



*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**

**JUNE 17, 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) CESAR CHAVEZ LEARNING ACADEMIES BASEBALL TEAM – 2013 CIF CITY SECTION DIVISION II CHAMPIONSHIP RUNNER-UP

**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) JUNE 3, 2013 – SPECIAL MEETING  
b) JUNE 3, 2013 – REGULAR MEETING



SAN FERNANDO CITY COUNCIL  
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**2) APPROVAL OF WARRANT REGISTER NO. 13-062**

**3) NOTICE OF COMPLETION – VARIABLE FREQUENCY DRIVES AT THE POOL FACILITY**

Recommend that the City Council:

- a. Accept the job as performed by Sea Clear, Inc. and consider the work complete; and
- b. Authorize the Interim City Administrator and the City Clerk to sign and file the Notice of Completion with the Office of the Registrar-Recorder/County Clerk.

**4) NOTICE OF COMPLETION – SLURRY SEAL PROJECT**

Recommend that the City Council:

- a. Accept the improvements as constructed by American Asphalt South Inc., and consider the work complete;
- b. Authorize the City Administrator and the City Clerk to sign and file the Notice of Completion with the Office of the Registrar-Recorder/County Clerk; and
- c. Authorize the release of the 10% retention amount after the 35-day lien period from the date the Notice of Completion is recorded.

**PUBLIC HEARING**

**5) FISCAL YEAR 2013-14 CITY BUDGET**

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Review and discuss the proposed FY 2013-2014 City Budget;
- c. Pending public testimony, direct staff to make any necessary adjustments to the proposed FY 2013-2014 City Budget (complete document previously distributed during May 15, 2013 Study Session); and
- d. Continue the Budget Hearing until July 1, 2013.



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**6) FISCAL YEAR 2013-2014 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT PUBLIC HEARING AND CONFIRMATION OF ASSESSMENT**

Recommend that the City Council:

- a. Conduct a Public Hearing by following the Order of Procedure;
- b. Adopt Resolution No. 7537 ordering the continued maintenance of the City's streetlights and confirming the annual assessment; and
- c. Adopt Resolution No. 7538 approving the Final Engineer's Report for the Fiscal Year 2013-2014 Landscaping and Lighting Assessment District.

**NEW BUSINESS**

**7) APPROVAL OF AGREEMENT FOR PROFESSIONAL SERVICES (CONTRACT NO. 1712) WITH BOB MURRAY & ASSOCIATES FOR CITY ADMINISTRATOR RECRUITMENT**

Recommend that the City Council:

- a. Approve the selection of Bob Murray & Associates to conduct the recruitment for a new City Administrator;
- b. Approve an Agreement for Professional Services (Contract No. 1712) with Bob Murray & Associates to conduct the recruitment for a new City Administrator; and
- c. Authorize the Mayor to execute the Agreement.

**8) BID RESULTS AND AWARD OF CONSTRUCTION CONTRACT (CONTRACT NO. 1713) FOR WATER MAINS INSTALLATION PROJECT NO. 7581, PLAN NO. 713**

Recommend that the City Council:

- a. Accept the lowest responsive bid from Vasily Company, Inc. for construction of Water Mains Installation Project No. 7581, Plan No. 716;
- b. Approve a Construction Contract (Contract No. 1713) with Vasily Company, Inc., for Water Mains Installation Project No. 7581, Plan No. 716, for an amount not to exceed \$405,495; and
- c. Authorize the City Administrator to execute the Contract and approve change orders not to exceed 9% of contract amount.



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**9) APPROVAL OF SANITARY SEWER MANAGEMENT PLAN**

Recommend that the City Council approve the completed Sewer System Management Plan as required by the State Water Resources Control Board Order No. 2006-0003.

**CONTINUED BUSINESS**

**10) ADOPTION OF RESOLUTIONS PERTAINING TO THE SPECIAL MUNICIPAL ELECTION AND CONFIRMATION/FINAL ADOPTION OF AN ORDINANCE ENACTING A TEMPORARY HALF CENT TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE STATE BOARD OF EQUALIZATION PURSUANT TO REVENUE AND TAXATION CODE**

Recommend that the City Council:

- a. Adopt Resolution No. 7539 declaring the results of the June 4, 2013 Special Municipal Election;
- b. Adopt Resolution No. 7540 Authorizing the Execution of Agreements with the State Board of Equalization Regarding the Administration and Collection of a Temporary Half Cent Transactions and Use Tax; and
- c. Confirm and ratify adoption of Ordinance No. 1626 (second reading), titled: "An Ordinance of the City of San Fernando Enacting, Subject to Adoption by the Electorate, a Temporary Half Cent Transactions and Use Tax to be Administered by the State Board of Equalization Pursuant to Revenue and Taxation Code § 7251 Et Seq.".

**CITY COUNCIL ITEMS**

**11) PROPOSED CHANGES TO THE CITY COUNCIL LIAISON ASSIGNMENTS**

This item is placed on the agenda by Mayor Antonio Lopez.

**12) DISCUSSION REGARDING STANDING COMMITTEES**

This item is placed on the agenda by Mayor Antonio Lopez.

**13) APPOINTMENT TO THE TRANSPORTATION AND SAFETY COMMISSION**

Mayor Antonio Lopez is recommending the appointment of Francisco Arrizon to the Transportation and Safety Commission.





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### 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

### CLOSED SESSION

- 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 – ANTICIPATED LITIGATION (G.C. 54956.9(c))  
(Two potential cases)

### 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.*

*Julie M. Fernandez, Deputy City Clerk  
Signed and Posted: June 14, 2013 (2:00 p.m.)*

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

# **San Fernando City Council**

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**JUNE 3, 2013 – 5:00 P.M.  
SPECIAL MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Pro Tem Sylvia Ballin called the meeting to order at 5:01 p.m.

Present:

Council: Mayor Pro Tem Sylvia Ballin and Councilmembers Jesse H. Avila, Joel Fajardo (arrived late), and Robert C. Gonzales

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

Absent: Mayor Antonio Lopez

**PLEDGE OF ALLEGIANCE**

Personnel Manager Michael Okafor led the Pledge of Allegiance.

**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 (5:02 P.M.)**

By consensus, Councilmembers recessed to the following Closed Session:

**SAN FERNANDO CITY COUNCIL  
SPECIAL MEETING MINUTES – June 3, 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 – CONSIDERATION OF INITIATION OF  
LITIGATION  
G.C. 54956.9(d)(4)**

(One case)

**RECONVENE/REPORT OUT FROM CLOSED SESSION (5:52 P.M.)**

City Attorney Olivarez reported the following:

The record should reflect that the City Council recessed into closed session, all members being present, with the exception of Mayor Lopez, to discuss those items posted on the agenda. The record should further reflect that the City Council received briefings from staff on both items, direction was given, but no final action was taken.

**ADJOURNMENT (5:52 P.M.)**

By consensus, the meeting was adjourned.

*I do hereby certify that the foregoing is a true and correct copy of the minutes of June 3, 2013 meeting as approved by the San Fernando City Council.*

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*Julie M. Fernandez  
Deputy City Clerk*



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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**JUNE 3, 2013 – 6:00 P.M.  
REGULAR MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Pro Tem Sylvia Ballin called the meeting to order at 6:03 p.m.

Present:

Council: 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

Absent: Mayor Antonio Lopez

**PLEDGE OF ALLEGIANCE**

Interim Chief of Police Robert Parks led the Pledge of Allegiance.

**PRESENTATION**

The following presentation was made:

**A) OATH OF OFFICE TO POLICE DEPARTMENT PERSONNEL:**

- Maurizio Cascapera, Reserve Police Officer
- Michael Colato , Reserve Police Officer

**APPROVAL OF AGENDA**

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

**SAN FERNANDO CITY COUNCIL****MINUTES – JUNE 3, 2013****Page 2****PUBLIC STATEMENTS – WRITTEN/ORAL**

Sam Beltran spoke about a news article; and he paid for his family to travel from London, England and only spent \$9,000.

Male speaker from audience (did not state name) asked why Councilmembers can't comment; City Attorney Olivarez replied that there are restrictions on what they can say pursuant to the Brown Act and that they may briefly address the comments at the end of the meeting, but they cannot engage in dialogue with the speakers.

Robert Ortega thanked everyone for their concern for his health; stated that San Fernando is a good City and this Council gave us a chance to vote (or not) for Measure A; and don't forget to vote.

Male speaker (did not state name) asked about property tax in San Fernando that goes toward retired City employees and stated that it is unfair that he has to pay so much. Mayor Pro Tem Ballin indicated that she and Interim City Administrator Penman would speak with him after the meeting.

Guillermo Garcia, Los Angeles Police Department Police Officer and Boxing Teammember, announced a charity boxing event on July 6, 2012, at Elysian park and requested permission to post flyers in San Fernando's public buildings.

Paul Luna, resident: 1) happy to see more Police Officers; 2) said that it's unfortunate that people are spreading misinformation regarding Measure A and he wished to register a complaint about a political mailing that did not identify who was responsible for it; and 3) stated that Rudy Ortega Sr. Park needs to be cleaned up.

**CONSENT CALENDAR**

Motion by Councilmember Avila, seconded by Councilmember Gonzales, to approve the Consent Calendar Items:

- 1) APPROVAL OF MINUTES OF MARCH 4, 2013 – REGULAR MEETING
- 2) APPROVAL OF WARRANT REGISTER NO. 13-061
- 3) NOTICE OF COMPLETION FOR PARK AVENUE STREET IMPROVEMENTS

By consensus, the motion carried.

**NEW BUSINESS**

- 4) APPROVAL OF CONTRACT EXTENSION WITH FIRST TRANSIT, INC.

**SAN FERNANDO CITY COUNCIL****MINUTES – JUNE 3, 2013****Page 3**

Public Works Director Ron Ruiz presented the staff report; he, Jesse Roach and Heidi Miller (First Transit, Inc. representatives) answered Councilmembers questions.

Motion by Councilmember Avila, seconded by Councilmember Gonzales, to approve:

- a. Approve a two year contract extension with First Transit, Inc. for maintenance and operation of the Mission City Transit and the City Trolleys; and
- b. Authorize the Interim City Administrator to negotiate and execute the contract extension.

The motion carried with the following vote:

AYES: Avila, Fajardo, Gonzales – 3  
NOES: Ballin – 1  
ABSENT: Lopez – 1

5) **APPROVAL OF CONTRACT NO. 1711 WITH VAN LANT & FANKHANEL, LLP FOR PROFESSIONAL AUDITING SERVICES**

Interim Finance Director Rafaela King presented the staff report.

Motion by Councilmember Gonzales, seconded by Councilmember Avila, to:

- a. Approve Contract No. 1711 with Van Lant & Fankhanel, LLP for Professional Auditing Services for the Fiscal Year 2012-2013 audit with a one-year optional extension; and
- b. Authorize the Interim City Administrator to execute the contract.

By consensus, the motion carried.

**CITY COUNCIL ITEMS**

6) **UPDATE REGARDING THE JULY 4<sup>TH</sup> FIREWORKS CELEBRATION FUNDRAISING EFFORTS**

Recreation and Community Services Operations Manager Ismael Aguila indicated that at the recent EPAH Standing Committee meeting, staff provided a proposal to conduct an event without fireworks; however, due to limited resources, staff recommends that the City forego this year's event. Councilmember Fajardo discussed an alternate option of working with the Kiwanis Club in an effort to make this program self-sustaining in the future.

By general consensus, the City Council agreed that the event would be canceled.

**SAN FERNANDO CITY COUNCIL****MINUTES – JUNE 3, 2013****Page 4****STANDING COMMITTEE UPDATES****No. 1 Budget, Personnel and Finance (BPF)**

Councilmember Avila – Interim City Administrator Penman reported that two Budget Study Sessions have been conducted; proposed budget is available on the City's website; and the public hearing is scheduled for June 17, 2013.

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

Councilmember Fajardo – no updates.

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

Chair Joel Fajardo – no updates.

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

Chair Jesse H. Avila – no quorum.

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

Chair Robert C. Gonzales – 4<sup>th</sup> of July, JAM Sessions, park clean-up dates, and summer pool events were discussed.

**GENERAL COUNCIL COMMENTS**

Councilmember Avila thanked staff for their hard work and said that in the future transportation programs will impact us and will provide information as it becomes available.

Councilmember Gonzales congratulated San Fernando Baseball for winning the City Championship and Cesar Chavez Baseball as the runner up in Division II; he thanked staff for working hard on the budget; and welcomed the new Police Officers.

Councilmember Fajardo congratulated San Fernando on both Division I and Division II games.

Mayor Pro Tem Ballin attended the Senior Health Fair and had a lot of fun and suggested that the senior line dancers and musicians perform for the community this summer.

Councilmember Avila invited Paula Hock, San Fernando Library, to the podium. Ms. Hock invited everyone to attend a poster signing event at the Library on June 11, 2013, at 10:30 am.

**SAN FERNANDO CITY COUNCIL****MINUTES – JUNE 3, 2013****Page 5**

Mayor Pro Tem Ballin: 1) said that she presented Library staff with certificates of appreciation on behalf of the City Council; 2) regarding the earlier charitable boxing event, said she would like to see a future boxing match with the San Fernando Police Department; 3) thanked Public Works Director for his efforts with the bus shelters that are being installed; 4) thanked Mr. Luna for his suggestion relating to Rudy Ortega Sr. Park; and 5) thanked the individual for addressing the property tax issue.

**STAFF COMMUNICATION**

Interim City Administrator Penman stated that the Property Owners Business Improvement District (PBID) timetable and process has slowed down so that property owners' questions may be addressed.

Public Works Director Ruiz requested that Sanitary Sewer Management Plan be placed on the next NRIW Standing Committee agenda.

Interim Police Chief Parks introduced San Fernando's newest Police Officer Kevin Yoo and Deputy City Clerk Fernandez administered the Oath of Office.

Interim City Administrator Penman informed the City Council that he would be out of the office on personal business for approximately one week and requested permission to designate City Planner Fred Ramirez as Acting City Administrator in his absence.

**ADJOURNMENT (7:06 P.M.)**

By consensus, the meeting was adjourned.

*I do hereby certify that the foregoing is a true and correct copy of the minutes of June 3, 2013 meeting as approved by the San Fernando City Council.*

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*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:** June 17, 2013

**SUBJECT:** Warrant Register

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#### **RECOMMENDATION:**

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

#### **BACKGROUND:**

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

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

#### **ATTACHMENT:**

A. Warrant Register Resolution

**ATTACHMENT "A"****RESOLUTION NO. 13-062****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO ALLOWING AND APPROVING FOR  
PAYMENT DEMANDS PRESENTED ON DEMAND/  
WARRANT REGISTER NO. 13-062****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 17<sup>th</sup> day of June, 2013.

---

Antonio Lopez, Mayor

**ATTEST:**

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Elena G. Chávez, City Clerk

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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 17<sup>th</sup> day of June 2013, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

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Elena G. Chávez, City Clerk

Voucher List		Page: 2	
CITY OF SAN FERNANDO			
Bank code : bank			
Voucher	Date	Vendor	Amount
102194	6/17/2013	100143 ALONSO, SERGIO	(Continued) MAY 2013
			MARIACHI MASTER APPRENTICE PRO
			10-424-3693-4260
			01-424-0000-4430
			Total : 2,850.00
102195	6/17/2013	100281 BAILEY, WILLIAM	REIMB.
			REIMB OF REGISTRATION FOR VEHI
			01-226-0000-4360
			Total : 251.00
102196	6/17/2013	100676 R. E. CHARLES PLUMBING, INC.	16870
			REPAIR JAIL VALVES IN CELLS 40 & 55
			01-390-0222-4330
			Total : 710.78
102197	6/17/2013	100713 CITY OF GLENDALE	GLN0000005445
			ANNUAL ISIS PARTICIPATION RADIO
			01-222-0000-4260
			Total : 500.00
102198	6/17/2013	100735 COASTAL AIR	14525
			REPLACE BROKEN THERMOSTAT FOR
			01-390-0460-4330
			Total : 265.00
102199	6/17/2013	100766 COMMUNITY DEVELOPMENT	FY2013/2014
			FY2013/2014 SECTION 108 PRINCIPAL
			26-1230
			Total : 94,787.00
102200	6/17/2013	100805 COOPER HARDWARE INC.	88630
			PLUMBING PARTS
			70-383-0301-4300
			88762
			CONCRETE PRE-MIX - SIDEWALK REP
			70-383-0000-4300
			88767
			SPONGE, CONCRETE & TROWEL - SID
			70-383-0000-4300
			Total : 47.26
102201	6/17/2013	100859 CROWN DISPOSAL	0000379774
			HAULING FEES - MAY 2013
			73-350-0000-4260
			Total : 65,959.60

Voucher List

06/12/201312:29:32PM

CITY OF SAN FERNANDO

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Bank code :bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102202	6/17/2013	101004 DUNN-EDWARDS CORPORATION	2030257660		VIN-L STRIPE STREET PAINT 01-370-0000-4310	105.98
					Total :	105.98
102203	6/17/2013	101089 ESCOBAR, MARCO	053113 - 1		L P SENIOR PETTY CASH REIMB. 04-2380	318.98
			053113 - 2		L P SENIOR PETTY CASH REIMB. 04-2380	152.48
			060313 - 1		L P SENIOR PETTY CASH REIMB. 04-2380	49.98
			060313 - 2		L P SENIOR PETTY CASH REIMB. 04-2380	84.72
			060513		L P SENIOR PETTY CASH REIMB. 04-2380	103.22
					Total :	709.38
102204	6/17/2013	101302 VERIZON	8181811070		POLICE PAGING 01-222-0000-4220	40.07
			8181811380		MWD METER 70-384-0000-4220	44.00
			8181973209		PARKS MAJOR PHONE LINES 01-420-0000-4220	1,364.01
			8181973210		PD MAJOR PHONE LINES 01-222-0000-4220	2,479.73
			8181973211		PHONE BILL 01-190-0000-4220	2,453.07
			8183616728		ENGINEERING FAX LINE 01-310-0000-4220	20.54
			8183655097		PD NARCOTICS VAULT 01-222-0000-4220	20.64
			8188371509		ANIMAL CONTROL & PW PHONE LINE 01-190-0000-4220	49.59
			8188384969		PD ALARM PANEL 01-222-0000-4220	90.99
			8188981027		POOL FACILITY PHONE LINES 01-430-0000-4220	137.11

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06/12/2013 12:29:32PM		CITY OF SAN FERNANDO					
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Bank code :		bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
102204	6/17/2013	101302 VERIZON	(Continued)			Total :	6,699.75
102205	6/17/2013	101376 GRAINGER, INC.	9155262331		LOCK OUT/TAG OUT LOCKS FOR PARK 01-390-0410-4300	150.72	
						Total :	150.72
102206	6/17/2013	101434 GUZMAN, JESUS ALBERTO	MAY 2013		MARIACHI MASTER APPRENTICE PRO 10-424-3693-4260 01-424-0000-4430	1,550.00 1,000.00	
						Total :	2,550.00
102207	6/17/2013	101436 HACH COMPANY	8305942		DPD FREE CHLORINE TABLETS 70-384-0000-4310	229.59	
						Total :	229.59
102208	6/17/2013	101528 THE HOME DEPOT CRC, ACCT#603532202496	1080423		PD STATION PLUMBING REPAIR 01-390-0222-4300	7.94	
			1080425		CITY HALL OUTSIDE LIGHT REPLACEM 01-390-0310-4300	29.30	
			2080167		(10) PAIR HEAVY DUTY COVERALLS 70-383-0301-4300	119.64	
			2080169		PVC TEES, ELBOWS, COUPLINGS & RI 13-311-0000-4300	21.64	
			21232		SIGN POLE INSTALLATION PARTS & CC 13-370-0301-4300	106.69	
			243575		TOWELS, COUPLERS, CLEANER & COI 70-384-0000-4300	57.74	
			4082441		MATLS TO SEAL OFF BIRD NEST @ PC 01-390-0222-4300	20.51	
			4082443		PARKING METER TOOLS & CLEANING 29-335-0000-4320	107.59	
			4082445		BACKFLOW WRENCH & MAP-PRO FOR 70-383-0301-4300	31.96	
			5082103		GRAFFITI REMOVAL SUPPLIES 01-152-0000-4300	315.99	
			8083953		VELCRO FOR PW WEEK PHOTO BOAR 01-390-0000-4300	39.18	
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102208	6/17/2013	101528 THE HOME DEPOT CRC, ACCT#603532202490	(Continued) 8083955		SMALL TOOLS 01-390-0410-4340	112.95
					<b>Total :</b>	<b>971.13</b>
102209	6/17/2013	101971 L.A. MUNICIPAL SERVICES	051413		ELECTRIC - 13186 DRONFIELD 70-384-0000-4210	562.34
					<b>Total :</b>	<b>562.34</b>
102210	6/17/2013	102003 LOS ANGELES COUNTY	RE-PW-13051508665		INDUSTRIAL WASTE SERVICES THRU / 72-360-0000-4430	7,293.96
					<b>Total :</b>	<b>7,293.96</b>
102211	6/17/2013	102007 L.A. COUNTY SHERIFFS DEPT.	134299WC		PRISONER MEALS SERVICE - APR 201: 01-225-0000-4350	491.25
					<b>Total :</b>	<b>491.25</b>
102212	6/17/2013	102069 POWER FORD	179726		GAS PEDAL ASSY - WA8997 70-383-0000-4400	60.72
					<b>Total :</b>	<b>60.72</b>
102213	6/17/2013	102219 MISSION AUTO ELECTRIC, INC.	23428		ALTERNATOR FOR FLEET 01-1215	392.40
					<b>Total :</b>	<b>392.40</b>
102214	6/17/2013	102223 MISSION COMMUNITY HOSPITAL	250		MCH PROJ ALTO-D INSTRUCTION 10-430-3649-4260	1,500.00
					<b>Total :</b>	<b>1,500.00</b>
102215	6/17/2013	102226 MISSION LINEN & UNIFORM	140168697		LAUNDRY 01-225-0000-4350	119.98
			140169355		LAUNDRY 01-225-0000-4350	104.77
			140170081		LAUNDRY 01-225-0000-4350	151.61
			140170714		LAUNDRY 01-225-0000-4350	142.42

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102215	6/17/2013	102226	102226 MISSION LINEN & UNIFORM	(Continued)		Total :	518.78
102216	6/17/2013	102303	NACHO'S ORNAMENTAL SUPPLY	227801	BACKFLOW REPAIR @ PARKING LOT 6 29-335-0301-4300		148.62
				228017	BACKFLOW REPAIR @ PARKING LOT 6 29-335-0301-4300		12.54
				228271	OLD CELL BRACKETS FOR PIPES @ 12 01-390-0450-4300		31.61
					Total :		192.77
102217	6/17/2013	102376	NEXGEN	076777	GRAFFITI REMOVER 01-390-0410-4300		661.62
					Total :		661.62
102218	6/17/2013	102387	K.R. NIDA CORPORATION	26729	HANDHELD RADIO FOR GRAFFITI 01-152-0000-4300		588.67
					Total :		588.67
102219	6/17/2013	102432	OFFICE DEPOT	1577507375	RECEIPT BOOK 01-420-0000-4300		28.01
				1580285478	LAMINATE 01-140-0000-4300		2.16
				657049758001	COPY PAPER 01-420-0000-4300		196.85
				657766680001	INK & STAMP 01-140-0000-4300		34.90
				658764235001	PENS 01-222-0000-4300		26.15
				658764348001	PENS, FRAMES, NOTE PADS, CORR TA 01-222-0000-4300		176.80
				658764349001	SHEET PROTECTORS 01-222-0000-4300		17.59
				658783755001	TELEPHONE - COUNCIL OFFICE 01-190-0000-4300		26.11
					Total :		508.57
102220	6/17/2013	102666	PREFERRED DELIVERY SYSTEMS INC	549-60	COURIER SERVICE		

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102220	6/17/2013	102666 PREFERRED DELIVERY SYSTEMS INC	(Continued)		01-222-0000-4260	103.00
					Total :	103.00
102221	6/17/2013	102683 PRO VEN INC.	530131		TRAFFIC SIGNAL TIMING	800.00
					13-371-0301-4260	800.00
					Total :	800.00
102222	6/17/2013	102929 ROYAL PAPER CORPORATION	4373292		JANITORIAL SUPPLIES	
					01-390-0460-4300	617.72
					01-390-0410-4300	623.57
					01-390-0470-4300	216.96
					01-390-0310-4300	87.77
					01-390-0222-4300	46.35
					70-381-0450-4300	50.46
					Total :	1,642.83
102223	6/17/2013	103010 SAM'S CLUB DIRECT, #0402465855179	2142		DISH SOAP	
					01-222-0000-4300	9.03
			4861		FLASH DRIVES	
					01-222-0000-4300	202.48
			6055		EXPLORER WKND EVENT - DRINKS & S	
					01-226-0230-4430	49.18
			7803		REFRESHMENTS FOR SENIOR EXPO 2	
					04-2346	366.06
			9385		ASCEP SUPPLIES	
					10-420-1371-4300	222.10
					Total :	848.85
102224	6/17/2013	103029 SAN FERNANDO, CITY OF	12788-12829		REIMBURSEMENT TO WORKERS COM	
					06-190-0000-4810	44,156.02
					Total :	44,156.02
102225	6/17/2013	103052 SAN FERNANDO POLICE DEPT.	REIMB.		REIMB FOR EXPLORERS AIR SUPPORT	
					01-226-0230-4430	101.75
					Total :	101.75

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102226	6/17/2013	103064 SAN GABRIEL VALLEY CITY	061913		2013 ANNUAL SPRING WORKSHOP 01-105-0000-4370	50.00 Total : 50.00
102227	6/17/2013	103184 SMART & FINAL	195193		ASCEP - WKLY SCIENCE ACTIVITY 10-420-1371-4300	45.32
			195215		10-422-3750-4300 ASCEP - WKLY SCIENCE ACTIVITY	205.67
			197729		10-420-1371-4300 SALT & PEPPER FOR PRISONER MEAL	8.38
			197897		01-222-0000-4300 SENIOR EXPO - ICE	17.56
					04-2346	8.70
					Total :	285.63
102228	6/17/2013	103196 SOUTH COAST AIR QUALITY	2610104		ANNUAL PD GENERATOR FEE - AQMD 01-320-0000-4260	116.61 Total : 116.61
102229	6/17/2013	103202 SOUTHERN CALIFORNIA EDISON CO.	053013		ELECTRIC - VARIOUS LOCATIONS 01-371-0000-4210	72.03
			053113		29-335-0000-4210 ELECTRIC - 2025 4TH	1,222.22
			060113		01-420-0000-4210 01-371-0000-4210	263.48
					ELECTRIC - MOTT/BRAND 01-371-0000-4210	43.05
					01-390-0457-4210	44.75
					Total :	92.06 1,737.59
102230	6/17/2013	103251 STANLEY PEST CONTROL	504343		PEST CONTROL @ PD 01-390-0222-4260	64.00 Total : 64.00
102231	6/17/2013	103279 SUMMER SYSTEMS, INC.	34660		PREVENTIVE MAINT FOR A/C SYSTEM 01-390-0310-4260	440.00 Total : 440.00

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102232	6/17/2013	103439 UPS	831954223		COURIER SERVICES 01-190-0000-4280	88.00
					Total :	88.00
102233	6/17/2013	103445 UNDERGROUND SERVICE ALERT	520130650		(30) USA DIGALERT TICKETS 70-382-0000-4260	45.00
					Total :	45.00
102234	6/17/2013	103463 U.S. POSTMASTER	DEMAND		PRESORTED FIRST CLASS POSTAGE - 70-382-0000-4300 72-360-0000-4300 73-350-0000-4300	319.84 319.84 319.85
					Total :	959.53
102235	6/17/2013	103510 V & V MANUFACTURING, INC.	37728		BADGE REPAIRS 01-222-0000-4300	86.37
					Total :	86.37
102236	6/17/2013	103738 YOSEF AMZALAG SUPPLY	12058823		STORAGE YARD LANDSCAPE MAT'L S 70-384-0000-4300	181.40
			12059250		IRRIGATION PIPE REPAIR @ PARKING 29-335-0301-4300	15.65
			12059481		IRRIGATION REPAIRS @ PIONEER PAR 01-390-0410-4300	31.96
			12059729		IRRIGATION REPAIR @ LAYNE PARK 01-390-0410-4300	60.97
			12059754		REPAIR LEAKING VALVE @ LP PARK 01-390-0460-4300	142.47
			12059817		IRRIGATION REPAIR @ LAYNE PARK 01-390-0410-4300	19.29
			12059872		IRRIGATION REPAIR @ LAYNE PARK 01-390-0410-4300	18.42
					Total :	470.16
102237	6/17/2013	103752 ZUMAR INDUSTRIES, INC.	0145533		PARK AVE SIGN - 15-MINUTE PARKING 13-370-0301-4300	56.34
			0145674		SCHOOL XING SIGN SYMBOLS - 60 JE	

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102237	6/17/2013	103752 ZUMAR INDUSTRIES, INC.	(Continued)		13-370-0301-4300	305.56	
					Total :	361.90	
102238	6/17/2013	103851 EVERSOF, INC.	R1231718		SOFTNER - WELL 2A	65.46	
			R1231719		70-384-0000-4260	134.40	
					SOFTNER - WELL 4A	199.86	
					70-384-0000-4260		
					Total :	199.86	
102239	6/17/2013	103895 DELL MARKETING L.P.	XJ58428P8	10987	SOFTWARE & ACCESSORIES - VLA OFI	1,771.07	
					01-130-0000-4320	1,771.07	
					Total :	1,771.07	
102240	6/17/2013	103903 TIME WARNER CABLE	8448200540010328		CABLE - 06/05/13 - 07/04/13	58.13	
			8448200540010518		01-190-0000-4220	180.20	
					CABLE - 05/29/13 - 06/28/13	238.33	
					01-420-0000-4260		
					Total :	238.33	
102241	6/17/2013	887121 DELL MARKETING L.P.	XJ5538M46	10977	DELL OPTIPLEX 3010 (319-0734). SEE	253.01	
			XJ5C7C317	10977	70-381-0000-4500	301.66	
				10977	DELL OPTIPLEX 3010 (319-0734). SEE	277.33	
				10977	01-390-0410-4310	277.34	
			XJ5C7DWF3	10977	72-360-0000-4310	856.33	
					70-381-0000-4500	1,965.67	
					Total :	1,965.67	
102242	6/17/2013	887121 DELL MARKETING L.P.	XJ5ID7R46	10977	DELL OPTIPLEX 3010 (319-0734). SEE	253.01	
					01-390-0410-4310	253.01	
					Total :	253.01	
102243	6/17/2013	887249 GALLS, LLC	000653662		STOP SIGND FOR CROSSING GUARDS	61.00	
					01-222-0000-4300	61.00	
					Total :	61.00	

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102244	6/17/2013	887270 AMERICAN TRANSPORTATION SYSTEM	45010		TRANSPORTATION SERVICES ON 05/17/13 10-424-3653-4370 04-2360	564.84 425.16 <b>Total : 990.00</b>
102245	6/17/2013	887422 NORTHERN SAFETY CO., INC.	900442879		SAFETY GLOVES 01-390-0410-4310	22.45 <b>Total : 22.45</b>
102246	6/17/2013	887646 PLUMBERS DEPOT INC	PD-21279		LOWER MANHOLE ROLLER & POLE 72-360-0301-4300 13-311-0000-4300	421.00 238.49 <b>Total : 659.49</b>
102247	6/17/2013	888242 MCI COMM SERVICE	7DI59672 7DK48553 7DK54968		POOL FACILITY - PHONE LINES 01-430-0000-4220 POOL FACILITY - FAX MACHINE 01-430-0000-4220 MTA PHONE LINES 07-440-0441-4220	88.76 31.64 31.48 <b>Total : 151.88</b>
102248	6/17/2013	888254 MCCALLA COMPANY	887565		GLOVES & HAND CLEANER 01-222-0000-4300	140.23 <b>Total : 140.23</b>
102249	6/17/2013	888356 ADVANCED AUTO REPAIR BODY & PAINT	1050		REPLACE LEFT & RIGHT UPPER CONTROL ARMS 01-320-0224-4400	660.24 <b>Total : 660.24</b>
102250	6/17/2013	888390 WEST COAST ARBORISTS, INC.	87317-A	10967	FY 2013 ANNUAL TREE TRIMMING SERVICE 01-346-0000-4260	41,949.00 <b>Total : 41,949.00</b>
102251	6/17/2013	888411 DRISKO STUDIO ARCHITECTS, INC.	REPLACE 98625		REPLACING STALE DATED CHECK#98625 01-2140	453.25 <b>Total : 453.25</b>

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102252	6/17/2013	888531 BIG RED PLUMBING SUPPLY, INC.	79118		OPEN MESH, FLUX PASTE, SOLDER & SOLDER 70-383-0301-4300	205.96 <b>Total : 205.96</b>
102253	6/17/2013	888614 A & M CATERING LLC	1331		DINNER FOR FATHER'S DAY DANCE ON 06/17/13 04-2380	4,360.00 <b>Total : 4,360.00</b>
102254	6/17/2013	888646 HD SUPPLY WATER WORKS, LTD	B000609 B008030 B017172		FIRE HYDRANT MATERIALS 70-383-0701-4600 SUPPLIES 70-383-0701-4600 70-383-0301-4300 SUPPLIES 70-383-0301-4300 70-383-0701-4600	598.32 244.86 1,484.43 1,004.24 67.04 <b>Total : 3,398.89</b>
102255	6/17/2013	888689 MUNITEMPS STAFFING	123834 123835		TEMPORARY STAFFING - ADMIN ANALYST 01-310-0000-4112 01-311-0000-4112 27-344-0000-4112 70-381-0000-4112 70-382-0000-4112 70-383-0000-4112 70-384-0000-4112 72-360-0000-4112 TEMPORARY STAFFING - INTERIM FINANCIAL 01-130-0000-4112	210.24 52.56 131.40 525.60 919.80 262.80 262.80 262.80 8,393.75 <b>Total : 11,021.75</b>
102256	6/17/2013	888873 ROYAL FLUSH	1963		PORTABLE TOILET RENTAL @ 12900 DOLLARS 70-384-0000-4260	133.00 <b>Total : 133.00</b>
102257	6/17/2013	889037 AT&T MOBILITY	875587443		MODEM FOR ELECTRONIC TRAFFIC SIGNAGE 01-310-0000-4220	61.55

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102257	6/17/2013	889037 889037 AT&T MOBILITY	61.55
(Continued)			
102258	6/17/2013	889081 LASZLO ENTERPRISES, INC	675.00
Total :			675.00
102259	6/17/2013	889114 SEVEN ELK RANCH DESIGN, INC	325.00
Total :			325.00
102260	6/17/2013	889118 LDI COLOR TOOLBOX	442.71
Total :			442.71
102261	6/17/2013	889532 GILMORE, REVA A.	572.00
Total :			650.00
102262	6/17/2013	889533 MARTINEZ, ANITA	70.80
Total :			70.80
102263	6/17/2013	889534 RAMIREZ, FRANCISCO	159.30
Total :			206.10
102264	6/17/2013	889535 GOMEZ, GILBERT	159.30
Total :			210.78
102265	6/17/2013	889545 PEREZ, MARIBEL	319.24
Total :			319.24
102266	6/17/2013	889592 CUELLAR, JIMMY KYLE	

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102266	6/17/2013	889592 CUELLAR, JIMMY KYLE	(Continued)		01-424-0000-4430	600.00	
			MAY 2013		MARIACHI MASTER APPRENTICE PRO		
					10-424-3653-4260	700.00	
					01-424-0000-4430	725.00	
					Total :	2,025.00	
102267	6/17/2013	889611 MORRISON MANAGEMENT SPECIALIST	188452013253101		LP SENIOR MEALS - MAY 2013		
					10-422-3750-4260	4,621.50	
					10-422-3752-4260	3,483.00	
					04-2346	801.00	
					Total :	8,905.50	
102268	6/17/2013	889680 JIMENEZ LOPEZ, JUAN MANUEL	MAY 2013		MARIACHI MASTER APPRENTICE PRO		
					10-424-3693-4260	450.00	
					01-424-0000-4430	450.00	
					Total :	900.00	
102269	6/17/2013	889681 VILLALPANDO, MARIA	05/18/13 - 05/31/13		FOOD SERVICE WORKER		
					10-422-3750-4270	199.13	
					10-422-3752-4270	39.83	
					Total :	238.96	
102270	6/17/2013	889912 DATA TICKET INC	46641		MONTHLY MIN FEE FOR COLLECTIONS		
					01-152-0000-4260	53.33	
					Total :	53.33	
102271	6/17/2013	890076 URBAN RESTORATION GROUP	00009360		BRICK & MASONARY CLEANER		
					01-152-0000-4300	849.73	
					Total :	849.73	
102272	6/17/2013	890094 TECS ENVIROMENTAL	SF-0513		MS4 PERMIT - RELATED TASKS		
				10992	72-360-0000-4260	9,280.26	
				10992	73-350-0000-4260	16,519.74	
					Total :	25,800.00	
102273	6/17/2013	890109 SUPERMEDIA LLC	490003218406		DOMAIN REGISTRATION & E-MAIL HOS		
					01-190-0000-4220	50.95	
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102273	6/17/2013	890109 SUPERMEDIA LLC	(Continued)
			Total : 50.95
102274	6/17/2013	890127 NATURAL GAS GLOBAL SERVICES	4562
			VALVE REPAIR - CNG STATION
			01-320-3661-4400
			Total : 2,282.59
102275	6/17/2013	890290 ACCESS PACIFIC, INC	1
			10-150-3609-4600
			10-2037
			Total : 4,500.00
102276	6/17/2013	890392 CA HOUSING FINANCE AGENCY	1672
			CALHFA LOAN - PARTIAL PAYMENT AS
			01-190-0094-4450
			Total : 100,000.00
102277	6/17/2013	890401 ENVIROGEN TECHNOLOGIES INC	0004185-IN
			10-384-0857-4600
			70-384-0857-4600
			Total : 6,676.00
102278	6/17/2013	890546 BARAJAS, CRYSTAL	MAY 2013
			10-424-3693-4260
			Total : 172.50
102279	6/17/2013	890561 GCS INC.	43238
			01-390-0222-4260
			01-390-0310-4260
			01-390-0410-4260
			72-360-0450-4260
			01-390-0460-4260
			01-430-0000-4260
			Total : 16,445.87
102280	6/17/2013	890686 CUE MUSIC PRODUCTIONS & STUDIO	051713
			RECORDING STUDIO WORKSHOP FOR
			01-424-0000-4430
			Total : 360.00
102281	6/17/2013	890765 ARRIAGA, GLORIA	REPLACE #98521
			REPLACE CK#98521 - REFUND ON WA

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102281	6/17/2013	890765 ARRIAGA, GLORIA	(Continued)		70-2140	57.32	
					Total :	57.32	
102282	6/17/2013	890789 MIGUEL LOPEZ TREE	ML001	10990	WEED ABATEMENT CONTRACTOR	850.00	
					01-140-0000-4270	850.00	
					Total :	850.00	
102283	6/17/2013	890879 EUROFINS EATON ANALYTICAL, INC	L0123084		WATER ANALYSIS FOR FOLDERS	139.60	
			L0123091		70-384-0000-4260	24.00	
			L0123491		WATER ANALYSIS FOR FOLDERS	139.60	
			L0123492		70-384-0000-4260	164.00	
			L0123693		WATER ANALYSIS FOR FOLDERS	139.60	
			L0123909		70-384-0000-4260	139.60	
			L0123911		WATER ANALYSIS FOR FOLDERS	139.60	
					70-384-0000-4260	139.60	
					Total :	886.00	
102284	6/17/2013	890906 MEYERS\NAVE	2013040538		LEGAL SERVICES	6,685.53	
					01-110-3376-4270	6,685.53	
					Total :	6,685.53	
102285	6/17/2013	890970 WEX BANK	33163766		FUEL FOR CITY FLEET	320.48	
					01-320-0152-4402	56.86	
					01-320-0221-4402	173.16	
					01-320-0222-4402	1,247.77	
					01-320-0224-4402	5,279.98	
					01-320-0225-4402	2.00	
					01-320-0226-4402	775.89	
					01-320-0228-4402	1,001.90	
					01-320-0311-4402		
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102285	6/17/2013	890970 WEX BANK	(Continued)		01-320-0312-4402	352.21
					01-320-0320-4402	146.77
					01-320-0346-4402	99.14
					01-320-0370-4402	450.84
					01-320-0371-4402	302.36
					01-320-0390-4402	1,633.45
					01-320-0420-4402	4.00
					07-313-3630-4402	1,774.56
					27-344-0000-4402	141.00
					72-360-0000-4402	581.03
					29-335-0000-4402	252.11
					70-381-0000-4402	33.02
					70-382-0000-4402	107.11
					70-383-0000-4402	626.19
					70-384-0000-4402	316.68
					73-350-0000-4402	94.79
					Total :	15,773.30
102286	6/17/2013	891066 MONTES CASTELLON, CAROL'S	05/23/13 - 06/06/13		COMMUNITY WELLNESS COORDINATC	
					10-430-3649-4260	896.00
					Total :	896.00
102287	6/17/2013	891121 RIVERA, NICOLE	MAY 2013		MARIACHI MASTERS APPRENTICE PRO	
					10-424-3693-4260	180.00
					Total :	180.00
102288	6/17/2013	891127 HALL & FOREMAN, INC	2810147-REV	10989	SEWER SYSTEM MANAGEMENT PLAN	
			2810434	10989	72-360-0000-4260	10,830.00
				10989	SEWER SYSTEM MANAGEMENT PLAN	
					72-360-0000-4260	10,747.00
					Total :	21,577.00
102289	6/17/2013	891162 SADIE CONSTRUCTION	5713		PURCHASE & INSTALLATION OF BUS S	
				10991	07-313-0000-4500	23,144.20
				10991	10-313-3624-4600	92,576.80
					10-2037	-11,572.10

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06/12/2013 12:29:32PM		CITY OF SAN FERNANDO						
Bank code :		bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
102289	6/17/2013	891162 891162 SADIE CONSTRUCTION	(Continued)			Total :	104,148.90	
102290	6/17/2013	891171 GARCIA, MIGUEL	811867		REFUND - TJ TRIP CANCELLATION			
					04-2380	35.00		
					Total :	35.00		
102291	6/17/2013	891172 NEILSON, DANIEL	06/03/13 - 06/06/13		MARIACHI MASTER APPRENTICE PRO			
					04-2359	225.00		
					10-424-3653-4260	300.00		
					Total :	525.00		
102292	6/17/2013	891173 AVILA, ROSA	62-2232-00		WATER ACCT REFUND - 439 HARDING			
					70-2010	98.12		
					Total :	98.12		
102293	6/17/2013	891174 HOLLAND, DON	37-0595-07		WATER ACCT REFUND - 632 KEWEN			
					70-2010	59.42		
					Total :	59.42		
102294	6/17/2013	891175 HOLLAND, DON	37-0585-01		WATER ACCT REFUND - 626 KEWEN			
					70-2010	14.44		
					Total :	14.44		
102295	6/17/2013	891176 MORENO, MARTIN	58-2865-09		WATER ACCT REFUND - 1307 MOUNTA			
					70-2010	97.97		
					Total :	97.97		
106 Vouchers for bank code :		bank				Bank total :	647,450.18	
106 Vouchers in this report						Total vouchers :	647,450.18	

Voucher Registers are not final until approved by Council.

## HANDWRITTEN CHECKS

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Voucher List  
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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101631	5/1/2013	100306 BARNARD, LARRY	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	11.80
					<b>Total :</b>	<b>11.80</b>
101632	5/1/2013	100642 CASTRO, RICO	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	1,100.19
					<b>Total :</b>	<b>1,100.19</b>
101633	5/1/2013	100913 DECKER, CATHERINE	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22
					<b>Total :</b>	<b>218.22</b>
101634	5/1/2013	100916 DEIBEL, PAUL	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	532.26
					<b>Total :</b>	<b>532.26</b>
101635	5/1/2013	100995 DRAKE, MICHAEL	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	693.92
					<b>Total :</b>	<b>693.92</b>
101636	5/1/2013	100996 DRAKE, JOYCE	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	693.92
					<b>Total :</b>	<b>693.92</b>
101637	5/1/2013	101466 HARVEY, DEVERY MICHAEL	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	2.05
					<b>Total :</b>	<b>2.05</b>
101638	5/1/2013	101538 HOUGH, RAY	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	803.03
					<b>Total :</b>	<b>803.03</b>
101639	5/1/2013	101597 IBRAHIM, SAMIR	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	54.10
					<b>Total :</b>	<b>54.10</b>
101640	5/1/2013	101926 LILES, RICHARD	MAY 2013		CALPERS HLTH INS REIMB RETIREE	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101640	5/1/2013	101926 LILES, RICHARD	(Continued)		18-190-0000-4127	446.92
					<b>Total :</b>	<b>446.92</b>
101641	5/1/2013	101933 LITTLEFIELD, LESLEY	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22
					<b>Total :</b>	<b>218.22</b>
101642	5/1/2013	102206 MILLER, WILMA	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11
					<b>Total :</b>	<b>109.11</b>
101643	5/1/2013	102232 MIURA, HOWARD	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22
					<b>Total :</b>	<b>218.22</b>
101644	5/1/2013	102473 ORDELHEIDE, ROBERT	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	1,100.19
					<b>Total :</b>	<b>1,100.19</b>
101645	5/1/2013	102864 RIVETTI, DOMINICK	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	26.50
					<b>Total :</b>	<b>26.50</b>
101646	5/1/2013	103175 SKOBIN, ROMELIA	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	26.50
					<b>Total :</b>	<b>26.50</b>
101647	5/1/2013	103394 TORRES, RACHEL	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11
					<b>Total :</b>	<b>109.11</b>
101648	5/1/2013	103643 WEDDING, JERRY	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22
					<b>Total :</b>	<b>218.22</b>
101649	5/1/2013	103727 WYSBEEK, DOUDE	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101649	5/1/2013	103727 103727 WYSBEEK, DOUDE	(Continued)			Total : 109.11
101650	5/1/2013	103737 YNIGUEZ, LEONARD	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	532.26 Total : 532.26
101651	5/1/2013	889063 AGORICHAS, JOHN	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	64.42 Total : 64.42
101652	5/1/2013	891010 MAERTZ, ALVIN	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	578.00 Total : 578.00
101653	5/1/2013	891011 APODACA-GRASS, ROBERTA	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22 Total : 218.22
101654	5/1/2013	891013 BRUNWIN, HERBERT	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
101655	5/1/2013	891014 CREEKMORE, CASIMIRA	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
101656	5/1/2013	891016 DEATON, MARK	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	446.92 Total : 446.92
101657	5/1/2013	891017 ELDRIDGE, WANDA	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
101658	5/1/2013	891018 FLETCHER, HUBERT	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22 Total : 218.22

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101659	5/1/2013	891020 GLASGOW, ROBERT	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	92.26 Total : 92.26
101660	5/1/2013	891021 GUIZA, JENNIE	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
101661	5/1/2013	891023 HATFIELD, JAMES	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	89.38 Total : 89.38
101662	5/1/2013	891024 HOOKER, RAYMOND	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	366.44 Total : 366.44
101663	5/1/2013	891027 LOCKETT, JOANN	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
101664	5/1/2013	891028 MANTHEY, DONALD	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	532.26 Total : 532.26
101665	5/1/2013	891029 MARTIN, THERESE	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
101666	5/1/2013	891030 MCNEELY, DELBERT	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	109.11 Total : 109.11
101667	5/1/2013	891031 ORTEGA, JIMMIE	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22 Total : 218.22
101668	5/1/2013	891032 OTREMBA, EUGENE	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	89.38

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**HANDWRITTEN CHECKS**

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101668	5/1/2013	891032 OTREMBA, EUGENE	(Continued)			<b>Total : 89.38</b>
101669	5/1/2013	891034 RAMSEY, JAMES	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	1,274.42 <b>Total : 1,274.42</b>
101670	5/1/2013	891035 SHERWOOD, NINA	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	44.69 <b>Total : 44.69</b>
101671	5/1/2013	891036 WATT, DAVID	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	218.22 <b>Total : 218.22</b>
101672	5/1/2013	891037 WEBB, NANCY	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	637.21 <b>Total : 637.21</b>
101673	5/1/2013	891038 WAITE, CURTIS	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	952.74 <b>Total : 952.74</b>
101674	5/1/2013	891039 AGUILAR, JESUS	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	54.10 <b>Total : 54.10</b>
101675	5/1/2013	891040 FISHKIN, RIVIAN	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	54.10 <b>Total : 54.10</b>
101676	5/1/2013	891041 GARCIA, CONNIE	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	27.05 <b>Total : 27.05</b>
101677	5/1/2013	891042 KNIGHT, PAUL	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	92.30 <b>Total : 92.30</b>

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101678	5/1/2013	891043 LIEBERMAN, LEONARD	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	27.05 <b>Total : 27.05</b>
101679	5/1/2013	891044 RUSSUM, LINDA	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	54.10 <b>Total : 54.10</b>
101680	5/1/2013	891046 VANAALST, LEONILDA	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	27.05 <b>Total : 27.05</b>
101681	5/1/2013	891047 WATTS, HERBERT	MAY 2013		CALPERS HLTH INS REIMB RETIREE 18-190-0000-4127	27.05 <b>Total : 27.05</b>
51	Vouchers for bank code : bank				<b>Bank total :</b>	<b>14,391.42</b>
51	Vouchers in this report				<b>Total vouchers :</b>	<b>14,391.42</b>

Voucher Registers are not final until approved by Council.

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## HANDWRITTEN CHECKS

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101682	5/1/2013	102519 P.E.R.S.	DEMAND		HEALTH INSURANCE BENEFITS-MAY 2 01-1160	179,105.53
					<b>Total :</b>	<b>179,105.53</b>
101861	5/7/2013	891130 LEADINGEDGE PLUMBING	LE2226		ROOT CUTTING HEAD FOR SEWER JE 72-360-0000-4310	500.00
					<b>Total :</b>	<b>500.00</b>
101862	5/9/2013	103648 CITY OF SAN FERNANDO	PR 5-10-13		REIMBURSEMENTFOR PAYROLL W/E 01-1003	358,620.86
					02-1003	10,220.50
					07-1003	676.18
					08-1003	10,115.40
					10-1003	18,545.31
					11-1003	5,953.13
					17-1003	1,190.80
					27-1003	4,728.95
					29-1003	4,170.14
					70-1003	45,724.48
					72-1003	20,528.87
					73-1003	169.47
					<b>Total :</b>	<b>480,644.09</b>
101863	5/9/2013	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INSURANCE BENEFITS - MAY 2 01-1160	2,469.33
					<b>Total :</b>	<b>2,469.33</b>
101864	5/9/2013	100940 DELTA CARE USA	DEMAND		DENTAL INSURANCE BENEFITS - MAY 01-1160	323.07
					<b>Total :</b>	<b>323.07</b>
101865	5/9/2013	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE BENEFITS - MAY 01-1160	12,106.08
					<b>Total :</b>	<b>12,106.08</b>
101866	5/9/2013	887627 STANDARD INSURANCE	DEMAND		LIFE INSURANCE BENEFITS - MAY 201	

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101866	5/9/2013	887627 STANDARD INSURANCE	(Continued)		01-1160	3,187.80
					<b>Total :</b>	<b>3,187.80</b>
102011	5/23/2013	103648 CITY OF SAN FERNANDO	PR 5-23-13		REIMBURSEMENT FOR PAYROLL W/E 29-1003	4,105.98
					70-1003	45,647.20
					72-1003	20,684.94
					73-1003	169.46
					01-1003	371,019.68
					02-1003	676.86
					07-1003	771.87
					08-1003	10,160.01
					10-1003	15,737.72
					11-1003	5,953.05
					17-1003	706.88
					27-1003	4,731.47
					<b>Total :</b>	<b>480,365.12</b>
102012	5/29/2013	888437 JL & SON WELDING SHOP	040313		VALVE TRUCK REPAIR 70-383-0000-4320	225.00
					<b>Total :</b>	<b>225.00</b>
9 Vouchers for bank code : bank					<b>Bank total :</b>	<b>1,158,926.02</b>
9 Vouchers in this report					<b>Total vouchers :</b>	<b>1,158,926.02</b>

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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:** June 17, 2013

**SUBJECT:** Notice of Completion - Variable Frequency Drives at the Pool Facility

---

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Accept the job as performed by Sea Clear, Inc. and consider the work complete; and
- b. Authorize the Interim City Administrator and the City Clerk to sign and file the Notice of Completion (Attachment "A") with the Office of the Registrar-Recorder/County Clerk.

#### **BACKGROUND:**

1. Since 2011, the Public Works Department (PW) and the Recreation and Community Services Department (RCS) have been exploring opportunities to reduce energy costs for the San Fernando Regional Pool Facility (Pool Facility).
2. On June 25, 2012, the PW Director and the Aquatics Supervisor met with the non-profit team, Southern California Regional Energy Center (SoCalREC), to discuss the financial and technical feasibility of reducing the energy use of the pool circulation system.
3. In August 2012, the Aquatics Supervisor invited pool contractors, pre-qualified by SoCalREC through an open and competitive bidding process, to perform a site visit and submit bids for installing one variable frequency drive (VFD) each for the 25 and 50 horsepower pool motors.
4. In August 2012 and September 2012, the Aquatics Supervisor received VFD installation bids from four vendors.
5. In October 2012, the Aquatics Supervisor engaged in contract negotiations with the lowest bidder, Sea Clear Pools, Inc., regarding the installation of the VFD's.

## Notice of Completion - Variable Frequency Drives at the Pool Facility

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6. On October 29, 2012, Sea Clear Pools, Inc. submitted an updated quote, with the same price but making an adjustment on a typographical error.
7. Since June 2012, the Aquatics Supervisor and team have been engaged with both SoCalREC and Sea Clear Pools, Inc. to finalize paperwork to obtain utility incentives for the VFD installation.
8. Since December 2012, the Aquatics Supervisor has worked to finalize a draft of the contract with Sea Clear Pools, Inc. for the City Attorney to review.
9. On February 19, 2013, City Council awarded a contract to Sea Clear Pools, Inc. for the purchase and installation of VFD's at the Pool Facility.
10. On May 31, 2013, Sea Clear Pools, Inc. completed the installation of the VFD's at the Pool Facility.

**ANALYSIS:**

Project Description. Since 2011, the City of San Fernando had been exploring opportunities to reduce energy costs for the Pool Facility. In June 2012, the City partnered with the non-profit team SoCalREC to help identify a qualified pool contractor to install VFD's at the Pool Facility. On February 19, 2013, City Council awarded a contract to Sea Clear Pools, Inc. for the purchase and installation of VFD's at the Pool Facility.

Requested Equipment and Cost Savings. On May 31, 2013, Sea Clear Pools, Inc. completed the installation of one Pentair AcuDrive XS VFD for each of the 25 and 50 horsepower pool motors. In addition, Sea Clear Pools, Inc. installed ancillary equipment necessary for the optimal operation of the VFD and the pool circulation system. Factory start-up and training was conducted on May 31, 2013. The City will be billed \$23,696.84 for the completion of the installation and services. However, as a client of Southern California Edison (SCE), the City is eligible to receive an estimated calculated incentive/rebate amount of 50% of the total project cost, or \$11,848.42. Per Contract No. 1702, the City will pay the contractor \$11,848.42 at the completion of the project and an additional \$11,848.42 when the rebates are received.

Installation of the VFD ensures that the pool circulation system does not have to be working at full capacity when the pool is closed to the public. The VFD installation provides the City with the ability to adjust the flow rate to meet the LA County Health Department requirements, but not expend extra energy circulating water when it is not needed. Based on these upgrades, the City can anticipate to save \$43,078 annually after the fourth month of the VFD installation (assuming a 50% project cost rebate from SCE) or under the worst case scenario, after the eighth month of the VFD installation (assuming \$0 in rebates from SCE, although highly unlikely).

## Notice of Completion - Variable Frequency Drives at the Pool Facility

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**BUDGET IMPACT:**

There will be no impact to the City General Fund Budget for Fiscal Year 2012-2013. Funding for the VFD installation has been allocated from Fund 19 (Quimby) and from a project cost rebate from Southern California Edison.

**CONCLUSION:**

Staff has determined that Sea Clear Pools, Inc. completed the project in a timely manner to the satisfaction of the City. Staff recommends that City Council accept the job as performed by Sea Clear Pools, Inc. and consider the work complete; staff also recommends that the City Council authorize the Interim City Administrator and the City Clerk to sign and file the Notice of Completion with the Office of the Registrar-Recorder/County Clerk.

