



*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

JULY 1, 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) SAN FERNANDO HIGH SCHOOL BASEBALL TEAM – 2013 CIF CITY SECTION DIVISION I CHAMPIONS
- b) JULY – PARKS AND RECREATION MONTH

APPROVAL OF AGENDA

PUBLIC STATEMENTS – WRITTEN/ORAL

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

CONSENT CALENDAR

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

- 1) APPROVAL OF WARRANT REGISTER NO. 13-071**



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2) ADOPTION OF RESOLUTIONS APPROVING THE SALARY PLAN AND TABLE OF ORGANIZATION FOR FISCAL YEAR (FY) 2013- 2014

Recommend that the City Council:

- a. Adopt Resolution No. 7544 approving the amended Salary Plan for FY 2013-2014; and
- b. Adopt Resolution No. 7545 approving the Table of Organization for FY 2013-2014.

3) APPROVAL OF USED CAR DEALER PERMIT: RYDELL CHRYSLER DODGE JEEP RAM (700 SAN FERNANDO ROAD)

Recommend that the City Council approve Rydell Chrysler Dodge Jeep Ram for a Business License Permit to conduct business as a used car dealership at 700 San Fernando Road.

4) ARTICLE XIII B APPROPRIATIONS (GANN) LIMIT FISCAL YEAR (FY) 2013-2014

Recommend that the City Council adopt Resolution No. 7542 setting the FY 2013-2014 Article XIII B appropriation limit at \$37,692,206.

CONTINUED BUSINESS

5) FISCAL YEAR (FY) 2012-2013 YEAR-END BUDGET REVIEW

Recommend that the City Council:

- a. Review and file the FY 2012-2013 Year-End Budget Review report; and
- b. Adopt a budget Resolution No. 7546 amending the FY 2012-2013 City Budget.

6) FINAL REPORT ON FISCAL YEAR (FY) 2013-2014 CITY PRIORITIES

Recommend that the City Council:

- a. Receive and file the list of priorities for FY 2013-2014; and
- b. Direct staff to provide a mid-year report on progress made to each of the priorities.



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PUBLIC HEARING

7) ADOPTION OF FISCAL YEAR (FY) 2013-2014 BUDGET

Recommend that the City Council:

- a. Take public testimony as part of the continued public hearing on the Budget; and
- b. Direct staff to make any necessary adjustments to the proposed FY 2013-2014 Budget; and
- c. Adopt Resolution No. 7541 approving the final FY 2013-2014 City Budget.

8) ADOPTION OF ORDINANCE NO. 1627 AMENDING THE CITY CODE TO CHANGE THE ADMINISTRATIVE STRUCTURE OF THE CITY FROM A CITY ADMINISTRATOR-CITY COUNCIL FORM OF GOVERNMENT TO A CITY MANAGER FORM OF GOVERNMENT

Recommend that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, introduce for first reading, in title only, and waive further reading of Ordinance No. 1627, "An Ordinance Amending Division 2 (Administrative Officer) of Title III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code to Change Administrative Structure of the City from a City Administrator-City Council Form of Government to a City Manager Form of Government".

NEW BUSINESS

9) APPROVAL OF SIDE LETTER AGREEMENTS WITH EMPLOYEE GROUPS TO IMPLEMENT FURLOUGHS AND/OR OTHER CONCESSIONS FOR FISCAL YEAR (FY) 2013-2014

Recommend that the City Council:

- a. Approve Side Letter Agreements with the following employee groups to implement furloughs and/or other concessions for FY 2013-2014:
 - i. San Fernando Police Officers' Association (SFPOA) (Contract No. 1676(b);
 - ii. San Fernando Police Civilians' Association (SFPCA), SEIU Local 721 (Contract No. 1685(b);



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- iii. San Fernando Public Employees' Association (SFPEA), SEIU Local 721 (Contract No. 1624(c);
- iv. San Fernando Management Group (SFMG), SEIU Local 721 (Contract No. 1631(d);
- b. Authorize the Interim City Administrator to execute the Side Letters; and
- c. Authorize the Interim City Administrator and staff to implement the provisions in the Side Letters, as well as implement furloughs for unrepresented Confidential employees.

10) APPROVAL OF AN AGREEMENT FOR COMPREHENSIVE FIRE AND EMERGENCY MEDICAL SERVICES (CONTRACT NO. 1717) WITH THE LOS ANGELES FIRE DEPARTMENT

Recommend that the City Council:

- a. Approve an Agreement for Comprehensive Fire and Emergency Medical Services (Contract No. 1717) between the City of San Fernando (City) and the City of Los Angeles Fire Department (LAFD);
- b. Authorize the Mayor to execute said Agreement between the City and LAFD; and
- c. Authorize the Interim City Administrator under take any activities necessary to implement said Agreement as soon as possible.

11) ACCEPTANCE OF ALCOHOLIC BEVERAGE CONTROL GRANT FOR UNDER AGE ALCOHOL PURCHASE PREVENTION PROGRAM AND MERCHANT EDUCATION PROGRAM

Recommend that the City Council:

- a. Accept \$38,905 awarded to the Police Department by the California Department of Alcoholic Beverage Control for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program; and
- b. Adopt Resolution No. 7543 authorizing the Chief of Police to execute a Standard Agreement (Contract No. 1716) with the California Department of Alcoholic Beverage Control for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program.



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CITY COUNCIL ITEMS

12) APPOINTMENT TO THE TREE COMMISSION

Mayor Antonio Lopez is recommending the appointment of Ian Fitzsimmons to the Tree Commission as the At-Large Member for a period of three years (per City Code Section 2-601).

GENERAL COUNCIL COMMENTS

STAFF COMMUNICATION

ADJOURNMENT

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

Elena G. Chávez, City Clerk

Signed and Posted: June 28, 2013 (12:00 p.m.)

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

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San Fernando City Council

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FINANCE DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: July 1, 2013

SUBJECT: Warrant Register

RECOMMENDATION:

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

BACKGROUND:

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

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

ATTACHMENT:

A. Warrant Register Resolution

ATTACHMENT "A"**RESOLUTION NO. 13-071****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO ALLOWING AND APPROVING FOR
PAYMENT DEMANDS PRESENTED ON DEMAND/
WARRANT REGISTER NO. 13-071****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 1st day of July, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 1st day of July 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

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06/27/2013

3:51:57PM

**Voucher List
CITY OF SAN FERNANDO**

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102299	7/1/2013	100067 ADVANCE DIRECT MAIL	6042013		MAILING SERVICE OF 2012 CCRS (MAI 70-381-0000-4430	2,061.18
					Total :	2,061.18
102300	7/1/2013	100070 ADVANCED ELECTRONICS INC.	0125769-IN		HARD DRIVES	
			0125996-IN		01-222-0000-4300	419.66
			0126186-IN	10971	MONTHLY RENTAL OF PONT TO POINT	250.00
			0126187-IN	10972	COMPUTER MAINTENANCE	2,724.56
					01-222-0000-4260	3,420.00
					Total :	6,814.22
102301	7/1/2013	100101 VERIZON WIRELESS-LA	970459610		VARIOUS CELL PHONES	
					01-310-0000-4220	41.12
					72-360-0000-4220	21.54
					01-101-0113-4220	32.78
					01-101-0109-4220	38.21
					01-101-0111-4220	33.56
					Total :	167.21
102302	7/1/2013	100222 ARROYO BUILDING MATERIALS, INC	108510		2X4'S FOR SIDEWALK CONCRETE FOR	
					13-311-0000-4300	36.73
					Total :	36.73
102303	7/1/2013	100281 BAILEY, WILLIAM	TRAVEL		ABC GRANT ASSISTANCE PROGRAM T	
					10-220-3713-4360	85.00
					Total :	85.00
102304	7/1/2013	100499 CPCA	70		FY 2013/2014 ANNUAL MEMBERSHIP C	
					01-222-0000-4380	600.00
					Total :	600.00
102305	7/1/2013	100532 STATE OF CALIFORNIA, DEPARTMENT OF JU: 972553			LIVESCAN FINGERPRINTING - APR 201	
					01-222-3721-4260	5,093.00

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102305	7/1/2013	100532 100532 STATE OF CALIFORNIA, DEPARTMENT O (Continued)				Total : 5,093.00
102306	7/1/2013	100731 CITY OF LOS ANGELES	74WP120000130		O & M PORTION OF ASSC -	
			74WP1300001129		72-360-0000-4600	133,747.00
			74WP130000128		CAPITAL PORTION OF ASSSC	11,769.00
					72-360-0000-4260	16,790.00
					O & M PORTION OF ASSSC	
					72-360-0000-4260	162,306.00
					Total :	162,306.00
102307	7/1/2013	100805 COOPER HARDWARE INC.	88912		CLEAR CAULK & BOLTS FOR MALL FLA	
					13-311-0000-4300	16.96
					Total :	16.96
102308	7/1/2013	100886 LOS ANGELES DAILY NEWS	0010351025		PUBLICATION - 227 N MACLAY	
			0010366187		01-150-0000-4230	539.20
					PUBLICATION - 2012 CHIVERS	
					01-150-0000-4230	603.70
					Total :	1,142.90
102309	7/1/2013	100932 DEPARTMENT OF TOXIC SUBSTANCES	95-6000779		2013 EPA PERMIT FEES	
					72-360-0000-4450	407.50
					Total :	407.50
102310	7/1/2013	100939 DEPART OF ALCOHOLIC BEVERAGE	TRAVEL		ABC GRANT ASSISTANCE PROGRAM T	
					10-220-3713-4360	225.00
					Total :	225.00
102311	7/1/2013	100939 DEPART OF ALCOHOLIC BEVERAGE	TRAVEL		ABC GRANT ASSISTANCE PROGRAM T	
					10-220-3713-4360	225.00
					Total :	225.00
102312	7/1/2013	100960 DIEDIKER, VIRGINIA	REIMB.		REIMB - ITEMS PURCHASED FOR CCP	
					10-430-3649-4260	114.12
					Total :	114.12
102313	7/1/2013	101089 ESCOBAR, MARCO	061413 - 1		L P SENIOR PETTY CASH REIMB.	
					04-2380	145.67

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102313	7/1/2013	101089 ESCOBAR, MARCO	(Continued) 061413 - 2		L P SENIOR PETTY CASH REIMB. 04-2380	79.41
					Total :	225.08
102314	7/1/2013	101147 FEDEX	2-305-00857		COURIER SERVICE 01-190-0000-4280	46.87
					Total :	46.87
102315	7/1/2013	101302 VERIZON	8181811075		CITY HALL PAGING 01-190-0000-4220	40.07
			8181811111		MUSIC CHANNEL 01-190-0000-4220	45.22
			8181811114		CITY YARD AUTO DIALER 70-384-0000-4220	44.00
			8181811126		RADIO REPEATER 01-222-0000-4220	44.67
			8181811136		RADIO REPEATER 01-222-0000-4220	44.67
			8181990351		PAC 50 TO SHERRIFFS 01-222-0000-4220	504.46
			8183610901		SEWER FLOW MONITOR 72-360-0000-4220	46.52
			8183612385		MTA PHONE LINE 07-440-0441-4220	90.99
					01-190-0000-4220	45.50
			8183613958		CNG STATION 01-320-3661-4220	40.98
			8183617825		HERITAGE PARK IRRIGATION SYSTEM 01-420-0000-4220	45.49
			8188315002		PD SPECIAL PROBLEMS 01-222-0000-4220	42.12
			8188377174		PD SPECIAL PROBLEMS 01-222-0000-4220	20.64
			8188381841		ENGINEERING FAX MODEM 01-310-0000-4220	26.35
			8188981293		CITY YARD MAJOR PHONE LINES	
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102315	7/1/2013	101302 VERIZON	(Continued)		70-384-0000-4220	718.08
			8188987373		PD EMERGENCY 01-222-0000-4220	114.03
			8188987385		LP FAX LINE 01-420-0000-4220	25.94
					Total :	1,939.73
102316	7/1/2013	101363 GONZALEZ, VIRGINIA	060413		POLL WORKER FOR 06/04/13 SPECIAL 01-116-0000-4112	125.00
					Total :	125.00
102317	7/1/2013	101376 GRAINGER, INC.	9155443600		ES BUTTON 01-430-0000-4300	97.19
			9168010800		MAGNETIC BASE/INDICATOR SET 01-430-0000-4300	146.12
					Total :	243.31
102318	7/1/2013	101399 MAXIMUS, INC.	101661.01.04		PREP & SUBMISSION OF STATE MAND. 01-130-0000-4270	840.00
					Total :	840.00
102319	7/1/2013	101427 H.C. STROUD	11068		BEARING REPACK 01-430-0000-4300	477.54
					Total :	477.54
102320	7/1/2013	101482 HERNANDEZ, JAIME	061413		MUSIC - SENIOR CLUB ANNIVERSARY 04-2380	900.00
					Total :	900.00
102321	7/1/2013	101512 HDL, COREN & CONE	0019160-IN		CONTRACT SERVICE PROPERTY TAX / 01-130-0000-4270	625.00
					Total :	625.00
102322	7/1/2013	101528 THE HOME DEPOT CRC, ACCT#603532202490	1094470		PIONEER PARK CAMERAS 19-422-0630-4500	23.87
			2022470		SPRINKLER REPAIR 13-311-0000-4300	51.33
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102322	7/1/2013	101528 THE HOME DEPOT CRC, ACCT#603532202490 (Continued)	2031044		SPRINKLER REPAIR	
			241402		13-311-0000-4300	35.23
			241404		WEED CONTROL @ LP PARK	
			6021872		01-390-0460-4300	118.81
			7021680		WEED CONTROL @ LP PARK	
					01-390-0460-4300	98.07
					WRENCHES, HOLE SAWS, ADAPTERS	
					70-383-0000-4340	185.22
					WEED CONTROL @ ORTEGA PARK	
					01-390-7500-4300	118.81
					Total :	631.34
102323	7/1/2013	101649 INTER-VALLEY POOL SUPPLY, INC	52261		POOL CHEMICALS	
			53115		01-430-0000-4300	1,631.27
					POOL CHEMICALS	
					01-430-0000-4300	1,058.28
					Total :	2,689.55
102324	7/1/2013	101666 DE LAGE LANDEN FINANCIAL SERVS	18217927		JUNE'13 LEASE PAYMENT - CITY HALL	
					01-190-0000-4320	443.64
					01-420-0000-4260	202.72
					10-420-1371-4260	202.72
					70-381-0000-4290	146.70
					01-420-0000-4260	202.72
			18315212		PD COPIER LEASE PAYMENT - JUNE 2013	
					01-222-0000-4260	603.56
					Total :	1,802.06
102325	7/1/2013	101957 CITY OF LOS ANGELES	38SF130000012		FIRE/AMBULANCE SERVICES - APRIL 2013	
					01-500-0000-4260	263,279.92
					Total :	263,279.92
102326	7/1/2013	101971 L.A. MUNICIPAL SERVICES	061313		WATER - 12900 DRONFIELD	
					70-384-0000-4210	19,300.14
					Total :	19,300.14

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102327	7/1/2013	101974 LOS ANGELES COUNTY	MAY 2013		DEPT OF ANIMAL CARE & CONTROL FE 01-222-0000-4260	1,073.35
					Total :	1,073.35
102328	7/1/2013	102007 L.A. COUNTY SHERIFFS DEPT.	134747WC		PRISONER MEALS PROGRAM - MAY 2013 01-225-0000-4350	1,062.85
					Total :	1,062.85
102329	7/1/2013	102063 MACKAY METERS, INC.	1035433-1		PARKING METER COIN MECHANISMS 29-335-0000-4600	2,184.49
					Total :	2,184.49
102330	7/1/2013	102069 POWER FORD	179276		TRUNK LATCH - PD4539 01-320-0224-4400	70.21
					Total :	70.21
102331	7/1/2013	102075 MAG-TROL ASSOCIATES, INC.	1170659		120V RELAYS - CNG STATION 01-320-3661-4400	120.71
					Total :	120.71
102332	7/1/2013	102201 MIERZYNSKI, IRMGARD	03/15/13 - 05/03/13 05/17/13 - 06/07/13		LINE DANCE CLASS INSTRUCTOR 17-420-1339-4260 LINE DANCE INSTRUCTOR 17-420-1339-4260	161.00 73.50
					Total :	234.50
102333	7/1/2013	102219 MISSION AUTO ELECTRIC, INC.	23451		STARTER 72-360-0000-4450	212.55
					Total :	212.55
102334	7/1/2013	102226 MISSION LINEN & UNIFORM	140171466 140172124 140172881 140173496		LAUNDRY 01-225-0000-4350 LAUNDRY 01-225-0000-4350 LAUNDRY 01-225-0000-4350 LAUNDRY 01-225-0000-4350	119.98 104.77 82.33 142.42

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102357	7/1/2013	103184 SMART & FINAL	(Continued) 105059		SENIOR FATHER'S DAY DANCE REFRE 04-2346	67.46
					10-422-3750-4300	164.32
			107444		HALF & HALF	
					01-222-0000-4300	5.98
			107445		MILK FOR PRISONERS	
					01-225-0000-4350	4.18
			107832		SENIOR LP CLUB DANCE SUPPLIES & 04-2380	524.54
					Total :	778.94
102358	7/1/2013	103202 SOUTHERN CALIFORNIA EDISON CO.	060413		ELECTRIC - 910 FIRST	
					01-222-0000-4210	5,583.40
					01-320-3661-4210	2,122.03
					01-390-0310-4210	2,304.34
					29-335-0000-4210	56.95
					27-344-0000-4210	467.22
			060513		ELECTRIC - 208 PARK (AQUATIC CENTI	
					01-430-0000-4210	3,764.60
					01-420-0000-4210	2,435.20
					01-390-0450-4210	628.12
					27-344-0000-4210	100.05
			060613		ELECTRIC - VARIOUS LOCATIONS	
					01-420-0000-4210	2,436.24
					27-344-0000-4210	17,869.22
			060713		VARIOUS LOCATIONS	
					01-371-0000-4210	1,581.56
			060813		ELECTRIC - BRAND/3RD & 1202 PICO	
					01-371-0000-4210	39.62
					29-335-0000-4210	208.84
			061113		ELECTRIC - 900 1/2 1ST, 1041 1/2 TRUN	
					01-390-0470-4210	114.56
			061213		ELECTRIC - TRUMAN/KITTRIDGE	
					01-341-0000-4210	25.69
			061313		ELECTRIC - 120 N MACNEIL	
					01-390-0450-4210	567.98

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102358	7/1/2013	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)		70-381-0000-4210	288.60
					72-360-0000-4210	288.59
					70-384-0000-4210	326.74
					Total :	41,209.55
102359	7/1/2013	103205 THE GAS COMPANY	060713		GAS - 828 HARDING	
			061013		01-420-0000-4210	59.79
					GAS - 910 FIRST	
					01-222-0000-4210	496.38
					01-310-0000-4210	54.47
					70-381-0000-4210	4.00
					72-360-0000-4210	4.01
					01-430-0000-4210	5,788.14
					01-390-0450-4210	8.01
					Total :	6,414.80
102360	7/1/2013	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9753		NATURAL GAS FOR CNG STATION	
					01-320-3661-4402	8,490.20
					Total :	8,490.20
102361	7/1/2013	103279 SUMMER SYSTEMS, INC.	34694		A/C PREV MAINT @ PD	
			34726		01-390-0222-4260	731.00
					REPLACE OLD BELT & DAMAGED FAN	
					01-390-0222-4330	733.75
					Total :	1,464.75
102362	7/1/2013	103299 SUPREME SALES COMPANY, INC.	018277		TOOTHBRUSHES & SLIPPERS FOR INM	
					01-225-0000-4350	687.75
					Total :	687.75
102363	7/1/2013	103603 VULCAN MATERIALS COMPANY	389027		FILL SAND AND AGGBASE	
			389028		13-311-0301-4300	779.10
					COLD MIX	
					70-383-0301-4300	1,257.86
					Total :	2,036.96

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102364	7/1/2013	103661 WEST-LITE SUPPLY CO., INC.	23770C		LIGHTS	
			23773C		01-430-0000-4300	86.54
					REPLACE LAMPS @ PD	
					01-390-0222-4300	164.72
					Total :	251.26
102365	7/1/2013	103668 WESTERN STAMP ENGRAVING CO.	28085		(3) FAST STAMP SEL INKER FOR PD	
					01-222-0000-4300	82.08
					Total :	82.08
102366	7/1/2013	103688 WIL-POWER BATTERY DIST.	170310		BATTERIES	
					01-430-0000-4300	10.90
					Total :	10.90
102367	7/1/2013	103738 YOSEF AMZALAG SUPPLY	12059844		MISC PIPE	
			12060388		01-430-0000-4300	5.29
			12060446		REPLACE LEAKING VALVE @ LP PARK	
					01-390-0460-4300	153.32
			12061014		REPLACE BROKEN VALVE BOX & CRA	
					01-390-0460-4300	47.64
			12061094		CITY HALL SPRINKLER REPAIR	
					01-390-0310-4300	32.94
			12061163		STORAGE YARD LANDSCAPE ELLS, NI	
					70-384-0000-4330	55.42
			12061213		STORAGE YARD LANDSCAPE TEES	
					70-384-0000-4330	15.49
			12061250		REPAIR IRRIGATION VALVE @ LP PARK	
					01-390-0460-4300	30.76
					STORAGE YARD LANDSCAPE	
					70-384-0000-4330	50.66
					Total :	391.52
102368	7/1/2013	103752 ZUMAR INDUSTRIES, INC.	0145815		STICKERS FOR TIME CHANGES ON SI	
			0146026		13-370-0301-4300	46.07
					STICKERS FOR TIME CHANGES ON SI	
					13-370-0301-4300	464.06

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102368	7/1/2013	103752 ZUMAR INDUSTRIES, INC.	(Continued)		Total :	510.15
102369	7/1/2013	103814 CERVANTES, JORGE	TRAVEL		ABC GRANT ASSISTANCE PROGRAM T 10-220-3713-4360	85.00
					Total :	85.00
102370	7/1/2013	103867 GREELEY, KAY J.	061813		COMMISSIONER'S REIMB 01-310-0000-4111	50.00
					Total :	50.00
102371	7/1/2013	103882 INTERNAL REVENUE SERVICE	CP102		TAX DEPOSIT ERROR-TAX PERIOD MA 01-1160	4,052.03
					Total :	4,052.03
102372	7/1/2013	103895 DELL MARKETING L.P.	XJ5C97X83	10988	SOFTWARE FOR EMAIL DOMAIN 01-222-0000-4320	3,085.80
					Total :	3,085.80
102373	7/1/2013	103903 TIME WARNER CABLE	8448200540010369		CABLE 01-222-0000-4260	17.41
			8448200540028882		CABLE/INTERNET SERVICES - 06/13/13 01-420-0000-4260	124.69
			8448300070189011		INTERNET SERVICES - 06/11/13-07/11/1 01-190-0000-4220	1,104.75
					Total :	1,246.85
102374	7/1/2013	887134 GUTIERREZ, LUCY G.	060413		INSPECTORS FOR 06/04/13 SPECIAL 01-116-0000-4112	175.00
					Total :	175.00
102375	7/1/2013	887141 FIRST UNITED METHODIST OF S F	060413		POLLING PLACE FOR 06/04/13 SPECIAL 01-116-0000-4112	100.00
					Total :	100.00
102376	7/1/2013	887305 CHAVEZ, JUAN	04/06/13		SPORTS OFFICIAL 17-420-1328-4260	48.00
			04/13/13		SPORTS OFFICIAL 17-420-1328-4260	104.00

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102376	7/1/2013	887305 CHAVEZ, JUAN	(Continued) 04/20/13		SPORTS OFFICIAL 17-420-1328-4260	54.00
					Total :	206.00
102377	7/1/2013	887377 AKEMON, DOLORES	061913		COMMISSIONER'S REIMB 01-310-0000-4111	50.00
					Total :	50.00
102378	7/1/2013	887591 TOM BROHARD & ASSOCIATES	2013-13		ON CALL TRAFFIC ENGINEERING & TR 01-310-0000-4270	500.00
					Total :	500.00
102379	7/1/2013	887603 R. F. ERECTION COMPANY	13-456		5-YR LOAD TEST OF LP PARK ELEVATC 01-390-0460-4260	373.08
					Total :	373.08
102380	7/1/2013	887737 NATIONAL PLANT SERVICES INC	11045		EMERGENCY SEWER CCTVING & ROC 72-360-0000-4260	2,550.00
					Total :	2,550.00
102381	7/1/2013	887799 GBEWONYO, PATRICK	03/23/13		SPORTS OFFICIAL 17-420-1328-4260	48.00
			04/06/13		SPORTS OFFICIAL 17-420-1328-4260	32.00
					Total :	80.00
102382	7/1/2013	887952 J. Z. LAWNMOWER SHOP	6556		EQUIP MAINT 01-390-0410-4320	18.75
			6557		EQUIP MAINT 01-390-0410-4320	15.21
			6558		EQUIP MAINT 01-390-0410-4320	12.67
			6559		EQUIP MAINT 01-390-0410-4320	28.29
					Total :	74.92
102383	7/1/2013	888012 CHACON, ANGEL	060413		POLL WORKER FOR 06/04/13 SPECIAL	
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102383	7/1/2013	888012 CHACON, ANGEL	(Continued)		01-116-0000-4112	125.00
					Total :	125.00
102384	7/1/2013	888014 BELMAN, BARBARA	060413		POLL WORKER FOR 06/04/13 SPECIAL 01-116-0000-4112	125.00
					Total :	125.00
102385	7/1/2013	888241 UNITED SITE SERVICES OF CA INC	114-1306367		PORTABLE TOILET RENTAL @ 501 FIRS 72-360-0450-4260	501.71
			114-1320041		PORTABLE TOILET RENTAL @ LAYNE F 01-390-0410-4260	345.52
					Total :	847.23
102386	7/1/2013	888242 MCI COMM SERVICE	7DI59672		POOL FACILITY - PHONE LINES 01-430-0000-4220	34.80
					Total :	34.80
102387	7/1/2013	888350 M.T. ROSTAMI	053013		SEARCH FOR CONTROL RELAY FOR C 01-430-0000-4260	100.00
					Total :	100.00
102388	7/1/2013	888390 WEST COAST ARBORISTS, INC.	87587-A	10967	FY 2013 ANNUAL TREE TRIMMING SER 01-346-0000-4260	8,555.00
			88686	10967	FY 2013 ANNUAL TREE TRIMMING SER 01-390-0310-4260	1,416.00
					Total :	9,971.00
102389	7/1/2013	888399 TORO ENTERPRISES INC.	RET5762		RETENTION PAYMENT - PARK AVE PRC 08-2037	12,677.24
					12-2037	4,573.96
					Total :	17,251.20
102390	7/1/2013	888440 STAPLES CENTER	061013		DAY CAMP TRIP TO RINGLING BROS C 17-420-1399-4300	1,672.49
					Total :	1,672.49
102391	7/1/2013	888442 WESTERN EXTERMINATOR COMPANY	1218787		PEST CONTROL - ORTEGA PARK	
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102391	7/1/2013	888442 WESTERN EXTERMINATOR COMPANY	(Continued)			
			1222630		01-390-7500-4260	47.00
					PEST CONTROL - LP PARK	
			1222632		01-390-0460-4260	47.50
					PEST CONTROL - REC PARK	
					01-390-0410-4260	69.00
			1268312		PEST CONTROL - CITY HALL	
					01-390-0310-4260	73.50
					Total :	237.00
102392	7/1/2013	888468 MAJOR METROPOLITAN SECURITY	1059113		ALARM MONITORING - JULY 2013	
					01-390-0410-4260	15.00
			1059114		ALARM MONITORING - JULY 2013	
					01-430-0000-4260	15.00
			1059115		ALARM MONITORING - JULY 2013	
					01-390-0410-4260	15.00
			1059116		ALARM MONITORING - JULY 2013	
					01-390-0460-4260	15.00
			1059117		ALARM MONITORING - JULY 2013	
					01-390-0310-4260	15.00
			1059118		ALARM MONITORING - JULY 2013	
					72-360-0450-4260	15.00
			1059119		ALARM MONITORING - JULY 2013	
					01-390-0410-4260	15.00
			1059120		ALARM MONITORING - JULY 2013	
					01-390-0460-4260	15.00
			1059121		ALARM MONITORING - JULY 2013	
					01-390-0410-4260	15.00
			1059122		ALARM MONITORING - JULY 2013	
					01-390-0222-4260	15.00
			1059123		ALARM MONITORING - JULY 2013	
					01-390-0410-4260	15.00
			1059124		ALARM MONITORING - JULY 2013	
					72-360-0450-4260	15.00
			1059125		ALARM MONITORING - JULY 2013	
					72-360-0450-4260	15.00

