



*Mayor Sylvia Ballin • Mayor Pro Tem Robert C. Gonzales  
Councilmember Jesse H. Avila • Councilmember Joel Fajardo • Councilmember Antonio Lopez  
City Manager Brian Saeki*

**SAN FERNANDO CITY COUNCIL**  
**REGULAR MEETING NOTICE & AGENDA**  
**MAY 19, 2014 – 6:00 PM**

**Addendum No. 1**

**Added:** Closed Session – Items A & B

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

**CALL TO ORDER/ROLL CALL**

**PLEDGE OF ALLEGIANCE**

Police Explorer Alberto Barragan

**PRESENTATIONS**

- a) MAY – INTERNATIONAL INTERNAL AUDIT AWARENESS MONTH  
Helen Popoola, Institute of Internal Auditors for the San Fernando Valley Chapter
- b) INTRODUCTION OF NEW POLICE CANINE “ALEX”  
Acting Police Lieutenant Anthony Vairo

**APPROVAL OF AGENDA**

**PUBLIC STATEMENTS – WRITTEN/ORAL**

There will be a three (3) minute limitation per each member of the audience who wishes to make comments 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.

**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.



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**1) REQUEST TO APPROVE WARRANT REGISTER NO 14-051**

**2) FACILITY FEE WAIVER POLICY UPDATE**

Recommend that the City Council receive and file the report.

**3) ADOPT RESOLUTION NO. 7601 APPOINTING THE CITY'S REPRESENTATIVES TO THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY (ICRMA) GOVERNING BOARD**

Recommend that the City Council adopt Resolution No. 7601 appointing Mayor Sylvia Ballin as the primary representative, City Manager Brian Saeki as the alternate representative, and Personnel Manager Michael Okafor as the substitute alternate representative to the ICRMA Governing Board.

**4) FISCAL YEAR (FY) 2014-2015 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT (LLAD) – APPROVAL OF ENGINEER'S REPORT AND SETTING DATE FOR THE PUBLIC HEARING**

Recommend that the City Council:

- a. Adopt Resolution No. 7603 approving the Engineer's Report for the FY 2014-2015 LLAD; and
- b. Adopt Resolution No. 7604 declaring the City Council's intention to order the annual assessments for FY 2014-2015 LLAD and setting the date for the Public Hearing on July 7, 2014.

**5) ADOPT RESOLUTION NO. 7608 TO ACCEPT DONATIONS FOR A REPLACEMENT POLICE CANINE AND MANDATORY TRAINING COURSE**

Recommend that the City Council:

- a. Approve the acceptance of donations raised in the amount of \$13,612 for the replacement of the Police Canine and mandatory five-week training course; and
- b. Adopt Resolution No. 7608 amending the City Budget for FY 2013-2014 to adjust certain revenues and expenditures.

**6) DISASTER COUNCIL APPOINTMENTS**

Recommend that the City Council:



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- a. Approve the appointment of Brandy Welch and Nicolas Hippisely-Coxe (alternate) as Representatives of the American Red Cross to the Disaster Council for two-year terms;
- b. Approve the appointment of Gene Roske (volunteer) as a Disaster Communications Representative to the Disaster Council for a two-year term; and
- c. Approve the re-appointment of Diane Shepherd as Representative of the California Emergency Mobile Patrol (CEMP) to the Disaster Council for a two-year term.

**7) ADOPT RESOLUTION NO. 7602 TO AUTHORIZE THE CITY MANAGER, OR HIS DESIGNEE, TO SET THE CITY'S COMPRESSED NATURAL GAS (CNG) FUEL RETAIL PRICES**

Recommend that the City Council adopt Resolution No. 7602 authorizing the City Manager, or his designee, to set the City's CNG fuel retail prices.

**8) RESOLUTIONS APPROVING A NEW JOB SPECIFICATION FOR DEPUTY CITY MANAGER/PUBLIC WORKS DIRECTOR AND AMENDING THE SALARY PLAN AND THE TABLE OF ORGANIZATION**

Recommend that the City Council:

- a. Adopt Resolution No. 7605 approving the job specification for the position of Deputy City Manager/Public Works Director;
- b. Adopt Resolution No. 7606 amending the Salary Plan for FY 2013-2014 to include the Deputy City Manager/Public Works Director position;
- c. Adopt Resolution No. 7607 amending the Table of Organization for FY 2013-2014 to include the Deputy City Manager/Public Works Director position; and
- d. Authorize the City Manager to initiate the recruitment process for Deputy City Manager/Public Works Director.

**ADMINISTRATIVE REPORTS**

**9) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH SARGENT TOWN PLANNING TO PREPARE THE CITY OF SAN FERNANDO TRANSIT ORIENTED DEVELOPMENT OVERLAY (TOD) ZONE PROJECT**

Recommend that the City Council:



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- a. Approve a Professional Services Agreement (Contract No. 1745) with Sargent Town Planning to prepare the City of San Fernando TOD Overlay Zone Project, per the approved scope of work, in an amount not to exceed \$290,519, with an additional three percent (3%) contingency for unforeseen, additional work; and
- b. Authorize the City Manager to execute the Agreement with Sargent Town Planning.

## COMMITTEE/COMMISSION LIAISON UPDATES

## GENERAL COUNCIL COMMENTS

## STAFF COMMUNICATION

## RECESS TO CLOSED SESSION

- A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
G.C. §54956.9(d)(2) AND §54956.9(e)(1)  
One (1) Potential Case
- B) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
G.C. §54956.9(d)(1)  
Name of Case: City of San Fernando et al. v. Wendy L. Wantanabe, in her official capacity as the Auditor-Controller of the County of Los Angeles  
LASC Case No.: 34-2013-80001550-CU-WM-GDS

## RECONVENE/REPORT OUT FROM CLOSED SESSION

## ADJOURNMENT

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

*Elena G. Chávez, City Clerk*

*Signed and Posted: May 14, 2014 (3:00 p.m.)*

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



# **San Fernando City Council**

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## **FINANCE DEPARTMENT**

### **MEMORANDUM**

**TO:** Sylvia Ballin and Councilmembers

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

**DATE:** May 19, 2014

**SUBJECT:** Warrant Register

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#### **RECOMMENDATION:**

It is recommended that the City Council adopt a Resolution (Attachment “A”) approving the Warrant Register.

#### **BACKGROUND:**

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

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

#### **ATTACHMENT:**

A. Warrant Register Resolution

**ATTACHMENT "A"****RESOLUTION NO. 14-052**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO ALLOWING AND APPROVING FOR  
PAYMENT DEMANDS PRESENTED ON DEMAND/  
WARRANT REGISTER NO. 14-052**

**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 19<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Sylvia Ballin, 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 19<sup>th</sup> day of May, 2014, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

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

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05/15/2014 8:43:41AM		CITY OF SAN FERNANDO				
Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105830	5/19/2014	100101 VERIZON WIRELESS-LA	(Continued)		001-101-0111-4220	39.87
					001-101-0113-4220	45.38
					001-105-0000-4220	146.76
					Total :	1,856.14
105831	5/19/2014	100222 ARROYO BUILDING MATERIALS, INC	125273		KALISHER & CELIS	
			126054		001-370-0301-4300	164.00
					707 ORANGE GROVE - DRIVEWAY APP	
			126056		001-370-0301-4300	37.55
					707 ORANGE GROVE - DRIVEWAY APP	
			126079		001-370-0301-4300	2.75
					707 ORANGE GROVE - DRIVEWAY APP	
			126417		001-370-0301-4300	40.00
					453 CHATSWORTH - SIDEWALK	
					001-370-0301-4300	3.15
					Total :	247.45
105832	5/19/2014	100281 BAILEY, WILLIAM	REIMB.		ABC TRAINING GAP CONFERENCE ON	
					010-220-3713-4360	492.06
					Total :	492.06
105833	5/19/2014	100396 BOB MURRAY & ASSOCIATES	5628	11000	PROFESSIONAL SERVICES - RECRUITI	
			5680	11000	001-106-0000-4260	395.46
					PROFESSIONAL SERVICES - RECRUITI	
					001-106-0000-4260	459.55
					Total :	855.01
105834	5/19/2014	100405 BONANZA CONCRETE, INC.	44439		DRIVEWAY APPROACH - 707 ORANGE	
			44491		001-370-0301-4300	823.99
					452 CHATSWORTH - SIDEWALK	
					015-310-0866-4600	521.22
					Total :	1,345.21
105835	5/19/2014	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE	027317		EMPLOYEE SCREENING FINGERPRINT	
					001-106-0000-4270	32.00
					Total :	32.00

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105836	5/19/2014	100636 CASSELL'S MUSIC	2338		MUSIC SUPPLIES 001-424-0000-4430 108-424-3657-4300	20.03 250.00 <b>Total : 270.03</b>
105837	5/19/2014	100676 R. E. CHARLES PLUMBING, INC.	16980 16994		CLEARED URINAL, HUNG NEW URINAL 001-390-0460-4330 CLEARED URINAL STOPPAGE @ REC F 001-390-0410-4330	258.67 133.18 <b>Total : 391.85</b>
105838	5/19/2014	100713 CITY OF GLENDALE	GLN0000005829		WATERMASTER COST SHARE AGREEM 070-381-0000-4260 070-381-0000-4270	2,324.88 2,314.00 <b>Total : 4,638.88</b>
105839	5/19/2014	100731 CITY OF LOS ANGELES	74WP140000005 74WP140000006		O & M PORTION OF ASSSC -MAY 2014 072-360-0000-4600 CAPITAL PORTION OF ASSSC.-MAY 201 072-360-0000-4260	150,667.00 104,537.00 <b>Total : 255,204.00</b>
105840	5/19/2014	100859 CROWN DISPOSAL	0000871952		FRANCHISE FEES FEB 2014 (PARTIAL I 073-350-0000-4260	35,335.50 <b>Total : 35,335.50</b>
105841	5/19/2014	100960 DIEDIKER, VIRGINIA	REIMB.		REIMB FOR ITEMS PURCHASED FOR 001-424-0000-4300	228.70 <b>Total : 228.70</b>
105842	5/19/2014	101010 DUTHIE POWER SERVICES INC.	404085		PD GENERATOR SERVICE 001-320-0000-4260	626.20 <b>Total : 626.20</b>
105843	5/19/2014	101063 EMPLOYMENT DEVELOPMENT	944-0936-4		01/01/14-03/31/14 UNEMPLOYMENT INS 001-190-0222-4132	7,663.00 <b>Total : 7,663.00</b>

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105844	5/19/2014	101147 FEDEX	2-641-48623		COURIER SERVICE 001-190-0000-4280	69.85 <b>Total : 69.85</b>
105845	5/19/2014	101245 G.I. LAWNMOWER SHOP	03469		HEDGE TRIMMER REPAIR 001-390-0410-4320	28.70 <b>Total : 28.70</b>
105846	5/19/2014	101302 VERIZON	8181811070 8181811380 8183616728 8183655097 8188371509 8188384969 8188981027		POLICE PAGING 001-222-0000-4220 MWD METER 070-384-0000-4220 ENGINEERING FAX LINE 001-310-0000-4220 PD NARCOTICS VAULT 001-222-0000-4220 ANIMAL CONTROL & PW PHONE LINE 001-190-0000-4220 PD ALARM PANEL 001-222-0000-4220 POOL FACILITY PHONE LINES 001-430-0000-4220	39.98 43.91 20.50 20.63 47.71 97.46 146.86 <b>Total : 417.05</b>
105847	5/19/2014	101376 GRAINGER, INC.	9411686877 9414151101 9417221018 9418411816		VALVE SPRINGS - CNG STATION 001-320-3661-4400 CNG COMPRESSOR VALVE KIT 001-320-3661-4400 DOOR BARRICADE SIGN FOR LP PARK 001-390-0460-4300 001-390-0410-4300 LP PARK LIGHTS 001-390-0460-4300	85.98 1,522.16 30.44 30.44 92.89 <b>Total : 1,761.91</b>
105848	5/19/2014	101427 H.C. STROUD	11754		PD PUMP REPAIR FOR HEATING SYST 001-390-0222-4330	301.37

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105848	5/19/2014	101427 101427 H.C. STROUD	(Continued)		<b>Total :</b>	<b>301.37</b>
105849	5/19/2014	101528 THE HOME DEPOT CRC, ACCT#603532202490	1035937		TRASH BAGS, SHOP TOWELS, BALL V#	
			1972021		070-383-0301-4300	38.27
			5202820		LUMBER FOR PIONEER PARK BLEACH	
			5304092		001-390-0410-4300	72.89
			5972514		RETURNED REC PARK GARAGE SECL	
			6080107		001-390-0410-4300	-217.98
			6090120		RETURNED LUMBER FOR PIONEER PA	
			6090122		001-390-0410-4300	-63.00
			7572742		LUMBER FOR PIONEER PARK BLEACH	
			7572744		001-390-0410-4300	61.96
			8084997		REPLACEMENT VAC & SOCKETS	
			8091971		001-320-0000-4340	126.22
			8150037		ICE WATER LINE @ 120 MACNEIL	
			8184424		070-381-0450-4300	24.68
			8184426		RE-WIRE DUE TO BIKEWAY THEFT	
			971944		008-311-0000-4600	1,392.32
					SMALL ELECTRONIC TOOL	
					001-390-0410-4340	44.86
					RE-WIRE DUE TO BIKEWAY THEFT	
					008-311-0000-4600	189.85
					INSTALLED LOCK ON FILE CABINET @	
					001-390-0222-4300	20.18
					DRILL BITS, GLOVES, METAL HIT 10-PK	
					001-370-0301-4300	42.43
					REC PARK GARAGE SECURITY ALARM	
					001-390-0410-4300	217.98
					SMALL TOOLS FOR PK0935	
					001-390-0410-4340	54.64
					FILTER FOR ICE MAKER & HASP FOR F	
					001-390-0222-4300	37.73
					BLINDS FOR PD	
					001-390-0222-4300	186.59
					<b>Total :</b>	<b>2,229.62</b>
105850	5/19/2014	101647 INTERSTATE BATTERY	30056941		BATTERIES FOR FLEET	

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105850	5/19/2014	101647 INTERSTATE BATTERY	(Continued)			
			30057067		001-1215	436.74
			30057147		BATTERIES FOR FLEET	
					001-1215	305.40
					BATTERY GROUP 65 - PW2116	
					001-320-0371-4400	131.35
					<b>Total :</b>	<b>873.49</b>
105851	5/19/2014	101649 INTER-VALLEY POOL SUPPLY, INC	63305		POOL CHEMICALS	
					001-430-0000-4300	1,684.71
					<b>Total :</b>	<b>1,684.71</b>
105852	5/19/2014	101650 INTOXIMETERS, INC.	464077		POWER BATTERY PD PRINTER 4-CELL	
					001-222-0000-4300	139.47
					<b>Total :</b>	<b>139.47</b>
105853	5/19/2014	101713 JOBS AVAILABLE INC.	1410038		POLICE DESK OFFICER AD	
					001-106-0000-4230	234.00
					<b>Total :</b>	<b>234.00</b>
105854	5/19/2014	101768 KIMBALL-MIDWEST	3530844		CUTTING WHEELS - PW2384	
					001-320-0312-4400	28.67
					<b>Total :</b>	<b>28.67</b>
105855	5/19/2014	101920 LIEBERT CASSIDY WHITMORE	179056		LEGAL SERVICES	
			179057		001-112-0000-4270	437.00
			179058		LEGAL SERVICES	
			179059		001-112-0000-4270	4,200.45
					LEGAL SERVICES	
					001-112-0000-4270	1,151.50
					LEGAL SERVICES	
					001-112-0000-4270	2,827.50
					<b>Total :</b>	<b>8,616.45</b>
105856	5/19/2014	101929 LINGO INDUSTRIAL ELECTRONICS	32096		3-SECTION 8" SIGNAL 8TH/MACLAY KN	
					001-370-0301-4300	489.41
					<b>Total :</b>	<b>489.41</b>

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105857	5/19/2014	102003 LOS ANGELES COUNTY	RE-PW-14031006904		INDUSTRIAL WASTE SERVICES THROU 072-360-0000-4430	4,932.00
					<b>Total :</b>	<b>4,932.00</b>
105858	5/19/2014	102125 MARTINEZ, MARLENE	TRAVEL		MANDATORY ANNUAL JAIL TRAINING @ 001-225-3688-4360	105.00
					<b>Total :</b>	<b>105.00</b>
105859	5/19/2014	102201 MIERZYNSKI, IRMGARD	01/10/14-02/28/14		LINE DANCE CLASS INSTRUCTOR 017-420-1339-4260	126.00
			03/07/14-05/02/14		LINE DANCE CLASS INSTRUCTOR 017-420-1339-4260	126.00
					<b>Total :</b>	<b>252.00</b>
105860	5/19/2014	102219 MISSION AUTO ELECTRIC, INC.	24085		REBUILD STARTER - PW4609 001-320-0390-4400	212.55
					<b>Total :</b>	<b>212.55</b>
105861	5/19/2014	102226 MISSION LINEN & UNIFORM	140136119		LAUNDRY 001-225-0000-4350	252.96
			140136762		LAUNDRY 001-225-0000-4350	270.80
			140137537		LAUNDRY 001-225-0000-4350	267.78
					<b>Total :</b>	<b>791.54</b>
105862	5/19/2014	102303 NACHO'S ORNAMENTAL SUPPLY	INV010971		ELECTRICAL REWIRE @ BIKEWAY 008-311-0000-4600	32.85
			INV011039		PADLOCK, CONTACT TIP & PADLOCK C 001-370-0301-4300	62.29
			INV011452		PADLOCK 001-370-0301-4300	7.63
					<b>Total :</b>	<b>102.77</b>
105863	5/19/2014	102403 NOW IMAGE PRINTING	4115		WATER WINDOW PERMIT ENVELOPES 070-382-0000-4300	936.23
					072-360-0000-4300	936.22
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Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105863	5/19/2014	102403 102403 NOW IMAGE PRINTING	(Continued)			<b>Total : 1,872.45</b>
105864	5/19/2014	102423 OCCU-MED, INC.	0314901		PRE-EMPLOYMENT PHYSICAL 001-106-0000-4270	125.00
					<b>Total :</b>	<b>125.00</b>
105865	5/19/2014	102432 OFFICE DEPOT	1670089138		PAPER CLIPS, SEALING TAPE, BINDER 104-420-0000-4300	38.88
			1673903203		DUCT TAPE, CORRECTION TAPE, 104-420-0000-4300	30.55
					004-2346	22.23
					001-422-0000-4300	157.98
			707043394001		POWERLIGHT 010-430-3649-4300	894.56
			707303347001		STAPLER 001-346-0000-4300	8.42
			707303348001		10-KEY ROLLS, MARKERS, BINDERS, S 001-311-0000-4300	216.89
			710313893001		CORRECTION TAPE, PENS, PAPER, ST 001-222-0000-4300	352.45
			710368269001		SWABS 070-381-0000-4300	15.70
			710368270001		WIPES 001-346-0000-4300	5.16
			710495406001		KEYBOARD/MOUSE 001-130-0000-4300	100.73
			710578347001		PAPER CLIPS, POCKET BINDERS, FOD 001-222-0000-4300	114.01
					<b>Total :</b>	<b>1,957.56</b>
105866	5/19/2014	102624 PITNEY BOWES	386498		MAINT FOR FOLIDNG MACHINE 070-381-0000-4320	346.95
					072-360-0000-4320	346.95
					<b>Total :</b>	<b>693.90</b>
105867	5/19/2014	102666 PREFERRED DELIVERY SYSTEMS INC	549-84		COURIER SERVICE 001-222-0000-4260	206.00
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105867	5/19/2014	102666 102666 PREFERRED DELIVERY SYSTEMS INC	(Continued)			Total : 206.00
105868	5/19/2014	102688 PROFESSIONAL PRINTING CENTERS	25106		ARREST CERT, PARKING ENVEL & EPC 001-222-0000-4300	1,135.52 Total : 1,135.52
105869	5/19/2014	102701 ROBERT W BATTEY, CONSULTANT	5555		TESTING MATERIALS 001-106-0000-4270	299.00 Total : 299.00
105870	5/19/2014	102858 RIVERSIDE CO. SHERIFF'S DEPT.	TRAVEL		MANDATORY ANNUAL JAIL TRAINING @ 001-225-3688-4360	60.50 Total : 60.50
105871	5/19/2014	102858 RIVERSIDE CO. SHERIFF'S DEPT.	TRAVEL		MANDATORY ANNUAL JAIL TRAINING @ 001-225-3688-4360	60.50 Total : 60.50
105872	5/19/2014	102929 ROYAL PAPER CORPORATION	4435705 4439036 4440705 4442107		INVOICE #4423920 INCORRECTLY BILL 001-390-0410-4300 JANITORIAL SUPPLIES 001-390-0222-4300 001-390-0310-4300 001-390-0410-4300 001-390-0460-4300 001-390-0470-4300 001-390-7500-4300 JANITORIAL SUUPLIES 001-390-7500-4300 CLEANING FACILITY SUPPLIES 001-424-0000-4300	-11.72 46.54 46.54 285.08 193.16 93.08 146.62 10.46 342.78 Total : 1,152.54
105873	5/19/2014	102930 ROYAL WHOLESALE ELECTRIC	8901-697336		SAFETY LIGHTS 027-344-0301-4300	294.30 Total : 294.30
105874	5/19/2014	103010 SAM'S CLUB DIRECT, #0402465855179	6196		PLATES	
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105874	5/19/2014	103010 SAM'S CLUB DIRECT, #0402465855179	(Continued)		001-222-0000-4300	26.17 Total : 26.17
105875	5/19/2014	103029 SAN FERNANDO, CITY OF	14099-14166		REIMBURSEMENT TO WORKERS COM 006-190-0000-4810	17,021.21 Total : 17,021.21
105876	5/19/2014	103090 SUSAN SAXE-CLIFFORD, PH.D.	14-0424-4 14-0429-4		PYSCH EXAMS 001-222-0000-4260 PSYCH EXAM 001-222-0000-4260	1,350.00 450.00 Total : 1,800.00
105877	5/19/2014	103184 SMART & FINAL	120310 122703		PARK AVE CLUB SUPPLIES 004-2382 010-422-3750-4300 AARP CLASS REFRESHMENT 004-2346	33.85 117.92 41.10 Total : 192.87
105878	5/19/2014	103202 SOUTHERN CALIFORNIA EDISON CO.	050114 050214 050314 050614		ELECTRIC - VARIOUS LOCATIONS 029-335-0000-4210 001-371-0000-4210 ELECTRIC - VARIOUS LOCATIONS 001-420-0000-4210 001-371-0000-4210 ELECTRIC - VARIOUS LOCATIONS 001-390-0457-4210 001-371-0000-4210 001-390-0450-4210 ELECTRIC - 910 1ST 001-222-0000-4210	1,523.80 102.83 223.64 44.67 70.87 45.47 43.35 6,087.91 Total : 8,142.54
105879	5/19/2014	103251 STANLEY PEST CONTROL	254041		PEST CONTROL @ PD 001-390-0222-4260	64.00
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105879	5/19/2014	103251 103251 STANLEY PEST CONTROL	(Continued)			Total : 64.00
105880	5/19/2014	103279 SUMMER SYSTEMS, INC.	35304		A/C PREV MAINT @ CITY HALL	440.00
			35305		001-390-0310-4260 A/C PREV MAINT @ PD 001-390-0222-4260	731.00
					Total :	1,171.00
105881	5/19/2014	103318 TAG/AMS, INC.	2667199		ANNUAL RENEWAL FEE	125.00
					001-106-0000-4270	125.00
					Total :	125.00
105882	5/19/2014	103349 THE HOUSE OF PRINTING, INC.	147314		#10 WINDOW ENVELOPES - NON DEPT	385.44
					001-130-0000-4300	385.44
					Total :	385.44
105883	5/19/2014	103439 UPS	831954184		COURIER SERVICE	103.15
					001-190-0000-4280	103.15
					Total :	103.15
105884	5/19/2014	103445 UNDERGROUND SERVICE ALERT	420140666		(74) USA DIGALERT TICKETS	111.00
					070-381-0000-4260	111.00
					Total :	111.00
105885	5/19/2014	103463 U.S. POSTMASTER	DEMAND		PRESORTED FIRST CLASS POSTAGE -	611.34
					070-382-0000-4300	611.34
					072-360-0000-4300	1,222.68
					Total :	1,222.68
105886	5/19/2014	103503 UNITED STATES POSTAL SERVICE	15122187		REIMBURSEMENT OF POSTAGE MACH	1,500.00
					001-190-0000-4280	1,500.00
					Total :	1,500.00
105887	5/19/2014	103534 VALLEY LOCKSMITH	1787		LABOR TO INSTALL NEW LOCKS	1,002.00
					001-222-0000-4320	1,002.00
					Total :	1,002.00
105888	5/19/2014	103538 VALLEY OCCUPATIONAL	130841		DMV PHYSICALS	
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105888	5/19/2014	103538 VALLEY OCCUPATIONAL	(Continued)			
			131724		001-106-0000-4270	80.00
					DMV PHYSICALS	160.00
					001-106-0000-4270	160.00
					Total :	240.00
105889	5/19/2014	103619 CARL WARREN & CO.	1578885		LEGAL SERVICES	211.07
			1578886		006-190-0511-4800	364.57
			1578887		LEGAL SERVICES	294.22
			1578888		006-190-0000-4800	134.32
			1578889		LEGAL SERVICES	281.42
			1578890		006-190-0000-4800	63.96
			1578891		LEGAL SERVICES	63.96
			1578892		006-190-0000-4800	83.15
			1578893		LEGAL SERVICES	19.19
			1578894		006-190-0000-4800	179.09
			1578895		LEGAL SERVICES	51.17
			1578896		006-190-0000-4800	172.69
			1578897		LEGAL SERVICES	108.73
			1578898		006-190-0000-4800	102.34
			1578899		LEGAL SERVICES	57.56
			1578900		006-190-0000-4800	
					LEGAL SERVICES	
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105889	5/19/2014	103619 CARL WARREN & CO.	(Continued)			
			1578901		006-190-0000-4800 LEGAL SERVICES	185.90
			1578902		006-190-0000-4800 LEGAL SERVICES	159.90
			1578903		006-190-0000-4800 LEGAL SERVICES	166.71
			1578904		006-110-5636-4270 LEGAL SERVICES	332.59
					006-190-0000-4800	597.53
					<b>Total :</b>	<b>3,630.07</b>
105890	5/19/2014	103903 TIME WARNER CABLE	8448200540010328		CABLE SERVICES - 05/05/14-06/04/14 001-190-0000-4220	61.03
					<b>Total :</b>	<b>61.03</b>
105891	5/19/2014	887121 DELL MARKETING L.P.	XJD58D743		REPLACEMENT MONITOR 027-344-0000-4320	199.47
			XJD9M1XJ4		COMPUTER 001-130-0000-4500	676.69
			XJDD559C2		COMPUTER MONITOR 001-130-0000-4500	157.62
			XJDF585JA		VLA OFFICE STD 2013 001-130-0000-4500	241.56
					<b>Total :</b>	<b>1,275.34</b>
105892	5/19/2014	887239 SYLMAR LOCK & KEY & LOCKSMITH	9797		TREE BIN KEYS 001-346-0301-4300	10.90
					<b>Total :</b>	<b>10.90</b>
105893	5/19/2014	887249 GALLS, LLC	001852260		UNIFORMS 001-222-0000-4300	408.50
			001885995		UNIFORMS 001-222-0000-4300	211.24
			001893113		UNIFORMS 001-222-0000-4300	688.39
			001893204		UNIFORMS	
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105893	5/19/2014	887249 GALLS, LLC	(Continued)			
					001-222-0000-4300	37.06
					<b>Total :</b>	<b>1,345.19</b>
105894	5/19/2014	887305 CHAVEZ, JUAN	042614		SPORTS OFFICIAL 017-420-1328-4260	54.00
					<b>Total :</b>	<b>54.00</b>
105895	5/19/2014	887466 SIMON'S POWER EQUIPMENT, INC.	56201		CONCRETE SAW - TO REPLACE STOLE 015-310-0866-4600	1,526.00
					<b>Total :</b>	<b>1,526.00</b>
105896	5/19/2014	887952 J. Z. LAWMOWER SHOP	10701		BAR CHAIN OIL 001-346-0301-4300	9.81
			6598		FACE SHIELD FOR MAINT 001-390-0410-4300	15.21
			6599		EQUIPMENT MAINT 001-390-0410-4320	48.94
					<b>Total :</b>	<b>73.96</b>
105897	5/19/2014	888075 DATAMATIC, INC.	CA-0000025669		HANDHELD METER READING MAINT - 070-381-0000-4320	326.51
					<b>Total :</b>	<b>326.51</b>
105898	5/19/2014	888241 UNITED SITE SERVICES OF CA INC	114-1946273		PORTABLE TOILET RENTAL @ LAYNE F 001-390-0410-4260	352.13
					<b>Total :</b>	<b>352.13</b>
105899	5/19/2014	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINES 007-440-0441-4220	31.86
					<b>Total :</b>	<b>31.86</b>
105900	5/19/2014	888356 ADVANCED AUTO REPAIR BODY &	1135		REPLACE SHIFT LEVEL BUSHINGS - P 001-320-0224-4400	148.20
			1140		REPLACE SHIFT LEVER BUSHINGS - P 001-320-0224-4400	140.00
			1143		COMPUTER BLEED BRAKE SYSTEM; R 070-384-0000-4400	221.37
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105900	5/19/2014	888356	888356 ADVANCED AUTO REPAIR BODY & (Continued)		Total :	509.57
105901	5/19/2014	888646	HD SUPPLY WATER WORKS, LTD	C302940	NEW 3" SERVICE INSTALLATION 070-383-0000-4600	655.95
				C303004	NEW 3" SERVICE INSTALLATION 070-383-0000-4600	1,987.46
					Total :	2,643.41
105902	5/19/2014	888693	VISION INTERNET PROVIDERS,INC.	27122	WEB HOSTING MONTHLY FEE (04/14) 001-105-0000-4270	200.00
					Total :	200.00
105903	5/19/2014	888800	BUSINESS CARD	043014	MISC CHARGES 001-190-0000-4435	1.00
				050114	POLICE DESK OFFICER ADVERTISEME 001-106-0000-4230	150.00
					Total :	151.00
105904	5/19/2014	888869	MUNITEMPS STAFFING	124543	TEMPORARY STAFFING - INTERIM FIN/ 001-130-0000-4112	7,947.50
					Total :	7,947.50
105905	5/19/2014	888873	ROYAL FLUSH	2037	PORTABLE TOILET RENTAL @ 12900 070-384-0000-4260	133.00
				2068A	PORTABLE TOILET RENTAL @ 12900 070-384-0000-4260	133.00
					Total :	266.00
105906	5/19/2014	889037	AT&T MOBILITY	875587443	MODEM FOR MESSAGE BOARD 001-310-0000-4220	62.25
					Total :	62.25
105907	5/19/2014	889043	ALADIN JUMPERS	041914	JUMPER & BALLOONS FOR EGGSTRA/ 001-424-0000-4300	146.00
				042414	BALLOON ORDER FOR SR EXPO EVEN 004-2346	140.00
					Total :	286.00

