



SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE AND AGENDA

DECEMBER 5, 2016 – 6:00 PM

COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CA 91340

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE

Led by San Fernando Police Explorer

APPROVAL OF AGENDA

PRESENTATIONS

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

PUBLIC STATEMENTS – WRITTEN/ORAL

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

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CONSENT CALENDAR

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

1) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 16-121 approving the Warrant Register.

2) CONSIDERATION TO ADOPT A RESOLUTION APPROPRIATING GRANT FUNDS AWARDED BY THE MOBILE SOURCE AIR POLLUTION REVIEW COMMITTEE FOR THE COMPRESSED NATURAL GAS FUELING STATION UPGRADE PROJECT

Recommend that the City Council adopt Resolution No. 7763 appropriating \$387,091 in grant funds awarded by the Mobile Source Air Pollution Review Committee for the Compressed Natural Gas Fueling Station Upgrade Project.

3) CONSIDERATION TO ADOPT A RESOLUTION ADOPTING CONFLICT OF INTEREST CODE AMENDMENTS

Recommend that the City Council adopt Resolution No. 7772 adopting Conflict of Interest Code amendments.

4) CONSIDERATION TO APPROVE CALENDAR YEAR 2017 BUSINESS PERMITS FOR CERTAIN BUSINESS ACTIVITIES AS REQUIRED BY THE CITY CODE

Recommend that the City Council approve the Business Permits for Calendar Year 2017 for businesses engaged in certain business activities, as required by Article III of Chapter 22 of the City Code.

5) CONSIDERATION TO ADOPT RESOLUTIONS AMENDING THE CITY'S BUDGET POLICY AND GENERAL FINANCIAL POLICY

Recommend that the City Council:

- a. Adopt Resolution No. 7766 rescinding Resolution No. 7653 and establishing and updated Budget Policy; and

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- b. Adopt Resolution No. 7767 rescinding Resolution No. 7654 and establishing an updated General Financial Policy; and
- c. Authorize the City Manager to accept amendments, execute related documents, and make non-substantive changes.

6) CONSIDERATION TO ADOPT A RESOLUTION REGARDING THE GENERAL MUNICIPAL ELECTION TO BE HELD ON MARCH 7, 2017

Recommend that the City Council adopt Resolution No. 7773: Calling the General Municipal Election to be held on Tuesday, March 7, 2017, for the election of certain officers; requesting consolidation with the County of Los Angeles if the County holds a special election; requesting consolidation with the City of Los Angeles if the County does not hold a special election; requesting that the County provide specific election administration services for such election if the County holds a special election; and adopting regulations for candidates for elective office regarding candidate statements.

PUBLIC HEARING**7) CONSIDERATION OF AN URGENCY ORDINANCE EXTENDING AN INTERIM MORATORIUM ON THE APPLICATION FILING, PROCESSING, APPROVAL AND ISSUANCE OF PERMITS FOR MULTIPLE-FAMILY DWELLING PROJECTS THROUGH JANUARY 17, 2018**

Recommend that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, waive full reading and adopt Urgency Ordinance No. U-1662 by title, "An Urgency Ordinance of the City Council of the City of San Fernando Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 17, 2018", and waive further reading. This ordinance is introduced pursuant to Government Code Section 65858, and requires a four-fifths vote for adoption.

ADMINISTRATIVE REPORTS**8) REVIEW OF PILOT PROGRAM LOCATION FOR STUDENT LOADING/UNLOADING ZONE ADJACENT TO VISTA DEL VALLE DUAL LANGUAGE ACADEMY**

Recommend that the City Council:

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- a. Review the update from Los Angeles Unified School District; and
- b. Provide further direction relative to the establishment of a permanent loading/unloading zone at this location.

9) CONSIDERATION TO ADOPT A RESOLUTION CALLING FOR THE SUBMISSION OF A BALLOT MEASURE FOR THE MARCH 7, 2017 GENERAL MUNICIPAL ELECTION TO CONVERT THE ELECTIVE OFFICE OF CITY TREASURER INTO AN APPOINTIVE OFFICE

Recommend that the City Council:

- a. Adopt Resolution No. 7774 supplementing City Council Resolution No. 7773 to include the submission to the voters of the City of San Fernando a ballot measure to convert the elective office of City Treasurer into an appointive office;
- b. Introduce for first reading, in title only, and waive further reading of Ordinance No. 1663 titled, "An Ordinance of the City Council of the City of San Fernando, California, Amending Article III (Officers and Employees) of the San Fernando City Code and Other Provisions to Reflect the Conversion of the Elective Office of City Treasurer to an Appointive Offices as Authorized by the Voters of the City of San Fernando Pursuant to Government Code Section 36508 Through 36510 at the City's General Municipal Election of March 7, 2017"; and
- c. Designate who will author a ballot argument on behalf of the City Council.

10) CONSIDERATION TO RECLASSIFY THE TREASURER ASSISTANT TO TREASURY MANAGER AND REDUCE THE ROLE AND RESPONSIBILITY OF THE ELECTED CITY TREASURER

Recommend that the City Council:

- a. Adopt Resolution No. 7769 establishing the job specification for a Treasury Manager position;
- b. Adopt Resolution No. 7770 amending the salary plan to remove the Treasurer Assistant position, and add the Treasury Manager position;
- c. Adopt Resolution No. 7771 amending the table of organization to remove the Treasurer Assistant and Office Clerk from the Administration Department and add the Treasury Manager and Office Clerk to the Finance Department;
- d. Introduce for first reading, in title only, and waive further reading of Ordinance No. 1664 titled, "An Ordinance of the City Council of the City of San Fernando, California,

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Amending Section 2-192 (City Treasurer's Salary) of Division 4 (City Treasurer) of Article III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando City Code of Ordinances Relating to the City Treasurer's Salary"; and

- e. Authorize the City Manager to reclassify the incumbent Treasurer Assistant to Treasury Manager, make non-substantive edits and execute all related documents.

11) DISCUSSION REGARDING COMMERCIAL CANNABIS ACTIVITIES

This item is placed on the agenda by Councilmember Sylvia Ballin.

12) LETTER TO NORTH DAKOTA GOVERNOR JACK DALRYMPLE IN OPPOSITION OF THE DAKOTA ACCESS PIPELINE

This item is placed on the agenda by Councilmember Sylvia Ballin.

13) DISCUSSION REGARDING COMMISSIONER STIPEND

This item is placed on the agenda by Councilmember Sylvia Ballin.

14) APPOINTMENTS TO CITY COMMISSIONS

Councilmember Jaime Soto is recommending the appointment of Jennifer Perez Helliwell to the Transportation and Safety Commission, Anna M. Lopez, to the Parks, Wellness, and Recreation Commission, and Brenda Perez, to the Planning and Preservation Commission as his representatives

15) CONSIDERATION TO REAPPOINT CITY COUNCIL LIAISON TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

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

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

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STAFF COMMUNICATION**RECESS TO CLOSED SESSION****A) CONFERENCE WITH LABOR NEGOTIATOR
G.C. §54957.6**

Designated City Negotiators:

City Manager Brian Saeki
Deputy City Manager/Public Works Director Chris Marcarello
Finance Director Nick Kimball
City Attorney Rick Olivarez
Assistant City Attorney Richard Padilla

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

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

**B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
G.C. §54956.8**

Property Location: Lopez Villegas House Building located at 1320 San Fernando Road,
City of San Fernando (APN 2521-016-900)
Agency Negotiator: City Manager Brian Saeki, Lead Negotiator
Negotiating Parties: Gerardo Ascencio
Under Negotiation: Discussion of both price and terms of payment for sale of subject
property.

**C. PUBLIC EMPLOYEE APPOINTMENT
G.C. §54957
Title: Interim City Manager/City Manager****ADJOURNMENT**

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

Elena G. Chávez, CMC

City Clerk

Signed and Posted: December 1, 2016 (6:00 p.m.)

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

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Regular Meeting

San Fernando City Council

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

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

Date: December 5, 2016

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 16-121 (Attachment "A") approving the Warrant Register.

BACKGROUND:

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

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

ATTACHMENT:

A. Resolution No. 16-121

ATTACHMENT "A"**RESOLUTION NO. 16-121****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 16-121****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 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 5th day of December, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

Voucher List		Page: 1	
11/30/2016 11:08:03AM		CITY OF SAN FERNANDO	
Bank code : bank3			
Voucher	Date	Vendor	Amount
203812	12/5/2016	100031 A-1 LAWNMOWER INC.	76191
SCAG OIL COOLER-PK0083 041-320-0390-4400			110.92
Total :			110.92
203813	12/5/2016	888356 ADVANCED AUTO REPAIR	1080
REPAINT ROOF PANEL & DOOR-PD454 041-320-0222-4400			889.25
Total :			889.25
203814	12/5/2016	891969 ADVANCED PURE WATER SOLUTIONS	36495711-1216
DRINKING WATER 001-222-0000-4300			102.00
Total :			102.00
203815	12/5/2016	891690 AGUIRRE, ELVIA N.	102916
FACE PAINTER-DIA DE LOS MUERTOS 001-424-0000-4430			125.00
Total :			125.00
203816	12/5/2016	892271 ALL STAR ELITE SPORTS	INV1097
CHAMPIONSHIP SHIRTS-VOLLEYBALL 017-420-1334-4300			312.85
Total :			312.85
203817	12/5/2016	892090 ALONSO, ANDY	2
BAND FOR TREE LIGHTING CEREMON 001-424-0000-4430			250.00
Total :			250.00
203818	12/5/2016	100141 ALVAREZ, LINA	10/29/16 - 11/11/16
ENP CONTRACT FOOD SERVICE PROV 115-422-3750-4270			283.50
Total :			283.50
203819	12/5/2016	887270 AMERICAN TRANSPORTATION SYSTEM	101251
TRANSPORTATION SERVICES TO L.A. ; 007-440-0443-4260			994.50
Total :			994.50
203820	12/5/2016	887663 ARMORCAST PRODUCTS COMPANY	0179583-IN
WATER METER BOX SUPPLY 070-383-0301-4300			2,046.56
Total :			2,046.56
203821	12/5/2016	100222 ARROYO BUILDING MATERIALS, INC	178678
MATL'S FOR SIDEWALK REPAIR-511 KA			

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11/30/2016 11:08:03AM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
203821	12/5/2016	100222 ARROYO BUILDING MATERIALS, INC	(Continued)		015-310-0866-4600	122.19	
			178816		WOOD STAKES		
			178875		001-311-0000-4300	51.84	
					BENDER BOARD		
					001-311-0000-4300	57.49	
					Total :	231.52	
203822	12/5/2016	899942 ATHENS SERVICES	2744107		FY 16-17 STREET SWEEPING SERVICE		
				11440	001-343-0000-4260	2,299.59	
				11440	011-311-0000-4260	12,249.71	
					Total :	14,549.30	
203823	12/5/2016	891209 AUTONATION SSC	219587		ALIGN & RE-TORQUE BOLTS-PD4996		
			219925		041-320-0225-4400	259.95	
					BRAKE INSPECTION-PD0000		
			221802		041-320-0225-4400	70.00	
					DRIVER'S SIDE DOOR POST-PD4996		
					041-320-0225-4400	56.94	
					Total :	386.89	
203824	12/5/2016	891796 BATTERY SYSTEMS INC	1854025		DEPT SUPPLIES-BATTERIES		
					041-320-0000-4300	49.70	
					Total :	49.70	
203825	12/5/2016	892013 BERNSTEIN, DIANA	NOV 2016		ALL ABILITIES ART CLASS INSTRUCTO		
					017-420-1343-4260	200.00	
					Total :	200.00	
203826	12/5/2016	891890 BLODGETT BAYLOSIS	161467		LOPEZ VILLEGAS HOUSE REHABILITA		
				11453	001-190-0000-4267	6,000.00	
					Total :	6,000.00	
203827	12/5/2016	100405 BONANZA CONCRETE, INC.	54934		BLANKET PO - FY 17 CONCRETE SIDE		
				11489	015-310-0866-4600	815.78	
					Total :	815.78	
203828	12/5/2016	892389 BRITE STAR LIGHTING	2202		FURNISH PARTS AND LABOR FOR HOL		
						Page: 2	

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203828	12/5/2016	892389 BRITE STAR LIGHTING	(Continued)	11490	001-101-0000-4300	21,018.97
					Total :	21,018.97
203829	12/5/2016	888800 BUSINESS CARD	111516		REGSTR-CPRS CONFERENCE	
					001-420-0000-4360	90.00
			111616		AIRFARE-2016 LGBT LEADERS CONFE	
					001-101-0103-4370	227.60
			111816		AIRFARE-2016 LGBT LEADERS CONFE	
					001-101-0103-4370	4.00
			111816		REGSTR-2016 LGBT LEADERS CONFEI	
					001-101-0103-4370	295.00
			112116		VARIOUS BUSINESS CARDS	
					001-420-0000-4300	67.41
					001-101-0000-4300	60.83
					001-222-0000-4300	172.03
					001-310-0000-4300	112.26
			112116		SUPPLIES FOR TREE LIGHTING CEREI	
					001-424-0000-4300	184.80
			112116		LODGING- 2016 LGBT LEADERS CONFI	
					001-101-0103-4370	683.58
			112116		AIRFARE-2016 LGBT LEADERS CONFE	
					001-101-0103-4370	175.60
			112116		AIRFARE-2016 LGBT LEADERS CONFE	
					001-101-0103-4370	167.10
					Total :	2,240.21
203830	12/5/2016	100462 BYRD INDUSTRIAL ELECTRONICS	4855	11419	CONNECT NEW NITRATE CHLORINE S	
					070-385-0857-4600	19,527.69
					Total :	19,527.69
203831	12/5/2016	100466 CACEO	300003031		ANNUAL MEMBERSHIP	
					001-152-0000-4380	85.00
					Total :	85.00
203832	12/5/2016	892088 CALIFORNIA TRUCK	8601	11509	WATER DIST TRUCK COMPARTMENT S	
					070-385-0000-4500	1,553.25

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203832	12/5/2016	892088 CALIFORNIA TRUCK	(Continued) 8603	11509	WATER DIST TRUCK COMPARTMENT S	
					070-385-0000-4500	1,553.25
					Total :	3,106.50
203833	12/5/2016	892425 CASTRO, ANGIE	102916		MARIACHI PERFORMANCE PHOTOS	
					001-424-0000-4260	125.00
					Total :	125.00
203834	12/5/2016	891711 CHIEF LAW ENFORCEMENT SUPPLY	298379		LITHIUM BATTERIES	
					001-222-0000-4300	56.47
					Total :	56.47
203835	12/5/2016	100731 CITY OF LOS ANGELES	74W160000184	11455	CAPITAL PORTION OF ASSSC-NOV 201	
			74WP160000183	11461	072-365-0000-4600	152,518.00
					O&M PORTION OF ASSSC FOR FY 16-	
					072-360-0000-4260	167,750.00
					Total :	320,268.00
203836	12/5/2016	101957 CITY OF LOS ANGELES	38SF170000006		FIRE SERVICES-DEC 2016	
					001-500-0000-4260	236,775.92
					Total :	236,775.92
203837	12/5/2016	103029 CITY OF SAN FERNANDO	17089-17106		REIMB TO WORKER'S COMP ACCT	
					006-1035	9,156.28
					Total :	9,156.28
203838	12/5/2016	888743 COUNTY OF LOS ANGELES	AR0179959		LATE FEE-CY TRANSF STATION PERMI	
					001-311-0000-4430	16.22
					Total :	16.22
203839	12/5/2016	890559 CRESCENTA VALLEY WATER DISTRIC	SF16		ULARA SPECIAL COUNSEL COST SHAF	
			SF17		070-381-0000-4270	490.00
					ULARA SPECIAL COUNSEL COST SHAF	
					070-381-0000-4270	255.66
					Total :	745.66
203840	12/5/2016	101666 DE LAGE LANDEN FINANCIAL SERVS	52145318		NOV-LEASE PAYMENT ON VARIOUS CC	

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203840	12/5/2016	101666 DE LAGE LANDEN FINANCIAL SERVS	(Continued)			
				11456	001-135-0000-4260	1,051.80
				11456	072-360-0000-4290	73.35
				11456	070-381-0000-4290	73.35
					Total :	1,198.50
203841	12/5/2016	887121 DELL MARKETING L.P.	XK25TMW94		VLA VMWARE SUPPORT RENEWAL	
				11499	001-135-0000-4260	2,053.49
					Total :	2,053.49
203842	12/5/2016	890879 EUROFINS EATON ANALYTICAL, INC	L0290598		WATER ANALYSIS-F619608	
					070-384-0000-4260	164.00
			L0290694		WATER ANALYSIS-F620541	
					070-384-0000-4260	139.60
			L0290696		WATER ANALYSIS-F620888	
					070-384-0000-4260	24.00
			L0290922		WATER ANALYSIS-F620889	
					070-384-0000-4260	164.00
					Total :	491.60
203843	12/5/2016	890897 EVAN BROOKS ASSOCIATES, INC	16011-7		SAFE ROUTES TO SCHOOL MASTER P	
				11426	010-310-0687-4270	13,590.00
					Total :	13,590.00
203844	12/5/2016	103851 EVERSOFIT, INC.	R1624751		SOFTNER-WELL2A	
					070-384-0000-4260	74.39
					Total :	74.39
203845	12/5/2016	890981 FAJARDO, JOEL	TRAVEL		PER DIEM-2016 LGBT ANNUAL CONF I	
					001-101-0103-4370	135.00
					Total :	135.00
203846	12/5/2016	101147 FEDEX	5-607-68827		COURIER SERVICES	
					001-190-0000-4280	59.74
					Total :	59.74
203847	12/5/2016	892198 FRONTIER COMMUNICATIONS	209-151-4942-041191		CITY YARD AUTO DIALER	
					070-384-0000-4220	50.88
						Page: 5

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203847	12/5/2016	892198 FRONTIER COMMUNICATIONS	(Continued)			
			818-361-2385-012309		MTA PHONE LINE	
					007-440-0441-4220	105.28
					001-190-0000-4220	52.64
			818-361-7825120512		HERITAGE PARK IRRIG SYSTEM	
					001-420-0000-4220	55.98
			818-837-2296-031315		VARIOUS CITY HALL PHONE LINES	
					001-190-0000-4220	302.09
			818-837-7174-052096		POLICE DEPT SPECIAL PROBLEMS	
					001-222-0000-4220	28.37
			818-898-7385-033105		LP FAX LINE	
					001-420-0000-4220	33.22
					Total :	628.46
203848	12/5/2016	888728 GALLEGOS, ROBERT	TRAVEL-1		PER DIEM-TRAINING ICI NARCOTICS	
					001-224-0000-4360	225.00
					Total :	225.00
203849	12/5/2016	888728 GALLEGOS, ROBERT	TRAVEL-2		PER DIEM-TRAINING ICI NARCOTICS	
					001-224-0000-4360	225.00
					Total :	225.00
203850	12/5/2016	889819 GATEWAY CITIES	HT-TMDL48		ADMIN & COST SHARING- INSTALL OF	
					070-381-0000-4260	462.80
					Total :	462.80
203851	12/5/2016	889532 GILMORE, REVA.A.	10/29/16 - 11/11/16		ENP CONTRACTED FOOD SERVICE PF	
				11495	115-422-3750-4270	468.00
				11495	115-422-3752-4270	71.50
					Total :	539.50
203852	12/5/2016	889352 GOMEZ, ADRIANA	NOV 2016		COMMISSIONER'S STIPEND	
					001-420-0000-4111	50.00
					Total :	50.00
203853	12/5/2016	889535 GOMEZ, GILBERT	10/29/16 - 11/11/16		ENP FOOD SERVICE PROVIDER	
				11492	115-422-3752-4270	168.00
						Page: 6

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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203853	12/5/2016	889535 GOMEZ, GILBERT	(Continued)	11492	115-422-3752-4390	40.80
					Total :	208.80
203854	12/5/2016	891930 GONZALES, DOLORES	112716		DETAILED CLEANING-REC PARK KITCH 001-424-0000-4260	400.00
					Total :	400.00
203855	12/5/2016	101376 GRAINGER, INC.	9276311314		FAUCET HARDWARE-PIONEER PARK	
			9276311322		043-390-0000-4300 SAFETY GLOVES	38.54
			9276503092		043-390-0000-4300 SAFETY RAIN BOOTS	12.49
			9277025541		043-390-0000-4300 SAFETY GLOVES	51.48
					043-390-0000-4300	1.73
					Total :	104.24
203856	12/5/2016	888646 HD SUPPLY WATER WORKS, LTD	G352119	11442	INVENTORY SUPPLY PURCHASES 070-383-0301-4300	153.34
			G375098	11442	INVENTORY SUPPLY PURCHASES 070-383-0301-4300	1,067.33
			G404540	11442	INVENTORY SUPPLY PURCHASES 070-383-0301-4300	185.31
			G404569	11442	INVENTORY SUPPLY PURCHASES 070-383-0301-4300	153.34
					Total :	1,559.32
203857	12/5/2016	890360 HERRERA, NINAMARIE JULIA	NOV 2016		COMMISSIONER'S STIPEND 001-420-0000-4111	50.00
					Total :	50.00
203858	12/5/2016	101599 IMAGE 2000 CORPORATION	70309		VARIOUS COPIER MAINT CONTRACT 0 001-135-0000-4260	916.76
					072-360-0000-4450	24.51
					001-135-0000-4260	97.69
					Total :	1,038.96

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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203859	12/5/2016	891570 INNOVATIVE TELECOM. SYSTEMS	1934		MOVE & CHANGE AT PD & REC PARK 001-190-0000-4260	125.00
					Total :	125.00
203860	12/5/2016	891777 IRRIGATION EXPRESS	15067870-00		UTILITY HAND PUMP FOR GROUNDS M 043-390-0000-4300	74.42
					Total :	74.42
203861	12/5/2016	101688 J & R AUDIO	3462		SOUND/TECHNICIANS-HOLIDAY TREE 001-424-0000-4430	2,250.00
					Total :	2,250.00
203862	12/5/2016	887952 J. Z. LAWMOWER SHOP	16970		RAKE HEADS & SEED SPRAYER FOR M 043-390-0000-4300	34.19
			16972		CHAIN 043-390-0000-4300	20.00
					Total :	54.19
203863	12/5/2016	892062 KEENE MUSIC SERVICES, LLC	SF120816		CAROLERS-HOLIDAY TREE LIGHTING I 001-424-0000-4430	525.00
					Total :	525.00
203864	12/5/2016	101764 KEYSTONE UNIFORM DEPOT	58941		UNIFORMS FOR CIV EMPL 001-222-0000-4300	1,866.83
					Total :	1,866.83
203865	12/5/2016	101990 L.A. COUNTY METROPOLITAN	800065804		TAP CARDS-OCT 2016 007-440-0441-4260	1,301.00
					Total :	1,301.00
203866	12/5/2016	102007 L.A. COUNTY SHERIFFS DEPT.	171457SS		INMATE MEAL PROGRAM-OCT 2016 001-225-0000-4350	1,061.25
					Total :	1,061.25
203867	12/5/2016	101971 L.A. MUNICIPAL SERVICES	0047501000		ELECTRIC-13003 BORDEN 070-384-0000-4210	527.81
			4947501000		WATER-12900 DRONFIELD 070-384-0000-4210	87.44

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203888	12/5/2016	102624 PITNEY BOWES	(Continued)		072-360-0000-4320	407.25
					Total :	814.50
203889	12/5/2016	890994 PONCE, JOE	NOV 2016		COMMISSIONER'S STIPEND 001-420-0000-4111	50.00
					Total :	50.00
203890	12/5/2016	892008 QUINTANA, HUMBERTO	REIMB.		REIMB OF PARKING FEE-APA CONF 001-150-0000-4370	96.71
					Total :	96.71
203891	12/5/2016	102782 RAMIREZ, JOSE A.	110116		MUSIC-LP CLUB HOLIDAY DANCE ON 1 004-2380	1,000.00
					Total :	1,000.00
203892	12/5/2016	891912 REPUBLIC SERVICES #902	0902-006578798	11459	MALL AREA - REFUSE SERVICE-NOV 20 073-350-0000-4260	924.46
					Total :	924.46
203893	12/5/2016	889602 RESPOND SYSTEMS	100340		NITRILE GLOVES 001-311-0000-4300	216.91
					Total :	216.91
203894	12/5/2016	891377 REYES, JOSE	10/29/16 - 11/11/16	11484 11484	ENP CONTRACT FOOD SERVICE PROV 115-422-3752-4390 115-422-3752-4270	55.08 189.00
					Total :	244.08
203895	12/5/2016	892368 REYES, MIGUEL ANGEL	10/31/16-12/09/16		FITNESS INSTRUCTOR-LIFTING & ENE 017-420-1322-4260	180.00
					Total :	180.00
203896	12/5/2016	892036 ROTHSCHILD, DEBORAH	10/31/16-12/09/16		FITNESS INSTRUCTOR-STRETCH TO T 017-420-1322-4260	600.00
					Total :	600.00
203897	12/5/2016	103010 SAM'S CLUB DIRECT, #0402814188546	8091		RIBBON FOR HOLIDAY TREE	
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203897	12/5/2016	103010 SAM'S CLUB DIRECT, #0402814188546	(Continued)		001-424-0000-4430	76.43
					Total :	76.43
203898	12/5/2016	891253 SAN FERNANDO SMOG TEST ONLY	5227		SMOG TEST-E1118844 041-320-0000-4450	50.00
			5228		SMOG TEST-E1473092 041-320-0000-4450	50.00
					Total :	100.00
203899	12/5/2016	103057 SAN FERNANDO VALLEY SUN	9730		PUBLICATION OF ORD NO. U-1658 001-115-0000-4230	975.00
					Total :	975.00
203900	12/5/2016	892427 SANCHEZ, ARTURO	PL1609013		CBO REFUND-1701 TRUMAN 001-3325-0000 001-3320-0000 001-3719-0154	161.00 69.00 23.00
					Total :	253.00
203901	12/5/2016	891064 SIEMENS INDUSTRY INC	5620013491		DAMAGED LOOP REPL-GLENOAKS/OR 012-311-3636-4600	2,400.00
					Total :	2,400.00
203902	12/5/2016	103184 SMART & FINAL	118958		SENIOR CLUB DANCE SUPPLIES 004-2380	218.16
			118959		ENP HALLOWEEN SUPPLIES 004-2346	4.99
			126197		SENIOR CLUB DANCE SUPPLIES 004-2380	176.36
					001-422-0000-4300	4.19
			138026		ENP SUPPLIES 115-422-3750-4300	105.70
			140466		ENP HALLOWEEN REFRESHMENTS 004-2346	28.80
			155682		SENIOR CLUB SUPPLIES 004-2382	31.47
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11/30/2016	11:08:03AM	CITY OF SAN FERNANDO	
Bank code : bank3			
Voucher	Date	Vendor	Amount
203902	12/5/2016	103184 SMART & FINAL	569.67
(Continued)			
203903	12/5/2016	103190 SMITH PIPE & SUPPLY, INC	23,662.53
3052481-C			
11460			
IRRIGATION CONTROLLER PROJECT			
070-383-0563-4600			
Total :			23,662.53
203904	12/5/2016	103202 SOUTHERN CALIFORNIA EDISON CO.	4,572.01
2-02-682-6982			
2-21-082-3241			
ELECTRIC-910 FIRST (10/03/16-11/02/16)			
043-390-0000-4210			
ELECTRIC-VARIOUS LOCATIONS (SEP			
029-335-0000-4210			
027-344-0000-4210			
070-384-0000-4210			
043-390-0000-4210			
041-320-3661-4210			
ELECTRIC-190 PARK (10/03/16-11/02/16)			
027-344-0000-4210			
ELECTRIC-1117 2ND-XMAS			
043-390-0000-4210			
1117 2ND-XMAS (10/03/16-11/02/16)			
043-390-0000-4210			
Total :			52,514.33
203905	12/5/2016	890834 SPARKLING IMAGE CORP	130.00
71318			
CAR WASHES-OCT 2016			
001-222-0000-4320			
Total :			130.00
203906	12/5/2016	103305 TAB PRODUCTS CO.	493.11
2349364			
EXTRA DR FOLDERS-2016			
001-222-0000-4300			
Total :			493.11
203907	12/5/2016	888946 TEKWERKS	800.00
17034			
11443			
WEBSITE HOSTING AND MAINTENANC			
001-135-0000-4260			
Total :			800.00
203908	12/5/2016	103205 THE GAS COMPANY	13.32
04232069007			
08422032493			
GAS-910 1ST			
043-390-0000-4210			
GAS-505 S HUNTINGTON			
043-390-0000-4210			
Total :			30.51

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203908	12/5/2016	103205 THE GAS COMPANY	(Continued)			
			08852064008		GAS-117 N MACNEIL	
					043-390-0000-4210	6.10
			09062064002		GAS-120 MACNEIL	
					070-381-0000-4210	3.45
					072-360-0000-4210	3.45
					043-390-0000-4210	6.91
			14328781316		GAS-208 PARK	
					043-390-0000-4210	52.50
					Total :	116.24
203909	12/5/2016	101528 THE HOME DEPOT CRC, ACCT#603532202490	1062497		PD PARKING TRASH CANS & FM RADIC	
					043-390-0000-4300	140.97
			1062498		MATL'S TO REPAIR ELECTRICAL PANEI	
					043-390-0000-4300	13.45
			4073471		LASER LIGHTS-HOLIDAY TREE ON BR/	
					043-390-0000-4300	109.46
			4073472		SMALL TOOLS	
					043-390-0000-4340	110.43
			4073473		PD GYM CLOCK & MATL'S FOR TILE RE	
					043-390-0000-4300	29.96
			5191669		ITEMS RETURNED-CITY HALL LANDSC	
					043-390-0000-4300	-45.84
			5240065		MATL'S FOR CITY HALL LANDSCAPE	
					043-390-0000-4300	361.47
			6575348		SUPPLIES FOR HOLIDAY TREE LIGHTII	
					001-424-0000-4300	129.59
			7021421		MATL'S TO DISPLAY HOLIDAY DECOR	
					001-311-0000-4300	108.16
					Total :	957.65
203910	12/5/2016	890833 THOMSON REUTERS	834970675		LA CLEAR-INVEST TOOL	
					001-135-0000-4260	174.26
					Total :	174.26
203911	12/5/2016	103903 TIME WARNER CABLE	8448200540010369		CABLE-11/18/16-12/17/16 (POLICE)	
					001-222-0000-4260	210.34

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203911	12/5/2016	103903 TIME WARNER CABLE	(Continued) 8448200540010518		CABLE-REC PARK (10/29-11/28) 001-420-0000-4260	201.58
			8448200540028882		CABLE-LP PARK (11/13-12/12) 001-420-0000-4260	175.53
			8448200540196309		INTERNET SERVICES-11/23-12/22 001-190-0000-4220	1,100.00
					Total :	1,687.45
203912	12/5/2016	888399 TORO ENTERPRISES INC.	10295RV	11478	S HUNTINGTIN STREET IMPROVEMEN 026-311-0138-4600	183,431.42
					026-2037	-9,171.57
					Total :	174,259.85
203913	12/5/2016	891311 TORRES, RITA	10/29/16 - 11/11/16	11487	ENP CONTRACT FOOD SERVICE PROV 115-422-3750-4270	94.50
				11487	115-422-3752-4270	10.50
					Total :	105.00
203914	12/5/2016	892364 TRAFFIC DEVELOPMENT	307-1	11506	PEDESTRIAN HEAD REPLACEMENT PF 010-371-3665-4600	39,452.40
				11506	011-371-3665-4270	4,383.60
					010-2037	-1,972.62
					011-2037	-219.18
					Total :	41,644.20
203915	12/5/2016	103444 ULTRA GREENS, INC	59033		SOIL FOR BARND ISLAND-HOLIDAY TR 043-390-0000-4300	27.25
			59098		COMPOST 001-346-0000-4310	21.20
					Total :	48.45
203916	12/5/2016	888241 UNITED SITE SERVICES OF CA INC	114-4521649		PORTABLE RESTROOMS-REC PARK 001-420-0000-4260	153.73
					Total :	153.73
203917	12/5/2016	103534 VALLEY LOCKSMITH	3970		NEW LOCKS & INSTALLATION	
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203917	12/5/2016	103534 VALLEY LOCKSMITH	(Continued)		001-222-0000-4260	324.80
			3971		NEW LOCKS	
			3984		001-222-0000-4300	381.50
					REKEY LOCKS FOR IRRIG CONTROLLE 011-311-0000-4260	479.25
					Total :	1,185.55
203918	12/5/2016	103574 VERDIN, FRANCISCO JAVIER	112016		HEALTHY SAN FERNANDO CAMPAIGN 017-420-1395-4260	500.00
					Total :	500.00
203919	12/5/2016	889644 VERIZON BUSINESS	74882089		CITY HALL LONG DIST 001-190-0000-4220	48.96
			74882090		CITY YARD LONG DIST 070-384-0000-4220	14.68
			74882091		CITY HALL LONG DIST 001-190-0000-4220	24.57
			74882092		POLICE LONG DIST 001-222-0000-4220	110.40
			74882093		CITY YARD LONG DIST 070-384-0000-4220	9.79
			74882094		PARKS LONG DIST 001-420-0000-4220	15.18
			74882634		CITY YARD LONG DIST 001-310-0000-4220	4.95
			74882645		CITY HALL LONG DIST 001-190-0000-4220	60.69
					Total :	289.22
203920	12/5/2016	892081 VERIZON BUSINESS SERVICES	69941662		MPLS PORT ACCESS & ROUTER-PD VE 001-222-0000-4220	1,036.78
					Total :	1,036.78
203921	12/5/2016	889627 VERIZON CONFERENCING	Z5877462		CONFERENCE CALLS-OCT 2016 001-190-0000-4220	16.61
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203921	12/5/2016	889627 889627 VERIZON CONFERENCING	(Continued)			Total : 16.61
203922	12/5/2016	100101 VERIZON WIRELESS-LA	970459610		CITY MANAGER CELL PHONE	
					001-105-0000-4220	78.60
					072-360-0000-4220	26.12
					001-101-0109-4220	32.26
					001-101-0111-4220	36.87
					001-101-0107-4220	33.21
					Total :	207.06
203923	12/5/2016	889681 VILLALPANDO, MARIA	10/29/16 - 11/11/16		ENP CONTRACT FOOD SERVICE PRO\	
				11488	115-422-3750-4270	236.25
				11488	115-422-3752-4270	47.25
					Total :	283.50
203924	12/5/2016	888442 WESTERN EXTERMINATOR COMPANY	4546392		PEST CONTROL-RUDY ORTEGA PARK	
			4580831		043-390-0000-4260	53.00
			4580832		PEST CONTROL-CITY HALL	
					043-390-0000-4260	86.00
			4598090		PEST CONTROL-REC PARK	
					043-390-0000-4260	79.00
					PEST CONTROL-LP PARK	
					043-390-0000-4260	54.50
					Total :	272.50
203925	12/5/2016	891531 WILLDAN ENGINEERING	00322784		ENGINEERING SERVICES FOR SRTS C	
				11452	010-370-3636-4600	2,265.53
				11452	012-311-3636-4600	251.72
					Total :	2,517.25
203926	12/5/2016	103716 WORKBOOT WAREHOUSE	4-19967		ANNUAL WORK BOOTS ALLOWANCE	
					001-152-0000-4300	129.71
					Total :	129.71
203927	12/5/2016	103752 ZUMAR INDUSTRIES, INC.	0167560		STREET SIGN REPLACEMENT	
					001-310-0000-4300	112.67
					Total :	112.67

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116		Vouchers for bank code : bank3				Bank total : 1,036,207.69
116		Vouchers in this report				Total vouchers : 1,036,207.69

Voucher Registers are not final until approved by Council.

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203721	12/1/2016	100286 BAKER, BEVERLY	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	451.46 451.46
203722	12/1/2016	891015 CROOK, ROBERT	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	691.08 691.08
203723	12/1/2016	100916 DEIBEL, PAUL	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	283.04 283.04
203724	12/1/2016	891041 GARCIA, CONNIE	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	172.23 172.23
203725	12/1/2016	101781 KISHITA, ROBERT	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	172.23 172.23
203726	12/1/2016	101926 LILES, RICHARD	16-Dec		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	250.16 250.15 500.31
203727	12/1/2016	891027 LOCKETT, JOANN	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	283.04 283.04
203728	12/1/2016	891028 MANTHEY, DONALD	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	691.08 691.08
203729	12/1/2016	102126 MARTINEZ, MIGUEL	16-Dec		CALPERS HEALTH REIMB 070-180-0000-4127	1,288.96 1,288.96

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203730	12/1/2016	102483 OROZCO, ELVIRA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	195.98
					Total :	195.98
203731	12/1/2016	891031 ORTEGA, JIMMIE	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	283.04
					Total :	283.04
203732	12/1/2016	891032 OTREMBA, EUGENE	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	691.08
					Total :	691.08
203733	12/1/2016	891354 RAMIREZ, ROSALINDA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	418.83
					Total :	418.83
203734	12/1/2016	102940 RUIZ, RONALD	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	441.53
					Total :	441.53
203735	12/1/2016	103121 SERRANO, ARMANDO	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,347.98
					Total :	1,347.98
203736	12/1/2016	891046 VANAALST, LEONILDA	16-Dec		CALPERS HEALTH REIMB 070-180-0000-4127	172.23
					Total :	172.23
203737	12/1/2016	891047 WATTS, HERBERT	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	172.23
					Total :	172.23
203738	12/1/2016	100042 ABDALLAH, ALBERT	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,347.98
					Total :	1,347.98
203739	12/1/2016	100091 AGORICHAS, JOHN	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	241.38

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203758	12/1/2016	892103 GAJDOS, BETTY	(Continued)		001-180-0000-4127	172.23
					Total :	172.23
203759	12/1/2016	891351 GARCIA, DEBRA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,267.98
					Total :	1,267.98
203760	12/1/2016	891067 GARCIA, NICOLAS	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,042.36
					Total :	1,042.36
203761	12/1/2016	101318 GLASGOW, KEVIN	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,288.96
					Total :	1,288.96
203762	12/1/2016	891020 GLASGOW, ROBERT	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	317.00
					Total :	317.00
203763	12/1/2016	891021 GUIZA, JENNIE	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	283.04
					Total :	283.04
203764	12/1/2016	101415 GUTIERREZ, OSCAR	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	172.23
					Total :	172.23
203765	12/1/2016	891352 HADEN, SUSANNA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	962.66
					Total :	962.66
203766	12/1/2016	101440 HALCON, ERNEST	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,274.00
					Total :	1,274.00
203767	12/1/2016	891918 HARTWELL, BRUCE	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	691.08
					Total :	691.08
						Page: 5

vchlist 11/22/2016 2:50:11PM		Voucher List CITY OF SAN FERNANDO				Page: 6
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203767	12/1/2016	891918 891918 HARTWELL, BRUCE	(Continued)			Total : 691.08
203768	12/1/2016	101465 HARVEY, DAVID	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	172.23
					Total :	172.23
203769	12/1/2016	101466 HARVEY, DEVERY MICHAEL	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,407.00
					Total :	1,407.00
203770	12/1/2016	892104 HERNANDEZ, ALFONSO	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,462.66
					Total :	1,462.66
203771	12/1/2016	891024 HOOKER, RAYMOND	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	541.91
					Total :	541.91
203772	12/1/2016	101538 HOUGH, RAY	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	516.96
					Total :	516.96
203773	12/1/2016	101597 IBRAHIM, SAMIR	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	469.46
					Total :	469.46
203774	12/1/2016	101694 JACOBS, ROBERT	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,013.00
					Total :	1,013.00
203775	12/1/2016	892105 KAHMANN, ERIC	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	716.06
					Total :	716.06
203776	12/1/2016	101786 KLOTZSCHE, STEVEN	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	688.22
					Total :	688.22
						Page: 6

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203777	12/1/2016	891866 KNIGHT, DONNA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	172.23 172.23
203778	12/1/2016	891026 LEWIS, DURWOOD	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	691.08 691.08
203779	12/1/2016	891043 LIEBERMAN, LEONARD	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	172.23 172.23
203780	12/1/2016	101933 LITTLEFIELD, LESLEY	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	691.08 691.08
203781	12/1/2016	102059 MACK, MARSHALL	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,008.06 1,008.06
203782	12/1/2016	891010 MAERTZ, ALVIN	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	469.46 469.46
203783	12/1/2016	102206 MILLER, WILMA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	283.04 283.04
203784	12/1/2016	102232 MIURA, HOWARD	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	283.04 283.04
203785	12/1/2016	892106 MONTAN, EDWARD	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	688.22 688.22
203786	12/1/2016	102365 NAVARRO, RICARDO A	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	516.96 516.96
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203786	12/1/2016	102365 102365 NAVARRO, RICARDO A	(Continued)			516.96
203787	12/1/2016	102473 ORDELHEIDE, ROBERT	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,608.97 1,608.97
203788	12/1/2016	102486 ORSINI, TODD	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,347.98 1,347.98
203789	12/1/2016	102569 PARKS, ROBERT	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,664.00 1,664.00
203790	12/1/2016	891353 PEAVY, JOSEPH	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	716.06 716.06
203791	12/1/2016	102527 PISCITELLI, ANTHONY	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	516.96 516.96
203792	12/1/2016	891033 POLLOCK, CHRISTINE	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	574.00 574.00
203793	12/1/2016	102735 QUINONEZ, MARIA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	962.66 962.66
203794	12/1/2016	891034 RAMSEY, JAMES	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,267.98 1,267.98
203795	12/1/2016	102864 RIVETTI, DOMINICK	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,017.00 1,017.00
						Page: 8

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203796	12/1/2016	102936 RUELAS, MARCO	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,500.81
					Total :	1,500.81
203797	12/1/2016	891044 RUSSUM, LINDA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	172.23
					Total :	172.23
203798	12/1/2016	890806 SALDIVAR, GEORGE	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	962.66
					Total :	962.66
203799	12/1/2016	892107 SHANAHAN, MARK	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	716.06
					Total :	716.06
203800	12/1/2016	891035 SHERWOOD, NINA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	283.04
					Total :	283.04
203801	12/1/2016	103175 SKOBIN, ROMELIA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	949.95
					Total :	949.95
203802	12/1/2016	103220 SOMERVILLE, MICHAEL	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	1,664.00
					Total :	1,664.00
203803	12/1/2016	891045 TIGHE, HAROLD	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	469.46
					Total :	469.46
203804	12/1/2016	103394 TORRES, RACHEL	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	283.04
					Total :	283.04
203805	12/1/2016	888417 VALDIVIA, LAURA	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	541.91

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Voucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
203805	12/1/2016	888417 888417 VALDIVIA, LAURA	(Continued)			Total : 541.91
203806	12/1/2016	891038 WAITE, CURTIS	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	949.95
					Total :	949.95
203807	12/1/2016	891036 WATT, DAVID	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	691.08
					Total :	691.08
203808	12/1/2016	891037 WEBB, NANCY	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	571.49
					Total :	571.49
203809	12/1/2016	103643 WEDDING, JEROME	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	691.08
					Total :	691.08
203810	12/1/2016	103727 WYSBEEK, DOUDE	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	283.04
					Total :	283.04
203811	12/1/2016	103737 YNIGUEZ, LEONARD	16-Dec		CALPERS HEALTH REIMB 001-180-0000-4127	949.95
					Total :	949.95
91 Vouchers for bank code : bank3						Bank total : 63,362.06
91 Vouchers in this report						Total vouchers : 63,362.06

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

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

Date: December 5, 2016

Subject: Consideration to Adopt a Resolution Appropriating Grant Funds Awarded by the Mobile Source Air Pollution Review Committee for the Compressed Natural Gas Fueling Station Upgrade Project

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7763 (Attachment "A") appropriating \$387,091 in grant funds awarded by the Mobile Source Air Pollution Review Committee (MSRC) for the Compressed Natural Gas (CNG) Fueling Station Upgrade Project.

BACKGROUND:

1. In November 2014, the City was notified by the MSRC that \$387,091 in funding had been awarded for the CNG Fueling Station Upgrade Project.
2. On July 18, 2016, City Council accepted the \$387,091 in grant funds and authorized the City Manager to execute the grant agreement with MSRC (Attachment "B").

ANALYSIS:

Funding for the CNG Station Upgrade project is provided through two sources: Federal Transportation Authority (FTA) Section 5309 funds in the amount of \$1,339,460; and \$387,091 from the MSRC. The aggregate cost for the project, including the recommended 15% contingency, is \$1,560,185. The total project cost of \$1,640,185 includes design, engineering, construction, construction management, project labor agreement compliance and project oversight. The \$387,091 from the MSRC is very important due to its use as matching funds mandated by the FTA when using Section 5309 funds towards a project.

Consideration to Adopt a Resolution Appropriating Grant Funds Awarded by the Mobile Source Air Pollution Review Committee for the Compressed Natural Gas Fueling Station Upgrade Project

Page 2 of 2

BUDGET IMPACT:

Appropriating \$387,091 in funds awarded to the City by the MSRC allows the City to avoid using General Fund dollars that would otherwise be needed to complete the CNG Fueling Station Upgrade Project if grant funding was not available.

CONCLUSION:

It is recommended that the City Council adopt Resolution No. 7763 appropriating \$387,091 in grant funds awarded by the Mobile Source Air Pollution Reduction Committee (MSRC) into the City's Fiscal Year 2016-17 approved budget.

ATTACHMENTS:

- A. Resolution No. 7763
- B. MSRC Grant Agreement

ATTACHMENT “A”**RESOLUTION NO. 7763****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET
FOR THE FISCAL YEAR 2016-2017 ADOPTED ON JUNE 29,
2016**

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

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

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

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

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

Fund 010:

Increase in Expenditures: \$ 387,091

Fund 010:

Increase in Revenues: \$ 387,091

PASSED, APPROVED, AND ADOPTED this 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 5th day of December, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk



**South Coast
Air Quality Management District**



Contract No. ML14062

AB 2766/MSRC LOCAL GOVERNMENT MATCH PROGRAM CONTRACT

1. **PARTIES** - The parties to this Contract are the South Coast Air Quality Management District (hereinafter referred to as "SCAQMD") whose address is 21865 Copley Drive, Diamond Bar, California 91765-4178, and the City of San Fernando (hereinafter referred to as "CONTRACTOR") whose address is 117 North Macneil Street, San Fernando, California 91340.
2. **RECITALS**
 - A. SCAQMD is the local agency with primary responsibility for regulating stationary source air pollution within the geographical boundaries of the South Coast Air Quality Management District in the State of California (State). SCAQMD is authorized under State Health & Safety Code Section 44225 (AB 2766) to levy a fee on motor vehicles for the purpose of reducing air pollution from such vehicles and to implement the California Clean Air Act.
 - B. Under AB 2766, SCAQMD's Governing Board has authorized the imposition of the statutorily set motor vehicle fee. By taking such action, the State's Department of Motor Vehicles (DMV) is required to collect such fee and remit it periodically to SCAQMD.
 - C. AB 2766 further mandates that thirty (30) percent of such vehicle registration fees be placed by SCAQMD into a separate account for the sole purpose of implementing and monitoring programs to reduce air pollution from motor vehicles.
 - D. AB 2766 creates a regional Mobile Source Air Pollution Reduction Review Committee (MSRC) to develop a work program to fund projects from the separate account. Pursuant to approval of the work program by SCAQMD's Governing Board, SCAQMD authorized this Contract with CONTRACTOR for equipment or services described in Attachment 1 - Statement of Work, expressly incorporated herein by this reference and made a part hereof of this Contract.
 - E. CONTRACTOR has met the requirements for receipt of AB 2766 Discretionary Funds as set forth in CONTRACTOR's Local Government Match Program Application dated December 31, 2013.
 - F. CONTRACTOR is authorized to do business in the State of California and attests that it is in good tax standing with the California Franchise Tax Board.
 - G. All parties to this Contract have had the opportunity to have this Contract reviewed by their attorney.
3. **DMV FEES** - CONTRACTOR acknowledges that SCAQMD cannot guarantee that the amount of fees to be collected under AB 2766 will be sufficient to fund this Contract. CONTRACTOR further acknowledges that payment under this Contract is contingent upon SCAQMD receiving sufficient funds from the DMV, and that SCAQMD assumes no responsibility for the collection and remittance of motor vehicle registration fees.
4. **AUDIT AND RECORDS RETENTION**
 - A. CONTRACTOR shall, at least once every two years, or within two years of the termination of the Contract if the term is less than two years, be subject to an audit by SCAQMD or its authorized representative to determine if the revenues received by CONTRACTOR were spent for the reduction of pollution from motor vehicles pursuant to the Clean Air Act of 1988.
 - B. CONTRACTOR agrees to maintain records related to this Contract during the Contract term and continue to retain these records for a period of two years beyond the Contract term, except that in no case shall CONTRACTOR be required to retain more than the most recent five years' records. SCAQMD shall coordinate such audit through CONTRACTOR'S audit staff.

Contract No. ML14062

- C. If an amount is found to be inappropriately expended, SCAQMD may withhold funding, or seek reimbursement, from CONTRACTOR in the amount equal to the amount that was inappropriately expended. Such withholding shall not be construed as SCAQMD's sole remedy and shall not relieve CONTRACTOR of its obligation to perform under the terms of this Contract.
5. TERM - The term of this Contract is for seventy four (74) months from the date of execution by both parties, unless terminated earlier as provided for in the TERMINATION clause of this Contract, the EARLY TERMINATION clause, or the term is extended by amendment of this Contract in writing. No work shall commence prior to the Contract start date, except at CONTRACTOR's cost and risk, and no charges are authorized until this Contract is fully executed, subject to the provisions stated in the PRE-CONTRACT COSTS clause of this Contract.
6. SUCCESSORS-IN-INTEREST - This Contract, and the obligations arising under the Contract, shall be binding on and inure to the benefit of CONTRACTOR and their executors, administrators, successors, and assigns.
7. REPORTING - CONTRACTOR shall submit reports to SCAQMD as outlined in Attachment 1 - Statement of Work. SCAQMD reserves the right to review, comment, and request changes to any report produced as a result of this Contract.
8. TERMINATION
- A. In the event any party fails to comply with any term or condition of this Contract, or fails to provide services in the manner agreed upon by the parties, including, but not limited to, the requirements of Attachment 1 - Statement of Work, this failure shall constitute a breach of this Contract. The non-breaching party shall notify the breaching party that it must cure this breach or provide written notification of its intention to terminate this contract. Notification shall be provided in the manner set forth in the NOTICES clause of this Contract. The non-breaching party reserves all rights under law and equity to enforce this Contract and recover damages.
- B. SCAQMD reserves the right to terminate this Contract, in whole or in part, without cause, upon thirty (30) days' written notice. Once such notice has been given, CONTRACTOR shall, except as and to the extent or directed otherwise by SCAQMD, discontinue any Work being performed under this Contract and cancel any of CONTRACTOR's orders for materials, facilities, and supplies in connection with such Work, and shall use its best efforts to procure termination of existing subcontracts upon terms satisfactory to SCAQMD. Thereafter, CONTRACTOR shall perform only such services as may be necessary to preserve and protect any Work already in progress and to dispose of any property as requested by SCAQMD.
- C. CONTRACTOR shall be paid in accordance with this Contract for all Work performed before the effective date of termination under section B of the TERMINATION clause of this Contract. Before expiration of the thirty (30) days' written notice, CONTRACTOR shall promptly deliver to SCAQMD all copies of documents and other information and data prepared or developed by CONTRACTOR under this Contract with the exception of a record copy of such materials, which may be retained by CONTRACTOR.
9. EARLY TERMINATION - This Contract may be terminated early due to the following circumstances: The infrastructure identified in Attachment 1, Statement of Work, becomes inoperable, and is either not technically able to be repaired, or is too costly to repair, and such failure is not caused by CONTRACTOR's negligence, misuse, or malfeasance.

10. **STOP WORK** - SCAQMD may, at any time, by written notice to CONTRACTOR, require CONTRACTOR to stop all or any part of the Statement of Work tasks in this Contract. A stop work order may be issued for reasons including, but not limited to, the project exceeding the budget, out of scope work, delay in project schedule, or misrepresentations. Upon receipt of the stop work order, CONTRACTOR shall immediately take all necessary steps to comply with the order. CONTRACTOR shall resume the work only upon receipt of written instructions from SCAQMD cancelling the stop work order. CONTRACTOR agrees and understands that CONTRACTOR will not be paid for performing work while the stop work order is in effect, unless SCAQMD agrees to do so in its written cancellation of the stop work order.
11. **INSURANCE** - CONTRACTOR represents that it is permissibly self-insured and will maintain such self-insurance in accordance with applicable provisions of California law throughout the term of this Contract. CONTRACTOR shall provide evidence of sufficient coverage during the term of this Contract and any extensions thereof that meet or exceed the minimum requirements set forth by the SCAQMD below. The certificate of self-insurance shall be mailed to: SCAQMD, 21865 Copley Drive, Diamond Bar, CA 91765-4178, Attention: Cynthia Ravenstein, MSRC Contracts Administrator. **The SCAQMD Contract Number must be included on the face of the certificate.** If CONTRACTOR fails to maintain the required insurance coverage, SCAQMD reserves the right to terminate the Contract or purchase such additional insurance and bill CONTRACTOR or deduct the cost thereof from any payments owed to CONTRACTOR. Minimum insurance coverages are as follows:
- A. Worker's compensation insurance in accordance with either California or other state's applicable statutory requirements.
 - B. General Liability insurance with a limit of at least \$1,000,000 per occurrence, and \$2,000,000 in general aggregate.
 - C. Automobile Liability insurance with limits of at least \$100,000 per person and \$300,000 per accident for bodily injuries and \$50,000 in property damage, or \$1,000,000 combined single limit for bodily injury or property damage.
12. **INDEMNIFICATION** - CONTRACTOR agrees to hold harmless, defend and indemnify SCAQMD, its officers, employees, agents, representatives, and successors-in-interest against any and all loss, damage, costs, lawsuits, claims, demands, causes of action judgments, attorney's fees, or any other expenses arising from or related to any third party claim against SCAQMD, its officers, employees, agents, representatives, or successors in interest that arise or result in whole or in part, from any actual or alleged act or omission of CONTRACTOR, its employees, subcontractors, agents or representatives in the performance of this Contract.
13. **DISCLAIMER OF WARRANTY** - The purchase or lease of funded vehicles/equipment is the CONTRACTOR's decision. The SCAQMD does not make any express or implied warranty of merchantability, fitness for a particular purpose or otherwise, quality or usefulness of the technology or product. Without limiting the foregoing, the SCAQMD will not be financially responsible, or otherwise liable, for the installation or performance of the vehicle/equipment.
14. **PAYMENT**
- A. SCAQMD shall reimburse CONTRACTOR up to a total amount of Three Hundred Eighty Seven Thousand Ninety One Dollars (\$387,091) in accordance with Attachment 2 – Payment Schedule expressly incorporated herein by this reference and made a part hereof of the Contract.

