



*Mayor Antonio Lopez • Mayor Pro Tem Sylvia Ballin
Councilmember Jesse H. Avila • Councilmember Joel Fajardo • Councilmember Robert C. Gonzales
Interim City Administrator Don Penman*

SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE & AGENDA

MAY 6, 2013 – 6:00 PM

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

Mayor Antonio Lopez

PRESENTATION

a) OLDER AMERICANS MONTH

APPROVAL OF AGENDA

PUBLIC STATEMENTS – WRITTEN/ORAL

There will be a three (3) minute limitation per each member of the audience who wishes to make comments in order to provide a full opportunity to every person who desires to address the City Council.

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) APPROVAL OF MINUTES OF:

- a) MARCH 4, 2013 – SPECIAL MEETING
- b) MARCH 18, 2013 – SPECIAL MEETING
- c) MARCH 18, 2013 – REGULAR MEETING



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- d) **APRIL 15, 2013 – SPECIAL MEETING**
- e) **APRIL 15, 2013 – REGULAR MEETING**
- f) **APRIL 30, 2013 – SPECIAL MEETING**

2) APPROVAL OF WARRANT REGISTER NO. 13-051

3) RESOLUTION AMENDING JOB SPECIFICATIONS FOR LIFEGUARD POSITION

Recommend that the City Council adopt Resolution No. 7533 amending the job specifications for the Lifeguard position.

NEW BUSINESS

4) PRESENTATION AND DISCUSSION REGARDING THE CITY MANAGER AND CITY ADMINISTRATOR FORMS OF GOVERNMENT

Recommend that the City Council receive the City Attorney's presentation and, if desired by the City Council, provide City staff with general direction and guidance as to the formulation of an ordinance in accordance with Government Code sections 34851-34851 memorializing the establishment of the City Manager position in the San Fernando Municipal Code. If such an ordinance is requested by the City Council, it is requested that the City Council identify certain desired duties, responsibilities, and delegated authority for the position of City Manager.

5) ACCEPTANCE OF NATIONAL ENDOWMENT FOR THE ARTS GRANT AWARD

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

6) APPROVAL OF EXCHANGE AGREEMENT OF FEDERAL SURFACE TRANSPORTATION PROGRAM-LOCAL (STP-L) FUNDS (CONTRACT NO. 1708) FOR FLEXIBLE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY STP-L LOCAL TRANSPORTATION FUNDS

Recommend that the City Council:

- a. Approve an Exchange Agreement and Assignment of Federal Surface Transportation Program – Local (STP-L) funds (Contract No. 1708) for flexible Los Angeles County Metropolitan Transportation Authority (LACMTA) funds; and
- b. Authorize the Interim City Administrator to execute the Agreement.



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7) ACCEPTANCE OF 2012 LOS ANGELES METROPOLITAN TRANSIT AUTHORITY TRANSIT ORIENTED DEVELOPMENT PLANNING GRANT AWARD

Recommend that the City Council:

- a. Approve the City's acceptance of the 2012 Los Angeles Metropolitan Transit Authority (Metro) Transit Oriented Development (TOD) Planning Grant Award in the amount of \$282,392 for the development of the City of San Fernando TOD Overlay Zone Project; and,
- b. Approve a City match of \$13,306 (\$6,306 in-kind contribution and \$7,000 cash) for the Project;
- c. Authorize the Interim City Administrator to execute any subsequent Agreement with Metro to facilitate the City TOD Overlay Zone Project.

8) AUTHORIZATION TO REQUEST AMENDMENT TO THE CALIFORNIA HOUSING FINANCE AUTHORITY LOAN

Recommend that the City Council:

- a. Authorize staff to request an amendment to the California Housing Finance Authority (CHFA) loan (CHFA Loan No. HELP – 022202-09), deferring one-half of the next payment of \$200,000 due June 30, 2013 until next fiscal year; and
- b. Adopt Resolution No. 7532 appropriating \$100,000 for payment of a good faith deposit against the \$200,000 due June 30, 2013.

CONTINUED BUSINESS

9) CITY PARTICIPATION IN PROPERTY OWNERS BUSINESS IMPROVEMENT DISTRICT (PBID)

Recommend that the City Council provide direction on the following matters related to the PBID formation process:

- a. Determine whether the City Council supports the inclusion of the City Civic Center properties (i.e., City Hall, Police Station, Public Works Yard (old Police Station), Civic Center Parking Lot) as well as the properties owned by the City and Successor Agency, including the parking lots within downtown; and
- b. If the City Council elects City participation in the PBID, direct the Interim City Administrator to sign the petition in favor of the PBID on behalf of the City.



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COMMITTEE/COMMISSION REPORT

10) REQUEST TO CHANGE EDUCATION COMMISSION'S QUARTERLY MEETINGS TO BI-MONTHLY MEETINGS

Education Commission Chair Louis A. Lopez will provide the City Council with the Commission's request to change their meeting dates to bi-monthly (instead of quarterly).

CITY COUNCIL ITEMS

11) UPDATE REGARDING THE JULY 4TH FIREWORKS CELEBRATION FUNDRAISING EFFORTS

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

STANDING COMMITTEE UPDATES

No. 1 Budget, Personnel and Finance (BPF)

Chair Jesse H. Avila

No. 2 Housing, Community & Economic Development and Parking (HCEP)

Chair Antonio Lopez

No. 3 Natural Resources, Infrastructure, Water, Energy and Waste Management (NRIW)

Chair Joel Fajardo

No. 4 Public Safety, Veteran Affairs, Technology and Transportation (PVTT)

Chair Jesse H. Avila

No. 5 Education, Parks, Arts, Health and Aging (EPAH)

Chair Robert C. Gonzales

GENERAL COUNCIL COMMENTS

STAFF COMMUNICATION

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, City Clerk

Signed and Posted: May 2, 2013 (12:00 p.m.)

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

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San Fernando City Council

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**MARCH 4, 2013 – 4:00 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 4:05 p.m.

Present:

Council: Mayor Antonio Lopez, Mayor Pro Tem Sylvia Ballin, and Councilmembers Jesse H. Avila, Joel Fajardo (arrived at 4:09), and Robert C. Gonzales

Staff: Interim City Administrator Don Penman, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Mayor Lopez

APPROVAL OF AGENDA

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to approve the agenda. By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

None

RECESS TO CLOSED SESSION (4:07 P.M.)

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

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SPECIAL MEETING MINUTES – March 4, 2013**

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A) CONFERENCE WITH LABOR NEGOTIATOR

G.C. 54957.6

City Negotiator: Interim City Administrator Don Penman

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

B) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

G.C. 54956.9(a)

Name of Case: Hanchett v. City of San Fernando, et al

Case No.: BC 477897

C) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

G.C. 54956.9(a)

Name of Case: Paul Ventimiglia v. City of San Fernando, et al

Case No.: PC053583

D) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

G.C. 54956.9(c)

(Six potential cases)

CONVENE/REPORT OUT FROM CLOSED SESSION (6:10 P.M.)

City Attorney Olivarez reported the following:

- Items A and C – City Council received a briefing, direction given, no final action taken.
- Items B and D – City Council received a briefing, no final action was taken.

ADJOURNMENT (6:10 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of March 4, 2013 meeting as approved by the San Fernando City Council.

*Elena G. Chávez
City Clerk*

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**MARCH 18, 2013 – 4:00 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 4:07 p.m.

Present:

Council: Mayor Antonio Lopez, Mayor Pro Tem Sylvia Ballin and Councilmembers Jesse H. Avila, Joel Fajardo, and Robert C. Gonzales

Staff: Interim City Administrator Don Penman, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Mayor Lopez

APPROVAL OF AGENDA

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to approve the agenda. By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

None

STUDY SESSION

- 1) MALL ASSOCIATION – PROPERTY OWNERS BUSINESS IMPROVEMENT DISTRICT (PBID)

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PBID consultant Steve Gibson (Urban Place Consulting) provided the City Council with an update on the progress and steps needed to complete the formation. He and Downtown Mall Association President Tom Ross responded to questions from Councilmembers and staff.

City Council provided conceptual approval for the City to fund one-half, or \$7,500 of the \$15,000 needed to complete the process, with the Mall Association providing the other \$7,500.

RECESS TO CLOSED SESSION (5:00 P.M.)

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

**A) CONFERENCE WITH LABOR NEGOTIATOR
G.C. 54957.6**

City Negotiator: Interim City Administrator Don Penman
Employee Organizations: San Fernando Management Group (SEIU, Local 721)
San Fernando Public Employees' Association (SEIU, Local 721)
San Fernando Police Officers Association
San Fernando Police Officers Association Police Management Unit
San Fernando Police Civilian Association (SEIU, Local 721)
San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)

**B) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
G.C. 54956.9(a)**

Name of Case: Hanchett v. City of San Fernando, et al
Case No.: BC 477897

**C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
G.C. 54956.9(c)
(Two potential cases)**

**D) CONFERENCE WITH REAL PROPERTY NEGOTIATOR
G.C. 54956.8**

Property: 700 Chatsworth/732 Mott Street and 713 Chatsworth Drive
City Negotiator: Interim City Administrator Don Penman
Negotiating Parties: Mission Community Hospital
Under Negotiation: Price and Terms

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SPECIAL MEETING MINUTES – March 18, 2013**

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CONVENE/REPORT OUT FROM CLOSED SESSION (6:08 P.M.)

City Attorney Olivarez reported the following:

- Item A – City Council received a briefing, no final action taken.
- Item B – City Council received a briefing, direction given, no final action was taken.
- Item C – City Council received a briefing, direction given, no final action was taken.
- Item D – City Council received a briefing, direction given, no final action was taken.

ADJOURNMENT (6:08 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of March 18, 2013 meeting as approved by the San Fernando City Council.

*Elena G. Chávez
City Clerk*

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**MARCH 18, 2013 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 6:14 p.m.

Present:

Council: Mayor Antonio Lopez, Mayor Pro Tem Sylvia Ballin, and Councilmembers Jesse H. Avila, Joel Fajardo, and Robert C. Gonzales

Staff: Interim City Administrator Don Penman, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Mayor Lopez

PRESENTATIONS

The following presentation was made:

- a) OATH OF OFFICE ADMINISTERED BY CITY CLERK TO CITY TREASURER MARGARITA SOLIS AND CITY COUNCILMEMBERS JOEL FAJARDO AND ROBERT C. GONZALES

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Renato Lira invited everyone to attend an upcoming transit meeting and Cesar Chávez event.

SAN FERNANDO CITY COUNCIL**MINUTES – March 18, 2013****Page 2**

Patty Lopez asked whether the City's bus shelters could be used for advertising for the upcoming Cesar Chávez event.

Julian Ruelas said the current City Council is responsive and responsible and is doing a good job.

Carolina Perez said she agreed with Mrs. Lopez' comments.

Irwin Rosenberg (San Fernando Police Officers' Association President) said it's important to maintain leadership and the Mayor and Mayor Pro Tem are doing a great job.

Tom Ross (Downtown Mall Association President) talked about the recent Kiwanis Club event.

CONSENT CALENDAR

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Fajardo, to approve the Consent Calendar Items:

- 1) APPROVAL OF WARRANT REGISTER NO. 13-032
- 2) RECEIVE AND FILE SINGLE AUDIT OF FEDERALLY ASSISTED GRANT PROGRAMS REPORT
- 3) FY 2013-2014 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT ADOPTION OF RESOLUTION NO. 7523 INITIATING PROCEEDINGS AND ORDERING THE ENGINEER'S REPORT

By consensus, the motion carried.

PUBLIC HEARING

- 4) ADOPTION OF ORDINANCE NO. 1625 AMENDING CHAPTER 106 AND IMPLEMENTING HOUSING ELEMENT PROGRAM NO. 11

Mayor Lopez declared the Public Hearing open.

City Planner Ramirez presented the staff report and responded to questions from Councilmembers.

Mayor Lopez called for public testimony for interested persons to testify for, or against, this item.

Linda Campanella Jauron spoke in favor and stated the City needs to move forward and that services need to be made available to all community members.

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Patty Lopez said she is not in opposition but believes there needs to be better communication to get this information out.

Carolina Perez is not opposed and agreed with Mrs. Lopez that the community needs to be informed.

Renato Lira suggested that before making its decision, Council should hold a town hall meeting.

City Attorney Olivarez reported (for the record) that the City complied with State law regarding adoption of this housing element.

There being no further comments, Mayor Lopez closed the public comment portion of the Hearing.

Motion by Councilmember Avila, seconded by Mayor Pro Tem Ballin to, adopt Ordinance No. 1625, titled “An Ordinance of the City of San Fernando Amending Article 1 of Chapter 106 to define Single Room Occupancy Unit, Community Care Facilities, Emergency Homeless Shelters, Manufactured Housing, Transitional Housing and Supportive Housing and Amending Article III of Chapter 106 to Provide that Emergency Shelters are Permitted Uses in the M-2 Light Industrial Zone with Applicable Development Standards, Single Room Occupancy as Conditionally Permitted Uses in the C-1 and C-2 Commercial Zones, Community Care Facilities of Seven or More Persons as Conditionally Permitted Uses in all Residential Zones, and that Manufactured Housing, Transitional and Supportive Housing are and shall be treated as Residential Uses”.

The motion carried with the following vote:

AYES:	Lopez, Ballin, Avila, Fajardo, Gonzales – 5
NOES:	None
ABSENT:	None

NEW BUSINESS**5) REORGANIZATION OF THE CITY COUNCIL – SELECTION OF MAYOR AND MAYOR PRO TEMPORE**

City Clerk Chávez opened nominations for Mayor.

Councilmember Gonzales nominated Antonio Lopez for Mayor; the motion was seconded by Mayor Pro Tem Ballin.

There being no other nominations for Mayor, City Clerk Chávez closed nominations and conducted a roll call vote.

For Antonio Lopez as Mayor, the motion carried with the following vote:

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AYES: Lopez, Ballin, Fajardo, Avila, Gonzales – 5
NOES: None
ABSTAIN: None

City Clerk Chávez opened nominations for Mayor Pro Tem.

Councilmember Avila nominated Sylvia Ballin for Mayor Pro Tem; the motion was seconded by Councilmember Gonzales.

There being no other nominations for Mayor Pro Tem, City Clerk Chávez closed nominations and conducted a roll call vote.

For Sylvia Ballin as Mayor Pro Tem, the motion carried with the following vote:

AYES: Lopez, Ballin, Fajardo, Avila, Gonzales – 5
NOES: None
ABSTAIN: None

6) **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT (CONTRACT NO. 1703) WITH AEGIS COMPUTERS, INC.**

Interim City Administrator Penman gave a brief overview and City Planner Ramirez presented the staff report. Both replied to questions from Councilmembers.

Motion by Councilmember Fajardo, seconded by Mayor Pro Tem Ballin, to:

- a. Approve a Professional Services Agreement (Contract No. 1703) extending the current contract with Aegis Computers, Inc. for City computer and network services for a not to exceed fixed-rate billing of \$10,630 per month (including \$630 for website services); and
- b. Authorize the Interim City Administrator to execute the Professional Services Agreement with Aegis Computers, Inc.

By consensus the motion carried.

STANDING COMMITTEE UPDATES

No. 1 Budget, Personnel and Finance (BPF)

Councilmember Avila – no updates.

No. 2 Housing, Community & Economic Development and Parking (HCEP)

Mayor Lopez – no updates.

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No. 3 Natural Resources, Infrastructure, Water, Energy and Waste Management (NRIW)

Councilmember Fajardo – Requested a list of capital improvement items that have been deferred (including streets and sewers).

No. 4 Public Safety, Veteran Affairs, Technology and Transportation (PVTT)

Councilmember Avila – no updates.

No. 5 Education, Parks, Arts, Health and Aging (EPAH)

Councilmember Gonzales – the next meeting will be on March 26, 2013.

GENERAL COUNCIL COMMENTS

Councilmember Avila congratulated Recreation and Community Services Operations Manager Ismael Aguila on a recent recognition for the 100 Citizens Program.

Councilmember Gonzales invited everyone to an upcoming SFPD Community Watch meeting and talked about a Cesar Chávez Youth Event in which he participated.

Councilmember Fajardo requested if staff could be directed to complete a survey by the Human Rights Campaign. (There were no objections from Councilmembers.)

Mayor Pro Tem Ballin congratulated City Treasurer Solis and commented on her professionalism. She also requested that staff report back with solutions regarding City postings being bilingual.

Mayor Lopez thanked staff for their work on saving the City money on the IT contract and he thanked the Kiwanis Club for recognizing staff.

STAFF COMMUNICATION

City Attorney Olivarez asked if there was any interest to have his firm provide free community training on the Brown Act and the Public Records Act. (Interim City Administrator Penman will work with him on a date.)

City Planner Ramirez said that the City was considered for an MTA grant and is also one of the recipients for the 2013 LA Conservancy Award.

Public Works Director Ron Ruiz invited everyone to the upcoming East San Fernando Corridor Scoping meeting and asked for Council consensus to allow the Kidney Quest Foundation to advertise on poles on Maclay Ave.

SAN FERNANDO CITY COUNCIL**MINUTES – March 18, 2013****Page 6**

Mayor Pro Tem Ballin reminded staff of the earlier comment made by a speaker and said there needs to be a policy on consistency and all requestors should be treated equally.

Recreation and Community Services Operations Manager Aguila invited everyone to the upcoming Eggstravagaza event at Las Palmas Park.

ADJOURNMENT (7:35)

Motion by Councilmember Avila, seconded by Councilmember Gonzales, to adjourn the meeting. By consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of March 4, 2013 meeting as approved by the San Fernando City Council.

Elena G. Chávez
City Clerk

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**APRIL 15, 2013 – 5:00 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 5:02 p.m.

Present:

Council: Mayor Antonio Lopez, Mayor Pro Tem Sylvia Ballin and Councilmembers Jesse H. Avila, Joel Fajardo, and Robert C. Gonzales

Staff: Interim City Administrator Don Penman, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Mayor Lopez

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None.

RECESS TO CLOSED SESSION (5:03 P.M.)

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

- A) CONFERENCE WITH LABOR NEGOTIATOR
G.C. 54957.6

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Page 2

City Negotiator: Interim City Administrator Don Penman
Employee Organizations: San Fernando Management Group (SEIU, Local 721)
San Fernando Public Employees' Association (SEIU, Local 721)
San Fernando Police Officers Association
San Fernando Police Officers Association Police Management Unit
San Fernando Police Civilian Association (SEIU, Local 721)
San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)

B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957)

Title: Interim City Administrator
Interim Finance Director
Interim Chief of Police

C) CONFERENCE WITH LEGAL COUNSEL – TO DISCUSS AND TAKE ACTION TO AUTHORIZE INITIATION OF LITIGATION (G.C. 54956.9(d)(4))
(i.e., Authorization to Participate in Low-Cost, Multi-City Joint Action to Obtain Recovery of Certain Fees and Charges Overpaid to Third-Party Public Agency)

One (1) case.

RECESS (5:55 P.M.)

By consensus, Councilmembers recessed in order to hold the regular City Council meeting at 6:00 p.m.

RECONVENE/RECESS TO CLOSED SESSION (7:05 P.M.)

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

B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (G.C. 54957)

Title: Interim City Administrator
Interim Finance Director
Interim Chief of Police

CONVENE/REPORT OUT FROM CLOSED SESSION (7:59 P.M.)

City Attorney Olivarez reported that, regarding all three Closed Session items, the City Council received a briefing, general direction was given, but no final action taken.

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SPECIAL MEETING MINUTES – April 15, 2013
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ADJOURNMENT (7:59 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 15, 2013 meeting as approved by the San Fernando City Council.

*Elena G. Chávez
City Clerk*

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**APRIL 15, 2013 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 6:08 p.m.

Present:

Council: Mayor Antonio Lopez, Mayor Pro Tem Sylvia Ballin, and Councilmembers Jesse H. Avila, Joel Fajardo, and Robert C. Gonzales

Staff: Interim City Administrator Don Penman, City Attorney Rick. R. Olivarez, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Councilmember Avila gave the pledge and requested a moment of silence for the Boston Marathon terrorist act victims.

PRESENTATION

The following presentations were made:

- A) NATIONAL LIBRARY WEEK (APRIL 15-20)
- B) RECOGNITION OF CESAR CHAVEZ ART CONTEST WINNERS

APPROVAL OF AGENDA

Interim City Administrator Penman requested to add an item to the agenda regarding AB 1059. Adding this item would require a four-fifths vote and two findings by the City Council: 1) the need to act arose after the agenda was posted; and 2) there is a need to act before the next regularly scheduled meeting (this issue will be addressed by the Assembly Elections and Redistricting Committee next Monday).

SAN FERNANDO CITY COUNCIL**MINUTES – April 15, 2013****Page 2**

Motion by Councilmember Avila, seconded by Councilmember Gonzales, to add this item to the agenda. By consensus, the motion carried.

PUBLIC STATEMENTS – WRITTEN/ORAL

Eugene Hernandez gave condolences to the victims of the Boston tragedy and requested that the City Council support AB 5 Homeless Person's Bill of Rights.

Joe Ruelas said that for the 20 years he has lived at his residence (at Harding and Eighth) and has not had significant work done; he asked where his street is on the list of repairs.

Linda Campanella Jauron said she supports the agenda item on the PBID and is in favor of hiring the pool staff as part-time City employees.

Robert Ortega said that we have a good City Council and if people/residents have good ideas, they should share them with the Council.

CONSENT CALENDAR

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to approve the Consent Calendar Items.

- 1) APPROVAL OF MINUTES OF:
 - a) MARCH 25, 2013 – SPECIAL MEETING
 - b) APRIL 2, 2013 – SPECIAL MEETING
 - c) APRIL 2, 2013 – REGULAR MEETING
- 2) APPROVAL OF WARRANT REGISTER NO. 13-042
- 3) ADOPTION OF RESOLUTION NO. 7527 APPROVING A LOAN BETWEEN THE CITY AND THE SUCCESSOR AGENCY

By consensus, the motion carried.

NEW BUSINESS

- 4) APPROVAL OF BUDGET TO PAY A PORTION OF PROPERTY OWNER BUSINESS IMPROVEMENT DISTRICT (PBID) FORMATION STUDY EXPENSES

Interim City Administrator Penman presented the staff report and responded to questions.

