Year's Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Trolley schedules are on the website in both English and Spanish.

**Bus Stop Signs**

Bus stop signs are installed at city-approved locations and maintained by the City on a regular basis via a contract. There are 28 active bus stops. Stops have at a minimum a pole with sign and a route map. Timetables are available from the website and the Public Works department.

**Other Transit Amenities**

Bus benches, trash cans, shelters, etc. are determined through project development and bus survey numbers which include the ability to safely operate transit vehicles, minimize impact to existing traffic movements, ADA items, passenger safety, accessibility, and convenience.

**Customer Service Survey/Poll**

Periodically the Transit Service will survey/poll customers through On-Board Surveys regarding service satisfaction and trip destination.

**CITY OF SAN FERNANDO TITLE VI PLAN**

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**Appendix A: Notice of Rights****Notice of Public Rights under Title VI  
City of San Fernando**

The City of San Fernando operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been subjected to any unlawful discriminatory practice under Title VI may file a complaint with the City of San Fernando.

For more information on the City of San Fernando's Title VI program, and the procedures to file a complaint, contact Customer Service at (818) 898-1200, visit [ci.san-fernando.ca.us](http://ci.san-fernando.ca.us), or go to our office at 117 Macneil Street, San Fernando, CA 91340.

Complainants may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact (818) 898-1200.

Si se necesita información en otro idioma, póngase en contacto llamando al (818) 898-1200.

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**CITY OF SAN FERNANDO TITLE VI PLAN**

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**Appendix B: Complaint and Investigation Process****City of San Fernando Title VI Complaint Form**

Title VI of the 1964 Civil Rights Act and related nondiscrimination statutes and regulations require that no person in the United States shall, on the ground of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The City of San Fernando also prohibits discrimination based on sex, age, disability, religion, medical condition, marital status, or sexual orientation.

In addition to utilizing the Civil Rights complaint process at the City of San Fernando, a Complainant may file a Title VI complaint concerning race, color or national origin discrimination with the Federal Transit Administration (FTA), Office of Civil Rights, Region IX, 201 Mission Street, Suite 1650, San Francisco, California 94105-1839. A Complainant may file an Americans with Disabilities Act (ADA) complaint with the FTA, Director, FTA Office of Civil Rights, East Building – 5<sup>th</sup> Floor, TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Complainants may also contact the FTA ADA Assistance Line, 1-888-446-4511 (Voice) or through the Federal Information Relay Service, 1-800-877-8339 or by electronic mail at [FTA.ADAAssistance@dot.gov](mailto:FTA.ADAAssistance@dot.gov). The FTA ADA Complaint form is available at [http://www.fta.dot.gov/civilrights/12875\\_14816.html](http://www.fta.dot.gov/civilrights/12875_14816.html).

The complaint must be filed no later than 180 calendar days following the alleged discriminatory incident. If you complete and submit your complaint on time the Title VI Compliance Division will investigate your allegations and get back to you as soon as possible with a response. The following information is necessary to assist us in processing your complaint. Should you require assistance in completing this form, please contact Kenneth Jones, Title VI Compliance Manager, (818) 898-1200.

Complete and return this form to:

The City of San Fernando  
Title VI Compliance Division  
117 Macneil Street  
San Fernando, CA 91340-2993

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**CITY OF SAN FERNANDO TITLE VI PLAN**

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**City of San Fernando Civil Rights Complaint Form**

1. Complainant's Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
4. Telephone Number (home): \_\_\_\_\_ (business): \_\_\_\_\_
5. Person discriminated against (if someone other than the Complainant):  
  
Name: \_\_\_\_\_  
  
Address: \_\_\_\_\_  
  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
6. Which of the following best describes the reason you believe the discrimination took place? Was it because of your:  
  
a. Race ☐      b. Color ☐      c. National Origin ☐  
d. Sex ☐      e. Age ☐      f. Disability ☐  
g. Religion ☐      h. Medical Condition ☐      i. Marital Status ☐  
j. Sexual Orientation ☐
7. What date did the alleged discrimination take place? \_\_\_\_\_
8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

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### CITY OF SAN FERNANDO TITLE VI PLAN

9. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? Yes: ☐ No: ☐

If yes, check each box that applies:

Federal agency ☐ Federal court ☐ State agency ☐  
 State court ☐ Local agency ☐

10. Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

11. Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

\_\_\_\_\_  
 Complainant's Signature

\_\_\_\_\_  
 Date

*Complete and return this form to:*

*City of San Fernando, Title VI Compliance Division, 117 Macneil Street, San Fernando, CA 91340-2993*

***City Title VI Compliance Division Use Only***

Date Received: \_\_\_\_\_ Received/Recorded by: \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Assigned/Investigated by: \_\_\_\_\_

Date Closed : \_\_\_\_\_ Closed/Filed by: \_\_\_\_\_

Disposition: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## CITY OF SAN FERNANDO TITLE VI PLAN

### Appendix C: Community Outreach Programs and Projects

In the past three years the City of San Fernando continued to participate in beneficial community outreach programs and projects. The chart below displays a partial list showing dates, title, description of programs, and estimate of attendees for the events.

Dates (past 3yrs)	Title	Description	Participation Estimate
4-Jul-11 4-Jul-12	<a href="#">2011 July 4th</a> <a href="#">2012 July 4th</a>	Annual Fourth of July Event includes stage entertainment, vendors, games, tribute to armed forces, and fireworks finale. A new attraction will be the addition of the very popular food trucks rolling straight up to the park.	2011- 5,000 2012- 4,000
11-Jun-12	<a href="#">American Red Cross Blood Drive</a>	City hosted the American Red Cross Blood Drive.	12 city employees
9-Jul-11	<a href="#">Annual San Fernando Relay For Life</a>	The San Fernando Relay for Life is a 24 hour event sponsored by the American Cancer Society. It raises awareness and funds for cancer research, prevention programs and patient services.	1,300
28-Oct-12 30-Oct-11	<a href="#">Dia De Los Muertos</a>	"Dia De Los Muertos" is a celebration of lives and provides community members the opportunity to honor their loved ones, heroes, and family friends from across the world.	2011-2,000 2012-2,500
3-Nov-12	<a href="#">Diabetes Expo</a>	Learn from experts on managing diabetes through eating healthy and regular exercise. Free health screenings and information. For more information call 818-504-3911	1,556
12-Aug-11 26-Aug-11	<a href="#">Dive-In Movie Night</a>	The San Fernando Regional Pool Facility hosted the event featuring family movies.	500

Other community interaction and involvement include:

- Parks Commission Meeting: 2-3 people each monthly meeting
- RCS Volunteer program: 190/year
- Surveys of seniors in meal program: 100/year.
- After school program: 350 kids/families/year
- Facility rentals: 6,200/year



## CITY OF SAN FERNANDO TITLE VI PLAN

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- Organizations that use the facilities: 50-100/year
- Basketball league: 350 kids/families/year
- Walking club: 5-10 people/week
- In collaboration with Los Angeles Regional Foodbank: 60 people/week

### **Public Participation**

The City's inclusive public participation efforts varied from project to project. But city-wide, the following efforts were made to inform and encourage input of minorities and low-income persons in its planning process:

- Announcements and briefings to neighborhood councils, local business groups, non-governmental organizations, and churches
- Community meetings and workshops held in neighborhoods affected by transit-related projects
- "Take Ones" and Project "Fact Sheets" posted on transit vehicles
- Early project scoping meetings
- Quarterly progress status meetings
- Elected official constituent database mailings
- Transportation advocates and interest groups
- Flyers via mail and water bills regularly

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## AGENDA REPORT

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**To:** Mayor Robert C. Gonzales and Councilmembers

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

**Date:** August 1, 2016

**Subject:** Consideration to Approve Bike Donations from the Kiwanis Club of San Fernando

### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Approve the donation of 64 bicycles, parts and equipment to the San Fernando Recreation and Community Services Department from the Kiwanis Club of San Fernando (Attachment "A"); and
- b. Authorize the City Manager to direct staff to accept the bicycles and execute all related documents.