**ATTACHMENT:**

A. Notice of Completion

EXEMPT FROM RECORDING FEES PER GOVT  
CODE SECTION 6103

**ATTACHMENT "A"****RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:****City of San Fernando**

Elena G. Chávez, City Clerk  
San Fernando City Hall  
117 Macneil Street  
San Fernando, CA 91340

Space Above This Line Reserved For The Recorder's Use

**NOTICE OF COMPLETION**

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

1. **NOTICE IS HEREBY GIVEN THAT:** work on the subject project has been completed, and it is recommended that a Notice of Completion be executed and recorded.
2. **NAME AND ADDRESS OF OWNER:** City of San Fernando, a municipal corporation, 117 Macneil Street, San Fernando, CA 91340.
3. **DESCRIPTION OF THE PUBLIC WORK:** Contract #1702 (208 Park Avenue – Variable Frequency Drives).
4. **DESCRIPTION OF PROPERTY:** The property on which said work of improvement was completed is in the City of San Fernando, County of Los Angeles, State of California, and is described as: 208 Park Avenue, San Fernando, CA 91340.
5. **ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on May 31, 2013.
6. **NATURE OF OWNER'S INTEREST:** In fee.
7. **NAME AND ADDRESS OF CONTRACTOR:** Sea Clear Pools, Inc. 23316 S. Normandie Ave. Unit B. Torrance, CA 90502.
8. **DECLARATION:** I, Donald E. Penman, duly appointed Interim City Administrator of the City of San Fernando, have read the foregoing Notice of Completion, have made my verification on behalf of said City, and know the contents thereof to be true. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Donald E. Penman, Interim City Administrator  
City of San Fernando, California  
(City Seal)

\_\_\_\_\_  
Date

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES SS.

Subscribed and sworn to (or affirmed) before me on this 17th day of June, 2013, by Donald E. Penman, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

\_\_\_\_\_  
Elena G. Chávez, Notary Public





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## **PUBLIC WORKS DEPARTMENT**

### **MEMORANDUM**

**TO:** Mayor Antonio Lopez and Councilmembers

**FROM:** Don Penman, Interim City Administrator  
By: Ron Ruiz, Public Works Director

**DATE:** June 17, 2013

**SUBJECT:** Notice of Completion for Slurry Seal Project

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#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Accept the improvements as constructed by American Asphalt South Inc., and consider the work complete;
- b. Authorize the City Administrator and the City Clerk to sign and file the Notice of Completion (Attachment "A") with the Office of the Registrar-Recorder/County Clerk; and
- c. Authorize the release of the 10% retention amount after the 35-day lien period from the date the Notice of Completion is recorded.

#### **BACKGROUND:**

1. On June 11, 2012, the City Council approved the Fiscal Year (FY) 2012-2013 City goals for the Public Works Department which included capital street improvements.
2. Since July 2012, the City's internal project infrastructure task force has held ongoing meetings to discuss and plan for future street projects.
3. On September 13, 2012, at the Budget, Personnel, and Finance (BPF) Standing Committee, staff reported the pavement management issues and announced the upcoming Slurry Seal Project.
4. On September 27, 2012, at the Public Safety, Veteran Affairs, Technology and Transportation (PVTT) Standing Committee meeting, staff reported the street management budget issues and announced the upcoming Slurry Seal Project.

## Notice of Completion for Slurry Seal Project

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5. On October 15, 2012, staff presented City Council an update concerning the Slurry Seal Project as well as the methodology and criteria used to select certain streets for this project.
6. On October 17, 2012, staff presented a PowerPoint presentation to the Transportation and Safety Commission that explained the criteria for selecting streets that met the slurry seal criteria, the outreach plan, and the proposed project schedule for the project.
7. On November 13, 2012, as required by the Public Contracts Code, the project was advertised in various construction publications including F.W. Dodge, Daily Construction Service, Bid Net, and Contractors Information Network. The project was also advertised in the San Fernando Valley Sun. Advertising continued until December 12, 2012.
8. On December 13, 2012, the City Clerk received and opened four bids for construction.
9. On January 22, 2013, the City Council awarded a contract to American Asphalt South Inc., (Contractor) in the amount not to exceed \$350,000.
10. On February 25, 2013, the work was started by the Contractor.
11. On April 5, 2013, the work was completed by the Contractor.

**ANALYSIS:**

This project consisted of clearing all vegetation, oil and loose materials and pre-treating cracks with a latex emulsified asphalt sealant. A latex modified emulsion aggregate slurry was then applied to several streets. The City was able to slurry an additional seven streets as noted in bold font below:

- Brand Boulevard, from Fourth Street to Truman Street
- Celis Street, from Meyer Street to S. Huntington Street
- **Eighth Street, from Maclay Avenue to Newton Street**
- Fermoore Street, from Second Street to Fourth Street
- Fermoore Street, from Fifth Street to N. Huntington Street
- Fermoore Street, from Glenoaks Boulevard to Lucas Street
- **First Street, from Maclay Avenue to N. Brand Boulevard**
- Fourth Street, from Hubbard Avenue to Maclay Avenue
- Fourth Street, from Maclay Avenue to East City Limit
- Griffith Street, from Maclay Avenue to Carlisle Street
- **Griswold Avenue, from Glenoaks Boulevard to Cul-De-Sac**
- Harps Street, from Fifth Street to DeGarmo Street
- Hewitt Street, from S. Huntington Street to S. Workman Street
- Hewitt Street, from Maclay Avenue to Carlisle Street
- **Hollister Street, from Carlisle Street to Brand Boulevard**
- **Hubbard Avenue, from Fourth Street to Truman Street**
- S. Huntington Street, from Woodworth Street to Hollister Street

## Notice of Completion for Slurry Seal Project

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- N. Huntington Street, from Second Street to Library Street
- N. Huntington Street, from Fifth Street to Glenoaks Boulevard
- N. Huntington Street, from Glenoaks Boulevard to Lucas Street
- Jessie Street, from First Street to Fourth Street
- Kewen Street, from S. Huntington Street to S. Workman Street
- S. Lazard Street, from Coronel Street to San Fernando Road
- N. Lazard Street, from Second Street to Cul-De-Sac
- Library Street, from Harding Avenue to Maclay Avenue
- Lucas Street, from Orange Grove Avenue to N. Workman Street
- **Macneil Street, from Brand Boulevard to Eighth Street**
- Meyer Street, from Second Street to Cul-De-Sac
- **Newton Street, from Third Street to Fourth Street**
- Orange Grove Avenue, from Second Street to Glenoaks Boulevard
- Parkside Drive, from Fourth Street to Cul-De-Sac
- Pico Street, from Meyer Street to S. Huntington Street
- Second Street, from Hubbard Avenue to Harding Avenue

With the approval of the Notice of Completion, a one-year warranty is in effect, which further ensures that the project will remain defect-free.

**BUDGET IMPACT:**

With the addition of those seven streets, the final contract was slightly over the budgeted amount by \$1,309. Staff was able to locate the funds to cover this cost in Fund 11 (State Tax).

**CONCLUSION:**

The Slurry Seal Project is now complete. All work has been completed to staff's satisfaction and is in conformance with the approved plans and specifications. This work has now added an additional seven to 10 years to the roadways. Project acceptance and filing the Notice of Completion allows for the project to be filed and closed out.

**ATTACHMENT:**

A. Notice of Completion

EXEMPT FROM RECORDING FEES PER GOVT  
CODE SECTION 6103

## ATTACHMENT "A"

### RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

#### City of San Fernando

Elena G. Chávez, City Clerk  
San Fernando City Hall  
117 Macneil Street  
San Fernando, CA 91340

Space Above This Line Reserved For The Recorder's Use

## NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

1. **NOTICE IS HEREBY GIVEN THAT:** work on the subject project has been completed, and it is recommended that a Notice of Completion be executed and recorded.
2. **NAME AND ADDRESS OF OWNER:** City of San Fernando, a municipal corporation, 117 Macneil Street, San Fernando, CA 91340.
3. **DESCRIPTION OF THE PUBLIC WORK:** Contract #1695, Job No. 7576, Citywide Slurry Seal Program FY 2011/12.
4. **DESCRIPTION OF PROPERTY:** The property on which said work of improvement was completed is in the City of San Fernando, County of Los Angeles, State of California, and is described as:
  - Brand Boulevard, from Fourth Street to Truman Street
  - Celis Street, from Meyer Street to S. Huntington Street
  - Eighth Street, from Maclay Avenue to Newton Street
  - Fermoore Street, from Second Street to Fourth Street
  - Fermoore Street, from Fifth Street to N. Huntington Street
  - Fermoore Street, from Glenoaks Boulevard to Lucas Street
  - First Street, from Maclay Avenue to N. Brand Boulevard
  - Fourth Street, from Hubbard Avenue to Maclay Avenue
  - Fourth Street, from Maclay Avenue to East City Limit
  - Griffith Street, from Maclay Avenue to Carlisle Street
  - Griswold Avenue, from Glenoaks Boulevard to Cul-De-Sac
  - Harps Street, from Fifth Street to DeGarmo Street
  - Hewitt Street, from S. Huntington Street to S. Workman Street
  - Hewitt Street, from Maclay Avenue to Carlisle Street
  - Hollister Street, from Carlisle Street to Brand Boulevard
  - Hubbard Avenue, from Fourth Street to Truman Street
  - S. Huntington Street, from Woodworth Street to Hollister Street
  - N. Huntington Street, from Second Street to Library Street
  - N. Huntington Street, from Fifth Street to Glenoaks Boulevard
  - N. Huntington Street, from Glenoaks Boulevard to Lucas Street
  - Jessie Street, from First Street to Fourth Street
  - Kewen Street, from S. Huntington Street to S. Workman Street
  - S. Lazard Street, from Coronel Street to San Fernando Road
  - N. Lazard Street, from Second Street to Cul-De-Sac
  - Library Street, from Harding Avenue to Maclay Avenue
  - Lucas Street, from Orange Grove Avenue to N. Workman Street
  - Macneil Street, from Brand Boulevard to Eighth Street

- Meyer Street, from Second Street to Cul-De-Sac
  - Newton Street, from Third Street to Fourth Street
  - Orange Grove Avenue, from Second Street to Glenoaks Boulevard
  - Parkside Drive, from Fourth Street to Cul-De-Sac
  - Pico Street, from Meyer Street to S. Huntington Street
  - Second Street, from Hubbard Avenue to Harding Avenue, San Fernando CA 91340
5. **ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on April 5, 2013.
  6. **NATURE OF OWNER'S INTEREST:** In fee.
  7. **NAME AND ADDRESS OF CONTRACTOR:** American Asphalt South Inc., 14436 Santa Ana Avenue, Fontana, CA. 92337.
  8. **DECLARATION:** I, Donald E. Penman, duly appointed Interim City Administrator of the City of San Fernando, have read the foregoing Notice of Completion, have made my verification on behalf of said City, and know the contents thereof to be true. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
 Donald E. Penman, Interim City Administrator  
 City of San Fernando, California  
 (City Seal)

\_\_\_\_\_  
 Date

STATE OF CALIFORNIA  
 COUNTY OF LOS ANGELES SS.

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_, by Donald E. Penman, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

\_\_\_\_\_  
 Elena G. Chávez, Notary Public

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## **FINANCE DEPARTMENT**

### **MEMORANDUM**

**TO:** Mayor Antonio Lopez and Councilmembers

**FROM:** Don Penman, City Administrator  
By: Rafaela T. King, Interim Finance Director

**DATE:** June 17, 2013

**SUBJECT:** Presentation of City's Fiscal Year (FY) 2013-2014 Budget

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#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Review and discuss the proposed FY 2013-2014 City Budget (Attachments "A", "B", and "C");
- c. Pending public testimony, direct staff to make any necessary adjustments to the proposed FY 2013-2014 City Budget (complete document previously distributed during May 15, 2013 Study Session); and
- d. Continue the Budget Hearing until July 1, 2013.

#### **BACKGROUND:**

1. On March 26, 2013, the Budget, Personnel and Finance (BPF) Standing Committee met to review the proposed FY 2013-2014 City Budget Preparation and Presentation Schedule. Members agreed to agendize the preliminary budget for the City Council study session.
2. During the months of April and May 2013, the Finance Department met with City departments to compose the FY 2013-2014 Redevelopment Agency and City Budgets (including revenues and expenditures for the General Fund, Enterprise Funds, Redevelopment Agency Funds, and all Special Funds).
3. The FY 2013-2014 Preliminary Budget was distributed to the City Council on May 16, 2013. Submitted for the City Council's review were all operating funds including General, Special

## Presentation of City's Fiscal Year (FY) 2013-2014 Budget

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Revenues and Enterprise Funds. All funds total about \$38.5 million; the General Fund portion of that is \$18,038,405.

4. On May 21, 2013, the City Council held a study session with citizens and staff to present and discuss the draft of Preliminary Fiscal Year (FY) 2013-2014 City Budget.
5. On May 28, 2013, the study session with the City Council and citizens was continued to present and discuss the draft of the Preliminary Fiscal Year (FY) 2013-14 City Budget.
6. On June 6, 2013 pursuant to Section 2-647 of the City of San Fernando Municipal Code, a Notice of Public Hearing was published in the San Fernando Valley Sun in order to notify interested parties and advise the residents of the Public Hearing to give input on the adoption the FY 2013-2014 City Budget on either June 24, 2013 or July 1, 2013.

**ANALYSIS:****Commentary**

The budget being presented is the budget draft that was present to Council during the study sessions. Items specifically related to subsequent changes after the Study Sessions and any changes and recommendations from the Council will be updated and included on the corresponding pages in the final draft of the budget. The comments are not final and are subject to change and elaboration on the final draft of the budget. This includes the cover, transmittal, graphs, glossary and the comments on the specific funds.

**Public Hearing**

Per Section 2-647 of the San Fernando Municipal City Code, the City Council is required to hold a Public Hearing prior to the adoption of the Annual City Budget. The City's Budget consists of the General Fund, Special Funds, and the Enterprise Funds. In preparation for the Public Hearing, two study sessions were held on May 21, 2013 and May 28, 2013, to discuss the proposed FY 2013-2014 City Budget. These meetings were in addition to multiple meetings held by the Finance staff with the various departments. Per the City Code, the budget must be adopted no later than July 20.

**FY 2012-2013 in Perspective**

The FY 2012-2013 Mid-year report to the City Council, dated February 19, 2013, anticipated that the General and Insurance Funds would end the fiscal year with a deficit of \$2,323,265. Staff is pleased to report that as we near the end of this fiscal year (2012-2013), it is anticipated that this deficit is estimated at \$1,540,053, a reduction of about \$783,212. This smaller projected deficit is a result of tighter fiscal controls being implemented by departments and administration over the past several months, a larger than anticipated savings in the Fire contract costs, fewer

## Presentation of City's Fiscal Year (FY) 2013-2014 Budget

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unemployment expenditures, and the shifting of a portion of the California Housing Finance Agency (CHFA) loan repayment to next fiscal year.

**FY 2013-2014 City Budget**

The Proposed City Budget for FY 2013-2014 is \$38.25 million (complete document previously distributed during May 15, 2013 Study Session). The proposed budget reflects the end result of extensive meetings that were held with the departments during the months of April and May.

**General Fund**

Many of the core services provided by the City are within the General Fund, which includes Police, Fire, Community Development, Public Works, Recreation and Community Services, Finance and Treasurer, Personnel, Administration, and City Attorney. It is within the General Fund that the City has experienced the most fiscal distress over the past several years due to the impacts of the recession, dissolution of the Redevelopment Agency by the State and internal operational issues and policy decisions made by previous City Councils, resulting in significant operating deficits and increasing debt obligations. Due to these problems, the City in the past has taken an aggressive posture in reducing General Fund costs in part by charging expenses to Enterprise and Special Funds whenever possible; however, in some instances this aggressive budgeting has not always been supported by sound documentation and justification of these charges resulting in the reallocation of some of these charges back to the General Fund, thus increasing the deficit. This budget attempts to address these past internal practices by implementing more sound accounting and budgeting approaches and establishing debt repayment schedules that will lead to a more stable fiscal environment in the future.

For FY 2013-2014, proposed expenditures are \$18,287,862 with revenues projected at \$17,881,109 resulting in a negative projected ending balance of \$676,872. The actual gap between revenues and expenditures in FY 2013-2014 is \$406,753. While the General Fund continues to operate in a deficit position, this number has improved with the passage of the Transactions and Use Tax Measure on the June 4, 2013 ballot. Staff will be prepared to discuss options that will bring this budget into balance. For example we are currently in negotiations with our employee groups to attain some concessions to reduce expenditures and we are optimistic that this process will result in some savings and we have reflected a conservative number within the budget. We are also exploring the possibility of the sale of some City property that is not utilized in the provision of City services. This budget, however does not make any assumptions about that provision.

Overall expenditures are 4.7% above FY 2012-2013 levels. No new programs are proposed in the General Fund; this is a status quo budget with essentially the same level of staff though some costs have increased due to programmed merit raises for some employees and the funding of several positions that were unfunded in the FY 2012-2013 Budget, but remained with the City. Also, the staffing levels reflect that the pool lifeguards will become City employees rather than work under a contract with an outside company, though at no additional costs, in fact with some savings. There are some proposed new expenditures that will be presented to City Council

## Presentation of City's Fiscal Year (FY) 2013-2014 Budget

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separately that are not included within this preliminary document and should be considered depending on the City's ability to balance the budget.

While the projected deficit in the Preliminary Budget is significant, it is important to understand the causes for this shortfall and some of the reasons for the 4.7% increase in expenditures. A very significant reason for the General Fund imbalance for this coming year is the amount of funds earmarked for debt service. For example, \$448,000 is budgeted on the CHFA loan; \$102,785 to cover the shortfall in the HUD Section 108 loan on the pool; and a \$201,327 payment to the Los Angeles Fire Department (LAFD) for the nonpayment of two months of services during FY 2011-2012 (the total debt to LAFD is \$526,000). In total, this adds \$752,112 to the shortfall. Additionally during this budget preparation process, staff found that previously the City had been charging a portion of the LAFD contract to the Retirement Fund based on a determination that since a portion of the LAFD budget was for pensions, the City of San Fernando could charge that same percentage to the Retirement Tax; these charges to the Retirement Fund have been made since at least FY 2000-2001. After consultation with the City Attorney's Office, it was determined that because LAFD staff were not City of San Fernando employees and were not in the Public Employees Retirement System (PERS) no portion of the Fire contract could be charged to the Retirement Tax Fund. This has resulted in an added cost to the General Fund of \$485,000. In total, if one adds the debt service of \$752,112 and the \$485,000 Fire costs this contributes \$1,237,112 to the General Fund expenses.

**Special Funds**

The City oversees a number of Special Funds that are restricted in how the money can be expended. Examples of these funds are the transportation monies from Propositions A and C and Measure R; State Gas Tax dollars; the Grants Fund; the Retirement Fund; and the Street Lighting and Parking Maintenance Fund. Overall, the City maintains twenty-three (23) Special Funds. The balances of most of these funds are positive with one major exception, the Grants Fund. This fund has built up a negative balance due to loans from other sources and in some cases expenses charged to the Grant Funds that were not reimbursed from the outside grant sources. Staff devoted additional time to the Special Funds during this budget preparation process to reconcile many of the balances to ensure that there are available funds to finance any proposed expenditures so there would be no negative impact on the General Fund. In the future the City needs to explore other approaches to receiving and expending grants that will create more accountability in managing these grants.

During FY 2013-2014, in addition to the Grant Fund, the City will need to focus on the various transportation related funds (Proposition A and C and Measure R). In total these sources generate about \$917,000 annually. These dollars specifically finance the City's dial-a-ride and trolley programs as well as a number of other eligible projects and activities. These programs are becoming increasingly expensive and over time will not be sustainable so staff is recommending that the City Council consider ending the Trolley program which is costing in excess of \$250,000 annually. With City Council concurrence, staff would prepare a report for a future meeting outlining the process to terminate this program.

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**Enterprise Funds**

The City operates three Enterprise Funds: Water; Sewer; and Refuse. Total expenditures from these three funds are about \$9.2 million. Each fund must be segregated and all revenues and expenditures must be accounted for separately. The revenue for these funds is derived from fees and charges collected for the services provided. The recent water and sewer rate increases have brought some stability to their budgets, though the backlog of needed infrastructure projects is extensive. A number of capital improvement projects are proposed within this budget which will address some of these needs. During this next fiscal year staff will be working with a consultant to prepare a recommendation for City Council on selection of a new refuse hauler or approving a new contract with the current provider.

**Subsequent Changes**

Subsequent to the budget study sessions, a few matters came to staff's attention that were not discussed at the study sessions. Staff would like to propose and present them for Council's discussion as part of the budget adoption process. These items are summarized in Attachment "C".

The first item is reallocation of the retired employee's health benefit costs. Retired employee's post-employment health care benefits amount to \$935,000 annually in expenditures. This amount had in previous years been budgeted in the Retirement Fund and will now be allocated between the General Fund at \$682,550 and the Enterprise Funds at \$252,450. Concurrently, it is proposed the Retirement Fund will cover the PERS retirement costs of all active employees, including the Enterprise Fund employees. In prior years the Enterprise Funds paid the active employees PERS costs for those budgeted in these Funds. As such, there will be a decrease in the Enterprise and Special Funds retirement allocation of \$512,555 and a corresponding increase in the Retirement Fund.

The second pertains to the passing of the ½ cent Transaction Tax on June 3, 2013. During the first year of the tax, the increase in revenue for the 2013-2014 fiscal year, is anticipated to be \$1,200,000. This increase in revenue will be used to help aid the deficit and pay off the City's existing debt.

The third major item is the estimated amount of employee concessions. While negotiations are still underway, the City anticipates a savings in the General Fund of approximately \$343,730; and \$80,630 in the Enterprise Funds.

The fourth item is the reimbursement of administrative cost for the Successor Agency approved by the Department of Finance on the Recognized Obligation Payment Schedule (ROPS) 13-14A. The total amount allowed annually is \$250,000, of which the entire \$125,000 for the first six months was approved and subsequently funded. The cost funded for the reimbursement of Salaries, Benefits and Overhead for staff directly working with Successor Agency activities is \$93,850 and \$5,400 for Audit Service fees will be transferred to the General fund. The ROPS

## Presentation of City's Fiscal Year (FY) 2013-2014 Budget

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13-14A approval also included funding to repay the Successors Agency's Sewer Fund loan in the amount of \$460,194.

The fifth item is the estimated cost of needed upgrades to software and/or hardware in several departments of the City where the cost could no longer be deferred due to the functionality of the computers or the operating system no longer being supported by the software company. The amount for the computers and software upgrades is approximately \$11,500 shared between various departments in the General Fund and \$3,500 in Fund 17.

The sixth item is an increase in the projected year end estimate (FY 2012-2013) for Parking Citation revenue of approximate \$47,000.

Staff has also learned that the amount of the CDBG allocation will be more than estimated. This creates a savings of \$8,090 to the General Fund in the amount needed to transfer to cover the deficit of the debt service payment for the Section 108 – CDC Loan subsidy for the pool.

Los Angeles County Metropolitan Transportation Authority updated their estimates of the allocations for Proposition A (increase of \$43,718), Proposition C (increase of \$36,263), Measure R (\$27,192) and TDA Article 3 (increase of \$1,462).

Additional expenditures for various equipment in the Sewer Fund amount to \$22,500; in the Water Fund are \$16,969; and in the Refuse Fund \$3,675 are also proposed.

Two additional grants in the Police Department are included. The first grant is from the State of California Department of Alcoholic Beverage Control for \$38,905 with matching expenditures for the objectives of the program. The second grant is from the State of California's 911 Emergency Communications Office for \$3,807 for the purchase of furniture for the dispatchers (neither of these would add staff).

The net change in estimated revenues by fund groups are:

- General Fund is an increase of \$1,299,250
- Enterprise Funds is an increase of \$360,194
- Special Funds is an increase of \$51,347

The net change in estimated expenditures by fund groups are:

- General Fund is an increase of \$249,457
- Enterprise Funds is a decrease of \$111,308
- Special Funds is increase of \$51,347
- Retirement Fund is a decrease of \$512,555

Total net effect of the changes by fund groups are:

- General Fund is an increase of \$249,457
- Enterprise Funds is a decrease of \$111,308
- Special Funds is increase of \$51,347
- Retirement Fund is a decrease of \$512,555



## Presentation of City's Fiscal Year (FY) 2013-2014 Budget

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**Summary**

The objective of the FY 2013-2014 Preliminary Budget is to continue the provision of existing services in a fiscally responsible manner, with no new cuts or layoffs proposed at this time. Having said that, it must be recognized that as a result of the fiscal problems the City has experienced over the past several years, there are many needs that cannot be met at this time. Consequently, there is a backlog of maintenance and capital projects that will have to be deferred into future years until some of the City's debt is retired.

Certainly the passage of Measure A has brought the City much closer to a balanced budget and retirement of some of the debt; however, there still is work to be done to close the final gap. At the close of the Public Hearing, the Council should direct staff to return at a future meeting, either June 24, 2013 or July 1, 2013, with recommendations to close this gap and balance the General Fund balance.

**ATTACHMENTS:**

- A. Summary of All Funds – Updated
- B. General Fund FY 2013-2014 Budget Summary
- C. Itemized Subsequent Changes by Fund Group

CITY OF SAN FERNANDO SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND FISCAL YEAR 2012-2013					CITY OF SAN FERNANDO SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND FISCAL YEAR 2013-2014									
FUND NO #	FUND NAME	Actual Beginning Balance July 1, 2012	Adopted Revenues FY 2012-2013	Adopted Budget FY 2012-2013	Adjustments	Estimated Beginning Balance July 1, 2013	Estimated Revenues FY 2013-2014	Transfers In	Total Resources	Proposed Operating Expenditures FY 2013-2014	Capital Projects / Expenses	Transfers Out	Total Requirements	Estimated Ending Balance June 30, 2014
General Fund: *														
1	General Fund	\$ (253,119)	\$ 17,012,868	\$ 16,994,832	\$ (35,036)	\$ (270,119)	\$ 13,832,633	\$ 4,048,476	\$ 17,881,109	\$ 17,849,722	\$ 122,942	\$ 315,198	\$ 18,287,862	\$ (676,872)
6	Self Insurance Trust Fund	(983,665)	1,240,000	1,090,000	(436,269)	(1,269,934)	1,053,787	100,000	1,153,787	1,350,000	0	16,852	1,366,852	(1,482,999)
Total General Fund:		(1,236,784)	18,252,868	18,084,832	(471,305)	(1,540,053)	14,886,420	4,148,476	19,034,896	19,199,722	122,942	332,050	19,654,714	(2,159,871)
Special Revenue Funds:														
2	SLESF (Supplemental Law Enforcement Services Fund)	4,906	100,000	100,000	(4,906)	0	100,000	0	100,000	0	0	100,000	100,000	0
7	Proposition "A" - Transit Development Fund	153,251	391,943	538,563	73,635	80,266	433,822	427,731	433,822	427,731	0	42,639	470,370	43,718
8	Proposition "C" - Transit Development Fund	545,935	302,000	743,059	210,432	315,308	337,448	337,448	337,448	388,830	68,544	130,763	588,137	64,619
9	Proposition "C" - Discretionary	20,388	25	0	(25)	20,388	0	0	0	0	0	0	0	20,388
10	Grant Fund	(2,656,224)	2,710,134	2,610,134	435,411	(2,120,813)	2,822,151	100,000	2,922,151	2,822,051	0	0	2,822,051	(2,020,713)
11	State Gas Tax Fund	562,920	674,416	1,189,987	(34,646)	12,703	674,416	674,416	674,416	87,227	6,500	384,922	478,649	208,470
12	Measure R Fund	140,247	218,000	280,208	153,908	231,947	253,086	253,086	253,086	38,057	419,120	457,177	27,866	0
13	Traffic Safety Fund	73,538	50,000	163,662	39,912	(212)	32,037	0	32,037	0	0	31,825	31,825	0
14	Cash In-Lieu of Parking	71,672	0	0	0	71,672	0	0	0	0	0	0	0	71,672
15	Local Transportation Fund (SB 325)	3,117	16,200	16,200	(947)	2,170	19,521	19,521	19,521	0	16,100	100	16,200	5,491
16	Air Quality Management District Fund (AQMD)	71,885	29,000	0	0	100,885	29,000	29,000	29,000	0	127,000	127,000	127,000	2,885
17	Recreation Self Sustaining Fund	(36,220)	188,962	165,882	20,784	7,644	109,150	109,150	109,150	105,230	0	0	105,230	11,564
18	Retirement Fund	32,808	4,132,217	3,893,339	330,029	601,715	3,801,600	429,445	3,801,600	429,445	0	2,115,995	2,545,440	1,857,875
19	Quimby Act Fees	353,120	0	0	(17,537)	335,583	100	100	100	240,000	240,000	0	240,000	95,683
20	State Asset Seizure	2,493	0	0	18,462	20,955	2,000	2,000	2,000	0	0	0	0	22,955
21	Federal Asset Seizure	463	0	0	35,561	36,024	0	0	0	0	0	0	0	36,024
26	Community Development Block Grant (CDBG)	(3,083)	353,149	347,315	(2,751)	0	245,290	102,785	348,075	348,075	0	348,075	348,075	0
27	Street Lighting	(3,402)	426,798	411,860	36,337	47,873	333,571	12,413	345,984	377,094	5,000	11,763	393,857	0
29	Parking Maintenance Operations (M & O)	58,199	218,000	181,912	25,506	119,793	207,756	207,756	207,756	155,753	55,500	43,464	254,717	72,832
40	State of Emergency	0	0	0	0	0	0	0	0	0	0	0	0	0
41	Equipment Replacement	135,259	0	0	0	135,259	0	0	0	0	0	0	0	135,259
50	Pavement Fund	139,389	230,326	368,481	131,905	133,139	327,206	327,206	327,206	16,129	200,000	230,326	446,455	13,890
Total Special Revenue Funds:		(329,339)	10,041,170	11,010,602	1,451,070	152,299	9,728,154	215,198	9,943,352	5,195,622	1,137,764	3,091,797	9,425,183	670,468

CITY OF SAN FERNANDO SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND FISCAL YEAR 2012-2013					CITY OF SAN FERNANDO SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND FISCAL YEAR 2013-2014									
FUND NO #	FUND NAME	Actual Beginning Balance July 1, 2012	Adopted Revenues FY 2012-2013	Adopted Budget FY 2012-2013	Adjustments	Estimated Beginning Balance July 1, 2013	Estimated Revenues FY 2013-2014	Transfers In	Total Resources	Proposed Operating Expenditures FY 2013-2014	Capital Projects / Expenses	Transfers Out	Total Requirements	Estimated Ending Balance June 30, 2014
Enterprise Funds:														
70	Water Division	1,800,699	3,126,708	3,339,066	(589,546)	998,795	3,514,744	0	3,514,744	2,979,472	889,572	459,735	4,328,779	184,760
72	Sewer Division	4,428,546	2,434,569	2,641,416	149,989	4,371,688	3,106,637	0	3,106,637	2,049,279	1,419,589	346,742	3,815,610	3,662,715
73	Refuse/Environmental	(29,567)	1,109,954	1,049,742	93,759	124,404	1,120,623	0	1,120,623	889,287	3,000	133,350	1,025,637	219,390
Total Enterprise Funds:		6,199,678	6,671,231	7,030,224	(345,798)	5,494,887	7,742,004	0	7,742,004	5,918,038	2,312,161	939,827	9,170,026	4,086,865
TOTAL ALL CITY FUNDS:		4,633,555	34,965,269	36,125,658	633,967	4,107,133	32,356,578	4,363,674	36,720,252	30,313,382	3,572,867	4,363,674	38,249,923	2,577,462

(1) Water Fund has \$1,273,138 of capital outlay that is not calculated in expenditures due to being recorded as an asset.

\* For Financial Statement purposes, the total General Fund includes the Self Insurance Trust Fund.



# City of San Fernando FY 2013-14 Budget Proposed

Public Hearing – June 17, 2013

# General Fund Balance Summary

	FY 2011-12 Actuals	FY 2012-13 Budget	FY 2012-13 Estimates	FY 2013-14 Budget
<b>Beginning Fund Balance</b>	166,230	152,813	(253,119)	(270,119)
Estimated Revenue:				
Revenues	13,423,258	12,547,005	12,304,933	13,832,633
Transfers_in form other Funds	3,465,363	4,465,863	4,341,300	4,048,476
Total Revenues	16,888,621	17,012,868	16,646,233	17,881,109
Proposed Expenditures:				
Transfers-Out to other funds	203,034	200,000	217,600	215,198
Expenditures	17,104,935	16,794,832	16,445,633	18,072,664
Total Expenditures	17,307,969	16,994,832	16,663,233	18,287,862
<b>Revenue Over Expenditure</b>	<b>(253,118)</b>	<b>170,849</b>	<b>(270,119)</b>	<b>(676,872)</b>

# Self Insurance Fund Balance Summary

	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actuals	Budget	Estimates	Budget
<b>Beginning Fund Balance</b>				
Estimated Revenue:	(785,548)	(830,664)	(983,665)	(1,269,934)
Revenues	1,059,593	1,140,000	1,140,000	1,053,787
Transfers-In from other Funds	100,000	100,000	100,000	100,000
Total Revenues	1,159,593	1,240,000	1,240,000	1,153,787
Proposed Expenditures:				
Transfers-Out to other funds	16,852	16,852	16,852	16,852
Expenditures	1,340,859	1,073,148	1,509,417	1,350,000
Total Expenditures	1,357,711	1,090,000	1,526,269	1,366,852
<b>Revenue Over Expenditure</b>	<b>(983,666)</b>	<b>(680,664)</b>	<b>(1,269,934)</b>	<b>(1,482,999)</b>



# General and Self Insurance Fund

## Balance Summary

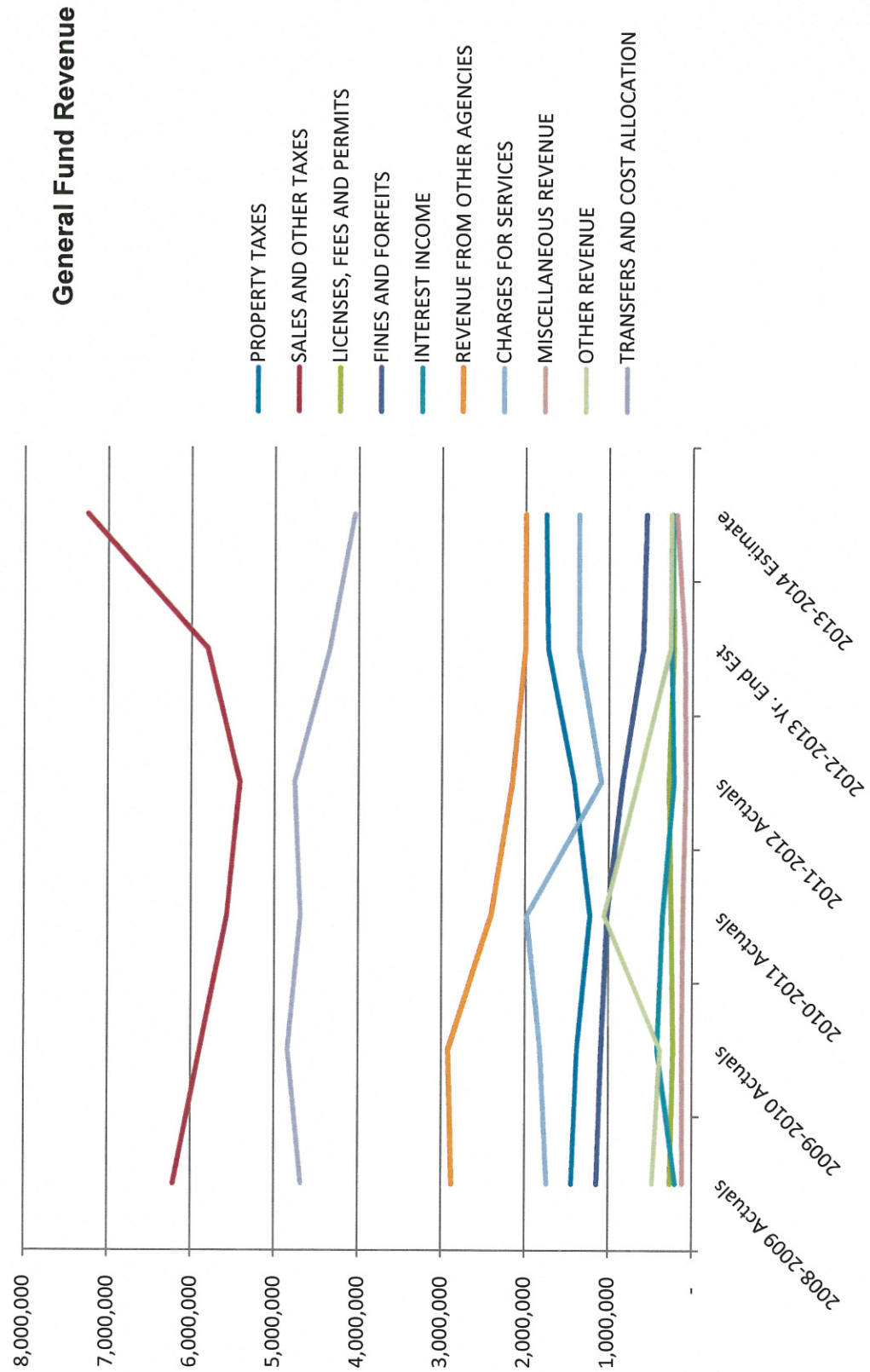
	FY 2011-12 Actuals	FY 2012-13 Budget	FY 2012-13 Estimates	FY 2013-14 Budget
<b>Beginning Fund Balance</b>				
Estimated Revenue:	(619,318)	(677,851)	(1,236,784)	(1,540,053)
Revenues	14,482,851	13,687,005	13,444,933	14,886,420
Transfers_in form other Funds	3,565,363	4,565,863	4,441,300	4,148,476
Total Revenues	18,048,214	18,252,868	17,886,233	19,034,896
Proposed Expenditures:				
Transfers-Out to other funds	219,886	216,852	234,452	232,050
Expenditures	18,445,794	17,867,980	17,955,050	19,422,664
Total Expenditures	18,665,680	18,084,832	18,189,502	19,654,714
<b>Revenue Over Expenditure</b>	<b>(1,236,784)</b>	<b>(509,815)</b>	<b>(1,540,053)</b>	<b>(2,159,871)</b>

# General Fund Revenue

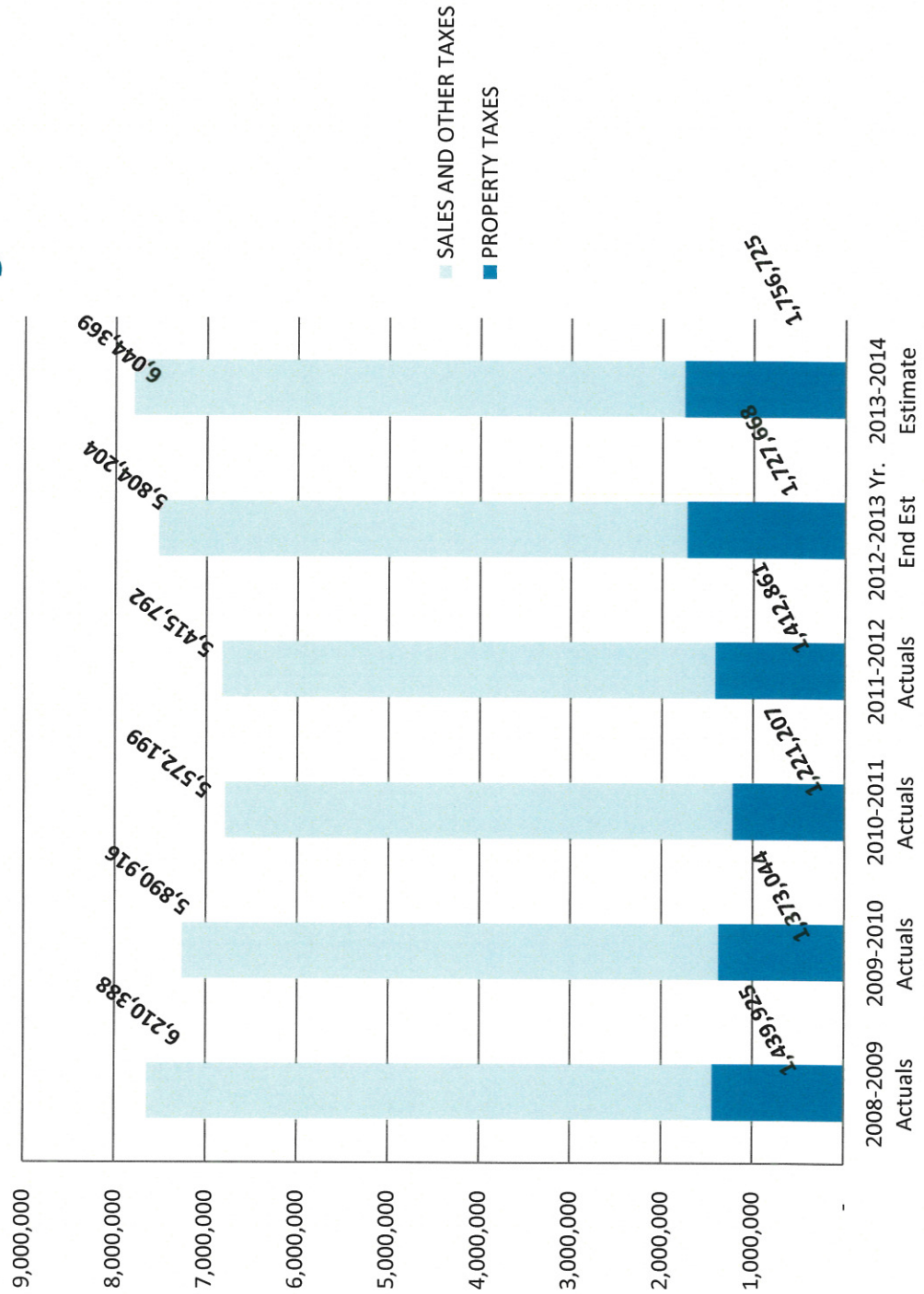
	2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 Yr. End Est	2013-2014 Estimate
PROPERTY TAXES	1,439,925	1,373,044	1,221,207	1,412,861	1,727,668	1,756,725
SALES AND OTHER TAXES	6,210,388	5,890,916	5,572,199	5,415,792	5,804,204	7,244,369
LICENSES, FEES AND PERMITS	260,072	223,748	249,754	279,825	223,600	239,916
FINES AND FORFEITS	1,137,394	1,083,431	1,013,966	831,983	587,047	549,500
INTEREST INCOME	197,888	413,787	351,860	220,005	250,000	238,298
REVENUE FROM OTHER AGENCIES	2,871,302	2,913,917	2,404,215	2,152,736	1,999,218	1,995,145
CHARGES FOR SERVICES	1,736,087	1,817,565	1,979,064	1,087,694	1,358,432	1,360,910
MISCELLANEOUS REVENUE	112,049	118,942	111,704	79,730	91,500	190,750
OTHER REVENUE	470,063	378,392	1,052,391	649,767	263,264	257,020
TRANSFERS AND COST ALLOCATION	4,677,526	4,837,903	4,688,360	4,758,227	4,341,300	4,048,476
<b>TOTAL GENERAL FUND</b>	<b>19,112,693</b>	<b>19,051,646</b>	<b>18,644,721</b>	<b>16,888,621</b>	<b>16,646,233</b>	<b>17,881,109</b>
		<b>-0.32%</b>	<b>-2.14%</b>	<b>-9.42%</b>	<b>-1.44%</b>	<b>7.42%</b>



## General Fund Revenue Trend



# Property Taxes and Sales and Other Taxes Trend Analysis





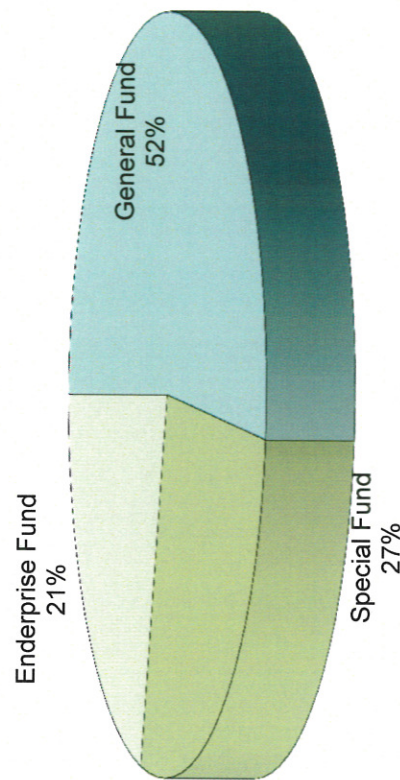
# General Fund Expenditures

## By Department

Expenditure	FY2010-11 Actual	FY2011-12 Budget	FY2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimated	FY2013-14 Budget
City Council	109,331	116,770	116,728	118,730	103,175	90,038
City Administrator	141,989	229,257	212,410	306,582	332,000	303,272
City Clerk (includes Election)	165,468	135,144	122,852	233,918	211,618	130,918
City Attorney	215,445	200,000	294,185	200,000	340,287	200,000
Labor Attorney	57,098	136,000	111,845	50,000	60,000	50,000
Treasury	145,760	141,931	147,262	105,048	150,415	148,557
Personnel	289,015	299,699	267,861	222,837	265,100	316,182
Finance	591,493	555,613	552,219	540,804	512,000	573,195
Administrative Services (Non-Dept)**	640,881	535,416	569,643	780,795	782,062	1,177,652
Retirement Related	1,914,172	1,960,000	1,901,679	1,972,496	1,737,006	1,974,472
Fire	3,473,668	3,159,360	3,159,360	2,900,000	2,465,827	2,720,052
Police	6,858,674	5,731,087	6,029,999	5,675,079	5,791,251	6,020,297
Community Development*	423,282	359,101	350,032	869,839	856,201	857,880
Public Works Services	1,879,349	1,859,867	1,725,918	1,765,397	1,707,701	2,116,975
Recreation & Comm Services	1,117,332	1,396,631	1,264,853	1,253,310	1,348,689	1,358,915
Updated changes - various depts.						249,457
	<b>18,022,957</b>	<b>16,815,876</b>	<b>16,826,846</b>	<b>16,994,835</b>	<b>16,663,332</b>	<b>18,287,862</b>

\*Starting in FY2012-13, Community Development includes Code Enforcement previously included in Police Department Budget

***City of San Fernando  
Fiscal Year 2013-2014  
Estimated Revenues  
Total City Budget \$36,720,252***

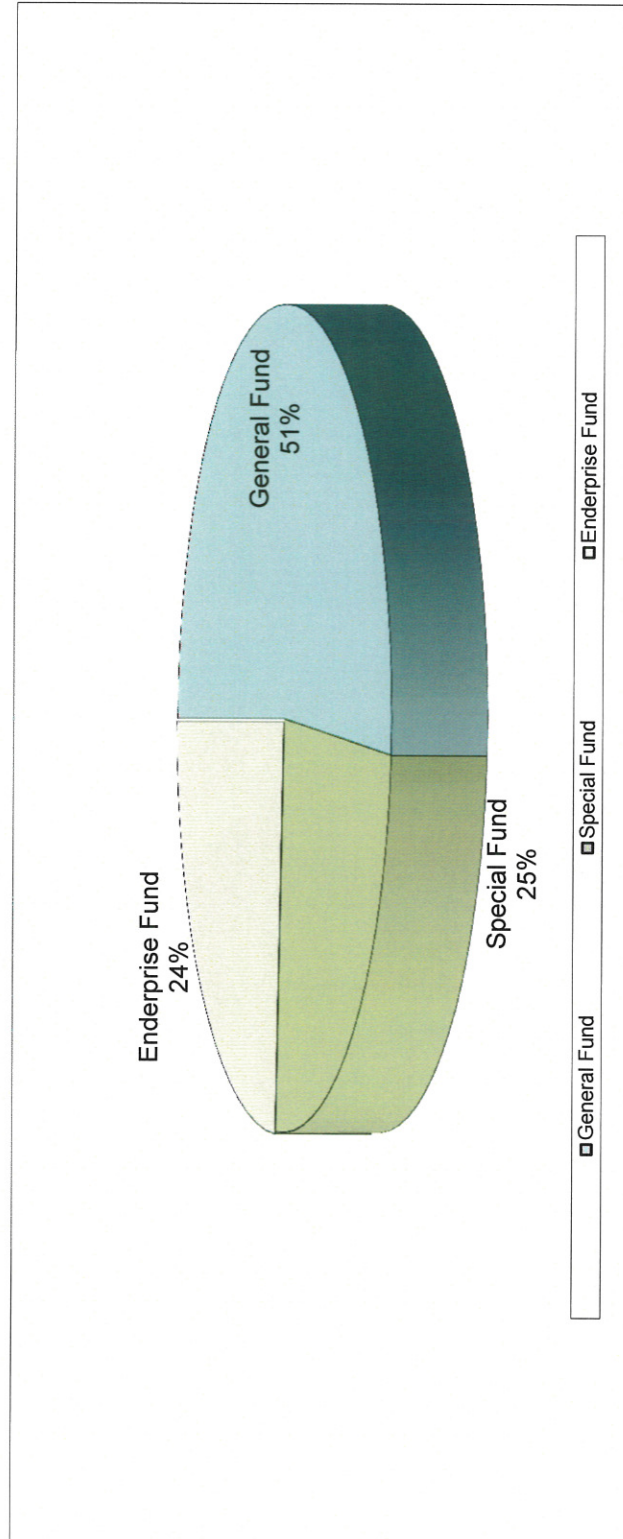


□ General Fund      □ Special Fund      □ Enterprise Fund

***General Fund \$19,034,896  
Special Funds \$9,943,352  
Enterprise Funds \$7,742,004***

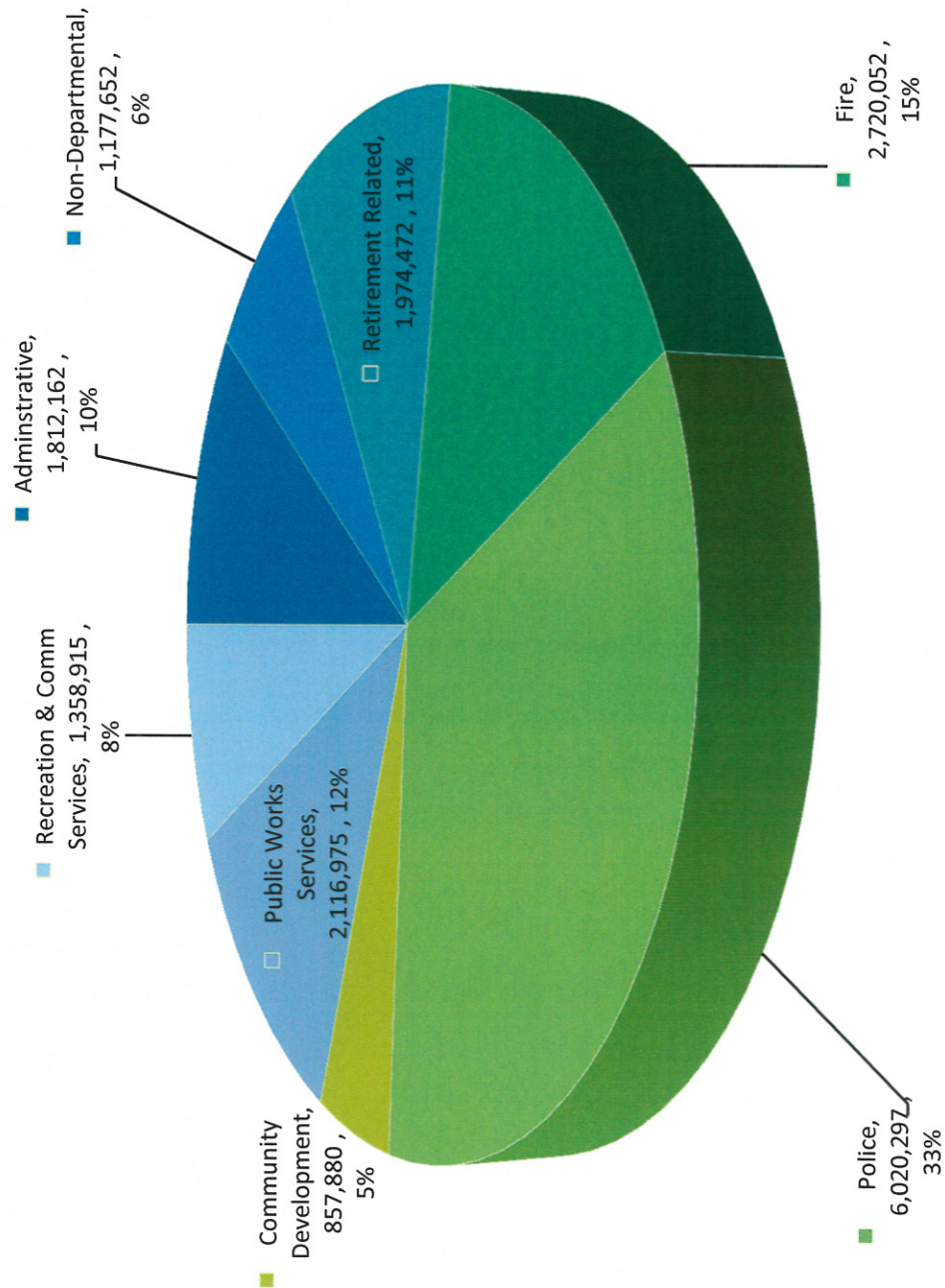


***City of San Fernando  
Fiscal Year 2013-2014  
Proposed Budget  
Total City Budget \$ 38,249,923***



***General Fund \$19,654,714  
Special Funds \$9,425,183  
Enterprise Funds \$9,170,026***

**CITY OF SAN FERNANDO  
PROPOSED BUDGET  
GENERAL FUND SUMMARY  
FY 2013-2014**



## ATTACHMENT "C"

## Itemized Subsequent Changes by Fund Group

	Genral Fund		Self Insurance Fund
Beginning Balance		(253,119)	(983,665)
Adopted Revenue	17,012,868		1,240,000
Adopted Expenditures	<u>(16,994,832)</u>		<u>(1,090,000)</u>
		18,036	
Adjustments for YrEnd Bal			
Expenditure Savings	331,599		
Revenue Shortfall	<u>(727,692)</u>		
		(396,093)	(436,269)
Additional Adjustments			
Increase Parking Citations	46,957		
Transfers	<u>314,100</u>		
		361,057	(17,000)
<b>Revised FY 12-13 Ending Balance</b>		<b>(270,119)</b>	<b>(1,269,934)</b>
			<b><u>(1,540,053)</u></b>
<b>FY 13-14</b>			
Estimated Revenues	12,533,383		1,053,787
Adjustments to Estimated Revenues:	1,299,250		
Transfers-In	<u>4,048,476</u>		100,000
		17,881,109	
Estimated Expenditures	(17,600,265)		(1,350,000)
Adjustments to Expenditures:	(249,457)		
Capital Expenses	(122,945)		
Transfers-Out	<u>(315,198)</u>		(16,852)
		(18,287,865)	(406,756)
<b>Revised FY 13-14 Ending Balance</b>		<b>(676,875)</b>	<b>(1,482,999)</b>
			<b><u>(2,159,874)</u></b>



### Itemized Subsequent Changes by Fund Group

#### Reallocation of Expenditures

	Retirement Fund	General Fund	Enterprise Fund	Special Funds
Retiree Health Cost	(935,000)	682,549	252,451	
Retirement Cost - Enterprise	310,379		(310,379)	
Retirement Cost - Special	112,066			(112,066)
Other Adjustments - Expenditures:				
Proposed Employee Concessions (\$424,354 * 81%)		(343,730)		
Proposed Employee Concessions (\$424,354 * 19%)			(80,630)	
Sewer fund Additional expenditures			22,500	
Water fund additional expenditures			16,969	
Refuse fund additional expenditures			3,675	
Computer Upgrades for Fund 17				3,500
Grant - St of CA Emergency Communications		288		3,807
Alcoholic Beverage Control (ABC) Grant				38,905
Enterprise Fund Share of Timekeeping System		(4,750)	4,750	
Commissioners		3,600		
Computer Upgrades for EDEN		11,500		
Postpone GrantFund/Sewer Pmt		(100,000)		(100,000)
EDI Grant correction of total (recorded as 80k s/b 99k)				19,000
Correction of Salary allocations				

<b>Increase/(Decrease) in Expenditures</b>	<b>(512,555)</b>	<b>249,457</b>	<b>(90,664)</b>	<b>(146,854)</b>
--------------------------------------------	------------------	----------------	-----------------	------------------

Other Adjustments - Revenues:				
1/2 Cent Transaction Tax		(1,200,000)		
Successor Agency Admin Cost		(99,250)		
Repayment of RDA Loan to Sewer			(460,194)	
Grant - St of CA Emergency Communications				(3,807)
Alcoholic Beverage Control (ABC) Grant				(38,905)
Postpone GrantFund/Sewer Pmt			100,000	100,000
Prop A Increase in Estimate per MTA				(43,718)
Prop C Increase in Estimate per MTA				(36,263)
Measure R Increase in Estimate per MTA				(27,192)
TDA Increase in Estimate per MTA				(1,462)
EDI Grant correction of total (recorded as 80k s/b 99k)				(19,000)

<b>(Increase)/Decrease in Revenues</b>	<b>-</b>	<b>(1,299,250)</b>	<b>(360,194)</b>	<b>(70,347)</b>
----------------------------------------	----------	--------------------	------------------	-----------------

<b>Net Effect of Change - Increase/(Decrease)</b>	<b>(512,555)</b>	<b>(1,049,793)</b>	<b>(450,858)</b>	<b>(217,201)</b>
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## **PUBLIC WORKS DEPARTMENT**

### **MEMORANDUM**

**TO:** Mayor Antonio Lopez and Councilmembers

**FROM:** Don Penman, Interim City Administrator  
By: Ron Ruiz, Public Works Director

**DATE:** June 17, 2013

**SUBJECT:** Fiscal Year (FY) 2013-2014 Landscaping & Lighting Assessment District Public Hearing and Confirmation of Assessment

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#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Conduct a Public Hearing by following the attached Order of Procedure (Attachment “A”);
- b. Adopt Resolution No. 7537 (Attachment “B”) ordering the continued maintenance of the City’s streetlights and confirming the annual assessment; and
- c. Adopt Resolution No. 7538 (Attachment “C”) approving the Final Engineer’s Report for the FY 2013-2014 Landscaping and Lighting Assessment District (LLAD).