SAN FERNANDO CITY COUNCIL**MINUTES – April 15, 2013****Page 3**

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Fajardo, to approve a budget of \$7,500 for Property Owner Business Improvement District (PBID) formation study expenses. The motion carried unanimously.

5) LIFEGUARD STAFFING FOR THE SAN FERNANDO REGIONAL POOL FACILITY

Recreation and Community Services Operations Manager Ismael Aguila presented the staff report and responded to questions.

Motion by Councilmember Gonzales, seconded by Mayor Pro Tem Ballin, to:

- a. Option A – Hire pool staff as part-time City employees at previously adopted Salary Schedule:
 - i. Adopt Resolution No. 7529 amending the Table of Organization to include the part-time positions of Senior Lifeguard, Lifeguard, and Pool Cashier/Attendant; and
 - ii. Authorize the City Administrator to initiate the recruitment process for part-time aquatics personnel.

The motion carried with the following vote:

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

5a) ASSEMBLY BILL 1059 (WIECKOWSKI)

Interim City Administrator Penman presented the staff report.

Motion by Councilmember Avila, seconded by Mayor Pro Tem Ballin, to authorize staff to prepare a letter for the Mayor's signature, in opposition of AB 1059. By consensus, the motion carried.

CITY COUNCIL ITEMS**6) ADOPTION OF A RESOLUTION TO SUPPORT SENATE BILL 135 (PADILLA) THAT WOULD CREATE AN EARTHQUAKE EARLY WARNING SYSTEM IN CALIFORNIA**

Mayor Lopez gave background information.

SAN FERNANDO CITY COUNCIL**MINUTES – April 15, 2013****Page 4**

Motion by Mayor Lopez, seconded by Councilmember Gonzales, for a support letter. By consensus, the motion carried.

City Attorney Olivarez clarified that the motion was to adopt a resolution (not a support letter) and Mayor Lopez agreed.

STANDING COMMITTEE UPDATES**No. 1 Budget, Personnel and Finance (BPF)**

Councilmember Avila – no updates.

No. 2 Housing, Community & Economic Development and Parking (HCEP)

Mayor Lopez – no updates.

No. 3 Natural Resources, Infrastructure, Water, Energy and Waste Management (NRIW)

Councilmember Fajardo – no updates.

No. 4 Public Safety, Veteran Affairs, Technology and Transportation (PVTT)

Councilmember Avila – no updates.

No. 5 Education, Parks, Arts, Health and Aging (EPAH)

Councilmember Gonzales – no updates.

GENERAL COUNCIL COMMENTS

Councilmember Avila thanked staff.

Councilmember Gonzales said that our hearts and best wishes go out to the Boston victims.

Mayor Pro Tem Ballin thanked the speaker who earlier brought up the homeless issue. She also thanked San Fernando Library Manager Paula Hock for doing a great job and would like to recognize her staff at an upcoming event.

Mayor Lopez thanked staff for their work on the budget and said our hearts go out to the Boston victims.

SAN FERNANDO CITY COUNCIL**MINUTES – April 15, 2013****Page 5****STAFF COMMUNICATION**

Recreation and Community Services Operations Manager Aguila reported that the American Cancer Society Relay for Life will be sponsoring an e-waste collection on April 20, 2013.

City Planner Ramirez report that an animal control vaccination clinic will be held at the same time.

ADJOURNMENT (7:05 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 15, 2013 meeting as approved by the San Fernando City Council.

Elena G. Chávez
City Clerk

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**APRIL 30, 2013 – 6:00 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 6:00 p.m.

Present:

Council: Mayor Antonio Lopez, Mayor Pro Tem Sylvia Ballin and Councilmembers Jesse H. Avila, Joel Fajardo, and Robert C. Gonzales

Staff: Interim City Administrator Don Penman, City Attorney Rick R. Olivarez, and Deputy City Clerk Julie M. Fernandez

PLEDGE OF ALLEGIANCE

Mayor Lopez

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

RECESS TO CLOSED SESSION (6:01 P.M.)

By consensus, Councilmembers recessed to the following Closed Session:

- A) CONFERENCE WITH LABOR NEGOTIATOR (G.C. 54957.6)
City Negotiator: Interim City Administrator Don Penman

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – April 30, 2013**

Page 2

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

**B) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
G.C. 54956.9(d)**

One (1) Case.

RECONVENE/REPORT OUT FROM CLOSED SESSION (7:22 P.M.)

City Attorney Olivarez reported the following:

The record should reflect that the City Council recessed into closed session all members being present to discuss those items posted on the agenda. The record should further reflect that the City Council received a briefing from staff on the aforementioned items; unanimous direction was given by the City Council to staff; but no final action was taken by the City Council on any of the items.

ADJOURNMENT (7:22 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 30, 2013 meeting as approved by the San Fernando City Council.

*Julie M. Fernandez
Deputy City Clerk*

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FINANCE DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: May 6, 2013

SUBJECT: Warrant Register

RECOMMENDATION:

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

BACKGROUND:

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

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

ATTACHMENT:

A. Warrant Register Resolution

ATTACHMENT "A"

RESOLUTION NO. 13-051

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO ALLOWING AND APPROVING FOR
PAYMENT DEMANDS PRESENTED ON DEMAND/
WARRANT REGISTER NO. 13-051**

**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 6th day of May, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 6th day of May 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

vchlist **Voucher List** Page: 1
 05/02/2013 8:40:26AM CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101683	5/6/2013	100025 APWA	727266		2013 NAT'L PW WK POSTER/BUMPER € 01-310-0000-4430	50.00
					Total :	50.00
101684	5/6/2013	100066 ADS ENVIRONMENTAL SERVICES,INC	12496.22-0313		FLOW MONITORING SERVICE & QRTL 72-360-0000-4260	3,824.01
					Total :	3,824.01
101685	5/6/2013	100067 ADVANCE DIRECT MAIL	4052013		UTILITY BILLING MAILING SERVICE - AI 70-382-0000-4300 72-360-0000-4300 73-350-0000-4300	81.17 81.17 81.16
					Total :	243.50
101686	5/6/2013	100098 AIRGAS SAFETY	90139978054		SAFETY GLOVES 72-360-0000-4310	317.21
					Total :	317.21
101687	5/6/2013	100101 VERIZON WIRELESS-LA	460851202		PD CELL PHONES 01-222-0000-4220 10-220-3641-4220	86.56 26.84
			561407019		CITY YARD CELL PHONE & USB MODEI 70-384-0000-4220 01-390-0000-4220 01-320-0000-4220 72-360-0000-4220	64.13 4.60 4.60 1.18
			660629692		VARIOUS CELL PHONES 01-106-0000-4220 70-384-0000-4220	27.91 20.94
			970459610		VARIOUS CELL PHONES 01-310-0000-4220 72-360-0000-4220 01-101-0113-4220 01-101-0109-4220 01-101-0111-4220	45.37 25.70 33.94 37.78 -11.19

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vchlist **Voucher List** Page: 2
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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101687	5/6/2013	100101 100101 VERIZON WIRELESS-LA	(Continued)			Total : 368.36
101688	5/6/2013	100222 ARROYO BUILDING MATERIALS, INC	104657		SIDEWALK REPAIR FOLLOWING WATEI 70-383-0000-4300	76.30
			105509		TROLLEY STOP BENCH PAD 13-311-0000-4300	160.92
			105510		TROLLEY STOP SUPPLIES (2X4) 13-311-0000-4300	61.91
			105515		TROLLEY STOP BENCH PAD 13-311-0000-4300	160.92
			105679		TROLLEY BENCH PAD 13-311-0000-4300	160.92
			105681		TROLLEY STOP SUPPLIES 13-311-0000-4300	37.59
			105691		TROLLEY STOP BENCH PAD 13-311-0000-4300	160.92
			106178		TROLLEY STOP BENCH PAD 13-311-0000-4300	160.99
			106188		TROLLEY STOP BENCH PAD (SEVENTH) 13-311-0000-4300	160.92
			106283		TROLLEY STOP BENCH PAD (SEVENTH) 13-311-0000-4300	160.92
			106285		TROLLEY STOP BENCH PAD (THIRD)/BF 13-311-0000-4300	160.92
			106289		TROLLEY STOP BENCH PAD (THIRD)/BF 13-311-0000-4300	95.52
			106403		TROLLEY STOP SUPPLIES 13-311-0000-4300	61.91
			106769		TROLLEY STOP SUPPLIES 13-311-0000-4300	73.06
			106820		DRIVEWAY APPROACH - 700 N HUNTIN 13-311-0000-4300	160.92
			106879		SIDEWALK REPAIR - 585 GLENOAKS 13-311-0000-4300	160.92
			106890		SIDEWALK REPAIR - 585 GLENOAKS 13-311-0000-4300	160.92

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101688	5/6/2013	100222	100222 ARROYO BUILDING MATERIALS, INC	(Continued)		Total : 2,176.48
101689	5/6/2013	100405	BONANZA CONCRETE, INC.	40558	DRIVEWAY APPROACH - 708 N HUINTI 13-311-0000-4300	1,002.80 Total : 1,002.80
101690	5/6/2013	100532	STATE OF CALIFORNIA, DEPARTMENT OF JU	962457	DOJ FINGERPRINTING FOR MARCH 20 01-222-0000-4260	3,416.00 Total : 3,416.00
101691	5/6/2013	100540	STATE CONTROLLER'S OFFICE	15884	ANNUAL STREET REPORT FY11/12 11-311-0000-4270	2,200.00 Total : 2,200.00
101692	5/6/2013	100573	CA-NV AWWA	2422	EMERGENCY PREPAREDNESS WORKS 70-381-0000-4360	160.00 Total : 160.00
101693	5/6/2013	100676	R. E. CHARLES PLUMBING, INC.	16842 16849	REPAIR WATER LEAK FROM SEWER LI 01-390-0450-4330 CLEAR URINAL STOPPAGE @ LP PARK 01-390-0460-4330	288.15 125.00 Total : 413.15
101694	5/6/2013	100713	CITY OF GLENDALE	GLN00000005434	WATERMASTER COST SHARE AGREEM 70-381-0000-4260	3,163.12 Total : 3,163.12
101695	5/6/2013	100805	COOPER HARDWARE INC.	87977 88317 88344 88357 88418	SIGN BOLTS 13-370-0301-4300 NUTS & BOLTS FOR PIONEER PARK RE 01-390-0410-4300 STOP SIGN REPAIR 13-370-0301-4300 WELL #2 CONCRETE REPAIR 70-384-0000-4330 RED USA MARKING PAINT 27-344-0000-4300	39.89 4.33 12.96 11.54 13.06

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101695	5/6/2013	100805	100805 COOPER HARDWARE INC.	(Continued)		Total : 81.78
101696	5/6/2013	100886	LOS ANGELES DAILY NEWS	0010332279 0010333422	LEGAL PUBLICATION - NOTICE OF SPE 01-116-0000-4230 LEGAL PUBLICATION - NOTICE OF SPE 01-116-0000-4230	1,558.30 1,932.40 Total : 3,490.70
101697	5/6/2013	100960	DIEDIKER, VIRGINIA	REIMB.	REIMB OF MAT'LS PURCHASED FOR 04-2359	375.39 Total : 375.39
101698	5/6/2013	101089	ESCOBAR, MARCO	041913 - 1 041913 - 2 041913 - 3 042213 - 1 042213 - 2 042213 - 3	L P SENIOR PETTY CASH REIMB. 04-2380 L P SENIOR PETTY CASH REIMB. 04-2380 L P SENIOR PETTY CASH REIMB. 04-2380 L P SENIOR PETTY CASH REIMB. 04-2380 L P SENIOR PETTY CASH REIMB. 04-2380 L P SENIOR PETTY CASH REIMB. 04-2380	94.12 65.40 82.95 93.46 25.00 89.75 Total : 450.68
101699	5/6/2013	101147	FEDEX	2-230-99024 2-246-20436	COURIER SERVICE 01-190-0000-4280 COURIER SERVICE 01-190-0000-4280	34.02 29.85 Total : 63.87
101700	5/6/2013	101245	G.I. LAWNMOWER SHOP	03459 03460 03461	EQUIP MAINT 01-390-0460-4320 EQUIPMENT MAINT 01-390-0410-4320 EQUIP MAINT	287.40 31.54

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05/02/2013 8:40:26AM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
101700	5/6/2013	101245 G.I. LAWNMOWER SHOP	(Continued)				
			03462		01-390-0410-4320 EQUIP MAINT 01-390-0410-4320	161.95 27.00	
						Total :	507.89
101701	5/6/2013	101251 VERIZON	BR44851		TROUBLE REPORTED W/COMCENTRE 01-222-0000-4220	100.00	
			DD10128		T7100 TELEPHONE - PD REPORT ROO 01-222-0000-4220	130.61	
						Total :	230.61
101702	5/6/2013	101302 VERIZON	8181811075		CITY HALL PAGING 01-190-0000-4220	40.07	
			8181811111		MUSIC CHANNEL 01-190-0000-4220	40.07	
			8181811114		CITY YARD AUTO DIALER 70-384-0000-4220	44.00	
			8181811126		RADIO REPEATER 01-222-0000-4220	44.00	
			8181811136		RADIO REPEATER 01-222-0000-4220	44.00	
			8181990351		PAC 50 TO SHERRIFFS 01-222-0000-4220	496.75	
			8183610901		SEWER FLOW MONITOR 72-360-0000-4220	41.37	
			8183612385		MTA PHONE LINE 07-440-0441-4220	90.99	
			8183613958		01-190-0000-4220 CNG STATION 01-320-3661-4220	45.50 40.36	
			8183617825		HERITAGE PARK IRRIGATION SYSTEM 01-420-0000-4220	45.49	
			8188315002		PD SPECIAL PROBLEMS 01-222-0000-4220	42.09	
			8188377174		PD SPECIAL PROBLEMS 01-222-0000-4220	20.64	
						Total :	507.89
						Total :	230.61
						Total :	2105.51
						Total :	2105.51

vchlist		Voucher List				Page:	6
05/02/2013 8:40:26AM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
101702	5/6/2013	101302 VERIZON	(Continued)				
			8188381841		ENGINEERING FAX MODEM 01-310-0000-4220	21.20	
			8188981293		CITY YARD MAJOR PHONE LINES 70-384-0000-4220	699.86	
			8188987373		PD EMERGENCY 01-222-0000-4220	110.40	
			8188987385		LP FAX LINE 01-420-0000-4220	26.39	
						Total :	1,893.18
101703	5/6/2013	101376 GRAINGER, INC.	9103694353		SHOWER PARTS 01-430-0000-4300	643.14	
			9110778884		LP PARK BACK PARKING FLOOD LIGHT 01-390-0460-4300	189.14	
			9114661920		MULTI-PLIER TOOL 70-383-0000-4340	76.68	
						Total :	908.96
101704	5/6/2013	101435 HAAKER EQUIPMENT SUPPLY	E02855		RENTAL OF VACTOR SEWER CLEANIN 72-360-0000-4260	1,381.00	
			W30530		GUZZLER RENTAL TIRE BLOWOUT ON 72-360-0000-4400	724.51	
						Total :	2,105.51
101705	5/6/2013	101528 THE HOME DEPOT CRC, ACCT#603532202490	2563940		BLUE SPRAY PAINT & RATCHETING TIE 70-383-0000-4310	80.42	
			2593432		SUMP PUMP 01-430-0000-4300	387.08	
			5101188		REPLACED BURNT OUT LIGHTS @ PD 01-390-0222-4300	52.54	
			6089443		SMALL TOOLS 01-390-0410-4340	33.38	
			6089445		SHOWER PARTS 01-430-0000-4300	58.70	
			6244308		RAKES, WATER COOLERS & STRAW H. 70-383-0000-4340	98.95	
						Total :	98.95

vchlist **Voucher List** Page: 7
 05/02/2013 8:40:26AM CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101705	5/6/2013	101528 THE HOME DEPOT CRC, ACCT#603532202490	(Continued) 8026650		RESPIRATOR MASKS & ROUND-UP 13-311-0000-4300	200.14
			8096197		GRIP LINER FOR FLOOR MATS @ CITY	
			9093555		01-390-0310-4300	46.71
			9093557		OUTSIDE RESTROOM REPAIR @ REC I	
			9093559		01-390-0410-4300	53.31
			9271214		NEW BACK PARKING LIGHT & TOILET F	
					01-390-0460-4300	125.33
					SHOWER PARTS	
					01-430-0000-4300	38.86
					TRASH BAGS	
					01-341-0301-4300	492.78
					07-313-0000-4300	492.79
					Total :	2,160.99
101706	5/6/2013	101593 I.M.S.A.	59405		MEMBERSHIP DUES - IMSA ID#59405	
					01-371-0000-4370	80.00
					Total :	80.00
101707	5/6/2013	101599 IMAGE 2000 CORPORATION	VN306329		TOSHIBA 3510C CONTRACT COVERAGE	
			VN308342		01-190-0000-4320	700.25
			VN308343		RISO COPIERS - CONTRACT COVERAGE	
			VN309221		01-420-0000-4260	313.22
			VN310482		RISO COPIERS - CONTRACT BASE CH	
					01-420-0000-4260	929.54
					RISO COPIER - CONTRACT BASE RATE	
					10-420-1371-4260	38.34
					COPIERS CONTRACT COVERAGE 02/19-	
					01-420-0000-4260	119.98
					10-420-1371-4260	59.99
					01-190-0000-4320	89.97
					70-381-0000-4290	6.52
			VN310484		COPIERS CONTRACT COVERAGE 03/19-	
					01-420-0000-4260	66.62
					10-420-1371-4260	33.31
					01-190-0000-4230	51.61

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vchlist **Voucher List** Page: 8
 05/02/2013 8:40:26AM CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101707	5/6/2013	101599 IMAGE 2000 CORPORATION	(Continued)		70-381-0000-4290	4.40
					Total :	2,413.75
101708	5/6/2013	101649 INTER VALLEY POOL SUPPLY, INC	50904		POOL CHEMICALS	
					01-430-0000-4300	980.00
					Total :	980.00
101709	5/6/2013	101666 DE LAGE LANDEN FINANCIAL SERVS	17371044		MARCH LEASE PAYMENT ON COPIERS	
					01-190-0000-4320	443.64
					01-420-0000-4260	405.44
					10-420-1371-4260	202.72
			17520524		70-381-0000-4290	146.70
					APRIL LEASE PAYMENT ON COPIERS	
					01-190-0000-4320	443.64
					01-420-0000-4260	405.44
					10-420-1371-4260	202.72
					70-381-0000-4290	146.70
					Total :	2,397.00
101710	5/6/2013	101666 DE LAGE LANDEN FINANCIAL SERVS	17660267		COPIER LEASE PAYMENT	
					01-222-0000-4260	604.95
					Total :	604.95
101711	5/6/2013	101768 KIMBALL-MIDWEST	2894972		HOLESAW STARTER BITS - REPLACEM	
					13-370-0301-4300	235.97
					Total :	235.97
101712	5/6/2013	101772 KING'S BRAKE AND PIONEER TIRE	002748		MOUNT TIRE - PW1258	
					72-360-0000-4400	90.00
					Total :	90.00
101713	5/6/2013	101920 LIEBERT CASSIDY WHITMORE	031313		ERC WORKSHOP ON 03/13/13	
					01-106-0000-4360	35.00
					01-225-0000-4360	105.00
					01-420-0000-4360	35.00
			050813		ERC WORKSHOP ON 05/08/13	