### **BACKGROUND:**

1. On July 7, 2014, the City Council adopted a policy related to donations being accepted by the City. That policy, which is attached to this report for the City Council's use (Attachment "B"), states that if a donation(s) is valued at \$500 or more, the City Council must formally accept such donations.
2. For many years, the City of San Fernando has partnered with the Kiwanis Club of San Fernando for numerous community projects, including bikeway clean ups and the Healthy San Fernando Campaign.
3. On May 2, 2016, City staff met with Mayor Robert C. Gonzales and Cindy Montanez to discuss a bike donation opportunity for the City of San Fernando.
4. In June of 2016, City staff visited Rudy's Bikes to obtain a preliminary inventory of the proposed bike donations.
5. On July 14, 2016, the Kiwanis Club of San Fernando agreed to accept a bike donation from Rudy's Bikes to allow for a tax write-off.

**Consideration to Approve Bike Donations from the Kiwanis Club of San Fernando**Page 2 of 3

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6. Since May of 2016, City staff have been working on developing a strategy for bike distribution in the Northeast San Fernando Valley.

**ANALYSIS:**Rudy's Bike Shop

Rodolfo and Ana Maria Mendez have owned Rudy's Bike Shop, located in Arleta, CA for over 25 years. In that time, they have provided valuable service to the community by providing access to active transportation resources, including bicycles, bicycle equipment/parts, and bike repair workshops. However, Rodolfo decided to retire and close his bike shop in 2015.

In order to continue to provide a valuable service, Mr. and Mrs. Mendez would like to donate all remaining bike shop inventory to the City of San Fernando in order to help distribute to low-income families in the Northeast San Fernando Valley. It is estimated that there are approximately 64 new bicycles valued at \$16,000 and an abundance of new bicycle parts/equipment valued at \$2,500.

Bikes for San Fernando 2016

In partnership with the Kiwanis Club of San Fernando and Tree People, the bikes, parts, and equipment will be utilized as follows:

- *Bike Donations:* Identify families in need in the City of San Fernando and surrounding Northeast San Fernando Valley to donate bikes. This will be done by utilizing city partners working with the community in the area, including San Fernando Community Health Clinic, Kiwanis, Valley Care Community Consortium, Tree People, Pacoima Wash Program, Youth Policy Institute, Youth Speak, etc. (not limited to).
- *Monthly Bike Tune-up Workshop Program:* Implement a monthly summer bike repair workshop program for youth (annually: June – September).
- *Fundraiser:* Utilize limited amount of bikes to fundraise monies to support Rudy's Summer Bike Workshops (speed auctions, etc.).

**BUDGET IMPACT:**

There will be no budget impact associated with accepting this donation. The bicycles, parts, and equipment will be stored at City facilities. Proceeds, if any, from sale/raffling of donated equipment will be deposited in the Recreation Self-Sustaining Fund (Fund 017) and used to support tune-up program.

**Consideration to Approve Bike Donations from the Kiwanis Club of San Fernando**Page 3 of 3

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**CONCLUSION:**

It is recommended that the City Council approve the donation of the bicycles, parts, and equipment from the Kiwanis Club of San Fernando and authorize the City Manager to direct staff to accept the vehicles and execute related documents.

**ATTACHMENTS:**

- A. Kiwanis Club of San Fernando Donation Letter
- B. City Policy Regarding Donations to the City

**Kiwanis Club of San Fernando**

July 26, 2016

Dear City of San Fernando,

The Kiwanis Club of San Fernando Foundation has received a donation of bicycles from Rudy's Bike Shop. The Kiwanis to donate them to the City of San Fernando as follows:

Approximately 64 bicycles, along with various components that include: tubes, breaks, pedals, gears, handlebars, cables, water bottles and cages.

The Kiwanis Club of San Fernando will partner with the City to ensure that the bicycles are distributed to deserving children and community members of the City of San Fernando and surrounding areas.

Please let us know how we can further help with the donation of these bicycles to our community.

Sincerely yours,  
Elizabeth Ruvalcaba  
President  
Kiwanis Club of San Fernando



CITY OF SAN FERNANDO		POLICY/PROCEDURE
NUMBER		SUBJECT  DONATIONS TO THE CITY
ORIGINAL ISSUE July 7, 2014	EFFECTIVE July 7, 2014	
CURRENT ISSUE	EFFECTIVE	CATEGORY COUNCIL POLICY AND MANAGEMENT POLICY/PROCEDURE
SUPERSEDES	N/A	

### Purpose

The purpose of this policy is to provide standard guidelines for reporting and inventorying donations of money, bequests of property and/or equipment.

### Responsibility for Enforcement

The City Manager has overall responsibility for the enforcement of this City policy.

### Definition

"Donation" shall be defined as money, bequests of property and/or equipment made by a company, organization, or individual.

### Statement

The following criteria will be met in accepting donations:

1. Any donation made to the City should be accompanied by a letter/correspondence from the donor stating the amount/value and purpose of the donation (anonymous contributors do not require a letter/correspondence of submittal).
2. The Department Head receiving the donation shall notify the City Manager detailing such donation.
3. For donations valued at \$499 or less, the City Manager has the ability to accept said donation and has the discretion to determine the best use on the City's behalf. Donations of \$500 and above will be forwarded to the City Council for acceptance and use.
4. The donation must be reviewed as to its application and appropriateness to the budget and City operations and must meet the following criteria:
  - a. Have a purpose consistent with the policies and vision of the City.
  - b. Will not begin a program which the City Council would be unwilling to take over when the gift is exhausted or no longer useful.

- c. Will not imply endorsement of any specific business or product.
  - d. Will not be in conflict with any provision of any City, State or Federal code.
5. All monetary donations shall be properly receipted for accounting purposes.
  6. All donations shall become the sole property of the City of San Fernando. Title to the property and/or equipment given shall be vested in the City as a whole, and not a particular department.
  7. If valued greater than \$1,000, the equipment/property shall be added to the City's fixed asset accounting system and maintained on the list until disposed of.
  8. For donations greater than \$100, a letter of appreciation shall be signed by the Mayor and sent to the donor. For lesser amounts, the Department Head shall prepare a letter of thanks.

### City Council

A donation valued at \$500 or more shall be formally accepted (through the agenda process) by the City Council for a specific purpose upon recommendation by the City Manager and its disbursement shall be administered by the appropriate Department Head.

This policy will apply to most donations made to the City. However, there will be certain donations that will require additional City Council action. For instance, the distribution of annual funds donated by Consolidated Disposal Service, LLC (i.e., \$10,000 Community Investment Fund – Recycling Revenue Sharing) is required by the contract to be used in a specific manner. In this case, the City Council can choose to collectively donate the entire \$10,000 to a City-sponsored event, City program, City organization, or community involvement activity. A majority vote of the City Council will be required to do so. A Councilmember may also request to donate their \$2,000 to a City-sponsored event, City program, City organization, or community involvement activity. This would not take an action by the City Council. The Councilmember would notify the City Manager of his/her request in writing. That would then be placed on the warrant register which is ultimately considered by the entire City Council.

The annual allocation made on July 1<sup>st</sup> by the Independent Cities Finance Authority's Community Outreach Program (for Board Member's attendance at two-thirds of the prior year's meetings) shall be donated to one or more charitable organizations in the community as determined by the City Council.

### Authority

By order of City Council adopted on July 7, 2014.



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## AGENDA REPORT

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**To:** Vice Mayor Joel Fajardo and Councilmembers

**From:** Robert C. Gonzales, Mayor

**Date:** August 1, 2016

**Subject:** West Los Angeles Veterans Affairs (West LA VA) Letter of Support

**RECOMMENDATION:**

It is recommended that the City Council approve a letter of support (Attachment "A").

**BACKGROUND:**

I have asked that this item be agendized for City Council consideration.

**BUDGET IMPACT:**

None.

**ATTACHMENT:**

A. West LA VA Letter of Support

CITY COUNCIL

August 2, 2016

MAYOR  
ROBERT C. GONZALESThe Honorable Robert McDonald  
Secretary of Veterans AffairsVICE MAYOR  
JOEL FAJARDOUnited States Department of Veterans Affairs  
810 Vermont Avenue, N.W.COUNCILMEMBER  
ANTONIO LOPEZ

Washington, DC 20420

COUNCILMEMBER  
SYLVIA BALLIN

Dear Secretary McDonald:

COUNCILMEMBER  
JAIME SOTO

As Mayor of the City of San Fernando, I am writing to express my overwhelming support for the West LA VA master plan that you adopted on January 28, 2016. Congratulations!