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102392	7/1/2013	888468 888468 MAJOR METROPOLITAN SECURITY	(Continued)			
					Total :	195.00
102393	7/1/2013	888531 BIG RED PLUMBING SUPPLY, INC.	79457		PIPE REPAIR	
					01-430-0000-4300	29.75
			79699		COPPER MALE & FEMALE ADAPTERS,	
					70-383-0301-4300	79.08
			79831		REC PARK DRINKING FOUNTAIN BACK	
					01-390-0410-4300	89.83
					Total :	198.66
102394	7/1/2013	888614 A & M CATERING LLC	1335		SENIOR CLUB ANNIVERSARY DANCE [
					04-2380	4,360.00
					Total :	4,360.00
102395	7/1/2013	888615 WOOD AUTO SUPPLY INC	803090		PADS & FILTER - PW2116	
					01-320-0370-4400	100.81
			803787		FILTERS & OIL	
					72-360-0000-4450	148.57
			804147		IGNITION COIL & PLUG - PW2116	
					01-320-0370-4400	64.38
					Total :	313.76
102396	7/1/2013	888629 SPARKLETTS	5927274060113		WATER	
					01-422-0000-4300	136.37
					Total :	136.37
102397	7/1/2013	888646 HD SUPPLY WATER WORKS, LTD	B032882		COPPER TUBBING AND SADDLES	
					70-383-0301-4300	2,627.05
			B050495		COPPER TUBING	
					70-383-0301-4300	809.22
			B070674		3/4" BALL VALVES FOR STOCK	
					70-383-0301-4300	1,452.48
					Total :	4,888.75
102398	7/1/2013	888746 POWELL, TROY	03/23/13 & 04/06/13		SPORTS OFFICIAL	
					17-420-1328-4260	120.00
			04/13/13		SPORTS OFFICIAL	
					17-420-1328-4260	70.00

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102398	7/1/2013	888746 POWELL, TROY	(Continued)			Total : 190.00
102399	7/1/2013	888766 MORTENSEN, LIZ	060413		INSPECTORS FOR 06/04/13 SPECIAL 01-116-0000-4112	175.00 Total : 175.00
102400	7/1/2013	888772 FLUMMERFELT, JANE	060413		POLL WORKER FOR 06/04/13 SPECIAL 01-116-0000-4112	125.00 Total : 125.00
102401	7/1/2013	888780 RODRIGUEZ, ELISA	060413		POLL WORKER FOR 06/04/13 SPECIAL 01-116-0000-4112	125.00 Total : 125.00
102402	7/1/2013	888782 CARLON, EDWARD	060413		INSPECTORS FOR 06/04/13 SPECIAL 01-116-0000-4112	175.00 Total : 175.00
102403	7/1/2013	888800 BUSINESS CARD	060713 063577 340820 412807		DAY CAMP TRIP TO EL CAPITAN THEAT 17-420-1399-4300 ID CARD HOLDERS 01-106-0000-4300 GENERAL MEMBERSHIP MEETING - 01-101-0109-4370 01-101-0111-4370 RIBBON FOR ID CARD PRINTER 01-106-0000-4300	837.50 144.00 35.00 35.00 50.99 Total : 1,102.49
102404	7/1/2013	888869 MUNITEMPS STAFFING	123858		TEMP STAFFING - ADMIN ANALYST W/E 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	233.60 58.40 146.00 584.00 1,022.00 292.00 292.00 292.00

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102404	7/1/2013	888869 MUNITEMPS STAFFING	(Continued) 123859		TEMPORARY STAFFING - INTERIM FIN/ 01-130-0000-4112	8,298.13 Total : 11,218.13
102405	7/1/2013	889114 SEVEN ELK RANCH DESIGN, INC	2110		CONSULTING FEES - 05/01-31/2013 01-310-0000-4270	1,075.00 Total : 1,075.00
102406	7/1/2013	889118 LDI COLOR TOOLBOX	183777		MONTHLY MAINT & COPIES MADE 05/1 01-222-0000-4260	166.81 Total : 166.81
102407	7/1/2013	889149 STAPLES BUSINESS ADVANTAGE	8025825357		MANILLA ENVELOPES/LABELS 01-105-0000-4300 01-115-0000-4300	25.81 28.76 Total : 54.57
102408	7/1/2013	889328 FIRST TRANSIT, INC.	10827475		MCT - MAY 2013 07-313-0000-4260 07-440-0442-4260	18,758.32 21,593.88 Total : 40,352.20
102409	7/1/2013	889352 GOMEZ, ADRIANA	061913		COMMISSIONER'S REIMB 01-420-0000-4111	50.00 Total : 50.00
102410	7/1/2013	889508 MOLINA, WIL	02/16/13 & 03/16/13 03/09/13 & 04/20/13		SPORTS OFFICIAL 17-420-1328-4260 SPORTS OFFICIAL 17-420-1328-4260	108.00 126.00 Total : 234.00
102411	7/1/2013	889532 GILMORE, REVA A.	06/01/13 - 06/14/13		FOOD SERVICE MANAGER 10-422-3750-4270 10-422-3752-4270	604.50 91.00 Total : 695.50

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102412	7/1/2013	889533 MARTINEZ, ANITA	06/01/13 - 06/14/13		ASSISTANT FOOD MANAGER 10-422-3750-4270	177.00
					Total :	177.00
102413	7/1/2013	889534 RAMIREZ, FRANCISCO	06/01/13 - 06/14/13		HDM DRIVER 10-422-3752-4270 10-422-3752-4390	177.00 52.00
					Total :	229.00
102414	7/1/2013	889535 GOMEZ, GILBERT	06/01/13 - 06/14/13		HDM DRIVER 10-422-3752-4270 10-422-3752-4390	159.30 51.48
					Total :	210.78
102415	7/1/2013	889602 RESPOND SYSTEMS	93259 93519		FIRST AID SUPPLIES 01-430-0000-4300 FIRST AID SUPPLIES 01-430-0000-4300	14.01 495.46
					Total :	509.47
102416	7/1/2013	889644 VERIZON BUSINESS	00273728 00273729 00273730 00273731 00273732 00273733 00274296 00274305 00274309		CITY HALL LONG DISTANCE 01-190-0000-4220 CITY YARD LONG DISTANCE 70-384-0000-4220 CITY HALL LONG DISTANCE & INTRAL 01-190-0000-4220 POLICE LONG DISTANCE 01-222-0000-4220 CITY YARD LONG DISTANCE 70-384-0000-4220 PARK LONG DISTANCE 01-420-0000-4220 ENGINEERING LONG DISTANCE 01-310-0000-4220 CITY YARD LONG DIST (AIMSNETWORKI 70-384-0000-4220 CREDIT CARD LINE	49.58 56.45 160.77 207.44 4.84 62.73 2.93 2.37
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102416	7/1/2013	889644 VERIZON BUSINESS	(Continued)		01-190-0000-4220 POLICE LONG DISTANCE 01-222-0000-4220 PARK LONG DISTANCE 01-420-0000-4220 CITY HALL LONG DIST 01-190-0000-4220	2.41 2.44 3.52 0.57
					Total :	556.05
102417	7/1/2013	889681 VILLALPANDO, MARIA	06/01/13 - 06/14/13		FOOD SERVICE WORKER 10-422-3750-4270 10-422-3752-4270	221.25 44.25
					Total :	265.50
102418	7/1/2013	889685 CHACON, GONZALO	060413		INSPECTORS FOR 06/04/13 SPECIAL 01-116-0000-4112	175.00
					Total :	175.00
102419	7/1/2013	889692 GREEN, EDWARD	060413		POLL WORKER FOR 06/04/13 SPECIAL 01-116-0000-4112	125.00
					Total :	125.00
102420	7/1/2013	889693 ARROYO, JOHN S.	060413		POLL WORKER FOR 06/04/13 SPECIAL 01-116-0000-4112	125.00
					Total :	125.00
102421	7/1/2013	889834 LESLIE'S SWIMMING POOL SUPPLIE	59-322655		CHEMICAL TESTING SUPPLIES 01-430-0000-4300	66.88
					Total :	66.88
102422	7/1/2013	889942 ATHENS SERVICES	JUNE 2013		STREET SWEEPING - JUNE 2013 01-343-0000-4260	10,100.00
					Total :	10,100.00
102423	7/1/2013	889962 GMS ELEVATOR SERVICES, INC	00069296		MONTHLY ELEVATOR SERVICE 01-430-0000-4260	129.00
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102423	7/1/2013	889962 889962 GMS ELEVATOR SERVICES, INC	(Continued)			Total : 129.00
102424	7/1/2013	890004 PACIFIC TELEMANAGEMENT SERVICE	536179		PD PAY PHONE - JULY 2013 01-190-0000-4220	62.64 Total : 62.64
102425	7/1/2013	890010 TOTAL PRINTING SUPPLIES	13063		TONER CARTRIDGES 01-222-0000-4300	109.00 Total : 109.00
102426	7/1/2013	890094 TECS ENVIROMENTAL	TM-SF-0613A TM-SF-0613B		NITRATE WELL TREATMENT MTG @ Df 70-384-0857-4600 GENERAL ENGINEERING SERVICES (R 01-310-0000-4270	500.00 625.00 Total : 1,125.00
102427	7/1/2013	890095 O'REILLY AUTO PARTS	2665-372401 2665-372465 2665-372466		SMALL TOOLS 01-346-0000-4340 SPARK PLUGS - PW2116 01-320-0370-4400 ANTI SEIZE - DEPT SUPPLIES 01-320-0301-4300	113.34 15.26 8.16 Total : 136.76
102428	7/1/2013	890156 BARBA, ERIN	2000170.004		SWIM LESSONS REFUND 17-3770-1338	45.00 Total : 45.00
102429	7/1/2013	890193 FJS LAND CONSULTING	1408	10982	STREET SURVEYING PROJECT 01-310-0000-4260	2,000.00 Total : 2,000.00
102430	7/1/2013	890324 PEREZ, JUAN	03/23/13 04/06/13 04/13/13		SPORTS OFFICIAL 17-420-1328-4260 SPORTS OFFICIAL 17-420-1328-4260 SPORTS OFFICIAL 17-420-1328-4260	110.00 128.00 125.00

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102430	7/1/2013	890324 PEREZ, JUAN	(Continued) 04/20/13 04/27/13		SPORTS OFFICIAL 17-420-1328-4260 SPORTS OFFICIAL 17-420-1328-4260	70.00 90.00 Total : 523.00
102431	7/1/2013	890329 HENRY, GEORGE	060413		POLL WORKER FOR 06/04/13 SPECIAL 01-116-0000-4112	175.00 Total : 175.00
102432	7/1/2013	890336 AVALOS, JOE	060413		POLL WORKER FOR 06/04/13 SPECIAL 01-116-0000-4112	125.00 Total : 125.00
102433	7/1/2013	890338 MENDOZA, CONNIE	060413		POLL WORKER FOR 06/04/13 SPECIAL 01-116-0000-4112	125.00 Total : 125.00
102434	7/1/2013	890358 BALLIN, PHILLIP ARTHUR	061913		COMMISSIONER'S REIMB 01-310-0000-4111	50.00 Total : 50.00
102435	7/1/2013	890360 HERRERA, NINAMARIE JULIA	061913		COMMISSIONER'S REIMB 01-420-0000-4111	50.00 Total : 50.00
102436	7/1/2013	890452 MARTINEZ, GUSTAVO	04/06/13		SPORTS OFFICIAL 17-420-1328-4260	30.00 Total : 30.00
102437	7/1/2013	890487 SEA-CLEAR POOLS	13-0700	10995	VFD PURCHASE/INSTALLATION POOL I 19-430-0000-4330	11,848.42 Total : 11,848.42
102438	7/1/2013	890596 PINNACLE TRAINING AND	13200		STC TRAINING ON 05/20/13 & 05/21/13 I 01-225-0000-4360	185.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102438	7/1/2013	890596 PINNACLE TRAINING AND	(Continued)			Total : 185.00
102439	7/1/2013	890633 CUSINATO, NORBERTO	REPLACE #97873		REPLACING STALE DATED CHECK#97873 70-2140	60.12
					Total :	60.12
102440	7/1/2013	890739 FUJITA - AHMED, LIANE E.	REIMB - 1		REIMB FOR BATTERIES PURCHASED F 01-420-0000-4300	13.05
			REIMB - 2		REIMB - FITNESS EQUIPMENT PURCH 17-420-1337-4300	210.24
					01-420-0000-4300	68.45
					17-420-1337-4260	100.00
			REIMB - 3		REIMB - BATTERIES FOR DEPT 01-420-0000-4300	26.09
					17-420-1337-4300	53.87
					Total :	471.70
102441	7/1/2013	890740 MORAN, STEPHANIE	MAY 2013 - A		WATER EXERCISE INSTRUCTOR 17-420-1338-4260	280.00
					Total :	280.00
102442	7/1/2013	890771 TORRES, CAROLINA	05/21/13 - 06/18/13		ZUMBA INSTRUCTOR 17-420-1337-4260	485.00
					Total :	485.00
102443	7/1/2013	890780 MISSION AMBULANCE, INC.	27743		LIFEGUARD SERVICES 01-430-0000-4260	9,763.55
			27744		LIFEGUARD SERVICES 01-430-0000-4260	7,573.34
					Total :	17,336.89
102444	7/1/2013	890810 SENFTLEBEN, DARIO	05/21/13 - 06/18/13		OUTDOOR FITNESS INSTRUCTOR 17-420-1337-4260	440.00
					Total :	440.00
102445	7/1/2013	890817 THE WALKING MAN, INC.	E4570		PROPER DISPOSAL OF COOKING OIL & 01-420-0000-4260	935.00
						Page: 25

vchlist 06/27/2013 3:51:57PM		Voucher List CITY OF SAN FERNANDO				Page: 26
Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102445	7/1/2013	890817 THE WALKING MAN, INC.	(Continued)			Total : 935.00
102446	7/1/2013	890833 THOMSON REUTERS	827319268		LA CLEAR - INVEST TOOLS 01-224-0000-4270	130.90
					Total :	130.90
102447	7/1/2013	890879 EUROFINS EATON ANALYTICAL, INC	L0124713		WATER ANALYSIS - F435200 70-384-0000-4260	164.00
			L0124732		WATER ANALYSIS - F435463 70-384-0000-4260	139.60
			L0124736		WATER ANALYSIS - F435794 70-384-0000-4260	139.60
			L0124737		WATER ANALYSIS - F435927 70-384-0000-4260	164.00
					Total :	607.20
102448	7/1/2013	890906 MEYERSJNAVE	2013050485		LEGAL SERVICES 01-110-3376-4270	5,431.50
					01-110-5624-4270	155.00
					Total :	5,586.50
102449	7/1/2013	890963 COMMERCIAL AQUATIC SERVICE INC	113-1065		BACKWASH SEQUENCING VALVE REPA 01-430-0000-4330	1,571.92
					Total :	1,571.92
102450	7/1/2013	890994 PONCE, JOE	061913		COMMISSIONER'S REIMB 01-420-0000-4111	50.00
					Total :	50.00
102451	7/1/2013	890995 NAVARRO, SAYDITH	061913		COMMISSIONER'S REIMB 01-420-0000-4111	50.00
					Total :	50.00
102452	7/1/2013	890999 BERRIOZABAL, GILBERT	061913		COMMISSIONER'S REIMB 01-310-0000-4111	50.00
					Total :	50.00
102453	7/1/2013	891003 ACAMPO, NICK	06/04/13		CO-ED SPRING WATER POLO INSTRUC	
						Page: 26

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Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102453	7/1/2013	891003 ACAMPO, NICK	(Continued)		17-420-1338-4260	325.00
					Total :	325.00
102454	7/1/2013	891007 DINNIS, ADRIAN	06/04/13		CO-ED SPRING WATER POLO INSTRUC	325.00
					17-420-1338-4260	325.00
					Total :	325.00
102455	7/1/2013	891066 MONTES CASTELLON, CAROL'S	06/07/13 - 06/20/13		COMMUNITY WELLNESS COORDINATC	832.00
					10-430-3649-4260	832.00
					Total :	832.00
102456	7/1/2013	891069 AMERICAN ASPHALT SOUTH, INC.	2013-41	10966	SLURRY SEAL PROJECT	285.10
					11-311-0000-4600	285.10
					Total :	285.10
102457	7/1/2013	891087 MOX, ROBERT M	03		MOVED & PROGRAMMED PHONE @ R	75.00
					01-190-0000-4320	75.00
					Total :	75.00
102458	7/1/2013	891092 LARCO, JACQUELINE	05/21/13 - 06/18/13		YOGA/PILATES & ZUMBA INSTRUCTOR	250.00
					17-420-1337-4260	250.00
					Total :	250.00
102459	7/1/2013	891098 AMARILLAS MORALES, RIGO	03/23/13		SPORTS OFFICIAL	54.00
			04/06/13		17-420-1328-4260	54.00
			04/13/13		SPORTS OFFICIAL	54.00
			04/20/13		17-420-1328-4260	102.00
			04/27/13		SPORTS OFFICIAL	64.00
					17-420-1328-4260	144.00
					Total :	418.00
102460	7/1/2013	891099 ROSALES, JORDAN	03/23/13		SPORTS OFFICIAL	48.00
					17-420-1328-4260	48.00
						Page: 27

vchlist 06/27/2013 3:51:57PM		Voucher List CITY OF SAN FERNANDO				Page: 28
Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102460	7/1/2013	891099 ROSALES, JORDAN	(Continued)		SPORTS OFFICIAL	64.00
			04/27/13		17-420-1328-4260	112.00
					Total :	112.00
102461	7/1/2013	891102 CERVANTES, BIANCA	03/23/13		SPORTS OFFICIAL	64.00
			04/06/13		17-420-1328-4260	64.00
			04/13/13		SPORTS OFFICIAL	40.00
			04/20/13		17-420-1328-4260	64.00
			04/27/13		SPORTS OFFICIAL	56.00
					17-420-1328-4260	64.00
					Total :	288.00
102462	7/1/2013	891127 HALL & FOREMAN, INC	2810579	10989	SEWER SYSTEM MANAGEMENT PLAN	1,873.00
					72-360-0000-4260	1,873.00
					Total :	1,873.00
102463	7/1/2013	891132 SALAZAR, MARISOL YVONNE	05/21/13 - 06/18/13		BODY SCULPT INSTRUCTOR	115.00
					17-420-1337-4260	115.00
					Total :	115.00
102464	7/1/2013	891133 RUIZ, GABRIELA	05/21/13 - 06/18/13		ZUMBA INSTRUCTOR	135.00
					17-420-1337-4260	135.00
					Total :	135.00
102465	7/1/2013	891134 BECERRA, ADRIANA	05/21/13 - 06/18/13		BODY SCULPT & SPINNING INSTRUCT	150.00
					17-420-1337-4260	150.00
					Total :	150.00
102466	7/1/2013	891141 OLIVAREZ MADRUGA, P.C.	11741		LEGAL FEES	-500.00
					01-110-0000-4270	1,140.00
					70-110-0000-4270	40.00
					72-110-0000-4270	40.00
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102466	7/1/2013	891141 OLIVAREZ MADRUGA, P.C.	(Continued)		01-110-5633-4270	120.00
					01-110-3375-4270	1,345.28
					01-110-5635-4270	420.00
					01-110-0000-4270	19,231.97
					Total :	21,797.25
102467	7/1/2013	891162 SADIE CONSTRUCTION	062013		PURCHASE & INSTALLATION OF BUS S	
				10991	07-313-0000-4500	2,314.42
				10991	10-313-3624-4600	113,406.58
					10-2037	-11,332.83
					07-2037	-239.27
			RETENTION		RETENTION PAYMENT - PURCHASE & I	
					10-2037	20,590.51
					07-2037	2,553.69
					Total :	127,293.10
102468	7/1/2013	891164 MUNICIPAL ENERGY SOLUTIONS INC	1050		POOL ELEVATOR LIGHTS	
					01-430-0000-4300	186.60
					Total :	186.60
102469	7/1/2013	891179 SANDOVAL, MARIA	2000066.001		SWIMMING LESSONS REFUND	
					17-3770-1338	120.00
					Total :	120.00
102470	7/1/2013	891180 SANCHEZ, MARIA	2000128.004		SWIM LESSONS REFUND	
					17-3770-1338	20.00
					Total :	20.00
102471	7/1/2013	891181 GARNICA, JONATHAN	2000064.001		SWIM LESSONS REFUND	
					17-3770-1338	120.00
					Total :	120.00
102472	7/1/2013	891182 SIMIANO, SILVIA	2000171.004		KARATE REFUND	
					17-3770-1326	40.00
					Total :	40.00
102473	7/1/2013	891183 VARGAS, OSCAR	200800156		FACILITY RENTAL REFUND	

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102473	7/1/2013	891183 VARGAS, OSCAR	(Continued)		01-3777-0000	77.00
					Total :	77.00
102474	7/1/2013	891184 ESPERSEN, CHRISTINE	2000065.001		SWIM LESSONS REFUND	
					17-3770-1338	45.00
					Total :	45.00
102475	7/1/2013	891185 BENCOMO, ISABEL	2000800158		FACILITY RENTAL REFUND	
					01-3770-0000	64.00
					Total :	64.00
102476	7/1/2013	891186 MARILYN MAGARAM CENTER	2012-009		CURRICULUM DEVELOPMENT & PRES	
					10-430-3649-4260	2,000.00
					Total :	2,000.00
102477	7/1/2013	891187 CA CENTER FOR PUBLIC HEALTH	CSF-2013-001		TRAINING WORKSITE WELLNESS ADVI	
					10-430-3649-4260	1,500.00
					Total :	1,500.00
102478	7/1/2013	891188 LIBRARY BISTRO	19		CCPHA TRAINING - LUNCHEON	
					10-430-3649-4260	392.40
					Total :	392.40
102479	7/1/2013	891189 MAGNUM ELECTRONICS, INC	0000038475		RADIO EQUIPMENT FOR SRO	
					10-220-3641-4300	152.89
					Total :	152.89
102480	7/1/2013	891190 MARTINEZ, FRED	060413		POLL WORKER FOR 06/04/13 SPECIAL	
					01-116-0000-4112	125.00
					Total :	125.00
102481	7/1/2013	891191 FLUMMERFELT, CHARLES	060413		POLL WORKER FOR 06/04/13 SPECIAL	
					01-116-0000-4112	125.00
					Total :	125.00
102482	7/1/2013	891192 OLYMPIC HOME REMODELING	CAFS5B_MAY13		EMMERGENCY SERVICE - SEWER OVE	
					72-360-0000-4260	2,933.63

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102482	7/1/2013	891192	891192 OLYMPIC HOME REMODELING	(Continued)		Total : 2,933.63
184	Vouchers for bank code :	bank				Bank total : 928,600.93
184	Vouchers in this report					Total vouchers : 928,600.93

Voucher Registers are not final until approved by Council.

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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: July 1, 2013

SUBJECT: Adoption of Resolutions Approving the Salary Plan and Table of Organization for Fiscal Year (FY) 2013-14

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No.7544 (Attachment “A”) approving the amended Salary Plan for FY 2013-14; and
- b. Adopt Resolution No. 7545 (Attachment “B”) approving the Table of Organization for FY 2013-14.

BACKGROUND:

1. On October 8, 2009, the City Council approved an MOU with the San Fernando Public Employees’ Association (SFPEA) that includes certain changes in benefits for FY 2009-2010 through FY 2011-2012.
2. On December 7, 2009, the City Council approved an MOU with the San Fernando Management Group (SFMG) that includes certain changes in benefits for FY 2009-2010 through FY 2011-2012.
3. On January 19, 2010, the City Council amended the Salary Plan to include similar benefits for the unrepresented confidential employees as with the general employees.
4. On April 5, 2010, the City Council approved an MOU with the San Fernando Part-time Employees’ Bargaining Unit (SFPEBU) that includes certain changes in benefits for FY 2009-2010 through FY 2011-2012.

Adoption of Resolutions Approving the Salary Plan and Table of Organization for Fiscal Year (FY) 2013-14
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5. On July 19, 2010, the City Council approved an amendment to the salary and benefits for the Police Chief.
6. On May 2, 2011, the City Council approved an amendment to the salary and benefits for the City Administrator.
7. On October 13, 2011, the City and the San Fernando Management Group (SFMG) agreed to an amendment to the existing MOU to include certain concessions and changes to previously agreed benefits.
8. On April 4, 2012, the City and SFPEA agreed to a two-year extension of the existing MOU from July 1, 2012 through June 30, 2014.
9. On May 7, 2012, the City Council approved an MOU with the San Fernando Police Officers' Association (SFPOA) that includes certain changes in benefits for FY 2011-2012 through FY 2013-2014.
10. On July 2, 2012, the City and the San Fernando Part-time Employees' Bargaining Unit (SFPEBU) agreed to a two-year extension of the existing MOU from July 1, 2012 through June 30, 2014.
11. On September 17, 2012, the City Council approved a two-year extension of the MOUs with the San Fernando Management Group (SFMG) and the San Fernando Police Civilian Association (SFPCA) from July 1, 2012 through June 30, 2014.
12. On February 20, 2013, February 21, 2013, and February 25, 2013, the Interim City Administrator, the Personnel Manager, and the Interim Finance Director started meeting with representatives of SFPCA, SFPEA, and SFPOA, respectively, to negotiate furloughs and/or other concessions to help address the City's budget constraints.
13. On June 17, 2013, tentative agreements were reached with all the bargaining units including SFPCA, SFPEA, SFPOA and SFMG to implement furloughs and/or other concessions between July 1, 2013 and June 30, 2014.

ANALYSIS:

The attached Salary Plan and Table of Organization reflect salary and benefit changes addressed in the FY 2013-2014 Budget, as well as provisions of applicable MOUs and Employment Agreements that have already been approved by the City Council.

The salaries and benefits reflect a zero increase for all bargaining units and employee groups over the prior fiscal year's budget. However, the Salary Resolution includes the concessions that the respective employee groups have agreed to make to help address the City's budget constraints between July 1, 2013 and June 30, 2014.

Adoption of Resolutions Approving the Salary Plan and Table of Organization for Fiscal Year (FY) 2013-14
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The concessions for SFPCA include the following for Desk Officers: relinquishing of 96 paid holiday hours, and 52-104 “built in” overtime hours. The Clerical Staff, which includes the Police Records, Office Specialists and Property Control units, shall be furloughed without pay on 12 days between July 1, 2013 and June 30, 2014, and also relinquish claim to 48 paid holiday hours. The Field Staff, which includes Community Service Officers and Community Preservation Officers, shall be furloughed without pay on 18 days between July 1, 2013 and June 30, 2014.

The concessions for SFPEA, SFMG, and unrepresented Confidential employees include 18 furlough days without pay between July 1, 2013 and March 31, 2014.

The concessions for SFPOA include the following: relinquishing claim to 96 paid holiday hours, and \$800 annual uniform allowance between July 1, 2013 and June 30, 2014.

BUDGET IMPACT:

Funding is included in the FY 2013-2014 Budget.

CONCLUSION:

Approval of the amended Salary Plan and Table of Organization is necessary to implement applicable changes in the FY 2013-2014 Budget, as well as the provisions of all previously negotiated MOUs, Employment and Side Letter Agreements.