#### **BACKGROUND:**

1. On March 18, 2013, the City Council adopted Resolution No. 7523. This Resolution initiated the proceedings for the FY 2013-2014 LLAD and ordered the preparation of the Engineer’s Report.
2. On May 20, 2013, the City Council adopted Resolution No. 7534. This Resolution approved the Engineer’s Report for the FY 2013-2014 LLAD.
3. On May 20, 2013, the City Council adopted Resolution No. 7535. This Resolution declares the intent to levy and collect assessments within the San Fernando LLAD, FY 2013-2014 and in accordance with the instructions contained in Resolution No. 7535, the Public Hearing for FY 2013-2014 LLAD was set for June 17, 2013.

Fiscal Year (FY) 2013-2014 Landscaping & Lighting Assessment District Public Hearing and Confirmation of Assessment

Page 2

**ANALYSIS:**

Staff has prepared the “Order of Procedure” which should be followed in conducting the Public Hearing. At the conclusion of the Public Hearing, the City Council may adopt the attached Resolution ordering the continued maintenance of certain streetlights and confirming the annual assessments.

If adopted, the Resolution authorizes staff to proceed with further review for accuracy including a final review of the parcel exception list, which is a compilation of all the parcel numbering and name changes occurring between last year and this year. The Resolution also authorizes staff to instruct the consultant to send the final electronic file and hardcopy database along with all the appropriate information (in the proper format) to the County Assessor’s Office. This must be done by August 10, 2013, so that the assessment can be included in the property tax bills.

The legally required 10-day notification for the Public Hearing has been published in The San Fernando Valley Sun and proof of publication is on file in the office of the City Engineer. Once City Council adopts the Resolution confirming the assessments, staff may proceed with finalizing the FY 2013-2014 LLAD.

**BUDGET IMPACT:**

For FY 2013-2014, we estimate the proposed total assessment amount to be \$330,833. Per the Engineer’s Report, the assessments collected this year will not be sufficient for future operations and maintenance costs. Fund 27, along with \$12,413 from the General Fund, will be budgeted in the new fiscal year to resolve this deficit. The projected revenues and expenditures are summarized in the Engineer’s Report and the appropriate budget amounts have been incorporated into the preliminary FY 2013-2014 budget.

**CONCLUSION:**

The Engineer’s Report prepared by Willdan Financial Services for FY 2013-2014 is acceptable to City staff, and it is therefore recommended that the City Council adopt the Resolution ordering the continued maintenance of the City’s streetlights and confirming the annual assessment.

The Engineer’s Report and Summary Listings (parcel number, address, and assessment amounts) are on file with the City Engineer for public review. The projected revenues and expenditures are also summarized in the Engineer’s Report and the appropriate budget amounts have been incorporated into the preliminary FY 2013-2014 budget.

**ATTACHMENTS:**

- A. Public Hearing Order of Procedure
- B. Resolution No. 7537
- C. Resolution No. 7538

**ATTACHMENT "A"**

**CITY OF SAN FERNANDO  
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT  
DATE OF PUBLIC HEARING – JUNE 17, 2013**

**ORDER OF PROCEDURE**

- CITY CLERK** Announce that this is the time and place for the hearing of protests, objections or comments to the levy of assessments for Fiscal Year 2013-2014 for the City of San Fernando Landscaping and Lighting Assessment District.
- CITY CLERK** Announce that notice of this Hearing has been given pursuant to the provisions of the "Landscaping and Lighting Act of 1972," being Part 2 of Division 15 of the Streets and Highways Code of the State of California, and that the "Affidavit of Publication" is on file in the City Clerk's office.
- MAYOR AND COUNCIL** Motion to receive and file the affidavit.
- ENGINEER** Presentation of Engineer's Report and explanation as to method of assessment for the annual levy.
- CITY CLERK** Announce the number of written protests received, if any, then announce that copies have been delivered to each member of the City Council,  
OR  
Summarize the contents thereof.
- MAYOR** First ask to hear from those who have filed a written protest.
- Next ask to hear from those who wish to speak against the proceedings.
- Then ask to hear from anyone who wishes to speak in favor of the proceedings.
- OPPORTUNITY FOR REBUTTAL.**
- MAYOR AND COUNCIL** Discussion.
- MAYOR AND COUNCIL** Declare the Public Hearing CLOSED.
- MAYOR AND COUNCIL** By Motion, rule on all protests.
- MAYOR AND COUNCIL** Adopt the RESOLUTION ORDERING ASSESSMENTS.

**ATTACHMENT "B"****RESOLUTION NO. 7537**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO, ORDERING THE CONTINUED  
MAINTENANCE OF CERTAIN STREETLIGHTS IN THE CITY  
OF SAN FERNANDO LANDSCAPING AND LIGHTING  
ASSESSMENT DISTRICT AND CONFIRMING AN ANNUAL  
ASSESSMENT FOR FISCAL YEAR 2013-2014**

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

**WHEREAS**, this City Council has initiated proceedings to levy an annual assessment within the District for the 2013-2014 Fiscal Year and ordered the preparation of an Engineer's Report in connection therewith and the City Engineer has prepared and filed with the City Clerk an Engineer's Report adopted as Resolution No. 7534 pursuant to law for its consideration, and subsequently thereto this City Council did approve said report and adopt its Resolution of Intention to Levy and Collect Assessments within the City of San Fernando Landscaping and Lighting Assessment District and to carry on all other proceedings necessary for the levy of annual assessment for the District, and further, did proceed to give notice of the time and place for a Public Hearing on the question of the levy of the proposed assessment; and

**WHEREAS**, at this time this City Council has heard all testimony and evidence and is desirous of proceeding with the levy of annual assessments for said District.

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

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

**Section 2:** That based upon its review of the Engineer's Report and other reports and information, the City Council hereby finds and determines that the land within the District will be benefited by the improvement described in the Report and that the net amount to be assessed upon the land within the District for Fiscal Year 2013-2014, in accordance with the Report, is apportioned by formula and method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

**Section 3:** That this City Council hereby orders the maintenance work be performed as set forth in the Engineer's Report and hereby orders the levy of an annual assessment for Fiscal Year 2013-2014 as shown, set forth, and described in the Report.

**Section 4:** That the diagram and assessment as set forth and contained in said Report are hereby confirmed and adopted by this City Council.

**Section 5:** That the adoption of this Resolution constitutes the levy of the assessment for the Fiscal Year commencing July 1, 2013 and ending June 30, 2014.

**Section 6:** That the Cost Estimates, the Diagram of the District, the assessments, and all other matters as set forth in the Engineer's Report pursuant to said "Landscaping and Lighting Act of 1972," as submitted, are hereby approved and adopted by the City Council and hereby confirmed.

**Section 7:** That the works of improvement and maintenance contemplated by the Resolution of Intention shall be performed pursuant to law, and the County Auditor shall enter on the County Assessment Roll the amount of the assessment, and said assessment shall then be collected.

After collection by said County, the net amount of the assessment shall be paid to the City Treasurer of the City.

**Section 8:** That the City Treasurer has established a special fund known as the "CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT FUND" into which the City Treasurer shall place all monies collected by the Tax Collector pursuant to the provisions of this Resolution and law, and said transfer shall be made and accomplished as soon as said monies have been made available to said City Treasurer.

**Section 9:** That the City Clerk is hereby ordered and directed to file a certified copy of the diagram and assessment roll with the County Auditor, together with a certified copy of this Resolution upon its adoption.

**Section 10:** That a certified copy of the assessment and diagram shall be filed in the Office of the City Engineer, with a duplicate copy on file in the Office of the City Clerk and open for public inspection.

**PASSED, APPROVED, AND ADOPTED** this 17<sup>th</sup> day of June, 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 on the 17<sup>th</sup> day of June, 2013 by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk



**ATTACHMENT "C"****RESOLUTION NO. 7538****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO, CALIFORNIA, APPROVING THE FINAL  
ENGINEER'S REPORT FOR FISCAL YEAR 2013-2014**

The City Council of the City of San Fernando, California (hereafter referred to as City Council) hereby finds, determines, resolves and orders as follows:

**WHEREAS**, The City Council, pursuant to the provisions of *Part 2 of Division 15 of the California Streets and Highways Code*, did by previous Resolution order the Engineer, Willdan, to prepare and file a report in accordance with *Article 4 of Chapter 1 of Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22565*, in connection with the levy and collection of assessments for the San Fernando Landscaping and Lighting Assessment District (hereafter referred to as the District) for the Fiscal Year commencing July 1, 2013 and ending June 30, 2014; and,

**WHEREAS**, The Engineer has prepared and filed with the City Clerk of the City of San Fernando and the City Clerk has presented to the City Council such report entitled "Engineer's Annual Levy Report, San Fernando Landscaping and Lighting Assessment District, Fiscal Year 2013-2014" (hereafter referred to as the Report); and,

**WHEREAS**, The City Council has carefully examined and reviewed the Report as presented, and is satisfied with each and all of the items and documents as set forth therein, and finds that the levy has been spread in accordance with the special benefits received from the improvements, operation, maintenance and services to be performed, as set forth in said Report.

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

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

**Section 2:** The Report as presented, consists of the following:

- a) A Description of the District and Improvements.
- b) The Annual Budget (Costs and Expenses of Services, Operations and Maintenance)
- c) A Description of the Method of Apportionment resulting in an Assessment Rate per Levy Unit within said District for Fiscal Year 2013-2014.

**Section 3:** The Report as presented, is hereby approved (as amended), and is ordered to be filed in the Office of the City Clerk as a permanent record and to remain open to public inspection.

**Section 4:** The City Clerk shall certify to the passage and adoption of this Resolution and the minutes of this meeting shall so reflect the presentation and final approval of the Report.

**PASSED, APPROVED, AND ADOPTED** this 17<sup>th</sup> day of June, 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 adopted at a regular meeting of the City Council held on the 17<sup>th</sup> day of June, 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  
By: Michael E. Okafor, Personnel Manager

**DATE:** June 17, 2013

**SUBJECT:** Approval of Agreement for Professional Services (Contract No. 1712) with Bob Murray & Associates for City Administrator Recruitment

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#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Approve the selection of Bob Murray & Associates to conduct the recruitment for a new City Administrator; and
- b. Approve an Agreement for Professional Services (Contract No. 1712 - Attachment "A") with Bob Murray & Associates to conduct the recruitment for a new City Administrator; and
- c. Authorize the Mayor to execute the Agreement.

#### **BACKGROUND:**

1. On December 6, 2012, the City appointed Federico Ramirez to act as Interim City Administrator pending the negotiation of a Separation Agreement with Alfonso Hernandez, and the hiring of an Interim City Administrator.
2. On December 17, 2012, the City executed a Separation Agreement with Alfonso Hernandez, which among other things, stipulated that Mr. Hernandez shall retire from his employment as City Administrator on February 7, 2013.
3. On December 26, 2012, the City executed an Agreement with Don Penman to serve as the City's Interim City Administrator effective January 2, 2013, pending the recruitment of a permanent City Administrator.

Approval of Agreement for Professional Services (Contract No. 1712) with Bob Murray & Associates for City Administrator Recruitment

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4. On April 15, 2013, the City Council directed staff to begin an active recruitment process to hire a permanent City Administrator.
5. On May 20, 2013 the City Council appointed an Ad-Hoc Committee that consisted of Mayor Antonio Lopez, Councilmember Joel Fajardo, Interim City Administrator Don Penman, and Personnel Manager Michael Okafor to facilitate the recruitment process.
6. On May 21, 2013, staff solicited proposals (Attachment “B”) from five professional executive search firms (Bob Murray & Associates, Teri Black & Company, Alliance Resource Consulting LLC, William Avery & Associates, and Peckham & McKenney) out of which two (Bob Murray & Associates and Alliance Resource Consulting LLC) responded within the stipulated deadline of May 28, 2013.
7. On June 4, 2013, the Recruitment Ad-Hoc Committee interviewed representatives from Bob Murray & Associates, and Alliance Resource Consulting LLC.

**ANALYSIS:**

After evaluation of the proposals from Bob Murray & Associates and Alliance Resource Consulting LLC, the Ad-Hoc Committee interviewed Mr. Bob Murray (President and Founder of Bob Murray & Associates), as well as Ms. Cindy Krebs (Senior Manager with Alliance Resource Consulting LLC) on June 4, 2013. The evaluation and interviews explored the following: the firm’s background, qualifications and experience with similar recruitments for similar size cities; recruitment strategies, marketing and outreach approach; cost; and recruitment timeline.

Based on its evaluation and interviews, the Ad-Hoc Committee unanimously selected Bob Murray & Associates for the following reasons:

- Mr. Murray will be the primary lead person to manage the recruitment process;
- Has more extensive experience with similar recruitments;
- Has a wider network of candidates in the United States;
- Has recruitment search process, fee and timeline that are more favorable.

Bob Murray & Associates will be prepared to make a recommendation to the City Council regarding finalists for the City Administrator job within 75 to 90 days from the start of the search.

Per the fee and expense proposal, it is anticipated that the professional fee and projected out-of-pocket expenses for the recruitment services shall not exceed \$26,400.

Approval of Agreement for Professional Services (Contract No. 1712) with Bob Murray & Associates for City Administrator Recruitment

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Executive summaries prepared by staff, and the submitted proposals are attached (Attachments “C”, “D”, “E”, and “F”) for the two firms.

The following table shows the two firms and their proposed fee comparison, as well as project timeline:

<b>Company</b>	<b>Professional Fee</b>	<b>*Projected Out-of-Pocket Expenses (Not to Exceed)</b>	<b>Project Timeline</b>
Bob Murray & Associates	\$19,500	\$6,900	16 Weeks
Alliance Resource Consulting LLC	\$20,000	\$6,500	17 Weeks

\*The cost for final candidates to travel to interview with the City is not included.

**BUDGET IMPACT:**

No budget impact as funding for the recruitment is included in the Fiscal Years 2012-2013 and 2013-2014 Budgets.

**CONCLUSION:**

Staff recommends that the City Council approve an Agreement with Bob Murray & Associates to conduct the recruitment for the new City Administrator.

**ATTACHMENTS:**

- A. Contract No. 1712
- B. Request for Proposals
- C. Executive Summary – Bob Murray & Associates
- D. Executive Summary – Alliance Resource Consulting LLC
- E. Full Proposal – Bob Murray & Associates
- F. Full Proposal – Alliance Resource Consulting LLC

**ATTACHMENT "A"****AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement is entered into this 17<sup>th</sup> day of June, 2013 by and between the City of San Fernando, a municipal corporation ("CITY") and Bob Murray & Associates, Inc., a California company ("CONSULTANT").

**RECITALS**

A. CITY has determined that it requires the following professional services from a consultant: to assist CITY with its search to fill the City Administrator position through data collection and profile development; marketing and outreach, as well as administration of selection and background of the right candidate.

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

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

**1. DEFINITIONS**

A. "Scope of Services": Such professional services as set forth in Exhibit A attached hereto and incorporated herein by this reference.

B. "Approved Fee Schedule": Such compensation rates as set forth in the fee schedule described below under "Compensation," and incorporated herein by this reference.

C. "Commencement Date": June 18, 2013

D. "Expiration Date": October 18, 2013

**2. CONSULTANT'S SERVICES**

A. Scope of Services. Subject to the terms and conditions set forth in this Agreement, CONSULTANT agrees to perform the services identified in the Scope of Services described in Exhibit A. CITY shall have the right to request, in writing, changes in the Scope of Services or the work to be performed. Any changes mutually agreed upon by the parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Time for Performance. CONSULTANT shall commence the services on June 18, 2013, and shall perform all services on a schedule that will result in completion of all work, selection of a candidate and offer of employment to the candidate by October 18, 2013. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of failure of CONSULTANT or its subcontractors, to have related services or tasks completed in a timely manner.



C. Standard of Performance. CONSULTANT shall perform all work to the highest professional standards and in a manner reasonably satisfactory to CITY. CONSULTANT shall comply with all applicable federal, state and local laws, ordinances, codes and regulations, including the conflict of interest provisions of Government Code section 1090 and Political Reform Act (Government Code section 81000 et seq.). CONSULTANT represents and acknowledges that all of CONSULTANT's employees, agents, contractors, subcontractors and sub-consultants possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONSULTANT. The parties acknowledge and agree that CONSULTANT shall perform, at CONSULTANT's own cost and expense and without reimbursement from the CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONSULTANT's employees, agents, contractors, sub-contractors and sub-consultants.

### **3. REPRESENTATIVES**

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

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

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

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

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

C. In the event that CITY, in its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person

immediately upon receiving notice from CITY of the desire of CITY for the removal of such person or persons.

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

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

## **5. FACILITIES AND EQUIPMENT**

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

## **6. TERM OF AGREEMENT**

This Agreement is effective as of June 18, 2013 and shall terminate on October 18, 2013, unless sooner terminated as provided in Section 18 herein. The Interim City Administrator may extend the term for a period not to exceed 30 days if, in his sole discretion, the extension is warranted.

## **7. COMPENSATION**

A. CITY agrees to compensate CONSULTANT for the services provided under this Agreement, and CONSULTANT agrees to accept in full satisfaction for such services, a sum not to exceed twenty-six thousand, four hundred dollars (\$26,400) payable as earned during the Project. The compensation payable hereunder includes nineteen thousand, five hundred dollars (\$19,500) for all professional services, and project expenses estimated not to exceed six thousand, nine hundred dollars (\$6,900). The cost of professional services is based upon the Scope of Services set forth in Exhibit A, and includes all trips, meetings and presentation of recommendation before the City Council. CITY shall not withhold applicable federal or state payroll or any other required taxes, or other authorized deductions from each payment made to CONSULTANT. No claims for compensation in excess of the not-to-exceed amount for the Project as shown above will be allowed unless such additional compensation is authorized by CITY in writing. All requests for compensation in excess of the not-to-exceed amount must be submitted to and approved by the Interim City Administrator. In no event shall any increase of the not to exceed amount set forth above be more than \$5,000, without an amendment of this Agreement approved by the City Council.

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

## **8. METHOD OF PAYMENT**

A. CONSULTANT shall submit to CITY an invoice, on a monthly basis, for the services performed pursuant to this Agreement. The compensation for professional services shall be paid on a percentage of work completed basis; project expenses shall be reimbursed on a monthly basis as the expenses are incurred. The final twenty (20) percent of the not-to-exceed amount of \$19,500 for professional services shall be retained by CITY until all tasks listed on the Scope of Work have been completed.

B. Each invoice shall itemize the services rendered during the billing period and the amount due. Such itemizations shall include the tasks completed, percentage of work completed (both for the month and cumulative), and authorized reimbursable expenses incurred with appropriate back-up documentation and receipts evidencing the authorized expenses, if any, for the period, and shall separately describe any additional services authorized by CITY. Any invoice claiming compensation for additional services shall include appropriate documentation of CITY's prior authorization. Each invoice shall be signed by the Consultant Representative, certifying as to the truth and accuracy of the statements therein. Within ten (10) business days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included on the invoice. Within thirty (30) calendar days of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice up to the maximum amount set forth in Section 7.

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

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

## **10. TRAVEL REIMBURSEMENT**

Travel by CONSULTANT or any sub-consultant or sub-contractor pursuant to this Agreement where necessary to complete the services agreed to be performed under this Agreement and approved in advance by the City Representative, shall be a reimbursable expense, subject to the limits in Section 7. Travel expenses shall be reasonable and shall be incurred in the most cost efficient manner possible. All requests for travel reimbursement shall be accompanied by appropriate back-up documentation and receipts evidencing authorized expenses.

## **11. INDEPENDENT CONTRACTOR**

CONSULTANT and all persons retained or employed by CONSULTANT will act hereunder as an independent contractor. This Agreement shall not and is not intended to constitute CONSULTANT as an agent, servant, or employee of CITY and shall not and is not intended to create the relationship of partnership, joint venture or association between CITY and CONSULTANT. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors, and sub-consultants.

CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against City, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise conferred by CITY in writing.

## **12. CONFIDENTIALITY**

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

## **13. CONFLICTS OF INTEREST**

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

## **14. INDEMNIFICATION**

A. Except for loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorney's fees, caused solely by the negligence of the City, its Council, boards, commissions, officers and employees, to the full extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend CITY, its elected and appointed officials, officers, agents, employees, attorneys, servants, volunteers, successors and assigns from and against any and all claims, demands, causes of action, liability, losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent or otherwise wrongful acts, errors or omissions of CONSULTANT or any of its officers, employees, servants, agents, sub-contractors, volunteers or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice. The provisions of this indemnity provision are intended to be interpreted and construed to provide the City, its elected and appointed officials, officers, agents, employees, attorneys, servants, volunteers, successors and assigns, with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.

The parties understand and agree that the duty of CONSULTANT to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code.

B. CONSULTANT's obligations under this or any other provision of this Agreement will not be limited by the provisions of any workers compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY, its officers, agents, employees and volunteers.

C. CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations for the benefit of CITY, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged, intentional, reckless, negligent or otherwise wrongful acts, errors or omissions of CONSULTANT or any of its officers, employees, servants, agents, sub-contractors, volunteers or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

D. CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense. CONSULTANT agrees that CONSULTANT's covenant under this Section shall survive the termination of this Agreement.

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

## **15. INSURANCE**

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

1. Professional Liability Insurance with minimum limits of One Million Dollars (\$1,000,000) for each occurrence and in the aggregate.

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

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

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

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

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

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

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

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

I. All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT, and CONSULTANT's employees, agents, subcontractors, or volunteers from

waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.

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

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

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

## **16. MUTUAL COOPERATION**

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

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

## **17. RECORDS AND INSPECTIONS**

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

## **18. TERMINATION OF AGREEMENT**

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

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

## **19. ABANDONMENT BY CONSULTANT**

In the event CONSULTANT ceases to perform the work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Work attached hereto as Exhibit A, CONSULTANT shall deliver to CITY immediately and without delay, all materials, records, and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment.

## **20. FORCE MAJEURE**

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

## **21. NOTICES**

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (a) the day of delivery if delivered by hand or overnight courier service during CONSULTANT's and CITY's regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore below, or to such other addresses as the parties may, from time to time, designate in writing.

### **If to CITY:**

Attn: Don Penman  
Interim City Administrator  
City of San Fernando  
117 Macneil Street  
San Fernando, California 91340  
Telephone: (818) 898-1201  
Facsimile: (818) 361-7631

### **If to CONSULTANT:**

Attn: Bob Murray  
President  
Bob Murray & Associates  
1677 Eureka Road, Suite 202  
Roseville, California 95661  
Telephone: (916) 784-9080  
Facsimile: (916) 784-1985

With a courtesy copy to:

Rick Olivarez, City Attorney  
Olivarez Madruga, P.C.  
1100 South Flower St., Ste 2200  
Los Angeles, CA 90015  
Telephone: (213) 744-0099  
Facsimile: (213) 744-0093

## **22. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion,



sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation or other basis prohibited by law. CONSULTANT will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition, or sexual orientation.

### **23. PROHIBITION AGAINST ASSIGNMENT**

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

### **24. ATTORNEY'S FEES**

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

### **25. ENTIRE AGREEMENT**

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

### **26. GOVERNING LAW; JURISDICTION**

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

### **27. SEVERABILITY**

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

**28. CAPTIONS**

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

**29. EXECUTION**

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 24 above.

**30. TIME IS OF THE ESSENCE**

Time is of the essence for each and every provision of this Agreement.

**31. NO THIRD PARTY BENEFIT**

There are no intended third party beneficiaries of any right or obligation assumed by the parties. All rights and benefits under this Agreement inure exclusively to the parties.

**32. CONSTRUCTION OF AGREEMENT**

This Agreement shall not be construed in favor of, or against, either party but shall be construed as if the parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.

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

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

CITY OF SAN FERNANDO

CONSULTANT:

\_\_\_\_\_  
Antonio Lopez, Mayor

By: \_\_\_\_\_  
Bob Murray, President  
Bob Murray & Associates

ATTEST:

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

APPROVED AS TO FORM:

---

Rick Olivarez, City Attorney

## **EXHIBIT “A”**

### **SCOPE OF SERVICES** **(Bob Murray & Associates)**

The services to be performed by CONSULTANT shall include, without limitation, the following:

To conduct an executive search to fill the City Administrator position for the City of San Fernando.

The executive search shall be based on the following work plan and key recruitment steps outlined by CONSULTANT:

#### ***STEP 1 DEVELOPING THE CANDIDATE PROFILE***

Our understanding of the City of San Fernando’s needs will be key to a successful search. We will work with the City Council to learn as much as possible about the organization’s expectations for a new City Administrator. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the City of San Fernando. We also want to know the City Council’s expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the City to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

#### ***STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE***

After gaining an understanding of the City of San Fernando’s needs, we will design an effective advertising campaign appropriate for the City Administrator recruitment. We will focus on professional journals that are specifically suited to the City Administrator search. We will also develop a professional recruitment brochure on the City Council’s behalf that will discuss the community, organization, position and compensation in detail. Once completed, we will mail the profile to an extensive audience, making them aware of the exciting opportunity with the City of San Fernando.

#### ***STEP 3 RECRUITING CANDIDATES***

After cross-referencing the profile of the ideal candidate with our database and contacts in the field, we will conduct an aggressive outreach effort, including making personal calls to prospective applicants, designed to identify and recruit outstanding candidates. We recognize that the best candidate is often not looking for a new job and this is the person we actively seek to convince to become a candidate. Aggressively marketing the City Administrator position to prospective candidates will be essential to the success of the search.

#### ***STEP 4 SCREENING CANDIDATES***

Following the closing date for the recruitment, we will screen the resumes we have received. We will use the criteria established in our initial meetings as a basis upon which to narrow the field of candidates.

#### ***STEP 5 PERSONAL INTERVIEWS***

We will conduct personal interviews with the top 10 to 12 candidates with the goal of determining which candidates have the greatest potential to succeed in your organization. During the interviews we will explore each candidate's background and experience as it relates to the City Administrator position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

#### ***STEP 6 PUBLIC RECORD SEARCH***

Following the interviews, we will conduct a review of published articles for each candidate. Various sources will be consulted including Lexis-Nexis™, a newspaper/magazine search engine, Google, and local papers for the communities in which the candidates have worked. This alerts us to any further detailed inquiries we may need to make at this time.

#### ***STEP 7 RECOMMENDATION***

Based on the information gathered through meetings with your organization and personal interviews with candidates, we will recommend a limited number of candidates for your further consideration. We will prepare a detailed written report on each candidate that focuses on the results of our interviews and public record searches. We will make specific recommendations, but the final determination of those to be considered will be up to you.

#### ***STEP 8 FINAL INTERVIEWS***

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs, whether it is a traditional interview, multiple-interview-panel, or assessment center process. We will provide you with suggested interview questions and rating forms and will be present at the interview/assessment center to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the manner in which the entire process is conducted will have an effect on the candidates' perception of your organization.

### ***STEP 9 BACKGROUND CHECKS /DETAILED REFERENCE CHECKS***

Based on final interviews we will conduct credit, criminal, civil litigation and motor vehicle record checks for the top one to three candidates. In addition, those candidates will be the subjects of detailed, confidential reference checks. In order to gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. We will ask candidates to forward the names of their supervisors, subordinates and peers for the past several years. Additionally, we make a point of speaking confidentially to individuals who we know have insight into a candidate's abilities, but who may not be on their preferred list of contacts. At this stage in the recruitment we will also verify candidates' degrees.

### ***STEP 10 NEGOTIATIONS***

We recognize the critical importance of successful negotiations and can serve as your representative during this process. We know what other organizations have done to put deals together with great candidates and will be available to advise you regarding current approaches to difficult issues such as housing and relocation. We will represent your interests and advise you regarding salary, benefits and employment agreements with the goal of putting together a deal that results in the appointment of your chosen candidate. Most often we can turn a very difficult aspect of the recruitment into one that is viewed positively by both you and the candidate.

### ***STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE***

Throughout the recruitment we will provide the City Council with updates on the status of the search. We will also take care of all administrative details on your behalf. Candidates will receive personal letters advising them of their status at each critical point in the recruitment. In addition, we will respond to inquiries about the status of their candidacy within twenty-four hours. Every administrative detail will receive our attention. Often, candidates judge our clients based on how well these details are handled.

## **OTHER RELATED SERVICES**

### ***TIMING***

We are prepared to start work on this assignment immediately and anticipate that we will be prepared to make our recommendation regarding finalists within seventy five to ninety days from the start of the search.

### ***GUARANTEE***

We guarantee that should the selected candidate's employment be concluded within the first year after placement we will conduct the search again at no cost (with the exception of expenses) to the City of San Fernando. We are confident in our ability to recruit outstanding candidates and do not expect the City of San Fernando to find it necessary to exercise this.

**ATTACHMENT "B"**

May 21, 2013

***Transmitted Via Email  
«Email»***

«First» «Last»  
«Company»  
«Address»  
«City\_state\_zip»

**RE: CITY ADMINISTRATOR RECRUITMENT: REQUEST FOR PROPOSAL**

Dear «Title» «Last»;

This letter serves as a formal invitation to your firm to submit a detailed proposal with respect to conducting an executive search to recruit a new City Administrator for the City of San Fernando.

As a brief background, the City's last administrator retired in February 2013, and I have been retained to serve as Interim City Administrator until a permanent replacement is hired. The City has experienced significant fiscal issues, and has recalled three Councilmembers in November 2012. The new City Council is committed to charting a new direction with a strong commitment to professionalism, integrity, and open government.

As a full service, general law City, the City has an in-house Police, Public Works, Community Development, Recreation and Community Services Departments, as well as Administration Department that includes City Clerk, Finance, Personnel and Treasurer's Divisions. The City contracts for fire service with the City of Los Angeles. The City's general fund budget exceeds \$17 million with an all funds total in excess of \$36 million. The City currently has 100 full-time and 43 part-time employees.

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a family-oriented community of about 2.4 square miles, with a small town atmosphere, and a well-planned blend of residential, commercial and industrial development.



*City Administrator Recruitment: Request for Proposal**Page 2 of 2*

The City Administrator position is currently under City Council consideration for a possible change to City Manager, and if approved, would assume applicable changes, roles and responsibilities that are typically associated with a City Manager.

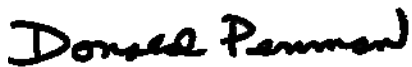
The current annual salary range for this position is \$147,504, though the Council will revisit this to determine its competitiveness with the market. The City provides an excellent executive benefits package, including paid health, dental and vision insurance premium.

With respect to recruitment timeline, the City anticipates a formal search to begin after June 4, 2013, when a Special Municipal Election to consider a temporary one half of one percent (1/2%) Transaction and Use Tax Ballot Measure will be considered by the voters. However, our goal is that the recruitment would be concluded by the end of August 2013, with a possible start date by the new City Administrator around the middle of September.

If your firm is interested in assisting the City with this recruitment, you should send us your formal proposal by Tuesday, May 28, 2013. Such proposal shall include the following: Proposed Recruitment Process or Steps, Timeline, Professional Fees and Expenses, Professional Qualifications, and References. A City Council Ad Hoc Committee will interview a limited number of firms for this assignment.

Should you have any questions, please feel free to contact me at (818) 898-1201.

Sincerely,

A handwritten signature in black ink that reads "Don Penman". The signature is written in a cursive, slightly stylized font.

Don Penman  
Interim City Administrator



<b>Title</b>	<b>First</b>	<b>Last</b>	<b>Company</b>	<b>Address</b>	<b>City, state zip</b>	<b>Email</b>
Mses.	Sherrill A. Uyeda	Syldy L. Tom	Alliance Resource Consulting LLC	400 Oceangate, Suite 510	Long Beach, CA 90802	<a href="mailto:Info@alliancerc.com">Info@alliancerc.com</a>
Mr.	William	Avery	William Avery & Associates, Inc.	3½ N. Santa Cruz Ave; Suite A	Los Gatos, CA 95030	<a href="mailto:Bill@averyassoc.net">Bill@averyassoc.net</a>
Ms.	Teri	Black	Teri Black & Company	4232 Pascal Place	Palos Verdes Peninsula, CA 90274	<a href="mailto:Info@tbcrecruiting.com">Info@tbcrecruiting.com</a>
Mr.	Bob	Murray	Bob Murray & Associates	1677 Eureka Road, Suite 202	Roseville, CA 95661	<a href="mailto:bmurray@bobmurrayassoc.com">bmurray@bobmurrayassoc.com</a>
	Ms. Bobbi C. Peckham	Mr. Phil McKenney	Peckham & McKenney	6700 Freeport Blvd, Suite 203	Sacramento, CA 95822	<a href="mailto:bobbi@peckhamandmckenney.com">bobbi@peckhamandmckenney.com</a>

**ATTACHMENT “C”****Executive Summary – Bob Murray & Associates**

Bob Murray & Associates is an executive search firm based in Roseville, California. It was founded by Bob Murray, who has over 25 years experience as a recruiter, and is considered one of the nation’s leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. Prior to creating Bob Murray & Associates, Mr. Murray worked in local government having served as the City Manager for the City of Olympia, Washington; served as an Assistant City Manager, and held positions in law enforcement.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

**Project Staff****Project Lead:**

**Bob Murray** will be the primary lead person to manage this recruitment process.

**Project Assistance:**

Valerie Phillips, Vice President, and Amanda Urrutia-Sanders, Principal Consultant, will assist Bob Murray in managing this recruitment process.

**Valerie Phillips** is a Vice President with Bob Murray & Associates, and has over 15 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. She has expertise in the full recruiting cycle, from process design to outreach through candidate assessment and selection. She has placed senior-level candidates in a variety of industries and fields, including Finance, Information Technology, and Engineering.

Ms. Phillips is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients’ success. She has a passion for helping people, evidenced by her fundraising and efforts to raise awareness for organizations such as Autism Speaks and the M.I.N.D. Institute.

**Amanda Urrutia-Sanders** is a Principal Consultant with Bob Murray & Associates, and is responsible for research, candidate recruitment and screening, as well as reference checks and background verifications. She focuses on client communication and works closely with clients to coordinate candidate outreach and ensure a successful search.

Ms. Urrutia-Sanders brings several years of industry experience as she worked for one of the nation's largest recruitment firms. Her insight into the recruitment process is a valuable asset to Bob Murray & Associates. She received her Bachelor of Arts Degree in Communications from the University of Wyoming.

**Recent Recruitments:**

Currently, Bob Murray & Associates is conducting City Manager recruitments for the cities of Cloverdale, El Monte, and Santa Ana, CA, and the City of Glendale, AZ. In the past three years, the firm has placed City Managers in the California cities of Arcadia, Atherton, Calistoga, Chino, Chowchilla, Concord, Escalon, Fortuna, Laguna Beach, Lake Elsinore, Loomis, Marina, Menifee, Monrovia, Montebello, Monterey Park, Mountain View, Patterson, Pittsburg, Rancho Santa Margarita, San Carlos, San Marcos, San Rafael, Santa Rosa, South Gate, South Lake Tahoe, St. Helena, Ventura, Walnut Creek, and Woodland.

**Proposed San Fernando City Administrator Recruitment Plan and Steps:**

- Develop the Candidate Profile
- Develop Recruitment Brochure
- Place Recruitment Ads
- Conduct Candidate Outreach Campaign
- Review and Screen Resumes
- Conduct Personal Interviews with Candidates
- Perform Preliminary Background Evaluation of Top Candidates
- Recommend the Top Candidates to the City
- Coordinate Interview of the Final Candidates
- Complete Reference Check and Full Background of Final Candidate
- Assist with Contract Negotiation with Final Candidate

**Cost Proposal:**

\$19,500 Fixed Fee

\$6,900 Maximum Reimbursed Expenses

**ATTACHMENT “D”****Executive Summary – Alliance Resource Consulting LLC**

Alliance Resource Consulting LLC (“Alliance”) is an executive search firm based in Long Beach, California. Founded in 2004 by Sherrill Uyeda and Eric Middleton, Alliance takes pride in providing unlimited on-site visits to in-state clients, as well as utilizing custom-built state-of-the-art technology in conducting recruitment searches.

**Project Staff****Project Lead:**

Sherrill Uyeda, Founding Partner, and Cindy Krebs, Senior Manager, will alternate as the primary lead persons to manage this recruitment process.

**Sherrill Uyeda**, Founding Partner of Alliance, has 15 years of public sector executive search experience, having began her career in 1998 with Norman Roberts & Associates, Inc. From 1999 to 2004, she served as an executive search consultant with MAXIMUS, a leading government consulting firm. In 2004, along with Eric Middleton, she founded Alliance Resource Consulting LLC with headquarters in Long Beach, California. Prior to her executive search experience, Ms. Uyeda worked for Burson-Marsteller specializing in corporate communications and strategic positioning for companies.

Ms. Uyeda graduated from the University of Southern California, with a Bachelor of Arts Degree in Communication Arts and Sciences, as well as a Master of Public Administration Degree.

**Cindy Krebs**, Senior Manager for Alliance, has more than 25 years of experience in the public sector, having served in various capacities for the Orange County Transportation Authority, California cities of Irvine, Santa Ana, and Newport Beach, cities of Maple Valley, Kent, and North Bend in Washington State.

Ms. Krebs has about one and half years of experience in executive search recruitment. She will alternate with Ms. Uyeda as the primary lead person to manage this recruitment process.

Ms. Krebs graduated from Baker University with Bachelor of Arts Degree in Communications and Spanish. She is also a graduate of CORO’s Orange County Leadership program, and speaks fluent Spanish.

**Recent Recruitments:**

Currently, Alliance Resource Consulting LLC is conducting City Manager recruitment for the City of Port Hueneme, CA. In the past three years, the firm has placed City Managers or City Administrators in the California cities of Bellflower, Compton, El Segundo, Moreno Valley, Norwalk, Sanger, Seal Beach, and Tigard.

**Proposed San Fernando City Administrator Recruitment Plan and Steps:**

- Develop the Candidate Profile
- Develop Recruitment Profile and Brochure
- Place Recruitment Ads
- Conduct Candidate Outreach Campaign
- Review and Screen Resumes
- Conduct Personal Interviews with Candidates
- Perform Preliminary Background Evaluation of Top Candidates
- Recommend the Top Candidates to the City
- Coordinate Interview of the Final Candidates
- Complete Reference Check and Full Background of Final Candidate
- Assist with Contract Negotiation with Final Candidate

**Cost Proposal:**

\$20,000 Fixed Fee

\$6,500 Maximum Reimbursed Expenses

**ATTACHMENT "E"**



**A PROPOSAL TO CONDUCT AN EXECUTIVE  
RECRUITMENT FOR A  
City Administrator  
ON BEHALF OF THE  
City of San Fernando**



May 23, 2013

Mayor Antonio Lopez and Members of the City Council  
City of San Fernando  
117 MacNeil Street  
San Fernando, CA 91340

Dear Mayor Lopez and Council Members:

Thank you for inviting Bob Murray & Associates to submit a proposal to conduct the City Administrator recruitment for the City of San Fernando. The following proposal details our qualifications and describes our process of identifying, recruiting and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, guarantee, and sample recruitment brochure.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments. We have created a recruitment process that combines our ability to help you to determine the direction of the search and the types of candidates you seek with our experience recruiting outstanding candidates who are not necessarily looking for a job. Our proven expertise ensures that the candidates we present for your consideration will match the criteria you have established and will be outstanding in their field.

With respect to the City Administrator recruitment, Bob Murray & Associates offers the following expertise:

- We have over 25 years of experience and an unmatched record of success in recruiting local government professionals. Bob Murray & Associates has conducted over 800 recruitments for local government professionals throughout the United States and has placed over 200 City Managers. We are currently conducting City Manager recruitments on behalf of the cities of Cloverdale, El Monte, and Santa Ana, CA and the City of Glendale, AZ. In the past three years, we have placed City Managers in the California cities of Arcadia, Atherton, Calistoga, Chino, Chowchilla, Concord, Escalon, Fortuna, Laguna Beach, Lake Elsinore, Loomis, Marina, Menifee, Monrovia, Montebello, Monterey Park, Mountain View, Patterson, Pittsburg, Rancho Santa Margarita, San Carlos, San Marcos, San Rafael, Santa Rosa, South Gate, South Lake Tahoe, St. Helena, Ventura, Walnut Creek, and Woodland, in addition to the cities of Arvada and Centennial, CO; Fort Lauderdale and Miami Beach, FL; and Tucson, AZ. Our previous experience includes conducting searches for the California cities of Albany (City Administrator); Antioch; Arcata; Benicia; Campbell; Capitola; Carmel-by-the-Sea (City Administrator); Chico; Claremont; Chula Vista; Corcoran; Corona; Coronado; Corte Madera (Town Manager); Elk Grove; Fairfield; Fortuna; Fremont; Goleta; Grover Beach; Half Moon Bay; Hollister; Ione; Imperial; Irwindale; La Mesa; La Palma; Lakeport; Lathrop; Lancaster; Lemon Grove; Los Alamitos; Menlo Park; Mill Valley;

Monrovia; Needles; Novato; Oakdale; Oakley; Oceanside; Ojai; Orinda; Pacifica; Pico Rivera; Pismo Beach; Pittsburg; Poway; Rancho Cordova; Rancho Santa Margarita; Red Bluff; Rio Vista; Roseville; San Clemente; San Pablo; San Ramon; Santa Paula; Sonoma; Stanton; Stockton; Temple City; Thousand Oaks; Tracy; Turlock, Truckee (Town Manager); Turlock; Ventura; Westminster; Woodland; and Yuba City; in addition to the cities of Phoenix, AZ; Castle Rock, CO; Topeka, KS; Albany, Coos Bay, Damascus, Eugene, Milwaukie, Newberg, Salem, and Springfield, OR; San Antonio, TX; Airway Heights, Kirkland, Newcastle, and Shoreline, WA; and Oak Creek, WI. Our extensive contacts and knowledge of outstanding candidates will ensure you have a quality group of finalists from which to select the City of San Fernando's next City Manager.

- ✦ Our firm is familiar with the City of San Fernando, having placed one of your previous Police Chiefs. We also have extensive experience throughout Los Angeles County, as we are currently conducting the City Manager recruitment on behalf of the City of El Monte and the Chief Financial Officer recruitment on behalf of People Assisting the Homeless (PATH). We recently completed recruitments on behalf of the cities of Arcadia (City Manager); Commerce (Director of Human Resources); Inglewood (Chief Financial Officer and Police Chief); Monrovia (City Manager); Monterey Park (City Librarian, City Manager, and Director of Human Resources and Risk Manager); South Gate (City Manager) and West Hollywood (Accounting Services Manager); as well as Police Chief recruitments on behalf of the City of Manhattan Beach and the Pasadena City College; and the Chief of Airport Police recruitment on behalf of Los Angeles World Airports. We have conducted recruitments on behalf of the cities of Baldwin Park (Finance Director & Police Chief); Beverly Hills (City Planner, Deputy City Manager – Public Affairs, and Director of Community Development); Claremont (City Manager); Culver City (Police Chief); El Segundo (Director of Planning & Building and Parks & Recreation Director); Glendora (Police Chief); Inglewood (Accounting Manager and Public Works Director); Irwindale (City Manager and Police Chief); Lancaster (City Manager, Assistant City Manager and Finance Director); Long Beach (Manager of Community Recreation Services); Los Angeles (Police Chief); Lynwood (Director and Assistant Director of Recreation & Community Services); Maywood (Police Chief); Monrovia (Fire Chief, Police Chief, and Public Works Director); Montebello (Police Chief and Fire Chief); Pasadena (Assistant City Manager, City Manager, Police Chief, and others); Pico Rivera (City Manager and Public Works Director/City Engineer); Pomona (Assistant City Manager, Community Services Director, Deputy Public Works Director, Human Resources Director and Public Works Director); Santa Clarita (Director of Parks, Recreation & Community Services; Recreation Superintendent; and Transit Manager); Santa Monica (Director of Finance); Signal Hill (Police Chief); South Gate (Police Chief); South Pasadena (City Manager, Public Works Director/City Engineer, and Project Manager – Public Works); Temple City (City Manager); and Whittier (Police Chief and Director of Parks); as well as on behalf of the Bob Hope Airport (Executive Director and Airport Engineer/Program Manager); Housing Authority of the City of Los Angeles



(Executive Director, Human Resources Director, Section 8 Director, and Chief Financial Officer); the Hub Cities Consortium (Executive Director); the Los Angeles Convention Center (General Manager); the Los Angeles World Airports (Airport Police Chief and Director of Airport Safety Services); the Las Virgenes Municipal Water District (Human Resources Manager); the Port of Los Angeles (Director of Economic Development and Executive Director of Port Technologies Development Center); the Port of Long Beach (Director of Security and Managing Director of Finance and Administration); Palmdale Water District (Finance and Services Manager and Human Resources Director); Walnut Valley Water District (General Manager); and the West Basin Municipal Water District (Public & Governmental Affairs Manager). Our knowledge of the region, its issues, and its outstanding quality of life will be an asset in presenting this opportunity to prospective candidates.

- ▼ Bob Murray & Associates has a national reputation for conducting quality searches that result in the placement of candidates ideally suited to our clients' needs. Our success is directly related to our ability to develop partnerships with Mayors and City Councils and design effective recruitment strategies specific to their needs. Additionally, we have assisted many of our clients in designing inclusive recruitment and selection processes. Should the Mayor and Council so desire, we can recommend methods of including staff and community members at various stages in the recruitment, including development of the candidate profile and the final interview process.

A significant portion of our process focuses on conducting thorough and confidential background investigations of the top 2-3 candidates to ensure that nothing about them is left undiscovered. We have candid discussions with references who have insight into the candidate's experience, style and ethics; conduct a search of newspaper articles; and run credit, criminal and civil records reports. This ensures that the chosen candidate will not only be an excellent fit with the City of San Fernando, but also that the selected candidate will reflect positively upon your organization.

To learn first hand of the quality of our service and our recruitment successes, we invite you to contact the references listed on page 10 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 should you have any questions.

Sincerely,



Bob Murray  
President  
Bob Murray & Associates

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## **THE RECRUITMENT PROCESS**

Bob Murray & Associates' unique and client oriented approach to executive search will ensure that the City of San Fernando has quality candidates from which to select the new City Administrator. Outlined below are the key steps in our recruitment process.

### **STEP 1 DEVELOPING THE CANDIDATE PROFILE**

Our understanding of the City of San Fernando's needs will be key to a successful search. We will work with the City Council to learn as much as possible about the organization's expectations for a new City Administrator. We want to learn the values and culture of the organization, as well as understand the current issues, challenges and opportunities that face the City of San Fernando. We also want to know the City Council's expectations regarding the knowledge, skills and abilities sought in the ideal candidate and will work with the City to identify expectations regarding education and experience. Additionally, we want to discuss expectations regarding compensation and other items necessary to complete the successful appointment of the ideal candidate. The profile we develop together at this stage will drive subsequent recruitment efforts.

### **STEP 2 ADVERTISING CAMPAIGN AND RECRUITMENT BROCHURE**

After gaining an understanding of the City of San Fernando's needs, we will design an effective advertising campaign appropriate for the City Administrator recruitment. We will focus on professional journals that are specifically suited to the City Administrator search. We will also develop a professional recruitment brochure on the City Council's behalf that will discuss the community, organization, position and compensation in detail. Once completed, we will mail the profile to an extensive audience, making them aware of the exciting opportunity with the City of San Fernando.

### **STEP 3 RECRUITING CANDIDATES**

After cross-referencing the profile of the ideal candidate with our database and contacts in the field, we will conduct an aggressive outreach effort, including making personal calls to prospective applicants, designed to identify and recruit outstanding candidates. We recognize that the best candidate is often not looking for a new job and this is the person we actively seek to convince to become a candidate. Aggressively marketing the City Administrator position to prospective candidates will be essential to the success of the search.



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Following the closing date for the recruitment, we will screen the resumes we have received. We will use the criteria established in our initial meetings as a basis upon which to narrow the field of candidates.

#### **STEP 5 PERSONAL INTERVIEWS**

We will conduct personal interviews with the top 10 to 12 candidates with the goal of determining which candidates have the greatest potential to succeed in your organization. During the interviews we will explore each candidate's background and experience as it relates to the City Administrator position. In addition, we will discuss the candidate's motivation for applying for the position and make an assessment of his/her knowledge, skills and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

#### **STEP 6 PUBLIC RECORD SEARCH**

Following the interviews, we will conduct a review of published articles for each candidate. Various sources will be consulted including Lexis-Nexis™, a newspaper/magazine search engine, Google, and local papers for the communities in which the candidates have worked. This alerts us to any further detailed inquiries we may need to make at this time.

#### **STEP 7 RECOMMENDATION**

Based on the information gathered through meetings with your organization and personal interviews with candidates, we will recommend a limited number of candidates for your further consideration. We will prepare a detailed written report on each candidate that focuses on the results of our interviews and public record searches. We will make specific recommendations, but the final determination of those to be considered will be up to you.

#### **STEP 8 FINAL INTERVIEWS**

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will adopt an approach that fits your needs, whether it is a traditional interview, multiple interview panel or assessment center process. We will provide you with suggested interview questions and rating forms and will be present at the interview/assessment center to facilitate the process. Our expertise lies in facilitating the discussion that can bring about a consensus regarding the final candidates.

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the manner in which the entire process is conducted will have an effect on the candidates' perception of your organization.

#### **STEP 9 BACKGROUND CHECKS /DETAILED REFERENCE CHECKS**

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#### **STEP 10 NEGOTIATIONS**

We recognize the critical importance of successful negotiations and can serve as your representative during this process. We know what other organizations have done to put deals together with great candidates and will be available to advise you regarding current approaches to difficult issues such as housing and relocation. We will represent your interests and advise you regarding salary, benefits and employment agreements with the goal of putting together a deal that results in the appointment of your chosen candidate. Most often we can turn a very difficult aspect of the recruitment into one that is viewed positively by both you and the candidate.

#### **STEP 11 COMPLETE ADMINISTRATIVE ASSISTANCE**

Throughout the recruitment we will provide the City Council with updates on the status of the search. We will also take care of all administrative details on your behalf. Candidates will receive personal letters advising them of their status at each critical point in the recruitment. In addition, we will respond to inquiries about the status of their candidacy within twenty-four hours. Every administrative detail will receive our attention. Often, candidates judge our clients based on how well these details are handled.



## BUDGET AND TIMING

### PROFESSIONAL FEE AND EXPENSES

The consulting fee for conducting the City Administrator recruitment on behalf of the City of San Fernando is \$19,500 plus expenses. Services provided for the fee consist of all steps outlined in this proposal including three (3) days of meetings on site. The City of San Fernando will be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project to be \$6,900. Reimbursable expenses include such items as the cost of travel, clerical support, placement of ads, credit, criminal and civil checks, education verification, as well as newspaper searches. In addition, postage, printing, photocopying, and telephone charges will be allocated.

### TIMING

We are prepared to start work on this assignment immediately and anticipate that we will be prepared to make our recommendation regarding finalists within seventy five to ninety days from the start of the search.

#### Task:

#### Week:

Contract Start Date:	TBD
Initial Meeting(s):	1 week from contract start date
Our firm develops recruitment brochures:	2 weeks from contract start date
City approves brochures:	4 weeks from contract start date
Job advertising and candidate sourcing:	8 weeks from contract start date
Our firm reviews application packets:	9 weeks from contract start date
Our firm conducts screening process:	10 weeks from contract start date
City approves candidates:	12 weeks from contract start date
City's interview panel convenes:	13 weeks from contract start date
Second Interviews by City, if necessary:	14 weeks from contract start date
Reference/Background Checks:	15 weeks from contract start date
Offer of Employment:	16 weeks from contract start date

**GUARANTEE**

We guarantee that should the selected candidate be terminated within the first year of employment we will conduct the search again at no cost (with the exception of expenses) to the City of San Fernando. We are confident in our ability to recruit outstanding candidates and do not expect the City of San Fernando to find it necessary to exercise this provision of our proposal.

## PROFESSIONAL QUALIFICATIONS

### BOB MURRAY, PRESIDENT

Mr. Murray brings over 25 years experience as a recruiter. Mr. Murray is recognized as one of the nation's leading recruiters. He has conducted hundreds of searches for cities, counties, and special districts. He has been called on to conduct searches for some of the largest most complex organizations in the country and some of the smallest. Mr. Murray has conducted searches for chief executives, department heads, professional and technical positions. Mr. Murray has taken the lead on the firm's most difficult assignments with great success. His clients have retained him again and again given the quality of his work and success in finding candidates for difficult to fill positions.

Prior to creating Bob Murray & Associates, Mr. Murray directed the search practice for the largest search company serving local government in the country. Mr. Murray has worked in local government and benefits from the knowledge of having led an organization. Prior to his career in executive search he served as the City Manager for the City of Olympia, Washington. He has also served as an Assistant City Manager and held positions in law enforcement.

Mr. Murray received his Bachelor's of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

### REGAN WILLIAMS, VICE PRESIDENT

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates. Most recently, he worked as a private consultant with Deloitte and Touche on various public sector assignments. Prior to that, he served as Director of Public Safety with the City of Sunnyvale, CA.

Mr. Williams was involved in the development of some of Sunnyvale's most innovative programs and has a national reputation for excellence in law enforcement. He has been responsible for numerous recruitments throughout his career. Clients find his insight and expertise in recruitment and selection a valuable asset.

Mr. Williams received his Bachelor's of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.



**DIONYSIA SMITH, VICE PRESIDENT**

Ms. Smith brings 24 years of public sector experience in local government and management consulting to Bob Murray & Associates. Her experience includes working for a transit district, a city, and a quasi government/private consulting firm providing consulting services in all areas of human resources. Ms. Smith has been the lead recruiter for a variety of senior level positions with both the public and the private sector. She has been asked to handle the most critical searches on behalf of her clients, and has been asked to develop recruitment strategies for hard-to-fill positions with several organizations. Having worked both in the private and public sector, Ms. Smith brings a creative, innovative approach to developing customized approaches to meeting her clients' needs. Her experience will be of great value to Bob Murray & Associates' clients.

Ms. Smith received her Bachelor of Science degree in Organizational Behavior and Master's of Public Administration degree from the University of San Francisco.

**S. RENEE NARLOCH, VICE PRESIDENT**

S. Renee Narloch is the Director of our East Coast practice located in Tallahassee, Florida. Ms. Narloch has extensive experience in public sector recruitments nationwide. She was formerly employed by a large, national search firm as a Senior Recruiter with sole responsibility for the firm's executive search practice in the Southeastern, Mid-Atlantic and Mid-Western states.