My colleagues in City Council and I are willing to offer assistance in supporting your agency's goal of eliminating veteran homelessness in Los Angeles County. I have appointed a liaison in our City's Planning Department and welcome an opportunity to meet with your local staff to expedite the construction of veteran housing.

In addition, we are in favor of pending legislation designed to reinstate West LA VA's ability to enter into Enhanced Use Lease agreements that will provide increased housing opportunities and reintegration services for the entire veteran community.

Please contact Fred Ramirez, Community Development Director, at 818.898.1227 and/or [FRamirez@sfcity.org](mailto:FRamirez@sfcity.org) for any further assistance regarding this matter.

The City of San Fernando appreciates your dedication to this critical issue.

Sincerely,

Robert C. Gonzales  
Mayor, City of San Fernando

117 MACNEIL STREET  
SAN FERNANDO  
CALIFORNIA  
91340

(818) 898-1201

WWW.SFCITY.ORG



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## AGENDA REPORT

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**To:** Vice Mayor Joel Fajardo and Councilmembers

**From:** Robert C. Gonzales, Mayor

**Date:** August 1, 2016

**Subject:** Acceptance of Public Art

### **RECOMMENDATION:**

It is recommended that the City Council consider acceptance of public art.

### **BACKGROUND:**

The Public Art Initiative is a committee of The Museum of the San Fernando Valley made up of over 50 artists that live and work in the San Fernando Valley. The Committee's goal is to promote local talent and create more murals, sculptures, ceramic and glass artwork for San Fernando Valley residents and businesses to enjoy.

Ms. Shahin Atigheh was a member of the Public Art Initiative and lived in the San Fernando Valley between 1985 - 2012. Ms. Atigheh spent her entire life studying and creating art. She held an art degree from Tehran University (Iran) and when she moved to the San Fernando Valley, she continued to study sculpture art at Cal State University Northridge. Often she was inspired by the love of families and translated that energy into large metal and ceramic sculptures. While working in a flour and seed mill in Iran, she found discarded metal materials that she could weld into figures and found a shopping center in Dubai that agreed to exhibit her family of metal dinosaurs. Once the exhibit closed, she saw the opportunity to ship all her artwork to the San Fernando Valley where it has been sitting in shipping container waiting for an opportunity to be displayed again. She donated the artwork to The Museum of the San Fernando Valley upon her death.

Pictures of her artwork to be donated are attached to this report (Attachment "A").

### **BUDGET IMPACT:**

None.

**Acceptance of Public Art**

Page 2 of 2

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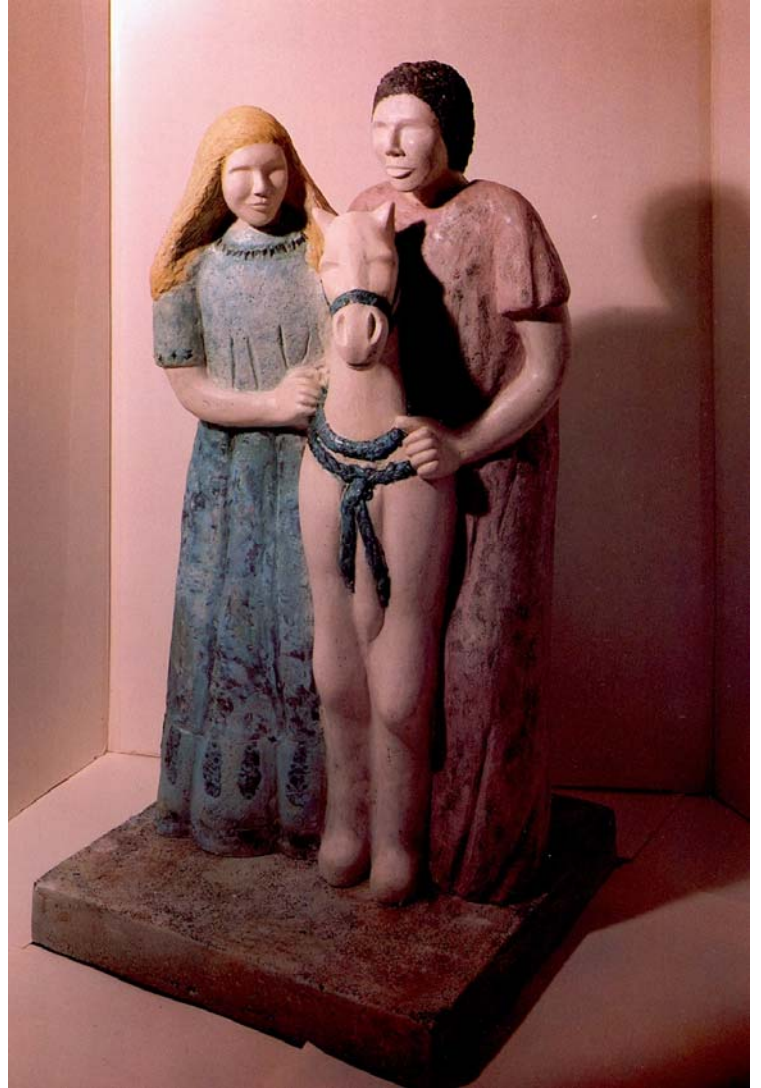
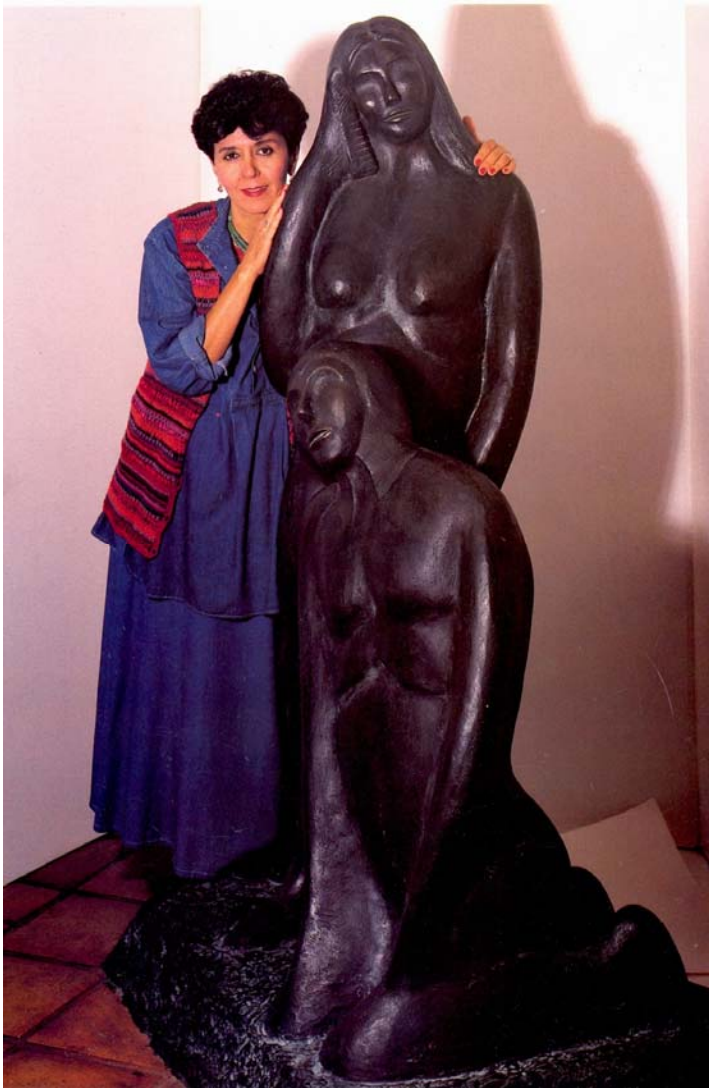
**ATTACHMENT:**

A. Artwork Photographs













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## AGENDA REPORT

**To:** Mayor Robert C. Gonzales and Councilmembers

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

**Date:** August 1, 2016

**Subject:** Consideration to Approve Co-Sponsorship of the 2<sup>nd</sup> Annual San Fernando Chile Festival

### RECOMMENDATION:

It is recommended that the City Council consider the following:

- a. Approve City co-sponsorship of the San Fernando Chile Festival with the San Fernando Mall Association;
- b. Approve the use of the City Seal on San Fernando Chile Festival print material;
- c. Approve waiving special event fees for implementation of the San Fernando Chile Festival; and
- d. Adopt Resolution No. 7758 (Attachment "A") to increase expenditures of FY 2016-2017 Fund 001 budget by \$10,350 to fund staffing costs for the 2nd Annual San Fernando Chile Festival in October of 2016.