Contract No. ML14062

- B. A withhold amount or percentage (if any) shall be identified in the Payment Schedule, and such amount shall be withheld from each invoice. Upon satisfactory completion of project and final acceptance of work and the final report, CONTRACTOR's invoice for the withheld amount shall be released. Proof of project completion shall include a Final Report detailing the project goals and accomplishments, data collected during project performance, if any, documentation of significant results, and emissions reduction input data needed for calculation of emissions reductions.
- C. Any funds not expended upon early Contract termination or Contract completion shall revert to the AB 2766 Discretionary Fund. Payment of charges shall be made by SCAQMD to CONTRACTOR within thirty (30) days after approval by SCAQMD of an itemized invoice prepared and furnished by CONTRACTOR.
- D. An invoice submitted to SCAQMD for payment must be prepared in duplicate, on company letterhead, and list SCAQMD's contract number, period covered by invoice, and CONTRACTOR's social security number or Employer Identification Number and submitted to:

South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765-4178
Attn: Cynthia Ravenstein, MSRC Contracts Administrator

- 1. Charges for equipment, material, and supply costs, travel expenses, subcontractors, and other charges, as applicable, must be itemized by CONTRACTOR. Reimbursement for equipment, material, supplies, subcontractors, and other charges, as applicable, shall be made at actual cost. Supporting documentation must be provided for all individual charges (with the exception of direct labor charges provided by CONTRACTOR).
 - 2. SCAQMD shall pay CONTRACTOR for travel-related expenses only if such travel is expressly set forth in Attachment 2 – Payment Schedule of this Contract or pre-authorized by SCAQMD in writing.
 - 3. CONTRACTOR's failure to provide receipts shall be grounds for SCAQMD's non-reimbursement of such charges. CONTRACTOR may reduce payments on invoices by those charges for which receipts were not provided.
 - 4. CONTRACTOR must submit final invoice no later than ninety (90) days after the termination date of this Contract or invoice may not be paid.
15. COMPLIANCE WITH APPLICABLE LAWS - CONTRACTOR agrees to comply with all federal, state, and local laws, ordinances, codes and regulations and orders of public authorities in the performance of this Contract. CONTRACTOR must also ensure that the vehicles and/or equipment to be purchased, leased or installed is in compliance with all applicable federal, state, and local air quality rules and regulations, and that it will maintain compliance for the full Contract term. CONTRACTOR shall ensure that the provisions of this clause are included in all subcontracts.
16. MOBILE SOURCE EMISSION REDUCTION CREDITS (MSERCs)
- A. The MSRC has adopted a policy that no MSERCs resulting from AB 2766 Discretionary Funds may be generated and/or sold.
 - B. CONTRACTOR has the opportunity to generate MSERCs as a by-product of the project if a portion of the air quality benefits attributable to the project resulted from funding sources other than AB2766. These MSERCs, which are issued by SCAQMD, are based upon the quantified vehicle miles traveled (VMT) by project vehicles or other activity data as appropriate. Therefore, a portion of prospective MSERCs, generated as a result of AB 2766 Funds, must be retired. The portion of prospective credits

funded by the AB 2766 program, and which are subject to retirement, shall be referred to as "AB 2766-MSERCs."

- C. The determination of AB 2766-MSERC's is to be prorated based upon the AB 2766 program's contribution to the cost associated with the air quality benefits. In the case where AB 2766 Discretionary Funds are used to pay for the full differential cost of a new alternative fuel vehicle or for the retrofitting or repowering of an existing vehicle, all MSERCs attributable to AB 2766 Discretionary Funds must be retired. The determination of AB 2766-MSERCs for infrastructure and other ancillary items is to be prorated based upon the AB 2766 program's contribution to the associated air quality benefits. Determination of the project's overall cost will be on a case-by-case basis at the time an MSERC application is submitted. SCAQMD staff, at the time an MSERC application is submitted, will calculate total MSERCs and retire the AB 2766-MSERCs. CONTRACTOR would then receive the balance of the MSERCs not associated with AB 2766 funding.

17. NOTICES - All notices that are required under this Contract shall be provided in the manner set forth herein, unless specified otherwise. Notice to a party shall be delivered to the attention of the person listed below, or to such other person or persons as may hereafter be designated by that party in writing. Notice shall be in writing sent by email, U.S. Mail, express, certified, return receipt requested, or a nationally recognized overnight courier service. In the case of email communications, valid notice shall be deemed to have been delivered upon sending, provided the sender obtained an electronic confirmation of delivery. Email communications shall be deemed to have been received on the date of such transmission, provided such date was a business day (Tuesday-Friday) and delivered prior to 5:30pm Pacific Standard Time. Otherwise, receipt of email communications shall be deemed to have occurred on the following business day. In the case of U.S. Mail notice, notice shall be deemed to be received when delivered or five (5) business days after deposit in the U. S. Mail. In the case of a nationally recognized overnight courier service, notice shall be deemed received when delivered (written receipt of delivery).

SCAQMD:

South Coast Air Quality Management District

21865 Copley Drive

Diamond Bar, CA 91765-4178

Attn: Cynthia Ravenstein, MSRC Contracts Administrator, email: cravenstein@aqmd.gov

CONTRACTOR:

City of San Fernando

117 North Macneil Street

San Fernando, California 91340

Attn: Chris Marcarello, email: CMarcarello@sfcity.org

18. INDEPENDENT CONTRACTOR - CONTRACTOR is an independent contractor. CONTRACTOR, its officers, employees, agents, representatives, or subcontractors shall in no sense be considered employees or agents of SCAQMD, nor shall CONTRACTOR, its officers, employees, agents, representatives, or subcontractors be entitled to or eligible to participate in any benefits, privileges, or plans, given or extended by SCAQMD to its employees. SCAQMD will not supervise, direct, or have control over, or be responsible for, CONTRACTOR's or subcontractor's means, methods, techniques, work sequences or procedures, or for the safety precautions and programs incident thereto, or for any failure by them to comply with any local, state, or federal laws, or rules or regulations, including state minimum wage laws and OSHA requirements.

19. SUBCONTRACTOR APPROVAL - If CONTRACTOR intends to subcontract all or a portion of the work under this Contract, then CONTRACTOR must first obtain written approval from SCAQMD's Executive Officer or designee prior to subcontracting any work. Any material changes to the subcontract(s) that affect the scope of work, deliverable schedule, and/or payment/cost schedule shall also require the prior written approval of the SCAQMD Executive Officer or designee. No subcontract charges will be reimbursed unless the required approvals have been obtained from SCAQMD.
20. OWNERSHIP - Title and full ownership rights to any equipment purchased under this Contract shall at all times remain with CONTRACTOR.
21. NON-DISCRIMINATION - In the performance of this Contract, CONTRACTOR shall not discriminate in recruiting, hiring, promotion, demotion, or termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age, or physical handicap and shall comply with the provisions of the California Fair Employment & Housing Act (Government Code Section 12900, *et seq.*), the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, Executive Order No. 11246 (30 Federal Register 12319), and all administrative rules and regulations issued pursuant to said Acts and Order. CONTRACTOR shall likewise require each subcontractor to comply with this clause and shall include in each such subcontract language similar to this clause.
22. CITIZENSHIP AND ALIEN STATUS
- A. CONTRACTOR warrants that it fully complies with all laws regarding the employment of aliens and others, and that its employees performing services hereunder meet the citizenship or alien status requirements contained in federal and state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986 (P.L. 99-603). CONTRACTOR shall obtain from all covered employees performing services hereunder all verification and other documentation of employees' eligibility status required by federal statutes and regulations as they currently exist and as they may be hereafter amended. CONTRACTOR shall have a continuing obligation to verify and document the continuing employment authorization and authorized alien status of employees performing services under this Contract to insure continued compliance with all federal statutes and regulations. Notwithstanding the above, CONTRACTOR, in the performance of this Contract, shall not discriminate against any person in violation of 8 USC Section 1324b.
- B. CONTRACTOR shall retain such documentation for all covered employees for the period described by law. CONTRACTOR shall indemnify, defend, and hold harmless SCAQMD, its officers and employees from employer sanctions and other liability which may be assessed against CONTRACTOR or SCAQMD, or both in connection with any alleged violation of federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.
23. ASSIGNMENT AND TRANSFER OF EQUIPMENT
- A. The rights and responsibilities granted hereby may not be assigned, sold, licensed, or otherwise transferred by CONTRACTOR without the prior written consent of SCAQMD, and any attempt by CONTRACTOR to do so shall be void upon inception.
- B. CONTRACTOR agrees to obtain SCAQMD's written consent to any assignment, sale, license or transfer of Equipment, if any, prior to completing the transaction. CONTRACTOR shall inform the proposed assignee, buyer, licensee or transferee (collectively referred to here as "Buyer") of the terms of this Contract. CONTRACTOR is responsible for establishing contact between SCAQMD and the Buyer and shall assist SCAQMD in facilitating the transfer of this Contract's terms and conditions to the Buyer. **CONTRACTOR will not be relieved of the legal obligation to fulfill the terms and conditions of this**

Contract No. ML14062

Contract until and unless the Buyer has assumed responsibility of this Contract's terms and conditions through an executed contract with SCAQMD.

24. NON-EFFECT OF WAIVER - The failure of CONTRACTOR or SCAQMD to insist upon the performance of any or all of the terms, covenants, or conditions of this Contract, or failure to exercise any rights or remedies hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such terms, covenants, or conditions, or of the future exercise of such rights or remedies, unless otherwise provided for herein.
25. TAX IMPLICATIONS FROM RECEIPT OF MSRC FUNDS - CONTRACTOR is advised to consult a tax attorney regarding potential tax implications from receipt of MSRC funds.
26. ATTORNEYS' FEES - In the event any action is filed in connection with the enforcement or interpretation of this Contract, each party in said action shall pay its own attorneys' fees and costs.
27. FORCE MAJEURE - Neither SCAQMD nor CONTRACTOR shall be liable or deemed to be in default for any delay or failure in performance under this Contract or interruption of services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of SCAQMD or CONTRACTOR.
28. SEVERABILITY - In the event that any one or more of the provisions contained in this Contract shall for any reason be held to be unenforceable in any respect by a court of competent jurisdiction, such holding shall not affect any other provisions of this Contract, and the Contract shall then be construed as if such unenforceable provisions are not a part hereof.
29. HEADINGS - Headings on the clauses of this Contract are for convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Contract.
30. DUPLICATE EXECUTION - This Contract is executed in duplicate. Each signed copy shall have the force and effect of an original.
31. GOVERNING LAW - This Contract shall be construed and interpreted and the legal relations created thereby shall be determined in accordance with the laws of the State of California. Venue for resolution of any disputes under this Contract shall be Los Angeles County, California.
32. PRE-CONTRACT COSTS - Any costs incurred by CONTRACTOR prior to CONTRACTOR receipt of a fully executed Contract shall be incurred solely at the risk of the CONTRACTOR. In the event that a formal Contract is not executed, neither the MSRC nor the SCAQMD shall be liable for any amounts expended in anticipation of a formal Contract. If a formal Contract does result, pre-contract cost expenditures authorized by the Contract will be reimbursed in accordance with the Payment Schedule and payment provision of the Contract.
33. CHANGE TERMS - Changes to any part of this Contract must be requested in writing by CONTRACTOR and approved by MSRC in accordance with MSRC policies and procedures. CONTRACTOR must make requests a minimum of 90 days prior to desired effective date of change. All modifications to this Contract

Contract No. ML14062

shall be in writing and signed by the authorized representatives of the parties. Fueling station location changes shall not be approved under any circumstances.

34. PREVAILING WAGES - CONTRACTOR is alerted to the prevailing wage requirements of California Labor Code section 1770 et seq. Notwithstanding the preceding sentence, CONTRACTOR shall be responsible for determining the applicability of the provisions of California Labor Code and complying with the same, including, without limitation, obtaining from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work, making the same available to any interested party upon request, paying any applicable prevailing rates, posting copies thereof at the job site and flowing all applicable prevailing wage rate requirements to its subcontractors. CONTRACTOR shall indemnify, defend and hold harmless the South Coast Air Quality Management District against any and all claims, demands, damages, defense costs or liabilities based on failure to adhere to the above referenced statutes.
35. ENTIRE CONTRACT - This Contract represents the entire agreement between CONTRACTOR and SCAQMD. There are no understandings, representations, or warranties of any kind except as expressly set forth herein. No waiver, alteration, or modification of any of the provisions herein shall be binding on any party unless in writing and signed by the authorized representative of the party against whom enforcement of such waiver, alteration, or modification is sought.
36. AUTHORITY - The signator hereto represents and warrants that he or she is authorized and empowered and has the legal capacity to execute this Contract and to legally bind CONTRACTOR both in an operational and financial capacity and that the requirements and obligations under this Contract are legally enforceable and binding on CONTRACTOR.

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Contract No. ML14062

IN WITNESS WHEREOF, the parties to this Contract have caused this Contract to be duly executed on their behalf by their authorized representatives.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

CITY OF SAN FERNANDO

By: 
Dr. William A. Burke, Chairman, Governing Board


By: 
Name: Brian Goeki
Title: City Manager

Date: 3/27/15

Date: 3.19.2015

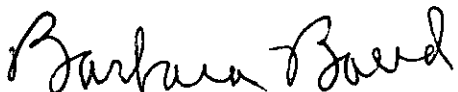
ATTEST:

Saundra McDaniel, Clerk of the Board

By: 

APPROVED AS TO FORM:

Kurt R. Wiese, General Counsel

By: 

//MSRC Master Boilerplate
Revised April 10, 2014

**Attachment 1
Statement of Work
City of San Fernando
Contract Number ML14062**

1. Project

The City of San Fernando (hereinafter referred to as "CONTRACTOR") is to expand and maintain its existing publicly accessible CNG fueling station located at 120 Macneil Street, San Fernando, California. All added equipment must be new and not previously used. At a minimum, the CNG station shall be expanded through the following:

- A. Replace two existing 20 SCFM compressors with two compressors providing at least 125 SCFM compression capability each
- B. Replace existing fuel dispensers with two fuel dispensers with integrated card swipe functions
- C. Add spheres/tanks providing at least 25,000 SCF additional storage capacity
- D. Add card reader system
- E. Upgrade security system

2. Operation Requirements and Reimbursement for Noncompliance

CONTRACTOR is obligated to comply with the Operational Availability requirements set forth as follows:

- A. CONTRACTOR shall maintain operation of this station, with fueling accessible to the public, at the specified location for a minimum of five years from the date the station begins dispensing fuel. CONTRACTOR shall be reimbursed according to Attachment 2 - Payment Schedule.
- B. CONTRACTOR commits to ensuring fast-fill refueling stations remain operational in the original location for a period of no less than five (5) years from the date the station begins operations in either its initial or expanded capacity. Should CONTRACTOR desire to deviate from this obligation, for reasons other than those stated in the EARLY TERMINATION clause of this Contract, CONTRACTOR shall reimburse SCAQMD for a prorated share of the funds provided for fueling/charging facilities as indicated in the table below:

5 year Operational Availability Obligation Termination Occurs	Percentage of MSRC Funds to be Reimbursed
Within Year 1	100%
Between Years 1-2	80%
Between Years 2-3	60%
Between Years 3-4	40%
Between Years 4-5	20%
After Year 5	0%

- C. The appropriate reimbursable amount shall be paid to SCAQMD within sixty (60) days from the date the station ceases operation. CONTRACTOR shall not be responsible for any reimbursement to SCAQMD if the obligation is terminated as a

**Attachment 1
Statement of Work
City of San Fernando
Contract Number ML14062**

result from one or more reasons set forth in the EARLY TERMINATION clause of this Contract.

- D. The obligations of this section shall survive the expiration of the Contract and continue in full force and effect until the applicable operational availability period set forth above has been satisfied.

3. Display of MSRC Logo

CONTRACTOR agrees to permanently display one MSRC decal in a prominent location on each station installed pursuant to this Contract. Decals will be provided by SCAQMD upon notification that subject station becomes operational. Decals are approximately twelve (12) inches in height and eighteen (18) inches in width (Note: a smaller decal may be provided if CONTRACTOR demonstrates that application of the standard decal is not feasible). CONTRACTOR shall maintain decal for life of equipment subject to this Contract. Should any decal become damaged, faded, or otherwise unreadable, CONTRACTOR shall request replacement decal from SCAQMD and apply new decal in the same or other prominent location. SCAQMD shall not be responsible for damage to paint or other surfaces arising from application or removal of decals.

4. Promotion

CONTRACTOR shall prepare and submit a proposed Public Outreach Plan to promote the MSRC's co-funding of the station. Acceptable outreach may include, but is not limited to, notices in CONTRACTOR mailings to residents, newspaper notices, flyers, and information items at CONTRACTOR Board meetings and community events. The Public Outreach Plan shall automatically be deemed approved 30 days following receipt by SCAQMD staff, unless SCAQMD staff notify CONTRACTOR in writing of a Public Outreach Plan deficiency. CONTRACTOR shall implement the approved Public Outreach Plan in accordance with the Project Schedule below.

5. Reports

Quarterly Reports: Until station commences operation, CONTRACTOR shall provide quarterly progress reports that summarize the project results to date including, but not limited to: tasks completed, issues or problems encountered, resolutions implemented, and progress to date. Progress reports that do not comply will be returned to the CONTRACTOR as inadequate.

Final Report: A Final Report shall be submitted by the CONTRACTOR in the format provided by SCAQMD staff. Report shall include, at a minimum: a) an executive summary; and b) a detailed discussion of the results and conclusions at this project. CONTRACTOR will identify any barriers encountered and solutions developed to overcome the barriers, and impact of project on future alternative fuel projects.

**Attachment 1
Statement of Work
City of San Fernando
Contract Number ML14062**

6. Project Schedule

CONTRACTOR shall comply with the increments of progress identified in the following chart. The completion month for each task is based on the date of Contract execution.

Task	Completion
Select subcontractor(s)	Month 7
Submit Public Outreach Plan	Month 7
Complete station expansion	Month 11
Implement Public Outreach Plan	Month 13
Quarterly reports	Months 4, 7, and 10
Final Report	Month 14

**Attachment 2
Payment Schedule
City of San Fernando
Contract Number ML14062**

Cost Breakdown

Purchase Category	Maximum AB2766 Discretionary Funds payable under this Contract	CONTRACTOR AB2766 Subvention Funds Applied	Other Funds Applied to Match	Additional Project Co-Funding (not matched)	Total Cost
Expand CNG station	\$387,091	\$28,000	\$359,091	\$1,009,168	<u>\$1,782,350</u>

No funds shall be paid out to CONTRACTOR pursuant to this Contract, until the project described in Attachment 1 is completed and proof of completion is provided to SCAQMD. If the project described in Attachment 1 is not completed and satisfactory proof of completion is not provided to SCAQMD, no monies shall be due and payable to CONTRACTOR. Proof of completion shall include:

- Representative photos of completed station;
- a report signed by a responsible official certifying that the station has been completed as described in Attachment 1; and
- receipts for equipment and/or invoice(s) from subcontractor(s) performing the installations, if any.

If, at the completion of the Project, the expenditures are less than the Total Cost amount above, the actual amount of AB 2766 Discretionary Funds reimbursed to CONTRACTOR shall be adjusted on a prorated basis, so that the amount reimbursed to CONTRACTOR shall not exceed the actual amount of other funds applied.

Additional AB 2766 Discretionary Match Funds will not be available to fund project cost overruns. Any project cost overruns must be funded from other than AB 2766 Discretionary Funds.

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

From: Elena G. Chávez, City Clerk

Date: December 5, 2016

Subject: Consideration to Adopt a Resolution Adopting Conflict of Interest Code Amendments

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7772 (Attachment "A") adopting Conflict of Interest Code amendments.

BACKGROUND/ANALYSIS:

1. The Political Reform Act of 1974 (PRA) requires public officials of state and local government must disclose their personal financial interests on a Form 700 Statement of Economic Interest. Elected officials, judges, and high-ranking appointed officials generally have the most comprehensive disclosure requirements (Government Code Section 87200). For most other officials, including employees of state and local government agencies, it is up to the agencies that employ them to decide what their disclosure requirements are.

Each state and local agency must adopt a Conflict of Interest Code which designates individual positions that make or participate in making of government decisions. Review of the Conflict of Interest Code is done on a biennial basis.

2. On May 18, 2016, the City Clerk received notice from the Fair Political Practices Commission regarding the mandatory biennial review of the City's Conflict of Interest Code.
3. On September 19, 2016, the City Clerk notified the City Council that an amendment was necessary and that proposed revisions would be brought back to the City Council for review and action within 90 days.

BUDGET IMPACT:

None.

Consideration to Adopt a Resolution Adopting Conflict of Interest Code AmendmentsPage 2 of 2

CONCLUSION:

Staff has reviewed the list of designated positions and officials and is recommending approval of the proposed amendments (Exhibit "A" of the Attachment "A"). Also attached to this report is a redline version (Attachment "B") of the proposed amendments.

ATTACHMENTS:

- A. Resolution No. 7772
- B. Proposed Amendments (redline version)

ATTACHMENT “A”**RESOLUTION NO. 7772**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ADOPTING A REVISED LIST OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES FOR OFFICERS AND EMPLOYEES OF THE CITY AND ITS LEGISLATIVE BODIES, PURSUANT TO GOVERNMENT CODE SECTION 87306 AND SECTION 18730 OF TITLE 2, DIVISION 6 OF THE CALIFORNIA CODE OF REGULATIONS

WHEREAS, the purpose of the conflict of interest provisions of the Political Reform Act (Gov. Code, §87300, et seq.)(the “Act”) is to prevent public decisions makers from participating decisions in which they have a personal financial stake; and

WHEREAS, the Act requires public officials and employees to complete Form 700 Statements of Economic Interests, to disclose financial interests which may be impacted by their public agency decisions; and

WHEREAS, the Act specifically requires members of city councils and planning commissions, as well as city managers, city treasurers, and city attorneys to disclose specified financial interests (Gov. Code, §§87200-87210.)

WHEREAS, the many other public officials and employees not covered by these provisions are subject to the disclosure requirements set forth in local conflict of interest codes adopted by state and local governments; and

WHEREAS, the Act requires state and local government agencies to adopt and promulgate such local conflict of interest codes (Gov. Code, §87300); and

WHEREAS, the City of San Fernando (the “City”) has accordingly adopted and promulgated such a local conflict of interest code; and

WHEREAS, Government Code section 87306(a) requires the City to amend its Conflict of Interest Code every two years when “change is necessitated by changed circumstances, including the creation of new positions which must be designated”; and

WHEREAS, the Fair Political Practices Commission (“FPPC”), created by the Act, established section 18730 of title 2, division 6 of the California Code of Regulations, which contains the standard conflict of interest code that can be incorporated by reference and which may be amended by the FPPC to conform to amendments in the Act, after public notice and hearings; and

WHEREAS, the terms of Section 18730 of Title 2, Division 6 of the California Code of Regulations are hereby reincorporated by reference, and such provisions, along with the

additional positions and categories set forth in the attached **Exhibit “A,”** shall constitute the updated Conflict of Interest Code for the City; and

WHEREAS, this Resolution amends the City’s Conflict of Interest Code in accordance with Government Code Section 87306(a) and Section 18730 of Title 2, Division 6 of the California Code of Regulations and repeals previous Resolutions adopting and amending the City’s Conflict of Interest Code.

BASED UPON THE ABOVE RECITALS, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The revised list of designated officials and employees, attached hereto as **Exhibit “A”** and concomitant amendment of the City’s Conflict of Interest Code are hereby approved.

SECTION 2. Persons holding designated positions set forth in **Exhibit “A”** of this Resolution shall timely file Form 700 Statements of Economic Interest with the City Clerk, who shall function as the filing officer for the City and make such Form 700 Statements of Economic Interest on file in the City Clerk’s office.

SECTION 3. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its regular meeting held on this 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 5th day of December, 2016 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT A

Designated Positions

Disclosure Categories

I. Administrative Department

Assistant City Attorney	1, 2, 3, 4
City Clerk	5, 6

Key to Disclosure Categories for Administrative Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedule A-1.)
4. Reportable business positions. (Form 700, Schedule C.)
5. Reportable investments and business positions in business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.
6. Reportable income from persons or business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.

II. Community Development Department

Community Development Director	1, 2, 3
Associate Planner	1, 2, 3
Community Preservation Officer	1, 2, 3
Building & Safety Supervisor	1, 2, 3

Key to Disclosure Categories for Community Development Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable investments and business positions in business entities having an interest in real property in the jurisdiction, or that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies, or

services subject to the review or approval of the Community Development Department.

3. Reportable income from persons or business entities having an interest in real property in the jurisdiction, or that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies or services subject to the review or approval of the Community Development Department.

III. Finance Department

Finance Director

1, 2, 3, 4

Key to Disclosure Categories for Finance Department

1. Reportable investments and business positions in business entities from which the City purchases, plans to purchase, or has purchased within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services subject to the review or approval of the Finance Department.
2. Reportable income from persons or business entities from which the City purchases, plans to purchase, or has purchased within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services subject to the review or approval of the Finance Department.
3. Reportable investments and business positions in business entities doing business in the jurisdiction, planning to do business in the jurisdiction, or that have done business in the jurisdiction within two years from the time a statement is required under this Conflict of Interest Code.
4. Reportable income from persons or business entities doing business in the jurisdiction, planning to do business in the jurisdiction, or that have done business in the jurisdiction within two years from the time a statement is required under this conflict of interest code.

IV. Public Works Department

Deputy City Manager/Public Works Director

1, 2, 3, 4, 5

Management Analyst

1, 2, 3

Public Works Superintendent

1, 2, 3, 4, 5

Equipment and Materials Supervisor

1, 2, 3, 4, 5

Key to Disclosure Categories for Public Works Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)

2. Reportable investments and business positions in business entities having an interest in real property in the jurisdiction or that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City subject to the review or approval of the Public Works Department.
3. Reportable income from persons or business entities having an interest in real property in the jurisdiction or that provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City subject to the review or approval of the Public Works Department.
4. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, services within the jurisdiction subject to the inspection or approval of the Public Works Department.
5. Reportable income from persons or business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, services within the jurisdiction subject to the inspection or approval of the Public Works Department.

V. Recreation & Community Services Department

Director of Recreation & Community Services	1, 2
Recreation Supervisor	1, 2
Community Services Supervisor	1, 2
Cultural Arts Supervisor	1, 2

Key to Disclosure Categories for Recreation & Community Services Department

1. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the Recreation and Community Services Department.
2. Reportable income from persons or business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City under the direction of the Recreation and Community Services Department.

VI. Police Department

Police Chief	1, 2
Police Lieutenant	1, 2

Key to Disclosure Categories for Police Department

1. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the Police Department.
2. Reportable income from persons or business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City under the direction of the Police Department.

VII. Consultants

Consultant	1
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Key to Disclosure Categories for Consultants

1. For consultants who serve in a staff capacity with the City, the consultant shall disclose based on the disclosure categories assigned elsewhere in this code for that staff position.

For consultants who do not serve in a staff capacity for the City, the following disclosure categories shall be used:

Persons required to disclose in this category shall disclose pursuant to categories A, B, C and D below unless the City Manager determines in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in categories A, B, C and D. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

- A. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
- B. Reportable income. (Form 700, Schedules C, D and E.)
- C. Reportable investments. (Form 700, Schedules A-1 and A-2.)
- D. Reportable business positions. (Form 700, Schedule C.)

ATTACHMENT “B”**EXHIBIT A****Designated Positions****Disclosure Categories****I. Administrative Department**

Assistant City Attorney	1, 2, 3, 4
City Clerk	5, 6

Key to Disclosure Categories for Administrative Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable income. (Form 700, Schedules C, D and E.)
3. Reportable investments. (Form 700, Schedule A-1.)
4. Reportable business positions. (Form 700, Schedule C.)
5. Reportable investments and business positions in business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.
6. Reportable income from persons or business entities that provide, that plan to provide, or that have provided within two years from the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the City Clerk.

II. Community Development Department

Community Development Director	1, 2, 3
Assistant (Housing) Planner	1, 2, 3
Associate Planner	1, 2, 3
Assistant Planner	1, 2, 3
City Planner	1, 2, 3
Community Preservation Officer	1, 2, 3
Building & Safety Supervisor	1, 2, 3

Key to Disclosure Categories for Community Development Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)

2. Reportable investments and business positions in business entities having an interest in real property in the jurisdiction, or that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies, or services subject to the review or approval of the Community Development Department.
3. Reportable income from persons or business entities having an interest in real property in the jurisdiction, or that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies or services subject to the review or approval of the Community Development Department.

III. Finance Department

Finance Director	1, 2, 3, 4
Business License Clerk	3, 4

Key to Disclosure Categories for Finance Department

1. Reportable investments and business positions in business entities from which the City purchases, plans to purchase, or has purchased within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services subject to the review or approval of the Finance Department.
2. Reportable income from persons or business entities from which the City purchases, plans to purchase, or has purchased within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services subject to the review or approval of the Finance Department.
3. Reportable investments and business positions in business entities doing business in the jurisdiction, planning to do business in the jurisdiction, or that have done business in the jurisdiction within two years from the time a statement is required under this Conflict of Interest Code.
4. Reportable income from persons or business entities doing business in the jurisdiction, planning to do business in the jurisdiction, or that have done business in the jurisdiction within two years from the time a statement is required under this conflict of interest code.

IV. Public Works Department

Public Works Director/Deputy City Manager	1, 2, 3, 4, 5
City Engineer	1, 4, 5

Management Analyst	1, 2, 3
Public Works Superintendent	1, 2, 3, 4, 5
Equipment and Materials Supervisor	1, 2, 3, 4, 5

Key to Disclosure Categories for Public Works Department

1. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
2. Reportable investments and business positions in business entities having an interest in real property in the jurisdiction or that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City subject to the review or approval of the Public Works Department.
3. Reportable income from persons or business entities having an interest in real property in the jurisdiction or that provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City subject to the review or approval of the Public Works Department.
4. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, services within the jurisdiction subject to the inspection or approval of the Public Works Department.
5. Reportable income from persons or business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, services within the jurisdiction subject to the inspection or approval of the Public Works Department.

V. Recreation & Community Services Department

Director of Recreation & Community Services	1, 2
Recreation Supervisor	1, 2
Community Services Supervisor	1, 2
Cultural Arts Supervisor	1, 2

Key to Disclosure Categories for Recreation & Community Services Department

1. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of

Interest Code, materials, supplies or services to the City under the direction of the Recreation and Community Services Department.

2. Reportable income from persons or business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City under the direction of the Recreation and Community Services Department.

VI. Police Department

Police Chief	1, 2
Police Lieutenant	1, 2

Key to Disclosure Categories for Police Department

1. Reportable investments and business positions in business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this Conflict of Interest Code, materials, supplies or services to the City under the direction of the Police Department.
2. Reportable income from persons or business entities that provide, plan to provide, or have provided within two years prior to the time a statement is required under this conflict of interest code, materials, supplies or services to the City under the direction of the Police Department.

VIII. Consultants

Consultant	1
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Key to Disclosure Categories for Consultants

1. For consultants who serve in a staff capacity with the City, the consultant shall disclose based on the disclosure categories assigned elsewhere in this code for that staff position.

For consultants who do not serve in a staff capacity for the City, the following disclosure categories shall be used:

Persons required to disclose in this category shall disclose pursuant to categories A, B, C and D below unless the City Manager determines in writing that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in categories A, B, C and D. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure

requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

- A. Reportable interests in real property in the jurisdiction. (Form 700, Schedule B.)
- B. Reportable income. (Form 700, Schedules C, D and E.)
- C. Reportable investments. (Form 700, Schedules A-1 and A-2.)
- D. Reportable business positions. (Form 700, Schedule C.)

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

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

Date: December 5, 2016

Subject: Consideration to Approve Calendar Year 2017 Business Permits for Certain Business Activities as Required by the City Code

RECOMMENDATION:

It is recommended that the City Council approve the Business Permits for Calendar Year 2017 for businesses engaged in certain business activities (Attachment "A"), as required by Article III of Chapter 22 of the City Code.

BACKGROUND:

1. On August 31, 2016, Business Permit Renewal Applications for calendar year 2017 were mailed to those businesses that require City Council approval per Article III of Chapter 22 of the City Code prior to issuance of a Business License (see Attachment "B" for complete list of Business Activities that require a Permit). The applications were due on September 30, 2016.
2. On November 2, 2016, all completed applications received by the Finance Department were submitted to the Community Development Department for review of zoning and building requirements. All applications were subsequently approved.
3. On November 9, 2016, all applications received by the Finance Department and approved by the Community Development Department were submitted to the Police Department for approval. All applications were subsequently approved.
4. On November 16, 2016, all completed applications received by the Finance Department and approved by the Community Development Department and Police Department were submitted to the Public Works Department for review and approval. All applications requiring their approval were approved.

Consideration to Approve Calendar Year 2017 Business Permits for Certain Business Activities as Required by the City CodePage 2 of 2

ANALYSIS:

Article III of Chapter 22 of the San Fernando City Code (SFCC) requires certain types of businesses (see section 22-215, which is included as Attachment "B") to obtain a Business Permit as a prerequisite to receiving their regular Business License. Business Permits require the approval of the City Council.

Each affected business must file an application, in writing, specifying where the business is proposed to operate. Once approved, the permit is valid for the calendar year, or a shorter period of time as may be prescribed by any resolution of the City Council or in the Permit.

Applications are submitted to the Finance Department and reviewed by the Police, Community Development and Public Works departments for compliance with all applicable regulations. Completed applications are on file in the Finance Department.

If the Business Permits are approved, they will expire on December 31, 2017. After the expiration date, applicants will be required to submit a renewal for the upcoming calendar year.

BUDGET IMPACT:

The Business Permit fees previously adopted by the City Council ensure the administrative costs associated with said application are recovered by the City.

CONCLUSION:

By approving Business Permits for the businesses noted in Attachment "A," the City Council authorizes those businesses to continue their operations for calendar year 2017 at the specified commercial addresses.

ATTACHMENTS:

- A. List of Business License Permit Applicants for 2017
- B. Section 22-215 of the City Code

ATTACHMENT “A”**BUSINESS LICENSE PERMIT APPLICANTS BY CATEGORY (Section 22-215):****AUTOMOBILE DEALERS (USED)**

Western Motor Sports
Valley Auto Sales
Isaac’s Auto Sales
Rydell Chrysler Dodge Jeep Ram
Ganas Auto Group
Diego’s Auto Sales

BINGO

San Fernando Elks #1539
St. Ferdinand’s Catholic Church

DANCING

El Potro Bar

DANCING ACADEMY

Fox Studio of Dance
Royalty Dance Academy
Danzone

FORTUNE TELLERS

Botanica Santa Barbara

MASSAGE

QQ Spa
Vide Spa

MISCELLANEOUS

Orange Grove Mobile Home Park
San Fernando Swap Meet

PEDDLERS

Garcia Produce

POOL TABLES

El Porto Bar

BUSINESS LICENSE PERMIT APPLICANTS BY CATEGORY (Section 22-215) CONTINUED:**PRIVATE PATROL/SECURITY**

Security Specialists / Tyan Inc

REFUSE DISPOSAL

Consolidated Disposal Service, LLC

SECOND-HAND MERCHANDISE

Cassell's Music

Goodyear Tire Center

Addax Inc

SECOND-HAND JEWELRY (PAWNSHOP)

San Fernando Loan Company

TAXICAB BUSINESS

Yellow Cab Company

ATTACHMENT “B”

A person desiring to obtain a permit to conduct, manage or deal in any business mentioned in section 22-215 of this article shall file an application in writing with the city council specifying by street and number the place where such business is proposed to be conducted or carried on.

Sec. 22-215.

Business or Activity for Which Permit is Required
Antique shop
Arcade
Auction (jewelry)
Auctioneer
Auto rental
Auto reposessor:
Owner
Employee
Auto wrecking
Bath
Bowling alley
Boxing (amateur) contest
Carnival
Closing-out sale
Dance, public (only one)
Dancehall:
Cafe, bar where liquor is sold
Public
Dancing academy
Dancing club
Escort bureau
Fire sale
Fireworks sale

Business or Activity for Which Permit is Required
Game, skill and chance
Handbill (as defined in <u>section 6-31</u>) distribution business
Junk and/or refuse collector
Junk dealer
Massage parlor
Merry-go-round
Pawnbroker
Pool room
Pool tables (two only), incidental to main business activity, per table
Private patrol
Secondhand dealer:
Auto parts
Books
General
Jewelry
Used automobile vehicles
Shooting gallery
Show (in liquor establishment)
Skating rink
Street speaking
Swap meet operator
Tattooing and/or body piercing
Trailer camps

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

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

Date: December 5, 2016

Subject: Consideration to Adopt Resolutions Amending the City's Budget Policy and General Financial Policy

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 7766 (Attachment "A"), rescinding Resolution No. 7653 and establishing and updated Budget Policy (Exhibit "A" of Attachment "A"); and
- b. Adopt Resolution No. 7767 (Attachment "B"), rescinding Resolution No. 7654 and establishing an updated General Financial Policy (Exhibit "A" of Attachment "B"); and
- c. Authorize the City Manager to accept amendments, execute related documents, and make non-substantive changes.

BACKGROUND:

1. On November 3, 2014, the City Council adopted Resolution No. 7653, establishing a formal Budget Policy, and Resolution No. 7654, establishing a comprehensive General Financial Policy.
2. Financial policies adopted by a City Council establish a framework for overall fiscal planning and management. They set forth guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated. Publicly adopted financial policies demonstrate a commitment to sound financial management and fiscal integrity to the credit rating industry, prospective investors (bond buyers), and constituents. Adopted financial policies also improve the City's fiscal stability by helping City officials plan fiscal strategy with a consistent approach.
3. It is a best management practice to review policies and procedures periodically to ensure that the principles contained in the policies remain current and applicable.

Consideration to Adopt Resolutions Amending the City's Budget Policy and General Financial Policy

Page 2 of 2

ANALYSIS:

City Policies are intended to provide guidance to staff and elected officials on the City's practices and procedures. As such, policies should be reviewed and amended periodically to evolve with the current City procedures, industry best practices, and legal actions/legislation that impacts the City.

The City's General Financial Policy requires staff to review the policy annually to ensure the principles contained therein remain current. Amendments to City policies are not necessarily required annually; however, in accordance with the General Financial Policy, there are a few amendments that are being proposed by staff to ensure policies remain current.

The following amendments are being proposed for the Budget Policy:

- Clarification that a Continuing Budget Resolution is required to provide legal spending authority if the budget is not adopted by July 1st.
- Clarification that additional authority to make administrative transfers may be given to the City Manager by the City Council as part of the resolution adopting the annual budget, provided the transfer does not exceed the total budget approved by City Council.
- Clarification that the City Council may authorize the City Manager to carryover unexpended funds for multi-year capital projects as part of the resolution adopting the annual budget, provided the carryover does not exceed the total project budget originally approved by City Council.
- Non-substantive format and wording changes.

The following amendments are being proposed for the General Financial Policy:

- Updated Other Post-Employment Benefits section to reflect the changes to retiree health for employees hired after July 1, 2015 negotiated with the bargaining units.
- Added a Post-Tax Compliance Procedures for tax-exempt and tax-advantaged bonds to the Debt Management section. When the City issued debt financing secured by Measure R funds earlier this year, bond counsel strongly recommended adding this section to the City's General Financial Policy to comply with current IRS regulations.
- Non-substantive format and wording changes.

Consideration to Adopt Resolutions Amending the City's Budget Policy and General Financial Policy

Page 3 of 3

BUDGET IMPACT:

There is no budget impact associated with approving the proposed amendments to the City's financial policies. The proposed amendments will ensure the policies remain current and relevant and improve the City's fiscal stability by guiding City officials to plan fiscal strategy with a consistent, long-term approach.

CONCLUSION:

Adopting the proposed amendments will provide City management with clear and comprehensive policies in a number of critical areas, including, but not limited to, budgeting and financial reporting, long-term financial planning, fund reserve levels, and debt management.

ATTACHMENTS:

- A. Resolution No. 7766
- B. Resolution No. 7767

ATTACHMENT “A”**RESOLUTION NO. 7766****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, RESCINDING RESOLUTION
NO. 7653 AND ESTABLISHING AN UPDATED BUDGET POLICY**

WHEREAS, it is fiscally responsible to adopt policies to guide short and long-term planning of resources;

WHEREAS, the City Council sets the City’s fiscal priorities in the form of an annual budget;

WHEREAS, the City Council desires to enhance financial accountability and transparency to residents, customers, and the community-at-large;

WHEREAS, a formal Budget Policy enhances accountability and transparency by defining the annual budget process and setting standards for developing the budget as an effective policy document, financial plan, operations guide, and communications tool; and

WHEREAS, it is best practice to periodically review and update City policies and procedures to ensure they remain current and relevant.

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

Section 1. The City Council hereby rescinds Resolution number 7653.

Section 2. The City Council hereby establishes the Budget Policy, attached hereto as Exhibit “A” and incorporated herein by this reference.

PASSED, APPROVED, AND ADOPTED this 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 5th day of December, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

CITY OF SAN FERNANDO		POLICY/PROCEDURE
NUMBER		SUBJECT
ORIGINAL ISSUE	EFFECTIVE	
11/03/2014	11/03/2014	
CURRENT ISSUE	EFFECTIVE	BUDGET POLICY
<u>12/05/2016</u>	<u>12/05/2016</u>	
SUPERSEDES		
		CATEGORY
		FINANCE

Section 1. Purpose.

To demonstrate the City's commitment to financial accountability and transparency by defining the annual budget process and setting standards for developing the budget as an effective policy document and communication tool.

Section 2. Statement of Policy.

The Annual Budget, as adopted by the City Council, establishes the total appropriation provided for each City Department's operations. Expenditures may not exceed budgeted appropriations at the Department level within a fund. Budgeted appropriations are legally limited to the amount authorized by the City Council for each fund in the Annual Budget document, plus supplemental or increased appropriations individually approved by the City Manager or City Council.

In addition to setting the legal expenditure limit, the Annual Budget sets forth a strategic resource allocation plan that addresses the City Council's Strategic Goals. The Annual Budget is a policy document, financial plan, operations guide, and communication device all in one. To that end, an effective Annual Budget document:

- Determines the quality and quantity of City programs and services for the upcoming fiscal year;
- Details expenditure requirements and the estimated revenue available to meet those requirements;
- Aligns the activities of individual City Departments ~~to~~ with the City Council's goals and priorities;
- Sets targets and provides a means of measuring actual accomplishments against goals; and
- Serves as a communication device to promote the City's vision and direction, fiscal health and vitality, and the value the public is getting for its tax dollars.

Through the Annual Budget document, the City demonstrates financial accountability to residents, customers, and the community-at-large. Additionally, the Annual Budget provides the legal authority for expenditures and a means for control of municipal operations throughout the fiscal year. Accordingly, the City's Code mandates that a budget be adopted by Resolution on or before July 20th of each fiscal year (Chapter 2, Article VI, Division 2, Section 2-648). However, if the budget is not adopted by July 1st, a Continuing Budget Resolution must be adopted to provide legal spending authority through July 20th (see Section 3.C. Budget Preparation and Adoption).

The budget development process provides Department Heads with an opportunity to justify departmental work programs, propose changes in services, and recommend revisions in organizational structure and work methods. It also enables the City Manager to review City operations and make appropriate recommendations to the City Council.

Presentation of the City Manager's proposed budget to the City Council provides an opportunity to explain City programs and

BUDGET POLICY

Page 2

organizational structures. It also allows the City Council to judge the adequacy of the proposed operating programs, determine basic organizational and personnel staffing patterns, and establish the level of City services to be rendered with the available resources.

In order to accomplish these objectives, the Annual Budget combines a detailed explanation of estimated financial resources for the ensuing fiscal year with proposed expenditures, supported by sufficient information on the proposed programs and activities to assess the appropriateness of the recommended levels of services.

A. Structurally Balanced Budget

The City strives to adopt a balanced budget in which recurring operating revenue is equal to, or exceeds, recurring operating expenditures. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of contingency reserves to balance the budget is permitted. In the event a budget shortfall is expected to continue for more than one year, the planned use of contingency reserves should only be used as a temporary stop-gap measure and a broader strategic financial plan should be developed to close the gap through revenue increases and/or expenditure decreases.

The City will avoid the use of one time revenues to fund ongoing operations. One-time revenue may be appropriated to bridge short-term gaps in available resources and to pay off loan balances.

B. The Operating Budget, Capital Budget, and Capital Improvement Plan

The Annual Budget document contains information about the City's operating and capital programs for a particular fiscal year. Typically, when one refers to the City's Annual Budget, the meaning is the combination of the operating and capital budgets. The operating budget details the funding for the day-to-day operations and obligations of the City for a particular fiscal year including, but not limited to, employee salary and benefit costs, utility expenses, office expenses and building maintenance costs. The capital budget details planned expenditures for the same fiscal year to construct, maintain, or improve the City's capital assets.

The Capital Improvement Plan (CIP) is a separate multi-year planning document that details planned expenditures on capital projects. Capital projects include, but are not limited to, street and alley maintenance, construction or renovation of municipal buildings, improvements to recreation centers and playgrounds, and water main and sewerage system replacement. The CIP connects planned capital project expenditures to the financial resources to be used to fund the project and identifies the timeframe in which both the financing and work will take place. Capital improvement projects typically carry considerable future impact, meaning, they have a life span of at least five years or more. Consequently, they may be financed over a longer period of time in order to equitably spread the cost of the project across generations of users. Due to long-term nature of the CIP and potentially complex nature of capital project financing, the CIP may be presented in a separate document.

Most expenditures found in the current year of the CIP are included in the Annual Budget's capital expenses or capital outlays component. However, certain projects for which funding is not yet secure, or planning is not complete, are budgeted through supplemental appropriations during the fiscal year. Additionally, debt-financed projects are typically reflected twice in the Annual Budget; first as an original capital expenditure from the proceeds of the debt, and second as payments of principal and interest over a number of years.

C. Basis of Budgeting

To be consistent with accounting principles and the City's financial statements, the City uses the modified accrual basis for budgeting¹ for all General, Special Revenue, Debt Service, and Capital Projects Funds. Exceptions are as follows:

¹ This means that revenues are recognized when they become both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

BUDGET POLICY**Page 3**

- Capital expenditures within the Enterprise Funds are recorded as assets on an accounting basis but are shown as expenditures on a budgetary basis.
- Depreciation of capital assets and amortization of various deferred charges are recorded on an accounting basis only.
- Principal payments on long-term debt within the Enterprise Funds are applied to the outstanding liability on an accounting basis but are shown as expenditures on a budgetary basis.

Section 3. Procedure.

The procedures for public hearing, budget adoption, budget appropriations, amendments, and transfers, shall be as specified in the City of San Fernando City Code, Chapter 2, Article VI, Division 2, Section 2-646 through Section 2-651.

The City of San Fernando's fiscal year begins each July 1st and concludes on June 30th. In accordance with fundamental democratic principles, the City embraces the notion and practice of citizen participation, especially in key planning and resource allocation activities. Therefore, the development of the budget process begins early in the prior fiscal year to ensure adequate planning and community input into that planning. Departments obtain citizen input through Council, Committee and Commission meetings, public hearings, study sessions, and other forms of written and oral communication. Additional methods for soliciting general, or targeted, public input may be implemented as directed by the City Council or City Manager.

The development of the Annual Budget is comprised of three distinct phases:

1. Strategic Planning and Program Assessment;
2. Budget Directive and Departmental Submittal; and
3. Budget Preparation and Adoption.

A. Phase One: Strategic Planning and Program Assessment

Strategic Planning is a process that brings into alignment the community's priorities and needs, City Council goals and priorities, and City operations. The City Council's strategic goals and priorities are used as a roadmap to realize the community vision through building a budget that effectively utilizes City resources.

Program Assessment is designed to elicit evaluation of current service delivery efforts, as well as to provide baseline and performance information on the services (activities) that a Department currently provides. Program Assessment is conducted around five main critical questions:

1. *What* service does the program provide?
2. *Why* does the City provide the service?
3. *How* is the service provided?
4. *How Well* is the service provided? and
5. What is the *Impact* of the program on the community?

Program Assessment is a critical component of the budget Development process. Before focusing on dollars, Departments should focus on these questions and engaged in linking past assumptions and decisions with current issues.

Expenditures are recorded when liabilities are incurred, except that principal and interest payments on long-term debt are recognized as expenditures when due.

BUDGET POLICY

Page 4

B. Phase Two: Budget Directive and Departmental Submittal

The City Manager establishes a Budget Directive based on short and long-term financial and organizational goals. Budget kickoff begins in March with a meeting attended by the City Manager, Finance Director, Department Heads, and key staff from the Finance Department. Policy directives, general budgeting guidelines, and the technical and procedural aspects of preparing the budget are discussed. The Budget Preparation Packet that provides the information necessary to prepare the budget documents in an accurate and timely manner is distributed. Departments have approximately one month to prepare their budgets based on the City Manager's Budget Directive.

A City Manager Review is then conducted to provide each department with the opportunity to present an overview of their proposed budget, including increases, reductions, and/or other significant budgetary changes. The purpose of the City Manager Review is to finalize decisions regarding departmental budget requests and to discuss other outstanding issues.

C. Phase Three: Budget Preparation and Adoption

Once the City Manager Reviews have taken place and all departmental budget issues are resolved, the Finance Department prepares the City Manager's Proposed Budget. The Proposed Budget includes changes made subsequent to the City Manager Reviews and any other City Manager-directed changes.

The City Manager presents the Proposed Budget to the City Council in one or more workshop study sessions, typically held in May. Although public comment is welcome throughout the workshop study sessions, a specially designated Public Hearing is expressly held for public participation. Subsequent to the Public Hearing, the City Manager will ask the City Council to adopt the Annual Budget with any necessary revisions made between the time of the publication of the Proposed Budget and the date of adoption. The Annual Budget is effective July 1st, and the printed document is available within ninety (90) days of budget adoption.

The City's Code mandates that a budget be adopted by Resolution on or before July 20th of each fiscal year (SFCC Sec. 2-648). However, the City's fiscal year ends on June 30th (SFCC Sec. 2-646) and all appropriations expire at the end of the fiscal year (SFCC Sec. 2-649). Consequently, in the event budget discussions extend beyond June 30th, City Council must adopt a resolution approving funding operations until the final budget is adopted.

D. Adjustments to the Adopted Budget

Per the City's Code, the City Manager shall be responsible for the administration of the Annual Budget after its final adoption, shall keep the City Council fully advised at all times of the financial condition and needs of the City, and make such recommendations as (s)he deems necessary. In order to accomplish this mandate, the City Manager annually presents a mid-year fiscal review to the City Council, typically held between January and March. This review includes needed adjustments to the Adopted Budget that have been identified by staff since budget adoption.

The City Council may, at any regular or special meeting, amend or supplement the Annual Budget by motion adopted by three affirmative votes authorizing the transfer of unused balances appropriated for one purpose to another purpose or to appropriate available funds not included in the budget.

Sec. 2-651 of the City Code authorizes ~~the~~ the Finance Director ~~is authorized~~ to transfer budget amounts within salary accounts and within Maintenance and Operations accounts at his/her discretion. Budget transfers between funds, departments or divisions, transfers affecting assets and transfers between capital outlay accounts shall first be approved by the City Council. The City Council may confer additional administrative transfer authority to the City Manager, Finance Director, or other designee, within the adopted budget resolution provided the amount of the transfer does not exceed the adopted budget, plus

BUDGET POLICY**Page 5**

supplemental or increased appropriations approved by the City Manager or City Council. Transfers requiring City Council approval shall be submitted as agenda items and approved in accordance with the City Code Section 2-650. City Council approval is also required for all transfers from un-appropriated fund balances or contingency reserves.

E. Carryover Appropriations

The City's Code states that all appropriations unexpended or unencumbered at the end of each fiscal year shall expire and revert to the un-appropriated fund balance for the fund from which it was appropriated. Any unexpended encumbering funds from the next preceding fiscal year shall likewise expire and revert to the respective fund balances if they have not been fully expended prior to the end of the accrual period. The City Council may authorize the City Manager, Finance Director, or other designee, to carryover appropriations for unexpended account balances required to complete approved capital projects within the adopted budget resolution. ~~This is inclusive of appropriations for capital projects that are required for the completion of the approved project. The City has not established a carryover review process. As such, each department will need to re-appropriate any unspent funds needed to complete approved capital projects into the next year's budget.~~

F. Appropriated Reserve

The City Council may appropriate a certain amount of funding to be used as a contingency for unanticipated, non-emergency needs that are identified during the fiscal year. The Appropriated Reserve may be used to alleviate unanticipated expenditures, revenue shortfalls due to an unexpected economic slowdown or recession, or to fund one-time, high priority programs/activities. The amount budgeted as Appropriated Reserve is subject to City Council approval and requires no maximum or minimum appropriation in any given year.

~~Appropriated Reserves will be budgeted in the City Manager's Department budget.~~ The City Manager shall approve the use of Appropriated Reserves in accordance with all applicable City policies. Upon approval by the City Manager, the Finance Department is authorized to transfer funds from the Appropriated Reserve account to the appropriate operating account, if applicable, without additional City Council approval. Funds that are not expended in a particular fiscal year will be returned to the General Fund's Unappropriated Reserve and may then be re-appropriated in the subsequent year.

G. Non-budgeted Funds and Accounts

The City Council does not adopt appropriations in Fiduciary Funds and accounts. Fiduciary Funds are used to account for assets held in trust by the government for the benefit of individuals or other entities and include, but are not limited to, the Successor Agency to the San Fernando Redevelopment Agency.

Fiduciary accounts are used within various funds to track customer deposits or other pass through monies that are held by the City until they are either refunded or paid to another entity on behalf of the customer. These are typically recorded in liability accounts on the City's Balance Sheet.

H. Proposition 4 (Gann) Appropriation Limit

Article ~~13~~XII-B of the California Constitution was added by the November 1979 passage of the Gann Initiative. This legislation mandated that California Cities must compute an appropriation limit, which places a ceiling on the total amount of tax revenues that the City can appropriate annually. The legislation also provides that the governing body shall annually establish its appropriations limit by resolution.