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105908	5/19/2014	889118 LDI COLOR TOOLBOX	193412		MAINT & COPIES - 03/13-04/13 001-222-0000-4260	253.27 253.27
105909	5/19/2014	889383 RUVALCABA, JAVIER	REIMB.		2ND HALF OF MILEAGE REIMB.- POST 001-225-0000-4360	511.55 511.55
105910	5/19/2014	889533 MARTINEZ, ANITA	04/19/14 - 05/02/14		ASSISTANT FOOD MANAGER 010-422-3750-4270	230.10 230.10
105911	5/19/2014	889534 RAMIREZ, FRANCISCO	04/19/14 - 05/02/14		HDM DRIVER 010-422-3752-4270 010-422-3752-4390	177.00 52.00 229.00
105912	5/19/2014	889535 GOMEZ, GILBERT	04/19/14 - 05/02/14		HDM DRIVER 010-422-3752-4270 010-422-3752-4390	177.00 57.20 234.20
105913	5/19/2014	889587 SOLIS, MELISSA	REIMB.		REIMB FOR PURCHASE OF EGGSTRA 001-424-0000-4300	72.19 72.19
105914	5/19/2014	889602 RESPOND SYSTEMS	294419 294420		FIRST AID SUPPLIES FOR PW OPS CT 070-381-0450-4300 FIRST AID SUPPLIES FOR 501 FIRST 070-381-0450-4300	208.46 200.89 409.35
105915	5/19/2014	889611 MORRISON MANAGEMENT SPECIALIST	18845201443001		LP SENIOR MEALS - APRIL 2014 010-422-3750-4260 010-422-3752-4260	4,518.00 2,884.50 7,402.50
105916	5/19/2014	889681 VILLALPANDO, MARIA	04/19/14 - 05/02/14		FOOD SERVICE WORKER	

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105916	5/19/2014	889681 VILLALPANDO, MARIA	(Continued)		010-422-3750-4270 010-422-3752-4270	221.25 44.25
					<b>Total :</b>	<b>265.50</b>
105917	5/19/2014	889773 GONZALEZ, JOSE T.	1016		SENIOR TRANSPORT TO CHUMASH C. 004-2384	800.00
			1019		TRANSPORTATION SERVICES TO SAN 001-424-0000-4430	550.00
					<b>Total :</b>	<b>1,350.00</b>
105918	5/19/2014	889793 SEVERN TRENT WATER	1128294	11081	PURCHASE & INSTALLATION OF AN ON 070-384-0000-4600	119,138.82
					<b>Total :</b>	<b>119,138.82</b>
105919	5/19/2014	889942 ATHENS SERVICES	MAY 2014		STREET SWEEPING - MAY 2014 001-343-0000-4260	10,100.00
					<b>Total :</b>	<b>10,100.00</b>
105920	5/19/2014	890010 TOTAL PRINTING SUPPLIES	140562		INJET FOR PRINTER 001-346-0000-4300	50.14
			140564		2 TONER FOR 4700HP 001-130-0000-4300	170.04
					<b>Total :</b>	<b>220.18</b>
105921	5/19/2014	890094 TECS ENVIRONMENTAL	SF-0214	11011	NPDES COMPLIANCE SERVICES 073-350-0000-4260	8,125.00
				11011	072-360-0000-4260	8,125.00
				11011	001-310-0000-4260	2,825.00
					<b>Total :</b>	<b>19,075.00</b>
105922	5/19/2014	890377 F & F SIGNS	00098		DECALS FOR CAR 25 041-225-0000-4500	493.87
			00099		DECAL FOR CAR 22 041-225-0000-4500	493.87
			00100		DECALS FOR CAR 21 041-225-0000-4500	493.87
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105922	5/19/2014	890377 F & F SIGNS	(Continued)			<b>Total : 1,481.61</b>
105923	5/19/2014	890401 ENVIROGEN TECHNOLOGIES INC	0005547-IN	11023	NITRATE REMOVAL SYSTEM LEASE-AF 070-384-0857-4600	7,084.81
					<b>Total :</b>	<b>7,084.81</b>
105924	5/19/2014	890463 KJC LATENT PRINT SERVICE	SF00019		FINGERPRINT CLASSIFICATIONS 001-224-0000-4270	50.00
					<b>Total :</b>	<b>50.00</b>
105925	5/19/2014	890535 PLUMP ENGINEERING INC	0037121-IN	11080	CIVIL ENGINEERING & SURVEYING SV 070-384-0000-4600	5,400.00
					<b>Total :</b>	<b>5,400.00</b>
105926	5/19/2014	890546 BARAJAS, CRYSTAL	APRIL 2014		MARIACHI MASTER APPRENTICE PRO 109-424-3656-4260	135.00
					<b>Total :</b>	<b>135.00</b>
105927	5/19/2014	890559 CRESCENTA VALLEY WATER DISTRIC	SF11		ULARA SPECIAL COUNSEL COST SHAF 070-381-0000-4270	260.58
					<b>Total :</b>	<b>260.58</b>
105928	5/19/2014	890590 ORTIZ, JESUS	042614		SPORTS OFFICIAL 017-420-1328-4260	30.00
					<b>Total :</b>	<b>30.00</b>
105929	5/19/2014	890594 HEALTH AND HUMAN RESOURCE	99520		EAP - MAY 2014 001-106-0000-4260	325.80
					<b>Total :</b>	<b>325.80</b>
105930	5/19/2014	890700 GUZMAN, DANETTE	TRAVEL		MANDATORY ANNUAL JAIL TRAINING @ 001-225-3688-4360	199.44
					<b>Total :</b>	<b>199.44</b>
105931	5/19/2014	890879 EUROFINS EATON ANALYTICAL, INC	L0154925		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0155201		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
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105931	5/19/2014	890879 EUROFINS EATON ANALYTICAL, INC	(Continued) L0155674		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0156275		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0156555		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0156565		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0156785		WATER ANALYSIS FOLDERS 070-384-0000-4260	114.60
			L0157037		WATER ANALYSIS FOLDERS 070-384-0000-4260	164.60
			L0157473		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0157479		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0157637		WATER ANALYSIS FOLDERS 070-384-0000-4260	24.00
			L0158282		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0158286		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0158680		WATER ANALYSIS FOLDERS 070-384-0000-4260	124.60
			L0159203		WATER ANALYSIS FOLDERS 070-384-0000-4260	100.60
			L0159204		WATER ANALYSIS FOLDERS 070-384-0000-4260	24.00
			L0159205		WATER ANALYSIS FOLDERS 070-384-0000-4260	76.60
			L0159502		WATER ANALYSIS FOLDERS 070-384-0000-4260	60.00
			L0159504		WATER ANALYSIS FOLDERS 070-384-0000-4260	76.60
<b>Total :</b>						<b>2,161.60</b>

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105932	5/19/2014	890970 WEX BANK	36661569		FUEL FOR FLEET 001-320-0152-4402	422.14
					001-320-0221-4402	196.63
					001-320-0222-4402	213.63
					001-320-0224-4402	1,339.02
					001-320-0225-4402	5,562.78
					001-320-0311-4402	1,038.51
					001-320-0312-4402	103.36
					001-320-0320-4402	153.50
					001-320-0346-4402	119.19
					001-320-0370-4402	534.79
					001-320-0371-4402	492.50
					001-320-0390-4402	1,259.33
					001-320-0420-4402	4.00
					027-344-0000-4402	62.89
					029-335-0000-4402	231.35
					070-381-0000-4402	17.56
					070-382-0000-4402	143.78
					070-383-0000-4402	851.80
					070-384-0000-4402	282.31
					072-360-0000-4402	353.35
					073-350-0000-4402	2.00
					007-313-3630-4402	1,726.02
<b>Total :</b>						<b>15,110.44</b>
105933	5/19/2014	891121 RIVERA, NICOLE	APRIL 2014		MARIACHI MASTER APPRENTICE PRO 109-424-3656-4260	90.00
<b>Total :</b>						<b>90.00</b>
105934	5/19/2014	891127 HALL & FOREMAN, INC	2812821	11026	SANITARY SEWER MASTER PLAN DEV 072-360-0000-4600	646.70
<b>Total :</b>						<b>646.70</b>
105935	5/19/2014	891209 AUTONATION SSC	190306		BRAKE MASTER CYLINDER - WA4470 070-384-0000-4400	182.73
			190878		BUSHINGS - PD4958 001-320-0224-4400	16.39

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Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105935	5/19/2014	891209 891209 AUTONATION SSC	(Continued)			Total : 199.12
105936	5/19/2014	891235 NUNEZ, KENNETH	042614		SPORTS OFFICIAL 017-420-1328-4260	54.00 Total : 54.00
105937	5/19/2014	891311 TORRES, RITA	04/19/14 - 05/02/14		ENP SUBSTITUTE 010-422-3750-4270 010-422-3752-4270	296.48 30.98 Total : 327.46
105938	5/19/2014	891395 OMNIS INCORPORATED	14006	11079	PAVEMENT MGMT SYSTEM, SVCS, AN/ 011-311-0000-4270	7,200.00 Total : 7,200.00
105939	5/19/2014	891399 CHAVEZ, WILLIAM	030814		SPORTS OFFICIAL 017-420-1328-4260	60.00 Total : 60.00
105940	5/19/2014	891425 DIAZ, MARISOL	REIMB.		REIMB FOR FITNESS EQUIPMENT PUR 010-430-3649-4300	234.94 Total : 234.94
105941	5/19/2014	891446 AYRES HOTEL & SPA	TRAVEL		MANDATORY ANNUAL JAIL TRAINING @ 001-225-3688-4360	307.99 Total : 307.99
105942	5/19/2014	891446 AYRES HOTEL & SPA	TRAVEL		MANDATORY ANNUAL JAIL TRAINING @ 001-225-3688-4360	307.99 Total : 307.99
105943	5/19/2014	891448 BEE SPECIALIST	042914R		BEEES IN PARKWAY TREE - 1316 GRIFFI 001-346-0000-4250	150.00 Total : 150.00
105944	5/19/2014	891449 GARCIA, JAIME	050814		SENIOR EXPO - DJ & SOUND 004-2346	200.00
						Page: 21

vchlist 05/15/2014 8:43:41AM		Voucher List CITY OF SAN FERNANDO				Page: 22
Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105944	5/19/2014	891449 891449 GARCIA, JAIME	(Continued)			Total : 200.00
105945	5/19/2014	891450 MCJUNKIN, PETE	042914		POOL SCHOOL INSTRUCTOR 017-420-1338-4260	350.00 Total : 350.00
105946	5/19/2014	891451 OHANETE, MICHEAL	1027312.004		LAPSWIM REFUND 001-3779-0000	30.00 Total : 30.00
105947	5/19/2014	891452 DIAZ, JESUS	558796 591405		REFUND - CANCELLATION OF SD TRIP 004-2384 REFUND - CANCELLATION OF SD TRIP 004-2384	18.00 18.00 Total : 36.00
105948	5/19/2014	891453 ENRIQUEZ, BEATRIZ	404173 404272		SENIOR TRIP REFUND - FOLLIES TRIP 004-2384 SENIOR TRIP REFUND - FOLLIES TRIP 004-2384	10.00 50.00 Total : 60.00
105949	5/19/2014	891455 CALIFORNIA RESERVE	1524		19 MEMBERSHIPS FOR RESERVES DI/ 001-226-0000-4360	1,710.00 Total : 1,710.00
105950	5/19/2014	891456 RUITENBACH, SOLEDAD	39-0350-07		WATER ACCT REFUND - 518 KALISHER 070-2010	45.31 Total : 45.31
105951	5/19/2014	891457 CARRILLO WILSON, MICHELE	39-1750-06		WATER ACCT REFUND - 614 MISSION 070-2010	45.39 Total : 45.39
105952	5/19/2014	891458 SHAPIRO, TODD	58-1878-03		WATER ACCT REFUND - 751 N WORKM 070-2010	18.30 Total : 18.30
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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105953	5/19/2014	891459 ESPITIA, ELSA	41-0230-05		WATER ACCT REFUND - 714 JACKMAN 070-2010	28.93
					<b>Total :</b>	<b>28.93</b>
105954	5/19/2014	891460 CISNEROS, RAMIRO	39-3559-00		WATER ACCT REFUND - 809 KALISHER 070-2010	33.82
					<b>Total :</b>	<b>33.82</b>
105955	5/19/2014	891461 SILVA, BENNY	31-2220-02		WATER ACCT REFUND - 327 ALEXANDI 070-2010	51.01
					<b>Total :</b>	<b>51.01</b>
105956	5/19/2014	891462 HERRERA, LUCY	39-1160-06		WATER ACCT REFUND - 1346 KEWEN ( 070-2010	44.43
					<b>Total :</b>	<b>44.43</b>
<b>130</b>	<b>Vouchers for bank code :</b>		bank		<b>Bank total :</b>	<b>604,798.86</b>
<b>130</b>	<b>Vouchers in this report</b>				<b>Total vouchers :</b>	<b>604,798.86</b>

Voucher Registers are not final until approved by Council.

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## HANDWRITTEN CHECKS

Archlist		Voucher List				Page: 1
05/12/2014	12:08:20PM	CITY OF SAN FERNANDO				
Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105459	4/7/2014	102519 P.E.R.S.	DEMAND		HEALTH INSURANCE BENEFITS- APRIL 001-1160	169,864.07
					<b>Total :</b>	<b>169,864.07</b>
105460	4/7/2014	100731 CITY OF LOS ANGELES	032714		NITRATE PROJECT EXPEDITE SERVICE 070-384-0000-4600	408.00
					<b>Total :</b>	<b>408.00</b>
105461	4/7/2014	100731 CITY OF LOS ANGELES	74WP140000098		O&M PORTION OF ASSSC. 07/01/02-08/072-360-0000-4600	135,293.00
					<b>Total :</b>	<b>135,293.00</b>
105462	4/7/2014	100731 CITY OF LOS ANGELES	74WP140000099		CAPITAL PORTION OF ASSSC. 072-360-0000-4260	111,340.00
					<b>Total :</b>	<b>111,340.00</b>
105463	4/7/2014	100281 BAILEY, WILLIAM	REIMB		ABC TRAINING - LODGING REIMB 010-220-3713-4360	492.06
					<b>Total :</b>	<b>492.06</b>
105464	4/8/2014	888951 DOMINGUEZ, WALTER	REIMB.		REGISTRATION FEE FOR AB109 TRAIN 001-222-0000-4360	60.00
					<b>Total :</b>	<b>60.00</b>
105465	4/9/2014	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION SERVICE PLAN BENEFITS - APRIL 001-1160	2,413.30
					<b>Total :</b>	<b>2,413.30</b>
105466	4/9/2014	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE BENEFITS - APRIL 001-1160	11,434.75
					<b>Total :</b>	<b>11,434.75</b>
105467	4/9/2014	887627 STANDARD INSURANCE	DEMAND		LIFE INSURANCE BENEFITS - APRIL 20 001-1160	2,837.23
					<b>Total :</b>	<b>2,837.23</b>
105468	4/10/2014	103648 CITY OF SAN FERNANDO	PR 4-11-14		REIMBURSEMENT FOR PAYROLL W/E 4/10/14	

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Voucher List

CITY OF SAN FERNANDO

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Bank code :bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105468	4/10/2014	103648 CITY OF SAN FERNANDO	(Continued)		103-1003	4,310.62
					001-1003	289,254.32
					007-1003	1,235.74
					008-1003	3,428.43
					010-1003	1,022.57
					011-1003	1,959.57
					012-1003	260.91
					017-1003	365.93
					018-1003	82,347.30
					027-1003	2,662.60
					029-1003	2,435.44
					050-1003	680.95
					070-1003	36,222.50
					072-1003	13,361.41
					073-1003	804.71
					101-1003	8,044.55
					104-1003	4,407.37
					Total :	452,804.92
105646	4/17/2014	103010 SAM'S CLUB DIRECT; #0402465855179	8085		ASCEP PROJ - MORNINGSIDE SCIENC	
					104-420-0000-4300	5.88
					Total :	5.88
105647	4/24/2014	103648 CITY OF SAN FERNANDO	PR 4-25-14		REIMBURSEMENT FOR PAYROLL W/E 4	
					103-1003	2,956.95
					104-1003	3,163.02
					001-1003	299,694.91
					007-1003	1,051.79
					008-1003	3,682.46
					010-1003	364.39
					011-1003	2,113.33
					012-1003	281.04
					017-1003	417.18
					018-1003	85,206.96
					027-1003	2,878.67
					029-1003	2,630.56

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105647	4/24/2014	103648 CITY OF SAN FERNANDO	(Continued)			
					050-1003	770.89
					070-1003	38,724.66
					072-1003	14,337.90
					073-1003	869.70
					101-1003	6,266.40
					<b>Total :</b>	<b>465,410.81</b>
105648	4/24/2014	103648 CITY OF SAN FERNANDO	SPR 4-25-14			
					REIMB FOR SPECIAL PAYROLL W/E 4-2	
					001-1003	13,580.47
					<b>Total :</b>	<b>13,580.47</b>
13 Vouchers for bank code : bank						<b>Bank total : 1,365,944.49</b>
13 Vouchers in this report						<b>Total vouchers : 1,365,944.49</b>

Voucher Registers are not final until approved by Council.