### BACKGROUND:

1. On March 26, 2015, the San Fernando Mall Association (SFMA) submitted a special event application (Attachment "B") for implementation of the San Fernando Chile Festival (Chile Festival) scheduled for October 3<sup>rd</sup> and 4<sup>th</sup> of 2015.
2. On May 12, 2015, the Parks, Wellness, and Recreation Commission unanimously recommended to place the San Fernando Chile Festival on a City Council meeting agenda.
3. On July 13, 2015, the San Fernando Mall Association submitted an event business proposal (Attachment "C") outlining the details of the event, including a request for waiving fees.

**Consideration to Approve Co-Sponsorship of the 2<sup>nd</sup> Annual San Fernando Chile Festival**

Page 2 of 4

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4. On August 3, 2015, the City Council approved a motion to co-sponsor and waive event fees for implementation of the Chile Festival 2015.
  5. On October 3, 2015, the San Fernando Mall Association implemented the 1<sup>st</sup> Annual Chile Festival.

**ANALYSIS:****San Fernando Chile Festival 2016**

The Chile Festival's mission is to showcase the City of San Fernando, its businesses and its residents and to nurture artful and economic relationships with all surrounding communities. The event is designed to bring together both traditional San Fernando culture with a modern Latino and Los Angeles vibe. Downtown San Fernando, since its inception, celebrated and encouraged an inclusive demographic of family-owned small businesses, professionals, educators and established businesses. The authentic diversity of the City's downtown is an asset as it seeks to continue bridging the verve of downtown with sustainable and equitable business and community engagement in the valley.

The Chile Festival is scheduled for October 1st and 2nd and will once again be located on San Fernando Road (between Brand Blvd. and San Fernando Mission) and Maclay Street (from San Fernando Road to Celis Street). The festival will once again focus on providing the community with a fantastic array of foods from the Los Angeles area, including those that incorporate all varieties of Chile peppers. In addition to Latin foods, there will be food vendors representing a delicious global cuisine that includes: Thai, Chinese, Cajun, and more. In addition, the event will provide an opportunity for community groups to perform. The evening entertainment line-up features music styles from Salsa and Mariachi to Blues, Rock and Brazilian beats. It is anticipated that attendance will range from 5,000 to 10,000 people per day.

**Adopted Business Plan**

As with any successful business, the SFCF Committee has put together a two-year business plan to provide a cohesive vision and roadmap for a self-sustained annual event in the City of San Fernando. The business plan includes the following:

- Strategy for increase in revenues, which includes utilizing the San Fernando Valley Civic Association as the fiscal sponsor for the Chile Festival. This 501 (c) 3 organization will allow for sponsors to write-off donations to the event. In addition, it includes overseeing the selling of distilled alcohol and beer. It is projected that revenues will increase by \$20,000 for the 2016 Chile Festival.
- Strategy to decrease expenditures, including sponsorship from PRG, which will provide a savings of \$30,000 in lighting and staging equipment.
- Increase the "Chile" theme by partnering with Los Angeles Community College, Culinary Department to produce chile cooking demonstrations. In addition, all vendors will

**Consideration to Approve Co-Sponsorship of the 2<sup>nd</sup> Annual San Fernando Chile Festival**

Page 3 of 4

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highlight key dishes incorporating chilies (including type and origin).

- Focus on key in-kind requests to ensure higher profitability for event.
- Any profits for the Chile Festival will be recorded, secured and earmarked to be used for the 2017 Chile Festival.

**Accommodation Request**

The SFMA is requesting the City of San Fernando for the following:

- **City Staff Support:** As with any special event application, the SFMA is requesting that City staff be available to provide technical assistance and/or assistance with the permitting process for the City of San Fernando, Los Angeles County Department of Public Health, and the Los Angeles Fire Department. The estimated cost for staffing is approximately \$2,200.
- **Traffic Control Installation:** The SFMA will be required to prepare a traffic control plan under the direction of a State-licensed traffic engineer. Additionally, the SFMA will be required to hire a State-licensed, Class A contractor to install any traffic control devices listed in the traffic control plan for the event, subject to the following parameters: *"The contractor will be required to pull any necessary permits for street closures/traffic control installation (fees may be waived, subject to City Council approval). Contractor shall be responsible for 1.) Road closures; 2.) Staffing of the closures throughout the event, and 3.) Taking down/opening up the closures."* Please refer to Attachment "D" for details of all requirements for traffic control installation.
- **Security Assistance:** The SFMA is requesting for the Police Department to provide security for the Chile Festival. It is City staff's recommendation that the Police Department be required to provide City of San Fernando police officers and reserve officers due to the fact that alcoholic beverages will be served on public right of way. The estimated cost for staffing is approximately \$5,000.
- **Access to City-owned Light Towers/Generators:** The SFMA is requesting access to two light towers/generators to provide lighting event and power for vendors. In order to operate equipment, Public Works staffing will be required to work the event to ensure public safety. The estimated cost of the light towers is approximately \$1,044 and staffing is approximately \$3,150.

**Co-Sponsorship Requests**

As part of the co-sponsorship of the San Fernando Chile Festival, the SFMA is requesting the following:

- **Use of City of San Fernando Logo:** The City Seal used for all print/electronic marketing material for the Chile Festival (see Attachment "E" – Resolution No. 6904 Standard

**Consideration to Approve Co-Sponsorship of the 2<sup>nd</sup> Annual San Fernando Chile Festival**

Page 4 of 4

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Management Procedure Regarding Use of the City Seal).

- Waiving Fees: Consider waiving all permit costs and other fees associated with event planning as well as waiving fees associated with security assistance. The total fee waiver request is estimated at \$14,744 related to street closures and other traffic control-related fees as well as fees for security support.
- Staff Support: Consider authorizing the expenditure of approximately \$10,350 related to traffic control inspection and public safety assistance in conjunction with the event.

**BUDGET IMPACT:**

If City Council decides to waive the facility rental fees, the City will forego approximately \$14,744 in facility and equipment rental fees. In addition to staff costs already incurred for planning and coordinating the proposed event, there will be direct overtime costs for Police (\$5,000), Public Works (\$3,150), and Recreation staff (\$2,200) required for set-up, security, and break-down of the event since overtime related to this non-City event is not included in the Adopted Budget. A budget amendment is required to appropriate \$10,350 in overtime costs to the various accounts. Event organizers anticipate 10,000 attendees, which may result in additional sales tax revenue if attendees patronize local businesses as a result of attending the event.

**CONCLUSION:**

Community members who participate in civic cultural events and programs not only show improved well-being on an individual and family level, but arts participation demonstrates increased community awareness, enhanced community resources, strengthened community relations and involvement, and promoted community belonging and collaboration.

The San Fernando weekend Chile Festival will take place in historic downtown San Fernando. Admission is free and there is an opportunity for surrounding communities to enjoy the City of San Fernando.

**ATTACHMENTS:**

- A. Adopt Resolution No. 7758 to increase expenditures of FY 2016-2017 Fund 001 by \$10,350
- B. San Fernando Chile Festival Special Event Application
- C. San Fernando Chile Festival Proposal
- D. Traffic Control Installation Requirements
- E. Resolution No. 6904 Standard Management Procedure Regarding Use of the City Seal

**ATTACHMENT “A”****RESOLUTION NO. 7758****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2016-2017 ADOPTED ON JUNE 29, 2016**

**WHEREAS**, the City of Council has received and considered the proposed adjustment to the budget for Fiscal Year 2016-2017, commencing July 1, 2016, and ending June 30, 2017; and

**WHEREAS**, the City Council has determined that it is necessary to amend the revenues and expenditures of the current City budget to accommodate \$10,350 in City staff overtime costs required for set-up, security, and break-down to collaborate in the 2nd Annual Chili Festival event in October of 2016; and

**WHEREAS**, an annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017, a copy of which is on file in the City Clerk’s Office, has been adopted on June 29, 2016.