ATTACHMENTS:

- A. Resolution No. 7544 - Amending the Salary Plan
- B. Resolution No. 7545 - Amending the Table of Organization

ATTACHMENT "A"

RESOLUTION NO. 7544

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN FERNANDO ADOPTING A SALARY PLAN FOR CERTAIN ELECTED, NON-ELECTIVE OFFICERS AND EMPLOYEES OF THE CITY OF SAN FERNANDO AND REPEALING RESOLUTION NO. 7488 ADOPTED JULY 2, 2012 AND ALL RESOLUTIONS AMENDATORY THEREOF AND ALL MOTIONS OR ACTIONS OF THE CITY COUNCIL IN CONFLICT HERewith.

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

SECTION 1:

The following schedules are hereby adopted as the salary range and step schedules for non-elective officers and employees of the City of San Fernando:

- SCHEDULE "G": FOR GENERAL - SAN FERNANDO PUBLIC EMPLOYEES' ASSOCIATION (SFPEA)
- SCHEDULE "GPD": FOR GENERAL - SAN FERNANDO POLICE CIVILIAN ASSOCIATION (SFPCA)
- SCHEDULE "P": FOR SWORN - SAN FERNANDO POLICE OFFICERS' ASSOCIATION (SFPOA)
- SCHEDULE "C": FOR CONFIDENTIAL EMPLOYEES
- SCHEDULE "M": FOR MANAGEMENT - SAN FERNANDO MANAGEMENT GROUP (SFMG)
- SCHEDULE "MP": FOR SWORN - SAN FERNANDO POLICE OFFICERS' ASSOCIATION MANAGEMENT UNIT (SFPOA-PMU)
- SCHEDULE "H": FOR HOURLY - SAN FERNANDO PART-TIME EMPLOYEES' BARGAINING UNIT (SFPEBU)
- SCHEDULE "HFE": FOR HOURLY FULL-TIME EQUIVALENT - SAN FERNANDO PART-TIME EMPLOYEES' BARGAINING UNIT (SFPEBU)

(Details of the respective schedules are on pages 2 thru 10).

SCHEDULE G FOR GENERAL EMPLOYEES					
SALARY RANGE NUMBER	SALARY RANGE NUMBER	SALARY RANGE NUMBER	SALARY RANGE NUMBER	SALARY RANGE NUMBER	SALARY RANGE NUMBER
39	2028	2128	2236	2348	2464
40	2076	2189	2309	2438	2571
41	2108	2224	2345	2474	2610
42	2138	2256	2382	2512	2650
43	2172	2290	2415	2549	2687
44	2192	2314	2442	2575	2719
45	2227	2349	2477	2615	2759
46	2260	2385	2516	2654	2799
47	2294	2420	2555	2693	2842
48	2330	2456	2593	2735	2885
49	2363	2494	2631	2777	2930
50	2399	2530	2671	2818	2971
51	2436	2569	2711	2859	3016
52	2471	2607	2750	2902	3062
53	2517	2656	2801	2956	3119
54	2556	2694	2844	3000	3167
55	2594	2737	2887	3046	3214
56	2630	2776	2929	3090	3258
57	2656	2802	2956	3119	3288
58	2730	2882	3040	3208	3384
59	2786	2939	3101	3273	3451
60	2828	2973	3129	3292	3463
61	2856	2998	3149	3306	3472
62	2885	3045	3212	3388	3573
63	2952	3100	3256	3416	3587
64	2973	3137	3311	3492	3683
65	3018	3182	3358	3544	3739
66	3060	3224	3402	3591	3788
67	3104	3276	3455	3644	3846
68	3151	3322	3504	3699	3901
69	3193	3368	3554	3748	3954
70	3235	3411	3600	3795	4005
71	3283	3463	3652	3855	4066
72	3324	3506	3699	3901	4117
73	3372	3558	3752	3958	4177
74	3407	3597	3793	4003	4222
75	3459	3650	3856	4062	4286
76	3505	3698	3900	4115	4341
77	3579	3777	3984	4204	4434
78	3599	3795	4005	4224	4457
79	3652	3854	4065	4289	4525

Schedule G For General Employees (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
80	3702	3906	4120	4348	4585
81	3780	3986	4206	4436	4680
82	3815	4024	4245	4478	4724
83	3871	4084	4310	4546	4795
84	3930	4144	4372	4614	4867
85	3988	4209	4439	4683	4940
86	4049	4272	4506	4753	5015
87	4115	4342	4581	4833	5099
88	4177	4406	4650	4905	5175
89	4241	4473	4718	4978	5252
90	4304	4540	4790	5054	5331
91	4368	4608	4862	5130	5411
92	4435	4678	4935	5206	5494
93	4501	4748	5010	5285	5575
94	4570	4821	5086	5365	5663
95	4638	4894	5164	5448	5746
96	4707	4967	5241	5528	5832
97	4779	5041	5318	5612	5920
98	4851	5118	5398	5694	6008
99	4923	5193	5478	5781	6099
100	4997	5273	5561	5866	6189
101	5071	5350	5644	5955	6281
102	5145	5429	5728	6043	6376
103	5225	5511	5814	6134	6470
104	5303	5593	5900	6226	6569
105	5382	5676	5990	6318	6666
106	5463	5762	6080	6413	6766
107	5545	5848	6171	6508	6868
108	5628	5935	6264	6606	6971
109	5713	6025	6358	6706	7075
110	5798	6115	6453	6806	7181
111	5885	6207	6551	6909	7290
112	5974	6300	6649	7013	7400
113	6064	6395	6749	7118	7511
114	6155	6491	6849	7224	7623
115	6247	6588	6952	7333	7738
116	6341	6687	7056	7442	7853
117	6436	6787	7162	7555	7972
118	6532	6889	7270	7668	8091
119	6630	6992	7379	7782	8212

**SCHEDULE GPD
FOR
GENERAL EMPLOYEES
(POLICE DEPARTMENT)**

SALARY RANGE					
NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
56	2564	2690	2839	2995	3161
57	2655	2796	2943	3100	3264
58	2730	2882	3041	3208	3384
59	2762	2914	3073	3244	3421
60	2788	2939	3101	3273	3452
61	2813	2966	3129	3301	3483
62	2839	2993	3157	3331	3514
63	2863	3020	3186	3361	3545
64	2880	3038	3204	3382	3566
65	2916	3074	3244	3423	3610
66	2941	3102	3273	3454	3642
67	2968	3130	3302	3485	3675
68	2998	3162	3335	3519	3712
69	3028	3193	3369	3555	3749
70	3060	3224	3402	3591	3788
71	3105	3275	3455	3644	3845
72	3151	3322	3504	3699	3901
73	3197	3371	3557	3752	3958
74	3243	3420	3608	3806	4014
75	3290	3468	3659	3860	4073
76	3336	3519	3712	3917	4132
77	3385	3569	3765	3973	4190
78	3433	3620	3820	4030	4252
79	3483	3673	3875	4089	4313
80	3533	3725	3931	4148	4375
81	3584	3779	3987	4207	4437
82	3636	3833	4045	4268	4501
83	3686	3891	4104	4330	4567
84	3702	3906	4120	4348	4585
85	3765	3971	4188	4420	4662
86	3796	4007	4227	4460	4704
87	3894	4106	4332	4569	4820
88	3952	4167	4396	4639	4893
89	4011	4230	4464	4707	4966
90	4072	4293	4530	4778	5041
91	4133	4358	4598	4850	5117
92	4194	4423	4668	4922	5193
93	4258	4490	4737	4996	5271
94	4321	4557	4808	5071	5350
95	4387	4626	4881	5147	5430
96	4452	4695	4954	5224	5512
97	4519	4765	5027	5303	5594
98	4586	4837	5103	5382	5678
99	4655	4909	5180	5463	5764
100	4726	4984	5258	5545	5851

Schedule GPD For General Police Department (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
101	4798	5060	5337	5630	5938
102	4869	5134	5417	5714	6028
103	4941	5212	5500	5800	6119
104	5017	5290	5582	5887	6211
105	5093	5371	5666	5976	6304
106	5169	5451	5751	6065	6399
107	5247	5533	5838	6157	6495

**SCHEDULE P
FOR
SWORN POLICE EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
64	4513	4760	5024	5299	5590
65	4603	4857	5123	5404	5704
66	4696	4956	5226	5515	5817
67	4790	5054	5330	5625	5935
68	4886	5155	5438	5737	6053
69	4983	5258	5548	5853	6173
70	5083	5362	5658	5968	6297
71	5185	5470	5770	6088	6422
72	5288	5578	5888	6208	6551
73	5299	5585	5893	6218	6559
74	5424	5720	6037	6367	6718
75	5532	5836	6159	6494	6853
76	5643	5953	6283	6625	6990
77	5756	6072	6409	6757	7129
78	5871	6192	6537	6892	7272
79	5988	6317	6667	7029	7418
80	6108	6443	6800	7169	7567
81	6230	6572	6936	7314	7717
82	6354	6703	7075	7459	7872
83	6574	6936	7317	7720	8147
84	6704	7073	7466	7873	8306
85	6839	7214	7612	8031	8475

**SCHEDULE C
FOR
CONFIDENTIAL EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
52	2609	2739	2878	3020	3171

Schedule C For Confidential Employees (Continued).

SALARY RANGE					
NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
53	2674	2807	2948	3097	3252
54	2742	2878	3021	3173	3331
55	2808	2950	3098	3253	3415
56	2881	3024	3175	3333	3500
57	2951	3100	3255	3417	3587
58	3025	3176	3336	3503	3678
59	3102	3257	3419	3590	3772
60	3178	3337	3505	3679	3864
61	3258	3421	3592	3773	3961
62	3339	3507	3681	3866	4059
63	3423	3598	3775	3963	4162
64	3509	3683	3867	4061	4264
65	3607	3787	3976	4174	4384
66	3705	3891	4086	4290	4505
67	3798	3988	4187	4396	4618
68	3852	4044	4245	4457	4681
69	3947	4143	4352	4570	4798
70	4047	4250	4463	4683	4918
71	4146	4354	4571	4800	5040
72	4250	4463	4686	4922	5168
73	4357	4575	4804	5044	5295
74	4466	4689	4923	5171	5428
75	4578	4807	5046	5298	5564
76	4691	4927	5173	5431	5702
77	4809	5049	5303	5568	5846
78	4931	5178	5438	5710	5995
79	5057	5310	5577	5856	6148
80	5186	5445	5719	6005	6304
81	5318	5584	5865	6159	6465
82	5454	5727	6015	6316	6630
83	5593	5873	6168	6477	6799
84	5736	6023	6325	6642	6973
85	5882	6176	6487	6811	7150
86	6032	6334	6652	6985	7333
87	6179	6488	6814	7155	7511
88	6329	6645	6979	7328	7693
89	6483	6807	7149	7506	7880

**SCHEDULE M
FOR
MANAGEMENT EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
52	5014	5264	5527	5803	6093
53	5127	5383	5653	5934	6231
54	5252	5515	5791	6081	6385
55	5385	5649	5926	6217	6519
56	5540	5819	6108	6414	6734
57	5719	6005	6306	6620	6953
58	5913	6208	6518	6845	7187
59	6091	6395	6714	7050	7401
60	6271	6585	6915	7259	7624
61	6427	6748	7084	7440	7812
62	6462	6786	7126	7480	7855
63	6609	6941	7288	7651	8035
64	6674	7007	7358	7726	8112
65	6851	7192	7553	7931	8329
66	6988	7337	7703	8088	8494
67	7128	7483	7859	8251	8664
68	7270	7635	8016	8416	8837
69	7456	7826	8218	8629	9061
70	7538	8020	8420	8842	9285
71	7714	8098	8502	8928	9376
72	7901	8296	8711	9147	9605
73	8270	8684	9118	9574	10052
74	8561	8987	9436	9908	10405
75	8732	9168	9626	10108	10613
76	8950	9398	9867	10360	10879
77	9174	9632	10115	10620	11150
78	9403	9873	10367	10886	11430
79	9639	10120	10625	11158	11715
80	9830	10322	10840	11380	11949
81	9930	10426	10949	11495	12068

**SCHEDULE MP
FOR
MANAGEMENT EMPLOYEES
(Police Management Bargaining Unit)**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
50	5114	5371	5639	5921	6216
51	5241	5504	5779	6068	6372
52	5373	5640	5922	6219	6531
53	5493	5769	6057	6359	6678
54	5628	5910	6206	6516	6843
55	5770	6053	6350	6660	6986
56	5937	6234	6546	6872	7216

Schedule MP For Management Employees (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
57	6128	6434	6757	7093	7451
58	6337	6651	6986	7335	7702
59	6527	6852	7194	7555	7932
60	6720	7057	7410	7778	8169
61	6888	7231	7592	7972	8371
62	6926	7272	7637	8016	8418
63	7082	7439	7810	8199	8610
64	7152	7509	7885	8280	8695
65	7340	7707	8094	8499	8925
66	7460	7834	8226	8638	9070
67	7652	8034	8436	8859	9301
68	7848	8240	8651	9086	9541
69	7926	8322	8739	9176	9634
70	8048	8451	8872	9316	9783
71	8254	8669	9100	9557	10035
72	8466	8890	9334	9802	10291
73	8684	9118	9572	10053	10555

**SCHEDULE H
FOR
PART-TIME HOURLY EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
28	8.50	8.93	9.37	9.84	10.33
29	8.59	9.02	9.47	9.94	10.44
30	8.67	9.11	9.56	10.04	10.54
31	8.76	9.20	9.66	10.14	10.65
32	8.85	9.29	9.75	10.24	10.75
33	8.93	9.38	9.85	10.34	10.86
34	9.00	9.48	9.95	10.45	10.97
35	9.11	9.57	10.05	10.55	11.08
36	9.21	9.67	10.15	10.66	11.19
37	9.30	9.76	10.25	10.76	11.30
38	9.31	9.82	10.36	10.88	11.41
39	9.48	9.96	10.46	10.98	11.53
40	9.58	10.06	10.56	11.09	11.64
41	9.62	10.16	10.71	11.20	11.76
42	9.77	10.26	10.77	11.31	11.88
43	9.87	10.36	10.88	11.43	12.00
44	9.97	10.47	10.99	11.54	12.12
45	10.00	10.55	11.13	11.65	12.24
46	10.17	10.68	11.21	11.77	12.36

Schedule H For Part-time Hourly Employees (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
47	10.27	10.78	11.32	11.89	12.48
48	10.39	10.91	11.45	12.03	12.63
49	10.49	11.02	11.57	12.15	12.75
50	10.60	11.13	11.68	12.27	12.88
51	10.70	11.24	11.80	12.39	13.01
52	10.81	11.35	11.92	12.51	13.14
53	10.92	11.46	12.04	12.64	13.27
54	11.03	11.58	12.16	12.77	13.40
55	11.14	11.69	12.28	12.89	13.54
56	11.25	11.81	12.40	13.02	13.67
57	11.32	11.95	12.63	13.13	13.78
58	11.45	12.02	12.63	13.26	13.92
59	11.57	12.15	12.75	13.39	14.06
60	11.68	12.27	12.88	13.52	14.20
61	11.80	12.39	13.01	13.66	14.34
62	11.92	12.51	13.14	13.80	14.49
63	12.04	12.64	13.27	13.93	14.63
64	12.16	12.76	13.40	14.07	14.78
65	12.28	12.89	13.54	14.21	14.92
66	12.40	13.02	13.67	14.36	15.07
67	12.53	13.15	13.81	14.50	15.22
68	12.65	13.28	13.95	14.64	15.38
69	12.78	13.42	14.09	14.79	15.53
70	12.90	13.54	14.22	14.93	15.68
71	13.03	13.68	14.36	15.08	15.83
72	13.16	13.82	14.51	15.23	15.99
73	13.29	13.95	14.65	15.38	16.15
74	13.42	14.09	14.80	15.54	16.31
75	13.29	14.03	14.79	15.61	16.47
76	13.68	14.37	15.09	15.84	16.63
77	13.82	14.51	15.24	16.00	16.80
78	13.97	14.67	15.40	16.17	16.98
79	14.11	14.82	15.56	16.34	17.15
80	14.03	14.79	15.61	16.47	17.37
81	14.42	15.21	16.06	16.94	17.87
82	14.84	15.65	16.52	17.43	18.39
83	15.27	16.10	17.00	17.94	18.92
84	15.71	16.57	17.50	18.46	19.47
85	16.17	17.05	18.00	18.99	20.04

**SCHEDULE HFE
FOR
PART TIME HOURLY EMPLOYEES
(Full-Time Equivalent)**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
90	17.29	18.24	19.23	20.29	21.41
91	17.46	18.42	19.43	20.50	21.62
92	17.63	18.60	19.62	20.70	21.84
93	17.81	18.79	19.82	20.91	22.06
94	17.98	18.97	20.02	21.12	22.28
95	18.18	19.17	20.22	21.34	22.51
96	18.35	19.36	20.42	21.55	22.73
97	18.53	19.55	20.63	21.76	22.96
98	18.72	19.75	20.83	21.98	23.19
99	18.91	19.95	21.04	22.20	23.42
100	19.09	20.14	21.25	22.42	23.65
101	19.29	20.35	21.47	22.65	23.89
102	19.48	20.55	21.68	22.87	24.13
103	19.81	20.89	22.04	23.25	24.53
104	20.00	21.10	22.26	23.48	24.77
105	20.22	21.34	22.50	23.74	25.04
106	20.41	21.53	22.72	23.97	25.29
107	20.46	21.68	22.98	24.19	25.48
108	20.77	21.92	23.12	24.39	25.74
109	20.98	22.14	23.35	24.64	25.99
110	21.19	22.36	23.59	24.88	26.25
111	21.40	22.58	23.82	25.13	26.52
112	21.62	22.81	24.06	25.38	26.78
113	21.83	23.04	24.30	25.64	27.05
114	22.05	23.27	24.55	25.90	27.32
115	22.33	23.56	24.87	26.23	27.66
116	22.55	23.79	25.10	26.48	27.94
117	22.80	24.04	25.36	26.76	28.23
118	23.01	24.28	25.61	27.02	28.51
119	23.24	24.52	25.87	27.29	28.79
120	23.47	24.77	26.13	27.56	29.08
121	23.71	25.01	26.39	27.84	29.37
122	23.95	25.26	26.65	28.12	29.66
123	24.19	25.52	26.92	28.40	29.96
124	24.43	25.77	27.19	28.68	30.26

SECTION 2: ELECTED, NON-ELECTIVE OFFICERS AND EMPLOYEES

The following non-elective officers and employees of the City of San Fernando shall be paid for their services to the City the compensation as hereinafter set forth.

- (A) **SALARY RANGE NUMBER AND SCHEDULES ASSIGNED** – Non-elected officers and employees set forth in this subsection (a) shall be paid the salary and wages for the classification assigned at the range and step of the applicable salary schedule.

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Administrative Analyst	52M	5014	5264	5527	5803	6093
Administrative Officer	FLAT RATE	12,292				
Aquatics Supervisor	99G	4923	5193	5478	5781	6099
Assistant to the City Administrator	64M	6674	7007	7358	7726	8112
Assistant Planner	92G	4435	4678	4935	5206	5494
Assistant Planner (Housing)	92G	4435	4678	4935	5206	5494
Associate Planner	104G	5303	5593	5900	6226	6569
Building Maintenance Worker/ Electrical Helper	77G	3579	3777	3984	4204	4434
Building & Safety Supervisor	111G	5885	6207	6551	6909	7290
City Clerk	87C	6179	6488	6814	7155	7511
City Engineer	73M	8270	8684	9118	9574	10052
City Planner	72M	7901	8296	8711	9147	9605
Civil Engineering Assistant II	112G	5974	6300	6649	7013	7400
Community Preservation Officer	83G	3871	4084	4310	4546	4795
Community Preservation Supervisor	104G	5303	5593	5900	6226	6569
Community Development Director	76M	8950	9398	9867	10360	10879
Community Development Secretary	84G	3930	4144	4372	4614	4867
Community Service Officer	78GPD	3433	3620	3820	4030	4252
Community Services Supervisor	96G	4707	4967	5241	5528	5832
Cultural Arts Supervisor	96G	4707	4967	5241	5528	5832
Director of Recreation and Community Services	75M	8732	9168	9626	10108	10613

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Electrical Supervisor	103G	5225	5511	5814	6134	6470
Equipment and Materials Supervisor	103G	5225	5511	5814	6134	6470
Executive Assistant to the City Administrator	77C	4809	5049	5303	5568	5846
Finance Director	75M	8732	9168	9626	10108	10613
Finance Manager	70M	7538	8020	8420	8842	9285
Finance Office Specialist	75G	3459	3650	3856	4062	4286
Junior Accountant	97G	4779	5041	5318	5612	5920
Management Analyst	54M	5252	5515	5791	6081	6385
Mechanical Helper	74G	3407	3597	3793	4003	4222
Meter Technician	80G	3702	3906	4120	4348	4585
Office Clerk	64G	2973	3137	3311	3492	3683
Office Specialist	78G	3599	3795	4005	4224	4457
Personnel Office Assistant	64C	3509	3683	3867	4061	4264
Personnel Manager	67M	7128	7483	7859	8251	8664
Personnel Technician	71C	4146	4354	4571	4800	5040
Police Cadet	72P	5288	5578	5888	6208	6551
Police Chief	FLAT RATE	12,000				
Police Desk Officer	88GPD	3952	4167	4396	4639	4893
Police Desk Officer Supervisor	104GPD	5017	5290	5582	5887	6211
Police Lieutenant	70MP	8048	8451	8872	9316	9783
Police Office Specialist	78GPD	3433	3620	3820	4030	4252
Police Officer	72P	5288	5578	5888	6208	6551
Police Records Specialist	72GPD	3151	3322	3504	3699	3901
Police Records Supervisor/ Systems Administrator	105GPD	5093	5371	5666	5976	6304
Police Sergeant	83P	6574	6936	7317	7720	8147
Program Specialist	76G	3505	3698	3900	4115	4341
Property Control Officer	81GPD	3584	3779	3987	4207	4437

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Public Works Administrative Coordinator	87G	4115	4342	4581	4833	5099
Public Works Director	79M	9639	10120	10625	11158	11715
Public Works Field Supervisor I	90G	4304	4540	4790	5054	5331
Public Works Field Supervisor II	97G	4779	5041	5318	5612	5920
Public Works Maintenance Worker	74G	3407	3597	3793	4003	4222
Public Works Office Specialist	84G	3930	4144	4372	4614	4867
Public Works Operations Manager	64M	6674	7007	7358	7726	8112
Public Works Superintendent	113G	6064	6395	6749	7118	7511
Recreation & Community Services Coordinator	82G	3815	4024	4245	4478	4724
Recreation & Community Services Operations Manager	58M	5913	6208	6518	6845	7187
Secretary to the Chief	87GPD	3894	4106	4332	4569	4820
Senior Account Clerk	75G	3459	3650	3856	4062	4286
Senior Account Clerk II	68C	3852	4044	4245	4457	4681
Senior Accountant	64M	6674	7007	7358	7726	8112
Senior Maintenance Worker	81G	3780	3986	4206	4436	4680
Senior Planner	58M	5913	6208	6518	6845	7187
Treasurer Assistant	85G	3988	4209	4439	4683	4940
Water Pump Operator/ Backflow Technician	84G	3930	4144	4372	4614	4867

(B) **SEASONAL AND HOURLY POSITIONS** – Seasonal employees and employees hired on an hourly basis shall be paid hourly rates for assigned classifications as follows:

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Administrative Intern	66H	12.40	13.02	13.67	14.36	15.07
Cashier	53H	10.92	11.46	12.04	12.64	13.27

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
City Maintenance Helper	81H	14.42	15.21	16.06	16.94	17.87
Clerk	51H	10.70	11.24	11.79	12.39	13.01
Community Service Officer	103HFE	19.81	20.89	22.04	23.25	24.53
Community Preservation Officer	115HFE	22.33	23.56	24.87	26.23	27.66
Crossing Guard	32H	8.85	9.29	9.75	10.24	10.75
Day Camp/After School Counselor	32H	8.85	9.29	9.75	10.24	10.75
Engineering Intern	75H	13.29	14.03	14.79	15.61	16.47
Junior Cadet	40H	9.58	10.06	10.56	11.09	11.64
Lifeguard	72H	13.16	13.82	14.51	15.23	15.99
Office Clerk (Administration/ City Clerk)	53H	10.92	11.46	12.04	12.64	13.27
Office Clerk/Cashier	53H	10.92	11.46	12.04	12.64	13.27
Park Ranger	107HFE	20.46	21.68	22.98	24.19	25.48
Personnel Office Clerk	53H	10.92	11.46	12.04	12.64	13.27
Planning Intern	66H	12.40	13.02	13.67	14.36	15.07
Police Records Specialist	95HFE	18.18	19.17	20.22	21.34	22.51
Police Desk Officer	117HFE	22.80	24.04	25.36	26.76	28.23
Pool Attendant/ Cashier	31H	8.76	9.20	9.66	10.14	10.65
Pool Manager	91HFE	17.46	18.42	19.43	20.50	21.62
Program Specialist	105HFE	20.22	21.34	22.50	23.74	25.04
Public Works Maintenance Helper	81H	14.42	15.21	16.06	16.94	17.87
Recreation Leader I	31H	8.76	9.20	9.66	10.14	10.65
Recreation Leader II	39H	9.48	9.96	10.46	10.98	11.53
Senior Day Camp/Senior After School Counselor	44H	9.97	10.47	10.99	11.54	12.12
Senior Lifeguard	77H	13.82	14.51	15.24	16.00	16.80

(C) COMPENSATION FOR COMMISSIONS, BOARDS, AND COMMITTEE MEMBERS

The members of the following commissions, boards, and committees, who are not employees of the City, shall be paid the amount hereinafter specified for each meeting.

<u>COMMISSION OR COMMITTEE</u>	<u>COMPENSATION PER MEETING ATTENDED (NOT TO EXCEED ONE MEETING PER MONTH)</u>
Cultural Arts Commission	\$50.00
Disaster Council	\$50.00
Education Commission	\$50.00
Planning and Preservation Commission	\$50.00
Parks, Wellness, and Recreation Commission	\$50.00
Transportation and Safety Commission	\$50.00
Tree Commission	\$50.00

(D) COMPENSATION FOR COUNCIL MEMBERS

The members of the City Council shall be paid compensation in the amount of \$579.06 per month.

(E) COMPENSATION FOR CITY TREASURER

- (1) The City Treasurer shall be paid compensation in the amount of \$579.06 per month.
- (2) City Treasurer, while acting as Treasurer for Parking Meter Administration (Part-time), is paid \$98 per month.

SECTION 3: ADDITIONAL COMPENSATION AND BENEFITS

The following non-elective officers and employees shall be paid compensation in addition to the basic salary set forth in Section 2 as follows:

(A) GENERAL AND CONFIDENTIAL EMPLOYEES

Salary and benefits listed here apply to full-time employees assigned to **Schedule GPD** (SFPCA), and reflect stipulations in the last MOU, which are contingent upon negotiation of a new MOU. They also apply to full-time regular employees assigned to **Schedule G** for General (SPPEA), and **Schedule C** for Confidential Employees.

For **Schedules GPD, G, and C**, the following shall apply:

(1) Salary

The salary ranges shown under Schedules G, GPD and C above reflect existing salaries, and no change is reported.

2013/2014 - 0% Cost of Living Adjustment (COLA)

In computing benefits that are a percentage of base salary (e.g., Longevity, Special Assignment Pay, etc.), each benefit is calculated independently over the base salary of each respective employee.

(2) **Longevity Pay**

- a) The City shall continue to pay longevity to unit employees that completed 10 years of continuous service from date of hire, an additional 3% above the base salary step for each employee.
- b) The City shall continue to pay longevity to unit employees that completed 20 years of continuous service from date of hire, an additional 1% above the base salary and previous first longevity step.
- c) The City shall continue to pay longevity to unit employees that completed 30 years of continuous service from date of hire, an additional 1% above the base salary and previous second longevity step.