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105469	4/10/2014	100916 DEIBEL, PAUL	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	253.50
					<b>Total :</b>	<b>253.50</b>
105470	4/10/2014	101466 HARVEY, DEVERY MICHAEL	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	285.23
					<b>Total :</b>	<b>285.23</b>
105471	4/10/2014	101926 LILES, RICHARD	APRIL 2014		CALPERS HEALTH INS. REIMB. 070-180-0000-4127 072-180-0000-4127	236.49 236.49
					<b>Total :</b>	<b>472.98</b>
105472	4/10/2014	102126 MARTINEZ, MIGUEL	APRIL 2014		CALPERS HEALTH INS. REIMB. 070-180-0000-4127	186.88
					<b>Total :</b>	<b>186.88</b>
105473	4/10/2014	102473 ORDELHEIDE, ROBERT	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	402.16
					<b>Total :</b>	<b>402.16</b>
105474	4/10/2014	102864 RIVETTI, DOMINICK	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	180.88
					<b>Total :</b>	<b>180.88</b>
105475	4/10/2014	103175 SKOBIN, ROMELIA	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	246.18
					<b>Total :</b>	<b>246.18</b>
105476	4/10/2014	891013 BRUNWIN, HERBERT	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	29.15
					<b>Total :</b>	<b>29.15</b>
105477	4/10/2014	891021 GUIZA, JENNIE	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	29.15
					<b>Total :</b>	<b>29.15</b>

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105478	4/10/2014	891027 LOCKETT, JOANN	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	29.15
					<b>Total :</b>	<b>29.15</b>
105479	4/10/2014	891028 MANTHEY, DONALD	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	183.83
					<b>Total :</b>	<b>183.83</b>
105480	4/10/2014	891031 ORTEGA, JIMMIE	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	58.30
					<b>Total :</b>	<b>58.30</b>
105481	4/10/2014	891032 OTREMBA, EUGENE	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	40.26
					<b>Total :</b>	<b>40.26</b>
105482	4/10/2014	891351 GARCIA, DEBRA	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	274.26
					<b>Total :</b>	<b>274.26</b>
105483	4/10/2014	891352 HADEN, SUSANNA	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	143.76
					<b>Total :</b>	<b>143.76</b>
105484	4/10/2014	891353 PEAVY, JOSEPH	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	186.88
					<b>Total :</b>	<b>186.88</b>
105485	4/10/2014	891354 RAMIREZ, ROSALINDA	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	71.88
					<b>Total :</b>	<b>71.88</b>
17 Vouchers for bank code : bank						<b>Bank total :</b> 3,074.43
17 Vouchers in this report						<b>Total vouchers :</b> 3,074.43

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CITY OF SAN FERNANDO

Bank code : bank

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

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## HANDWRITTEN CHECKS

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105486	4/10/2014	100306 BARNARD, LARRY	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	42.58
					Total :	42.58
105487	4/10/2014	100642 CASTRO, RICO	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	402.16
					Total :	402.16
105488	4/10/2014	100913 DECKER, CATHERINE	APRIL 2014		CALPERS HEALTH INS.REIMB. 070-180-0000-4127	58.30
					Total :	58.30
105489	4/10/2014	100995 DRAKE, MICHAEL	APRIL 2014		CALPERS HEALTH INS.REIMB. 070-180-0000-4127 072-180-0000-4127	14.57 14.58
					Total :	29.15
105490	4/10/2014	100996 DRAKE, JOYCE	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	266.41
					Total :	266.41
105491	4/10/2014	101538 HOUGH, RAY	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	295.56
					Total :	295.56
105492	4/10/2014	101933 LITTLEFIELD, LESLEY	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	58.30
					Total :	58.30
105493	4/10/2014	102206 MILLER, WILMA	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	29.15
					Total :	29.15
105494	4/10/2014	102232 MIURA, HOWARD	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	58.30
					Total :	58.30

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105495	4/10/2014	103394 TORRES, RACHEL	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	29.15
					Total :	29.15
105496	4/10/2014	103643 WEDDING, JERRY	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	58.30
					Total :	58.30
105497	4/10/2014	103727 WYSBEEK, DOUDE	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	29.15
					Total :	29.15
105498	4/10/2014	103737 YNIGUEZ, LEONARD	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	183.83
					Total :	183.83
105499	4/10/2014	889063 AGORICHAS, JOHN	APRIL 2014		CALPERS HEALTH INS.REIMB. 070-180-0000-4127	9.02
					Total :	9.02
105500	4/10/2014	891010 MAERTZ, ALVIN	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	399.43
					Total :	399.43
105501	4/10/2014	891011 APODACA-GRASS, ROBERTA	APRIL 2014		CALPERS HEALTH INS. REIMB. 001-180-0000-4127	58.30
					Total :	58.30
105502	4/10/2014	891014 CREEKMORE, CASIMIRA	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	29.15
					Total :	29.15
105503	4/10/2014	891016 DEATON, MARK	APRIL 2014		CALPERS HEALTH INS.REIMB. 070-180-0000-4127	472.98
					Total :	472.98
105504	4/10/2014	891017 ELDRIDGE, WANDA	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	29.15

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
105504	4/10/2014	891017 891017 ELDRIDGE, WANDA	(Continued)			<b>Total : 29.15</b>
105505	4/10/2014	891020 GLASGOW, ROBERT	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	89.77 <b>Total : 89.77</b>
105506	4/10/2014	891023 HATFIELD, JAMES	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	40.26 <b>Total : 40.26</b>
105507	4/10/2014	891024 HOOKER, RAYMOND	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	25.40 <b>Total : 25.40</b>
105508	4/10/2014	891034 RAMSEY, JAMES	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	274.26 <b>Total : 274.26</b>
105509	4/10/2014	891035 SHERWOOD, NINA	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	20.13 <b>Total : 20.13</b>
105510	4/10/2014	891036 WATT, DAVID	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	58.30 <b>Total : 58.30</b>
105511	4/10/2014	891037 WEBB, NANCY	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	137.13 <b>Total : 137.13</b>
105512	4/10/2014	891038 WAITE, CURTIS	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	66.04 <b>Total : 66.04</b>
105513	4/10/2014	891042 KNIGHT, PAUL	APRIL 2014		CALPERS HEALTH INS.REIMB. 001-180-0000-4127	162.84 <b>Total : 162.84</b>

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
28		Vouchers for bank code : bank				<b>Bank total : 3,412.50</b>
28		Vouchers in this report				<b>Total vouchers : 3,412.50</b>

Voucher Registers are not final until approved by Council.

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## RECREATION AND COMMUNITY SERVICES DEPARTMENT

### MEMORANDUM

**TO:** Mayor Sylvia Ballin and Councilmembers

**FROM:** Brian Saeki, City Manager  
By: Ismael Aguila, Recreation and Community Services Operations Manager

**DATE:** May 19, 2014

**SUBJECT:** Facility Fee Waiver Policy Update

---

#### **RECOMMENDATION:**

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

#### **BACKGROUND:**

On November 18, 2013, the City Council approved a Facility Fee Waiver Policy (Attachment “A”) that outlines the administrative policy with respect to requests received from outside organizations and agencies to waive fees for use of City parks, facilities, meeting rooms, and amenities.

#### **ANALYSIS:**

Since the policy was approved, the Recreation and Community Services (RCS) Department has implemented and monitored all fee waiver requests. As of November 18, 2013, the RCS Department has received and approved one fee waiver request which was from the Los Angeles County Economic Development Corporation (LACEDC) (Attachment “B”). According to the adopted policy, the RCS Department waived \$140 of a total of \$196 of facility costs. LACEDC was only charged \$56 for the expense of staffing.

#### **BUDGET IMPACT:**

There will be an impact of \$140 in revenues to the General Fund for FY 2013-2014. There will be no impact to the expenditures in the General Fund for FY 2013-2014 as City staff have budgeted for facility rentals.

Facility Fee Waiver Policy Update  
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**CONCLUSION:**

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

**ATTACHMENTS:**

- A. Facility Fee Waiver Policy-Resolution No. 7573
- B. Summary of Fee Waivers

**RESOLUTION NO. 7573****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO, CALIFORNIA AUTHORIZING THE  
ADOPTION OF A FACILITY FEE WAIVER POLICY**

**WHEREAS**, the City of San Fernando owns and operates public parks, facilities, meeting rooms, and amenities (City Facilities) available for use by the community; and

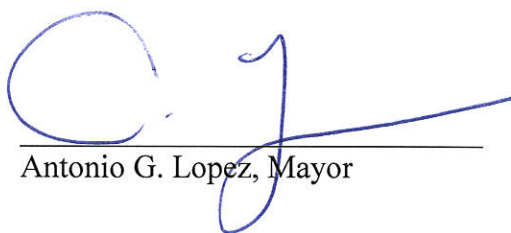
**WHEREAS**, the City of San Fernando wishes to provide organizations offering community programming to residents of the City of San Fernando access to City Facilities; and

**WHEREAS**, it is necessary that the City of San Fernando provide an administrative policy with respect to requests received from outside organizations and agencies to waive fees for use of City Facilities.

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


1. Approves and adopts the City of San Fernando Facility Fee Waiver Policy (Exhibit "A"); and
2. Designates the City Manager and Recreation and Community Services Operations Manager as the authorized representatives to review and approve fee waiver requests (Exhibit "B") as described in the City of San Fernando Facility Fee Waiver Policy.

**PASSED, APPROVED, AND ADOPTED** this 18<sup>th</sup> day of November, 2013.



Antonio G. Lopez, Mayor

**ATTEST:**



Elena G. Chávez, City Clerk

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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 18<sup>th</sup> day of November, 2013, by the following vote to wit:

**AYES:**           Lopez, Ballin, Avila, Fajardo, Gonzales – 5

**NOES:**           None

**ABSENT:**       None



---

Elena G. Chávez, City Clerk

CITY OF SAN FERNANDO		POLICY/PROCEDURE
NUMBER		SUBJECT
ORIGINAL ISSUE	EFFECTIVE	RECREATION AND COMMUNITY SERVICES
November 18, 2013	November 18, 2013	
CURRENT ISSUE	EFFECTIVE	CATEGORY
SUPERSEDES		FACILITY FEE WAIVER POLICY

### Section 1.      PURPOSE

To outline the administrative policy with respect to requests received from outside organizations and agencies to waive fees for use of City Parks, Facilities, Meeting Rooms, and Amenities hereafter referred to as City Facilities. This policy does not apply to use of facilities located in City Hall, Police Department, and Public Works.

### Section 2.      POLICY

In an effort to provide support for organizations providing valuable community services that the City is not able to provide, specific guidelines have been established for determining when permit or rental fees for the use of City Facilities may be waived. These criteria must be met in order for a request to be considered, however meeting the criteria does not guarantee approval of fee waivers.

### Section 3.      QUALIFYING CRITERIA

Requesting Organization must meet all three (3) of the following criteria:

#### **1. Organization**

A. The event/activity is conducted by one (1) of the following:

- a) A non-profit organization based in the City of San Fernando or a regional non-profit organization serving a significant portion of City of San Fernando residents and is able to provide a copy of IRS Letter of Determination.
- b) A Government entity where the use is related to the performance of that agency's governmental duties which are related to or of significant importance to City of San Fernando residents.
- c) An organization that is in a formal partnership with the City as approved by City Council.
- d) A professional Association of which City staff are members and will professionally benefit from attendance at the event/activity (i.e., League of California Cities, etc).

**FACILITY FEE WAIVER POLICY****Page 2**

B. The organization conducting the event/activity meets all of the following:

- a) The imposition of the fees would create a financial hardship on the organization or would have a detrimental effect upon the services provided to the public.
- b) The organization has sought out all reasonable alternative facilities prior to submission of the fee waiver request.
- c) The organization is able to list the City of San Fernando as Additionally Insured on their Certificate of Insurance if required to do so by the City.

**2. Event/Activity**

The event/activity conducted must meet all of the following criteria:

- A. The event/activity must be related to general City business, could be considered within the scope of services that the City does or could provide to its residents, and is aligned with the City's adopted priorities.
- B. The event/activity furthers the purpose of the organization and is not purely social in nature.
- C. The event/activity is of significant value to the City of San Fernando, the community or to a significant portion of San Fernando residents.
- D. The event/activity will have no significant detrimental impact on the City facilities used, City resources, or the ability of the City to deliver its normal level of service to the public.
- E. The event/activity is scheduled during normal operational hours of the facility.
- F. Supporting the event or use of a facility does not necessitate that the City expend overtime pay or extra staffing costs.
- G. If a fee is charged at the event/activity, a reasonable portion of the proceeds will be paid to the City to offset the City's direct costs created by the event/activity.

**3. Application Process**

- A. The Facility-Use Application or Special Event Application must be completed and submitted to the Recreation and Community Services Director prior to a Fee Waiver Request no later than forty five (45) days prior to the event/activity date for the use of a City Facility.



**FACILITY FEE WAIVER POLICY****Page 3**

- B. The Fee Waiver Request Form must be completed and attached with the Facility-Use Application or Special Event Application upon submittal to the Recreation and Community Services Director.

**Section 4. APPROVAL/DENIAL**

1. The request for fee waiver will be reviewed by the Recreation and Community Services Director to determine eligibility. Approval of fee waivers will be reviewed and approved as follows:
  - Recreation and Community Services Director can review and approve a request up to the amount of \$500 per calendar year per organization.
  - City Manager can review and approve up to the amount of \$1,000 per calendar year per organization.
  - City Council can review and approve any amount over the amount of \$1,000 per calendar year per organization.
2. The fee waiver shall not exceed \$3,000 (combined) per fiscal year, without further City Council approval.
3. The Recreation and Community Services Director will respond to the organization requesting the fee waiver within ten (10) business days.
4. Fee waivers are for Department facility permit fees only. Direct costs including but not limited to, vehicle costs, traffic control, staff time, utility costs, or other City fees are not eligible for a fee waiver or reduction under this policy.
5. All facility requirements and policies must be followed regardless of fee waiver. No City program or active reservation will be displaced to allow a fee waiver event to take place.
6. Staff will provide to the Parks, Wellness and Recreation Commission, City Manager, and City Council all fee waiver requests that have been approved and/or implemented during the past quarter.
7. Approval or Denial:
  - a) No more than one (1) event/activity per calendar year will be approved for any one organization.
  - b) Appropriate recognition of the City of San Fernando as a co-sponsor of the event/activity shall be included on all promotional materials if deemed appropriate by designated department representative.
  - c) The fee waiver does not apply to deposits. All deposits normally due for a facility rental are due as described in the Facility-Use Application and/or Special Event Application prior to formal approval being given for the fee waiver.

**FACILITY FEE WAIVER POLICY****Page 4**

8. Events/Activities Not Eligible for Waiver:
  - a) Events/activities sponsored by private individuals.
  - b) Events/activities primarily of a fundraising or charitable nature unless the funds directly benefit City-owned facilities, programs, and/or residents.
  - c) For-profit organizations or groups.
  - d) Reoccurring events/activities such as daily, weekly, and/or monthly.
  - e) Events/activities that are not open to the public.
  - f) Organizations based outside the City of San Fernando limits (unless the demonstrated benefits are primarily to the residents of the City of San Fernando).
  - g) Projects or organizations who have failed to fulfill their obligations during previous events or activities for which Department facility permit fees were waived or reduced.
  - h) Applicants that fail to abide by the policy and procedures set forth in this policy will be ineligible to receive future fee waivers for a period of at least two (2) years.

**Section 5. AUTHORITY**

By order of Resolution No. 7573, Facility Fee Waiver Policy adopted by the City Council on November 18, 2013.



## City of San Fernando FACILITY FEE WAIVER REQUEST FORM

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### ORGANIZATION CONTACT INFORMATION:

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

Organization Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Type of Organization (check only one):

**Non-profit:** \_\_\_\_ (Please provide ID # \_\_\_\_\_)    **City Partner:** \_\_\_\_

**Governmental Agency:** \_\_\_\_    **Other:** \_\_\_\_ (Please describe: \_\_\_\_\_)

---

### EVENT INFORMATION:

Date of event: \_\_\_\_\_ Time of event: start time: \_\_\_\_\_ am/pm end time: \_\_\_\_\_ am/pm

Facility requested (park name, room): \_\_\_\_\_

Total time requested for event (include anticipated set-up and tear down time):

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Please indicate which application you submitted?    Special Events: \_\_\_\_ Facility Rental: \_\_\_\_

Name of Event: \_\_\_\_\_

Has your organization sought out all reasonable alternative facilities prior to submission of the fee waiver request? Yes/No (if so, please list below):

---

What is the event's general content focus (check all that apply):

Education: \_\_\_\_ Entertainment: \_\_\_\_ Screenings/vaccinations: \_\_\_\_ Recreational: \_\_\_\_ Other: \_\_\_\_

Please provide the details of event:

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**City of San Fernando**  
**FACILITY FEE WAIVER REQUEST FORM**

Please provide the following information regarding the event:

- Anticipated number of attendance for event: \_\_\_\_\_
- What percentage of attendance will be residents of the City of San Fernando? \_\_\_\_\_
- Targeted demographics (check all that apply):  
 Children: \_\_\_\_ Teens: \_\_\_\_ Adults: \_\_\_\_ Seniors: \_\_\_\_
- Are you collecting a fee or donation for the event? Yes/No (if yes, please explain)  
 \_\_\_\_\_  
 \_\_\_\_\_
- Projected revenues from event: \$ \_\_\_\_\_ (include: fees, donations, external funding, etc.)
- Projected expenses from event: \$ \_\_\_\_\_ (minus in-kind/volunteer support, gifts, etc.)

---

**ACKNOWLEDGEMENT:**

I, \_\_\_\_\_, understand and agree to the following:

- I have read the City of San Fernando's *Facility Fee Waiver Policy*.
- I am applying for a fee waiver based on the belief that my organization meets all of the qualifying criteria in *Section III* of the *Facility Fee Waiver Policy*.
- I certify that all of the information on this request form is accurate to the best of my knowledge.
- I understand and am willing to provide the City any additional documents upon request to expedite the approval process, which may include the organizations financial statement, event financial statement, and/or a letter from the IRS proving active non-profit status.
- I understand that submission of this request does not guarantee approval of fee waivers.
- I understand that all facility requirements and policies must be followed regardless of the fee waiver/reduction.
- I understand that all decisions are final.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**OFFICE USE:**

Facility-use/Special Event Application (including payment) received by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Total Fee Waiver Request: \$ \_\_\_\_\_

Approved: Yes / No Date: \_\_\_\_\_ Total Fee Waiver Approved: \$ \_\_\_\_\_

**Summary of Facility Fee Waivers  
November 2013 - April 2014**

**1**

**Name of Organization:** Los Angeles County Economic Development Corporation  
**Type of Organization:** Government Agency/Partner

<b>Type of Event:</b>	Public Lecture/Workshop	<b>Number of People:</b>	50
<b>Date of Event:</b>	February 12, 2014	<b>Length of Event:</b>	3.5 hours
<b>Facilities Used:</b>	Banquet Room at Pool Facility		

<b>Total Cost:</b>	\$ 196.00
<b>Fees Waived:</b>	\$ 140.00
<b>Final Cost:</b>	\$ 56.00

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## ADMINISTRATION DEPARTMENT

### MEMORANDUM

**TO:** Mayor Sylvia Ballin and Councilmembers

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

**DATE:** May 19, 2014

**SUBJECT:** Consideration to Adopt Resolution No. 7601 Appointing the City's Representatives to the Independent Cities Risk Management Authority (ICRMA) Governing Board

---

#### **RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 7601 (Attachment "A") appointing Mayor Sylvia Ballin as the primary representative, City Manager Brian Saeki as the alternate representative, and the Personnel Manager Michael Okafor as the substitute alternate representative to the ICRMA Governing Board.

#### **BACKGROUND:**

1. The City of San Fernando has been a member of ICRMA since July 1, 1986, and is required to have both a primary and an alternate representative as board members to attend and vote during board meetings, if the other representative cannot attend. ICRMA also allows cities to have a substitute alternate representative who can attend and vote during board meetings, if the other members cannot attend. The primary board member must always be an elected official from the City, while the alternate and substitute alternate can either be another elected official and/or an appointed staff member.
2. On May 5, 2014, as part of the City Council re-organization of liaison assignments, the City Council approved the appointment of Mayor Sylvia Ballin as the new primary representative, City Manager Brian Saeki as the primary representative, and Personnel Manager Michael Okafor as the substitute alternate representative.

Consideration to Adopt Resolution No. 7601 Appointing the City's Representatives to the Independent Cities Risk Management Authority (ICRMA) Governing Board

Page 2

**ANALYSIS:**

Adoption of a new Resolution is required by ICRMA when board members are changed or added. Therefore, a new Resolution is required in the current year due to the addition of a new primary representative and alternate representative.

ICRMA is a joint powers authority that provides risk management programs for approximately 22 member cities in the area of general liability, workers' compensation, property, earthquake and other related pooled insurance coverages.

Most of the governing board meetings take place in the City of Downey approximately six times a year, and are held on the second Wednesday of even-numbered months. The meetings are held during the day, and last approximately three to four hours. Copies of all agendas are sent to both the primary and alternate board members ahead of time before the scheduled meeting dates.

**CONCLUSION:**

Approval of the board members as stated in Resolution No. 7601 will allow the City to be properly represented in the ICRMA governing board meetings.

**BUDGET IMPACT:**

None.

**ATTACHMENT:**

A. Resolution No. 7601

**ATTACHMENT "A"****RESOLUTION NO. 7601**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO APPOINTING A REPRESENTATIVE, AN  
ALTERNATE REPRESENTATIVE AND SUBSTITUTE  
ALTERNATE REPRESENTATIVE TO THE GOVERNING  
BOARD OF THE INDEPENDENT CITIES RISK MANAGEMENT  
AUTHORITY (ICRMA)**

**WHEREAS**, the City of San Fernando ("City") is a member of the Independent Cities Risk Management Authority ("ICRMA"), a joint powers authority created pursuant to the provisions of the California Government Code; and

**WHEREAS**, ICRMA provides a Liability Risk Management Program, Property Risk Management Program, Workers' Compensation Risk Management Program, and other programs for its members; and

**WHEREAS**, the Joint Powers Agreement provides that the City Council of each member City shall appoint a member of the City Council as that City's representative to the ICRMA Governing Board and also authorizes the appointment of an alternate representative and a substitute representative to represent the City's interest in the absence of the City Council appointee; and

**WHEREAS**, City desires to designate its representatives to the ICRMA Governing Board.

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

**SECTION 1.** That Sylvia Ballin (an elected official) is hereby appointed to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates.

**SECTION 2.** That Brian Saeki (a staff person) is hereby appointed as the alternate, to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates in the absence of the primary member noted in Section 1 above.

**SECTION 3.** That Michael Okafor (a staff person) is hereby appointed as the substitute alternate, to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates in the absence of the primary and alternate members noted in Sections 1 and 2 above.

**SECTION 4.** That the individuals designated by this City Council as the City's representative, alternate and substitute alternate representatives to the ICRMA Governing Board and to the Risk Management Programs in which this City participates are hereby confirmed and

designated as the City's delegates for all purposes of representing the City's interests and exercising the authority of the City with respect to the Coverage and the Program and voting on behalf of the City on all matters delegated to the Governing Board and signing such amendments as are contemplated to be approved by the Governing Board.

**SECTION 5.** That a certified copy of this Resolution shall be provided to the General Manager of the ICRMA.

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of May, 2014.

---

Sylvia Ballin, 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 19<sup>th</sup> day of May, 2014, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk



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## **PUBLIC WORKS DEPARTMENT**

### **MEMORANDUM**

**TO:** Mayor Sylvia Ballin and Councilmembers

**FROM:** Brian Saeki, City Manager  
By: Marlene Miyoshi, Interim Public Works Director  
Patsy Orozco, Civil Engineering Assistant II

**DATE:** May 19, 2014

**SUBJECT:** Fiscal Year (FY) 2014-2015 Landscaping and Lighting Assessment District – Approval of Engineer’s Report and Setting a Date for the Public Hearing

---

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Adopt Resolution No. 7603 (Attachment “A”) approving the Engineer’s Report for the FY 2014-2015 Landscaping and Lighting Assessment District (LLAD); and
- b. Adopt Resolution No. 7604 (Attachment “B”) declaring the City Council’s intention to order the annual assessments for FY 2014-2015 LLAD and setting the date for the Public Hearing on July 7, 2014.