Ms. Narloch has 15 years of experience in Executive Recruitment and has been involved in over 400 national searches. Prior to her recruitment career, she was a Senior Consultant for a national search firm's cost plan and revenue enhancement divisions, serving public sector clients nationwide. She also worked for three Fortune 500 companies in their sales, marketing and financial accounting divisions. Ms. Narloch is responsible for all facets of recruitment including serving as lead consultant with project management responsibilities, recruiting candidates, conducting preliminary interviews and detailed reference inquiries, and assisting clients in final interviews and negotiations. As Director of the East Coast Office, Ms. Narloch provides expertise in public sector recruitment, enabling us to better serve clients nationwide.

Ms. Narloch received her Bachelor's of Arts degree in Information Studies, summa cum laude, at the Florida State University, Tallahassee, Florida.

**AMANDA URRUTIA-SANDERS, PRINCIPAL CONSULTANT**

As a Principal Consultant with Bob Murray & Associates, Ms. Urrutia-Sanders is responsible for research, candidate recruitment and screening, as well as reference checks and background verifications. She focuses on client communication and works closely with clients to coordinate candidate outreach and ensure a successful search.

Ms. Urrutia-Sanders brings several years of industry experience as she worked for one of the nation's largest recruitment firms. Her insight into the recruitment process is a valuable asset to Bob Murray & Associates.

Ms. Urrutia-Sanders received her Bachelor's of Arts degree in Communications from the University of Wyoming.

**SARAH KENNEY, SENIOR CONSULTANT**

As Senior Consultant with Bob Murray & Associates, Ms. Kenney is responsible for the development and distribution of recruitment materials, candidate research and interview coordination, compilation and development of interview materials, reference checks, and background verifications.

Ms. Kenney brings over a decade of client service and management experience to Bob Murray & Associates. Her focus is customer service, and she works closely with our clients and candidates to ensure all parties involved are satisfied with every step of recruitment at our firm.

Ms. Kenney received her Bachelor of Arts degree in Psychology from the University of California at Davis.

**ROSA GOMEZ, ADMINISTRATIVE MANAGER**

Ms. Rosa Gomez is the Administrative Manager at Bob Murray & Associates. Ms. Gomez is the first point of contact at Bob Murray & Associates and has extensive administrative experience.

Ms. Gomez is known for her personal approach as she works closely with clients and candidates alike to ensure a successful search. As the first point of contact for Bob Murray & Associates Ms. Gomez's professional approach is of the highest caliber.

## REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted searches are listed below.

<b>CLIENT:</b>	City of Pasadena, CA
<b>POSITION:</b>	City Manager, Assistant City Manager, and Police Chief
<b>REFERENCE:</b>	Mr. Michael Beck, City Manager, (626) 744-7927 or Mayor Bill Bogaard (626) 744-4311
<b>CLIENT:</b>	City of Phoenix, AZ
<b>POSITION:</b>	Chief Innovation Executive, City Manager, Community and Economic Development Director, Water Services Director
<b>REFERENCE:</b>	Ms. Lisa Esquivel, Assistant Personnel Director, (602) 262- 6270
<b>CLIENT:</b>	City of Monterey Park, CA
<b>POSITION:</b>	City Librarian, City Manager, and Human Resources Director and Risk Manager
<b>REFERENCE:</b>	Mr. Anthony Wong, Council Member, (626) 307-1255; or Mr. Paul Talbot, City Manager, (626) 307-1255
<b>CLIENT:</b>	City of Mountain View, CA
<b>POSITION:</b>	City Manager, Fire Chief and Police Chief
<b>REFERENCE:</b>	Mr. Jac Siegel, former Mayor and current Council Member, (650) 814-6177



**BOB MURRAY & ASSOCIATES**  
**CLIENT LIST SINCE 2000**

**CITY MANAGER**

Airway Heights, WA  
Albany, CA (City Administrator)  
Albany, OR  
Antioch, CA  
Apple Valley, CA (Town Manager)  
Arcadia, CA  
Arcata, CA  
Arvada, CO  
Barstow, CA  
Benicia, CA  
Campbell, CA  
Capitola, CA  
Carmel, CA  
Castle Rock, CO (Town Manager)  
Centennial, CO  
Chico, CA  
Chino, CA  
Chino Hills, CA  
Chowchilla, CA (City Administrator)  
Chula Vista, CA  
Claremont, CA  
Cloverdale, CA  
Colton, CA  
Concord, CA  
Coos Bay, OR  
Corcoran, CA  
Corona, CA  
Coronado, CA  
Corte Madera, CA (Town Manager)  
Dixon, CA  
Dublin, CA  
El Monte, CA  
Elk Grove, CA  
Escalon, CA  
Eugene, OR  
Fairfield, CA  
Fort Lauderdale, FL  
Fortuna, CA  
Fremont, CA  
Glendale, AZ  
Goleta, CA  
Grover Beach, CA  
Half Moon Bay, CA  
Hemet, CA  
Hollister, CA  
Imperial, CA

Ione, CA  
Irwindale, CA  
Kalamazoo, MI  
Kirkland, WA  
La Mesa, CA  
La Palma, CA  
Laguna Beach, CA  
Lake Elsinore, CA  
Lakeport, CA  
Lancaster, CA  
Lathrop, CA  
Lemon Grove, CA  
Loomis, CA (Town Manager)  
Los Alamitos, CA  
Manteca, CA  
Marina, CA  
Martinez, CA  
Menifee, CA  
Menlo Park, CA  
Merced, CA  
Miami Beach, FL  
Millbrae, CA  
Mill Valley, CA  
Milwaukie, OR  
Monrovia, CA  
Montebello, CA (City Administrator)  
Monterey Park, CA  
Mountain View, CA  
Needles, CA  
Newberg, OR  
Newcastle, WA  
Novato, CA  
Oak Creek, WI (City Administrator)  
Oakdale, CA  
Oakley, CA  
Oceanside, CA  
Ojai, CA  
Orinda, CA  
Pacifica, CA  
Palo Alto, CA  
Pasadena, CA  
Patterson, CA  
Phoenix, AZ  
Pittsburg, CA  
Pico Rivera, CA  
Pismo Beach, CA

Pittsburg, CA  
Poway, CA  
Rancho Cordova, CA  
Red Bluff, CA  
Rio Vista, CA  
Roseville, CA  
Salem, OR  
Salinas, CA  
San Antonio, TX  
San Carlos, CA  
San Clemente, CA  
San Marcos, CA  
San Pablo, CA  
San Rafael, CA  
San Ramon, CA  
Santa Ana, CA  
Santa Paula, CA  
Santa Rosa, CA  
Shoreline, WA  
Sonoma, CA  
South Lake Tahoe, CA  
South Pasadena, CA  
Springfield, OR  
St. Helena, CA  
Stanton, CA  
Stockton, CA  
Temple City, CA  
Thousand Oaks, CA  
Topeka, KS  
Tracy, CA  
Truckee, CA (Town Manager)  
Tualatin, OR  
Tucson, AZ  
Turlock, CA  
Vallejo, CA  
Ventura, CA  
Walnut Creek, CA  
Westminster, CA  
Woodland, CA  
Yuba City, CA

**ASSISTANT/DEPUTY CITY  
MANAGER**

Alameda, CA  
Arlington, TX  
Arvada, CO  
Barstow, CA  
Beverly Hills, CA  
Carlsbad, CA  
Dublin, CA

Lancaster, CA  
Monterey, CA  
North Las Vegas, NV  
Orange, CA  
Pasadena, CA  
Peoria, AZ  
Petaluma, CA  
Pomona, CA  
Rancho Cordova, CA  
Reno, NV  
Rocklin, CA  
San Diego, CA (COO and  
Assistant COO)  
Stockton, CA  
Ventura, CA  
Woodland, CA  
Yuba City, CA

**COUNTY ADMINISTRATOR**

Alachua County, FL  
Butte County, CA  
Clackamas County, OR  
Clark County, NV  
Deschutes County, OR  
Lee County, FL  
Marion County, OR  
Pasco County, FL  
San Benito County, CA  
Tehama County, CA  
Washington County, OR

**ADMINISTRATIVE SERVICES  
DIRECTOR**

Garden Grove, CA  
Los Alamitos, CA  
Oakland, CA  
Ontario, CA  
Placer County Water Agency, CA  
Pleasanton, CA  
San Carlos, CA  
Stockton, CA  
Union City, CA  
Yucca Valley, CA

**ANIMAL SERVICES DIRECTOR**

Oakland, CA  
Rancho Cucamonga, CA  
Sacramento County, CA

**AVIATION/AIRPORT**

Big Bear Airport, CA  
Bob Hope Airport, CA  
Clark County, NV-McCarran  
International Airport  
Dallas/Fort Worth, TX  
Fresno, CA  
Los Angeles World Airports, CA  
San Jose, CA

**BUILDING****OFFICIALS/INSPECTION**

Arroyo Grande, CA  
Bakersfield, CA  
Centre City Development  
Corporation, CA  
El Segundo, CA  
Grants Pass, OR  
Marin County, CA  
Modesto, CA  
Palo Alto, CA  
Sacramento, CA  
San Francisco, CA  
San Luis Obispo County, CA  
Stockton, CA  
Tehama County, CA  
Yuba City, CA

**CITY CLERK**

Central Contra Costa Sanitation  
District, CA (Secretary to the  
District)  
Chino Hills, CA  
Dublin, CA  
Fremont, CA  
Menlo Park, CA  
Monterey County, CA (Clerk to the  
Board)  
Napa, CA  
Rio Vista, CA  
Santa Clara Valley Transportation  
Authority, CA (Board Secretary)  
Sunnyvale, CA

**COMMUNITY DEVELOPMENT****DIRECTOR**

Benicia, CA  
Beverly Hills, CA  
Capitola, CA  
Chino Hills, CA

Concord, CA  
Cotati, CA  
Daly City, CA  
Dublin, CA  
Fremont, CA  
Fullerton, CA  
Inglewood, CA  
Los Banos, CA  
Maple Valley, WA  
Marin County, CA  
Modesto, CA  
Moreno Valley, CA  
Morgan Hill, CA  
Newark, CA  
Newcastle, WA  
Oakland, CA  
Oceanside, CA  
Palo Alto, CA  
Phoenix, AZ  
Pleasanton, CA  
Redlands, CA  
Salem, OR  
San Antonio Housing Authority,  
TX  
San Carlos, CA  
Santa Cruz, CA  
Stockton, CA  
Sumter County, FL  
Vacaville, CA  
Vallejo, CA  
Walnut Creek, CA  
Yuba City, CA  
Yucca Valley, CA

**CONVENTION AND VISITOR'S****BUREAU DIRECTOR**

Las Vegas Convention and  
Visitors' Authority, NV  
Los Angeles, CA  
North Lake Tahoe Visitors Bureau,  
CA  
Mammoth Lakes, CA  
San Antonio, TX  
Steamboat Springs, CO

**ECONOMIC DEVELOPMENT/****REDEVELOPMENT**

Broward County, FL  
Chula Vista, CA  
Concord, CA



Daly City, CA  
 Fresno, CA  
 Fullerton, CA  
 Milpitas, CA  
 Modesto, CA  
 Morgan Hill, CA  
 New Orleans Redevelopment  
 Authority, OR  
 Oakland, CA  
 Peoria, AZ  
 Phoenix, AZ  
 Port of Los Angeles, CA  
 Port of San Diego, CA  
 Redlands, CA  
 Roseville, CA  
 Sacramento, CA  
 Salinas, CA  
 San Antonio Housing Authority,  
 TX  
 Scottsdale, AZ  
 Stockton, CA  
 Taft, CA  
 Tracy, CA  
 Upland, CA  
 Vancouver, WA

#### **ENGINEERING**

Bakersfield, CA  
 Barstow, CA  
 Bob Hope Airport, CA  
 Central Contra Costa Sanitary  
 District, CA  
 Chino Hills, CA  
 Clark County, NV – McCarran  
 Airport  
 Corona, CA  
 Damascus, OR  
 Dublin San Ramon Services  
 District, CA  
 Elk Grove, CA  
 Imperial Irrigation District, CA  
 Los Banos, CA  
 Needles, CA  
 Nevada County, NV  
 Nye County, NV  
 Oceanside, CA  
 Omnitrans, CA  
 Pico Rivera, CA  
 Pismo Beach, CA  
 Pomona, CA

Richmond, CA  
 Reno, NV  
 Stockton, CA  
 San Luis Obispo County,  
 Nacimiento Project, CA  
 South Pasadena, CA  
 Tiburon, CA  
 Tracy, CA

#### **EXECUTIVE DIRECTOR**

Association of Monterey Bay Area  
 Governments, CA  
 Arizona Municipal Water Users  
 Association, AZ  
 Bay Area Air Quality Management  
 District, CA  
 Broward County, FL (Port  
 Everglades Chief Executive/Port  
 Director)  
 California Peace Officers  
 Association, CA  
 California State Association of  
 Counties, CA  
 California School Boards  
 Association, CA  
 Central Contra Costa Solid Waste  
 Authority, CA  
 Chula Vista Redevelopment  
 Agency, CA  
 Early Learning Coalition of  
 Broward County, Inc (CEO)  
 Elk Grove-Rancho Cordova-El  
 Dorado Connector JPA, CA  
 El Paso Water Utilities-Public  
 Service Board, TX  
 (President/CEO)  
 Florida Public Transportation  
 Association (FPTA), FL  
 Housing Authority of the City of  
 Austin, TX (President/CEO)  
 Housing Authority of the City of  
 Los Angeles, CA  
 Housing Authority of the County  
 of Butte, CA  
 Housing Authority of the County  
 of Santa Cruz, CA  
 Hub Cities Consortium, CA  
 Kings Community Action  
 Organization, CA

Mammoth Lakes Visitors Bureau,  
CA  
March Joint Powers Authority, CA  
Metro, Portland, OR  
Oregon Cascades West Council of  
Governments, OR  
Palos Verdes Library District, CA  
Pima Association of Governments  
and Regional Transit Association,  
AZ  
Sacramento Area Flood Control  
Agency, CA (Executive & Deputy)  
San Bernardino Associated  
Governments, CA  
San Diego Association of  
Governments, CA  
Children's Board of Hillsborough  
County (Executive Director)  
Louisiana Housing Corporation  
(Executive Director)  
San Francisco Estuary Institute, CA  
San Joaquin Council of  
Governments, CA  
Santa Clara Valley Water District,  
CA (CEO)  
SOS Children's Villages – Florida  
(CEO)  
South Bayside Waste Management  
Authority, CA  
Southern California Association of  
Governments (Deputy)  
Housing Authority of the City of  
Stamford d/b/a Charter Oak  
Communities (Executive  
Director/COO)  
Vancouver Housing Authority, WA  
(Executive & Deputy)  
West Contra Costa Integrated  
Waste Management District, CA  
West Contra Costa Transportation  
Advisory Committee, CA  
Yolo Emergency Communications  
Agency, CA

**FINANCIAL**

Alameda County Congestion  
Management Agency, CA  
Aurora, CO  
Baldwin Park, CA  
Barstow, CA

Boulder, CO  
Boulder City, NV  
Calaveras County Water District,  
CA  
Campbell, CA  
Chino Hills, CA  
Clark County, NV  
Corona, CA  
Cotati, CA  
Damascus, OR  
D.C. Government, DC  
East Bay Municipal Utility District,  
CA  
Elk Grove, CA  
Grants Pass, OR  
Half Moon Bay, CA  
Healdsburg, CA  
Hercules, CA  
Housing Authority of the City of  
Los Angeles, CA  
Imperial Beach, CA  
Imperial Irrigation District, CA  
Inglewood, CA  
Ione, CA  
Lancaster, CA  
Las Vegas Valley Water District,  
NV  
Los Altos, CA  
McCarran International Airport-  
Clark County, NV  
Menlo Park Fire Protection  
District, CA  
Modesto, CA  
Norfolk, VA (Assistant Director)  
Oakland, CA  
Palmdale Water District, CA  
Pleasanton, CA  
Sacramento County, CA  
San Carlos, CA  
San Diego, CA  
San Francisco, CA  
San Leandro, CA  
San Jose, CA  
Santa Monica, CA  
Sparks, NV  
Stockton, CA  
Thornton, CO  
Union City, CA  
Wayne County, MI  
West Hollywood, CA



West Wendover, NV  
White Pine County, NV  
Yolo County, CA

**FIRE CHIEF**

Alameda, CA  
Arroyo Grande (Director of  
Building & Fire)  
Aurora, CO  
Chino Valley Independent Fire  
District, CA  
Chula Vista, CA  
Eugene, OR  
Fremont, CA  
Folsom, CA  
Fullerton, CA  
Glendale, CO  
Hillsboro, OR  
Lodi, CA  
Livermore – Pleasanton Fire  
District, CA  
Milpitas, CA  
Monrovia, CA  
Montebello, CA  
Mountain View, CA  
Newark, CA (Assistant & Chief)  
Oceanside, CA  
Peoria, AZ  
Petaluma, CA  
Piedmont, CA  
Poudre Fire Authority, CO  
Rancho Cucamonga, CA (Deputy  
& Chief)  
Rancho Santa Fe Fire Protection  
District, CA  
Sacramento County, CA  
Salinas, CA  
San Mateo, CA  
San Miguel Fire Protection District,  
CA  
Santa Cruz, CA  
Sonoma Valley Fire & Rescue  
Authority, CA  
Sumter County, FL  
Sunnyvale, CA (Public Safety  
Director)  
University of California, Davis  
Union City, CA (Assistant & Chief)  
Upland, CA  
Vacaville, CA

Walla Walla, WA

**GENERAL MANAGER**

Big Bear City Community Services  
District, CA  
Calaveras County Water District,  
CA  
Central Contra Costa Sanitation  
District, CA  
Central Marin Sanitation Agency,  
CA  
Coachella Valley Mosquito Vector  
Control District, CA  
Cordova Recreation and Park  
District, CA (District  
Administrator)  
East Bay Dischargers Authority,  
CA  
Fallbrook Public Utilities District,  
CA  
Hilton, Famkopf, and Hobson  
LLC, CA  
Joshua Basin Water District, CA  
Jurupa Community Services  
District, CA  
Kennewick Irrigation District, WA  
(District Manager)  
Los Angeles Convention Center,  
CA  
Monterey Peninsula Regional Park  
District, CA  
Monterey Regional Waste  
Management District, CA  
Monterey Regional Water Pollution  
Control Agency, CA (Assistant)  
Oro Loma Sanitary District, CA  
Public Agency Risk Sharing  
Authority of California, CA  
Pleasant Valley Recreation & Park  
District, CA  
Reclamation District 1000, CA  
(District Engineer)  
Ross Valley Sanitary District, CA  
Salinas Valley Solid Waste  
Authority, CA  
Sanitary District No. 5 of Marin  
County, CA  
Santa Cruz Consolidated  
Emergency Communications  
Center, CA

Sewer Authority Mid-Coastside,  
CA  
South Placer Municipal Utility  
District, CA  
Sweetwater Springs Water District,  
CA  
Union Sanitary District, CA  
Valley of the Moon Water District,  
CA  
Walnut Valley Water District, CA

**HOUSING**

Housing Authority of the City of  
Austin, TX  
Housing Authority for the City of  
Brownsville, TX  
Housing Authority for the City of  
Los Angeles, CA  
Housing Authority for the County  
of Butte, CA  
Housing Authority for the County  
of Santa Cruz, CA  
Louisiana Housing Corporation  
Milpitas, CA  
San Antonio Housing Authority,  
TX  
Housing Authority the City of  
Stamford d/b/a Charter Oak  
Communities  
Vancouver Housing Authority, WA

**LEGAL COUNSEL**

Aurora, CO  
Broward County, FL  
Cupertino, CA  
Fremont, CA  
Gainesville, FL  
Hayward, CA  
Lathrop, CA  
Lee County, FL  
Monterey, CA  
Morgan Hill, CA  
Newport Beach, CA  
North Las Vegas, NV  
Oceanside, CA  
Orange, CA  
Palo Alto, CA  
Port of San Diego, CA  
Sacramento Area Flood Control  
Agency, CA

Sacramento County, CA  
Salinas, CA  
San Benito County, CA  
San Bernardino Associated  
Governments, CA  
San Mateo, CA  
Santa Ana, CA  
Stockton, CA  
Sunnyvale, CA  
Thousand Oaks, CA  
Ventura, CA  
Walnut Creek, CA  
Yolo County, CA

**LIBRARY**

Corona, CA  
Folsom, CA  
Monterey Park, CA  
Palos Verdes Library District, CA  
Stockton-San Joaquin County  
Public Library, CA

**PARKS/RECREATION/  
COMMUNITY SERVICES**

Anaheim, CA  
Arlington, TX  
Bakersfield, CA  
Corona, CA  
El Segundo, CA  
Emeryville, CA  
Half Moon Bay, CA  
Lemoore, CA  
Long Beach, CA  
Lynwood, CA  
Maple Valley, WA  
Milpitas, CA  
Monterey County, CA  
Peoria, AZ  
Pleasanton, CA  
Pleasant Valley Recreation and  
Park District, CA  
Pomona, CA  
Sacramento County, CA  
Sacramento, CA  
San Carlos, CA  
San Jose, CA  
Santa Clarita, CA  
Stockton, CA  
Ventura, CA  
Whittier, CA

**PERSONNEL/HUMAN  
RESOURCES**

Alameda County, CA  
Anaheim, CA  
Apple Valley, CA  
Barstow, CA  
Bellevue, WA  
Benicia, CA  
Clark County, NV  
Colusa County, CA  
Commerce, CA  
Corona, CA  
Desert Water Agency, CA  
Fremont, CA  
Inland Empire Utilities Agency, CA  
Glendale, AZ  
Grants Pass, OR  
Judicial Council of California –  
Administrative Office of the  
Courts, CA  
Las Virgenes Municipal Water  
District, CA  
Moreno Valley, CA  
Monterey Park, CA  
Napa, CA  
Newark, CA  
Norfolk, VA  
North Las Vegas, NV  
Oakland, CA  
Oceanside, CA  
Ontario, CA  
Patterson, CA  
Palmdale Water District, CA  
Petaluma, CA  
Pomona, CA  
Rancho Cordova, CA  
Redlands, CA  
Rocklin, CA  
Roseville, CA  
San Antonio Housing Authority,  
TX  
Scottsdale, AZ  
Stockton, CA  
Tehama County, CA  
Wayne County, MI  
White Pine County, NV  
Yucca Valley, CA

**PLANNING**

Alameda, CA  
Beverly Hills, CA  
Centre City Development  
Corporation, CA  
Corona, CA  
Chula Vista, CA  
Damascus, OR  
El Segundo, CA  
Elk Grove, CA  
Healdsburg, CA  
Los Banos, CA  
Madera, CA  
Milpitas, CA  
Modesto, CA  
Needles, CA  
Oceanside, CA  
Pacifica, CA  
Palo Alto, CA  
Palm Springs, CA  
Pleasanton, CA  
Reno, NV  
Riverside, CA  
Robson Homes, CA  
Roseville, CA  
Sacramento, CA  
Santa Clara County, CA  
San Benito County, CA  
San Luis Obispo County, CA  
Santa Cruz, CA  
Santa Monica, CA  
Stockton, CA  
Sumter County, FL  
Tracy Unified School District, CA  
Washington County, OR

**POLICE CHIEF/SAFETY**

Arroyo Grande, CA  
Ashland, OR  
Aurora, CO  
Bay Area Rapid Transit, CA  
Bellevue, WA  
Berkeley, CA  
California State University, East  
Bay  
California State University,  
Sacramento  
California State University, San  
Francisco  
Capitola, CA

Carlsbad, CA  
Chico, CA  
Concord, CA  
Corona, CA  
Coronado, CA  
Culver City, CA  
El Cerrito, CA  
Eugene, OR  
Fairfield, CA  
Folsom, CA  
Fullerton, CA  
Glendale, AZ  
Glendora, CA  
Half Moon Bay, CA  
Hayward, CA  
Irvine, CA  
Irwindale, CA  
La Mesa, CA  
Lake Oswego, OR  
Littleton, CO  
Livingston, CA  
Lodi, CA  
Los Angeles, CA  
Los Angeles World Airports, CA  
Los Banos, CA  
Mammoth Lakes, CA (Interim)  
Manhattan Beach, CA  
Maywood, CA  
Menlo Park, CA  
Merced, CA  
Mesa, AZ  
Modesto, CA  
Monrovia, CA  
Montebello, CA  
Monterey, CA  
Monterey County Sheriff's  
Department, CA  
Morgan Hill, CA  
North Las Vegas, NV  
Novato, CA  
Oakdale, CA  
Oceanside, CA  
Orange County, CA  
Palm Springs, CA  
Palo Alto, CA  
Pasadena, CA  
Pasadena City College, CA  
Peoria, AZ  
Petaluma, CA  
Piedmont, CA

Pismo Beach, CA  
Pittsburg, CA  
Placentia, CA  
Pleasanton, CA  
Port of Long Beach, CA  
Port of San Diego, CA  
Port of Seattle, WA  
Redlands, CA  
Reno, NV  
Rio Vista, CA  
Rocklin, CA  
Roseville, CA  
Sacramento, CA  
Salinas, CA  
San Bernardino, CA  
San Diego State University, CA  
San Fernando, CA  
San Francisco, CA  
San Jose State University, CA  
San Rafael, CA  
Santa Rosa Junior College, CA  
Sausalito, CA  
Seaside, CA  
Signal Hill, CA  
South Gate, CA  
Sunnyvale, CA  
Tulsa, OK  
Turlock, CA  
University of California at Davis,  
CA  
University of California at Santa  
Barbara, CA  
University of Oregon  
Vacaville, CA  
Virginia Commonwealth University  
Walla Walla, WA  
Walnut Creek, CA  
West Sacramento, CA  
Whittier, CA

**POLICE COMMAND STAFF**

Atascadero, CA  
Bay Area Rapid Transit, CA  
California State University,  
Sacramento  
California State University, San  
Francisco  
Menlo Park, CA  
Monterey County, CA  
Pleasanton, CA



Santa Rosa, CA  
Port of San Diego, CA  
University of California at Merced,  
CA  
University of Oregon, OR

**POLICE OVERSIGHT**

Bay Area Rapid Transit, CA  
San Francisco, CA  
San Jose, CA

**PUBLIC AFFAIRS/  
INTERGOVERNMENTAL  
RELATIONS DIRECTOR**

Beverly Hills, CA  
Rancho Cordova, CA  
Thornton, CO  
San Diego Regional Airport  
Authority, CA  
West Basin Municipal Water  
District, CA

**PUBLIC SAFETY  
COMMUNICATIONS**

Aurora, CO  
Clackamas County, OR  
Heartland Communications Facility  
Authority, CA  
San Francisco, CA  
San Jose, CA  
Santa Cruz Consolidated  
Emergency Communications  
Center, CA  
Washington County Consolidated  
Communications Agency, OR  
Yolo Emergency Communications  
Agency, CA

**PUBLIC WORKS**

Belmont, CA  
Chandler, AZ  
Clark County, NV  
Dallas, TX  
Elk Grove, CA  
Fresno, CA  
Galt, CA  
Grants Pass, OR  
Half Moon Bay, CA  
Healdsburg, CA  
Huntington Beach, CA

Inglewood, CA  
Lathrop, CA  
Los Banos, CA  
Mammoth Lakes, CA  
Maple Valley, WA  
Monrovia, CA  
Morro Bay, CA  
Needles, CA  
Pico Rivera, CA  
Pismo Beach, CA  
Pomona, CA  
Poway, CA  
Provo, UT  
Redlands, CA  
Roseburg, OR  
Roseville, CA  
San Benito County, CA  
San Carlos, CA  
San Diego, CA  
San Jose, CA  
Santa Cruz, CA  
South Pasadena, CA  
Stockton, CA  
Sumter County, FL  
Tehama County, CA  
Tiburon, CA  
Upland, CA  
Woodland, CA  
Yuba City, CA

**PURCHASING**

Central Contra Costa Sanitary  
District, CA  
Housing Authority of the City of  
Los Angeles  
Tacoma, WA

**RISK MANAGEMENT**

Central Contra Costa Sanitary  
District, CA  
Central Marin Sanitation Agency,  
CA  
Riverside Transit Agency, CA

**TECHNOLOGY**

Clark County, NV  
Durham, NC  
Fresno, CA  
Hayward, CA  
Hillsboro, OR

Inland Empire Utilities Agency, CA  
Modesto, CA  
Oakland, CA  
Port of Los Angeles, CA  
San Antonio Housing Authority,  
TX  
San Francisco, CA  
State Bar of California  
Tucson, AZ

**TRANSPORTATION**

Association of Monterey Bay Area  
Governments, CA  
Dallas, TX  
Elk Grove-Rancho Cordova-El  
Dorado County Connector Joint  
Powers Authority, CA  
Omnitrans, CA  
San Diego Association of  
Governments, CA  
San Joaquin Council of  
Governments, CA  
Santa Clarita, CA  
Washington County, OR  
West Contra Costa Transportation  
Advisory Committee, CA

**WASTE WATER/SANITATION/  
SOLID WASTE**

Central Contra Costa Sanitation  
District, CA  
Central Contra Costa Solid Waste  
Authority, CA  
Central Marin Sanitation Agency,  
CA  
Dublin San Ramon Services  
District, CA  
East Bay Dischargers Authority,  
CA  
Monterey Regional Waste  
Management District, CA  
Monterey Regional Water Pollution  
Control Agency, CA  
Oro Loma Sanitary District, CA  
Redlands, CA  
Richmond, CA  
Roseville, CA  
Ross Valley Sanitary District, CA  
Salinas Valley Solid Waste  
Authority, CA

Sanitary District No. 5 of Marin  
County, CA  
San Jose, CA  
Sewer Authority Mid-Coastside,  
CA  
South Bayside Waste Management  
Authority, CA  
Stockton, CA  
Union Sanitary District, CA  
West Contra Costa Integrated  
Waste Management Authority, CA

**WATER**

Arizona Municipal Water Users  
Association, AZ  
Aurora, CO  
Bakersfield, CA  
Calaveras County Water District,  
CA  
Joshua Basin Water District, CA  
Kennewick Irrigation District, CA  
Phoenix, AZ  
Reclamation District 1000, CA  
Redlands, CA  
Roseville, CA  
Sacramento Area Flood Control  
Agency, CA  
San Diego, CA San Jose, CA  
San Luis Obispo County, CA  
Santa Clara Valley Water District,  
CA  
South Placer Municipal Utility  
District, CA  
Stockton, CA  
Sweetwater Springs Water District,  
CA  
Valley of the Moon Water District,  
CA  
Walnut Valley Water District, CA  
Yuba City, CA

**OTHER**

Bay Area Air Quality Management  
District, CA (Deputy Air Pollution  
Control Officer)  
Benton County, OR (Health  
Director)  
Broward County, FL (Port  
Everglades Director of Business  
Development)

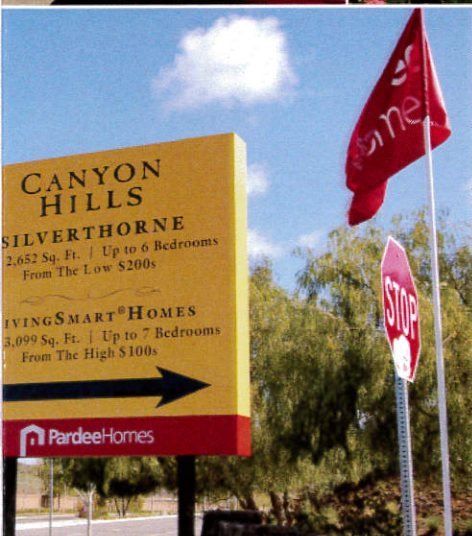
Bureau Veritas, CA (Vice President  
– Operations)  
Central Contra Costa Sanitary  
District (Director of Collection  
System Operations and Director of  
Plant Operations)  
Cordova Recreation & Park  
District (District Administrator and  
Maintenance Superintendent)  
Government Services Group, Inc.  
(Municipal Services Manager)  
Housing Authority of the City of  
Los Angeles (Director of General  
Services)  
Imperial Irrigation District  
(Assistant Manager of Construction  
Operations and Maintenance)  
Hilton, Farnkopf, and Hobson  
LLC (Manager/Vice President)  
Las Vegas Convention and Visitors  
Authority, NV (Director of Facility  
Projects)  
Monterey Bay Unified Air  
Pollution Control District, CA (Air  
Pollution Control Officer)  
Port of Long Beach, CA (Managing  
Director)  
Port of San Diego, CA (Senior  
Director of Real Estate)  
Redlands, CA (8 Mid-Level  
Managers)  
Robson Homes (Forward Planner  
and Land Acquisition Manager)  
Sacramento, CA (Preservation  
Director)  
Sacramento, CA (Urban Design  
Manager)  
San Jose, CA (Assistant Director of  
Environmental Services and  
Environmental Services Director)  
San Manuel Band of Tribal Indians,  
CA (Tribal Manager)  
Superior Court of California,  
County of San Luis Obispo, CA  
(Assistant Court Executive Officer)  
Washoe County, NV (Senior  
Services Director)  
Washoe County, NV (Social  
Services Director)





INVITES YOUR  
INTEREST IN  
THE POSITION OF

CITY  
MANAGER





## THE COMMUNITY

The City of Lake Elsinore is a historic community incorporated on April 9, 1888 and rapidly becoming one of the fastest growing cities in Riverside County with more than 53,024 residents. Surrounded by natural beauty, the City is located in the heart of the I-15 corridor and bridges the activity between Los Angeles, Orange County, Riverside and San Diego. As a community, Lake Elsinore residents exhibit great pride and confidence in the future of their City and the unique, quality lifestyle the natural surroundings have provided them.

Framed by the spectacular Ortega Mountains and Cleveland National Forest, where hiking, fishing, and birding abound, the City surrounds Southern California's largest natural lake, 3,000-acre Lake Elsinore. A popular destination for recreational boating, water skiing, wake boarding, jet skiing and parasailing, each year the Lake is home to numerous major events such as the Wakeboarding World Championship Series and the National Water Ski Racing Association races. World famous thermal winds make Lake Elsinore a perfect home to Skydive Elsinore, one of the largest and longest operating skydive centers in America.

The City is also home to the Single-A Baseball team The Lake Elsinore Storm (affiliated with the San Diego Padres) and Diamond Stadium, a beautiful state-of-the-art minor league baseball field built right on the shore of Lake Elsinore. Given the extraordinarily large market for recreation in Southern California, plus the wide range of activities available in Lake Elsinore, there is little doubt that the city's tourism economy will flourish in the years to come.

Lake Elsinore offers quality of life through excellent schools, a wealth of community services, and reasonably priced housing. The Lake Elsinore Unified School District, which



is ranked 3rd out of the 23 Districts in Riverside County, provides quality education programs and facilities to serve more than 20,400 students in grades K-12. It has been recognized as one of the most progressive education districts in Riverside County. A joint agreement with the school district and area home developers has bolstered the city's recreational program to include over 62.7 acres of parkland with an additional 122 acres planned. The City has a restored, historic Downtown area with antique shops and unique restaurants. New shopping opportunities have grown within the City, including the 101 store Lake Elsinore Factory Outlet and other regional retail venues and jobs. All these add up to new housing and business opportunities throughout the community.

## THE ORGANIZATION

The City of Lake Elsinore has a City Council/City Manager form of government. The City Council is comprised of five members elected at large by voters within the city to serve four-year terms. The Mayor is appointed by the City Council to serve a one-year term. City Council establishes policy and acts upon all legislative matters concerning the city by approving and adopting ordinances,



resolutions, contracts, and the annual budget. City Council elections are staggered every two years. There are 71 full-time equivalent employees in the organization.

The City comprises approximately 43 square miles and with the addition of the City's Sphere of Influence adopted by the Riverside County Local Agency Formation Commission, the probable future boundaries and service area comprise more than 72 square miles. The City has distinct residential communities, commercial areas including a historic downtown, light industrial as well as active and reclaimed mining areas, mixed use corridors, public spaces and park, recreation and resort-oriented land uses. For FY 2012/13 the City Budget is \$26.6 million and a Capital Improvement Budget of \$2.68 million.

The City contracts for public safety services with the Riverside County Sheriff's Department for Police, and with Riverside County Fire/ California Department of Forestry for Fire protection services.

Growth in sales tax revenue and developer cost recovery revenue is enabling the City to expand public services to meet the demands of the citizens. Furthermore, the City has conditioned new development to build and fund new fire stations to maintain a 4-minute response time. The funding will come from new community facilities and community service districts.

## THE IDEAL CANDIDATE

The City is seeking a seasoned leader for their new City Manager. The selected individual will be trustworthy, approachable, honest, and ethical. Candidates with high integrity and strong leadership skills are desired. The candidate will be a consensus builder who values input from all employees and one who is a strong



advocate for the City. Candidates who can demonstrate a successful track record of strong leadership, utilization of staff and focus on community service will excel in this position.

The ideal candidate will be a collaborative manager who is involved and interested in the community. Someone who is outgoing and understands local politics and traditions of the City is highly desired. The new City Manager will identify and respond to sensitive community and organizational issues, concerns

and needs. The ability to work with and attract small business and developers is essential to the success of the City. An economic development plan which will bring growth and new business to the City is a priority for Lake Elsinore.

The Council is seeking a self-starter who can help create a strategic plan, see projects to completion and ensure a vision for the future with the Council and staff. This person must also be accessible and visible, and will commit to being a proactive participant in the community, with a

Candidates who can demonstrate a successful track record of strong leadership, utilization of staff and focus on community service will excel in this position.



focus on establishing and maintaining effective and cooperative relationships between the City and representatives of community and business organizations.

A decisive forward thinker with excellent verbal and written communication skills is sought.

The selected candidate will be a good listener, strong negotiator on the City's behalf and excellent long term planner. Organizational and time management skills are essential for a candidate's success in this position. The incoming Manager will hold people accountable, work well with all stakeholders inside and outside the organization, have excellent financial abilities and understand the importance of reviewing all policies and procedures within the organization.

A bachelor's degree from an accredited college or university in public or business administration or a related field is required and a master's degree is preferred. In addition, the ideal candidate will have experience in a recreation or resort / tourism-based community and in economic or community development.

## THE COMPENSATION

The salary range for the incoming City Manager is \$135,000-\$185,000; the City also offers an attractive benefits package comparable to other Southern California cities of similar size.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

### Filing Deadline:

**August 31, 2012**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Lake Elsinore. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Mr. Wesley Herman or Ms. Judy LaPorte at:

(916) 784-9080

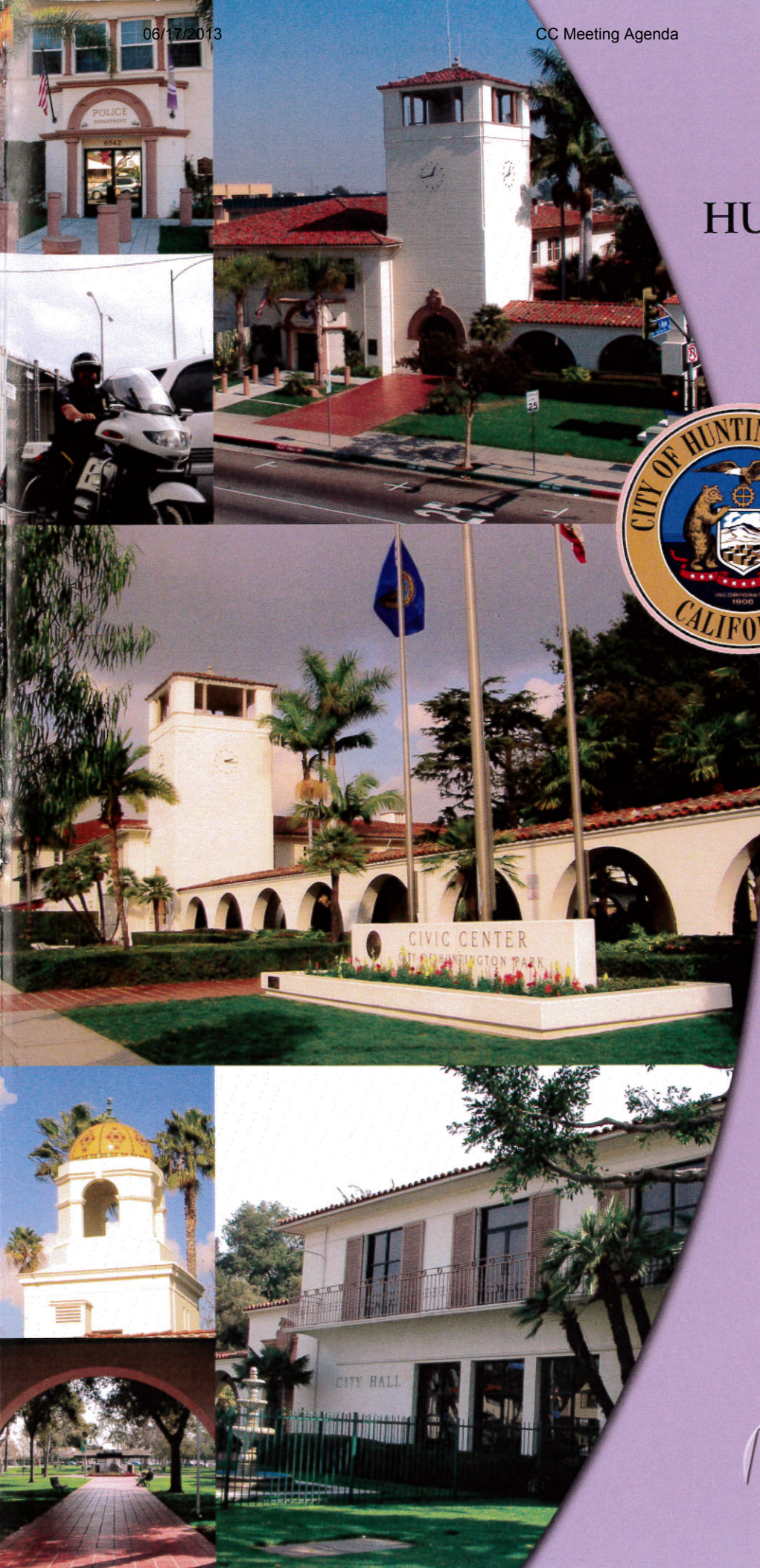




# CITY OF HUNTINGTON PARK, CALIFORNIA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

CITY  
MANAGER



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



## THE COMMUNITY

With a long distinguished history, the City of Huntington Park has evolved from a small community of 526 people in 1906 to a bustling retail center for the Los Angeles County Region with a current population of about 64,617. Located about six and one-half (6.5) miles southeast of downtown Los Angeles, the City was incorporated on September 1, 1906 and it offers something for everyone.

Huntington Park is a dynamic city with a location that places it at the crossroads of a multitude of cultures and industries. Its proximity to major freeways, bus lines, and the Metro Blue Line provides its residents excellent access to the Metropolitan Los Angeles region.

A community rich in history and cultural heritage, the City of Huntington Park offers its residents and businesses a wide variety of opportunities for development and growth.

Aggressive revitalization and promotion of businesses have been keys to sustained community enthusiasm and support for the vibrant downtown shopping district for decades. Over 25 major employers have located offices or branches in the City of Huntington Park.

## CITY GOVERNMENT

Huntington Park is a General Law City and operates under the Council-Manager form of government. The Council is comprised of five (5) members who are elected at-large for four (4) year overlapping terms.

All department heads are appointed by the City Manager. City departments include Administration, City Clerk's Office, Community Development, Public Works, Finance, Parks & Recreation and the Police Department.

Over the years, the City Council of Huntington Park has provided progressive and responsive

rich in history and cultural heritage, the City of Huntington Park offers its residents and businesses a wide variety of opportunities for development and growth.

leadership. The current City Council has continued in the spirit of its predecessors, fostering a business climate that is highly conducive to sustained economic growth.

To prepare for the future, the City Council is completing major infrastructure improvements, redefining customer service, and promoting community-based policing. The City Council's strong commitment, along with resident participation, has resulted in tremendous strides in housing development, public services, and new and exciting commercial and retail projects.

The community is proud of the spirit and dedication they have maintained for responsible growth.

## THE IDEAL CANDIDATE

Huntington Park is seeking a City Manager to oversee 200 full-time and 60 part-time staff members and total budget for the FY 2010-2011 is \$88,264,115. The incoming City Manager should have a broad network of knowledge and experience.

The ideal candidate will possess an open door policy for feedback and suggestions. The selected candidate will be open, honest and have excellent verbal and written communication skills. Someone who is politically astute but apolitical will be valued. The ideal candidate will be ethical and straight forward. An individual who can provide direction





to the organization based on the Council's vision while holding staff accountable will be successful. An individual who can lead by example, be a mentor to other Department Heads and allow staff to excel will be an asset to the City.

A strategic, visionary thinker who can work collaboratively is being sought. The ideal candidate will demonstrate integrity and will have the ability to inspire the trust and confidence of City staff and the City Council. A candidate who is willing to present innovative ideas to the City Council and speak persuasively on their behalf would do well in this position; Huntington Park is seeking someone who can engage the City Council while remaining committed to implementing the Council's direction. The City is interested in a candidate who will be visible and active in the community outside of official duties and will create community confidence.

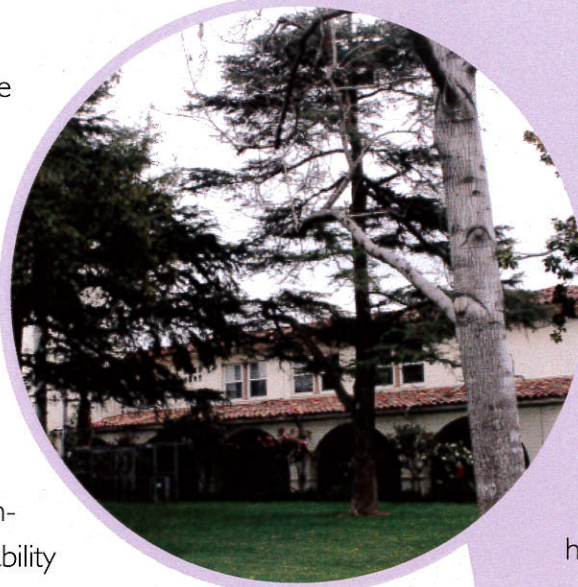
The new City Manager should be ready to step into the role with enthusiasm and confidence. An individual who is focused on quality of service with limited resources will be valued in Huntington Park. The ideal candidate will be a skilled negotiator who has experience with the media. Someone who strives for positive relationships with the community is being sought as the new City Manager.

The selected candidate should have at least ten (10) years of progressively responsible experience in the management and administration of municipal government, preferably with supervisory and Human Resources experience. A Bachelor's Degree in Public Administration, Business Administration, Political Science, or a closely related field is required. A Master's Degree is highly desirable.

## COMPENSATION

The salary for the City Manager is open and is dependent upon qualifications. The City also offers an attractive benefits package including:

**Retirement** – CalPERS 2% @55 and .5% through



An individual who can provide direction to the organization based on the Council's vision while holding staff accountable will be successful.

PARS. The City does not participate in Social Security.

**Longevity Plan** – Pays for employees with 20 years and 25 years of City service.

**Vacation** – 112-200 vacation hours per year depended on length of time served.

**Holidays** – 100 paid holiday hours per year.

**Sick Leave** – 96 annual paid sick hours; half unused sick buyback on an annual basis.

**Administrative Leave** – 40 hours Administrative Leave per Fiscal Year.

### Medical/Dental Plan –

5 group medical programs under CalPERS Health Plan. City contributes up to \$1,128.40 monthly for employees and dependents. City contributes fully towards a dental program for employee and dependents.

**Vision Plan** – City paid Vision Care Insurance.

**Medical Opt-Out** – Health insurance "Opt-Out" program. Employees who have comparable coverage through an alternative medical plan may elect to opt out of the City's



medical plan and receive a taxable cash benefit of up to one-half (1/2) of the medical premium they would otherwise have been eligible for.

**Flexible Spending Account** – Section 125 Plan-The City provides its employees with the option of participation in a Section 125 IRS Plan for Dependent Care and Medical costs.

**Deferred Compensation Plan** – Deferred Compensation plan available at employee's cost.

**Group Life Insurance** – \$100,000 paid life insurance.

**Wellness Plan** – City paid Wellness Program

**Tuition Reimbursement** – Education tuition reimbursement program is provided up to \$1,500 per year.

**Spanish Pay** – Spanish language compensation in the amount of \$175.00/monthly to all eligible.

**Credit Union** – Credit Union membership available with Los Angeles County F&A Federal Credit Union.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:**  
**June 20, 2011**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Huntington Park. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call Mr. Regan Williams or Mr. Wesley Herman at:

(916) 784-9080





ATTACHMENT "F"

Executive Recruitment Search

# CITY ADMINISTRATOR

City of San Fernando, CA







# CITY ADMINISTRATOR

City of San Fernando, CA

May 24, 2013

VIA ELECTRONIC MAIL

Mr. Don Penman  
Interim City Administrator  
City of San Fernando  
117 Macneil Street  
San Fernando, CA 91340

Dear Mr. Penman:

Alliance Resource Consulting is pleased to submit this proposal to assist the City of San Fernando in its efforts to recruit and screen candidates for the position of City Administrator. Enclosed is our proposal which outlines how we would partner with your organization to recruit the best individuals. We will describe our proposed approach and the steps we will take to accomplish the recruitment within your desired timeframe. If you desire some modification of our work program, we would be pleased to discuss this with you.

Alliance Resource Consulting's corporate motto is "The Power of Partnership." We take this seriously and have built our reputation on providing services of the highest quality. Alliance Resource Consulting was formed in 2004 when our executive search consultants acquired the highly regarded executive search practice of one of the largest public sector consulting/government services companies in the United States. With the innovative use of technology and a commitment to forming enduring partnerships with our clients, Alliance Resource Consulting is committed to setting a new standard for the industry.

We do not have any potential conflicts of interest from past recruitments or relationships. We will be happy to answer any additional questions you may have. We look forward with great interest to working with you on this very important assignment.

Sincerely,

A handwritten signature in black ink, appearing to read "Sherrill Uyeda", with a long, sweeping horizontal line extending to the right.

Sherrill Uyeda  
Founding Partner

**SOUTHERN CALIFORNIA OFFICE**  
400 OCEANGATE, SUITE 510  
LONG BEACH, CA 90802  
TEL: (562) 901-0769 • FAX: (562) 901-3082

**NORTHERN CALIFORNIA OFFICE**  
228 HAMILTON AVENUE, 3<sup>RD</sup> FLOOR  
PALO ALTO, CALIFORNIA 94301  
TEL: (650) 296-1032 • FAX: (650) 521-0024

[www.allianceRC.com](http://www.allianceRC.com) • [info@allianceRC.com](mailto:info@allianceRC.com)



# CITY ADMINISTRATOR

City of San Fernando, CA

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# CITY ADMINISTRATOR

City of San Fernando, CA

## 1 – OUR UNDERSTANDING

It is our understanding that the City of San Fernando wishes to engage an executive search firm to assist in the City Administrator recruitment.

The City of San Fernando has an in-house Police, Public Works, Community Development, Recreation and Community Services Departments, as well as Administration Department that includes City Clerk, Finance, Personnel and Treasurer's Divisions. The City contracts for fire service with the City of Los Angeles. The City's general fund budget exceeds \$17 million with an all funds total in excess of \$36 million. The City currently has 100 full-time and 43 part-time employees.

**Alliance Resource Consulting prides itself on its commitment to customer service to both the client and the candidates.**

## 2 – FIRM QUALIFICATIONS



### 2.1 Project Team

In 2004, Alliance Resource Consulting acquired the national executive recruiting practice of MAXIMUS. We are committed to providing our clients with the highest caliber of service in the industry. Our team of dedicated professionals utilizes custom-built state-of-the-art technology in conducting a search.

We are based out of Long Beach, California and are the only firm in California to provide unlimited on-site visits to in-state clients. We also have an office in Palo Alto, California.

Our current staffing is:

**Sherrill Uyeda** – Founding Partner  
**David McDonald** – Regional Director  
**Cindy Krebs** – Senior Manager  
**Syldy Tom** – Manager  
**Richard Kaplan** – Research Consultant  
**Geoff Gambling** – Research Consultant  
**Linda Kann** – Special Projects and Graphics Manager

Sherrill Uyeda and Cindy Krebs will work on this recruitment. Biographies can be found in Appendix C and references can be found in Appendix D.

### 2.2 Our Experience

We believe we are exceptionally well qualified to assist you. We have extensive nationwide experience recruiting chief executives for local government ranging from small to large organizations.



# CITY ADMINISTRATOR

City of San Fernando, CA

Currently, we are recruiting for the City Manager for the City of Port Hueneme (CA). Our recent City Manager recruitments include: City of Compton (CA), City of Bellflower (CA), City of Tigard (OR), City of Norwalk (CA), City of Hillsboro (OR), City of Seal Beach (CA), City of El Segundo (CA), City of Moreno Valley (CA) and the City of Sanger (CA).

In addition, we have completed the following recruitments:

- City Manager – City of Stockton, CA
- City Manager – City of Santa Monica, CA
- City Manager – City of Pacific Grove, CA
- City Manager – City of Anaheim, CA
- City Manager – City of Sanger, CA
- Chief Administrative Officer – Butte County, CA
- City Manager – City of Carlsbad, CA
- City Manager – City of Compton, CA
- Assistant City Manager – City of Concord, CA
- Assistant City Manager – City of Dallas, TX
- City Manager – City of Gaithersburg, MD
- City Manager – City of Hesperia, CA
- City Manager – City of Inglewood, CA
- Assistant City Manager – City of Irvine, CA
- City Manager – City of La Palma, CA
- Assistant City Manager – City of Lancaster, CA
- City Manager – City of Monterey Park, CA
- Chief Administrative Officer – Los Angeles County, CA
- City Manager – City of Long Beach, CA
- City Administrator – City of Placentia, CA
- City Manager – City of San Bernardino, CA
- City Manager – City of San José, CA
- City Manager – City of Yorba Linda, CA

Our ability to carry out the work required is heavily dependent on our past experience in providing similar services to others, and we expect to continue such work in the future. It should be noted that all of these recruitments were completed on time and within budget.

We will preserve the confidential nature of any information received from you or developed during the work in accordance with our established professional standards.

We assure you that we will devote our best efforts to carrying out the work required. The results obtained, our recommendations and any written material we provide will be our best judgment based on the information available to us and our liability, if any shall not be greater than the amount paid to us for the services rendered.

## *2.3 Advantages of Our Firm*

Relative to your present search requirements, we believe the principal advantages in using our firm and what may differentiate us from the others are:

- Our track record of success in placing superior senior level executives in particularly sensitive and highly responsible/accountable positions.



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City of San Fernando, CA

- Our specialization in public sector executive search on a nationwide basis.
- Our extensive experience recruiting chief executives in local government.
- Our PROACTIVE recruitment of candidates who may not be seeking new employment and would not normally respond to routine advertising or who may come from non-traditional sources.
- Our ability to develop and meet a recruitment timeline to fit your needs.
- The quality of our work and the fact that most of our clients have retained our services on more than one engagement.
- Our proven ability to identify and recommend qualified female and minority candidates.
- Our reputation among clients and candidates for timely communication and documentation (e.g., acknowledgement of receipt of candidate application, client status reports, candidate interviews, client meetings and candidate feedback).
- The thoroughness of our documented reference, internet and background checks. We request very specific references from candidates and supplement our reports with information gathered from available information sources such as Lexis- Nexis, Google web, images and blog searches, and newspapers.
- Our ability to conduct a recruitment at the cost proposed. We have never charged a client more than our proposed amount.

## 3 – RECRUITMENT METHODOLOGY & APPROACH

Alliance Resource Consulting believes that we are an extension of your organization. As such, we work within your expectations and guidelines. Our objective is to find the best qualified candidates. While notices in professional journals may be helpful, many of the best candidates must be sought out and their interest encouraged. Our general familiarity with the City, knowledge of the field and our relationships with professional organizations make us well qualified to assist you.

Our clients have found that we are able to:

- Develop the appropriate specifications for a position.
- Encourage the interest of top-level people who would otherwise be reluctant to respond to an advertisement.
- Preserve the confidentiality of inquiries, consistent with State public disclosure and open meeting laws.
- Save a considerable amount of time for client staff in developing and responding to candidates.
- Protect the confidentiality of the information discussed with or received from the client.
- Build consensus among those involved in the hiring process.
- Independently and objectively assess the qualifications and suitability of candidates for the particular position for which we are recruiting.
- Adhere to client's budget expectations.