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

**Section 1.** The following adjustments are made to the City Budget:

Increase in Expenditure(s):

001-225-0000-4105 (PD)	\$5,000
001-370-0000-4105 (Public Works)	\$3,150
001-420-0000-4105 (Recreation)	\$2,200

Total Expenditure Adjustment:	\$10,350
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**PASSED, APPROVED, AND ADOPTED** this 1<sup>st</sup> day of August, 2016.

---

Robert C. Gonzales, 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 1<sup>st</sup> day of August, 2016, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk

## ATTACHMENT "B"

I, Vanessa Ceballos, on behalf of SFMall Association (the organization I represent), certify that all foregoing pages in this Special Event Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations, and guidelines specified herein and that which is included in this Special Event Application.

I, acting on behalf of SFChile Festival, (the organization I represent), am authorized to commit that organization to agree to abide by the rules, regulations, and guidelines specified herein, and I will accept all responsibilities for any damage to City Property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Event Title: SFChile Festival Please Print  
Event Date(s): Sat. 10/02/15 Sunday 10/03/15  
Event Time(s): May 2, 2015 May 3, 2015  
10 AM - 10 PM 12 MIDNIGHT 10 AM - 8 PM  
Name of Applicant: Vanessa Ceballos Please Print  
Title: Executive Director Please Print  
Organization Name: SFMall Association Please Print  
Signature: [Signature] Date: 01/12/15

## General Information

Event Name: San Fernando Chile Festival

Group or Association sponsoring event: SF Ball Association, SF Kiwanis, Odd Fellows Lodge & SF Chamber

Address: #1004 San Fernando Rd. City: San Fernando State: Ca Zip: 91340

Event Contact Person(s) Name: Vanessa Ceballos Jaime Herrera

Event Contact Person(s) Phone: 818-359-5238 626-494-1861 Fax: 818-305-7656

Number of expected participants / attendees per day: 2K

Event Date(s) / Time(s): 05/2/15 - 05/3/15

Event Arrival Set-Up Time:

Event Completion / Strike Time:

Event Location: San Fernando Rd between SF Mission & Brand Blvd.

Do you have legal authorization to use the proposed event site? Yes ☒ No ☐

Event Category:  
(Check all that apply)

<input type="checkbox"/> Sports/Recreation	<input type="checkbox"/> Parade/March	<input checked="" type="checkbox"/> Fair/Festival	<input type="checkbox"/> Race/Walk
<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Outdoor Market	<input type="checkbox"/> Nonprofit Organization	<input type="checkbox"/> Other: _____

Is this an annual event? ☒ Yes ☐ No

How many years have you been holding this event? 0

Location(s) of previous events: \_\_\_\_\_

**REQUIRED:** Emergency Contact: In case of an emergency during the event, a person must be available to be contacted during the hours of the event. Please identify:

Name: Tom Ross

Telephone: \_\_\_\_\_

Cell / Pager: 818-822-7146

Will streets or traffic lanes need to be closed for the event? ☒ Yes ☐ No

If yes, the applicant shall notify the following:

- The San Fernando Public Works Department- (818) 898-1222
- Dennis Clemons, Inspector - Los Angeles County Fire Department (LAFD), (818) 374-1110

Please Provide the San Fernando Recreation and Community Services Department a Copy of your Fire Permit and Street Closure Permit.



## Site Plan & Route Map

A drawing of your event site plan/route map must be submitted and include, but is not limited to:

- ☐ An overview of the event venue, including the names of all streets and moving routes of any kind. Indicate the direction of travel and all street or lane closures.
- ☐ The provisions for a minimum of twenty-foot (20') emergency access lanes throughout the event venue.
- ☐ The location of all first aid facilities.
- ☐ The location of all searchlights.
- ☐ The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, and dumpsters, and other temporary structures.
- ☐ Location of generator(s) with source of grounding and/ or source of electricity.
- ☐ Identification of all handicapped accessible areas that meet standards, pedestrian access, and requested street closures.

Once the City receives an adequate site plan, if necessary, the City Engineer will provide an appropriate traffic mitigation plan for the proposed event with the following details:

- ☐ Traffic Control Plan (TCP)
  - For each sign include the Manual of Uniform Traffic Control Devices (MUTCD) sign number, sign size, sign description, and its location on the TCP.
  - Show size, height, and location of all channelizing devices, warning lights, flag trees, portable barriers, etc. on the TCP. All devices must meet standards specified by MUTCD.
  - Example: Cones no smaller than 700 mm (28 in.) and no farther apart than 12.2 m (40 ft.), include the length of channeling tapers.
  - Consult the Transportation Engineering Division at (818) 898-1222 for any TCP questions.
- ☐ Traffic Signal Operation and Equipment
  - Include location of all traffic signals.
  - If special signal timing is required in the TCP, specify ALL changes and their effects.
  - Consult the Transportation Engineering Division at (818) 898-1222 for any signal questions.
- ☐ Pedestrian Safety
  - Be sure pedestrians have a safe route to walk and/or are protected throughout the entire traffic control area before submittal of the TCP for review.
  - Show all pedestrian entry and exit paths on the TCP.
- ☐ Parking Restrictions
  - The applicant must post City of San Fernando no parking signs 24 hours prior to the event.
  - Contact person for sign information: Community Development Department (818) 898-1327.
- ☐ Other event components not listed above.

## Traffic Control Site Plan / Parking Plan

- The Site Plan and Route Map is not a substitute to the Traffic Control Plan requirements outlined in the *Manual of Uniform Traffic Control Devices (MUTCD) in the MUTCD California Supplement*. Please refer to this manual as needed in the development of TCPs; <http://mutcd.fhwa.dot.gov> and <http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/supplement.htm>.
- The City Engineer requires approval of all TCPs before any TCP can be implemented.
- Should City staff at the event find potential hazards towards traffic and/or pedestrian safety, they can require the applicant to modify the TCP.

# Americans with Disabilities (ADA) Awareness

## DEFINITIONS

- The term accessible shall mean ADA compliant.

## GENERAL

- Concern should be given to the accessibility of your event's location.
- An event layout map with all elements (such as parking, portable toilets, ramps, seating, accessible paths of travel, etc.) is required with this application.
- All printed material for an event is to include the request for accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

## BARRIERS

- Concern should be given to elevation changes of more than ¼" vertical or ½" beveled. This classifies as a barrier and requires a temporary ramp.
- All cords, wires, hoses, etc., which are located within a path of travel must be ramped or placed within a cord cover.

## PATHS OF TRAVEL

- An alternate path of travel is required when the public right-of-way is obstructed.
- When an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternate path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

## PARKING

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking, passenger loading, and unloading zones are required to be identified using the international symbol for accessibility.
- Signs with the international symbol for accessibility are to be mounted at a minimum of 60" from the finished floor or the ground.

## SALES OR SERVICE COUNTERS

- If sales or service counters are provided for your event, the height must be no more than 36" from the finished floor or the ground, and the width must be at least 36" wide.

## ACCESSIBLE ROUTE

- An accessible route is required from the accessible parking, and from the passenger loading and unloading zone to the event entrance.
- An accessible route is required within the event.
- An accessible route must be a minimum of 36" in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or the ground.
- Temporary ramps that do not exceed 8.33% grade may be required to provide an accessible route.

## SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or the ground.

## PORTABLE TOILETS

- If portable toilets are provided, they must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 10% of the total, but in no event less than one for each location. If a single unit is placed, it must be accessible. The placement of single units will increase the number of accessible portable toilets required for your event.
- An accessible route to each portable toilet is required.
- Accessible portable toilets must be identified with the international symbol of accessibility.