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vchlist		Voucher List				Page:	9
05/02/2013	8:40:26AM	CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
101713	5/6/2013	101920 LIEBERT CASSIDY WHITMORE	(Continued)		01-106-0000-4360 01-420-0000-4360	35.00 35.00	
						Total :	245.00
101714	5/6/2013	101929 LINGO INDUSTRIAL ELECTRONICS	31985 31988		CONTROLLER REPLACEMENT 13-371-0301-4300 TRAFFIC SIGNAL REPLACEMENT PART 13-371-0301-4300	1,567.42 790.25	
						Total :	2,357.67
101715	5/6/2013	101957 CITY OF LOS ANGELES	38-SF130000011		FIRE/AMBULANCE SERVICES - MARCH 01-500-0000-4260	263,279.92	
						Total :	263,279.92
101716	5/6/2013	101971 L.A. MUNICIPAL SERVICES	041513		WATER - 12900 DRONFIELD 70-384-0000-4210	15,855.10	
						Total :	15,855.10
101717	5/6/2013	101974 LOS ANGELES COUNTY	MARCH 2013		DEPT OF ANIMAL CARE & CONTROL FE 01-222-0000-4260	996.76	
						Total :	996.76
101718	5/6/2013	101990 L.A. COUNTY METROPOLITAN	800054931 800055235		TAP CARDS - FEB 2013 07-440-0441-4260 TAP CARDS - MARCH 2013 07-440-0441-4260	1,287.80 1,292.00	
						Total :	2,579.80
101719	5/6/2013	102003 LOS ANGELES COUNTY	RE-PW-13041007687 RE-PW-13041007706		INDUSTRIAL WASTE LAB THROUGH M/ 72-360-0000-4430 INDUSTRIAL WASTE SERVICES THROL 72-360-0000-4430	2,054.00 4,189.75	
						Total :	6,243.75
101720	5/6/2013	102007 L.A. COUNTY SHERIFFS DEPT.	133828WC		PRISONER MEALS - MAR 2013 01-225-0000-4350	760.50	
						Total :	760.50
						Page:	9

vchlist		Voucher List				Page:	10
05/02/2013	8:40:26AM	CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
101720	5/6/2013	102007 102007 L.A. COUNTY SHERIFFS DEPT.	(Continued)				
						Total :	760.50
101721	5/6/2013	102075 MAG-TROL ASSOCIATES, INC.	SF169211		BEACON FUSES - MACLAY AVE 13-371-0301-4300	21.80	
						Total :	21.80
101722	5/6/2013	102106 MARTIN & CHAPMAN CO.	2013087		MARCH 5, 2013 GENERAL MUNICIPAL 01-116-0000-4260	1,339.70	
						Total :	1,339.70
101723	5/6/2013	102201 MIERZYNSKI, IRMGARD	01/11/13 - 03/01/13		LINE DANCE INSTRUCTOR 17-420-1339-4260	168.00	
						Total :	168.00
101724	5/6/2013	102226 MISSION LINEN & UNIFORM	140158895 140159523 140160299 140160942 140161699 140162314		LAUNDRY 01-225-0000-4350 LAUNDRY 01-225-0000-4350 LAUNDRY 01-225-0000-4350 LAUNDRY 01-225-0000-4350 LAUNDRY 01-225-0000-4350 LAUNDRY 01-225-0000-4350	82.33 142.42 82.33 142.42 82.33 142.42	
						Total :	674.25
101725	5/6/2013	102260 MOORE MEDICAL LLC	821034301		MEDICATION 01-225-0000-4350	313.21	
						Total :	313.21
101726	5/6/2013	102374 NEOPOST	50018835 50018840		RATE CHANGE PROTECTION PLAN - S 01-190-0000-4280 RATE CHANGE PROTECTION PLAN - IJ 01-190-0000-4280	206.01 162.45	
						Total :	368.46
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101727	5/6/2013	102403 NOW IMAGE PRINTING	3094		WATER SIGNATURE CARDS & UTILITY 70-382-0000-4300 72-360-0000-4300 73-350-0000-4300	61.22 61.22 61.23	Total : 183.67	
101728	5/6/2013	102423 OCCU-MED, INC.	0313901		PRE EMPLOYMENT PHYSICAL 01-106-0000-4260	446.50	Total : 446.50	
101729	5/6/2013	102432 OFFICE DEPOT	1568212772 1568498819 636222253001 643223415001 650492488001 650492623001 652283432001 652283457001 652363437001 652364364001 652844567001		PAPER, POST ITS, INK 10-420-1371-4300 HP INK, ETC 01-422-0000-4300 HANGING FRAME, BINDERS, COPY PAI 01-423-0000-4300 COPY PAPER 01-423-0000-4300 PW/ENG'G EMERGENCY RESPONSE M 01-310-0000-4300 MATERIALS FOR EMERG REPOSEN MK 01-310-0000-4300 DRY BOARD CLEANER & COPY PAPER 01-222-0000-4300 THERMAL PAPER 01-222-0000-4300 COPY PAPER, PENS, FASTNERS, ETC 01-105-0000-4300 01-101-0000-4300 CONTRACT COVERS 01-115-0000-4300 ADDING MACHINE PAPER, THERMAL P 70-382-0000-4300 72-360-0000-4300 73-350-0000-4300 PENS 01-222-0000-4300	109.90 128.48 168.07 157.48 41.58 28.08 239.02 14.16 11.59 32.08 12.21 23.24 23.24 23.25 15.58		
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101729	5/6/2013	102432 OFFICE DEPOT	(Continued) 652919113001 653172666001 653173072001 6538838324001 653883978001 653883979001 654094925001 654095380001		INK CARTRIDGE, PENS 01-222-0000-4300 CNG STATION SUPPLIES 01-320-3661-4300 DRY ERASE MARKERS 01-320-3661-4300 COFFEE POT REPLACEMENTS 01-311-0000-4300 KITCHEN SUPPLIES COFFEE, CREAMI 01-371-0000-4300 DOCUMENT TRAY 70-383-0000-4300 TONER AND HP INK 70-381-0000-4300 HP INK 70-381-0000-4300	192.47 74.59 16.33 68.63 94.43 13.45 268.66 54.91	Total : 1,811.43	
101730	5/6/2013	102506 PANTOJA, DANITZA	APRIL 2013		COMMISSIONER'S REIMBURSEMENT 01-420-0000-4111	50.00	Total : 50.00	
101731	5/6/2013	102568 PARKHOUSE TIRE, INC.	1010352767		POLYFILL TIRE - PW5213 70-383-0000-4400	521.16	Total : 521.16	
101732	5/6/2013	102623 PIONEER FIRE PROTECTION, INC.	304364		FIRE EXTINGUISHER CHARGES - WATI 70-383-0000-4260 72-360-0000-4260	179.40 123.74	Total : 303.14	
101733	5/6/2013	102666 PREFERRED DELIVERY SYSTEMS INC	549-57		COURIER SERVICE 01-222-0000-4260	103.00	Total : 103.00	
101734	5/6/2013	102779 RAMIREZ, THOMAS	APRIL 2013		KARATE INSTRUCTOR			
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101734	5/6/2013	102779 RAMIREZ, THOMAS	(Continued)		17-420-1326-4260		663.60
						Total :	663.60
101735	5/6/2013	102782 RAMIREZ, JOSE A.	041813		SENIOR CLUB - MUSIC FOR MOTHER: 04-2380		950.00
						Total :	950.00
101736	5/6/2013	102823 REPRO-GRAPHIC SUPPLY	31536		INK JET PREM NU-BRITE BOND PAPER 01-310-0000-4300		86.98
						Total :	86.98
101737	5/6/2013	102848 RICHARDS, WATSON & GERSHON	189029		LEGAL SERVICES 70-110-0000-4270		657.22
						Total :	657.22
101738	5/6/2013	102929 ROYAL PAPER CORPORATION	4364890		JANITORIAL SUPPLIES 01-390-7500-4300 01-390-0460-4300 01-390-0410-4300 01-390-0310-4300 01-390-0222-4300 01-390-0470-4300		285.46 310.53 306.94 169.05 159.02 216.90
						Total :	1,447.90
101739	5/6/2013	102930 ROYAL WHOLESALE ELECTRIC	8901-680122 8901-680838		CIRCUIT BREAKER - CNG STATION 01-320-3661-4400 VOLTAGE METER 01-371-0000-4340 01-371-0000-4300		370.60 461.09 40.31
						Total :	872.00
101740	5/6/2013	102958 S & S WORLDWIDE	7647414		EASTER SUPPLIES 01-424-0000-4300		71.07
						Total :	71.07
101741	5/6/2013	102967 SCOTT FAZEKAS & ASSOCIATES INC	16645		PLAN CHECK FEES 01-2698		4,825.88
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101741	5/6/2013	102967 102967 SCOTT FAZEKAS & ASSOCIATES INC	(Continued)				Total : 4,825.88
101742	5/6/2013	103010 SAM'S CLUB DIRECT, #0402465855179	000000 7692 9329		TABLES AND CHAIRS 17-420-1397-4300 KITCHEN SUPPLIES - MOCHA MIX, STII 01-222-0000-4300 MEAL PROGRAM REFRESHMENTS 04-2346 10-420-1371-4300		1,511.83 102.05 74.18 8.98
						Total :	1,697.04
101743	5/6/2013	103029 SAN FERNANDO, CITY OF	12528-12562		REIMBURSEMENT TO WORKERS COM 06-190-0000-4810		17,919.52
						Total :	17,919.52
101744	5/6/2013	103038 SAN FERNANDO FLORIST	000815/1 000821/1		SENIOR CLUB - ARRANGEMENTS FOR 04-2380 SENIOR CLUB - CROWN ARRANGEME 04-2380		914.51 119.90
						Total :	1,034.41
101745	5/6/2013	103184 SMART & FINAL	177020 180186 181950 181952 184750		EASTER EVENT SUPPLIES 04-2359 SUPPLIES FOR MEAL PROGRAM 10-422-3750-4300 ASCEP SUPPLIES FOR WEEKLY ACTIV 10-420-1371-4300 SENIOR CLUB SUPPLIES 04-2382 SENIOR CLUB DANCE SUPPLIES 04-2380		430.76 172.79 16.08 19.97 307.07
						Total :	946.67
101746	5/6/2013	103196 SOUTH COAST AIR QUALITY	2584288 2585494		I.C.E. NAT GAS PERMIT FEE 01-430-0000-4210 FLAT FEE FOR LAST FY EMISSIONS 01-430-0000-4210		310.85 115.56
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101746	5/6/2013	103196 103196 SOUTH COAST AIR QUALITY	(Continued)			Total : 426.41
101747	5/6/2013	103202 SOUTHERN CALIFORNIA EDISON CO.	040213		ELECTRIC - 200 HUBBARD 01-371-0000-4210 01-420-0000-4210	44.16 267.05
			040313		ELECTRIC - MOTT/BRAND 01-371-0000-4210 01-390-0457-4210	44.13 69.88
			040413		ELECTRIC - 208 PARK (AQUATIC CENTE 01-430-0000-4210 01-420-0000-4210 01-222-0000-4210 29-335-0000-4210 01-320-3661-4210 01-390-0450-4210 29-335-0000-4210 01-390-0310-4210 27-344-0000-4210	2,277.87 1,719.32 4,301.77 58.41 2,102.51 572.78 46.07 1,600.75 489.21
			040513		ELECTRIC - 1101 SEVENTH 27-344-0000-4210	88.93
			040613		ELECTRIC - VARIOUS 01-420-0000-4210 27-344-0000-4210	2,117.11 19,497.88
			040913		ELECTRIC - VARIOUS LOCATIONS 01-371-0000-4210	1,546.59
			041013		ELECTRIC - BRAND/3RD; 1202 PICO 01-371-0000-4210 29-335-0000-4210	38.49 178.49
			041113		ELECTRIC - 900 1/2 1ST, 1041 1/2 TRUM 01-390-0470-4210	119.05
			041213		ELECTRIC - TRUMAN/KITTRIDGE 01-341-0000-4210	23.76
			041313		ELECTRIC - 120 MACNEIL 01-390-0450-4210 70-381-0000-4210 72-360-0000-4210 70-384-0000-4210	478.22 235.30 235.29 435.75

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101747	5/6/2013	103202 103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)			Total : 38,588.77
101748	5/6/2013	103205 THE GAS COMPANY	040913		GAS - 828 HARDING 01-420-0000-4210	8.78
			041013		GAS - 208 PARK AVE (AQUATIC CENTE 01-430-0000-4210 70-381-0000-4210 72-360-0000-4210 01-390-0450-4210 01-310-0000-4210 01-222-0000-4210	8,571.73 18.43 18.43 36.85 80.51 528.50
			041213		GAS - 519 S BRAND 01-420-0000-4210	20.96
					Total : 9,284.19	
101749	5/6/2013	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9753		NATURAL GAS FOR CNG STATION 01-320-3661-4402	7,228.75
					Total : 7,228.75	
101750	5/6/2013	103292 SUPER SOUND ELECTRONICS	21272		REPLACE TV & MOUNTS - RE8966 07-313-3630-4400	1,545.75
					Total : 1,545.75	
101751	5/6/2013	103386 TORRES MAINTENANCE CO.	1025		INSTALL NEW RUBBER SHEETING @ F 01-390-0222-4330	100.00
					Total : 100.00	
101752	5/6/2013	103403 TRAFFIC PARTS INC.	366963		TROLLEY SIGN BANDING 13-370-0301-4300	250.43
					Total : 250.43	
101753	5/6/2013	103439 UPS	831954143		COURIER SERVICE 01-190-0000-4280	187.33
					Total : 187.33	
101754	5/6/2013	103444 ULTRA GREENS, INC	2032		STORAGE YARD LANDSCAPE PLANT M 70-384-0000-4330	40.88
			2033		STORAGE YARD LANDSCAPE PLANT M	

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101754	5/6/2013	103444 ULTRA GREENS, INC	(Continued)		70-384-0000-4330	26.16	
					Total :	67.04	
101755	5/6/2013	103445 UNDERGROUND SERVICE ALERT	320130646		(74) USA DIGALERT TICKETS 70-382-0000-4260	111.00	
					Total :	111.00	
101756	5/6/2013	103463 U.S. POSTMASTER	DEMAND		PRESORTED FIRST CLASS POSTAGE - 70-382-0000-4300 72-360-0000-4300 73-350-0000-4300	320.58 320.58 320.58	
					Total :	961.74	
101757	5/6/2013	103510 V & V MANUFACTURING, INC.	37540		BADGE REPAIR AND REFINISH 01-222-0000-4300	47.19 47.19	
					Total :	47.19	
101758	5/6/2013	103603 VULCAN MATERIALS COMPANY	314682		COLD MIX 13-311-0301-4300	2,472.75 2,472.75	
					Total :	2,472.75	
101759	5/6/2013	103619 CARL WARREN & CO.	1472058		LEGAL SERVICES 06-190-0000-4800	25.58	
			1472059		LEGAL SERVICES 01-110-0507-4270	44.77	
			1472060		LEGAL SERVICES 01-110-0511-4270	127.92	
			1472061		LEGAL SERVICES 01-110-3375-4270	953.00	
			1472062		LEGAL SERVICES 01-110-1065-4270	95.94	
			1472063		LEGAL SERVICES 06-190-0000-4800	511.61	
			1472064		LEGAL SERVICES 06-190-0000-4800	63.96	
			1472065		LEGAL SERVICES		
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101759	5/6/2013	103619 CARL WARREN & CO.	(Continued)		06-190-0000-4800	160.32	
					Total :	1,983.10	
101760	5/6/2013	103661 WEST-LITE SUPPLY CO., INC.	22666C		LP PARK EMERGENCY LIGHTS 01-390-0460-4300	162.97 162.97	
					Total :	162.97	
101761	5/6/2013	103738 YOSEF AMZALAG SUPPLY	12053751		STORAGE YARD LANDSCAPE MATERI/ 70-384-0000-4330	7.24	
			12056003		PARTS TO REPAIR 3" MAIN LEAK @ RE 01-390-0410-4300	73.24	
			12056200		STORAGE YARD LANSCAPE IRRIGATIC 70-384-0000-4330	161.52	
			12056237		STORAGE YARD LANDSCAPE IRRIGAT 70-384-0000-4330	47.60	
					Total :	289.60	
101762	5/6/2013	103752 ZUMAR INDUSTRIES, INC.	0144394		SIGNS - "RESERVED PARKING LA COU 13-370-0301-4300	40.14 40.14	
					Total :	40.14	
101763	5/6/2013	103851 EVERSOF, INC.	R1208334		WELL 2A WATER SOFTENER 70-384-0000-4260	65.46 65.46	
					Total :	65.46	
101764	5/6/2013	103903 TIME WARNER CABLE	8448200540010369		CABLE 04/18/13 - 05/17/13 01-222-0000-4260	16.58	
			8448200540028882		CABLE/INTERNET - 04/13/13 - 05/12/13 01-420-0000-4260	117.40	
			8448300070189011		INTERNET SERVICES - 04/11/13-05/11/1 01-190-0000-4220	1,100.00	
					Total :	1,233.98	
101765	5/6/2013	103910 MONTGOMERY HARDWARE COMPANY	162994DS		REC PARK MEN'S OUTSIDE RESTROOI 01-390-0410-4430	618.61 618.61	
					Total :	618.61	
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101766	5/6/2013	887121 DELL ACCOUNT	177933211		22" FLAT PANEL DISPLAY 01-424-0000-4300	168.13		
					Total :	168.13		
101767	5/6/2013	887239 SYLMAR LOCK & KEY & LOCKSMITH	9013		KEYS FOR #476 & #474 01-346-0301-4300	20.97		
					Total :	20.97		
101768	5/6/2013	887270 AMERICAN TRANSPORTATION SYSTEM	44772		TRANSPORTATION SERVICES FOR MV 10-424-3653-4370	422.66		
					Total :	422.66		
101769	5/6/2013	887377 AKEMON, DOLORES	APRIL 2013		COMMISSIONER'S REIMBURSEMENT 01-310-0000-4111	50.00		
					Total :	50.00		
101770	5/6/2013	887646 PLUMBERS DEPOT INC	PD-20677		SEWER JET HOSE REPLACEMENT 72-360-0000-4310	1,652.44		
					Total :	1,652.44		
101771	5/6/2013	887737 NATIONAL PLANT SERVICES INC	10959		EMERGENCY SEWER CCTVING 72-360-0000-4260	3,610.00		
					Total :	3,610.00		
101772	5/6/2013	887952 J. Z. LAWNMOWER SHOP	3650		BAR CHAIN OIL 01-346-0301-4300	32.60		
			6551		PRUNNER 01-390-0410-4340	18.47		
			6552		EQUIP MAINT 01-390-0410-4320	46.77		
					Total :	33.02		
101773	5/6/2013	888075 DATAMATIC, LTD.	CA-0000023636		HANDHELD METER READING MAINT - I 70-381-0000-4320	296.82		
			CA-0000024128		HANDHELD METER READING MAINT - I 70-381-0000-4320	296.82		
					Total :	296.82		
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101773	5/6/2013	888075 888075 DATAMATIC, LTD.	(Continued)				Total : 593.64	
101774	5/6/2013	888123 L.A. DEPARTMENT OF WTR & POWER	742182-315938		SECURITY LIGHTING - 13655 FOOHILI 70-384-0000-4210	104.50		
			742182-315943		SECURITY LIGHTING - 12900 DRONFIE 70-384-0000-4210	334.25		
					Total :	438.75		
101775	5/6/2013	888241 UNITED SITE SERVICES OF CA INC	114-1199551		PORTABLE TOILET RENTAL @ 501 FIR 72-360-0450-4260	501.71		
			114-1202277		PORTABLE TOILET RENTAL @ LAYNE F 01-390-0410-4260	345.52		
					Total :	847.23		
101776	5/6/2013	888242 MCI COMM SERVICE	7DK48553		POOL FACILITY - FAX MACHINE 01-430-0000-4220	31.80		
					Total :	31.80		
101777	5/6/2013	888356 ADVANCED AUTO REPAIR BODY &	1042		REPLACE REAR END & RT REAR/LT RE 01-320-0225-4400	989.40		
			1044		DIAGNOSIS - NO START & MISS FIRING 01-320-0224-4400	65.00		
					Total :	1,054.40		
101778	5/6/2013	888390 WEST COAST ARBORISTS, INC.	86683		FY 2013 ANNUAL TREE TRIMMING SER 01-346-0000-4430	6,368.00		
			86750	10967	TREE TRIMMING OF (5) LIQUIDAMBER 01-346-0000-4260	295.00		
			87197		BRAND MEDIAN CORAL TREE STUMP I 01-390-0470-4260	1,944.00		
					Total :	8,607.00		
101779	5/6/2013	888437 JL & SON WELDING SHOP	040313		VALVE TRUCK REPAIR 70-383-0000-4320	225.00		
					Total :	225.00		
101780	5/6/2013	888442 WESTERN EXTERMINATOR COMPANY	1042235		PEST CONTROL - LP PARK 01-390-0460-4260	47.50		
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101780	5/6/2013	888442 WESTERN EXTERMINATOR COMPANY	(Continued) 1042236		BAIT TRAP INSPECT/MAINT 01-390-0460-4330	144.00
			1042237		PEST CONTROL @ REC PARK 01-390-0410-4330	69.00
			1042238		BAIT TRAP INSPECT/MAINT 01-390-0410-4330	60.00
			1050932		PEST CONTROL - ORTEGA PARK 01-390-7500-4260	47.00
			1091162		PEST CONTROL - CITY HALL 01-390-0310-4260	73.50
					Total :	441.00
101781	5/6/2013	888468 MAJOR METROPOLITAN SECURITY	1058043		ALARM MONITORING - MAY 2013 01-390-0410-4260	15.00
			1058044		ALARM MONITORING - MAY 2013 70-381-0450-4260	15.00
			1058045		ALARM MONITORING - MAY 2013 70-381-0450-4260	15.00
			1058046		ALARM MONITORING - MAY 2013 01-390-0410-4260	15.00
			1058047		ALARM MONITORING - MAY 2013 70-381-0450-4260	15.00
			1058048		ALARM MONITORING - MAY 2013 01-390-0310-4260	15.00
			1058049		ALARM MONITORING - MAY 2013 01-390-0460-4260	15.00
			1058050		ALARM MONITORING - MAY 2013 01-390-0410-4260	15.00
			1058051		ALARM MONITORING - MAY 2013 01-390-0410-4260	15.00
			1058052		ALARM MONITORING - MAY 2013 01-430-0000-4260	15.00
			1058053		ALARM MONITORING - MAY 2013 01-390-0410-4260	15.00
			1058054		ALARM MONITORING - MAY 2013 01-390-0222-4260	15.00

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101781	5/6/2013	888468 MAJOR METROPOLITAN SECURITY	(Continued) 1058055		ALARM MONITORING - MAY 2013 01-390-0460-4260	15.00
					Total :	195.00
101782	5/6/2013	888531 BIG RED PLUMBING SUPPLY, INC.	78156		TOILET REPAIR @ LP PARK 01-390-0460-4300	10.71
					Total :	10.71
101783	5/6/2013	888556 KEY EQUIPMENT FINANCE	591214947 - 1304		APRIL LEASE PAYMENT - TOSHIBA 550 10-420-1371-4260	124.90
					Total :	124.90
101784	5/6/2013	888614 A & M CATERING LLC	1319		SENIOR CLUB - MOTHER'S DAY DINNE 04-2380	4,496.25
					Total :	4,496.25
101785	5/6/2013	888615 WOOD AUTO SUPPLY INC	795470		STARTER & CORE - PW7122 01-320-0370-4400	150.38
			795738		CORE CREDIT - PW7122 & PD7833 01-320-0370-4400	-38.00
					01-320-0225-4400	-148.39
			796827		STARTER & CORE - PD7834 01-320-0225-4400	150.38
			797417		CAM SHAFT SENSOR - PD1135 01-320-0224-4400	31.73
			797540		REPAIR LIGHTS ON SCOREBOARD @ F 01-390-0410-4300	3.38
			798384		BATTERY ISOLATOR - EL2073 01-320-0371-4400	45.40
			798719		UNIT, BLOCK & REGULATOR FOR AIR 70-383-0000-4320	364.93
			799096		FILTER 70-383-0000-4320	136.14
			799335		CREDIT FOR RETURN OF UNIT 70-383-0000-4320	-248.36
			799346		TAPE	