#### **BACKGROUND:**

1. On March 3, 2014, the City Council adopted Resolution No. 7590 to initiate the annual District levy proceedings and order the preparation of the Engineer’s Report for the FY 2014-2015. Assessments under the LLAD are to be used for street lighting purposes only.
2. The LLAD has been in effect in the City since the FY 1981-1982, under the 1972 California Landscaping and Lighting Assessment District Act. The purpose of the LLAD is to equitably assess properties in accordance with the special benefits received from the improvements to cover the cost of maintenance and operation of the lighting system within the City’s streets.
3. City Council has previously approved the methodology for assessments and staff will continue with the same methodology this year.

Fiscal Year (FY) 2014-2015 Street Lighting Assessment District – Approval of Engineer's Report and Setting a Date for the Public Hearing

Page 2

**ANALYSIS:**

Per the Engineer's Report, the total LLAD operations and maintenance costs for FY 2014-2015 are estimated at \$371,490. The proposed LLAD levy is estimated to be \$331,012 and represents the maximum assessment rates as approved by property owners in 2003.

The \$40,478 balance of the costs represents the City's share of benefits received from the lighting system. Staff has included this cost in the FY 2014-2015 proposed budget and said cost will be funded by the General Fund.

**BUDGET IMPACT:**

None.

**CONCLUSION:**

The Engineer's Report as prepared by Willdan Financial Services for FY 2014-2015, is acceptable to staff. Staff recommends that the City Council approve the Engineer's Report and set the date for the Public Hearing to consider the proposed LLAD levy. The Engineer's Report and the Summary Listings are on file for review, with the City Clerk's Office and the Public Works Engineering Division.

**ATTACHMENTS:**

- A. Resolution No. 7603
- B. Resolution No. 7604



**ATTACHMENT "A"****RESOLUTION NO. 7603****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, APPROVING THE ENGINEER'S REPORT FOR CERTAIN STREET LIGHTING MAINTENANCE IN THE CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT FISCAL YEAR 2014-2015**

**WHEREAS**, pursuant to the provisions of Division 15, Part 2, of the Streets and Highways Code of the State of California, being known as the "Landscaping and Lighting Act of 1972," the City Council, by previous Resolution, ordered the preparation of an Engineer's Report ("Report") including an engineer's cost estimate, assessment diagram, assessment roll, and plans and specifications relating to the CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT (hereinafter referred to as the "DISTRICT"); and

**WHEREAS**, there now has been presented to the City Council the Report as required by Division 15, Part 2 of the Streets and Highways Code and as previously directed by Resolution; and

**WHEREAS**, the City Council has now carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein and is satisfied that the assessments, on a basis, have been spread in accordance with the benefits received from the maintenance to be performed as set forth in said Report;

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

**Section 1:** That the above recitals are all true and correct.

**Section 2:** The Report as presented includes the following:

- a. Plans and Specifications
- b. Engineer's Cost Estimate
- c. Assessment Roll
- d. Assessment Diagram (District Boundary)

**Section 3:** That the Report (Exhibit "A") is approved as filed and is ordered to be filed in the Office of City Clerk as a permanent record and to remain open for public inspection.

**Section 4:** That the City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the presentation of the Engineer's Report.

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of May, 2014.

CITY OF SAN FERNANDO

\_\_\_\_\_  
Sylvia Ballin, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Rick R. Olivarez, City Attorney

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

**I HEREBY CERTIFY** that the foregoing resolution was approved and adopted at a regular meeting of the City Council held on the 19<sup>th</sup> day of May, 2014; by the following vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

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





# **City of San Fernando**

## **Landscaping and Lighting Assessment District**

**2014/2015 ENGINEER'S ANNUAL LEVY REPORT**

**Intent Meeting: May 19, 2014**

**Public Hearing: July 7, 2014**

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Suite 110  
Temecula, CA 92590  
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**AFFIDAVIT FOR THE ENGINEER'S ANNUAL LEVY REPORT**

City of San Fernando  
Los Angeles County, State of California


**Landscaping and Lighting District**

This Report and the information contained herein reflect the proposed budget for each of the various services provided by the San Fernando Landscaping and Lighting District and the assessments applicable to those services as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District.

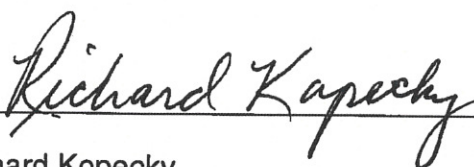
The undersigned respectfully submits the enclosed Report as directed by the City Council of the City of San Fernando.

Dated this 13<sup>th</sup> day of May, 2014.

Willdan Financial Services  
Assessment Engineer

By: 

Susana Medina  
Project Manager  
District Administration Services

By: 

Richard Kopecky  
R.C.E. # 16742



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## **SECTION 1. AUTHORITY FOR REPORT**

---

This report for the San Fernando Landscaping and Lighting District ("District") is prepared pursuant to a resolution of the City Council of City of San Fernando and in compliance with the requirements of Article 4, Chapter 1, (commencing with Section 22565) of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the Streets and Highways Code of the State of California.

Section 22573 of the Landscaping and Lighting Act of 1972 requires assessments to be levied according to benefit rather than according to assessed value. The section states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000) of the Streets and Highways Code, State of California)."

### **Exemption from Article XIID of the California Constitution**

As a result of the passage of Proposition 218 by voters on November 5, 1996, Articles XIIC and XIID were added to the California Constitution. Article XIID specifically addressed both the substantive and procedural requirements to be followed for assessments. The new procedural and approval process for assessments outlined in this article apply to all assessment districts, with the exception of those existing assessments that met one or more of the following criteria: 1) a district that received prior voter approval, 2) a district originated with a petition signed by 100 percent of the property owners in the district, or 3) a district complying with the requirements set forth in Section 5(a) of Article XIID that states:

*...assessments existing on the effective date of this Article shall be exempt from the procedures and approval process set forth in Section 4 [if they were] imposed exclusively to finance the capital costs or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control.*

Street Improvement as defined herein is based on the definitions provided by the Office of the Controller for the State of California in the *Guidelines Relating to Gas Tax Expenditures* published by the Division of Local Government Fiscal Affairs. The state's gas tax program is administered by local agencies, but audited by the Office of the State Controller. The proceeds of the gas tax are statutorily limited to expenditures for streets and roads. Because the funds are restricted to street and road costs, the State Controller developed the "Street Purpose Definitions and Guidelines" based on the *Manual of Uniform Highway Accounting and Financial Management Procedures* developed by the American Association of State Highway Officials. Street improvement, as it relates to this District, is defined as the construction, operation, or maintenance of facilities within the right of way used for street or road purposes including but not limited to the following:

- Installation or expansion of the street lighting system including replacement of old equipment with superior equipment, installation of traffic signals at intersections and





railroad crossings, replacement of equipment as required for relocations for street purposes, and purchase and installation of traffic signal control equipment.

- Servicing lighting systems and street or road traffic control devices including, repainting and repairing traffic signals and lighting standards; and furnishing of power for street and road lighting and traffic control devices.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the report, including plans, specifications, estimates, diagram, and assessment;
- The costs of printing, advertising, and the publishing, posting and mailing of notices;
- Compensation payable to the County for collection of assessments;
- Compensation of any engineer or attorney employed to render services;
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements;
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

Therefore, the City determined that the District assessments (assessment rates) approved and levied prior to the passage of Proposition 218 for Street Improvements (Fiscal Year 1996/1997) as defined above were exempt from the Article XIID procedural and approval process, however any proposed increase to the assessments would be subject to both the substantive and procedural requirements outlined in Article XIID.

In Fiscal Year 2002/2003 the City conducted property owner protest ballot proceedings for an assessment increase. At the conclusion of the public hearing for the District and proposed assessment increase, returned ballots were tabulated and it was determined that majority protest existed and the proposed assessment increase was not imposed. Therefore the previously approved maximum assessment rate was applied and the District was levied in accordance with the Method of Apportionment.

Based on the District's estimated expenses and revenues for Fiscal Year 2003/2004, the City once again submitted a proposed assessment increase to the property owners within the District and initiated and conducted property owner protest ballot proceedings in compliance with the substantive and procedural requirements of the Constitution Article XIID. At the conclusion of the Public Hearing scheduled July 7, 2003, all property owner protest ballots returned were tabulated to determine if majority protest existed. As a majority protest did not exist, the proposed special benefit assessment increase was approved and adopted by the City Council for Fiscal Year 2003/2004. The proposed assessment presented to the property owners' established new maximum assessment rates for the various land use classifications within the District.



The actual assessment rates adopted in any Fiscal Year may be less than or equal to these maximum assessment rates without additional balloting. Any proposed assessment that exceeds the maximum assessment rates will require additional property owner ballot proceedings for the incremental assessment increase. The method of apportioning special benefits and the maximum assessment rates are discussed in more detail in the Method of Assessment section of this report.

## **SECTION 2. DISTRICT BOUNDARIES**

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The boundary of the District is coterminous with the City limits of the City of San Fernando and is shown on the Assessment Diagram (Exhibit "B") attached hereto and incorporated herein by reference. The boundaries of the zones within the District are the boundaries shown on the official zoning map of the City of San Fernando, on file in the office of the City Clerk and incorporated herein by reference. All parcels of real property included within the District are described in more detail on maps on file in the Los Angeles County Assessor's office.

## **SECTION 3. PLANS AND SPECIFICATIONS**

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The improvements for Fiscal Year 2014/2015 may be generally described as the continued maintenance and operation of streets and sidewalks within the District, including the maintenance and servicing of public lighting facilities and appurtenant facilities that are located in and along such streets and sidewalks. The improvements do not include the maintenance or servicing of public lighting facilities that are not located in and along streets and sidewalks within the District.

There has been prepared and filed with the City Clerk, the District improvement plans and specifications showing and describing the existing improvements. The plans and specifications are identified as "Plans and Specifications No. L-2000", and are available for public inspection. These Street Lighting Plans consist of the Southern California Edison Company maps showing the general nature, location, and extent of existing and proposed street lights in the District which are owned and maintained by the Edison Company, as well as City as-built construction plans showing the general nature, location, and extent of existing street lights which are owned and maintained by the City. The plans and specifications and documents so described are by reference made part of this report and incorporated herein.

In addition to the improvements referenced above, additional streetlight facilities and improvements were added in Fiscal Year 2004/2005 utilizing District funds designated for Capital Improvement Projects. The additional improvements included the expenses associated with the underground improvements for various streetlight facilities within the District. The specific location and extent of these new improvements are on file in the Office of the City Engineer and by reference are made part of this report.

## **SECTION 4. METHOD OF ASSESSMENT**

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### **A. PROPOSITION 218 BENEFIT ANALYSIS**

In conjunction with the provisions of the 1972 Act, the California Constitution Article XIID addresses several key criteria for the levy of assessments, notably:

Article XIID Section 2d defines District as follows:





"District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service";

Article XIID Section 2i defines Special Benefit as follows:

"Special benefit" means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute "special benefit."

Article XIID Section 4a defines proportional special benefit assessments as follows:

"An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."

This District was formed to establish and provide for the improvements that enhance the presentation of the surrounding properties and developments. These improvements will directly benefit the parcels to be assessed within the District. The assessments and method of apportionment is based on the premise that the assessments will be used to construct and install landscape and lighting improvements within the existing District as well as provide for the annual maintenance of those improvements, and the assessment revenues generated by District will be used solely for such purposes.

The costs of the proposed improvements have been identified and allocated to properties within the District based on special benefit. The improvements to be provided by this District and for which properties will be assessed have been identified as an essential component and local amenity that provides a direct reflection and extension of the properties within the District which the property owners and residents have expressed a high level of support.

The method of apportionment (method of assessment) set forth in the Report is based on the premise that each assessed property receives special benefits from the landscape and lighting improvements within the District, and the assessment obligation for each parcel reflects that parcel's proportional special benefits as compared to other properties that receive special benefits.

To identify and determine the proportional special benefit to each parcel within the District, it is necessary to consider the entire scope of the improvements provided as well as the properties that benefit from those improvements. The improvements and the associated costs described in this Report, have been carefully reviewed and have been identified and allocated based on a benefit rationale and calculations that proportionally allocate the net cost of only those improvements determined to be of special benefit to properties within the District. The various public improvements and the associated costs have been identified as either "general benefit" (not assessed) or "special benefit".



## **B. STREET LIGHTING BENEFITS**

The special benefits derived from the maintenance and servicing of street lighting are the convenience, safety, and security of property, improvements, and goods. Specifically:

1. Improves ingress and egress to property.
2. Enhances nighttime commercial, business, and residential living environment through improved visibility and related safety.
3. Increased nighttime safety on roads and highways and improved ability of pedestrians and motorists to see.
4. Enhanced deterrence of crime and the aid to police protection.
5. Deters nighttime vandalism and other criminal acts and damage to improvements or property.
6. Improved traffic circulation and reduced nighttime accidents and personal property loss.
7. Enhances desirability of properties through association with District improvements.

## **C. METHODOLOGY**

The method of assessment separates costs into two categories:

1. District-wide Lighting - Street Intersection Safety Lights
2. Local Lighting - Street Lights and Alley Lights

### **District-wide Lighting (Street Intersection Safety Lights)**

District-wide Lighting represents the special benefit received from each and every parcel within the District from street intersection safety lights. The cost of such improvements is apportioned at a uniform rate per assessable front foot established for each assessable lot or parcel within the District. Corner single-family residential lots are assessed for street address footage only; side yard frontage is not assessed.

### **Local Lighting (Street Lights and Alley Lights)**

Local Lighting represents the special benefit received from the servicing and maintenance of street and alley lights in close proximity to the assessed parcels. The total cost for Local Lighting is determined by estimating the total amount to be assessed for all street lighting costs and deducting the cost specifically identified as street intersection safety lights.

Local Lighting is further separated into the following zones for both street and alley lights categories:

- Residential
- Industrial
- Commercial





Each zone is defined by the zoning map established by the City Planning Commission the year the Engineer's Report is prepared and approved by the City Council, as shown on the official City records. Separation into zones recognizes differences in estimated special benefit from lighting received by properties within residential, industrial, and commercial areas.

Because non-residential properties are often vacant and unattended during late night hours they are generally more susceptible to vandalism and crime than residential properties. In addition, convenient ingress and egress is more critical to non-residential properties, especially commercial properties, since a larger number of vehicles generally use such properties, and since the convenience of ingress and egress is a significant factor in attracting clients, customers, and employees. For these reasons, non-residential properties derive a greater benefit from street lighting than residential properties.

In addition to the benefit rational described above, the benefit various properties receive from street lighting are directly related to the level of illumination. Nationally, industry standards recommend increasing the intensity of street light illumination from the minimum level specified for local residential streets, to higher levels specified for commercial and arterial streets (Reference: American National Standard Practice for Roadway Lighting, RP-8, page 11, Table J, Recommendation for Average Maintained Horizontal Illumination). Therefore, properties zoned for non-residential use are assessed at a higher rate than properties zoned for residential use because the intensity of street lighting associated with non-residential properties is greater.

Local Lighting cost for street lighting was apportioned per front foot against all "benefited" lots or parcels within each particular zone. "Benefited" lots or parcels were determined to be those where there is existing lighting on the street fronting the lot or parcel. No assessment for Local Lighting has been apportioned to properties where there are no lights or where existing lights are too distant to provide special benefit to those properties.

Based on recommended illumination levels and recognizing variations in existing lighting, the Local Lighting costs have been apportioned according to the following ratios:

**Benefit ratios for street lighting:**

Parcels within the District receive benefit from local street lighting, namely the street lighting located on the streets or streets in close proximity to the parcels' street address frontage. The benefit ratios established for these street lights are based on the following ratios:

- Residential Zone        =        1.0
- Industrial Zone        =        2.5
- Commercial Zone       =        3.0



### Benefit ratios for alley lighting:

In addition to the benefit received from street lighting located in close proximity to the parcels' street address frontage, certain parcels within the District receive a benefit from alley lighting located in close proximity to their side or rear footage. This alley lighting benefit for residential parcels has been estimated at one-half of the street lighting benefit. Non-residential parcels are assigned twice as much benefit from alley lighting as residential parcels because such parcels generally utilize the alleys for deliveries and other purposes. The benefit ratios established for alley lights are based on the following ratios:

- Residential Zone = 0.5
- Industrial Zone = 1.0
- Commercial Zone = 1.0

### Single Family Residential Corner Lots

As a result of an assessment analysis, the City Council took action at their regular meeting on February 21, 1995 to modify the apportionment formula to eliminate charging corner lots with single-family residences for their side yard footage. Single-family residential corner lots are assessed for footage along street address frontage only at the rate set by its respective zone and side yard footage is not included in the calculation for either District-wide Lighting or Local Lighting.

## Frontage Rates

Based on the preceding discussion, the following are the resulting frontage rate formulas:

Where: TAF	=	Total Assessable Footage
TLF	=	Total Local Footage (Adjusted Front Footage)
SLB	=	Street Light Local Benefit
ALB	=	Alley Light Local Benefit
RF	=	Residential Frontage
MF	=	Industrial Frontage
CF	=	Commercial Frontage
RAF	=	Residential Alley Frontage
MAF	=	Industrial Alley Frontage
CAF	=	Commercial Alley Frontage
DLR	=	District-wide Lighting Rate
LLR	=	Local Lighting Rate

The following outlines the proportional special benefit formulas used to calculate the assessment rate applied to District-wide Lighting benefits (street intersection lighting):

**Total Assessable Footage (TAF) = (RF+MF+CF+RAF+MAF+CAF)**  
**(Assessable Footage)                                 (All assessed parcels)**

**District-wide Lighting (DLR) = Budgeted Intersection Safety Light Cost**

**(Assessment Rate)****Total Assessable Footage (TAF)**

The following outlines the proportional special benefit applied to various land use classifications to determine the adjusted front footage used for calculating Local Lighting assessments. Each parcel's total adjusted front footage is the sum of the parcel's calculated SLB and ALB applicable to that parcel's land use.

$$\begin{aligned}\text{Residential SLB} &= 1.0 \times \text{RF} && \text{(Residential Frontage)} \\ \text{Residential ALB} &= 0.5 \times \text{RAF} && \text{(Residential Alley Frontage)}\end{aligned}$$

$$\begin{aligned}\text{Industrial SLB} &= 2.5 \times \text{MF} && \text{(Industrial Frontage)} \\ \text{Industrial ALB} &= 1.0 \times \text{MAF} && \text{(Industrial Alley Frontage)}\end{aligned}$$

$$\begin{aligned}\text{Commercial SLB} &= 3.0 \times \text{CF} && \text{(Commercial Frontage)} \\ \text{Commercial ALB} &= 1.0 \times \text{CAF} && \text{(Commercial Alley Frontage)}\end{aligned}$$

The following outlines the proportional special benefit formulas used to calculate the assessment rate applied to Local Lighting benefits:

$$\begin{aligned}\text{Total Local Footage (TLF)} &= \text{RF} + 2.5(\text{MF}) + 3.0(\text{CF}) + 0.5(\text{RAF}) + \text{MAF} + \text{CAF} \\ \text{(Adjusted Footage)} &&& \text{(All assessed parcels)}\end{aligned}$$

$$\begin{aligned}\text{Local Lighting Rate (LLR)} &= \frac{\text{Total Balance to Levy} - \text{Intersection Light Cost}}{\text{Total Local Footage (TLF)}} \\ \text{(Assessment Rate)} &&& \text{(Assessment Rate)}\end{aligned}$$

The annual assessment calculated for each parcel is the sum of their District-wide Lighting assessment and Local Lighting assessment.

$$\text{Total Assessment} = \text{District-wide Assessment} + \text{Local Lighting Assessment}$$

$$\text{Residential Assessment} = (\text{RF} \times \text{DLR}) + [(1(\text{RF}) + .5(\text{RAF})) \times \text{LLR}]$$

$$\text{Industrial Assessment} = (\text{MF} \times \text{DLR}) + [(1(\text{MF}) + .5(\text{MAF})) \times \text{LLR}]$$

$$\text{Commercial Assessment} = (\text{CF} \times \text{DLR}) + [(1(\text{CF}) + .5(\text{CAF})) \times \text{LLR}]$$

#### **D. MAXIMUM ASSESSMENT RATES**

Based on the preceding discussion of apportioning special benefits to all properties within the District and the City Engineer's cost estimate for Fiscal Year 2014/2015, the maximum assessment rate approved by property owners for District-wide Lighting (Street Intersection Safety Lighting) is \$0.2262 per assessable foot and the maximum assessment rate approved by property owners for Local Lighting (Street Lights and Alley Lights) is \$0.4477 per adjusted foot.





## SECTION 5. CITY ENGINEER'S COST ESTIMATE

STREET LIGHT ENERGY AND MAINTENANCE COSTS BUDGET		FISCAL YEAR 2014/2015
<b>OPERATING EXPENSES:</b>		
Utilities		\$232,000
Rents and Leases		750
Contractual Services		14,900
Department Supplies/Equipment Maintenance/Tools		11,165
Utility Truck Maintenance/Fuel		2,438
Cost Allocation		11,763
Capital Equipment		5,000
<b>Total Operating Expenses</b>		<b>\$278,016</b>
<b>PERSONNEL EXPENSES:</b>		
Personnel Costs		\$87,774
Overtime		2,000
<b>Total Personnel Expenses</b>		<b>\$89,774</b>
<b>CITY INCIDENTAL COSTS:</b>		
Contractual Repairs		\$0
Consultant Engineering & Legal Services		2,500
County Assessor		1,200
<b>Total City Incidental Costs</b>		<b>\$3,700</b>
<b>Total Operating and Personnel Costs</b>		<b>\$371,490</b>
<b>LEVY ADJUSTMENTS</b>		
Reserve Fund Collection (Credit)		\$0
Capital Expenditures		0
CIP Collection (Credit)		0
Revenues From Other Sources		40,478
<b>Total Levy Adjustments</b>		<b>\$40,478</b>
<b>TOTAL BALANCE TO LEVY</b>		<b>\$331,012</b>
Estimated Operating Reserve - End of FY 2013/2014		\$0
Operating Reserve Fund Activity		0
<b>Estimated Operating Reserve - End of FY 2014/15</b>		<b>\$0</b>
Estimated CIP Fund Balance - End of FY 2013/2014		\$82,000
CIP Fund Activity		(66,535)
<b>Estimated CIP Fund Balance - End of FY 2014/15</b>		<b>\$15,465</b>
<b>DISTRICT STATISTICS</b>		
Total Number of Parcels		5,182
Number of Assessed Parcels <sup>(1)</sup>		4,990
Total Assessable Footage (District-wide Lighting)		377,871
Total Adjusted Footage (Local Lighting)		548,497
<b>District-wide Assessment Rate</b>		
Maximum Rate		\$0.23
Applied Rate		\$0.23
<b>Local Lighting Assessment Rate</b>		
Maximum Rate		\$0.45
Applied Rate		\$0.45
<sup>(1)</sup> Includes parcels and SBE accounts		



## **SECTION 6. ASSESSMENT ROLL**

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The net amount to be assessed upon assessable lands within the District for Fiscal Year 2014/2015 is \$331,012.07. The Fiscal Year 2014/2015 assessment rates for the District-wide Benefit are \$0.2262 per Front Foot and \$0.4477 per Adjusted Front Foot for the Local Lighting Benefit. These rates equal the maximum assessment rates for the District-wide Benefit that was approved and applied in Fiscal Year 2013/2014.

The amount to be assessed against each individual parcel within the District is set forth in the Assessment Roll, which is on file in the office of the City Clerk and incorporated herein by reference. Reference is made to the Los Angeles County Secured Roll for details concerning the description of the parcels within the District.



## SECTION 7. ASSESSMENT DIAGRAM

A reduced copy of the Assessment Diagram follows.

### MAP NO. L-2000

THE 1972 LANDSCAPING AND LIGHTING ACT  
ASSESSMENT DIAGRAM

CITY OF SAN FERNANDO

LANDSCAPING AND LIGHTING  
ASSESSMENT DISTRICT

COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AS REQUIRED BY SECTION 22570, ARTICLE 4, DIVISION IS PART 2 OF THE STREETS AND HIGHWAYS CODE.