The appropriations limit is calculated by determining appropriations financed by proceeds of taxes in the 1978-1979 base year and adjusting the limit each subsequent year for changes in the cost of living and population. This Appropriation Limit is the maximum limit of proceeds from taxes the City may collect or spend each year. Budgeted appropriations are limited to

BUDGET POLICY**Page 6**

actual revenues if they are lower than the limit. The Appropriations Limit may be amended at any time during the fiscal year to reflect new data.

I. Reference

City of San Fernando City Code, Chapter 2, Article VI, Division 2, Section 2-646 through Section 2-651.

Section 4: Exceptions

There will be no exceptions to this procedure, except as may be approved by the City Council.

Section 5. Authority.

By order of City Council ~~Resolution-Motion (Item No. A-9)~~, Policy adopted by the City Council on ~~November~~ December 35, 20146.

ATTACHMENT “B”**RESOLUTION NO. 7767****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, RESCINDING RESOLUTION
NO. 7654 AND ESTABLISHING AN UPDATED GENERAL
FINANCIAL POLICY**

WHEREAS, the City Council desires to enhance financial accountability and transparency to residents, customers, and the community-at-large;

WHEREAS, the City Council is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels and adhering to prudent practices in governance, management, budget administration and financial reporting;

WHEREAS, a General Financial Policy establishes a comprehensive set of guidelines for the City Council and City staff to follow when making decisions that may have a fiscal impact; and

WHEREAS, it is best practice to periodically review and update City policies and procedures to ensure they remain current and relevant.

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

Section 1. The City Council hereby rescinds Resolution number 7654.

Section 2. The City Council hereby establishes an updated General Financial Policy, attached hereto as Exhibit “A” and incorporated herein by this reference.

PASSED, APPROVED, AND ADOPTED this 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 5th day of December, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

CITY OF SAN FERNANDO		POLICY/PROCEDURE
NUMBER		SUBJECT
ORIGINAL ISSUE	EFFECTIVE	
11/03/2014	11/03/2014	GENERAL FINANCIAL POLICY
CURRENT ISSUE	EFFECTIVE	
<u>12/05/2016</u>	<u>12/05/2016</u>	CATEGORY
SUPERSEDES		
		FINANCE

Section 1. Purpose.

To establish a comprehensive set of Citywide financial principles to serve as a guideline for operational and strategic decision making.

Section 2. Statement of Policy.

The City is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels and adhering to prudent practices in governance, management, budget administration and financial reporting.

The following financial principles are intended to establish a comprehensive set of guidelines for the City Council and City staff to follow when making decisions that may have a fiscal impact (collectively known as "Policy"). The goal is to maintain the City's financial stability in order to be able to continually adapt to local and regional economic changes. Such principles will allow the City to maintain and enhance a sound fiscal condition. This policy should be implemented in conjunction with associated financial policies, i.e. Budget Policy, Purchasing Policy, Investment Policy, Grant Management Policy, etc.

This Policy will be reviewed annually as part of the City's annual Adopted Budget to ensure that the principles contained herein remain current. The City's comprehensive financial policies shall be in conformance with all State and Federal laws, Generally Accepted Accounting Principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

Financial principles included in this Policy are:

Chapter 1: Long-term Financial Planning

Chapter 2: Auditing, Financial Reporting and Disclosure

Chapter 3: Revenue Collection

Chapter 4: Investment and Cash Management

Chapter 5: Capital Assets and Capital Improvement Projects

Chapter 6: Financial Reserves and Fund Balances

Chapter 7: Post-employment Benefit Funding

Chapter 8: Grant Administration

Chapter 9: User Fees and Service Charges

Chapter 10: Cost Allocation

Chapter 11: Debt Management

GENERAL FINANCIAL POLICY**Page 2****CHAPTER 1: LONG-TERM FINANCIAL PLANNING**

1. The City shall maintain a General Fund Financial Forecast that looks forward at least five fiscal years into the future. The City shall consider immediate proactive measures when deficits between recurring revenues and recurring expenditures exist, even in outer years. The Forecast shall be updated at least bi-annually, as part of the mid-year budget review and annual budget process.
2. The City Council, City Manager and Executive Management will consider the effects of proposals for new or enhanced services, employee negotiations, tax/fee changes, or similar items, on the General Fund financial forecast. The City should be able to fund any such enhancements or changes in both the short-term and long-term to ensure sustainability of the enhancements.
3. The City shall develop and implement a financial plan to address its funding needs for issues like deferred maintenance and unfunded liabilities, which will be included in the General Fund financial forecast.
4. The City shall seek a balance in the overall revenue structure between more stable revenue sources (e.g. Property Tax) and economically sensitive revenue sources (e.g. Sales and Use Tax).
5. The City will proactively seek to protect and expand its tax base by encouraging a healthy underlying economy.
6. The City will work to protect and enhance the property values of all San Fernando residents and property owners.
7. The City will encourage the economic development of the community as a whole in order to provide stable and increasing revenue streams. It should be the City's goal to attract new businesses as well as retain successful businesses in the City. Objectives of a sound economic development strategy should also include: avoiding an over reliance on revenue from any one particular industry; recruitment and retention efforts to ensure a balance of revenue sources; ensuring compatible uses; encouraging business synergies; and promoting the growth of amenities and ancillary services to support business districts and established industries.
8. The City shall develop and maintain methods for the evaluation of future development and related fiscal impacts on the City budget.
9. Every reasonable effort will be made to establish revenue measures which will cause non-residents (i.e. transients and recreational visitors) to carry a fair portion of the expenses incurred by the City as a result of their use of public facilities.
10. The City will establish appropriate cost-recovery targets for its fee structure and will adjust its Master Fee Schedule annually to ensure that fees continue to meet cost recovery targets. The Finance Department may study, internally or using an outside consultant, the costs of providing such services and recommend fees to each department. (See also Chapter 10: User Fees and Service Charges)
11. Special services, which are characterized by an activity that is above and beyond the level of service typically provided by the City, will be ~~self~~-supported from service fees to the maximum extent possible. Service fees shall be established in the Master Fee Schedule in compliance with applicable State law, and shall be periodically reviewed for compliance with applicable State law.
12. The City will oppose efforts by State and County governments to divert revenues from the City or to increase unfunded service mandate of City taxpayers.

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13. The City will seek additional intergovernmental funding and grants, with a priority on funding one-time capital projects. Grant-funded projects that require multi-year support will be reviewed by City Council.
14. The City will not rely on one-time revenue sources to fund operations. One-time revenues sources, whenever possible, will be used to fund one-time projects, augment reserve balances or fund unfunded liabilities.

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CHAPTER 2: AUDITING, FINANCIAL REPORTING, AND DISCLOSURE*Preparation of Financial Statements*

Accounting standards boards and regulatory agencies set the minimum standards and disclosure requirements for annual financial reports and continuing disclosure requirements for municipal securities. The City places a high value on transparency and full disclosure in all matters concerning the City's financial position and results of operations. To this end, the City endeavors to provide superior information in the City's Comprehensive Annual Financial Report (CAFR) and Continuing Disclosure filings by going above and beyond the minimum reporting requirements, including participation in certificate of achievement accreditation programs and voluntary event disclosure filings.

The City prepares its financial statements in conformance with Generally Accepted Accounting Principles (GAAP). Responsibility for the accuracy and completeness of the financial statements rests with the City. However, the City retains the services of an external accounting firm to audit the financial statements on an annual basis. The primary point of contact for the auditor is the Finance Director, but the auditors will have direct access to the City Manager, City Attorney, or City Council on any matters they deem appropriate.

The financial statement audit and compliance audits will be conducted in accordance with the United States Generally Accepted Auditing Standards (GAAS), standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States, and standards set by regulatory agencies, if applicable.

As soon as practical after the end of the fiscal year, a final audit and report shall be submitted to the City Council, City Treasurer, City Manager, Finance Director, City Clerk and City Attorney. The final audit and report shall be posted to the City's website and five copies will be placed on file in the office of the Finance Director where they shall be available for inspection by the general public as long as is required by the City's record retention policy. A digital copy will be archived and available at any time.

After audit results have been communicated to the City, the Finance Department is responsible for responding to all findings, if any, within six months. Responses shall be provided to the City Manager and any appropriate regulatory agencies.

Independent Audit Firm

The City Council shall retain, for a contract period not to exceed three years, a qualified independent certified public accounting to examine the City's financial records and procedures on an annual basis. After soliciting and receiving written proposals from qualified independent accounting firms, the Finance Director shall submit a recommendation to the City Manager and City Council. Generally, the City will request proposals for audit services every three years. It is the City's policy to require mandatory audit firm rotation after nine years of consecutive service.

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CHAPTER 3: REVENUE COLLECTION AND ACCOUNTS RECEIVABLE

1. The City will pursue revenue collection and auditing to ensure that monies due the City are accurately received in a timely manner.
2. The City will seek reimbursement from the appropriate agency for State and Federal mandated costs whenever possible and cost-effective.
3. The City should centralize accounts receivable/collection activities wherever possible so that all receivables are handled consistently.

Write Off Bad Debt

Accounts receivable management and diligent oversight of collections from all revenue sources is imperative. Sound financial management principles include the establishment of an allowance for doubtful accounts. Efforts will be made to pursue the timely collection of delinquent accounts. When such accounts are deemed uncollectible, they should be written-off from the financial statements.

- a. The Finance Director, with the approval of the City Manager, is authorized to write off uncollectible individual accounts less than or equal to \$1,000. In such cases, the Finance Director must prepare a memorandum for City Manager review and approval documenting the accounts to be written off, the age of the debt, reasons for writing off each account and evidence of collection attempts taken on the account.
- b. Past due accounts of greater than \$1,000 may be written off with approval by the City Council. To write off accounts exceeding \$1,000, the Finance Director must prepare an Agenda Report for City Council review and approval documenting the accounts to be written off, the age of the debt, reasons for writing off each account and evidence of collection attempts taken on the account.

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CHAPTER 4: INVESTMENT AND CASH MANAGEMENT

1. Cash and investment programs will be maintained in accordance with California Government Code Section 53600 et seq. and the City's adopted Investment Policy to ensure that proper controls and safeguards are maintained. Pursuant to State law, the City, at least annually, revises, and the City Council affirms, a detailed Investment Policy.
2. Reports on the City's investment portfolio and cash position ~~will-shall~~ be ~~developed and~~ presented to the City Council by the City Treasurer on at least a quarterly basis, in conformance with the California Government Code.
3. City funds ~~will-shall~~ be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

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CHAPTER 5: CAPITAL ASSETS AND CAPITAL IMPROVEMENT PLAN

1. A *Capital Asset* is defined as land, structures and improvements, machinery and equipment and infrastructure assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. Capital assets also include additions to public domain (infrastructure) which includes certain improvements such as pavement, curb and gutter, sidewalks, traffic control devices, and right-of-way corridors within the City.
2. Depreciation of Capital Assets is computed using the straight-line method over the estimated useful lives of assets, which are as follows:

Buildings	50 years
Infrastructure	Up to 50 years
Improvements Other than Buildings	20 years
Furniture and Equipment	Up to 30 years
Vehicles and Related Equipment	Up to 8 years
3. A *Capital Improvement Project* (CIP) is defined as meeting one of the following criteria:
 - a. It is construction, expansion, renovation, or replacement of a city owned facility or infrastructure. The project must have a total cost of at least \$25,000 over the life of the project. Project costs include, but are not limited to, the cost of land, engineering, architectural planning, and contract services needed to complete the project; or
 - b. It is a purchase of major equipment (assets) costing \$25,000 or more with a useful life of at least 5 years; or
 - c. It is a major maintenance or rehabilitation project for existing facilities with a cost of \$25,000 or more and an economic life of at least 5 years.
4. A five-year Capital Improvement Plan will be developed and updated annually. The Plan shall include a brief description of the project, estimated project costs, and anticipated funding source(s) for the project.
5. The Capital Improvement Plan will identify, where applicable, current operating maintenance costs and funding streams available to repair and/or replace deteriorating infrastructure and avoid significant unfunded liabilities.
6. The City should develop and implement a post-implementation evaluation of its infrastructures condition on a specified periodic basis, estimating the remaining useful life, and projecting replacement costs.
7. The City will actively pursue outside funding sources for all CIPs. Outside funding sources, such as grants, will be used to finance only those CIPs that are consistent with the five-year Capital Improvement Plan and local governmental priorities, and whose operating and maintenance costs have been included in future operating budget forecasts.
8. CIP lifecycle costs will be coordinated with the development of the Operating Budget. Future operating, maintenance and replacement costs associated with new capital improvements will be forecasted, matched to available revenue sources, and included in the Operating Budget. CIP contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.
9. Financing of CIPs will be considered if it conforms to *Chapter 11: Debt Management* section of this Policy.

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CHAPTER 6: FINANCIAL (FUND) RESERVES AND FUND BALANCES

Prudent financial management dictates that some portion of the funds available to the City be reserved for future use.

As a general principle, the City Council decides whether to appropriate funds from reserve accounts. Even though a project or other expenditure qualifies as a proper use of reserves, the City Council may decide that it is more beneficial to use current year operating revenues or other available funds instead, thereby retaining the reserve funds for future use. Reserve funds will not be spent for any function other than the specific purpose of the reserve account from which they are drawn without specific direction in the annual budget; or by a separate City Council action. Information regarding annual budget adoption and administration is contained in the City's Budget Policy.

Governmental Funds and Fund Balance Defined

Governmental Funds, including the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds, have a short-term or current flow of financial resources measurement focus and basis of accounting and therefore, exclude long-term assets and long-term liabilities. The term Fund Balance, used to describe the resources that accumulate in these funds, is the difference between the fund's assets and fund's liabilities ~~of these funds~~. Fund Balance is similar to the measure of net working capital that is used in private sector accounting. By definition, both Fund Balance and Net Working Capital exclude long-term assets and long-term liabilities.

Proprietary Funds and Net Working Capital Defined

Proprietary Funds, including Enterprise Funds and Internal Service Funds, have a long-term or economic resources measurement focus and basis of accounting and therefore, include long-term assets and liabilities. This basis of accounting is very similar to that used in private sector. However, instead of Retained Earnings, the term Net Position is used to describe the difference between fund assets and fund liabilities. Since Net Position includes both long-term assets and liabilities, the most comparable measure of proprietary fund financial resources to governmental Fund Balance is Net Working Capital, which is the difference between current assets and current liabilities. Net Working Capital, like Fund Balance, excludes long-term assets and long-term liabilities.

Governmental Fund Reserves (Fund Balance)

For Governmental Funds, the Governmental Accounting Standards Board (GASB) Statement No. 54 defines five specific classifications of fund balance. The five classifications are intended to identify whether the specific components of fund balance are available for appropriation and are therefore "Spendable." The classifications also are intended to identify the extent to which fund balance is constrained by special restrictions, if any. Applicable only to governmental funds, the five classifications of fund balance are as follows:

<u>CLASSIFICATIONS</u>	<u>NATURE OF RESTRICTION</u>
Non-Spendable	Cannot be readily converted to cash
Restricted	Externally imposed restrictions
Committed	City Council imposed commitment
Assigned	City Manager/Finance Director assigned purpose/intent
Unassigned	Residual balance not otherwise restricted

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1. Non-Spendable Fund Balance: The portion of fund balance that includes amounts that are either (a) not in a spendable form, or (b) legally or contractually required to be maintained intact. Examples of Non-spendable fund balance include:
 - a. Reserve for Inventories: The value of inventories purchased by the City but not yet issued to the operating Departments is reflected in this account.
 - b. Reserve for Long-Term Receivables and Advances: This category is used to identify and segregate the City's financial assets that are not due to be received for an extended period of time, so are not available for appropriation during the budget year.
 - c. Reserve for Prepaid Assets: This category includes resources that have been paid to another entity in advance of the accounting period in which the resource is deducted from fund balance. A common example is an insurance premium, which is typically payable in advance of the coverage period. Although prepaid assets have yet to be deducted from fund balance, they are no longer available for appropriation.
2. Restricted Fund Balance: The portion of fund balance that reflects constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments (e.g. Debt Reserve funds); or (b) imposed by law through constitutional provisions or enabling legislation. The City operates a number of special revenue funds that account for items such as gas tax revenues distributed by the State, local return portions of County-wide sales tax overrides dedicated to transportation, grants from Federal or State agencies with specific spending restrictions, and Section 8 and CDBG funds from the Federal government with very specific spending limitations, to name a few. Since these funds are established because of the specific spending limitations on them, any year-end balances are still restricted for these purposes.
3. Committed Fund Balance: That portion of fund balance that includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action by the government's highest level of decision making authority, and remain binding unless removed in the same manner. The City considers adoption of a Resolution as a formal action for the purposes of establishing committed fund balance. The action to constrain resources must occur within the fiscal reporting period; however the amount can be determined subsequently. City Council imposed Commitments are as follows:
 - a. Contingency Funds: The Contingency Funds shall have a target balance of twenty percent (20%) of General Fund "Operating Budget" as originally adopted. Operating Budget for this purpose shall include current expenditure appropriations and shall exclude Capital Improvement Projects and Transfers Out. Appropriation and/or access to these funds are reserved for emergency situations only. The parameters by which the Contingency Funds could be accessed would include the following circumstances:
 - i. A catastrophic loss of critical infrastructure requiring an expenditure of greater than or equal to five percent (5%) of the General Fund, Operating Budget, as defined above.
 - ii. A State or Federally declared state of emergency where the City response or related City loss is greater than or equal to five percent (5%) of the General Fund, Operating Budget.
 - iii. Any settlement arising from a claim or judgment where the loss exceeds the City's insured policy coverage by an amount greater than or equal to five percent (5%) of the General Fund Operating Budget, and there are insufficient reserves available in the Self Insurance Fund to cover the loss.
 - iv. Deviation from budgeted revenue projections in the top three General Fund revenue categories, namely, Sales Taxes, Property Taxes and Business Taxes, in a cumulative amount greater than or equal to five percent (5%) of the General Fund Operating Budget.

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- v. Any action by another government that eliminates or shifts revenues from the City amounting to greater than or equal to five percent (5%) of the General Fund, Operating Budget.
- vi. Inability of the City to meet its debt service obligations in any given year.
- vii. Any combination of factors a) i-vi amounting to greater than or equal to five percent (5%) of the General Fund Operating Budget in any one fiscal year.

Use of Contingency Funds must be approved by the City Council. Should Contingency Funds be used, the City Manager shall present a plan to City Council to replenish the funds within five years.

4. Assigned Fund Balance: That portion of a fund balance that includes amounts that are constrained by the City's intent to be used for specific purposes, but that are not restricted or committed. This policy hereby delegates the authority to the City Manager or Finance Director to modify or create new assignments of fund balance. Constraints imposed on the use of assigned amounts may be changed by the City Manager or Finance Director. Appropriations of balances are subject to the Budget Policy concerning budget adoption and administration. Examples of assigned fund balance may include, but are not limited to:

- a. Reserves for Encumbrances: Purchase Orders and contracts executed by the City express intent to purchase goods or services. Generally, such documents include a cancellation clause, where the City would then only be responsible to pay for goods received or services provided. The City recognizes the obligation to pay for these goods and services as a reservation of fund balance, but because the City can ultimately free itself of this obligation if necessary, it does not meet the requirements of the more restrictive fund balance categorizations.
- b. Change in Fair Market Value of Investments: As dictated by GASB 31, the City is required to record investments at their fair value (market value). This accounting practice is necessary to insure that the City's investment assets are shown at their true value as of the balance sheet. However, in a fluctuating interest rate environment, this practice records market value gains or losses which may never be actually realized. The City Manager or Finance Director may elect to reserve a portion of fund balance associated with an unrealized market value gain. However, it is impractical to assign a portion of fund balance associated with an unrealized market value loss.

When the City Manager or Finance Director authorizes a change in General Fund, Assigned Fund Balance, City Council shall be notified quarterly.

5. Unassigned fund balance/Reserve: The residual portion of available fund balance that is not otherwise restricted, committed or assigned. This amount is considered the City's available reserve, or budget reserve.

GENERAL FINANCIAL POLICY**Page 11***General Fund Surplus*

At the end of each fiscal year, the difference between General Fund revenues and expenditures results in either a surplus (adding to fund balance) or deficit (subtracting from fund balance). In the case of a surplus, the policy for allocation shall follow these priorities:

1. Full funding of the twenty percent (20%) Contingency Fund.
2. If the Contingency Funds are fully satisfied, the remainder shall revert to Unassigned fund balance/reserve.

The City Manager may recommend a different allocation for approval by the City Council.

Proprietary Fund Reserves (Net Working Capital)

In the case of Proprietary Funds (Enterprise and Internal Service Funds), Generally Accepted Accounting Principles (GAAP) do not permit the reporting of reserves on the face of City financial statements. However, this does not preclude the City from setting policies to accumulate financial resources for prudent financial management of its proprietary fund operations. Since proprietary funds may include both long-term capital assets and long-term liabilities, the most comparable measure of liquid financial resources that is similar to fund balance in proprietary funds is net working capital, which is the difference between current assets and current liabilities. For all further references to reserves in Proprietary Funds, Net Working Capital is the intended meaning.

1. Water, Sewer and Refuse Funds

- a. Stabilization and Contingency Funds: This amount is used to provide sufficient funds to support seasonal variations in cash flows and, in more extreme conditions, to maintain operations for a reasonable period of time so the City may reorganize in an orderly manner or effectuate a rate increase to offset sustained cost increases. The intent is to provide funds to offset cost increases that are projected to be short-lived, thereby partially eliminating the volatility in annual rate adjustments. It is not intended to offset ongoing, long-term pricing structure changes. The target level of the Contingency Fund is twenty-five percent (25%) of the annual operating budget. This reserve level is intended to provide a reorganization period of three months with zero income or twelve months at a twenty-five percent (25%) loss rate. The City Council must approve the use of these funds, based on City Manager recommendation. Funds collected in excess of the Stabilization reserve target would be available to offset future rate adjustments, while extended reserve shortfalls would be recovered from future rate increases. Should catastrophic losses occur, Stabilization and Contingency Funds may be called upon to avoid disruption to service. The Stabilization and Contingency principle applies to each proprietary fund individually, not all proprietary funds collectively.
- b. Infrastructure Replacement Funding: This funding principle is intended to be a temporary repository for cash flows associated with the funding of infrastructure replacement projects provided by the Water Master Plan and Sewer Master Plan. The contribution rate is intended to level-amortize the cost of infrastructure replacement projects over a long period of time. The annual funding rate of the Water and Sewer Master Plans is targeted at an amount that, when combined with prior or future year contributions, is sufficient to provide for the eventual replacement of assets as scheduled in each respective Plan. This contribution principle should be updated periodically based on the most current Master Plan. There are no minimum or maximum balances contemplated by this funding principle. However, the contributions level should be reviewed periodically or as major updates to the Wastewater Master Plan occur. Annual funding is contingent on many factors and may ultimately involve a combined strategy of cash funding and debt issuance with the intent to normalize the burden on customer rates.

b.

GENERAL FINANCIAL POLICY**Page 12****2. Internal Service Funds**

Internal Service Funds are used to centrally manage and account for specific program activity in a centralized cost center. Their revenue generally comes from internal charges to departmental operating budgets rather than direct appropriations. The function of Internal Service Funds include:

- a. Normalizing departmental budgeting for programs that have life-cycles greater than one year; thereby facilitating level budgeting for expenditures that will, by their nature, be erratic from year to year. This also facilitates easier identification of long-term trends.
- b. Acting as a strategic savings plan for long-term assets and liabilities.
- c. Enabling appropriate distribution of City-wide costs to individual departments, thereby more readily establishing true costs of various operations.

Since departmental charges to Internal Service Funds duplicate the ultimate expenditure from the Internal Service Fund, they are eliminated when consolidating entity-wide totals.

The measurement criteria, cash flow patterns, funding horizon and acceptable funding levels are unique to each program being funded. Policy regarding target balance and/or contribution policy, gain/loss amortization assumption, source data, and governance for each of the City's Internal Service Funds is set forth as follows:

For All Internal Service Funds: The Finance Director may transfer part or all of any unencumbered fund balance between Internal Service Funds, provided that the transfer would not cause insufficient reserve levels or insufficient resources to carry out the fund's intended purpose. This action is appropriate when the decline in cash balance in any fund is precipitated by an off-trend non-recurring event (e.g. a large judgment funded by the Self Insurance Fund). The Finance Director will make such recommendations as part of the annual budget adoption or through separate City Council action.

Equipment Replacement Fund Reserve: The Equipment Replacement Fund receives operating money from the operating Departments to fund the regular replacement of major pieces of equipment (mostly vehicles) at their economic obsolescence.

Operating Departments are charged annual amounts sufficient to accumulate funds for the replacement of vehicles, communications equipment, technology equipment and other equipment determined appropriate by the Finance Director. The City Manager recommends annual rate adjustments as part of the budget preparation process. These adjustments are based on pricing, future replacement schedules and other variables.

The age and needs of the equipment inventory vary from year to year. Therefore the year-end fund balance will fluctuate in direct correlation to accumulated depreciation. In general, it will increase in the years preceding the scheduled replacement of relatively large percentage of the equipment, on a dollar value basis. However, rising equipment costs, dissimilar future needs, replacing equipment faster than their expected life or maintaining equipment longer than their expected life all contribute to variation from the projected schedule.

In light of the above, the target funding level is not established in terms of a flat dollar figure or even a percentage of the overall value of the equipment inventory. It is established at fifty percent (50%) of the current accumulated depreciation value of the equipment inventory, calculated on a replacement value basis. This will be reconciled annually as part of the year-end close out process by the Finance Department. If departmental replacement charges for

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equipment prove to be excessive or insufficient with regard to this target funding level, new rates established during the next budget cycle will be adjusted with a view toward bringing the balance back to the target level over a three-year period.

Self-Insurance Fund Reserve: The Self-Insurance fund pays for insurance premiums, benefit and settlement payments, and administrative and operating expenses. It is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect the five-year historical experience and shall be set to equal the annual expenses of the fund.

The Self-Insurance Fund reserve (Liability and Workers' compensation) will be maintained at a level which, together with purchased insurance policies, adequately indemnifies the City's property, liability, and health benefit risk from one-time fluctuations. A qualified actuarial firm shall be retained on an annual basis (typically through the City's insurance risk pool) in order to recommend appropriate funding levels, which will be approved by City Council. The City should maintain minimum reserves equal to sixty percent (60%) of the five-year average of total Self-Insurance Fund costs.

To lessen the impact of short-term annual rate change fluctuation, the City Manager may implement one-time fund transfers (rather than department rate increases) when funding shortfalls appear to be due to unusually sharp and non-recurring factors. Excess reserves in other areas may be transferred to the Self Insurance Fund in these instances, but such transfers should not exceed the funding necessary to reach the reserve level defined above.

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CHAPTER 7: POST-EMPLOYMENT BENEFIT FUNDING

Pension Funding: The City's principal Defined Benefit Pension program is provided through multiple contracts with California Public Employees Retirement System (CalPERS). The City's contributions to the plan include a fixed employer paid member contribution and an actuarially determined employer contribution that fluctuates each year based on an annual actuarial plan valuation. This variable rate employer contribution includes the normal cost of providing the contracted benefits plus or minus an amortization of plan changes and net actuarial gains and losses since the last valuation period.

It is the City's policy to make contributions to the plan equaling at least one hundred percent (100%) of the actuarially required contribution (annual pension cost). Because the City pays the entire actuarially required contribution each year, by definition, its net pension obligation at the end of each year is \$0. Any Unfunded Actuarial Liability (UAL) is amortized and paid in accordance with the actuary's funding recommendations. The City will strive to maintain its UAL within a range that is considered acceptable to actuarial standards. The City Council shall consider increasing the annual CalPERS contribution should the UAL status fall below acceptable actuarial standards.

Other Post-Employment Benefits (OPEB) Funding: The City contributes to a single-employer defined benefit plan to provide post-employment health care benefits. Subject to the terms provided in the applicable Memorandum of Understanding (MOU), the City pays 100% of all premiums charged for health insurance for qualifying retired employees, and their dependent spouses or survivors, and all active employees, and their dependent spouses or survivors, hired before July 1, 2015 that retire from the City. The City pays the minimum contribution required by the Public Employees Medical and Hospital Care Act (PEMHCA) for all employees hired after July 1, 2015 that retire from the City.-

The City's annual OPEB cost is calculated based on the Annual Required Contribution (ARC) of the employer, an amount actuarially determined in accordance with parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded liabilities of the plan over a period not to exceed thirty years. The City is currently unable to make the full ARC payment and is funding this obligation on a pay-as-you-go basis, which creates a significant unfunded liability.

It is the City's intention to develop a plan to establish or participate in a pre-funding trust and fully fund the ARC. Once a plan is developed, the City will strive to maintain a funded status that will be within a range that is considered acceptable to actuarial standards. The City Council will consider increasing the annual OPEB contribution should the funded status fall below acceptable actuarial standards. The City Council will also consider increasing the annual OPEB contribution when possible to reduce the amortization period.

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CHAPTER 8: GRANT ADMINISTRATION

Individual departments are encouraged to investigate sources of funding relevant to their respective departmental activities.

The department applying for a grant or receiving a restricted donation will generally be considered the Program Administrator of the grant. The Finance Department may assist in the financial administration and reporting of the grant, but the Program Administrator is ultimately responsible for meeting all terms and conditions of the grant, insuring that only allowable costs are charged to the grant program and adhering to City budgeting and purchasing procedures. Individual Departments and Program Administrators are not authorized to execute grant contracts. Grant contracts shall be reviewed by the City Attorney's Office and executed by the City Manager and/or City Council.

Refer to the City's Grant Management Policy for detailed information.

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CHAPTER 9: USER FEES AND SERVICE CHARGES

The City charges user fees and charges for services which are of special benefit to easily identified individuals or groups. The City will establish appropriate cost-recovery targets for its fee structure and will annually adjust its Master Fee Schedule to ensure that the fees continue to meet cost recovery targets and account for changes in methods or levels of service delivery. The Finance Department may study, internally or using an outside consultant, the cost of providing such services and recommend fees to each department.

General Concepts Regarding the User Fees and Service Charges: The following general concepts will be used in developing and implementing user fees and service charges:

1. Revenues shall not exceed the reasonable cost of providing the service.
2. Cost recovery goals shall be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs, including, but not limited to, accounting, payroll, personnel, data processing, vehicle maintenance, and insurance.
3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
4. For rental of real property, rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

User Fee Cost Recovery Levels: In setting user fee cost recovery levels, the following factors will be considered:

1. Community-Wide vs. Special Benefit: The level of user fee cost recovery should consider the community-wide versus special service nature of the program or activity. The use of general purpose (tax) revenues is appropriate for community-wide services, while user fees are appropriate for services which are of special benefit to easily identified individuals or groups.
2. Service Recipient vs. Service Driver: After considering community-wide versus special benefit of the service, the concept of service recipient versus service driver should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts; the community is the primary beneficiary. However, the applicant is the driver of development review costs, and as such, cost recovery from the applicant is appropriate.
3. Effect of Pricing on the Demand for Services: The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not overly-stimulated by artificially low prices. Conversely, high-levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if the services are specifically targeted to low income groups.
4. Feasibility of Collection and Recovery: Although it may be determined that a high-level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

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Factors Which Favor Low Cost Recovery Levels: Very low cost recovery levels are appropriate under the following circumstances:

1. There is no intended relationship between the amount paid and the benefit received. Almost all "social service" programs fall into this category as it is expected that one group will subsidize another.
2. Collecting fees is not cost-effective or will significantly impact the efficient delivery of the service.
3. There is no intent to limit the use of (or entitlement to) the service. Again, most "social service" programs fit into this category as well as many public safety emergency response services. Historically, access to neighborhood and community parks would also fit into this category.
4. The service is non-recurring, generally delivered on a "peak demand" or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. Many public safety services also fall into this category.
5. Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits might fall into this category.

Factors Which Favor High Cost Recovery Levels: The use of user fees and service charges as a major source of funding service levels is especially appropriate under the following circumstances:

1. The service is similar to services provided through the private sector.
2. Other private or public sector alternatives could or do exist for the delivery of the service.
3. For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
4. The use of the service is specifically discouraged. Police responses to disturbances or false alarms might fall into this category.
5. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

Enterprise Fund Fees and Rates

1. The City will set fees and rates at levels which fully cover the total direct and indirect costs-including operations, capital outlay, and debt service of the following enterprise programs; Water, Sewer (wastewater), and Refuse.
2. The City will review and adjust enterprise fees and rate structures as required to ensure that they remain appropriate and equitable.

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CHAPTER 10: COST ALLOCATION PLAN

A Cost Allocation Plan allows the City to fairly and completely allocate its administrative and overhead costs to all divisions. This allows the General Fund to recover costs from Enterprise Funds, Grant Funds, and also determines the overhead costs on the hourly rates of staff providing fee based services. A cost allocation study should be prepared by the Finance Department, either internally or using an outside consultant, at least biennially (i.e., every two years).

Office of Management and Budget Circular A-87 (OMB A-87) Plan: Using actual expenditures and documented time allocations, the OMB A-87 Plan follows the guidelines outlined by the Federal government through OMB Circular A-87. This plan is used for Federal grant administrative cost recovery.

Total Cost Plan: When grant regulations are not an issue, a Total Cost Plan, which uses the costs that the OMB A-87 Plan disallows, is able to allocate all indirect costs like the private sector routinely does. This plan is recommended whenever the goal is to fully allocate indirect costs for interfund transfers and fee calculations.

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CHAPTER 11: DEBT MANAGEMENT

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. A disciplined thoughtful approach to debt management includes policies that provide guidelines for the City to manage its debt program in-line with those resources. Therefore, the objective of this policy is to provide written guidelines and restrictions concerning the amount and type of debt issued by the City and the ongoing management of the debt portfolio.

This debt management policy is intended to improve the quality of decisions, provide justification for the structure of debt issuance, identify policy goals and demonstrate a commitment to long-term financial planning, including a multi-year capital plan. Adherence to a debt management policy signals to rating agencies and the capital markets that a government is well managed and should meet its obligations in a timely manner.

Conditions and Purposes Of Debt Issuance

Acceptable Conditions for the Use of Debt: Prudent amounts of debt can be an equitable and cost-effective means of financing major infrastructure and capital project needs. As such, debt will be considered to finance such projects if:

1. It meets the City's goal of distributing the payments for the asset over its useful life so that benefits more closely match costs for both current and future residents;
2. It is the most cost-effective funding means available to the City, taking into account cash flow needs and other funding alternatives; or
3. It is fiscally prudent and meets the guidelines of this Policy. Any consideration of debt financing shall consider financial alternatives, including pay-as-you-go funding, proceeds derived from development or redevelopment of existing land and capital assets owned by the City, and use of existing or future cash reserves, or combinations thereof.

Acceptable Uses of Debt: The City will consider financing for the acquisition, substantial refurbishment, replacement or expansion of physical assets, including land improvements. The primary purpose of debt is to finance one of the following:

1. Acquisition and or improvement of land, right-of-way or long-term easements.
2. Acquisition of a capital asset with a useful life of three or more years.
3. Construction or reconstruction of a facility.
4. Refunding, refinancing, or restructuring debt, subject to refunding objectives and parameters discussed in the Refunding Guidelines section of the Policy.
5. Although not the primary purpose of the financing effort, project reimbursables that include project planning design, engineering and other preconstruction efforts; project-associated furniture fixtures and equipment; capitalized interest, original issuer's discount, underwriter's discount and other costs of issuance.
6. Interim or cash flow financing, such as anticipation notes.

Prohibited Uses of Debt: Prohibited uses of debt include the following:

1. Financing of operating costs except for anticipation notes with a term of less than one year.

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2. Debt issuance used to address budgetary deficits.
3. Debt issued for periods exceeding the useful life of the asset or projects to be financed.

Use of Alternative Debt Instruments

The City recognizes that there are numerous types of financing structures and funding sources available, each with specific benefits, risks, and costs. All potential funding sources are reviewed by management within the context of the Debt Policy and the overall portfolio to ensure that any financial product or structure is consistent with the City's objectives. Regardless of what financing structure(s) is utilized, due-diligence review must be performed for each transaction, including the quantification of potential risks and benefits, and analysis of the impact on City creditworthiness and debt affordability and capacity.

Variable Rate Debt: Variable Rate Debt affords the City the potential to achieve a lower cost debt depending on market conditions. However, the City will seek to limit the use of Variable Rate Debt due to the potential risks of such instruments.

The City shall consider the use of Variable Rate Debt for the purposes of:

1. Reducing the costs of debt issues.
2. Increasing flexibility for accelerating principal repayment and amortization.
3. Enhancing the management of assets and liabilities (matching short-term "priced debt" with the City's short-term investments).
4. Diversifying interest rate exposure.

Considerations and Limitations on Variable Rate Debt: The City may consider the use of all alternative structures and modes of Variable Rate Debt to the extent permissible under State law and will make determinations among different types of modes of Variable Rate Debt based on cost, benefit, and risk factors. The Finance Director shall consider the following factors in considering whether to utilize Variable Rate Debt:

1. Any Variable Rate Debt should not exceed twenty percent (20%) of total City General Fund supported debt.
2. Any Variable Rate Debt should be fully hedged by expected future unrestricted General Fund reserve levels.
3. Whether interest cost and market conditions (including the shape of the yield curves and relative value considerations) are unfavorable for issuing fixed rate debt.
4. The likelihood of projected debt service savings when comparing the cost of fixed rate bonds.
5. Costs, implementation and administration are quantified and considered.
6. Cost and availability of liquidity facilities (lines of credit necessary for Variable Rate Debt obligations and commercial paper in the event that the bonds are not successfully remarketed) are quantified and considered.
7. Ability to convert debt to another mode (daily, monthly, fixed) or redeem at par at any time is permitted.

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8. The findings of a thorough risk management assessment.

Risk Management – Variable Rate Debt: Any issuance of Variable Rate Debt shall require a rigorous risk assessment, including, but not limited to factors discussed in this section. Variable Rate Debt subjects the City to additional financial risks (relative to fixed rate bonds), including interest rate risk, tax risk, and certain risks related to providing liquidity for certain types of Variable Rate Debt.

The City will properly manage the risks as follows:

1. Interest Rate Risk and Tax Risk: The risk that market interest rates increase on Variable Rate Debt because of market conditions, changes in taxation of municipal bond interest, or reductions in tax rates. *Mitigation* – Limit total variable rate exposure per the defined limits and match the variable rate liabilities with short term assets.
2. Liquidity/Remarketing Risk: The risk that holders of variable rate bonds exercise their “put” option, tender their bonds, and the bonds cannot be remarketed requiring the bond liquidity facility provider to repurchase the bonds. This will result in the City paying a higher rate of interest to the facility provider and the potential rapid amortization of the repurchased bonds. *Mitigation* – Limit total direct variable-rate exposure. Seek liquidity facilities which allow for longer (five to ten years) amortization of any draws on the facility. Secure credit support facilities that result in bond ratings of the highest short-term ratings and long-term ratings not less than AA. If the City's bonds are downgraded below these levels as a result of the facility provider's ratings, a replacement provider shall be sought.
3. Liquidity/Rollover Risk: The risk that arises due to the shorter-term of most liquidity provider agreements (one to five years) relative to the longer-term amortization schedule of the City's variable-rate bonds. In particular, (1) the City may incur higher renewal fees when renewal agreements are negotiated; and (2) the liquidity bank market constricts such that it is difficult to secure third party liquidity at any interest rate. *Mitigation* – Negotiate longer-terms on provider contracts to minimize the number of rollovers.

Derivatives: The use of certain derivative products to hedge Variable Rate Debt, such as interest rate swaps, may be considered to the extent the City has such debt outstanding or under consideration. The City will exercise extreme caution in the use of derivative instruments for hedging purposes, and will consider their utilization only when sufficient understanding of the products and sufficient expertise for their appropriate use has been developed. A comprehensive derivative policy will be adopted by the City prior to any utilization of such instruments.

Refunding Guidelines

The Finance Director shall monitor, at least annually, all outstanding City debt obligations for potential refinancing opportunities. The City will consider refinancing of outstanding debt to achieve annual savings. Absent a compelling economic reason or financial benefit to the City, any refinancing should not result in any increase to the weighted average life of the refinanced debt.

The City will generally seek to achieve debt service savings which, on a net present value basis, are at least three percent (3%) of the debt being refinanced. The net present value assessment shall factor in all costs, including issuance, escrow, and foregone interest earnings of any contributed funds on hand. Any potential refinancing shall additionally consider whether an alternative refinancing opportunity with higher savings is reasonably expected in the future.

Any potential refinancing executed more than ninety days in advance of the outstanding debt optional call date shall require a higher savings threshold. Consideration of this method of refinancing shall place greater emphasis on determining whether

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an alternative refinancing opportunity with higher savings is reasonably expected in the future.

Market Communication, Administration, and Reporting

Rating Agency Relations and Annual or Ongoing Surveillance: The Finance Director shall be responsible for maintaining the City's relationships with Standard & Poor's Ratings Services, Fitch Ratings and Moody's Investor's Service. The City is committed to maintaining, or improving upon, its existing rating levels. In addition to general communication, the Finance Director shall:

1. Ensure the rating agencies are provided updated financial information of the City as it becomes publically available.
2. Communicate with credit analysts at each agency as often as is requested by the agencies.
3. Prior to each proposed new debt issuance, schedule meetings or conference calls with agency analysts and provide a thorough update on the City's financial position, including the impacts of the proposed debt issuance.

Continuing Disclosure Compliance: The City shall remain in compliance with Security and Exchange Commission Rule 15c2-12 by filing its annual financial statements and other financial and operating data for the benefit of its bondholders within 270 days of the close of the fiscal year, or as required in any such agreement for any debt issue. The City shall maintain a log or file evidencing that all continuing disclosure filings have been made promptly.

Debt Issue Record-Keeping: A copy of all debt-related records shall be retained at the City's offices. At minimum, these records shall include all official statements, bond legal documents/transcripts, resolutions, trustee statements, leases, and title reports for each City financing (to the extent available).

Arbitrage Rebate: The use of bond proceeds and their investments must be monitored to ensure compliance with all Internal Revenue Code Arbitrage Rebate Requirements. The Chief Financial Officer shall ensure that all bond proceeds and investments are tracked in a manner which facilitates accurate calculation; and, if a rebate payment is due, such payment is made in a timely manner.

Credit Ratings

The City will consider published ratings agency guidelines regarding best financial practices and guidelines for structuring its capital funding and debt strategies to maintain the highest possible credit ratings consistent with its current operating and capital needs.

Legal Debt Limit

Section 18 of Article XVI of the California Constitution defines the absolute maximum legal debt limit for the City; however, it is not an effective indicator of the City's affordable debt capacity.

Affordability

Prior to the issuance of debt to finance a project, the City will carefully consider the overall long-term affordability of the proposed debt issuance. The City shall not assume more debt without conducting an objective analysis of the City's ability to assume and support additional debt service payments. The City will consider its long-term revenue and expenditure trends, the impact on operational flexibility and the overall debt burden on the tax payers. The evaluation process shall include a

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review of generally accepted measures of affordability and will strive to achieve and or maintain debt levels consistent with its current operating and capital needs. The Finance Director shall review benchmarking results of other California cities of comparable size with the City's Financial Planning and Budget Subcommittee prior to any significant project financing.

General Fund-Supported Debt: General Fund Supported Debt generally includes Certificates of Participation (COPs) and Lease Revenue Bonds (LRBs) which are lease obligations that are secured by an installment sale or by a lease-back arrangement between the City and another public entity. The general operating revenues of the City are pledged to pay the lease payments, which are, in turn, used to pay debt service on the bonds or Certificates of Participation.

These obligations do not constitute indebtedness under the State constitutional debt limitation and, therefore, are not subject to voter approval.

Payments to be made under valid leases are payable only in the year in which use and occupancy of the leased property is available, and lease payments may not be accelerated. Lease financing requires the fair market rental value of the leased property to be equal to or greater than the required debt service or lease payment schedule. The lessee (City) is obligated to place in its Annual Budget the rental payments that are due and payable during each fiscal year the lessee has use of the leased property.

The City should strive to maintain its net General Fund-backed debt service at or less than eight percent (8%) of available annually budgeted revenue. This ratio is defined as the City's annual debt service requirements on Certificates of Participation and Lease Revenue Bonds compared to total General Fund Revenues net of interfund transfers. This ratio, which pertains to only General Fund-backed debt, is often referred to as "lease burden."

Revenue Bonds: Long-term obligations payable solely from specific pledged sources, in general, are not subject to a debt limitation. Examples of such long-term obligations include those which achieve the financing or refinancing of projects provided by the issuance of debt instruments that are payable from restricted revenues or user fees (Enterprise Revenues) and revenues generated from a project.

In determining the affordability of proposed revenue bonds, the City will perform an analysis comparing projected annual net revenues (exclusive of depreciation which is a non-cash related expense) to estimated annual debt service. The City should strive to maintain a coverage ratio of one hundred twenty-five percent (125%) using historical and/or projected net revenues to cover annual debt service for bonds. The City may require a rate increase to cover both operations and debt service costs, and create debt service reserve funds to maintain the required coverage ratios.

Special Districts Financing: The City's Special Districts primarily consist of 1913/1915 Act Assessment Districts (Assessment Districts). The City will consider requests for Special District formation and debt issuance when such requests address a public need or provide a public benefit. Each application will be considered on a case by case basis, and the Finance Department may not recommend a financing if it is determined that the financing could be detrimental to the debt position or the best interests of the City.

Conduit Debt: Conduit financing provides for the issuance of securities by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City's faith and credit.

Structure of Debt

Term of Debt: Debt will be structured with the goal of distributing the payments for the asset over its useful life so that benefits

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more closely match costs for both current and future residents. Borrowings by the City should be of a duration that does not exceed the useful life of the improvement that it finances. The standard term of long-term borrowing is typically fifteen to thirty years.

Rapidity of Debt Payment: Accelerated repayment schedules reduce debt burden faster and reduce total borrowing costs. The Finance Department will amortize debt through the most financially advantageous debt structure and to the extent possible, match the City's projected cash flow to the anticipated debt service payments. "Backloading" of debt service will be considered only when one or more of the following occur:

1. Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
2. The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
3. Such structuring is beneficial to the City's aggregate overall debt payment schedule or achieves measurable interest savings.
4. Such structuring will allow debt service to more closely match project revenues during the early years of the project's operation.

Level Payment: To the extent practical, bonds will be amortized on a level repayment basis, and revenue bonds will be amortized on a level repayment basis considering the forecasted available pledged revenues to achieve the lowest rates possible. Bond repayments should not increase on an annual basis in excess of two percent (2%) without a dedicated and supporting revenue funding stream.

Serial Bonds, Term Bonds, and Capital Appreciation Bonds: For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds (CABs) may be used. The decision to use term, serial, or CAB bonds is driven based on market conditions.

Reserve Funds: The City shall strive to maintain the fund balance of governmental or proprietary funds (based on the security for the debt) at a level equal to or greater than the maximum annual debt service of existing obligations.

Tax-Exempt and Tax-Advantaged Bonds - Post Issuance Tax Compliance

The purpose of these Post-Issuance Tax Compliance Procedures is to establish policies and procedures in connection with tax-exempt obligations, including general obligations bonds, certificates of participation, tax-exempt leases, bond anticipation notes, and also any type of "tax-advantaged" obligations (collectively, "Bonds") issued by or on behalf of the City of San Fernando (the "City"), including entities controlled by the City, such as community facilities districts or joint powers agencies (collectively, the "Issuer"), in order to ensure that the Issuer complies with all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt or other advantaged status of the Bonds.

General

Ultimate responsibility for all matters relating to the Issuer's financings, including any refunding and refinancing, rests with the Director of Finance of the Issuer (the "Responsible Officer").

Post-Issuance Compliance Requirements

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External Advisors / Documentation

It is the policy of the Issuer to actively participate in discussions of its tax and state law compliance requirements during and after each issuance of Bonds. Such discussions will be with bond and tax counsel, as well as any financial advisor for the Bond issue, and other parties. The Responsible Officer shall be familiar with the representations and covenants made by the Issuer in the documents executed for the Bond issue, including, as necessary, being briefed by tax counsel on the particular requirements, as set forth in the tax document (e.g., a Tax Certificate) for each Bond issue, prior to signing such document.

The Responsible Officer and other appropriate Issuer personnel shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the Bond issuance process to identify requirements and to establish procedures necessary or appropriate so that the Bonds will continue to qualify for the appropriate tax status. Those requirements and procedures shall be documented in a district or issuer resolution(s), Tax Certificate(s) and/or other documents finalized at or before issuance of the Bonds. Those requirements and procedures shall include future compliance with applicable arbitrage rebate requirements and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term of the Bonds.

The Responsible Officer and other appropriate Issuer personnel also shall consult with bond counsel and other legal counsel and advisors, as needed, following issuance of the Bonds to ensure that all applicable post-issuance requirements in fact are met. This shall include consultation in connection with future contracts with respect to the use or sale of Bond-financed assets, and future contracts with respect to the use of output or throughput of Bond-financed assets (e.g., solar leases).

Whenever necessary or appropriate, the Issuer shall engage expert advisors (each a "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds, to prepare written rebate reports and to assist the Issuer with any requisite filings of rebate-related forms required by and payments to the Internal Revenue Service (the "IRS").

Role of the Bond Issuer

It is the Issuer's responsibility to know how Bond proceeds will be invested, and that such funds shall only be invested in permitted investments, as set forth in the authorizing resolution or other document pertaining to a given Bond issue. The investment earnings must be tracked and quantified, as the Issuer may not be able to keep all or a portion of said earnings, depending upon whether or not certain arbitrage rebate conditions are met. The investment activity data is a key component of rebate analysis and the Issuer will make sure such data is readily available for the Rebate Service Provider.

The documents governing the Issuer's tax-exempt debt obligations may provide for Bond proceeds to be administered by a trustee or any other agent, including a commercial bank or City official (as used herein, a "Trustee"), and the Issuer shall arrange for such Trustee to provide regular, periodic (e.g., monthly) statements regarding the investments and transactions involving Bond proceeds.

Unless otherwise provided as in the prior paragraph, unexpended Bond proceeds shall be tracked by the Issuer, and the investment of Bond proceeds shall be managed or overseen by the Responsible Officer. The Responsible Officer shall maintain records and shall prepare regular, periodic statements to the Issuer regarding the investments and transactions involving Bond proceeds.

Arbitrage Rebate and Yield

The Issuer has obligations to prepare or cause to be prepared calculations related to rebate for each Bond issue. Unless the

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applicable Tax Certificate or other document sets forth bond counsel has advised the Issuer that arbitrage rebate will not be applicable to an issue of Bonds:

- The Issuer shall engage the services of a qualified Rebate Service Provider (if not performed internally), and the Issuer or the Trustee shall deliver periodic statements concerning the investment of Bond proceeds to the Rebate Service Provider on a prompt basis;
- Upon request, the Responsible Officer and other appropriate Issuer personnel shall provide to the Rebate Service Provider additional documents and information reasonably requested by the Rebate Service Provider;
- The Responsible Officer and other appropriate Issuer personnel shall monitor efforts of the Rebate Service Provider and assure payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of the Bonds, and no later than 60 days after the last Bond of each issue is redeemed; and
- During the construction period of each capital project financed in whole or in part by Bonds, the Responsible Officer and other appropriate Issuer personnel shall monitor the investment and expenditure of Bond proceeds and shall consult with the Rebate Service Provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 24 months, as applicable, following the issue date of the Bonds.

The Issuer shall retain copies of all arbitrage reports, investment and expenditure records, and trustee statements as described below under "Record Keeping Requirements."

Allocation of Bond Proceeds

Within the proper timelines, which are currently no later than 18 months after expenditure or the project's placed-in-service date, but in no event after 5 years from the date of issuance of the applicable issue of new money bonds, the Issuer will allocate Bond proceeds to expenditures for rebate and private use purposes.

Use of Bond Proceeds

In order to preserve the tax-exempt or tax-advantaged status of the Bonds, the Issuer is responsible for making sure that the facilities financed or refinanced with Bond proceeds cannot be used by private businesses (or non-profit corporations or the U.S. Government) in amounts that exceed the permitted limits, or sold while the Bonds are outstanding, unless a remedial action is taken to preserve the tax-exempt or tax-advantaged status. The Responsible Officer and other appropriate Issuer personnel shall:

- Monitor the use of Bond proceeds, the use of Bond-financed assets (e.g., facilities, furnishings or equipment) and the use of output or throughput of Bond-financed assets throughout the term of the Bonds (and in some cases beyond the term of the Bonds) to ensure compliance with covenants and restrictions set forth in applicable Issuer resolutions and Tax Certificates;
- Maintain records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Bonds;
- Consult with Bond Counsel and other professional expert advisers in the review of any contracts or arrangements involving use or sale of Bond-financed facilities to ensure compliance with all covenants and restrictions set forth in applicable district or Issuer resolutions and Tax Certificates;

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- Maintain records for any contracts or arrangements involving the use or sale of Bond-financed facilities as might be necessary or appropriate to document compliance with all covenants and restrictions set forth in applicable district or Issuer resolutions and Tax Certificates; and
- Meet at least [annually] with personnel responsible for Bond-financed assets to identify and discuss any existing or planned use or sale of Bond-financed, assets or output or throughput of Bond-financed assets, to ensure that those uses are consistent with all covenants and restrictions set forth in applicable district or Issuer resolutions and Tax Certificates.

All relevant records and contracts shall be maintained as described below.

Record Keeping Requirements

The Issuer will adopt, incorporate and follow procedures to maintain appropriate records while the Bonds are outstanding and up to 3 years afterward. The Issuer acknowledges that it is both prudent practice to maintain comprehensive records, but it is also necessary in the event that the IRS requests such documents in the course of an examination.

Unless otherwise specified in applicable district or Issuer resolutions or Tax Certificates, the Issuer shall maintain the following documents for the term of each issue of Bonds (including refunding Bonds, if any) plus at least three years:

- A copy of the Bond closing transcript(s) and other relevant documentation delivered to the Issuer at or in connection with closing of the issue of Bonds;
- A copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds;
- A copy of all contracts and arrangements involving private use of Bond-financed assets or for the private use of output or throughput of Bond-financed assets; and
- Copies of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements.

Section 3. Authority.

By order of City Council Motion (Item No. A-9), Policy adopted by the City Council on November 3, 2014.

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

From: Elena G. Chávez, City Clerk

Date: December 5, 2016

Subject: Adoption of a Resolution Regarding the General Municipal Election to be Held on March 7, 2017

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7773 (Attachment "A"): Calling the General Municipal Election to be held on Tuesday, March 7, 2017, for the election of certain officers; requesting consolidation with the County of Los Angeles if the County holds a special election; requesting consolidation with the City of Los Angeles if the County does not hold a special election; requesting that the County provide specific election administration services for such election if the County holds a special election; and adopting regulations for candidates for elective office regarding candidate statements.