If you desire to retain us for a full and thorough recruitment process, we will do the following for your recruitment:

### *3.1 Strategy Development*

We will interview members of the Search Committee and other client contacts to obtain a detailed understanding of the position, key goals and challenges, and organizational culture. We will also discuss expectations regarding desirable training, experience and personal characteristics of candidates. In addition, should you request it, we will conduct/facilitate community outreach meetings and focus group discussions.

We also have experience creating and managing community surveys, should the City want input from its constituents. We will also gather/review relevant information about the City, such as budgets, organization and/or department goals, organization charts, etc.





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Once our findings have been summarized, we will submit a Recruitment Profile with the desired qualifications and characteristics for your approval. The Recruitment Profile that will be sent to potential candidates will include information about the City, the job and the criteria established by you.

## *3.2 Active Recruitment*

Once you have approved the Recruitment Profile, we will actively seek out individuals who meet the client's expectations. To achieve the best response, we will take a three-prong approach to attracting candidates:

1. **Direct Contact** – We will mail invitations and recruitment profiles to targeted individuals in comparable organizations at the appropriate level. These invitations will be followed up with direct phone calls to potential candidates to gauge interest.
2. **Internal “Job Alert”** – Over the past eight years, we have developed an active database of over 18,000 candidates who are active in various public sector positions. We will send a new “job alert” to all our registered users in the Alliance Resource Consulting candidate application program. Prospective candidates will be contacted via email with a link to the PDF version of the Recruitment Profile.
3. **Advertisements** – We will place job advertisements in the appropriate professional journals and on-line sites.

As a matter of corporate policy, we do not discriminate against any applicant for employment on the basis of race, religion, creed, age, color, marital status, sex, sexual preference, disabilities, medical condition, veteran status or national origin. A substantial percentage of the placements made by our firm have been minority or female candidates.

Frequent communication with our clients is a hallmark of our firm. While consultants will provide regular updates on the progress of your search, you will also be able to access up-to-date ‘real time’ information regarding your search from our secure website.

## *3.3 Candidate Evaluation*

We will review, acknowledge and evaluate all resumes received. Candidate evaluation will begin with an analysis based upon criteria contained in the Recruitment Profile, information contained in the resumes submitted to us, and our knowledge of the people and organizations in which they work.

The next phase in candidate evaluation will be based upon additional information we receive from the qualified group of candidates. We will utilize various resources and tools of the firm such as written supplemental information questionnaires. Telephone interviews will be conducted with the most promising candidates to gain a better understanding of their backgrounds.

## *3.4 Progress Report Meeting*

After the resume deadline, we will assemble and submit a progress report of the leading candidates to you. This report will include summary resumes, supplemental information, and the original resumes of those candidates we believe to be best qualified for the position. Supplemental information on a candidate typically includes: the size of the organization for which the person works, reporting relationships, budget responsibility, the number of people supervised, related experience and reasons for interest in the position. Any other specific information will be dictated by the criteria set forth in the Recruitment Profile.



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The purpose of our progress report is two-fold. It allows you an opportunity to review the candidates prior to the conclusion of the search and allows us to receive feedback on the caliber of the candidates recruited. In this way, you will not be surprised by the candidates, as you will have seen their qualifications prior to the final interviews. In addition, at this point we will have conducted a news article/periodical records check and internet check on each of the presented candidates. Of course, we are flexible and may consider other individuals as final candidates who are subsequently identified and were not included in the progress report.

## *3.5 Preliminary Interviews*

We will interview (either in person or via video-conference) those candidates identified by you to be the leading candidates. We will conduct a preliminary interview with questions that focus on the selection criteria. Additionally, we will verify degrees and certifications continue to monitor newspaper articles and internet mentions using Lexis-Nexis and the internet.

As part of our process in evaluating candidates, we make telephone reference checks. In conducting these references, it is our practice to speak directly with individuals who are, or have been, in a position to evaluate the candidate's performance on the job. These references and our evaluations provide you with a frank, objective appraisal of the candidates. We will conduct preliminary references on candidates to be interviewed, and will finalize these for the top one or two candidates.

## *3.6 Client Interviews & Interview Books*

We will assist you in scheduling final candidates for interview with your organization, and will send the candidates packets of information which we obtain from you should you request it (e.g., information about the organization and the geographic area, budgets, etc.).

We will prepare final Interview Books for the selection panel. These books will include interviewing/selection tips, suggested interview questions, and rating forms for your use. Candidates will not be ranked, for we believe it will then be a matter of chemistry between you and the candidates.

We will also be on-site for the interview day(s). We will brief the interview panel at the start of the interviews and will facilitate the process throughout the day. After the last candidate interview, we will assist you in a "debriefing" immediately following the interviews. Once we finalize references on the top one or two candidates, and conduct credit/criminal/civil litigation/motor vehicle record checks through an outside service, we will provide you with a detailed, Candidate Evaluation Report Summary written report.

## *3.7 Special Assistance*

Our efforts do not conclude with presentation of the final report. We are committed to you until a successful placement is made. Services that are routinely provided include:

- Arranging the schedule of interviews and the associated logistics for final candidates.
- Advising on starting salary, fringe benefits, relocation trends and employment packages.
- Acting as a liaison between client and candidate in discussing offers and counter offers.
- Conducting a final round of reference checking with current employers (if not previously done for reasons of confidentiality).
- Notifying unsuccessful candidates, who were not recommended for interview, of the decision.
- Following up with the client and the selected candidate once he/she has joined the organization to ensure a smooth transition.



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## 4 – OUR CLIENT’S ROLE

The client has a very important role in the recruitment process. While we may identify and recommend qualified candidates, it is the client who must make the decision about which candidate to hire.

In order to insure that the best candidates are available from which to choose, our clients should be willing to do the following:

- Clearly inform us about matters relevant to the search that you wish to keep confidential (e.g., salary, personnel issues, and other privileged information).
- Supply us with the names of people you have previously interviewed/ considered for this position.
- Forward to us copies of the resumes you receive, to avoid duplication of effort.
- Provide feedback to Alliance Resource Consulting regarding the information and recommendations provided by us;
- Promptly decide upon and follow up in scheduling interviews with the most promising candidates.
- Assist in providing information to candidates that will enable them to make their career decisions.
- Uphold confidentiality (while respecting relevant state laws about open disclosure) to protect the integrity of the recruitment process, as well as the candidate’s involvement.

By doing the above, we will maximize the likelihood of mutual success.

Finally, please be reminded that the United States Immigration Reform and Control Act of 1986 requires that all employers verify an employee’s eligibility to work in the United States. Since Alliance Resource Consulting cannot serve as your agent in this matter, your hiring process should include this verification procedure.

## 5 – PROJECTED TIMELINE

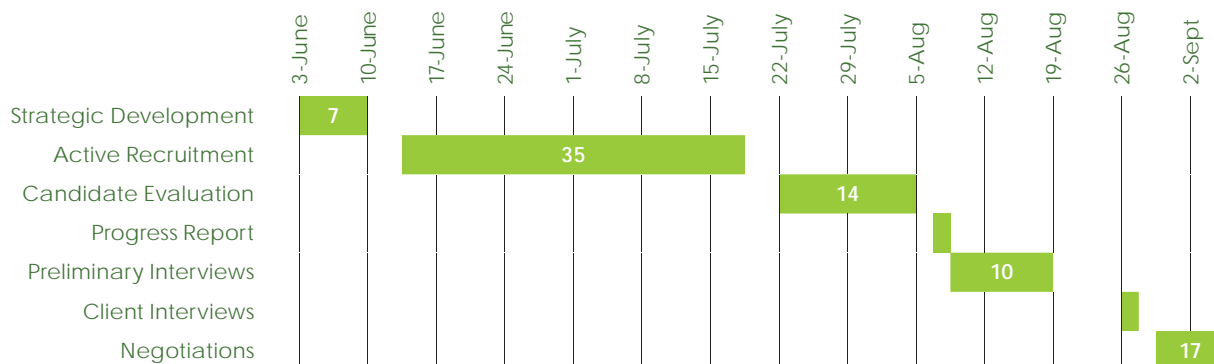
The following is a typical schedule to conduct a thorough recruitment. However, we would be pleased to modify this to meet your needs:

1st Week	Meet with the appropriate individuals to gather background information.
2nd - 3rd Week	Develop and obtain approval for the Recruitment Profile. Develop a list of potential candidates to target. Prepare and place advertisements, if desired.
4th - 9th Week	Active recruitment--solicit, receive and acknowledge resumes.
10th Week	Evaluate resumes and gather supplemental information. Submit progress report and meet with you to review leading candidates.
11th Week	Verify degrees and certifications, conduct preliminary references and interview the best qualified candidates.
12th - 14th Week	Submit final report and initiate the interview process with you.
Following Interviews	Finalize references, conduct credit/criminal/civil litigation/ motor vehicle record checks, and assist with negotiations.



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## 6 – ALLIANCE ADVANTAGES

### 6.1 Technology

Alliance Resource Consulting is the only firm to utilize a custom-built “online” client/candidate management system. This custom system allows candidates to input their resumes and cover letters on our website. (For candidates who wish to email or mail us a hard copy of their resume, we will input the information for them.) One of the benefits of our system is that our consultants are able to access this information regardless of where they are staffed. In addition, our client contact is assigned a username and password and is able to check the latest applicant list in real-time.

One of our strengths is our use of social media to best market the recruitment. We have active accounts on Twitter and Facebook. The use of social media allows us to contact our network and “followers” to alert them to our recruitment announcements, informational updates and reminders. It allows us to stay one step ahead of our competitors.

Alliance Resource Consulting is always searching for new ways technology can help us save our client’s money. One way we do this is our use of Skype. Should we have to videoconference a candidate, we are able to use a webcam and videoconference our candidates for free. Our innovative ways have set us apart from our more traditional competitors.

### 6.2 Diversity Outreach

Striving for diversity in our recruitments is a hallmark of our firm. We use a variety of sources for outreach to various minority communities to ensure the desired diversity of our candidate pool. In addition to our personal contacts in various minority communities, we advertise our positions in publications that target minorities in government and further publicize the position through minority organizations such as Blacks in Government and the International Hispanic Network. To ensure a diverse pool, we also create a recruiting list of qualified candidates from communities that have a comparable level of diversity as our client’s community.

We have created lists for comparable diversity during recruitments for the City Manager for the City of Compton (CA), the City of Tigard (OR), the Assistant City Manager/Chief Operating Officer for the City of Ventura (CA), and the Assistant City Manager for the City of Irvine, CA. The final pool for the City of Irvine included three women among the six finalists. We also collect Equal Employment Opportunity (EEO) information on our candidate pool. This information is accessible to our clients in real time on our company website.



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## 6.3 Stakeholder Outreach

Our firm has used several methods, including stakeholder meetings, community forums and surveys, for stakeholder outreach in a number of previous recruitments. For example, for the City of San José's City Manager recruitment, our consultants facilitated 13 community outreach meetings where citizens were invited to attend and express their opinions about what they were looking for in city manager candidates. For the recruitment of the City Manager for the City of Alexandria (VA), we also met with special interest groups such as business leaders, Chamber of Commerce members and historic preservation groups.

During the recruitment of the City Administrator for the City of Huntington Beach (CA), the consultants met with each councilperson, each department head, conducted an open citizen forum and a forum for a group of stakeholders comprised of two citizens recommended by each councilperson. For the City Manager recruitment conducted for the City of Moreno Valley (CA), the consultants conducted a community panel as well. Our previous experience in stakeholder outreach makes our firm very qualified to conduct the meetings with the Mayor's Office and City Council Members as well as facilitate multiple stakeholder outreach forums throughout the City that your request for proposal outlined.

Lastly, our firm has significant experience in creating community surveys should you wish to provide this option to your community. We have utilized surveys for many of our recruitments. Last year, for the first time, we provided a survey to our client's citizens in three different languages. The surveys can be accessed on-line, or at our office and our client's office.

## 7 – RECRUITMENT COSTS

The three major client meetings will be: one to develop the Recruitment Profile, one to present our Progress Report, and one to attend interviews of final candidates. We propose a professional fee of \$20,000 for the work outlined above. In addition, we are reimbursed for expenses such as for advertising, travel, interviewing, sourcing, support services, background checks and other related items, as well as allocated costs such as telephone, postage and photocopying. These expenses will not exceed \$6,500. Please note that this amount does not include reimbursement of candidates who travel to be interviewed by you. Unless you notify us to the contrary, we will assume that you will handle these reimbursements directly.

Our fee will be split between four invoices. The first invoice is an "engagement fee" of \$2,000 and will be due once the professional services agreement has been signed. After that, we will submit three equal monthly invoices for the remaining fees, plus an amount for expenses, due and payable upon receipt. We do NOT base our fees on a percentage of the position's salary.

Our billing schedule on a retained professional fee (and based not on an hourly rate) is as follows:

<b>1st Billing</b>	Due upon signing of the contract	Engagement Fee	\$2,000
<b>2nd Billing</b>	Due upon our submittal of a draft recruitment profile	First third of work completed	\$6,000
<b>3rd Billing</b>	Due after we meet and submit our Progress Report to you	Second third of work completed	\$6,000
<b>4th Billing</b>	Due after the City conducts interviews with finalists	Last third of work completed	\$6,000





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*Please note that this is a standard billing schedule and can be modified as requested.*

You may discontinue this assignment at any time by written notification. In the unlikely event that this occurs, you will be billed for all expenses incurred to the date of the cancellation, and for professional fees based upon the time elapsed from the commencement of the assignment to the date of cancellation. If a cancellation occurs within the first 30 days of the assignment, following either verbal or written authorization to proceed, one-third of the professional fee will be due. If a cancellation occurs thereafter, the fee beyond the first one-third will be prorated based upon the number of calendar days which have elapsed. If a cancellation occurs after 90 days, all professional fees will be due in full.

## Guarantee

We are committed to working with you until a placement is made, however, if the selected candidate (if recommended by us for hire, and other than an internal candidate) should be terminated within one year from the date of hire, we will redo the search for no additional professional fee. Naturally, we would expect to be reimbursed for any expenses that might be incurred.

## 8 – ALLIANCE SUMMARY

Thank you for reviewing our proposal. Should you decide to retain Alliance Resource Consulting for your executive search needs, we will do the following:

- Partner with you and act as an extension of your organization.
- Define a recruitment strategy and timeline, develop a recruitment profile and attract/research prospective candidates.
- Conduct a multi-layered candidate screening analysis on the applicants.
- Communicate frequently and on-time with both the client and candidates.
- Allow client contacts to access the recruitment database in real time from remote sites.
- Interview and screen leading finalists.
- Facilitate the client interview process.
- Complete the candidate selection and closure of recruitment.

Our firm's motto is "the Power of Partnership" and we are committed to adding value to your organization's goals and mission. We bring an ethical, transparent and well-documented recruitment process to all our clients.



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## 9 – CONTACT INFORMATION

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Skype: [sherrill.uyeda.marquardt](https://www.skype.com/people/sherrill.uyeda.marquardt)

**Cindy Krebs**

Office: (562) 901-0769 x336

Fax: (562) 901-3082

Cell Phone: (949) 212-2461

E-mail: [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com)

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HEADQUARTERS**

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Long Beach, CA 90802

**NORTHERN CALIFORNIA**

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Palo Alto, CA 94301

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Alliance Resource Consulting, LLC



# CITY ADMINISTRATOR

City of San Fernando, CA

## APPENDIX-A

Chief Executive Searches for General Purpose Local Governments Clients of Alliance Resource Consulting\*

### ARIZONA, STATE OF

Coconino County	County Manager
Glendale, City of	City Manager
Maricopa County	County Administrative Officer
Mesa, City of	City Manager
Scottsdale, City of	City Manager
Tucson, City of	City Manager

### CALIFORNIA, STATE OF

Albany, City of	City Administrator
Anaheim, City of	City Manager
Baldwin Park, City of	City Manager
Buellton, City of	City Manager
Butte County	County Administrative Officer
Campbell, City of	City Manager
Carson, City of	City Administrator
Cathedral City, City of	City Manager
Chino Hills, City of	City Manager
Citrus Heights, City of	City Manager
Coachella, City of	City Manager
Concord, City of	City Manager
Contra Costa County	County Administrator
Corona, City of	City Manager
Culver City, City of	Chief Administrative Officer
Cypress, City of	City Manager
Dana Point, City of	City Manager
Del Mar, City of	City Manager
Desert Hot Springs, City of	City Manager
Diamond Bar, City of	City Manager
East Palo Alto, City of	City Manager
El Cajon, City of	City Manager
El Dorado County	Chief Administrative Officer
El Segundo, City of	City Manager
Encinitas, City of	City Manager
Fairfield, City of	City Manager
Fontana, City of	City Manager
Fresno, City of	City Manager
Fresno County	County Administrative Officer
Glendora, City of	City Manager
Grover Beach, City of	City Administrator



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Hanford, City of	City Manager
Hawthorne, City of	City Manager
Hemet, City of	City Manager
Hercules, City of	City Manager
Hesperia, City of	City Manager
Hidden Hills, City of	City Manager
Humboldt County	Chief Administrative Officer
Huntington Beach, City of	City Administrator
Indio, City of	City Manager
Inglewood, City of	Administrative Officer
Irwindale, City of	City Manager
King City, City of	City Manager
La Quinta, City of	City Manager
Laguna Hills, City of	City Manager
Laguna Niguel, City of	City Manager
Lathrop, City of	City Manager
Lawndale, City of	City Manager
Lincoln, City of	City Administrator
Livermore, City of	City Manager
Lomita, City of	City Administrator
Long Beach, City of	City Manager
Los Alamitos, City of	City Manager
Los Altos Hills, Town of	City Manager
Los Angeles County	Chief Administrative Officer
Malibu, City of	City Manager
Mammoth Lakes, Town of	Town Manager
Marin County	County Administrator
Marina, City of	City Manager
Mariposa County	County Administrative Officer
Martinez, City of	City Manager
Marysville, City of	City Administrator
Menlo Park, City of	City Manager
Milpitas, City of	City Manager
Modesto, City of	City Manager
Monrovia, City of	City Manager
Monterey County	County Administrator
Monterey Park, City of	City Manager
Moreno Valley, City of	City Manager
Morgan Hill, City of	City Manager
Orange, City of	City Manager
Orinda, City of	City Manager
Oxnard, City of	City Manager
Palm Springs, City of	City Manager
Pleasanton, City of	City Manager



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Pomona, City of	City Manager
Redding, City of	City Manager
Redlands, City of	City Manager
Riverside, City of	City Manager
Riverside County	County Administrative Officer
Sacramento County	County Executive
San Clemente, City of	City Manager
San Gabriel, City of	City Manager
San Jacinto, City of	City Manager
San Joaquin County	County Administrator
San Jose, City of	City Manager
San Luis Obispo County	County Administrative Officer
San Mateo County	County Manager
Santa Ana, City of	City Manager
Santa Clarita, City of	City Manager
Santa Monica, City of	City Manager
Selma, City of	City Manager
Shasta County	County Administrative Officer
Signal Hill, City of	City Manager
Solvang, City of	City Administrative Officer
South Lake Tahoe, City of	City Manager
South Pasadena, City of	City Manager
South San Francisco, City of	City Manager
Stanton, City of	City Manager
Stockton, City of	City Manager
Sunnyvale, City of	City Manager
Truckee, City of	City Manager
Tulare, City of	City Manager
Tulare County	County Executive
Turlock, City of	City Manager
Vallejo, City of	City Manager
Ventura County	Chief Administrative Officer
Visalia, City of	City Manager
Vista, City of	City Manager
Walnut, City of	City Manager
Walnut Creek, City of	City Manager
West Covina, City of	City Manager
West Hollywood, City of	City Manager
Westminster, City of	City Manager
Whittier, City of	City Manager
Woodland, City of	City Manager
Yorba Linda, City of	City Manager
Yucaipa, City of	City Manager





# CITY ADMINISTRATOR

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## COLUMBIA, DISTRICT OF

District of Columbia

District of Columbia

Responsibility & Management

Assistance Authority

City Administrator/Deputy Mayor for Operations

Financial Chief Management Officer

## FLORIDA, STATE OF

Alachua County

Bay County

Boynton Beach, City of

Clearwater, City of

Fort Lauderdale, City of

Gainesville, City of

Hillsborough County

Jupiter, Town of

Key Biscayne, Village of

Lee County

Marion County

Miami, City of

Miami Beach, City of

Miami—Dade County

Naples, City of

Ocala, City of

Palm Beach, Town of

Pensacola, City of

Riviera Beach, City of

Safety Harbor, City of

Sarasota, City of

Sarasota County

St. Petersburg, City of

County Manager

County Administrator

City Manager

City Manager

City Manager\*\*

City Manager

County Administrator

Town Manager

Village Manager

County Administrator

County Administrator

City Manager

City Manager

County Manager

City Manager

City Manager

Town Manager

City Manager

City Manager

City Manager

City Manager

County Administrator

City Manager

## KANSAS, STATE OF

Emporia, City of

Sedgwick County

Wichita, City of

City Manager

County Administrator

City Manager

## MARYLAND, STATE OF

Columbia Association, The

Prince George's County

Rockville, City of

President/Chief Executive Officer

Chief Administrative Officer

City Manager (1985)



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City of San Fernando, CA

## MICHIGAN, STATE OF

Ann Arbor, City of  
 Bay City, City of  
 Berkley, City of  
 Branch County  
 Essexville, City of  
 Grand Rapids, City of  
 Kalamazoo, City of  
 Kalamazoo County  
 Saginaw, City of  
 Sandstone, City of  
 St. Joseph, City of  
 Washtenaw County  
 Ypsilanti, City of

City Administrator (1979)  
 City Manager  
 City Manager  
 County Manager  
 City Manager  
 City Manager  
 City Manager  
 County Administrator  
 City Manager  
 City Manager  
 City Manager  
 County Administrator  
 City Manager

## OREGON, STATE OF

Eugene, City of  
 Grants Pass, City of  
 Hillsboro, City of  
 Lake Oswego, City of  
 Medford, City of  
 Milwaukie City of  
 Ontario, City of  
 Pendleton, City of  
 Redmond, City of  
 Roseburg, City of  
 Salem, City of  
 Tigard, City of

City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager

## TEXAS, STATE OF

Brownsville, City of  
 Bryan, City of  
 Carrollton, City of  
 Cedar Park, City of  
 El Paso, City of  
 Gaston County  
 Georgetown, City of  
 Grapevine, City of  
 Longview, City of  
 Orange, City of  
 San Antonio, City of  
 West University Place, City of  
 Woodlands Community Service

City Manager  
 City Manager  
 City Manager  
 City Manager  
 Chief Administrative Officer  
 County Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 City Manager  
 President/Chief Executive



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## VIRGINIA, STATE OF

Alexandria, City of  
Arlington County  
Chesapeake, City of  
Chesterfield County  
Fairfax County  
Richmond, City of  
Virginia Beach, City of

City Manager (2004)  
County Manager  
City Manager (1980) & (1984)  
County Administrator (1981)  
County Executive  
City Manager  
City Manager

## WASHINGTON, STATE OF

Bellevue, City of  
Kirkland, City of  
Normandy Park, City of  
Vancouver, City of

City Manager  
City Manager  
City Manager  
City Manager

\*Some searches were conducted by Alliance Resource Consulting when it was known as MAXIMUS Executive Search.

\*\*Searches in which we assisted with the recruitment process.



# CITY ADMINISTRATOR

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## APPENDIX-B

### LOS ANGELES AREA CLIENTS OF ALLIANCE RESOURCE CONSULTING\*

Alhambra, City of	Los Angeles County Economy and Efficiency Commission
Arcadia, City of	Los Angeles County Law Library Los Angeles County
Baldwin Park, City of	Los Angeles County Superior Court
Bell, City of	Los Angeles County Transportation Commission
Beverly Hills, City of	Los Angeles Department of Water and Power
Burbank, City of	Los Angeles Housing Authority
California State University Long Beach Foundation	Metropolitan Transportation Authority
Carson, City of	Metropolitan Water District of Southern California
Castaic Lake Water Agency	Monrovia, City of
Claremont, City of	Montebello, City of
Compton, City of	Monterey Park, City of
Culver City, City of	Paramount, City of
Diamond Bar, City of	Pasadena Senior Center
Dominguez Services Corporation	Pasadena, City of
Dominguez Water Corporation	Pomona, City of
Don Bosco Technical Institute	Rancho Palos Verdes, City of
Downey, City of	Redondo Beach, City of
El Segundo, City of	Rolling Hills, City of
Gardena, City of	Rubio Cañon Land & Water Association
Gelsons/Mayfair	San Fernando, City of
Glendale, City of	San Gabriel Valley Council of Governments
Glendora, City of	San Gabriel, City of
Hawthorne, City of	San Marino, City of
Housing Authority of the City of Los Angeles	Santa Clarita, City of
Huntington Park, City of	Santa Monica, City of
Industry, City of	Signal Hill, City of
Inglewood, City of	South Gate, City of
Irwindale, City of	South Pasadena, City of
Ken Spiker and Associates, Inc.	Southern California Association of Governments
Lakewood, City of	Torrance, City of
Lawndale, City of	Union Development Company, Inc.
Lomita, City of	University of California, Los Angeles
Long Beach, City of	Valencia Water Company
Long Beach Economic Development Bureau	Valley County Water District
Long Beach Water Department	W.M. Keck Foundation
Long Beach, Port of	Walnut, City of
Los Angeles, City of	Water Replenishment District of Southern California
Los Angeles Community Redevelopment Agency	West Covina, City of
Los Angeles County	West Hollywood, City of
Los Angeles County Coroners Department	Whittier, City of
Los Angeles County Department of Health Services	

\*Some searches were conducted by Alliance Resource Consulting when it was known as MAXIMUS Executive Search.



# CITY ADMINISTRATOR

City of San Fernando, CA

## APPENDIX-C BIOGRAPHIES

### Sherrill A. Uyeda – Founding Partner

Sherrill Uyeda began her career in executive search in 1998 with Norman Roberts & Associates, Inc. From 1999 to 2004, Ms. Uyeda was an executive search consultant with MAXIMUS, a leading government consulting firm. In 2004, along with Eric J. Middleton, she founded Alliance Resource Consulting LLC. Ms. Uyeda has over fourteen years of public sector executive search experience and has completed over 450 recruitments.

Ms. Uyeda's professional recruitment background covers all areas of public sector executive search, including city, state, and regional government with a successful track record of executive placements. She is experienced in recruiting in the fields of public utilities, public works, planning, medical, redevelopment, library, recreation, finance, human and social services, airports and port authorities. Past nationwide clients have included the Metropolitan Water District, District of Columbia Water and Sewer Authority, San Antonio Water System, Bay Area Rapid Transit District, Los Angeles World Airports, New Orleans International Airport, Nashville International Airport and Broward County, FL Department of Aviation.

Prior to her executive search experience, Ms. Uyeda worked for Burson-Marsteller. While at Burson-Marsteller, she worked within the Corporate Practice which focused on global perception management. She specialized in corporate communications and strategic positioning for companies such as Sony Pictures Entertainment and Gulfstream Netjets.

Ms. Uyeda graduated from the University of Southern California, with both a Bachelor of Arts degree in Communication Arts and Sciences and a Master of Public Administration degree.

### Cindy Krebs – Senior Manager

Cindy Krebs has more than 25 years of experience in the public sector, working with a variety of agencies on complex transportation, community development, and environmental projects. Key clients and employers have included the Orange County Transportation Authority, City of Irvine (CA), City of Santa Ana (CA), John Wayne Airport, Long Beach Airport, Southern California Association of Governments, City of Fullerton (CA), City of Newport Beach (CA), County of Orange (CA), King County (WA), City of Maple Valley (WA), City of Kent (WA), and City of North Bend (WA). Ms. Krebs has also worked closely with a variety of state and federal departments and regulatory agencies including the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), United States Environmental Protection Agency (EPA), California Department of Transportation (Caltrans), California Air Resources Board, and South Coast Air Quality Management District.

A highly skilled project manager and presenter, Ms. Krebs has gained critical community and elected official support for freeway/roadway improvement, airport expansion, transit system, grade separation, parking expansion, new development, redevelopment, and community reinvestment projects. Ms. Krebs has been instrumental in obtaining state and federal approval, environmental clearance, and funding for such projects.

Ms. Krebs graduated from Baker University with Bachelor of Art degrees in both Communications and Spanish. She is also a graduate of CORO's Orange County Leadership program. Ms. Krebs is fluent in Spanish and can also read and understand French and Italian.





# CITY ADMINISTRATOR

City of San Fernando, CA

## APPENDIX-D REFERENCES

### City of San Jose, CA

Name: Sarah Nunes

Title: Employment Manager

Phone #: (408) 975-1458

### City of Stockton, CA

Name: Ann Johnston

Title: Mayor

Phone #: (209) 937-8244

### City of Long Beach, CA

Name: Bob Foster

Title: Mayor

Phone #: (562) 570-6801 (Becki Ames, Chief of Staff)

### City of Bellflower, CA

Name: Jeffrey Stewart

Title: City Manager

Phone #: (562) 804-1424 x 2207

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## **PUBLIC WORKS DEPARTMENT**

### **MEMORANDUM**

**TO:** Mayor Antonio Lopez and Councilmembers

**FROM:** Don Penman, Interim City Administrator  
By: Ron Ruiz, Public Works Director

**DATE:** June 17, 2013

**SUBJECT:** Bid Results and Award of Construction Contract (Contract No. 1713) for Water Mains Installation Project No. 7581, Plan No. 716

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#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Accept the lowest responsive bid from Vasily Company, Inc. for construction of Water Mains Installation Project No. 7581, Plan No. 716;
- b. Approve a Construction Contract (Contract No. 1713 - Attachment "A") with Vasily Company, Inc., for Water Mains Installation Project No. 7581, Plan No. 716, for an amount not to exceed \$405,495; and
- c. Authorize the City Administrator to execute the Contract and approve change orders not to exceed 9% of contract amount.

#### **BACKGROUND:**

1. On July 12, 2012, City Council adopted a budget which included an amount of \$442,000 for water-related capital improvement projects.
2. Between April 18, 2013 and May 9, 2013, in compliance with the public contracts code, the project was advertised in the Daily News as well as in the online construction publication Bid America.
3. On May 9, 2013, the City Clerk received and opened eight bids for construction of these improvements. Staff analyzed all bids and determined the bid from Vasily Company, Inc. to be the lowest responsive bid.



Bid Results and Award of Construction Contract (Contract No. 1713) for Water Mains Installation Project  
No. 7581, Plan No. 716

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## ANALYSIS:

### Project Description

As part of the water rate increase, a portion of the funds generated would be used for capital improvement projects including the replacement and/or upgrades of water mains in our water distribution system. This project is the first water project to be performed since the water rate increase that was approved in 2012.

Over the years, staff developed a list of water mains that have needed replacement or upgrading. Staff prioritized the replacement of the water mains based on repair histories throughout the sections of the mains and the assessed condition of the pipes. Two mains will be upgraded from 4-inch water lines up to 6-inch water lines as part of the project. The contractor will be replacing water services for all meters within the project area. The project is expected to last 90 days and will include the following locations:

Alexander Street between Glenoaks Boulevard and Lucas Street  
Macneil Street between Lucas Street and Dead End  
Lucas Street between North Brand Boulevard and North Maclay Avenue  
North Huntington Street between Fourth and Fifth Streets  
Knox and Chivers Streets at Hubbard Avenue

### Bid Summary

The table below summarizes the bids received for project construction:

<b>RANK</b>	<b>BIDDER</b>	<b>BID AMOUNT</b>
1	Vasily Company, Inc.	\$543,080.00
2	John T. Malloy, Inc.	\$565,000.00
3	Dominguez General Engineering, Inc.	\$585,260.00
4	J De Sigio Construction, Inc.	\$644,900.00
5	Cedro Construction, Inc.	\$668,469.60
6	EAR Management, Inc.	\$674,600.00
7	JA Salazar Construction, Inc.	\$701,380.00
8	Toro Enterprises, Inc.	\$897,189.00

Vasily Company, Inc. has completed projects in the Cities of Santa Paula, Moreno Valley, and Riverside.

Bid Results and Award of Construction Contract (Contract No. 1713) for Water Mains Installation Project  
No. 7581, Plan No. 716

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Since the bid amount exceeds the budget for this project, the scope of work located at the 500 block of North Huntington Street between Library and Fifth Streets will be omitted. We expect to include this section in a future project.

**BUDGET IMPACT:**

The cost for this project is \$405,495. The amount budgeted for this project is \$442,000 for Fiscal Year 2012-2013 in Fund 70-383 (Water Distribution).

**CONCLUSION:**

Staff has analyzed the project, funding, and construction bids. Since there is available funding for construction of this project in Fund 70-383 (Water Distribution), staff recommends award of the construction contract to the lowest qualified responsive bidder, Vasily Company, Inc.

**ATTACHMENT:**

A. Contract No. 1713

**ATTACHMENT "A"**  
**CONTRACT NO. 1713**

CONSTRUCTION CONTRACT / AGREEMENT  
FOR PUBLIC WORKS PROJECT  
CITY OF SAN FERNANDO

THIS AGREEMENT, made and entered into this 17<sup>th</sup> day of June, 2013, by and between CITY OF SAN FERNANDO, a municipal corporation of the State of California, hereinafter referred to as "CITY" and Vasily Company, Inc. "CONTRACTOR."

WITNESSETH:

That the CITY and the CONTRACTOR, for the consideration hereinafter named, mutually agree as follows:

1. The complete contract consists of the Contract Documents which includes all of the following documents incorporated herein by this reference: Approved Plans (**Plan No. 716**) and Specifications (**Job No. 7581**), Notice Inviting Bids, Instructions to Bidders, Contractor's Proposal, Contract/Agreement, Special Provisions, Technical Provisions, and all modifications and amendments thereto.

2. CONTRACTOR shall perform everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required for the following work of improvement: Water Main Installation  
\_\_\_\_\_(the "Work of Improvement") all in accordance with the Contract Documents and Contractor's Proposal dated May 9, 2013 .

CONTRACTOR agrees to perform all the work and furnish all the materials at his own cost and expense necessary to construct and complete in a good and workman-like manner and to the satisfaction of the City Engineer of the CITY, the Work of Improvement in accordance with the plans, specifications, and Contract Documents (the "Specifications") therefore prepared by City's Engineering Department and adopted by the City Council.

3. CITY agrees to pay and CONTRACTOR agrees to accept in full payment for this Work of Improvement the stipulated sum of Four Hundred Four Thousand Two Hundred Twenty Dollars and Fifty Cents  
\_\_\_\_\_  
Dollars (\$ 404,220.50) .

CITY agrees to make monthly payments and final payment in accordance with the method set forth in the Specifications.

4. CONTRACTOR agrees to commence construction of the Work of Improvement within ten (10) days after issuance of a Notice To Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within ninety  
( 90 ) calendar days from the date the Notice to Proceed is issued.

5. Time is of essence of this Contract, and it is agreed that it would be impracticable or extremely difficult to ascertain the extent of actual loss or damage which the CITY will sustain by reason of any delay in the performance of this Agreement. It is, therefore, agreed that CONTRACTOR will pay as liquidated damages to the CITY the following sum: Five Hundred Dollars (\$500.00) for each day's delay beyond the time herein prescribed for finishing work. If liquidated damages are not paid, as designated by the CITY, the CITY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this Agreement in addition to any other remedy available to CITY. The CONTRACTOR shall not be assessed liquidated damages for any delay caused by the failure of a public utility to relocate or remove an existing utility required for the performance of this Contract.

6. The CONTRACTOR will pay, and will require all subcontractors to pay, all employees on the work of improvement a salary or wage at least equal to the prevailing salary or wage established for such work as set forth in the wage determinations for this work. Travel and subsistence pay shall be paid in accordance with Labor Code Section 1773.8. The CONTRACTOR shall forfeit to the CITY, as penalty, Fifty Dollars (\$50.00) for each calendar day or portion thereof for each worker paid (either by him or any subcontractors under him) less than the prevailing rate described above on the work provided for in this Agreement, all in accordance with Section 1775 of the Labor Code of the State of California.

7. In the performance of this Contract, not more than eight (8) hours shall constitute a day's work, and the CONTRACTOR shall not require more than eight (8) hours in a day from any person employed by him hereunder, except as provided in the Labor Code of the State of California. The CONTRACTOR shall adhere to Article 3, Chapter 1, Part 7 (Sections 1810, et seq.) of the Labor Code of the State of California, and it is agreed that the CONTRACTOR shall forfeit to the CITY as a penalty the sum of Five Hundred Dollars (\$500.00) for each worker employed in the execution of this Contract by the CONTRACTOR or any subcontractor for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in violation of that article.

8. CONTRACTOR, by executing this Agreement hereby certifies:  
"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract."

9. CONTRACTOR shall, prior to the execution of this Contract, furnish two bonds approved by the CITY, one in the amount of One Hundred Percent (100%) of the Contract price, to guarantee the faithful performance of the work, and one in the amount of One Hundred Percent (100%) of the Contract price to guarantee payment of all claims for labor and materials furnished. This Contract shall not become effective until such bonds are supplied to and approved by the CITY. CONTRACTOR shall, prior to the release of the performance and payment bonds or the retention payment, furnish a warranty performance and payment bond equal to at least ten percent of the final contract price or \$1,000, whichever is greater.

IN WITNESS WHEREOF, the said CONTRACTOR and the CITY ADMINISTRATOR and CITY CLERK of the CITY have caused the names of said parties to be affixed hereto, each in triplicate, the day and year first above written.

\_\_\_\_\_  
CONTRACTOR

BY \_\_\_\_\_

\_\_\_\_\_  
(Title)

BY \_\_\_\_\_

CITY OF SAN FERNANDO  
A Municipal Corporation

\_\_\_\_\_  
DON PENMAN  
INTERIM CITY ADMINISTRATOR

ATTEST:

\_\_\_\_\_  
ELENA G. CHAVEZ  
CITY CLERK OF THE CITY OF  
SAN FERNANDO

APPROVED AS TO FORM:

\_\_\_\_\_  
RICK R. OLIVAREZ  
CITY ATTORNEY OF THE CITY OF  
SAN FERNANDO





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## **PUBLIC WORKS DEPARTMENT**

### **MEMORANDUM**

**TO:** Mayor Antonio Lopez and Councilmembers

**FROM:** Don Penman, Interim City Administrator  
By: Ron Ruiz, Public Works Director

**DATE:** June 17, 2013

**SUBJECT:** Approval of Sanitary Sewer Management Plan

---

#### **RECOMMENDATION:**

It is recommended that the City Council approve the completed Sewer System Management Plan (SSMP) (Attachment "A") as required by the State Water Resources Control Board (SWRCB) Order No. 2006-0003.

#### **BACKGROUND:**

1. On February 26, 2013, the City retained the services of Hall and Foreman, Inc. (Consultant) to prepare an SSMP as required by the SWRCB.
2. On March 7, 2013, a meeting was held with City staff and the Consultant to prepare the development of the SSMP.
3. On May 1, 2013, the Consultant provided a completed draft of the SSMP for City staff to review.
4. On May 17, 2013, City staff provided the Consultant with comments regarding the draft SSMP.
5. On May 28, 2013, the Consultant submitted a revised draft of the SSMP to the SWRCB for an initial review.
6. On June 12, 2013 the matter was agendized for discussion at the Natural Resources, Infrastructure, Water, Energy, and Waste Management (NRIW) Standing Committee.

## Approval of Sanitary Sewer Management Plan

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### **ANALYSIS:**

The City of San Fernando maintains a sewer collection system that serves a population of 23,645 customers. The sewer system is made up of approximately 40 miles (215,915 linear feet) of sewer mains and over 800 sewer manholes. The City contracts with the City of Los Angeles for sewage treatment and disposal. Per the SWRCB Adopted Order Number 2006-0003 for Waste Discharge Requirements (WDR), an SSMP was prepared by a consultant retained by the City.

The WDR Order is designed to facilitate in reducing the amount of Sanitary Sewer Overflows (SSO) by outlining steps and actions for agencies to implement, known as the SSMP.

The SSMP contains the following chapters that are further described in the attached document:

- Goals and Objectives
- Organization and Communication
- Legal Authority
- Operations and Maintenance Program
- Design and Performance Provisions
- Overflow Emergency Response Plan
- Fats, Oils, and Grease (FOG) Control Program
- System Evaluation and Capacity Assurance Plan
- Monitoring, Measurement and Plan Modifications
- SSMP Program Audits
- Communication Program

The SSMP serves as a template for sewer system operations, maintenance and management practices that protect human health and the environment from SSO. This protection is guaranteed through the City's:

- Adoption of legal authority that prohibits practices that adversely impact sewer system operation.
- Development of routine and emergency operating practices that minimize the probability of an SSO.
- Comprehensive examination of the condition of the sewer system infrastructure, which will lead to future capital improvements.

A complete copy of all elements of the SSMP will be made available on the City's webpage and at the Public Works Department.

### **BUDGET IMPACT:**

There is no further fiscal impact involved specifically with the City Council's approval of the SSMP document. However, there will be costs to the City as a result of future implementation of the SSMP as ordered by the SWRCB. As part of the next steps in the project implementation, a Request for Proposal (RFP) will soon be distributed for the preparation of a sewer study at an

## Approval of Sanitary Sewer Management Plan

Page 3

estimated cost of \$100,000. Continuing maintenance and care for the sewer system infrastructure as described in the SSMP also has ongoing cost implications. These costs have been included in the proposed Fiscal Year 2013-2014 City Budget in Fund 72 (Sewer).

### **CONCLUSION:**

The approval of the SSMP by the City Council at a public meeting is required by the SWRCB, which formalizes procedures for the operation and maintenance of the City's sewer system. If the SSMP is not adopted, then the City could be subject to significant penalties by the State of California.

### **ATTACHMENT:**

A. Sanitary Sewer Management Plan

# City of San Fernando Sanitary Sewer Management Plan (Final Report)

May 28, 2013



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

## Prepared By:



Hall & Foreman, Inc.  
17782 17<sup>th</sup> Street, Suite 200  
Tustin, California 92780  
PN 130225

---

Yazdan T. Emrani, P.E.





***City of San Fernando***  
***SSMP Final Report***

## **ACKNOWLEDGEMENT**

The material assembled in this report was gathered through the initial kick-off meeting and subsequent request for information from the City. Hall & Foreman, Inc. (HFI) would like to extend sincere thanks to Mr. Ron Ruiz, Public Works Director, and the entire Public Works staff who provided information for the preparation of this report.



**City of San Fernando**  
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## **Executive Summary**

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order Number 2006-0003-DWQ, the Waste Discharge Requirements (WDRs), which requires all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a wastewater collection system greater than one mile in length to develop and implement a system specific Sewer System Management Plan (SSMP). An SSMP must document how an agency manages its wastewater collection system. Each agency must present the SSMP to its governing body at a public meeting prior to certifying the document. The City of San Fernando (City) is scheduled to adopt its SSMP at the City Council meeting on June 17, 2013.

This SSMP, prepared by the City in compliance with the requirements of the WDRs, documents the City's system specific plans and programs to operate, maintain, and manage its wastewater collection system. Goals of the SSMP include:

- Minimizing the frequency and impact of sanitary sewer overflows (SSOs),
- Effectively and efficiently mitigating the impacts of SSOs should they occur,
- Providing adequate sewer capacity to convey peak flows,
- Maintaining and improving the condition of the collection system infrastructure to provide continual reliable service, and
- Engaging and educating the public regarding programs and issues related to the wastewater collection system.

The Table ES-1 includes a summary of the mandatory components required by the WDRs and included in the City's SSMP.

**Table ES-1**  
**WDR Requirements and Chapter Location**

<b>WDR Element</b>	<b>Element Description</b>	<b>Chapter</b>
(i)	Goals and Objectives	2
(ii)	Organization and Communication	3
(iii)	Legal Authority	4
(iv)	Operations and Maintenance Program	5
(v)	Design and Performance Provisions	6
(vi)	Overflow Emergency Response Plan	7
(vii)	Fats, Oils, and Grease (FOG) Control Program	8
(viii)	System Evaluation and Capacity Assurance Plan	9
(ix)	Monitoring, Measurement and Plan Modifications	10
(x)	SSMP Program Audits	11
(xi)	Communication Program	12



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Each element of the SSMP is described in detail in the corresponding chapter shown in the Table ES-1. Plans in support of the City's effort to meet the state requirements and formally document its current efforts are included in the appendices. The plans include detailed information regarding the City's specific policies and procedures to reduce SSOs and manage the wastewater collection system. The plans are included as appendices to facilitate implementing updates to the various programs as they are implemented, refined, and modified.

This document satisfies the WDRs requirement to complete an SSMP.



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## Acronyms

<b>BMP</b>	Best Management Practices
<b>CCTV</b>	Closed Circuit Television
<b>CIP</b>	Capital Improvement Program
<b>CIWQS</b>	California Integrated Water Quality System
<b>CMMS</b>	Computerized Maintenance Management System
<b>CWA</b>	Clean Water Act
<b>CWEA</b>	California Water Environment Association
<b>EPA</b>	Environmental Protection Agency
<b>FOG</b>	Fats, Oils, and Grease
<b>FSE</b>	Food Service Establishment
<b>GIS</b>	Geographical Information System
<b>I/I</b>	Inflow and Infiltration
<b>LACSD</b>	Los Angeles County Sanitation Districts
<b>LARWQCB</b>	Los Angeles Regional Water Quality Control Board
<b>LRO</b>	Lead Responsible Official
<b>MRP</b>	Monitoring and Reporting Program
<b>NASSCO</b>	National Association of Sewer Service Companies
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>O&amp;M</b>	Operations and Maintenance
<b>OES</b>	Office of Emergency Services
<b>PACP</b>	Pipeline Assessment Certification Program
<b>PIO</b>	Public Information Officer
<b>SSO</b>	Sanitary Sewer Overflow
<b>SCAG</b>	Southern California Association of Governments
<b>SWRCB</b>	State Water Resources Control Board
<b>SSMP</b>	Sewer System Management Plan
<b>SSO</b>	Sanitary Sewer Overflow
<b>SSOERP</b>	Sanitary Sewer Overflow Emergency Response Plan
<b>WDR</b>	Waste Discharge Requirements





**City of San Fernando**  
**SSMP Final Report**

## **Chapter I**

### **Introduction**

This Sewer System Management Plan (SSMP) has been prepared in compliance with the requirements of the State Water Resources Control Board, Order 2006-0003, Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems. The goal of the WDRs is to provide a consistent statewide approach for reducing Sanitary Sewer Overflows (SSOs). This chapter includes a brief overview of the City of San Fernando's (City) service area and wastewater collection system, a summary of the regulations that serve as the impetus for the development of this SSMP, and the purpose and organization of this SSMP. Furthermore, per Order 2006-0003, the SSMP needs to be reviewed every two years and updated as needed.

#### **1.1 Service Area and Sewer System**

The City of San Fernando is located in Los Angeles County and is bordered by the districts of Sylmar to the north, Lake View Terrace to the east, Pacoima to the south, and Mission Hills to the west. It is served by the Golden State (Interstate 5), Foothill (Interstate 210), Ronald Reagan (State Route 118), and San Diego (Interstate 405) freeways. The City encompasses approximately 2.37 square miles and serves approximately 23,645 residents. The City incorporated in August 1911.

The Public Works Maintenance Division performs maintenance of the City's sanitary sewer system by scheduled routine cleaning of sewer main lines and manholes. The sewer system is made up of approximately 40 miles (215,915 linear feet) of mains and over 800 manholes. The City contracts with the City of Los Angeles for sewage treatment and disposal. Since 1985, the City has contracted with the County of Los Angeles for the enforcement of the City's Industrial Waste Program. Industrial waste permit fees cover the cost of this program.

#### **1.2 Waste Discharge Requirements**

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted Order 2006-0003, the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR) which requires all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a wastewater collection system greater than one mile in length to comply with the elements of the WDRs. The WDRs serve to provide a unified statewide approach for reporting and tracking SSOs, establishing consistent and uniform requirements for SSMP development and implementation, establishing consistency in reporting, and facilitating consistent enforcement for violations.

On June 27, 2006, the Executive Director of the SWRCB executed a memorandum of agreement with the California Water Environment Association (CWEA), outlining a strategy and time schedule for CWEA to provide training on the (1) adoption of the program, (2) SSO database electronic reporting, and (3) Sewer System Management Plan (SSMP) development. This agreement also extended the completion dates for most tasks by six (6) months from the dates shown in the adopted WDRs.

The WDRs include directives for owners and operators of wastewater collection systems to demonstrate adequate and efficient management, operation, and maintenance of the wastewater collection system. Generally, the WDRs require that:



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- a. In the event of an SSO, all feasible steps be taken to control the released volume and prevent untreated wastewater from entering storm drains, creeks, etc.
- b. If an SSO occurs, it must be reported to the SWRCB using California Integrated Water Quality System (CIWQS), the online reporting system developed by the SWRCB. The City completed its enrollment into the program, demographic questionnaire, and electronic reporting commenced in November 2006.
- c. An SSMP with all mandatory elements be developed and approved by the governing body that owns or is responsible for the operation of the wastewater collection system. The SSMP must include provisions to provide proper and efficient management, operation, and maintenance of the sanitary sewer system.

This SSMP has been prepared in compliance with the requirements of the State Water Resources Control Board, Order 2006-0003 and includes the various plans and programs that comprise a comprehensive SSMP. The completion dates for each mandatory element is determined according to the size of population served by the federal and state agencies, municipalities, counties, districts, and other public entities that own or operate a wastewater collection system. Based on an estimated population of approximately 24,000 people, the City of San Fernando must comply with the schedule provided for agencies that serve a population greater than 10,000.

### **1.3 Additional Regulatory Requirements**

The Environmental Protection Agency (EPA), in its general pretreatment regulations (40 CFR Part 403) and the City, in its city code (Sec 62-471) , prohibit any user from discharging solid or viscous pollutants, such as FOG wastes, in amounts which will cause obstructions (blockages) to the flow in the wastewater system and interfere with the operation of the wastewater system. As well, the following regulatory requirements establish the impetus for the City to develop a comprehensive SSMP, implement the elements, and follow procedures to minimize the potential of SSOs and demonstrate the proper and efficient management, operation, and maintenance of their wastewater collection systems.

**California Water Code Section 13271, California Code of Regulations:** Section 13271 of the California Water Code, Title 23 of the California Code of Regulations, prohibits the discharge of sewage and hazardous material into the waters of the State and requires the proper notification of authorized agencies in the event of an SSO. Entities which do not properly follow the requirements of this section may be found guilty of a misdemeanor and punished by fine, imprisonment, or both.

**California Waste Discharge Requirements:** On May 2, 2006, the State Water Resources Control Board adopted the Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems, Order No. 2006-0003. The WDRs are applicable to all federal and state agencies, municipalities, counties, districts, and other public entities that own or operate wastewater collection systems greater than one (1) mile in length that collect and/or convey untreated or partially treated wastewater to publicly owned treatment facilities in the state of California. Specifically, the WDRs require all affected agencies, municipalities, counties, districts, and other public entities to take a proactive approach to ensure a system-wide



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operation, maintenance, and management plan is established to effectively reduce the potential, quantity, and frequency of SSOs that may occur and impact surface or ground waters, threaten public health, adversely affect aquatic life, and impair the recreational use and aesthetic enjoyment of surface waters.

**Clean Water Act, Section 1251 of Chapter 33 of the United States Code:** In 1972, the federal Congress enacted the Federal Water Pollution Control Act, commonly known as the Clean Water Act (CWA). The CWA prohibits the discharge of pollutants, including sewage, into public waters of the United States. The federal government has the authority to enforce compliance with the CWA via specific permits, such as National Pollutant Discharge Elimination System (NPDES) permits, as well as court action such as administrative orders and consent decrees. The City of San Fernando is not currently subject to an NPDES permit or any legal action initiated by the federal government.

### **1.4 Purpose**

The City recognizes the importance of preventing sewage spills for the mutual protection of our surface waters and the overall environment to safeguard public health and safety. Therefore, in a proactive approach to achieve WDR compliance, the City has prepared this comprehensive SSMP. This SSMP is designed to ensure continuous improvement of system performance, response, monitoring, data recording, and documentation for future system assessments. The City considers the completeness and practicality of the SSMP a critical component for its long range plans and to comply with all applicable regional, State, and Federal requirements under the Clean Water Act, current Los Angeles Regional Water Quality Control Board (LARWQCB) and the WDRs.

This SSMP provides a summary of the action plan implemented by the City to comply with the wastewater collection system requirements imposed by the WDRs and other governing agencies. As well, it includes the specific details of the activities and procedures that personnel follow to implement the various programs encompassed in its overall efforts to efficiently manage, operate, and maintain its wastewater collection system and facilitate the reduction and potential elimination of SSOs.

### **1.5 SSMP Elements and Organization**

This SSMP has been prepared by the City of San Fernando in compliance with the requirements of the SWRCB and adopted WDRs. It includes detailed information demonstrating the City's efforts to comply with each of the mandatory and applicable elements required for its SSMP. The organization of this document is consistent with the SWQCB guidelines. This SSMP is divided into the eleven (11) mandatory elements as follows:

- (i) Goals and Objectives
- (ii) Organization and Communication
- (iii) Legal Authority
- (iv) Operations & Maintenance Program
- (v) Design and Performance Provisions
- (vi) Overflow Emergency Response Plan



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- (vii) Fats, Oils, and Grease (FOG) Control Program
- (viii) System Evaluation and Capacity Assurance Plan
- (ix) Monitoring, Measurement and Plan Modifications
- (x) SSMP Program Audits
- (xi) Communication Program

Supporting information for each element is included in an appendix associated with the chapter, as applicable. Generally, information expected to require relatively frequent updates are included in appendices, as well as other supporting information, such as forms or schedules.



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## **Chapter 2**

### **Goals and Objectives**

**Section D.13(i) - Goal:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

#### **2.1 Overview**

This section describes the goals of the Sewer System Management Plan (SSMP), which is to provide a documented plan that describes all collection system activities and programs employed by an agency to ensure proper management of all collection system assets. Implementing an SSMP will ensure proper management, operation, and maintenance of all parts of the sanitary sewer system, ultimately helping to reduce and prevent SSOs, as well as mitigate any SSOs that do occur including meeting all applicable regulatory notification and reporting requirements.

Commitment to continual improvement will also ensure that the SSMP is both a living and sustainable document that is continually updated, revised, and tailored towards the City's needs. The City is required to comply with the "State Water Resources Control Board (SWRCB), Order No. 2006-0003-DWQ" (Order) on General Waste Discharge Requirements for publicly owned sewage collection agencies having more than one mile of collection pipelines.

#### **2.2 Purpose**

This element describes the City's stated goals of the SSMP and is intended to clarify the City's desired level of service that it is providing to its customers. Typically, high level statements regarding the overall management of a system includes a vision and mission statement, as well as a statement of short and long term goals.

THE MISSION STATEMENT is the first step in the planning process to identify overall functions or missions of the organization. This broad statement of purpose is commonly known as the mission statement.

THE VISION STATEMENT is a clarifying phrase that states where the City is heading. It helps set the course of future decisions and direction.

A STATEMENT OF GOALS should include both short and long term commitments that will ultimately measure progress toward achieving and accomplishing both the stated Vision and Mission. Goals should be developed specific to the City's desired level of service. Careful thought and planning should occur when developing the Goals, because these are measurable outcomes that can be touted if accomplished or criticized if not accomplished. The development of reasonable Goals is often a balancing act between budget and performance. Creating Goals that meet this balance is often difficult and always specific to individual communities.



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## **2.3 Minimum Requirements**

Goals that the City must commit to and are identified in the WDR include:

1. Create/develop a management, operation and maintenance plan and schedule to reduce preventable SSOs.
2. Respond to and mitigate all SSOs discharging from the City's collection system.
3. Ensure adequate system capacity for the current and future needs of the City's service area.
4. Establish measurable performance indicators and manage assets at lowest life cycle costs.
5. Provide accurate reporting of all SSOs as described by the Order.
6. Properly fund, manage, operate, and maintain, with adequately trained staff and/or contractors.
7. All parties involved, shall possess adequate knowledge skills and abilities necessary to ensure the proper management, operation, and maintenance of all parts of the sewage collection system owned and/or operated by the City of San Fernando.

The State Water Board also expects both a plan and schedule to be created by the City to ensure that an SSMP is developed in accordance with the time schedule identified in the WDR and will facilitate proper sanitary sewer system management, operation, and maintenance.

## **2.4 Goals for City System Maintenance and Management**

The City has identified and established several internal goals to assist with instituting comprehensive plans and procedures to properly manage, operate, and maintain the wastewater collection system and to meet all applicable regulatory notification and reporting requirements.