#### NOTES

1. BOUNDARY OF THE DISTRICT SHALL BE AS DESCRIBED IN THE DESCRIPTION OF THE BOUNDARIES OF THE CITY OF SAN FERNANDO

2. ZONE 1 = ALL RESIDENTIAL PROPERTY  
ZONE 2 = ALL COMMERCIAL PROPERTY  
ZONE 3 = ALL INDUSTRIAL PROPERTY

AS SHOWN ON THE OFFICIAL ZONING MAP OF THE CITY OF SAN FERNANDO AS OF FIRST MONDAY OF JUNE EACH YEAR.

3. THE LINES AND DIMENSIONS OF ALL LOTS AND PARCELS SHALL BE AS SHOWN ON THE LOS ANGELES COUNTY ASSESSOR'S MAPS AS OF THE FIRST DAY OF AUGUST EACH YEAR.

#### CERTIFICATION

ALL PARCELS WITHIN THE CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND THE ASSESSMENT ROLL THEREFOR WERE CONFIRMED AND LEVIED BY THE CITY COUNCIL BY RESOLUTION NO. \_\_\_\_\_ APPROVED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2000, AND WERE FILED IN THE OFFICE OF THE CITY CLERK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2000. REFERENCE IS MADE TO SAID ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT AGAINST EACH PARCEL WITHIN SAID ASSESSMENT DISTRICT.

DATE \_\_\_\_\_ CITY CLERK \_\_\_\_\_

DRAWN BY: S.A. IBRAHIM.

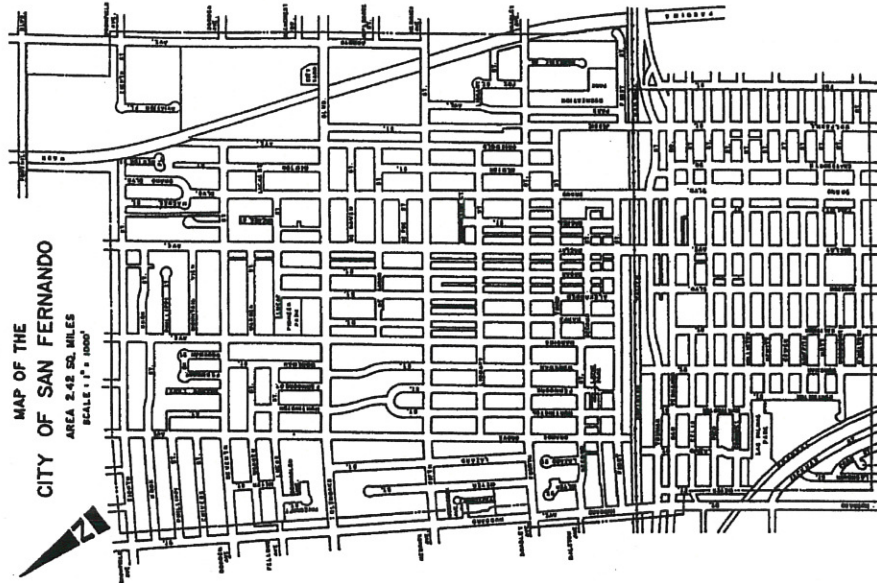
CHECKED BY: EDWIN G. GALVEZ 4/7/00.

APPROVED:



51605  
ACE NO

4/7/00  
DATE





**ATTACHMENT "B"****RESOLUTION NO. 7604**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2014-2015 PURSUANT TO THE PROVISIONS OF DIVISION 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING**

**WHEREAS**, the City Council has previously ordered the Engineer to prepare and file a Report pursuant to the provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California being the "Landscaping and Lighting Act of 1972," for an assessment district known and designated as the CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT (hereinafter referred to as "DISTRICT"); and

**WHEREAS**, there has been presented to and approved by the City Council the Engineer's Report as required by law; and

**WHEREAS**, the City Council is desirous of proceeding with the ordering of the annual levy of assessments in accordance with the requirements of the California Constitution; and

**WHEREAS**, the City Council has determined that in order to maintain a satisfactory level of maintenance, service and benefit to properties within the District, an increase assessment will be necessary, and that said increase must be approved by the property owners in accordance with the requirements of the California Constitution, Articles XI and XII.

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

**Section 1: GENERAL**

That the above recitals are all true and correct.

**Section 2: PUBLIC INTEREST**

That it is the intention of the City Council, consistent with the public interest and convenience, to levy and collect annual assessments for Fiscal Year 2014-2015 for the continued maintenance and operation of streets within the City of San Fernando Landscaping and Lighting Assessment District generally including all parcels within the City, all to serve and benefit said District as said area is shown and delineated on a map, previously approved by the City Council and on file in the Office of the City Clerk, open for public inspection, and herein so referenced and made a part hereof.

**Section 3: REPORT**

That the Engineer's Report, previously approved regarding the Fiscal Year 2014-2015 Assessment, which Report sets forth a full and detailed description of the improvements, the boundaries of the District and the zones therein, and the proposed assessments upon assessable lots and parcels of land within the District, is on file with the Clerk of the City of San Fernando and open for public inspection.

**Section 4: ASSESSMENT**

That the public interest and convenience requires, and it is the intention of the City Council to order the annual levy of the assessments as set forth and described in said Engineer's Report. The City Council hereby declares its intention to seek the annual levy and collection of the assessments within the Landscaping and Lighting Assessment District to pay the annual costs and expenses of the improvements and services described in the Engineer's Report, for Fiscal Year 2014-2015.

**Section 5: DESCRIPTION OF IMPROVEMENTS**

That the proposed improvements for Fiscal Year 2014-2015 may be generally described as the continued maintenance and operation of streets and sidewalks within the District including the maintenance and servicing of public lighting facilities and appurtenant facilities that are located in and along such streets and sidewalks. The proposed improvements shall no longer include the maintenance or servicing of public lighting facilities that are not located in and along streets and sidewalks within the District.

**Section 6: EXEMPTION FROM REQUIREMENTS OF ARTICLE XIID, SECTION 4 OF THE CALIFORNIA CONSTITUTION**

That the City Council hereby determines and declares that the proposed assessments constitute a continuation of assessments existing on the effective date of Article XIID, that the assessments are imposed exclusively to finance the maintenance and operation expenses for sidewalks and streets, and that the assessments are exempt from the requirements of Article XIID, Section 4 of the California Constitution.

**Section 7: COUNTY AUDITOR**

The County Auditor shall enter on the County Assessment Roll the amount of the assessments and shall collect said assessments at the time and in the same manner as County taxes are collected. After collection by the County, the net amount of the assessments, after the deduction of any compensation due to the County for collection, shall be paid to the City Treasurer of the City for purposes of paying for the costs and expenses of said District.

**Section 8: SPECIAL FUND**

That the City Treasurer shall place all monies collected by the Tax Collector as soon as said monies have been received by said City Treasurer in the special fund known as the "CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT FUND." Payment shall be made out of said fund only for the purposes provided for in this Resolution.

**Section 9: BOUNDARIES OF DISTRICT**

That said contemplated improvements are, in the opinion of the City Council, of direct and special benefit to the properties within the boundaries of the District, as set forth below, and the City Council makes the costs and expenses of said improvements chargeable upon the District, which district said City Council hereby declares to be the District specially benefited by said improvements and to be further assessed to pay the costs and expenses thereof. Except for those parcels referred to in Section 9 of this Resolution, said District shall include each and every parcel of land within the boundaries of said District as said District is shown on a map as approved by the City Council and on file in the Office of the City Clerk, and so designated by the name of the District.

**Section 10: PUBLIC PROPERTY**

Public property owned by any public agency and in use in the performance of a public function which is included within the boundaries of the District, shall be omitted and exempt from any assessment to be made under these proceedings to cover any of the costs and expenses of said improvements.

**Section 11: PUBLIC HEARING**

Notice is hereby given that July 7, 2014, at the hour of 6:00 p.m., in the Council Chambers of the City Council of the City of San Fernando, 117 Macneil Street, San Fernando, California, being the regular meeting place of said City Council is the time and place fixed by this City Council for the hearing of protests, comments or objections in reference to the extent of the improvements and to the levy of the proposed assessments. Any interested person who wishes to object to the levy and collection of the proposed assessments may file a written protest with the City Clerk prior to the conclusion of the public hearing, or, having previously filed a protest, may file a written withdrawal of that protest. A written protest shall state all grounds of objection, and a protest by a property owner shall contain a description sufficient to identify the property owned by the property owner. At the hearing, all interested persons shall be afforded the opportunity to hear and be heard, and the City Council shall consider all oral statements and all written protests made or filed by any interested person.

**Section 12: PUBLICATION OF NOTICE**

The City Clerk is hereby authorized and directed to publish a copy of this Resolution in The San Fernando Valley Sun newspaper, a newspaper of general circulation in said City; said publication shall not be less than ten (10) days before the date of said Public Hearing.

### **Section 13: PROCEEDINGS INQUIRIES**

For any and all information relating to the procedures, protest procedure, documentation, and/or information of a procedural or technical nature, your attention is directed to the office listed below as designated:

**DEPARTMENT OF PUBLIC WORKS  
(818) 898-1222**

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Sylvia Ballin, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Rick R. Olivarez, City Attorney

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

**I HEREBY CERTIFY** that the foregoing resolution was approved and adopted at a regular meeting of the City Council held on the 19<sup>th</sup> day of May, 2014, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

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



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## POLICE DEPARTMENT

### MEMORANDUM

**TO:** Mayor Sylvia Ballin and Councilmembers

**FROM:** Brian Saeki, City Manager  
By: Robert Parks, Acting Police Chief  
Anthony Vairo, Acting Police Lieutenant

**DATE:** May 19, 2014

**SUBJECT:** Adopt Resolution No. 7608 to Accept Donations for a Replacement Police Canine and Mandatory Training Course

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#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Approve the acceptance of donations raised in the amount of \$13,612 for the replacement the Police Canine and mandatory five-week training course; and
- b. Adopt Resolution No. 7608 (Attachment "A") amending the City Budget for Fiscal Year 2013-14 to adjust certain revenues and expenditures.

#### **BACKGROUND:**

1. In 1987, the Police Department developed and implemented the Police Department's first Canine Unit. The Canine Unit's mission is to support the Police Department Patrol and Detective Divisions in the search of: outstanding felony suspects, misdemeanor suspects armed with a firearm; lost/missing persons and evidence; United States currency; and narcotics.
2. In 2006, the current Police Canine, "Jim", joined the Police Department. After serving the Police Department for eight years, "Jim" recently sustained several medical issues and is, therefore, ready to retire.
3. On April 27, 2014, Canine Unit Supervisor Lieutenant Anthony Vairo, Canine Officer Walter Dominguez, and Retired Los Angeles Police Department Canine Chief Trainer Sergeant Doug Roller tested numerous potential replacement canines and determined that "Philly" (a 16-month old, trained, male Malinois) is a suitable replacement for the Canine Unit.

## Adopt Resolution No. 7608 Consideration to Accept Donations for a Replacement Police Canine

Page 2

**ANALYSIS:**

Canine Unit Supervisor Lieutenant Vairo, Canine Office Dominguez, and Retired Los Angeles Police Department Canine Chief Trainer Sergeant Roller are qualified and credentialed individuals that have been involved in the Police Department's Canine Unit for several years. Collectively, their professional opinion is to replace "Jim" based on several factors including: his age (10-years old), hip dysplasia, and arthritis. The replacement of the Department's current canine will ensure the Canine Unit remains at a high level of proficiency with minimal medical costs and liability.

The combined cost to purchase a Police Canine and attend the mandatory five-week training course is \$13,612 (Attachment "B"), of which has been obtained via various donations:

- Canine Officer Dominguez raised \$7,540 in donations towards the purchase;
- San Fernando Police Advisory Council donated \$2,016 towards the purchase; and
- Los Angeles County Police Canine Association donated \$4,056 towards the training course.

With the entire cost of the purchase and training of a new Canine raised via donations, there is no cost to the City for replacement of the Police Department's Police Canine.

**BUDGET IMPACT:**

Although there is no impact to the current Fiscal Year 2013-14 Budget, the City Council must adopt a resolution to amend the revenues and expenditures.

Vohne Liche Kennels, Inc. has invoiced the City for \$13,612 which will be paid from Account No.s 001-222-0000-4300 (Department Supplies - \$6,806) and 001-222-0000-4320 (Equipment Maintenance - \$6,806).

Donations (\$13,612) have been received and will be deposited into Miscellaneous Revenues Fund 001-3901.

**CONCLUSION:**

The Police Department has established the need to replace the current Police Canine with the recently tested replacement canine and recommends that the City Council authorize the acceptance of this new Police Canine, "Philly".

**ATTACHMENTS:**

- A. Budget Resolution No. 7564
- B. Invoice - Vohne Liche Kennels, Inc.



**ATTACHMENT "A"****RESOLUTION NO. 7608****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO AMENDING THE BUDGET FOR THE  
FISCAL YEAR 2013-14 ADOPTED ON JULY 1, 2013**

**WHEREAS**, an annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2013 and ending June 30, 2014, a copy of which is on file in the City Clerk's Office, has been adopted on July 1, 2013; and

**WHEREAS**, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2013-2014, commencing July 1, 2013, and ending June 30, 2014; and

**WHEREAS**, the City Council has determined that it is necessary to amend the revenues and expenditures of the current City budget; and

**WHEREAS**, the City Council has determined that it is necessary to increase the revenues in Miscellaneous Revenues Fund 001-3901 by \$13,612 by agreeing to accept the following donations made for the replacement of Police Canine and the required five-week training course:

- \$7,540 – Canine Officer Walter Dominguez (raised donations towards the purchase);
- \$2,016 – San Fernando Police Advisory Council (donations towards the purchase); and
- \$4,056 – Los Angeles County Police Canine Association (donations towards training course).

**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 Expenditures:**

Fund/Division 001-222-0000-4300 (Department Supplies)	\$ 6,806
Fund/Division 001-222-0000-4320 (Equipment Maintenance)	\$ 6,806

**Increase in Revenue:**

Miscellaneous Revenues Fund: 001-3901	\$13,612
---------------------------------------	----------

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of May, 2014.

---

Sylvia Ballin, 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 19<sup>th</sup> day of May, 2014, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk

## ATTACHMENT "B"

**Invoice****Vohne Liche Kennels, Inc.****7953 N Old Rt 31****Denver, IN 46926**

Date	Invoice #
5/2/2014	9249

<b>Bill To</b>
SAN FERNANDO POLICE DEPT. 910 First St. San Fernando, CA 91340

<b>Ship To</b>
SAN FERNANDO POLICE DEPT. 910 First St. San Fernando, CA 91340

P.O. #	Terms	Date Due	VLK Rep	Ship Date	Contact #
	Net 30	6/1/2014	LAP	5/2/2014	562-639-1140
Description			Quantity	Rate	Amount
Police Service Dog Course, 5 Weeks Class Only			1	4,650.00	4,650.00
Dual Purpose Pre-trained Narcotics Dog, Untitled. Guarantee: Effective from date of purchase. 100% health 1 year, Skeletal 1 year. If a genetic or hereditary problem is found K-9 will be replaced. Vet report must accompany K-9 on return. Workability 12 months, Compatibility 12 months			1	10,150.00	10,150.00T
Philly 14-044 Male Malinois			1	0.00	0.00
Discount on Canine to Customer Graduating Handler's Course.			1	-2,000.00	-2,000.00
TAX ID # 35-2148814 Sales Tax				8.00%	0.00 812.00
				<b>Total USD</b>	\$13,612.00

(765) 985-2274 Phone

(765) 985-2595 Fax

www.vohneliche.com

**Payments/Credits** \$0.00**Balance Due** \$13,612.00

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## **PUBLIC WORKS DEPARTMENT**

### **MEMORANDUM**

**TO:** Mayor Sylvia Ballin and Councilmembers

**FROM:** Brian Saeki, City Manager  
By: Marlene Miyoshi, Interim Public Works Director  
Maria Padilla, Office Specialist

**DATE:** May 19, 2014

**SUBJECT:** Disaster Council Appointments

---

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Approve the appointment of Brandy Welch and Nicolas Hippisely-Coxe (alternate) as Representatives of the American Red Cross to the Disaster Council for a two-year term,
- b. Approve the appointment of Gene Roske (volunteer) as a Disaster Communications Representative to the Disaster Council for a two-year term; and
- c. Approve the re-appointment of Diane Shepherd as Representative of the California Emergency Mobile Patrol (CEMP) to the Disaster Council for a two-year term.

#### **BACKGROUND:**

1. The Disaster Council was established to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions as are necessary to implement such plans and agreements.
2. On April 2, 2014, the two-year terms of the following members of the Disaster Council expired: Michael Edwards (American Red Cross), John Cooper (Disaster Communications), and Diane Shepherd (CEMP).
3. On April 28, 2014, Brandy Welch contacted staff to request two representatives be appointed to the Disaster Council to replace Michael Edwards, as a result of being short staffed.
4. On May 7, 2014, Diane Shepherd contacted staff to request re-appointment to the Disaster Council for a two-year term.

## Disaster Council Appointments

Page 2

5. On May 11, 2014, John Cooper requested that Gene Roske be appointed as his substitution to the Disaster Council for a two-year term as a Disaster Communications Representative.

**ANALYSIS:*****Sec. 26-92. - Powers and duties; meetings.***

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

*(Code 1957, § 7.4)*

The Disaster Council has been especially active in the last few years in developing disaster preparedness and emergency plans. The Council has had good attendance by other agencies including Los Angeles Fire Department, American Red Cross, Providence Holy Cross Hospital, Los Angeles Unified School District, and Los Angeles Search and Rescue. The Disaster Council provides an opportunity to maintain relations with these important agencies and others serving the City of San Fernando. The Public Works Department and the Police Department work together to facilitate the meetings.

**BUDGET IMPACT:**

None.

**CONCLUSION:**

The appointments of Disaster Council members are important towards achieving a quorum to hold meetings. The Disaster Council will not have a quorum if the recommended appointments are not approved.

Staff recommends the appointments of Brandy Welch and Nicolas Hippisely-Coxe (alternate) as Representatives of the American Red Cross, Gene Roske as a Disaster Communications Representative to the Disaster Council; and, the re-appointment of Diane Shepherd as Representative of the CEMP to the Disaster Council for a two-year term.





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## PUBLIC WORKS DEPARTMENT

### MEMORANDUM

**TO:** Mayor Sylvia Ballin and Councilmembers

**FROM:** Brian Saeki, City Manager  
By: Marlene M. Miyoshi, Interim Public Works Director

**DATE:** May 19, 2014

**SUBJECT:** Consideration to Authorize the City Manager to Set the City's Compressed Natural Gas (CNG) Fuel Retail Prices

---

#### **RECOMMENDATION:**

It is recommended that the City Council approve Resolution No. 7602 (Attachment "A") authorizing the City Manager or his designee, to set the City's CNG fuel retail prices under the following conditions:

- a. Price shall be set in a ten percent (10%) plus or minus range of the City's current retail price of \$2.659 per gallon equivalent;
- b. City Council shall approve any price beyond the 10% plus or minus range;
- c. Price shall be at a minimum of ten cents (\$.10) higher than the Southern California Gas Company, Van Nuys Station retail CNG fuel price; and
- d. Price shall be set after a market place review of the five (5) closest CNG fueling station prices.

#### **BACKGROUND:**

1. In 2004 and 2005, the City was awarded an Air Quality Management District (AQMD) and a Mobile Source Air Pollution Reduction Review Committee (MSRC) grant to construct a CNG fueling station (CNG Station).
2. In 2006, the City Council appropriated the local matching project funds and awarded a construction contract to Gas Equipment Systems, Inc. for the purchase and installation of a CNG, fast fill, fueling station across from City Hall.
3. In October 2007, the CNG Station was fully operational for City use and in January 2008, it was opened to the public. The facility is open 24 hours per day, seven days per week.

Consideration to Authorize the City Manager to Set the City's Compressed Natural Gas (CNG) Fuel  
Retail Prices

Page 2

4. The CNG Station is used by the City, Metropolitan Transit Authority, and Caltrans, as well as the general public. The CNG Station sales have increased 2.5 times in the last three years. The Station is generating approximately \$400,000 in annual sales. The cost of fuel and operating expenses total approximately \$200,000, leaving a net profit to the City of approximately \$200,000.

**ANALYSIS:**

The City Council of the City of San Fernando sets all fees and prices for all city services rendered. However, the process to set CNG fuel prices was not established at the time the CNG Station opened nor has it been established to-date.

Since the opening of the CNG Station, Public Works staff has set the CNG fuel retail price based on a review of the Southern California Gas Company (Gas Company), Van Nuys Station CNG fuel price and the pricing of other CNG fueling stations in the San Fernando Valley (Attachment "B").

Using the Gas Company CNG fuel retail price is a logical base line for pricing. As the Nation's largest distribution utility, the Gas Company's Van Nuys Station is essentially a wholesale outlet. Not only are their prices the lowest pricing in the area but all other fuel stations are buying fuel from this same distribution system and normally retail higher than the Gas Company price.

Of course the City's CNG Station is operating in a free market of supply and demand, and consequently there must be consideration given to competition among the other CNG fueling stations. The closest five fueling stations for comparison purposes include: Sun Valley - Transit Systems, Burbank - Clean Energy, Canoga Park - Clean Energy, Santa Clarita - Clean Energy, and Glendale - Clean Energy.

Both these factors have been taken into consideration in past practices and are included in the proposed formal process of price setting.

**BUDGET IMPACT:**

None.

**CONCLUSION:**

The City has been very successful with the operation of the City's CNG Fueling Station and will be continuing operations. Staff is requesting formal City Council authorization to set future CNG fuel prices that are charged at the City's CNG fueling station.

Consideration to Authorize the City Manager to Set the City's Compressed Natural Gas (CNG) Fuel  
Retail Prices

Page 3

**ATTACHMENTS:**

- A. Resolution No. 7602
- B. CNG Fueling Stations Map

**ATTACHMENT "A"****RESOLUTION NO. 7602****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO, CALIFORNIA, AUTHORIZING CITY  
MANAGER OR HIS DESIGNEE TO SET CITY'S COMPRESSED  
NATURAL GAS FUEL RETAIL PRICES**

**WHEREAS**, the City Council of the City of San Fernando sets all fees and prices for all city services rendered; and

**WHEREAS**, the process to set Compressed Natural Gas (CNG) fuel retail prices was not established at the time the CNG Fueling Station opened to the public nor has it been established to-date; and

**WHEREAS**, the City's procedures for setting fees requires, among other things, the City Council of the City of San Fernando declare by resolution certain authorizations related to the operation of the CNG Fueling Station.

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

**Section 1.** The City Manager of the City of San Fernando, or his designee, shall determine and set the City's CNG fuel retail prices from time to time, pursuant to the following conditions:

- a) CNG fuel price shall be set in a ten percent (10%) plus or minus range of the City's current retail per gallon equivalent (\$2.659);
- b) City Council approval shall be required for any price adjustment beyond the 10% plus or minus range;
- c) The CNG fuel price shall be set at a minimum of ten cents (\$.10) higher than the Southern California Gas Company, Van Nuys Station retail CNG fuel price; and
- d) The CNG price or any subsequent adjustment to the same shall be set or adjusted only after a market-place review of the five (5) closest CNG fueling station prices.