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05/02/2013 8:40:26AM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account		Amount
101785	5/6/2013	888615 WOOD AUTO SUPPLY INC	(Continued)		01-430-0000-4300		16.33
						Total :	463.92
101786	5/6/2013	888629 SPARKLETTS	5927274 040613		WATER 01-422-0000-4300		107.80
						Total :	107.80
101787	5/6/2013	888646 HD SUPPLY WATER WORKS, LTD	6437305		SPADE BIT 70-383-0000-4310		200.54
						Total :	200.54
101788	5/6/2013	888728 GALLEGOS, ROBERT	REIMB.		REIMB. OF REGISTRATION FEE AND PI 01-225-0000-4360		185.37
						Total :	185.37
101789	5/6/2013	888869 MUNITEMPS STAFFING	123733		TEMP STAFFING - ADMIN ANALYST - W 72-360-0000-4112		262.80
					01-310-0000-4112		210.24
					01-311-0000-4112		52.56
					27-344-0000-4112		131.40
					70-381-0000-4112		525.60
					70-382-0000-4112		919.80
					70-383-0000-4112		262.80
					70-384-0000-4112		262.80
			123734		TEMPORARY STAFFING - INTERIM FIN 01-130-0000-4112		7,246.25
			123757		TEMP STAFFING - ADMIN ANALYST - W 01-310-0000-4112		233.60
					01-311-0000-4112		58.40
					27-344-0000-4112		146.00
					70-381-0000-4112		584.00
					70-382-0000-4112		1,022.00
					70-383-0000-4112		292.00
					70-384-0000-4112		292.00
					72-360-0000-4112		292.00
			123758		TEMPORARY STAFFING - INTERIM FIN		
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Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account		Amount
101789	5/6/2013	888869 MUNITEMPS STAFFING	(Continued)		01-130-0000-4300		8,585.00
						Total :	21,379.25
101790	5/6/2013	888921 REGISTRAR-RECORDER/COUNTY CLER	13-2064		MARCH 5, 2013 GENERAL ELECTION C 01-116-0000-4260		189.15
						Total :	189.15
101791	5/6/2013	889114 SEVEN ELK RANCH DESIGN, INC	2052		CONSULTING FEES 02/01-28/13 01-310-0000-4270		575.00
						Total :	575.00
101792	5/6/2013	889118 LDI COLOR TOOLBOX	182284		COPIES MADE 03/12/13 - 04/10/13 01-222-0000-4260		363.71
						Total :	363.71
101793	5/6/2013	889328 FIRST TRANSIT, INC.	10797002		MCT - MARCH 2013 07-440-0442-4260		20,612.34
					07-313-0000-4260		19,194.56
						Total :	39,806.90
101794	5/6/2013	889348 WORKMAN MOLINA	66714		LEGAL SERVICES 01-110-3375-4270		3,650.00
						Total :	3,650.00
101795	5/6/2013	889379 DUNN PSYCHOLOGICAL CORP	21414		LEGAL SERVICES 01-110-3375-4270		1,350.00
						Total :	1,350.00
101796	5/6/2013	889532 GILMORE, REVA.A.	04/06/13 - 04/19/13		FOOD SERVICE MANAGER 10-422-3750-4270		591.50
					10-422-3752-4270		78.00
						Total :	669.50
101797	5/6/2013	889533 MARTINEZ, ANITA	04/06/13 - 04/19/13		ASSISTANT FOOD MANAGER 10-422-3750-4270		177.00
						Total :	177.00
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
101798	5/6/2013	889534 RAMIREZ, FRANCISCO	04/6/13 - 04/19/13		HDM DRIVER 10-422-3752-4270 10-422-3752-4390	177.00 52.00	Total : 229.00	
101799	5/6/2013	889535 GOMEZ, GILBERT	04/06/13 - 04/19/13		HDM DRIVER 10-422-3752-4270 10-422-3752-4390	177.00 57.20	Total : 234.20	
101800	5/6/2013	889602 RESPOND SYSTEMS	293822		FIRST AID KIT 01-310-0000-4300	98.43	Total : 98.43	
101801	5/6/2013	889644 VERIZON BUSINESS	67105041		CITY HALL LONG DISTANCE 01-190-0000-4220	49.99		
			67105042		CITY YARD LONG DISTANCE 70-384-0000-4220	53.48		
			67105043		CITY HALL LONG DISTANCE & INTRAL 01-190-0000-4220	162.52		
			67105044		POLICE LONG DISTANCE 01-222-0000-4220	214.02		
			67105045		CITY YARD LONG DISTANCE 70-384-0000-4220	4.84		
			67105046		PARK LONG DISTANCE 01-420-0000-4220	62.46		
			67105620		ENGINEERING LONG DISTANCE 01-310-0000-4220	2.43		
			67105633		CREDIT CARD LINE 01-190-0000-4220	7.29		
			67105634		POLICE LONG DISTANCE 01-222-0000-4220	2.45		
			67105635		PARK LONG DISTANCE 01-420-0000-4220	2.70		
			67105643		CITY HALL LONG DIST 01-190-0000-4220	0.21		
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
101801	5/6/2013	889644 889644 VERIZON BUSINESS	(Continued)				Total : 562.39	
101802	5/6/2013	889681 VILLALPANDO, MARIA	04/06/13 - 04/19/13		FOOD SERVICE WORKER 10-422-3750-4270 10-422-3752-4270	221.25 44.25	Total : 265.50	
101803	5/6/2013	889773 GONZALEZ, JOSE T.	80		SENIOR CLUB TRANSPORTATION TO C 04-2380	550.00	Total : 550.00	
101804	5/6/2013	889834 LESLIE'S SWIMMING POOL SUPPLIE	59-316370		CHEMICAL TESTING TOOLS 01-430-0000-4300	21.56	Total : 21.56	
101805	5/6/2013	889913 BALLIN, SYLVIA	APRIL 2013		CELL PHONE USAGE REIMB - APRIL 20 01-101-0101-4220	66.00	Total : 66.00	
101806	5/6/2013	889942 ATHENS SERVICES	APRIL 2013		STREET SWEEPING - APRIL 2013 01-343-0000-4260	10,100.00	Total : 10,100.00	
101807	5/6/2013	889962 GMS ELEVATOR SERVICES, INC	00068485		ELEVATOR SERVICE 01-430-0000-4300	129.00	Total : 129.00	
101808	5/6/2013	889986 THE GEAR BOX	2090		UNIFORM PANTS 01-222-0000-4300	95.92	Total : 95.92	
101809	5/6/2013	890004 PACIFIC TELEMANAGEMENT SERVICE	514793		PD PAY PHONE - MAY 2013 01-190-0000-4220	62.64	Total : 62.64	
101810	5/6/2013	890090 DEPARTMENT OF INDUSTRIAL	E1087674MR		WHEELCHAIR LIFT INSPECTION @ LP 01-390-0460-4260	125.00		
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101810	5/6/2013	890090 890090 DEPARTMENT OF INDUSTRIAL	(Continued)			Total : 125.00
101811	5/6/2013	890094 TECS ENVIROMENTAL	TM-SF-0413B		GENERAL ENGINEERING SERVICES - 01-310-0000-4270	1,375.00 Total : 1,375.00
101812	5/6/2013	890109 SUPERMEDIA LLC	490003218406		DOMAIN REGISTRATION & E-MAIL HOE 01-190-0000-4220	50.95 Total : 50.95
101813	5/6/2013	890127 NATURAL GAS GLOBAL SERVICES	4544 4546		REPLACE COOLING FINS - CNG STATIK 01-320-3661-4400 REPAIR 3RD STAGE FAILURE - CNG ST 01-320-3661-4400	3,288.00 1,804.54 Total : 5,092.54
101814	5/6/2013	890251 ALDERMAN & HILGERS, LLP	1102 1103 1104 1105		LEGAL SERVICES 01-110-0507-4270 LEGAL SERVICES 01-110-3375-4270 LEGAL SERVICES 01-110-1065-4270 LEGAL SERVICES 01-110-0511-4270	318.60 7,098.15 94.79 989.39 Total : 8,500.93
101815	5/6/2013	890264 BEE PROFESSIONALS	69579 69647 69698 70688		BEE REMOVAL - 1222 SEVENTH 01-346-0000-4260 BEE REMOVAL - 2033 CHIVERS 01-346-0000-4260 BEE ERRADICATION - 602 S BRAND 01-346-0000-4260 BEE ERRADICATION - 1202 THIRD ON I 01-346-0000-4260	195.00 175.00 175.00 195.00 Total : 740.00
101816	5/6/2013	890358 BALLIN, PHILLIP ARTHUR	APRIL 2013		COMMISSIONER'S REIMBURSEMENT 01-310-0000-4111	50.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101816	5/6/2013	890358 890358 BALLIN, PHILLIP ARTHUR	(Continued)			Total : 50.00
101817	5/6/2013	890360 HERRERA, NINAMARIE JULIA	APRIL 2013		COMMISSIONER'S REIMBURSEMENT 01-420-0000-4111	50.00 Total : 50.00
101818	5/6/2013	890401 ENVIROGEN TECHNOLOGIES INC	00004057-IN 0004056-IN	10950 10950	NITRATE REMOVAL SYS MONTHLY LEA 70-384-0857-4600 70-384-0857-4600 NITRATE REMOVAL SYS MONTHLY LEA 70-384-0857-4600 70-384-0857-4600	6,676.00 600.84 6,676.00 600.84 Total : 14,553.68
101819	5/6/2013	890594 HEALTH AND HUMAN RESOURCE	80408		EAP - APRIL 2013 01-106-0000-4260	325.80 Total : 325.80
101820	5/6/2013	890692 HOLIDAY GOO	12036		EGG HUNT SUPPLIES 04-2359	213.23 Total : 213.23
101821	5/6/2013	890693 GLIDDEN PROFESSIONAL	04224545401		PAINT FOR GRAFFITI REMOVAL & COV 01-152-0000-4300	181.32 Total : 181.32
101822	5/6/2013	890694 INSUA GRAPHICS	24858		BUSINESS CARDS 01-222-0000-4300	120.99 Total : 120.99
101823	5/6/2013	890740 MORAN, STEPHANIE	MARCH 2013 - 2		WATER EXERCISE INSTRUCTOR 17-420-1338-4260	340.00 Total : 340.00
101824	5/6/2013	890771 TORRES, CAROLINA	03/19/13 - 04/22/13		ZUMBA INSTRUCTOR 17-420-1337-4260	495.00 Total : 495.00

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Bank code :		bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
101825	5/6/2013	890780 MISSION AMBULANCE, INC.	27740		LIFEGUARD SERVICES			
			27741		01-430-0000-4260	7,882.61		
					LIFEGUARD SERVICES			
					01-430-0000-4260	7,084.28		
					Total :		14,966.89	
101826	5/6/2013	890810 SENFTLEBEN, DARIO	03/20/13 - 04/23/13		OUTDOOR FITNESS INSTRUCTOR			
					17-420-1337-4260	600.00		
					Total :		600.00	
101827	5/6/2013	890833 THOMSON REUTERS	826916695		LA CLEAR - INVEST TOOLS			
					01-224-0000-4270	130.90		
					Total :		130.90	
101828	5/6/2013	890834 SPARKLING IMAGE CORP	43364		CAR WASHES FOR MARCH 2013			
					01-222-0000-4320	230.00		
					Total :		230.00	
101829	5/6/2013	890879 EUROFINS EATON ANALYTICAL, INC	L0116252		WATER ANALYSIS FOLDERS			
			L0116256		70-384-0000-4260	139.60		
			L0116257		WATER ANALYSIS FOLDERS			
			L0116284		70-384-0000-4260	139.60		
			L0116284		WATER ANALYSIS FOLDERS			
			L0116775		70-384-0000-4260	164.00		
			L0117090		WATER ANALYSIS FOLDERS			
			L0117092		70-384-0000-4260	139.60		
			L0117092		WATER ANALYSIS FOLDERS			
			L0117093		70-384-0000-4260	139.60		
			L0117093		WATER ANALYSIS FOLDERS			
			L0117422		70-384-0000-4260	139.60		
			L0117422		WATER ANALYSIS FOLDERS			
			L0117587		70-384-0000-4260	139.60		
			L0117587		WATER ANALYSIS FOLDERS			

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101829	5/6/2013	890879 EUROFINS EATON ANALYTICAL, INC	(Continued)		70-384-0000-4260	139.60		
			L0118164		WATER ANALYSIS FOLDERS			
			L0118172		70-384-0000-4260	164.00		
			L0118172		WATER ANALYSIS FOLDERS			
			L0118176		70-384-0000-4260	139.60		
			L0118176		WATER ANALYSIS FOLDERS			
			L0118748		70-384-0000-4260	139.60		
			L0118748		WATER ANALYSIS FOLDERS			
			L0118749		70-384-0000-4260	164.00		
			L0118749		WATER ANALYSIS FOLDERS			
			L0118759		70-384-0000-4260	139.60		
			L0118759		WATER ANALYSIS FOLDERS			
			L0119044		70-384-0000-4260	139.60		
			L0119044		WATER ANALYSIS FOLDERS			
			L0119488		70-384-0000-4260	24.00		
			L0119488		WATER ANALYSIS FOLDERS			
			L0119489		70-384-0000-4260	139.60		
			L0119489		WATER ANALYSIS FOLDERS			
			L0119543		70-384-0000-4260	139.60		
			L0119543		WATER ANALYSIS FOLDERS			
			L0119675		70-384-0000-4260	139.60		
			L0119675		WATER ANALYSIS FOLDERS			
			L0119682		70-384-0000-4260	164.00		
			L0119682		WATER ANALYSIS FOLDERS			
			L0119686		70-384-0000-4260	139.60		
			L0119686		WATER ANALYSIS FOLDERS			
			L0119687		70-384-0000-4260	139.60		
			L0119687		WATER ANALYSIS FOLDERS			
			L0120124		70-384-0000-4260	164.00		
			L0120124		WATER ANALYSIS FOLDERS			
					Total :		3,520.80	
101830	5/6/2013	890897 EVAN BROOKS ASSOCIATES, INC	13004-1		TOD CONSULTING SERVICES			
					01-140-0000-4270	2,990.00		

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101830	5/6/2013	890897 890897 EVAN BROOKS ASSOCIATES, INC	(Continued)			Total : 2,990.00
101831	5/6/2013	890906 MEYERS NAVE	2013030113		LEGAL SERVICES - MARCH RETAINER	28.97
			2013030114		01-110-0000-4270 LEGAL SERVICES	124.00
			2013030115		01-110-0000-4270 LEGAL SERVICES	1,349.50
					01-110-3376-4270	Total : 1,502.47
101832	5/6/2013	890916 MENDOZA, JIM	03/20/13 - 04/23/13		SPIN CLASS INSTRUCTOR	135.00
					17-420-1337-4260	Total : 135.00
101833	5/6/2013	890963 COMMERCIAL AQUATIC SERVICE INC	113-0835		NEW PUMP	1,400.33
					01-430-0000-4330	Total : 1,400.33
101834	5/6/2013	890994 PONCE, JOE	APRIL 2013		COMMISSIONER'S REIMBURSEMENT	50.00
					01-420-0000-4111	Total : 50.00
101835	5/6/2013	890995 NAVARRO, SAYDITH	APRIL 2013		COMMISSIONER'S REIMBURSEMENT	50.00
					01-420-0000-4111	Total : 50.00
101836	5/6/2013	890998 TRUJILLO, RODOLFO	APRIL 2013		COMMISSIONER'S REIMBURSEMENT	50.00
					01-310-0000-4111	Total : 50.00
101837	5/6/2013	891052 CRISTANDO HOUSE, INC	29236		POST TRAINING - SUPERVISORY UPD/	558.00
					01-225-3688-4360	Total : 558.00
101838	5/6/2013	891066 MONTES CASTELLON, CAROL'S	04/05/13 - 04/24/13		COMMUNITY WELLNESS COORDINATC	720.00
					10-424-3693-4260	Total : 720.00

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101839	5/6/2013	891069 AMERICAN ASPHALT SOUTH, INC.	2013-16		SLURRY SEAL PROJECT	166,401.05
			2013-24	10966	11-311-0000-4600 SLURRY SEAL PROJECT	167,057.50
				10966	11-311-0000-4600	Total : 333,458.55
101840	5/6/2013	891081 INTERSTATE ALL BATTERY CENTER	021292		BATTERIES FOR IRRIGATION CONTRO	13.70
					01-390-0410-4300	Total : 13.70
101841	5/6/2013	891082 ATKINSON-BAKER INC	A70235E AA		LEGAL SERVICES	383.35
					01-110-3375-4270	Total : 383.35
101842	5/6/2013	891087 MOX, ROBERT M	02		VOICEMAIL PROGRAMMING AND RECC	150.00
					01-190-0000-4320	Total : 150.00
101843	5/6/2013	891092 LARCO, JACQUELINE	03/20/13 - 04/23/13		YOGA INSTRUCTOR	280.00
					17-420-1337-4260	Total : 280.00
101844	5/6/2013	891120 VERONICA TAM	1547	10970	PROFESSIONAL SERIVES TO PREPARI	2,435.50
					01-150-0000-4270	Total : 2,435.50
101845	5/6/2013	891128 CITY OF LA MAYOR'S OFFICE HSPS	NONPO		REIMB OF UNUSED ARRA JAG GRANT	5,810.76
					10-3600-3652	Total : 5,810.76
101846	5/6/2013	891129 DAVIS ENTERPRISES	REFUND		QUICK COPPLER DEPOSIT REFUND	100.00
					70-2727	100.00
					70-2252	Total : 200.00
101847	5/6/2013	891130 LEADING PLUMBING & ROOTER INC	LE2226		ROOT CUTTING HEAD FOR SEWER JE	500.00
					72-360-0000-4310	

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Bank code :		bank						
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101847	5/6/2013	891130	891130 LEADING PLUMBING & ROOTER INC	(Continued)			Total : 500.00	
101848	5/6/2013	891131	MUINICIPAL ENERGY	1048	LOPEZ HOUSE EXTERIOR LIGHTS 01-390-0410-4300	206.00	Total : 206.00	
101849	5/6/2013	891132	SALAZAR, MARISOL YVONNE	03/20/13 - 04/23/13	BODY SCULPT INSTRUCTOR 17-420-1337-4260	90.00	Total : 90.00	
101850	5/6/2013	891133	RUIZ, GABRIELA	03/20/13 - 04/23/13	ZUMBA INSTRUCTOR 17-420-1337-4260	105.00	Total : 105.00	
101851	5/6/2013	891134	BECERRA, ADRIANA	03/20/13 - 04/23/13	BODY SCULPT INSTRUCTORS 17-420-1337-4260	55.00	Total : 55.00	
101852	5/6/2013	891135	CASTRO, EMMA	584272	REFUND - SENIOR TRIP TO LA PAZ 04-2380	40.00	Total : 40.00	
101853	5/6/2013	891136	PEREZ FERNANDEZ, MARIA EUGENIA	2000800152	FACILITY RENTAL REFUND 01-3777-0000	164.00	Total : 164.00	
101854	5/6/2013	891137	BARRERA, JEANNET	2000169.004	ZUMBA CLASS REFUND 17-3770-1337	25.00	Total : 25.00	
101855	5/6/2013	891138	GARCIA, ANGELINA	2000800153	FACILITY RENTAL REFUND 01-3777-0000	105.00	Total : 105.00	
101856	5/6/2013	891139	FELS, CYNTHIA M	32213	SETTLEMENT PAYMENT 06-190-0000-4800	228.90	Total : 228.90	
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101857	5/6/2013	891140	VAVOULIS, WEINER & MCNULTY,LLC	38690	LEGAL SERVICES 01-110-3375-4270	5,596.25	Total : 5,596.25	
101858	5/6/2013	891141	OLIVAREZ MADRUGA, P.C.	11683	LEGAL SERVICES 01-110-0000-4270 72-110-0000-4270 01-110-1065-4270 01-110-3376-4270 01-110-5633-4270	1,392.60 1,186.00 72.00 54.00 4,284.00	Total : 6,988.60	
101859	5/6/2013	891142	REYNOSA, YOLANDA	2000062.001	BBALL REFUND 17-3770-1328	75.00	Total : 75.00	
101860	5/6/2013	891143	VILLANUEVA, FRANCES	2000061.001	BBALL REFUND 17-3770-1328	85.00	Total : 85.00	
178 Vouchers for bank code :		bank				Bank total :	952,634.14	
178 Vouchers in this report						Total vouchers :	952,634.14	

Voucher Registers are not final until approved by Council.