An employee on leave of absence without pay or any form of leave without pay, with the exception of the Family & Medical Leave (FMLA), shall not have such leave time credited as service time for purposes of calculating the years of service.

(3) **Medical, Dental, and Vision Insurance for Active Employees**

The City shall pay full cost up to the highest HMO medical for employees hired on or after July 1, 2009 and their dependents.

New and current employees may choose to select a PPO plan but the difference in cost between the highest HMO premium and the PPO premium selected by the employee will be paid by the employee and said cost will be deducted biweekly from their paycheck.

The City will continue to pay for the current dental and vision insurance premiums for both employee and their dependents for the term of this MOU. The medical, dental and vision coverage provided by the City shall be the same as currently provided by existing City approved insurance plans.

For City employees hired prior to July 1, 2009, the City shall continue to pay the cost of the full premium for employees who are enrolled in a PPO plan as of June 30, 2009.

(4) **Employer Paid Member Contributions**

Effective upon ratification of the MOU between the City of San Fernando and SFPEA/SEIU Local 721, the City, in addition to the employer contribution, shall pay the employee's CalPERS contribution in an amount not to exceed as follows:

Employer Paid Member Contribution:

	3% at 60	2% at 55
2012/13	4.0%	3.5%

The Employee will contribute as follows:

	3% at 60	2% at 55
2012/13	4.0%	3.5%

Contributions are pursuant to Government Code Section 20691, and are paid on a Pre-Tax basis. Mandatory employee participation is required by CalPERS.

(5) **Life Insurance**

The City shall continue to provide all general and confidential employees with a \$50,000 Basic Life and AD&D insurance policy at no cost to the employee. Purchase of additional policy shall be voluntary, and shall be at the employee's expense.

(6) **Modified Work Schedule**

The City shall include both the 3/12 and 9/80 work schedules as permanent items in the MOU. However, City Hall business hours shall be expanded as follows: 7:30 A.M. – 5:30 P.M. (Monday – Thursday), and 8:00 A.M. – 5:00 P.M. (Fridays). Employees under the 9/80 work schedule shall have the option of either Shift A or B *only*, with opposite Fridays off, *as consistent with current City policy*. The City shall agree to *formalize* the 3/12 work schedule for Police Desk Officers (formerly Police Service Representatives), and to provide at least 30 days prior notification in the event it proposes to change the compressed work week schedule.

The 3/12 and 4/12 work week schedule for bargaining unit employees comprises alternating weeks of:

Week 1: Three (3) consecutive workdays of 12 consecutive hours followed by four (4) consecutive days off.

Week 2: Four (4) consecutive workdays of 12 consecutive hours followed by three (3) consecutive days off.

Police Desk Officers (formally Police Service Representatives) and Police Desk Officer Supervisors (formally Police Service Representative Supervisors) will have the option to combine their (3) fifteen (15) minute rest breaks and their 30 minute lunch break to one (1) hour and 15 minute lunch break within the first five and one-half (5 1/2) hours from the beginning of their work shift.

(7) **Furloughs**

The following shall apply to the employee groups listed below:

SFPEA

Shall be furloughed without pay on 18 days during the period of July 1, 2013 to March 31, 2014. Furlough days shall generally be scheduled on Fridays and at the rate of two per month. Furloughs shall be served at eight hour days. Furlough days may be on days other than Fridays in situations where operations necessitate that they be taken on alternative days. Examples include, but are not necessarily limited to, the Public Works Water Division, Public Works Facilities Division and the Recreation and Community Services Department. No change to city paid benefits or Call Backs during furlough period. May be required to work on months with a fifth Friday (see sample calendar). At the end of the furlough period (April 1, 2014), bargaining unit members shall revert to their pre-furlough period schedule.

SFPCA

Desk Officers: Shall relinquish claim to 96 paid holiday hours, 52-104 “built in” Overtime hours which would equate to a minimum of two (2) hours to a maximum of four (4) hours per pay period.

Clerical Staff: Shall relinquish claim to 48 paid holiday hours and shall be furloughed without pay on 12 days between July 1, 2013 and June 30, 2014. Furlough days shall be eight (8) hour days, and shall be determined based on Department schedule.

Field Staff (CSOs and CPOs) shall be furloughed without pay on 18 days between July 1, 2013 and June 30, 2014. Furlough Days be eight hour days, and shall be determined based on Department schedule.

CONFIDENTIAL

Shall be furloughed without pay on 18 days during the period of July 1, 2013 to March 31, 2014. Furlough days shall generally be scheduled on Fridays and at the rate of two per month. Furloughs shall be served at eight hour days. Furlough days may be on days other than Fridays in situations where operations necessitate that they be taken on alternative days. May be required to work on months with a fifth Friday (see sample calendar). At the end of the furlough period (April 1, 2014), bargaining unit members shall revert to their pre-furlough period schedule.

All unit employees hired on or after the date the Employee Work Furlough Program agreement is adopted by the City Council shall have furlough hours and/or applicable concessions prorated based on the date of hire. All other terms and provisions of the MOU not modified herein shall remain in full force and effect unless subsequently amended in writing by agreement of the Parties.

(8) **Overtime**

For non-exempt employees who work under the regular 8A.M.–5P.M., Monday – Friday schedule, overtime must be paid or compensatory time off granted at the Employee’s request as defined in Section 8 below (under CTO) for all hours worked over forty (40) hours in a seven day work period. Non-exempt employees who are under the 9/80 or other flex work schedule shall have designated fixed workweek, and any hours worked over the specified maximum hours within the designated workweek must be paid as overtime or granted compensatory time off at the Employee’s request as defined in Section 8 below (under CTO). The City shall comply with the provisions of the Fair Labor Standard Act (FLSA), and shall define the parameters of a standard workweek.

Overtime shall be paid at the rate of one and one-half (1 ½) times the regular rate of pay for the excess time (overtime hours) worked during the workweek. The payment of overtime to non-exempt, non-sworn employees will be based upon actual hours worked.

Overtime will be equitably distributed amongst qualified employees within their department and classification. The City will develop a form which will be provided to the employee who is offered the overtime and which allows the employee to indicate by his/her signature in what manner they want the overtime to be compensated (i.e. monetarily or time off).

The City will meet with the Union within ninety (90) work days of the signing of this MOU to develop the process for overtime distribution.

NOTE: Please see Section 3 (A) (7) above for changes to “Built In” Overtime Hours for SFPCA members.

(9) **Compensatory Time Off (CTO)**

Effective July 1, 2009, the City shall increase the maximum number of CTO hours any non-exempt, non-sworn employee may accrue from 80 to 100 hours. Comp time hours in excess of 100 hours must be paid at the rate of one and one-half (1-1/2) times the regular rate of pay.

The scheduling and use of CTO shall be subject to the approval of the employee's department head. An employee who has requested the use of CTO is permitted to use such time “within a reasonable period” after making the request, unless it is determined that the employee's request would “unduly disrupt” the department operations or impose an unreasonable burden on the department's ability to provide services of acceptable quality and quantity for the public during the time required without the use of the employee's services.

(10) **Vacation Leave**

Vacation and holiday leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

Unit members may, at the employee's discretion, carry over up to and including two years worth of his/her current annual vacation allowance for use in the following year.

Any employee who is at or above the cap as of July 1, 2009, shall immediately request vacation leave from his/her supervisor, who shall forward a copy of said written request to the Personnel Office. If the Department cannot permit the employee time off due to staffing issues, the employee shall continue to accrue vacation time over and above the employee's accrual cap until such a time as the department is able to allow the employee to take vacation to bring the employee under the cap.

An employee who is denied vacation leave due to the Department's staffing issues, and who exceeds his/her maximum vacation accrual cap due to such denial, shall continue to accrue vacation time over and above the cap until such time as the department is able to allow sufficient vacation leave to bring the employee under the cap. This provision shall not apply if an employee first requests vacation leave within 24 hours or less of reaching his/her accrual cap.

The City shall provide vacation leave accrual on a payroll to payroll basis. Vacation shall accrue as follows:

10 days (80 hours) for 1 to 4 years of service
15 days (120 hours) for 5 to 10 years of service
16 days (128 hours) for 11 years of service
17 days (136 hours) for 12 years of service
18 days (144 hours) for 13 years of service
19 days (152 hours) for 14 years of service
20 days (160 hours) for 15 years of service

(11) **Holiday Leave**

Employees who work a 5/8 and 9/80 who are required to work on a holiday shall receive holiday compensation at the rate of time and one-half (1-1/2) times their normal rate of pay in addition to pay for all hours worked.

Each unit employee shall be entitled to the following holidays with pay:

New Year's Day

Martin Luther King, Jr. Day

Presidents' Day

Cesar Chavez Birthday (When Cesar Chavez birthday falls on any day except Monday, the holiday will be observed on the Friday following the actual holiday).

Memorial Day

Independence Day

Labor Day

Columbus Day (2009 only – will be replaced January 1, 2010 with Float day)

Float day – “Front loaded” each July 1, if not used by June 30 of the subsequent year, Float day is lost.

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Employees who work a modified 3/12 work week shall be granted the same holidays as above and shall accrue 96 hours of Holiday leave per year, and shall be credited with 48 hours of Holiday leave each January 1st and an additional 48 hours of Holiday leave each July 1st. Employees on the 3/12 work week shall schedule holiday leave in accordance with Police Departmental procedures.

Beginning January 1, 2009, employees on the 3/12 work week will only be permitted to carry over 96 hours of accrued but unused Holiday leave from one calendar year to the next. Employees on the 3/12 work week who, as of January 1st, have not lowered their accrued Holiday leave to 96 hours or less, shall not accrue additional hours until such time as the employee brings his/her accrual to (or under) the 96 hour cap. At that time, the employee will receive his/her full 48 hour allotment for that half year. Upon employee's separation from the City, any unused Holiday leave shall be compensated at his/her regular rate of pay.

NOTE: Please see Section 3 (A) (7) above for changes to Holiday Hours for SFPCA members.

(12) **Sick Leave**

The City shall allow any employee upon retiring by reason of reaching retirement age under CalPERS to be paid at the then prevailing rate of pay, one half (1/2) of accumulated and unused sick leave time (total of employee's "sick leave bank" plus the accumulated sick leave for the current year) not to exceed a maximum of the employee's one (1) month pay.

The City shall provide for employees to accrue and use earned sick leave on a payroll-to-payroll basis effective January 1, 1993. Sick leave is accrued at the rate of 8 hours per month, with maximum accrual of 800 hours. All time accrued in excess of 800 hours shall be paid at

the end of the calendar year, at the rate of 35% of the amount in excess of 800 hours at their regular rate of pay.

Sick leave shall be considered as “actual time worked” for purposes of calculating overtime premium pay. The City may request a doctor’s note after the third (3rd) day of illness.

(13) **Bereavement Leave**

The City shall authorize unit members to utilize up to three (3) days paid bereavement per incident following the death of a member of their immediate family. Any additional bereavement days off shall be subject to the approval of the Department Head on a case-by-case basis. The unit member may utilize accrued sick time during bereavement period for additional time off if needed.

For the purposes of implementing this benefit, “Immediate Family” shall mean grandparent, parent, child, spouse or registered domestic partner as permitted by California law, or any person living in the household. Proof of residence may be required. “Parent” shall mean biological, foster or adoptive parent, stepparent, legal guardian or person who has parental rights to employee. “Child” shall mean a biological, adopted or foster child, stepchild, legal ward or a child of a person who has parent’s rights.

The City shall authorize unit members to utilize one (1) paid day following the death of an extended family member. For the purpose of implementing this benefit, “Extended Family” shall mean: Aunts, Uncles, and Cousins, god-parents or god-parent equivalent.

Verification may be requested.

(14) **Callback**

Any employee called back to work other than as a continuation (immediately preceding or following) of his/her regular established work schedule shall be compensated at the rate of pay equal to one and one-half (1½) times his/her regular hourly pay. The minimum period to be compensated for any such “**callback**” time shall be two (2) hours.

(15) **Stand-By Pay**

Water Division employees who are assigned to mandatory stand-by on the weekends and holidays shall be entitled to stand-by pay at the rate of \$1.50 per hour during the period when they are required to stand-by.

In addition, Street, Tree and Facilities Division employees who are assigned to mandatory stand-by on the weekends and holidays shall be entitled to stand-by pay at the rate of \$1.00 per hour during the period when they are required to stand-by. ***At no point shall more than three employees be on stand-by from all the divisions combined.***

(16) **Bilingual Pay**

A bonus of \$100.00 per month shall be paid to those unit employees that qualify in accordance with the following conditions:

- a) The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and

- b) The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the Administrative Officer.

(17) **Shift Differential Pay**

The City pays, in addition to base salary, an additional ninety dollars (\$90) per month to unit members required to work swing shift, and one hundred and twenty dollars (\$120) per month to unit members required to work graveyard shift. Police Desk Officer Shifts are scheduled on a rotating basis, and currently, employees are assigned to a specific shift (Day, Swing Shift, or Graveyard) for a four-month period. It is agreed that for the period assigned to a specific shift, employee will be paid at the shift differential for that shift. In the event an employee works a different shift to fill in for sick leave, vacation, etc., employee will be paid at the rate for his/her assigned shift.

The only exception to this is the Relief 1 Shift. In this instance, the employee assigned to that shift will be paid an average shift differential of eighty-four dollars (\$84) per month.

(18) **Special Projects Bonus Pay**

Workers in Public Works when assigned to the Special Projects Squad shall receive \$5.00 per hour for each hour worked on designated special projects, Special Projects pay will not be paid in addition to Inspector pay. No more than 3 persons will be authorized to receive Special Projects pay for any project; a fourth employee may be assigned to the Special Projects crew at the discretion of the Public Works Director and the Public Works Operations Manager only.

(19) **Inspector Duty Pay**

The City agrees to continue the specialized inspector pay provisions consistent with agreed upon procedures including but not limited to requiring approval by the department head and providing for no more than one inspector per project except by official exemption.

Any eligible Public Works field/building maintenance, utility, and/or supervisory employee that is required and scheduled to perform Inspection duties will be compensated at the rate of an additional \$6.00 per hour over his or her base salary, for those hours spent on inspection. To be eligible for Inspection Duty Pay, the staff member must be certified, and be on a Certification List developed by the Public Works Director or his designee.

The job classifications eligible to participate in this program include: Maintenance Worker; Senior Maintenance Worker; Public Works Field Supervisor I; and Public Works Field Supervisor II.

(20) **Weekend Bonus Pay**

The City shall codify and continue the existing provisions applicable to workers assigned to rotating weekend work assignments within Public Works when a Public Works field staff worker is scheduled to work weekends.

Any eligible Public Works field/building maintenance, utility, and/or supervisory employee that is *required and scheduled* to perform Weekend Shift duties will be compensated at the rate of an additional \$2.50 per hour over his or her base salary, for those hours spent on weekend assignment.

To be eligible for Weekend Shift Pay, the staff member must be regularly assigned and scheduled to work a weekend. Compensation for weekend shift shall be the regular employee's salary plus the weekend duty pay for hours worked on weekends. Weekend Shift Pay shall not be included in the determination of Overtime premium rate or comp time. It shall not be combined with other established premium compensation such as stand-by pay, or any other shift pay.

The job classifications eligible to participate in this program include: Maintenance Worker; Senior Maintenance Worker; Public Works Field Supervisor I; Public Works Field Supervisor II; Water Pump Operator/Backflow Technician; Meter Technician; Electrical Technician; Mechanical Helper and Master Mechanic.

(21) **Uniform Allowance**

The City shall provide uniforms and/or equipment, as well as provide allowances as follows:

- a) Public Works field employees shall be provided with the following annually unless otherwise specified:
- A pair of work boots made by Timberland, Red Wing, Wolverine, Stanley Cat, Bates, Chippewa, Carolyn, Sears or Dye Hard consistent with Cal OSHA's ANSI Z41.1 standard. Local Vender, specifications and brands to be provided by the City based on the job performed;
 - A jacket with bi-yearly replacement, subject to department head approval.
 - A uniform voucher not to exceed \$200.00 annually.
 - A pair of work shoes for Meter Technicians.

All purchases shall be made in accordance with the City's purchasing policy. It is further agreed that these will be deducted from the final salary payment of any employee failing to satisfactorily complete his probationary period.

- b) For non-sworn, full-time employees in the Police Department, the City shall provide two (2) complete sets of uniforms, plus raise the annual uniform allowance from \$250 to \$300. In addition, unit employees who are required to wear certain shoes/boots for their position will receive \$100 yearly (fiscal year) for purchase of work shoes/boots. All purchases shall be made in accordance with the City's purchasing policy.

The uniforms shall consist of:

Clerical – Blouse, skirt, pants, blazer, and vest

Police Desk Officer – Pants, skirt, shirt, and belt

Community Service Officer – Pants, shirt, jacket, and belt and name tag.

- c) Community Development Department field workers shall be provided by the City with an initial issue of one appropriate jacket with bi-yearly replacements subject to department head approval and a pair of work shoes annually.
- d) Community Preservation Officers will be provided with a uniform as required by the Department. All purchases shall be made in accordance with the City's purchasing policy.

Where uniform allowances are to be paid under Sections 20A, 20B, 20C, 20D above, they shall be paid semi-annually in December and in June. Worn uniforms shall be replaced by the City subject to the Department Head's approval. All worn uniforms must be turned in upon being replaced.

(22) **Court Appearance Pay**

Any bargaining unit employee required to appear in court on behalf of the City during off-duty hours, shall be paid at one and one-half 1 ½ times his/her regular rate of pay for the duration of the court appearance, with a minimum of two (2) hours.

(23) **Acting Pay/Working Out of Class**

Any assignment to perform duties of a higher level position or act in a higher capacity outside one's job classification will be paid at the rate of 5% higher than one's current salary. The City shall ensure that anyone working in a higher capacity is adequately trained to fulfill the requirements of that higher class. Only trained Police Department personnel should be allowed to perform strip searches or Jailer duties. Assignments to perform higher-level duties must be formal and in writing, and approved by the Department Head.

(24) **Time Off for Promotional Tests or Interviews**

Employees shall be required to utilize their own time (e.g., unused Vacation or Compensatory time) for purposes of taking tests or participating in interviews within or outside the City. Procedure for such time off shall be consistent with existing City policy.

(25) **Workers' Compensation**

In those instances when an employee experiences an injury which is recognized as job-related by the City or the Worker's Compensation Appeals Board, and the employee is absent from work because of the injury, the employee shall receive full pay for the first ten (10) working days of disability without charge against accumulated sick leave. Thereafter, the injured employee shall have the following options:

- a) Remain on full pay with time charged against accumulated earned leave (sick leave/vacation). The injured employee shall remit his/her worker's compensation check to the City, and the City shall then credit back appropriated leave time in relation to the amount of the check. Upon using all accumulated leave time, the injured employee shall retain the disability time off. Employees may choose to only use sick leave and not vacation under this provision; or
- b) Accept the worker's compensation check as compensation during the period of disability with no time charged against accumulated earned leave time.

The City agrees to continue full payment of all insurance premiums for the duration of any job-related injury or illness at the same level as the employee had prior to his/her injury regardless of whether or not the employee is on payroll.

In accordance with CalPERS stipulations, as soon as it is believed that a unit employee is unable to perform his/her job because of an illness or injury which is expected to be permanent or last longer than six months, the employee may request that the City accommodate/transfer him/her to a less demanding vacant position. Should there not be a vacant position available, the City shall have the option to submit an application for disability

retirement on the employee's behalf, provided that the employee has attained five or more years of service. However, nothing in this provision, takes away the employee's option to waive the right to retire for disability and/or elect to resign and withdraw his/her share of retirement contributions. If the employee has attained normal service retirement eligibility, he/she shall have the right to elect service retirement as provided in Government Code Section 20731. The injury or disease causing the incapacity or disability need not be job-related.

(26) **Catastrophic Leave Donation**

Employees shall be eligible for catastrophic leave donation based on the conditions specified in the City's Catastrophic Leave Donation Policy.

(B) **PART-TIME EMPLOYEES**

For part-time employees assigned to **Schedule H** for Hourly Employees and **Schedule HFE** for Hourly Full-Time Equivalent Employees, the following shall apply:

(1) **Salary**

The hourly rates shown under Schedules H and HFE above reflect existing salaries, and no change is reported.

- Fiscal Year 2012/2013 – 0% cost of Living Adjustment (COLA).

(2) **Medical Insurance for Active Employees**

The City shall pay full cost up to the highest single HMO premium for medical insurance of the employee's choice for Regular Part-time based on the following formula:

- a) Employees who have worked 2,000 hours or more within 24 months of continuous employment.
- b) Employees who have worked 2,700 hours or more within 36 months of continuous employment.

The medical coverage provided by the City shall be the same as currently provided by existing City approved insurance plans.

(3) **Life Insurance**

The City shall provide all unit members with a \$25,000 Basic Life and AD&D insurance policy at no cost to the employee.

(4) **Work Schedule**

Should an employee's schedule/hours require change; the employer will provide the affected employee written notice a minimum of one (1) week prior to the required schedule change when practical.

The City will provide a minimum of one (1) week written notice to employees who will be required to work "special" events which is any event falling within the fiscal year that is not calendared and requires City resources.

(5) **Sick, Vacation, Holiday and Bereavement Leave**

- a) Employees may earn a bank of 24 hours per calendar year under the following criteria:
 - i. The employee must be employed as of July 1, 2009 and have two years of continuous employment with no breaks in service except layoff.
 - ii. The employee must work at least 1,000 hours during the last year.
 - iii. The employee will be credited with a 24 hour paid time off bank beginning the first of the calendar year following the year the employee has met the requirements one and two listed above.
 - iv. There is no accumulation of hours that may be carried from one calendar year to another.
 - v. This paid time off can be used for sick, vacation, holiday or bereavement.
- b) Employees may earn a bank of 48 hours per calendar year under the following criteria:
 - i. The employee must be employed as of July 1, 2009 and have six years of continuous employment with no breaks in service except layoff.
 - ii. The employee must work at least 1,000 hours during the last year.
 - iii. The employee will be credited with a 48 hour paid time off bank beginning the first of the calendar year following the year the employee has met the requirements one and two listed above.
 - iv. There is no accumulation of hours that may be carried from one calendar year to another.
 - v. This paid time off can be used for sick, vacation, holiday or bereavement
- c) Employees may earn a bank of 60 hours per calendar year under the following criteria:
 - i. The employee must be employed as of July 1, 2009 and have nine years of continuous employment with no breaks in service except layoff.
 - ii. The employee must work at least 1,000 hours during the last year.
 - iii. The employee will be credited with a 60 hour paid time off bank beginning the first of the calendar year following the year the employee has met the requirements one and two listed above.
 - iv. There is no accumulation of hours that may be carried from one calendar year to another.
 - v. This paid time off can be used for sick, vacation, holiday or bereavement

- d) Employees may earn a bank of 72 hours per calendar year under the following criteria:
 - i. The employee must be employed as of July 1, 2009 and have twelve years of continuous employment with no breaks in service except layoff.
 - ii. The employee must work at least 1,000 hours during the last year.
 - iii. The employee will be credited with a 72 hour paid time off bank beginning the first of the calendar year following the year the employee has met the requirements one and two listed above.
 - iv. There is no accumulation of hours that may be carried from one calendar year to another.
 - v. This paid time off can be used for sick, vacation, holiday or bereavement

(6) **Bilingual**

- a) A bonus of \$50.00 per month shall be paid at the end of each month worked, to those unit employees that qualify in accordance with the following conditions:
 - i. The employee must work eighty (80) hours or less per month.
 - ii. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
 - iii. The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the Administrative Officer.
- b) A bonus of \$100.00 per month shall be paid at the end of each month worked, to those unit employees that qualify in accordance with the following conditions:
 - i. The employee must work eighty (80 +) hours per month.
 - ii. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and the employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the Administrative Officer.

(7) **Uniform Allowance/Equipment**

The City shall provide uniforms as follows:

- a) For non-sworn, part time employees in the City who are required to wear uniforms, the City shall provide one (1) complete set of uniforms per the assignment and replace as needed. The uniforms shall consist of those that the department deems necessary. All purchases shall be made in accordance with the City's purchasing policy.
- b) Rain Gear-The City shall provide rain gear to employees assigned to work in the rain.

(8) **Working Out of Class**

Effective July 1, 2011, any assignment to perform duties of a higher level position or act in a higher capacity outside one's job classification will be paid at the rate of at least 5% higher than one's current salary. The City shall ensure that anyone working in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formal and in writing, and approved by the Department Head.

(9) **Time Off for Promotional Tests or Interviews**

Employees shall be required to utilize their own time (e.g., unused Vacation or Compensatory time) for purposes of taking tests or participating in interviews within or outside the City. Procedure for such time off shall be consistent with existing City policy.

(10) **Worker's Compensation**

In those instances when an employee experiences an injury which is recognized as job-related by the City or the Worker's Compensation Appeals Board, and the employee is absent from work because of the injury, the employee shall receive full pay for the first ten (10) working days of disability without charge against accumulated sick leave. Thereafter, the injured employee shall have the following options:

- a) Remain on full pay with time charged against accumulated earned leave (sick leave/vacation). The injured employee shall remit his/her worker's compensation check to the City, and the City shall then credit back appropriated leave time in relation to the amount of the check. Upon using all accumulated leave time, the injured employee shall retain the disability time off. Employees may choose to only use sick leave and not vacation under this provision; or
- b) Accept the worker's compensation check as compensation during the period of disability with no time charged against accumulated earned leave time.

The City agrees to continue full payment of all insurance premiums for the duration of any job-related injury or illness regardless of whether or not the employee is on payroll.

In accordance with CALPERS stipulations, as soon as it is believed that a unit employee is unable to perform his/her job because of an illness or injury which is expected to permanent or last longer than six months, the City shall have the option to submit an application for disability retirement on the employee's behalf, provided that the employee has attained five or more years of service. However, nothing in this provision, takes away the employee's option to waive the right to retire for disability and/or elect to resign and withdraw his/her share of retirement contributions. If the employee has attained normal service retirement eligibility, he/she shall have the right to elect service retirement as provided in Government Code Section 20731. The injury or disease causing the incapacity or disability need not be job-related.

(11) **Catastrophic Leave Donation**

Employees shall be eligible for catastrophic leave donation based on the conditions specified in the City's Catastrophic Leave Donations Policy.

(C) POLICE OFFICERS' ASSOCIATION

For full time regular employees assigned to **Schedule P**, for Police Employees, the following shall apply:

(1) Salary

The base salary for each represented unit classification shall be as set forth in this Salary Schedule.

Limited Reopener-For any fiscal year in which the City's General Fund reserve is at or above 1.8 million or meets or exceeds 10% of general fund expenditures, the City and the POA shall engage in good faith negotiations for a se salary increase of at least 2% retroactive to July1 of that fiscal year. This reopener must be resolved by mutual agreement of the parties. (Example: At the close of FY 2011-12 if it is determined that one or both of the conditions above were met, the parties shall meet and confer for a base salary increase of a least 2% retroactive to July 1, 2011).

In computing benefits that are a percentage of base salary (e.g., Longevity) each benefit is calculated independently over the base salary of each respective employee.

(2) Longevity Pay

For unit employees hired prior to January 1, 2012:

The City shall pay longevity to all eligible unit members as follows:

- a) Upon completion of the fourth year of continuous service as a sworn employee with the City, an additional five percent (5%) over and above the base salary step for each employee in this category.
- b) Upon completion of the ninth year of continuous service as a sworn employee with the City, a total of seven and one-half percent (7-1/2%) over and above the base salary step for each employee in this category.
- c) Upon completion of the fourteenth year of continuous service as a sworn employee with the City, a total of ten percent (10%) over and above the base salary step for each employee in this category.

Effective upon ratification of this agreement, the longevity steps above are modified as regards all current unit employees to provide that the longevity pay (5%, 7.5% and 10%) shall be received upon completion of 5, 10 and 15 years (rather than 4, 9, and 14 years), respectively; provided, however, that any employee then receiving a given level of longevity pay would not lose any compensation, but would not qualify to proceed to the next higher longevity step until he or she meets the new, higher tenure requirement of 10 or 15 years, respectively.