## Security Information

Have you made arrangements for security? ☐ Yes ☒ No

If yes, what form of security will you be using?  
(Please check all that apply)

- ☐ City of San Fernando Police Department  
☒ Licensed & bonded professional security company  
☐ Other: \_\_\_\_\_

If using a licensed security company, please complete the following:

Name of Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening: \_\_\_\_\_

Fax: \_\_\_\_\_ Pager / Cell: \_\_\_\_\_

Private Patrol Operators License Number: \_\_\_\_\_

License to carry firearms: ☐ Yes ☐ No

## Marketing / Advertising

Will this event be advertised or promoted? ☒ Yes ☐ No

If yes, please explain: Radio, Newspaper, posters & banners  
in the city.

Will there be media coverage at the event? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Will signs, banners, or searchlights be utilized as a source of advertisement? ☒ Yes ☐ No

If yes, please explain: signs and banners to be placed throughout  
the city mayor streets.

Note: Generally, temporary off-site signs, such as banners, A-frames, or other signage within the public right of way, are not permitted. (See City of San Fernando Municipal Code Section 106-(926-939), or contact the City Planning Department at (818) 898-1327 for specific information on signage.)

## Entertainment and Related Activities

See City of San Fernando Municipal Code Section 34-(66-69)

Is there any entertainment features related to your event?

☒ Yes☐ No

If yes, complete the following or provide an attachment that lists all bands / performers, type of music, time of sound check, and performance schedule.

☐ Number of stages 2

Stage # 1 size notated: Height: \_\_\_\_\_ Depth: \_\_\_\_\_ Width: \_\_\_\_\_

Stage # 2 size notated: Height: \_\_\_\_\_ Depth: \_\_\_\_\_ Width: \_\_\_\_\_

To be determined  
w/site map completion

☐ Number of performing groups: \_\_\_\_\_

Please List Performer name(s) and type(s) of Entertainment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will dressing room areas be provided for the entertainment? ☒ Yes

☐ No

Size of dressing room area and type: TBD

Will sound checks be conducted prior to the event?

☒ Yes☐ No

If yes, Start time: \_\_\_\_\_

Finish time: \_\_\_\_\_

Will amplification be used?

☒ Yes☐ No

If yes, Start time: 10/2/15

Finish time: 10/3/15

Please describe the sound equipment that will be used for the event: TBD

If using a licensed sound company, please complete the following:

Name of Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening: \_\_\_\_\_

Fax: \_\_\_\_\_ Pager / Cell: \_\_\_\_\_

## Entertainment and Related Activities (Continued)

Will Generators as a power source be used?

☒ Yes

☐ No

If yes, what type: TBD

How Many: \_\_\_\_\_

If using a licensed Power company, please complete the following:

Name of Company: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening: \_\_\_\_\_

Fax: \_\_\_\_\_ Pager / Cell: \_\_\_\_\_

## Alcohol

*City Municipal Code Article I. Sec. 106-(176-183)*

Does your event involve the use of alcoholic beverages?

☒ Yes

☐ No

Please, check all that apply:

- ☐ Free / host alcohol
- ☐ Alcohol sales
- ☐ Host and sale alcohol
- ☐ Beer
- ☒ Beer and Wine
- ☐ Beer, Wine and Distilled alcohol

Will you be hiring a licensed bartender / caterer to serve the alcoholic beverages?

☐ Yes

☒ No

If yes, please provide the following:

Name of Licensed Bartender / Caterer: \_\_\_\_\_

Alcoholic Beverage Control License Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Food Concession or Preparation

Will your event include food concessions, booths, and / or food preparation areas?

☒ Yes ☐ No

If yes, Contact the following:

- ☐ Health Department at (818) 902-4460 a minimum of 30 days prior to the event, and describe how the food will be served and / or prepared:
- ☐ Los Angeles County Fire Department at (818) 374-1110 a minimum of 30 days prior to the event to obtain a Food Booth Operations Permit.

Please provide copies of the Health Department Event Sponsor Permit and the Fire Department approved Event Permit to the San Fernando Recreation and Community Services Department.

How many food vendor(s) will be at your event? 30

Please attach a food vendor(s) list that includes the following:

- Type of food and preparation required.
- Business Name with Address, City, State and Zip Code.



## Restrooms

The Los Angeles County Department of Health Services (DHS) recommends 1 chemical or portable toilet for every 175 women and 1 chemical or portable toilet for every 250 men. At least 1 chemical or portable toilet facility must be ADA accessible (The total numbers of portable toilets that are being provided for the event determines the required number of accessible portable toilets. This number is 10% of the total, but in no event less than one ADA accessible toilet for each location). This figure is based upon the maximum number of attendees at your event during peak time. For the current requirements please contact DHS at (818) 902-4460.

Are you planning to provide rest rooms at the event? ☒ Yes ☐ No

If yes, please identify the following:

☐ Total number of port -a- toilets: 10

☐ Total number of ADA accessible rest rooms: 2

Setup Date: 10/01/15 Time: \_\_\_\_\_

Pickup Date: 10/04/15 Time: \_\_\_\_\_

Portable Toilet Company Name: TBD

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



# Waste Management

## SANITATION AND RECYCLING

The event must be planned and organized to have a minimum impact on the environment. As an event organizer, you must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition.

California State law requires each City to divert 50% of solid waste from landfill. Republic Services manages the City of San Fernando's solid waste programs. You can help by planning recycling strategies for the waste generated at your event by calling the Public Works Department at (818) 898-1222.

Exclusive franchise agreements require applicants to use Republic Services for garbage removal. Please contact them (1.800) 299-4898 at least 30 days in advance to arrange for service at the event.

Will there be dumpsters? ☒ Yes ☐ No

If yes, please identify the following:

☐ Total number of dumpsters / size: (2) 20 yrd. bins

Delivery Date: 10/01/15 Time: Pm.

Pickup Date: 10/04/15 Time: pm.

## PLACEMENT OF DUMPSTERS

Please explain your plan for clean-up and waste removal during and after the event:

To be determined

## STORM WATER PROTECTION

Local and State regulations prohibit the discharge of wash water, cleaning water, trash and debris to the Storm Drain System. Please contact the City's Storm Water Protection Program for specific information and assistance with your event planning at (818) 898-1222.

# Insurance

As a condition of use of City of San Fernando facilities or City programs, your organization must provide, at your sole expense, each of the following items as indicated:

Proof of insurance comprised of certificates of insurance and original endorsements of **comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California. This coverage must:

1. Name the **City of San Fernando, its officials, officers, directors, employees, agents and volunteers** as **additionally insured** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability coverage for claims made by participants in your event/program. You are advised that any and all **exclusions** pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be **PRIMARY** insurance with respect to the additionally insured named above. Any other insurance available to the **City of San Fernando, its officials, officers, directors, employees, agents and volunteers** shall be excess and noncontributing.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$1,000,000 per occurrence for bodily injury, personal injury and property damage**.

Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.

5. You must satisfy these requirements by furnishing the City with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list the following:

"The City of San Fernando, its officials, officers, directors, employees, agents, and volunteers are **additionally insured** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.

This insurance is **primary** with respect to the additionally insured. Any other insurance available to the City of San Fernando, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing."

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

If you are not able to obtain this insurance, the City may be able to provide you with an insurance quote through *Diversified Risk Insurance Brokers*, for the event coverage.

You must provide the City with the endorsement 14 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of San Fernando as to form and as to insurance company.

Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Signature of Designated Official \_\_\_\_\_ Dated 03/26/15

Title Executive Director

Organization's Name San Fernando Mall Association

# Hold Harmless Agreement

## HOLD HARMLESS AND INSURANCE AGREEMENT

By my signature below, I hereby agree to and represent the following:

SFMall Association, as a condition of use of City of San Fernando facilities on the date of May 23 2015, hereby agrees to, and shall, defend, indemnify, and hold harmless the City of San Fernando, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.

SFMall Association will take full responsibility for seeing that use of City facilities is in full adherence and compliance with all applicable City rules and conditions and the requirements of State Law.

On the date(s) of 10/2/15, commencing at 12:01 a.m. and expiring at 12:00 midnight, 10/3/15 will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California, that will insure SFMall Association, and the City of San Fernando as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of San Fernando as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$2,000,000 combined single limit.