HANDWRITTEN CHECKS

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101450	4/3/2013	102519 P.E.R.S.	DEMAND		HEALTH INSURANCE BENEFIT - APRIL 01-1160	176,789.56
					Total :	176,789.56
101451	4/3/2013	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		OPTICAL INSURANCE BENEFIT - APRIL 01-1160	2,457.81
					Total :	2,457.81
101452	4/3/2013	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE BENEFIT - APRIL 01-1160	11,628.51
					Total :	11,628.51
101453	4/3/2013	887627 STANDARD INSURANCE	DEMAND		LIFE INSURANCE BENEFIT - APRIL 201 01-1160	3,043.05
					Total :	3,043.05
101505	4/4/2013	888557 SCWUA	NONPO		WATER WELLS & PUMPS SEMINAR ON 70-383-0000-4360	200.00
					Total :	200.00
101506	4/9/2013	100940 DELTA CARE USA	DEMAND		DENTAL INSURANCE BENEFITS - APRIL 01-1160	440.55
					Total :	440.55
101507	4/9/2013	891119 TOWNE INC	NONPO		MAILING OF VOTE BY MAIL BALLOTS F 01-116-0000-4260	950.00
					Total :	950.00
101508	4/9/2013	891119 TOWNE INC	NONPO		MAILING OF SAMPLE BALLOT PAMPHL 01-116-0000-4260	2,510.00
					Total :	2,510.00
101509	4/10/2013	891123 BONONI LAW GROUP, LLP CLIENT	04-10-13		SETTLEMENT AGREEMENT AND MUTL 06-190-0000-4800	160,359.00
					Total :	160,359.00
101510	4/11/2013	100995 DRAKE, MICHAEL	MARCH 2013		CALPERS HLTH INS REIMB RETIREE	

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101510	4/11/2013	100995 DRAKE, MICHAEL	(Continued)		18-190-0000-4127	693.92
					Total :	693.92
101511	4/11/2013	100996 DRAKE, JOYCE	MARCH 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	693.92
					Total :	693.92
101512	4/11/2013	103648 CITY OF SAN FERNANDO	PR 4-12-13		REIMBURSEMENT FOR PAYROLL W/E 01-1003 02-1003 07-1003 08-1003 10-1003 11-1003 17-1003 29-1003 70-1003 72-1003 73-1003 27-1003	347,676.19 13,931.18 536.75 10,059.66 10,386.54 5,953.12 1,030.82 4,105.56 46,347.86 20,348.40 169.49 4,729.00
					Total :	465,274.57
101626	4/11/2013	891124 CITY OF CLAREMONT	NONPO		PROPERTY TAX ADMIN FEE DISPUTE 01-110-0000-4270	720.00
					Total :	720.00
101627	4/16/2013	101811 LACPCA	TRAVEL		LACPCA 2013 SPRING CONFERENCE (C 01-222-0000-4380	300.00
					Total :	300.00
101628	4/16/2013	102569 PARKS, ROBERT	TRAVEL		LACPCA 2013 SPRING CONFERENCE (C 01-222-0000-4380	95.00
					Total :	95.00
101629	4/25/2013	103648 CITY OF SAN FERNANDO	PR 04-26-13		REIMBURSEMENT FOR PAYROLL W/E 4- 11-1003	5,953.07

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101629	4/25/2013	103648 CITY OF SAN FERNANDO	(Continued)			
					17-1003	1,443.98
					27-1003	4,914.69
					01-1003	350,787.01
					02-1003	10,432.55
					07-1003	653.95
					08-1003	10,130.36
					10-1003	16,680.27
					29-1003	4,109.98
					70-1003	46,078.98
					72-1003	21,580.34
					73-1003	169.45
					Total :	472,934.63
101630	4/25/2013	103045 SAN FER. MALL DOWNTOWN ASSOC.	2013-1		REIMB - MISC EXPENSES - ACCT/TAXE	
					01-2260	3,293.98
					Total :	3,293.98
17 Vouchers for bank code :						bank
17 Vouchers in this report						Bank total : 1,302,384.50
						Total vouchers : 1,302,384.50

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04/03/2013 2:50:36PM **Voucher List**
CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101454	4/3/2013	100306 BARNARD, LARRY	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	11.80 Total : 11.80
101455	4/3/2013	100642 CASTRO, RICO	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	1,100.19 Total : 1,100.19
101456	4/3/2013	100913 DECKER, CATHERINE	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	218.22 Total : 218.22
101457	4/3/2013	100916 DEIBEL, PAUL	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	532.26 Total : 532.26
101458	4/3/2013	100995 DRAKE, MICHAEL	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	693.92 Total : 693.92
101459	4/3/2013	100996 DRAKE, JOYCE	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	693.92 Total : 693.92
101460	4/3/2013	101466 HARVEY, DEVERY MICHAEL	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	2.05 Total : 2.05
101461	4/3/2013	101538 HOUGH, RAY	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	803.03 Total : 803.03
101462	4/3/2013	101597 IBRAHIM, SAMIR	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	54.10 Total : 54.10
101463	4/3/2013	101926 LILES, RICHARD	APRIL 2013		CALPERS HLTH INS REIMB RETIREES	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101463	4/3/2013	101926 LILES, RICHARD	(Continued)		18-190-0000-4127	446.92 Total : 446.92
101464	4/3/2013	101933 LITTLEFIELD, LESLEY	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	218.22 Total : 218.22
101465	4/3/2013	102206 MILLER, WILMA	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11 Total : 109.11
101466	4/3/2013	102232 MIURA, HOWARD	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	218.22 Total : 218.22
101467	4/3/2013	102473 ORDELHEIDE, ROBERT	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	1,100.19 Total : 1,100.19
101468	4/3/2013	102864 RIVETTI, DOMINICK	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	26.50 Total : 26.50
101469	4/3/2013	103175 SKOBIN, ROMELIA	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	26.50 Total : 26.50
101470	4/3/2013	103394 TORRES, RACHEL	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11 Total : 109.11
101471	4/3/2013	103643 WEDDING, JERRY	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	218.22 Total : 218.22
101472	4/3/2013	103727 WYSBEEK, DOUDE	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101472	4/3/2013	103727 103727 WYSBEEK, DOUDE	(Continued)			Total : 109.11
101473	4/3/2013	103737 YNIGUEZ, LEONARD	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	532.26 Total : 532.26
101474	4/3/2013	889063 AGORICHAS, JOHN	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	64.42 Total : 64.42
101475	4/3/2013	891010 MAERTZ, ALVIN	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	578.00 Total : 578.00
101476	4/3/2013	891011 APODACA-GRASS, ROBERTA	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	218.22 Total : 218.22
101477	4/3/2013	891013 BRUNWIN, HERBERT	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11 Total : 109.11
101478	4/3/2013	891014 CREEKMORE, CASIMIRA	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11 Total : 109.11
101479	4/3/2013	891016 DEATON, MARK	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	446.92 Total : 446.92
101480	4/3/2013	891017 ELDRIDGE, WANDA	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11 Total : 109.11
101481	4/3/2013	891018 FLETCHER, HUBERT	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	218.22 Total : 218.22

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101482	4/3/2013	891020 GLASGOW, ROBERT	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	92.26 Total : 92.26
101483	4/3/2013	891021 GUIZA, JENNIE	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11 Total : 109.11
101484	4/3/2013	891023 HATFIELD, JAMES	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	89.38 Total : 89.38
101485	4/3/2013	891024 HOOKER, RAYMOND	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	366.44 Total : 366.44
101486	4/3/2013	891027 LOCKETT, JOANN	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11 Total : 109.11
101487	4/3/2013	891028 MANTHEY, DONALD	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	532.26 Total : 532.26
101488	4/3/2013	891029 MARTIN, THERESE	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11 Total : 109.11
101489	4/3/2013	891030 MCNEELY, DELBERT	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	109.11 Total : 109.11
101490	4/3/2013	891031 ORTEGA, JIMMIE	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	218.22 Total : 218.22
101491	4/3/2013	891032 OTREMBA, EUGENE	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	89.38

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101491	4/3/2013	891032 OTREMBA, EUGENE	(Continued)			Total : 89.38
101492	4/3/2013	891034 RAMSEY, JAMES	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	1,274.42 Total : 1,274.42
101493	4/3/2013	891035 SHERWOOD, NINA	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	44.69 Total : 44.69
101494	4/3/2013	891036 WATT, DAVID	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	218.22 Total : 218.22
101495	4/3/2013	891037 WEBB, NANCY	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	637.21 Total : 637.21
101496	4/3/2013	891038 WAITE, CURTIS	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	952.74 Total : 952.74
101497	4/3/2013	891039 AGUILAR, JESUS	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	54.10 Total : 54.10
101498	4/3/2013	891040 FISHKIN, RIVIAN	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	54.10 Total : 54.10
101499	4/3/2013	891041 GARCIA, CONNIE	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	27.05 Total : 27.05
101500	4/3/2013	891042 KNIGHT, PAUL	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	92.30 Total : 92.30

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101501	4/3/2013	891043 LIEBERMAN, LEONARD	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	27.05 Total : 27.05
101502	4/3/2013	891044 RUSSUM, LINDA	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	54.10 Total : 54.10
101503	4/3/2013	891046 VANAALST, LEONILDA	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	27.05 Total : 27.05
101504	4/3/2013	891047 WATTS, HERBERT	APRIL 2013		CALPERS HLTH INS REIMB RETIREES 18-190-0000-4127	27.05 Total : 27.05
51 Vouchers for bank code : bank					Bank total :	14,391.42
51 Vouchers in this report					Total vouchers :	14,391.42

Voucher Registers are not final until approved by Council.

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RECREATION AND COMMUNITY SERVICES DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator
By: Ismael Aguila, Recreation and Community Services Operations Manager

DATE: May 6, 2013

SUBJECT: Amending Job Specifications for Lifeguard Position

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7533 (Attachment "A") amending the job specifications for the Lifeguard position.

BACKGROUND:

1. On April 5, 2010, the City Council approved the City takeover of full operations of the Pool Facility and authorized the Recreation and Community Services (RCS) Director to begin preparations for the City to assume responsibility for the operation of the San Fernando Regional Pool Facility (Pool Facility) effective July 3, 2010. Preparations for the takeover were to include the approval and adoption of new job specifications for the positions of Pool Manager, Senior Lifeguard, and Lifeguard.
2. On April 14, 2010, the City Council approved Resolutions adopting the job specifications for aquatics staff, amendment to the Table of Organization, and Salary Plan and Schedule.
3. On September 12, 2010, the contract with Los Angeles County Department of Parks and Recreation was terminated and the City resumed responsibility for day-to-day operations of the Pool Facility. After much discussion, the City Council decided to close the Pool Facility to save costs to the City while leaving the Olympic-size pool open for lane rentals to serve the community.
4. On April 18, 2011, the City Council directed the staff to work with the City Attorney to negotiate a Service Agreement with San Fernando Fire and Rescue (SFFR) to provide staffing services for the Pool Facility.
5. On May 2, 2011, the City Council approved a Service Agreement with SFFR to provide staffing services for the Pool Facility.

Amending Job Specifications for Lifeguard Position

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6. On June 11, 2011, the Pool Facility reopened to the general public.
7. On August 1, 2011, City Council adopted a Resolution to approve the job specification of an Aquatic Supervisor and to amend the Table of Organization and Salary Plan and Schedule.
8. On October 17, 2011, the City of San Fernando hired an Aquatic Supervisor for the Pool Facility.
9. On April 27, 2012, the RCS Department released a Request for Proposals (RFP) for lifeguard services for the Pool Facility.
10. On May 11, 2012, the RCS Department received three proposals in response to the released RFP.
11. On May 21, 2012, the City Council approved a service agreement with Mission Ambulance to provide staffing services for the Pool Facility.
12. On February 28, 2013, RCS staff presented the Education, Parks, Arts, Health, Youth and Aging (EPAH) Standing Committee an update on staffing services for the San Fernando Regional Pool Facility.
13. In March of 2013, the RCS Operations Manager met with the City Attorney regarding potential liability protection provided by the Service Agreement with Mission Ambulance.
14. On March 26, 2013, members of the EPAH Standing Committee recommended that options for staffing services be presented to City Council.
15. On April 15, 2013, City Council approved to terminate the staffing service agreement with Mission Ambulance. In addition, the City Council approved to hire pool staff as part-time City employees at an adopted Salary Schedule from April of 2010.

ANALYSIS:

Aquatics Facility

The City of San Fernando RCS Department plays an important role as the key provider of free/low-cost resources accessible for residents to be physically active year-round. In particular, the Pool Facility offers families a place to play and exercise while also serving as a community gathering place throughout the summer months. In FY 2012-2013, over 13,630 individuals (equating to approximately 57,628 visits) living in and around the City have participated in aquatics programs at the Pool Facility, which include swimming lessons, water exercise classes, recreational play, lap swimming, and competitive water sports.

Benefits of Hiring 16 Year Old Lifeguards

For the past two years, approximately one-third of the lifeguards at the San Fernando Regional Pool Facility have been 16 years of age. RCS staff believes the City of San Fernando will

Amending Job Specifications for Lifeguard Position

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benefit significantly from lowering the age requirement from 17 to 16 years of age, which includes a larger pool of candidates and greater likelihood of lifeguards to return for multiple summers with gained experience.

Lifeguard Age Guidelines

According to the United States Lifeguard Standards Evidence-based Review and Report, it is recommended that individuals performing lower-stress and lower-risk lifeguarding jobs, such as pool lifeguarding and some types of waterpark guarding, should be at least 15 years of age. In addition, the American Red Cross (ARC) certifies 15 year old individuals for the ARC Lifeguard Examination.

Minimum Age Requirements from Local Agencies

City of Burbank	17 years of age
City of Glendale	16 years of age
City of Los Angeles	17 years of age
City of Santa Clarita	16 years of age

CONCLUSION:

The San Fernando Regional Pool Facility plays an important role as the key provider of free/low-cost resources accessible for residents of the City of San Fernando. Amending the job specifications for the Lifeguard position will allow for RCS staff to hire quality lifeguards from a larger pool of candidates. It is recommended that the City Council adopt a resolution amending the job specifications for the Lifeguard position from 17 years to 16 years of age.

BUDGET IMPACT:

There will be no impact to the General Fund for FY 2012-2013. Expenses for lifeguard staffing have been budgeted.

ATTACHMENT:

A. Resolution Number 7533

ATTACHMENT "A"

RESOLUTION NO. 7533

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966 BY THE ADDITION OF SUPPLEMENT NO. 166 THERETO

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

SECTION 1: That Resolution No. 4144, adopted on December 12, 1966 and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, be the same as amended by adding thereto Supplement No. 166 (EXHIBIT "A") covering important and essential duties, job-related and essential qualifications for the following position and classification:

LIFEGUARD

Supplement No. 166 is hereby adopted and approved as the new official job classifications and definitions, prescribing important and essential duties, job-related and essential qualifications for the position and classification set forth above. Copies of Supplement No. 166 are now on file in the office of the City Clerk. Said Supplement No. 166 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 6th day of May, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 6th day of May, 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"**CITY OF SAN FERNANDO****Supplement No. 166
Resolution No. 7533
Effective May 6, 2013****LIFEGUARD****DEFINITION**

Under direction, to monitor and control activities of swimmers, enforce swimming pool rules, rescue and treat children and adults in distress.

EXAMPLE OF ESSENTIAL DUTIES

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

1. Observes swimmers and pool area and responds to unsafe acts or conditions.
2. Maintains order and discipline.
3. Enforces all rules and regulations of the pool.
4. Administers First Aid and artificial respiration.
5. Performs maintenance for pool deck area.
6. Prepares accident and incident reports.
7. Conducts swimming classes, beginning through advanced.
8. Adheres to City and departmental policies and procedures.
9. Performs other related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS**Knowledge of:**

1. Principles and methods of operating a public swimming pool.
2. Care and maintenance of pool supplies and equipment.
3. Water safety rules.

Ability to:

1. Enforce swimming pool rules and regulations.
2. Establish and maintain effective working relationships with the general public, children, and staff.
3. Train pool personnel.
4. Apply C.P.R. and First Aid.
5. Speak Spanish (desirable).

Lifeguard

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Training and Experience Guidelines

Training:

Must possess a current Lifeguard Training Certificate, Standard First Aid Certificate, C.P.R. Certificate for Professional Rescuer, E.R. Certificate, AED Certificate, Oxygen Administration Certificate and B.S.L. (Basic Life Support) Certificate at the time of appointment.

Experience:

Paid or volunteer experience working with people desired, but not required.

Special Requirements:

Must be at least 16 years of age.

Must stay current in field, and acquire all necessary training that new technological changes may present.

Must possess a valid California Class C Driver's License at the time of appointment.

Essential duties require the following physical abilities and environmental conditions:

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

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CITY ATTORNEY'S OFFICE**MEMORANDUM**

TO: Mayor Antonio Lopez and City Councilmembers
FROM: Rick R. Olivarez, City Attorney
DATE: May 6, 2013
SUBJECT: Consideration of City Executive Administration

RECOMMENDATION:

It is recommended that the City Council receive the City Attorney's presentation and, if desired by the City Council, provide City staff with general direction and guidance as to the formulation of an ordinance in accordance with Government Code sections 34851-34851 memorializing the establishment of the City Manager position in the San Fernando Municipal Code. If such an ordinance is requested by the City Council, it is requested that the City Council identify certain desired duties, responsibilities, and delegated authority for the position of City Manager.

BACKGROUND:

This memorandum is in response to a query from the City Council regarding the City's options, duties and responsibilities as to the City's primary executive/administrative officer and his or her interaction with City Council and staff.

Mayor-Council vs. Council-Manager Forms of Government

Cities in California generally organize their executive level management and administration in one of two ways: a mayor-council or a council-manager form of government. Under the mayor-council form of government, the city council, including the mayor who is a "first among equals," is responsible for the administration of the city's affairs, including the day-to-day operations of the city. Government Code sections 34851-34859 provide an alternative form of government through city council appointment of a city manager in which a city council vests administrative authority in a city manager under the parameters and scope specified by ordinance.¹

The council-manager form of government was developed by government reformers in the early twentieth century who envisioned a more business-like approach to municipal government. Thus, the structure of a municipality operating under the council-manager form of government is similar to the structure of a corporation. To this end, the municipality's citizens are treated as shareholders that elect a city council to serve as their board of directors. The city council establishes the city's policies, while a professional city manager, hired by the city council, is

¹ Government Code section 34852.

² See Sections 1-52, 70-19, 70-76, 22-437.

Consideration of City Executive Administration
Page 2

charged with implementing the city council's policies. In this capacity, the city manager functions similarly to a corporation's chief executive officer, or CEO.

A city manager serves at the pleasure of the city council. If a majority of the council is displeased with the city manager's performance, the city manager can be dismissed, subject to applicable laws and ordinances, as well as the terms of the city manager's employment agreement with the city. The council-manager form of government is designed to free the city council from the administration of daily operations, allowing it to instead devote attention to policy-making responsibilities.

Cities that have adopted the council-manager form of government have modified certain features of this form to vest varying degrees of authority in their city managers. For example, some city councils delegate the authority to hire and remove department heads to city managers, but other city councils retain this power while still operating under a city manager form of government for all other purposes. Also, some cities require a supermajority to remove the city manager while others demand a mere simple majority. Despite these variations, a city essentially has a city manager if the city council appoints a removable official that directs the city government in response to policy set by the city council. The quintessential city manager has direct control of most day-to-day operations of the city government, including the appointment and removal of department heads. That said, the scope of city manager authority (from expansive to narrow) is determined by city council ordinance.

Council-Manager (City Manager) vs. City Administrator

The Government Code does not set forth any specific definition or organization requirements for a so-called "city administrator" form of government. Essentially, a city administrator is municipal executive who is not a "city manager" as described under Government Code sections 34851-34851. True city administrators with very narrow authority are typically found in charter cities, which tend to include large cities in which a strong elected mayor fills the role of city CEO (e.g., Oakland, San Francisco, Sacramento and Santa Barbara). While it is not unheard of for general law cities to have so-called "city administrators," more often than not, the person holding the title of "city administrator" in such cities is really simply a mislabeled city manager operating under the authority of Government Code sections 34851-34851. Keeping in mind that the range of powers a city council may grant to a city manager can vary according to city council preference, it should be observed that in many ways, the powers and duties of San Fernando's so-called City Administrator bear great similarity to the powers and duties that would typically be associated with a city manager. In this sense, San Fernando's City Administrator would appear to be a mislabeled "City Manager," albeit one with a slightly narrower range of duties and responsibilities than those held by a stereotypical strong city manager.

ANALYSIS:

Article I and article III, division 2 (Administrative Officer) of the San Fernando Municipal Code establish and define the City's administrative office. Section 2.116 states, "[t]here is created in the city's unclassified service the position of administrative officer." This "administrative officer" is also referred to as "city administrator" elsewhere in the San Fernando Municipal

Consideration of City Executive Administration

Page 3

Code.²³ This City Administrator is appointed by the City Council and serves at the Council's pleasure.⁴

Article III, division 2 (Administrative Officer) delegates City Council administrative powers to the City Administrator and sets forth the office's duties, which include, inter alia, attending City Council meetings, preparing a preliminary budget, overseeing City departments, and supervising expenditures. The City Administrator is also vested with certain appointment authority, including the appointment of the City Clerk.⁵

The roles and duties of the City Administrator distinctly resemble the roles and duties of the prototypical city manager. This label of a City Administrator may lead to confusion as to the City Administrator's role and to degree of the City Administrator's executive control over City affairs.

Mislabeling of City executives/administrators is common throughout California and the United States. For example, until its 2005 charter reform, Culver City had a city manager, at least on paper. Yet the charter dictated that its city council directly hired and fired department heads. Culver City would receive applications for the city manager position from all over, until the applicants later realized that it was really a chief administrative officer/administrator type system. Since the pool of candidates got so small, the voters in 2005 expanded the role of the city manager by vesting hiring and firing in the manager and making the city clerk and treasurer appointed. These changes bolstered the authority of the city manager's office.

To provide clarity to the administrative office, the City Council should revise the San Fernando Municipal Code and label the administrative official as City Manager as opposed to City Administrator. In addition, the City Council may also consider the scope of this office's role and allocate more or less authority in this office. For example, if the City Council wants to vest more authority in the administrative office, it can explicitly provide that this office is responsible for the hiring and firing of all department heads. This would augment the official's administrative and supervisory authority while finally memorialize the explicit adoption of an administrative officer in accordance with Government Code sections 34851-34859.

IMPLEMENTATION:

The City's memorialization of the City Manager position would require City Council approval of an ordinance. Such an ordinance would require two readings, one to introduce and a second to adopt the ordinance, and could only be adopted at a regular meeting or adjourned regular meeting. The Ordinance would take effect thirty (30) days after adoption.

² See Sections 1-52, 70-19, 70-76, 22-437.

³ The City's administrative officer/city administrator will hereinafter be referred to as "City Administrator."