Establishing internal core objectives allows City staff to focus on complying with the WDRs, and develop strategies and procedures to achieve successful overall management and maintenance of the wastewater collection system. Goals promote unified efforts towards implementing improvements as they affect the operations, maintenance, and management of the wastewater collection system. They may also reflect performance, safety, levels of service, resource use, and other criteria.

The public works maintenance group's goal may be itemized as follows:

- Conduct a well organized and comprehensive operations and maintenance program
- Minimize the potential for and occurrence of SSOs
- Comply with all regulatory requirements
- Ensure the public's health and safety
- Provide appropriate staffing
- Acquire appropriate funding





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To achieve further WDR compliance, the City will also be incorporating similar core objectives into its overall goal statement to include:

- Manage an effective Fats, Oils, and Grease (FOG) Control Program
- Ensure adequate capacity to convey peak wastewater flows
- Maintain a long-range planning and improvements plan
- Inform and educate the public on programs, projects, and issues related to the wastewater collection system

With incorporation of the objectives listed above, the City's goal statement is summarized as follows; To provide safe, effective, and efficient operation of the City's wastewater collection and conveyance system through:

- Proper management, operation, and maintenance of all parts of the system;
- Reduced occurrence of and potential for SSOs;
- An effective FOG control program;
- Assurance of adequate capacity to convey peak wastewater flows;
- A current long-range planning and improvement plan
- Compliance with all regulatory requirements;
- Protection of the public's health and safety; and
- Effective public information and education efforts.

The City's goals reflect the comprehensive efforts of City staff to be unified and effective stewards of their customers' assets by efficiently and economically operating, maintaining, and managing the City's wastewater collection system.



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## **Chapter 3**

### **City Organization and Communication**

- D.13 (ii) - **Organization:** The SSMP must identify:
- (a) The name of the responsible or authorized representative as described in Section J of this Order.
  - (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
  - (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

#### **3.1 Overview**

This element of the WDR describes both the organizational structure of the City as well as activities, duties, and responsibilities for individuals and positions associated with the sanitary sewer system. This section should include typical positions and their associated activities, duties, and responsibilities.

#### **3.2 Purpose**

Clearly identifying specific roles and responsibilities within an organization will ensure an a clear understanding of duties that must be performed, as well as training and skill sets that are associated with specific jobs throughout the agency.

#### **3.3 Minimum Requirements**

1. The name of the responsible or authorized representative as described in Section J of this Order.
2. The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
3. The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County



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Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).

### **3.4 Discussion on Organizational Structure**

The City's organizational structure for the wastewater collection staff responsible for implementing and overseeing the SSMP program are described in the following subsections. Additionally, the general responsibilities of the personnel and chain of communication is included.

#### **3.4.1 Governance**

The City operates under the Council-City Manager form of government. The City's elected governing body consists of a Mayor and four (4) City Council members. The City Administrator serves as the chief administrative officer of the City and is directly responsible to the Mayor and City Council for the efficient and effective administration and daily operations of all City functions. The Council must certify the completed SSMP and ultimately share the responsibility that the wastewater collection system is managed efficiently.

#### **3.4.2 Wastewater System Organization**

The organizational chart presented in Figure 3-1 shows the positions and sections within the City's current organization responsible for concurrently implementing and managing various plans and procedures required to satisfy the elements of the SSMP, including responding, reporting, and certification of SSOs and this SSMP.

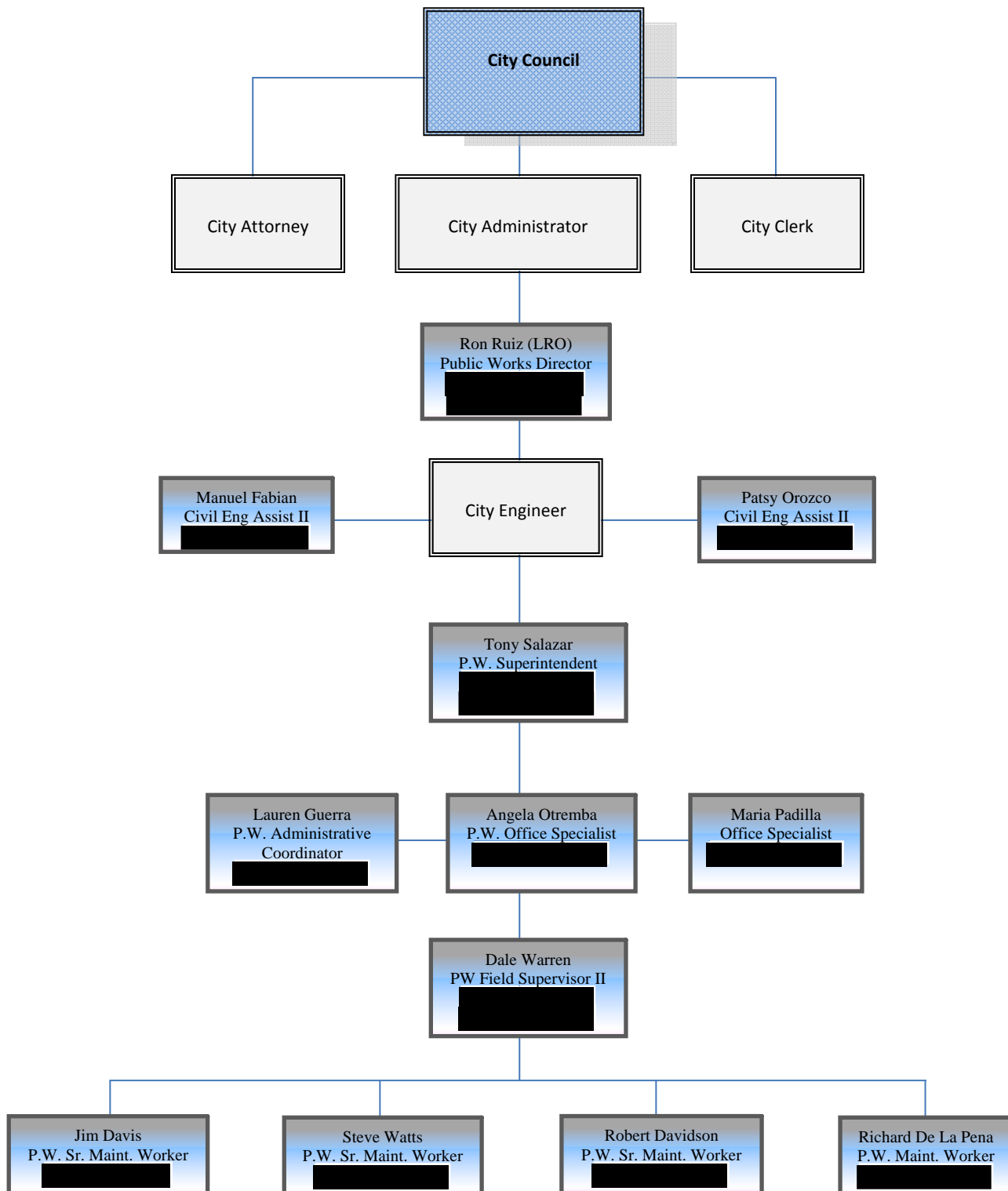
#### **3.4.3 Description of General Responsibilities**

The following information provides a brief summary of the roles and responsibilities for City staff supporting the Wastewater Collection System as illustrated in Exhibit 3-1.



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**Exhibit 3-1  
Organizational Chart of for the Wastewater Collection System**





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<b>City Council</b>	Establishes policies, reviews and accepts formal plans, sets overall City direction, authorizes funds for projects/plans/programs, general overview of upper management (Mayor, City Manager, City Attorney), conducts public meetings and hearings, approves SSMP.
<b>City Attorney</b>	The City's attorney develops and approves legal documents, provides legal advice, conducts litigation, and attends public meetings.
<b>City Administrator</b>	Responsible for the day-to-day management and operation of the City under the direction of the City Council. Specifically the City Administrator establishes procedures, plans strategy, leads staff, allocates resources defined in the City budget, delegates responsibility, authorizes outside contractor to perform services, and serves as overall public information officer.
<b>Public Works Director</b>	Responsible for the management and operation of the Public Works Department, including the operation and management of the sanitary sewer system. Reports to the City Manager. <b><u>Typically is the LRO for the City.</u></b>
<b>City Engineer</b>	Responsible for the development and implementation of city design and construction standards. Quite often responsible for 3 <sup>rd</sup> party plan check as well as construction and building inspection. Provides engineering drawings, plans, and specifications for projects within the city. Also is responsible for developing or overseeing engineering studies such as hydraulic modeling, master planning, and CIP program development.
<b>Public Works Superintendent</b>	Responsible for the operation and maintenance activities of the sanitary sewer system, including direct System staff and supervision and scheduling of all maintenance crews, and regularly scheduling maintenance activities.
<b>Public Works Field Supervisor II</b>	Coordinates field operations and prepares and implement overflow emergency response plan, leads emergency response, investigates and reports SSOs and trains maintenance workers and field crews.
<b>Public Works Sr. Maintenance Workers</b>	Staff preventative maintenance activities, report condition of City assets, mobilize and respond to notification of stoppages and SSOs, and mobilize sewer-cleaning equipment and by pass pumping equipment.
<b>Public Works Admin. Coord./ Office Specialist</b>	Responsible for initiating records within the agencies tracking system for SSOs and other related events.



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The Legally Responsible Officer for the SSO WDR Electronic Reporting is the Public Works Director.

The actual management and maintenance of the sanitary sewer collection systems is the responsibility of the Public Works Department. The following table depicts the chain of command and the chain of reporting for SSOs and for the implementation of specific measures in the SSMP program.

<b>Title/Name/Contact Numbers</b>	<b>Responsibility</b>	<b>Reports to</b>
Public Works Director Ron Ruiz [REDACTED]	Legally Responsible Officer for SSO WDR Electronic Reporting, Ensures implementation for the SSMP Program Reports to the State Board	* The State Board * City Administrator
Civil Eng. Assist II Manuel Fabian [REDACTED]  Civil Eng. Assist II Patsy Orozco [REDACTED]	Participate in Post SSO Debriefings, respond to SSOs as needed, ensure proper traffic control measures are implemented, and document areas for future engineering review and analysis.	* Public Works Director
Public Works Superintendent Tony Salazar [REDACTED]	Oversees Public Works Sewer Operations and Maintenance Staff	* Public Works Director
Public Works Field Supervisor II Dale Warren [REDACTED]	Responsible for the maintenance and operation of the sewer collection system, First Responder for SSOs. Collects Data for reporting. Reports incident to applicable agencies in the event that SSO warrants immediate notification.	* Public Works Superintendent





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#### **3.4.4 Authorized Representative**

The Public Works Director is the City's Legally Responsible Official (LRO) and authorized representative registered with the State of California to officially sign and certify SSO reports submitted via the California Integrated Water Quality System (CIWQS). The City can identify additional staff as "additional LRO" so long as this duty is officially delegated to them by the Public Works Director.

#### **3.5 Discussion on Communication Structure**

Communication of activities is important in order to keep managerial staff informed of successes and potential problems. Additionally, implementation of the various elements of the SSMP will require constant coordination between the various sections identified in the organization chart. Therefore, clearly identifying the specific positions and staff as well as establishing communication protocols is necessary to ensure the appropriate personnel are properly informed to respond to wastewater collection system related issues in the most effective and efficient manner.

A communication structure related specifically to SSO reporting is more thoroughly documented in Appendix A, Appendix B, and Appendix C which address the City's Sanitary Sewer Overflow Response and Reporting Plan (SSOERP).

##### **3.5.1 SSMP Communication Structure**

Continual communication among the Wastewater/Stormwater Sections as well as along the levels of hierarchy facilitates and supports activities that allow the Wastewater Maintenance Section to manage, operate, and maintain the City's wastewater collection system and ensures that the appropriate staff is kept informed.

Generally the communication plan follows the chain of command identified in the organizational chart. Specific levels of authority are required to facilitate implementation and enforcement of the various plans and procedures developed and included in this SSMP. As the various plans and procedures are implemented, an assessment as to the effectiveness of the plans will best be determined by the labor force that executes and evaluates the immediate impacts of the plans and procedures. Efficient and timely response is essential to ensure that the adopted plans and procedures are effective for the management and operation of the wastewater system. Therefore, an established communication protocol and a chain of command between sections and levels within the City organization that includes clearly defined roles and responsibilities for each staff position included in the communication plan is imperative. Figure 3-2 provides a summary of the general responsibilities among the staff as it affects the management, operation, and maintenance of the City's wastewater collection system. The responsibilities listed are to illustrate the overall importance of continual communication among the organization regarding wastewater related issues.

Identifying the appropriate City staff and establishing a communication plan is necessary to ensure the efficient and timely response to facilitate the effective enforcement, monitoring, and management of the various SSMP elements.



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**Exhibit 3-2**  
**Communication Plan for SSMP Implementation**

Position	City Council Members
Responsibilities	Develop and adopt policies Certify SSMP



Position	City Administrator
Responsibilities	Ensure policies are appropriate Ensure policies can be implemented Ensure regulatory compliance

Position	Public Works Director
Responsibilities	Direct implementation and upgrades of policies Allocate funding for resources Approve CIP contracts Approve additional resources

Position	City Engineer
Responsibilities	Manage policy implementation Manage SSMP implementation Monitor SSMP implementation and effectiveness Ensure adequate resources are available for policy and SSMP activities Provide updates on policy and SSMP effectiveness Initiate SSMP updates

Position	Public Works Superintendent
Responsibilities	Implement SSMP Measure SSMP effectiveness Oversee field operations Coordinate and schedule field activities Communicate SSMP effectiveness to Operations Manager Recommend improvements to SSMP procedures

Position	Public Works Field Supervisor
Responsibilities	Monitor SSMP plans and procedures Facilitate field operations Assess SSMP plans and procedures Communicate SSMP effectiveness to Supervisor Solicit and provide feedback on effectiveness of plans

Position	Public Works Maintenance Workers
Responsibilities	Perform daily activities Execute plans and procedures Provide feedback on effectiveness of plans



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### **3.6 Summary and Continuing Efforts**

As the plans and procedures are updated and further refined and revisions and/or updates to this SSMP are performed, staff positions responsible for implementing the various elements of this SSMP should be updated as necessary as well as the specific responsibilities associated with each position. To maintain compliance with the WDRs, the City's organizational chart should reflect the administrative, maintenance, and management positions responsible for implementing, managing, and updating the overall measures contained in this SSMP.

Maintaining efficient and timely communication regarding the implementation and effectiveness of these plans and procedures is essential to ensure proper management and operation of the wastewater system. This communication plan presented here indicates the chain-of-command communication that should occur between the specific staff positions as well as defines each position's role and responsibilities for the successful operation of the wastewater collection system.



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## **Chapter 4**

### **Legal Authority**

- D.13 (iii) **Legal Authority:** Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:
- (a) Prevent illicit discharges into its sanitary sewer system (examples may include I/I, stormwater, chemical dumping, unauthorized debris and cut roots, etc.);
  - (b) Require that sewers and connections be properly designed and constructed;
  - (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
  - (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
  - (e) Enforce any violation of its sewer ordinances

#### **4.1 Overview**

This chapter is intended to identify and describe the necessary legal authority that an agency must have in order to implement SSMP plans, programs, and procedures. Regulatory mechanisms that are used by cities quite often include City Ordinances, Codes, and Resolutions, State and Federal Laws, Licensing and Permitting Processes, Memorandum of Agreements, Contractual Agreements, as well as other programmatic mechanisms necessary to carry out asset management activities.

#### **4.2 Purpose**

The basis of all authority to manage, operate, and maintain agency's infrastructure is derived from documents adopted by its elected board or council. In order to ensure that the City has the proper legal authority established to implement and enforce all of the programs required by the WDR, the City must first establish necessary legal authority to do so.

#### **4.3 Background for Legal Authority**

A vital component in preventing SSOs requires that the City have comprehensive policies and procedures that encompass, but are not limited to, the permitting, design, construction, inspection, monitoring, and enforcement of policies as they pertain to the City's wastewater collection system. To implement the various elements required to prevent SSOs to the maximum extent possible and meet state and federal requirements, the City must ensure that its existing codes, policies and procedures are such that the requirements necessary to require, implement, and fulfill the specific City needs are encompassed.

The City has codified several ordinances related to the wastewater collection system in the City of San Fernando City codes in Chapter 94, titled Utilities, under Article II, Sewers and Sewage



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Disposal. In addition, the City has executed an agreement with Los Angeles County Sanitation Districts for the conveyance, treatment, and disposal of wastewater.

Additionally, the California Water Code Section 13271 of the California Code of Regulations, the Clean Water Act, Section 1251 of Chapter 33 of the United States Code, and the California Waste Discharge Requirements serve to ensure the City establishes the necessary codes, agreements, policies, and procedures to provide the City the legal authority to require and enforce the necessary requirements.

The City's legal authority and powers are established in the City of San Fernando City code and provide the necessary measures to facilitate the control of inflow and infiltration (I/I), require proper design, construction, installation, testing, and inspection of new and rehabilitated sewers and laterals; control the discharge of FOG; and enforce violation of ordinances. Additionally, it allows the City to promote and protect the health, safety, and general welfare of all of the citizens of the City. The existing ordinances identify the City's director of public works/city engineer as the person responsible for approving and managing permit requirements with respect to the City's wastewater collection system.

The following sections include a summary of the City's existing codes and ordinances as they apply to its wastewater collection system.

#### **4.4 Prevention of Illicit Discharges**

The City is required to prevent discharges of illicit and undesirable substances from entering the wastewater collection system. Illicit discharges include, but are not limited to, the release of I/I, storm water, chemical dumping, unauthorized debris and constituents, and cut roots. However, the specific purpose is to prevent the discharge of any pollutant into the sanitary sewer system that would obstruct or damage the collection system, interfere with treatment, or threaten harm to human health or the environment.

Properly drafted ordinances provide the City the tools to identify and enforce penalties to prevent illicit discharges. The City's current ordinances prohibiting illicit discharges to control both domestic and industrial discharges are discussed in the following sections.

##### **4.4.1 Domestic Discharges**

City Code Chapter 94, Utilities, Article II, Sewers and Sewage Disposal, Sections 94-28 sets forth the definitions for different types of domestic discharges. Section 94-29 elaborates on Permit to discharge sewer into sewer systems. Section 94-27 sets forth penalties for permit violation in accordance with Section 1-10. However there is no language that describes storm water and I/I specific discharges. The City shall include language that prohibits the discharge of any substance directly into a manhole or other opening in a city sewer, except through an approved building sewer. Additionally, the City needs to prohibit discharge of unpolluted water, including stormwater, into a sanitary sewer through direct or indirect connection, unless the city has issued a permit.

- **Recommended Language:** No person shall discharge any substances directly into a manhole or other opening in a city sewer, other than through an approved building sewer, or other location approved by the Public Works Director.
- **Recommended Language:** Unpolluted water shall not be discharged through direct or indirect connection into the sanitary sewer system unless a permit is issued by the City. As used in this section, unpolluted water shall include storm water from roofs, yards, foundation, or under-drainage, which meets all state and federal requirements for discharge



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to surface waters of the United States. The City may approve the discharge of such water into the sewer system only when no reasonable alternative method of disposal is available. If a permit is granted for the discharge of such water into the sewer system, the user shall pay the applicable charges and fees and shall meet such other conditions imposed by the Public Works Director.

**4.4.2 Industrial Discharges**

City Code Chapter 94, Utilities, Article II, Sewers and Sewage Disposal, Division 3, Industrial Wastes, describes limitations on industrial waste discharges and special permit requirements. Section 94-103, Amendments, requires that the discharge of industrial wastes into a sanitary sewer shall be governed as follows. It is recommended that all "City Engineer" references be changed to "Director of Public Works" as the LRO:

*Section 20.24.080 Damages caused by prohibited wastewater discharge* reads as follows:

Any industrial wastewater discharger who discharges or causes the discharge of prohibited wastewaters which cause damage to city facilities, detrimental effects on treatment processes or any other damages to the city shall be liable to the city for all damages occasioned thereby, including any penalty assessed against the city pursuant to federal law and as a result of such prohibited discharge.

*Section 20.24.100 Administration* should be amended to read as follows:

Except as otherwise provided herein, the city engineer shall administer, implement, and enforce the provisions of these regulations. Any powers granted or duties imposed upon the *Public Works Director* may be delegated by the *Public Works Director* to persons acting in the beneficial interest of or in the employment of the city.

*Section 20.24.190 Availability of city facilities* reads as follows:

If sewerage capacity is not available, the city may require the industrial wastewater discharger to restrict discharge until sufficient capacity can be made available. When requested, the city will advise persons desiring to locate new facilities as to the areas where industrial wastewater of their proposed quantity and quality can be received by available sewerage facilities. The city may refuse service to persons locating facilities in areas where their proposed quantity or quality of industrial wastewater is unacceptable in the available sewerage facility.





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*Section 20.24.220 Industrial wastewater user charges* should be amended to read as follows:

A system of user charges shall be established by the city council to reflect fair and equitable charges for actual usage of sewer facilities. Such charges shall be based upon yearly volume, chemical oxygen demand (COD), suspended solids, and such other parameters or constituents that may be determined by the *Public Works Director* to create a burden upon the sewer system.

*Section 20.24.230 Industry classifications* should be amended to read as follows:

The *Public Works Director* may classify discharges by industrial categories and establish average industrial wastewater flow quantity and quality for each industrial category.

The following will also be added to the code under Section 20 and adopted by the City Council:

- (I) All wastes, however harmless, shall be reduced to a minimum in volume and strength, and fluctuations of temperature and flow shall be evened out by adequate storage before discharge.
- (II) All wastes, when necessary, shall be pretreated by screening, sedimentation, neutralization, or other approved methods to produce a quality and character of waste.
- (III) Pretreatment of industrial wastes shall be at the source and at the expense of the agency producing such.

For both the domestic and industrial waste discharges, the City has included and delineated restrictions on what may be deposited into its sewer system. These codes, while they provide the City with sufficient authority to limit and control the types of industrial waste discharged into the system, expanding the codes to include more descriptive types of industrial wastewater not acceptable in the City's wastewater collection system will reduce the potential for misinterpretation. It is recommended that the City also address "Other Discharges" as defined below and adopt the recommended language, accordingly.

- Other Discharges – The City shall include more specific discharge prohibitions of any waste that could by itself or by interaction with other waste could, among other requirements, endanger human health, cause damage to the sewer system or extra collection, treatment, or disposal cost, create a nuisance, affect the treatment process, or impact treated water quality. Set standards or prohibit discharge of several components, including (but not limited to) dyes, explosives, debris, cut roots, organic solvents, radioactive waste, solids and toxic substances
  - Recommended Language: Wastes discharged into the sewer system shall not have characteristics which by themselves or by interaction with other wastes may:
    - Endanger the health and safety of the public or city personnel
    - Cause damage to the sewer system;



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- Create nuisance such as odors or coloration;
- Result in extra cost of collection, treatment, or disposal;
- Interface with, inhibit, or disrupt any wastewater treatment process the plant, its treatment processes, sludge processes, or operations in such manner to cause violations of the plant's NPDES permit, or any regulatory requirements, or result in the use of sludge in noncompliance with any applicable requirements. This shall include instances due to flow rate and/or pollutant concentration and applies to increases in magnitude or duration of violation by the plant;
- Exit the plant into waters of the United States in quantities or concentrations which contribute to a violation of any regulatory requirement applicable to the plant. This shall include increases in magnitude or duration of any violation or period of noncompliance;
- Cause the temperature of the influent flow to the plant to exceed forty (40) degrees Celsius (one hundred four (104) degrees Fahrenheit);
- Prevent, hinder, delay, or impede compliance with effluent quality requirements established by regulatory agencies, or exceed the same;
- Cause wastewater quality to fall outside reclamation feasibility limits.

#### **4.4.3. Proper Connections and Construction**

The requirements for the design and construction of new, rehabilitated, and replaced sewer system facilities, including mains, tie-ins, service laterals, cleanouts, manholes, and other system appurtenances, are necessary to ensure the proper operation of the sewer system. We did not see any such section in the review of the City's Municipal Code. Therefore, it is recommended that the City adopt County of Los Angeles Department of Public Works (LACDPW) "Design and Construction Standards and Specifications".

LACDPW has standard plans and specifications for the construction of sanitary sewers and appurtenances to ensure that sewer lines and connections are properly designed and constructed. The DPW specifications by reference incorporate the Standard Plans and Specifications for Public Works Construction, Special Provisions, and Standard Drawings. In addition, the LACDPW has other publications such as the Private Contract Sanitary Sewer Procedural Manual, Guidelines for the Design of Pump Stations, etc., to ensure consistency in the design of collection systems within unincorporated County areas. To further assure that sewer facilities are properly designed and constructed, DPW requires that plans are designed by licensed engineers and provides thorough review of plans prior to approval for and conducting inspection of construction work. Appendix G outlines suggested language for private sewer lateral installation and backflow devices ordinance.

#### **4.4.4 Accessibility for Maintenance, Inspection, and Repair**

The City codes do not document access requirements for maintenance, inspection, or repair of the wastewater collection system. Furthermore, accessibility requirements are not managed through the plan reviews for new sewer service where City staff can ensure that sewer system facilities are constructed to specific standards within the public right-of-way or within adequate, permanent easements.

Therefore, it is recommended that the City generate some accessibility rights in that it would require the director of public works/city engineer to issue a permit before a sewer line may be constructed. As such, the director of public works/city engineer would have the opportunity to ensure that new sewer lines are accessible. Since this is not an explicit requirement, and it is based on the city engineer's best engineering abilities, not all new sewer pipes may be



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designed with proper access to the facilities for maintenance, repair, replacement and/or rehabilitation purposes. Plus, City crews and authorized representatives may not have the right to access existing City sewer lines located on private property. As such, adding a specific code section or adopting an ordinance that governs accessibility for maintenance, inspection, and repair efforts will provide the appropriate legal authority for City crews to access the sewer facilities.

**4.4.5 Limit Fats, Oils, and Grease Discharge**

Chapter 94, Article II, Division 4, from Section 94-110 to Section 94-118 addresses FOG and FOG disposal systems by Food Service Establishments or FSEs. These sections give the City's Health Officer the authority to inspect all FSEs. This section also talks about hydromechanical grease interceptors and gravity grease interceptors requirements.

These appurtenances are required in all packing plants and other establishments that may be a source of food fats and greases with respect to grease interceptors, and in establishments equipped with wash racks, floor drains, or wash tanks for cleaning machined parts or other materials.

Section 94-117 stipulates the Health Officer's authority and identifies circumstances that warrant payback to the City by an FSE in the case of overflows due to line blockage and overflow due to FOG. The enforcement section needs to be strengthened and added as a stand-alone section to this chapter. Although there is an enforcement section in Chapter 34, Environment, Article III - Stormwater and Urban Runoff Pollution Control, section 34-104, Enforcement, it needs to be more specific with penalties and civil liabilities and by whom can these be assessed. It is also recommended that Health Officer be re-classified as Public Works Director or his designee.

With implementation of the FOG Control Program, the City intends to implement and enforce actions against users of the wastewater collection system that violate the prohibition of discharging FOG into the wastewater collection system. The City will initiate enforcement actions for noncompliance and it will be possible for other regulatory agencies, including the EPA or the State to initiate their own enforcement actions, if in their opinion, the City does not implement adequate enforcement.



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## **Chapter 5**

### **Operations and Maintenance Program**

- D.13 (iv) **Operation and Maintenance Program:** The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:
- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
  - (b) Describe routine preventative operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
  - (c) Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short- and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
  - (d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance and require contractors to be appropriately trained; and
  - (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.



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### **5.1 Overview**

This section of the SSMP describes how the City will operate and maintain the sanitary sewer system within its jurisdiction. It will involve the development and implementation of several major programs and activities including the production of maps, maintenance and cleaning schedules, and a comprehensive rehabilitation and replacement plan.

### **5.2 Purpose**

Thorough assessment of the present condition of the sanitary sewer system, deficiencies and defects within the system can be identified so that these issues can be targeted and prioritized for rehabilitation. This program of preventative maintenance will help to ensure that costly catastrophic system failures are preempted and will serve to reduce the amount of SSOs to be reported within the City.

### **5.3 Minimum Requirements**

The WDRs require that the SSMP contain descriptive measures of the City's Operations and Maintenance (O&M) Program that are implemented by the City to facilitate proper and efficient management and maintenance of the wastewater collection system and affected appurtenances. The WDRs require that the SSMP include a description of each of the following components as they apply to the City's wastewater collection system:

- a) Maintenance of up-to-date sanitary sewer system map showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
- b) Routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance Program should have a system to document scheduled and conducted activities, such as work orders;
- c) Development of a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan;
- d) Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and repair contractors to be appropriately trained; and
- e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

### **5.4 City's Operations and Maintenance Program**

The City of San Fernando Operation and Maintenance Program contains information pertaining to the following components for compliance with the WDRs:





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- Inventory and Mapping of the Wastewater Collection System Assets (Will be completed as part of Sanitary Sewer Master Plan)
- Preventative Maintenance Program
- Sanitary Sewer Overflow Emergency Response Plan (SSOERP)
- Fats, Oils, and Grease Control Program
- Wastewater System Inspection and Assessment Program
- Capital Improvement Program (CIP) Project Identification (Will be completed as part of Sanitary Sewer Master Plan)
- Computerized Maintenance Management System (CMMS) (Will be completed as part of a separate CMMS Implementation Plan)
- Equipment and Replacement Part Inventories
- Training Program
- Staffing Requirements and Recommendations

## **5.5 Discussion of Regulatory SSMP Elements for WDR Compliance**

The following sections highlight the City's O&M efforts and include recommendations that the City could implement to improve its O&M program.

### **5.5.1 Wastewater Collection System Mapping**

The City effectively manages and maintains information pertaining to the wastewater infrastructure by means of manually updating atlas maps and/or references to hard copy as-built drawings. However, the City is planning on digitizing its sewer lines, manholes and other sewer related assets using ESRI's ArcGIS software as part of its Sanitary Sewer Master plan. This will be discussed further in Chapter 9, SECAP. The conversion of records to GIS will include digitizing location information from the City's atlas map sheets and recording facility attributes including:

- a) Year of installation;
- b) Diameter;
- c) Slope;
- d) Material;
- e) Invert elevations; and
- f) Manhole rim elevations.

Completion of the conversion of the graphic information to the computerized mapping system, population of the GIS database, assignment of identifying labels to all pipeline segments and manholes, and establishment of a routine updating and maintenance procedure will enhance the City's ability to effectively manage the system and implement an asset management program for the wastewater collection system. This will also facilitate planning and funding of potential future capital improvement projects.



**City of San Fernando  
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The City's wastewater collection system requires frequent maintenance due to age, extended use, debris accumulation, and tree root intrusion. To minimize and prevent system blockages and extend the useful life of the wastewater collection system, the City's Preventive Maintenance Program primarily includes the routine cleaning of all wastewater pipelines. The preventive maintenance program also includes scheduled focused and cyclic cleaning, root control, and response to customer complaints. The following paragraphs describe the City's current preventive maintenance procedures as they apply to the wastewater collection system.

**Required Equipment and Tools**

- Personal protective equipment (PPE) - hardhat, steel-toe boots, gloves, eye/face protection, hearing protection
- Proper work zone safety equipment – safety cones, barricades, signs, flags or other traffic control devices
- City of San Fernando Sewer Maps / map book
- Sewer Jet or Guzzler
- Sewer manhole hook
- Measuring wheel
- Disinfectant

**Procedures for the Sewer Cleaning Crew****Prior to leaving the Yard:**

1. The crew plans their work by selecting a sewer map page and preparing the Sewer Maintenance Worksheet (see the attached) with corresponding addresses
2. Whenever possible, the crew cleans sewers from the downstream manhole.
3. The crew inspects the sewer cleaning nozzle and hose for wear, and replaces as necessary.
4. The crew fills the sewer jet or guzzler with water
5. If using the guzzler, the crew performs a pre-trip inspection prior to departing the yard

**At the jobsite:**

1. Drive sewer jet or guzzler to the designated starting point on the map working across from north to south, San Fernando directions.
2. Set up proper traffic control following the Watch Manual.
3. Move the sewer jet or guzzler into the traffic control so the hose reel is positioned over the manhole.
4. One worker opens the sewer manhole lid using a sewer manhole hook
5. The other worker operates the sewer jet or guzzler by lowering the hose into the manhole, ensuring the nozzle is lined up in the main.
6. Engage the high-pressure pump and set the engine speed to provide adequate pressure for the sewer cleaning operation.
7. Open the water valve and allow the hose to extend up the sewer at a rate not to exceed 3' per minutes.
8. Observe the operation to ensure there is little or no debris while flushing the sewer main.
9. Allow the hose to proceed upstream manhole to manhole, or approximately 300 feet on average.
10. If moderate to heavy debris, clean the remaining portion of the sewer in increments, not to exceed 25% of the length of the sewer, until clear.



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11. Once they have reached the next manhole based on the distance on their sewer map or by visual inspection at the upstream manhole, retract the hose while continuing to flush with water to scour the main.
12. The sewer has been adequately cleaned when successive passes with a cleaning nozzle do not produce any additional debris.
13. Once the hose has been fully retracted, remove debris from the manhole using the vacuum unit or debris removal device (handy clams).
14. Once the equipment has been shut off, clean the mating surface and close the sewer manhole lid. Ensure the manhole lid and ring are properly seating and flush with the street surface.
15. Enter results on the Sewer Maintenance Worksheet and proceed to the next cleaning location.

At the end of the day:

1. Inspect the tools and equipment for any problems or wear; report accordingly.
2. Report any problems with the sewers cleaned during the day.
3. Turn in all completed Sewer Maintenance Worksheets.

**Mechanical Cleaning**

The City's Wastewater Maintenance Section continually cleans the sanitary sewer system. In this manner, they are able to clean the entire system on an annual basis. They utilize combination jetter/vactor vehicle and outside contractors for mechanical rodding. The sewers are typically cleaned by putting high pressure water jetting nozzles in the pipe and manually removing debris from the downstream manhole. Purchased equipment or staff-made appurtenances are inserted at the downstream manhole to capture and remove debris. Cleaning efforts are documented daily.

Wastewater Operations crews work daily to eliminate potential pipe and manhole blockages. There are currently two (2) crews consisting of two (2) staff members each that are assigned to perform daily routine cleaning tasks. Additionally, crews clean high frequency maintenance locations monthly. These locations include areas identified as having excessive amounts of grease accumulation and concentration of roots. Staff primarily uses the combination jetter/vactor vehicles for cleaning, and uses the outside contractors in areas known for high root concentrations and areas with blockages.

**Root Treatment**

The City's root treatment program is performed by a contractor retained by the City to perform routine chemical treatment of select portions of the City's wastewater collection system. A yearly contract is awarded to the lowest responsible bidder and requires the application of chemical root inhibitors to reduce or eliminate roots intruding into the pipes. Pipelines identified as locations with root intrusion problems are treated and evaluated on a yearly basis. Target sites are located in the older developed areas with large mature trees as well as locations identified via the CCTV inspection efforts that identify high concentration of roots. As locations are identified as requiring chemical treatment for root control, location information is recorded in the CCTV database, assessed, and evaluated for inclusion in the subsequent cycle of the root control program.

**Manhole Treatment Program**

To control infestations of insects and to maintain adequate access to the system, the City's wastewater collection system manholes are systematically treated for the removal of roaches. The roach treatment is performed by an independent contractor retained by the City. The

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manholes selected for treatment are identified by areas known to be prone to insect infestation, and observations made during the annual cleaning.

**Response to Customer Notifications**

City service calls are currently handled manually. All customer calls are routed to the Public Works Field Supervisor II or Public Works Admin. Coordinator or the San Fernando Police Dispatch Center. The City also utilizes an electronic Work Order system called Activity Information Management System or (AIMS) to track and document any outside calls or reports of sanitary sewer overflows.

Response to customer notifications is performed by the Public Works staff during business hours and the standby staff during non-business hours. The staff's responsibility primarily includes assessing the complaint and resolving the potential problem.

**Management of Operations and Maintenance Activities**

The scheduling and performance of maintenance and cleaning activities is currently performed by staff within the Public Works Department (PWD). Daily schedules are manually composed and delineate the type and location of work to be performed. Work is assigned and performed, and reports summarizing daily progress are generated by maintenance crews and submitted to the Wastewater Collection System Supervisor to track progress and status of wastewater collection facilities. The annual cleaning is tracked by maps with the dates of cleaning and documented on Sewer Maintenance Worksheets (Attachment "1"). The City is divided into 41 map pages labeled as 1-40, plus map page 2A (see the Attachment "J"- "City of San Fernando Master Recording Map-Index Map). Although typically conducted in the spring or fall of each year, the sewer cleaning crew completes an average of 3.5 map pages per month.

**Maintenance Data Management**

The City utilizes a combination of manual and the AIMS system for tracking the maintenance work done on its wastewater system.

The City will be working toward identification, integration, and utilization of a CMMS to facilitate management of wastewater facilities and resources. A versatile CMMS will allow staff to properly and efficiently organize, plan, and schedule the appropriate resources for routine preventive maintenance activities, coordinate and prioritize urgent and/or unique maintenance activities, and ensure uniformity and consistency in processing and tracking facility related information. The City is planning on budgeting and performing a CMMS Implementation plan in the next fiscal year to help in this process.

**5.5.3 Wastewater Collection System Inspection and Condition Assessment Program**

A rehabilitation and replacement plan will be developed to identify and prioritize system deficiencies and establish short- and long-term rehabilitation actions to address each deficiency. The City's program includes regular visual and CCTV inspections and assessment of manholes. The City is planning on starting a comprehensive Sewer Master Plan this spring which will identify condition of its sewer pipes and a system for ranking the condition of sewer pipes and scheduling rehabilitation.

**Repair and Rehabilitation Projects**

The City's PWD is responsible for performing various types of wastewater facility repairs and rehabilitation improvements. Repair and rehabilitation work performed by crews may include point repairs at cracks, joints, and service interfaces, repairing collapsing or broken sewer pipe,

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removing obstructions in the sewers that hinder cleaning operations, manhole rehabilitation, video inspection and other related work. Repairs that require resources beyond those available within the PWD, including staff and equipment, are performed by independent contractors retained by the City.

**CIP Development**

The City is planning on starting a comprehensive Sewer Master Plan this spring which includes new CCTV work and review of some of the older CCTV data. This project will use the results of CCTV inspection efforts, and prepare a list that prioritizes the repair, rehabilitation, or replacement of the deficient sewer pipelines and manholes. The priority list will be used to develop and initiate capital improvement program projects. These projects will be added to the list of CIP projects currently identified by the City.

**5.3.4 Training Program**

The City of San Fernando is committed to training its employees as an essential component of proper maintenance activities. The City of San Fernando encourages its entire staff to stay in touch with the latest technological innovations they relate to collection system operation and maintenance, through continuing education, conferences, seminars and workshops provided by reputable organizations and manufacturers. In addition, there is mandatory training for the City of San Fernando's collection system operators.

Prior to performing any work on City facilities, City PWD staff is trained on the existence and the provisions of the wastewater operations and maintenance policies, procedures, safety policies, and the equipment used. Additionally, PWD staff are required to receive Collection System Maintenance training and certification through CWEA. Training for operation of City equipment includes primarily "on-the-job" training in conjunction with weekly "tailgate" meetings to discuss safety issues. Training records will be maintained to monitor completed classes and schedule employee training accordingly. Proficiency is required for all job positions.

The City staff have also attended WDR Training seminars including the one held on February 13, 2013 featuring Mr. James Fischer of the Office of Enforcement. The City will continue instituting additional certification requirements if deemed necessary by governing authorities.

To ensure that contractors for the City have appropriate training, the City is considering incorporating language in its various programs to require contractors working on City facilities to be adequately trained for wastewater collection system work.

**5.3.5 Equipment and Replacement Part Inventories**

The PWD maintains an inventory of vehicles and sanitary sewer system replacement parts. The inventory of vehicles includes the vehicle type currently utilized to perform the necessary operation and maintenance activities of the City's wastewater collection system.

The City of San Fernando has critical parts in stock at its equipment and storage yards located in and adjacent to the City of San Fernando. The critical parts include pumps, motors, generators, manhole covers and rings. In addition, the City of San Fernando has relationships with equipment rental companies and contractors in the area which are able to provide equipment, material and skilled labor as needed for emergency pipeline repairs.



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## Chapter 6

# Design and Performance Provisions

### D.13 (v) **Design and Performance Provisions:** :

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and resting the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.

### 6.1 Overview

Development of standards for the design, construction, inspection, testing and acceptance of new, rehabilitated, or repaired portions for the collection system is key in ensuring a safe, and reliable collection system. Even if the City has existing standards in place a comprehensive review of these is required to establish meeting the SSMP criterion.

### 6.2 Purpose

This requirement will create continuity within the system, preventing inconsistencies from leading to hydraulic deficiencies which can result in a sanitary sewer overflow.

### 6.3 Minimum Requirements

At a minimum, each enrollee must:

- 1) Develop and implement consistent design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- 2) Develop and implement procedures and standards for inspecting and resting the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.

### 6.4 Discussion on Design and Performance Provisions

The City of San Fernando uses the Standard Plans for Public Works Construction and the Standard Specifications for Public Works Construction as the standards of design and construction for all of its sewer pipes, connections, manholes etc. in the sanitary sewer system. The City of San Fernando Engineering staff has the resources and experience to design a system that will perform as intended. San Fernando is a City with a topography that provides consistent drainage which allows for a simple gravity system. *Standards for Inspection and Testing of New, Rehabilitated, and Repaired Facilities*. The City of San Fernando has an Engineering staff and a Field Supervisor II with the resources, training and experience to ensure that every project is built as designed. For pipeline rehabilitation and repairs a CCTV inspection and assessment is required before accepting and commissioning a project.



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To address the components listed above in Section 8.1 and as required by the WDRs, the City will officially adopt LACDPW's standards as part of a series of new ordinances. This will also include adoption of the APWA's "Green Book".





## **Chapter 7**

### **Overflow Emergency Response Plan (SSOERP)**

**D. 13 (vi) Overflow Emergency Response Plan** - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure an appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.



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### **7.1 Overview**

This element of the SSMP consists of both the contingency plan and the procedures for responding to an overflow event.

### **7.2 Purpose**

Proper procedures must be established and put into practice in order to minimize the negative effects of an SSO. This section requires the implementation of a concise set of procedures that will seek to ensure that all negative effects of an SSO on public health and the environment are minimized. Proper overflow response procedures are one of the main reasons for the development of the WDRs for SSOs.

### **7.3 Minimum Requirements**

At a minimum, each enrollee must include in its overflow emergency response plan:

- 1) Proper notification procedures for primary responders and regulatory agencies;
- 2) A program to ensure appropriate response to all overflows;
- 3) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the Monitoring and Reporting Program (MRP). All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- 4) Procedures to ensure that all appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are properly trained;
- 5) Procedures to address emergency operations; and
- 6) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

### **7.4 Discussion of Overflow Emergency Response Plan**

The City prepared the *City of San Fernando Sanitary Sewer Overflow Emergency Response Plan*, which includes the formal procedures for City staff to contain, correct, and clean up SSOs. The SSOERP is intended to provide the City with a comprehensive document that includes components necessary for minimizing the effects of SSOs on the environment while protecting the public's health and safety.

Additionally, the SSOERP includes a strategy for the Public Works Maintenance Section to mobilize labor, material, tools, and equipment to contain, mitigate, and clean-up residuals from an SSO and correct or repair any condition which may cause or contribute to an un-permitted sewage discharge. The document provides the necessary guidelines for City staff to respond to an SSO event and contains the following elements:

- Introduction and Regulatory Requirements
- Sanitary Sewer Overflow Emergency Response Procedures
- Public Advisory of Sewage Contamination Procedures



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- SSO Reporting Requirements
- Training Requirements
- SSOERP Updating Requirements
- Various Attachments

To address the components listed above in Section 7.3 and as required by the WDRs, the following subsections provide a summary of the applicable procedures that are currently being evaluated for implementation and included in the SSOERP. Further detailed descriptions of the policies and procedures as they pertain to responding to SSOs are included in the SSOERP document included in Appendix A and Appendix D.

a) SSO Notification Procedures

The SSOERP includes procedures for proper notification of the appropriate staff in a timely manner. Notifications of possible SSOs may be received via telephone. Calls or complaints received via telephone for actual or possible SSOs are routed directly to the Public Works Superintendent or designated back-up from the San Fernando Police Dispatch Center.

Pump Stations Alarms: The City does not own or operate any pump stations.

Public Advisory: The SSOERP includes public advisory procedures as required to limit public access to surface waters and other areas potentially impacted by SSOs originating from the wastewater collection system. The City has primary responsibility for determining when to post notices of polluted surface waters or ground surfaces that resulted from uncontrolled wastewater discharges from its facilities. The posting of notices shall be done as soon as practicable following the initial response to the overflow. Examples of signs are Additionally, the SSOERP includes a strategy for the Wastewater Maintenance Section to mobilize labor, material, tools, and equipment to contain, mitigate, and clean-up residuals from an SSO and correct or repair any condition which may cause or contribute to an unpermitted sewage discharge. The document provides the necessary guidelines for City staff to respond to an SSO event and contains the following elements:

- Introduction and Regulatory Requirements
- Sanitary Sewer Overflow Emergency Response Procedures
- Public Advisory of Sewage Contamination Procedures
- SSO Reporting Requirements
- Training Requirements
- SSOERP Updating Requirements
- Various Attachments

To address the components listed above in Section 7.3 and as required by the WDRs, the following subsections provide a summary of the applicable procedures that are currently being evaluated for implementation and included in the SSOERP. Further detailed descriptions of the policies and procedures as they pertain to responding to SSOs are included in the SSOERP document included in Appendix D.



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a) SSO Notification Procedures

The SSOERP includes procedures for proper notification of the appropriate staff in a timely manner. Notifications of possible SSOs may be received via telephone calls. Calls or complaints received via telephone for actual or possible SSOs are routed directly to the Wastewater Collection System Supervisor or designated back-up from the City's San Fernando Police Dispatch Center.

Pump Stations Alarms: The City does not own or operate any pump stations.

Public Advisory: The SSOERP includes public advisory procedures as required to limit public access to surface waters and other areas potentially impacted by SSOs originating from the wastewater collection system. The City has primary responsibility for determining when to post notices of polluted surface waters or ground surfaces that resulted from uncontrolled wastewater discharges from its facilities. The posting of notices shall be done as soon as practicable following the initial response to the overflow. Examples of signs are included in Attachment H of the SSOERP. Should additional notification of sewage contamination be deemed necessary, City staff shall, in cooperation with the City's Public Information Officer, provide further notices through the use of pre-scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures, such as door hangers.

b) SSO Response

The City's SSOERP includes response priorities, safety, and overflow containment, correction, and clean-up measures for potential or actual SSOs of various types. Specific actions to be performed by Wastewater Maintenance Section staff and additional crews for public, private, and pump station SSOs are outlined and described. To summarize the SSO response procedures, a flow chart that illustrates the City's emergency response procedures, including notification and request of additional resources as required in the event of a large SSO, is included and offers a concise overview of the steps required to quickly respond to an actual or possible SSO event.

c) Procedures for Prompt Notification of Regulatory Agencies

The volume, impact, and location of an SSO determine the level of notifications required to comply with City and regulatory requirements. Included in the SSOERP is Table 2-3 that summarizes the officials and agencies to be notified and under what conditions they are to be notified of an SSO. Attachment E of the SSOERP includes a list of the specific names and telephone numbers of the individuals to be notified.

d) Training of Appropriate Staff and Contractor

Appropriate staff will participate in regularly scheduled training sessions to assist response crews in awareness of their responsibilities and executing their duties. The training sessions will be organized based on the latest SSOERP as well as other reference materials. Training will also incorporate hands-on field demonstrations to insure the preparedness of all response personnel to all anticipated situations.

The City is working to identify and approve various types of contractors and vendors to be available to respond to the City's needs during SSO events. Once identified, the City will address the requirements of the various contractor and vendors.



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e) Emergency Procedures and Response Activities (i.e. traffic/crowd control and other necessary response activities):

Guidelines for traffic and crowd control, for use in limiting public access to areas potentially impacted by un-permitted discharges of sewage based on the various types of SSOs, are also provided. The following traffic and crowd control guidelines include:

Small SSO (Up to 1,000 gallons)

- i. Set up cones to direct traffic away from spill area; and
- ii. Use City personnel to control traffic and pedestrians.

Medium SSO (1,000 to 10,000 gallons)

- i. Contact regulatory agencies as required;
- ii. Perform lane closures as necessary;
- iii. Place proper signage for any lane closures and contaminated area signs;
- iv. Close affected entrances or exits from public and private facilities; and
- v. Place caution tape and barricades to protect pedestrians from contaminated area.

Large SSO (greater than 10,000 gallons)

- i. Assess spill situation;
- ii. Contact regulatory agencies as required;
- iii. Inform City Police Department of any law enforcement assistance necessary for roadway closures and traffic control;
- iv. Delegate responsibility to County Health Department of informing public of hazards;
- v. Place signage to inform public of potential hazards to public health and safety; and
- vi. Block public access to hazard using barricades, cones, and caution tape.

Additional response activities may include posting of notices which shall be done as soon as practicable following the initial response to the overflow. Examples of signs are included in Attachment H of the SSOERP.

f) SSO Prevention and Containment

The City is developing an *Operation and Maintenance Program*, that documents the City's efforts to ensure that the wastewater collection system is routinely and properly maintained and operated in a manner that minimizes the potential for failures and extends the longevity of the system. The City's preventative maintenance program includes the routine cleaning and inspection of the wastewater pipelines and specifically the high frequency maintenance locations.



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The SSOERP was developed to facilitate and ensure the proper response to any type of potential SSO occurrence. It includes a strategy for the Wastewater Maintenance Section to mobilize labor, material, tools, and equipment to contain, mitigate, and clean-up residuals from an SSO and correct or repair any condition which may cause or contribute to an un-permitted sewage discharge. Appropriate mitigation measures to contain the SSO and recover spilled sewage to minimize the impact to the public or environment are included. Additionally, City staff will implement monitoring measures and perform a thorough assessment of the site for potential future SSOs and to prevent SSOs from re-occurring. The efforts serve to minimize and correct any adverse impact on the environment that may potentially result from an SSO.





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## **Chapter 8**

### **Fats, Oils, and Grease (FOG) Control Program**

**D. 13 (vii) FOG Control Program** - Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The plan shall include the following as appropriate:

- (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- (d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- (f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- (g) Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (f) above.



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### **8.1 Overview**

Under the Order, the City is required to evaluate its service area to determine whether a Fats, Oils, and Grease (FOG) control program is needed. If the City determines that a FOG program is not needed, it must provide justification for why it is not needed. If FOG is found to be a problem, the City must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system.

### **8.2 Purpose**

FOG is generated in most types of restaurants and food service establishments during food preparation, food service, and kitchen clean up. If flushed down the drain, FOG can build up in pipes, pumps, and equipment -- causing significant problems in the sanitary sewer system, including line blockages. Blockages can lead to sewer overflows, posing environmental and public health hazards. Understanding and controlling discharges of FOG will greatly reduce potential liability of SSOs and efforts required to keep lines clean.

The key to reducing FOG in the sanitary sewer system includes both a good source control program, as well as preventative maintenance to ensure FOG that does build up within the system is cleaned before significant buildup can occur. Additionally, understanding your collection system and the type of discharges within the service area is paramount to the strategic implementation of a FOG program.

### **8.3 Regulatory Requirement for a FOG Control Program**

To comply with the WDRs, the City is required to evaluate its service area to determine whether a FOG Control program is necessary. If deemed necessary, the City is required to develop and implement a FOG Control Program to effectively control the quantity of FOG that is discharged into the City's wastewater collection system. The FOG Control Program shall include the following as appropriate:

- a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
- b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
- c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
- d) Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
- e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;
- f) An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section; and
- g) Development and implementation of source control measures for all sources of FOG



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discharged to the sanitary sewer system for each section identified in (f) above.

#### **8.4 Discussion of FOG Control Program**

The City's FOG Control Program documents the processes and procedures intended to provide the City with a comprehensive document that includes components necessary to reduce the quantity of FOG discharged into the city's wastewater collection system to achieve the goal of minimizing SSOs due to excessive FOG. Elements of the FOG Control Program include the following:

- Kitchen Best Management Practices
- Grease Trap Installation, Operation and Maintenance Requirements
- Grease Interceptor Installation, Operation and Maintenance Requirements
- Notification Requirements
- Record Keeping and Reporting Requirements
- Permits and Enforcement
- Drawing Submittals
- Public Education

To address the components listed in Section 8.1 and as required by the WDRs, the following subsections provide a summary of the applicable FOG control procedures currently being reviewed and considered by the City for implementation. The following paragraphs correlate to the WDR components listed in Section 8.1. The complete FOG Control Program recommended ordinances is included in Appendix F.

a) Public Education Outreach Program

The FOG Control Program identifies several forms of media available to educate and inform the public about FOG effects and requirements including, but not limited to, direct mailers, door hangers, brochures distributed at City locations and kiosks, and announcements placed on the City's web site. An effective outreach program educates the public on ways to reduce putting FOG into the wastewater collection system. All messages that are used to communicate to the public will be prepared in English and, where appropriate, in Spanish and in any other dominant language spoken by the target audience. The Public Works Department intends to work closely with the City's Public Relations section to develop appropriate messages and with the type of media to be utilized to disseminate the messages to the public.

b) Disposal of FOG

The FOG Control Program includes a description of BMPs, which include simple and effective practices that an FSE can implement to prevent and reduce the quantity of FOG discharged into the wastewater collection system. Since the success of a BMP program requires proper implementation and continual re-enforcement of the adopted BMPs, a requirement for routine and proper training of FSE employees on the proper implementation methods of BMPs is also included.

Requirements for the pretreatment of wastewater flows generated at FSEs are also included in the FOG Control Program. Typical pretreatment devices include grease traps and grease



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interceptors. The cleaning and removal of all accumulated grease is required by a licensed waste hauler with an approved license from an authorizing agency.

c) Legal Authority to Prohibit Discharges

The City's current legal authority is established through existing codes, regulations, ordinances, and permitting procedures that allows the City to require and enforce various measures for ensuring the proper and efficient operation, management and maintenance of the City's wastewater collection system. An updated set of ordinances will also be adopted by the City Council to strengthen the City's authority in this area.

A mechanism includes limiting the types of substances allowed to be discharged into the City's wastewater collection system. Discussed below are the recommended ordinances to control both domestic and industrial discharges.

**Domestic Discharges**

"It shall be unlawful for any person to dump anything in a manhole unless the person has been issued, by the director of public works/city engineer, a permit to dump in the manhole, which permits the dumping and states what is permitted to be dumped."

While this section controls discharges into the system via manholes, the type of substances allowed is discretionary. The intent of this section is to prevent discharges via manholes and to allow the City to track and control the type and amount of discharges.

Additionally, we recommend that the following language be added to Chapter 94, Article III. This section requires that all persons "shall comply with all sewage discharge restrictions and other requirements of the [Los Angeles] County Sanitation Districts and the United States, the state and the city." The Wastewater Ordinance for the Sanitation Districts of Los Angeles County, Part I, Section 103, Liquid Waste Disposal Policy, states:

Wastewater originating within the Districts' boundaries will generally be accepted into the Districts' sewerage systems, provided the wastewater will not, directly or indirectly: (1) damage structures; (2) create nuisances such as odors; (3) threaten public health; (4) impose excessive collection, treatment or disposal costs on the Districts; (5) interfere with wastewater treatment or residue disposal processes; (6) violate quality and pretreatment requirements set by the Districts or federal or state agencies; (7) detrimentally affect the environment or (8) cause the Districts to violate any terms or conditions of their facilities' permits or any other waste discharge or air quality requirements.

The statement should be incorporated by reference into the City's code and provides the City the authority to determine the extent of substances permitted to be discharged into the wastewater collection system.

**Industrial Discharges**

It is recommended that the following language be added to Chapter 94, Article III:

- (1) All wastes, however harmless, shall be reduced to a minimum in volume and strength, and fluctuations of temperature and flow shall be evened out by adequate storage before discharge.



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- (2) All wastes, when necessary, shall be pretreated by screening, sedimentation, neutralization, or other approved methods to produce a quality and character of waste that shall conform to Section 62-504 of the City Ordinance.
- (3) Pretreatment of industrial wastes shall be at the source and at the expense of the agency producing such.