Signature of Applicant

Dated

Title

**ATTACHMENT "C"**



*Business Plan 2016-2017*

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## Introduction

The purpose of this plan is to provide:

- Stakeholders with information as to the management priorities of the San Fernando Chile Festival (SFCF) committee
- Guidance to the SFCF committee on the management priorities for the festival over the next three years 2016 – 2017

The plan sets out proposals for the management and development of San Fernando Chile Festival for the three festivals in the plan period. It highlights priorities agreed by the committee, the key challenges that have been identified and the actions agreed by the committee in order to take the festival forward.

The plan builds on the experience of the committee, and those from last year's San Fernando Chile Festival committee.

## Summary

Working with the San Fernando Valley Civic Association as the fiscal sponsor, and the San Fernando Mall Association, the San Fernando Chile Festival celebrates the essence of what makes various cuisines so special and full of flavor with the most celebrated ingredients, THE CHILE! The Chile Festival's mission is to showcase the City of San Fernando, its businesses and its residents and to nurture artful and economic relationships with all surrounding communities. The event is designed to bring together both traditional San Fernando culture with a modern Latino and Los Angeles vibe. Downtown San Fernando, since its inception, celebrated and encouraged an inclusive demographic of family-owned small businesses, professionals, educators and established businesses. The authentic diversity of the City's downtown is an asset as it seeks to continue bridging the verve of downtown with sustainable and equitable business and community engagement in the valley.

This year the Chile Festival is scheduled for October 1st and 2nd and will once again be located on San Fernando Road (between Brand Blvd. and San Fernando Mission) and Maclay Street (from San Fernando Road to Celis Street). The festival will focus on providing the community with a fantastic array of foods from the Los Angeles area, including those that incorporate all varieties of Chile peppers. In addition to Latin foods, there will be food vendors representing a delicious global cuisine that includes: Thai, Chinese, Cajun, and more. In addition, the event will provide an opportunity for community groups to perform. The evening entertainment line-up features music styles from Salsa and Mariachi to Blues, Rock and Brazilian beats. To further engage the community in this event, the committee has added, "Dancing with the Community". A Dancing with the Stars-like salsa dancing competition. The winner of this competition will donate \$1000 to the non-profit of their choice! It is anticipated that attendance will range from 5,000 to 10,000 people per day.

## Objectives

SFCF Committee identified its key objectives as:

- Community and business promotion and enhancement
- Introduction of multi-cultural cuisines and demonstrations
- Opportunity for the community to gather
- New this year, fundraising opportunity in an effort to fund scholarships for deserving college bound students

These objectives formed the basis for decisions taken by the committee in planning its work and organizing the festival. The committee believes that it has been largely successful in meeting most of the objectives, but that the absence of any specific targets has made measuring success difficult. It also recognizes that although the City of San Fernando has been generous with their support, it is important for the longevity of the festival to ensure it is self-sustained, thus the creation of the San Fernando Valley Civic Association. In addition, it has also partnered with the Los Angeles Community College, Culinary Department. This addition will add more produce to the event, cooking demonstrations, but in particular, more chiles!

In the light of recent experience, the committee has agreed that their key management objectives over the next two years will be to:

- Secure the long term financial position of the festival
- Encourage greater participation in the festival among the businesses in the area
- Further develop relationships with larger companies to create sponsorship opportunities in an effort to increase revenue and positively grow the festival's reputation.
- Seek to bring nationally/internationally recognized entertainers to the festival each year to provide a high quality platform for the annual program
- Enhance the festival's reputation in and around the San Fernando Valley ensuring that it continues to meet the needs of local audiences while encouraging greater attendance among people living within the immediate area

## Festival Management

The San Fernando Chile Festival works together with the San Fernando Mall Association and with the San Fernando Valley Civic Association as a fiscal sponsor, but is managed by a volunteer committee.

The 2016 San Fernando Chile Festival Committee is as follows:

- Chairperson – Vanessa Ceballos
- Treasurer – Gina Perez
- Secretary – Dennia Jones
- Cynthia Alvarado – Art Pavilion
- Christina Bernal
- David Bernal
- Julie Cardoso - Sponsorships

- Jose Cardoso - Volunteers
- Dora Ceballos
- Victor Ceballos, Jr. – Bar
- Jaime Herrera
- Emily Lopez - Hospitality
- Ivan Lopez – Stage Manager
- Alexandra Martinez
- Brianda Martinez – Health Department
- Jerry Prieto - ABC
- Eddie Ramos – Marketing
- Tom Ross – Community Relations
- Chef Jesse Sanchez - Contests

The committee meets regularly throughout the year to coordinate activity. However, much of the work required to develop or to manage particular aspects of the festival is done by either individual members or by sub-groups led by committee members. Other volunteers who may have a particular interest or expertise without wishing to be involved in the regular meetings also participate in the groups.

Although there is a fundraising sub-committee, the entire committee participates with this task in addition to other aspects of the festival. Recognizing the importance of marketing for the festival and in an effort to reduce cost, social media is greatly factored into the festival. This is especially important when reaching out to the millennials. In an effort to target this group, the committee has added a nightclub-like portion to the later part of Saturday evening.

### *Success to Date*

The completion of the first Annual Chile Festival was a community success! Procuring donations and sponsorships from businesses and organizations for a first annual event is a major accomplishment.

For the 2015 San Fernando Chile Festival, the committee was successful in obtaining the following donations/sponsorships:

- Sponsorships of local non-profits for a total of \$4000
- Sponsorships from eight business for a total of \$11,250
- Participation from eleven food vendors for a total of \$2500
- Participation from a 18 retail vendors for a total of \$4000
- Sponsorship of five street banner for a total of \$2500

**TOTAL: \$24,250**

The event generated the following amount in “Day of Event Sales:

**TOTAL: \$8400**

The Festival received the following in-kind sponsorships:

- PRG - \$30,000
- Coca Cola - \$600



- Fiesta Furniture - \$4000
- Professional Printers - \$1400

**TOTAL - \$36,000**

Received the following assistance from the City of San Fernando

- \$13,700 Traffic related fees
- \$7200 – Staff Assistance

**TOTAL - \$20,900**

Provided opportunity for the following local performers to promote themselves and entertain the community:

- Lemon Twist
- Carry On
- Onda Mas
- Con Ganas
- Cesar Mateus
- Ray Moreno – MC

## *Future Development*

### **Funding**

Understanding that the over \$20k subsidy from the City of San Fernando was very helpful and necessary, it is funding that the committee is aware cannot be dependent upon. For this reason we will once again, outsource the street closures and part of the security. However, this year, we hope to once again count on the co-sponsorship from the City for the following:

- City Staff Support - City staff be available to provide technical assistance and/or assistance with the permitting process for the City of San Fernando, Los Angeles County Department of Public Health, and the Los Angeles Fire Department. Also, installation of festival signage throughout the City.
- Security Assistance - Police Department to provide security for October 1<sup>st</sup> and 2<sup>nd</sup>, to enhance the private security that will be contracted by the Chile Festival.
- Use of Generators – the use of two city owned generators and the necessary man-power associated with it.
- Use of City of San Fernando Logo - The City Seal used for all print/electronic marketing material for the Chile Festival.
- Waiving Fees - Consider waiving all permit costs and other fees associated with event planning as well as waiving fees associated with security assistance.

Because of the San Fernando Valley Civic Association fiscal sponsorship, the festival will be eligible for more sponsorships that it was not eligible for last year. Thus far, it has secured the participation of the Southern California Ford Dealerships, Vallarta Supermarkets, a more than \$50k in-kind sponsorship with PRG, and we are currently negotiating an exclusive sponsorship with Golden Road Brewery for an

approximate value of over \$5k. Overall, the Chile Festival can account for more than \$60K in sponsorships to date.

Below are the actual income and expenses for 2015 and the projected income and expenses for 2016 and 2017.