**PASSED, APPROVED, AND ADOPTED** this 19<sup>th</sup> day of May, 2014.

---

Sylvia Ballin, 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 19<sup>th</sup> day of May 2014, by the following vote to wit:

**AYES:**

**NOES:**

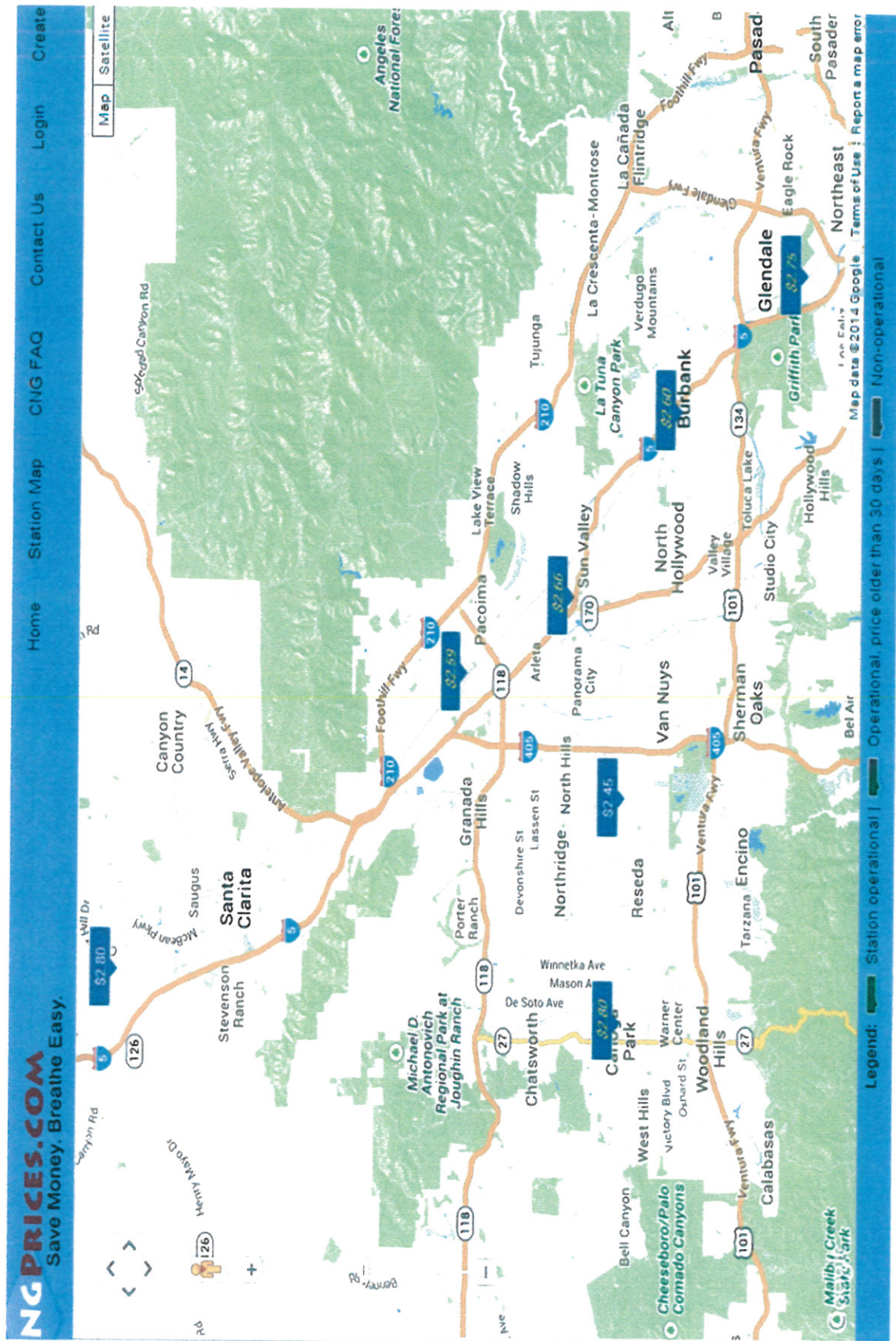
**ABSENT:**

---

Elena G. Chávez, City Clerk

## ATTACHMENT "B"

## CNG Fueling Stations Map







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## ADMINISTRATION DEPARTMENT

### MEMORANDUM

**TO:** Mayor Sylvia Ballin and Councilmembers

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

**DATE:** May 19, 2014

**SUBJECT:** Resolutions Approving a New Job Specification for Deputy City Manager/Public Works Director and Amending the Salary Plan and the Table of Organization

---

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Adopt Resolution No. 7605 (Attachment “A”) approving the job specification for the position of Deputy City Manager/Public Works Director (Exhibit “A”);
- b. Adopt Resolution No. 7606 (Attachment “B”) amending the Salary Plan for Fiscal Year (FY) 2013-2014 to include the Deputy City Manager/Public Works Director position;
- c. Adopt Resolution No. 7607 (Attachment “C”) amending the Table of Organization for FY 2013-2014 to include the Deputy City Manager/Public Works Director position; and
- d. Authorize the City Manager to initiate the recruitment process for Deputy City Manager/Public Works Director.

#### **BACKGROUND:**

1. On December 31, 2010, the former Assistant to the City Administrator, Brian Haworth, resigned after serving in the position for about three and half years.
2. From December 31, 2010 through present, the position of Assistant to the City Administrator has remained vacant and frozen due to budget constraints.
3. On November 17, 2013, the former Public Works Director, Ron Ruiz, retired after serving in the position for about eight and half years.

Resolutions Approving a new Job Specification for Deputy City Manager/Public Works Director, and Amending the Salary Plan and the Table of Organization

Page 2

4. From November 17, 2013 through present, the City has had two interim Public Works Directors, pending the hiring of a City Manager, and the recruitment of a Public Works Director.
5. On March 3, 2014, the City Council approved the appointment of Brian Saeki as the City's new City Manager.

**ANALYSIS:**

The position of Assistant to the City Administrator is tasked with performing a variety of special projects and providing complex administrative support to the City Administrator (now, City Manager). However, the position has been frozen since December 31, 2010. Consequently, in the absence of the City Manager, the City has had to appoint an Interim City Manager each time.

With this in mind, the City has an opportunity to recruit for a Public Works Director who can also provide generalist support to the City. It is not uncommon for smaller cities like San Fernando to couple the duties of managing a department like public works with the duties of a deputy city manager. In this case, this individual's primary responsibility would be to manage the everyday operations of the Public Works Department but will also be asked to provide a high level administrative support to the City Manager.

The proposed Deputy City Manager/Public Works Director position will be at the same salary range as the current Public Works Director position (that is, \$115,668 - \$140,580 per year). The incumbent will continue to oversee and direct the operations and services of the Public Works Department, as well as serve as Deputy City Manager as assigned.

**CONCLUSION:**

The adoption of the proposed job specification for Deputy City Manager/Public Works Director, as well as the amendment of the Salary Plan and the Table of Organization, is necessary in order to initiate the recruitment process for the position.

**BUDGET IMPACT:**

There will be no impact to the FY 2013-2014 Budget.

**ATTACHMENTS:**

- A. Resolution No. 7605 (Adopting the Job Specification for Deputy City Manager/Public Works Director)
- B. Resolution No. 7606 (Amending the Salary Plan)
- C. Resolution No. 7607 (Amending the Table of Organization)

**ATTACHMENT "A"****RESOLUTION NO. 7605****A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF SAN FERNANDO AMENDING RESOLUTION NO. 4144,  
ADOPTED DECEMBER 12, 1966 BY THE ADDITION OF  
SUPPLEMENT NO. 168 THERETO**

**THE COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE AS  
FOLLOWS:**

**SECTION 1:** That Resolution No. 4144, adopted on December 12, 1966 and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, be the same as amended by adding thereto Supplement No. 168 (Exhibit "A") covering important and essential duties, job-related and essential qualifications for the following position and classification:

**DEPUTY CITY MANAGER/PUBLIC WORKS DIRECTOR**

Supplement No. 168 is hereby adopted and approved as the new official job classification and definition, prescribing important and essential duties, job-related and essential qualifications for the position and classification set forth above. Copies of Supplement No. 168 are now on file in the office of the City Clerk. Said Supplement No. 168 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

**SECTION 2:** The City Clerk shall certify to the adoption of this Resolution.

**ADOPTED AND APPROVED** this 19<sup>th</sup> day of May, 2014.

---

Sylvia Ballin, 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 duly adopted and approved at a regular meeting of the City Council of the City of San Fernando held on the 19<sup>th</sup> day of May, 2014, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk

**Exhibit “A”****CITY OF SAN FERNANDO**

**Supplement No. 168  
Resolution No. 7605  
Effective: May 19, 2014**

**DEPUTY CITY MANAGER/PUBLIC WORKS DIRECTOR****DEFINITION**

Under the direction of the City Manager, plans, manages, oversees and directs the operations and services of the Public Works Department which includes the maintenance of all public facilities, water production, treatment and distribution facilities, sewer and storm drains, public streets, traffic signals, street lights, and equipment. He/she will also manage the solid waste and street sweeping contracts and be responsible for the overall maintenance of landscaped areas (including the City’s parks and medians); coordinates activities with other City officials, departments, outside agencies, contractors, organizations and the public; provides highly complex staff assistance to the City Manager and City Council; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Deputy City Manager/Public Works Director is “at-will” and a member of the City’s executive management team who is responsible for the overall function and operation of the Public Works Department. He/she receives administrative direction from and reports to the City Manager for day-to-day operations, and exercises direct and indirect supervision over operations managers, professional, technical, field and office support staff.

**IMPORTANT AND ESSENTIAL DUTIES**

Essential duties may include, but are not limited, to the following:

1. Accepts full responsibility for all Public Works Department activities and services including the management of crews in water production, treatment, and distribution, street lighting, solid waste collection, sewer, waste water treatment, streets and pavement management, storm drain, facilities, equipment maintenance and procurement; coordinates activities with other City officials, departments, outside agencies, contractors, organizations and the public.
2. Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
3. Plans, directs and develops the department’s work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.

4. Monitors the condition of the City's infrastructure, and oversees public improvement projects, including the design, installation, maintenance, and repair of streets, sidewalks, curbs, buildings, equipment, water utility, sewers, drainage facilities, parking lots, parking meters, street lighting, traffic signals, and other infrastructure.
5. Oversees the City's capital projects including cost estimates, plans, designs, contract specifications, and construction documents.
6. Oversees the selection, training and evaluation programs for all Public Works personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
7. Prepares, manages and coordinates the development of the Public Works budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
8. Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence.
9. Attends and participates in professional and community meetings; stays current on issues relative to the field of public works and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
10. Establishes positive working relationships with representatives of community organizations, federal/state/local agencies and associations, elected officials, City management and staff, and the public.

#### **OTHER JOB-RELATED DUTIES**

1. Oversees the implementation and administration of industrial waste and water conservation programs; the collection and disposal of rubbish; implementation and administration of waste reduction/recycling program, and the maintenance and repair of fleet equipment.
2. Oversees department activities as they relate to outside agency requirements, including environmental compliance related to NPDES, County industrial waste, and air quality mandates.
3. Provides information and assistance to the public regarding assigned programs and services; receives and responds to complaints and questions relating to Public Works activities; reviews problems and takes corrective actions.
4. Conducts research and performs analysis for special projects; coordinates or provides administrative assistance in the implementation of project recommendations on state and federal legislation; prepares or provides administrative assistance in the preparation of requests for grants and other outside funding.



5. Serves as a liaison with employees, public and private organizations; represents the City in a variety of community groups, boards, commissions, state and federal agencies, and other organizations.
6. May serve as a member of the City's management team with regard to collective bargaining negotiations with its employee units.
7. Performs other duties as required.

## **JOB- RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

1. Modern principles, practices and techniques of public works administration, organization and operation.
2. Methods and techniques of supervision, training and motivation.
3. Innovative approaches to public administration, as well as creative community building and problem solving techniques.
4. Principles, practices and techniques of civil engineering, including the planning, design, construction, contract management and inspection of municipal public works.
5. Principles and practices of street maintenance, pavement management, equipment maintenance, storm drainage system maintenance, solid waste operations, water system maintenance, facilities maintenance, traffic signals, capital projects and public utilities.
6. Methods and techniques of traffic and transportation engineering.
7. Principles and techniques of sound government financial management and budget administration.
8. Applicable City policies, laws, and regulations affecting public works activities.
9. Pertinent Federal, State and local laws, codes and regulations including City, county and state building codes.
10. Occupational hazards and standard safety practices.

### **Ability to:**

1. Plan, direct, manage and coordinate the work of the Public Works Department.
2. Read and interpret maps, sketches, drawings, specifications and technical manuals; research, analyze, and evaluate programs, policies, and procedures, and compile comprehensive reports.
3. Develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels.
4. Properly interpret and make decisions in accordance with laws, regulations and policies.
5. Analyze complex issues, deal constructively with conflict, and develop effective resolutions.
6. Supervise, train and motivate department personnel.
7. Communicate clearly and concisely, both orally and in writing with employees, consultants, other governmental agency representatives, City officials, and the public.
8. Establish, maintain, and foster positive and harmonious working relationships with staff, City officials, stakeholders, and the public.
9. Operate modern office equipment including personal computer equipment and a variety of software programs and applications.

10. Safely and effectively operate engineering tools and equipment.
11. Understand and speak Spanish is desirable.

**Experience and training guidelines**

A typical way to obtain the knowledge, skills and abilities would be the following:

**Experience:**

Six (6) years of increasingly responsible supervisory experience in public works operations, including at least three (3) years in a responsible municipal management capacity is required.

**Training:**

Bachelor's degree from an accredited college or university in Civil Engineering or related field is required. Master's degree in Public or Business Administration or related field is highly desirable.

**Special Requirements:**

Must possess and maintain a valid California Class C Driver's License.

**Essential duties require the following physical abilities and environmental conditions:**

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift about 50 lbs.; may be exposed to sun, and work under high and low temperatures (mostly between 40 and 90 degrees); may be exposed to frequent loud noises and toxic/poisonous substances, as well as slippery surfaces; tolerate exposure to vibration, pitch and glare from computer.

**ATTACHMENT “B”****RESOLUTION NO. 7606**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF SAN FERNANDO AMENDING PORTIONS OF  
SECTIONS 1 AND 2 OF RESOLUTION NO. 7544, THE  
FISCAL YEAR 2013-2014 SALARY PLAN, ADOPTED JULY  
1, 2013**

**THE COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE AS  
FOLLOWS:**

**SECTION 1:** That that portion of subsections (a) and (b) of Section 2 of Resolution No. 7544, the Fiscal Year (FY) 2013-2014 Salary Plan, adopted July 1, 2013, as amended, be further amended by deleting the title/classification of “Public Works Director,” and adding thereto the title, classification and range number for the following position as follows:

<u>CLASSIFICATION</u>	<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Deputy City Manager/ Public Works Director	79M	9639	10120	10625	11158	11715

**SECTION 2:** Except as amended herein, all other provisions of the Resolution No. 7544, the FY 2013-2014 Salary Plan, adopted July 1, 2013, remains unchanged and in full force and effect.

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

**ADOPTED AND APPROVED** this 19<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Sylvia Ballin, 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 duly adopted and approved at a regular meeting of the City Council of City of San Fernando held on the 19<sup>th</sup> day of May, 2014, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk

**ATTACHMENT "C"****RESOLUTION NO. 7607**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF SAN FERNANDO AMENDING PORTIONS OF  
SECTION 1 OF RESOLUTION NO. 7545, THE FISCAL  
YEAR 2013-2014 TABLE OF ORGANIZATION, ADOPTED  
JULY 1, 2013**

**WHEREAS**, the City Council of the City of San Fernando has adopted the Fiscal Year (FY) 2013-2014 Table of Organization on July 1, 2013, per Resolution No. 7545; and

**WHEREAS**, the Table of Organization as adopted for FY 2013-2014 has provisions for various positions and classifications; and

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

**SECTION 1:** That that portion of the said Table of Organization adopted on July 1, 2013, per Resolution No. 7545, be further amended by deleting the following information under "budgeted hours per week," "full time equivalent (FTE) status," and "average number of personnel in position" as follows:

<u>TITLE</u>	<u>BUDGETED HOURS PER WEEK</u>	<u>FULLTIME EQUIVALENT (FTE) STATUS</u>	<u>AVERAGE NUMBER OF PERSONNEL IN POSITION</u>
Public Works Director	40	1	1

**SECTION 2:** That that portion of the said Table of Organization adopted on July 1, 2013, per Resolution No. 7545, be further amended by adding thereto the following information under "budgeted hours per week," "full time equivalent (FTE) status," and "average number of personnel in position" as follows:

<u>TITLE</u>	<u>BUDGETED HOURS PER WEEK</u>	<u>FULLTIME EQUIVALENT (FTE) STATUS</u>	<u>AVERAGE NUMBER OF PERSONNEL IN POSITION</u>
Deputy City Manager/ Public Works Director	40	1	1

**SECTION 3:** Except as amended herein, all other provisions of the said Table of Organization adopted on July 1, 2013, per Resolution No.7545, remain unchanged and in full force and effect.

**SECTION 4:** The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

**PASSED, APPROVED AND ADOPTED** this 19<sup>th</sup> day of May, 2014.

---

Sylvia Ballin, Mayor

**ATTEST:**

---

Elena G. Chavez, City Clerk

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

**I HEREBY CERTIFY** that the foregoing Resolution was duly approved and adopted at a regular meeting of the City Council of the City of San Fernando held on the 19<sup>th</sup> day of May, 2014, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk



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## COMMUNITY DEVELOPMENT DEPARTMENT

### MEMORANDUM

**TO:** Mayor Sylvia Ballin and Councilmembers

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

**DATE:** May 19, 2014

**SUBJECT:** Consideration to Approve a Professional Services Agreement with Sargent Town Planning to Prepare the City of San Fernando Transit Oriented Development Overlay (TOD) Zone Project

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### **RECOMMENDATION:**

Staff recommends that the City Council:

- a. Approve a Professional Services Agreement (Attachment “A” – Contract No. 1745) with Sargent Town Planning to prepare the City of San Fernando TOD Overlay Zone Project, per the approved scope of work, in an amount not to exceed \$290,519, with an additional three percent contingency for unforeseen, additional work; and
- b. Authorize the City Manager to execute the Agreement with Sargent Town Planning.

### **BACKGROUND:**

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

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3. On May 6, 2013, the City Council authorized Interim City Administrator Don Penman to enter into an agreement with Metro accepting \$282,392 in Metro TOD Planning Grant Award funds to prepare the City of San Fernando TOD Overlay Zone Project, inclusive of the Zone Code and General Plan Amendment and associated EIR. As part of the Agreement, the City also agreed to provide a \$13,306 match that included \$6,306 in-kind contribution and \$7,000 in General Fund; collectively bringing the total estimated cost of the Project to \$295,698.
4. On November 18, 2013, the City of San Fernando Community Development Department issued a Request for Proposals (RFP) for Consultant Services to Prepare the San Fernando Transit Oriented Development Overlay Zone (the Project). City planning staff sent the RFP for the Project to prospective planning consultant firms. In addition, on November 20, 2013, the public notice was also made available online on the website of the Los Angeles Section of the American Planning Association ([www.la-apa.org](http://www.la-apa.org)) with links to the City's website (<http://www.ci.san-fernando.ca.us/overview/pr-rfp-rfq.shtml>) to download the RFP and associated attachments. The deadline noted on the RFP to submit a proposal to the City was December 19, 2013.
5. On December 19, 2013, the City received five RFPs from prospective planning firms to undertake the Project. The following firms submitted a proposal by the noted deadline:
  - Blodgett Baylosis Associates
  - Dyett & Bhatia
  - Evan Brooks and Associates
  - RBF Consulting
  - Sargent Town Planning

Subsequent to submittal, staff reviewed each proposal for consistency with the scope of work outlined in the RFP and to ensure that each proposal provided the necessary services for the Project including preparation of the TOD Overlay Zone, General Plan Amendment, and Program EIR. As part of the review process City planning staff also requested City Council approval of an Ad Hoc Committee for the Project made up the two Councilmembers that are liaisons to the Traffic and Safety Commission and Planning and Preservation Commission, Councilmembers Jesse Avila and Antonio Lopez, respectively.

6. On April 18, 2014, Community Development Director Fred Ramirez notified all prospective firms, via written correspondence and a follow-up phone call, of the upcoming interviews before the City Council Ad Hoc Committee and City staff scheduled for Friday, April 25, 2014. Director Ramirez also provided all five prospective firms with copies of the proposed Criterion and Rating System (Attachment "B").
7. On April 23, 2014, Glenn Lajoie, Vice President of RBF Consulting notified Director Ramirez that RBF Consulting was withdrawing their proposal since two key project managers/team leaders for the planning and environmental assessment portions of the Project had recently left the company.
8. On April 25, 2014, City Council Ad Hoc Committee Members Avila and Lopez and Community Development Director Ramirez conducted interviews of the four prospective

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firms seeking to undertake the Project including the preparation of the TOD Overlay Zone, General Plan Amendment, and Program EIR. Collectively, the Ad Hoc Committee Members and the Community Development Director used the following five (5) criterion to evaluate the strength of the presentation and the RFP proposal:

- Criterion 1 - Submittal Documents
- Criterion 2 - Understanding of Methodology
- Criterion 3 - Samples of Work and Project References
- Criterion 4 - Project Experiences and References
- Criterion 5 - Comparison of Scope of Services for Proposed Contract Amount

The total maximum points were 25 with five points possible per criterion (see Attachment “B” for a detailed description of the criterion considered).

9. After review of all proposals, the City Council Ad Hoc Committee and Community Development Director forms were tabulated. The following list notes the rank, overall proposal costs, and average points attained by each firm as tabulated from the totals of the three-person review panel:

<u>Rank-Firm Name</u>	<u>Proposal Total Cost</u>	<u>Total Points (Average)</u>
1. Sargent Town Planning	\$290,519	24 (JA25/AL24/FR24*)
2. Evan Brooks Associates	\$295,697	22 (JA23/AL22/FR22*)
3. Dyett & Bhatia	\$287,985	21 (JA22/AL21/FR21*)
4. Blodgett Baylosis Associates	\$166,680	19 (JA21/AL18/FR19*)

(\*Note: abbreviations are initials for each member of the review panel (i.e., JA = Jesse Avila; AL = Antonio Lopez; and, FR = Fred Ramirez) and the adjacent number is the total points given by each panel member.)

## ANALYSIS:

Based on the City’s review of all proposals, the interviews and reference checks conducted with the consultant firms, it is City staff and the Ad Hoc Committee’s assessment and recommendation that the consultant firm of Sargent Town Planning be selected to complete the City of San Fernando TOD Zone Project, which includes the TOD Overlay Zone, General Plan Amendment, and Program EIR.

The following sections provide an overview of the scope of work and criteria used in the RFP review process.

**Scope of Services.** The scope of services provided in the RFP includes the necessary work program to be undertaken in order to complete the City of San Fernando TOD Zone, General Plan Amendment, and Program EIR. As noted in the RFP, the following tasks are required to be undertaken as part of this process.

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## PROJECT MANAGEMENT AND COORDINATION

### **Task No. 1 – RFP Procurement**

City staff will prepare the Request for Proposals documents, review of proposals for responsiveness to scope of work, personnel qualifications, budget, and work plan in order to meet annual Project milestones and final completion of the TOD Project by June 30, 2016.

**Deliverables:** Final RFP, public notification, and selection of consultant by City Council to prepare TOD Overlay Zone and associated General Plan Amendment and EIR. Deliverables have been completed by City planning staff and City Council approval of the Professional Services Agreement (Attachment “A”) will complete this task.

**Schedule:** RFP prepared at start of Project with negotiated contract maintained throughout the Project.

### **Task No. 2 – Schedule Monitoring**

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

**Deliverables:** Master Schedule; The Project’s Master Schedule will be revised by the Consultant and City staff in order to address new start date of the Project while still maintaining the firm Project completion due date of the Fourth Quarter of Fiscal Year 2015-2016 (i.e., end of June 2016).

**Schedule:** Prepared at start of the Project, maintained and revised throughout the process.

### **Task No. 2a – Budget Monitoring**

Staff and consultants will develop a detailed Project budget that allocates available funds by task considering time and materials. Costs for consultants and sub-consultants will be included. Public outreach material expenses will be included. Other expenses such as reproduction will be included.

**Deliverables:** Budget spreadsheet.

**Schedule:** Budget prepared at the immediate start of the Project and maintained for the life of the Project.

### **Task No. 2b –Project Monitoring and Reporting to Metro**

City staff and consultants will meet regularly through the Project process to monitor progress, address any issues arising, and prepare and file all necessary form, records, and reports (e.g., quarterly, annual, end of Project) required by Metro for grant implementation and monitoring in

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written and/or electronic form as required by Metro under the grant agreement. Develop and maintain all necessary documentation for Metro's monitoring and audits. Assist Metro monitors during grant performance reviews and audits. Provide monitoring and contract compliance for the Metro-funded TOD Project as needed. Monitor Project implementation, progress, expenditures and performance goals. Provide City staff with all necessary financial documents (i.e. demands) for all expenditures. Prepare and submit monthly report to the City. Provide assistance to the City and the contract staff who manages the day-to-day operations of the grant in regards to the grants' progress with performance Project milestones.