For unit employees hired on or after January 1, 2012:

Any unit employee hired after January 1, 2012 shall receive longevity pay as follows:

- a) Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional three percent (3%) over and above the base salary step for each employee in this category.

- b) Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of four percent (4%) over and above the base salary step for each employee in this category.
- c) Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of five percent (5%) over and above the base salary step for each employee in this category.

(3) **Medical, Dental, and Vision Insurance for Active Employees**

The City shall continue to pay the full cost of medical, dental, and vision coverage for employees and their dependents. The medical, dental, and vision coverage provided by the City under this Memorandum of Understanding shall be the same as currently provided by existing City approved insurance plans.

Effective beginning January 1, 2013, the City's contribution for medical insurance benefits on behalf of each unit employee and eligible dependent(s) shall be capped at the cost of the most expensive PEMHCA plan for Los Angeles Area Region only, available at each plan level (i.e., employee, employee+1, employee+2 or more), excluding the PERSCare plan. An employee who elects PERSCare shall pay the difference by pre-tax payroll deduction. In addition, the City shall continue to provide fully paid dental and vision coverage for all employees and eligible dependents.

(4) **Employer Paid Member Contributions**

The City, in addition to the employer contribution, shall pay the employee's required CalPERS contribution in an amount not to exceed 9% of the employee's compensation (Gov't Code §20691; See (a) and (b) below). The City shall take whatever action is necessary to report the value of the Employer Paid Member Contribution to CalPERS as compensation earnable on behalf of each employee, pursuant to California Government Code Section 20636(c)(4).

- a) **For unit employees first hired before the date of ratification of this Agreement (May 7, 2012):** Effective upon ratification, the City shall reduce the amount of the employer paid member contribution to 4.5% and each employee shall pay by pre-tax payroll deduction the remaining 4.5% required employee contribution.
- b) **For unit employees first hired on or after the date of ratification of this Agreement (May 7, 2012):** The unit employee shall pay by pre-tax payroll deduction the 9% required employee contribution.

(5) **Bilingual Pay**

Effective upon ratification of this agreement, the City shall modify Bilingual Pay from two and one-half percent (2-1/2%) to flat \$100 bonus per month for employees required in the normal course of their duties to communicate in Spanish with members of the public. Said payment is subject to the following conditions:

- a) Employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on written and/or oral testing procedures as selected by the City; and

b) Employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the Administrative Officer.

(6) **Field Training Officer**

Effective upon ratification of this agreement, the City shall modify the special assignment pay for any sworn employee whom the Department designates as a Field Training Officer (FTO) from 5.5% to \$300 per month above his or her base salary.

(7) **Motor Officer**

Effective upon ratification of this agreement, the City shall modify the special assignment pay for any sworn employee who works as a Motor Officer from 5.5% to \$300 per month above that employee's base salary.

(8) **Canine Officer**

Employees who are assigned to canine officer detail are entitled to compensation for the off-duty hours spent caring for, cleaning, grooming, feeding and training their canine and maintaining (including cleaning) their canine vehicle/unit. The City and the Association acknowledge that the Fair Labor Standards Act, which governs the entitlement to compensation for canine duties, entitles the parties to agree to the approximate number of hours per month spent for the performance of canine duties. The Fair Labor Standards Act also allows the City and the Association to agree on appropriate compensation for the performance of canine duties. It is the intent of the City and the Association through the provisions of this article to fully comply with the requirements of the Fair Labor Standards Act. In addition, The City and the Association believe that the following canine pay provision does comply with the requirements of the Fair Labor Standards Act

Effective upon ratification of this agreement, the City shall modify the special assignment pay for any sworn employee assigned to canine duty from 5.5% to \$300 per month above his or her base salary, plus two (2) hours of premium overtime compensation each week. This amount recognizes that the time spent off duty to care for, clean, feed, groom and train his or her assigned dog and the maintenance (including cleaning) of his or her assigned vehicle/unit shall be considered hours worked. The City and the Association have analyzed this issue and it has been determined that unit members spend, on average, 20 hours per month performing such work off-duty and that the compensation set forth above is adequate.

(9) **Detectives**

Effective upon ratification of this agreement, the City shall modify the special assignment pay for any sworn employee who works as a Detective from 5.5% to \$300 per month above that employee's base salary.

(10) **POST Certificate Compensation**

Cert/Degree/Units	Before 1/1/12	Effective 1/1/12
Intermediate POST or AA/AS degree	3.5%	\$229 ofcr./ \$285 sgt.
Advanced POST of BA/BS degree	Additional 2.5%	\$164 ofcr./ \$204 sgt.
Supervisory POST or Masters degree	Additional 2.5%	\$164 ofcr./ \$204 sgt.

a) Effective upon ratification, the following shall apply:

- i. Any employee that currently is receiving Certificate/Education pay for possession of any degree or certificate shall continue to fall under the provisions of the current program, provided, however, compensation for possession of an Associate degree will be eliminated, except as to current employees presently receiving such compensation who would be “grandfathered”.
 - ii. Effective January 1, 2012, any employee not currently receiving any form of Certificate Pay (inclusive of certificates, units or degrees) shall fall under a modified program whereby compensation for possession of certificates shall be as follows: Intermediate POST certificate - \$200/month; Bachelor’s degree or Advanced POST certificate – \$200/month; Master’s degree or Supervisor’s POST certificate - \$300/month. An employee who possesses more than one of the degrees or certificates above shall receive the pay for each degree or certificate possessed. (Example: An employee with a Bachelor’s degree and an Intermediate POST certificate shall be paid \$400/month. If the employee also had a Masters degree the employee would be paid \$700/month).
 - iii. Effective January 1, 2012, new Certificates presented for processing shall be paid effective from the date officially received by payroll staff.
- (11) **Holiday Hours**
Unit members have agreed to relinquish claim to 96 paid holiday hours from July 1, 2013 to June 30, 2014.
- (12) **Uniform Allowance**
Unit members have agreed to relinquish claim to \$800 uniform allowance from July 1, 2013 to June 30, 2014.
- (13) **Overtime**
Employees shall receive time and one-half their regular rate of pay for all hours worked in excess of their regularly scheduled hours. In the event an employee takes sick leave on a regularly scheduled workday, and works beyond his/her regularly scheduled hours on that day, then the employee shall receive straight time compensation for the work beyond their regular schedule up to the duration of the sick leave used that day. Thereafter, all work beyond their regularly scheduled hours shall be compensated at the time and one-half rate. Employees may elect to be paid for overtime hours worked or receive compensatory time off, but in no event shall their compensatory time banks exceed 100 hours.
- (14) **Compensatory Time Off**
Employees are permitted to accrue up to one hundred (100) hours of compensatory time off at any given time. Compensatory time off is accrued at one and one-half hours for each hour of overtime worked. An employee will be allowed to use accrued but unused compensatory time off in compliance with the requirements of the FLSA.
- (15) **Call Back Compensation**
Any employee called back to work other than as a continuation (immediately preceding or following) of his/her regular established work schedule, shall be paid at one and one-half (1½) times the regular rate of pay for the actual time worked, with a minimum of two (2) hours.

(16) **On-Call/Stand-By for Court**

Any employee required to be on-call for court during off-duty hours, shall be paid at one and one-half (1½) times his/her regular rate of pay for two (2) hours for the morning session and two (2) hours for the afternoon session. If an employee is placed on-call for court and is subsequently called to testify during that same court session, the employee shall be paid for the combined duration of the actual time spent on-call and the actual time spent in the court appearance, at time and one-half his/her regular rate of pay, with a minimum of two hours.

(17) **Court Appearance Pay**

Any employee required to appear in court during off-duty hours, shall be paid at one and one-half (1½) times his/her regular rate of pay for the duration of the court appearance, with a minimum of two (2) hours.

(18) **Out of Class Pay**

Any unit member appointed to act in a higher classification and serving continuously in said classification for at least fifteen (15) continuous working days shall receive the pay established for said higher classification during the acting period, retroactive to the first day of said assignment.

(19) **Pre-Employment Contract**

Any employee hired after July 1, 2008 who voluntarily leaves the City within thirty-six (36) months of accepting employment as a police cadet or police officer, and who obtains employment as a police officer within the State of California within the subsequent 12 months, will be required to repay the City for the actual cost of training that employee, not to exceed \$450 per month for each month short of 36. Said payments may be accomplished by relinquishing accrued but unused Vacation leave, Holiday leave or CTO leave, or in monthly installments of \$450, or both, at the employee's option.

(20) **Uniformed Personnel**

Except as otherwise provided, uniformed personnel shall work a 3/12-4/12 schedule. That schedule comprises alternating weeks of:

Week 1: Three (3) consecutive workdays of 12 consecutive work hours followed by Four (4) consecutive days off.

Week 2: Four (4) consecutive workdays of 12 consecutive work hours followed by Three (3) consecutive days off.

(21) **Non-Uniformed Personnel**

All non-uniformed personnel shall work a 9/80 work schedule consisting of alternating weeks of:

Week 1: Four (4) consecutive workdays, of which Three (3) consist of 9 consecutive hours and One (1) consists of 8 hours, followed by Three (3) consecutive days off.

Week 2: Five (5) consecutive workdays of 9 consecutive work hours each, followed by Two (2) consecutive days off.

(22) **Canine Officers (Work Schedule)**

Employees assigned as Canine Officers shall work a 4/10 schedule that consists of 4 consecutive work days of 10 consecutive hours each week.

(D) POLICE MANAGEMENT UNIT

Salaries and benefits listed here reflect stipulations in the last MOU, and are contingent upon negotiation of a new MOU.

For full-time regular employees assigned to **Schedule MP**, the following shall apply:

(1) Salary

The base salary for each represented unit classification shall be as set forth in this salary schedule.

In computing benefits that are a percentage of base salary (e.g., Longevity, Bilingual, Special Assignment Pay, Post Certificate/Education, etc.) each benefit is calculated independently over the base salary of each respective employee.

(2) Annual Leave

Employees earn Annual Leave in lieu of Vacation and Sick Leave. Annual Leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

The City shall provide for Annual Leave to accrue on a payroll basis prorated in accordance with the following rates:

160 hours for 1-5 years of City service
200 hours for 6-10 year of City service
240 hours for 11 or more years of City service

Annual Leave may be taken upon prior approval and in the manner prescribed by the Police Chief or his/her designee.

Unit members may, at the employee's discretion, accrue up to 880 hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

In the last payroll period in December each year, unit members may, at the employee's discretion, receive compensation for up to 80 hours of accumulated Annual Leave at their regular rate of pay provided that the employee has used a like number of hours of Annual or Management Leave during the same calendar year.

(3) Management Leave

Management leave, also known as Administrative Leave, is intended to allow the employee time to manage personal affairs as required. Management Leave also provides a means of compensation for hours worked by exempt employees beyond their normal work schedule.

The City shall provide 80 hours Management Leave per year, credited January 1st of each year. Pursuant to City policy, the City Administrator shall have the authority to grant up to forty (40) additional hours of Management Leave in those cases where in his or her judgment it is warranted. Management Leave must be used in the year earned, and cannot be carried over from one calendar year to the next.

(4) **Bereavement Leave**

Employees shall be permitted to use up to five (5) days of any type of accrued leave per incident for bereavement purposes. The Police Chief may authorize additional days of leave for bereavement purposes on an as-needed basis.

(5) **Catastrophic Leave Donation Program**

The City shall continue the implementation of the Catastrophic Leave Donation Program as set forth in the City's existing policy. Employees shall be eligible for catastrophic leave donation based on the conditions specified in the policy. The City shall also agree to amend this policy to provide for an extension of the leave amount at the discretion of the City Administrator on a case-by-case basis.

(6) **Longevity Pay**

The City shall continue to pay longevity to all eligible unit members as follows:

- a) Upon completion of the fourth year of continuous service as a sworn officer with the City, an additional five percent (5%) over and above the base salary step for each employee in this category.
- b) Upon completion of the ninth year of continuous service as a sworn officer with the City, a total of seven and one-half percent (7.5%) over and above the base salary step for each employee in this category.
- c) Upon completion of the fourteenth year of continuous service as a sworn officer with the City, a total of ten percent (10%) over and above the base salary step for each employee in this category.

(7) **Bilingual Pay**

The City shall continue to pay a two and one-half percent (2.5%) bilingual bonus for employees required in the normal course of their duties to communicate in Spanish with members of the public. Said payment is subject to the following conditions:

- a) Employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on written and/or oral testing procedures as selected by the City; and
- b) Employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the Administrative Officer.

(8) **POST Certificate Compensation**

Unit employees who possess any of these certificates shall be compensated as follows over that employee's base salary:

Intermediate POST Certificate or A.A./A.S. Degree:	3.5%
Advanced Certificate or B.A. /B.S. Degree:	Additional 2.5%
Supervisory Certificate or Masters Degree:	Additional 2.5%

(9) **Uniform Allowance**

Uniform allowance for Police Lieutenants shall be \$800. Payment of the uniform allowance can be made in equal semi-annual installments.

(10) **Out of Class Pay**

Any unit member appointed to act in a higher classification and serving continuously in said classification for at least fifteen (15) continuous working days shall receive the pay established for said higher classification during the acting period, retroactive to the first day of said assignment.

(11) **Contract Duty**

Unit members who, at the employee's discretion, work special assignments typically referred to as "Contract Duty" shall be compensated on an hourly basis for all contract duty worked at one and one-half times the "Top Step" base pay of a City Police Sergeant plus any longevity and certificate pay to which the employee is entitled.

(12) **Vehicles**

Unit members shall be assigned an unmarked multi-purpose police vehicle for use to and from work locations and for official City business in accordance with City policy.

(E) POLICE CHIEF

(1) **Salary**

The salary shown for Police Chief above reflects a Flat Rate for the 2012-2013 Fiscal Year. Subsequent increases shall be based on negotiated Agreement between the Police Chief and the City.

(2) **Life Insurance**

The City shall continue to provide the Police Chief with a \$50,000 Basic Life and AD&D insurance policy at no cost to the employee. Purchase of additional policy shall be voluntary, and shall be at the employee's expense.

(3) **Annual Leave**

The City shall provide for Annual Leave to accrue on a payroll basis prorated in accordance with the following rates.

160 hours for 1-5 years of City service
200 hours for 6-10 year of City service
240 hours for 11 or more years of City service

Annual Leave may be taken upon prior approval and in the manner prescribed by the City Administrator.

At the employee's discretion, the Chief may accrue up to 880 hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

In the last payroll period in December each year, the Chief may, at the employee's discretion,

receive compensation for up to 80 hours of accumulated Annual Leave at his or her regular rate of pay provided that the employee has used a like number of hours of Annual or Management Leave during the same calendar year.

(4) **Management Leave**

The Police Chief shall receive 80 hours of Management Leave per year, credited January 1st of each year. Management Leave must be used in the year earned and cannot be carried over from one calendar year to the next.

(5) **Uniform Allowance**

Uniform allowance for the Police Chief shall be \$800 per year. Payment of the uniform allowance can be made in equal semi-annual installments.

(6) **Vehicles**

The Police Chief shall be assigned an unmarked multi-purpose police vehicle for use to and from work locations and for official City business in accordance with the Employment Agreement.

(7) **9/80 Work Schedule**

The Police Chief shall be granted the 9/80 work schedule, subject to the City Administrator's approval.

(F) **DEPARTMENT HEADS AND MANAGEMENT**

Salaries and benefits listed here reflect stipulations in the last MOU for Schedule M (Management Employees) and are contingent upon negotiation of a new MOU.

(1) **Salary**

The base salary for each represented unit classification shall be as set forth in this salary schedule.

In computing benefits that are a percentage of base salary (e.g., Longevity, Bilingual, etc.) each benefit is calculated independently over the base salary of each respective employee.

(2) **Furloughs**

Shall be furloughed without pay on 18 days during the period of July 1, 2013 to March 31, 2014. Furlough days shall generally be scheduled on Fridays and at the rate of two per month. Furloughs shall be served at eight hour days. Furlough days may be on days other than Fridays in situations where operations necessitate that they be taken on alternative days. May be required to work on months with a fifth Friday (see sample calendar). At the end of the furlough period (April 1, 2014), bargaining unit members shall revert to their pre-furlough period schedule.

(3) **Bilingual Pay**

The City shall pay \$100.00 per month bilingual bonus for unit employees required in the normal course of their duties to communicate in Spanish with members of the public. Said payment is subject to the following conditions:

- a) The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
 - b) The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the City Administrator.
- (4) **Annual Leave**
- a) Unit employees shall be entitled to 100% of their annual leave accrual balance to be received in compensation at termination or separation.
 - b) Annual Leave accrual, per pay period, for all unit members is as follows: 0 – 5 years of service: 6.15 Hours; 5 – 9 years of service: 7.69 Hours; and 10 or more years of service: 9.23 Hours.
 - c) Unit employees who have pre-existing Sick Leave and/or Vacation accrual balance shall convert Sick Leave to Annual Leave at the rate of One (1) Hour of Sick Leave to 0.5 Hours of Annual Leave; and convert Vacation to Annual Leave at the rate of One (1) Hour of Vacation to One (1) Hour of Annual Leave.
- (5) **Management Leave**
- The City shall grant unit employees 120 hours of management leave per calendar year. Up to 120 hours of any unused leave will be cashed out in December of each year. Any additional accrued leave hours shall be carried over to the following year. At the time of separation, any unused management leave hours will be paid.
- (6) **Modified Work Schedule**
- Unit employees shall operate on a work schedule that allows an employee to work at least eight or nine hours in each work day, depending on their chosen work schedule, with various starting and ending times based upon the needs of the City. Unit employees shall not be required to charge their accrued leave time hours for payroll computation, provided at least eight or nine hours, depending on their chosen work schedule, have been worked in that day.
- (7) **Acting Pay**
- Employees who by written assignment perform the duties of a position with a higher salary classification than that in which they are regularly employed shall receive the compensation specified for the position to which assigned, if performing the duties thereof for a period of fifteen (15) or more consecutive work days. The increased compensation shall be at the step within the higher classification as will accord the employee an increase of at least 5% of his or her current regular compensation.
- (8) **Longevity Pay for Management Employees**
- The City shall continue to pay longevity to non-sworn management employees as follows:
- a) The City shall continue to pay longevity to unit employees that have completed 10 years of service from date of hire, an additional 3% above the base salary step for each employee.

- b) The City shall continue to pay longevity to unit employees that have completed 20 years of service from date of hire, a total of 4% over and above the base salary.
- c) The City shall continue to pay longevity to unit employees that have completed 30 years of service from date of hire, a total of 5% over and above the base salary.

Any unit employee on leave of absence without pay with the exception of Family & Medical Leave (FMLA), shall not have such leave time credited as service time for purposes of calculating the years of service.

(9) **Mileage Reimbursement**

Unit employees who are required by the City to use their private vehicles for City business shall be reimbursed for mileage at the prevailing IRS rate.

(10) **Life Insurance**

The City shall continue to provide each Management employee with a \$50,000 Basic Life and AD&D insurance policy at no cost to the employee. Purchase of additional policy shall be voluntary, and shall be at the employee's expense.

(G) CITY ADMINISTRATOR

For the City Administrator position, the following shall apply, but can change contingent upon negotiated contract:

(1) **Salary**

The salary shown for the City Administrator (Administrative Officer) under Section 2A above reflects a Flat Rate for the 2013-2014 Fiscal Year. Subsequent increases shall be based on negotiated Agreement between the City Administrator and the City.

In computing benefits that are a percentage of base salary (e.g., Longevity) each benefit is calculated independently over the base salary of the employee.

(2) **Bilingual Pay**

The City Administrator shall receive a bilingual bonus of \$100 per month if eligible.

(3) **Annual Leave**

The City Administrator shall be entitled to Annual Leave (Sick & Vacation combined) of 20 Days (160 Hours) per year.

(4) **Management Leave**

The City Administrator shall be granted one hundred (100) hours of Management Leave per year, accrued in the same manner as all other management employees.

(5) **Life Insurance**

The City shall provide a \$50,000 Basic Life and AD&D insurance policy at no cost to the employee. Purchase of additional policy shall be voluntary, and shall be at the employee's expense.

SECTION 4: EMPLOYEES PLACED IN SAME STEP

For the purpose of placing this Resolution in effect as of the first day of the first pay period that includes July 1, 2013, and for the purpose of interpretation, each employee shall be placed in that salary step which he or she presently occupies in the range set forth for said position.

SECTION 5: INTERPRETATION - INEQUITY

In case of an inequity of hardship affecting any employee in a particular classification by reason of the adoption of this Resolution, the Council may adjust the same and the Council's action thereon as entered on the minutes shall be final. The Council shall determine all matters of interpretation of this Resolution and placement of employees in the proper salary steps and classification, and Council's decision on such matters as entered on the minutes shall be final.

SECTION 6: INTENT OF COUNCIL

It is the specific intent of the City Council that all officers and employees of the City for whom a salary range is specified in this Resolution or any amendment hereto shall be governed by the provision of this Resolution.

SECTION 7: REPEAL

Resolution No. 7488, adopted July 2, 2012, all Resolutions amendatory thereof or in conflict herewith and all motions and actions of the City Council in conflict herewith or covering the same matters heretofore adopted or taken to be the same are hereby repealed.

SECTION 8: EFFECTIVE DATE

The City Clerk shall certify to the passage of this Resolution, and the same shall be in full force and effect as of the first day of the first pay period that includes July 1, 2013.

ADOPTED AND APPROVED this 1st day of July, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 1st day of July, 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

ATTACHMENT “B”**RESOLUTION NO. 7545****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING THE TABLE OF ORGANIZATION FOR THE 2013-2014 FISCAL YEAR AND REPEALING PORTIONS OF SECTION 1 OF RESOLUTION NO. 7489, ADOPTED JULY 2, 2012, AND ALL RESOLUTIONS AMENDATORY THEREOF, AND ALL MOTIONS OF THE CITY COUNCIL IN CONFLICT HERewith**

WHEREAS, the City Council of the City of San Fernando is scheduled to adopt the Fiscal Year 2013-2014 Budget on July 1, 2013; and

WHEREAS, the Budget to be adopted for Fiscal Year 2013-2014 has provisions for various positions and classifications; and

WHEREAS, it is necessary that said positions be assigned to specific departments, divisions and activities by title and number; and

WHEREAS, it is necessary that a new Table of Organization be adopted to reflect the positions assigned to specific departments, divisions, and activities by title and number;

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

SECTION 1: That that portion of the said Table of Organization adopted on July 2, 2012, per Resolution No. 7489, and all Resolutions amendatory thereof, be repealed, and that a new Table of Organization be added assigning the following positions to the departments, divisions and activities as herein designated in Exhibit “A”.

SECTION 2: Except as amended herein, all other provisions of the said Table of Organization adopted on July 2, 2012, per Resolution No. 7489, remains unchanged and in full force and effect.

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

PASSED, APPROVED AND ADOPTED this 1st day of July, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 1st day of July 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

CITY OF SAN FERNANDO
FY 2013-2014 - TABLE OF ORGANIZATION

EXHIBIT "A"

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>ADMINISTRATION</u>			
Administrative Officer	40	1	1
Executive Assistant to the City Administrator	40	1	1
*Assistant to the City Administrator	0	0	0
TOTAL	80	2	2
City Clerk	40	1	1
*Office Clerk (Admin/City Clerk) P/T	0	0	0
TOTAL	40	1	1
<u>Personnel Division</u>			
Personnel Manager	40	1	1
*Personnel Office Assistant	0	0	0
Personnel Technician	40	1	1
*Personnel Office Clerk (P/T)	0	0	0
TOTAL	80	2	2
<u>COMMUNITY DEVELOPMENT</u>			
*Community Development Director	0	0	0
Community Preservation Officer	80	2	2
*Community Preservation Officer	0	0	0
City Planner	40	1	1
Building & Safety Supervisor	40	1	1
*Associate Planner	0	0	0
Assistant Planner	40	1	1
Community Development Secretary	40	1	1
Community Preservation Officer (P/T)	30	0.75	2
City Maintenance Helper (P/T) - Grafitti	38	0.95	2
TOTAL	308	7.7	10
<u>FINANCE</u>			
Finance Director	40	1	1
*Senior Accountant	0	0	0
Junior Accountant	40	1	1
Senior Account Clerk II	40	1	1
Senior Account Clerk	80	2	2
*Senior Account Clerk	0	0	0
Finance Office Specialist	40	1	1
Cashier (P/T)	20	0.5	1
TOTAL	260	6.5	7

CITY OF SAN FERNANDO
FY 2013-2014 - TABLE OF ORGANIZATION

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>POLICE</u>			
Police Chief	40	1	1
Police Lieutenant	80	2	2
*Police Lieutenant	0	0	0
Police Sergeant	200	5	5
*Police Sergeant	0	0	0
Police Officer	920	23	23
*Police Officer	0	0	0
Community Service Officer	160	4	4
Police Desk Officer	240	6	6
*Police Desk Officer Supervisor	0	0	0
Police Office Specialist	40	1	1
Police Records/Systems Administrator	40	1	1
Police Records Specialist	40	1	1
*Police Records Specialist	0	0	0
Property Control Officer	40	1	1
Crossing Guard (P/T)	100	2.5	6
Junior Cadet (P/T)	40	1	2
TOTAL	1940	48.5	53
<u>PUBLIC WORKS</u>			
Public Works Director	40	1	1
Administrative Analyst	40	1	1
*Management Analyst	0	0	0
Office Specialist	40	1	1
Public Works Administrative Coordinator	40	1	1
Public Works Office Specialist	40	1	1
<u>Electrical Division</u>			
Electrical Supervisor	40	1	1
Building Maint. Worker/Electrical Helper	40	1	1
<u>Engineering Division</u>			
*City Engineer	0	0	0
Civil Engineering Assistant II	80	2	2
<u>Facility Maintenance Division</u>			
Public Works Superintendent	40	1	1
Public Woks Field Supervisor II	40	1	1

CITY OF SAN FERNANDO
FY 2013-2014 - TABLE OF ORGANIZATION

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>Facility Maintenance Division Cont'd.</u>			
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	120	3	3
Public Works Maintenance Helper (P/T)	17	0.4	1
<u>Equipment & Materials Division</u>			
Equipment & Materials Supervisor	40	1	1
Mechanical Helper	40	1	1
<u>Street Services Division</u>			
Public Works Supervisor II	40	1	1
Senior Maintenance Worker	160	4	4
Public Works Maintenance Worker	80	2	2
*Public Works Maintenance Worker	0	0	0
*Public Works Maintenance Worker	0	0	0
Public Works Maintenance Helper (P/T)	51	1.3	3
<u>Water Services Division</u>			
Public Works Superintendent	40	1	1
Public Works Field Supervisor II	40	1	1
Public Works Field Supervisor I	40	1	1
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	120	3	3
Meter Technician	40	1	1
Water Pumping Operator/Backflow Techn.	40	1	1
TOTAL	1388	34.7	37
<u>RECREATION & COMMUNITY SERVICES</u>			
*Director of Rec. & Community Services	0	0	0
Aquatics Supervisor	40	1	1
Office Specialist	80	2	2
Community Services Supervisor	40	1	1
Cultural Arts Supervisor	40	1	1
Recreation/Community Svcs. Operations Mgr.	40	1	1
Program Specialist	40	1	1
Counselor (P/T)	262	7	14
Lifeguard (P/T)	160	4	15
Pool Attendant/Cashier (P/T)	20	0.5	2
Program Specialist (P/T)	40	1	1
Recreation Leader I & II (P/T)	255	6.38	20
Senior Counselor (P/T)	101	2.53	7
Senior Lifeguard (P/T)	58	1.2	2
TOTAL	1176	29.61	68
<u>TREASURER</u>			
Treasurer Assistant	40	1	1
Office Clerk	40	1	1
TOTAL	80	2	2
GRAND TOTAL FULL TIME	5352	134.01	182

* Currently unbudgeted frozen position

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FINANCE DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: July 1, 2013

SUBJECT: Approval of Used Car Dealer Permit: Rydell Chrysler Dodge Jeep Ram (700 San Fernando Road)

RECOMMENDATION:

It is recommended that the City Council approve Rydell Chrysler Dodge Jeep Ram for a Business License Permit to conduct business as a used car dealership at 700 San Fernando Road.