BACKGROUND/ANALYSIS:

1. On October 17, 2016, staff provided City Council with an update regarding a request from the Los Angeles County Board of Supervisors (BOS) that Los Angeles County cities consolidate their General Municipal Elections on March 7, 2017 with a potential special countywide Election to be held on the same day. This special election would be to potentially place measure/s before the voters to address homelessness and other issues (the BOS is expected to make their final determination by December 6, 2016).
2. On November 7, 2016, the City Council agreed to consolidate the General Municipal Election on March 7, 2017 with the County of Los Angeles. If there is no countywide election, then approval to consolidate with the City of Los Angeles.

In order to proceed with the General Municipal Election, the attached Resolution must be adopted. The City Clerk will also require the services of Martin & Chapman Co. to assist regarding the acquisition of specialty materials, services and supplies (i.e., nomination petitions, sample ballot pamphlets, signs, etc.).

Adoption of a Resolution Regarding the General Municipal Election to be Held on March 7, 2017Page 2 of 2

BUDGET IMPACT:

Fiscal Year 2016-2017 budget includes \$68,200 for services related to conducting the General Municipal Election on March 7, 2017.

ATTACHMENT:

- A. Resolution No. 7773 – Calling Election, Requesting County Services, and Adopting Regulations for Regarding Candidate Statements

ATTACHMENT “A”**RESOLUTION NO. 7773**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA (1) CALLING A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 7, 2017, FOR THE ELECTION OF CERTAIN OFFICERS; (2) REQUESTING CONSOLIDATION OF SUCH ELECTION WITH THE COUNTY OF LOS ANGELES IF THE COUNTY HOLDS A SPECIAL ELECTION; (3) REQUESTING THE COUNTY OF LOS ANGELES TO PROVIDE SPECIFIC ELECTION ADMINISTRATION SERVICES FOR SUCH ELECTION IF THE COUNTY HOLDS A SPECIAL ELECTION; AND (4) ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE FOR SUCH ELECTION REGARDING CANDIDATE STATEMENTS

WHEREAS, under the provision of the laws relating to general law cities in the State of California, a General Municipal Election of the City of San Fernando (the “City”) shall be conducted on Tuesday, March 7, 2017, for the election of the following municipal officers: two (2) Members of the City Council for the full term of four years and one (1) City Treasurer for the full term of four years; and

WHEREAS, Los Angeles County (the “County”) staff has advised the City that the County may hold a special election on March 7, 2017 and the Board of Supervisors of the County is scheduled to determine whether to conduct such a special election at its regularly scheduled meeting of December 6, 2016; and

WHEREAS, it is desirable that the City’s March 7, 2017 General Municipal Election be consolidated with any and all elections to be administered by the County if the County holds a special election on March 7, 2017 or by the City of Los Angeles in the event that the County does not hold a special election; and

WHEREAS, the City Council wishes for the Office of the Registrar-Recorder/County Clerk for the County (the “County Clerk”) to canvass the returns of the City’s March 7, 2017 General Municipal Election, only if the County holds a special election on March 7, 2017; and

WHEREAS, the City seeks the provision of certain election services from the County relating to the conduct of the City’s March 7, 2017 General Municipal Election; and

WHEREAS, the City Council approves the printing of the General Municipal Election information for the election to be held on Tuesday, March 7, 2017, in the foreign languages requiring translation pursuant to the Voting Rights Act of 1965; and

WHEREAS, Elections Code Section 13307 provides that the City may adopt regulations pertaining to the recovery of certain costs associated with the printing, handling, translation, and mailing of candidate statements as filed with the elections officer; and

WHEREAS, the City shall compensate the County for all necessary expenses incurred by the County in performing election services for the City; and

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

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of San Fernando, California, on Tuesday, March 7, 2017, a General Municipal Election for the purpose of electing two (2) Members of the City Council for the full term of four years and one (1) City Treasurer for the full term of four years.

SECTION 2. If the County holds a special election on March 7, 2017:

- A. Pursuant to the requirements of Elections Code section 10403, it is respectfully requested that the Board of Supervisors of the County consent and agree to the consolidation of the City's General Municipal Election on Tuesday, March 7, 2017 with the County-administered election of the same date if the County holds a special election on March 7, 2017, for the purpose of electing two (2) Members of the City Council for the full term of four years and one (1) City Treasurer for the full term of four years;
- B. The City consents to have its General Municipal Election on Tuesday, March 7, 2017 consolidated any and all elections conducted on such date within the County;
- C. The County is requested to (a) review and verify absentee voter applications and signatures; (b) conduct registered voter verifications (including signature verifications) associated with the processing of any proposed General Municipal Election ballot measure; (c) provide the City of San Fernando with the appropriate election precinct data, to the extent required; (d) make available to the City of San Fernando such election facilities, ballot casting equipment and assistance as may be necessary to conduct the election in compliance with state law and the Board of Supervisor's approval; (e) canvass the election returns; (f) print and supply ballots for the election, as needed; (g) mail the City of San Fernando's sample ballots, including ballot measure question, arguments, rebuttals and impartial analysis, as needed; and (h) administer the City of San Fernando's General Municipal Election in all respects as if it were part and parcel of any other County Registrar administered election, implementing all such legally required or customarily employed measures and practices as may be necessary to conduct the election in a timely and legally compliant manner, and utilizing only one form of ballot; and
- D. The City shall print and mail its own Voter Information Guide to the voters of the City.

SECTION 3. If the County does not hold a special election on March 7, 2017:

- A. The City Council of San Fernando consents to consolidating its General Municipal Election with the Primary Nominating Election of the City of Los Angeles, including the Los Angeles Community College District and the Los Angeles Unified School District for the purpose of electing three (3) Members of the Board of Trustees for the Los Angeles Community College District in Districts 2, 4, and 6, and (1) Member of the Board of Education of the Los Angeles Unified School District in District 6 with the General Municipal Election of the City of San Fernando.
- B. Pursuant to the provisions of Elections Code Section 10002, the City requests the Board of Supervisors of the County to permit the County Election Department to prepare and furnish the following for use in conducting the election:
1. A listing of County precincts with number of registered voters in each, so City may consolidate election precincts into city voting precincts, and maps of the voting precincts;
 2. A list of polling places and poll workers the county uses for their elections;
 3. The voter record of the names and address of all eligible registered voters in the City in order that the City's consultant may: (i) produce labels for vote-by-mail voters; (ii) produce labels for voter information guides ; and (iii) print rosters of voters and street indexes;
 4. Voter signature verification services as needed and voter signature files as needed;
 5. Make available to the City election equipment and assistance as needed according to state law.

SECTION 4. The ballots to be used at the election shall be in form and content as required by law and, if the County holds a special election on March 7, 2017, as directed by the County Clerk to facilitate the consolidation of the City's March 7, 2017 General Municipal Election with the County-administered election of the same date.

SECTION 5. Pursuant to Section 13307 of the Elections Code, each candidate for elective office to be voted for at the City's March 7, 2017 General Municipal Election may prepare a candidate statement on a form acceptable to the County Clerk, as applicable, and made available through the City Clerk.

SECTION 6. Pursuant to Section 13307(a)(1) of the Elections Code candidate statements **may** include the following:

- (A) The name, age, and occupation of the candidate; and
- (B) A brief description of no more than 200 words of the candidate's education and qualifications as expressed by the candidate himself or herself.

SECTION 7. Pursuant to Elections Code Section 13307(a)(1), candidate statements **shall not** include the following:

- (A) The party affiliation of the candidate; or
- (B) References to membership or activity in partisan political organizations.

SECTION 8. All prospective candidates should be aware of the holding in *Dean v. Superior Court* (1998) 62 Cal.App.4th 638, which holds that a statement prepared by a candidate for inclusion in the voters' pamphlet **may not** include comments or statements concerning the qualifications (or alleged lack of qualifications) of one's opponents. Candidates, in an abundance of caution, should avoid making any reference to opponents in their candidate statements. Candidates should seek the advice of private legal counsel if unsure as to whether their candidate statement does or does not comply with applicable law before filing.

SECTION 9. The candidate statement shall be filed in typewritten form at the Office of the City Clerk at the time the candidate's nomination papers are filed. The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 10. Subject to any logistical constraints imposed by the County Clerk by virtue of consolidation, the City Clerk shall have translated (from the English to relevant foreign languages authorized under the Voting Rights Act of 1965) and printed in the voters' pamphlet only the candidate statement of those candidates who request such translation and printing at the time of filing of the candidate statement.

SECTION 11. No candidate for any elected office of the City shall be permitted to include additional materials in the voters' pamphlet and sample ballot package.

SECTION 12. Each candidate for any of the offices to be elected at the General Municipal Election to be conducted on March 7, 2017, who files a candidate statement shall, as a condition of having his or her candidate statement included in the voters' pamphlet, concurrently deposit with the City Clerk an amount, as reasonably estimated by the City Clerk, to pay in advance his or her estimated *pro rata* share of the actual costs of printing and handling such candidate statements incurred by the City of San Fernando and/or the County Clerk as a result of providing such service at the time of filing such statement with the City Clerk. In the event that the amount paid as a deposit by a candidate includes overpayment of actual costs incurred by the City of San Fernando and/or the County Clerk, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within thirty (30) days following the date of the election.

SECTION 13. The City Clerk shall provide each candidate or candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 14. The ballots to be used at the election shall be in form and content as required by law.

SECTION 15. The City Clerk is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk or consultant to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 16. The polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Elections Code Section 10242, except as provided in Section 14401 of the Elections Code.

SECTION 17. Pursuant to Elections Code Section 12310, a stipend for services for the persons named as precinct board members is fixed at the sum of \$150 for each Inspector and \$125 for each Clerk for the election. In addition, the sum of \$30 will be given to each precinct Board Member to attend a mandatory training class and the sum of \$50 to be given to each Inspector to pick up the precinct supplies. The rental for each polling place, where a charge is made, shall be the sum of \$125 for the election.

SECTION 18. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 19. Notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 20. In the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the Election Official, the City Council, in accordance with Elections Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot (i.e., coin toss, draw straws, drawing of names).

SECTION 21. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

SECTION 22. The City Clerk shall forward without delay, a copy of this Resolution to the Los Angeles County Board of Supervisors, the Los Angeles County Registrar-Recorder/County Clerk, and to the City Clerk of the City of Los Angeles.

SECTION 23. This Resolution shall become effective immediately upon adoption and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED this 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council at a regular meeting held on the 5th day of December 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

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

Date: December 5, 2016

Subject: Consideration of An Urgency Ordinance Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 17, 2018

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, waive full reading and adopt Urgency Ordinance No. U-1662 (Attachment "A") by title, "An Urgency Ordinance of the City Council of the City of San Fernando Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 17, 2018", and waive further reading. This ordinance is introduced pursuant to Government Code Section 65858, and requires a four-fifths vote for adoption.

BACKGROUND:

1. On January 19, 2016, the City Council conducted a Public Hearing and adopted Urgency Ordinance No. U-1650, establishing a temporary moratorium on the application filing, processing, approval and issuance of permits for Multiple-Family Dwelling Projects. The immediate purpose of the moratorium is to preserve the public peace, health and safety of the community within the meaning of Government Code Section 36937(b) as it relates to providing a reasonable time to study the City's aging infrastructure inclusive of sewer, streets, water, et cetera in order to determine the appropriate regulations inclusive of any applicable development fees that should be applied to future Multiple-Family Dwelling Projects, pursuant to Government Code Section 65858(b). As part of the Urgency Ordinance adoption, the City Council directed staff to review the current three (3) or more dwelling unit threshold that is currently applicable under the interim moratorium to Multiple-Family Dwelling Projects in order to determine if said threshold should be increased without creating a significant adverse environmental impact on the City's

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infrastructure.

2. On February 11, 2016, the City published the Notice of Public Hearing before the City Council on February 22, 2016, (Special Meeting) to consider adoption of an “Interim Ordinance Extending the Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 18, 2017” in the *Los Angeles Daily News*.
3. On February 16, 2016, the City made available a City Council report on the proposed moratorium extension, which describes the measures taken to alleviate the condition, which led to the adoption of Ordinance No. U-1652, pursuant to Government Code Section 65858(d). The report was posted on the City’s website at: www.sfcity.org.
4. On February 22, 2016, the City Council conducted a Public Hearing and adopted Urgency Ordinance No. U-1652, An Urgency Ordinance of the City Council of the City of San Fernando Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 18, 2017”.

The Ordinance included a list of measures that will be undertaken to alleviate the conditions, which led to the adoption of the Urgency Ordinance as required by Government Code Section 65858(d). These measures included the following:

- A. “Since the adoption of Urgency Ordinance No. U-1650, City Public Works and Planning staff have begun to research and study the condition of the City’s infrastructure and to identify potential impacts to infrastructure related to new Multiple-Family Dwelling Projects under current zoning regulations and those contemplated under the proposed Corridors Specific Plan Update/TOD Overlay Zone Project.
- B. Planning Staff and the City’s planning consultant have begun preparation of the Program Environmental Impact Report (Program EIR) for the San Fernando Corridors Specific Plan Update to evaluate potential environmental impacts to the City’s infrastructure (i.e., sewer, water, streets, etc.) based on 20-year projections for new commercial, industrial, and residential development within the specific plan study/planning area.
- C. The Program EIR’s Notice of Preparation was circulated on December 21, 2015. A Scoping Meeting was held on January 7, 2016. City staff and the consultants are conducting the baseline studies for the Program EIR. It is anticipated that a draft of the Program EIR will be released for public review during the second quarter of 2016.
- D. In February, Public Works staff commenced a System-Wide Infrastructure – Development Impact Fee Study to analyze impacts of development on sewer, drainage,

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traffic, parks, government facilities, and police. The study is expected to take four to six months to complete, followed by consideration by the City Council.

- E. The Closed-Circuit Television (CCTV) inspection and cleaning of the City's sewer system has been completed and will be used to develop a list of point repairs and replacement of pipe segments. This year the CCTV data will be integrated into the City's Geographic Information System (GIS).
- F. The City Council has approved the purchase of a wastewater jetter vehicle to undertake maintenance and emergency removal of blockages in the wastewater system.
- G. This month, the City will initiate wet weather flow monitoring equipment at key locations to identify water infiltration (due to cracked pipes or manholes) and possible capacity issues.
- H. This month, the City will install overflow sensor equipment at key locations to provide alert notifications to prevent wastewater overflows.
- I. The City plans to install new pipe segments (both water and sewer) in conjunction with the resurfacing of 12 street segments.
- J. The City Council has approved the purchase of a water distribution vehicle to undertake maintenance and system improvements to water pipelines.
- K. Staff have commenced preparation of the 2015 Urban Water Management Plan as an update to the 2010 Urban Water Management Plan.
- L. The City will resurface 12 street segments. Six are planned for April 2016, and the rest will start in summer 2016.
- M. The City's participation in the Total Road Improvement Program is expected to be approved this spring 2016 and will expedite needed improvements to road and traffic infrastructure." (Excerpt from Urgency Ordinance No. U-1652.)

As part of the approval by the City Council, staff was directed to provide an update within six months or as soon as new information became available related to the City's efforts to study and address the aforementioned reasons that resulted in the need for the current moratorium on new multiple-family dwelling projects.

- 5. On September 19, 2016, staff provided the City Council with an update regarding the interim moratorium on the application filing, processing, approval and issuance of permits

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for Multiple-Family Dwelling Projects through January 18, 2017. (<http://ci.san-fernando.ca.us/wp-content/uploads/2016/09/9-19-19-CC-Packet.pdf>.)

6. On November 24, 2016, staff published a Notice of Public Hearing (Attachment “B”) for the December 5, 2016 regular meeting of the City Council for “Consideration of An Urgency Ordinance of the City Council of the City of San Fernando, California, Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 17, 2018”. The public notice was published in the print and on-line versions of *The Los Angeles Daily News*. (http://marketplace.socaladsonline.com/lang/advert/-DAILY-NEWS-NOTICE-OF-A-PUBLIC-MEETING-BEFORE-THE-Notices_3254.)

ANALYSIS:

As part of the September 19, 2016 update, staff noted that it had completed the following actions in an effort to alleviate the conditions that led to the adoption of the Urgency Ordinance Nos. U-1650 and subsequently U-1652:

A. Street resurfacing of seven (7) local streets in Fiscal Year (FY) 2016 Budget

The City completed resurfacing work on seven street segments (over 10,000 linear feet of roadway) during summer 2016. Work also included the replacement of portions of the City’s water system, damaged sidewalk, and damaged curb/gutter. Design work is underway for the rehabilitation of nine street segments included in the City’s FY 2016-17 Budget.

B. Design and street resurfacing of eight (8) local streets in FY 2017 Budget

The Total Road Improvement Program financing package was finalized in Spring 2016. Funds are programmed into the City’s FY 2016-17 Budget for street improvements. These improvements are scheduled to begin in Spring 2017. (As part of these road projects, all utilities are reviewed and if necessary, improved, including water system infrastructure and waste water system infrastructure).

C. Financing through the Total Road Improvement Program

The City completed financing through the Total Road Improvement Program. As part of this program, certificates of participation were issued and will provide approximately \$2.7 million for local road improvements.

Consideration of An Urgency Ordinance Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 17, 2018

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D. Closed Circuit Television (CCTV) assessment and maintenance of the wastewater infrastructure

The City completed a CCTV assessment of all waste water lines in Fall 2015. In addition, all lines were cleared of obstructions (tree roots, debris) to help provide for optimal system operations. Additionally, funds were included in the both the FY 2016 and FY 2017 Budgets for regular overtime cleaning/jetting and system maintenance.

- **Wastewater System Flow Monitoring**

In early 2016, the City Council approved an amendment to its existing agreement with ADS Environmental Services Inc. (ADS), to provide waste water flow monitoring services at several locations in the City. These locations include areas where wastewater enters the City from the City of Los Angeles and other key basin locations. Conducting flow monitoring allows the City to better analyze existing wastewater flow data and determine the best long-range plans for the City's wastewater system. This work is being undertaken in conjunction with ramped up cleaning and maintenance efforts that include use of the City's new wastewater jetter vehicle, which is used to undertake routine maintenance and/or emergency removal of potential blockages in the City wastewater system.

As part of the services agreement with ADS, a full assessment of the wastewater system capacity was conducted, including the installation of flow monitoring equipment in key locations, ongoing flow monitoring site assessment, ongoing equipment maintenance, data retrieval, and data reporting. This information has been compiled and provided in a report that can be downloaded at: City of San Fernando Sewer Flow Monitoring Report 2016; (<http://ci.san-fernando.ca.us/wp-content/uploads/2016/09/9-19-19-CC-Packet.pdf>)

- Monitoring Locations

Flow monitoring was conducted at six (6) boundary locations where wastewater enters the City from Los Angeles. Additionally, six (6) basin locations were established within the City's 2.5 square mile area. These basin locations help to identify capacity issues within specific areas of the City. The Flow Monitoring Locations are below:

Flow Monitoring Locations/Boundaries

Location I.D.	Address Location	Approximate Basin Boundaries
Boundary Locations		
Bound 3	8 th Street/Leach Street	N/A

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Location I.D.	Address Location	Approximate Basin Boundaries
Boundary Locations		
Bound 6	8t Street/Lazard Street	N/A
Bound 112	8 th Street/Harding Avenue	N/A
Bound 432	8 th Street/Macneil Street	N/A
Bound 817	2024 4 th Street (Near Hubbard Street)	N/A
Bound 595	San Fernando Road/Meyer Street	N/A
Basin 1 Northeast	614 Harding	Hubbard Ave, 8 th Street, Maclay Ave, Glenoaks Blvd
Basin 2 North-Central	Jessie St/1 st Street	Maclay Ave, 8 th St, Griswold Ave, 1 st St
Basin 3 Southeast	Wolfskill St/O'Melveny St.	Hubbard Ave, San Fernando Rd, Brand Blvd, O'Melveny St
Basin 4 Business District, Southwest	Fox St/Woodworth St	Hubbard Ave, Truman St, Fox St, Woodworth St
Basin 4A East	Truman St/Wolfskill St	Hubbard Ave, Glenoaks Blvd, Maclay Ave, Truman Ave
Basin 04B Northwest	Fox St/Ilex St	Griswold Ave, Foothill Blvd, Arroyo Ave, Ilex St

- Data Collected

Data is collected and is both transmitted remotely and verified by field personnel. Quality assurance of the data collected is confirmed regularly by field personnel to ensure consistency with measured statistics. At each monitoring location, ADS collected key site information, including pipe characteristics (size, materials), flow depth, flow velocity, and flow quantity.

Using this information, data is provided in “scatter graph” and hydrograph formats for each monitoring location. These graphs provide information about the wastewater pipe size, depth of flow relative to velocity, and total flow to infiltration. ADS also provides a daily report that specifies observed flow depths, velocity, and quantity of flow for each day during the monitoring period. ADS utilizes generally accepted civil engineering standards to measure data and determine hydraulic conditions and capacities.

- Findings

Flow monitoring was conducted under normal conditions from May 11, 2016 to June 9, 2016. The quality and consistency of data collected is noted for each location and entered into generally accepted engineering equations to calculate the flow rate, depth of flow, and velocity for each location. The flow monitoring findings and associated map

Consideration of An Urgency Ordinance Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 17, 2018

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of the flow monitoring locations can be downloaded at: City of San Fernando Sewer Flow Monitoring Report 2016; (<http://ci.san-fernando.ca.us/wp-content/uploads/2016/09/9-19-19-CC-Packet.pdf>)

Flow Monitoring Report Summary

Location I.D.	Address Location	Pipe Size (Inches)	Average Flow (Inches)	Average Capacity (%)	Maximum Flow (Inches)	Maximum Capacity (%)
Bound 3	8 th Street/Leach St	8"	1.39"	17%	2.26"	28%
Bound 6	8 th Street/Lazard St	8"	1.16"	15%	1.62"	20%
Bound 112	8 th Street/Harding Ave	8"	2.57"	32%	3.52"	44%
Bound 432	8 th Street/Macneil	8"	1.76"	22%	2.42"	30%
Bound 817	4 th Street at	8"	1.14"	16%	1.87"	27%
Bound 595	San Fernando Rd/Meyer St	14.88"	.51"	3%	.94"	6%
Basin 1 Northeast	614 Harding	10.13"	2.65"	26%	3.57"	35%
Basin 2 North-Central	Jessie/1 st Street	12"	2.48"	21%	3.11"	26%
Basin 3 Southeast	Wolfskill St/O'Melveny St.	10.88"	3.07"	28%	5.17"	48%
Basin 4 Business District, Southwest	Fox St/Woodworth St	18"	4.40"	24%	6.02"	33%
Basin 4A East	Truman St/Wolfskill St	15"	3.61"	24%	5.39"	40%
Basin 04B Northwest	Fox St/Ilex St	12"	1.78"	15%	2.91"	24%

- **Data Collected**

Data is collected and is both transmitted remotely and verified by field personnel. Quality assurance of the data collected is confirmed regularly by field personnel to ensure consistency with measured statistics. At each monitoring location, ADS collected key site information, including pipe characteristics (size, materials), flow depth, flow velocity, and flow quantity.

Using this information, data is provided in "scatter graph" and hydrograph formats for each monitoring location. These graphs provide information about the wastewater pipe size, depth of flow relative to velocity, and total flow to infiltration. ADS also provides a daily report that specifies observed flow depths, velocity, and quantity of flow for each day during the monitoring period. ADS utilizes generally accepted civil engineering standards to measure data and determine hydraulic conditions and capacities.

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- **Findings**

Flow monitoring was conducted under normal conditions from May 11, 2016 to June 9, 2016. The quality and consistency of data collected is noted for each location and entered into generally accepted engineering equations to calculate the flow rate, depth of flow, and velocity for each location. This findings are provided in a report that can be downloaded at: City of San Fernando Sewer Flow Monitoring Report 2016; (<http://ci.san-fernando.ca.us/wp-content/uploads/2016/09/9-19-19-CC-Packet.pdf>)

E. Completion of 2015 Urban Water Management Plan

In June 2016, the City Council approved the 2015 UWMP. Based on studies contained in the UWMP, It is projected that the Sylmar groundwater basin will provide a firm yield of 3,570 acre-feet per year. In addition, the City is able to access imported water from Metropolitan Water District.

The following supply/consumption data and projections were included as part of the plan:

Sources

Year	Groundwater (Acre Feet)	Additional Imported Water Sources - MWD (Acre Feet)	Total Sources (Acre Feet)
2015	3,570	3,442	7,012
2020	3,570	3,653	7,223
2040	3,570	4,091	7,661

**Projections based on UWMP, Table 5.3*

***The City has a preferential right of up to 0.1% of total imported water supplies from Metropolitan Water District.*

Consumption

Year	Consumption (Acre Feet)
2015	2,768
2020	3,753
2040	4,032

**Projections are based on State-required per capita figures for water usage. Per capita figures used are 134 gallons per day compared with 2015 actual per capita figures of 101 gallons per day.*

Consideration of An Urgency Ordinance Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 17, 2018Page 9 of 16

(2015 Urban Water Management Plan can be downloaded from the following City website address: <http://www.ci.san-fernando.ca.us/wp-content/uploads/2015/11/2015-Urban-Water-Mgmt-Plan-Final-1.pdf>.)

As part of the September 19, 2016 update, staff also noted that the following actions to alleviate the conditions that led to the adoption of the Urgency Ordinance Nos. U-1650 and subsequently U-1652 were still pending and yet to be completed:

F. Development of fee studies, including revised citywide fee schedule and development impact fees (expected completion in early 2017)

Citywide fee study updates are currently underway in order to ensure appropriate cost recovery for City services. The fee study will include both regular, ongoing fees for services and development impact fees to help mitigate the impact of new development on City infrastructure. Development impact fees will address categories such as traffic, parks, water facilities, wastewater facilities, and general government facilities, among others. Both studies are underway and it is expected that they will be ready for consideration by the City Council in early 2017.

G. Tod Overlay Zone Project/Corridors Specific Plan Amendment

Approximately 90% of the work on the Specific Plan Amendment's development standards and design guidelines has been completed. The proposed amended specific plan language (including updated development standards and design guidelines) was presented to the Planning and Preservation Commission at their October 6, 2015 meeting. Subsequent to the Public Hearing and considering public comments received at said hearing, the Planning and Preservation Commission voted to direct staff to make the final edits to the proposed specific plan amended language and proceed with the preparation of the requirement environmental assessment (the Draft Environmental Impact Report or "Draft EIR").

H. Draft EIR and Final EIR Preparation

On December 18, 2015, the City released the Notice of Preparation of the Draft EIR for the Project and on January 7, 2016, the City held the public scoping meeting to solicit public input. Soon thereafter with the new specific plan language in hand and public comments received by the City and consultant team, work began in earnest to prepare the Draft EIR and conduct the baseline studies including coordination and preparation of the traffic analysis, and water and sewer supply and capacity studies. The latter baseline studies included the 2015 Urban Water Management Plan, the Closed Circuit Television ("CCTV") analysis of the City's entire sewer system, and the preparation of a 2016 Sewer Flow

Consideration of An Urgency Ordinance Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 17, 2018

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Monitoring Report. These infrastructure studies are key components driving the critical path for completion of the Draft EIR.

Between January 2016 and April of 2016, Meridian Consultants (part of the Sargent Town Planning Project consultant team and lead environmental consultant) prepared the first round of EIR sections including: Introduction, Aesthetics, Cultural Resources, Land Use Planning, and Effects Not Found to be Significant. These were subsequently returned by the City with comments within two-three weeks.

On June 29, 2016, the City Council adopted the 2015 Urban Water Management Plan (UWMP). The 2015 UWMP was subsequently submitted to the Meridian Consultants for the review as part of the Draft EIR review of City utilities. In addition, the CCTV analysis and Sewer Flow Monitoring Report were made available to Meridian for their review.

On June 28, 2016, the City published a Request for Proposals ("RFP) for Water Supply Assessment in compliance with Senate Bill (SB) 610 (Chapter 643, Statutes of 2001) and SB 211 (Chapter 642, Statutes of 2001) as these may apply for the Project. On July 11, 2016, the City received three bids and selected Meridian Consultants to prepare the Water Supply Assessment. Work initiated the week of August 8, 2016 and a Final Draft was completed on November 3, 2016. The WSA includes the following elements:

- Whether the City's total projected water supplies available during normal, single dry, and multiple dry water years during a 20-year projection will meet the projected water demand of the proposed Project, in addition to existing and planned future uses, including agricultural and manufacturing uses.
- A comparison of current and projected supply and demand for normal, single dry, and multiple dry years. The WSA will make this comparison with and without the proposed Project demand so that the impact of the Project is clearly articulated.
- If the WSA concludes that its water supplies are or will be insufficient, the WSA will identify provide plans for acquiring additional water supplies, setting forth the measures that are being undertaken to acquire and develop those water supplies.
- The City, as lead agency, shall review the WSA and must decide whether additional water supply information is needed for its consideration of the proposed project. The City must include the water supply assessment in the Draft EIR prepared for the Project. The City may include in the environmental documentation an evaluation of the assessment, additional supply information and any related documents. The City shall determine, based on the entire record, whether projected water supplies will be sufficient to satisfy the demands of the project, in addition to existing and planned

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future uses. If the City determines that water supplies will not be sufficient, the City shall include that determination in its findings for the project.

- Additionally, work is currently underway to complete the remaining sections of the Draft EIR ("Round 2") including: the Executive Summary; Project Descriptions; Environmental Setting; Air Quality; Greenhouse Gas Emissions; Noise; Population and Housing; Public Services; Recreation; Transportation and Circulation; Utilities; Project Alternatives; Irreversible Environmental Changes; Growth Inducement; and Preparers and References sections. The second round of EIR sections are slated for completion by early December 2016. Allowing approximately four weeks for City staff review it is anticipated that the Draft EIR will be available for release in early February of 2017 in order to initiate the state-mandated minimum 60-day public review period with a Public Hearing to solicit public comments soon thereafter.

The proposed public review period is projected to end in late-March 2017. Depending on the number of, and breadth of, public comments received during the public review period it is projected that response to public comments and preparation of a Final EIR will take approximately 30 to 45 days; resulting in a Final Environmental Impact Report ("Final EIR") completion in early to late-April 2017.

Based on the projected completion date of the Final EIR in April 2017, staff anticipates the Public Hearings for the Planning and Preservation Commission and the two City Council Meetings to occur in May 2017 (Planning and Preservation Commission) and June-July 2017 (two City Council meetings to facilitate first and second readings of ordinance adoption of the Specific Plan Amendment and Certifying the Final EIR).

Urgency Ordinance Findings.

Staff recommends adoption of Urgency Ordinance No. U-1662, as an urgency measure pursuant to Government Code Section 65858. Staff's recommendation for adoption of Urgency Ordinance No. U-1662 is based upon the aforementioned measures undertaken and that are currently underway by the City to mitigate existing infrastructure conditions and potential impacts attributed to the future City approval and subsequent construction of multiple-family dwelling projects as well as based on the following findings:

- A. There is a current and immediate threat to the public health, safety, or welfare, and the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for use which is required in order to comply with a zoning ordinance would result in that threat to public health, safety, or welfare:**

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Multiple factors have affected the City's sewer infrastructure including decades of deferred maintenance, the need to implement a Fats, Oils, and Greases Control Plan, and the need to design and upgrade the existing system to meet deficient capacity and accommodate growth. Insufficient sewer capacity can cause sewage backups into homes, and sewage poses a significant threat to human health. The City has made significant headway in completing its system-wide inspection, assessment, and any required sewer capacity improvements before the approval of more multiple family dwelling projects places further demands on the system. However, approving new multi-unit projects before this work is accomplished would create greater uncertainty as it relates to project related impacts to our sewer system, and as such presents a current and immediate threat to health and safety.

Multiple factors also affect the City's continued access to sufficient water supply which comes from local groundwater and imported water. Reliability of the City's water supply is based on the capacity and condition of infrastructure. Such conditions are affected by, among other things: groundwater contaminants, water well maintenance, and years of deferred maintenance, in general. Furthermore, reliable water supply is impacted by seasonal demand affected by drought, and by population growth under land use regulations, including those in the Specific Plan and proposed amendments. Therefore, it will be critical to assessing future demands and any associated mitigation measures related to the TOD Overlay Zone Project/San Fernando Corridors Specific Plan Amendment Project to include the 2015 Urban Water Management Plan and the pending Water Supply Assessment TOD Overlay Zone Project/San Fernando Corridors Specific Plan Amendment Project as part of the analysis that will be factored into the project's Environmental Impact Report.

Deferred maintenance of the City's street infrastructure have resulted in repairs totaling approximately \$17.8 million. The average Citywide roadway conditions are rated "Good" with slight distress and weathering, while 32 percent of streets have an overall pavement condition rating of below 55, which is "Fair" with moderate distress and/or severe weathering. Hence, any further demand on the City's roadways from new multiple family dwelling projects requires further analysis, and development and consideration of mitigation measures, impact fees, and short and long-term planning to maintain and reduce deterioration of the City's roadways.

The City Council finds that the establishment of new multiple family dwelling projects within the City, before the City has completed the fee study and the environmental impact report for the TOD Overlay Zone Project/San Fernando Corridors Specific Plan Amendment Project that can have a direct and long-term effect on the state of the City's infrastructure, presents a current and immediate threat to health and safety.

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The approval of additional permits or other land use entitlement for new multiple-family dwelling projects would result in that threat to public health, safety, or welfare because, without the benefit of new regulations and engineering and planning practices in place (e.g., impact fees and mitigation measures), the demands of the new development threaten to harm or overwhelm the City's infrastructure. This includes roads, traffic controls, water and sewer systems, and storm drains.

B. The continued approval of the development of multiple-family housing projects would have a specific, adverse impact upon the public health or safety:

The continued approval of the development of multiple-family dwelling projects have the potential to strain public safety, schools, roads, water and sewers in the City in the absence of adequate analysis of the state of the City's infrastructure and need for additional public facilities. The demands of new development threaten to harm or overwhelm the City's infrastructure. This includes roads, traffic controls, water, sewer, and storm drains, which are or will be improved as part of the CIP.

Insufficient sewer capacity can cause sewage backups into homes, and sewage poses a significant threat to human health. In addition, insufficient water supply may result in lack of emergency water services to fight fires and limits Citywide access to potable water for residential, commercial and industrial uses.

Overall infrastructure capacity may be further exacerbated by new approvals of multiple-family dwelling projects before the City has completed its assessment and repair of the sewer, water, and street systems and can implement new development impact fees, and improve standards that mitigate impacts on these types of infrastructure.

In order to determine that sufficient City infrastructure capacity exists, the City must complete the pending development of fee studies, including revised Citywide fee schedule and development impact fees, and the completion and City Council consideration of the TOD Overlay Zone Project/Corridors Specific Plan Amendment and associated Environment Impact Report by mid-2017. Completion of these pending fees studies and environmental assessment will assist the City in determining what if any mitigation measures will be needed address any City infrastructure deficiencies now and as anticipated based on implementation of the TOD Overlay Zone Project/Corridors Specific Plan Amendment Project.

C. This interim moratorium is necessary to mitigate or avoid the specific, adverse impact identified above:

The City Council finds that the 12-month extension of the temporary moratorium (i.e., City Council Urgency Ordinance No. U-1652) on the application filing, processing, approval and

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issuance of permits for multiple-family dwelling projects is necessary to allow the City sufficient time to complete its study and develop comprehensive regulations, mitigation measures, and engineering and planning practices that will balance development with infrastructure capacity and other public facilities. These studies, regulations, and mitigation measures includes the City's completion of the pending Development of fee studies, including revised Citywide fee schedule and development impact fees, and the completion and City Council consideration of the TOD Overlay Zone Project/Corridors Specific Plan Amendment and associated Environment Impact Report by mid-2017.

When a city prepares to adopt new development regulations, there is the risk of a rush of new development applications in an attempt to beat the new regulations. The moratorium on multiple-family dwelling project permits, while the City studies and updates its current regulations, would prevent such applications from defeating the purpose of any new regulations the City may consider.

D. There is no feasible alternative to satisfactorily mitigate or avoid the specific, adverse impact identified above as well or better, with a less burdensome or restrictive effect, than the adoption of the proposed interim moratorium:

This moratorium, which includes a 12-month extension on the current interim moratorium (i.e., City Urgency Ordinance No. U-1652) will afford the City a reasonable amount of time to complete its analysis of the state of the City's infrastructure, determine the need for additional public facilities to accommodate future development, and develop appropriate potential regulations, mitigation measures, and impact fees commensurate with the demands of the new development. The pending analysis is inclusive of the City's completion of the development fee studies, including revised Citywide fee schedule and development impact fees (expected completion in early 2017), and the completion and City Council consideration of the TOD Overlay Zone Project/Corridors Specific Plan Amendment and associated Environment Impact Report by mid-2017.

Faced with the choice of allowing new multiple-family dwelling projects to proceed without the benefit of this vital analysis, or suspending such approvals for the term of this moratorium, staff finds that only the proposed suspension will mitigate or avoid the specific, adverse impacts identified in the findings above. Accordingly, staff finds that there is no feasible alternative to this interim moratorium (Attachment "A").

California Environmental Quality Act (CEQA) Compliance.

The proposed Urgency Ordinance extension has been reviewed for compliance with the CEQA. Based on that assessment, the Urgency Ordinance extension has been determined to be exempt from CEQA review pursuant to the following:

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- A. This Urgency Ordinance is not a “project” within the meaning of Section 15378 of the CEQA Guidelines as it has no potential for resulting in a physical change in the environment, either directly or indirectly;
- B. This Urgency Ordinance is categorically exempt from CEQA under Section 15308 of the CEQA Guidelines, as it is a regulatory action by the City and authorized by the Zoning Ordinance and Government Code Section 65858 to assure the maintenance and protection of the environment and adoption of contemplated legislation, regulation, and policies; and
- C. This Urgency Ordinance is not subject to CEQA under the general rule set forth in Section 15061(b)(3) of the CEQA Guidelines that CEQA only applies to projects which have the potential for causing a significant effect on the environment. For the reasons described above, it can be seen with certainty that there is no possibility that this Urgency Ordinance will have a significant effect on the environment.

BUDGET IMPACT:

Approval of this Urgency Ordinance is not expected to have any direct impact on the City’s budget as the staff time and the legal fees from the City Attorney’s Office for work on the Urgency Ordinance No. 1662 is covered under the current budget. Extension of Urgency Ordinance No. 1662 for an additional 12 months may result in a reduction in City General Fund revenue attributed to permit and development fees associated with new construction of Multiple-Family Dwelling Projects.

CONCLUSION:

Based on the aforementioned analysis, it is recommended that the City Council adopt the Urgency Ordinance No. U-1662 (Attachment “A”). The Urgency Ordinance allows staff to complete the following measures that assess and mitigate potential long-term impacts to the City’s infrastructure resulting from new multiple-family development projects:

- Development of fee studies, including revised Citywide fee schedule and development impact fees (expected completion in early 2017);
- Planning and Preservation Commission and City Council consideration of TOD Overlay Zone Project/Corridors Specific Plan Amendment (mid 2017); and
- Planning and Preservation Commission and City Council consideration Draft EIR and Final

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EIR Preparation (mid 2017).

If, as a result of the completion of these noted measures, there is sufficient information and safeguards in place to address potential City infrastructure impacts attributed to new multiple-family dwelling projects then the City Council can consider (at their discretion) to reduce the duration of the interim moratorium to a period less than the requested 12-month period currently noted in Urgency Ordinance No. 1662.

ATTACHMENTS:

- A. Urgency Ordinance No. U-1662
- B. Public Hearing Notice

ATTACHMENT “A”**URGENCY ORDINANCE NO. U-1662****AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, EXTENDING AN INTERIM MORATORIUM ON THE APPLICATION FILING, PROCESSING, APPROVAL AND ISSUANCE OF PERMITS FOR MULTIPLE-FAMILY DWELLING PROJECTS THROUGH JANUARY 17, 2018**

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

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

WHEREAS, the City desires to ensure that residential development occurs in an orderly manner, in accordance with the goals and objectives of the General Plan; and

WHEREAS, pursuant to California Government Code section 65580 et seq. (Housing Elements), the Regional Housing Need Assessment (RHNA) Allocation Plan—prepared by the Southern California Association of Governments and approved by the state Department of Housing and Community Development—has identified for the City of San Fernando a housing growth need of 217 units projected from 2014 to 2021; and

WHEREAS, based on existing and anticipated development, the City continues to make quantifiable progress toward achieving its assigned share of housing units; and

WHEREAS, the City’s General Plan 2013-2021 Housing Element and 2005 San Fernando Corridors Specific Plan (the “Specific Plan”) envision, among other things, residential development potential along major commercial corridors, in Zone R-3 (Multiple Family), and near the Metrolink Station, and the City is now in the process of updating the Specific Plan and preparing an environment impact report (EIR); and

WHEREAS, a Sanitary Sewer System Management Plan Report prepared for the City in 2013 identified the need for a System Evaluation and Capacity Assurance Plan to assess the hydraulic capacity of major sewers, and to develop and implement a sewer master plan; and in March of 2014, the City completed the *Final Report for the Sewer Master Plan*, which included goals to identify system deficiencies, needed upgrades based on current and future growth needs as well as mapping of said infrastructure, and a timeframe for developing a short and long-term Capital Improvement Program (CIP) to make said needed repairs, upgrades, and accommodate projected growth; and

WHEREAS, the City Public Works Department 2011 *Proposal to Increase Water and Sewer Rates* identified nitrate removal from two active water wells that draw from the Sylmar Groundwater Basin and provide the community with potable water as a reason for rate increase; and

WHEREAS, the 2010 City of San Fernando Urban Water Management Plan notes that the City's groundwater rights are fixed at 3,405 Acre Feet per Year (AFY); and

WHEREAS, the 2015 City of San Fernando Urban Water Management Plan notes that the City's groundwater rights are fixed at 3,570 Acre Feet per Year (AFY); and

WHEREAS, the 2005 Specific Plan and the proposed 2015 Specific Plan facilitate multiple family dwelling projects that may increase water demand, which may require additional groundwater production and water purchase; and

WHEREAS, drought conditions in California and the statewide 25 percent water use reduction mandate for cities requires the City of San Fernando to reduce its water consumption; and

WHEREAS, the reliability of the City's water supply is based on capacity and condition of its infrastructure, as well as demand, which is affected by land use regulations; and

WHEREAS, every two years, the City prepares a Pavement Management System ("PMS") that evaluates roads and classifies their condition. The 2014 PMS rated approximately 32 percent of the City's streets at below 55 (out of 100), which is "Fair" with "moderate distress; severe weathering," and altogether identified approximately \$17.8 million in deferred street maintenance; and

WHEREAS, during Fiscal Year 2015-16, approximately \$2.9 million has been budgeted for road-related improvements that include design and construction for 12 streets, plus traffic, pedestrian safety, streetscape, and bicycle improvements, and aided by the City's participation in the Total Road Improvement Program utilizing Measure R Local Return Transportation funds; and

WHEREAS, the City's short and long-term Capital Improvements Program (CIP) foresees multi-year, multi-million dollar projects to improve roads, sidewalks and landscaping, in conjunction with water well and water main upgrades, storm drain, and sewer infrastructure—in accordance with state Water Board-required Sewer System Management Plan (SSMP) and Storm Water Pollution Prevention Plan (SWPPP)—as well as traffic safety, parks and facilities; and

WHEREAS, the City Council desires to study the demands of development on the City's infrastructure; and to study the potential need for additional public facilities to accommodate future development; and to consider impact fees commensurate with the demands of new development to protect the public health, safety and welfare; and

WHEREAS, the City Council recognizes that City Staff must analyze the data from these assessments, improvement plans, and complete the Specific Plan environmental review process (i.e., preparation of an Environmental Impact Report), and respond with appropriate potential regulations and mitigation measures; and

WHEREAS, the City seeks to continue to suspend the approval of multiple-family dwelling project to provide time to study and develop regulations, mitigation measures, and engineering and planning practices that will balance development with infrastructure capacity; and

WHEREAS, the City desires to acknowledge those development projects that have substantially received the approvals they require to permit construction; and

WHEREAS, the City Council desires to direct Community Development Department Staff and Public Works Department Staff to conduct the necessary studies and to report their findings to both the Planning and Preservation Commission and the City Council within a reasonable time; and

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

WHEREAS, on February 22, 2016, the City Council conducted a public hearing and adopted Urgency Ordinance No. U-1652, An Urgency Ordinance of the City Council of the City of San Fernando Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 18, 2017”.

WHEREAS, Urgency Ordinance No. U-1652, included the following list of measures that had been undertaken to alleviate the conditions which led to the adoption of the Urgency Ordinance:

- A. “Since the adoption of Urgency Ordinance No. U-1650, City Public Works and Planning staff have begun to research and study the condition of the City’s infrastructure and to identify potential impacts to infrastructure related to new Multiple-Family Dwelling Projects under current zoning regulations and those contemplated under the proposed Corridors Specific Plan Update/TOD Overlay Zone Project.
- B. Planning Staff and the City’s planning consultant have begun preparation of the Program Environmental Impact Report (Program EIR) for the San Fernando Corridors Specific Plan Update to evaluate potential environmental impacts to the City’s infrastructure (i.e., sewer, water, streets, etc.) based on 20-year projections for new commercial, industrial, and residential development within the specific plan study/planning area.
- C. The Program EIR’s Notice of Preparation was circulated on December 21, 2015. A Scoping Meeting was held on January 7, 2016. City staff and the consultants are conducting the baseline studies for the Program EIR. It is anticipated that a draft of the Program EIR will be released for public review during the second quarter of 2016.

- D. In February [of 2016], Public Works staff commenced a System-Wide Infrastructure – Development Impact Fee Study to analyze impacts of development on sewer, drainage, traffic, parks, government facilities, and police. The study is expected to take four to six months to complete, followed by consideration by the City Council.
- E. The Closed-Circuit Television (CCTV) inspection and cleaning of the City’s sewer system has been completed and will be used to develop a list of point repairs and replacement of pipe segments. This year the CCTV data will be integrated into the City’s Geographic Information System (GIS).
- F. The City Council has approved the purchase of a wastewater jetter vehicle to undertake maintenance and emergency removal of blockages in the wastewater system.
- G. This month [February 2016], the City will initiate wet weather flow monitoring equipment at key locations to identify water infiltration (due to cracked pipes or manholes) and possible capacity issues.
- H. This month [February 2016], the City will install overflow sensor equipment at key locations to provide alert notifications to prevent wastewater overflows.
- I. The City plans to install new pipe segments (both water and sewer) in conjunction with the resurfacing of 12 street segments.
- J. The City Council has approved the purchase of a water distribution vehicle to undertake maintenance and system improvements to water pipelines.
- K. Staff have commenced preparation of the 2015 Urban Water Management Plan as an update to the 2010 Urban Water Management Plan.
- L. The City will resurface 12 street segments. Six are planned for April 2016, and the rest will start in summer 2016.
- M. The City’s participation in the Total Road Improvement Program is expected to be approved this spring 2016 and will expedite needed improvements to road and traffic infrastructure.” (Excerpt from Urgency Ordinance No. U-1652.)

WHEREAS, Government Code Section 65858(a) authorizes the extension of an urgency ordinance for an additional 12 months; and

WHEREAS, this Ordinance serves as the City’s written report describing the measures taken to alleviate the conditions that led to the adoption of the Urgency Ordinance, in accordance with Government Code section 65858(d). These measures are set forth below; and

WHEREAS, as part of the approval by the Council of Urgency Ordinance No. U-1652, City Staff was directed to provide an update within six months or as soon as new information

became available related to the City's efforts to study and address the aforementioned reasons that resulted in the need for the current moratorium on new multiple-family dwelling projects.

WHEREAS, on September 19, 2016, City Staff provided the City Council with an update regarding the interim moratorium on the application filing, processing, approval and issuance of permits for Multiple-Family Dwelling Projects through January 18, 2017.

WHEREAS, as part of the September 19, 2016 update, City Staff noted that it had completed the following actions in an effort to alleviate the conditions that led to the adoption of the Urgency Ordinance Nos. U-1650 and subsequently U-1652:

A. Street Resurfacing of seven (7) local streets in FY 2016 budget

The City completed resurfacing work on 7 street segments (over 10,000 linear feet of roadway) during summer 2016. Work also included the replacement of portions of the City's water system, damaged sidewalk, and damaged curb/gutter. Design work is underway for the rehabilitation of 9 street segments included in the City's FY 2016-17 budget.

B. Design and Street Resurfacing of eight (8) local streets in FY 2017 budget

The Total Road Improvement Program financing package was finalized in spring 2016. Funds are programmed into the City's FY 2016-17 budget for street improvements. These improvements are scheduled to begin in spring 2017. (As part of these road projects, all utilities are reviewed and if necessary, improved, including water system infrastructure and waste water system infrastructure).

C. Financing through the Total Road Improvement Program

The City completed financing through the Total Road Improvement Program. As part of this program, certificates of participation were issued and will provide approximately \$2.7 million for local road improvements.

D. Closed Circuit Television assessment (CCTV) and maintenance of the wastewater infrastructure

The City completed a CCTV assessment of all waste water lines in fall 2015. In addition, all lines were cleared of obstructions (tree roots, debris) to help provide for optimal system operations. Additionally, funds were included in the both the FY 2016 and FY 2017 budgets for regular overtime cleaning/jetting and system maintenance.

- **Wastewater System Flow Monitoring**

In early 2016, the City Council approved an amendment to its existing agreement with ADS Environmental Services Inc., to provide waste water flow monitoring services at several locations in the City. These locations include areas where wastewater enters the City from the City of Los Angeles and other key basin locations. Conducting flow monitoring allows the City to better analyze existing wastewater flow data and determine the best long-range plans for the City's wastewater system. This work is being undertaken in conjunction with ramped up cleaning and maintenance efforts that include use of the City's new wastewater jetter

vehicle, which is used to undertake routine maintenance and/or emergency removal of potential blockages in the City wastewater system.

As part of the services agreement with ADS, a full assessment of the wastewater system capacity was conducted, including the installation of flow monitoring equipment in key locations, ongoing flow monitoring site assessment, ongoing equipment maintenance, data retrieval, and data reporting. This information has been compiled and provided in a report that can be downloaded at: City of San Fernando Sewer Flow Monitoring Report 2016; (<http://ci.san-fernando.ca.us/wp-content/uploads/2016/09/9-19-19-CC-Packet.pdf>)

- **Monitoring Locations**

Flow monitoring was conducted at six (6) boundary locations where wastewater enters the City from Los Angeles. Additionally, six (6) basin locations where established within the City's 2.5 square mile area. These basin locations help to identify capacity issues within specific areas of the City. The Flow Monitoring Locations are below:

Flow Monitoring Locations/Boundaries

Location I.D.	Address Location	Approximate Basin Boundaries
Boundary Locations		
Bound 3	8 th Street/Leach Street	N/A
Bound 6	8 th Street/Lazard Street	N/A
Bound 112	8 th Street/Harding Avenue	N/A
Bound 432	8 th Street/Macneil Street	N/A
Bound 817	2024 4 th Street (Near Hubbard Street)	N/A
Bound 595	San Fernando Road/Meyer Street	N/A
Basin 1 Northeast	614 Harding	Hubbard Ave, 8 th Street, Maclay Ave, Glenoaks Blvd
Basin 2 North-Central	Jessie St/1 st Street	Maclay Ave, 8 th St, Griswold Ave, 1 st St
Basin 3 Southeast	Wolfskill St/O'Melveny St.	Hubbard Ave, San Fernando Rd, Brand Blvd, O'Melveny St
Basin 4 Business District, Southwest	Fox St/Woodworth St	Hubbard Ave, Truman St, Fox St, Woodworth St
Basin 4A East	Truman St/Wolfskill St	Hubbard Ave, Glenoaks Blvd, Maclay Ave, Truman Ave
Basin 04B Northwest	Fox St/Ilex St	Griswold Ave, Foothill Blvd, Arroyo Ave, Ilex St

- Data Collected

Data is collected and is both transmitted remotely and verified by field personnel. Quality assurance of the data collected is confirmed regularly by field personnel to ensure consistency with measured statistics. At each monitoring location, ADS Environmental collected key site information, including pipe characteristics (size, materials), flow depth, flow velocity, and flow quantity.

Using this information, data is provided in “scatter graph” and hydrograph formats for each monitoring location. These graphs provide information about the wastewater pipe size, depth of flow relative to velocity, and total flow to infiltration. ADS also provides a daily report that specifies observed flow depths, velocity, and quantity of flow for each day during the monitoring period. ADS utilizes generally accepted civil engineering standards to measure data and determine hydraulic conditions and capacities.

- Findings

Flow monitoring was conducted under normal conditions from May 11, 2016 to June 9, 2016. The quality and consistency of data collected is noted for each location and entered into generally accepted engineering equations to calculate the flow rate, depth of flow, and velocity for each location. The flow monitoring findings and associated map of the flow monitoring locations can be downloaded at: City of San Fernando Sewer Flow Monitoring Report 2016; (<http://ci.san-fernando.ca.us/wp-content/uploads/2016/09/9-19-19-CC-Packet.pdf>)

Flow Monitoring Report Summary

Location I.D.	Address Location	Pipe Size (Inches)	Average Flow (Inches)	Average Capacity (%)	Maximum Flow (Inches)	Maximum Capacity (%)
Bound 3	8 th Street/Leach St	8"	1.39"	17%	2.26"	28%
Bound 6	8 th Street/Lazard St	8"	1.16"	15%	1.62"	20%
Bound 112	8 th Street/Harding Ave	8"	2.57"	32%	3.52"	44%
Bound 432	8 th Street/Macneil	8"	1.76"	22%	2.42"	30%
Bound 817	4 th Street at	8"	1.14"	16%	1.87"	27%
Bound 595	San Fernando Rd/Meyer St	14.88"	.51"	3%	.94"	6%
Basin 1 Northeast	614 Harding	10.13"	2.65"	26%	3.57"	35%
Basin 2 North-Central	Jessie/1 st Street	12"	2.48"	21%	3.11"	26%
Basin 3 Southeast	Wolfskill St/O'Melveny St.	10.88"	3.07"	28%	5.17"	48%
Basin 4 Business District, Southwest	Fox St/Woodworth St	18"	4.40"	24%	6.02"	33%
Basin 4A East	Truman St/Wolfskill St	15"	3.61"	24%	5.39"	40%
Basin 04B Northwest	Fox St/Ilex St	12"	1.78"	15%	2.91"	24%

- Data Collected

Data is collected and is both transmitted remotely and verified by field personnel. Quality assurance of the data collected is confirmed regularly by field personnel to ensure consistency with measured statistics. At each monitoring location, ADS Environmental collected key site information, including pipe characteristics (size, materials), flow depth, flow velocity, and flow quantity.