**Deliverables:** Budget spreadsheet, quarterly, annual, end of Project forms and reports required by Metro, monthly report to City on grant's progress and percentage complete of Project milestones.

**Schedule:** Budget prepared at the immediate start of the Project and maintained for the life of the Project; Metro reports and documents filed as based on Metro deadlines established as part of grant agreement with City; and, monthly reports due to City within five business days of the end of the month.

### **Task No. 3 – Meetings and Coordination**

City staff and consultants will meet regularly through the Project process to monitor progress, address any issues arising, develop approaches to the work, and evaluate public input. City staff and consultants will make contact with public agencies with interest in the Project.

**Deliverables:** Meeting agendas and minutes, records of conversations with key individuals.

## **BASELINE STUDIES**

### **Task No. 4 – Baseline Studies**

#### **Task No. 4.1 – Parking, Access and Linkage Study**

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

**Deliverables:** Completion of studies and all associated maps and illustrations.

#### **Task No. 4.2 -- Land Use Survey and Ownership Analysis**

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

**Deliverables:** Completion of land use and ownership database.

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### **Task No. 4.3 – Opportunities and Constraints Analysis**

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

**Deliverables:** Completion of opportunities and constraints analysis.

### **Task No. 4.4 – Community Assets Assessment**

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

**Deliverables:** Full identification of assets in list format.

### **PREPARATION, REVIEW AND ADOPTION OF TOD OVERLAY ZONE, GENERAL PLAN AMENDMENT, AND PROGRAM EIR**

### **Task No. 5 – Prepare, Review and Adopt TOD Overlay Zone**

#### **Task No. 5.1 – Purpose, Boundary, and Adoption Process**

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

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

#### **Task No. 5.2 – Compliance and Requirements**

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

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

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### **Task No. 5.3 – Permitted Land Uses**

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

**Deliverables:** Completion of Section 3 of the TOD Overlay Zone showing land use plans and maps; Determination of land use options.

### **Task 5.4 – Development Standards**

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

**Deliverables:** Completion of Section 4 of the TOD Overlay Zone with table of summary of development standards including charts showing zoning requirements for height, use, density, parking, et cetera.

### **Task No. 5.5 – Design/Architectural Standards**

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

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

### **Task 5.6 – Final TOD Overlay Zone Ordinance and Associated General Plan Amendments**

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

**Deliverables:** Facilitate City Council adoption of the TOD Overlay Zone and General Plan Amendments; Consultants will provide one electronic copy and five hard copies for internal review and will follow-up with a redline version for review and preparation of final public hearing draft.

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### **Task No. 5.7 – Planning Commission Meeting**

Consultants and City Staff will meet with the Planning and Preservation Commission to present and discuss the Hearing Draft of the TOD Overlay and associated General Plan Amendments, and associated CEQA documentation (Program EIR).

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

### **CEQA ENVIRONMENTAL COMPLIANCE**

### **Task No. 6 – CEQA Environmental Clearance**

#### **Task No. 6.1 – Technical Studies**

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

**Deliverables:** Completion of technical studies for each discipline studied.

#### **Task No. 6.2 – Initial Study**

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

**Deliverables:** Completion of Initial Study including Project description and initial study documents.

#### **Task No. 6.3 – Notice of Preparation**

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

**Deliverables:** Prepare and distribute Notice of Preparation.

#### **Task No. 6.4 – Draft Program EIR**

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



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**Deliverables:** Completion of Draft Program EIR.

### **Task No. 6.5 – Public Comment**

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

**Deliverables:** Review all public comments and prepare responses to all comments.

### **Task No. 6.6 – City Council Meeting, Final Program EIR and TOD Overlay Zone and General Plan Amendments Approval**

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

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

**Deliverables:** Prepare Final EIR and associated City Council documents; assist City staff in obtaining City Council certification of Final EIR, TOD Overlay Zone, and associated General Plan Amendments.

## **COMMUNITY OUTREACH AND PUBLIC INPUT**

### **Task No. 7 – Community Outreach and Public Input**

#### **Task No. 7.1 – Community Workshops**

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

**Deliverables:** Consultant will prepare an agenda, sign-in sheets and facilitate the meeting and be responsible for meeting notification, facility, logistics and minutes with the ultimate goal of completing the community workshop process of the Project.

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### **Task No. 7.2 Client/Team Meetings**

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

**Deliverables:** Consultant will prepare an agenda, sign-in sheets and facilitate the meeting and be responsible for meeting notification, facility, logistics and refreshments; collaborate with staff in undertaking successful completion of required meetings.

### **Task No. 7.3 – Development Ad Hoc Committee Meetings**

These meeting will address key items pertinent to establishing a vision for the Downtown TOD Overlay Zone. The consultant team will customize meeting activities to address key items pertinent to visioning for this area. Consultant will meet throughout the Project with the Development Ad Hoc Committee and the general public to review the components of the overlay, urban design diagrams and formatting. The meeting will likely include a PowerPoint presentation and an opportunity to allow participants to express their preferences for the direction of the Downtown TOD Overlay presented. The purpose of these meetings will also be to receive input on key elements of the Downtown TOD Overlay, such as land use strategies, urban design proposals, development standards, design guidelines for both public and private areas, and circulation and mobility strategies.

**Deliverables:** Consultant will prepare an agenda, sign-in sheets and facilitate the meeting and be responsible for meeting notification, minutes, facility, logistics and refreshments; Help launch web page for Project, facilitate mailings and e-mail notifications on Project status.

### **Task No. 7.4 – Stakeholder Interviews**

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

**Deliverables:** Facilitate formation of committee/group that identifies all stakeholders; prepare list of stakeholders and summary of interviews.

### **Task No. 7.5 – Public Outreach Program**

Consultant and City staff will prepare all meeting agendas, sign-in sheets, facilitate meetings, send meeting notifications through all means of communication including mailings confirm logistics, facilities and provide refreshments. Activities include, but are not limited to, print

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materials, email newsletters, putting posters, and developing the website for the Project's progress. This also includes postage for all noticing and logistics for all meetings and workshops.

**Deliverables:** Consultant to work with City staff in order to ensure ongoing public outreach.

PROJECT REPORTING TO METRO

**Task No. 8 – Project Reporting**

**Task No. 8.1 – Quarterly Report No. 1**

Consultants and City staff will prepare the first quarterly report to Metro documenting funding committed and planned. Report due in the third month of every fiscal year.

**Deliverables:** First quarterly report was prepared and submitted by the City on November 5, 2013.

**Task No. 8.2 – Quarterly Report No. 2**

Consultants and City staff have prepared the second quarterly report to Metro documenting funding committed and planned.

**Deliverables:** Second quarterly report; report due in month six of every Fiscal Year (due in January of 2014).

**Deliverables:** Second quarterly report was prepared and submitted by the City to Metro on January 30, 2014.

**Task No. 8.3 – Quarterly Report No. 3**

Consultants and City staff have prepared the third quarterly report and sent to Metro documenting funding committed and planned.

**Deliverables:** Third quarterly report is due in month nine of every fiscal year; third quarterly report to Metro was prepared and submitted by the City to Metro on April 30, 2014.

**Task No. 8.4 – Quarterly Report No. 4**

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

**Deliverables:** Fourth quarterly report; due every twelve months of every fiscal year.

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### **Task No. 8.5 – Final Reporting to Metro**

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

**Deliverables:** Consultant to work with City staff in order to complete Final Report to be sent to Metro upon completion of Fourth Quarter of Fiscal Year 2015-2016.

**Selection Process.** As previously noted, the RFP review process included review of all submitted proposals from prospective consultants and an interview by the Project Ad Hoc Committee made up of two City Councilmembers (Councilmembers Avila and Lopez) and the Community Development Director. As noted in Attachment “B”, the five criterion for the review process for each proposal focused on the following key areas:

- ✓ Experience in the preparation of a TOD Overlay Zone, General Plan Update, and Environmental Impact Report and/or project of similar complexity.
- ✓ Allocation of experienced senior level staff to the Project.
- ✓ Technical and creative approach.
- ✓ Cost of services.
- ✓ Proposed work plan and approach to completing the Project.
- ✓ Familiarity with the City of San Fernando.
- ✓ Understanding of the work to be performed.
- ✓ Schedule for overall Project.

Based on this review, the Ad Hoc Committee and City staff determined that all prospective firms had very competitive proposals and provided very insightful presentations as it related to their individual understanding of the Project scope of work and their prior experience on similar projects. However, after reviewing all proposals it was the Project Ad Hoc Committee’s determination that Sargent Town Planning was the most qualified firm as evidenced by the submitted proposal and the presentation to complete the Project (Attachment “C”: Table 1 RFP Cost Analysis provides a detailed breakdown of each proposal identifying the primary tasks to be completed, hours allocated for each task and the costs for each of the tasks).

### **BUDGET IMPACT:**

Metro grant funds will provide \$282,392 of the \$290,519 cost noted by Sargent Town Planning to complete the Project. Per the Agreement with Metro, the City will be providing a City match of \$13,306 in the form of \$6,306 in in-kind contribution (i.e., staff time) and \$7,000 in monies. In addition, City staff’s request for up to a three percent contingency on the Project contract amount is intended to provide the necessary funds to address any unforeseen, additional work that may be required to prepare the TOD Overlay Zone, General Plan updates, and Program EIR. The City contribution would equal 4.5% and 5.6% of the total Project cost, which can range from \$290,519 and \$299,235, respectively. A portion of the City matching funds (i.e., \$7,000) for the Project had already been budgeted for Fiscal Year 2013-2014, however due to the late start of the

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Project the City will be requesting \$7,000 in City matching funds as part of the Community Development Department's request for funding during the Fiscal Year 2014-2015 budget cycle.

**CONCLUSION:**

Approval of the Professional Services Agreement with Sargent Town Planning for the approved scope of work and cost of \$290,519 (as noted in Attachment "A") and up to a three percent contingency will enable City staff to proceed with preparation of the City of San Fernando Transit Oriented Development Overlay (TOD) Zone, General Plan Update, and Program Environmental Impact Report (EIR) within the funding parameters of the METRO grant (e.g., \$282,392 from Metro and \$13,306 in City matching funds and in-kind contribution) for the Project. Furthermore, City Council approval at this time will also ensure that the Project is completed prior to the expiration of the current Metro grant agreement, which requires the Project to be completed by June 30, 2016.

**ATTACHMENTS:**

- A. Contract No. 1745 (Professional Services Agreement with Sargent Town Planning)
- B. Criterion and Rating System
- C. Table 1: RFP Cost Analysis
- D. Sargent Town Planning Proposal\*
- E. Evan Brooks Associates Proposal\*
- F. Dyett & Bhatia Proposal\*
- G. Blodgett Baylosis Associates Proposal\*

*\* Due to the voluminous nature of this attachment, copies are available for viewing in the Community Development Department and City Clerk's Office*

**ATTACHMENT "A"**  
**CONTRACT NO. 1745****AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement for professional services is entered into this \_\_\_\_ day of May 2014 by and between the City of San Fernando, a municipal corporation ("CITY"), and Sargent Town Planning, a California corporation ("CONSULTANT").

**RECITALS**

A. CITY has determined that it requires the following professional services from a planning consultant: to prepare the San Fernando Transit Oriented Development (TOD) Overlay Zone Project including the TOD Overlay Zone, General Plan Amendment, and Program EIR, per the approved scope of work provided in the Request for Proposal for Consultant Services to Prepare the San Fernando Transit Oriented Development Overlay Zone issued by the CITY on November 18, 2013.

B. CONSULTANT represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. CONSULTANT further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions of this Agreement.

**NOW THEREFORE**, in consideration of mutual covenants and conditions herein contained, CITY and CONSULTANT agree as follows:

**1. DEFINITIONS**

A. "Scope of Services": Such professional services as are set forth in Exhibit A, attached hereto and incorporated herein by this reference. In the event of any discrepancy between the express provisions in the body of this Agreement and provisions of Exhibit A, the text in the body of this Agreement shall prevail.

B. "Approved Fee Schedule": Such compensation rates as are set forth in the fee schedule attached hereto as Exhibit C and incorporated herein by this reference.

C. "Commencement Date": May 27, 2014

D. "Expiration Date": September 2, 2014

**2. CONSULTANT'S SERVICES**

A. Scope of Services. Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall perform the services identified in the Scope of Services for the San Fernando TOD Overlay Zone Project (hereinafter the "Project"). CITY shall have the right to request, in writing, changes in the scope of work or the services to be performed. Any changes mutually agreed upon by the parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Time for Performance. CONSULTANT shall commence the services on the Commencement Date and shall perform all services in conformance with the Project schedule set forth in Exhibit B attached hereto and incorporated herein by this reference.

C. Standard of Performance. CONSULTANT shall perform all work to the highest professional standards and in a manner reasonably satisfactory to CITY. CONSULTANT shall comply with all applicable federal, state and local laws, ordinances, codes and regulations.

### **3. REPRESENTATIVES**

A. City Representative. For the purposes of this Agreement, the contract administrator and CITY's representative shall be the Community Development Director, (hereinafter the "City Representative"). It shall be CONSULTANT's responsibility to assure that the City Representative is kept informed of the progress of the performance of the services, and CONSULTANT shall refer any decisions which must be made by CITY to the City Representative. Unless otherwise specified herein, any approval of CITY required hereunder shall mean the approval of the City Representative.

B. Consultant Representative. For the purposes of this Agreement, David Sargent, President of Sargent Town Planning is hereby designated as the principal and representative of CONSULTANT authorized to act on its behalf with respect to the services specified herein and make all decisions in connection therewith (the "Responsible Principal"). The Responsible Principal may not be changed by CONSULTANT without the prior written approval of CITY.

### **4. CONSULTANT'S PERSONNEL**

A. CONSULTANT represents that it has, or will secure at its own expense, all personnel required to perform the services required under this Agreement. All such services will be performed by CONSULTANT or under its supervision, and all personnel engaged in the work shall possess the qualifications, permits and licenses required by applicable law to perform such services.

B. CONSULTANT shall be solely responsible for the satisfactory work performance of all personnel engaged in performing services required by this Agreement, and compliance with all reasonable performance standards established by CITY.

C. As provided in Exhibit A, CONSULTANT may utilize the services of subconsultants to undertake specific work tasks. Fees for services provided by subconsultants, identified in Exhibit A, shall be compensated as set forth in Exhibit C.

D. In the event that CITY, in its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person or persons.

E. CONSULTANT shall be responsible for payment of all employees' and subconsultants' wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security.

F. Permits and Licenses. CONSULTANT shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement, including a City of San Fernando business license.

## **5. FACILITIES AND EQUIPMENT**

Except as otherwise authorized by CITY in writing, CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.

## **6. TERM OF AGREEMENT**

This Agreement is effective as of the Commencement Date and shall terminate on the Expiration Date, unless sooner terminated as provided in Section 18 herein.

## **7. COMPENSATION**

A. CITY agrees to compensate CONSULTANT for the services provided under this Agreement, and CONSULTANT agrees to accept in full satisfaction for such services, a sum not to exceed Two Hundred and Ninety Thousand Five Hundred and Nineteen dollars (\$290,519.00) payable as earned during the Project in accordance with Exhibit C. The compensation payable hereunder includes all professional services. Payments shall be made in accordance with Section 8 herein. CITY shall not withhold applicable federal or state payroll or any other required taxes, or other authorized deductions from each payment made to CONSULTANT. No claims for compensation in excess of the not-to-exceed amount for the Project as shown in Exhibit C will be allowed unless such additional compensation is authorized by CITY in writing. All requests for compensation in excess of the not-to-exceed amount must be submitted to and approved by the City Administrator.

B. CONSULTANT shall be entitled to reimbursement only for those expenses expressly set forth in the Approved Fee Schedule. In no event shall total expenses for project services exceed the sum of Thirty Eight Thousand Four Hundred and Ninety Five dollars (\$38,495.00).

C. Additional Services. No claims for additional services performed by CONSULTANT which are beyond the scope set forth in Exhibit A will be allowed unless such additional work is authorized by CITY in writing prior to the performance of such services. Additional services, if any are authorized, shall be compensated on a time and materials basis using CONSULTANT's Approved Fee Schedule (Exhibit C). Fees for such additional services shall be paid within thirty (30) days of the date CONSULTANT issues an invoice to CITY for such services.



## **8. METHOD OF PAYMENT**

CONSULTANT shall submit to CITY an invoice, on a monthly basis, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Such itemizations shall include the days worked, number of hours worked, and authorized reimbursable expenses incurred with appropriate back-up documentation and receipts evidencing the authorized expenses, if any, for each week in the period and shall separately describe any additional services authorized by CITY. Any invoice claiming compensation for additional services shall include appropriate documentation of CITY's prior authorization. Within ten (10) business days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included on the invoice. Within thirty (30) calendar days of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice up to the maximum amount set forth in Section 7.

## **9. OWNERSHIP OF WORK PRODUCT**

All reports, documents or other written material ("written products") developed by CONSULTANT in the performance of this Agreement shall be and remain the property of CITY without restriction or limitation upon its use or dissemination by CITY. CONSULTANT may take and retain such copies of the written products as desired, but no such written products shall be the subject of a copyright application by CONSULTANT.

## **10. TRAVEL REIMBURSEMENT**

Travel required by CONSULTANT or any subconsultant or subcontractor pursuant to this Agreement shall be a reimbursable expense and shall only be made where necessary to complete the services agreed to be performed under this Agreement. Travel expenses shall be reasonable and shall be incurred in the most cost efficient manner possible. All requests for travel reimbursement shall be accompanied by appropriate back-up documentation and receipts evidencing authorized expenses.

## **11. INDEPENDENT CONTRACTOR**

CONSULTANT will act hereunder as an independent contractor. This Agreement shall not and is not intended to constitute CONSULTANT as an agent, servant, or employee of CITY and shall not and is not intended to create the relationship of partnership, joint venture or association between CITY and CONSULTANT.

CONSULTANT agrees to pay all required taxes on amounts paid to CONSULTANT under this Agreement, and to indemnify and hold CITY harmless from any and all taxes, assessments, penalties, and interest asserted against CITY by reason of the independent contractor relationship created by this Agreement. CONSULTANT shall fully comply with the workers' compensation laws regarding CONSULTANT and CONSULTANT's employees. CONSULTANT further agrees to indemnify and hold CITY harmless from any failure of CONSULTANT to comply with applicable workers' compensation laws. CITY shall have the right to offset against the amount of any fees due to CONSULTANT under this Agreement any amount due to CITY from CONSULTANT as a result of CONSULTANT's failure to promptly pay to CITY any reimbursement or indemnification arising under this Section.

## **12. CONFIDENTIALITY**

All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required or necessary to provide the services under this Agreement. All CITY data shall be returned to CITY upon the termination of this Agreement. CONSULTANT's covenant under this Section shall survive the termination of this Agreement.

## **13. CONFLICTS OF INTEREST**

CONSULTANT hereby warrants for itself, its employees, and subcontractors that those persons presently have no interest and shall not obtain any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by this Agreement. No person having such conflicting interest shall be employed by or associated with CONSULTANT in connection with this Project. CONSULTANT hereby warrants for itself, its employees, and subcontractors that no such person shall engage in any conduct which would constitute a conflict of interest under any CITY ordinance, state law or federal statute. CONSULTANT agrees that a clause substantially similar to this Section shall be incorporated into any sub-contract that CONSULTANT executes in connection with the performance of this Agreement.

## **14. INDEMNIFICATION**

A. Indemnity for Professional Liability. When the law establishes a professional standard of care for the services, to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless Authority and any and all of its members, officers, employees, agents, attorneys, representatives, consultants, volunteers, successors and assigns ("Indemnified Parties") from and against any and all claims, charges, damages, demands, actions, proceedings, losses, costs, expenses, whether actual, alleged or threatened, actual attorney's fees, court costs, and accountant's fees, judgments, civil fines and penalties, and liabilities of any kind or nature whatsoever ("liabilities"), to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subconsultants (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

B. Indemnity for Other than Professional Liability. Other than in the performance of professional services and to the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless the Indemnified Parties from and against all liabilities arising out of or in any way connected with, in whole or in part, the acts or omissions of Consultant, its officers, agents, employees or subconsultants (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including but not limited to, claims, suits and liabilities for bodily injury, death or property damage to any individual or entity, including employees or officials of Consultant. The provisions of this paragraph shall not apply to claims arising out of the sole negligence or willful misconduct of the Indemnified Parties.

C. Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 14 from each and every subconsultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required here, Consultant agrees to be fully responsible according to the terms of this Section 10.

D. This obligation to indemnify, defend and hold harmless the Indemnified Parties is binding on the successors, assigns or heirs of Consultant and shall survive the termination of this Agreement or final payment hereunder. This obligation to indemnify, defend and hold harmless is in addition to any other rights or remedies that the Indemnified Parties may have under the law. Failure of Authority to monitor compliance with these requirements imposes no additional obligations on Authority and will in no way act as a waiver of any rights hereunder.

E. In the event of any claim or demand made against an Indemnified Party which is entitled to be indemnified hereunder, Authority may, in its sole discretion, reserve, retain or apply any monies due to Consultant under this Agreement for purposes of resolving such claims; provided, however, Authority may release such monies if Consultant provides Authority with reasonable assurance of protection of the Indemnified Party's interests. Authority shall, in its sole discretion, determine whether such assurances are reasonable.

F. The indemnity requirements set forth in this Section 14 are intended to be separate and distinct from any other provision in this Agreement and are intended to be interpreted as such.

## **15. INSURANCE**

A. CONSULTANT shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1. Commercial General Liability Insurance with minimum limits of One Million Dollars (\$1,000,000) for each occurrence and in the aggregate for any personal injury, death, loss or damage.
2. Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.
3. Worker's Compensation insurance as required by the State of California.
4. Professional Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per occurrence.

B. CONSULTANT shall require each of its sub-consultants or sub-contractors to maintain insurance coverage that meets all of the requirements of this Agreement.

C. The policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

D. CONSULTANT agrees that if it does not keep the insurance required in this Agreement in full force and effect, CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONSULTANT'S expense, the premium thereon.

E. Prior to commencement of work under this Agreement, CONSULTANT shall file with CITY's Risk Manager a certificate or certificates of insurance showing that the insurance policies are in effect and satisfy the required amounts and specifications required pursuant to this Agreement.

F. CONSULTANT shall provide proof that policies of insurance expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

G. The general liability and automobile policies of insurance shall contain an endorsement naming CITY, its elected officials, officers, agents, employees, attorneys, servants, volunteers, successors and assigns as additional insureds. All of the policies shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days' prior written notice to CITY. CONSULTANT agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

H. The insurance provided by CONSULTANT shall be primary to any other coverage available to CITY. Any insurance or self-insurance maintained by CITY, its officers, employees, agents or volunteers, shall be in excess of CONSULTANT's insurance and shall not contribute with it.

I. All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT, and CONSULTANT's employees, agents, subcontractors, or volunteers from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.

J. Any deductibles or self-insured retentions must be approved by CITY. At the option of CITY, CONSULTANT shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONSULTANT shall procure a bond guaranteeing payment of losses and expenses.

K. If CONSULTANT is a Limited Liability Company, general liability coverage must be amended so that the Limited Liability Company and its managers, affiliates, employees, agents, and other persons necessary or incidental to its operation are insureds.

L. Procurement of insurance by CONSULTANT shall not be construed as a limitation of CONSULTANT's liability or as full performance of CONSULTANT's duties to indemnify, hold harmless and defend under Section 14 of this Agreement.

## **16. MUTUAL COOPERATION**

A. CITY shall provide CONSULTANT with all pertinent data, documents and other requested information as is reasonably available for the proper performance of CONSULTANT's services.

B. In the event any claim or action is brought against CITY relating to CONSULTANT's performance in connection with this Agreement, CONSULTANT shall render any reasonable assistance that CITY may require.

## **17. RECORDS AND INSPECTIONS**

CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three (3) years. CITY shall have access, without charge, upon reasonable notice, during normal business hours to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.