BACKGROUND:

1. On June 6, 2013, the owner of Rydell Chrysler Dodge Jeep Ram applied for a Commercial Business Occupancy Permit (CBO) to operate a new and used car dealership at 700 San Fernando Road. The CBO was approved by the Community Development Department on June 6, 2013.
2. On June 12, 2013, Rydell Chrysler Dodge Jeep Ram applied for and submitted a Business License Permit application to conduct a used car dealership at 700 San Fernando Road.
3. On June 19, 2013, the owner of Rydell Chrysler Dodge Jeep Ram was fingerprinted at the Police Department.
4. On June 20, 2013, the Finance Department received the fingerprint report from the Department of Justice. The report and the application were submitted to the Police Department for approval.

Approval of Used Car Dealership Permit: Rydell Chrysler Dodge Jeep Ram (700 San Fernando Road)

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ANALYSIS:

1. The San Fernando Municipal Code, Chapter 22 Article III, Business License Permits, requires the owners of certain types of businesses in the City, including used car dealerships, to obtain a Business License Permit in addition to their regular Business License that must be approved by the City Council.
2. The business must file an application in writing with the City Council specifying by street and number the place where the business is proposed. Once approved, the permit is valid for the remaining portion of the calendar year or by such shorter period of time as may be prescribed by any resolution of the City Council.
3. Prior to submission of applications to the City Council, the application for Rydell Chrysler Dodge Jeep Ram was reviewed and approved by the Police Department.
4. If the application is approved, it will automatically expire on December 31, 2013. The applicant will be required to submit a renewal application as part of the upcoming 2014 Business License Permit renewal process.

BUDGET IMPACT:

None.

CONCLUSION:

Staff concludes that Rydell Chrysler Dodge Jeep Ram meets all the requirements for the Business License Permit which will allow it to operate a used car dealership business in the City.

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FINANCE DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: July 1, 2013

SUBJECT: Article XIII B Appropriations (Gann) Limit Fiscal Year (FY) 2013-2014

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7542 (Attachment "A") setting the FY 2013-2014 Article XIII B appropriation limit at \$37,692,206.

BACKGROUND:

In November, 1979, the voters of the State of California approved Proposition 4, commonly known as the (Paul) Gann Initiative. The Proposition created Article XIII B of the State Constitution placing annual limits on the amount of revenue which can be spent by all entities of government.

The Appropriation Limit of Proposition 4 had little impact in its early years, but in 1987 the State of California refunded \$1.1 billion to taxpayers as a result of unexpectedly reaching their limit. The Proposition was also a major barrier to increasing gas taxes in the late 1980's.

To increase accountability of local governments in adopting their limits, the State voters approved Proposition 111 in June, 1990. Proposition 111 amended Article XIII B (Proposition 4) by requiring local jurisdictions to establish an annual review of the appropriation limit calculation.

ANALYSIS:

1. Appropriation limits control the amount of revenue that can be appropriated in any fiscal year to the "Proceeds of Taxes." Proceeds of Taxes include: all taxes levied by or for an agency; any revenues from license fees, general use charges and user fees to the extent that the proceeds exceed the cost of providing the service covered by the fee; and discretionary State subventions.

Article XIIIIB Appropriations (Gann) Limit Fiscal Year (FY) 2013-2014

Page 2

2. An increase over the prior year's limitation is allowed in three instances:
 - a. Percentage change in California fourth quarter personal income or the increase in the non-residential assessed valuation due to new construction;
 - b. Percentage change in the population of the jurisdiction or the county in which the jurisdiction is located, whichever is greater; and,
 - c. Corrections for previous computation errors.
3. Cities use the following factors when calculating the Gann calculation:
 - a. First, either the "Per Capita Personal Income Change" or the "Non-Residential Assessed Value Change".
 - b. Second, the "City Population Change" or the "Los Angeles County Population Change".
4. The components used for the FY 2013-2014 Gann Limit calculation as noted in Exhibit "A" of the attached Resolution are the increase in the Per Capita Personal Income change of +5.12% and the City Population Change of +1.33%. The use of the two above-mentioned factors results in an increase in the appropriation limit of +1.06518096% or a \$2,306,476 increase to \$37,692,206.

BUDGET IMPACT:

None. The proposed Gann Limit calculation as noted in this report is pursuant to State regulations and ensures the City's compliance with State appropriation limits.

CONCLUSION:

A full analysis is not required since the total General Fund budget, including those factors that could be eliminated for computation purposes, is less than the appropriation limit. Approving the attached Resolution will set the FY 2013-2014 Article XIIIIB appropriation limit at \$37,692,206.

ATTACHMENT:

A. Resolution No. 7542

ATTACHMENT "A"**RESOLUTION NO. 7542****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO FIXING THE APPROPRIATION LIMITATION IN THE CITY OF SAN FERNANDO FOR THE FISCAL YEAR 2013-14**

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

Section 1. In accordance with Article XIIB of the California Constitution as amended by Proposition 111 and the Gann Implementation Bill 1352, the appropriation limit (Exhibit "A") in the City of San Fernando for Fiscal Year 2013-2014 is hereby fixed at Thirty Seven Million, Six Hundred Ninety-Two Thousand, Two Hundred Six dollars (\$37,692,206).

Section 2. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 1st day of July, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 1st day of July, 2013 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elena G. Chávez, City Clerk

EXHIBIT “A”**ARTICLE XIII B APPROPRIATIONS LIMIT (GANN)****FISCAL YEAR 2013-2014 - CALCULATIONS**

FY 2012-2013 Adopted Appropriation Limit	\$32,850,409
Per Capita Personal Income Change*	+ 5.12%
Ratio	1.0512
Non-Residential Assessed Value Change**	+0.54%
Ratio	1.0054
City Population Change*	+1.33%
Los Angeles County Change*	+0.69%

Calculation Factor =
Per Capita Personal Income Change x City Population Change

$$1.0512 \times 1.0133 = 1.06518096$$

FY 2012-2013 Adopted Appropriation Limit x the Calculation Factor

$$\$32,850,409 \times 1.06518096 = \underline{\underline{\$37,692,206}} = \underline{\underline{\text{FY 2013-2014 Limit}}}$$

* Information Provided by California State Department of Finance

** Information Provided by HDL (City Consultant)

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FINANCE DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: July 1, 2013

SUBJECT: Fiscal Year (FY) 2012-2013 Year-End Budget Review

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and file the FY 2012-2013 Year-End Budget Review report; and
- b. Adopt Resolution No. 7546 (Attachment “A”) amending the FY 2012-2013 City Budget.

BACKGROUND:

1. On June 18, 2012, the City Council adopted a Resolution authorizing the City Administrator to continue with the City’s operations beyond June 30, 2012 using FY 2011-2012 City Budget until such time that the City Council adopts the FY 2012-2013 City Budget.
2. On June 21, 201, 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 to notify interested parties and advise residents of the Public Hearing to adopt the FY 2012-2013 City Budget.
3. On July 2, 2012, the FY 2012-2013 City Budget was adopted by the City Council.
4. During the months of January and February 2013, the Finance Department met with various departments to review the status of expenditures and the need for proposed changes. In light of the current economic situation and the financial position of the City as presented by the FY 2011-2012 Comprehensive Annual Financial Report (CAFR) these reductions are necessary in order to begin the process of developing a plan to reduce the General Fund balance deficit, address the current year budget shortfalls, balance the FY 2013-2014 budget and create a reserve for the coming fiscal years.

Fiscal Year (FY) 2012-2013 Year-End Budget Review

Page 2

5. On February 19, 2013, the City Council was presented with the General Fund Mid-Year Budget Review report for FY 2012-2013. Staff was directed to focus on creating a plan that incorporated generating new sources of revenue that address the shortfalls, lost revenues, and debt along with further expenditures reductions and increased efficiencies for FY 2013-2014 so the City can begin to build a reserve.

ANALYSIS:

The FY 2012-2013 Year-End Budget Review provides City Council with an assessment of expenditures and revenues (as of June 2013) for all City funds. It gives the City Council an opportunity to review the General Fund and address both revenue and expenditure adjustments that might be necessary in order to achieve a more accurate budget for the current fiscal year.

The Year-End Budget Review also provides an overview other factors that can potentially affect current and future City Budgets. These factors are listed below as Revenue Updates and Budget Amendments (proposed in the attached Budget Resolution).

Revenue Updates

The Year-End Budget Review provides information on certain changes in the projected revenues, which are presented while considering the expenditure amendments to the FY 2012-2013 City Budget. A listing of actual revenues expected at year end, as compared to the amount budgeted in FY 2012-2013 for the General Fund, is included as Exhibit A” to Attachment “A” and reflects the balances as of June 21, 2013.

Projected Revenues

- As noted in Exhibit “A” to Attachment “A”, as of June 21, 2013, the amount collected for the General Fund revenues were at \$15.77 million or 93%. The amount of revenues collected as of the Year-End Budget Review depends on the type of revenue that was received. For example, revenues related to Business License Taxes and Franchise Fees are low in the first half of the year since the majority of these revenues are collected in the third and fourth quarter of the fiscal year.
- Some key changes projected to be above or below adopted figures are noted below are:
 - The property taxes increased by approximately \$675,126
 - The Redevelopment Agency Reimbursement has a decrease of \$375,000
 - The booking and processing fee reimbursement has a decrease of \$150,000
 - Parking citations is decreased by \$165,000
 - Code enforcement citations is decreased by \$165,000
 - Pass-thru miscellaneous revenues is expected to decrease by \$135,000
 - Transfers from gas tax fund is expected to decrease by \$147,445
 - Business license taxes are expected to decrease by \$30,000
 - Sales taxes are projected to increase by \$186,419.

Fiscal Year (FY) 2012-2013 Year-End Budget Review

Page 3

- The net impact at June 21, 2013, is a \$385,635 decrease to the FY 2012-2013 General Fund Projected Revenues, to end at \$16,654,233. Although this is a significant decrease, it should be noted that the projection at Mid-Year was a decrease of \$646,805.
- While there was a projected decrease in revenues at Mid-Year, the most positive news is that the two largest sources, sales tax and property tax, are expected to exceed estimates. As of June 21, 2013 property taxes have indeed exceeded the estimates. The final numbers for sales tax are not in yet.
- Overall, revenues will not meet the projected numbers in the adopted budget as discussed in February, but the final revenue estimate for the fiscal year, is expected to end at \$16,654,233, which is about \$288,170 more than projected at Mid-Year.

Budget Amendments

The Mid-Year Budget Review provided information on certain expenditures that required an amendment to the FY 2012-2013 City Budget. A listing of actual expenditures, as compared to the amount budgeted in FY 2012-2013 for the General Fund was included and reflected the balances as of January 31, 2013. As of June 21, 2013, the attached Resolution has been updated to reflect the most current information available.

Exhibit “B” to Attachment “A” provides the General Fund expenditures in greater detail. In order to proactively address the decreases in revenues that are projected for the current and subsequent years, a decrease from the adopted expenditure budget was requested of all departments. Exhibit “B” also includes listing of the proposed decreases as compared to the FY 2012-2013 City Budget.

During the Year-End Budget Review, a comparison was done between the current fiscal year budget and the amount expended to date by fund. As of June 21, 2013, the General Fund expenditures are at \$16.76 million or 97%.

Budget Amendment – Expenditures

- The following are proposed budget amendments to expenditures that will amend the FY 2012-2013 City Budget.
- General Fund: Although the General Fund expenditures are being spent according to the budget, all Departments were requested to reduce their budgets to address the current year challenges of balancing the budget.
- At Mid-Year, there was a net increase of \$191,076 in General Fund expenditures. As of June 21, 2013 the net decrease in General Fund expenditures is \$202,247. Included in the net amount are proposed decreases of: \$20,000 (City Council); \$37,100 (Elections); \$200 (Finance); \$10,552 (Community Development); \$267,202 (Fire Services); \$191,532 (Retirement); and \$9,342 (Public Works).

Fiscal Year (FY) 2012-2013 Year-End Budget Review

Page 4

- There are also proposed increases of: \$42,264 (Treasury); \$42,264 (Administration); \$91,883 (Personnel); \$150,000 (Legal Services); \$168,170 (Police); \$200,000 (Non Departmental); and \$55,953 (Parks & Recreation). During the original adoption of the budget, salary costs for the Treasurer, Personnel, Police, and Parks & Recreation were removed from the final adopted budget and as such are being added back to fund the currently filled positions.
- Also important to note is the Administration budget may likely have an overage of \$47,945 in salaries due to the leave accruals payout of \$31,493 for the previous City Administrator and \$17,179 during the six week period in which he was on administrative leave while the Interim City Administrator was performing the duties. Part of this cost can be offset with the \$14,400 currently budgeted by the prior council for the “Cost of Doing Business Study”, if the Council no longer has that on their immediate agenda. Also, the Interim City Administrator does not receive benefits so there will be a savings in that account for the balance of the fiscal year.
- The City mistakenly failed to budget for County Animal Control Services, resulting in a \$70,000 addition to the expenditures.

The reduction in the General Fund reserves is a result of the current economic conditions that has impacted both State and local governments. During this recession, the City of San Fernando has experienced decreases in sales and property taxes, parking citations, and various other General Fund revenues over the last four fiscal years. Increases in expenditures occurred during this same time frame due to the implementation of Memorandums of Understanding (MOU) with the various employee unions that were estimated at \$1.6 million. The approved MOUs placed salaries between 85% to 100% of the salary survey median for each bargaining unit: 85% of the median for Management Group; 95% of the median for San Fernando Police Officers' Association; and 100% of the median for San Fernando Public Employees' Association.

Current Economic Downturn and State Budget

The current economic downturn has had a significant negative affect on the General Fund revenues. The General Fund revenues will slowly stabilize as the economy gets better; however, until then, both revenues and expenditures will need to be monitored closely.

During the last fiscal year, the Governor signed AB 1X 26 which eliminated redevelopment agencies in California. This has had a direct negative impact to revenues for the City. The City no longer receives an annual amount of approximately \$6 million towards redevelopment funds. The net impact to the General Fund is approximately an annual loss of \$750,000. Also, as the recession negatively impacted General Fund revenues, the City's reliance on redevelopment funds and the dissolution of redevelopment had a more severe impact.

The City has been able to adjust to changes in the timing of revenues that resulted from the FY 2011-2012 State actions by closely monitoring cash flow throughout the fiscal year.

Fiscal Year (FY) 2012-2013 Year-End Budget Review

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CONCLUSION:

In preparation for the FY 2012-2013 Year-End Budget Review, some departments have achieved a reduction in order to address the budget challenges. Increases are largely attributable to the salary costs that were removed from the original budget. The net impact to the General Fund expenditures is a decrease of \$202,247 to the budget. Taking into consideration the effect of the projected decrease in General Fund revenues for FY 2012-2013, the combined effect on the General Fund is a further reduction of the negative fund balance of \$138,352 (Attachment "B"). The total ending fund balance for the General Fund is projected at a negative/deficit balance of \$391,471 at June 30, 2013 (this does not include the Insurance Fund deficit).

For financial statement purposes, the General Fund and the Self Insurance Fund are combined in the Comprehensive Annual Financial Report (CAFR). The Self Insurance Fund's FY 2012-2013 activities are projected to yield a deficit of \$286,269. When this amount is added to the beginning negative/deficit balance of \$983,665, the combined results for FY 2012-2013 is further reduced to a cumulative negative Self Insurance Fund balance/deficit of \$1,269,934.

As presented in the FY 2012 CAFR, the beginning cumulative fund balance for the General Fund and the Self Insurance was a negative \$1,236,784. The combined total from the General Fund and the Self Insurance activities for the FY 2012-2013 are projected to be a negative \$424,621. The cumulative FY 2012-2013 projected negative fund balance/deficit is \$1,661,405. This number does not include the \$2,000,000 deficit in the Grants Fund.

The City has taken significant steps to address the fiscal challenges that it faces while maintaining the delivery of quality municipal services to the community. Measures were implemented to ensure that costs for service delivery were being recovered, and to augment potential revenues sources and improve organizational efficiency in the deliver of city services. Such measures included: controlling and reducing operation costs by renegotiating each MOU with each union group that resulted in savings (e.g., modified benefits, frozen positions, staff reductions); renegotiation of contracts and professional service agreements with current vendors and public service providers; a comprehensive updating of the City's schedule of fees for services in general; adoption of sewer and water rate increases to make Enterprise Funds self-sufficient and reduce the need for General Fund monies; upgrade of energy efficient lighting infrastructure; applying for grant funds to offset planning and police personnel costs; applying for alternative fuel credits from the Federal government related to the sale of CNG (City's CNG station) while expanding capacity to sell more CNG; and deferring capital purchases where deemed appropriate

During FY 2012-2013, the City focused on creating a plan that incorporates generating new sources of revenues that address the shortfalls, lost revenues, and debt, along with further expenditure reductions for FY 2013-2014 so the City can begin to build a reserve. Building a General Fund reserve is critical in order to achieve sustainability and to overcome unanticipated economic events such as a natural disaster, further budget cuts from the State and Federal governments, or a continuing sluggish economy.

Fiscal Year (FY) 2012-2013 Year-End Budget Review
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ATTACHMENTS:

- A. Resolution No. 7546
- B. Summary of Year-End Projections and Adjustments

ATTACHMENT "A"**RESOLUTION NO. 7546****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO AMENDING THE BUDGET FOR THE FISCAL
YEAR 2012 - 2013 ADOPTED ON JULY 2, 2012**

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2012-2013, commencing July 1, 2012, and ending June 30, 2013; and

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

WHEREAS, an annual budget for the City of San Fernando for Fiscal Year beginning July 1, 2012 and ending June 30, 2013, a copy of which is on file in the City Clerk's Office, has been adopted on July 2, 2012.

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

Section 1: The City Council hereby amends the adopted Budget to adjust the revenues and expenditures as provided in Exhibit "A" and Exhibit "B", attached hereto.

PASSED, APPROVED, AND ADOPTED this 1st day of July, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 1st day of July 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"City of San Fernando
FY 2012-2013 General Fund

General Fund Projected Actual by Source Comparison to Budget

	E	A	B	C	D (A+B)	D-E	
General Fund	2011-2012 Actuals	Adopted 2012-2013 Budget	2012-2013 Actuals through 6/21/13	Projected through June 30, 2013	FY 2012-13 Year-End Adjustments	Projected Actual FYE 2013	Variance
SOURCE OF REVENUE							
Property Taxes	1,423,758	1,335,993	1,947,546			1,947,546	611,553 45.8%
Property Taxes In-Lieu of VLF	1,874,672	1,877,109	1,940,682	-		1,940,682	63,573 3.3%
Sub-total Property Taxes*	3,298,430	3,213,102	3,888,228	-	-	3,888,228	675,126 17.4%
Sales Taxes	2,549,781	2,520,000	2,134,067	391,820		2,525,887	5,887 0.2%
Triple Flip Payment (Sales Taxes)	603,373	840,000	867,581	-		867,581	27,581 3.3%
Sub-total Sales Taxes*	3,153,154	3,360,000	3,001,648	391,820	-	3,393,468	33,468 1.0%
Business License Taxes	1,011,400	1,060,000	1,037,051	5,111		1,042,162	(17,838) -1.7%
Franchise Fees	307,119	301,000	257,200	37,800		295,000	(6,000) -2.0%
Admissions Taxes	833,710	840,000	653,193	161,010		814,203	(25,797) -3.1%
Construction Permits	278,936	225,000	146,031	8,000		154,031	(70,969) -31.5%
Parking Citations	713,471	715,000	576,475	-		576,475	(138,525) -19.4%
Rental Income	199,447	215,000	212,712	2,288		215,000	- 0.0%
Interest Income	918	1,000	146	854		1,000	- 0.0%
RDA & Misc. Reimbursements	303,460	655,459	116,739	15,104		131,843	(523,616) -79.9%
Motor Vehicle In-Lieu (VLF)	12,549	-	13,003	-		13,003	13,003 #DIV/0!
Charges for Current Services	449,544	478,000	430,109	17,325		447,434	(30,566) -6.4%
Sales of Property & Other Revenues	1,568,255	1,483,444	1,265,409	75,677		1,341,086	(142,358) -9.6%
Sub-total Fees, Permits and Other Revenues	4,667,409	4,913,903	3,671,017	318,058	-	3,989,075	(924,828) -18.8%
Transfers from Other Funds	4,758,227	4,465,863	4,175,051	166,249		4,341,300	(124,563) -2.8%
Total General Fund Revenues	16,888,620	17,012,868	15,772,995	881,238	-	16,654,233	(358,635) -2.2%
EXPENDITURES							
City Council	116,728	118,730	98,220	213	(20,297)	98,433	20,297 -17.1%
City Treasurer	148,566	105,048	142,366	5,632	42,950	147,998	(42,950) 40.9%
City Administration	212,410	306,582	310,435	10,129	13,982	320,564	(13,982) 4.6%
Personnel Division	257,265	222,837	248,660	8,450	34,273	257,110	(34,273) 15.4%
City Attorney	406,029	250,000	394,545	(26,203)	118,342	368,342	(118,342) 47.3%
City Clerk	125,084	130,918	126,391	4,752	225	131,143	(225) 0.2%
Elections	58	103,000	42,689	(3,359)	(63,670)	39,330	63,670 -61.8%
City Officials and Administrative Offices	1,266,140	1,237,115	1,363,306	(386)	125,805	1,362,920	(125,805) 10.2%
Finance	552,219	540,804	490,733	24,486	(25,585)	515,219	25,585 -4.7%
Community Development	660,339	869,839	759,530	25,228	(85,081)	784,758	85,081 -9.8%
Retirement - Pers	1,898,783	1,972,496	1,664,306	68,106	(240,084)	1,732,412	240,084 -12.2%
Non-Departmental	569,699	780,795	681,436	(44)	(99,403)	681,392	99,403 -12.7%
Fire Services (LAFD)	3,159,359	2,900,000	2,632,799	(1)	(267,202)	2,632,798	267,202 -9.2%
Police Services (SFPD)	6,066,283	5,675,079	5,827,236	157,946	310,103	5,985,182	(310,103) 5.5%
Public Works	1,738,516	1,765,396	1,705,104	27,367	(32,925)	1,732,471	32,925 -1.9%
Recreation & Comm Services	1,396,631	1,253,309	1,352,486	12,948	112,125	1,365,434	(112,125) 8.9%
Departmental	16,041,829	15,757,718	15,113,630	316,036	(328,052)	15,429,666	328,052 -2.1%
Total General Fund Expenditures	17,307,969	16,994,833	16,476,936	315,650	(202,247)	16,792,586	202,247 -1.2%
Total Year End Surplus/ (Deficit) (Revenues less Expenditures)						(138,353)	
Reserve Fund	(253,119)	(235,084)	(703,941)	565,588	(202,247)	(391,472)	(156,388) 66.5%
Reserve/(Deficit) Carry-Over YE 2012	(253,119)						
Adjusted Reserve Fund Balance						(391,471)	
Fund 06							
Total Self Insurance Fund Revenues	1,159,593	1,240,000	966,731	273,269		1,240,000	- 0.0%
Total Self Insurance Fund Expenditures	1,357,711	1,090,000	1,342,990	-	436,269	1,526,269	(436,269) -40.0%
Total Year End Surplus/ (Deficit) (Revenues less Expenditures)						(286,269)	
Reserve Fund Balance	(983,665)	(833,665)	(376,259)	273,269	436,269	(1,269,934)	(436,269) -52.3%
Reserve/(Deficit) Carry-Over YE 2012	(983,665)						
Adjusted Reserve Fund Balance						(1,269,934)	
Current Year Combined Reserve (Funds 01 & 06)						(424,622)	
Cumulative YE Fund Balance (Funds 01 & 06)	(1,236,784)	(1,068,749)				(1,661,405)	

EXHIBIT "B"City of San Fernando
Fiscal Year 2012-2013

Year-End Review: General Fund Expenditure Reductions/Increases

Department/Division		F/T Salaries 4101	P/T Salaries 4103	Overtime 4105	Overtime Court 4107	Overtime Contract Duty 4109	Commis Reimburse 4111
01-101	City Council	(20,000)					
01-102	Treasury	42,409					
01-105	Administration	47,945					
01-106	Personnel	92,183					
01-110	City Attorney						
01-112	Labor Attorney						
01-115	City Clerk						
01-116	Elections	(9,100)					
	<i>Other Departments</i>	153,437	-	-			
01-130	Finance	(77,000)	(2,245)	2,245			
01-140	Building and Safety	1,057					
01-150	Planning/Administration	8,276					
01-152	Community Preservation	2,115		(5,000)			
	<i>Community Development</i>	11,448	-	(5,000)			
01-222	P.D. Admin		55,000			(9,980)	
01-224	Detectives					(11,700)	
01-225	Patrol	-	55,000		(15,000)		
01-226	Police Reserves/Explorers		5,800				
01-230	Community Service	-	-	-			
	<i>Police</i>	-	115,800	-	(15,000)	(21,680)	-
	<i>Fire Services</i>						
01-500	Fires Services - Contract	-	-	-			
01-180	<i>Retirement Related Expenses</i>						
	<i>Non-Departmental</i>						
01-190	<i>CalHFA Sect 108 Loans</i>						
01-310	PW Administration						
01-320	PW Vehicle Maint.						
01-341	Mall Maintenance						
01-346	Streets, Trees, & Parkways						
01-390	PW Facilities Mgt						
	<i>Public Works</i>	-	-	-			
01-420	<i>Recreation</i>	9,784		(104)			(950)
01-422	<i>Community Services</i>	(16,753)	98				
01-423	<i>Rec Facilities</i>		42,052				
01-424	<i>Special Events</i>						
01-430	<i>Aquatics</i>	(1,609)	(9,309)				
	<i>Parks & Rec</i>	(8,578)	32,841	(104)	-		(950)
Total General Fund		79,307	146,396	(2,859)	(15,000)	(21,680)	(950)

City of San Fernando
Fiscal Year 2012-2013

Year-End Review: General Fund Expenditure Reductions/Increases

Department/Division		Temp Non-Emp Wages 4112	O.A.S.D.I. 4120	Retirement 4124	Health Insurance 4126	Dental Insurance 4128	Workers Compensation 4130	Life Insurance 4138
01-101	City Council							
01-102	Treasury							
01-105	Administration							
01-106	Personnel							
01-110	City Attorney							
01-112	Labor Attorney							
01-115	City Clerk							
01-116	Elections							
<i>Other Departments</i>								
01-130	Finance	91,725	(3,725)		(11,000)			
01-140	Building and Safety							
01-150	Planning/Administration							
01-152	Community Preservation							
<i>Community Development</i>								
01-222	P.D. Admin							
01-224	Detectives							
01-225	Patrol							
01-226	Police Reserves/Explorers							
01-230	Community Service							
<i>Police</i>		-	-	-	-	-	-	-
<i>Fire Services</i>								
01-500	Fires Services - Contract							
01-180	<i>Retirement Related Expenses</i>			(191,532)				
<i>Non-Departmental</i>								
01-190	<i>CalHFA Sect 108 Loans</i>							
01-310	PW Administration							
01-320	PW Vehicle Maint.							
01-341	Mall Maintenance							
01-346	Streets, Trees, & Parkways							
01-390	PW Facilities Mgt							
<i>Public Works</i>								
01-420	<i>Recreation</i>							
01-422	<i>Community Services</i>							
01-423	<i>Rec Facilities</i>		(3,006)		(7,755)	(105)	(4,230)	(369)
01-424	<i>Special Events</i>							
01-430	<i>Aquatics</i>		(775)				(420)	
<i>Parks & Rec</i>		-	(3,781)	-	(7,755)	(105)	(4,650)	(369)
Total General Fund		91,725	(7,506)	(191,532)	(18,755)	(105)	(4,650)	(369)