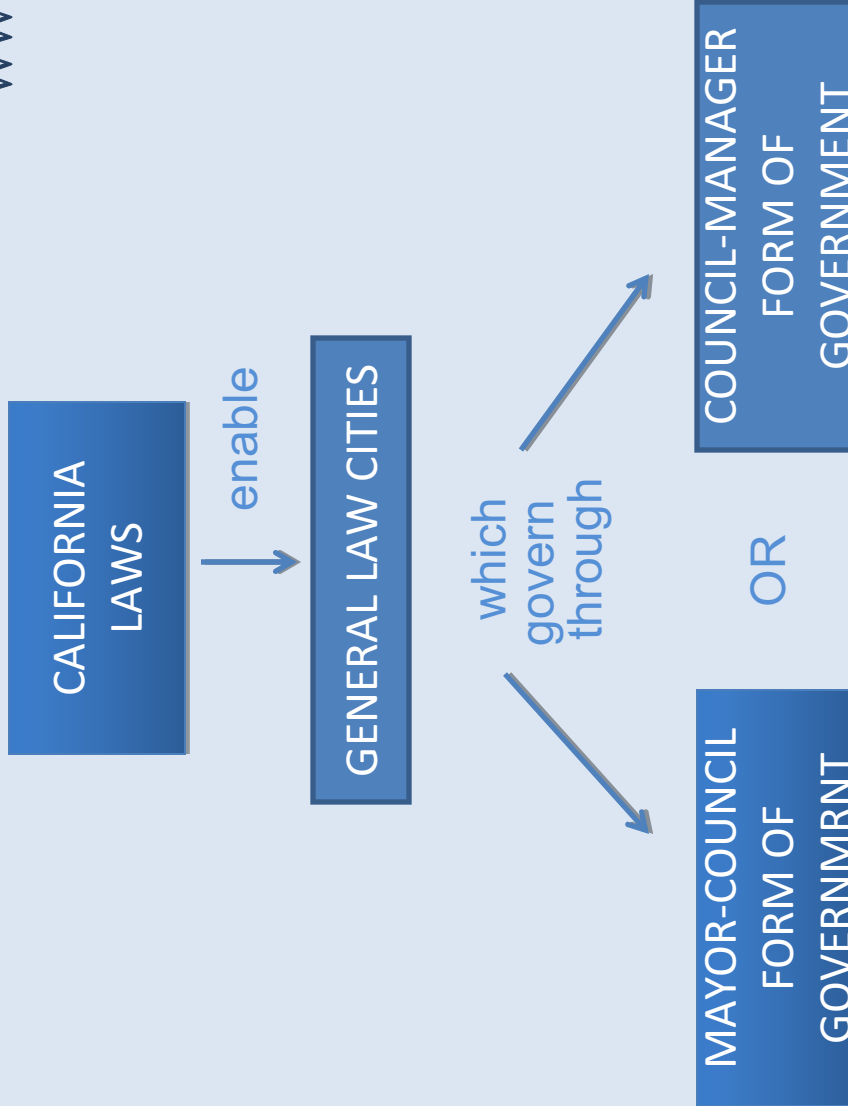
⁴ San Fernando Municipal Code section 2-1.

⁵ San Fernando Municipal Code section 2-162.



LOCAL GOVERNMENT ROADMAP

WWW.SFCITY.ORG





GENERAL LAW CITIES: 2 FORMS OF GOVERNMENT

WWW.SFCITY.ORG

Pursuant to state law, general law cities, such as San Fernando, have two primary options regarding forms of government:

MAYOR-COUNCIL: THE DEFAULT FORM

OR

COUNCIL-MANAGER (CITY MANAGER): THE ALTERNATIVE

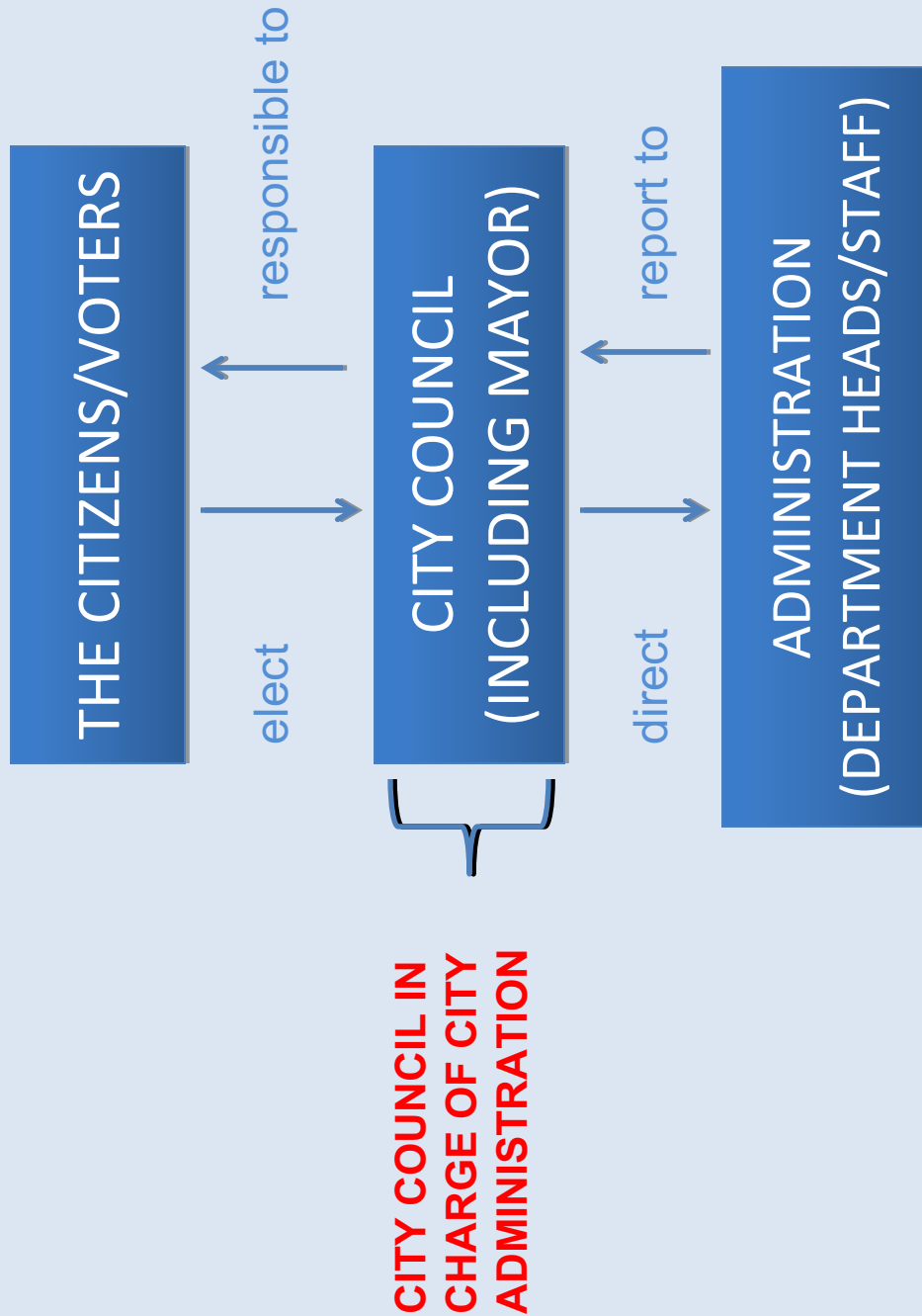
FORM

THE CITY OF
SAN FERNANDO



MAYOR-COUNCIL FORM OF GOVERNMENT

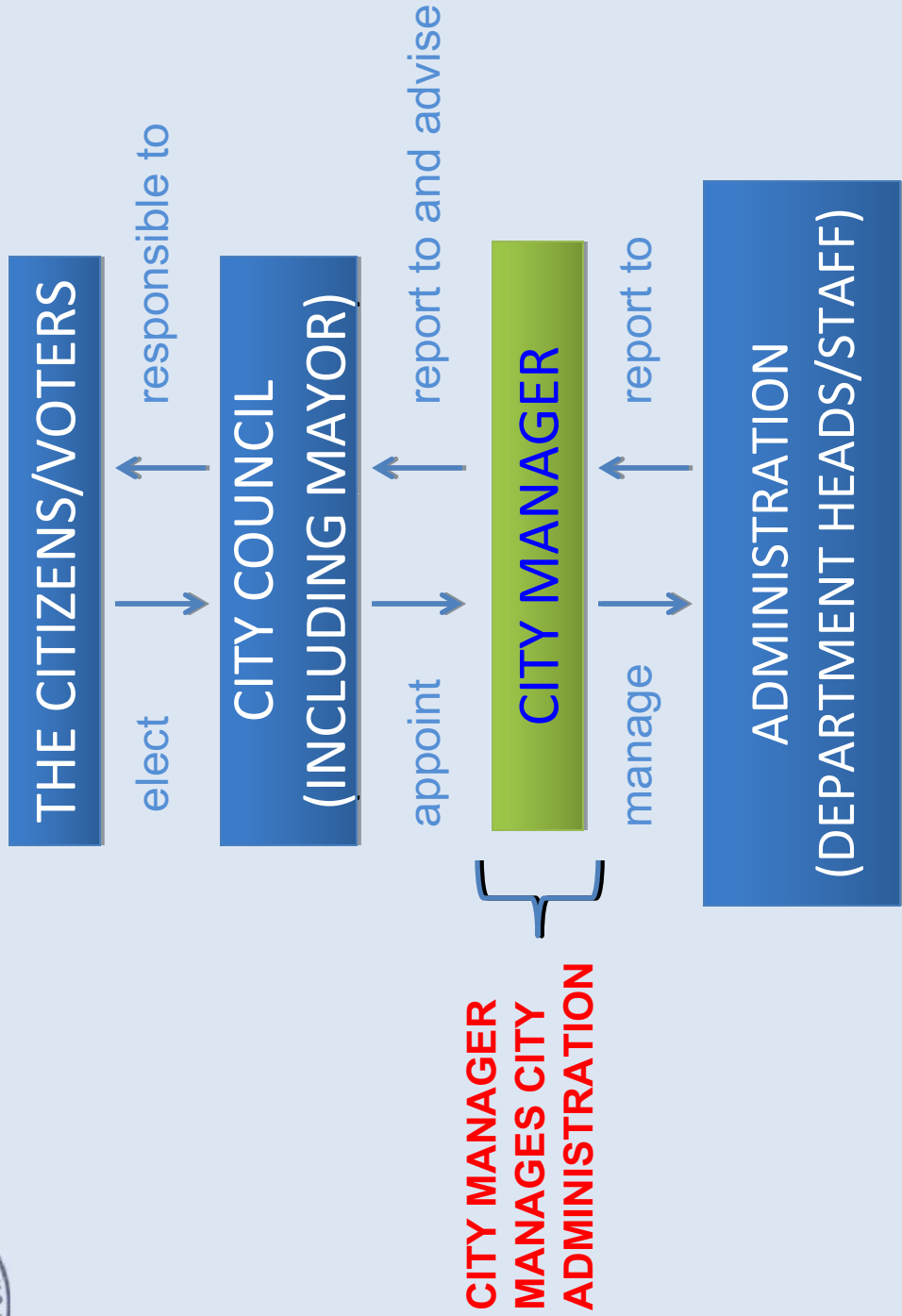
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COUNCIL-MANAGER FORM OF GOVERNMENT

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**CITY MANAGER
MANAGES CITY
ADMINISTRATION**



STATUTORY AUTHORITY FOR COUNCIL-MANAGER FORM OF GOVERNMENT

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- Government Code sections 34851-34851 allow the City Council to adopt a City Manager (Council-Manager) form of government by ordinance (recall that the default is Mayor-Council).
- The ordinance adopting the City Manager form of government must define the powers and duties of the City Manager.
- A City Council has discretion to vest expansive or narrow power in the City Manager's office by ordinance.
- There is NO separate statutory authority for City Administrators.

THE CITY OF
SAN FERNANDO

FEATURES OF COUNCIL-MANAGER (CITY MANAGER) FORM OF GOVERNMENT

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- City Council appoints the City Manager who serves at the City Council's pleasure, who may dismiss the City Manager upon majority vote or as otherwise set forth by ordinance.
- Frees up the City Council from the administration of daily operations and allows them to devote attention to policy-making responsibilities.
- Employs business-like approach to government: The citizens function as the shareholders with the City Council establishing policies like a board of directors and the City Manager implementing these policies like a CEO.
- Common City Manager tasks include: managing the day-to-day tasks of the City, recruiting, hiring and terminating City employees, manages the City budget, and carries out the City Council's policies.

THE CITY OF
SAN FERNANDO



CITIES WITH CITY ADMINISTRATORS VS. CITIES WITH CITY MANAGERS

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CITY ADMINISTRATOR CITIES: MOSTLY CHARTER CITIES

- Oakland
- Santa Barbara
- San Francisco
- Commerce
- San Fernando

General law cities with City Administrators

CITY MANAGER CITIES: MOSTLY GENERAL LAW CITIES

- Calabasas
- Agoura Hills
- Thousand Oaks
- Camarillo
- Simi Valley
- La Cañada Flintridge
- Moorpark

- Charter cities typically have strong-mayor governments and require administrative assistants for their executive-style mayors.
- Most general law cities have City Managers, although a handful engage City Administrators.





ANALYSIS OF CURRENT SAN FERNANDO CITY ADMINISTRATIVE POSITION

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- San Fernando is unique as it is a general law city with a City Administrator.
- Close examination of the Articles I and III of the City Municipal Code illustrate that the City Administrator's duties and responsibility closely resemble those commonly associated with City Managers.
- The "City Administrator," among other things, is appointed by City Council and serves at its pleasure, executes administrative powers on behalf of the City Council, prepares a budget, and manages the day-to-day management of the City → all features of City Managers.
- The mislabeling of an administrative official as City Administrator, who essentially functions as a City Manager, may cause confusion as to his or her executive authority and the City Council's involvement in City administration.

THE CITY OF
SAN FERNANDO



RECOMMENDATIONS

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It is recommended that the City Council:

- provide City staff with direction as to the formulation of an ordinance to memorialize the establishment of the City Manager position in order to avoid any confusion as to the executive official's authority and the City Council's involvement in City administration.
- if such an ordinance is desired by the City Council, it is further requested that the City Council identify certain duties, responsibilities, and delegated authority for the City Manager.

THE CITY OF
SAN FERNANDO



IMPLEMENTATION

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- The memorialization of the the City Manager position must be implemented by City ordinance.
- Such an ordinance would require two readings, one to introduce and a second to adopt the ordinance, and could only be adopted at a regular meeting or adjourned regular meeting.
- The ordinance would take effect thirty (30) days after adoption.

THE CITY OF
SAN FERNANDO

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RECREATION AND COMMUNITY SERVICES DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator
By: Ismael Aguila, Recreation and Community Services Operations Manager

DATE: May 6, 2013

SUBJECT: Acceptance of National Endowment for the Arts Grant Award

RECOMMENDATION:

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

BACKGROUND:

1. In 2000, the Recreation and Community Services (RCS) Department Staff conducted several meetings with Mr. Natividad "Nati" Cano, Director and Founder of Mariachi Los Camperos, to discuss the development of a quality youth apprenticeship program in the City of San Fernando in order to preserve mariachi music and traditions.
2. In 2000, the City began seeking grant funds to support the MMAP.
3. In January of 2001, MMAP began with grant funds from the NEA.
4. On March 7, 2012, RCS Staff submitted the NEA Art Works grant application to support MMAP.
5. On March 20, 2013, the City of San Fernando received notification from the NEA that the City was awarded \$57,000 in the Arts Education Discipline to support MMAP.

Acceptance of National Endowment for the Arts Grant Award
Page 2

ANALYSIS:

Major Project Activities and Curriculum

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

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

Key Artist Instructors

The project distinguishes itself from other mariachi programs due to the involvement of Mariachi Los Camperos de Nati Cano. As Director of Mariachi Los Camperos and a recognized National Heritage Fellow, Mr. Cano's 50 plus year career has received prestigious awards and recognition including the coveted Silvestre Vargas Award from Mexico as well as a US Artist Fellowship for his notoriety as an American Artist. After consulting with the RCS Department, Mr. Cano selected the artists/instructors to provide a level of quality instruction not available in the community. The committed artists serving as MMAP instructors have also received recognition for professionalism and artistry. Mr. Jesus Guzman, Musical Director for Mariachi Los Camperos, is an instructor for Ethnomusicology 91K, Music of Mexico, at the University of California, Los Angeles. Mr. Sergio Alonso, the ensemble's harpist, earned his Bachelor's degree in Ethnomusicology from UCLA's School of the Arts and Architecture as well as a Master's degree in Education. Mr. Jimmy Cuellar is an accomplished composer, arranger, and multi-instrumental performer with world renowned Mariachi Los Camperos. Mr. Juan Jimenez is considered one of today's finest *guitarron* players and is also a member of Mariachi Los Camperos.

MMAP Recognized for Excellence

On November 19, 2012, First Lady Michelle Obama presented to the City of San Fernando Mariachi Master Apprentice Program (MMAP) the 2012 National Arts and Humanities Youth

Acceptance of National Endowment for the Arts Grant Award

Page 3

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

Previous awards and recognitions include a 2001 Youth Development Award by the California Parks and Recreation Society and a 2002 spotlight in “Creativity in Youth: Enriching Young Lives Through the Arts”, a publication produced by the NEA recognizing ten programs of artistic excellence in the United States.

Last year also brought numerous accolades to the performing ensembles of MMAP. Mariachi Tesoro was awarded second place in the open class division at the Albuquerque, New Mexico Mariachi Spectacular Competition, outperforming various professional ensembles. Los Tesoritos, the children’s ensemble of MMAP, participated in an international music video accompanying Angela Aguilar, granddaughter of legendary Antonio Aguilar and daughter of ranchero music super star, Pepe Aguilar. MMAP finished the year celebrating a decade of music excellence with the CD “Cantares de Mi Tierra”.

Source of Funding

The yearly budget for the MMAP is approximately \$125,600. The NEA grant provides funding to support 45% of all program costs. The total amount of the \$57,000 grant award will be expensed during the grant period of October 1, 2013 through September 30, 2014.

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

Acceptance of National Endowment for the Arts Grant Award
Page 4

CONCLUSION:

It is recommended that City Council accept the Grant Award of \$57,000 by the National Endowment for the Arts (NEA). This funding will ensure that the City of San Fernando Mariachi Master Apprentice Program continues to bring together Grammy award winning mariachi masters with mariachi students.

BUDEGT IMPACT:

There will be no impact to the Fiscal Year 2012-2013 General Fund. Staff will budget the \$57,000 in Fund 10 for Fiscal Year 2013-2014.

ATTACHMENT:

A. National Endowment for the Arts Grant Award Letter



Ismael - Congrats!! This will need to go on an agenda to accept staff report should also address the match. Don

ATTACHMENT "A"

RECEIVED

MAR 20 2013

ADMINISTRATIVE OFFICE OF CITY OF SAN FERNANDO

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

Dear Mr. Hernandez:

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

<u>Grantee:</u>	City of San Fernando, California		
<u>Grant #:</u>	13-5100-7047	<u>CFDA #:</u>	45.024
<u>Grant Amount:</u>	\$57,000	<u>Outcome:</u>	Learning
<u>Period of Support:</u>	October 1, 2013 to September 30, 2014		
<u>Discipline/Program:</u>	Arts Education		
<u>Grant Project:</u>	To support the Mariachi Master Apprentice Program that brings together professional musicians of Mariachi Los Camperos with mariachi students, as described in your application (A12-942865) and the enclosed project budget.		

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

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

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

Congratulations on your grant award!

Sincerely,

Joan Shigekawa
 Acting Chairman

Enclosures

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ADMINISTRATION DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator

DATE: May 6, 2013

SUBJECT: Approval of Exchange Agreement of Federal Surface Transportation Program-Local (STP-L) Funds (Contract No. 1708) for Flexible Los Angeles County Metropolitan Transportation Authority STP-L Local Transportation Funds

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve an Exchange Agreement and Assignment of Federal Surface Transportation Program – Local (STP-L) funds (Contract No. 1708 - Attachment “A”) for flexible Los Angeles County Metropolitan Transportation Authority (LACMTA) funds; and
- b. Authorize the Interim City Administrator to execute the agreement.

BACKGROUND/ANALYSIS:

The City receives an annual allocation of local STP-L funds that can be spent on streets, roads and certain transportation projects. As Federal funds, there are a number of conditions on their usage as well as significant costs to administer a project funded by these monies. The LACMTA is offering cities an opportunity to exchange their STP-L funds for flexible LACMTA local transportation funds. These LACMTA monies have more flexibility in their usage as well as significantly fewer administrative costs. Additionally, the local STP-L funds are reimbursed after a project is completed whereas the LACMTA monies are provided upfront so there would be no cash flow issues as a result of using the LACMTA dollars. The LACMTA would charge an administrative fee of 2% of this exchange.

BUDGET IMPACT:

The actual dollars that could be exchanged would be \$287,583 (less the administrative fee of \$5,752) for a net total of \$281,831. Despite the administrative fee, staff believes the exchange would be in the best interest of the City because the LACMTA funds have more flexibility in

Approval of Exchange Agreement of Federal Surface Transportation Program-Local (STP-L) Funds (Contract No. 1708) for Flexible Los Angeles County Metropolitan Transportation Authority STP-L Local Transportation Funds

Page 2

allowable uses, have few administrative costs compared to the SLP-L program, and the funds are provided upfront rather than on a reimbursement basis which would result in no cash flow issues. The \$287,583 would represent a City unobligated balance of \$144,219; the Fiscal Year (FY) 2012-13 allocation of \$71,682, and the new FY 2013-14 allocation of \$71,682.

Staff does not have a specific recommendation at this time for utilization of these funds. The FY 2013-14 Preliminary Budget is in final draft stage and staff will be preparing a recommendation to City Council for use of these funds as part of the budget process.

CONCLUSION:

Approval of the attached agreement with the LACMTA will allow the City to exchange STP-L Funds with more flexible LACMTA funds for use on a local transportation project as determined by the City Council. The City will have an unobligated balance of \$287,583 as of FY 2013-14 and would net out \$281,831, after a 2% administrative fee is paid. Staff recommends approval of the agreement.

ATTACHMENT:

- A. Contract No. 1708 – Exchange Agreement and Assignment of Federal surface Transportation Program – Local Funds

ATTACHMENT "A"**CONTRACT NO. 1708**

Enclosure B

MOU.STPLEX

**EXCHANGE AGREEMENT AND ASSIGNMENT OF FEDERAL SURFACE
TRANSPORTATION PROGRAM – LOCAL FUNDS**

This Exchange Agreement and Assignment of Federal Surface Transportation Program – Local Funds (“AGREEMENT”), is made and entered into as of _____, by and between City of San Fernando (the “CITY”) and the Los Angeles County Metropolitan Transportation Authority (“LACMTA”).

RECITALS:

- A. CITY is eligible for and has available Federal Surface Transportation Program-Local funds (the “STP-L Funds”).
- B. CITY desires to exchange \$287,583 of CITY’s STP-L Funds for a like amount of LACMTA STP-L Local Transportation Funds (the “LACMTA Funds”).
- C. LACMTA is willing to exchange \$287,583 in LACMTA Funds for a like amount of CITY’s STP-L Funds subject to the terms and conditions contained herein.
- D. An exchange of CITY’s STP-L Funds with LACMTA Funds is beneficial to and in the general interest of CITY and LACMTA.