Revenue		2015	2016	2017
	Platinum Sponsor (10,000)	0	\$10,000.00	\$10,000.00
	Gold Sponsor (5,000)	\$5,000.00	\$5,000.00	\$5,000.00
	Silver Sponsor (2,000)	\$2,000.00	\$4,000.00	\$4,000.00
	Bronze Sponsor (1,000)	\$3,000.00	\$4,000.00	\$5,000.00
	Pico de Gallo Sponsor (500)	\$1,250.00	N/A	N/A
	Misc. Sponsor	N/A	\$4,500.00	\$5,000.00
	Food Booths	\$1,700.00	\$3,000.00	\$4,500.00
	Vendor Booth	\$4,000.00	\$5,000.00	\$6,500.00
	Merchandise/Memorabilia	N/A	\$5,000.00	\$7,500.00
	Food Truck	\$800.00	\$2,500.00	\$3,500.00
	Seed Money from OF, Kiwanis, Mall, Chamber	\$4,000.00	N/A	N/A
	Banners	\$2,500.00	\$4,000.00	\$5,000.00
	Cash: Bar & Soda/Water Booth	N/A	\$20,000.00*	\$25,000.00
	Cash Day of Beer and Tacos	\$8,437.00	N/A	N/A
	San Fernando Mall Association	\$17,729.00	N/A	N/A
<b>Total Revenues</b>		<b>\$50,416.00</b>	<b>\$67,000.00</b>	<b>\$81,000.00</b>
Expenses		2015	2016	2017
	Advertising/FB/Radio	\$1,700.00	\$2,500.00	\$2,500.00
	T-Shirts/Merchandise Memorabilia	\$2,602.00	\$5,000.00	\$5,000.00
	Marketing/Printing	N/A	\$2,000.00	\$3,000.00
	Rentals/Generators/Restrooms	\$21,610.00	\$18,000.00	\$18,000.00
	Permits-City/Fire/Health	\$4,690.00	\$5,000.00	\$5,500.00
	Entertainment	\$8,300.00	\$25,000.00	\$30,000.00
	Beer/Ice	\$3,131.00	\$1,000.00	\$1,200.00
	Stage Hands	\$3,050.00	\$4,000.00	\$4,500.00
	Security	\$2,533.00	\$3,000.00	\$3,500.00
	Contest Prizes	\$1,000.00	\$1,000.00	\$1,000.00
	Tacos	\$1,500.00	N/A	N/A
	Miscellaneous	\$300.00	\$500.00	\$500.00
<b>Total Expenses</b>		<b>\$50,416.00</b>	<b>\$58,500.00</b>	<b>\$65,200.00</b>

Last year, in 2015, the San Fernando Mall Association subsidized the amount needed that allowed the Chile Festival to break even. This year, the committee is anticipating a small, but very important profit. This is in part due to the increase in sponsorships because of the addition of the 501(c)(3), but also because of the more than \$10k in projected income that will come from the additional bar\* and \$5k in sales from memorabilia, another new addition this year. If the end result is as anticipated, the profit made this year will be used to fund two scholarship for Los Angeles Mission College students and the balance will be used for operating expenses for 2017 Festival.

### **Ownership**

For its inaugural year, the festival was a combined effort of four local non-profits: The San Fernando Mall Association, San Fernando City Chamber of Commerce, San Fernando Odd Fellows and the San Fernando Kiwanis Club. Although all four non-profits were involved, it was decided the festival would run under the direction of the San Fernando Mall Association, a 501(c)(6). Although not known at the time the decision was made, the lack of a 501(c)(3) was a challenge that was encountered. This year, the San Fernando Chile Festival will operate under fiscal sponsorship of the San Fernando Valley Civic Association, a 501(c)(3), but will still maintain the partnership with the San Fernando Mall Association as it will remain as host of the event.

### **Audience**

As was the intention, the first annual Chile Festival drew a mixed audience. The committee believed it was the choice of entertainment that attracted the mix of those in attendance. Although attendance could be improved, Facebook indicated we reached out to close to 10,000 people! This year we anticipate reaching out to 25,000!

The committee agreed that in order to improve on attendance, we need to focus on a more upscale, yet themed-focused type of entertainment. The plan is to theme Saturday's events toward a cultural-feel during the day and club/trendy/nightlife entertainment at night. The intention is to attract families throughout the day and the millennial generation in the evening. Saturday's entertainment includes multicultural entertainment; Japanese Fan Dancers and Bollywood Style entertainment will be included in the line-up. Also, the addition of "Dancing with the Community" will occur on Saturday as well. For Sunday, it was decided to contract a well-known Mexican band. One that has the capacity of attracting thousands of attendees.

We understand that our previous choice of entertainment did not connect with the majority of our community, therefore we hope with this new line of entertainment, audience will double to 10,000 people over the two days. Admission to the event will once again remain free, with the opportunity for surrounding communities to enjoy the City of San Fernando.

### **Conclusion**

It is our hope that by executing a successful event we are able to broaden the views of the residents of the city of San Fernando, thereby introducing them to a different cultural and social experience. The San Fernando Chile Festival will soon become the signature event for the City of San Fernando. Our city is continually making improvements and we believe the San Fernando Chile Festival will add growth and richness to our city.

### **Traffic Control Installation Requirements**

The City will require the following items related to road closures/traffic control for the event.

1. Traffic Control Plan – SFMA shall prepare a traffic control plan for the event, detailing all proposed street closures, traffic controls, parking restrictions, etc. Plan shall be prepared and stamped by a licensed traffic engineer. Plans will be reviewed and must be approved by City staff.
2. Traffic Control Installation – SFMA shall hire a State-licensed, Class A contractor to install any traffic control devices listed in the traffic control plan. Contractor will be required to pull any necessary permits for street closures/traffic control installation (fees may be waived, subject to City Council approval). Contractor shall be responsible for 1.) Road closures; 2.) Staffing of the closures throughout the event, and 3.) Taking down/opening up the closures.
3. Insurance – Contractor and SFMA shall provide all insurance certificates and meet City insurance requirements, as described in the City's Special Events Application.
4. Road Closure Oversight – Staffing shall be required for any/all road closures. This shall be performed by either the traffic control installation company listed on permit applications or a licensed/bonded security company, subject to the City's approval.
5. Additional permits and/or fees that may be required, include: Street Closure Permit, No Parking Signage, Traffic Control Inspection, and Commercial Dumpster Encroachment Permit. Any fees related to these items can be found in the City's Comprehensive Fee Schedule.

**ATTACHMENT "E"****RESOLUTION NO. 6904****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, AMENDING THE STANDARD MANAGEMENT PROCEDURE REGARDING USE OF CITY SEAL**

WHEREAS, the City Council adopted a standard management procedure for the use of the City seal on August 3, 1987.

WHEREAS, the City Council desires to revise the procedure to limit the use of the City seal, as provided in this resolution.

WHEREAS, it shall be City policy that the City seal, as described in Municipal Code Section 1-13, shall only be used as provided in this policy. The purpose of this policy is to:

- A. Ensure that the City seal is not used for inappropriate events and affairs.
- B. Control use of the City seal so as to prevent unauthorized use, which could imply City participation, support, or sponsorship in commercial, political, or non-City events.

**THE CITY COUNCIL OF THE CITY OF SAN FERNANDO HEREBY FINDS AND RESOLVES:**

The City has designated an official seal, which serves to identify City involvement in some manner. Typically, the seal is used on City stationary, City vehicles, brochures and other information. It is important that some guidelines be followed so that the seal be used in an appropriate manner. Therefore, the following guidelines shall be followed pertaining to the City seal:

1. The City seal may be used on all City related literature, material, vehicles, etc., and for City sponsored or co-sponsored functions and events.
2. The City seal may be used on t-shirts, hats, calendars and other like material when sponsored by the City upon approval of the City Administrator.
3. The City seal may not be used by organizations other than the City without prior approval of a majority of the City Council.
4. The City seal may not be used for political or commercial purposes.
5. In cases where it is unclear whether a proposed use of the seal is appropriate, three members of the City Council must approve the use as a scheduled item on a City Council agenda.

PASSED, APPROVED and ADOPTED this 5<sup>th</sup> day of May, 2003.

Dr. José Hernández  
Mayor José Hernández, Ph.D.

ATTEST:

Elena G. Chávez  
Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Michael Estrada  
Michael Estrada, 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 Resolution was duly adopted by the City Council of the City of San Fernando and signed by the Mayor of the City of San Fernando at a regular meeting held on the 5<sup>th</sup> day of May, 2003; and that the same was passed by the following vote:

AYES:       Hernández, De La Torre, Veres, Ruelas, Martinez - 5

NOES:       None

ABSENT:     None

Elena G. Chávez  
Elena G. Chávez, City Clerk