City of San Fernando
Fiscal Year 2012-2013

Year-End Review: General Fund Expenditure Reductions/Increases

Department/Division		Utilities 4210	Phone 4220	Insurance 4240	Contract. Services 4260	Profess. Services 4270	Supplies 4300
01-101	City Council						
01-102	Treasury			(250)		(250)	50
01-105	Administration					(14,040)	
01-106	Personnel						
01-110	City Attorney					140,000	
01-112	Labor Attorney					10,000	
01-115	City Clerk						
01-116	Elections				(28,000)		
	<i>Other Departments</i>	-	-	(250)	(28,000)	135,710	50
01-130	Finance			(200)			
01-140	Building and Safety					(5,000)	
01-150	Planning/Administration						(500)
01-152	Community Preservation <i>Community Development</i>	-	-	-	-	(5,000)	(500)
01-222	P.D. Admin				113,800		(20,250)
01-224	Detectives						
01-225	Patrol						
01-226	Police Reserves/Explorers						
01-230	Community Service	-	-	-	-	-	-
	<i>Police</i>	-	-	-	113,800	-	(20,250)
	<i>Fire Services</i>						
01-500	Fires Services - Contract	-	-	-	(267,202)	-	-
01-180	<i>Retirement Related Expenses</i>						
	<i>Non-Departmental</i>						
01-190	<i>CalHFA Sect 108 Loans</i>						
01-310	PW Administration	615					
01-320	PW Vehicle Maint.						
01-341	Mall Maintenance						
01-346	Streets, Trees, & Parkways						
01-390	PW Facilities Mgt						(950)
	<i>Public Works</i>	615	-	-	-	-	(950)
01-420	<i>Recreation</i>	(5,084)	4,170		(16,563)		
01-422	<i>Community Services</i>						
01-423	<i>Rec Facilities</i>						
01-424	<i>Special Events</i>						
01-430	<i>Aquatics</i>	(15,009)	1,241		87,803		17,546
	<i>Parks & Rec</i>	(20,093)	5,411	-	71,240	-	17,546
Total General Fund		(19,478)	5,411	(450)	(110,162)	130,710	(4,104)

City of San Fernando
Fiscal Year 2012-2013

Year-End Review: General Fund Expenditure Reductions/Increases

Department/Division	Equip. Maint 4320	Personnel Training 4360	Tuition Reimbursmnt 4365	Building Maint & Repairs 4330	Meeting Mem/Trav 4370	Dues & Subscription 4380	Fuel CNG 3661-4402
01-101 City Council			-				
01-102 Treasury	250		-		55		
01-105 Administration			(3,000)			(1,000)	
01-106 Personnel			-		(350)	(250)	
01-110 City Attorney			-				
01-112 Labor Attorney			-				
01-115 City Clerk			-				
01-116 Elections			-				
<i>Other Departments</i>	250	-	(3,000)		(295)	(1,250)	
01-130 Finance			-				
01-140 Building and Safety	(4,000)	-	-				
01-150 Planning/Administration	(3,000)	-	-				
01-152 Community Preservation	(4,000)		-		(500)		
<i>Community Development</i>	(11,000)	-	-		(500)	-	
01-222 P.D. Admin		(2,000)	-				
01-224 Detectives		(2,000)	-				
01-225 Patrol			-		(500)		
01-226 Police Reserves/Explorers			-				
01-230 Community Service	-	-	-		-	-	
<i>Police</i>	-	(4,000)	-		(500)	-	
<i>Fire Services</i>							
01-500 Fires Services - Contract	-	-	-		-	-	
01-180 <i>Retirement Related Expenses</i>							
<i>Non-Departmental</i>							
01-190 <i>CalHFA Sect 108 Loans</i>							
01-310 PW Administration							
01-320 PW Vehicle Maint.							21,000
01-341 Mall Maintenance							
01-346 Streets, Trees, & Parkways	48						
01-390 PW Facilities Mgt		(150)		(1,640)			
<i>Public Works</i>	48	(150)	-	(1,640)	-	-	21,000
01-420 <i>Recreation</i>		200			-	100	
01-422 <i>Community Services</i>		-			-	-	
01-423 <i>Rec Facilities</i>		-			-	-	
01-424 <i>Special Events</i>		-			-	-	
01-430 <i>Aquatics</i>		-		(19,000)	-	-	
<i>Parks & Rec</i>	-	200	-	-	-	100	
Total General Fund	(10,702)	(3,950)	(3,000)	(1,640)	(1,295)	(1,150)	21,000

City of San Fernando
Fiscal Year 2012-2013

Year-End Review: General Fund Expenditure Reductions/Increases

Department/Division		Activities & Programs 4430	Bank Charges 3661-4435	Other Expense 4450	Transfer Fund 01 4901	Capital Equip 4500	Total
01-101	City Council						(20,000)
01-102	Treasury						42,264
01-105	Administration						29,905
01-106	Personnel	(200)				500	91,883
01-110	City Attorney						140,000
01-112	Labor Attorney						10,000
01-115	City Clerk						-
01-116	Elections					-	(37,100)
	<i>Other Departments</i>	(200)				500	256,952
01-130	Finance	-				-	(200)
01-140	Building and Safety					-	(7,943)
01-150	Planning/Administration					-	4,776
01-152	Community Preservation					-	(7,385)
	<i>Community Development</i>	-				-	(10,552)
01-222	P.D. Admin						136,570
01-224	Detectives						(13,700)
01-225	Patrol					-	39,500
01-226	Police Reserves/Explorers					-	5,800
01-230	Community Service					-	-
	<i>Police</i>	-				-	168,170
	<i>Fire Services</i>						
01-500	Fires Services - Contract	-				-	(267,202)
01-180	<i>Retirement Related Expenses</i>						(191,532)
	<i>Non-Departmental</i>						
01-190	CalHFA Sect 108 Loans			200,000			200,000
01-310	PW Administration					(2,500)	(1,885)
01-320	PW Vehicle Maint.	(15,000)	3,000		(9,600)		(600)
01-341	Mall Maintenance					(3,500)	(3,500)
01-346	Streets, Trees, & Parkways						48
01-390	PW Facilities Mgt	(600)				(65)	(3,405)
	<i>Public Works</i>	(15,600)	3,000	-	(9,600)	(6,065)	(9,342)
01-420	<i>Recreation</i>	-				-	(8,447)
01-422	<i>Community Services</i>	-				-	(16,655)
01-423	<i>Rec Facilities</i>	-				-	26,587
01-424	<i>Special Events</i>	-				-	-
01-430	<i>Aquatics</i>	-				(6,000)	54,468
	<i>Parks & Rec</i>	-	-	-	-	(6,000)	55,953
Total General Fund		(15,800)	3,000	200,000	(9,600)	(11,565)	202,247

NET IMPACT

202,247

ATTACHMENT "B"

**City of San Fernando
Summary of Year-End Projections and Adjustments
July 1, 2013**

Fiscal Year 2012-13

Total Adopted General Fund Expenditures		16,994,832
Year-End Expenditure Adjustments		(202,247)
Subtotal		<u>16,792,585</u>
Total Adopted General Fund Revenues		17,012,868
Projected Revenue Shortfall		(358,635)
Subtotal		<u>16,654,233</u>
Total Year End General Fund Deficit		<u><u>138,352</u></u>

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ADMINISTRATION DEPARTMENT**MEMORANDUM**

TO: Mayor Antonio Lopez and Councilmembers
FROM: Don Penman, Interim City Administrator
DATE: July 1, 2013
SUBJECT: Final Report on Fiscal Year (FY) 2013-14 City Priorities

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file the list of priorities for FY 2013-14 (Attachment “A”); and
- b. Direct staff to provide a mid-year report on progress made to each of the priorities.

SUMMARY:

As part of the FY 2013-14 budgetary process, staff and City Councilmembers provided their priorities for directing resources of the City’s four operating departments. Those priorities are reflected in the Proposed FY 2013-14 Budget; in particular for those items requiring budget allocations. Many of the items require a commitment of staff resources but no additional budget allocation. The priorities are based on a number of factors including project readiness, available funding, and successful completion by June 2014.

ATTACHMENT:

- A. FY 2013-14 City Priorities



ATTACHMENT "A"

City Council Priorities

CITY COUNCIL	
Project	Assigned Department
ANTONIO LOPEZ, MAYOR	
Secure Grant Funding for the San Fernando Mission Street Improvement Project	City Administration Public Works
Propose a Plan to Accommodate Future Metro Light Rail Through Our City	Community Development Public Works
Work to Establish a PBID	City Administration
SYLVIA BALLIN, MAYOR PRO TEM	
Timekeeping System	Finance Personnel In Budget 2013/14
Contract Management Training	City Administration
Hire full-time regular City Manager (not City Administrator), Finance Director, Police Chief and reorganize city structure	City Council City Administration
Lighting at Las Palmas Park	Public Works Recreation and Community Services
JESSE AVILA, COUNCILMEMBER	
Economic Development: Maintain, promote and assist existing businesses to stay and "grow" in San Fernando; outreach to bring in businesses that offer goods and services relevant to the present and next generation (i.e., access to technological communications systems, Wi-Fi via Mall Association)	City Administration Community Development
Infrastructure: Address the needs to repair and/or replace the sewer system, water system; evaluate the current design and use of the Maclay Corridor (from First Street, North, to Glenoaks Boulevard)	Public Works
Public Safety: Address and correct public safety personnel matters; unify all Departments	City Administration Police Department
Commissions and Commissioners: Active participation in Council/Community outreach to solicit input and feedback to address their view of "What our City needs..."; encourage communication between all City Departments.	City Council City Administration All Departments



City Council Priorities

CITY COUNCIL (continued)	
Project	Assigned Department
JOEL FAJARDO, COUNCILMEMBER	
<p>(1) Study and understand all aspects of the City's pension system, including, but not limited to: (a) benefits and disadvantages of the current system; (b) historic shortfalls and projected shortfalls; and (c) the special property tax used to balance such shortfalls.</p> <p>(2) Work with labor to make the pension system more sustainable, and consider the option of gradually eliminating or reducing the use of said property tax over a reasonable and realistic period of time.</p>	<p>Personnel Prepare report</p>
Study the City's strengths and weaknesses in terms of attracting new businesses, determine which businesses or industries the City could most successfully recruit, and develop a business plan to attract said businesses. This analysis should incorporate a "cost of doing business" review.	<p>City Administration Community Development</p>
Revisit the 2012 water rate increases to: (a) Implement a voucher or cost-assistance program for low-income families, and establish outreach measures so the public is aware of said program; (b) Determine the level of public knowledge with respect to upcoming water rate increases; (c) Determine the feasibility of eliminating or mitigating some of the scheduled water rate increases if Measure A passes. Research assistance programs for low-income residents.	<p>Public Works Finance</p>
ROBERT GONZALES, COUNCILMEMBER	
Aquatic Center Parking Lot	<p>Public Works Recreation and Community Services Quimby funds – In Budget</p>
Upgrade City Website to Make More Business Friendly	<p>City Administration On-going</p>
Triathlon or 5k Run and Car Show to Celebrate San Fernando Birthday (2014)	<p>Recreation and Community Services</p>



Operating Department Priorities

ADMINISTRATION DEPARTMENT				
ORGANIZATIONAL ANALYSIS	Study organizational structure and staffing to determine most effective and efficient structures for providing cost effective services.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$17,000 – Staff Cost	.10	Staff Recommendation	3/2014
PROPERTY BASED BUSINESS IMPROVEMENT DISTRICT (PBID)	Coordination with Downtown Merchants and Property Owners regarding possible formation of a PBID.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$3,600 – Staff Cost	.02	Business and Property Owner Initiated – Staff Support Role	6/2014
ECONOMIC DEVELOPMENT – BUSINESS ATTRACTION AND RETENTION	Work with City Council and staff to market and attract business to San Fernando; work with existing businesses on expansion plans; address issues and impediments to bringing new business and retaining existing business to the community.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$27,000 – Staff Costs	.15	City Council Directive; Staff Recommendation	Ongoing
CONTRACT MANAGEMENT	Review all existing contracts; determine process of monitoring contracts; review procurement process including bidding, purchasing, and Request For Proposal (RFP); make recommendations for change as needed.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$9,000 – Staff Costs for Administration and Finance	.05	City Council Direction; Staff Recommendation	10/2013
REVENUE COLLECTION ANALYSIS	Work with Finance and Operating Departments to ensure implementation of effective revenue collection programs and ensure coordination of efforts between Departments.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$9,000 – Staff Cost	.05	Staff Recommendation	10/2013



Operating Department Priorities

ADMINISTRATION DEPARTMENT - FINANCE DIVISION				
AUTOMATED TIMESHEETS	Implement automated timesheets. This will reduce the amount of staff time spent on manual entries, calculations, and corrections. The effects of instituting this program will be increased efficiency, increased accuracy, and will help to bring the City up to date with the technology in this sector.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$25,000 - Combination of General Fund & Enterprise Funds	.2	City Service Standard	10/2013
CLEAN-UP OF GRANTS FUND, CREATE NEW TRACKING OF GRANT FUNDS IN EDEN AND CREATE PLAN TO PAY OFF DEFICIT	The City currently houses all grants of the City in one "Grant" fund. This fund has a deficit of just over \$2 million. Finance will research the source of the deficit projects to see what can be recouped from original funding sources, and identify amounts that need to be allocated to other funds. Develop a reimbursement payment plan to cover any amounts that necessarily have to be allocated to the General Fund. Implementing a new tracking system in EDEN whereby all grants will receive its own respective fund number allowing tracking of revenues and expenditures to more accurate.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$0 - EDEN change paid during FY 12-13	.3	City Service Standard	10/2013
COMPLETE BUSINESS LICENSE TAX REVIEW AND OFFER ONLINE RENEWALS	Develop a process to analyze the gross income reported by businesses on their business licenses. Work with our current business license consultant to confirm the business license application matches with tax records from the Franchise Tax Board. Work with departments and collection agencies to ensure the City is collecting monies owed.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$0	.15	City Service Standard	01/2014
REVAMP OF BUDGET BOOK	Re-tool the City's Annual Budget Book to be more user friendly and to provide comparative numbers for easier analysis of the changes from year to year in our revenue and expenditure habits.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$0	.1	City Service Standard	01/2014



Operating Department Priorities

ADMINISTRATION DEPARTMENT - FINANCE DIVISION (continued)				
CREATE STANDARD REPORTING TOOLS TO BE DISTRIBUTED AND DISCUSSED AT QUARTERLY BUDGET STUDY SESSIONS	Develop and implement standard reporting tools for distribution and discussion at the Quarterly Budget Study Sessions. Reports will show on a quarterly basis the Budget vs. Actuals, and the revenues collected in order to give the Council a regular overview of the financial health of the City. The reports will be presented on the 4 th Thursdays in October, January, April and July.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$0	.1	City Service Standard	10/2013
RFP FOR IT SERVICES	Prepare a Request for Proposals for IT Services for the City which would include basic IT services for City Hall, Police Department, Parks and other city facilities as needed. It will also include a needs assessment of necessary upgrades to the City's IT structure and hardware.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$0 - The RFP is not expected to have a cost; however, the amount of the contract awarded may bring a savings to the City for IT services \$TBD - The cost of necessary upgrades will be determined after an assessment is performed and is expected to be spread over several fiscal years	.25	City Service Standard	11/2013
UPDATE OF RETENTION AND DESTRUCTION SCHEDULE	Update the City's Retention and Destruction Schedule which has not been updated since 2001. The update will allow for the orderly destruction of records still stored within the City that no longer has to kept and will provide room in storage areas.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$0	.1	City Service Standard	9/2013



Operating Department Priorities

ADMINISTRATION DEPARTMENT – PERSONNEL DIVISION				
FURLOUGHS AND EMPLOYEE CONCESSIONS	Implementation of Furloughs and Employee Concessions.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	To Be Determined	.10	Budgeted Staff time – No Additional Budget Allocation Anticipated	6/30/14
NEGOTIATIONS	Negotiation of Bargaining Unit MOUs.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	To Be Determined	.2	Budgeted Staff time – No Additional Budget Allocation Anticipated	6/30/14
AUTOMATED TIMEKEEPER SYSTEM	Implementation of Automated TimeKeeper System; coordinate with Finance.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$20,000 - \$25,000	.05	Budgeted Staff time – No Additional Budget Allocation Anticipated	6/30/14
TRAINING	Re-Training of All Employees on Anti-Harassment, Discrimination and Retaliation.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$3,358	.10	\$0 Cost to the City Budget (Funding secured from ICRMA)	6/30/14



Operating Department Priorities

COMMUNITY DEVELOPMENT DEPARTMENT				
2014-2021 GENERAL PLAN HOUSING ELEMENT UPDATE; *2013 MTA FUNDED-TOD OVERLAY ZONE <i>(requires Update of General Plan Elements and Zone Map and Code Amendments, and EIR)</i>	Update City's General Plan Housing Element as required by State Law, Implementation of current housing programs; *Planning staff to develop Transit Oriented Development (TOD) Overlay Zone based on Metro Transit Authority's (MTA) award of a 2013 TOD Planning Grant apply for 2012 Sustainable Communities Planning Grant Round 3 to obtain state grant to undertake comprehensive general plan & zoning code updates. Required Environmental Impact Report (EIR).			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$36,000 - General Fund for Housing Element Update (100% General Fund); *\$295,698 - Comprehensive Update of General Plan and Zoning Code (5% General Fund/ 95% Grant Funds)	Housing Element: .40 *TOD Overlay Zone-zone code amendment: .20	Update of General Plan Housing Element is Time Sensitive--State Mandated Requirement to complete Update and submit to State HCD by 10/15/13; *Per Grant Agreement Project to Commence starting in FY 2013-14 and finish by end of FY 2015-16; Time Sensitive-General Plan/Zoning Code Update to Comply with State General Plan Law	10/31/13; * TOD Overlay Zone adoption by 6/30/16
LOPEZ ADOBE PRESERVATION PROJECT: PHASE II	Per current agreement with state, city to select contractors and undertake construction of new ancillary facility with restrooms, office & storage facilities to support use of the Adobe as a house museum.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$132,800 - Ancillary Building Construction; \$5,000 - Design/Engineering; \$8,000 - Labor Compliance (9% General Fund/ 91 % CCHE Funds)	\$13,000 - General Fund; \$130,000 - CCHE Grant Funds: .45	Time Sensitive Under Contract extended by CCHE to 12/2013	12/31/13
SAN FERNANDO CORRIDORS SPECIFIC PLAN/BUSINESS RETENTION & OUTREACH PROGRAM IMPLEMENTATION	Facilitate redevelopment of underutilized parcels and opportunity sites within the SP-4 (Corridors Specific Plan) zone; Establish the City of San Fernando Business Retention and Outreach Program to promote economic development and business retention initiatives. The program would establish a task force made up of key city personnel responsible for meeting with top 10 sales tax and property tax producers to evaluate current/future needs priorities in order to maintain them within the city. In addition, the task force would work with these businesses to access potential incentives and prospective business identification tools (i.e., Buxton Report) to help reduce commercial and industrial vacancies within the city.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$5,000 - General Fund	SF Corridors Specific Plan Implementation: .60; Business Retention/ Outreach: .25	Carry over project based on Council Directive	6/30/14



Operating Department Priorities

COMMUNITY DEVELOPMENT DEPARTMENT (continued)				
BUILDING CODE UPDATES	Update of hazardous building code regulations, code update providing appeal board for building codes; State green building codes update.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$3,500 - General Fund	.45	Carry over project based on City Council Directive	6/30/14
NEIGHBORHOOD PRESERVATION	Code Enforcement and Graffiti Abatement efforts throughout the city to preserve residential neighborhoods, revitalize commercial corridors, and improve industrial areas.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$376,891 - General Fund	4.10	Carry over project based on City Council Directive	6/30/14
SMOKING BAN ORDINANCES IMPLEMENTATION	City smoking ban ordinances precluding smoking in public places. During beginning of FY 2013-2014, obtain LA County public health funds to install signs in public right of ways and public facilities as part of ordinance implementation. Conduction public outreach via newspaper and distribution of flyer and business signs regarding Outdoor smoking ban ordinance adopted in 2012.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$2,000 - City Public Notification and Distribution Costs	.35	To be determined by City Council	12/2013
DEVELOPMENT AGREEMENT ORDINANCE/ DEVELOPMENT AGREEMENT WITH SWAP MEET	Establish Development Agreement Ordinance facilitating negotiation with Swap Meet on time extension to for redevelopment of subject site.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$7,500 - City Attorney Fees	.15	To be determined by City Council	12/2013
PROJECT MANAGEMENT OF SALE OF SURPLUS PROPERTIES	Work with Administration on coordination of project review by the Council to consider future proposal for the sale of surplus properties			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$7,000 - City Attorney Fees; \$10,000 - Appraisal Costs	.15	To be determined by City Council	6/30/14



Operating Department Priorities

POLICE DEPARTMENT				
AB 109	Operate with Tri-City Task Force (Burbank, Glendale, and San Fernando Police Departments). Monitor and conduct compliance checks on all local Postreleased Supervised Persons (PSB's).			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$90,000 - State Grant Award		Responding to Realignment impacts to the community	On-going FY 2013-14
Necessary Personnel	Two Dispatchers based need.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$180,718 - Fund 01 (With PERS) \$162,558 (Without PERS)		Compliance with daily operations	1 st Quarter 2014
Virtual Patrol	Integrate virtual patrol system at Pioneer Park.* Initiate virtual patrol system citywide, including monitoring businesses and residences charging a nominal fee to offset maintenance cost for the program.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	TBD		Public Safety through advanced technology	July 2013*
911 System	Implement Next Generation 911 System – State 911 funded project with eight other LA County agencies to install next generation 911 VOIP system.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$150,000 - State Grant		To maintain public safety	1 st or 2 nd Quarter 2014
Emergency Management Training	Conduct Emergency Management and Disaster (Tabletop) Exercise Training for all City Councilmembers and Department Heads.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$5,000 - (Budgeted)		Readiness Exercise	1 st Quarter 2014



THE CITY OF
SAN FERNANDO

Operating Department Priorities

POLICE DEPARTMENT (continued)

Look for grants to replace CHRP	On-going to help offset Officer expense to General Fund; CHRP grant expires two months into the new fiscal year.		
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION
	FINANCIAL	FTEs	
			On-going



Operating Department Priorities

PUBLIC WORKS DEPARTMENT				
COMPRESSED NATURAL GAS (CNG) STATION	Expansion of CNG facility which will include the installation of additional tanks and compressors to increase capacity. Will require the retaining a consultant and National Environmental Policy Act (NEPA) approval.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	Estimated at \$200,000 (Fund 10)	.5	Staff recommended	4/2014
NITRATE REMOVAL SYSTEM	Commence operation of Nitrate Removal System with completion of Phase 2, and approval of permit from the Department of Public Health (DPH) and the City of Los Angeles.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	Estimated at 400,000 for FY 2013-14 (Fund 70)	1	Federal and State mandated	6/2014
PAVEMENT MANAGEMENT PROGRAM	Major projects include street pavement, and curb and gutter projects. Also will include an update of the Pavement Condition Index (PCI) for all city streets.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	Estimated at \$600,000 for street construction related work (Fund 8, Fund 10, Fund 11)	1.5	City Pavement Management Program, Capital Improvement Program	6/2014
REFUSE SERVICES CONTRACT	Procurement of new refuse services contract. Procurement process includes assistance by consultant.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	Estimated at \$5,000,000 over 5 years (Fund 73)	.5	City Council Direction	2/2014
SANITARY SEWER MANAGEMENT PLAN (SSMP)	Implementation of Sanitary Management Plan (SSMP), which includes City Council approval of the plan, creation of ordinances, review of management procedures, and use of new software.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	Estimated at \$190,000 (Fund 72)	1	Federal and State mandated	1/2014
STORM WATER PERMIT	Develop storm water plan for compliance with storm water permit. Develop budget and implementation plan.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	Estimated at \$100,000 for fiscal year (Fund 72)	1	Federal and State mandate	4/2014



SAN FERNANDO

Operating Department Priorities

PUBLIC WORKS DEPARTMENT (continued)

TROLLEY SUSTAINABILITY STUDY	Analysis of viability of continuing Trolley Transportation Program; Written plan for approval by City Council.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	Expected to result in cost savings ranging from \$131,524 to \$209,406 (Fund 7,8).	1	City Council Direction	10/2014



Operating Department Priorities

RECREATION & COMMUNITY SERVICES DEPARTMENT				
PARK MARKETING/ COMMUNICATION PROGRAM	Enhance current marketing & branding of all programs by including outreach via social marketing, website, email, and traditional methods			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$4,000 General (budgeted staff, supplies, contract services costs)	.05	Department Directive	6/2014
FINANCIAL STABILITY OF THE AQUATIC FACILITY	Year 3 of operations will focus on: <ul style="list-style-type: none"> Partnership development Marketing for increase revenue Minimizing capital repair costs 			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$9,700 General (budgeted staff cost)	.15	Department Directive	6/2014
INTERNAL DEPARTMENT OPERATIONS	Evaluate, streamline, improve on current department operations, including: <ul style="list-style-type: none"> Front desk operations Program sign ups Financial procedures 			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$5,000 General (budgeted staff costs)	.25	Department Directive	12/2013
FACILITY RENTAL/ SPECIAL EVENTS PROGRAM	Evaluate, streamline, and improve program procedures/guidelines			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$5,000 General (budgeted staff costs)	.25	Department Directive	12/2013
RCS DEPARTMENT EMPLOYEE MANUAL	Update employee department manual to include all policies, guidelines, and safety guidelines			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	\$5,000 (budgeted staff costs)	.25	Department Directive	12/2013

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ADMINISTRATION DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: July 1, 2013

SUBJECT: Adoption of Fiscal Year (FY) 2013-2014 Budget

RECOMMENDATION:

It is recommended that the City Council:

- a. Take public testimony as part of the continued public hearing on the Budget; and
- b. Direct staff to make any necessary adjustments to the proposed FY 2013-2014 Budget; and
- c. Adopt Resolution No. 7546 (Attachment "A") approving the final Fiscal Year 2013-2014 City Budget.

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 agendaize 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 City Budgets (including revenues and expenditures for the General Fund, Enterprise 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 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.

Adoption of Fiscal Year (FY) 2013-2014 Budget

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5. On May 28, 2013, a second study session with the City Council was held 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.
7. On June 17, 2013 the City Council conducted a Public Hearing on the proposed FY 2013-2014 City Budget, received the staff report, took public testimony, and continued the hearing until July 1, 2013.

ANALYSIS:

The entire City Budget, including the General Fund and Special and Enterprise Funds, totals over \$38 million. The General Fund portion of this is \$18,287,872. Programs are budgeted at the same level of service as in FY 2012-2013, though there are more funds included for capital improvement projects in streets and in the Water and Sewer Enterprise Funds. However, it must be recognized that the implementation of furloughs in FY 2013-2014 will have an impact on some services including the closure of City Hall and the Public Works offices on Fridays. The Recreation facilities will continue to operate and remain open as they have in the past though staff will have to look carefully at existing programs to ensure that they can be maintained with the reductions in staff.

General Fund

The General Fund Preliminary Budget distributed to the City Council on May 16, 2013, was out of balance by \$1,456,546 despite changes and cuts in expenditures and an improving revenue picture. This was primarily caused by the determination that retiree health expenses and a portion of the Fire Services contract costs with Los Angeles City could not be charged to the Retirement Fund and the majority of those costs had to be absorbed by the General Fund. However, the fiscal picture improved substantially with the passage of the Transactions and Use Tax Measure on June 4, 2013. Additionally, staff was able to budget \$99,250 in revenues based on receipt of the latest reimbursements from the County for City costs associated with the dissolution of redevelopment. Additionally, the employee bargaining units have agreed to a number of concessions including furloughs, elimination of certain paid holidays, reduced overtime and other benefits; this is projected to save the General Fund \$343,730 and overall including Enterprise Funds \$424,360. Based on these changes the Preliminary Budget presented at the June 17, 2013 Public Hearing showed a greatly reduced shortfall between revenues and expenditures of \$406,753, which would leave a negative fund balance at the end of FY 2013-2014 of \$676,872.