Using this information, data is provided in “scatter graph” and hydrograph formats for each monitoring location. These graphs provide information about the wastewater pipe size, depth of flow relative to velocity, and total flow to infiltration. ADS also provides a daily report that specifies observed flow depths, velocity, and quantity of flow for each day during the monitoring period. ADS utilizes generally accepted civil engineering standards to measure data and determine hydraulic conditions and capacities.

- Findings

Flow monitoring was conducted under normal conditions from May 11, 2016 to June 9, 2016. The quality and consistency of data collected is noted for each location and entered into generally accepted engineering equations to calculate the flow rate, depth of flow, and velocity for each location. This findings are provided in a report that can be downloaded at: City of San Fernando Sewer Flow Monitoring Report 2016; (<http://ci.san-fernando.ca.us/wp-content/uploads/2016/09/9-19-19-CC-Packet.pdf>)

E. Completion of 2015 Urban Water Management Plan

In June 2016, the City Council approved the 2015 UWMP. Based on studies contained in the UWMP, It is projected that the Sylmar groundwater basin will provide a firm yield of 3,570 acre-feet per year. In addition, the City is able to access imported water from Metropolitan Water District.

The following supply/consumption data and projections were included as part of the plan:

Sources

Year	Groundwater (Acre Feet)	Additional Imported Water Sources - MWD (Acre Feet)	Total Sources (Acre Feet)
2015	3,570	3,442	7,012
2020	3,570	3,653	7,223
2040	3,570	4,091	7,661

**Projections based on UWMP, Table 5.3*

***The City has a preferential right of up to 0.1% of total imported water supplies from Metropolitan Water District.*

Consumption

Year	Consumption (Acre Feet)
2015	2,768
2020	3,753
2040	4,032

**Projections are based on State-required per capita figures for water usage. Per capita figures used are 134 gallons per day compared with 2015 actual per capita figures of 101 gallons per day.*

(2015 Urban Water Management Plan can be downloaded from the following City website address: <http://www.ci.san-fernando.ca.us/wp-content/uploads/2015/11/2015-Urban-Water-Mgmt-Plan-Final-1.pdf>.)

WHEREAS, as part of the September 19, 2016 update, City Staff also noted that the following actions to alleviate the conditions that led to the adoption of the Urgency Ordinance Nos. U-1650 and subsequently U-1652 were still pending and yet to be completed:

F. Development of fee studies, including revised citywide fee schedule and development impact fees (expected completion in early 2017).

Citywide fee study updates are currently underway in order to ensure appropriate cost recovery for City services. The fee study will include both regular, ongoing fees for services and development impact fees to help mitigate the impact of new development on City infrastructure. Development impact fees will address categories such as traffic, parks, water facilities, wastewater facilities, and general government facilities, among others. Both studies are underway and it is expected that they will be ready for consideration by the City Council in early 2017.

G. TOD Overlay Zone Project/Corridors Specific Plan Amendment

Approximately 90% of the work on the Specific Plan Amendment's development standards and design guidelines has been completed. The proposed amended specific plan language (including updated development standards and design guidelines) was presented to the Planning and Preservation Commission at their October 6, 2015 meeting. Subsequent to the public hearing and considering public comments received at said hearing, the commission voted to direct staff to make the final edits to the proposed specific plan amended language and proceed with the preparation of the requirement environmental assessment (the Draft Environmental Impact Report or "Draft EIR").

H. Draft EIR and Final EIR Preparation

On December 18, 2015, the City released the Notice of Preparation of the Draft EIR for the Project and on January 7, 2016 the City held the public scoping meeting to solicit public input. Soon thereafter with the new specific plan language in hand and public comments received by the city and consultant team, work began in earnest to prepare the Draft EIR and conduct the baseline studies including coordination and preparation of the

traffic analysis, and water and sewer supply and capacity studies. The latter baseline studies included the 2015 Urban Water Management Plan, the Closed Circuit Television (“CCTV”) analysis of the City’s entire sewer system, and the preparation of a 2016 Sewer Flow Monitoring Report. These infrastructure studies are key components driving the critical path for completion of the Draft EIR.

Between January 2016 and April of 2016, Meridian Consultants (part of the Sargent Town Planning Project consultant team and lead environmental consultant) prepared the first round of EIR sections including: Introduction, Aesthetics, Cultural Resources, Land Use Planning, and Effects Not Found to be Significant. These were subsequently returned by the City with comments within two-three weeks.

On June 29, 2016, the City Council adopted the 2015 Urban Water Management Plan (UWMP). The 2015 UWMP was subsequently submitted to the Meridian Consultants for the review as part of the Draft EIR review of City utilities. In addition, the CCTV analysis and Sewer Flow Monitoring Report were made available to Meridian for their review.

On June 28, 2016, the City published a Request for Proposals (“RFP”) for Water Supply Assessment in compliance with Senate Bill (SB) 610 (Chapter 643, Statutes of 2001) and SB 211 (Chapter 642, Statutes of 2001) as these may apply for the Project. On July 11, 2016, the City received three bids and selected Meridian Consultants to prepare the Water Supply Assessment. Work initiated the week of August 8, 2016 and a Final Draft was completed on November 3, 2016. The WSA includes the following elements:

- Whether the City’s total projected water supplies available during normal, single dry, and multiple dry water years during a 20-year projection will meet the projected water demand of the proposed Project, in addition to existing and planned future uses, including agricultural and manufacturing uses.
- A comparison of current and projected supply and demand for normal, single dry, and multiple dry years. The WSA will make this comparison with and without the proposed Project demand so that the impact of the Project is clearly articulated.
- If the WSA concludes that its water supplies are or will be insufficient, the WSA will identify provide plans for acquiring additional water supplies, setting forth the measures that are being undertaken to acquire and develop those water supplies.
- The City, as lead agency, shall review the WSA and must decide whether additional water supply information is needed for its consideration of the proposed project. The City must include the water supply assessment in the Draft EIR prepared for the Project. The City may include in the environmental documentation an evaluation of the assessment, additional supply information and any related documents. The City shall determine, based on the entire record, whether projected water supplies will be sufficient to satisfy the demands of the project, in addition to existing and planned

future uses. If the city determines that water supplies will not be sufficient, the City shall include that determination in its findings for the project.

- Additionally, work is currently underway to complete the remaining sections of the Draft EIR (“Round 2”) including: the Executive Summary; Project Descriptions; Environmental Setting; Air Quality; Greenhouse Gas Emissions; Noise; Population and Housing; Public Services; Recreation; Transportation and Circulation; Utilities; Project Alternatives; Irreversible Environmental Changes; Growth Inducement; and Preparers and References sections. The second round of EIR sections are slated for completion by early December 2016. Allowing approximately four weeks for City staff review it is anticipated that the Draft EIR will be available for release in early February of 2017 in order to initiate the state-mandated minimum 60-day public review period with a public hearing to solicit public comments soon thereafter.

The proposed public review period is projected to end in late-March 2017. Depending on the number of, and breadth of, public comments received during the public review period it is projected that response to public comments and preparation of a Final EIR will take approximately 30 to 45 days; resulting in a Final Environmental Impact Report (“Final EIR”) completion in early to late-April 2017.

Based on the projected completion date of the Final EIR in April 2017, City staff anticipates the public hearings for the Planning and Preservation Commission and the two City Council Meetings to occur in May 2017 (commission) and June-July 2017 (two city council meetings to facilitate 1st and 2nd readings of ordinance adoption the Specific Plan Amendment and Certifying the Final EIR).

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

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

SECTION 2. Definition. The term “Dwelling, multiple-family” shall be as defined in Zoning Ordinance section 106-6.

SECTION 3. Moratorium.

A. The City Council declares a moratorium on the application filing, processing, approval and issuance of permits for any multiple-family dwelling project.

B. The moratorium shall be effective for the 12-month period commencing January 18, 2017 and ending January 17, 2018, or until earlier termination by the City Council, in accordance with Government Code section 65858(a).

SECTION 4. Moratorium Exemption. The moratorium shall not apply to any project that has secured at least one of the following approvals prior to the effective date of this ordinance:

- (i) Site Plan Review.
- (ii) Zone change.

SECTION 5. Hardship Exemption.

A. The City Council has the authority but no obligation to grant exemptions from the provisions of this Urgency Ordinance where it finds that strict adherence to the moratorium would result in extreme hardship to either the developer or property owner. The City Council may consider any factor relevant to this determination. A finding that the moratorium deprives the owner of all economically viable use of the property shall constitute extreme hardship.

B. Written requests for hardship exemptions shall be filed with the Community Development Department and shall state the grounds for the exemption and provide supporting documentation. The City Council is not required to consider the request any sooner than two weeks after it was filed. The City Council shall approve, approve with conditions, or deny the request by resolution.

SECTION 6. Urgency Findings. This Urgency Ordinance No. U-1662, is adopted as an urgency measure pursuant to Government Code Section 65858 and is justified based upon the recitals herein, all evidence in the record, and on the following findings:

A. There is a current and immediate threat to the public health, safety, or welfare, and the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for use which is required in order to comply with a zoning ordinance would result in that threat to public health, safety, or welfare:

Multiple factors have affected the City's sewer infrastructure including decades of deferred maintenance, the need to implement a Fats, Oils, and Greases Control Plan, and the need to design and upgrade the existing system to meet deficient capacity and accommodate growth. Insufficient sewer capacity can cause sewage backups into homes, and sewage poses a significant threat to human health. The City has made significant headway in completing its system-wide inspection, assessment, and any required sewer capacity improvements before the approval of more multiple family dwelling projects places further demands on the system. However, approving new multi-unit projects before this work is accomplished would create greater uncertainty as it relates to project related impacts to our sewer system, and as such presents a current and immediate threat to health and safety.

Multiple factors also affect the City's continued access to sufficient water supply which comes from local groundwater and imported water. Reliability of the City's water supply is based on the capacity and condition of infrastructure. Such conditions are affected by, among other things: groundwater contaminants, water well maintenance, and years of deferred

maintenance, in general. Furthermore, reliable water supply is impacted by seasonal demand affected by drought, and by population growth under land use regulations, including those in the Specific Plan and proposed amendments. Therefore, it will be critical to assessing future demands and any associated mitigation measures related to the TOD Overlay Zone Project/San Fernando Corridors Specific Plan Amendment Project to include the 2015 Urban Water Management Plan and the pending Water Supply Assessment TOD Overlay Zone Project/San Fernando Corridors Specific Plan Amendment Project as part of the analysis that will be factored into the project's Environmental Impact Report.

Deferred maintenance of the City's street infrastructure have resulted in repairs totaling approximately \$17.8 million. The average citywide roadway conditions are rated "Good" with slight distress and weathering, while 32 percent of streets have an overall pavement condition rating of below 55, which is "Fair" with moderate distress and/or severe weathering. Hence, any further demand on the City's roadways from new multiple family dwelling projects requires further analysis, and development and consideration of mitigation measures, impact fees, and short and long-term planning to maintain and reduce deterioration of the City's roadways.

The City Council finds that the establishment of new multiple family dwelling projects within the City, before the City has completed the fee study and the environmental impact report for the TOD Overlay Zone Project/San Fernando Corridors Specific Plan Amendment Project that can have a direct and long term effect on the state of the City's infrastructure, presents a current and immediate threat to health and safety.

The approval of additional permits or other land use entitlement for new multiple-family dwelling projects would result in that threat to public health, safety, or welfare because, without the benefit of new regulations and engineering and planning practices in place (e.g., impact fees and mitigation measures), the demands of the new development threaten to harm or overwhelm the City's infrastructure. This includes roads, traffic controls, water and sewer systems, and storm drains.

B. The continued approval of the development of multiple-family housing projects would have a specific, adverse impact upon the public health or safety:

The continued approval of the development of multiple-family dwelling projects have the potential to strain public safety, schools, roads, water and sewers in the City in the absence of adequate analysis of the state of the City's infrastructure and need for additional public facilities. The demands of new development threaten to harm or overwhelm the City's infrastructure. This includes roads, traffic controls, water, sewer, and storm drains, which are or will be improved as part of the CIP.

Insufficient sewer capacity can cause sewage backups into homes, and sewage poses a significant threat to human health. In addition, insufficient water supply may result in lack of emergency water services to fight fires and limits citywide access to potable water for residential, commercial and industrial uses.

Overall infrastructure capacity may be further exacerbated by new approvals of multiple-family dwelling projects before the City has completed its assessment and repair of the sewer, water, and street systems and can implement new development impact fees, and improve standards that mitigate impacts on these types of infrastructure.

In order to determine that sufficient City infrastructure capacity exists, the City must complete the pending Development of fee studies, including revised citywide fee schedule and development impact fees, and the completion and City Council consideration of the TOD Overlay Zone Project/Corridors Specific Plan Amendment and associated Environment Impact Report by mid-2017. Completion of these pending fees studies and environmental assessment will assist the City in determining what if any mitigation measures will be needed address any City infrastructure deficiencies now and as anticipated based on implementation of the TOD Overlay Zone Project/Corridors Specific Plan Amendment Project.

C. This interim moratorium is necessary to mitigate or avoid the specific, adverse impact identified above:

The City Council finds that the 12-month extension of the temporary moratorium (i.e., City Council Urgency Ordinance No. U-1652) on the application filing, processing, approval and issuance of permits for multiple-family dwelling projects is necessary to allow the City sufficient time to complete its study and develop comprehensive regulations, mitigation measures, and engineering and planning practices that will balance development with infrastructure capacity and other public facilities. These studies, regulations, and mitigation measures includes the City's completion of the pending Development of fee studies, including revised citywide fee schedule and development impact fees, and the completion and City Council consideration of the TOD Overlay Zone Project/Corridors Specific Plan Amendment and associated Environment Impact Report by mid-2017.

When a city prepares to adopt new development regulations, there is the risk of a rush of new development applications in an attempt to beat the new regulations. The moratorium on multiple-family dwelling project permits, while the City studies and updates its current regulations, would prevent such applications from defeating the purpose of any new regulations the City may consider.

D. There is no feasible alternative to satisfactorily mitigate or avoid the specific, adverse impact identified above as well or better, with a less burdensome or restrictive effect, than the adoption of the proposed interim moratorium:

This moratorium, which includes a 12-month extension on the current interim moratorium (i.e., City Urgency Ordinance No. U-1652) will afford the City a reasonable amount of time to complete its analysis of the state of the City's infrastructure, determine the need for additional public facilities to accommodate future development, and develop appropriate potential regulations, mitigation measures, and impact fees commensurate with the demands of the new development. The pending analysis is inclusive the City's completion of the development fee studies, including revised citywide fee schedule and development impact fees (expected completion in early 2017), and the completion and City Council consideration of the

TOD Overlay Zone Project/Corridors Specific Plan Amendment and associated Environment Impact Report by mid-2017.

Faced with the choice of allowing new multiple-family dwelling projects to proceed without the benefit of this vital analysis, or suspending such approvals for the term of this moratorium, the City finds that only the proposed suspension will mitigate or avoid the specific, adverse impacts identified in the findings above. Accordingly, the City Council finds that there is no feasible alternative to this interim moratorium.

SECTION 7. CEQA. This Urgency Ordinance is exempt from the California Environmental Quality Act (“CEQA”) based on the following:

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

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

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

SECTION 8. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Urgency Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Urgency Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

SECTION 9. Effective Date. Effective Date. If adopted by at least four-fifths vote of the City Council, this Urgency Ordinance shall be effective commencing January 18, 2017.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando a regular meeting held on the 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Richard Padilla, Assistant City Attorney

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

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance was adopted a regular meeting of the City Council held on the _____ day of _____, 2016 and was carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elena G. Chávez, City Clerk



NOTICE OF A
PUBLIC MEETING BEFORE
THE CITY OF SAN FERNANDO CITY COUNCIL

A public meeting on this matter will be conducted by the City of San Fernando City Council on:

DATE: Monday, December 5, 2016

TIME: 6:00 p.m.

HEARING LOCATION: City Hall Council Chambers, 117 Macneil Street, San Fernando, CA

PROJECT LOCATION: City-wide

APPLICATION: Consideration of An Urgency Ordinance of the City Council of the City of San Fernando, California, Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 17, 2018

PROJECT PROPONENT: City of San Fernando

PROJECT DESCRIPTION:

Notice is hereby given that the San Fernando City Council will consider adoption of an Urgency Ordinance extending an interim moratorium on the application filing, processing, approval and issuance of permits for multiple-family dwelling projects through January 17, 2018. In order to determine that sufficient City infrastructure capacity exists, the City must complete the pending update of the citywide fee schedule and development impact fees, and the completion and City Council consideration of the TOD Overlay Zone Project/Corridors Specific Plan Amendment and associated Environment Impact Report in order to identify if any mitigation measures will be needed to address City infrastructure deficiencies that can adversely impact the public health, safety, and general welfare of the community.

The proposed Urgency Ordinance extension has been reviewed for compliance with the California Environmental Quality Act (CEQA). Based on that assessment, the Urgency Ordinance extension has been determined to be exempt from CEQA review pursuant to the following:

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

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

policies.

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

If you wish to challenge the action taken on this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of San Fernando at, or prior to, the public meeting.

For further information regarding this Project, please contact Community Development Director Federico Ramirez at (818) 898-1227 or by written correspondence to: City of San Fernando, Community Development Department, 117 Macneil Street, San Fernando, CA 91340-2993.



FEDERICO "FRED" RAMIREZ
Community Development Director

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

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

Date: December 5, 2016

Subject: Review of Pilot Program Location for Student Loading/Unloading Zone Adjacent to Vista del Valle Dual Language Academy

RECOMMENDATION:

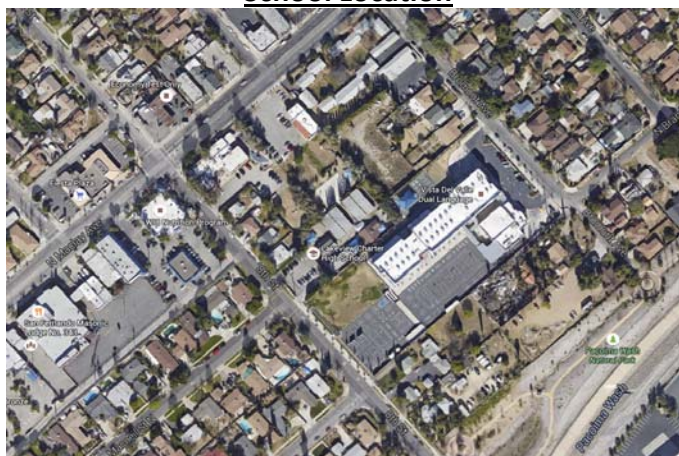
It is recommended that the City Council:

- a. Review the attached update from Los Angeles Unified School District ("LAUSD") (Attachment "A"); and
- b. Provide further direction relative to the establishment of a permanent loading/unloading zone at this location.

BACKGROUND:

The Vista del Valle Dual Language Academy ("School") opened in September 2010. The entrance of the school is located at 12441 Bromont Avenue, in the City of Los Angeles (between Maclay Avenue and Brand Boulevard). The southern portion of the school is located in the City of San Fernando, adjacent to Eighth Street (between Macneil Street and Brand Boulevard).

School Location



Review of Pilot Program Location for Student Loading/Unloading Zone Adjacent to Vista del Valle Dual Language Academy

Page 2 of 3

As part of the school's environmental review process prior to construction, the City provided comments on the proposed project's environmental impact report (EIR) regarding potential traffic and safety impacts in the City of San Fernando. The City's concerns were deemed of no consequence and no mitigation measures were implemented to address the concerns. In the Final EIR for the school project, the executive summary stated:

"The main access (entrance) for the proposed project would be located off Bromont Avenue. The student drop-off and pick-up loading and unloading zone for passenger cars and buses would be located off Bromont Avenue. Parking would be provided for faculty and visitors. Access to the parking area would be provided off Bromont Avenue. Additionally, a pedestrian and emergency access gate will be provided off Eighth Street."

Review by Transportation and Safety Commission and City Council

After encountering problems with the Bromont Avenue drop-off location, LAUSD approached the City about establishing an additional loading/unloading zone on Eighth Street in the City of San Fernando. The following summarizes the City Council's review of this issue:

- July 20, 2015: After a review of a traffic study by the Transportation and Safety Commission, the City Council approved a pilot program for a student loading/unloading zone on Eighth Street (between Macneil Street and Brand Boulevard) over a 120-day period during the Fall 2015 school semester.
- February 1, 2016: The City Council completed a review of the pilot program (Attachment "B"). After discussing the pilot program, the City Council requested that the item be tabled until April 2016 to allow LAUSD to follow-up on several questions related to the pilot program.
- April 18, 2016: The City Council received a report and presentation from LAUSD ("Attachment C") responding to questions received on February 1, 2016. Following a discussion, the City Council approved the extension of the pilot program through the end of the calendar year and requested a follow-up on outstanding issues at the first meeting of December 2016. The City Council further requested that LAUSD study the possibility of land acquisitions, an assessment of the valet program's success, and other possible solutions and to work in connection with the adjacent PUC School related to these possible solutions.

The City Council will receive an update from LAUSD representatives relative to the questions and possible solutions raised at the April 18, 2016 meeting. In addition, representatives from LAUSD distributed the attached notifications (Attachment "D") to City of San Fernando properties within a 500 foot radius of the school's location during the week of November 28, 2016.

Review of Pilot Program Location for Student Loading/Unloading Zone Adjacent to Vista del Valle Dual Language AcademyPage 3 of 3

BUDGET IMPACT:

There is no fiscal impact to current fiscal year budget.

CONCLUSION:

It is recommended that the City Council review the pilot program and provide further direction related to the creation of a permanent loading/unloading zone on Eighth Street.

ATTACHMENTS:

- A. LAUSD Report
- B. February 1, 2016 Agenda Report
- C. April 18, 2016 Agenda Report
- D. Public Notice – December 2016 City Council Meeting

Vista del Valle Dual Language Academy



San Fernando City Council Meeting
December 5, 2016



Local District Northeast
Los Angeles Unified School District
Board District 6, Mónica Ratliff
Local District Superintendent, Linda Del Cueto
Principal, Mary Mendoza

Agenda

- I. School Profile
- II. 8th Street Pilot Valet Program
- III. Joint Safety Valet Program Update
- IV. Community Outreach and Communications
- V. Partnering Opportunity
- VI. Recommendations



The School is the Heart of the Community



Vista del Valle Dual Language Academy

Los Angeles Unified Public School Choice opened in 2010 to reduce over crowding at Morningside, Dyer, and Gridley Elementary Schools

Pre School - 5th Grade Enrollment: 519

- San Fernando Residents: 293
- Los Angeles Residents: 226

Key Instructional Approaches:

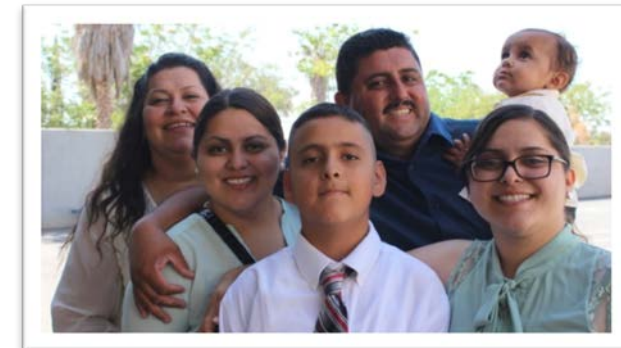
- K - 5th Dual Language Program
- Project - Based Learning
- Technology - Infused Instruction

Connections with Families:

- Parent Volunteers
- Parent Center activities that support key instructional approaches
- Hathaway - Sycamores Child and Family Services
- Academic and Recreational After School Activities

Partnerships with the City of San Fernando:

- Valet Program Pilot



Background

November 2013 – LA Unified requests red curb be removed to City of San Fernando

December 2014 – City of San Fernando prepares and files a CEQA Notice of Exemption (NOE) for the 8th Street drop-off/pick-up zone

March 18, 2015 – San Fernando Transportation and Safety Commission votes 3-0 to recommend approval of a Pilot Safety Valet Program on 8th Street and it was referred to San Fernando City Council

July 20, 2015 – City Council approves a 120-day Pilot Safety Valet Program

Background (Cont.)

August 18, 2015 – Start of 120-day Vista del Valle Pilot Program

January 14, 2016 – Construction of the ADA Ramp begins and is completed on March 18, 2016



February 1, 2016 – Safety Valet Program discussed at San Fernando City Council Meeting

April 18, 2016 – LA Unified updates San Fernando City Council on construction of ramp and traffic studies

- ✓ San Fernando City Council grants permission to allow for Joint Safety Valet Program through December 2016

Background (Cont.)



May 3, 2016 – LA Unified School Police Officers provide valet safety training to staff and volunteer parents

May 9, 2016 – Joint Safety Valet Program begins: LA Unified School Police Officers present, ensuring smooth kickoff

Nov 21, 2016 – LA Unified issued a task order to traffic consultants to research and provide:

- ✓ Additional infrastructure enhancement to improve traffic flow and pedestrian safety on Bromont Street

Findings of Updated Traffic Study (3/29/2016)

Maximum Vehicles Queued

	8 th Street AM	8 th Street PM	Bromont AM	Bromont PM
October 7, 2015	4	3	17	29
November 4, 2015	3	6	25	29
December 9, 2015	7	7	17	23
October 2016*	4	3	16	27
November 2016*	5	5	12	22
* Joint safety valet drop-off with PUC Inspire Charter Academy				

Findings of Updated Traffic Study and 8th Street Pilot Valet Program Survey Results

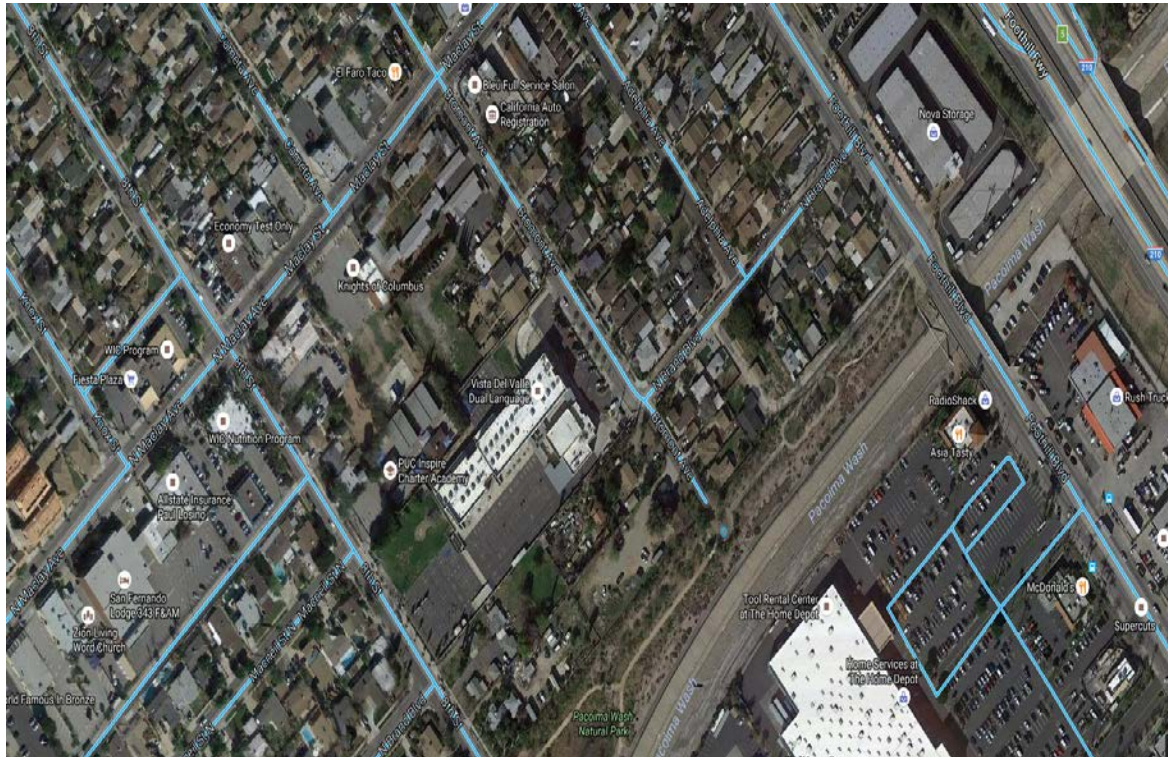
Other Observations:

- No reports of incidents since implementation of the Joint Safety Valet Program.
- LA Unified School Police have marked the proper placement for traffic cones.
- The majority of respondents stated that the 8th Street Pilot Valet program was useful in allowing them to safely drop off their children, while minimizing the time spent waiting to drop off.
- Parent responses informed Vista del Valle staff that parents feel the traffic has decreased and provides a faster avenue to drop off their children since the implementation of the valet service.

Partnering Opportunity to Improve Children's Safety

Investigate applicability of Caltrans to implement Safe Routes to School Plan Grant

- Approach routes to school from both Los Angeles and San Fernando
- ✓ Goal of the program is to encourage more schools and families to send children to school by walking or bicycling



Recommendations

1. Extend Pilot Program through July 2018 while LA Unified continues to research improvements to traffic flow and pedestrian safety on Bromont Street (study already funded and underway)
2. LA Unified provides the City of San Fernando with periodic updates on traffic studies and recommended infrastructure improvements on Bromont Street







AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: February 1, 2016

Subject: Review of Pilot Program Location for Student Loading/Unloading Zone Adjacent to Vista Del Valle Dual Language Academy

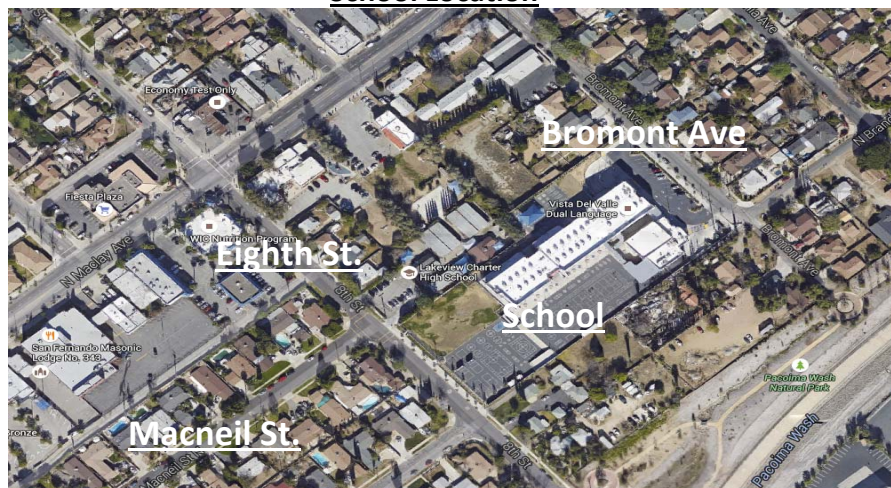
RECOMMENDATION:

It is recommended that the City Council:

- a. Review the results of the pilot program to establish a student loading/unloading zone on Eighth Street (from Macneil Street to Brand Boulevard); and
- b. Provide further direction relative to the establishment of a permanent student loading/unloading zone at this location.

BACKGROUND:

The Vista del Valle Dual Language Academy ("School") opened in September 2010. The entrance of the school is located at 12441 Bromont Avenue in the City of Los Angeles (between Maclay Avenue and Brand Boulevard). The southern portion of the school is located in the City of San Fernando, adjacent to Eighth Street (in between Macneil Street and Brand Boulevard).

School Location

Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista Del Valle Dual Language AcademyPage 2 of 4

As part of the school's environmental review process prior to construction, the City provided comments on the proposed project's environmental impact report (EIR) regarding potential traffic and safety impacts in the City of San Fernando. The City's concerns were deemed of no consequence and no mitigation measures were implemented to address the concerns. In the Final EIR for the school project, the executive summary stated:

"The main access (entrance) for the proposed project would be located off Bromont Avenue. The student drop-off and pick-up loading and unloading zone for passenger cars and buses would be located off Bromont Avenue. Parking would be provided for faculty and visitors. Access to the parking area would be provided off Bromont Avenue. Additionally, a pedestrian and emergency access gate will be provided off 8th Street."

After encountering problems with the Bromont Avenue drop-off location, LAUSD approached the City about establishing an additional loading/unloading zone on Eighth Street in the City of San Fernando. After review of a traffic study by the Transportation and Safety Commission and City Council, the City Council approved a pilot program for a student loading/unloading zone on Eighth Street (between Macneil Street and Brand Boulevard) over a 120-day period. In addition, the City Council requested the following items:

- A new traffic study to review impacts related to the pilot program;
- That Los Angeles Unified School District (LAUSD) construct an accessible ramp from the loading zone to the campus;
- That emergency vehicle access be reviewed adjacent to the loading zone location; and
- That parking be allowed for the general public at the loading zone during times when school is not in session (nights, weekends, holidays, and school break periods).

An update on these items is included for further review.

ANALYSIS:

At the request of LAUSD, on July 20, 2015, the City Council approved a 120-day pilot program to establish a loading/unloading zone adjacent to Vista del Valle Language Academy on Eighth Street (between Macneil Street and Brand Boulevard) and evaluate possible impacts associated with the zone (Attachment "A"). The pilot program was established after conducting significant community outreach and reviewing a traffic study related to the loading/unloading zone.

As part of the pilot program, the City Council requested that the following items be addressed:

- The completion of a new traffic study to review the pilot program;
- That Los Angeles Unified School District (LAUSD) construct an accessible ramp from the loading zone to the campus;

Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista Del Valle Dual Language Academy

Page 3 of 4

- That emergency vehicle access be reviewed adjacent to this location; and
- That parking be allowed for general public at the loading zone during times when school is not in session (nights, weekends, holidays, and school break periods).

The pilot program is complete and it is requested that the City Council review the results. These include the following:

- Fall 2015 Traffic Study (Attachment "B")
LAUSD and its traffic engineering consultant completed an updated traffic study for the subject location. Observations were completed during morning and afternoon peak traffic times on three (3) typical school days during October, November and December 2015. The maximum vehicle queuing was observed:

Date	A.M. Peak Traffic at Zone on Eighth Street	P.M. Peak Traffic at Zone on Eighth Street
October 7, 2015	4 vehicles	3 vehicles
November 4, 2015	3 vehicles	6 vehicles
December 9, 2015	7 vehicles	7 vehicles

During the pilot program it was observed that a staff member monitored the loading/unloading zone and acted as a safety valet for parents/children. This program helped to ensure a continuous traffic flow at the location. It is recommended that this practice be continued.

- LAUSD Construction of Accessible Ramp
The City has received updates from LAUSD that construction of a new access ramp is underway. Site observations have confirmed that demolition and the installation of rebar is progressing steadily. Construction should be completed in early February 2016.
- Emergency Vehicle Access
Field measurements confirmed that the existing street width along Eighth Street is approximately 36 feet. The traffic engineer has concluded that this is a sufficient roadway width to accommodate emergency vehicle access and on-street parking.
- Parking in Loading/Unloading Zone
If a permanent loading/unloading zone is approved, signage can be purchased to allow on-street parking during non-school hours.
- Miscellaneous Items
The traffic study completed by LAUSD's traffic engineer also provides other recommendations for enhancing traffic safety along Eighth Street adjacent to the

Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista Del Valle Dual Language AcademyPage 4 of 4

loading/unloading zone. These recommendations include adding a crossing guard at Macneil Street/Eighth Street, restriping existing crosswalks, street striping improvements, and the continued prohibition of school buses on Eighth Street. The City does not currently have monies budgeted for these activities. The City Council could request that LAUSD fund these additional recommendations.

In preparation for this review, notifications were distributed to City of San Fernando properties within a 500 foot radius of the school's location during the week of January 25, 2016 (Attachment "C").

BUDGET IMPACT:

There is no fiscal impact to current fiscal year budget.

CONCLUSION:

It is recommended that the City Council review the pilot program and provide further direction related to the creation of a permanent loading/unloading zone on Eighth Street.

ATTACHMENTS:

- A. July 20, 2015 Agenda Report
- B. Fall 2015 Traffic Study
- C. Public Notices – January 2016 City Council Meeting



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: July 20, 2015

Subject: Consideration of a Request by the Los Angeles Unified School District to Review Traffic Conditions Adjacent to Vista del Valle Dual Language Academy

RECOMMENDATION:

It is recommended that the City Council review and provide direction on the Transportation and Safety Commission's recommendation to implement a pilot program for creation of a pick-up/drop-off zone on Eighth Street (from Macneil Street to Brand Boulevard) for a period of one hundred twenty (120) days, starting in the Fall 2015-2016 school year.

BACKGROUND:

The Vista del Valle Dual Language Academy ("School") opened in September 2010. The entrance of the school is located at 12441 Bromont Avenue in the City of Los Angeles (in between Maclay Avenue and Brand Boulevard). The southern portion of the school is located in the City of San Fernando, adjacent to Eighth Street (in between Macneil Street and Brand Boulevard).

School Location



Consideration of a Request by the Los Angeles Unified School District to Review Traffic Conditions Adjacent to the Vista del Valle Dual Language AcademyPage 2 of 4

As part of the school's environmental review process prior to construction, the City provided comments on the proposed project's environmental impact report (EIR) regarding potential traffic and safety impacts in the City of San Fernando. The City's concerns were deemed of no consequence and no mitigation measures were implemented to address the concerns (Attachment "A"). In the Final EIR for the school project, the executive summary stated:

"The main access (entrance) for the proposed project would be located off Bromont Avenue. The student drop-off and pick-up loading and unloading zone for passenger cars and buses would be located off Bromont Avenue. Parking would be provided for faculty and visitors. Access to the parking area would be provided off Bromont Avenue. Additionally, a pedestrian and emergency access gate will be provided off Eighth Street."

In October 2013, the City was contacted by the Los Angeles Unified School District (LAUSD) requesting the use of Eighth Street (from Macneil Street to Brand Boulevard) as a drop-off/pick-up zone for the school (Attachment "B"). In late November 2013, the City's Transportation and Safety Commission ("the Commission") reviewed the request and recommended that the City Council approve the request, subject to several conditions. These conditions included the completion of a traffic study in the school's vicinity and a commitment to fund the construction of several improvements along Eighth Street, including a new cul-de-sac radius at its easterly terminus, slurry sealing, speed humps, and street signage/markings. In February 2014, the City Council considered these conditions and asked that a traffic study be conducted prior to the implementation of any improvements.

After completing the traffic study, the Commission reviewed a presentation reviewing the traffic study's findings in January 2015. The Commission asked that this item be brought back for further deliberation at its March 2015 meeting (Attachment "C"). In March 2015, the Commission voted to approve a pilot program to install a drop-off/pick-up zone on Eighth Street between Macneil Street and Brand Boulevard. In reviewing this issue, the Commission received public testimony from eight (8) members of the public in favor of the removal of the red curb (7 emails and 1 attendee) and received two (2) comments (1 email and 1 phone call) in opposition.

ANALYSIS:

Upon the request of the City, LAUSD was asked to prepare a traffic study for a proposed pick-up/drop-off zone along Eighth Street (between Macneil Street and Brand Boulevard) in the City of San Fernando. The traffic study was designed to evaluate potential impacts on traffic circulation and safety with converting an existing "No Parking" zone into a secondary drop-off/pick-up zone along Eighth Street. The study included the review of traffic volumes at four

Consideration of a Request by the Los Angeles Unified School District to Review Traffic Conditions Adjacent to the Vista del Valle Dual Language Academy

Page 3 of 4

intersections, including Eighth Street/Brand Boulevard, Eighth Street/Macneil Avenue, Eighth Street/Maclay Avenue, and Bromont Avenue/Maclay Avenue. The study evaluated the following traffic conditions:

- The evaluation of existing traffic counts;
- The review of future traffic conditions;
- The identification of any improvements that may be needed to mitigate traffic impacts; and
- The determination of any “fair share” costs that LAUSD would be responsible for if the drop-off/pick-up zone was added.

Based on the results of the traffic study, it was determined that the addition of a drop-off/pick-up zone would not significantly impact adjacent key traffic intersections. Further, the study noted that all intersections evaluated would remain at an acceptable level of service (comparison of traffic volumes to traffic capacity) during both morning and evening peak travel hours. A full copy of the traffic study is included with this report (Attachment “D”).

Transportation and Safety Commission Review

The Transportation and Safety Commission reviewed the results of this traffic study and received a presentation by LAUSD representatives regarding the request to install a drop-off/pick-up zone. Notices were distributed to properties within a 500 foot radius of the school’s location prior to the Commission’s review. After reviewing the issue and public input, the Commission decided to defer a final decision to its March 2015 meeting. At the March 2015 meeting, the Commission voted to recommend the following to the City Council:

- Initiating a pilot program to install a drop-off/pick-up zone on Eighth Street (between Macneil Street and Brand Boulevard);
- Pilot program shall consist of a period of approximately one hundred twenty (120) days in order to gauge its effectiveness and evaluate traffic impacts;
- Drop-off/pick-ups would only be allowed one hour before or after school starting or stopping times and only on school days (Monday through Friday);
- The installation of additional signage to notify the public of allowed stopping times;
- If approved, outreach to the neighborhood explaining the pilot program and explaining that the program would be re-evaluated following the trial period;
- Following 120 days, a report would be made indicating the effectiveness or problems associated with the drop-off/pick-up zone; and
- LAUSD shall work with the City of Los Angeles to make improvements to the main entrance location on Bromont Avenue.

Based on these recommendations from the Transportation and Safety Commission, it is requested that the City Council take additional public input and provide further direction

Consideration of a Request by the Los Angeles Unified School District to Review Traffic Conditions Adjacent to the Vista del Valle Dual Language Academy

Page 4 of 4

regarding this traffic request. Notifications have been distributed to City of San Fernando properties within a 500 foot radius of the school's location (Attachment "E").

If approved, staff would work with LAUSD to implement a pilot program drop-off/pick-up zone for a period of 120 days (from August 2015 to December 2015). Following this time, field observations would be compiled and reviewed with the Transportation and Safety Commission and then the City Council in January 2016.

BUDGET IMPACT:

There is no fiscal impact to the current fiscal year budget.

CONCLUSION:

It is recommended that the City Council review the Transportation and Safety Commission's recommendation and provide further direction to staff regarding the implementation of a pilot program drop-off/pick-up zone along Eighth Street.

ATTACHMENTS:

- A. Notice of Exemption
- B. Location Map
- C. January 2015 and March 2015 Transportation and Safety Commission Meeting Minutes
- D. Traffic Study
- E. Public Notices – Commission/City Council



To:	Mr. Edward S. Paek LAUSD - Office of Environmental Health & Safety	Date:	December 15, 2015
<hr/>			
From:	Clare M. Look-Jaeger, P.E. Chin S. Taing, PTP Linscott, Law & Greenspan, Engineers	LLG Ref:	1-15-4140-1
<hr/>			
Subject:	Traffic Assessment for the 8th Street Pilot Program Loading Zone for Vista Del Valle Dual Language Academy, Cities of Los Angeles and San Fernando		

Engineers & Planners

Traffic
Transportation
Parking

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This traffic assessment has been prepared by Linscott, Law & Greenspan, Engineers (LLG) to provide an interim review of the pilot program that was recently implemented at the existing Vista del Valle Dual Language Academy ("School"), located at 12441 Bromont Avenue in the City of Los Angeles, California. The report is needed as the pilot program was recently implemented for a period of 120 days (from August 2015 to December 2015) which allowed a secondary pick-up and drop-off loading zone along the westerly property frontage on 8th Street. This memorandum includes a summary of the existing conditions, the usage and effectiveness of the pick-up and drop-off operations with implementation of the pilot program, emergency vehicle access on 8th Street, and recommendations for the formal loading zone along the 8th Street property frontage as it relates to pick-up and drop-off procedures, site access and circulation for the campus. General measures are also recommended for the School as it relates to the Bromont Avenue pick-up/drop-off loading zone and general School policies on notification of overall pick-up and drop-off procedures.

Prior to the implementation of the 8th Street loading zone pilot program, a Traffic Study¹ was conducted in September 2014 by Crown City Engineers, Inc., which evaluated potential traffic impacts at four off-site study intersections surrounding the School due to the usage of the 8th Street loading zone. Inbound and outbound vehicle traffic counts were also conducted at the on-site loading area at the Bromont Avenue entrance but no counts/observations were conducted with regard to any pick-up/drop-off activities on-street. The study also did not include any vehicle queuing observations at the on-site loading area at the Bromont Avenue main entrance.

As mentioned previously, this memorandum focuses on the vehicle queuing observations with respect to the pick-up and drop-off loading operations with implementation of the pilot program. The observations were conducted for both the 8th Street loading zone recently implemented and the main loading zone off of Bromont Avenue.

¹ *Traffic Impact Study for School Drop-off/Pick-up Zone 8th Street between Macneil Street and Brand Boulevard, San Fernando, California*, prepared by Crown city Engineers, Inc., September 8, 2014.

Existing Site Conditions

The existing School campus is developed on a rectangular parcel located at 12441 Bromont Avenue in the City of Los Angeles, California. The westerly portion of the School is located within the City of San Fernando. The existing elementary school is operated by the Los Angeles Unified School District (LAUSD) and has an enrollment of 543 students in Pre-Kindergarten through Grade 5 and 73 faculty/staff members. No anticipated increases to the student enrollment or faculty/staff numbers are expected. The current bell schedule for the School is 8:15 AM to 2:34 PM. The main pick-up/drop-off loading zone is located on-site in the parking lot area located off of Bromont Avenue. As part of the pilot program, an existing “No Parking” red curb zone was converted to a secondary pick-up/drop-off loading zone along the northeast side of 8th Street, between Macneil Street and North Brand Boulevard. This zone is temporarily designated for drop-off/pick-up loading activities before and after school (i.e., between 7:45 AM to 8:15 AM and 2:30 PM to 3:00 PM) during school days only (Mondays through Fridays). Primary pick-up/drop-off loading operations (including bus loading activities) would continue to be accessed via Bromont Avenue.

The School site is generally bounded by Bromont Avenue to the east, an existing charter middle school (i.e., PUC Inspire Charter Academy located at 919 8th Street) to the north, 8th Street to the west, and single family residences to the south. The project site location is shown in **Figure 1**. Vehicular access to the on-site parking area is provided via an inbound only driveway on Bromont Avenue near the northwest corner of the site and an outbound left-turn only driveway on the south side of Bromont Avenue. The existing campus layout including the loading/parking areas and driveway locations are shown in **Figure 2**.

Pick-up/Drop-off Loading Observations

Field observations were conducted at the School site loading areas (i.e., on Bromont Avenue and 8th Street) during the morning drop-off peak period (i.e., between 7:30 AM and 8:30 AM) and afternoon pick-up peak period (i.e., between 2:15 PM and 3:30 PM) on three typical mid-week school days (Wednesday, October 7, 2015, Wednesday, November 4, 2015, and Wednesday, December 9, 2015). During the morning drop-off period, the majority of guardians conducted student drop-off procedures by entering the site via the inbound only driveway on Bromont Avenue. For the 8th Street pick-up/drop off loading zone, temporary cones and signage were placed on 8th Street in order to separate northbound vehicles entering the loading zone and other northbound through vehicles on 8th Street. Some guardians utilized the loading zone while others were observed to drop-off students along Macneil Street and the west side (southbound direction) of 8th Street. Those students who were dropped-off on Macneil Street or via southbound 8th Street were then observed to walk along and cross Macneil Street and/or 8th Street to enter the School campus via the 8th Street gated pedestrian entrance. It was also observed that the single safety valet at the Macneil Street/8th Street location was initially stationed near the School's

gated pedestrian access on 8th Street to assist in the processing of vehicles within and approaching the 8th Street loading zone. The safety valet was also observed to occasionally leave the 8th Street loading zone area in order to assist children that needed to cross Macneil Street and 8th Street, especially when more children were dropped off on Macneil Street.

Morning Drop-Off Unloading Observations and Maximum Vehicle Queues

As the entrance driveway to the PUC Inspire Charter Academy loading area is located immediately north of the 8th Street loading zone and entrance gate, it was observed that the morning drop-off activities for the two schools overlapped for an approximately 30-minute time period (i.e., between 7:45 AM and 8:15 AM). Some vehicles associated with the PUC Inspire Charter Academy were observed to block the intersection while entering their on-site pick-up/drop-off zone and others entered the 8th Street drop-off zone to turn into the driveway located just north of the School entrance gate on 8th Street (i.e., the 8th Street loading zone was being utilized by both schools). One traffic monitor who was a School staff member arrived after to assist the safety valet with unloading activities on 8th Street. The maximum vehicle queues observed during the morning peak drop-off periods for each of the three observation days are summarized below:

- October 7, 2015
 - 8th St. Secondary Loading Zone – 4 vehicles
 - Bromont Ave. Main Loading Zone – 17 vehicles (12 on-site, 5 on-street)
- November 4, 2015
 - 8th St. Secondary Loading Zone – 3 vehicles
 - Bromont Ave. Main Loading Zone – 25 vehicles (13 on-site, 12 on-street)
- December 9, 2015
 - 8th St. Secondary Loading Zone – 7 vehicles
 - Bromont Ave. Main Loading Zone – 17 vehicles (12 on-site, 5 on-street)

During the three days of morning drop-off observations, the maximum vehicle queue observed was seven (7) vehicles in the 8th Street loading zone and up to 25 vehicles for the Bromont Avenue loading area (i.e., 13 vehicles on-site in the loading area and 12 vehicles on-street). The maximum vehicle queues observed for the 8th Street loading zone were observed to be accommodated within the designated 8th Street secondary loading zone during the morning drop-off unloading period.

Afternoon Pick-Up Loading Observations and Maximum Vehicle Queues

Afternoon pick-up procedures were also observed for the same three weekdays for both the main loading area on Bromont Avenue and the proposed secondary loading zone on 8th Street. For the pick-up operations on 8th Street, it was observed that the

majority of guardians would park their vehicle/s along 8th Street, Macneil Street, and Brand Boulevard, and walk to the 8th Street gated pedestrian access to meet and pick-up their child inside the School grounds. The maximum vehicle queues observed during the afternoon peak pick-up periods for each of the three observation days are summarized below:

- October 7, 2015
 - 8th St. Secondary Loading Zone – 3 vehicles
 - Bromont Ave. Main Loading Zone – 29 vehicles (16 on-site, 13 on-street)
- November 4, 2015
 - 8th St. Secondary Loading Zone – 6 vehicles
 - Bromont Ave. Main Loading Zone – 29 vehicles (13 on-site, 16 on-street)
- December 9, 2015
 - 8th St. Secondary Loading Zone – 7 vehicles
 - Bromont Ave. Main Loading Zone – 23 vehicles (9 on-site, 14 on-street)

During the three days of afternoon pick-up observations, the maximum vehicle queue observed was seven (7) vehicles in the 8th Street loading zone and 29 vehicles for the Bromont Avenue loading area (i.e., 16 vehicles on-site in the loading area and 13 vehicles on-street, or 13 vehicles on-site and 16 vehicles on-street). The maximum vehicle queues observed for the 8th Street loading zone were observed to be accommodated within the designated 8th Street secondary loading zone during the afternoon pick-up loading period. No overlap with the adjacent charter middle school was observed to occur during the afternoon pick-up time period.

During an approximately ten-minute afternoon peak period (i.e., between roughly 2:38 PM and 2:48 PM), vehicle queuing was observed to extend to the signalized intersection at Maclay Avenue, where it was observed that at least 13 vehicles queued along Bromont Avenue while waiting to enter the School's on-site loading area. One traffic monitor was observed within the School's Bromont Avenue loading/parking lot area and no traffic monitor/s was/were stationed directly at the entrance driveway or exit driveway on Bromont Avenue. Guardians who arrived early were observed to park on Bromont Avenue and Brand Boulevard.

Emergency Access

Field measurements were also conducted in order to verify existing signage, traffic control and pavement widths associated with 8th Street in the project vicinity. 8th Street has a pavement width that varies between 35 to 36 feet from Maclay Avenue to Brand Boulevard. The roadway is sufficient width to allow large vehicles (i.e., fire engine type trucks) to access the area. The nearest fire station to the School campus

is Los Angeles Fire Station #98 (Pacoima), located at 13035 Van Nuys Boulevard. The first response teams will utilize Van Nuys Boulevard, Glenoaks Boulevard, Maclay Avenue, and/or 8th Street as well as other fire access roads in order to respond to an incident along the 8th Street project frontage. **Figure 3** illustrates the emergency vehicle access along the 8th Street project frontage.

As required by the California Vehicle Code (Section 21806, authorized Emergency Vehicles), motorists are required to pull to the right side of the roadway and stop to allow an emergency vehicle to pass. If required, drivers of emergency vehicles are trained to utilize center turn lanes, or travel in opposing through lanes to pass through and traverse crowded or tight areas. Thus, the respect entitled to emergency vehicles and driver training allow emergency vehicles to negotiate typical as well as atypical street conditions in urban and rural areas.

Recommendations for Secondary Pick-up/Drop-off Loading Zone on 8th Street

Based on LLG's review of the current pick-up/drop-off activities associated with both the usage of the temporary pick-up/drop-off loading zone on 8th Street and the Bromont Avenue main entrance for the School, the following series of recommendations are proposed for consideration by School personnel and are also shown in **Figure 4**:

- i. The School should institute a "Safety Valet" program of parent volunteers or hire/assign individuals to help in the loading and unloading of students to/from personal vehicles at the secondary loading zone along 8th Street. Details regarding the training and procedures for the "Safety Valet" program are attached to this memorandum. The lane shall be coned off, marking the appropriate area for guardians to drop-off/pick-up students without leaving the vehicle. The monitor shall direct traffic to pull up to the front of the loading zone before opening car doors for students. This should result in a more continuous traffic flow and efficient vehicle processing, which should in turn reduce the potential for any vehicle queuing outside of the designated loading zone area during the hours of 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM.
- ii. It is recommended that one additional crossing guard would need to be stationed at the 8th Street/Macneil Street intersection at all times during the morning and afternoon peak time periods (i.e., 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM) to assist with any pedestrian crossings. While a safety valet was observed to be present for the 8th Street/Macneil Street intersection, their primary responsibility is the oversight of drop-off activities along the 8th Street loading zone. As LAUSD does not provide its own crossing guards, one would need to be requested from the City of San Fernando, who would then make the determination if one is warranted.
- iii. The existing crosswalks at the all-way stop-sign controlled intersection of 8th Street and Macneil Street could be improved to provide greater visibility to

both motorists and pedestrians. It is recommended that continental crosswalks be installed for the east, west and south legs of the 8th Street/Macneil Street intersection.