These codes provide the City with sufficient authority to limit and control the types of industrial waste discharged into the system.

d) Requirements for Installation of Pretreatment Devices

The FOG Control Program includes a description of acceptable pretreatment devices, including grease traps, grease interceptors, or other grease control devices approved by the City Public Works Director or authorized designee. The City should require that each FSE be solely responsible for the proper operation, maintenance and repair of the approved pretreatment device(s). Sizing and installation requirements for the devices will be according to the manufacturer's recommendations and are required to conform to the adopted edition of the California Plumbing Code. Cleaning and removal of accumulated grease will be required by a licensed waste hauler with an approved license from the authorizing agency. Disposal of all water and material removed from the pretreatment devices at qualified disposal stations will also be required. To ensure proper disposal of the collected grease, the City should require that tracking logs be maintained by each FSE for a period of up to two (2) years and be made available to City Inspectors during scheduled and routine inspections.

e) Facility Inspection

Implementation of the FOG Control Program will require all FSEs to obtain and renew a Food Service Establishment Waste Discharge Permit. Although the requirements for compliance with the permit will vary among FSEs, generally each permit will require the FSE to meet the requirements for installation of FOG removal devices, comply with applicable City policies, and pay all required fees as set by the permit fee schedule.

To determine whether the FSE is in compliance with the conditions of the Food Service Establishment Waste Discharge Permit, FOG Control Program, and City ordinances, the City Public Works Director or authorized designee should have the authority to inspect each FSE. Compliance with the FOG Control Program will require that reasonable access to all parts of the FSE be made available when inspection and/or sampling of the wastewater is required.

f) Maintenance Schedule for High Frequency Maintenance Locations

The performance and scheduling of preventive operation and maintenance activities is performed by the existing staff. The preventive maintenance program includes a cleaning cycle for the areas that have been identified by City staff as high frequency maintenance sites. The City's high frequency maintenance sites include pipe segments with high FOG and root concentrations. On a weekly basis (Thursdays) the City of San Fernando Street Division performs preventative maintenance of "hot spots." Maintenance of these 2,270 feet of sewer is conducted by using a 2500 psi high pressure sewer jet cleaning machine. The increased attention prevents the occurrence of blockages and overflows. The City has





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identified its "Hot-Spots" location and continually maintains these sections. This list is shown below:

From		To	
Address	Street	Address	Street
1301	First Street	1302	First Street
1301	First Street	1302	First Street
1501	First Street	1530	First Street
1000	S. Brand Blvd	1030	Alley off of S Brand
1000	Coronel	1030	Coronel
1000	Hollister	1030	Hollister
1000	O'Melveny	1030	O'Melveny
805	Chatsworth	813	Chatsworth
805	Chatsworth		SF Elementary

g) Development and Implementation of Source Control Measures

Detailed information pertaining to the implementation of the FOG Control Program and the source control measures for all sources of FOG discharged to the sanitary sewer system is included in the City of San Fernando Fats, Oils, and Grease Control Program Technical Memorandum which is included in Appendix F for reference.

#### 8.5 Additional Recommendations

*The City of San Fernando will develop and implement a comprehensive FOG program with the requirements described in the WDRs, in addition to the language within the city's ordinance. For this reason, it is important for the City to conduct its own investigation of "hot spots" caused by FOG so that it can begin to enforce the FOG program requirements. The process should begin with a detailed assessment of the sewer system problems. As SSOs occur, they can be included in a GIS system that includes the sanitary sewer system within the City. The following is a list of projects that can be developed utilizing a sewer system GIS:*

- *Inventory and Characterize Potential FOG Sources*
  - *GIS Application for the identification of sewer system blockages due to FOG and their potential sources*
    - *Identify and color code sewer collection lines subject to blockage*
    - *Identify and plot all SSOs resulting from FOG blockages*
    - *Development of a GIS based "hot spots" application for regular cleaning with query and reporting capabilities on the frequency of the said cleaning by location/date*
    - *Development of a GIS based "source identification" application to identify and plot potential sources of FOG in "hot spot" areas*
      - *Include query and reporting capabilities to view the current landuse, past inspection reports and the condition of grease removal equipment installed at these potential sources:*
        - *Food service establishments (including restaurants, hospitals, nursing homes, grocery stores, caterers and commissaries)*
        - *High density multi-family dwellings*
        - *Residential – single family dwellings*
        - *Food manufacturing (industrial)*





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- *Develop legal authority to impose FOG program requirements*
  - *Additional ordinance language, if necessary*
  - *Inspection program*
  - *Jurisdiction's regulatory authority over private and public property*
- *Monitoring and enforcement*
  - *Inspection, utilizing the sewer system GIS*
    - *Based on the "hot spot" source identification application, develop a prioritized inspection schedule to target establishments that are in FOG prone areas*
    - *Inspect food service establishments regularly*
    - *Inspect grease interceptor and grease traps regularly*
    - *Integrating the inspection results into a GIS based Computerized Maintenance Management System*
  - *Enforcement, utilizing a GIS based Code Enforcement Module*
    - *Ensure due process within defined legal authority*
    - *Escalating enforcement structure*



## Chapter 9

### **System Evaluation and Capacity Assurance Plan**

#### **D. 13 (viii) System Evaluation and Capacity Assurance**

**Plan:** The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

(a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;

(b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and

(c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.

(d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14



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### **9.1 Overview**

This element of the SSMP includes several major programs and activities regarding development of a capital improvement plan and hydraulic analysis. Most of the requirements would be satisfied by a recent collection system master plan.

### **9.2 Purpose**

An important step in attempting to minimize the amount of SSOs in a given system, one must determine how the system will react to different conditions and stresses. Once this is achieved, City officials can identify areas in need of improvement and prioritize projects for a capital improvement program.

### **9.3 Regulatory Requirement for System Evaluation and Capacity Assurance Plan**

The WDRs require that the City prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- a) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates for the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
- b) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria; and
- c) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- d) **Schedule:** The Enrollee shall develop a schedule of completion dates for all portions for the capital improvement program developed in (a)-(c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D.14 of the WDRs.

### **9.4 Discussion on System Evaluation and Capacity Assurance Plan**

The City does not have a current sewer master plan or an assessment of the hydraulic capacity of major sewers. The City should develop a sewer master plan and implement the recommendations of the master plan including a system-wide rehabilitation of those sections subject to structural or hydraulic deficiencies.



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The City should include a short-and long-term CIP in the sewer master plan to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. Additionally, the CIP shall include an implementation schedule and shall identify all sources of funding.

The City of San Fernando shall adhere to the schedule of completion dates for all portions of the capital improvement program developed in the sections above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in the WDR.

*The City, will be issuing an RFP and evaluating proposals for performing a comprehensive Sanitary Sewer Master Plan including a hydraulic modeling of its pipes, and CIP development, in June 2013. The proposed master plan will also include digitizing of all of the City's sewer manholes and lines and developing a comprehensive GIS based mapping system.*

*There are elements within the sewer master plan that are worth commenting on and to ensure are taken into account in this undertaking. The following is a summary of our recommendations:*

- 1. A comprehensive sewer CCTV program should be implemented whereas a percentage of the system is televised and evaluated immediately.*
- 2. A Flow monitoring program/benchmarking should be started, identifying basins with high inflow and infiltration, (as high I/I is indicative of infrastructure defects), and areas with known problems.*
- 3. All of the sewers should be detailed in the City's sewer GIS for documentation and operation and maintenance purposes. All sewers should then be imported into the hydraulic model and evaluated in the hydraulic analysis. Smaller sewers have the same likelihood as larger sewers to be over capacity depending on sewer slope relative to peak flows carried in the sewer. In order to demonstrate capacity assurance and to show due diligence in preventing overflows due to hydraulic deficiencies, the entire sewer system should be hydraulically evaluated with the model.*
- 4. The current sewer enterprise fund should be analyzed against the CIP that will be developed as a result of performing the sewer master plan to ensure that the entire cost of the future CIPs as well as other elements of WDRs are addressed adequately.*



## **Chapter 10**

### **Monitoring, Measurement, and Program Modifications**

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#### **D.13 (ix) Monitoring, Measurement, and Program Modifications:** The Enrollee shall:

- a. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- b. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- c. Assess the success of the preventative maintenance program;
- d. Update program elements, as appropriate, based on monitoring or performance evaluations; and
- e. Identify and illustrate SSO trends, including: frequency, location, and volume

#### **10.1 Overview**

It is critical that the City monitors implementation of the SSMP elements, and measures the effectiveness of SSMP elements in reducing SSOs. Effectiveness should be measured by developing and tracking performance indicators on a regular basis. Performance indicators should be selected to meet the goals of the wastewater collection system agency.

#### **10.2 Purpose**

In order to effectively manage programs, performance measures that gauge success should be developed and data to support the findings must be collected. To this end, accurate and consistent data keeping is extremely important for successful sewer system management. It is imperative that the correct data is captured, in a format that is easily extractable, and that operations personnel understand their role in this process. Focus should be placed on performance metrics, components of trend tracking, and bench-marking procedures both internally and externally. Based upon data collected decisions can be made as to changes that may be warranted and needed in order to maximize program efficiencies. Setting up a Monitoring, Measurement, and Program Modification program will allow a community to better manage and implement SSMP programs.

#### **10.3 Minimum Requirements**

At a minimum, the enrollee must:

- a. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- b. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- c. Assess the success of the preventative maintenance program;



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- d. Update program elements, as appropriate, based on monitoring or performance evaluations; and
- e. Identify and illustrate SSO trends, including: frequency, location, and volume

#### **10.4 Discussion of Monitoring, Measurement, and Program Modifications**

To date, the City has effectively managed and maintained information pertaining to the wastewater infrastructure by means of manually recording preventive maintenance activities and documenting notifications received regarding potential and actual SSO occurrences. The City has tracked performance measures through logs and reports including, but not limited to, the length of pipe cleaned and televised, the quantity, cause and location of stoppages, SSOs, and the scheduled maintenance of high frequency maintenance locations. The City will continue to monitor the performance measures it currently tracks.

To address the components listed above in section 10.1 and as required by the WDRs, the following subsections provide a summary of the procedures to be implemented to properly monitor program progress and implement necessary modifications.

- (a) Maintain information to establish and prioritize SSMP activities;

The City will designate an individual responsible to continually monitor the SSMP provisions to ensure that the system is maintained in conformance with the document. As improvements or modifications are identified, the City will implement the necessary adjustments to the program at the earliest practical time.

- (b) Monitor the implementation and measure the effectiveness of each SSMP element;

As the SSMP elements are implemented and evolve, the City will modify the elements due to new technology, equipment, code changes, specific program enhancements, and the collection system's rehabilitation through implementation of the CIP. The Public Works Superintendent should identify and recommend updates to this SSMP as part of the City's regular performance measurement assessments.

The following performance parameters may be utilized along with typical industry and EPA performance indicators for the City's system:

1. Pipe age
2. O&M cost/mile/year
3. O&M staff/100miles
4. Percent of system cleaned and CCTV'd each year
5. Total annual percent cleaned
6. System cleaning cycle frequency
7. FOG program activities
8. Percent CCTV per year





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9. I&I monitoring
10. Planning goals status

(c) Assess the success of the preventative maintenance program;

The City will be developing the *Operation and Maintenance Program* that will include a summary of the City's current procedures and practices as they pertain to the O&M activities and includes recommended changes to augment the City's current activities to facilitate compliance with the WDRs. A comprehensive evaluation of the elements affecting the O&M of the City's wastewater collection system including, but not limited to, system inventory and mapping, the work order process, inspection and assessment of the system including objective standards, CIP project identification process, preventative maintenance procedures, repair and rehabilitation procedures, and training programs will also be included. A technical memorandum outlining staffing requirements and work schedules necessary to develop and implement an effective and efficient program for the long term maintenance of its wastewater collection system that satisfies the WDRs will also be included. Additionally, the City will:

(d) Update program elements based on monitoring or performance evaluations; and

The City will review this SSMP and its elements on a regular basis and update the document with any significant changes. The SSMP must be reviewed, updated, and re-certified at least once every five (5) years. The City's process should include distributing the SSMP to appropriate City staff for review to ensure the most current legal authority, response plans, organizational charts, equipment lists, and contact/notification information is included. Once the City makes operational, maintenance, management, and administrative changes, the City may consider distributing the SSMP to other agencies to perform a peer review of the document. Once recommendations are incorporated into the document, the SSMP will be ready for public dissemination and ultimately for recertification by the Council. The City is responsible for maintaining the SSMP program as required by the Los Angeles RWQCB and will make the SSMP accessible to the public.

(e) Identify and illustrate SSO trends, including: frequency, location, and volume.

The City currently maintains a spreadsheet with information as to the emergency calls received reporting potential and/or actual SSOs. The City will continue to document SSO trends. Additional information to be included in the documentation process is the frequency and approximate volume of the SSO. The City is efficiently and effectively implementing the measures to properly document and report any SSOs as required by the WDRs.

### **10.5 SSMP Modifications**

The City must update the SSMP periodically to maintain current information, and modify the programs as necessary to ensure program effectiveness and continual compliance with the WDRs. Information that will be routinely updated includes, but is not limited to, contact



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names and phone numbers for City staff responsible for implementation of specific SSMP programs, staff on stand-by for SSO response, and approved contractors and vendors.

As modifications to elements of this SSMP are deemed necessary, the City will implement them at the earliest practical time. However, changes will be officially made to this SSMP during the annual or bi-annual update to the document. A comprehensive SSMP update and recertification will occur every five (5) years as necessary and will include any significant program changes.



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## **Chapter 11**

### **SSMP Program Audits**

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**D.13 (x) SSMP Program Audits** - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them

#### **11.1 Overview**

Audit programs are intended to provide controls for ensuring that all programs associated with the SSMP are being implemented as planned and managed appropriately. Audit outcomes should provide information about challenges and successes in implementing the SSMP by evaluating work practices and operations, documentation, procedures records and staff for implementation effectiveness and consistency. The audit will identify any program or policy changes that may be needed to continually improve effective implementation. Information collected as part of an audit should be used in to plan program or procedure revisions necessary to improve program performance.

#### **11.2 Purpose**

SSMP audit program development should be developed specifically for the sanitary sewer system, but agency-wide procedures should be incorporated to ensure program sustainability. The audit can contain information about successes in implementing the most recent version of the SSMP, and identify revisions that may be needed for a more effective program. Information collected as part of the Monitoring, Measurement, and Program Modifications program should be used in preparing the audit. Quite often, performance measures and other management indicators are developed, providing a baseline that performance can be measured against. Tables, figures, and charts can be used to summarize information about these indicators. An explanation of the SSMP development and accomplishments in improving the sewer system should be included in the audit, including:

- Progress made on development of SSMP elements, and if the sewer system agency is on schedule in developing all elements of the SSMP;
- SSMP implementation efforts over the timeframe in question;
- The effectiveness of implementing SSMP elements;
- A description of the additions and improvements made to the sanitary sewer collection system in the past reporting year; and
- A description of the additions and improvements planned for the upcoming reporting year with an estimated schedule for implementation.



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### **11.3 Regulatory Requirements for SSMP Program Audits**

The WDRs require the City to conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two (2) years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the City's compliance with the SSMP requirements identified, including identification of any deficiencies in the SSMP and steps to correct them.

### **11.4 Discussion of SSMP Program Audits**

The City will conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. These audits will occur every two (2) years and a report will be prepared and kept on file. Any modifications identified while monitoring the implementation of this SSMP will be officially noted during the SSMP audit to ensure this SSMP is up to date. The audit will be completed internally, and the City may elect to have the audit performed by an appropriate third party auditor or a neighboring agency. The audit may include, but not be limited to:

- Reviewing the progress made on the development of SSMP elements
- Reviewing the status of the SSMP programs implemented
- Identifying the success of various SSMP programs implemented
- Identifying the improvements necessary to various SSMP programs
- Describing system improvements within the two (2) year audit period
- Describing system improvements planned for the upcoming two (2) years
- Reviewing data related to SSO occurrences



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## **Chapter 12**

### **Communication Program**

(xi) **Communication Program** – The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

#### **12.1 Overview**

Communication programs are often underrated and overlooked. However, an effective communication program may end up being the key element that keeps your organization from missing critical SSMP deadlines. Involving the public early and at appropriate times will help your organization avoid last minute comments that delay approval of your SSMP by your governing body. A quality communication program with satellite agencies will help to minimize negative operational impacts on your plant or collection system.

It is important to identify an individual who will be responsible for development of your communication program. Larger agencies will typically have Communications and Media Officers or Public Information Officers who are appropriate to lead the development of the communication program. Smaller agencies who don't have these staff in-house should look to those within the agency who have exhibited strong writing skills, public speaking skills, experience with customer interface, or have successfully completed controversial projects. A self assessment and rough timeline follow to help you on your way to a successful communication program!

#### **12.2 Purpose**

Identifying key stakeholders and key issues, and thinking about how various stakeholders might react is the first step to developing a communication plan. Understanding what elements of an SSMP they will be most concerned with, is one of the many potential considerations that an agency may identify. Involving the right stakeholders on potentially controversial issues as early as possible is important to the success of any new program. Emphasizing collaboration and shared goals to reach a workable solution will not always ensure buy off, but will promote ownership and understanding. Avoiding proper outreach efforts for controversial issues in the hope that interested parties won't catch on usually backfires. These issues should be considered when developing a communication program



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### **12.3 Minimum Requirements**

- a) The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.
- b) The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

### **12.4 Discussion of Public Education and Outreach**

The City's Public Education and Outreach Program to communicate its efforts to comply with the WDRs and address the development and implementation of this SSMP will serve to educate, inform, and engage key stakeholders, such as agencies served by the City's wastewater collection system or that may be affected by an SSO, and businesses, developers, contractors, vendors, and plumbers whose business could be impacted by specific requirements or elements of this SSMP.

Through the City's Public Information Office (PIO), the City will work to coordinate external communications between the City and the public regarding the development and implementation of this SSMP and the various elements. The PIO will be responsible for preparing and providing pertinent information for news releases, articles, the City's monthly electronic newsletter, and the website. Additionally, the PIO will work closely with the City Council, City departments, news media, the public and affected agencies to assist in promoting an open and frequent exchange of information necessary for the systematic and effective implementation of the various SSMP elements.

The following includes a summary of the City's efforts to educate, inform and engage the public's support and participation in the proper utilization of the City's wastewater collection system and comply with the WDR requirements.

#### ***City of San Fernando Official Website***

The City's current outreach efforts include maintaining a website (<http://www.ci.SanFernando.ca.us/>) to inform the public about City activities. The City's website is an effective communication channel for providing alerts and news to the public. The main page of the website provides access to various City departments including the Public Information Office, and links to diverse information, important announcements, agendas and minutes for City Council meetings, and other key information for City residents. The City can utilize the website to publish its SSMP to provide the public the opportunity to view and offer input to the City as the SSMP elements are implemented. As well, the City can utilize the website to notify the public of important upcoming activities related to sewer system management.

#### ***City of San Fernando FOG Control Program***

The public outreach element that will be included in the *City of San Fernando FOG Control Program* includes educating the public on the negative impacts of putting FOG into the wastewater collection system. Providing information via various forms of media is an effective way to engage the public in recognizing the importance of reducing the quantity of FOG introduced to the wastewater collection system and the threat of excessive quantities to





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the potential and actual occurrence of SSOs. Examples of educational campaigns will be developed. These will include a flyer advertising that the drain is not a dump for FOG, a door hanger, presented in both English and Spanish, that can be left with residents, and best kitchen practices for businesses. Additionally, an example of text that may be included on a postcard and mailed to residents soon after a FOG related SSO has occurred to alert people to the effort required to clear a blockage and to reinforce not to put FOG down the drain.

### ***City of San Fernando Sanitary Sewer Overflow Emergency Response Plan***

The SSOERP, in Appendix D includes a Public Advisory of Sewage Contamination Procedures which includes a description of the action that City staff must take to limit public access to surface waters and other areas that may have been impacted by an SSO as well as notify the public of potential hazardous conditions. Examples of signs that may be posted to provide a warning of potential public health risk are included in Attachment H of the SSOERP. Additionally, pre-scripted notices are included in Attachment I of the SSOERP which may be modified to accurately reflect the conditions at the time of publication and/or airing.

Should additional notification of sewage contamination be deemed necessary, City staff is required to, in cooperation with the City's PIO, provide further notices through the use of pre-scripted notices made available to the printed or electronic news media for immediate publication or airing, or by other measures, such as door hangers.

### ***Public Meetings***

Public meetings to discuss the City related issues are held regularly in the City Council Chambers. The City encourages residents to attend City council meetings to become better informed about how the City of San Fernando works and various issues. The council meetings provide the residents and concerned citizens a forum to provide the council with input on particular programs through the Public Hearing process, and through the Citizen Participation portion of each City Council meeting. During Citizen Participation, each person who wishes to address the City Council on an item not on the agenda may do so. Certification of the completed SSMP will be required by the City Council during a public city council meeting.

Copies of the Council Agenda are made readily available to the public at the City Clerk's Office and in the lobby of the Council Chambers during the meeting. A complete agenda packet is also available for review in the Special Collections section of the San Fernando Public Library and at the Council meeting.

Project specific meetings may also be convened with community leaders and other citizens to discuss the impacts, schedule and criteria of sewer related projects and efforts. These meetings give citizens a forum to learn about the City's activities, voice their concerns, and receive clarification on a variety of issues. Often the project managers will arrange these meetings.



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**12.5 Public Education and Outreach Media**

A variety of means exist to educate and inform the public regarding impacts to the City's wastewater collection system facilities. The following list identifies several forms of media available for the City to use to educate and inform the public:

- Bi-annual inserts in water and/or sewer bills;
- Press releases;
- Direct mailers;
- Door hangers;
- Brochures distributed at City locations and kiosks;
- Posters and flyers displayed prominently in public areas, such as on buses, libraries, and recreational centers;
- Announcements and notices placed on the City's web site;
- Advertisements placed in the City's news outlet;
- Public service announcements on the City's cable television channel; and
- Specific events to educate the public on the effects of SSOs to the public and environment such as at an earth day fair, open house events, and other appropriate venues.

All messages that are communicated to the public should be prepared in English, and, where appropriate, in Spanish and any other dominant language spoken by the target audience. Translation services may be required and anticipated during any educational campaign. Staff from the Utility Services Department and other affected departments should work closely with the City's Public Information Office to develop appropriate messages and with which media the messages should be disseminated. Educational activities should occur regularly throughout the year, but the City may consider enhancing education campaigns near holidays when many residents increase their cooking activities, and consequently generate more FOG.

The City will communicate on a regular basis with interested parties on the implementation and performance of this SSMP. The Public Education and Outreach program will allow interested parties to provide input as the SSMP and its elements are developed and implemented.



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## **Appendix A**

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# **Sanitary Sewer Overflow Emergency Response Plan**

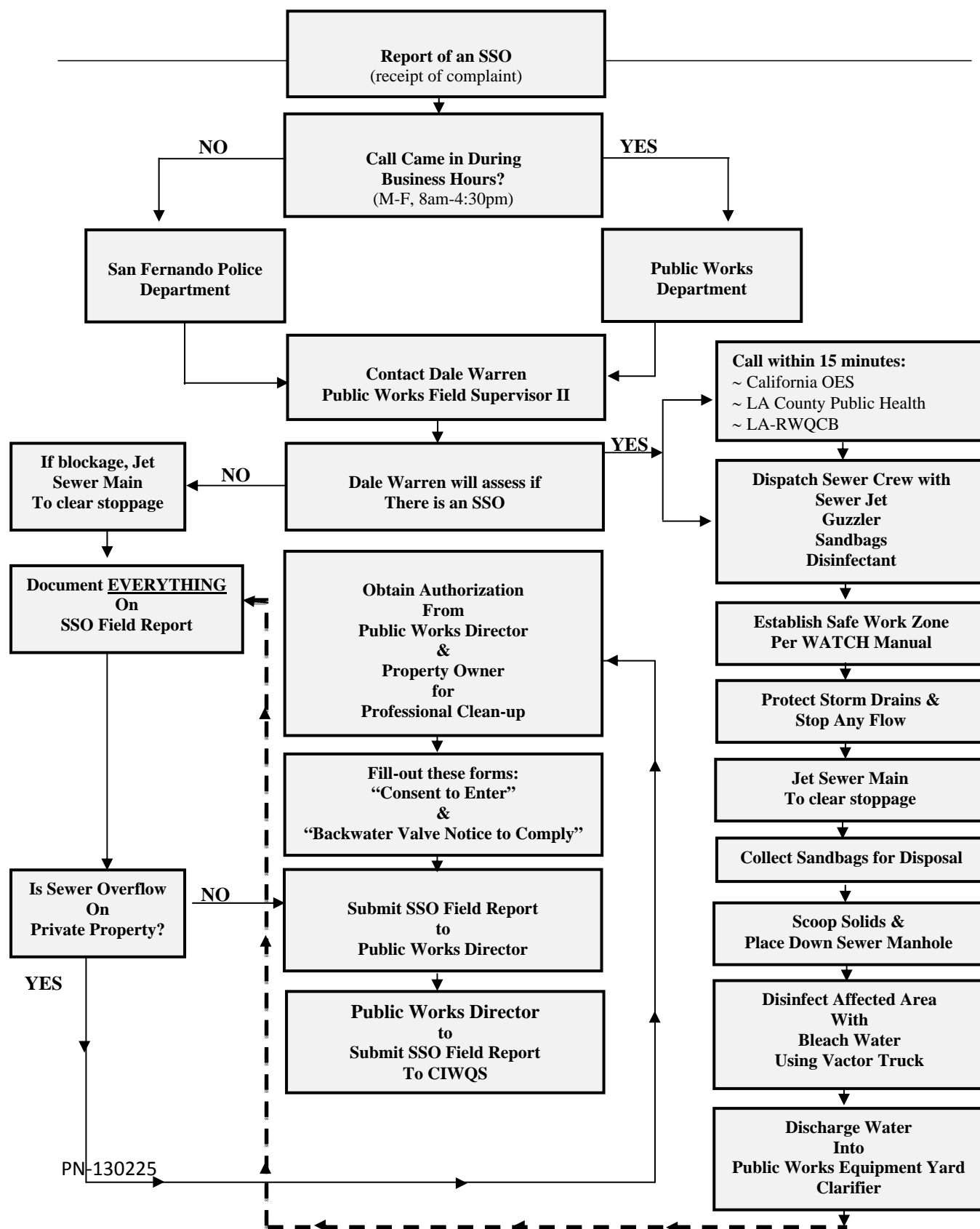
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### Sanitary Sewer Overflow (SSO) – Chain of Communication





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## **Appendix B**

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### **Emergency After Hours Call List**

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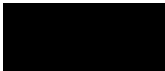




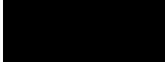
**CITY OF SAN FERNANDO**  
**EMERGENCY AFTER-HOURS CALL OUT LIST**  
**For**  
**SANITARY SEWER OVERFLOW (SSO) RESPONSE**

Normal business hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. After hours emergencies are reported to the Police Dispatcher who calls the appropriate persons trained to appropriately respond to an SSO. The following list indicated the employees to be called for response.

**SEWER RESPONSE CREW:**




Dispatch to incident site, assist with control and stoppage of overflow, obtain any required authorization, document everything on report, clean-up and follow-up per SSORP and SSMP.

(Call out in order listed)

1. Dale Warren, P.W. Field Supervisor II	Home Mobile	
2. Jim Davis, P.W. Sr. Maintenance Worker	Home	
3. Steve Watts, P.W. Sr. Maintenance Worker	Home	
4. Robert Davidson, P.W. Sr. Maintenance Worker	Home	
5. Richard De La Peña, P.W. Maintenance Worker	Mobile	
6. Frank Villalpando, P.W. Maintenance Worker	Home Mobile	

**PUBLIC WORKS ADMINISTRATION**

Departmental support, assist with handling incident reports, contact dispatch, and process report documentation.

Lauren Guerra, P.W. Administrative Coordinator	Home	
Angela Otremba, P.W. Office Specialist	Home	
Maria Padilla, Office Specialist	Home	



**City of San Fernando  
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Participate in debriefing sessions, respond to SSOs as needed, ensure proper traffic control measures are implemented, and document areas for future engineering review and analysis.

Patsy Orozco, Civil Engineering Assistant II

Home



Manual Fabian, Civil Engineering Assistant II

Mobile

**MANAGEMENT**

Ensure proper procedures are adhered to per SSORP and SSMP, conduct debriefing sessions, review and submit documentation to state.

Ron Ruiz, P.W. Director

Home

Mobile

Tony Salazar, P.W. Superintendent

Home

Mobile





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## **Appendix C**

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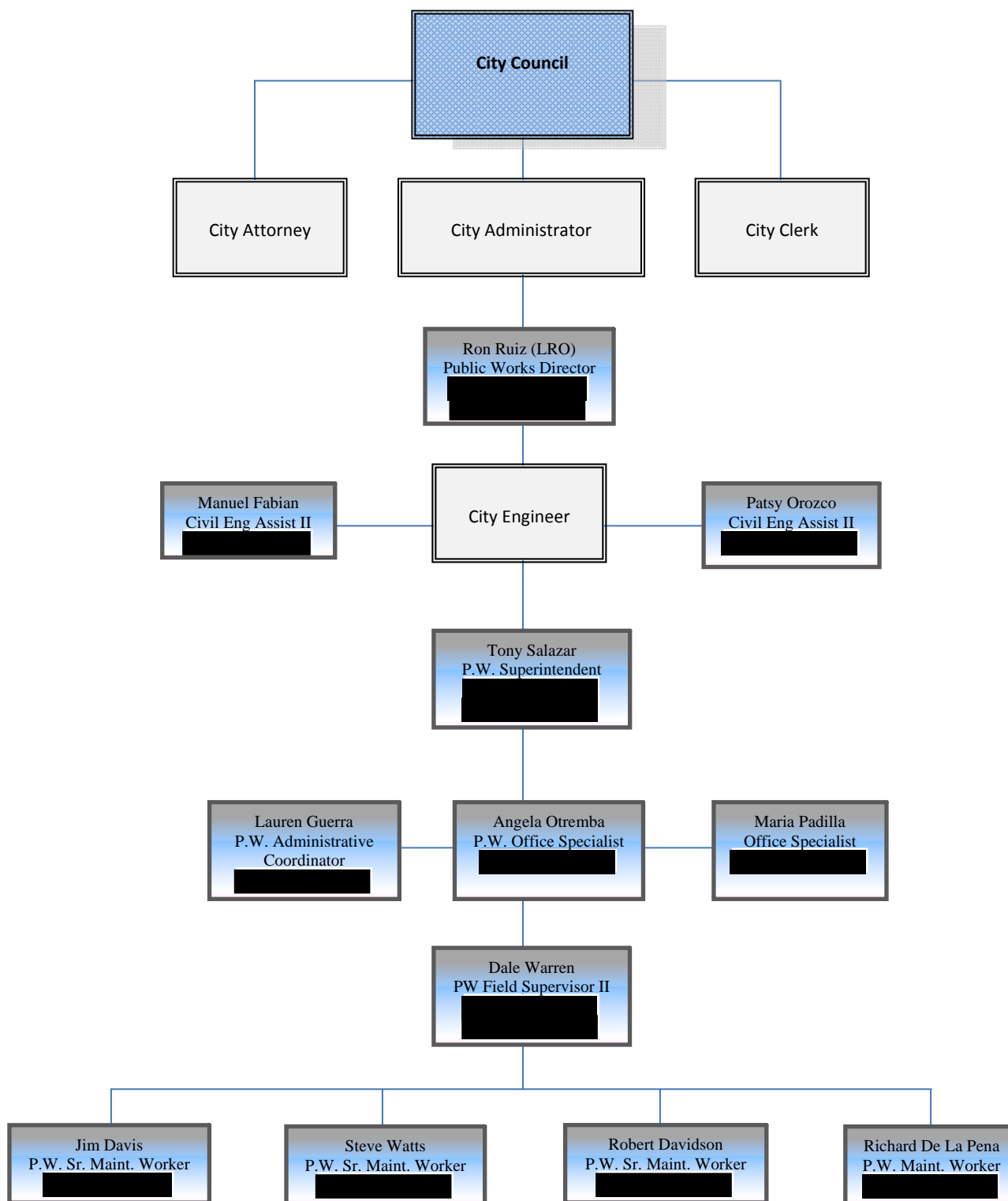
### **SSMP Program Personnel**

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**City of San Fernando – SSMP Program Related Personnel**





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## **Appendix D**

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### **SSO Resource and Reporting Guide**

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**SSO Resource and Reporting Guide**

<b>If SSO requires</b>	<b>THEN contact</b>	<b>AT</b>
<ul style="list-style-type: none"> <li>Safety and Rescue</li> </ul>	San Fernando Police Department	911; or (818) 898-1267
<ul style="list-style-type: none"> <li>Media notification response for emergencies:               <ul style="list-style-type: none"> <li>❖ Road closures</li> <li>❖ Detours</li> <li>❖ Ensuring posting</li> <li>❖ Notification is initiated</li> <li>❖ For environmental hazards</li> <li>❖ Other impacted</li> <li>❖ Agencies-PIO</li> </ul> </li> </ul>	San Fernando Administration Department; and  Public Works Department	(818) 898-1203      (818) 898-1222
<ul style="list-style-type: none"> <li>SSO response support</li> </ul>	During regular work hours: City Sewer Crew	(818) 898-1294
<ul style="list-style-type: none"> <li>Coordination and monitoring of SCADA telemetry alarms</li> <li>Dispatching of maintenance standby crews</li> </ul>	After-hours weekends & holidays: Tony Salazar, Public Works Superintendent	[REDACTED]
<ul style="list-style-type: none"> <li>Hazmat identification</li> </ul>	Los Angeles County Hazardous Materials Division	(323) 890-4317 (M-F, 7am-5pm) (323) 881-2455 – After hours
<ul style="list-style-type: none"> <li>Public health issues</li> </ul>	Los Angeles County Health Department	(626) 430-5420 After hours (213) 974-1234
<ul style="list-style-type: none"> <li>Investigation of authority; public or private properties and connections</li> <li>Evaluation of industrial discharges</li> </ul>	Public Works Department  Los Angeles County Industrial Waste - Joe Baiocco	(818) 898-1293   (626) 458-3567 – Office [REDACTED]

<b>If SSO requires</b>	<b>THEN contact</b>	<b>AT</b>
	Baiocco, Head Inspector	
<ul style="list-style-type: none"> <li>Coordination of response</li> </ul>	Office of	(800) 852-7550



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resources for a significant overflow (Category 1) • OES Incident Number	Emergency Services	
Containment of SSO on private property	Public Works Department	(818) 898-1293
Oversight of clean-up/or obtain recommended clean-up procedures	Public Works Department	(818) 898-1293
Investigation and/or prosecution due to damages caused by SSO	San Fernando City Attorney via Administration Department	(818) 898-1203 (Administration) (213) 744-0099 (213) 626-2906 (City Attorney)
Clean-up of a flooded structure	City Contractors	<ul style="list-style-type: none"> <li>• ServPro of Studio City</li> <li>• (818) 508-7282</li> <li>• Emergency Service Restoration (888) 377-4195</li> <li>• ServPro of Sylmar (818) 951-6780</li> </ul>

**Additional Emergency Response Contractors:**

<b>IF SSO Involves</b>	<b>IF SSO requires</b>	<b>THEN contact</b>	<b>AT:</b>
Flooding	Bypass Pumping due to flooding or broken pipe	City Contractor	Rain for Rent (800) 742-7246
Impacts to roadways	Traffic Control	Traffic Control Contractor	Traffic Control Services (714) 526-9500
Flooded Structures or temporary containment	Cleaning Services	Professional Sewer Cleanup Service Contractors	<ul style="list-style-type: none"> <li>• ServPro of Studio City (818) 508-7282</li> <li>• Emergency Service Restoration (888) 377-4195</li> <li>• ServPro of Sylmar (818) 951-6780</li> </ul>
Flooding	Sand Bags	Contractor	Baron Bag and Erosion Supply (800) 562-6055
Damages to pipe, pipe blockage, etc	CCTV/clean services	Contractor	Performance Pipeline Technologies





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			(714) 536-7386  National Plant Service (562) 436-7600
Reaches surface Water	Lab testing and lab sampling of industrial/commercial waste	Los Angeles County Industrial Waste – Joe Baiocco, Head Inspector	(626) 458-3567 – Office [REDACTED]
Immediate repair to sewer infrastructure	Immediate repair of sewer infrastructure	City Contractor	O'Campo & Sons (818) 361-8070



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## **Appendix E**

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### **Standard Operating Procedures – Sewer Stoppages and Overflows**

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**PUBLIC WORKS**  
**MEMORANDUM**

**TO:** The File

**FROM:** Dale A. Warren, Public Works Field Supervisor II

**DATE:** May 20, 2010

**SUBJECT:** Standard Operating Procedures – Sewer Stoppages and Overflows  
 When called out for a report of a sewer overflow, respond to the scene, assess the situation, and:

1. Call the sewer crew to respond with the \*sewer truck.
2. Place sandbags in gutter to filter solids and keep as much water as possible from going in to the storm drains.
3. Engineer will estimate the flow by gallons – Call Manuel Fabian on his cell at [REDACTED].
4. Call the following agencies, as indicated (see poster on wall in Supervisor's Office next to large sewer map):
  - Immediately – Only if the flow is greater than 1000 gallons and would likely make its way into any state waters – The California Office of Emergency Services @ 1-(800) 852-7550
  - Within 15 minutes – Call for any discharge of sewage which will likely make its way into state water, regardless of quantity – Los Angeles County Public Health @ Days (626) 430-5420 or Weekends & after hours (213) 974-1234
  - Within 2 hours – Discharges that enter state waters and discharges that occur where public contact is likely, regardless of size – Los Angeles Regional Water Quality Control Board Days (213) 576-6657 / Weekends & after hours (213) 305-2284

Report to scene with camera and document everything. Generate a report with the “who, what, when, where, and why” (especially names, dates & times of agency contacts). Establish what properties were affected and by how much overflow. Did dirty water reach storm drains; if so, how much water?

Once stoppage has been cleared”

1. Collect sandbags for disposal. Scoop up solids and place down a sewer manhole.
2. Disinfect the affected area with bleach water using Vactor Truck.
3. Discharge waste at City Maintenance Yard into clarifier.

If the crew is unable to clear the stoppage and you suspect a break in the line, call a sewer construction contractor to bypass the break (pump around the area from manhole to manhole), dig up and repair the sewer main, Sewer construction contractors start on page 1,476 in the 2008 Blue Book (on my desk). If sewage has backed up into a house or business due to the stoppage, contact the Public Works Director or Operations Manager for authorization to spend money for cleanup of private property. If approved, obtained property owner's signature on both a “Notice to Comply – Backwater Valve” and “Consent to Enter” forms. Then call Servepro at (818) 508-7282 or Emergency Services Restoration at 1-(800) 540-5532 to schedule emergency cleanup.

\*If both sewer cleaning machines are out of service, rent one from Plumbers Depot at (310) 851-5715 or Mike Martin via cell at (310) 355-1700.



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## **Appendix F**

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### **FOG Control Program Supplemental Recommendations**

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The FOG Control Program is intended to supplement, and be consistent with, existing operations and maintenance procedures. The comprehensive program will facilitate identification and coordination of necessary facilities and personnel in an organized and efficient manner to implement a FOG Control Program. It is recommended that City staff review the document closely and provide comments where clarification is required and improvements to the document can be introduced.

Additionally, since a FOG Control Program must be tailored to accommodate the specific needs of the City, as the FOG Control Program evolves, the City should evaluate the program and its various components to determine any revisions necessary to further reduce the quantity of FOG being discharged into the sewer system. This section provides draft ordinances for the City to adopt for its FOG Control Program, recommendation on staffing, and a description of the initial efforts to implement a FOG Control Program.

### **F.1 Legal Authority**

To implement and enforce its FOG Control Program, the City must codify, within its code, the authority to implement and enforce its FOG Control Program. Below are recommended ordinances for the City to consider and adopt to establish this authority.

#### **Waste Disposal – Permit Required**

Facilities engaged in preparing food for consumption by the public desiring to discharge wastewater into a public sewer shall obtain a permit to discharge from the City Utility Services Director known as a Food Service Establishment Wastewater Discharge Permit.

#### **Food Service Establishment Waste Discharge Permit**

The Food Service Establishment Waste Discharge Permit may require pretreatment of wastewater prior to discharge, restriction of peak flow discharges, discharge of certain wastewater only to specified sewers of the City, relocation of point of discharge, prohibition of discharge to certain wastewater components, restrictions of discharge to certain hours of the day, payment of additional charges to defray increase costs of the City created by the wastewater discharge and such other conditions as may be required to effectuate the purpose of this ordinance. No person shall discharge industrial wastewater in excess of the quantity or quality limitations set by the Permit of Industrial Wastewater Discharge Permit and City ordinance.

### **Permit Application**

Persons seeking a Food Service Establishment Waste Discharge Permit shall complete and file with the City Public Works Director, an application in the form prescribed by the City Public Works Director, and accompanied by the applicable fees. The applicant may be required to submit, in units and terms appropriate for evaluation, the following information:

- Name and address of applicant;

- Volume of wastewater to be discharged;
- Time of daily food preparation operations;
- Description of food preparation, type, number of meals served, cleanup procedures, dining room capacity, number of employees and size of kitchen; and/or
- Any other information as may be deemed by the City Public Works Director to be necessary to evaluate the permit application. The City Public Works Director will



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evaluate the data furnished by the applicant and may require additional information.

After evaluation and acceptance of the data furnished, an on-site inspection of the waste discharge system, treatment systems, or other system relating to the waste discharge may be required. The City Public Works Director may then issue a Food Service Establishment Waste Discharge Permit subject to terms and conditions provided.

### **Duration of Permit (FSE)**

A Food Service Establishment (FSE) Waste Discharge Permit shall be issued for a specified time period, not to exceed one (1) year. A permit may be issued for a period less than one (1) year or may be stated to expire on a specific date. If the FSE is not notified by the City thirty(30) days prior to the expiration of the permit, the permit shall be extended one (1) additional year. The terms and conditions of the permit may be subject to modifications and changed by the City during the life of the permit as limitations or requirements are deemed necessary by the City Public Works Director. The FSE owner shall be informed of any proposed changes in his permit at least thirty (30) days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

### **Transfer of Permit**

Food Service Establishment Waste Discharge Permits shall be issued only for a specific use or a specific operation. Any sale, lease, transfer or assignment of the premises or operation for which the permit was issued shall require a new permit to be issued. Any new or changed conditions of operation shall require a new permit to be issued.

### **Revocation of Waste Discharge Permit**

The City Public Works Director may revoke the permit of any FSE who is found to be in violation of this ordinance or who:

- Fails to comply with the conditions of the Food Service Establishment Waste Discharge Permit;
- Fails to install required grease pretreatment devices as required by the Food Service Establishment Waste Discharge Permit;
- Fails to comply with the reporting and/or pretreatment requirements or pretreatment device maintenance as required by the Food Service Establishment Waste Discharge Permit;
- Fails to comply with a Notice of Violation or a Compliance Schedule Agreement issued to require compliance with a Food Service Establishment Waste Discharge Permit or other provision of the City's codes;
- Knowingly provides a false Food Service Establishment Waste Discharge Permit application or makes false representations, or submits false documents, reports or logs to the City Public Works Director or the Director's designee;
- Refuses to allow inspections during normal business hours or after hours if emergency conditions exist (overflow or suspected overflow);
- Interferes with the City Public Works Director or the Director's designee during the FSE inspection or in sampling a FSE's discharge or in inspecting and sampling an overflow event; and/or
- Causes or contributes to sewer blockages or sewer overflows within the public sewer, or fails to address the conditions leading to more than one (1) overflow event from a private system within a twelve (12) month period.





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### **Maintenance Reports**

The City's Public Works Director or Director's designee shall require the FSE to keep records of grease pretreatment device cleaning, maintenance and grease removal and to report on such maintenance to the City permit administration. The City Public Works Director may require the FSE to provide results of periodic measurements of its discharge which is to include chemical analysis of oil and grease content. FSE owners or designees shall allow the City or its representative ready access at all reasonable times to all parts of the premises for purposes of sampling and inspections.

### **Penalty for Violation and Civil Liability**

#### **a) Injunction**

Whenever a discharge of wastewater in any manner in violation of this ordinance or of any order issued by the City PWD as authorized by this ordinance is hereby declared a public nuisance and shall be corrected or abated as directed by the City PWD. Any person creating such a public nuisance is guilty of a misdemeanor.

#### **b) Falsifying of Information**

Any person who knowingly makes any false statements, representation, record, report, plan or other document filed with the City Public Works Director or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this ordinance, shall be guilty of a misdemeanor.

#### **c) Termination of Service**

The City may revoke any Food Service Establishment Waste Discharge Permit issued or terminate or cause to be terminated any wastewater service to any premise if a violation of any provision of this ordinance is found to exist or if a discharge of wastewater causes or threatens to cause a condition of contamination, pollution or nuisance. This provision is in addition to other statutes or rules authorizing termination of service for delinquency in payment. d) When deemed necessary by the City Public Works Director for the preservation public health or safety or for the protection of public or private property, he/she may suspend sewer service to any person or persons using the wastewater collection system in a manner or way to endanger the public health or safety, or public or private property. n suspending service he/she may serve all pertinent connections to the public sewer. If such endangerment shall be imminent, the City Public Works Director may act immediately to suspend sewer service without notice or warning to said person or persons.

**Notice and Appeal Procedures** Unless otherwise provided herein, any notice required to be given by the City PWD under this ordinance shall be in writing and served in person or by registered or certified mail. If served by mail, the notice shall be sent to the last address known to the City Public Works Director. Where the address is unknown, service may be made upon the owner of record of the property involved. Notice shall be deemed to have been given at the time of deposit, postage prepaid, in a facility regularly serviced by the United States Postal Service.

Any person found to be violating any provision of this ordinance shall be served by the City Public Works Director with written notice stating the nature of the violation. Within ten (10) days after the date of the notice, unless a longer time is necessary due to the nature of the violation, a plan for the satisfactory correction thereof shall be submitted to the City Public Works Director.



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If the violation is not corrected by timely compliance, or a satisfactory correction plan submitted within the specified time, the City PWD may order any person to show cause before the City Public Works Director why enforcement action should not be taken. A written notice shall be served on the person specifying the time and place of a hearing, the reason why the action is to be taken, and the proposed enforcement action. The City Public Works Director may propose any enforcement action reasonably necessary to abate the violation. Based upon the evidence presented at the hearing, the City Public Works Director shall determine the appropriate enforcement action which should be taken, if any.

### **F.2 Staffing**

Administration, implementation, and enforcement of a FOG Control Program may require adding additional staff to specifically manage and implement the various elements of the FOG Control Program. It is recommended that the City identify the department and the staff that will be responsible for implementing and enforcing the FOG Control Program, evaluating its effectiveness, and coordinating necessary improvements to the program over time. The following provides information regarding areas in which additional staff may be necessary.

#### **F.2.1 Initial Implementation**

The City should consider performing an inspection of each of the FSEs to document information specific to each facility. The results of the initial inspection will establish a basis from which the City can begin tracking and monitoring the condition of the critical elements necessary for controlling the FOG discharged into the wastewater collection system. The inspection of the facility may include interviews with FSE staff, a general review and evaluation of the facility, examination of grease removal equipment, an external check for storm water pollution sources and maintenance records related to the specific grease removal device. It will be necessary to document inspection and enforcement information, dates that inspections were performed, violations identified, and follow up actions required and implemented for each FSE. Based on the results of the initial inspection, the City can determine if the FSE is in compliance with the conditions of the Waste Discharge Permit or if additional provisions will be required to bring the FSE into compliance with the FOG Control Program and City established policies. If it is determined that a FSE is in violation, a notice of violation, conditional permit or permit revocation may be issued based on the severity of the violation.

#### **F.2.2 Permitting Process and Procedure**

Permits are a common regulatory control method since they include a summary of the conditions and requirements for the FSE. They also provide a concise, uniform, and legal framework for operating the FOG Control Program. The FOG Control Program requires FSEs that generate waste containing FOG obtain a Food Service Establishment Waste Discharge Permit, meet the requirements for installation of approved FOG removal devices, and comply with City Codes. Currently all permits are administered by the City's Public Works Department. Since the FOG Control Program will be a newly established program, the City is considering establishing the FOG Control Program within the Utility Services Department, which will be responsible for administering the permitting process to control and regulate the Food Service Establishment Waste Discharge Permits.

#### **F.2.3 Construction Plan Reviews**

The City currently performs the review of plans for new and remodeled FSEs and establishes the minimum requirements that each FSE must comply with and meet prior to receiving the necessary permits. Implementation of the FOG Control Program will require that a review



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process be developed for new and/or remodeled FSEs to determine compliance with the provisions included in the FOG Program and any newly adopted FOG related ordinances. Plan submittal review may include, but not be limited to, review for compliance with the provisions included in the FOG Control Program, compliance with the City's codes, appropriate sizing of FOG control devices, and compliance with the Food Service Establishment Waste Discharge Permit. Additionally, inspection of each FSE should be performed to verify compliance with the conditions of the Food Service Establishment Waste Discharge Permit. The City should consider the level of staffing that will be required to perform the necessary level of review and inspections.

### **F.2.4 Enforcement and Monitoring of the FOG Program**

The discharge of FOG to the wastewater collection system from FSEs can be controlled through effective enforcement of the FOG Control Program. This will require that the City identify staff, add staff, or contract for services to:

- Perform inspections of FSEs to ensure that BMPs are properly implemented and that grease traps/interceptors, when applicable as a pretreatment method to reduce FOG from the wastewater prior to discharging into the collection system, are properly installed maintained; Monitor compliance through routine inspection of FSEs, and monitor compliance with Waste Discharge Permit requirements and maintenance requirements for grease interceptors;

- Monitor, evaluate, and screen inspection results to identify violations and issue appropriate notices of violation;
- Implement consistent and timely responses to all types of violations to ensure long-term compliance;
- Maintain appropriate documentation and records of FSEs, inspections performed, violations issues, and resolution of issues with FSEs; and
- Oversee and implement efforts to educate the public and FSEs on effective ways to reduce and eliminate FOG from entering the wastewater collection system.



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## **Appendix G**

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### **Private Lateral and Backflow Prevention Programs Ordinance Recommendation**

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**Building wastewater pipelines** – The building wastewater pipelines are those black or grey water pipes installed within the walls of a building or structure that connect to the building drain. Building wastewater pipelines may include interior sump systems, grease traps or other appurtenances.

**Building drain** – The building drain is that part of the lowest wastewater piping which receives the discharge from drain pipes inside the walls of a building or structure and conveys it to the private lateral (generally connecting within 2' of the building wall).

**Private sewer disposal system** – The pipelines and points of connection of a building drain to a grease interceptor, an individual sewage disposal system (septic system), holding tank or other private point of disposal unaffiliated with the public sewer comprises a private sewer disposal system.

**Private lateral(s)** -- shall mean that part of the generally horizontal piping of a drainage system which extends from the end of the building drain and which receives the wastewater discharge from the structure and conveys it to a public sewer or other on-site individual sewage disposal system (septic system). The Private lateral begins at Building Drain and extends to and including the wye or point of connection with the public sewer. Private laterals may include privately owned pipelines, sump systems, interceptors or other appurtenances within private streets or private property common areas that are not dedicated to or owned by the City. Private laterals may also begin at the building drain and extend to a private sewer disposal system.

**Public sewer** – A public sewer is the sewer collection system owned by the City lying within limits of public streets, roads, easements, reserves, non-exclusive easements or other public rights of way. That portion of the private lateral that may lie within any public street or right of way **is not** a public sewer owned by the City. Public sewer facilities owned and maintained by the City, including facilities designed and constructed by the City and facilities that have been dedicated and accepted by the City. Private Sewer Facilities constructed for dedication to the City do not become public sewers until they have been accepted by the City.



## **City of San Fernando SSMP Final Report**

### **Installation and Maintenance Costs; System Responsibility**

All costs and expenses incident to the installation, connection, repair, maintenance, renovation, replacement, disconnection, reconnection or relocation of a *private sewer disposal system, building drain* or *private lateral*, including cleanouts, backflow protection devices, pumps or other appurtenances (collectively "installation and maintenance"), shall be borne by the property owner and person causing the connection to be made, including but not limited to the costs of application, plan submittal, plan check, connection fees or any other fee or charge of City related to the installation. In no event shall City be responsible by reason of approval of plans, issuances of licenses or permits, or allowance of connection to the *public system* for any harm, cost, loss or damage which may be occasioned by the installation or maintenance of the *building drain* or *private lateral* and the same shall be borne by the property owner or the person causing the connection to be made.

### **Cleanouts**

In proximity to the *building drain* or at a point along the *private lateral* a cleanout should be provided either at the time of building construction or in the event of a plumbing system remodeling. Generally, acceptable cleanouts are installed within five (5) feet of the building foundation. All cleanouts shall conform to applicable local plumbing Codes and the City's Standard Specifications.

### **Maintenance and Operation of *Private Sewer Disposal Systems* and *Private Laterals***

It is the responsibility of the property owner to maintain the *private lateral* up to and including its connection to the public sewer. The operation and condition of *private laterals*, their cleanouts and any other wastewater facilities required to serve a connector's building, shall be the responsibility of the property owner, who shall keep them in good operating condition at all times and shall undertake all necessary repairs, including replacement of dilapidated and worn out components, at the property owner's expense and at no cost to the City. All repairs to and replacements of *private laterals* or other *private sewer disposal systems* shall be performed in accordance with the City's Standard Specifications. Property owners shall maintain a *private lateral* in a manner that prevents sanitary sewer overflows and sewer spills. Failure of a property owner(s) to abate any condition that is causing sanitary sewer overflow within three (3) business days of receiving a notice from the City is hereby declared to be a public nuisance and may be subject to abatement or other remedies City may have.

### **Backflow Protective Device**

#### **Purpose for Requiring Installation of Backflow Prevention Devices**

When blockages or stoppages occur in sanitary sewers, there exists the potential for adverse public and private health impacts, bodily injuries and damage to property resulting from sewage overflow and backflooding on public and private property. It is the purpose of this Ordinance to protect the health, safety and welfare of residents of the City and to minimize the possibility of damage to property or injury to persons by requiring the proper installation and maintenance of backwater overflow prevention devices pursuant to the directives and standards of the City.

#### **Responsibility for Backflow Prevention Devices**

In this Ordinance, the term "*backflow prevention device*" includes, but is not limited to, backwater overflow devices and backwater check valves, pressure relief devices and shutoff systems, and any other devices the City may approve for the purpose of preventing or minimizing the possibility that raw sewage will back up into any structure, or for any similar purpose. All *backflow prevention devices* shall comply with standards acceptable to the City and





**City of San Fernando**  
**SSMP Final Report**

shall be maintained and repaired by the property owner to provide for their uninterrupted function for the purpose for which they were designed.

All new *private laterals* including replacements shall be equipped with a cleanout riser. All new *private laterals* shall also be fitted with a *backflow prevention device* of type and materials as approved by the City, and shall be located on the *private lateral* between the building and the property line, preferably at the location of the cleanout, in the manner prescribed by the City. The *backflow protective device*, if below grade, shall be enclosed in a suitable concrete utility box with removable cover and shall be readily accessible for inspection and maintenance. Additionally, a *Backflow Prevention Device* shall be required when any of the following conditions exist:

1. All new building *private laterals* and *private lateral* replacements;
2. On remodels where plumbing fixtures are added to the property, and/or more than twenty-five percent of the structure area is being remodeled;
3. When property has been damaged by the blockage of the City's *Public Sewer* or the *private lateral*.

A *backflow prevention device* will also be required whenever the Public Works Director determines, in the Public Works Director's discretion, and based upon specific site conditions, that the purpose of this Section will best be served by the installation of such a device. The installation of any such *backflow protection device* shall be at the sole cost and expense of the property owner. The maintenance of the *backflow protection device* shall be the sole obligation of the owner or the owner's successor in interest. The City shall be under no obligation to ascertain that the *backflow protection device* continues in operating condition.

**Maintenance Requirements**

All *backflow protection devices* shall fully comply with all City requirements and shall be maintained by the property owner to provide for their continuing function as designed. All *backflow protection devices* shall be accessible at all times and shall be free from any obstructions, including, but not limited to, rocks, soil, vegetation, debris, grass, trees, bushes, plants, landscaping, concrete, asphalt or other ground coverings or any other materials or substances that may impair the proper function of or unobstructed accessibility to the devices.