NOW THEREFORE, in consideration of the mutual benefits to be derived by CITY and LACMTA and of the promises contained herein, it is hereby agreed as follows:

AGREEMENT:

- 1. CITY hereby assigns to LACMTA \$287,583 of CITY’S STP-L Funds. LACMTA shall be authorized to deduct such amount from CITY’s STP-L Fund balance. This assignment shall be automatically effective upon full execution of this AGREEMENT without the necessity of the execution, delivery or recording of any further instrument whatsoever. Notwithstanding the foregoing, at LACMTA’s request, CITY shall execute and deliver such documents and instruments as may be required to evidence such assignment of STP-L Funds.
- 2. LACMTA hereby accepts CITY’s assignment of CITY’s STP-L Funds for use on Federal-aid-eligible project(s), to be determined by LACMTA in its sole and absolute discretion.
- 3. Upon receipt of (i) a fully executed AGREEMENT, (ii) CITY’s written certification of the amount of CITY’s STP-L Fund Balance, as defined herein, which CITY’s STP-L Fund Balance shows that CITY has sufficient STP-L funds to meet its obligations hereunder, and (iii) LACMTA’s deduction of the CITY’s STP-L Funds as

provided in paragraph 1 above, LACMTA shall pay CITY \$281,831 of LACMTA Funds which includes the deduction for the processing fee described in paragraph 5 below . For purposes of this AGREEMENT, the CITY's STP-L Fund Balance shall mean the amount of funds contained in CITY's STP-L Fund account as of the date this AGREEMENT is fully executed plus CITY's FY 13/14 apportionment share of STP-L Funds. If the STP-L Fund Balance is insufficient to satisfy CITY's exchange obligations hereunder, CITY hereby authorizes LACMTA to deduct from CITY's future STP-L Funds until LACMTA has in the aggregate received the amount of CITY's STP-L Funds specified in paragraph 1 above.

4. LACMTA will make all disbursements electronically unless an exception is requested in writing. CITY must complete an Automated Clearing House (ACH) form as provided in Exhibit A. Disbursements via ACH will be made at no cost to CITY.

5. CITY shall pay LACMTA a two (2) percent processing and administrative fee ("Processing Fee") in connection with the exchange contemplated by this AGREEMENT. The Processing Fee shall be assessed against the total amount of LACMTA Funds payable to CITY. The CITY hereby authorizes LACMTA to deduct the Processing Fee from the amount LACMTA is to pay CITY hereunder.

6. CITY shall expend the LACMTA Funds on STP-L Eligible Projects by the date that is three (3) years from the date this Agreement is fully executed (the "Lapsing Date") and any LACMTA Funds not expended by the Lapsing Date shall lapse and be returned to LACMTA within thirty (30) days from the Lapsing Date for further programming to third parties as LACMTA determines in its sole discretion.

- A. For purposes of this Agreement, STP-L Eligible Projects shall mean any transportation capital improvements that would normally qualify for the STP-L program, provided however, any federal regulations and standards relating to procurement and other project delivery issues that might apply may be substituted with applicable state and local regulations, standards and policies.
- B. The term "expend" as used in this Section 6 shall mean that the LACMTA Funds have been encumbered by an awarded contract.
- C. If the LACMTA Funds have lapsed and CITY has not returned all or a portion of the lapsed LACMTA Funds to LACMTA, then CITY shall be considered in default and agrees and instructs LACMTA that such outstanding payments shall be paid from CITY funds in the following priority: first, from any unobligated STP-L balance fund, the from CITY's Proposition A local return funds, then from Proposition C local return funds, and then from Measure R local return funds. IF CITY is in default hereunder, in addition to all rights and remedies available to LACMTA at law or in equity and without further notice or ability to cure by the CITY, CITY hereby authorizes LACMTA to withhold the applicable STP-L balance funds or local return funds in the amount needed to satisfy the outstanding amount of lapsed LACMTA funds due and owing to LACMTA prior to LACMTA transferring the balance of such

local return funds to the CITY in accordance with the applicable state laws or ordinances.

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

8. LACMTA, and/or its designee, shall have the right to conduct audits of CITY'S use of the LACMTA Funds to determine compliance with terms and conditions of this AGREEMENT. CITY shall establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). CITY shall reimburse LACMTA for any expenditure not in compliance with this AGREEMENT. CITY's records shall include, without limitation, any supporting evidence deemed necessary by LACMTA to substantiate CITY's use of LACMTA funds. These records must be retained by CITY for three years following CITY's last use of the LACMTA Funds.

9. The term of this AGREEMENT shall commence on the date this AGREEMENT is fully executed and, shall terminate once the CITY has expended all the LACMTA Funds and all LACMTA audit and reporting requirements have been satisfied.

10. CITY shall fully indemnify, defend and hold LACMTA and its officers, agents and employees harmless from and against any liability and expenses, including, without limitation, defend costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damages of any nature whatsoever arising out of (i) a breach of CITY's obligations under this AGREEMENT; or (ii) any act or omission of CITY or its officers, agents, employees, contractors or subcontractors in the use of the LACMTA Funds.

11. LACMTA shall fully indemnify, defend and hold CITY and its officers, agents and employees harmless from and against any liability and expenses, including, without limitation, defend costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damages to or loss of risk of property, any environmental obligations, any legal fees and any claims for damages of any nature whatsoever arising out of (i) a breach of LACMTA's obligations under this AGREEMENT; or (ii) any act or omission of LACMTA or its officers, agents, employees, contractors or subcontractors in the use of CITY'S STP-L Funds.

12. This AGREEMENT may be amended or modified only by mutual written consent of LACMTA and CITY.

13. Any correspondence, communication, or contact concerning this AGREEMENT shall be directed to the following:

CITY:

LACMTA:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, California 90012
Attn: David Yale

14. This AGREEMENT shall be interpreted and governed by the laws of the State of California.

15. This AGREEMENT constitutes the entire understanding between the parties with respect to the subject matter herein.

/
/
/

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their respective officers as of the date stated below.

CITY:

[INSERT CITY NAME]

By:_____

Name:_____

Its:_____

Date:_____

LACMTA:

Los Angeles County Metropolitan Transportation Authority

By: _____
ARTHUR T. LEAHY DATE
Chief Executive Officer

Approved as to form:

JOHN F. KRATTLI
County Counsel

By: _____
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COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Antonio G. Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator
By: Fred Ramirez, City Planner

DATE: May 6, 2013

SUBJECT: Acceptance of 2012 Los Angeles Metropolitan Transit Authority Transit Oriented Development Planning Grant Award

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the City's acceptance of the 2012 Los Angeles Metropolitan Transit Authority (Metro) Transit Oriented Development (TOD) Planning Grant Award in the amount of \$282,392 for the development of the City of San Fernando TOD Overlay Zone Project; and,
- b. Approve a City match of \$13,306 (\$6,306 in-kind contribution and \$7,000 cash) for the Project;
- c. Authorize the Interim City Administrator to execute any subsequent Agreement with Metro to facilitate the City TOD Overlay Zone Project.

BACKGROUND:

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

Acceptance of 2012 Los Angeles Metropolitan Transit Authority Transit Oriented Development Planning Grant Award

Page 2

the grant requirements, the City TOD overlay zone, general plan update and environmental assessment must be completed by June 30, 2016.

ANALYSIS:

The 2012 Metro TOD Planning Grant Award of \$282,392 would facilitate the City's development of the City of San Fernando TOD Overlay Zone Project ("the TOD Project"). The City would be required to provide a match of \$13,306 in the form of \$6,306 in in-kind contribution (i.e., staff time) and \$7,000 in monies. (See Attachment "A".) The TOD Project would establish zoning regulations that would facilitate infill and transit oriented development projects for a planning area (Attachment "B") located within a ½ mile distance south of the existing San Fernando/Sylmar Metrolink Station. The planning area being considered includes industrial and residential zoned properties located north of the railroad tracks as well as properties south of the railroad tracks that are within the City's SP-4 (Corridors Specific Plan) Zone.

The planning process would involve extensive community input in the development of the proposed zoning overlay zone development regulations. The TOD Project would also result in an amendment to various elements of the City's General Plan, including the land use, circulation, safety, and noise elements. The last comprehensive amendment of the City General Plan occurred in 1987. Furthermore, the TOD Project would include the preparation of the associated environmental assessment as required under the California Environmental Quality Act (CEQA).

The City TOD Project is intended to result in regulatory changes that encourage development near the existing Metrolink transit station, providing for appropriate density given the immediate access to transit, reduce dependency on the private automobile and provide strong pedestrian and bicycle connections between the development sites within the proposed planning area and the transit station.

CONCLUSION:

Acceptance of the 2012 Metro TOD Planning Grant Award in the amount of \$282,392 for the development of the City TOD Project would facilitate long overdue long range planning efforts, which is paid predominantly with Metro grant funds. The resultant TOD overlay zone and associated updates to the City's general plan elements would promote new infill and transit oriented development projects that take advantage of their proximity and access to public transit through appropriate density, reduced reliance upon private automobiles through the utilization of public transportation options, and enhanced walkability.

Furthermore, the TOD Project will create new economic development opportunities through the redevelopment of underutilized parcels, upgrades to adjacent public infrastructure, new property tax assessments due to new construction, and new jobs associated with the construction and ongoing operation of new projects within the proposed planning area.

Acceptance of 2012 Los Angeles Metropolitan Transit Authority Transit Oriented Development Planning Grant Award

Page 3

BUDGET IMPACT:

City Council acceptance of the \$282,392 in Metro grant funds would require a City match of \$13,306 in the form of \$6,306 in in-kind contribution (i.e., staff time) and \$7,000 in monies. The City contribution would equal 4.5% of the total project cost of \$295,698. City matching funds in the amount of \$7,000 will be requested as part of the Community Development Department's request for funding during the Fiscal Year 2013-2014 budget cycle.

ATTACHMENTS:

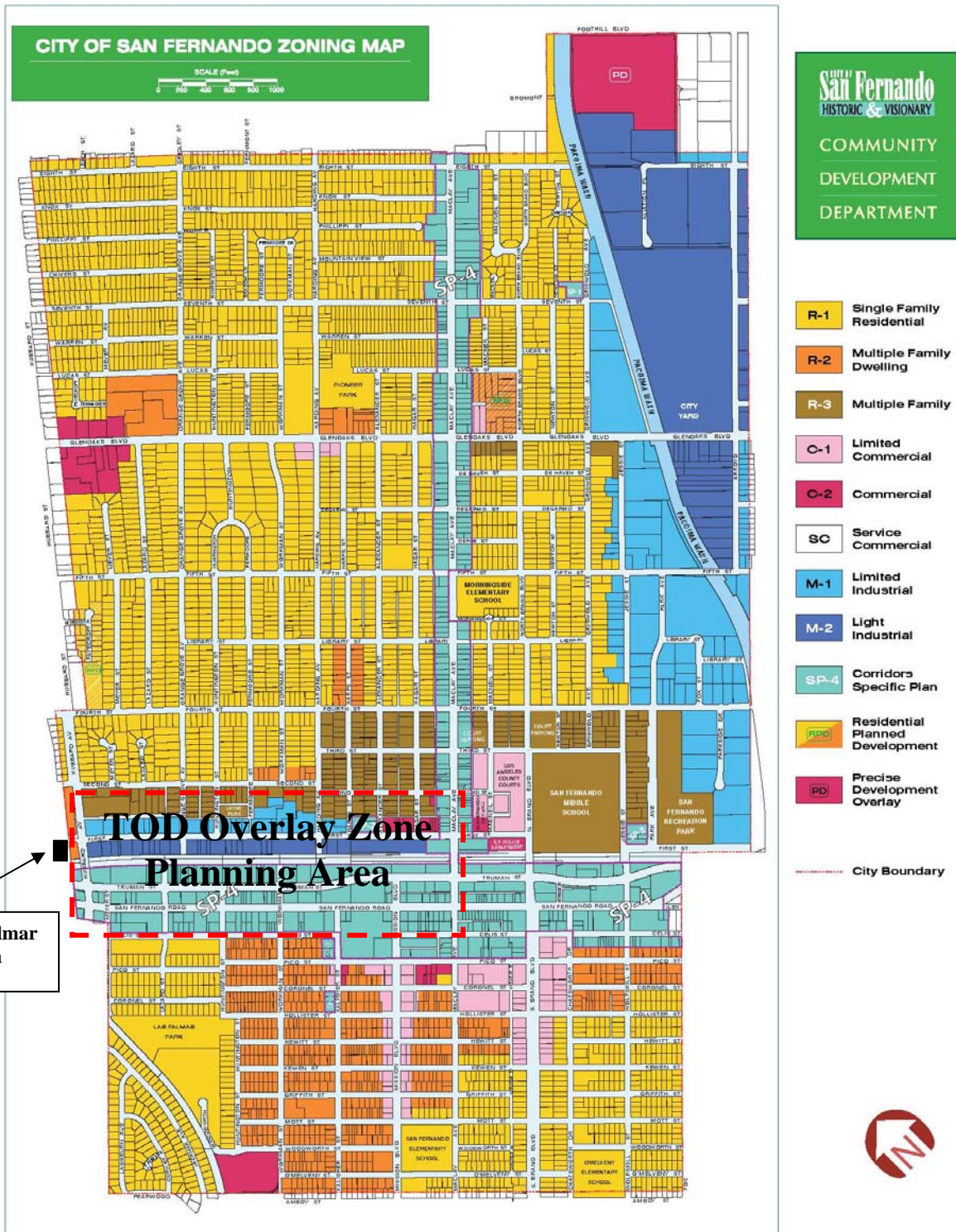
- A. Proposed Budget
- B. Planning Area Map

ATTACHMENT "A"**2012 MTA TOD Planning Grant—City of San Fernando TOD Overlay Zone Project****Budget Summary**

1	Project Management and Coordination		\$ 20,908
2	Baseline Studies		\$ 56,183
3	Prepare, Review, Adopt Overlay Zone		\$ 59,140
4	CEQA Environmental Compliance		\$ 127,150
5	Community Outreach and Public Input		\$ 23,447
6	Project Reporting to Funder (MTA)		\$ 8,871
	Totals	\$	295,698

ATTACHMENT "B"

PLANNING AREA MAP



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ADMINISTRATION DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator

DATE: May 6, 2013

SUBJECT: Authorization to Request Amendment to California Housing Finance Authority (CHFA) Loan

RECOMMENDATION:

It is recommended that the City Council:

- a. Authorize staff to request an amendment to the California Housing Finance Authority (CHFA) loan (CHFA Loan No. HELP – 022202-09), deferring one-half of the next payment of \$200,000 due June 30, 2013 until next fiscal year (FY); and
- b. Adopt Resolution No. 7532 (Attachment “A”) appropriating \$100,000 for payment of a good faith deposit against the \$200,000 due June 30, 2013.

BACKGROUND:

1. On August 5, 2002, the City entered into a loan agreement with CHFA for \$1 Million at a fixed interest rate of three percent to mature in ten (10) years, on August 5, 2012. The loan was entered into by the City to support the 98 unit senior housing project that was developed on scattered sites on Park Avenue and South Kalisher Street.
2. As of August 5, 2011, one year from the due date on the loan, the City had an outstanding loan balance of \$912,692.
3. On December 5, 2011, the City Council authorized City staff to seek an extension of the term for repayment of the CHFA loan.
4. On July 20, 2012 CHFA granted the City an extension on the payment terms of the agreement (Amendment No. 1) under the following terms:
 - FY 2011-12 \$300,000 (already paid)
 - FY 2012-13 \$300,000 (\$100,000 paid 8/1/12; \$200,000 due 6/30/13)

Authorization to Request Amendment to California Housing Finance Authority (CHFA) Loan

Page 2

- FY 2013-14 \$350,000 (due 6/30/14)
 - FY 2014-15 \$262,291.92 plus accrued interest (due 12/31/14)
5. After dissolution of the Redevelopment Agency on February 1, 2012, the City was unsuccessful in obtaining Oversight Board and California Department of Finance's (DOF) approval to identify the outstanding CHFA loan balance as an enforceable obligation for the Successor Agency to the San Fernando Redevelopment Agency. The effect of that denial was that the General Fund would be responsible for the CHFA debt rather than property taxes that previously were allocated to the Redevelopment Agency.
6. On February 19, 2013, staff presented to the City Council the mid-year budget report which projected a General Fund negative fund balance by year end, June 30, 2013 of \$1,072,965 and Insurance Fund deficit of \$1,250,300, for a total negative fund balance/deficit of \$2,323,265. Part of this General Fund deficit was due to the \$300,000 required to be repaid on the CHFA loans which was not included in the FY 2012-13 Budget.

ANALYSIS/ BUDGET IMPACT:

The plan of the City when it approved the CHFA loan in 2002 to assist with affordable senior housing was to use Redevelopment Agency Low and Moderate Income Housing funds to repay the loan. However, the City was the grantee and signatory on the loan and had the obligation with CHFA to repay the loan; unfortunately, there was no separate specific loan agreement between the City and the Redevelopment Agency requiring the Agency to reimburse the City for the loan payments. During the first nine (9) years of the ten (10) year loan, the City made one payment, in FY 2011-12. The Redevelopment Agency did budget \$500,000 in FY 2011-12 and anticipated budgeting another \$440,000 in FY 2012-13 in Low and Moderate Income Housing Funds to pay off the loan; however, dissolution of the Redevelopment Agency and denial by the DOF of the Agency's anticipated repayment of the CHFA loan resulted in this total obligation to fall on the General Fund. The reason for the denial by DOF was based on the fact that the original loan was between the City and CHFA and not between the state agency and the former Redevelopment Agency.

Subsequent to the DOF denial, staff has found documentation in the Agency's FY 2004-05 Housing Budget that demonstrates its intent to have the CHFA loan paid off by the Agency, and staff will submit this paperwork to DOF in the next ROPs cycle to seek property tax dollars to reimburse the City. The documentation shows that the Agency budgeted \$422,712 in FY 2004-05 and indicated it planned on spending \$578,382 in FY 2003-04 toward the CHFA loan, though no actual dollars were expended for that purpose and there is no documentation as to why the payment was not made.

While staff intends to resubmit this documentation to DOF to seek former redevelopment property tax dollars to repay the General Fund, the City must deal with the obligation as it exists today. A total of \$100,000 has already been transmitted to CHFA this fiscal year and another \$200,000 is due by June 30, 2013. However, no money is appropriated for this purpose and

Authorization to Request Amendment to California Housing Finance Authority (CHFA) Loan
Page 3

because the City is in a deficit position, in order to make this payment, funds would have to be borrowed from another source. With no reserves, the only option is to borrow the funds from one of the enterprise funds. Since the General Fund is already in debt to the enterprise funds, that option was not deemed advisable so staff contacted CHFA to determine if the loan agreement could be amended a second time to delay the next payment of \$200,000 until next fiscal year.

CHFA staff indicated that the City would need to submit a formal request with appropriate documentation demonstrating its fiscal plight, which would include the FY 2011-12 Comprehensive Annual Financial Report (CAFR) and a copy of the FY 2012-13 Mid-year Budget Report to City Council. Additionally, CHFA staff indicated that the City should commit to make a good faith payment this year (beyond the \$100,000 already paid) that would be part of any approval of an amendment.

While the City may not be in any better financial position next fiscal year, postponing all or part of the \$200,000 payment will provide more time to make needed cuts to free up the resources to meet this obligation. With so little time left in this fiscal year it would be difficult to generate enough savings in only two months. Even if only \$100,000 of the \$200,000 due June 30, 2013 was deferred, that would help reduce the deficit projected in FY 2012-13.

Finally it is important to note as pointed out earlier in this report that there is another payment due by June 30, 2014 on the CHFA loan of \$350,000 so the total due for the entire fiscal year would be \$450,000 (if \$100,000 of the \$200,000 due this year was deferred), so there still is a sizable obligation remaining.

CONCLUSION:

The City General Fund is legally obligated to repay the CHFA loan that the City secured in 2002 to assist with senior affordable housing. Though this was not the intent, unless the Successor Agency convinces the DOF that the budget material from FY 2004-05 is adequate to document the debt of the Agency, the General Fund will still have this obligation. The current balance due is approximately \$813,000 plus accrued interest. It is recommended that the City Council authorize staff to make a formal request to CHFA to amend the terms of the loan to defer at least a portion of the \$200,000 due on June 30, 2013 (staff recommends \$100,000), to be made next fiscal year. With an extension, the General Fund projected deficit for FY 2012-13 can be reduced and will provide the City with additional time to make any budget cuts as necessary and develop financial plans to meet the CHFA payment obligation of this deferred \$100,000 as well as the additional \$350,000 due by June 30, 2014.

ATTACHMENT:

A. Resolution No. 7532

ATTACHMENT "A"**RESOLUTION NO. 7532****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2012-13 ADOPTED ON JULY 2, 2012**

WHEREAS, the City of Council has received and considered the proposed adjustment to the budget for Fiscal Year 2012-13, commencing July 1, 2012, and ending June 30, 2013; 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, 2012 and ending June 30, 2013, a copy of which is on file in the City Clerk's Office, has been adopted on July 2, 2012.

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 01 – Non Departmental (01-190-0094-4450):

Increase in Expenditures:	\$ 100,000.00
(California Housing Finance Authority [CHFA Loan No. HELP – 022202-09] Loan)	

PASSED, APPROVED, AND ADOPTED this 5th day of May, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a special meeting of the City Council held on the 6th day of May, 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

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ADMINISTRATION DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator

DATE: May 6, 2013

SUBJECT: City Participation in Property Owners Business Improvement District (PBID)

RECOMMENDATION:

It is recommended that the City Council provide direction on the following matters related to the PBID formation process:

- a. Determine whether the City Council supports the inclusion of the City Civic Center properties (i.e., City Hall, Police Station, Public Works Yard (old Police Station), Civic Center Parking Lot) as well as the properties owned by the City and Successor Agency, including the parking lots within downtown; and
- b. If the City Council elects City participation in the PBID, direct the Interim City Administrator to sign the petition in favor of the PBID on behalf of the City.