- iv. In order to separate northbound and southbound traffic on 8th Street, it is recommended that double yellow striping be installed on 8th Street for one block north and south of Macneil Street.
- v. Similar to other schools within the City of San Fernando, it is recommended that the existing red curb along the property frontage on 8th Street be removed and that appropriate signage be installed to designate this area as a formal pick-up/drop-off loading zone for the School. The passenger loading area sign would allow loading activities during the morning and afternoon peak time periods (i.e., 6:30 AM to 9:00 AM, and 1:30 PM to 4:00 PM) for school days only. Time-restricted two-hour parking would be permitted during the off-peak loading time periods between 9:00 AM to 1:30 PM during school days.
- vi. Based on the observed overlap of morning peak drop-off operations between the School and the adjacent PUC Inspire Charter Academy, the School should review the current bell schedule (i.e., between 8:15 and 2:34 PM) and coordinate with the adjacent charter middle school to explore the possibility of creating a greater gap between the bell schedules for the two schools. For example, the PUC Inspire Charter Academy could adjust the start time by five to ten minutes (earlier) to further stagger the peak arrival times for the two schools. In doing so, both schools could also review the afternoon dismissal time period such that a greater time separation during the morning time period does not create a secondary overlap impact during the afternoon pick-up activities. Based on the current field observations, the afternoon pick-up activities associated with both schools do not overlap with one another.
- vii. As an alternative, should the staggering/adjustment of bell schedules be infeasible, the secondary pick-up/drop-off loading zone on 8th Street could also be utilized by both the School and the adjacent charter middle school to minimize the observed turning movement conflicts between vehicles turning into (i.e., entering) the charter middle school driveway and those vehicles leaving (i.e., exiting) the 8th Street loading zone. Colored placards could be placed on the dashboard that would differentiate between the two schools and would allow the traffic monitor to either direct the vehicles to enter the middle school driveway or conduct the drop-off activities curbside along 8th Street for the School.
- viii. School operated buses which transport students to and/or from School, shall continue to load and unload students within School property and not on any adjoining streets (i.e., along 8th Street or Bromont Avenue).

- ix. The School shall install a wheelchair ramp near the existing gated pedestrian access on 8th Street, which is currently accessible only via stairs. The installation of the wheelchair ramp will provide handicap accessibility for this gated entry/exit, as required for compliance with the Americans with Disability Act (ADA) requirements.

Recommendations on General Campus Traffic Procedures

It was observed during the morning and afternoon school peak periods that some of the safety valets were not wearing safety gear while standing within the 8th Street right-of-way or the on-site loading/parking lot area off of Bromont Avenue. Therefore, it is recommended that safety valets wear safety gear including reflective vests at all times when performing safety valet duties at the campus. Additionally, it is recommended that this procedure be added to the School's policies on general traffic procedures.

For the Bromont Avenue side, the safety valet was stationed too far internal to the site and thus was not able to identify the student name within ample time to allow for student assembly and pick-up prior to the guardian's arrival at the designated pick-up location. Thus, no monitor was observed on Bromont Avenue to assist with the processing of vehicles approaching the School. While not under the implementation of the Safety Valet program, at a minimum it is recommended that an additional traffic monitor be stationed at the Bromont Avenue entrance driveway while an additional traffic monitor be positioned on-site within the immediate vicinity of the pick-up/drop-off zone given the number of vehicles being processed within the School grounds for the Bromont Avenue main entrance.

It is also recommended that the student drop-off/pick-up operations be included in the School Policies for parent/guardian distribution at the beginning of each school year during the student enrollment period. The School's policy would include general traffic procedures for the campus, a summary of the drop-off and pick-up procedures, reminders on School policies for off-campus traffic circulation and parking, as well as provisions for being a good neighbor to local residents living near the School campus. These School policies are communicated to faculty, staff, students and parents/guardians at the beginning of the school year and are reinforced throughout the school year in the School's newsletter that is distributed throughout the School community, as well as to every resident located within a 500-foot radius of the campus.

It is also recommended that a School official (i.e., the School Principal or Principal's designee) along with their respective contact information, including telephone number, be published in the School's newsletter as well as posted on the School's website so that if the community has questions or comments regarding school-related traffic and parking issues, there is one clearly identified contact person. This School official would be referred to as the School's traffic and parking ombudsman and

would be responsible for proactively addressing questions, comments and complaints from the School community and local residents. It is expected that the School's traffic and parking ombudsman would be very familiar with all policies and procedures regarding traffic and parking operations at the campus, as well as any special events planned to be held at the campus.

Please feel free to call us at 626.796.2322 with any questions and comments as well as to discuss next steps.

c: File

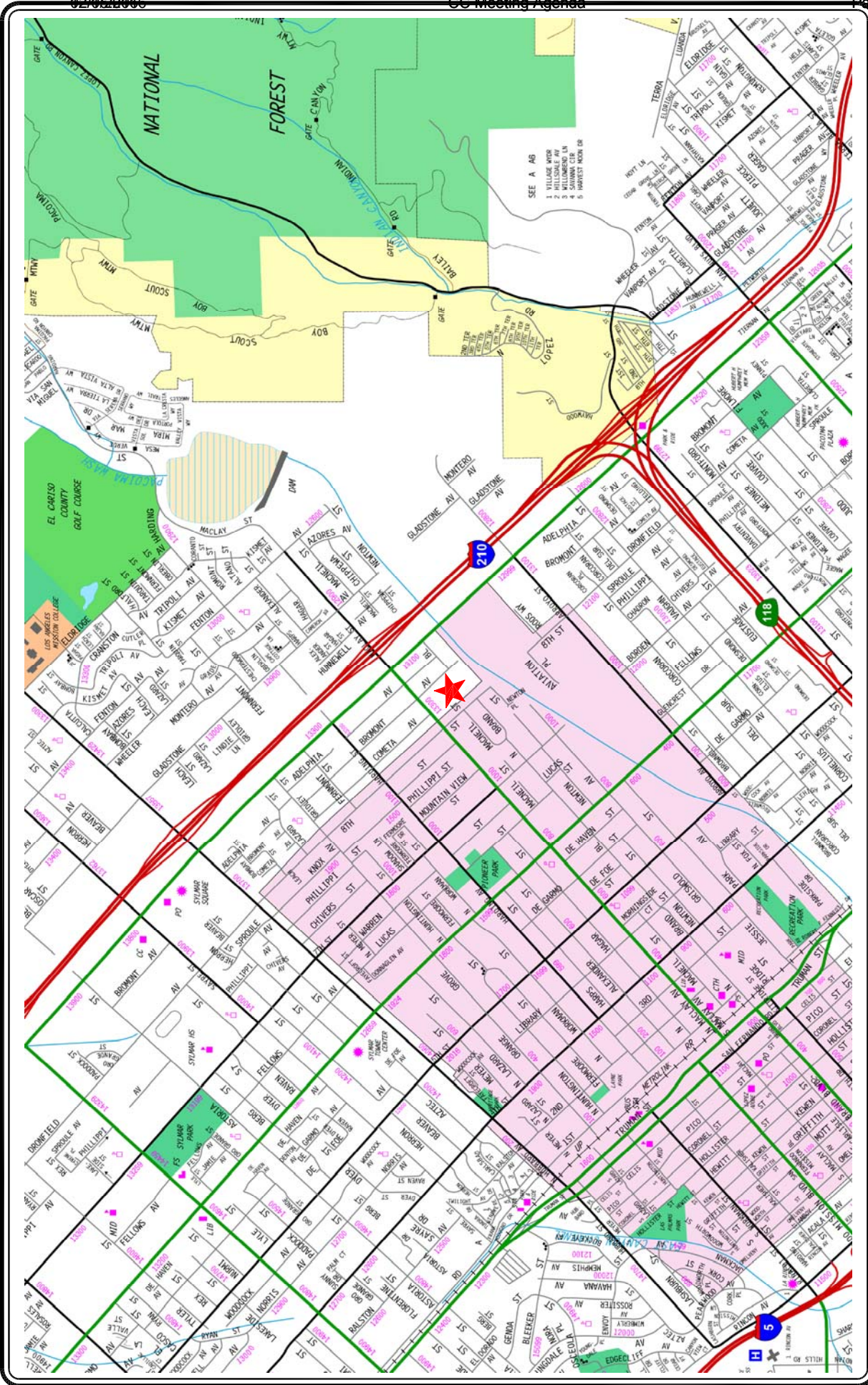


FIGURE 1
VICINITY MAP

MAP SOURCE: RAND McNALLY & COMPANY

PROJECT SITE



NOT TO SCALE

VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

LINSCOTT, LAW & GREENSPAN, engineers

FIGURE 2 EXISTING CAMPUS PLAN

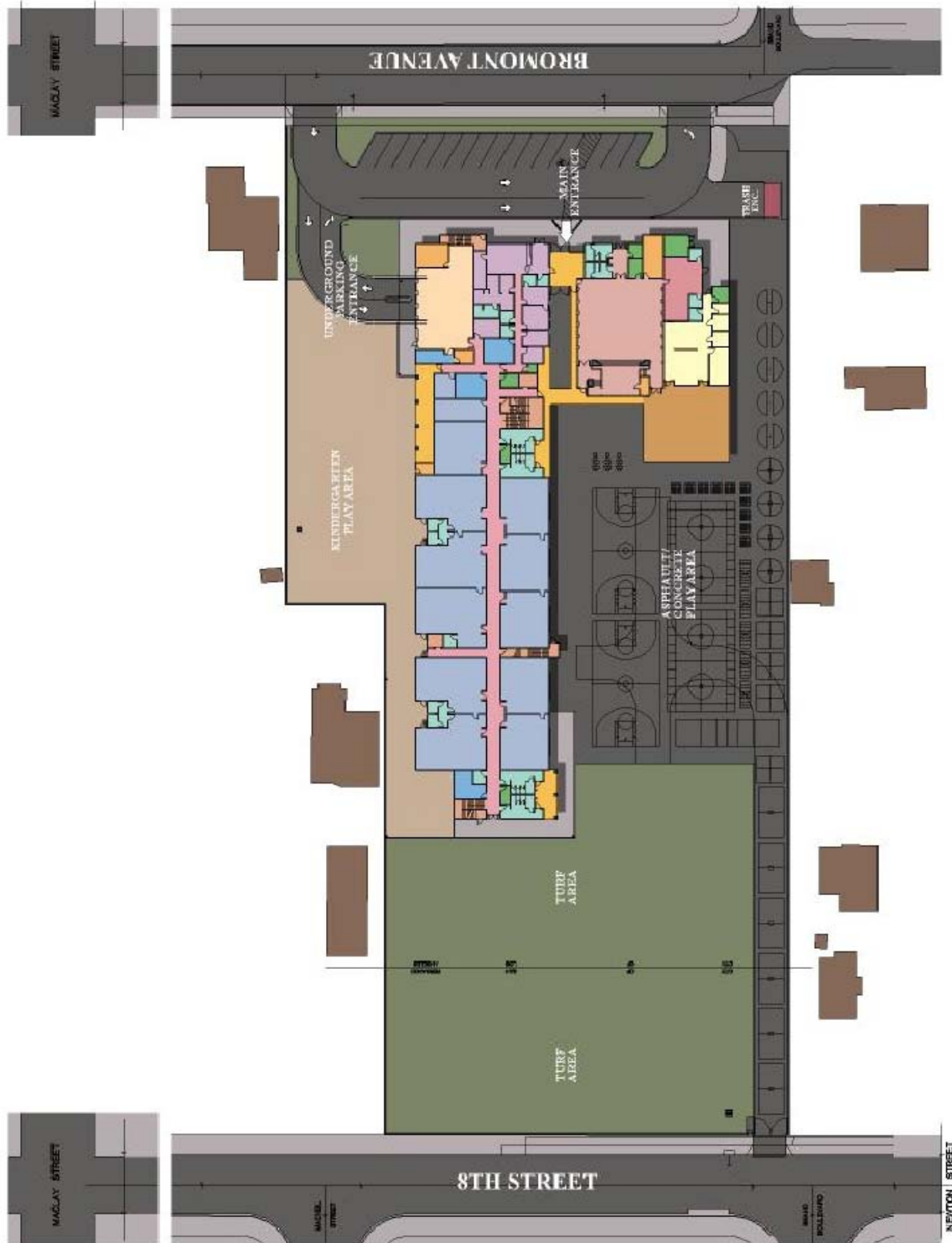
VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

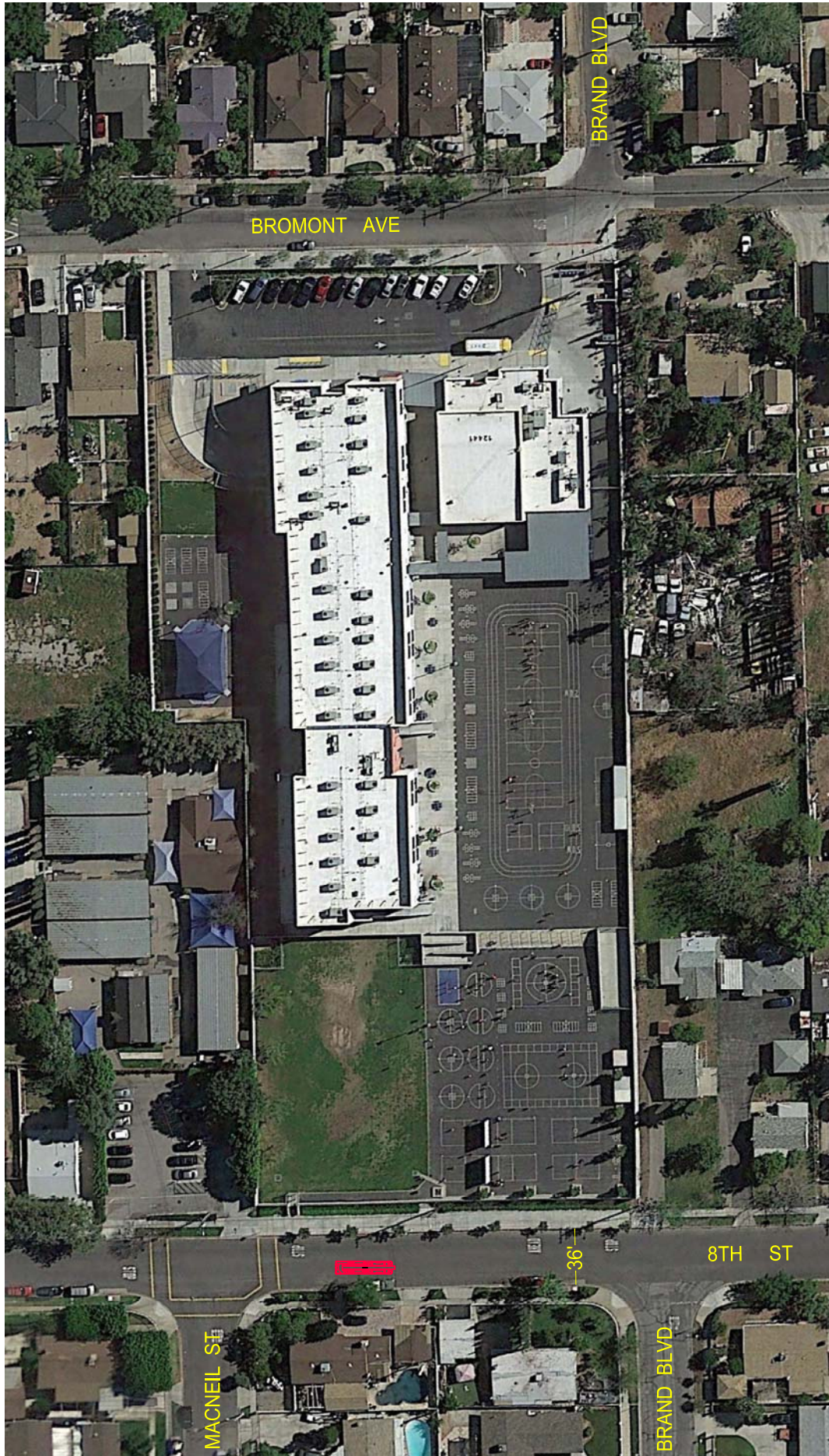
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NOT TO SCALE

LINSCOTT, LAW & GREENSPAN, engineers





MAP SOURCE: GOOGLE EARTH



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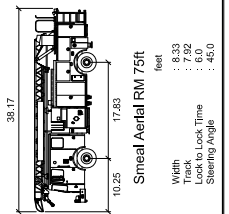


FIGURE 3 EMERGENCY ACCESS ON 8TH STREET

VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

LINSCOTT, LAW & GREENSPAN, engineers



MAP SOURCE: GOOGLE EARTH



NOT TO SCALE

FIGURE 4
PROPOSED RECOMMENDATIONS FOR LOADING OPERATIONS

ATTACHMENT A
SAFETY VALET PROGRAM

Safety Valet Program

TRAINING

Safety Valet Program - History

- The Los Angeles Police Department (LAPD) initiated the Safety Valet Program when an investigation of community complaints at or around elementary schools revealed the need for crossing guards or traffic controls.
- LAPD partnered with other City departments and created a volunteer-based school drop off program to reduce traffic congestion and accidents.
- The City of Los Angeles previously administered and provided funding to support the program, but is no longer involved due to budget constraints.
- The Office of Environmental Health and Safety (OEHS) is now coordinating the program with the assistance of the Los Angeles School Police Department (LASPD) who conduct on-site training prior to program implementation.

Safety Valet Program – About

- The Safety Valet improves the safety of students who are dropped off for school by providing a more fluid movement of vehicular traffic.
- The program is designed so parents will not have to park or exit their vehicle when dropping off their children in the morning for school.
- Ensures children enter school grounds without traffic related injury or incident.
- Volunteers will:
 - Open car doors.
 - Greet children.
 - Direct drivers to pull forward after each child has safely exited the vehicle.
 - Encourage continuous flow of traffic in and around the Safety Valet drop off area.

Safety Valet Volunteer Duties

1. Stay focused.
2. Act professionally.
3. Demonstrate good behavior.
4. Arrive on time.
5. Place safety equipment (traffic cones and signs) at designated locations.
6. Wear a vest at all times.
7. Stay on the curb at all times.
8. Wait for cars to come to a complete stop.
9. Make eye contact with the driver to gain approval to open the car door.

Safety Valet Volunteer Duties

10. Open the car door with a smile and greet the driver and students.
11. Help students exit through the passenger’s side of the car only.
12. Assist the students out of the car and help them with their backpacks.
13. Tell drivers to “have a nice day”.
14. Close the doors gently and securely.

Traffic Safety – DON'Ts

- **DON'T** – double park and allow your child(s) to exit the vehicle. This is very unsafe!
- **DON'T** – allow your child to exit your vehicle to cross in the middle of the oncoming traffic.
- **DON'T** – park your vehicle in the surrounding neighbor's driveway.
- **DON'T** – park on the corner of the street, at a stop sign, or in a red zone to unload/load your child(s).
- **DON'T** – make U-turns in any designated school zone.
- **DON'T** – park and leave your vehicle unattended in designated Passenger Loading Zone. This is a violation and is subject to a parking citation. Under no circumstances are you to park in areas designated Bus Zone (this area is also subject to a parking violation).

School Safety Valet Program

Products approved by the Office of Environmental Health and Safety









Valet kit 550-79-00150 - \$505.79 (Kit purchase must be approved by OEHS)

Kit includes the following:

QTY	DESCRIPTION
2	48" Grabber Traffic Cone
1	18" Traffic Cone Orange & Black Base
1	Reflective Sign "Stop and Drop Here"
1	Reflective Sign "Safety Valet Enter Here"
1	Utility Cart 6 Cubic Feet Capacity

Schools should email a completed requisition form to TRAFFICSAFETY@LAUSD-OEHS.ORG for approval and processing.

Please refer to REF-5496.1 Implementing a Safety Valet Program at Schools or contact OEHS at TRAFFICSAFETY@LAUSD-OEHS.ORG or (213) 241-3199 for more information on the Safety Valet Program.

Replacement items can be purchased via an SR transaction.

345-92-00500	Safety Vest Orange w/Reflective stripes 5 per package (Package)	\$37.99 5/pkg
550-78-00048	48" Grabber Traffic Cone (Each)	\$64.99 each
550-78-00018	18" Traffic Cone Orange & Black Base	\$7.99 each
550-62-12000	Reflective Sign "Stop and Drop Here" (Each)	\$50.99 each
550-62-11000	Reflective Sign "Safety Valet Enter Here" (Each)	\$50.99 each
515-08-04205	Utility Cart 6 Cubic Feet Capacity (Each)	\$115.99 each

If assistance is needed call Contact Customer Service at 562-654-9009

Reflective Sign "Safety Valet Enter Here"

Reflective Sign "Stop and Drop Here"

Safety Vest Orange w/Reflective stripes 5 per package

Utility Cart 6 Cubic Feet Capacity

18" Traffic Cone Orange & Black Base (15)

48" Grabber Traffic Cone (2)















620039066



SHS

THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
JOEL FAJARDO

VICE MAYOR
SYLVIA BALLIN

COUNCILMEMBER
ANTONIO LOPEZ

COUNCILMEMBER
ROBERT C. GONZALES

COUNCILMEMBER
JAIME SOTO

January 25, 2016

SUBJECT: Proposed Removal of Red Curb

Dear Resident:

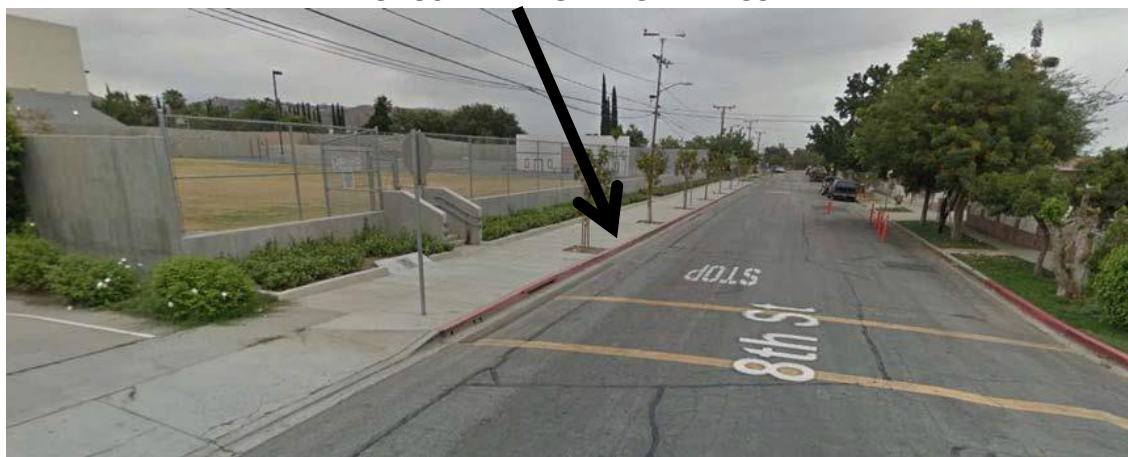
The San Fernando City Council will be reviewing a request for the removal of approximately 150 feet of red curbing (approximately 7 car lengths) along the north side of Eighth Street, just east of the intersection at Macneil Street. This request was made by representatives from the Vista Del Valle Dual Language Academy. If approved, this location would be designated as a drop off/pick-up zone.

You are being notified because your property is in close proximity to this location. We encourage your comments regarding traffic safety in this area. If you wish to comment on this issue, you are invited to attend the City Council's next meeting on **Monday, February 1, 2016 at 6 p.m.** at the San Fernando City Hall City Council Chambers.

If you are unable to attend the meeting, you may send a letter with your comments directly to City Hall, attention Maria Padilla at mpadilla@sfcity.org. You may also fax your letter to City Hall at (818) 361-6728.

We appreciate your concern for traffic safety in the City of San Fernando. Should you have any questions regarding this notice, please contact us at (818) 898-1222.

PROPOSED REMOVAL OF RED CURB



PUBLIC WORKS
DEPARTMENT

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1222

WWW.SFCITY.ORG

THE CITY OF SAN FERNANDO

CITY COUNCIL

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VICE MAYOR
SYLVIA BALLIN

COUNCILMEMBER
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COUNCILMEMBER
ROBERT C. GONZALES

COUNCILMEMBER
JAIME SOTO

January 25, 2016

ASUNTO: Propuesto Retiro del Bordillo Rojo

Estimado Residente:

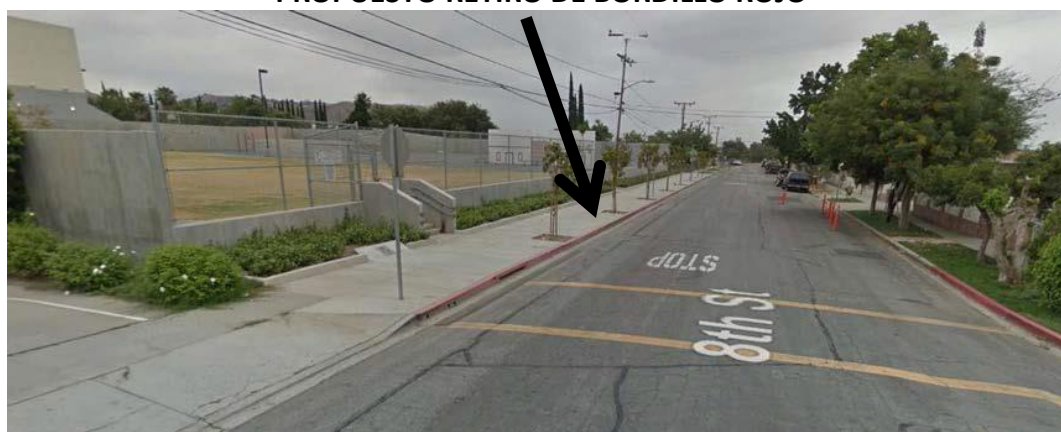
El Concejo Municipal de la Ciudad de San Fernando considerará una solicitud para remover aproximadamente 150 pies del bordillo rojo (aproximadamente el espacio para 7 autos) a lo largo del lado norte de la calle Ocho, justo al este del cruce con la calle Macneil. Esta solicitud fue hecha por representantes de Vista Del Valle Dual Language Academy. De ser aprobada, esta ubicación sería designada como zona para dejar/recoger pasajeros.

Esta siendo notificado porque su propiedad está en la proximidad cercana de dicho lugar. Atenderemos sus comentarios con respecto a la seguridad del tráfico en esta área. Si desea hacer un comentario sobre este tema, se le invita a asistir a la próxima reunión del Concejo Municipal el **lunes, 1 de febrero del 2016 a las 6 p.m.** en la Sala del Ayuntamiento de la Ciudad de San Fernando.

Si usted no puede asistir a la reunión, puede enviar una carta con sus comentarios directamente al Concilio, dirigida a Maria Padilla al buzón electrónico mpadilla@sfcity.org. También puede enviar su carta por fax al Concilio al (818) 361-6728.

Agradecemos su interés en cuanto a la seguridad del tráfico en la Ciudad de San Fernando. Para más información o si tiene alguna pregunta acerca del este aviso, por favor comuníquese con nosotros al (818) 898-1222.

PROPUESTO RETIRO DE BORDILLO ROJO



PUBLIC WORKS
DEPARTMENT

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1222

WWW.SFCITY.ORG



AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

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

Date: April 18, 2016

Subject: Review of Pilot Program Location for Student Loading/Unloading Zone Adjacent to Vista del Valle Dual Language Academy

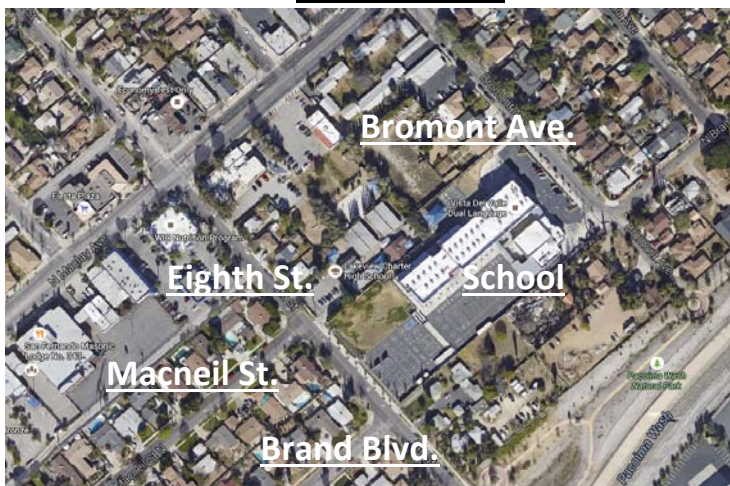
RECOMMENDATION:

It is recommended that the City Council:

- a. Review the attached update from Los Angeles Unified School District (LAUSD) (Attachment "A"); and
- b. Provide further direction relative to the establishment of a permanent loading/unloading zone at this location.

BACKGROUND:

The Vista del Valle Dual Language Academy (School) opened in September 2010. The entrance of the school is located at 12441 Bromont Avenue in the City of Los Angeles (in between Maclay Avenue and Brand Boulevard). The southern portion of the school is located in the City of San Fernando, adjacent to Eighth Street (in between Macneil Street and Brand Boulevard).

School Location

Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista del Valle Dual Language AcademyPage 2 of 2

As part of the school's environmental review process prior to construction, the City provided comments on the proposed project's environmental impact report (EIR) regarding potential traffic and safety impacts in the City of San Fernando. The City's concerns were deemed of no consequence and no mitigation measures were implemented to address the concerns. In the Final EIR for the school project, the executive summary stated:

"The main access (entrance) for the proposed project would be located off Bromont Avenue. The student drop-off and pick-up loading and unloading zone for passenger cars and buses would be located off Bromont Avenue. Parking would be provided for faculty and visitors. Access to the parking area would be provided off Bromont Avenue. Additionally, a pedestrian and emergency access gate will be provided off 8th Street."

After encountering problems with the Bromont Avenue drop-off location, LAUSD approached the City about establishing an additional loading/unloading zone on Eighth Street in the City of San Fernando. After review of a traffic study by the Transportation and Safety Commission and City Council, the City Council approved a pilot program for a student loading/unloading zone on Eighth Street (between Macneil Street and Brand Boulevard) over a 120-day period. A review of this pilot program was conducted on February 1, 2016 (Attachment "B").

After discussing the pilot program, the City Council requested that the item be tabled until April 2016 to allow LAUSD to follow-up on several issues related to the pilot program. LAUSD provided the attached report (Attachment "A") outlining these items and will be present to review them with the City Council on April 18, 2016. In addition, LAUSD distributed the attached notifications (Attachment "C") to City of San Fernando properties within a 500 foot radius of the school's location during the week of April 11, 2016.

BUDGET IMPACT:

There is no fiscal impact to current fiscal year budget.

CONCLUSION:

It is recommended that the City Council review the pilot program and provide further direction related to the creation of a permanent loading/unloading zone on Eighth Street.

ATTACHMENTS:

- A. LAUSD Report
- B. February 1, 2016 Agenda Report
- C. Public Notices – January 2016 City Council Meeting

Pilot Safety Valet Program at Vista del Valle Dual Language Academy
LAUSD Responses to Recommendations Contained in the
March 29, 2016 Revised Traffic Assessment

Recommendation	LAUSD Response
<p>i. The School should institute a “Safety Valet” program of parent volunteers or assign individuals to help in the loading and unloading of students to/from personal vehicles at the secondary loading zone along 8th Street. Details regarding the training and procedures for the “Safety Valet” program are attached to this memorandum (refer to <i>Attachment A</i>). The lane shall be coned off, marking the appropriate area for guardians to drop-off/pick-up students without leaving the vehicle. The safety valet shall direct traffic to pull up to the front of the loading zone before opening car doors for students. This should result in a more continuous traffic flow and efficient vehicle processing, which should in turn reduce the potential for any vehicle queuing outside of the designated loading zone area during the hours of 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM.</p>	<p>Parent volunteers at Vista del Valle Dual Language Academy (VdV) received training on LAUSD’s Safety Valet Program in October 2015 from LAUSD School Police. Additionally, the Safety Valet Program training would be made available to parent volunteers from PUC Inspire Charter Academy (PUC) as well.</p> <p>LAUSD Board Member Mónica Ratliff’s office has transferred funds to VdV to purchase an official “Safety Valet Program Kit” consisting of safety products approved by the LAUSD’s Office of Environmental Health & Safety, including reflective signage, traffic cones, and safety vests.</p>
<p>ii. LLG initially recommended that one crossing guard be stationed at the 8th Street/Macneil Street intersection since a safety valet was observed to be present primarily for the oversight of drop-off activities along the 8th Street loading zone and not to assist with any pedestrian crossings. A supplemental review was prepared (refer to) to determine if the 8th Street/ Macneil Street intersection will meet the minimum requirements for the installation of a crossing guard at all times during the morning and afternoon peak time periods (i.e., 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM). Based on recent vehicular and pedestrian traffic counts conducted, the 8th Street/ Macneil Street intersection currently does not meet the criteria for the crossing guard request during the morning and afternoon peak hours in accordance with the current guidelines used by the City of Los Angeles Department of Transportation and the County</p>	<p>As stated in the updated traffic assessment, it was determined that the intersection of 8th Street and Macneil Street does not meet the minimum thresholds for a crossing guard per accepted guidelines.</p> <p>In order to improve traffic congestion and increase pedestrian safety at that intersection, upon approval by the City Council, PUC Inspire Charter Academy has agreed to partner with VdV to operate a Joint Safety Valet Program at the location of the current pilot program along 8th Street. PUC and LAUSD have drafted a Memorandum of Understanding (MOU) that details the arrangement.</p>

of Los Angeles Department of Public Works.	
<p>iii. The existing crosswalks at the all-way stop-sign controlled intersection of 8th Street and Macneil Street could be improved to provide greater visibility to both motorists and pedestrians. It is recommended that continental crosswalks be installed for the west and south legs of the 8th Street/Macneil Street intersection and that consideration be given to the removal of the existing crosswalk across the north leg of this “T” intersection. The removal of the crosswalk across the north leg of the intersection would better consolidate crossings and allow for improved traffic flow into the PUC Inspire Charter Academy parking lot. As part of this proposal, it is recommended that a new “Stop” limit line be installed and that “No Ped X-ing” signs be installed facing both eastbound and westbound directions at the prior existing crosswalk location.</p>	<p>LAUSD will commit to transferring the funds necessary for the recommended street improvements to the City of San Fernando to implement.</p> <p>With regard to the crosswalk at the northern leg of 8th Street and Macneil Street, although the recommendation is to remove that leg, LAUSD and PUC agree that this leg of the crosswalk should be maintained; however, it should not be converted into a “continental crosswalk” as would the west and south legs. By doing so, it would still help consolidate crossings during school hours, but also maintain pedestrian access for local residents during non-school hours.</p>
<p>iv. In order to separate northbound and southbound traffic on 8th Street, it is recommended that double yellow striping be installed on 8th Street for one block north and south of Macneil Street.</p>	<p>LAUSD will commit to transferring the funds necessary for the recommended street improvements to the City of San Fernando to implement.</p>
<p>v. Similar to other schools within the City of San Fernando, it is recommended that the existing red curb along the property frontage on 8th Street be removed and that appropriate signage be installed to designate this area as a formal pick-up/drop-off loading zone for the School. The passenger loading area sign would allow loading activities during the morning and afternoon peak time periods (i.e., 6:30 AM to 9:00 AM, and 1:30 PM to 4:00 PM) for school days only. Time-restricted two-hour parking would be permitted during the off-peak loading time periods between 9:00 AM to 1:30 PM during school days.</p>	<p>LAUSD will commit to transferring the funds necessary for the recommended street improvements to the City of San Fernando to implement.</p> <p>If requested, LAUSD can provide the recommended signage.</p>
<p>vi. Based on the observed overlap of morning peak drop-off operations between the School and the adjacent PUC Inspire Charter Academy, the School should review the current bell schedule (i.e., between 8:15 and 2:34 PM) and coordinate with the adjacent charter middle school to explore the possibility of creating a greater gap between the bell</p>	<p>Per the draft MOU for the Joint Safety Valet Program (subject to approval by the City of San Fernando), the two schools would maintain their current start times (8:00am for PUC and 8:15am for VdV), but establish an extended drop-off period between 7:30am and 8:30am where parents from both schools could utilize the designated safety valet zone. It is anticipated that</p>

<p>schedules for the two schools. For example, the PUC Inspire Charter Academy could adjust the start time by five to ten minutes (earlier) to further stagger the peak arrival times for the two schools. In doing so, both schools could also review the afternoon dismissal time period such that a greater time separation during the morning time period does not create a secondary overlap impact during the afternoon pick-up activities. Based on the current field observations, the afternoon pick-up activities associated with both schools do not overlap with one another.</p>	<p>implementation of the Joint Safety Valet Program would improve traffic conditions and increase pedestrian safety at the intersection and eliminate the need for further staggering.</p>
<p>vii. As an alternative, should the staggering/adjustment of bell schedules be infeasible, the secondary pick-up/drop-off loading zone on 8th Street could also be utilized by both the School and the adjacent charter middle school to minimize the observed turning movement conflicts between vehicles turning into (i.e., entering) the charter middle school driveway and those vehicles leaving (i.e., exiting) the 8th Street loading zone. While colored placards placed on the dashboard would differentiate between the two schools and would allow the safety valet to either direct the vehicles to enter the middle school driveway or conduct the drop-off activities curbside along 8th Street for the School, it is recognized that this may not be feasible given the required coordination with and approval from the adjacent school as well as funding constraints/difficulties.</p>	<p>It is anticipated that implementation of the Joint Safety Valet Program would improve traffic conditions and increase pedestrian safety at the intersection and eliminate the need for colored placards.</p>
<p>viii. School operated buses which transport students to and/or from School, shall continue to load and unload students within School property and not on any adjoining streets (i.e., along 8th Street or Bromont Avenue).</p>	<p>VdV will continue to load and unload buses within School property and not on any adjoining streets</p>
<p>ix. The School shall install a wheelchair ramp near the existing gated pedestrian access on 8th Street, which is currently accessible only via stairs. The installation of the wheelchair ramp will provide handicap accessibility for this gated entry/exit, as required for compliance with the Americans with Disability Act (ADA) requirements.</p>	<p>The ADA ramp at the 8th Street entrance was completed in March 2016.</p>
<p>Other: The City Council requested that City staff consider assessment of impact fees on LAUSD</p>	<p>As defined by the California Government Code, a development impact fee is a monetary exaction</p>

<p>to pay for wear and tear on 8th Street resulting from drop-off/pick-up activities.</p>	<p>other than a tax or special assessment, that is charged by a local agency to an applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project. (Gov. Code § 66000(b).) The legal requirements for enactment of development impact fee program are set forth in Government Code §§ 66000-66025 (the "Mitigation Fee Act").</p> <p>LAUSD's position is that it is not subject to any impact fees in connection with the Pilot Safety Valet Program. LAUSD will comply with its legal obligations, if any, regarding impact fees in a manner consistent with the provisions of the Mitigation Fee Act and applicable law.</p>
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To: Mr. Edward S. Paek
LAUSD - Office of Environmental
Health & Safety

Date: March 29, 2016

From: Clare M. Look-Jaeger, P.E. *CL-J* LLG Ref: 1-15-4140-1
Chin S. Taing, PTP
Linscott, Law & Greenspan, Engineers

Subject: **Revised Traffic Assessment for the 8th Street Pilot Program Loading Zone for Vista Del Valle Dual Language Academy, Cities of Los Angeles and San Fernando**

Engineers & Planners

Traffic
Transportation
Parking

Linscott, Law & Greenspan, Engineers

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This revised traffic assessment has been prepared by Linscott, Law & Greenspan, Engineers (LLG) to provide an interim review of the pilot program that was recently implemented at the existing Vista del Valle Dual Language Academy ("School"), located at 12441 Bromont Avenue in the City of Los Angeles, California. The report is needed as the pilot program was recently implemented for a period of 120 days (from August 2015 to December 2015) which allowed a secondary pick-up and drop-off loading zone along the westerly property frontage on 8th Street. This memorandum includes a summary of the existing conditions, the usage and effectiveness of the pick-up and drop-off operations with implementation of the pilot program, emergency vehicle access on 8th Street, and recommendations for the formal loading zone along the 8th Street property frontage as it relates to pick-up and drop-off procedures, site access and circulation for the campus. General measures are also recommended for the School as it relates to the Bromont Avenue pick-up/drop-off loading zone and general School policies on notification of overall pick-up and drop-off procedures.

Prior to the implementation of the 8th Street loading zone pilot program, a Traffic Study¹ was conducted in September 2014 by Crown City Engineers, Inc., which evaluated potential traffic impacts at four off-site study intersections surrounding the School due to the usage of the 8th Street loading zone. Inbound and outbound vehicle traffic counts were also conducted at the on-site loading area at the Bromont Avenue entrance but no counts/observations were conducted with regard to any pick-up/drop-off activities on-street. The study also did not include any vehicle queuing observations at the on-site loading area at the Bromont Avenue main entrance.

As mentioned previously, this memorandum focuses on the vehicle queuing observations with respect to the pick-up and drop-off loading operations with implementation of the pilot program. The observations were conducted for both the 8th Street loading zone recently implemented and the main loading zone off of Bromont Avenue.

¹ *Traffic Impact Study for School Drop-off/Pick-up Zone 8th Street between Macneil Street and Brand Boulevard, San Fernando, California*, prepared by Crown city Engineers, Inc., September 8, 2014.

Existing Site Conditions

The existing School campus is developed on a rectangular parcel located at 12441 Bromont Avenue in the City of Los Angeles, California. The westerly portion of the School is located within the City of San Fernando. The existing elementary school is operated by the Los Angeles Unified School District (LAUSD) and has an enrollment of 543 students in Pre-Kindergarten through Grade 5 and 73 faculty/staff members. No anticipated increases to the student enrollment or faculty/staff numbers are expected. The current bell schedule for the School is 8:15 AM to 2:34 PM. The main pick-up/drop-off loading zone is located on-site in the parking lot area located off of Bromont Avenue. As part of the pilot program, an existing “No Parking” red curb zone was converted to a secondary pick-up/drop-off loading zone along the northeast side of 8th Street, between Macneil Street and North Brand Boulevard. This zone is temporarily designated for drop-off/pick-up loading activities before and after school (i.e., between 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM) during school days only (Mondays through Fridays). Primary pick-up/drop-off loading operations (including bus loading activities) would continue to be accessed via Bromont Avenue.

The School site is generally bounded by Bromont Avenue to the east, an existing charter middle school (i.e., PUC Inspire Charter Academy located at 919 8th Street) to the north, 8th Street to the west, and single family residences to the south. The project site location is shown in *Figure 1*. Vehicular access to the on-site parking area is provided via an inbound only driveway on Bromont Avenue near the northwest corner of the site and an outbound left-turn only driveway on the south side of Bromont Avenue. The existing campus layout including the loading/parking areas and driveway locations are shown in *Figure 2*.

Pick-up/Drop-off Loading Observations

Field observations were conducted at the School site loading areas (i.e., on Bromont Avenue and 8th Street) during the morning drop-off peak period (i.e., between 7:30 AM and 8:30 AM) and afternoon pick-up peak period (i.e., between 2:15 PM and 3:30 PM) on three typical mid-week school days (Wednesday, October 7, 2015, Wednesday, November 4, 2015, and Wednesday, December 9, 2015). During the morning drop-off period, the majority of guardians conducted student drop-off procedures by entering the site via the inbound only driveway on Bromont Avenue. For the 8th Street pick-up/drop off loading zone, temporary cones and signage were placed on 8th Street in order to separate northbound vehicles entering the loading zone and other northbound through vehicles on 8th Street. Some guardians utilized the loading zone while others were observed to drop-off students along Macneil Street and the west side (southbound direction) of 8th Street. Those students who were dropped-off on Macneil Street or via southbound 8th Street were then observed to walk along and cross Macneil Street and/or 8th Street to enter the School campus via the 8th Street gated pedestrian entrance. It was also observed that the single safety valet at the Macneil Street/8th Street location was initially stationed near the School's

gated pedestrian access on 8th Street to assist in the processing of vehicles within and approaching the 8th Street loading zone. The safety valet was also observed to occasionally leave the 8th Street loading zone area in order to assist children that needed to cross Macneil Street and 8th Street, especially when more children were dropped off on Macneil Street.

Morning Drop-Off Unloading Observations and Maximum Vehicle Queues

As the entrance driveway to the PUC Inspire Charter Academy loading area is located immediately north of the 8th Street loading zone and entrance gate, it was observed that the morning drop-off activities for the two schools overlapped for an approximately 30-minute time period (i.e., between 7:45 AM and 8:15 AM). Some vehicles associated with the PUC Inspire Charter Academy were observed to block the intersection while entering their on-site pick-up/drop-off zone and others entered the 8th Street drop-off zone to turn into the driveway located just north of the School entrance gate on 8th Street (i.e., the 8th Street loading zone was being utilized by both schools). A School staff member arrived after to assist the safety valet with unloading activities on 8th Street. The maximum vehicle queues observed during the morning peak drop-off periods for each of the three observation days are summarized below:

- October 7, 2015
 - 8th St. Secondary Loading Zone – 4 vehicles
 - Bromont Ave. Main Loading Zone – 17 vehicles (12 on-site, 5 on-street)
- November 4, 2015
 - 8th St. Secondary Loading Zone – 3 vehicles
 - Bromont Ave. Main Loading Zone – 25 vehicles (13 on-site, 12 on-street)
- December 9, 2015
 - 8th St. Secondary Loading Zone – 7 vehicles
 - Bromont Ave. Main Loading Zone – 17 vehicles (12 on-site, 5 on-street)

During the three days of morning drop-off observations, the maximum vehicle queue observed was seven (7) vehicles in the 8th Street loading zone and up to 25 vehicles for the Bromont Avenue loading area (i.e., 13 vehicles on-site in the loading area and 12 vehicles on-street). The maximum vehicle queues observed for the 8th Street loading zone were observed to be accommodated within the designated 8th Street secondary loading zone during the morning drop-off unloading period.

Afternoon Pick-Up Loading Observations and Maximum Vehicle Queues

Afternoon pick-up procedures were also observed for the same three weekdays for both the main loading area on Bromont Avenue and the proposed secondary loading zone on 8th Street. For the pick-up operations on 8th Street, it was observed that the majority of guardians would park their vehicle/s along 8th Street, Macneil Street, and Brand Boulevard, and walk to the 8th Street gated pedestrian access to meet and pick-up their child inside the School grounds. The maximum vehicle queues observed during the afternoon peak pick-up periods for each of the three observation days are summarized below:

- October 7, 2015
 - 8th St. Secondary Loading Zone – 3 vehicles
 - Bromont Ave. Main Loading Zone – 29 vehicles (16 on-site, 13 on-street)
- November 4, 2015
 - 8th St. Secondary Loading Zone – 6 vehicles
 - Bromont Ave. Main Loading Zone – 29 vehicles (13 on-site, 16 on-street)
- December 9, 2015
 - 8th St. Secondary Loading Zone – 7 vehicles
 - Bromont Ave. Main Loading Zone – 23 vehicles (9 on-site, 14 on-street)

During the three days of afternoon pick-up observations, the maximum vehicle queue observed was seven (7) vehicles in the 8th Street loading zone and 29 vehicles for the Bromont Avenue loading area (i.e., 16 vehicles on-site in the loading area and 13 vehicles on-street, or 13 vehicles on-site and 16 vehicles on-street). The maximum vehicle queues observed for the 8th Street loading zone were observed to be accommodated within the designated 8th Street secondary loading zone during the afternoon pick-up loading period. No overlap with the adjacent charter middle school was observed to occur during the afternoon pick-up time period.

During an approximately ten-minute afternoon peak period (i.e., between roughly 2:38 PM and 2:48 PM), vehicle queuing was observed to extend to the signalized intersection at Maclay Avenue, where it was observed that at least 13 vehicles queued along Bromont Avenue while waiting to enter the School's on-site loading area. One safety valet volunteer was observed within the School's Bromont Avenue loading/parking lot area and no safety valet(s) was/were stationed directly at the entrance driveway or exit driveway on Bromont Avenue. Guardians who arrived early were observed to park on Bromont Avenue and Brand Boulevard.

Emergency Access

Field measurements were also conducted in order to verify existing signage, traffic control and pavement widths associated with 8th Street in the project vicinity. 8th Street has a pavement width that varies between 35 to 36 feet from Maclay Avenue to Brand Boulevard. The roadway is sufficient width to allow large vehicles (i.e., fire engine type trucks) to access the area. The nearest fire station to the School campus is Los Angeles Fire Station #98 (Pacoima), located at 13035 Van Nuys Boulevard. The first response teams will utilize Van Nuys Boulevard, Glenoaks Boulevard, Maclay Avenue, and/or 8th Street as well as other fire access roads in order to respond to an incident along the 8th Street project frontage. *Figure 3* illustrates the emergency vehicle access along the 8th Street project frontage.

As required by the California Vehicle Code (Section 21806, authorized Emergency Vehicles), motorists are required to pull to the right side of the roadway and stop to allow an emergency vehicle to pass. If required, drivers of emergency vehicles are trained to utilize center turn lanes, or travel in opposing through lanes to pass through and traverse crowded or tight areas. Thus, the respect entitled to emergency vehicles and driver training allow emergency vehicles to negotiate typical as well as atypical street conditions in urban and rural areas.

Recommendations for Secondary Pick-up/Drop-off Loading Zone on 8th Street

Based on LLG's review of the current pick-up/drop-off activities associated with both the usage of the temporary pick-up/drop-off loading zone on 8th Street and the Bromont Avenue main entrance for the School, the following series of recommendations are proposed for consideration by School personnel and are also shown in *Figure 4*:

- i. The School should institute a "Safety Valet" program of parent volunteers or assign individuals to help in the loading and unloading of students to/from personal vehicles at the secondary loading zone along 8th Street. Details regarding the training and procedures for the "Safety Valet" program are attached to this memorandum (refer to *Attachment A*). The lane shall be coned off, marking the appropriate area for guardians to drop-off/pick-up students without leaving the vehicle. The safety valet shall direct traffic to pull up to the front of the loading zone before opening car doors for students. This should result in a more continuous traffic flow and efficient vehicle processing, which should in turn reduce the potential for any vehicle queuing outside of the designated loading zone area during the hours of 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM.
- ii. LLG initially recommended that one crossing guard be stationed at the 8th Street/Macneil Street intersection since a safety valet was observed to be present primarily for the oversight of drop-off activities along the 8th Street

loading zone and not to assist with any pedestrian crossings. A supplemental review was prepared (refer to **Attachment B**) to determine if the 8th Street/Macneil Street intersection will meet the minimum requirements for the installation of a crossing guard at all times during the morning and afternoon peak time periods (i.e., 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM). Based on recent vehicular and pedestrian traffic counts conducted, the 8th Street/Macneil Street intersection currently does not meet the criteria for the crossing guard request during the morning and afternoon peak hours in accordance with the current guidelines used by the City of Los Angeles Department of Transportation and the County of Los Angeles Department of Public Works.

- iii. The existing crosswalks at the all-way stop-sign controlled intersection of 8th Street and Macneil Street could be improved to provide greater visibility to both motorists and pedestrians. It is recommended that continental crosswalks be installed for the west and south legs of the 8th Street/Macneil Street intersection and that consideration be given to the removal of the existing crosswalk across the north leg of this “T” intersection. The removal of the crosswalk across the north leg of the intersection would better consolidate crossings and allow for improved traffic flow into the PUC Inspire Charter Academy parking lot. As part of this proposal, it is recommended that a new “Stop” limit line be installed and that “No Ped X-ing” signs be installed facing both eastbound and westbound directions at the prior existing crosswalk location.
- iv. In order to separate northbound and southbound traffic on 8th Street, it is recommended that double yellow striping be installed on 8th Street for one block north and south of Macneil Street.
- v. Similar to other schools within the City of San Fernando, it is recommended that the existing red curb along the property frontage on 8th Street be removed and that appropriate signage be installed to designate this area as a formal pick-up/drop-off loading zone for the School. The passenger loading area sign would allow loading activities during the morning and afternoon peak time periods (i.e., 6:30 AM to 9:00 AM, and 1:30 PM to 4:00 PM) for school days only. Time-restricted two-hour parking would be permitted during the off-peak loading time periods between 9:00 AM to 1:30 PM during school days.
- vi. Based on the observed overlap of morning peak drop-off operations between the School and the adjacent PUC Inspire Charter Academy, the School should review the current bell schedule (i.e., between 8:15 and 2:34 PM) and coordinate with the adjacent charter middle school to explore the possibility of creating a greater gap between the bell schedules for the two schools. For example, the PUC Inspire Charter Academy could adjust the start time by five to ten minutes (earlier) to further stagger the peak arrival times for the two

schools. In doing so, both schools could also review the afternoon dismissal time period such that a greater time separation during the morning time period does not create a secondary overlap impact during the afternoon pick-up activities. Based on the current field observations, the afternoon pick-up activities associated with both schools do not overlap with one another.

- vii. As an alternative, should the staggering/adjustment of bell schedules be infeasible, the secondary pick-up/drop-off loading zone on 8th Street could also be utilized by both the School and the adjacent charter middle school to minimize the observed turning movement conflicts between vehicles turning into (i.e., entering) the charter middle school driveway and those vehicles leaving (i.e., exiting) the 8th Street loading zone. While colored placards placed on the dashboard would differentiate between the two schools and would allow the safety valet to either direct the vehicles to enter the middle school driveway or conduct the drop-off activities curbside along 8th Street for the School, it is recognized that this may not be feasible given the required coordination with and approval from the adjacent school as well as funding constraints/difficulties.
- viii. School operated buses which transport students to and/or from School, shall continue to load and unload students within School property and not on any adjoining streets (i.e., along 8th Street or Bromont Avenue).
- ix. The School shall install a wheelchair ramp near the existing gated pedestrian access on 8th Street, which is currently accessible only via stairs. The installation of the wheelchair ramp will provide handicap accessibility for this gated entry/exit, as required for compliance with the Americans with Disability Act (ADA) requirements.

Recommendations on General Campus Traffic Procedures

It was observed during the morning and afternoon school peak periods that some of the safety valets were not wearing safety gear while standing within the 8th Street right-of-way or the on-site loading/parking lot area off of Bromont Avenue. Therefore, it is recommended that safety valets wear safety gear including reflective vests at all times when performing safety valet duties at the campus, as stated in the District's Safety Valet Program.