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## ADMINISTRATION DEPARTMENT

### MEMORANDUM

**TO:** Mayor Antonio Lopez and Councilmembers

**FROM:** Don Penman, Interim City Administrator

**DATE:** June 17, 2013

**SUBJECT:** Adoption of Resolutions Pertaining to the Special Municipal Election and Confirmation/Final Adoption of Ordinance Enacting a Temporary Half Cent Transactions and Use Tax to be Administered by the State Board of Equalization Pursuant to Revenue and Taxation Code

---

#### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Adopt Resolution No. 7539 (Attachment “A”) declaring the results of the June 4, 2013 Special Municipal Election;
- b. Adopt Resolution No. 7540 (Attachment “B”) Authorizing the Execution of Agreements with the State Board of Equalization Regarding the Administration and Collection of a Temporary Half Cent Transactions and Use Tax; and
- c. Confirm and ratify adoption of Ordinance No. 1626 (second reading), titled: “An Ordinance of the City of San Fernando Enacting, Subject to Adoption by the Electorate, a Temporary Half Cent Transactions and Use Tax to be Administered by the State Board of Equalization Pursuant to Revenue and Taxation Code § 7251 Et Seq.” (Attachment “C”).

#### **BACKGROUND:**

1. On July 2, 2012, the City Council adopted the Fiscal Year (FY) 2012-2013 City Budget.
2. From July 2012, through September 2012 the City Council held meetings to discuss necessary actions to close the original budget gap of \$520,000 plus new demand payments.
3. On October 1, 2012, the City Council approved the layoff and freezing of certain positions to help balance the FY 2012-2013 budget.

Adoption of Resolutions Pertaining to the Special Municipal Election and Confirmation/Final Adoption of Ordinance Enacting a Temporary Half Cent Transactions and Use Tax to be Administered by the State Board of Equalization Pursuant to Revenue and Taxation Code

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4. On February 4, 2013, the City Council received the FY 2011-2012 Comprehensive Annual Financial Report (CAFR), that showed a negative General Fund and Insurance Fund balance of \$1,236,782 and a Grants Fund negative fund balance of \$2,007,798.
5. On February 19, 2013, the City Council received the FY 2012-2013 Mid-Year Budget Review Report which projected a negative General Fund and Insurance Fund balance for the fiscal year of \$1,086,481. In total, the General Fund and Insurance Fund is projected to have a negative fund balance of \$2,323,265 and the Grants Fund a negative fund balance of \$2,007,798.
6. On February 25, 2013, the City Council held a special meeting to discuss the possibility of placing before the voters a transactions and use tax measure at a future date to address the severe fiscal issues facing the City.
7. On March 4, 2013, the City Council adopted two election-related resolutions: Resolution No. 7525 (Calling and Giving Notice of a Special Municipal Election on June 4, 2013 and Declaring a Fiscal Emergency) and Resolution No. 7526 (Requesting County Services). Ordinance No. 1626 (Enacting, Subject to Adoption by the Electorate, a Temporary Half Cent Transactions and Use Tax) was introduced for first reading.
8. On June 4, 2013, the Special Municipal Election was held and semi-official results were tabulated. Once all precincts were in and counted, the City Clerk announced that there were 113 remaining vote-by-mail and provisional ballots returned at the polls that needed to be processed.
9. On June 11, 2013, the City Clerk completed the official canvass and the results (Certificate of Canvass) are attached to Resolution No. 7539 as Exhibit "A".

**ANALYSIS:**

The Elections Code states that upon completion of the canvass, the City Clerk shall certify the results to the City Council. The City Council must first approve Resolution No. 7539, which approves the City Clerk's canvass of election results for the June 4, 2013 Special Municipal Election wherein San Fernando voters were asked to vote on City-initiated ballot Measure A, the "City Services Emergency Protection Measure" that would implement a one half of one percent (1/2%) transactions and use tax. The City Council must next approve Resolution 7540, which authorizes the execution of two separate agreements with the State Board of Equalization, the entity responsible for collecting the transactions and use tax on behalf of the City. The agreements will allow for the implementation of the tax and the collection and administration over time by the State Board of Equalization. Finally, the City Council must confirm and ratify approval of Ordinance No. 1626, which amends the San Fernando City Code to implement the transactions and use tax.



Adoption of Resolutions Pertaining to the Special Municipal Election and Confirmation/Final Adoption of Ordinance Enacting a Temporary Half Cent Transactions and Use Tax to be Administered by the State Board of Equalization Pursuant to Revenue and Taxation Code

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The first agreement with the State Board of Equalization ("Board"), the document entitled "Agreement for Preparation to Administer and Operate City's Transactions and Use Tax Ordinance," authorizes the Board to undertake various administrative start-up measures in preparation for the eventual collection of the tax for the City. Preparation costs include updating returns, programming for data processing, developing and adopting regulations, developing procedures, updating publications, notifying taxpayers and other necessary costs. The agreement also provides for the Board's statutorily authorized compensation for actual costs incurred in carrying out its start-up efforts. By statute, such compensation may not exceed \$175,000. Section 3 of the agreement also provides that "[d]etailed records of preparatory costs will be retained for audit and verification by the City." The second agreement, the document entitled "Agreement for State Administration of City Transactions and Use Taxes," establishes the ongoing collection procedures between the Board and the City of San Fernando. As with the first agreement, this document also provides for the Board's compensation for its ongoing administrative costs in collecting the tax. As of the date of this report, the Board's compensation for ongoing administrative is understood to be approximately 1.5% of gross collections.

**BUDGET IMPACT:**

The transactions and use is estimated to generate \$1.6 million in General Fund revenues per year. Because the tax must be collected by the Board, some of the proceeds generated will be deducted to pay the Board's administrative costs. These costs include preparation costs which are capped at \$175,000.

**CONCLUSION:**

It is recommended that the City Council approve the following in the following order by separate vote:

1. Adopt Resolution No. 7539 declaring the results of the June 4, 2013 Special Municipal Election;
2. Adopt Resolution No. 7540 approving the execution of required agreements with the Board; and
3. Confirm and ratify adoption of Ordinance No. 1626 amending the San Fernando City Code in order to implement the transactions and use tax.

**ATTACHMENTS:**

- A. Resolution No. 7539
- B. Resolution No. 7540
- C. Ordinance No. 1626

**ATTACHMENT “A”****RESOLUTION NO. 7539**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, CONFIRMING THE CONDUCT OF A JUNE 4, 2013 SPECIAL MUNICIPAL ELECTION AND DECLARING/CERTIFYING THE ELECTION RESULTS OF A CITY-SPONSORED BALLOT MEASURE, MEASURE A, WHICH PROPOSED TO SAN FERNANDO VOTERS THE IMPLEMENTATION OF A TEMPORARY ONE HALF OF ONE PERCENT (1/2%) LOCAL TRANSACTIONS AND USE TAX IN THE CITY OF SAN FERNANDO**

**WHEREAS**, a Special Municipal Election was held and conducted in the City of San Fernando, California (the “City”), on Tuesday, June 4, 2013, as required by law; and

**WHEREAS**, the purpose of the Special Municipal Election was to present that certain City-initiated ballot measure referred to as the “City Services Emergency Protection Measure” and given the ballot measure designation of Measure A;

**WHEREAS**, Measure A presented the following question to San Fernando voters:

<b>City Services Emergency Protection Measure</b>	
To stabilize the City financially and offset severe cuts in federal and state funding as well as sharp reductions in general fund revenues which threaten the City’s ability to adequately provide general municipal services, including but not limited to police and fire service;	<b>YES</b>
and street, sidewalk, park and other vital infrastructure maintenance, shall an ordinance imposing a temporary, seven-year half percent (1/2%) transactions and use (sales) tax be approved?	<b>NO</b>

**WHEREAS**, Measure A proposes the implementation of a transactions and use tax which has been structured as a “general tax” within the meaning of California Constitution article XIIC, section 1(a) and, as such, requires approval by simple majority of votes cast at a municipal election of the City in order to be implemented; and

**WHEREAS**, notice of the election was given in the time, form and manner as provided by law; that candidates were nominated to fill the vacancy or vacancies as provided by law; that voting precincts were properly established; that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the laws of the State of California relating to general law cities.”

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

**SECTION 1.** The Recitals stated above are true and correct.

**SECTION 2.** On June 4, 2013 the City conducted a Special Municipal Election. For purposes of this Resolution the capitalized term “Election” shall hereinafter refer to the aforementioned June 4, 2013, City-conducted Special Municipal Election.

**SECTION 3.** On June 11, 2013, the City’s election official, the City Clerk of the City of San Fernando, issued a *Certificate of Canvass* for the Election. (A true and correct copy of the Registrar’s June 11, 2013 *Certificate of the Canvass of Election Returns* is attached and incorporated hereto as **Exhibit “A”**);

**SECTION 4.** The only election contest relating to the City at the Election was a City-sponsored ballot measure, **Measure A**, the so-called “City Services Emergency Protection Measure” (hereinafter, “Measure A”). Measure A sought voter approval of a one half of one percent (1/2%) transactions and use tax for a period of seven (7) years commencing from its legally authorized implementation date of October 1, 2013. The proposed transactions and use tax is organized in accordance with the Transactions and Use Tax Law (California *Government Code* Section 7251, et seq.) and is structured as a general tax thereby requiring simple majority approval by San Fernando voters before it may be implemented. The specific procedures applicable to the contemplated transactions and use tax are set forth under City Council Ordinance No. 1626, the approval of which was conditioned upon voter approval. Ordinance No. 1626 amends the San Fernando Municipal Code by the addition of a new article V entitled “Transactions and Use Tax” to chapter 82. This new article V and the provisions contained therein establish and implement the aforementioned one half of one percent (1/2%) local transactions and use tax for the City.

**SECTION 5.** The City Council does declare and determine that at the June 4, 2013 Special Municipal Election, Measure A was passed and approved by a majority of those voting on the measure. San Fernando voters approved Measure A by the following vote count: 567 votes cast in favor of Measure A and 369 votes cast in opposition to Measure A out of a total of 939 ballots cast. It is noted that, of the 939 ballots cast, 2 were designated as “Over Counts” and 1 ballot was left blank. In recognition of the foregoing it is found and determined that the Measure A prevailed by more than a simple majority of votes cast and that the 2 “Over Votes” and 1 blank vote would not have had any material impact on the outcome regardless of whether they were all construed as “No” votes or all construed as “Yes” votes. These results are confirmed in the City Clerk’s June 11, 2013 *Certificate of Canvass*, which is attached hereto as **Exhibit “A.”**

**SECTION 6.** The City Clerk shall enter on the records of the City Council, a statement of the results of the election, showing, among other things: (a) the whole number of ballots cast in the City for the Measure A election contest; and (b) the number of ballots cast “in favor of” and “in opposition to” Measure A per precinct.

**SECTION 7.** As requested by the State Board of Equalization, the City Clerk, in cooperation with the Office of the City Attorney, shall prepare (a) five certified copies of Ordinance No. 1626; and (b) one certified copy of this Resolution certifying the results of the Election. The aforementioned documents shall then be delivered to the State Board of Equalization.

**SECTION 8.** The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando a regular meeting held on 17<sup>th</sup> day of June, 2013.

---

Antonio Lopez, Mayor

**ATTEST:**

---

Elena G. Chávez, City Clerk

**APPROVED AS TO FORM:**

---

Rick R. Olivarez, City Attorney

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

I, Elena G. Chávez, City Clerk of the City Council of the City of San Fernando, do hereby certify that the foregoing Resolution was duly adopted by the City Council at its meeting held on the 17<sup>th</sup> day of June 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

City Clerk Elena G. Chávez



**SPECIAL MUNICIPAL ELECTION**  
**JUNE 4, 2013**

**CITY CLERK'S CERTIFICATE OF CANVASS**

I, Elena G. Chávez, City Clerk of the City of San Fernando, do certify that I have canvassed the returns of the Special Municipal Election held on June 4, 2013, and find that the whole number of votes cast in the City, the names of the persons voted for, the measures voted upon, for what office each person was voted for, the number of votes given at each precinct to each person and for and against each measure, and the number of votes given in the City to each person and for and against each measure, were as follows:

	PRECINCTS					Vote by Mail & Provisional Ballots	Total Votes Cast
	1	3	4	6			
<b>City Services Emergency Protection Measure</b>							
To stabilize the City financially and offset severe cuts in federal and state funding as well as sharp reductions in general fund revenues which threaten the City's ability to adequately provide general municipal services, including but not limited to police and fire service; and street, sidewalk, park and other vital infrastructure maintenance, shall an ordinance imposing a temporary, seven-year half percent (1/2%) transactions and use (sales) tax be approved?							
<b>YES</b>	65	60	56	65	321		<b>567</b>
<b>NO</b>	30	30	38	45	226		<b>369</b>
<b>Over Vote</b>	1	-	-	-	1		<b>2</b>
<b>Blank Ballot</b>	-	1	-	-	-		<b>1</b>
<b>TOTAL BALLOTS CAST</b>	<b>96</b>	<b>91</b>	<b>94</b>	<b>110</b>	<b>548</b>		<b>939</b>

I have also conducted a manual tally of one precinct in accordance with Elections Code Section 15360. The results of the manual tally showed no discrepancies.

**Elena G. Chávez, City Clerk**  
**Dated: June 11, 2013**

**EXHIBIT "A"**

## ATTACHMENT "B"

## RESOLUTION NO. 7540

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AUTHORIZING THE EXECUTION OF AGREEMENTS WITH THE STATE BOARD OF EQUALIZATION REGARDING THE ADMINISTRATION AND COLLECTION OF A TEMPORARY HALF CENT TRANSACTIONS AND USE TAX**

**WHEREAS**, *Revenue and Taxation Code* section 7285.9 allows cities to enact general transactions and use taxes only if the enabling ordinance is approved by at least two-thirds (2/3) vote of the governing body and a simple majority of the City's voters; and

**WHEREAS**, the City Council of the City of San Fernando (the "City Council") at its Regular Meeting of June 17, 2013 approved, in accordance with *Revenue and Taxation Code* section 7285.9, Ordinance No. 1626 which contemplates the amendment of Chapter 82 (Taxation) of the City of San Fernando (the "City") Municipal Code by the addition of a new Article V (Transactions and Use Tax) to establish a temporary one half of one percent (1/2%) transactions and use general tax (the "Tax") for the City; and

**WHEREAS**, on March 4, 2013, the City Council, as required by California Constitution article XIII C, section 2(b), unanimously approved Resolution No. 7525, which, among other things: 1) called a June 4, 2013 Special Municipal Election to submit the Tax as ballot Measure A to City of San Fernando (the "City") voters; and 2) declared a fiscal emergency and made appropriate findings to justify the placement of Measure A on the Special Election Ballot; and

**WHEREAS**, the Tax proposed to the voters under Measure A is structured as a "general tax" within the meaning of California Constitution article XIII C, section 1(a), thereby requiring only simple majority approval of the City voters; and

**WHEREAS**, at a June 4, 2013 Special Municipal Election, the voters of the City, by a simple majority vote in accordance with *Revenue and Taxation Code* section 7285.9, approved Measure A; and

**WHEREAS**, the results of the aforementioned Special Municipal Election were certified by the San Fernando City Council at its regular meeting of June 17, 2013; and

**WHEREAS**, the State Board of Equalization (the "Board") administers and collects the transactions and use tax for all jurisdictions within the State of California; and

**WHEREAS**, the Board will be responsible for the administration and collection of the City's Tax; and

**WHEREAS**, in order to effectuate the Board's administration and collection of the Tax for the City, the City must enter into a Preparatory Agreement and Administration Agreement with the Board prior to the implementation of the Tax, in accordance with *Revenue and Taxation Code* section 7270; and



**WHEREAS**, the Board requires the City Council to authorize the execution of the Preparatory Agreement and Administration Agreement.

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

**SECTION 1.** The recitals stated above are true and correct and incorporated herein.

**SECTION 2.** The City Council hereby approves the Preparatory Agreement and Administrative Agreement attached as Exhibit “A” and Exhibit “B”, respectively, to this Resolution and authorizes the City Administrator to execute, on behalf of the City and the City Council, these agreements and such other related forms and instruments as may be required to fully implement the Tax.

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

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando a regular meeting held on 17th day of June, 2013.

---

Antonio Lopez, Mayor

**ATTEST:**

---

Elena G. Chávez, City Clerk

**APPROVED AS TO FORM:**

---

Rick R. Olivarez, City Attorney

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

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution was adopted a regular meeting of the City Council held on the 17th day of June, 2013 and was carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Elena G. Chávez, City Clerk

**EXHIBIT "A"****AGREEMENT FOR PREPARATION TO ADMINISTER AND OPERATE  
CITY'S TRANSACTIONS AND USE TAX ORDINANCE**

In order to prepare to administer a transactions and use tax ordinance adopted in accordance with the provision of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code, the City of \_\_\_\_\_, hereinafter called *City*, and the STATE BOARD OF EQUALIZATION, hereinafter called *Board*, do agree as follows:

1. The Board agrees to enter into work to prepare to administer and operate a transactions and use tax in conformity with Part 1.6 of Division 2 of the Revenue and Taxation Code which has been approved by a majority of the electors of the City and whose ordinance has been adopted by the City.

2. City agrees to pay to the Board at the times and in the amounts hereinafter specified all of the Board's costs for preparatory work necessary to administer the City's transactions and use tax ordinance. The Board's costs for preparatory work include costs of developing procedures, programming for data processing, developing and adopting appropriate regulations, designing and printing forms, developing instructions for the Board's staff and for taxpayers, and other appropriate and necessary preparatory costs to administer a transactions and use tax ordinance. These costs shall include both direct and indirect costs as specified in Section 11256 of the Government Code.

3. Preparatory costs may be accounted for in a manner which conforms to the internal accounting and personnel records currently maintained by the Board. The billings for costs may be presented in summary form. Detailed records of preparatory costs will be retained for audit and verification by the City.

4. Any dispute as to the amount of preparatory costs incurred by the Board shall be referred to the State Director of Finance for resolution, and the Director's decision shall be final.

5. Preparatory costs incurred by the Board shall be billed by the Board periodically, with the final billing within a reasonable time after the operative date of the ordinance. City shall pay to the Board the amount of such costs on or before the last day of the next succeeding month following the month when the billing is received.

6. The amount to be paid by City for the Board's preparatory costs shall not exceed one hundred seventy-five thousand dollars (\$175,000) (Revenue and Taxation Code Section 7272.)

7. Communications and notices may be sent by first class United States mail. Communications and notices to be sent to the Board shall be addressed to:

State Board of Equalization  
P.O. Box 942879  
Sacramento, California 94279-0032  
Attention: Administrator, RAAS

Communications and notices to be sent to City shall be addressed to:

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

8. The date of this agreement is the date on which it is approved by the Department of General Services. This agreement shall continue in effect until the preparatory work necessary to administer City's transactions and use tax ordinance has been completed and the Board has received all payments due from City under the terms of this agreement.

CITY OF \_\_\_\_\_

STATE BOARD OF EQUALIZATION

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
Dario Romano, Administrator  
Return Analysis and Allocation Section

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

(Rev. 11/02)

**EXHIBIT "B"****AGREEMENT FOR STATE ADMINISTRATION  
OF CITY TRANSACTIONS AND USE TAXES**

The City Council of the City of \_\_\_\_\_ has adopted, and the voters of the City of \_\_\_\_\_ (hereafter called "City" or "District") have approved by the required two-thirds vote, the City of \_\_\_\_\_ Transactions and Use Tax Ordinance (hereafter called "Ordinance"), a copy of which is attached hereto. To carry out the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code and the Ordinance, the State Board of Equalization, (hereinafter called the "Board") and the City do agree as follows:

**ARTICLE I  
DEFINITIONS**

Unless the context requires otherwise, wherever the following terms appear in the Agreement, they shall be interpreted to mean the following:

1. "District taxes" shall mean the transactions and use taxes, penalties, and interest imposed under an ordinance specifically authorized by Revenue and Taxation code Section 7285.91, and in compliance with Part 1.6, Division 2 of the Revenue and Taxation Code.

2. "City Ordinance" shall mean the City's Transactions and Use Tax Ordinance referred to above and attached hereto, Ordinance No. \_\_\_\_\_, as amended from time to time, or as deemed to be amended from time to time pursuant to Revenue and Taxation Code Section 7262.2.

**ARTICLE II  
ADMINISTRATION AND COLLECTION  
OF CITY TAXES**

**A. Administration.** The Board and City agree that the Board shall perform exclusively all functions incident to the administration and operation of the City Ordinance.

**B. Other Applicable Laws.** City agrees that all provisions of law applicable to the administration and operation of the State Sales and Use Tax Law which are not inconsistent with Part 1.6 of Division 2 of the Revenue and Taxation Code shall be applicable to the administration and operation of the City Ordinance. City agrees that money collected pursuant to the City Ordinance may be deposited into the State Treasury to the credit of the Retail Sales Tax Fund and may be drawn from that Fund for any authorized purpose, including making refunds, compensating and reimbursing the Board pursuant to Article IV of this Agreement, and transmitting to City the amount to which City is entitled.

**C. Transmittal of money.**

1. For the period during which the tax is in effect, and except as otherwise provided herein, all district taxes collected under the provisions of the City Ordinance shall be transmitted to City periodically as promptly as feasible, but not less often than twice in each calendar quarter.

2. For periods subsequent to the expiration date of the tax whether by City's self-imposed limits or by final judgment of any court of the State of California holding that City's ordinance is invalid or void, all district taxes collected under the provisions of the City Ordinance shall be transmitted to City not less than once in each calendar quarter.

3. Transmittals may be made by mail or electronic funds transfer to an account of the City designated and authorized by the City. A statement shall be furnished at least quarterly indicating the amounts withheld pursuant to Article IV of this Agreement.

**D. Rules.** The Board shall prescribe and adopt such rules and regulations as in its judgment are necessary or desirable for the administration and operation of the City Ordinance and the distribution of the district taxes collected thereunder.

**E. Preference.** Unless the payor instructs otherwise, and except as otherwise provided in this Agreement, the Board shall give no preference in applying money received for state sales and use taxes, state-administered local sales and use taxes, and district transactions and use taxes owed by a taxpayer, but shall apply moneys collected to the satisfaction of the claims of the State, cities, counties, cities and counties, redevelopment agencies, other districts, and City as their interests appear.



**F. Security.** The Board agrees that any security which it hereafter requires to be furnished by taxpayers under the State Sales and Use Tax Law will be upon such terms that it also will be available for the payment of the claims of City for district taxes owing to it as its interest appears. The Board shall not be required to change the terms of any security now held by it, and City shall not participate in any security now held by the Board.

**G. Records of the Board.**

When requested by resolution of the legislative body of the City under section 7056 of the Revenue and Taxation Code, the Board agrees to permit authorized personnel of the City to examine the records of the Board, including the name, address, and account number of each seller holding a seller's permit with a registered business location in the City, pertaining to the ascertainment of transactions and use taxes collected for the City. Information obtained by the City from examination of the Board's records shall be used by the City only for purposes related to the collection of transactions and use taxes by the Board pursuant to this Agreement.

**H. Annexation.** City agrees that the Board shall not be required to give effect to an annexation, for the purpose of collecting, allocating, and distributing District transactions and use taxes, earlier than the first day of the calendar quarter which commences not less than two months after notice to the Board. The notice shall include the name of the county or counties annexed to the extended City boundary. In the event the City shall annex an area, the boundaries of which are not coterminous with a county or counties, the notice shall include a description of the area annexed and two maps of the City showing the area annexed and the location address of the property nearest to the extended City boundary on each side of every street or road crossing the boundary.

**ARTICLE III**

**ALLOCATION OF TAX**

**A. Allocation.** In the administration of the Board's contracts with all districts that impose transactions and use taxes imposed under ordinances, which comply with Part 1.6 of Division 2 of the Revenue and Taxation Code:

1. Any payment not identified as being in payment of liability owing to a designated district or districts may be apportioned among the districts as their interest appear, or, in the discretion of the Board, to all districts with which the Board has contracted using ratios reflected by the distribution of district taxes collected from all taxpayers.

2. All district taxes collected as a result of determinations or billings made by the Board, and all amounts refunded or credited may be distributed or charged to the respective districts in the same ratio as the taxpayer's self-declared district taxes for the period for which the determination, billing, refund or credit applies.

**B. Vehicles, Vessels, and Aircraft.** For the purpose of allocating use tax with respect to vehicles, vessels, or aircraft, the address of the registered owner appearing on the application for registration or on the certificate of ownership may be used by the Board in determining the place of use.

#### **ARTICLE IV**

#### **COMPENSATION**

The City agrees to pay to the Board as the Board's cost of administering the City Ordinance such amount as is provided for by law. Such amounts shall be deducted from the taxes collected by the Board for the City.

#### **ARTICLE V**

#### **MISCELLANEOUS PROVISIONS**

**A. Communications.** Communications and notices may be sent by first class United States mail to the addresses listed below, or to such other addresses as the parties may from time to time designate. A notification is complete when deposited in the mail.

Communications and notices to be sent to the Board shall be addressed to:

State Board of Equalization  
P.O. Box 942879  
Sacramento, California 94279-0032  
Attention: Administrator, RAAS

Communications and notices to be sent to the City shall be addressed to:

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**Unless otherwise directed, transmittals of payment of District transactions and use taxes will be sent to the address above.**

**B. Term.** The date of this Agreement is the date on which it is approved by the Department of General Services. The Agreement shall take effect on July 1, 2013. This Agreement shall continue until December 31 next following the expiration date of the City Ordinance, and shall thereafter be renewed automatically from year to year until the Board completes all work necessary to the administration of the City Ordinance and has received and disbursed all payments due under that Ordinance.

**C. Notice of Repeal of Ordinance.** City shall give the Board written notice of the repeal of the City Ordinance not less than 110 days prior to the operative date of the repeal.

**ARTICLE VI**  
**ADMINISTRATION OF TAXES IF THE**  
**ORDINANCE IS CHALLENGED AS BEING INVALID**

**A. Impoundment of funds.**

1. When a legal action is begun challenging the validity of the imposition of the tax, the City shall deposit in an interest-bearing escrow account, any proceeds transmitted to it under Article II. C., until a court of competent jurisdiction renders a final and non-appealable judgment that the tax is valid.

2. If the tax is determined to be unconstitutional or otherwise invalid, the City shall transmit to the Board the moneys retained in escrow, including any accumulated interest, within ten days of the judgment of the trial court in the litigation awarding costs and fees becoming final and non-appealable.

**B. Costs of administration.** Should a final judgment be entered in any court of the State of California, holding that City's Ordinance is invalid or void, and requiring a rebate or refund to taxpayers of any taxes collected under the terms of this Agreement, the parties mutually agree that:

1. Board may retain all payments made by City to Board to prepare to administer the City Ordinance.

2. City will pay to Board and allow Board to retain Board's cost of administering the City Ordinance in the amounts set forth in Article IV of this Agreement.

3. City will pay to Board or to the State of California the amount of any taxes plus interest and penalties, if any, that Board or the State of California may be required to rebate or refund to taxpayers.

4. City will pay to Board its costs for rebating or refunding such taxes, interest, or penalties. Board's costs shall include its additional cost for developing procedures for processing the rebates or refunds, its costs of actually making these refunds, designing and printing forms, and developing instructions for Board's staff for use in making these rebates or refunds and any other costs incurred by Board which are reasonably appropriate or necessary to make those rebates or refunds. These costs shall include Board's direct and indirect costs as specified by Section 11256 of the Government Code.

5. Costs may be accounted for in a manner, which conforms to the internal accounting, and personnel records currently maintained by the Board. The billings for such costs may be presented in summary form. Detailed records will be retained for audit and verification by City.

6. Any dispute as to the amount of costs incurred by Board in refunding taxes shall be referred to the State Director of Finance for resolution and the Director's decision shall be final.

7. Costs incurred by Board in connection with such refunds shall be billed by Board on or before the 25th day of the second month following the month in which the judgment of a court of the State of California holding City's Ordinance invalid or void becomes final. Thereafter Board shall bill City on or before the 25th of each month for all costs incurred by Board for the preceding calendar month. City shall pay to Board the amount of such costs on or before the last day of the succeeding month and shall pay to Board the total amount of taxes, interest, and penalties refunded or paid to taxpayers, together with Board costs incurred in making those refunds.

CITY OF \_\_\_\_\_

STATE BOARD OF EQUALIZATION

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
Dario Romano, Administrator  
Return Analysis and Allocation Section

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## ATTACHMENT "C"

## ORDINANCE NO. 1626

**AN ORDINANCE OF THE CITY OF SAN FERNANDO ENACTING, SUBJECT TO ADOPTION BY THE ELECTORATE, A TEMPORARY HALF CENT TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE STATE BOARD OF EQUALIZATION PURSUANT TO REVENUE AND TAXATION CODE § 7251 ET SEQ.**

**WHEREAS**, *Revenue and Taxation* section 7251, et seq. provides for the establishment of transactions and use taxes by local agencies; and

**WHEREAS**, *Revenue and Taxation* section 7285.9 authorizes the city council of any city to levy a transactions and use tax pursuant to *Revenue and Taxation* section 7251 et seq. following at least two-thirds (2/3) city council approval and simple majority approval of the city voters, where such tax is structured as a "general tax"; and

**WHEREAS**, this ordinance (the "Ordinance") proposes to enact a temporary one half of one percent (1/2%) transactions use tax to be implemented as a general tax for a duration of seven (7) years commencing from the date in which the tax becomes effective; and

**WHEREAS**, in accordance with California Constitution article XIIC, section 2(b), on March 4, 2013, the City Council of the City of San Fernando (the "City") by unanimous vote of its membership called a Special Municipal Election to be held June 4, 2013 so that San Fernando voters could consider whether to approve the enactment of a one half of one percent (1/2%) transactions and use (sales) tax implemented as a general tax to be added on to the base sales tax imposed throughout the County of Los Angeles; and

**WHEREAS**, the tax imposed under Measure "A" is a "general tax" within the meaning of California Constitution article XIIC, section 1(a) and therefore may be approved by a simple majority of the votes cast; and

**WHEREAS**, the transactions and use tax measure was presented to the voters as Measure "A" at the June 4, 2013, Special Municipal Election at which Measure "A" received a majority of the votes cast (The certified vote count was 567 in favor of Measure "A" and 369 in opposition to Measure "A"); and

**WHEREAS**, recent economic challenges forced the City to make significant cuts to services that have presented considerable challenges to the City's ability to maintain adequate core service levels (including public safety and emergency response services) needed to safeguard the health, safety and welfare of the public; and

**WHEREAS**, on December 29, 2011, the California Supreme Court issued a decision ordering the dissolution of community redevelopment agencies throughout the State of California; and



**WHEREAS**, the United States Congress has also implemented automatic reductions in Federal Funding of the Community Develop Block Grant (“CDBG”) Budget for Fiscal Years 2012-2013 and beyond; and

**WHEREAS**, the elimination of both redevelopment and reductions to the CDBG funding and reductions in sales tax have deprived the City of significant funding sources that helped absorb a significant portion of the City’s services and staffing needs over the years; and

**WHEREAS**, the loss of these vital funding sources has created short and long term strains on the City’s still fragile General Fund revenues and depleted General Fund reserves; and

**WHEREAS**, the long-term loss of redevelopment and CDBG funds places the City at serious risk (we have no reserves) thereby increasing the need to make additional cuts to personnel and services which remain deeply understaffed in light of prior rounds of budget cutting in prior fiscal years; and

**WHEREAS**, in response to these ongoing fiscal stresses, City Departments worked diligently under the City Administrator’s Office to reduce departmental expenditures and implement strategies for greater cost efficiency; and

**WHEREAS**, budget-cutting alone was not sufficient to address long term issues of fiscal solvency- not without significantly eroding the City’s ability to maintain vital infrastructure and provide essential municipal services and programs; and

**WHEREAS**, the City, despite significant improvements in its fiscal accountability, was at imminent risk of operating paycheck to paycheck in the very near future if supplemental funding source cannot be found to close the funding gaps created by the loss of redevelopment and CDBG funding and sharp reductions to City revenues; and

**WHEREAS**, the City’s fiscal crisis as herein described is of sufficient gravity and severity that the City must at the earliest feasible juncture propose revenue enhancement measures to the electorate in order to maintain, to the extent possible, the minimal level of governmental services necessary to protect and preserve the health and general welfare of the City’s residents, workers and visitors; and

**WHEREAS**, a temporary transactions and use tax measure would allow the City to preserve basic community services and infrastructure obligations during the current economic downturn and allow the City to build-up critical operating reserves; and

**WHEREAS**, the elimination of redevelopment and federal funding sources have served to undermine the City’s original recovery projections and in the absence of secure long-term funding sources risk plunging the City back into a condition of deficit and insufficient reserves; and

**WHEREAS**, this temporary transactions and use tax measure will help mitigate potential cuts to various City services brought on by sharp reductions to City revenues, increased costs of services and the national economic downturn.

**THE PEOPLE OF THE CITY OF SAN FERNANDO, CALIFORNIA DO ORDAIN  
AS FOLLOWS:**

**SECTION 1.** The recitals stated above are true and correct and incorporated herein.

**SECTION 2.** If approved by a majority of the voters of the City of San Fernando, the following provisions shall be codified under San Fernando City Code chapter 82, article V (Transactions and Use Tax).

Article V (Transactions and Use Tax)

82-119 **TITLE.** This Article shall be known as the “City of San Fernando Temporary Transactions and Use Tax” and shall be codified under the following City Code Article heading: “Temporary Transactions and Use Tax.”

82-120 **OPERATIVE DATE.** "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after June 4, 2013, pursuant to Taxation and Revenue Code § 7265. The provisions of this Article shall not take effect until the Operative Date.

82-121 **PURPOSE.** The Ordinance implementing this Article was adopted by a majority of San Fernando voters who cast votes at a June 4, 2013, Special Municipal Election to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with section 7251) of Division 2 of the *Revenue and Taxation Code* and § 7285.9 of Part 1.7 of Division 2 which authorizes the City of San Fernando (hereinafter, “City”) to adopt the ordinance implementing this tax which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the *Revenue and Taxation Code*.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the *Revenue and Taxation Code*, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the

burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

82-122 CONTRACT WITH STATE. Prior to the Operative Date, the City shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax implemented under this Article; provided, that if the City shall not have contracted with the State Board of Equalization prior to the Operative Date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

82-123 TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of 0.50% of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the Operative Date of this Article.

82-124 PLACE OF SALE. For the purposes of this Article, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

82-125 USE TAX RATE. An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this Article for storage, use or other consumption in said territory at the rate of 0.50% of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

82-126 ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this Article and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the *Revenue and Taxation Code*, all of the provisions of Part 1 (commencing with section 6001) of Division 2 of the *Revenue and Taxation Code* are hereby adopted and made a part of this Article as though fully set forth herein.

82-127 LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the *Revenue and Taxation Code*:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted therefore. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, State Board of Equalization, State Treasury, or the Constitution of the State of California;

2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this Article.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the *Revenue and Taxation Code*.

B. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in section 6203 and in the definition of that phrase in section 6203.

82-127 PERMIT NOT REQUIRED. If a seller's permit has been issued to a retailer under § 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this Article.

82-128 EXEMPTIONS AND EXCLUSIONS.

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with section 4000) of Division 3 of the *Vehicle Code*, aircraft licensed in compliance with section 21411 of the *Public Utilities Code*, and undocumented vessels registered under Division 3.5 (commencing with section 9840) of the *Vehicle Code* by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this Article.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this Article.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this Article, the storage, use or other consumption in this City of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in section 6366 and 6366.1 of the *Revenue and Taxation Code* of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the Operative Date of this Article.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the Operative Date of this Article.

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with section 4000) of Division 3 of the *Vehicle Code*, aircraft licensed in compliance with § 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with section 9840) of the *Vehicle Code*. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this Article may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the *Revenue and Taxation Code* with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

82-129 AMENDMENTS. All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the *Revenue and Taxation Code* relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the *Revenue and Taxation Code*, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the *Revenue and Taxation Code*, shall automatically become a part of this Article, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this Article.

82-130 ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this Article, or Part 1.6 of Division 2 of the *Revenue and Taxation Code*, of any tax or any amount of tax required to be collected.

82-131 ANNUAL PUBLIC REPORTS. On or before each anniversary of the Operative Date, the City shall complete a study and produce a report reviewing the collection, management and expenditure of revenue from the proposed tax and shall present a report explain and providing an overview of the same at an open and public meeting of the City Council. This report shall be a public document.

82-132 SEVERABILITY. If any provision of this Article or the application thereof to any person or circumstance is held invalid, the remainder of the Article and the application of such provision to other persons or circumstances shall not be affected thereby.

82-133 EFFECTIVE DATE. This Article relates to the levying and collecting of the City transactions and use taxes and shall take effect immediately. However, as required by California Constitution article XIIC and *Revenue and Taxation Code* and Section 7285.9, no amendment to this Article may increase the rates of the taxes above what is authorized by this Article unless such amendment is submitted to and approved by the voters.

82-134 AUTOMATIC EXPIRATION DATE. The authority to levy the tax imposed by this Article shall expire on the 7<sup>th</sup> anniversary of the Operative Date, unless prior to such expiration the matter is again submitted to, and approved by, the voters.

82-135 DECLARATION. The proceeds of the taxes imposed under this Article may be used for any lawful purpose of the City, as authorized by ordinance, resolution or action of the City Council or by ordinance adopted by the electorate of the City. These taxes do not meet the criteria established by California Constitution article IIIC, section 1(d) for special taxes, and are intended to be general taxes whose proceeds may be used for any general government purposes.

**SECTION 3.** If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

**SECTION 4.** This Ordinance shall become effective immediately upon the following conditions: (i) approval by unanimous vote of the City Council of the Ordinance and concomitant unanimous approval for placement of this Ordinance on the ballot at a Special Municipal Election; (ii) approval of the Ordinance by majority of the voters casting votes at the Special Municipal Election; (iii) certification of all votes cast by the City Council confirming that a majority of voters have approved this Ordinance; and (iv) confirmation of approval of this Ordinance by the City Council upon certification of the election results. The foregoing notwithstanding, the provisions of newly approved chapter 82, article V (Transactions and Use Tax) of the San Fernando City Code will not take effect sooner than the "Operative Date" as defined under newly codified section 82-120, which is calculated to be October 1, 2013.



**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando a regular meeting held on \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Antonio Lopez, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

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

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance was adopted a regular meeting of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2013 and was carried by the following roll call vote:

AYES:

NOES:

ABSENT:

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



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## **CITY COUNCIL**

### **MEMORANDUM**

**TO:** City Councilmembers  
**FROM:** Mayor Antonio Lopez  
**DATE:** June 17, 2013  
**SUBJECT:** Proposed Changes to the City Council Liaison Assignments

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#### **RECOMMENDATION:**

I would like to propose changes to the City Council Liaison Assignments.

#### **ATTACHMENT:**

A. City Council Liaison Assignments (2012-2013)

**ATTACHMENT "A"**  
**Revised: 12/17/12**

### CITY COUNCIL LIAISON ASSIGNMENTS 2012-2013

	<u><b>AGENCY/COMMITTEE</b></u>	<u><b>MEETS</b></u>		<u><b>APPOINTEE</b></u>
*	<b>Downtown Mall Merchants Association</b>	1 <sup>st</sup> Thursday Mornings		Antonio Lopez
			Alternate:	Joel Fajardo
*	<b>City Selection Committee (L.A. County)</b>	Night		Antonio Lopez
			Alternate:	Sylvia Ballin
	<b>Disability Retirement Committee</b>	Day		<i>Vacant</i>
	<b>Valley Economic Alliance</b>	Day		Antonio Lopez
			Alternate:	Sylvia Ballin
	<b>High Speed Rail (HSR)</b>	TBD	Lead:	Antonio Lopez
				Ron Ruiz
	<b>Independent Cities Association (ICA)</b>	Night		Robert Gonzales
				Jesse Avila
**	<b>Independent Cities Risk Mgmt. (ICRMA)</b>	Day		Antonio Lopez
			Alternate:	Michael Okafor
**	<b>Independent Cities Finance Authority (ICFA)</b>	Day		<i>Vacant</i>
				<i>Vacant</i>
	<b>League of California Cities</b>	1 <sup>st</sup> Thursday Evening		Antonio Lopez
			Alternate:	Sylvia Ballin
	<b>San Fernando Valley Council of Governments (SFVCOG)</b>	TBD		Jesse Avila
			Alternate:	Sylvia Ballin
	<b>So. California Association of Governments (SCAG)</b>	1 <sup>st</sup> Thursday Morning		Sylvia Ballin
			Alternate:	Jesse Avila
	<b>Metropolitan Water District (MWD)</b>	Day		Sylvia Ballin
	<b>MTA San Fernando Valley/Northern County Corridor</b>	Day		<i>Vacant</i>
			Alternate:	<i>Vacant</i>
	<b>MTA Governance Council San Fernando Valley Eastern Service Sector</b>	Night		<i>Vacant</i>
			Alternate:	<i>Vacant</i>
***	<b>Greater L.A. County Vector Control District</b>	2 <sup>nd</sup> Thursday Evening		Nina Herrera
* <i>Must be Mayor</i>				
** <i>Adoption of a new Resolution (forthcoming) is required when Boardmembers are changed/added</i>				
*** <i>Two Years – through January 2015</i>				

## CITY COUNCIL LIAISON ASSIGNMENTS 2012-2013

	<u>COMMISSION/COMMITTEE</u>	<u>MEETS</u>		<u>APPOINTEE</u>
*	<b>Disaster Council</b>	Quarterly (Feb, May, Aug, Nov) Mornings	Chair	Antonio Lopez
			Vice-Chair	Sylvia Ballin
	<b>Cultural Arts (<i>Commission Recruitment is on hold</i>)</b>			
	<b>Education Commission</b>	Quarterly (Feb, May, Aug, Nov) 6:00 p.m.		Joel Fajardo
	<b>Parks, Wellness, and Recreation</b>	2 <sup>nd</sup> Tuesday 6:30 p.m.		Robert Gonzales
	<b>Planning and Preservation</b>	1 <sup>st</sup> Tuesday 7:00 p.m.		Antonio Lopez
	<b>Transportation &amp; Safety</b>	3 <sup>rd</sup> Wednesday 7:00 p.m.		Jesse Avila
	<b>Tree Commission</b>	2 <sup>nd</sup> Wednesday 5:00 p.m.		Joel Fajardo
* <i>Must be Mayor</i>				

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## **CITY COUNCIL**

### **MEMORANDUM**

**TO:** City Councilmembers  
**FROM:** Mayor Antonio Lopez  
**DATE:** June 17, 2013  
**SUBJECT:** Discussion Regarding Standing Committees

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#### **RECOMMENDATION:**

I have placed this on the agenda for City Council discussion.

#### **ATTACHMENT:**

A. Standing Committees - List

## ATTACHMENT "A"

**STANDING COMMITTEES***Revised: December 17, 2012*

<b>No. 1</b>	<b>BUDGET, PERSONNEL, AND FINANCE (BPF)</b>	
	<b>Members:</b>	Chair Jesse H. Avila Sylvia Ballin
	<b>Staff Liaison:</b>	City Administrator
	<b>Regular Meeting (Date/Time):</b>	Quarterly (March, June, September, December) 4 <sup>th</sup> Tuesday, 4:30 p.m. (Community Meeting Room)
<b>No. 2</b>	<b>HOUSING, COMMUNITY &amp; ECONOMIC DEVELOPMENT AND PARKING (HCEP)</b>	
	<b>Members:</b>	Chair Antonio Lopez Joel Fajardo
	<b>Staff Liaison:</b>	Community Development – Fred Ramirez
	<b>Regular Meeting (Date/Time):</b>	Semi-Annual (February 15 <sup>th</sup> & September 15 <sup>th</sup> ) 8:30 a.m. (Community Meeting Room)
<b>No. 3</b>	<b>NATURAL RESOURCES, INFRASTRUCTURE, WATER, ENERGY AND WASTE MANAGEMENT (NRIW)</b>	
	<b>Members:</b>	Chair Joel Fajardo Sylvia Ballin
	<b>Staff Liaison:</b>	Public Works – Ron Ruiz
	<b>Regular Meeting (Date/Time):</b>	2 <sup>nd</sup> Monday, 5:30 p.m. (Community Meeting Room)
<b>No. 4</b>	<b>PUBLIC SAFETY, VETERAN AFFAIRS, TECHNOLOGY AND TRANSPORTATION (PVTT)</b>	
	<b>Members:</b>	Chair Jesse H. Avila Robert C. Gonzales
	<b>Staff Liaison:</b>	Public Works – Ron Ruiz
	<b>Regular Meeting (Date/Time):</b>	3 <sup>rd</sup> Thursday, 6:30 p.m. (Community Meeting Room)
<b>No. 5</b>	<b>EDUCATION, PARKS, ARTS, HEALTH, YOUTH AND AGING (EPAH)</b>	
	<b>Members:</b>	Chair Robert C. Gonzales Joel Fajardo
	<b>Staff Liaison:</b>	Recreation and Community Services – Ismael Aguila
	<b>Regular Meeting (Date/Time):</b>	4 <sup>th</sup> Tuesday, 6:30 p.m. (Community Meeting Room)



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## **CITY COUNCIL**

### **MEMORANDUM**

**TO:** City Councilmembers  
**FROM:** Mayor Antonio Lopez  
**DATE:** June 17, 2013  
**SUBJECT:** Appointment to the Traffic and Safety Commission

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#### **RECOMMENDATION:**

I recommend that Francisco Arrizon be appointed as my representative to the Traffic and Safety Commission.

#### **ATTACHMENT:**

A. Commissions/Committees List



**CITY OF SAN FERNANDO  
COMMISSIONS/COMMITTEES**

Updated: January 22, 2013

**ATTACHMENT "A"**

**CULTURAL ARTS COMMISSION**

**Municipal Code:** §2-426 Public application process – individuals to apply to and be chosen to represent one of the following areas:

- Performing Arts- Theater and Dance
- Music
- Visual Arts/Public Arts
- Media Arts
- Art Education

Priority preference will be given to individuals that live/work in the City.

**Council Action - April 6, 2009:** Table recruitment. Reevaluate duties and powers to be more in tune with goals and objectives.

MEMBERS	DATE OF APPOINTMENT	AREA REPRESENTED
(Five Members – Currently Vacant)	-	-

**DISASTER COUNCIL**

**Municipal Code:** §26-91  
**Composition:** Nine Members - *Specific Titles Italicized*  
**Term of Office:** Two years (for Members No.s 5-9)  
**Meetings:** Meets Quarterly (February, May, August, November)  
 City Hall – Community Room  
**Staff Contact:** Ron Ruiz, Public Works Director  
 San Fernando City Hall  
**Address & Phone:** 117 Macneil Street, San Fernando, CA 91340  
 818/898-1222  
**Chair:** Antonio Lopez  
**Vice-Chair:** Sylvia Ballin

MEMBERS		DATE OF APPOINTMENT	TERM EXPIRES
1	<i>Mayor</i>	Antonio Lopez	12/17/12
2	<i>Councilperson Appointed by Mayor</i>	Sylvia Ballin	12/17/12
3	<i>Asst. Dir. Of Emergency Services</i>	Ron Ruiz	11/20/06
4	<i>Coordinator of Emergency Services</i>	Vacant	11/20/06
5	<i>A Disaster Communications Rep.</i>	John Cooper	4/2/12
6	<i>Rep. of the Fire Dept.</i>	Christopher Cooper	6/18/12
7	<i>Rep. of the American Red Cross</i>	Michael Edwards	4/2/12
8	<i>Representative of the L.A.U.S.D.</i>	(Vacant)	-
9	<i>Rep. of the California Emergency Mobile Patrol or other Similar Trained Volunteer Organization</i>	Diane Shepherd	4/2/12

**CITY OF SAN FERNANDO  
COMMISSIONS/COMMITTEES**

Updated: January 22, 2013

**EDUCATION COMMISSION**

<b>Municipal Code:</b>	§2-614
<b>Composition:</b>	Five Members (must be a registered voter and City resident)
<b>Term of Office:</b>	§2-34 Appointment to and §2-35 Removal from
<b>Meetings:</b>	Meets Quarterly (February, May, August, November) Last Tuesday at 6:00 p.m. City Hall – Community Room
<b>Staff Contact:</b>	Elena G. Chávez, City Clerk San Fernando City Hall
<b>Address &amp; Phone:</b>	117 Macneil Street, San Fernando, CA 91340 818/898-1204
<b>Chair:</b>	(Vacant)
<b>Vice-Chair:</b>	(Vacant)
<b>City Council Liaison:</b>	Joel Fajardo

MEMBERS	DATE OF APPOINTMENT	COUNCILMEMBER
Lorraine Ballin	8/15/11	Sylvia Ballin
Patty Lopez	12/17/12	Joel Fajardo
Louis A. Lopez	12/17/12	Robert C. Gonzales
Yvonne G. Mejia	8/6/12	Antonio Lopez
Victor Ponce	1/22/13	Jesse H. Avila

**PARKS, WELLNESS, AND RECREATION COMMISSION**

<b>Municipal Code:</b>	§54-56
<b>Composition:</b>	Five Members (must be a City resident)
<b>Term of Office:</b>	§2-34 Appointment to and §2-35 Removal from
<b>Meetings:</b>	Meets 2 <sup>nd</sup> Tuesday at 6:30 p.m. City Hall – Council Chambers
<b>Staff Contact:</b>	Ismael Aguila, Recreation & Community Services Operations Manager Recreation Park
<b>Address &amp; Phone:</b>	208 Park Avenue, San Fernando, CA 91340 818/898-7381
<b>Chair:</b>	Adriana Gomez
<b>Vice-Chair:</b>	(Vacant)
<b>City Council Liaison:</b>	Robert C. Gonzales

	MEMBERS	DATE OF APPOINTMENT	COUNCILMEMBER
1	NinaMarie Julia Ballin	3/28/11	Sylvia Ballin
2	Danitza Pantoja	1/7/13	Joel Fajardo
3	Saydith Navarro	12/17/12	Robert C. Gonzales
4	Adriana Gomez	4/18/11	Antonio Lopez
5	Joe Ponce	12/17/12	Jesse H. Avila

**CITY OF SAN FERNANDO  
COMMISSIONS/COMMITTEES**

Updated: January 22, 2013

**PLANNING AND PRESERVATION COMMISSION**

**Municipal Code:** §62-26  
**Composition:** Five Members (must be a registered voter and City resident)  
**Term of Office:** §2-34 Appointment to and §2-35 Removal from  
**Meetings:** Meets 1<sup>st</sup> Tuesday at 7:00 p.m.  
 City Hall - Council Chambers  
**Staff Contact:** Fred Ramirez, City Planner  
 San Fernando City Hall  
**Address & Phone:** 117 Macneil Street, San Fernando, CA 91340  
 818/898-1227  
**Chair:** (Vacant)  
**Vice-Chair:** (Vacant)  
**City Council Liaison:** Antonio Lopez

	MEMBERS	DATE OF APPOINTMENT	COUNCILMEMBER
1	Alvin F. Durham, Jr.	3/28/11	Sylvia Ballin
2	Kevin Beaulieu	12/17/12	Joel Fajardo
3	Theale "Stormy" E. Haupt	12/17/12	Jesse H. Avila
4	Yvonne G. Mejia	12/17/12	Antonio Lopez
5	Rodolfo Salinas Jr.	12/17/12	Robert C. Gonzales

**SENIOR CITIZENS ADVISORY BOARD**

**Established:** Minutes Order - October 1, 2001 City Council Meeting  
 Five Members appointed by PWR Commission  
**Composition:** (Two representatives from Las Palmas Club, two Members from Park Avenue Club and one at-large Member)  
**Term of Office:** Two years  
**Meetings:** Meets 4<sup>th</sup> Thursday at 1:00 p.m.  
 Las Palmas Park  
**Staff Contact:** Virginia Ufano, Community Services Supervisor  
 Las Palmas Park  
**Address & Phone:** 505 S. Huntington Street, San Fernando, CA 91340  
 818/898-7340  
**Chair:** Michael Kmet

	MEMBERS	NOMINATE SECTOR	DATE OF APPOINTMENT	TERM EXPIRES
1	Michael Kmet	Park Avenue Club	10/13/09	10/18/13
2	(Vacant)	--	--	--
3	Marco Tulio Escobar	At-Large	11/16/10	10/9/14
4	Benita Rivera	Las Palmas Park Senior Club	10/13/09	10/18/13
5	Angel Avila	Las Palmas Park Senior Club	11/16/10	10/9/14

**CITY OF SAN FERNANDO  
COMMISSIONS/COMMITTEES**

Updated: January 22, 2013

<b>SAFETY COMMITTEE</b>			
<b>Municipal Code:</b>	§2-566		
<b>Composition:</b>	Seven Members - <i>Specific Titles Italicized</i>		
<b>Secretary</b> (Per Job Spec):	Personnel Technician		
<b>Term of Office:</b>	*Municipal code does not specify		
<b>Meetings:</b>	Meets once per month		
<b>Staff Contact:</b>	Leticia Lopez, Personnel Technician San Fernando City Hall		
<b>Address &amp; Phone:</b>	117 Macneil Street, San Fernando, CA 91340 818/898-1220		
<b>Chair:</b>	(Vacant)		
<b>MEMBERS</b>			<b>TERM EXPIRES</b>
1	<i>Finance Director</i>	(Vacant)	*
2	<i>Director of Public Works</i>	Ron Ruiz	*
3	<i>Director of Community Development</i>	(Vacant)	*
4	<i>Director of Rec. &amp; Com. Services</i>	(Vacant)	*
5	<i>Chief of Police</i>	Robert Parks (Acting)	*
6	<i>SFPOA Representative</i>	Tony Vairo	*
7	<i>SEIU Misc Group Rep.</i>	Frank Villalpando	*
8	City Administrator	Fred Ramirez (Interim)	*
9	SFPOA Police Mgmt. Rep.	Tony Vairo	*
10	SFMG Rep. (Mgmt.)	Michael Okafor	*
11	SFPEBU Rep. (Part-Time)	Patty Garcia	*
12	Recreation & Community Services Operations Manager	Ismael Aguila	*

<b>TRANSPORTATION AND SAFETY COMMISSION</b>			
<b>Municipal Code:</b>	§90-71		
<b>Composition:</b>	Five Members (must be a City resident)		
<b>Term of Office:</b>	§2-34 Appointment to and §2-35 Removal from		
<b>Meetings:</b>	Meets 3 <sup>rd</sup> Wednesday at 7:00 p.m. City Hall – Council Chambers		
<b>Staff Contact:</b>	Ron Ruiz, Public Works Director San Fernando City Hall		
<b>Address &amp; Phone:</b>	117 Macneil Street, San Fernando, CA 91340 818/898-1222		
<b>Chair:</b>	David Mendoza		
<b>Vice-Chair:</b>	(Vacant)		
<b>City Council Liaison:</b>	Jesse H. Avila		

**CITY OF SAN FERNANDO  
COMMISSIONS/COMMITTEES**

Updated: January 22, 2013

<b>TRANSPORTATION AND SAFETY COMMISSION</b>			
<b>MEMBERS</b>		<b>DATE OF APPOINTMENT</b>	<b>COUNCILMEMBER</b>
1	Phillip Ballin	3/28/11	Sylvia Ballin
2	Gilbert Berriozabal	1/7/13	Joel Fajardo
3	Rudy Trujillo	12/17/12	Robert C. Gonzales
4	David Mendoza	3/28/11	Antonio Lopez
5	Dolores "Dee" Akemon	12/17/12	Jesse H. Avila

<b>TREE COMMISSION</b>				
<b>Municipal Code:</b>		§2-600		
<b>Composition:</b>		Five Members - <i>Specific Titles Italicized</i>		
<b>Term of Office:</b>		Three years (Appointed by the City Council) *Serve indefinitely at the will of the City Council		
<b>Meetings:</b>		Meets 2 <sup>nd</sup> Wednesday at 5:00 p.m. City Hall – Community Room		
<b>Staff Contact:</b>		Ron Ruiz, Public Works Director San Fernando City Hall		
<b>Address:</b>		117 Macneil Street, San Fernando, CA 91340 818/898-1222		
<b>Chair:</b>		Kay Greeley		
<b>MEMBERS</b>		<b>DATE OF APPOINTMENT</b>	<b>TERM EXPIRES</b>	
1	<i>Councilmember</i>	Joel Fajardo	12/17/12	*
2	<i>Public Works Director*</i>	Ron Ruiz	11/4/02	*
3	<i>Community Development Director*</i>	(Vacant)	11/4/02	*
4	<i>Certified Arborist, Horticulturist, Landscape Architect or other similarly-trained professional</i>	Kay Greeley	4/2/12	4/2/15
5	<i>At-Large Member of the Community</i>	(Vacant)	-	-