BACKGROUND:

1. In 2010, a business improvement district was studied to help improve and promote downtown San Fernando and a portion of North Maclay Avenue. As part of that process, a Steering Committee was formed which defined a program of service, established preliminary boundaries, develop assessment formula options and budget scenarios, and suggested “zones of benefit” to differentiate assessment and level of services. The group also retained a consultant to assist them with this process. The City Redevelopment Agency budgeted for this work which was proposed at \$24,877.
2. The Steering Committee adopted a Draft Management Plan and the consultant partially completed the District Management Plan and Engineer’s Report (i.e., boundaries, assessment formula, budget).
3. In early 2011, due to issues with the City, work was suspended on the PBID project; approximately \$15,000 of the budgeted \$24, 877 had been expended.

City Participation in Property Owners Business Improvement District (PBID)

Page 2

4. On March 18, 2013, the City Council conducted a study session at which time members of the PBID Steering Committee and their consultant, Steve Gibson from Urban Place Consulting, provided the City Council with an update on the progress to date and steps needed to complete the formation.
5. On April 2, 2013, the City Council approved the City's participation in the PBID conceptually, which included the Civic Center and downtown properties, though indicated they wanted a final opportunity to determine if the City supported inclusion of those parcels in the final proposed PBID.
6. On April 15, 2013, the City Council approved an expenditure of \$7,500 currently in the Administration budget to pay for one-half of the required \$15,000 to pay Urban Place consulting to complete the work on the PBID formation process.
7. The PBID Steering Committee met on several occasions between April 2, 2013 and May 6, 2013, to discuss and decide on a number of formation issues, such as boundaries, assessment formula, and budget and management plan.

ANALYSIS:

The PBID Steering Committee has completed their work and is recommending the boundaries of the district as shown on the attached Map (Attachment "A"). Within these boundaries are the City Hall, the Police Station, Parking Lot 6N, and the Public Works Yard (old Police Station), all within the Civic Center. Also within the boundaries are the downtown parking lots and parcels owned by the City and the Successor Agency. The proposed assessment for all the City Civic Center properties is \$7,500 and for all City/Successor Agency properties including the Civic Center is \$24,000. The cost to the County for their properties is \$27,000. Activities that would be performed on these properties include general maintenance, trash removal and graffiti abatement, lighting and signage, nighttime security patrol, parking lot maintenance, and pressure washing, as well as special events and marketing. It would not include capital improvements or tree trimming.

Process

For the PBID process to move forward, a petition must be circulated by the PBID Steering Committee to affected property owners within the boundary area. Completed petitions are submitted to the City Clerk/City Council and validated to determine that a 50% threshold has been achieved, which means that more than 50% of the total assessment support the formation. The City Council would adopt a resolution of intention to establish the district and set a public hearing date on the matter. Validation of the petition and adoption of the resolution is anticipated to occur at the City Council meeting of June 3, 2013. The City Clerk is then authorized to mail out ballots to all property owners within the district, as required by Proposition 218. It is projected that there will be between 75 and 100 property owners. The public hearing date must be more than 45 days from the resolution of intention; consequently, the earliest the City Council may conduct the public hearing is July 18, 2013, so a special or adjourned City Council meeting will need to be called because the last regular meeting date in July is July 15, 2013. At the close

City Participation in Property Owners Business Improvement District (PBID)

Page 3

of the public hearing the City Council receives a report from the City Clerk on the results of the balloting. If property owners representing more than 50% of the total assessment vote in favor of the PBID then the City Clerk publishes the enabling ordinance. If the PBID is approved the City would be responsible for negotiating a contract with an entity to manage the District and receive assessment funds.

In order to meet the County Assessor deadline for placing assessments on the tax roll for Fiscal Year 2013-14, the assessment data needs to be received by the assessor by the second week in August 2013. If that date is not met, then the assessments would not appear on the tax rolls for that fiscal year; the City has the option of directly sending out the assessments or waiting until the next year so they would appear on the tax rolls.

Because this process overlaps the City's Special Election on the transaction and use tax on June 4, 2013, staff will need to enlist other City staff members to assume a role in the PBID process because the City Clerk will be fully engaged in the Special Election.

BUDGET IMPACT:

The total City assessment would be \$24,000, of which \$7,500 would be for Civic Center properties. The overall assessments are based on two zones within the PBID: Zone 1 which encompasses the core area of the downtown and North Maclay Avenue to Library Street; and Zone 2 which encompasses the San Fernando Road/Truman Street corridor from City limit to City limit (excluding the downtown corridor and most of North Maclay Avenue), some properties in the City Center, and a short segment of North Maclay from Library Street to Fifth Street. The City Civic Center properties are located in Zone 2. Total proposed budget for the PBID is estimated at \$594,766 for both zones and cannot increase by more than 5% per year. The actual assessments are calculated based on the lot size and building square footage of all properties in the PBID. The proposed PBID budget prepared by Gibson and Associates and approved by the PBID Steering Committee is attached (Attachment "B"). If approved, the PBID would have a five year life; after that it would have to be reauthorized by the property owners in the district.

CONCLUSION:

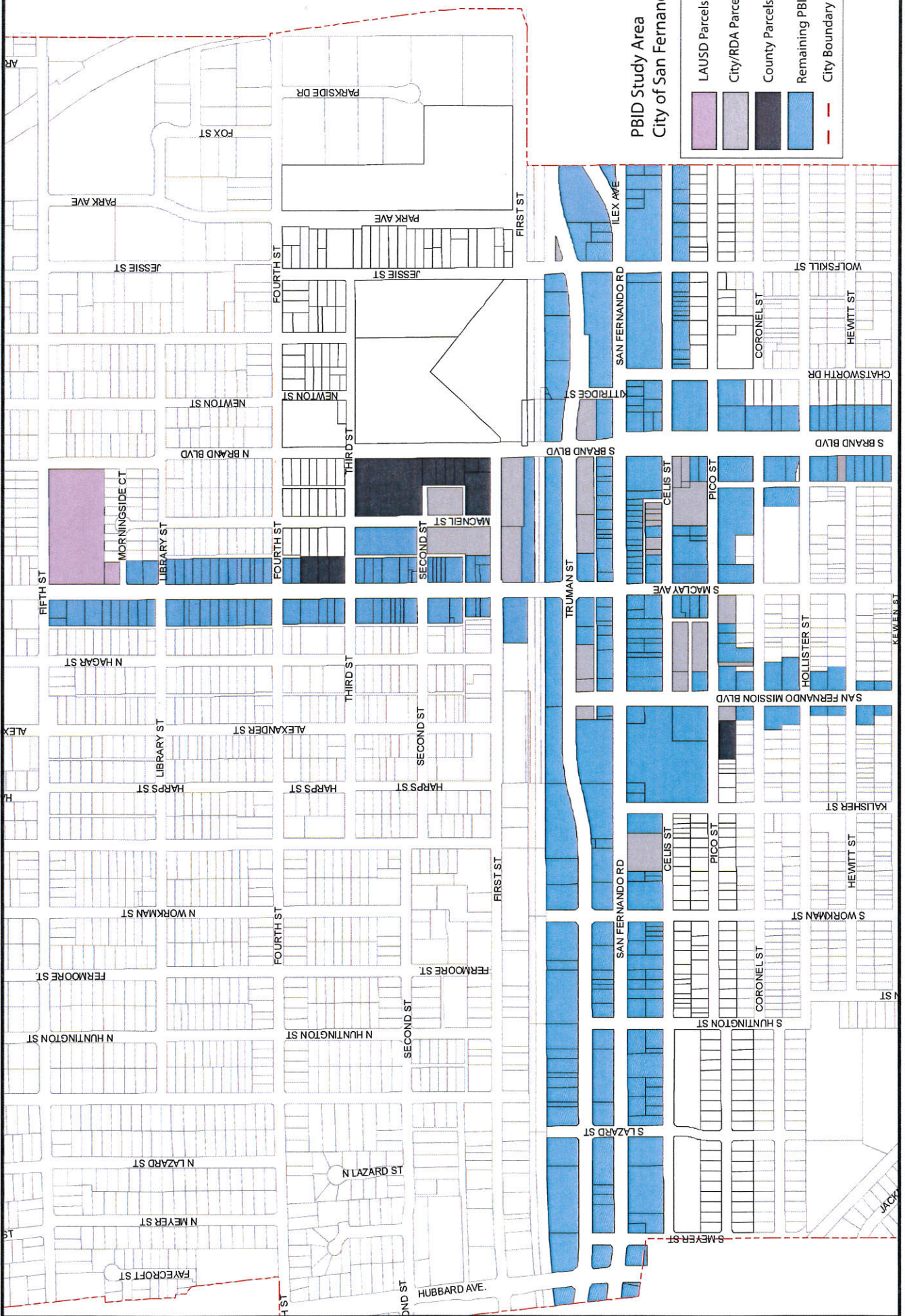
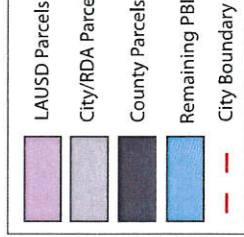
The PBID Steering Committee is recommending that the petition process commence and if the petitions are signed by owners representing more than 50% of the total assessment then the next step is actual balloting of all property owners in the PBID area. The balloting process takes 45 days after which a public hearing is conducted by the City and the results are certified by the City. If the PBID is approved then the assessments are placed on the County property tax roll and must be submitted to the County by the second week of August 2013.

ATTACHMENTS:

- A. Boundary Map
- B. PBID Budget

ATTACHMENT "A"

PBID Study Area City of San Fernando



4.15.13

Downtown Business Improvement District

Final Budget

Budget Item	Zone 1	Zone 2	Total Budget	Percent
Clean and Beautification				
Maintenance Sweep/Graffiti/Trash	\$ 134,021	\$ 44,674	\$ 178,694	30%
Nighttime Security Patrol	\$ 68,964	\$ 22,988	\$ 91,952	15%
Pressure Washing	\$ 24,840	\$ 8,280	\$ 33,120	6%
Parking Maintenance	\$ 45,000	\$ -	\$ 45,000	8%
Total Clean and Beautiful	\$ 272,825	\$ 75,942	\$ 348,766	59%
Marketing/Events	\$ 47,740	\$ 36,260	\$ 84,000	14%
Special Projects	\$ 56,834	\$ 43,166	\$ 100,000	17%
Administration	\$ 32,395	\$ 24,605	\$ 57,000	10%
City Fees/Slow Pay	\$ 2,842	\$ 2,158	\$ 5,000	1%
Total Budget	\$ 412,635	\$ 182,131	\$ 594,766	100%

	Frontage	Lot	Building	Lot + Building	Percent Total
Zone One	0	2,648,577	1,188,706	\$ 3,837,283	56.83%
Zone Two	0	2,115,466	799,026	\$ 2,914,492	43.17%
Total Sq Ft	0	4,764,043	1,987,732	\$ 6,751,775	100%
Assessment Rate Zone One				\$0.1075	
Assessment Rate Zone Two				\$0.0625	

	2012	2013	2014	2015	2016
Zone One	\$ 0.1075	\$ 0.1129	\$ 0.1186	\$ 0.1245	\$ 0.1307
Zone Two	\$0.0625	0.0656	0.0689	0.0723	0.0760

Zone One	50B/50L	60B/40L	70B/30L
Building	0.1736	0.2083	0.24
Lot	0.0779	0.0623	0.0467
Zone Two	0.1140	0.1368	0.1596
Building	0.0430	0.0344	0.0258
Lot			

San Fernando

Clean Beautiful Budget

4.15.13

Public Space Management	Zone 2	Zone 1	Annual Cost	Comments
Maintenance Labor	25%	75%		
Supervisor (40 hr)	\$11,175	\$33,524.40	\$44,699	hourly bill rate of \$21.49
Asst. Supervisor (40 hr)	\$8,892	\$26,676.00	\$35,568	hourly bill rate of \$17.10
Sweeper position (48 hr)	\$8,798	\$26,395.20	\$35,194	hourly bill rate of \$14.10
Sweeper position (48 hr)	\$8,798	\$26,395.20	\$35,194	hourly bill rate of \$14.10
Funding From Special Projects	-\$8,750	-\$26,250.00	-\$35,000	
	\$28,914	\$86,741	\$115,654	
Maintenance Expenses				
Truck Rental	\$3,000	\$9,000.00	\$12,000	\$1,000 x 12
Gas/Oil	\$1,200	\$3,600.00	\$4,800	\$400 x 12
Trash Dump Fees	\$1,200	\$3,600.00	\$4,800	\$400 x 12
Supplies (graffiti remover, paint)	\$250	\$750.00	\$1,000	
Trash Bags	\$500	\$1,500.00	\$2,000	5 boxes per month at \$40.00 per box
Uniforms	\$250	\$750.00	\$1,000	
Cellphones x 3	\$360	\$1,080.00	\$1,440	\$30 per person x 4 (\$120x12)
Total Maintenance Expenses	\$6,760	\$20,280	\$27,040	
Maintenance Labor & Expenses	\$35,674	\$107,021	\$142,694	
Administration Expense	\$9,000	\$27,000.00	\$36,000	
Total Clean Labor & Expenses	\$44,674	\$134,021	\$178,694	
Pressure Washing				
2 team crew	\$8,280	\$24,840.00	\$33,120	24 hours per month, \$115xhr
Tree Trim & Landscape	\$0	\$0.00	\$0	
Total Maintenance Labor & Expenses	\$52,954	\$158,861	\$211,814	

4.15.13

Nighttime Security Budget

	Hours	Bill Rate	Weekly Cost	Annual Cost	Zone 2	Zone 1
Safety Labor						
Ambassador	112	\$ 15.90	\$ 1,780.80	\$ 92,601.60	25%	75%
Funded by Special Projects				\$ (20,000.00)		
Total Safe Labor	112	\$	\$ 1,780.80	\$ 72,601.60	\$ 18,150.40	\$ 54,451.20
Safety Expense						
Truck				17,500		
Uniforms				\$ 750.00		
Cell Phone				\$ 1,100.00		
Total Expense				\$ 19,350.00	\$ 4,837.50	\$ 14,512.50
Total Safe Expenses				\$ 91,951.60	\$ 22,987.90	\$ 68,963.70

2 people, 1- 8 hr. shift, 7 days a week
 Total of 3 people (2@40 hrs., 1@32hrs.)

11.1.1.10

Administration Budget

San Fernando

Administration Expenses	Administration & Advocacy	Marketing/Events	Clean & Safe	Total W/Ben
	0.3	0.3	0.4	
Management Firm or Employees	\$27,000	\$27,000	\$36,000	\$90,000
Sub Total Labor	\$27,000	\$27,000	\$36,000	\$90,000

Office Expense

Telephone/Internet/Web	\$1,200
Office Supplies	\$500
Postage	\$300
Equipment lease (computer, copier, fax)	\$2,000
Insurance	\$5,000
Legal	\$1,000
Accounting/Audit	\$5,000
Taxes & Licenses	\$500
Dues & Subscriptions	\$500
Education/meetings	\$2,000
Rent office @ \$1000/month	\$12,000
Sub Total Office	\$30,000

Marketing/Events/ Development	
Website	\$ 10,000.00
Newsletter	\$ 2,000.00
Business Directory	\$ 2,000.00
Social Media	\$ 3,000.00
Events	\$ 20,000.00
Undefined	\$ 20,000.00
Administration Expense	\$ 27,000.00
Total Marketing	\$ 84,000.00

Total Administration

\$57,000

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EDUCATION COMMISSION

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Chair Louis A. Lopez

DATE: May 6, 2013

SUBJECT: Request to Change Education Commission's Quarterly Meetings to Bi-monthly Meetings

RECOMMENDATION

It is the recommendation of the Education Commission that the City Council:

- a. Approve the Education Commission's request to change their meeting dates to bi-monthly (instead of quarterly); and
- b. Direct staff to collaborate with the City Attorney's Office to prepare an ordinance amending the San Fernando City Code to reflect the new meeting dates and, subsequently, schedule for presentation to the City Council at a future meeting.

BACKGROUND:

On February 26, 2013, the Education Commission discussed and approved changing their meeting dates to bi-monthly meetings, instead of quarterly meetings.

ANALYSIS:

The Education Commission has indicated their desire to increase the frequency of their meetings so that they may proceed in developing a Junior Achievement Program and other programs that will ensure that the City has a strong cadre of young people who will learn to manage their finances, go to college, purchase homes and automobiles, run businesses, stay out of debt and be successful in the community and throughout their lifetime.

The proposed change to the Education Commission's meeting dates would require an amendment to the Section 2-616 – Meetings; quorum of the San Fernando City Code (Attachment "A").

Request to Change Education Commission's Quarterly Meetings to Bi-monthly Meeting

Page 2

BUDGET IMPACT:

Approval of the proposed meeting change would require assistance from the City Attorney's Office to prepare an ordinance amending the San Fernando City Code.

If the proposed meeting change is approved, there will be some cost increases to cover additional Commissioner stipends, staff support overtime, as well as one-time costs associated with the City Attorney's Office to prepare the Code changes.

ATTACHMENT:

- A. San Fernando City Code Section 2-616 – Meetings; quorum

ATTACHMENT "A"

San Fernando, California, Code of Ordinances >> - CODE >> **Chapter 2 - ADMINISTRATION >> ARTICLE V. - BOARDS, COMMISSIONS, COMMITTEES, AGENCIES AND AUTHORITIES >> DIVISION 8. - EDUCATION COMMISSION >>**

DIVISION 8. - EDUCATION COMMISSION

Sec. 2-614. - Created; composition; appointment; qualifications.

Sec. 2-615. - Officers; compensation.

Sec. 2-616. - Meetings; quorum.

Sec. 2-617. - Absence from meetings.

Sec. 2-618. - Powers and duties; rules and regulations; reports and records.

Sec. 2-619. - Incurring financial liability.

Sec. 2-620. - Reserved.

Sec. 2-614. - Created; composition; appointment; qualifications.

- (a) There is established an education commission in and for the city.
- (b) The education commission shall consist of five members.
- (c) Each member shall be appointed in accordance with section 2-34 of this Code.
- (d) Each member shall, at all times during their incumbencies, be a resident and registered voter of the city.

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-615. - Officers; compensation.

- (a) The members of the education commission shall annually in June elect one of its number as chair and one of its number as vice-chair, each to serve for a one-year term or until a successor is elected. The city clerk shall serve as secretary to the education commission. In the absence of the chair, the vice-chair, and/or the secretary, any other member shall call the meeting to order, whereupon a chair and/or a secretary shall be elected from the members present to preside for that meeting.
- (b) The city council shall fix the amount of compensation, if any, to be paid to the members of the education commission.

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-616. - Meetings; quorum.

- (a) The members of the education commission shall meet at least once a quarter at such time and place as it may fix by resolution. Special meetings may be called at any time by the chair of the commission or four members thereof by written notice served upon each member of the commission at least 48 hours before the time for the proposed meeting. Proper posting and Brown Act procedures will be followed.
- (b) Three members of the education commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained.

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-617. - Absence from meetings.

- (a) Absence from three consecutive regular meetings of the education commission by a member with or without consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by a successor to fill the unexpired term of office pursuant to section 2-35 of this Code.
- (b) Absence from three regular meetings of the education commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by a successor to fill the unexpired term of office pursuant to section 2-35 of this Code.
- (c) Any member whose absences from regular meetings of the commission are deemed to constitute a retirement of such member under this section shall have the right to appeal the deemed retirement. The city council may overturn the deemed retirement if it determines that the absences of the member were the result of unusual circumstances.

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-618. - Powers and duties; rules and regulations; reports and records.

- (a) The powers and duties of the education commission shall be as follows:
 - (1) Establish and act as a liaison between the city and local school administrations, the city's school board representative for the Los Angeles Unified School District and representatives from other public and private schools operated in the city.
 - (2) Initiate studies, investigations, surveys and make recommendations to the city council regarding local K-12 education and local higher learning, educational grant and educational scholarship opportunities.
 - (3) Coordinate with the city police chief on the implementation of the School Resource Officer Program in local Los Angeles Unified School District schools and the deployment of a school resource officer at those schools.
- (b) Subject to the approval of the city council, the education commission may make and alter such rules and regulations for its organization and procedure as are consistent with this chapter, other city ordinances and state law.
- (c) The education commission shall keep an accurate record of all its proceedings and activities and shall render annually, on a calendar basis, a full report of the commission's activities and recommendations to city council.

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-619. - Incurring financial liability.

Neither the education commission nor any person connected with the commission shall incur any financial liability in the name of the city.

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-620. - Reserved.

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CITY COUNCIL**MEMORANDUM**

TO: Mayor Antonio Lopez and Councilmembers
FROM: Councilmember Joel Fajardo
DATE: May 6, 2013
SUBJECT: Update Regarding the July 4th Fireworks Celebration Fundraising Efforts

RECOMMENDATION:

I have placed this on the agenda to provide the City Council with an update regarding the July 4th Fireworks Celebration fundraising efforts.

BACKGROUND/ANALYSIS:

1. The July 4th Fireworks Celebration has been a tradition in San Fernando for more than two decades. This tradition started after the City of Los Angeles prohibited the City of San Fernando from selling fireworks.
2. In 2012, fundraising efforts for the celebration fell short by approximately \$10,000. To offset this shortage, funds were used from the Fund 17 Account, which is normally used for other items, such as recreational programs.
3. On January 28, 2013, the Recreation and Community Services Manager Ismael Aguila advised the Education, Parks, Arts, Health, Youth and Aging (EPAH) Standing Committee members that funds were not presently allocated for the celebration. He also reported that he and his staff were not in a position to raise such funds and that the City would need approximately \$26,000 by mid May for the event to take place.
4. On February 4, 2013, the City Council designated both me and Councilmember Robert Gonzales to fundraise (on the City's behalf) for the July 4th Fireworks Celebration; funds should be raised (or committed) by the second City Council meeting in April; and any excess funds (beyond the \$26,000) would be returned to Fund 17.
5. On April 4, 2013, the City Council agreed to my request for a time extension until our first meeting in May and I reported that I would provide an update at that time.