For the Bromont Avenue side, the safety valet was stationed too far internal to the site and thus was not able to identify the student name within ample time to allow for student assembly and pick-up prior to the guardian's arrival at the designated pick-up location. Thus, no safety valet was observed on Bromont Avenue to assist with the processing of vehicles approaching the School. While not under the implementation of the Safety Valet program, at a minimum it is recommended that an additional safety valet be stationed at the Bromont Avenue entrance driveway while an

additional safety valet be positioned on-site within the immediate vicinity of the pick-up/drop-off zone given the number of vehicles being processed within the School grounds for the Bromont Avenue main entrance.

It is also recommended that the student drop-off/pick-up operations be included in the School Policies for parent/guardian distribution at the beginning of each school year during the student enrollment period. The School's policy would include general traffic procedures for the campus, a summary of the drop-off and pick-up procedures, reminders on School policies for off-campus traffic circulation and parking, as well as provisions for being a good neighbor to local residents living near the School campus. These School policies are communicated to faculty, staff, students and parents/guardians at the beginning of the school year and are reinforced throughout the school year in the School's newsletter that is distributed throughout the School community, as well as to every resident located within a 500-foot radius of the campus.

It is also recommended that a School official (i.e., the School Principal or Principal's designee) along with their respective contact information, including telephone number, be published in the School's newsletter as well as posted on the School's website so that if the community has questions or comments regarding school-related traffic and parking issues, there is one clearly identified contact person. This School official would be referred to as the School's traffic and parking ombudsman and would be responsible for proactively addressing questions, comments and complaints from the School community and local residents. It is expected that the School's traffic and parking ombudsman would be very familiar with all policies and procedures regarding traffic and parking operations at the campus, as well as any special events planned to be held at the campus.

Please feel free to call us at 626.796.2322 with any questions and comments.

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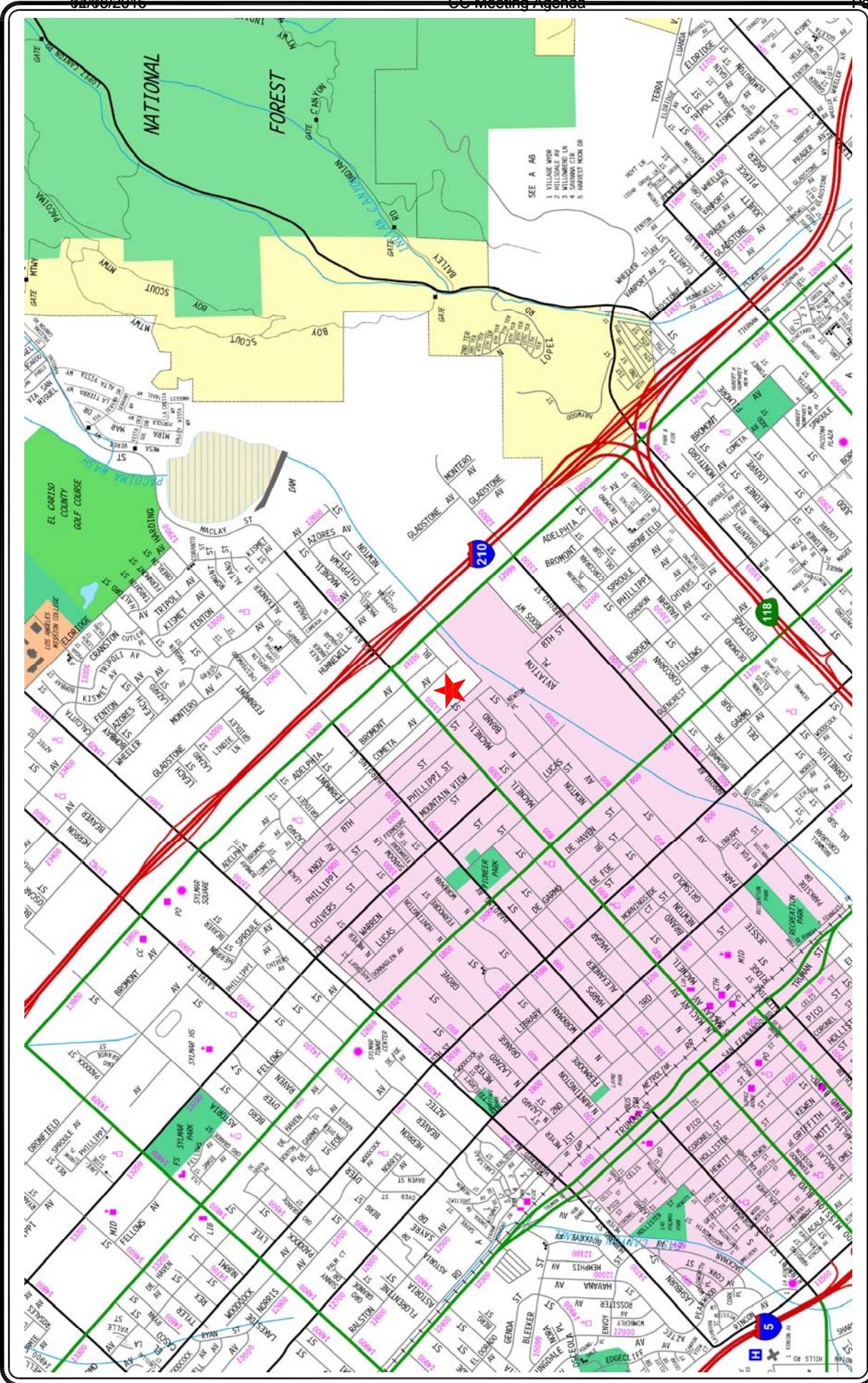


FIGURE 1
VICINITY MAP

MAP SOURCE: RAND McNALLY & COMPANY

PROJECT SITE



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VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

LINSCOTT, LAW & GREENSPAN, engineers

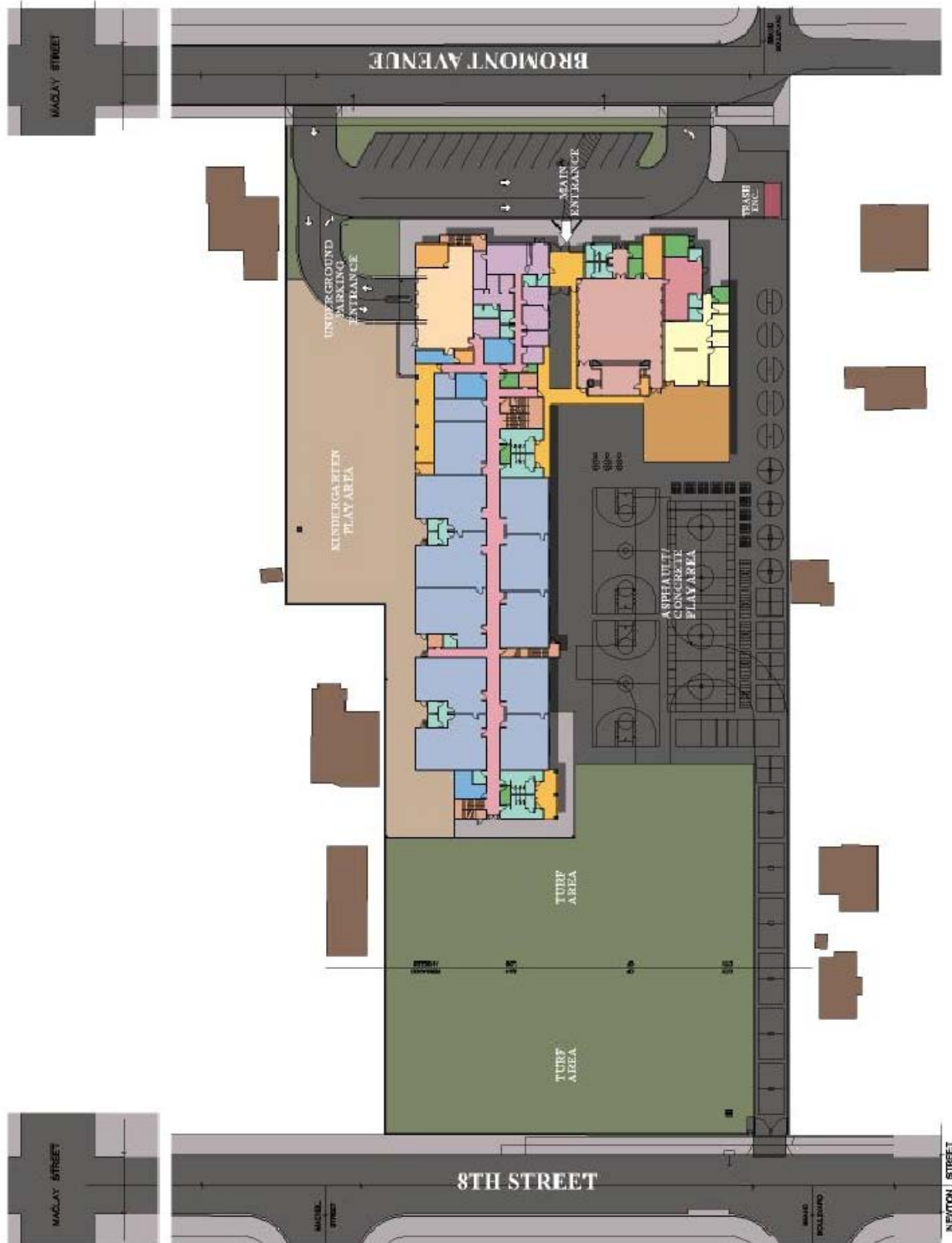


FIGURE 2
EXISTING CAMPUS PLAN

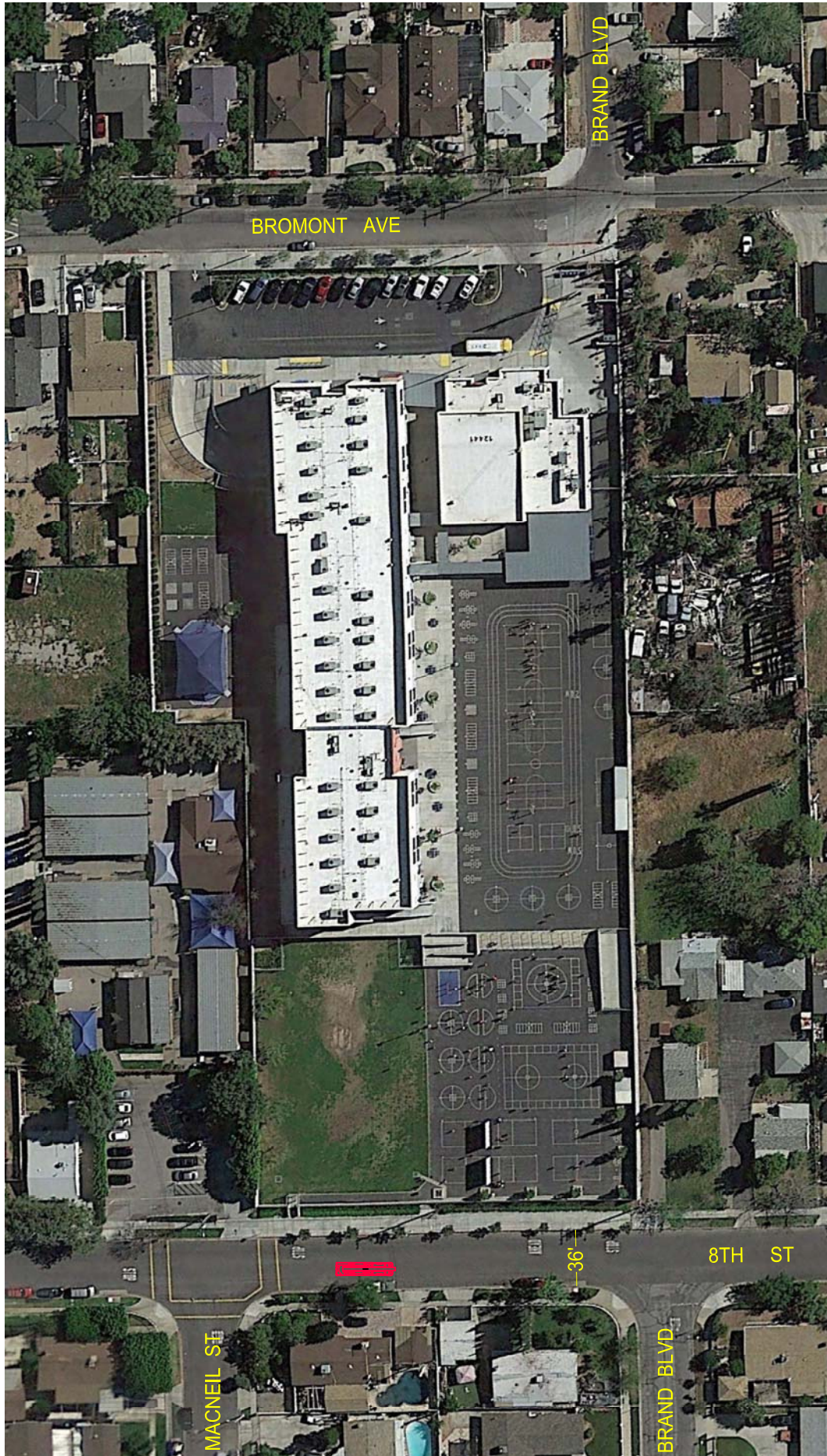
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VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

LINSCOTT, LAW & GREENSPAN, engineers



MAP SOURCE: GOOGLE EARTH



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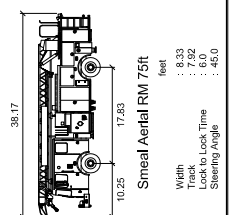
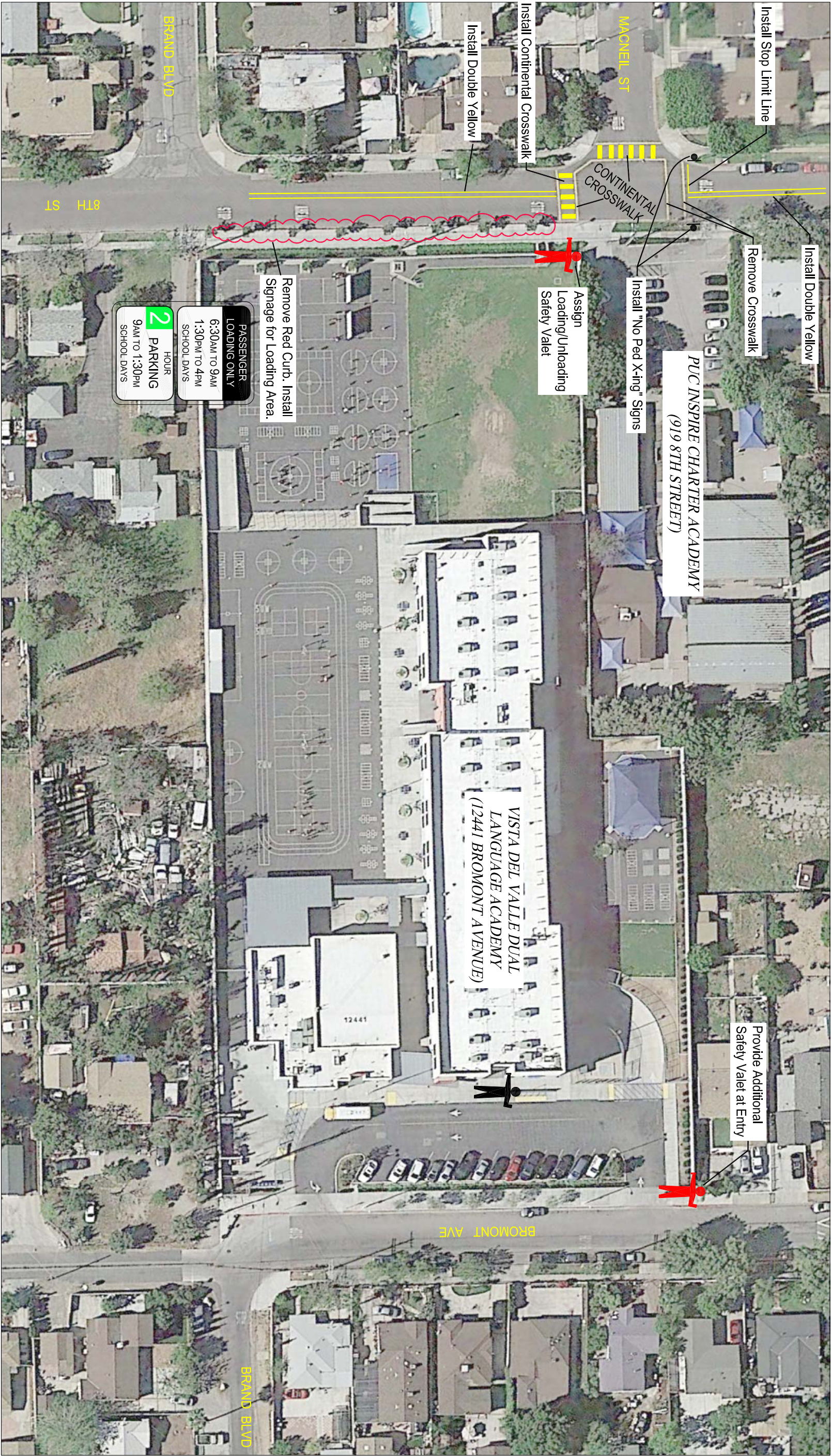


FIGURE 3 EMERGENCY ACCESS ON 8TH STREET

VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

LINSCOTT, LAW & GREENSPAN, engineers

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MAP SOURCE: GOOGLE EARTH



NOT TO SCALE

LINSCOTT, LAW & GREENSPAN, engineers

FIGURE 4
PROPOSED RECOMMENDATIONS FOR LOADING OPERATIONS

VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

ATTACHMENT A
SAFETY VALET PROGRAM

Safety Valet Program

TRAINING

Safety Valet Program - History

- The Los Angeles Police Department (LAPD) initiated the Safety Valet Program when an investigation of community complaints at or around elementary schools revealed the need for crossing guards or traffic controls.
- LAPD partnered with other City departments and created a volunteer-based school drop off program to reduce traffic congestion and accidents.
- The City of Los Angeles previously administered and provided funding to support the program, but is no longer involved due to budget constraints.
- The Office of Environmental Health and Safety (OEHS) is now coordinating the program with the assistance of the Los Angeles School Police Department (LASPD) who conduct on-site training prior to program implementation.

Safety Valet Program – About

- The Safety Valet improves the safety of students who are dropped off for school by providing a more fluid movement of vehicular traffic.
- The program is designed so parents will not have to park or exit their vehicle when dropping off their children in the morning for school.
- Ensures children enter school grounds without traffic related injury or incident.
- Volunteers will:
 - Open car doors.
 - Greet children.
 - Direct drivers to pull forward after each child has safely exited the vehicle.
 - Encourage continuous flow of traffic in and around the Safety Valet drop off area.

Safety Valet Volunteer Duties

1. Stay focused.
2. Act professionally.
3. Demonstrate good behavior.
4. Arrive on time.
5. Place safety equipment (traffic cones and signs) at designated locations.
6. Wear a vest at all times.
7. Stay on the curb at all times.
8. Wait for cars to come to a complete stop.
9. Make eye contact with the driver to gain approval to open the car door.

Safety Valet Volunteer Duties

10. Open the car door with a smile and greet the driver and students.
11. Help students exit through the passenger's side of the car only.
12. Assist the students out of the car and help them with their backpacks.
13. Tell drivers to "have a nice day".
14. Close the doors gently and securely.

Traffic Safety – DON'Ts

- **DON'T** – double park and allow your child(s) to exit the vehicle. This is very unsafe!
- **DON'T** – allow your child to exit your vehicle to cross in the middle of the oncoming traffic.
- **DON'T** – park your vehicle in the surrounding neighbor's driveway.
- **DON'T** – park on the corner of the street, at a stop sign, or in a red zone to unload/load your child(s).
- **DON'T** – make U-turns in any designated school zone.
- **DON'T** – park and leave your vehicle unattended in designated Passenger Loading Zone. This is a violation and is subject to a parking citation. Under no circumstances are you to park in areas designated Bus Zone (this area is also subject to a parking violation).

School Safety Valet Program

Products approved by the Office of Environmental Health and Safety



Valet kit 550-79-00150 - \$505.79 (Kit purchase must be approved by OEHS)

Kit includes the following:

QTY	DESCRIPTION
2	48" Grabber Traffic Cone
1	18" Traffic Cone Orange & Black Base
1	Reflective Sign "Stop and Drop Here"
1	Reflective Sign "Safety Valet Enter Here"
1	Utility Cart 6 Cubic Feet Capacity

Schools should email a completed requisition form to TRAFFICSAFETY@LAUSD-OEHS.ORG for approval and processing. Please refer to REF-5496.1 Implementing a Safety Valet Program at Schools or contact OEHS at TRAFFICSAFETY@LAUSD-OEHS.ORG or (213) 241-3199 for more information on the Safety Valet Program.

Replacement items can be purchased via an SR transaction.

345-92-00500	Safety Vest Orange w/Reflective stripes 5 per package (Package)	\$37.99 5/pkg
550-78-00048	48" Grabber Traffic Cone (Each)	\$64.99 each
550-78-00018	18" Traffic Cone Orange & Black Base	\$7.99 each
550-62-12000	Reflective Sign "Stop and Drop Here" (Each)	\$50.99 each
550-62-11000	Reflective Sign "Safety Valet Enter Here" (Each)	\$50.99 each
515-08-04205	Utility Cart 6 Cubic Feet Capacity (Each)	\$115.99 each

If assistance is needed call Contact Customer Service at 562-654-9009

Reflective Sign "Safety Valet Enter Here"

Reflective Sign "Stop and Drop Here"

Safety Vest Orange w/Reflective stripes 5 per package

Utility Cart 6 Cubic Feet Capacity

18" Traffic Cone Orange & Black Base (15)

48" Grabber Traffic Cone (2)















OSHS

ATTACHMENT B

SUPPLEMENTAL MEMORANDUM FOR CROSSING GUARD REQUEST



To:	Mr. Edward S. Paek Ms. Gwenn Godek LAUSD - Office of Environmental Health & Safety	Date:	March 9, 2016
<hr/>			
From:	Clare M. Look-Jaeger, P.E. Chin S. Taing, PTP Linscott, Law & Greenspan, Engineers	LLG Ref:	1-15-4140-1
<hr/>			
Subject:	Supplemental Traffic Count for 8th Street/Macneil Street, Vista Del Valle Dual Language Academy, Cities of Los Angeles and San Fernando		

Engineers & Planners
Traffic
Transportation
Parking

**Linscott, Law &
Greenspan, Engineers**

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Woodland Hills

This traffic assessment has been prepared by Linscott, Law & Greenspan, Engineers (LLG) to provide a supplemental review of a potential crossing guard implementation for an intersection adjacent to the existing Vista del Valle Dual Language Academy (“School”), located at 12441 Bromont Avenue in the City of Los Angeles, California. LLG previously provided a review of the pilot program which was implemented for a period of 120 days (from August 2015 to December 2015) to allow a secondary pick-up and drop-off loading zone along the westerly property frontage on 8th Street. As part of the pilot program review, which focused on the vehicle queuing observations with respect to the pick-up and drop-off loading operations, recommendations were made which included one crossing guard to be stationed at the 8th Street/Macneil Street intersection at all times during the morning and afternoon School peak hours to assist with any pedestrian crossings. As such, this supplemental traffic assessment was prepared in order to determine if the criteria for the crossing guard request is met for the subject location.

This memorandum includes 1) a summary of the existing conditions and vehicle and pedestrian counts conducted during the weekday AM and PM School peak hours, 2) a review of current crossing guard implementation criteria, and 3) a determination if the criteria is met based on the vehicle and pedestrian counts.

Existing Site Conditions

The existing School campus is developed on a rectangular parcel located at 12441 Bromont Avenue in the City of Los Angeles, California. The westerly portion of the School is located within the City of San Fernando. The existing elementary school is operated by the Los Angeles Unified School District (LAUSD) and has an enrollment of 543 students in Pre-Kindergarten through Grade 5 and 73 faculty/staff members. No anticipated increases to the student enrollment or faculty/staff numbers are expected. The current bell schedule for the School is 8:15 AM to 2:34 PM. The main pick-up/drop-off loading zone is located on-site in the parking lot area located off of Bromont Avenue. As part of the pilot program, an existing “No Parking” red curb zone was converted to a secondary pick-up/drop-off loading zone along the northeast side of 8th Street, between Macneil Street and North Brand Boulevard. This zone is temporarily designated for drop-off/pick-up loading activities before and after school (i.e., between 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM) during school

days only (Mondays through Fridays). Primary pick-up/drop-off loading operations (including bus loading activities) would continue to be accessed via Bromont Avenue.

The School site is generally bounded by Bromont Avenue to the east, an existing charter middle school (i.e., PUC Inspire Charter Academy located at 919 8th Street) to the north, 8th Street to the west, and single family residences to the south. The project site location is shown in *Figure 1*. *Figure 2* provides an aerial photograph illustration of the subject intersection.

Requirement for Crossing Guard Implementation

The City of San Fernando does not currently have criteria for the implementation of a crossing guard, therefore the following criteria was utilized based on the Los Angeles Unified School District Reference Guide. The Guide indicates that the Los Angeles Department of Transportation (LADOT) or the County of Los Angeles Department of Public Works (LACDPW) will typically conduct a survey of the subject location to determine if it meets the following criteria for a crossing guard request:

- A minimum of 20 or more children attending elementary school who cross the intersection or location; and
- A minimum of 300 vehicles in a one-hour period must pass through an uncontrolled intersection (no signal or stop signs) which children must cross; or
- A minimum of 500 vehicles in a one-hour period must pass through a controlled intersection which children must cross.

The traffic volume survey must meet these minimum requirements in order to qualify for a paid crossing guard in the City of Los Angeles, provided that there is available funding. For schools located outside of the City of Los Angeles, the Los Angeles County Department of Public Works also applies the same criteria noted above to evaluate the implementation and need for a crossing guard.

Vehicle Traffic Volumes and Pedestrian Crossing Survey

New manual counts of vehicular turning movements were conducted at the study intersection during the weekday morning (AM) and afternoon (PM) peak hour of the School to determine the peak hour traffic volumes. The manual traffic counts at the 8th Street/Macneil Street intersection were conducted during a typical mid-week school day (i.e., Wednesday, March 2, 2016) from 7:30 AM to 8:30 AM to determine the vehicle and pedestrian traffic volumes coinciding with the School's morning drop-off activities and again from 2:30 PM to 3:30 PM to coincide with the School's afternoon pick-up activities. In conjunction with the vehicular turning movement counts, pedestrian counts of school age children observed to utilize the crosswalks for either of the two schools were also conducted at this subject location during the

weekday AM and PM School peak hours. The traffic counts were conducted when both schools (i.e., Vista del Valle Dual Language Academy and the adjacent PUC Inspire Charter Academy) were in session.

The weekday AM and PM peak hour manual counts of vehicle turning movements and school age children crossings at the subject intersection are provided in **Table 1** and summarized below.

- School AM Peak Hour (7:30 AM to 8:30 AM)
 - Peak Hour Vehicle Traffic Volume – 209 vehicles
 - Peak Hour Pedestrian Crossing Volume – 61 school age children
- School PM Peak Hour (2:30 PM to 3:30 PM)
 - Peak Hour Vehicle Traffic Volume – 131 vehicles
 - Peak Hour Pedestrian Crossing Volume – 54 school age children

Assessment

Based on LLG's assessment of the criteria used for the consideration of crossing guard requests and the recent vehicle and pedestrian traffic counts conducted during the peak hours, the 8th Street/Macneil Street intersection does not appear to meet the minimum requirements for a crossing guard installation. While the number of school age children crossing the intersection exceeds the minimum requirement (i.e., exceeds 20 children during the peak hour), the number of vehicles that enter and cross the intersection does not exceed the minimum volume threshold for a controlled intersection (i.e., more than 500 vehicles during the peak hour). As such, the 8th Street/Macneil Street intersection currently does not meet the criteria for the crossing guard request during the morning and afternoon peak hours in accordance with the current guidelines used by LADOT and LACDPW.

Please feel free to call us at 626.796.2322 with any questions and comments as well as to discuss next steps.

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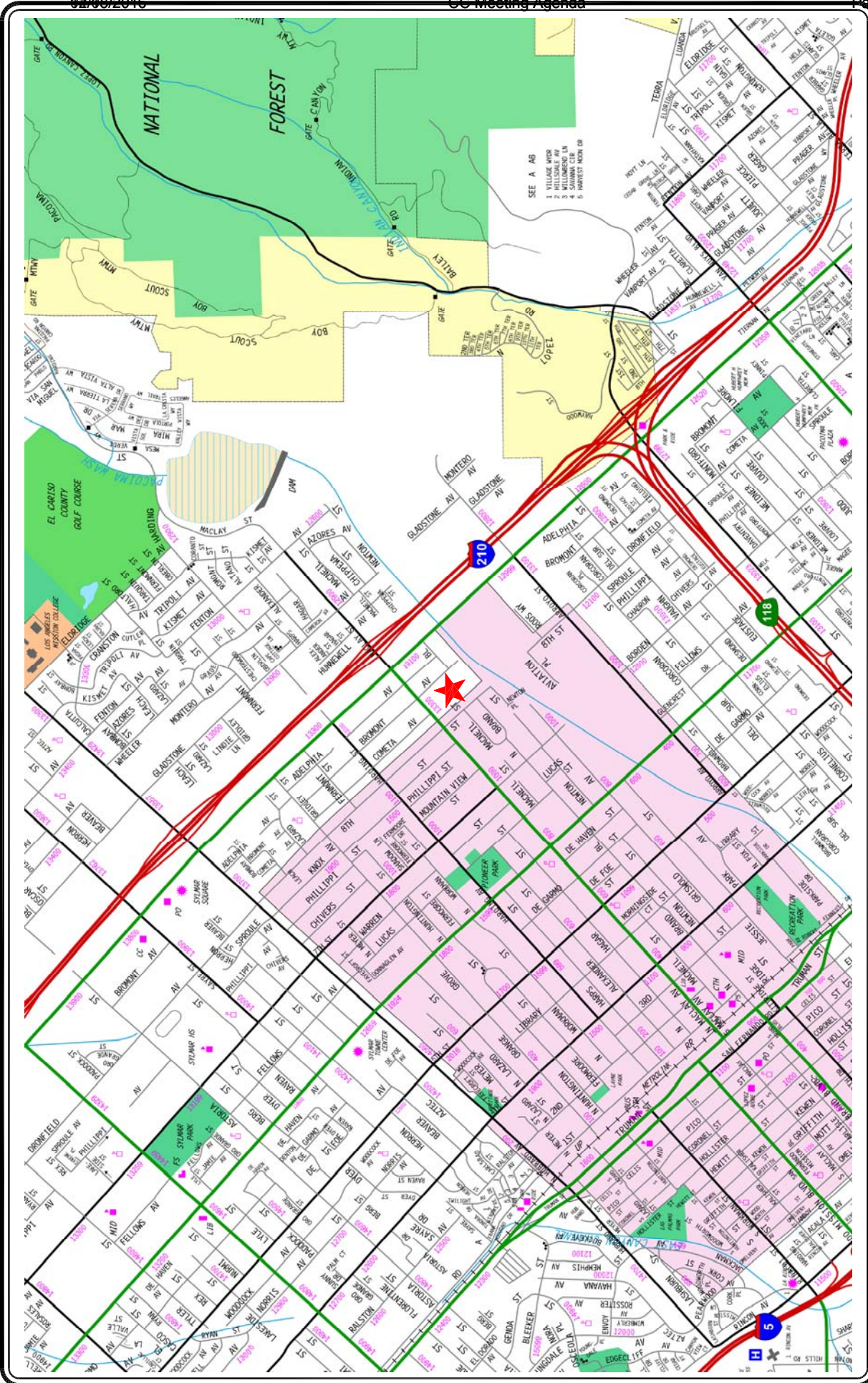


FIGURE 1
VICINITY MAP

MAP SOURCE: RAND McNALLY & COMPANY
PROJECT SITE

NOT TO SCALE

VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT



MAP SOURCE: GOOGLE EARTH

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LINSCOTT, LAW & GREENSPAN, engineers

FIGURE 2 AERIAL IMAGE OF 8TH STREET/MACNEIL STREET

VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

TABLE 1
Vehicle and Pedestrian (School Age Children) Traffic Volumes [1]
Vista Del Valle Dual Language Academy

Intersection Location: 8th Street/Macneil Street **N-S Street:** 8th Street
Date of Count: Wednesday, March 2, 2016. **E-W Street:** Macneil Street

Time Period	Traffic Volumes										
	Northbound Approach			Southbound Approach			Eastbound Approach				
	Left	Thru	Right	Total	Left	Thru	Right	Total	Left	Thru	Total
7:30 AM to 8:30 AM	13	28	12	53	71	19	15	105	30	18	51
2:30 PM to 3:30 PM	9	36	1	46	3	39	24	66	15	1	19
											209
											131

Time Period	Pedestrian Crossings (School Age Children)							
	Vista del Valle DL Academy				LAUSD Charter School			
	North Leg	South Leg	West Leg	Total	North Leg	South Leg	West Leg	Total
7:30 AM to 8:30 AM	6	33	19	58	2	0	1	3
2:30 PM to 3:30 PM	2	39	13	54	0	0	0	0
								61
								54

[1] Vehicle and pedestrian traffic counts conducted by LLG Engineers.

**Memorandum of Understanding
By and Between
The Los Angeles Unified School District and
Partnerships to Uplift Communities Valley Academy
Regarding Joint Safety Valet Program**

RECITALS

Whereas, Partnerships to Uplift Communities Valley operates that charter school known as PUC Inspire Academy (“Charter School”), a Charter School authorized by the Los Angeles Unified School District (“District”). The Charter School and District are sometimes referred to hereinafter collectively as the “Parties”;

Whereas, as a public charter school operating within the jurisdiction of the District, the Charter School is bound by all terms, conditions and requirements of its charter petition;

Whereas, the Charter School and the District seek to support the safety of all students, parents, staff, and community members;

Whereas, the Charter School is currently located at 919 8th Street, San Fernando, CA 91340, and the District currently operates the Vista del Valle Dual Language Academy, located at 12441 Bromont Avenue, San Fernando, CA 91340 (“Vista del Valle”);

Whereas, the Charter School and the District currently operate separate programs that share a common drop-off / pick-up zone located on 8th Street adjacent to the rear gate of Vista del Valle;

Whereas, to alleviate traffic congestion at the intersection of 8th Street and Macneil Street and enhance a safe environment during morning drop-off times, the Charter School and the District desire to, among other things, cooperate to make changes to traffic patterns with the introduction of an efficient joint safety valet program (“Joint Safety Valet Program”); and

Whereas, the Charter School and the District hereby desire to memorialize herein their respective shared intentions regarding the establishment of the Joint Safety Valet Program.

NOW, THEREFORE, IT IS AGREED THAT the District and PUC (on behalf of the Charter School) adopt this MOU, as follows:

1. Recitals

The Recitals are true and correct, and are incorporated herein.

2. Joint Safety Valet Program

2.1. The Parties will collaborate in good faith with each other regarding community engagement / outreach (such as attending and participating in community meetings) to address questions, concerns and other issues related to the Joint Safety Valet Program throughout the term of this MOU.

2.2. The Parties will each provide a minimum of two (2) individuals (staff or volunteers) to the Joint Safety Valet Program during student drop-off. The Parties and all individuals will

comply with all applicable District policies and procedures that govern the activities related to the Joint Safety Valet Program. The District will provide training to all of the individuals participating in the Joint Safety Valet Program.

2.3. The District will provide funding for traffic safety improvements in accordance with its environmental and safety recommendations, and as approved by the District's Board of Education, as it deems appropriate to implement the Joint Safety Valet Program.

2.4. The Parties will collaborate in good faith to articulate an addendum to this MOU in which the operational details of the Joint Safety Valet Program are more specifically addressed, including, but not limited to, paths of travel, roles, supervision, costs, schedules, field trips, and special events.

3. Notices

Unless otherwise specified by the Parties, all notices or other written information shall be provided via e-mail and U.S. mail to the following contacts:

The District:

Director
Los Angeles Unified School District
Charter Schools Division
333 South Beaudry Avenue 20th Floor
Los Angeles, CA 90017

Charter School:

4. Miscellaneous Provisions

4.1. The effective date of this MOU shall be the date that it is fully executed. The term of this MOU from the effective date through _____, 20__.

4.2. Either of the Parties may terminate this MOU upon giving thirty (30) days written notice.

4.3. The signatories to this MOU shall each be deemed to have drafted it, such that no ambiguity, if any, shall be construed against any signatory.

4.4. This MOU contains and embodies the entire intent of the Parties with regard to the Joint Safety Valet Program, and no representations, inducements, or other arrangements, oral or otherwise, not embodied herein, exist nor shall they be of any force or effect. This MOU can only be modified or amended by a subsequent written agreement signed by all the Parties hereto.

4.5. If any part or provisions of this MOU, or the application thereof to any person, entity or circumstance, is found to be invalid to any extent, the remainder of this MOU shall not be affected thereby and each term and provision of this MOU shall remain valid. In this instance, the Parties commit to immediately meet and attempt to draft substitute language that is mutually acceptable to the Parties.

4.6. This MOU may be executed in one or more counterparts, all of which taken together shall be construed as one original. Facsimile, photocopy, email and/or PDF signatures are to be deemed equivalent to original “wet ink” signatures under this MOU.

4.7. Notwithstanding the contents of any other provision herein, the signatories acknowledge that an express condition precedent to this MOU becoming valid and effective is the approval and ratification thereof by the District’s Board of Education, if necessary.

4.8. By signing below, the individual executing this MOU on behalf of Charter School attests that he/she has authority to enter and sign this MOU on behalf of PUC, Charter School and its governing board.

Charter School Authorized Representative

Date

Title

LAUSD Authorized Representative

Date

Title



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: February 1, 2016

Subject: Review of Pilot Program Location for Student Loading/Unloading Zone Adjacent to Vista Del Valle Dual Language Academy

RECOMMENDATION:

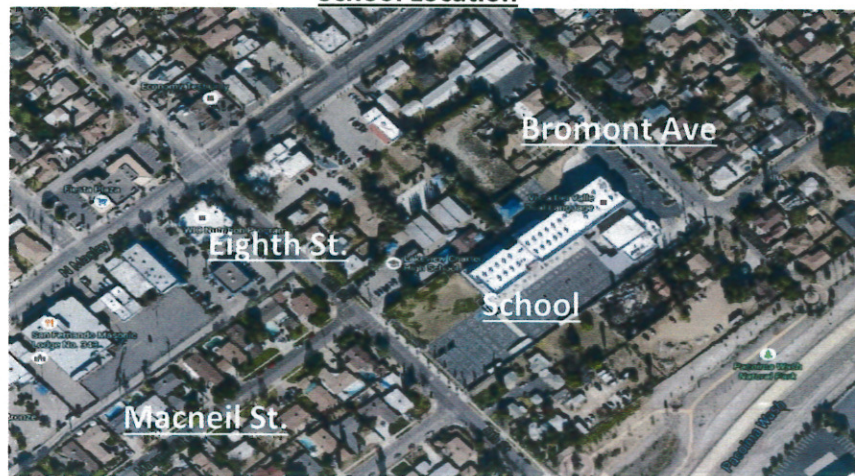
It is recommended that the City Council:

- a. Review the results of the pilot program to establish a student loading/unloading zone on Eighth Street (from Macneil Street to Brand Boulevard); and
- b. Provide further direction relative to the establishment of a permanent student loading/unloading zone at this location.

BACKGROUND:

The Vista del Valle Dual Language Academy ("School") opened in September 2010. The entrance of the school is located at 12441 Bromont Avenue in the City of Los Angeles (between Maclay Avenue and Brand Boulevard). The southern portion of the school is located in the City of San Fernando, adjacent to Eighth Street (in between Macneil Street and Brand Boulevard).

School Location



Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista Del Valle Dual Language AcademyPage 2 of 4

As part of the school's environmental review process prior to construction, the City provided comments on the proposed project's environmental impact report (EIR) regarding potential traffic and safety impacts in the City of San Fernando. The City's concerns were deemed of no consequence and no mitigation measures were implemented to address the concerns. In the Final EIR for the school project, the executive summary stated:

"The main access (entrance) for the proposed project would be located off Bromont Avenue. The student drop-off and pick-up loading and unloading zone for passenger cars and buses would be located off Bromont Avenue. Parking would be provided for faculty and visitors. Access to the parking area would be provided off Bromont Avenue. Additionally, a pedestrian and emergency access gate will be provided off 8th Street."

After encountering problems with the Bromont Avenue drop-off location, LAUSD approached the City about establishing an additional loading/unloading zone on Eighth Street in the City of San Fernando. After review of a traffic study by the Transportation and Safety Commission and City Council, the City Council approved a pilot program for a student loading/unloading zone on Eighth Street (between Macneil Street and Brand Boulevard) over a 120-day period. In addition, the City Council requested the following items:

- A new traffic study to review impacts related to the pilot program;
- That Los Angeles Unified School District (LAUSD) construct an accessible ramp from the loading zone to the campus;
- That emergency vehicle access be reviewed adjacent to the loading zone location; and
- That parking be allowed for the general public at the loading zone during times when school is not in session (nights, weekends, holidays, and school break periods).

An update on these items is included for further review.

ANALYSIS:

At the request of LAUSD, on July 20, 2015, the City Council approved a 120-day pilot program to establish a loading/unloading zone adjacent to Vista del Valle Language Academy on Eighth Street (between Macneil Street and Brand Boulevard) and evaluate possible impacts associated with the zone (Attachment "A"). The pilot program was established after conducting significant community outreach and reviewing a traffic study related to the loading/unloading zone.

As part of the pilot program, the City Council requested that the following items be addressed:

- The completion of a new traffic study to review the pilot program;
- That Los Angeles Unified School District (LAUSD) construct an accessible ramp from the loading zone to the campus;

Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista Del Valle Dual Language Academy

Page 3 of 4

- That emergency vehicle access be reviewed adjacent to this location; and
- That parking be allowed for general public at the loading zone during times when school is not in session (nights, weekends, holidays, and school break periods).

The pilot program is complete and it is requested that the City Council review the results. These include the following:

- Fall 2015 Traffic Study (Attachment "B")

LAUSD and its traffic engineering consultant completed an updated traffic study for the subject location. Observations were completed during morning and afternoon peak traffic times on three (3) typical school days during October, November and December 2015. The maximum vehicle queuing was observed:

Date	A.M. Peak Traffic at Zone on Eighth Street	P.M. Peak Traffic at Zone on Eighth Street
October 7, 2015	4 vehicles	3 vehicles
November 4, 2015	3 vehicles	6 vehicles
December 9, 2015	7 vehicles	7 vehicles

During the pilot program it was observed that a staff member monitored the loading/unloading zone and acted as a safety valet for parents/children. This program helped to ensure a continuous traffic flow at the location. It is recommended that this practice be continued.

- LAUSD Construction of Accessible Ramp

The City has received updates from LAUSD that construction of a new access ramp is underway. Site observations have confirmed that demolition and the installation of rebar is progressing steadily. Construction should be completed in early February 2016.

- Emergency Vehicle Access

Field measurements confirmed that the existing street width along Eighth Street is approximately 36 feet. The traffic engineer has concluded that this is a sufficient roadway width to accommodate emergency vehicle access and on-street parking.

- Parking in Loading/Unloading Zone

If a permanent loading/unloading zone is approved, signage can be purchased to allow on-street parking during non-school hours.

- Miscellaneous Items

The traffic study completed by LAUSD's traffic engineer also provides other recommendations for enhancing traffic safety along Eighth Street adjacent to the

Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista Del Valle Dual Language AcademyPage 4 of 4

loading/unloading zone. These recommendations include adding a crossing guard at Macneil Street/Eighth Street, restriping existing crosswalks, street striping improvements, and the continued prohibition of school buses on Eighth Street. The City does not currently have monies budgeted for these activities. The City Council could request that LAUSD fund these additional recommendations.

In preparation for this review, notifications were distributed to City of San Fernando properties within a 500 foot radius of the school's location during the week of January 25, 2016 (Attachment "C").

BUDGET IMPACT:

There is no fiscal impact to current fiscal year budget.

CONCLUSION:

It is recommended that the City Council review the pilot program and provide further direction related to the creation of a permanent loading/unloading zone on Eighth Street.

ATTACHMENTS:

- A. July 20, 2015 Agenda Report
- B. Fall 2015 Traffic Study
- C. Public Notices – January 2016 City Council Meeting

April 12, 2016

SUBJECT: Proposed Removal of Red Curb

Dear Resident:

The San Fernando City Council will be reviewing a request for the removal of approximately 150 feet of red curbing (approximately 7 car lengths) along the north side of Eighth Street, just east of the intersection at Macneil Street. This request was made by representatives from the Vista Del Valle Dual Language Academy. If approved, this location would be designated as a drop off/pick-up zone.

You are being notified because your property is in close proximity to this location. We encourage your comments regarding traffic safety in this area. If you wish to comment on this issue, you are invited to attend the City Council's next meeting on **Monday, April 18, 2016 at 6 p.m.** at the San Fernando City Hall City Council Chambers.

If you are unable to attend the meeting, you may send a letter with your comments directly to City Hall, attention Maria Padilla at mpadilla@sfcity.org. You may also fax your letter to City Hall at (818) 361-6728.

We appreciate your concern for traffic safety in the City of San Fernando. Should you have any questions regarding this notice, please contact us at (818) 898-1222.

PROPOSED REMOVAL OF RED CURB



12 de abril del 2016

TEMA: Propuesto Retiro del Bordillo Rojo

Estimado Vecino:

El Concilio de la Ciudad de San Fernando estará revisando una petición para retirar aproximadamente 150 pies de acera marcada de rojo (aproximadamente la longitud de 7 automóviles) a lo largo del lado norte de la calle Eighth Street, justo al este de la intersección con Macneil Street. Esta petición fue presentada por parte de representantes de la *Academia Vista Del Valle Dual Language Academy*. Si se aprueba, este lugar se designaría como zona para dejar/recoger a los estudiantes.

Le avisamos por medio de la presente ya que su propiedad está en la cercanía de este lugar. Lo invitamos a proporcionarnos sus comentarios sobre la seguridad del tráfico en esta área. Si desea hacernos llegar sus comentarios sobre este tema, queda cordialmente invitado a la próxima reunión del Concilio de la Ciudad el **lunes, 18 de abril del 2016 a las 6 p.m.**, en la cámara del Concilio de la Ciudad en el Ayuntamiento de San Fernando (San Fernando City Hall).

Si no puede asistir a la reunión, puede enviar sus comentarios por escrito directamente al ayuntamiento de la Ciudad, dirigiéndose a María Padilla: mpadilla@sfcity.org. También puede enviar sus cartas por fax al Ayuntamiento de la Ciudad al (818) 361-6728.

Agradecemos su interés sobre la seguridad del tráfico en la Ciudad de San Fernando. Si tiene alguna pregunta sobre este aviso, favor de comunicarse con nosotros al (818) 898-1222.

PROPUESTO RETIRO DEL BORDILLO ROJO



THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
ROBERT C. GONZALES

VICE MAYOR
JOEL FAJARDO

COUNCILMEMBER
ANTONIO LOPEZ

COUNCILMEMBER
SYLVIA BALLIN

COUNCILMEMBER
JAIME SOTO

November 30, 2016

SUBJECT: Proposed Removal of Red Curb

Dear Resident:

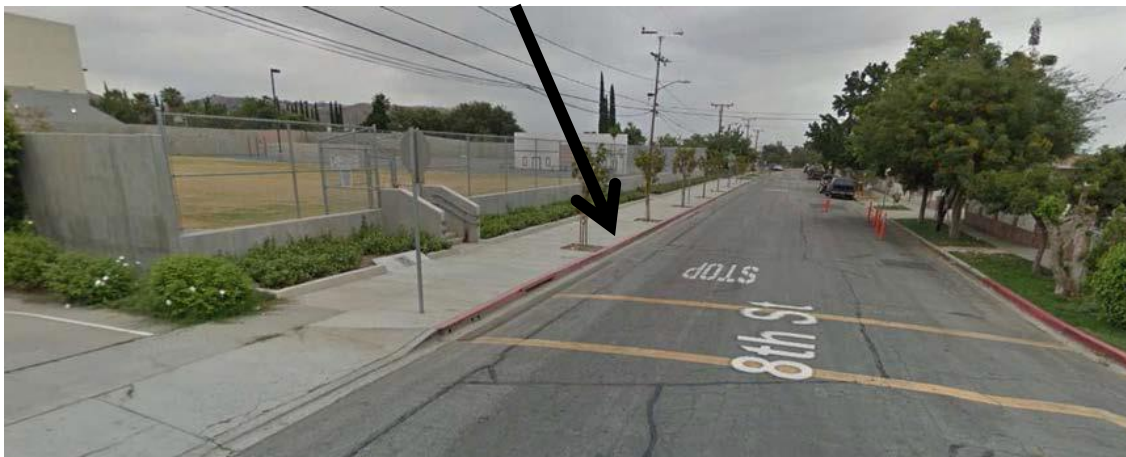
The San Fernando City Council will be reviewing a request for the removal of approximately 150 feet of red curbing (approximately 7 car lengths) along the north side of Eighth Street, just east of the intersection at Macneil Street. This request was made by representatives from the Vista Del Valle Dual Language Academy. If approved, this location would be designated as a drop off/pick-up zone.

You are being notified because your property is in close proximity to this location. We encourage your comments regarding traffic safety in this area. If you wish to comment on this issue, you are invited to attend the City Council's next meeting on **Monday, December 5, 2016 at 6 p.m.** at the San Fernando City Hall City Council Chambers.

If you are unable to attend the meeting, you may send a letter with your comments directly to City Hall, attention Maria Padilla at mpadilla@sfcity.org. You may also fax your letter to City Hall at (818) 361-6728.

We appreciate your concern for traffic safety in the City of San Fernando. Should you have any questions regarding this notice, please contact us at (818) 898-1222.

PROPOSED REMOVAL OF RED CURB



117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1201

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

From: Brian Saeki, City Manager
By: Richard Padilla, Assistant City Manager

Date: December 5, 2016

Subject: Consideration to Adopt a Resolution Calling for the Submission of a Ballot Measure for the March 7, 2017 General Municipal Election to Convert the Elective Office of City Treasurer into an Appointive Office

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 7774 (Attachment "A") supplementing City Council Resolution No. 7773 to include the submission to the voters of the City of San Fernando a ballot measure to convert the elective office of City Treasurer into an appointive office;
- b. Introduce for first reading, in title only, and waive further reading of Ordinance No. 1663 (Attachment "A" Exhibit "A") titled, "An Ordinance of the City Council of the City of San Fernando, California, Amending Article III (Officers and Employees) of the San Fernando City Code and Other Provisions to Reflect the Conversion of the Elective Office of City Treasurer to an Appointive Offices as Authorized by the Voters of the City of San Fernando Pursuant to Government Code Section 36508 Through 36510 at the City's General Municipal Election of March 7, 2017"; and
- c. Designate who will author a ballot argument on behalf of the City Council.

BACKGROUND:

Over the past few years, the City has been continuously exploring opportunities to increase operational efficiency, reduce costs, and improve the City organization. As part of that effort, management has reviewed the finance function, including the operations of the Finance Department and the Treasurer Division in the Administration Department. There are some overlapping responsibilities between the Finance Department and Treasurer Division, including, but not limited to, accepting cash payments from customers, reviewing and reconciling bank statements, and endorsing warrant/payroll checks.

Consideration to Adopt a Resolution Calling for the Submission of a Ballot Measure for the March 7, 2017 General Municipal Election to Convert the Elective Office of City Treasurer into an Appointive OfficePage 2 of 5

To further improve operational efficiency, as well as reduce long term costs, staff is proposing reducing the compensation and responsibilities of the part-time elected City Treasurer and reclassifying the full-time Treasurer Assistant to a Treasury Manager to confer most of the responsibilities of the elected City Treasurer on the Treasury Manager. To fully accomplish this, however, the City Council will need to submit a measure to San Fernando voters to transform the post of City Treasurer from an elective post to an appointive post.

As it is currently constituted, the part-time elected City Treasurer is tasked with the responsibility of safeguarding the City's cash assets, including investing surplus cash and ensuring there is sufficient liquid cash on hand to meet current obligations, such as payroll and vendor payments. As an elected position, there is no minimum knowledge, education, experience, or professional qualification requirements for being City Treasurer. This could potentially put the City's cash assets at significant risk if someone with little or no qualifications is elected.

The City is fortunate that the elected City Treasurer currently has the knowledge, education, experience and professional qualifications to competently execute the duties of the office. The City is also in a unique position in that the part-time elected City Treasurer position and full-time Treasurer Assistant position are currently occupied by the same person. If that were not the case, the City would incur additional CalPERS, health insurance, and retiree health costs of up to \$25,000 per year.

From a practical and operational standpoint, since the elected City Treasurer and Treasurer Assistant positions are currently occupied by the same person, there will not be a significant change resulting from reclassifying the Treasurer Assistant to a Treasury Manager. However, from an organizational standpoint, creating a management level position that combines the major duties and responsibilities of the elected City Treasurer and Treasurer Assistant, and placing that position in the Finance Department, will reduce overlapping duties and clearly place responsibility for managing the City's cash flow and investments with a professional, qualified, management level staff member.

ANALYSIS:**Submission of Ballot Measure for March 7, 2017 General Municipal Election.**

At its meeting of November 7, 2016, the City Council directed staff to return with a proposed ballot measure to transform the elected office of City Treasurer into an appointive office. The measure is to appear on the March 7, 2017 General Municipal Election ballot.

State law requires that every general law city, such as the City of San Fernando, include among its officials a City Treasurer. The post may be elected or appointed. In the absence of any action

Consideration to Adopt a Resolution Calling for the Submission of a Ballot Measure for the March 7, 2017 General Municipal Election to Convert the Elective Office of City Treasurer into an Appointive OfficePage 3 of 5

by a city, the default is for the post to be an elective office. Nevertheless, a city can initiate efforts to make the post an appointive office by submitting the matter to the voters. If the measure is approved, the City Council could either make the City Treasurer appointment directly or vest the City Manager with the appoint power (recommended structure). As recommended the City Manager, or designee, would be responsible for appointing and supervising the City Treasurer position. The responsibilities of the City Treasurer may be conferred upon an existing City employee.

According to a 2006 survey by the California League of Cities, 174 of the 480 cities in California (36%) have elected City Treasurers; the rest appointing persons to the post. Accordingly, the majority of cities have enabled their city officials to select the candidate who is best qualified to perform the myriad professional duties associated with the City Treasurer's office. By contrast, general law cities that retain the elected City Treasurer may not impose any further qualifications than are established by state law, which require simply that the office holder be a registered voter over the age of 18 who lives in the city.