## **18. TERMINATION OF AGREEMENT**

A. CITY shall have the right to terminate this Agreement for any reason or for no reason on five (5) calendar days' written notice to CONSULTANT. CONSULTANT shall have the right to terminate this Agreement for any reason or no reason on sixty (60) calendar days' written notice to CITY. CONSULTANT agrees to cease all work under this Agreement on or before the effective date of such notice. All completed and uncompleted products up to the date of receipt of written notice of termination shall become the property of CITY.

B. In the event of termination or cancellation of this Agreement by CITY, due to no fault or failure of performance by CONSULTANT, CONSULTANT shall be paid based on the percentage of work satisfactorily performed at the time of termination. In no event shall CONSULTANT be entitled to receive more than the amount that would be paid to CONSULTANT for the full performance of the services required by this Agreement.

## **19. FORCE MAJEURE**

CONSULTANT shall not be liable for any failure to perform if CONSULTANT presents acceptable evidence, in CITY's sole judgment that such failure was due to causes beyond the control, and without the fault or negligence of CONSULTANT.

## **20. NOTICES**

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (a) the day of delivery if delivered by hand or overnight courier service during CONSULTANT's and CITY's regular business hours; or (b) on the third business day following

deposit in the United States mail, postage prepaid, to the addresses heretofore below, or to such other addresses as the parties may, from time to time, designate in writing.

**If to CITY:**

Attn: Fred Ramirez  
Community Development Director  
City of San Fernando  
117 Macneil Street  
San Fernando, California 91340  
Telephone: (818) 898-7316  
[framirez@sfcity.org](mailto:framirez@sfcity.org)

**If to CONSULTANT:**

Attn: David Sargent  
President  
Sargent Town Planning  
448 South Hill Street, Suite 401  
Los Angeles, CA 90013  
Telephone: (213) 599-7680  
[dsargent@sargenttownplanning.com](mailto:dsargent@sargenttownplanning.com)

**21. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation or other basis prohibited by law. CONSULTANT will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

**22. PROHIBITION AGAINST ASSIGNMENT**

CONSULTANT shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without CITY's prior written consent, and any attempt to do so shall be void and of no effect. CITY shall not be obligated or liable under this Agreement to any party other than CONSULTANT.

**23. ATTORNEYS' FEES**

In the event that CITY or CONSULTANT commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to recover its costs of suit, including reasonable attorney's fees.

**24. ENTIRE AGREEMENT**

All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and provisions of any document incorporated by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between CITY and CONSULTANT with respect to the subject matter herein. No other prior oral or written agreements are binding on the parties. Any modification of this Agreement will be effective only if it is in writing and executed by CITY and CONSULTANT.

**25. GOVERNING LAW; JURISDICTION**

This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event of litigation between the parties, venue in State trial courts shall lie exclusively in Los Angeles County. In the event of litigation in a United States District Court, exclusive venue shall lie in the Central District of California.

**26. SEVERABILITY**

Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be valid under applicable law. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.

**27. CAPTIONS**

The captions used in this Agreement are solely for reference and the convenience of the parties. The captions are not a part of the Agreement, in no way bind, limit, or describe the scope or intent of any provision, and shall have no effect upon the construction or interpretation of any provision herein.

**28. EXECUTION**

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument.

**TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF SAN FERNANDO

CONSULTANT:

\_\_\_\_\_  
Brian Saeki  
City Manager

By:

\_\_\_\_\_  
David Sargent  
President

By:

\_\_\_\_\_

\_\_\_\_\_  
*(Two signatures required for Corporation)*

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Rick R. Olivarez  
City Attorney



## **EXHIBIT A**

### **SCOPE OF SERVICES**

CONSULTANT shall prepare the San Fernando Transit Oriented Development (TOD) Overlay Zone Project inclusive of TOD Overlay Zone, General Plan Amendment, and Program EIR as more particularly set forth in each task included in the Scope of Services provided below.

### **SCOPE OF SERVICES: SAN FERNANDO TOD OVERLAY ZONE PROJECT**

#### **PROJECT MANAGEMENT AND COORDINATION**

##### **Task No. 1 – RFP Procurement**

City staff will prepare the Request for Proposals documents, review of proposals for responsiveness to scope of work, personnel qualifications, budget, and work plan in order to meet annual project milestones and final completion of the TOD Project by June 30, 2016.

**Deliverables:** Final RFP, public notification, and selection of consultant by City Council to prepare TOD overlay zone and associated general plan amendments and environmental assessment. Deliverables have been completed by City planning staff and City Council approval of the professional services agreement (Attachment “A”) will complete this task.

**Schedule:** RFP prepared at start of project with negotiated contract maintained throughout the project.

##### **Task No. 2 – Schedule Monitoring**

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

**Deliverables:** Master Schedule; The Project’s Master Schedule will be revised by the Consultant and City staff in order to address new start date of the Project while still maintaining the firm project completion due date of the Fourth Quarter of Fiscal Year 2015-2016 (i.e., end of June 2016).

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

##### **Task No. 2a – Budget Monitoring**

Staff and consultants will develop a detailed Project budget that allocates available funds by task considering time and materials. Costs for consultants and sub-consultants will be included. Public outreach material expenses will be included. Other expenses such as reproduction will be included.

**Deliverables:** Budget spreadsheet

**Schedule:** Budget prepared at the immediate start of the Project and maintained for the life of the project.

### **Task No. 2b –Project Monitoring and Reporting to Metro**

City staff and consultants will meet regularly through the TOD Project process to monitor progress, address any issues arising, and prepare and file all necessary form, records, and reports (e.g., quarterly, annual, end of project) required by Metro for grant implementation and monitoring in written and/or electronic form as required by Metro under the grant agreement. Develop and maintain all necessary documentation for Metro's monitoring and audits. Assist Metro monitors during grant performance reviews and audits. Provide monitoring and contract compliance for the Metro-funded TOD Project as needed. Monitor project implementation, progress, expenditures and performance goals. Provide City staff with all necessary financial documents (i.e. demands) for all expenditures. Prepare and submit monthly report to the City. Provide assistance to the City and the contract staff who manages the day-to-day operations of the grant in regards to the grants' progress with performance project milestones.

**Deliverables:** Budget spreadsheet, quarterly, annual, end of project forms and reports required by Metro, monthly report to City on grant's progress and percentage complete of project milestones.

**Schedule:** Budget prepared at the immediate start of the TOD Project and maintained for the life of the project; Metro reports and documents filed as based on Metro deadlines established as part of grant agreement with city; and, monthly reports due to city within five business days of the end of the month.

### **Task No. 3 – Meetings and Coordination**

City staff and consultants will meet regularly through the TOD Project process to monitor progress, address any issues arising, develop approaches to the work, and evaluate public input. City staff and consultants will make contact with public agencies with interest in the Project.

**Deliverables:** Meeting agendas and minutes, records of conversations with key individuals.

## **BASELINE STUDIES**

### **Task No. 4 –Baseline Studies**

#### **Task No. 4.1 –Parking, Access and Linkage Study**

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

**Deliverables:** Completion of studies and all associated maps and illustrations.

**Task No. 4.2 -- Land Use Survey and Ownership Analysis**

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

**Deliverables:** Completion of land use and ownership database

**Task No. 4.3 – Opportunities and Constraints Analysis**

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

**Deliverables:** Completion of opportunities and constraints analysis.

**Task No. 4.4 – Community Assets Assessment**

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

**Deliverables:** Full identification of assets in list format.

**PREPARATION, REVIEW AND ADOPTION OF TOD OVERLAY ZONE, GENERAL PLAN UPDATES, AND PROGRAM EIR****Task No. 5 – Prepare, Review and Adopt TOD Overlay Zone****Task No. 5.1 – Purpose, Boundary, and Adoption Process**

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

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

### **Task No. 5.2 – Compliance and Requirements**

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

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

### **Task No. 5.3 – Permitted Land Uses**

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

**Deliverables:** Completion of Section 3 of the TOD Overlay Zone showing land use plans and maps; Determination of land use options.

### **Task 5.4 – Development Standards**

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

**Deliverables:** Completion of Section 4 of the TOD Overlay Zone with table of summary of development standards including charts showing zoning requirements for height, use, density, parking, et cetera.

### **Task No. 5.5 – Design/Architectural Standards**

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

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

**Task 5.6 – Final TOD Overlay Zone Ordinance and Associated General Plan Amendments**

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

**Deliverables:** Facilitate City Council adoption of the TOD Overlay Zone and General Plan Amendments; Consultants will provide one (1) electronic copy and five (5) hard copies for internal review and will follow-up with a redline version for review and preparation of final public hearing draft.

**Task No. 5.7 – Planning Commission Meeting**

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

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

**CEQA ENVIRONMENTAL COMPLIANCE****Task No. 6 – CEQA Environmental Clearance****Task No. 6.1 – Technical Studies**

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

**Deliverables:** Completion of technical studies for each discipline studied.

**Task No. 6.2 – Initial Study**

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

**Deliverables:** Completion of Initial Study including project description and initial study documents.

**Task No. 6.3 – Notice of Preparation**

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

**Deliverables:** Prepare and distribute Notice of Preparation.

**Task No. 6.4 – Draft Program EIR**

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

**Deliverables:** Completion of Draft Program EIR.

**Task No. 6.5 – Public Comment**

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

**Deliverables:** Review all public comments and prepare responses to all comments.

**Task No. 6.6 – City Council Meeting, Final Program EIR and TOD Overlay Zone and General Plan Amendments Approval**

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

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

**Deliverables:** Prepare Final EIR and associated City Council documents; assist City staff in obtaining City Council certification of Final EIR, TOD Overlay Zone, and associated General Plan amendments.

## COMMUNITY OUTREACH AND PUBLIC INPUT

### **Task No. 7 – Community Outreach and Public Input**

#### **Task No. 7.1 – Community Workshops**

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

**Deliverables:** Consultant will prepare an agenda, sign-in sheets and facilitate the meeting and be responsible for meeting notification, facility, logistics and minutes with the ultimate goal of completing the community workshop process of the project.

#### **Task No. 7.2 Client/Team Meetings**

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

**Deliverables:** Consultant will prepare an agenda, sign-in sheets and facilitate the meeting and be responsible for meeting notification, facility, logistics and refreshments; collaborate with staff in undertaking successful completion of required meetings.

#### **Task No. 7.3 – Development Ad Hoc Committee Meetings**

These meeting will address key items pertinent to establishing a vision for the Downtown TOD Overlay Zone. The consultant team will customize meeting activities to address key items pertinent to visioning for this area. Consultant will meet throughout the project with the Development Ad Hoc Committee and the general public to review the components of the overlay, urban design diagrams and formatting. The meeting will likely include a PowerPoint presentation and an opportunity to allow participants to express their preferences for the direction of the Downtown TOD Overlay presented. The purpose of these meetings will also be to receive input on key elements of the Downtown TOD Overlay, such as land use strategies, urban design proposals, development standards, design guidelines for both public and private areas, and circulation and mobility strategies.

**Deliverables:** Consultant will prepare an agenda, sign-in sheets and facilitate the meeting and be responsible for meeting notification, minutes, facility, logistics and refreshments; Help launch web page for project, facilitate mailings and e-mail notifications on Project status.

**Task No. 7.4 – Stakeholder Interviews**

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

**Deliverables:** Facilitate formation of committee/group that identifies all stakeholders; prepare list of stakeholders and summary of interviews.

**Task No. 7.5 – Public Outreach Program**

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

**Deliverables:** Consultant to work with city staff in order to ensure ongoing public outreach.

**PROJECT REPORTING TO METRO****Task No. 8 – Project Reporting****Task No. 8.1 – Quarterly Report No. 1**

City staff and Consultants will prepare the first quarterly report to Metro documenting funding committed and planned. Report due in the third month of every fiscal year.

**Deliverables: First quarterly report was prepared and submitted by the City on November 5, 2013.**

**Task No. 8.2 – Quarterly Report No. 2**

City staff and consultants have prepared the second quarterly report to Metro documenting funding committed and planned.

**Deliverables:** Second quarterly report; Report due in month six of every Fiscal Year (due in January of 2014.)

**Deliverables: Second quarterly report was prepared and submitted by the City to Metro on January 30, 2014.**



**Task No. 8.3 – Quarterly Report No. 3**

City staff and Consultants have prepared the third quarterly report and sent to Metro documenting funding committed and planned.

**Deliverables:** Third quarterly report is due in month nine of every fiscal year; City **third quarterly report to Metro was prepared and submitted by the City to Metro on April 30, 2014.**

**Task No. 8.4 – Quarterly Report No. 4**

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

**Deliverables:** Fourth quarterly report; due every twelve months of every fiscal year.

**Task No. 8.5 – Final Reporting to Metro**

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

**Deliverables:** Consultant to work with staff in order to complete Final Report to be sent to Metro upon completion of Fourth Quarter of Fiscal Year 2015-2016.

**EXHIBIT B**  
**PROJECT SCHEDULE**

Anticipated Commencement Date: May 27, 2014

Anticipated Project Completion Date: September 2, 2014

**MASTER SCHEDULE**

The Project's Master Schedule to be prepared by the Consultant and City staff in order to address new start date of the Project while still maintaining the firm project completion due date of the Fourth Quarter of Fiscal Year 2015-2016 (i.e., end of June 2016).

**EXHIBIT C****APPROVED FEE SCHEDULE****BUDGET**

The not-to-exceed labor costs for those tasks outlined in the scope of service (Exhibit A) will be a not-to-exceed amount of Two Hundred and Ninety Thousand Five Hundred and Nineteen dollars (\$290,519.00) payable as earned during the Project. As outlined in the attached Exhibit C

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PROPOSED BUDGET

Based on the requirements of the RFP and our experience with projects of this type, we propose the following budget for professional fees. If selected by the City of San Fernando for this assignment, we will work closely and collaboratively with City staff to define any refinements of fee allocation to best meet the City's needs. Based on our proximity to San Fernando and our in-house color printing capabilities, we propose to handle most travel and reproduction expenses related to these services as overhead expense and do not anticipate billing such to the City. The exception to this is very limited travel expenses for our Bay Area partners, or any long runs of draft documents, for which we would be pleased to provide competitive quotations on request.

PROFESSIONAL SERVICES	Sargent Town Planning			Raimi + Associates			MR+E	Nelson\Nygaard		Meridian Consultants				Total
	Principal	Senior Designer/Planner	Designer/Illustrator	Principal	Project Manager/Sr. Planner	Public Outreach Specialist	Principal	Principal	Transp Planner	Project Principal	Project Manager	Project Planner	Gibson	
Billing Rate (per hour)	\$180	\$150	\$120	\$180	\$150	\$130	\$180	\$169	\$104	\$195	\$135	\$115	\$160	
Tasks 1 - 3 Project Management and Coordination														
Task 1 RFP Procurement														\$0
Task 2 Schedule Monitoring	2	10												\$1,860
Task 2a Budget Monitoring	2	10												\$1,860
Task 2b Project Monitoring and Reporting to MTA	2	10												\$1,860
Task 3 Meetings and Coordination	30	30		12	8	16	4	8		8				\$17,412
Task 1 Fee Subtotal	\$6,480	\$9,000	\$0	\$2,160	\$1,200	\$2,080	\$720	\$1,352	\$0	\$1,560	\$0	\$0	\$0	\$24,552
		\$15,480			\$5,440		\$720	\$1,352			\$1,560			\$24,552
Task 4 Baseline Studies														
Task 4.1 Parking, Access and Linkage Study	4	6	8					16	40				10	\$6,884
Task 4.2 Land Use Survey and Ownership Analysis	8	32	48	4	20	4								\$16,240
Task 4.3 Opportunities and Constraints Analysis	4	20	24	6	8	4	20			10	16	24		\$17,920
Task 4.4 Community Assets Assessment	4	8	8	4	16	4								\$6,520
Task 2 Fee Subtotal	\$3,600	\$9,900	\$10,560	\$2,520	\$6,600	\$1,560	\$3,600	\$2,704	\$4,160	\$1,950	\$2,160	\$2,760	\$1,600	\$53,674
		\$24,060			\$10,680		\$3,600	\$6,864			\$8,470			\$53,674
Task 5 Prepare, Review, and Adopt Overlay Zone														
Task 5.1 Purpose, Boundary and Adoption Process	8	8	16	2	4									\$5,520
Task 5.2 Compliance and Requirements	4	8		8	24									\$6,960
Task 5.3 Permitted Land Uses	8	16	15	8	24									\$10,800
Task 5.4 Development Standards	8	32	60					8						\$14,792
Task 5.5 Design/Architectural Standards	8	24	40					8						\$11,192
Task 5.6 Final TOD Overlay Ordinance and GP Amendments	4	16	24	4	16									\$9,120
Task 5.7 Planning Commission Meeting	8	8		4	4	2	\$0	\$2,704	\$0	4	4	\$0	\$0	\$4,760
Task 3 Fee Subtotal	\$8,640	\$16,800	\$18,720	\$4,680	\$10,800	\$260	\$0	\$2,704	\$0	\$780	\$540	\$0	\$0	\$63,924
		\$44,160			\$15,740		\$0	\$2,704			\$1,320			\$63,924
Task 6 CEQA Environmental Clearance														
Task 6.1 Technical Studies (Traffic Study)	2	16											140	\$25,160
Task 6.2 Initial Study	1	4								2	6			\$1,590
Task 6.3 Notice of Preparation	1	4								4	16			\$2,940
Task 6.4 Draft Program EIR	2	8								30	120	200		\$40,760
Task 6.5 Public Comment	1	4								24	40	75		\$14,805
Task 6.6 City Council Meeting - Final EIR and TOD Overlay Approval	2	4		4	4	2	\$0	\$0	\$0	8	24	40		\$10,380
Task 4 Fee Subtotal	\$1,620	\$6,000	\$0	\$720	\$600	\$260	\$0	\$0	\$0	\$13,260	\$27,810	\$36,225	\$22,400	\$108,895
		\$7,620			\$1,580		\$0	\$0			\$99,695			\$108,895
Task 7 Community Outreach and Public Input														
Task 7.1 Community Workshops	12	12	16	8	8	16		6						\$11,614
Task 7.2 Client/Team Meetings	4	4	4											\$1,800
Task 7.3 Development Ad Hoc Committee Meetings	8	16												\$3,840
Task 7.4 Stakeholder Interviews	8	8												\$2,640
Task 7.5 Public Outreach Program	4	24	32			16								\$10,240
Task 5 Fee Subtotal	\$6,480	\$9,600	\$6,240	\$1,440	\$1,200	\$4,160	\$0	\$1,014	\$0	\$0	\$0	\$0	\$0	\$30,134
		\$22,320			\$6,800		\$0	\$1,014			\$0			\$30,134
Task 8 Project Reporting														
Task 8.1 Quarterly Report No. 1 (already submitted by City)														\$0
Task 8.2 Quarterly Report No. 2	2	10												\$1,860
Task 8.3 Quarterly Report No. 3	2	10												\$1,860
Task 8.4 Quarterly Report No. 4	2	10												\$1,860
Task 8.5 Final Reporting to MTA	2	10												\$1,860
Task 6 Fee Subtotal	\$1,440	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,440
		\$7,440			\$0		\$0	\$0			\$0			\$7,440
Hours per Team Member	157	382	296	64	136	64	24	46	40	90	226	339	150	2,014
Fee per Team Member	\$28,260	\$57,300	\$35,520	\$11,520	\$20,400	\$8,320	\$4,320	\$7,774	\$4,160	\$17,550	\$30,510	\$38,985	\$24,000	\$288,619
Fees per Firm			\$ 121,080			\$ 40,240	\$ 4,320		\$ 11,934				\$ 111,045	\$288,619
Reimbursable Travel Expenses			\$ -			\$ 1,400	\$ -		\$ 500				\$ -	\$ 1,900
Anticipated Fees and Expenses per firm			\$ 121,080			\$ 41,640	\$ 4,320		\$ 12,434				\$ 111,045	\$290,519
GRAND TOTAL														\$290,519

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## ATTACHMENT "B"

PROSPECTIVE CONSULTANT: _____ INTERVIEW TIME: _____ TOD OVERLAY ZONE PROJECT AD HOC COMMITTEE MEMBER: _____		INTERVIEW DATE: <u>FRIDAY, APRIL 25, 2014</u> INTERVIEW LOCATION: <u>CITY HALL COMMUNITY ROOM</u>
<b>Proposal and Interview Criterion</b>		
<b>Criterion 1-Submittal Documents (5 points possible)</b>		5
Are submittal documents complete and well composed?		
Does proposal and interview address all tasks noted in the scope of services described in the RFP?		
Does the proposal show clarity of writing, cohesive narrative, clear tables, and images?		
<b>Criterion 2-Understanding of Methodology (5 points possible)</b>		5
Do the proposal and interview demonstrate that respondent understands scope of services?		
Does their proposal and interview show methodology that will lead to successful completion of TOD Overlay Zone Project and associated Environmental Assessment and does the consultant provide examples of this methodology being used by them successfully in similar prior projects?		
<b>Criterion 3-Samples of Work and/or Project References (5 points possible)</b>		5
Does proposal and interview include samples of work that specifically illustrates an understanding scope of work required for this project as well as example(s) of successful and similar projects?		
Do project references confirm assertions made in the response and subsequently made verbally during the interview?		
Does proposal and interview demonstrate knowledge of, and implementation of, successful zoning overlay projects or similar planning efforts and associated environmental assessments?		
<b>Criterion 4-Project Personnel Experiences and References (5 points possible)</b>		5
Do the proposed project personnel meet all specified criteria set out in the RFP?		
Is the level of experience of project personnel commensurate with the complexity of the scope of services in the RFP?		
Do personnel references confirm assertions made in the response and subsequently made verbally during the interview?		
<b>Criterion 5- Comparison of Scope of Services for Proposed Contract Amount (5 points possible)</b>		5
Does the submitted proposal provide the most comprehensive scope of services to achieve the project's goal for the most competitive contract amount?		
<b>Total Points (25 Maximum points possible)</b>		25

Criterion Rating System	
Possible Points	Description
5 Points	Exceeds requirements; has a high probability of an exceptional outcome; exhibits no significant weakness; exhibits no blatant deficiencies.
4 points	Meets all and exceeds some requirements has a high probability of an above average outcome; exhibits minor, correctable weaknesses; exhibits no blatant deficiencies.
3 Points	Meets all requirements; will probably result in an average outcome; exhibits minor, correctable weaknesses; exhibits minor, correctable deficiencies.
2 Points	Meets most requirements; will probably result in a below average outcome; exhibits correctable weaknesses requiring clarification; exhibits correctable deficiencies requiring correction.
1 Point	Fails to meet requirements; will probably result in an unacceptable outcome; exhibits too many weaknesses; exhibits too many deficiencies.



## ATTACHMENT "C"

San Fernando TOD Overlay Zone Project												Cost Analysis					
Request for Proposals Submitted to the City of San Fernando																	
	Sargent Town Planning				Evan Brooks Associates		Dyett & Bhatia		Blodgett Baylosis Associates		Metro Grant Proposal						
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost					
Task 1	152	\$26,452	142	\$18,660	135	\$16,975	32	\$4,000	N/A	\$20,908							
Task 2	380	\$53,674	549	\$69,340	406	\$55,890	330	\$35,650	N/A	\$56,183							
Task 3	440	\$63,924	484	\$61,470	380	\$52,020	680	\$72,400	N/A	\$59,140							
Task 4	788	\$108,895	886	\$115,243	964	\$126,295	450	\$42,250	N/A	\$127,150							
Task 5	206	\$30,134	128	\$23,264	220	\$28,885	0	\$0	N/A	\$23,447							
Task 6	48	\$7,440	56	\$7,720	68	\$7,920	172	\$12,380	N/A	\$8,871							
Total	2,014	\$290,519	2,245	\$295,697	2,173	\$287,985	1,664	\$166,680	N/A	\$295,699							

**ATTACHMENT “D” – Sargent Town Planning Proposal**

**ATTACHMENT “E” – Evan Brooks Associates Proposal**

**ATTACHMENT “F” – Dyett & Bhatia Proposal**

**ATTACHMENT “G” – Blodgett Baylosis Associates Proposal**

**DUE TO THE VOLUMINOUS NATURE OF  
ATTACHMENTS D – G, COPIES WILL BE  
AVAILABLE FOR VIEWING IN THE  
COMMUNITY DEVELOPMENT DEPARTMENT  
AND THE CITY CLERK’S OFFICE**