The City Treasurer's primary duties are set forth in California Government Code §§ 41001-41005, which require that the Treasurer receive and safely keep all money coming into his/her hands as Treasurer; comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his/her possession; payout money only on warrants signed by legally designated persons; regularly (at least once each month) submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances, and file a copy of the same with the legislative body; and perform such duties relative to the collection of city taxes and license fees as are prescribed by ordinance.

Again, while it is fortuitous that the person currently serving as the incumbent elected City Treasurer also happens to be an employee of the City who possess the requisite skills and expertise to discharge the more technical duties of the office, this may not always be the case in future elections. By making the post an appointive post, the City Council, either directly or through the City Manager, could ensure that the post is filled based on an assessment of the person's professional qualifications. In the same vein, an appointed City Treasurer would be directly accountable to the City Manager which would allow the City to immediately address any performance issues that may arise without having to wait for the next election cycle.

Description of Proposed Ballot Measure.

If a ballot measure is placed on the March 7, 2017 General Municipal Election ballot, alongside the two Council positions that are up for election this year, then there would also be an election for a City Treasurer. The voters would have to consider making the City Treasurer position appointive at the same time they are voting on candidates for this post. Any candidate elected in March 2017 would have the right to serve-out the entire four-year term of office, even if the ballot measure to make the position appointive passes. It should be noted, however, that the power to make appointments could commence earlier if the person elected chose to formally

Consideration to Adopt a Resolution Calling for the Submission of a Ballot Measure for the March 7, 2017 General Municipal Election to Convert the Elective Office of City Treasurer into an Appointive Office

Page 4 of 5

vacate the elected post.

The attached Resolution supplements the City's general Resolution calling for the March 7, 2017 General Municipal Election. The resolution presents the following ballot question to the voters:

2017 Administrative and Election Cost Reduction Measure: Shall the office of City Treasurer be appointive?	YES []
	NO []

It should be observed that Government Code Section 36509 specifically requires that the wording of the question be framed substantially in the same question form as is indicated above.¹ The proposed letter designation for the measure is "Measure T", however, the letter designation "Measure SF" is also submitted as a back-up designation.

The measure is accompanied by an Ordinance which makes the following substantive changes:

- City Treasurer post become appointive as soon as the incumbent elected at the March 7, 2017 election completes his/her four-year term of office or vacates the office;
- As authorized under Government Code Section 36510, the Ordinance delegates the appointment authority to the City Manager but the City Council reserves the right to make appointments directly by passing a subsequent ordinance that does not have to go to the voters;
- The City Manager, in consultation with the City Council, may set the professional qualifications for the employee selected to exercise the City Treasurer functions;
- As authorized under Government Code Section 36510, the person appointed to serve as City Treasurer need not be a resident of the City of San Fernando; and
- The person appointed to serve as City Treasurer would still be required to obtain a bond as required by law;

¹ Government Code Section 36509 provides in relevant part: "The question shall be printed on the ballots used at the election substantially in one of the following forms: ... (c) **"Shall the office of city treasurer be appointive?"** ..."

Consideration to Adopt a Resolution Calling for the Submission of a Ballot Measure for the March 7, 2017 General Municipal Election to Convert the Elective Office of City Treasurer into an Appointive OfficePage 5 of 5

The attached Ordinance makes other harmonizing edits to the Municipal Code to account for the fact that if the measure passes, the City Treasurer would no longer be an elected post.

Deadline for Submission of Ballot Arguments.

As this is a City-initiated measure, the City Council has priority in terms of deciding whether it will author the Ballot Argument in favor of the measure. The City Council can either author a joint letter or could delegate the authority to one or more members who will then submit the argument on the City Council's behalf. The City Attorney will also be required to submit its own impartial analysis. Arguments for or against the measure as well as the City Attorney impartial analysis are due Friday December 16, 2016. Rebuttals are due Tuesday, December 27, 2016.

Accordingly, in addition to approving the measure's placement on the ballot, the City Council will need to decide how it wishes to handle the authoring of arguments as there will likely be no other City Council meeting before the deadline date for submitting arguments and rebuttals.

BUDGET IMPACT:

Per Sec. 2-192 of the current Municipal Code, the elected City Treasurer's salary is \$579.06 per month plus \$98 per month for responsibilities related to parking meter collections. Additionally, the City Treasurer is enrolled in CalPERS and eligible for health insurance and retiree health benefits. If the City Treasurer position were to become an appointed position the need for the salary stipend and supplemental compensation would no longer be necessary as the functions of City Treasurer would be performed by personnel already on City staff. Similarly, the need for separate CalPERS and health insurance for a standalone, elected City Treasurer would also become unnecessary. It is anticipated that there will be a net long-term savings of up to \$25,000 per year due to decreased exposure to CalPERS, health insurance, and retiree health benefits.

CONCLUSION:

If it is the desire of the City Council to present a ballot measure question to the voters on March 7, 2017, it is recommend that the City Council approve the attached Resolution calling for the submission of a ballot measure question to convert the City Treasurer position into an appointive position; and designate who will author a ballot argument the City Council's behalf if it is the desire of the City Council to author an argument.

ATTACHMENT:

A. Resolution No. 7774 (including Ordinance No. 1663 as Exhibit "A")

ATTACHMENT "A"**RESOLUTION NO. 7774****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, SUPPLEMENTING CITY COUNCIL RESOLUTION NO. 7773 TO INCLUDE THE SUBMISSION TO THE VOTERS OF THE CITY OF SAN FERNANDO A BALLOT MEASURE TO CONVERT THE ELECTIVE OFFICE OF CITY TREASURER INTO AN APPOINTIVE OFFICE**

WHEREAS, pursuant to Government Code Section 36508, at any municipal election, or special election held for that purpose, the City Council may submit to the electors the question whether the elective office of City Treasurer shall be appointed by the City Council; and

WHEREAS, at its Regular Meeting of December 5, 2016, the City Council of the City of San Fernando ("City Council") approved Resolution No. 7773 ("Resolution No. 7773") which called a General Municipal Election to be held on March 7, 2017 for voters of the City of San Fernando ("City") to elect candidates to fill two (2) City Council seats and to fill the elected City Treasurer seat; and

WHEREAS, at the same Regular Meeting of December 5, 2016 the City Council also approved Resolution No. 7774 which called for the submission of a ballot measure to San Fernando voters to convert the elected office of City Treasurer into an appointed office as authorized pursuant to Government Code Sections 36508 through 36510; and

WHEREAS, it is desirable that the City's March 7, 2017 General Municipal Election, include the above subject ballot measure to approve the conversion of the elective office of City Treasurer into an appointive office; and

WHEREAS, the City Council approves the printing of the General Municipal Election information for the election to be held on March 7, 2017, in the foreign languages requiring translation pursuant to the Voting Rights Act of 1965; and

WHEREAS, Elections Code Section 13307 provides that the City may adopt regulations pertaining to the recovery of certain costs associated with the printing, handling, translation, and mailing of candidate statements as filed with the elections officer; and

WHEREAS, the City shall compensate the public agency which it consolidates its election with for all necessary expenses incurred by that agency in performing election services for the City, including such additional expenses now attributable to the addition of the above-subject ballot measure; and

WHEREAS, Elections Code sections 9280 et seq. sets forth the procedures and requirements for the preparation and submission of ballot arguments and corresponding rebuttal arguments in connection with City-initiated ballot measures.

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

SECTION 1. The Recitals, above, are true and correct.

SECTION 2. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, as part of the call for a General Municipal Election as specified under prior Resolution No. 7773 approved December 5, 2016, the City Council also orders submitted to the voters the following ballot measure question:

2017 Administrative and Election Cost Reduction Measure:	YES []
Shall the office of City Treasurer be appointive?	NO []

The Measure requires a simple majority approval of those casting votes at the March 7, 2017 General Municipal Election in order to be approved. The City respectfully requests that the letter designation “Measure T” be assigned to this Measure. However, if this letter designation is not available it is requested that the letter designation “Measure SF” be assigned instead.

SECTION 3. That the complete text of the proposed ordinance submitted to the voters is attached as **Exhibit “A”** to this resolution.

SECTION 4. The ballots to be used at the election shall be in form and content as required by law.

SECTION 5. The City Council hereby directs the City Clerk to transmit a copy of the measure to the City Attorney. The City Attorney shall cause to be prepared an impartial analysis of the measure showing the effect of the measure on the existing law and the operation of the measure. The impartial analysis shall be filed by the date set by the Registrar for the filing of the primary arguments.

SECTION 6. Direct Arguments In Support and In Opposition to Measure: As authorized under Elections Code Section 9282(b), the City Council reserves the right to file a written argument in favor of this Measure or authorize any member or members of the City Council to do the same. Pursuant to Elections Code Section 9282(b) written arguments for or against the Measure may also be submitted by any individual voter who is eligible to vote on the Measure; any bona fide association of citizens; any combination of voters and associations or such other persons or entities as may be authorized under Elections Code Section 9282(b). The foregoing notwithstanding, if more than one set of arguments “in favor of” or “in opposition to” the Measure is timely submitted to the City Clerk, the City Clerk shall select only one argument for and one argument against in accordance with the selection priority set forth under Elections Code Section 9287. That priority gives preference as follows: (a) The City Council or City

Council-authorized members of the City Council; (b) The individual voter, or bona fide association of citizens, or combination of voters and associations, who are the bona fide association of citizens, or combination of voters and associations, who are the bona fide sponsors or proponents of the measure; (c) A bona fide association of citizens; then (d) Individual voters who are eligible to vote on the measure. Pursuant to Elections Code Section 9283, a ballot argument will not be accepted unless accompanied by the printed name and signature or printed names and signatures of the author or authors submitting the argument, or if submitted on behalf of an organization, the name of the organization and the printed name and signature of at least one of its principal officers who is the author of the argument. Pursuant to Elections Code Section 9283, no more than five (5) signatures shall appear with any argument submitted and if any argument is signed by more than five authors, the signatures of the first five shall be printed but not the signatures in excess of the first five. Ballot arguments in support of or in opposition to the Measure may not exceed 300 words in length. Consistent with Elections Code Section 9287(b), ballot arguments in favor of or in opposition to the Measure must be submitted to and received by the City Clerk by or before 4:00 p.m. on Friday, December 16, 2016. Arguments that are received by the City Clerk after this deadline will not be accepted. The City Clerk's Office is located at San Fernando City Hall, 117 N. Macneil Street, San Fernando, California 91340.

SECTION 7. Rebuttals to Direct Arguments: Pursuant to Elections Code Section 9285, when the City Clerk receives an argument to the Measure that will be printed in the ballot pamphlet, the elections official shall send a copy of the argument in favor of the Measure to the authors of any argument against the Measure and a copy of the argument against the Measure to the authors of the argument in favor of the measure. To the extent permitted under Elections Code Section 9285(a)(2), the author or a majority of the authors of an argument (either in favor of or in opposition to) may prepare and submit a rebuttal argument or may authorize in writing any other person or person to prepare, submit or sign the rebuttal argument. No rebuttal argument may exceed 250 words in length. Pursuant to Elections Code Section 9285(a)(5), a rebuttal argument relating to the Measure may not be signed by more than five persons and shall be printed in the same manner as a direct argument and shall immediately follow the direct argument which it seeks to rebut. Consistent Elections Code Sections 9285 and 9287(b), rebuttal arguments must be submitted to and received by the City Clerk by or before 4:00 pm on Tuesday, December 27, 2016. Rebuttals that are received by the City Clerk after this deadline will not be accepted. Again, the City Clerk's Office is located at San Fernando City Hall, 5220 Santa Ana Street, San Fernando, California 90201.

SECTION 8. The City Council directs the City Clerk to transmit a copy of the Measure to the City Attorney. The City Attorney shall prepare an impartial analysis of the Measure showing the effect of the Measure on existing law and the operation of the Measure. The impartial analysis shall be filed by December 12, 2016, with the City Clerk for the filing of direct arguments in favor of or in opposition to the Measure.

SECTION 9. The City of San Fernando shall reimburse the Registrar for any additional costs attributable to the inclusion of the Measure as part of the City's General Municipal Election which the County Registrar with the administration of the City March 7, 2017 General Municipal Election.

SECTION 10. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 11. The City Clerk shall forward without delay, a copy of this Resolution to the appropriate public agency which shall be assisting the City of San Fernando with the conduct of its General Municipal Election.

PASSED, APPROVED, AND ADOPTED this 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 5th day of December, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"**ORDINANCE NO. 1663**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING ARTICLE III (OFFICERS AND EMPLOYEES) OF THE SAN FERNANDO MUNICIPAL CODE AND OTHER PROVISIONS TO REFLECT THE CONVERSION OF THE ELECTIVE OFFICE OF CITY TREASURER TO AN APPOINTIVE OFFICE AS AUTHORIZED BY THE VOTERS OF THE CITY OF SAN FERNANDO PURSUANT TO GOVERNMENT CODE SECTION 36508 THROUGH 36510 AT THE CITY'S GENERAL MUNICIPAL ELECTION OF MARCH 7, 2017

WHEREAS, pursuant to Government Code Section 36508, at any municipal election, or special election held for that purpose, the City Council may submit to the electors the question whether the elective office of City Treasurer shall be appointed by the City Council; and

WHEREAS, at its Regular Meeting of December 5, 2016, the City Council of the City of San Fernando ("City Council") approved Resolution No. 7773 ("Resolution No. 7773") which called a General Municipal Election to be held on March 7, 2017 for voters of the City of San Fernando ("City") to elect candidates to fill two (2) City Council seats and to fill the elected City Treasurer seat; and

WHEREAS, at the same Regular Meeting of December 5, 2016 the City Council also approved Resolution No. 7774 which called for the submission of a ballot measure to San Fernando voters to convert the elected office of City Treasurer into an appointed office as authorized pursuant to Government Code Sections 36508 through 36510; and

WHEREAS, the San Fernando voters at the City's General Municipal Election of March 7, 2017 approved, by a vote of _____ votes (or ____%) in favor and _____ votes (or ____%) in opposition, the City ballot measure submitted pursuant to Government Code Sections 36508 through 36510 to convert the elected office of City Treasurer into an appointive office; and

WHEREAS, under the term of the ballot measure the holder office the appointed office of City Treasurer shall serve at the pleasure of the City Manager in the manner and to the extent authorized under Government Code Section 36510, however, the City Council shall reserve the right to vest the appointment authority in itself by the passage of a subsequent ordinance.

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

SECTION 1. The facts set forth in the recitals above are true and correct.

SECTION 2. The current text of Division 4 (City Treasurer) of Article III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code is hereby repealed in its entirety and is now replaced with the following text:

Division 4 - City Treasurer.

Sec. 2-191 Appointment of City Treasurer.

- (a) *As authorized under Government Code Section 36510, the power to appoint the City Treasurer shall be vested in the City Manager and such appointee shall serve at the pleasure of the City Manager. The foregoing notwithstanding, the City Council, by subsequent ordinance, reserves the right to vest all authority to appoint the City Treasurer in itself to the fullest extent authorized under Government Code Section 36510.*
- (b) *Pursuant to Government Code Sections 36508 through 36510, San Fernando voters at the City of San Fernando General Municipal Election of March 7, 2017 approved a City-initiated ballot measure which converted the elected office of City Treasurer to an appointive office. In so far as the voters of the City of San Fernando also elected a City Treasurer one final time at the City's General Municipal Election of March 7, 2017, the first appointment to the office of City Treasurer as authorized under subsection (a) of this Section, above, shall be made upon the earlier the of the following: (i) upon the expiration of the term of office of the person elected to serve as City Treasurer at the March 7, 2017 General Municipal Election; or (ii) upon the occurrence of a vacancy by such person prior the expiration of his or her four-year term of office.*

Sec. 2-191 Appointee Qualifications.

- (a) *Any person appointed to serve in the capacity of City Treasurer must be an employee of the City who meets such professional qualifications as may be established and from time-to-time modified by the City Manager acting in consultation with the City Council.*
- (b) *As provided under Government Code Section 36510, the person appointed to serve as City Treasurer need not be a resident of the City of San Fernando.*
- (c) *The City Council by subsequent ordinance shall be authorized to amend and/or modify the qualification requirements set forth under this section, above, provided that any such requirements are not in conflict with applicable State law.*

Section 2-192 Duties of City Treasurer.

- (a) The City Treasurer shall perform all such duties as may be imposed upon him or her as provided by State law or under the San Fernando Municipal Code.*
- (b) Pursuant to Government Code Section 36518, the City Treasurer shall execute a bond in an amount to be fixed by the City Council by resolution.*

SECTION 3. The text of Subsection (13) of Section 2-243 (Categories of Employment) of Division 5 (Civil Service) of Article III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code is hereby repealed and replaced with the following text which shall state the following:

- (13) At-will city employees authorized by the city council.*

It is understood that the modifications to the Municipal Code as called for under this Section 3 of this Ordinance are for purposes of harmonizing the provision with the outcome of the General Municipal Election wherein the elective office of City Treasurer is to be converted to an appointive office. Accordingly, any future modifications or amendments to the provisions at issue under this Section 3 shall not require a subsequent vote of the people.

SECTION 4. Section 2-908 (Definitions) of Article VII (Campaign Reform) of Chapter 2 (Administration) of the San Fernando Municipal Code is hereby repealed and replaced by the following text which shall state the following:

The following terms used in this article shall have the meanings set forth below. Except as otherwise provided here, the terms and provisions of this article shall have the meanings and shall be interpreted in accordance with the applicable definitions and provisions of the Political Reform Act of 1974, as amended (Government Code Section 81000, et seq.) and the regulations of the California Fair Political Practices Commission, as amended.

- (1) Candidate means any person who is a candidate for member of the city council of the City of San Fernando whether or not the person is seeking to become a member of the city council or is an incumbent member of the city council seeking reelection.*
- (2) Committee means any person or combination of persons who directly or indirectly do any of the following in connection with supporting or opposing a candidate or candidates for city council or city treasurer:*
 - a. Receive contributions totaling \$500.00 or more in a calendar year.*
 - b. Make independent expenditures totaling \$500.00 or more in a calendar year.*

- c. Make contributions totaling \$5,000.00 or more in a calendar year.*

A person or combination of persons that becomes a committee shall retain its status as a committee until such time as that status is terminated pursuant to California Government Code Section 84214.

- (3) Election means any general election, special election or recall election.*
- (4) Person means an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, committee, company, corporation, limited liability corporation, association, and any other organization or group of persons acting in concert.*

It is understood that the modifications to the Municipal Code as called for under this Section 4 of this ordinance are for purposes of harmonizing the provision with the outcome of the General Municipal Election wherein the elective office of City Treasurer is to be converted to an appointive office. Accordingly, any future modifications or amendments to the provisions at issue under this Section 4 shall not require a subsequent vote of the people.

SECTION 5. Pursuant to Government Code Section 36510, the City Council by approval of this Ordinance by both the San Fernando voters and the City Council exercises the City Council's right to vest authority in the City Manager to appoint the City Treasurer. The foregoing notwithstanding, voters of the City of San Fernando and the City Council approve this ordinance subject to the right of the City Council to later vest the appointment authority back to the City Council by subsequent ordinance of the City Council.

SECTION 6. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

SECTION 7. This ordinance and the action taken hereunder is not a "project" within the meaning of the California Environmental Quality Action codified as section 21000 et seq. of the *Public Resources Code* ("CEQA") because it will not result in a direct or reasonably foreseeable indirect physical change in the environment nor does it involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

SECTION 8. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall timely cause the same to be published once in the official newspaper. This Ordinance shall become effective upon the certification of an affirmative majority vote of the City voters at the March 7, 2017 General Municipal Election. The foregoing notwithstanding, the provisions of this ordinance shall remain dormant until such time as the term of office of the person elected to serve as City Treasurer at the March 7, 2017 expires; or such person vacates the office of City Treasurer following his or her swearing in, whichever

occurs first. Until such time all provisions of the San Fernando Municipal Code which have been amended by this ordinance shall remain in place.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando a regular meeting held on the ____ day of _____, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Richard Padilla, Assistant City Attorney

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

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance was adopted a regular meeting of the City Council held on the ____ day of _____, 2016 and was carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elena G. Chávez, City Clerk

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

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

Date: December 5, 2016

Subject: Consideration to Reclassify the Treasurer Assistant to Treasury Manager and Reduce the Role and Responsibility of the Elected City Treasurer

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 7769 (Attachment "A") establishing the job specification for a Treasury Manager position;
- b. Adopt Resolution No. 7770 (Attachment "B") amending the salary plan to remove the Treasurer Assistant position, and add the Treasury Manager position;
- c. Adopt Resolution No. 7771 (Attachment "C") amending the table of organization to remove the Treasurer Assistant and Office Clerk from the Administration Department and add the Treasury Manager and Office Clerk to the Finance Department;
- d. Introduce for first reading, in title only, and waive further reading of Ordinance No. 1664 (Attachment "D") titled, "An Ordinance of the City Council of the City of San Fernando, California, Amending Section 2-192 (City Treasurer's Salary) of Division 4 (City Treasurer) of Article III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando City Code of Ordinances Relating to the City Treasurer's Salary"; and
- e. Authorize the City Manager to reclassify the incumbent Treasurer Assistant to Treasury Manager, make non-substantive edits and execute all related documents.

BACKGROUND:

1. The City currently has a part-time elected City Treasurer position that is responsible for receiving deposits from staff that collect money belonging to the City and safeguarding said

Consideration to Reclassify the Treasurer Assistant to Treasury Manager and Reduce the Role and Responsibility of the Elected City TreasurerPage 2 of 4

deposits. Per the City's Investment Policy, the City Treasurer is also responsible for managing the City's investment portfolio.

2. The City currently has a full-time Treasurer Assistant staff position that is responsible for assisting the part-time elected City Treasurer with day-to-day operations, including, but not limited to, investments, cash deposits, correspondence with the City's financial institutions, cash flow forecasting, and financial reporting.

ANALYSIS:

Over the past few years, the City has been continuously exploring opportunities to increase operational efficiency, reduce costs, and improve the City organization. As part of that effort, management has reviewed the finance function, including the operations of the Finance Department and the Treasurer Division in the Administration Department. There are some overlapping responsibilities between the Finance Department and Treasurer Division, including, but not limited to, accepting cash payments from customers, reviewing and reconciling bank statements, and endorsing warrant/payroll checks.

The Treasurer Division and Finance Department used to be physically separated in City Hall. In 2015, the Treasurer Division moved and is now located in the same area as the Finance Department. This has resulted in a more efficient use of counter staff accepting cash payments from customers, as well as, improved communication and cooperation between Treasurer and Finance staff.

To further improve operational efficiency and reduce long-term costs, staff is proposing reducing the compensation and responsibilities of the part-time elected City Treasurer and reclassifying the full-time Treasurer Assistant to a Treasury Manager to confer most of the responsibilities of the elected City Treasurer on the Treasury Manager.

As it is currently constituted, the part-time elected City Treasurer is tasked with the responsibility of safeguarding the City's cash assets, including investing surplus cash and ensuring there is sufficient liquid cash on hand to meet current obligations, such as payroll and vendor payments. As an elected position, there is no minimum knowledge, education, experience, or professional qualification requirements for being City Treasurer. This could potentially put the City's cash assets at significant risk if someone with little or no qualifications is elected.

The City is fortunate that the elected City Treasurer currently has the knowledge, education, experience and professional qualifications to competently execute the duties of the office. The City is also in a unique position in that the part-time elected City Treasurer position and full-time Treasurer Assistant position are currently occupied by the same person. If that were not

Consideration to Reclassify the Treasurer Assistant to Treasury Manager and Reduce the Role and Responsibility of the Elected City TreasurerPage 3 of 4

the case, the City would incur additional CalPERS, health insurance, and retiree health costs of up to \$25,000 per year.

From a practical and operational standpoint, since the elected City Treasurer and Treasurer Assistant positions are currently occupied by the same person, there will not be a significant change resulting from reclassifying the Treasurer Assistant to a Treasury Manager. However, from an organizational standpoint, creating a management level position that combines the major duties and responsibilities of the elected City Treasurer and Treasurer Assistant, and placing that position in the Finance Department, will reduce overlapping duties and clearly place responsibility for managing the City's cash flow and investments with a professional, qualified, management level staff member.

BUDGET IMPACT:

Per Sec. 2-192 of the City Code, the elected City Treasurer's salary is \$579.06 per month plus \$98 per month for responsibilities related to parking meter collections. Additionally, the City Treasurer is enrolled in CalPERS and eligible for health insurance and retiree health benefits. The Treasurer Assistant is also a fully benefitted position with a salary range of \$4,069 to \$5,039 per month.

The recommended action would reduce the elected City Treasurer's salary to \$50 per month and make the position ineligible for health insurance and retiree health benefits to align the City Treasurer compensation with that of City Commissioners. It should be noted that if the proposed March 2017 ballot measure to change the elective City Treasurer position to an appointive position passes, the \$50 per month salary will no longer be applicable. Should the proposed ballot measure fail, the \$50 per month salary will remain in force.

The proposed salary range for Treasury Manager is \$5,427 to \$6,600 per month due to the additional duties, responsibilities, and requirements. The increase salary of the Treasury Manager position is mostly offset by the decreased salary of the elected City Treasurer. There will also be a net long-term savings of up to \$25,000 per year due to decreased exposure to CalPERS, health insurance, and retiree health benefits.

CONCLUSION:

In order to ensure continued safety of the City's cash assets and reduce long-term costs, staff is recommending reducing the compensation and responsibilities of the part-time elected City Treasurer, reclassifying the full-time Treasurer Assistant to a Treasury Manager, and conferring most of the responsibilities of the elected City Treasurer on the Treasury Manager. This will

Consideration to Reclassify the Treasurer Assistant to Treasury Manager and Reduce the Role and Responsibility of the Elected City TreasurerPage 4 of 4

ensure that the City's deposits and cash assets are managed by a qualified and experienced professional while reducing the City's exposure to increased benefit costs in the future.

ATTACHMENTS:

- A. Resolution No. 7769
- B. Resolution No. 7770
- C. Resolution No. 7771
- D. Ordinance No. 1664

ATTACHMENT “A”**RESOLUTION NO. 7769****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO.
4144, ADOPTED DECEMBER 12, 1966 BY THE ADDITION OF
SUPPLEMENT NO. 173 THERETO**

**THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY
RESOLVE, FIND, DETERMINE, AND ORDER 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. 173 (Exhibit “A”) covering important and essential duties, job-related and essential qualifications for the following position and classification:

TREASURY MANAGER

Supplement No. 173 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. 173 are now on file in the office of the City Clerk. Said Supplement No. 173 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.

PASSED, APPROVED, AND ADOPTED this 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 5th day of December, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

JOB SPECIFICATION

CLASS TITLE

TREASURY MANAGER

ADOPTION

RESOLUTION NO.

EFFECTIVE DATE

FLSA DESIGNATION

EXEMPT

GENERAL PURPOSE

Under general supervision, plans, organizes, and directs the activities of various treasury programs and functions; ensures that monies are collected, allocated, and invested according to City ordinances, policies, and procedures; manages and directs the safekeeping of deposits with the City's financial institutions; analyzes the City's cash flow and liquidity requirements; manages the City's investment portfolios; plans, directs, and supervises activities associated with cash management and investment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Treasury Manager reports directly to the Finance Director, and provides direct and functional supervision over an Accounting Assistant and/or other assigned staff in the division. He/She is expected to exercise wide latitude of independent judgment and discretion in carrying out duties and responsibilities that are consistent with the City's established cash management and investment policies and procedures, as well as performing various treasury functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Manages the day-to-day operations of the City's various treasury functions, including cash and debt management, ensuring that monies are collected, allocated, and invested according to established City policies and procedures.
2. Manages and directs the safekeeping of deposits with designated financial institutions, as well as oversees the City's investment portfolios.
3. Leads, provides work guidance and direction, and participates in the work of unit members, as well as the scheduling, assigning and monitoring of the work of other employees for completeness, accuracy and conformance with City and departmental standards.
4. Provides information, instruction and training on work processes, proper uses of equipment and safe work practices; provides performance evaluations for supervised employees; estimates personnel, equipment and material requirements for assigned jobs; orders work materials and supplies; assists in ensuring a fair and open work environment in accordance with the City's commitment to teamwork, mutual trust and respect.

JOB SPECIFICATION

ESSENTIAL DUTIES AND RESPONSIBILITIES

5. Administers ongoing relationships with the City's banking and financial institutions; works with financial institutions to resolve transaction errors and problems, and ensures accurate cash balancing.
6. Reviews and validates routine and special check runs; maintains custody of warrants until approved by the City Council for disbursement.
7. Prepares monthly cash receipt and expenditure projections, and analyzes the balances of City deposits with various financial institutions to ensure sufficient cash flow and liquidity.
8. Administers the City's investment portfolios using investment administration software; reviews and verifies information for, and maintains and updates, investment and portfolio records; monitors market and economic conditions; prepares monthly treasury and portfolio reports; and provides monthly and annual investment and cash reports.
9. Collects, verifies, and reconciles all daily cash deposits, including deposits by City cashiers; and prepares a variety of financial forecasts, investment and financial reports, as well as presentation materials regarding areas of assigned responsibility.
10. Prepares and administers the division budget; recommends forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures, and implements mid-year adjustments.
11. Serves as the primary contact for treasury activities with various investments, trust, and banking institutions, investment advisors, brokers, external auditors, and regulatory officials.
12. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles, practices and terminology associated with operations of financial and investment markets.
2. Principles and practices used in evaluating investment vehicles and making investment decisions.
3. City ordinances, codes, procedures and practices regarding the City's investment policy governing the investment and management of public funds.
4. Laws and regulations relating to the financial administration of public agencies.
5. Operations of the City's various computerized financial and customer billing systems.
6. Principles and practices of effective customer service and customer-oriented telephone etiquette.
7. Bookkeeping, internal control, and accounting practices and procedures.

MINIMUM QUALIFICATIONS

8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
9. Safety policies and safe work practices applicable to the work.
10. Records management, recordkeeping, filing and basic purchasing practices and procedures.
11. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

ABILITY TO:

1. Perform cash management analyses to forecast funds available for investment and cash disbursement needs for City and department programs and functions.
2. Perform routine mathematical calculations and analyses and prepare clear, concise and comprehensive financial and treasury statements, reports and written materials.
3. Represent the City effectively in dealings with banking and investment professionals and elected officials.
4. Examine policies, procedures, and guidelines to improve efficiency and reduce costs.
5. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
6. Reach sound decisions in accordance with City policies and procedures.
7. Communicate effectively, both orally and in writing.
8. Understand and follow written and oral instructions.
9. Direct the activities and monitor performance of assigned staff.
10. Develop and implement training objectives.
11. Establish and maintain effective working relationships with all those encountered in the course of work.
12. Comply with applicable local, state, and federal laws, ordinances, regulations, and requirements.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from an accredited four-year college or university with a major in business administration,

JOB SPECIFICATION

MINIMUM QUALIFICATIONS

finance, accounting or a closely related field, and at least four years of progressively responsible experience in treasury operations, investments and/or public sector finance. Two years of supervisory experience could be substituted for two years of college. Experience in a public agency is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment involving a public counter where the noise level is usually quiet.

ATTACHMENT “B”**RESOLUTION NO. 7770****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF
SECTIONS 1 AND 2 OF RESOLUTION NO. 7739, THE FISCAL
YEAR 2016-2017 SALARY PLAN, ADOPTED JUNE 29, 2016**

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

SECTION 1: That that portion of subsections (A) and (B) of Section 2 of Resolution No. 7739, the Fiscal Year (FY) 2016-2017 Salary Plan, adopted June 29, 2016, as amended, be further amended by deleting the title/classification, salary range number, and salary steps for “Treasurer Assistant,” and adding thereto the title/classification, salary range number, and salary steps 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>
Treasury Manager	55M	5427	5699	5985	6285	6600

SECTION 2: That that portion of subsection (E) of Section 2 of Resolution No. 7739, the Fiscal Year (FY) 2016-2017 Salary Plan, adopted June 29, 2016, as amended, be further amended by deleting subsections (1) and (2) and adding, “The City Treasurer shall be paid compensation in the amount of \$50.00 per month.”

SECTION 3: Except as amended herein, all other provisions of the Resolution No. 7739, the FY 2016-2017 Salary Plan, adopted June 29, 2016, remains 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 5th day of December, 2016.

 Robert C. Gonzales, Mayor

ATTEST:

 Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 5th day of December, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

ATTACHMENT "C"**RESOLUTION NO. 7771**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF
SECTION 1 OF RESOLUTION NO. 7740, THE FISCAL YEAR
2016-2017 TABLE OF ORGANIZATION, ADOPTED JUNE 29, 2016**

WHEREAS, the City Council of the City of San Fernando has adopted the Fiscal Year (FY) 2016-2017 Table of Organization on June 29, 2016, per Resolution No. 7740; and

WHEREAS, the Table of Organization as adopted for FY 2016-2017 has provisions for assignment of various positions and classifications to specific departments, divisions and activities by titles and numbers; and

WHEREAS, the City Council adopted new job specifications for Treasury Manager that impacted the assignment of certain positions and classifications; and

WHEREAS, it is necessary that said positions and classifications be assigned to specific departments, divisions and activities by titles and numbers.

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 June 29, 2016, per Resolution No.7740, be further amended by deleting the following job titles listed under "Administration Department," and "Treasurer Division" 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>
Treasurer Assistant	40	1	1
Office Clerk	40	1	1

SECTION 2: That that portion of the said Table of Organization adopted on June 29, 2016, per Resolution No. 7740, be further amended by adding thereto the following job titles under "Finance Department," and "Treasurer Division" 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>
Treasury Manager	40	1	1
Office Clerk	40	1	1

SECTION 3: Except as amended herein, all other provisions of the said Table of Organization adopted on June 29, 2016, per Resolution No.7740, 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 5th day of December, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 5th day of December, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

ATTACHMENT “D”**ORDINANCE NO. 1664****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING SECTION 2-192 (CITY TREASURER’S SALARY) OF DIVISION 4 (CITY TREASURER) OF ARTICLE III (OFFICERS AND EMPLOYEES) OF CHAPTER 2 (ADMINISTRATION) OF THE SAN FERNANDO CITY CODE OF ORDINANCES RELATING TO THE CITY TREASURER’S SALARY****RECITALS**

WHEREAS, on April 3, 2000, the City of San Fernando (“City”) adopted Ordinance No. 1515 amending the San Fernando City Code (“SFCC”) to provide that the elected City Treasurer shall receive a salary and setting the amount of such salary; and

WHEREAS, it is a common practice among California cities to adopt an ordinance providing that city treasurers shall receive a salary in an amount set by resolution so as to allow the city council to adjust the City Treasurer salary as authorized by state law without having to modify the city’s municipal code with each adjustment; and

WHEREAS, the City Council wishes to amend Section 2-192 of Division 4 of Article III of Chapter 2 of the SFCC to provide that the City Treasurer shall receive a salary in an amount to be set by resolution of the City Council.

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

SECTION 1. Recitals. The Recitals set forth above are true and correct and incorporated into this Ordinance.

SECTION 2. Amendment of Code. Section 2-192 of Division 4 of Article III of Chapter 2 of the San Fernando City Code is amended to read:

“Sec. 2-192. City treasurer’s salary.

- (a) The city treasurer shall receive a monthly salary in an amount to be set by resolution of the city council. Such salary shall be payable at the same time and in the same manner as the salaries that are paid to other officers and employees of the city. The salary prescribed in this section is exclusive of any amounts payable to the City Treasurer as reimbursement for actual and necessary expenses incurred in the performance of official duties of the city.
- (b) Concurrent with the approval of this Ordinance No. 1663 dated December 5, 2016 (“Ordinance No. 1663”) which hereby amends this Section 2-192, the City Council has also submitted a measure to be voted upon by San Fernando voters at the General Municipal Election of March 7, 2017. The measure, if approved, will

transform the elective office of City Treasurer into an appointive office. If the aforementioned ballot measure is not approved by the voters at the March 7, 2017 General Municipal Election, the provision of this Section 2-192 as amended by way of Ordinance No. 1663 shall remain in full force and effect. Alternatively, if the above-referenced ballot measure is approved, this provision will be repealed and superseded by the ordinance approved by way of the ballot measure.

SECTION 3. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. Effective Date. In accordance with Government Code section 36937, this ordinance shall take effect and be in force thirty (30) days from passage and adoption.

SECTION 5. Certification. The City Clerk is hereby authorized and directed to certify to the passage of this Ordinance by the City Council and shall cause it to be published or posted as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on the ____ day of _____, 2016.

Robert C. Gonzales, Mayor

ATTEST:

Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Richard Padilla, Assistant City Attorney

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

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance was adopted a regular meeting of the City Council held on the _____ day of _____, 2016 and was carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elena G. Chávez, City Clerk

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

From: Councilmember Sylvia Ballin

Date: December 5, 2016

Subject: Discussion Regarding Commercial Cannabis Activities

RECOMMENDATION:

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

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

From: Councilmember Sylvia Ballin

Date: December 5, 2016

Subject: Letter to North Dakota Governor Jack Dalrymple in Opposition of the Dakota Access Pipeline

RECOMMENDATION:

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

ATTACHMENT:

A. Email from Ronnie Veliz

ATTACHMENT "A"

On Nov 22, 2016, at 12:43 AM, Ronnie Veliz <[REDACTED]> wrote:

Dear City of San Fernando Mayor and Councilmembers,

November is Native American Heritage Month and it is disheartening to learn that Standing Rock youth and water protectors have been injured once again in North Dakota. As you may be aware, by midnight yesterday, more than 160 sacred land supporters were injured with rubber bullets, tear gas, and water cannons by over-militarized North Dakota police forces -including a 13-year-old girl.

I am writing to respectfully urge you to send a letter on behalf of our City to North Dakota Governor Jack Dalrymple in opposition of the Dakota Access Pipeline. It is my hope that you can collectively move this forward since we are a city that truly values indigeneous people.

Please let me know if you can send this within the next week; what would it take to make this happen before the end of Native American Heritage Month, or if you are in opposition of this request by no later than Wednesday November 30th.

Thank you.

In solidarity,

Ronnie Veliz

San Fernando Valley
[REDACTED]

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

From: Councilmember Sylvia Ballin

Date: December 5, 2016

Subject: Discussion Regarding Commissioner Stipend

RECOMMENDATION:

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

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AGENDA REPORT

To: Mayor Robert C. Gonzales and Councilmembers

From: Councilmember Jaime Soto

Date: December 5, 2016

Subject: Appointments to City Commissions

RECOMMENDATION:

I recommend that the following individuals be appointed as my representatives to City Commissions:

a. Transportation and Safety Commission

Jennifer Perez Helliwell, City of San Fernando resident and registered voter

b. Parks, Wellness, and Recreation Commission

Anna M. Lopez, City of San Fernando resident and registered voter

c. Planning and Preservation Commission

Brenda Perez, City of San Fernando resident and registered voter

BUDGET IMPACT:

None

ATTACHMENTS:

- A. Jennifer Perez Helliwell – Application & Bio
- B. Anna M. Lopez – Application & Bio
- C. Brenda Perez – Application & Bio

ATTACHMENT "A"



APPLICATION TO SERVE ON A CITY COMMISSION

Recommended by
City Councilmember:

Jamie Soto

This is a public document.

To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

Name: Jennifer Perez Phone Number: _____

Residence Address: 1619 Fourth Street San Fernando Ca 91340
Street City State Zip Code

Mailing Address: (if different than above) 1619 Fourth St. San Fernando Ca 91340
Street / P.O.Box City State Zip Code

Email: _____
business or personal to be used for commission activity

Employer: Amanda Esqueda Position: Child Care

Business Address: 1619 Fourth St. S.E. Ca. 91340
Street City State Zip Code

Business Phone: _____

Are you a registered voter of the City of San Fernando? Yes ☒ No ☐

Do you own property in the City? Yes ☐ No ☒ If yes, please list the address(es) :

Do you own or operate a business in San Fernando? Yes ☐ No ☒

If yes, please state the name and nature of the business:

Member Commitment

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- As Planning and Preservation Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.

[Signature]
Applicant's Signature

11/30/16
Date

Commission Application Choice(s)

Please indicate which Commission you are interested in:

Education Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Education Commission?

Parks, Wellness, and Recreation Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?

Planning and Preservation Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Planning and Preservation Commission?



Transportation and Safety Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Transportation and Safety Commission?

10 meetings of listening to the community's concerns and make recommendations.

Please attach and submit a brief bio statement to this application.

September 28, 2016

Dear Council Member Soto,

Thank you for extending such a compliment to me by inviting me to serve as a commissioner on the Safety and Transportation Commission. I appreciate the confidence you have shown in me and I am truly grateful for this opportunity.

I am humbled by this honor and my goal is to live up to the expectations of all people in our community. My hope is to continue the good work of those that have served before me.

My family roots in San Fernando go back four generations. I was born and raised here and can't think of a better place live in the Valley. Aside from the knowledge and love for our town that has been passed on to me by my family, I have learned much from my own experiences in living here my whole life and having successfully served previously as a commissioner for the city from 2010 to 2012.

As a city commissioner I had the honor to work on several successful projects. Three projects that I am proud to have been a part of because of the positive benefits they provided our community, include helping oversee the successful planning and execution of the city's Fourth of July Celebration, work closely with experts and help build support for the passing of the smoking cessation project, and my work on the board that reviewed the study that helped bring exercise equipment to our public parks, which to this day continues to be utilized by countless citizens.

Council Member Soto, I humbly accept your invitation to serve for a second term as a commissioner for the City of San Fernando and I look forward to serving and working with you. May your endeavors to help make San Fernando a special place to live, work, and raise a family be successful.

Thank you,

Jennifer Helliwell

ATTACHMENT "B"



APPLICATION TO SERVE ON A CITY COMMISSION

Recommended by
City Councilmember:

Jaime Soto

This is a public document.

To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

Name: Anna M. Lopez Phone Number: _____

Residence Address: 1007 5th Street San Fernando CA. 91340
Street City State Zip Code

Mailing Address: (if different than above) _____
Street / P.O.Box City State Zip Code

Email: _____
business or personal to be used for commission activity

Employer: St. Anne's Early Head Start Position: Program Manager

Business Address: 961 S. Mariposa Ave Los Angeles CA 90006
Street City State Zip Code

Business Phone: _____

Are you a registered voter of the City of San Fernando? Yes X No _____

Do you own property in the City? Yes _____ No X If yes, please list the address(es) :

Do you own or operate a business in San Fernando? Yes _____ No X

If yes, please state the name and nature of the business:


Member Commitment

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- As Planning and Preservation Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.


Applicant's Signature

November 30, 2016

Date _____

Commission Application Choice(s)

Please indicate which Commission you are interested in:



Education Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Education Commission?
Demonstrate commitment to diversity, inclusiveness, and closing achievement gaps for underrepresented population
Have the ability to advocate and the community at large.
Share knowledge and experience in education for the purpose of promoting partnerships and building coalitions .



Parks, Wellness, and Recreation Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?
Have the ability to advocate for the community at large. Build partnerships and build coalitions to enhance
enrichment programs in the community. Prepare immediate and long range plans to meet community needs in
parks and recreation services. Promote and coordinate diversified recreation programs in accordance with needs.



Planning and Preservation Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Planning and Preservation Commission?



Transportation and Safety Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Transportation and Safety Commission?

Please attach and submit a brief bio statement to this application.

ANNA MICHELLE LOPEZ**Biographical Statement**

My name is Anna Michelle Lopez, a lifelong resident of the City of San Fernando. I love the city of San Fernando for its uniqueness of a small town and for the diversity of residents within the community. I am an alumni of Morningside Elementary, San Fernando Middle School, and San Fernando High School. I hold two Bachelors of Arts from California State University Northridge, I double majored in Liberal Studies and Chicano/a Studies. I am currently working on my Master's degree in Human Development with a focus in Leadership in Education from Pacific Oaks College. I have over sixteen years of experience in working with the community in the education field. I served as a Planning and Preservation Commissioner for the last 7 months. I feel this is a great way for me to continue to give back to the community by serving as a parks, wellness, and recreation commissioner.

ATTACHMENT "C"



APPLICATION TO SERVE ON A CITY COMMISSION

Recommended by
City Councilmember:

Jaime Soto

This is a public document.

To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

Name: BRENDA PEREZ Phone Number: _____

Residence Address: 1619 FOURTH STREET SAN FERNANDO CA 91340
Street City State Zip Code

Mailing Address: (if different than above) _____
Street / P.O.Box City State Zip Code

Email: _____
business or personal to be used for commission activity

Employer: _____ Position: HOME MAKER

Business Address: _____
Street City State Zip Code

Business Phone: _____

Are you a registered voter of the City of San Fernando? Yes X No _____

Do you own property in the City? Yes X No _____ If yes, please list the address(es) :

Do you own or operate a business in San Fernando? Yes _____ No X

If yes, please state the name and nature of the business:

Member Commitment

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- As Planning and Preservation Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.

Applicant's Signature

Date/

Commission Application Choice(s)

Please indicate which Commission you are interested in:

Education Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Education Commission?

Parks, Wellness, and Recreation Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?

Planning and Preservation Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Planning and Preservation Commission?

To research all material and vote on plans that benefit the community.

Transportation and Safety Commission (Must be at least 18 years old and a registered voter of the City)

What is your understanding of the duties as a member of the Transportation and Safety Commission?

Please attach and submit a brief bio statement to this application.

Dear Members of the City Council,

I Brenda Perez would like to express my deepest pleasure and honor to accept the position of Planning Commissioner for the City of San Fernando. My love and devotion to the city is deep rooted both in my familial connections and past position of leadership that has rendered voice to our community. As the former Mayor of our great city I look forward to continuing to work with both past and present members of the City Council and the planning board. It is with great enthusiasm that I accept this nomination to the commission under council member Mr. Jaime Soto.

Respectfully,

Brenda Perez

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AGENDA REPORT

To: City Councilmembers

From: Mayor Robert C. Gonzales

Date: December 5, 2016

Subject: Consideration to Reappoint City Council Liaison to the Greater Los Angeles County Vector Control District

RECOMMENDATION:

It is recommended that the City Council reappoint Nina Herrera as City Council liaison to the Greater Los Angeles County Vector Control District (GLACVCD) for a four-year term (i.e., January 1, 2017 to January 1, 2021).

BACKGROUND:

1. On December 17, 2012, the City Council appointed Nina Herrera as City Council liaison to the GLACVCD for a period of two years (i.e., January 1, 2013 to January 1, 2015).
2. On November 17, 2014, the City Council re-appointed Nina Herrera as City Council liaison to the GLACVCD for a period of two years (i.e., January 1, 2015 to January 1, 2017).
3. On October 3, 2016, staff received correspondence (Attachment "A") from the GLACVCD informing the City that Ms. Herrera's term will be expiring and the City Council must either reappoint Ms. Herrera or appoint a new representative to a two- or four-year term prior to January 2, 2017.

ANALYSIS:

Pursuant to Section 2024 of the State Health and Safety Code (SHSC), representatives must be appointed to serve a full two- or four-year term (commencing at noon on the first Monday in January) and should not be appointed on a yearly basis.

SHSC 2022 (i.e., a-b) requires that each person appointed shall be a voter and resident with the respective county or city of the appointing body.

Consideration to Reappoint City Council Liaison to the Greater Los Angeles County Vector Control DistrictPage 2 of 2

Representatives are expected to attend GLACVCD board meetings held in Santa Fe Springs (12545 Florence Avenue) on the second Thursday of every month, at 7:00 p.m. and the appointee will receive a stipend of \$100 per meeting (includes travel cost).

BUDGET IMPACT:

There is not a financial impact associated with this item.

CONCLUSION:

Ms. Herrera has done an outstanding job representing the City of San Fernando at the GLACVCD Board meetings.

ATTACHMENT:

A. GLACVCD correspondence requesting appointment/reappointment prior to January 2, 2017

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 Florence Avenue, Santa Fe Springs, CA 90670

Office (562) 944-9656 Fax (562) 944-7976

Email: info@glacvcd.org Website: www.glacvcd.org

PRESIDENT MANAGER

Maria Davila, South Gate

VICE PRESIDENT

Steve Croft, Lakewood

SECRETARY-TREASURER

Mark W. Bollman, Cerritos

GENERAL

Truc Dever

October 3, 2016

Mr. Brian Saeki

City Manager

117 MacNeil Street

San Fernando, CA 91340

Re: Appointment/Re-appointment of representative of the Greater Los Angeles County Vector Control District Board of Trustees

Dear Mr. Saeki:

This correspondence is to inform you that the term of the office of Trustee Nina Herrera as a member of the Board of Trustees of the Greater Los Angeles County Vector Control District will expire on January 2, 2017. Pursuant to Section 2024 of the State Health and Safety Code (SHSC) governing the dates of term of office of members appointed to the Board of Trustees, the City Council may consider reappointing Trustee Nina Herrera or appointing a new trustee for a **2 or 4 year term** of the office, commencing at noon on the first Monday of January (i.e. January 2, 2017) **Please note, per the State Health and Safety Code that representatives must be appointed to serve a full 2 or a 4 year term commencing on January 2, 2017 and should not be appointed on a yearly basis. Furthermore, the District does not accept or recognize the appointment of alternate representatives.**

Please review all subsections of the SHSC 2022 (i.e. a-e). Subsections a and b require that **each person appointed by a board of supervisors or by a city council shall be a voter and resident within the respective county or city of the appointing body.** Section 2022 (c) incorporates language that clarifies the issue over the doctrine of Incompatibility of office, exempting and enabling an appointee who holds elected offices to also simultaneously serve on the District's Board of Trustees. Trustees represent the mission and interests of the District at large rather than the individual interests of the appointing body. **Once appointed, the representative cannot be removed at-will by the appointing city or county. The representative will serve until the expiration of his/her term unless he/she resigns, vacates the office due to absences, or is no longer a voter and resident within the respective county or city of the appointing body.**

Representatives are expected to attend the District's general board meetings held monthly on the 2nd Thursday of the month. Pursuant to California Government Code Section 1770(g), the Trustee's seat will be considered abandoned if the person holding the office ceases to discharge the duties of that office for a period of three consecutive months, except when prevented by sickness or specified excuses.

ARTESIA

Sally Flowers

BELL

Ali Saleh

BELL GARDENS

Pedro Aceituno

BELLFLOWER

Sonny R. Santa Ines

BURBANK

Dr. Jeff D. Wassem

CARSON

Elito M. Santarina

COMMERCE

Tina Baca Del Rio

CUDAHY

Baru Sanchez

DIAMOND BAR

Steve Tye

DOWNEY

VACANT

GARDENA

Dan Medina

GLENDALE

Jerry Walton

HAWAIIAN GARDENS

Barry Bruce

HUNTINGTON PARK

Elba Guerrero

LA CAÑADA FLINTRIDGE

David A. Spence

LA HABRA HEIGHTS

Jim Remington

LA MIRADA

Pauline Deal

LONG BEACH

Robert Campbell

LOS ANGELES CITY

Steven Appleton

LOS ANGELES COUNTY

Martin H. Kreisler

LYNWOOD

Salvador Alatorre

MAYWOOD

Eddie De La Riva

MONTEBELLO

VACANT

NORWALK

Cheri Kelley

PARAMOUNT

Dr. Tom Hansen

PICO RIVERA

Bob J. Archuleta

SAN FERNANDO

Nina Herrera

SAN MARINO

Scott T. Kwong

SANTA CLARITA

Tina Szumanski

SANTA FE SPRINGS

Luis Gonzalez

SIGNAL HILL

Dr. Hazel Wallace

SOUTH EL MONTE

Hector Delgado

WHITTIER

Owen Newcomer

Please make your appointment/reappointment prior to January 2, 2017 as stipulated in the SHSC.

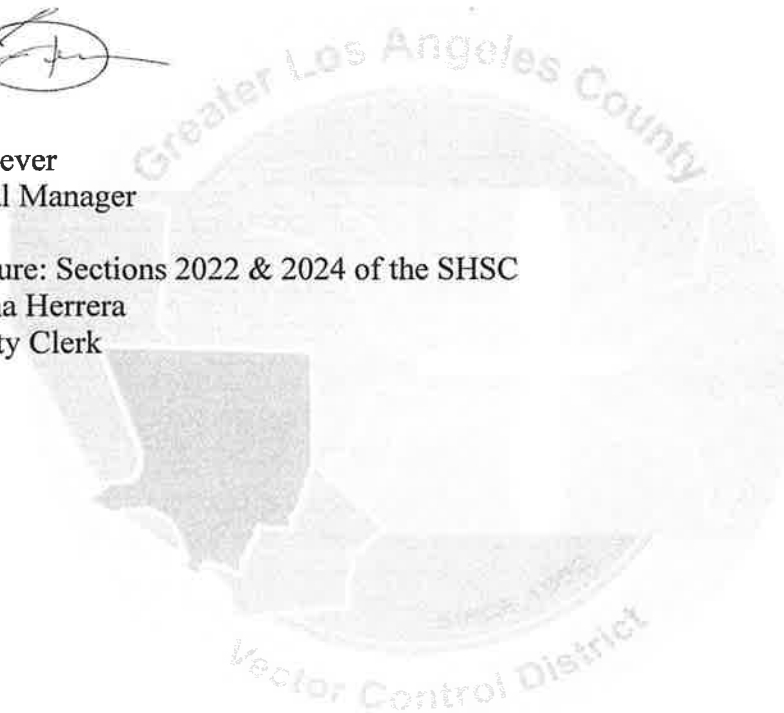
Should you have any questions regarding this appointment, please contact Kelly Middleton, Director of Community Affairs at 562-944-9656 ext. 510

Sincerely,



Truc Dever
General Manager

Enclosure: Sections 2022 & 2024 of the SHSC
cc: Nina Herrera
City Clerk



California Health and Safety Code**2022.**

(a) Each person appointed by a board of supervisors to be a member of a board of trustees shall be a voter in that county and a resident of that portion of the county that is within the district.

(b) Each person appointed by a city council to be a member of a board of trustees shall be a voter in that city and a resident of that portion of the city that is within the district.

(c) Notwithstanding any other provision of law including the common law doctrine that precludes the simultaneous holding of incompatible offices, a member of a city council may be appointed and may serve as a member of a board of trustees if that person also meets the other applicable qualifications of this chapter.

(d) It is the intent of the Legislature that persons appointed to boards of trustees have experience, training, and education in fields that will assist in the governance of the districts.

(e) All trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of this chapter. The trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them.

2024.

(a) Except as provided in Section 2023, the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January.

(b) Any vacancy in the office of a member appointed to a board of trustees shall be filled pursuant to Section 1779 of the Government Code. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.