The City Council is well aware of the causes of the City's precarious fiscal situation so there is no need to restate in any detail that information in this report. Overall there are a number of reasons for this situation including the recession; the dissolution of redevelopment and

Adoption of Fiscal Year (FY) 2013-2014 Budget

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overdependence of redevelopment funds to finance basic City operations; implementation of the Compensation Report providing the majority of employees with significant salary increases just prior to the recession in 2007; additional debt and operating expenses absorbed by the General Fund for the swimming pool; and payments on a \$1 million loan from the State Housing Finance Agency (CHFA) that was intended to be paid by the Redevelopment Agency, however no payments were made for 10 years and then the Agency was dissolved.

Despite these problems there is room for optimism based on an improving revenue picture and continued efforts to achieve cost reductions in the budget. Staff has again reviewed projected revenues and proposed expenditures for FY 2013-2014 to determine if further adjustments beyond what was proposed in the June 17, 2013 staff report (Attachment "B") can reduce the remaining \$406,753 shortfall. The following changes are proposed that would accomplish this task.

Revenue Increases:

- Pool revenues: requiring all users to pay the standard lane fee charge will result in \$35,000 in added revenue.
- Parking citations: based on the most recent collection information staff believes that the estimate can be increased by \$38,000.
- Jail Use fee: the City's collection rate has been poor, however with new procedures being implemented staff believes an additional \$87,350 in new revenue can be generated.
- Property Tax: increased revenue from this source, estimated at \$150,000, in part from additional receipts due to the dissolution of redevelopment.
- Administrative Reimbursement from ROPS: the City received a check for six months of reimbursement through the ROPS for the period of July 1, 2013 through December 31, 2013 and budgeted that revenue; as a result, staff anticipates that the City will also receive reimbursement for the period January 2014 through June 2014 of \$95,000.

Staff believes there is a good possibility that the City may be able to sell some property as we are in discussions with interested parties and this could generate revenue. It is projected this could be in the area of \$200,000; however, since there are no assurances staff would not recommend that any of these funds that may be generated be used to balance the budget. So while these revenues may be generated, it is not recommend they be used to fund any additional operating expenses but be used for debt reduction.

The total projected increase in General Fund revenues is \$605,350. (Attachment "C") With these changes the General Fund budget for FY 2013-2014 would be balanced by \$191,094 and the overall General Fund deficit at the end of FY 2013-2014 would be reduced to \$92,376. (Attachment "D") Though no further expenditure reductions are proposed at this time, staff will continue to explore further cuts and improved operating efficiencies that can achieved as we

Adoption of Fiscal Year (FY) 2013-2014 Budget

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move into the next fiscal year. It must be remembered that despite this improving fiscal situation, the City is still confronted with very significant debt, so any revenues in excess of expenditures should be directed to building a General Fund reserve and retiring debt. In particular, one-time revenues such as the sale of any property should be directed at debt payments rather than reoccurring operating costs.

Other Funds

The City maintains 23 other special funds and three Enterprise Funds. Special funds are designated for a specific purpose and include funds for programs involving transportation, streets maintenance and repair, and grants from other agencies, to name but a few. Most of these special funds are in reasonable financial condition, with the exception of the Grants Fund. This Fund has a \$2 million deficit (with the obligation falling on the General Fund), the majority of which was caused by the Las Palmas Park project in 2001 where the City borrowed \$1.5 million plus another \$200,000 for extras for this project. However, there have been other causes for this deficit such as when expenses exceed grant amounts and the General Fund must make up the shortfall. One of the goals of staff this next year is to ultimately eliminate this fund and have each grant designated with its own account to ensure better monitoring and accountability so all costs charged to this fund are eligible and budgeted.

The Enterprise Funds are in better shape as a result of the rate increases and staff is able to recommend funds for much needed capital projects, which are outlined in the Budget document. There have been some revisions to these funds since the last presentation and there are itemized in Attachment "E".

CONCLUSION:

Staff is recommending that the City Council adopt the attached Resolution approving the FY 2013-2014 City Budget. It is austere in its spending based on realistic revenue estimates that will finance these expenditures at existing levels of service, albeit with the understanding that furloughs will have an impact on services. However, these are estimates so close monitoring is essential in order to make timely changes to the budget as needed.

There are reasons to be cautiously optimistic with the passage of the Transactions and Use Tax and an improving revenue picture including the addition of a new car franchise in the downtown. However, the goal to eliminate the General Fund debt and build a prudent reserve must take priority and will take several years and require a great deal of fiscal discipline on the part of the City Council and staff. It has been a challenge to prepare this budget but gratifying in the efforts and willingness to make difficult decisions by the City Council and staff in addressing these challenges in a forthwith manner and creating a pathway to fiscal stability.

Adoption of Fiscal Year (FY) 2013-2014 Budget

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ATTACHMENTS:

- A. Resolution No. 7546
- B. Staff Report June 17, 2013
- C. Updated General Fund Revenues
- D. Updated Fund Summary
- E. Updated Itemized Subsequent Changes by Fund Group
- F. Deferred Maintenance Memo

ATTACHMENT "A"**RESOLUTION NO. 7541****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ADOPTING A BUDGET FOR THE FISCAL YEAR 2013-2014 AND ESTABLISHING ESTIMATED REVENUES AND APPROPRIATIONS AS DESCRIBED HEREIN.**

WHEREAS, the City Council has received and considered a draft preliminary budget for Fiscal Year 2013-2014, commencing July 1, 2013, and ending June 30, 2014; and

WHEREAS, the City Council has reviewed and modified the draft preliminary budget and conducted a Public Hearing on the budget on June 17, 2013; and

WHEREAS, the City Council has determined that it is necessary for the efficient management of the City that certain sums raised from revenues, transfers, and reserves of the City be appropriated to the various departments, offices, agencies and activities of the City;

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

Section 1: An annual budget for the City of San Fernando for the fiscal year beginning July 1, 2013 and ending June 30, 2014, a copy of which is on file in the City Clerk's Office (the "Annual Budget"), is hereby adopted; that Annual Budget being the draft preliminary budget as amended, modified and corrected in open study sessions before the City Council.

Section 2: The sums of money set forth in the Annual Budget are hereby appropriated from the revenues and the reserves of the City of San Fernando to the respective funds and accounts therein set forth for expenditure during Fiscal Year 2013-2014 for each of the several objects of Salaries and Wages, Operations and Maintenance, Capital Outlay and Public Improvements.

Section 3: The sums of money set forth in the Annual Budget are hereby appropriated to the following named departments, offices, agencies and activities of the City for expenditures during Fiscal Year 2013-2014 as shown in the Annual Budget.

PASSED, APPROVED, AND ADOPTED this 1st day of July, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 1st day of July 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

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

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

Page 3

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.

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

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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

Page 6

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		100,000	0		100,000	100,000	0													
7	Proposition "A" - Transit Development Fund	153,251	391,943	538,563	73,635	80,266	433,822		433,822	427,731		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	388,830	68,544	130,763	588,137	64,619													
9	Proposition "C" - Discretionary	20,388	25	0	(25)	20,388			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			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	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	38,057	419,120		457,177	27,866													
13	Traffic Safety Fund	73,538	50,000	163,662	39,912	(212)	32,037		32,037			31,825	31,825	0													
14	Cash In-Lieu of Parking	71,672	0	0		71,672	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	0	16,100	100	16,200	5,491													
16	Air Quality Management District Fund (AQMD)	71,885	29,000	0		100,885	29,000		29,000		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	105,230			105,230	11,564													
18	Retirement Fund	32,808	4,132,217	3,893,339	330,029	601,715	3,801,600		3,801,600	429,445		2,115,995	2,545,440	1,857,875													
19	Quimby Act Fees	353,120	0	0	(17,537)	335,583	100		100		240,000		240,000	95,683													
20	State Asset Seizure	2,493	0	0	18,462	20,955	2,000		2,000				0	22,955													
21	Federal Asset Seizure	463	0	0	35,561	36,024	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			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	155,753	55,500	43,464	254,717	72,832													
40	State of Emergency	0	0	0		0			0			0	0	0													
41	Equipment Replacement	135,259	0	0		135,259	0		0				0	135,259													
50	Pavement Fund	139,389	230,326	368,481	131,905	133,139	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
Beginning Fund Balance	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
Revenue Over Expenditure	(253,118)	170,849	(270,119)	(676,872)

Self Insurance Fund Balance Summary

	FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14
	Actuals	Budget	Estimates	Budget
Beginning Fund Balance				
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
Revenue Over Expenditure	(983,666)	(680,664)	(1,269,934)	(1,482,999)

General and Self Insurance Fund

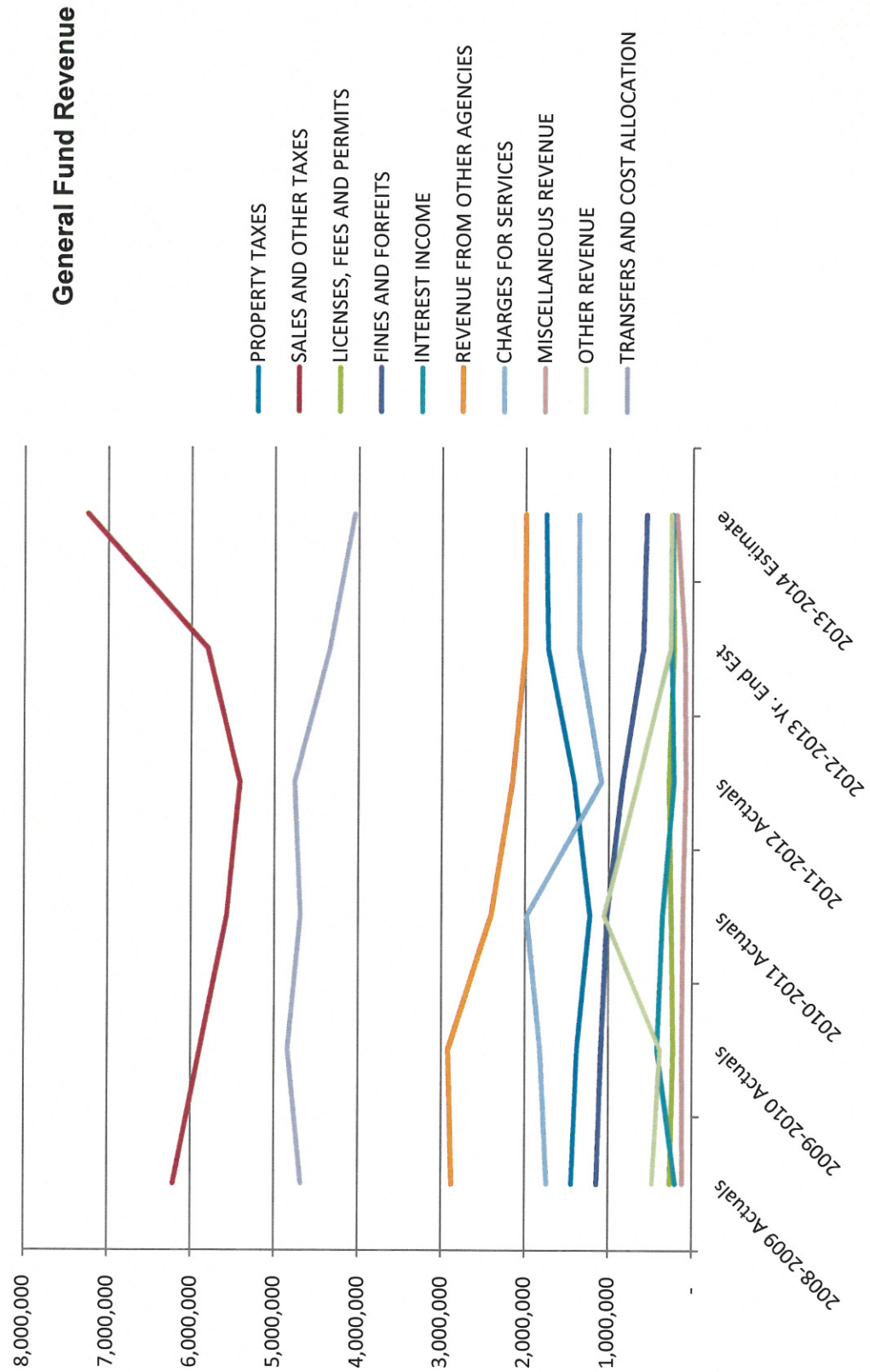
Balance Summary

	FY 2011-12 Actuals	FY 2012-13 Budget	FY 2012-13 Estimates	FY 2013-14 Budget
Beginning Fund Balance				
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
Revenue Over Expenditure	(1,236,784)	(509,815)	(1,540,053)	(2,159,871)

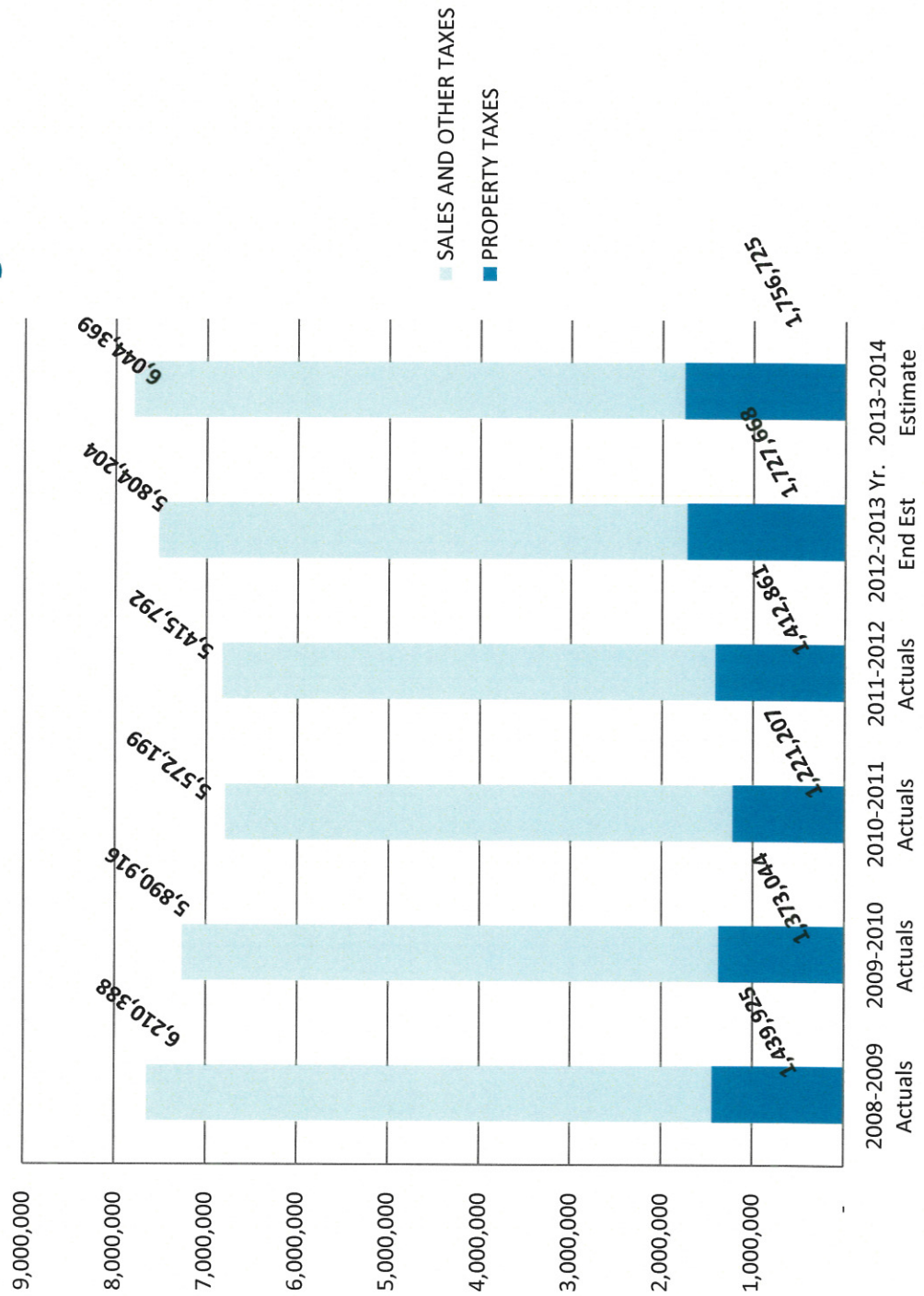
General Fund Revenue

	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
TOTAL GENERAL FUND	19,112,693	19,051,646	18,644,721	16,888,621	16,646,233	17,881,109
		-0.32%	-2.14%	-9.42%	-1.44%	7.42%

General Fund Revenue Trend



Property Taxes and Sales and Other Taxes Trend Analysis



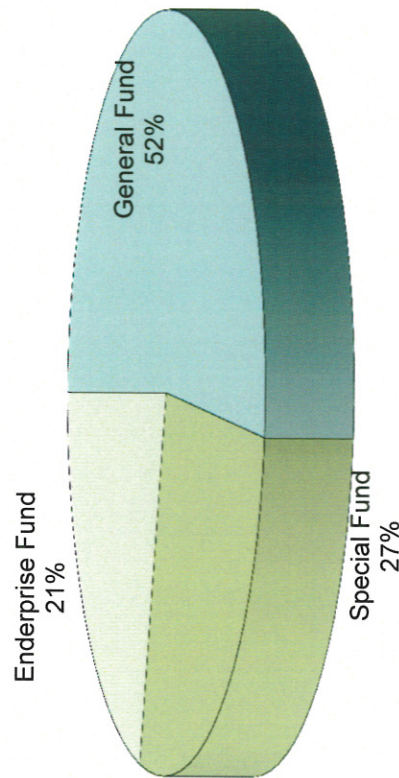
General Fund Expenditures

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
	18,022,957	16,815,876	16,826,846	16,994,835	16,663,332	18,287,862

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

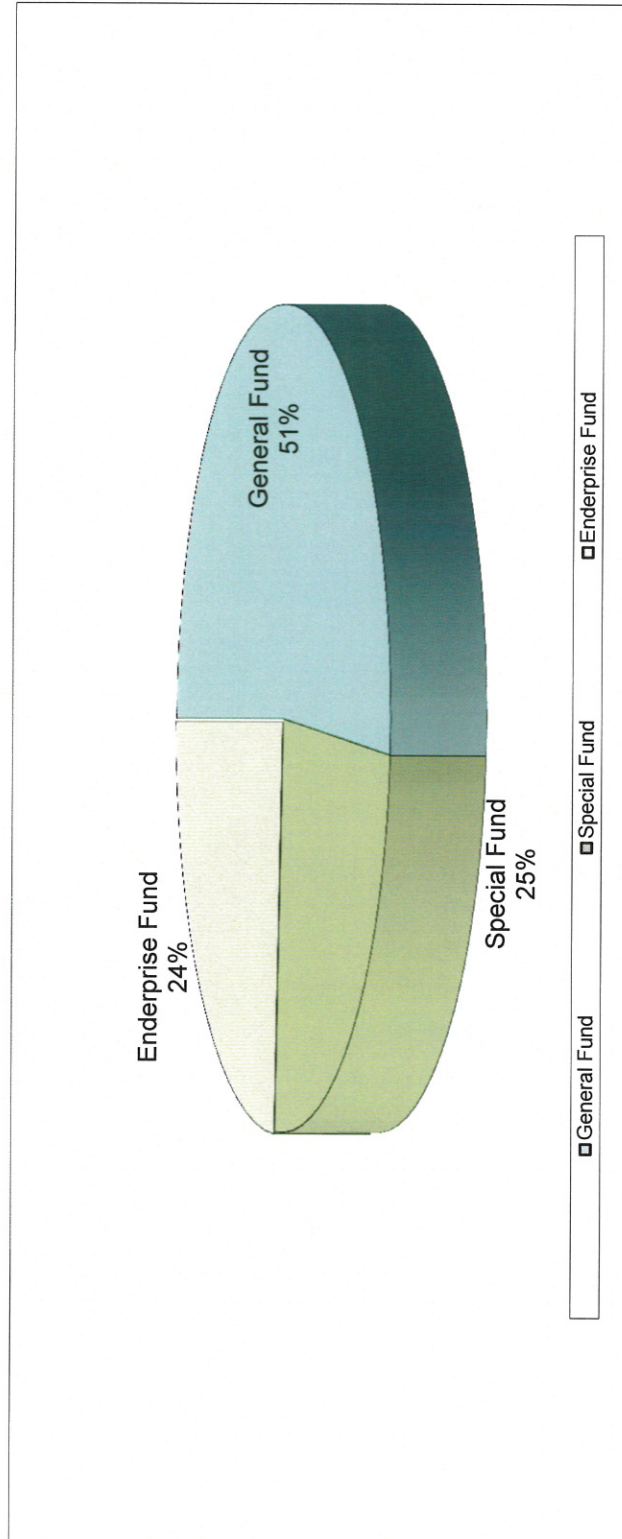
***City of San Fernando
Fiscal Year 2013-2014
Estimated Revenues
Total City Budget \$36,720,252***



□ General Fund □ Special Fund □ Enterprise Fund

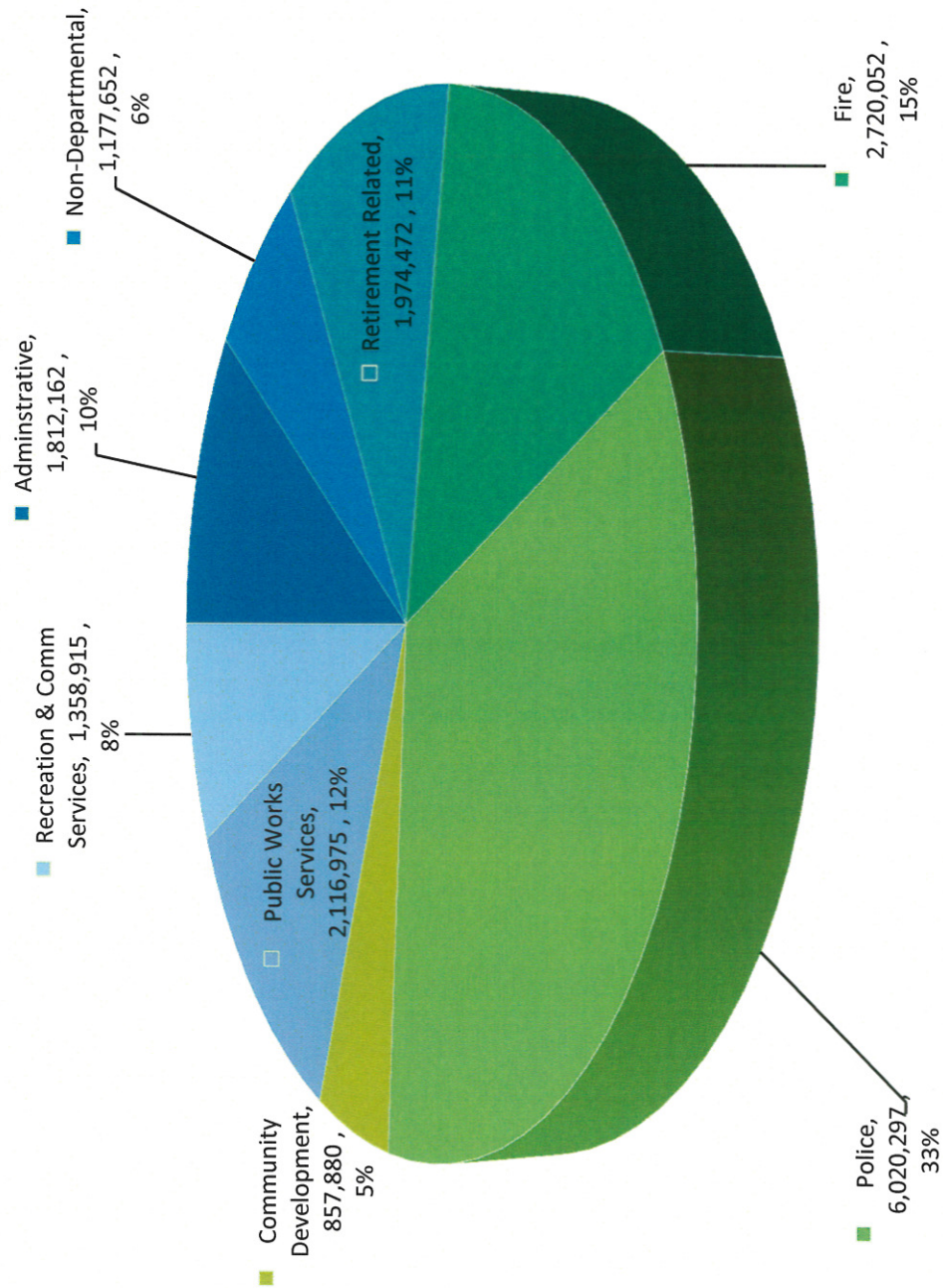
***General Fund \$19,034,896
Special Funds \$9,943,352
Enterprise Funds \$7,742,004***

***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)
Revised FY 12-13 Ending Balance		(270,119)	(1,269,934) <u>(1,540,053)</u>
FY 13-14			
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)
Revised FY 13-14 Ending Balance		(676,875)	(1,482,999) <u>(2,159,874)</u>

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				

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

(Increase)/Decrease in Revenues	-	(1,299,250)	(360,194)	(70,347)
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Net Effect of Change - Increase/(Decrease)	(512,555)	(1,049,793)	(450,858)	(217,201)
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ATTACHMENT "C"

CITY OF SAN FERNANDO

GENERAL FUND REVENUE

<u>Account Number</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2012-2013</u>	<u>2013-2014</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>ADOPTED</u>	<u>Yr. End Est</u>	<u>Estimate</u>	
01 GENERAL FUND								
3100 PROPERTY TAXES								
3110-0000 SECURED PROPERTY TAXES-CY	1,394,022.93	1,262,141.88	1,192,172.49	1,314,656	1,239,648	1,239,648	1,284,440	
3120-0000 UNSECURED PROPERTY TAXES C/Y	17,005.40	49,111.42	21,800.67	25,855	60,600	60,600	52,285	
3130-0000 PRIOR YEARS PROPERTY TAXES	3,915.75	(2,123)	(23,364)	18,147	7,575	(30,000)	0	
3142-0000 RESIDUAL TAX REVENUE	0.00	0.00	0.00	50,504	0	140,250	125,000	
3146-0000 CITY PASS THROUGH - TAXING ENTITY	0.00	0.00	0.00	0	0	300,000	430,000	
3150-0000 PROPERTY TAX PENALTIES & INT	24,980.54	63,914.06	30,597.67	3,700	17,170	17,170	15,000	
Tot	1,439,925	1,373,044	1,221,207	1,412,861	1,324,993	1,727,668	1,906,725	
3200 SALES AND OTHER TAXES								
3210-0000 SALES AND USE TAXES	2,599,450.04	2,478,956.62	2,263,468.21	2,380,675	2,370,000	2,556,419	2,733,865	
3210-3110 PROP TAX IN LIEU OF SALES & USE TAX	955,587.17	700,107.58	890,789.84	603,373	840,000	867,581	911,500	
3210-XXXX 1/2 Cent Transaction Sales Tax	0	0	0	0	0	-	1,200,000	
3211-0000 P.S.A.F.	161,779.39	149,988.35	156,805.75	169,106	150,000	150,000	150,000	
3230-0000 FRANCHISES	172,366.72	138,502.51	142,953.65	142,912	143,000	143,000	143,000	
3231-0000 CABLE TV FRANCHISE	150,385.37	118,314.00	123,923.00	126,182	120,000	120,000	120,000	
3232-0000 VEHICLE TOW FRANCHISE FEE	96,222.00	84,825.00	66,645.00	38,025	38,000	32,000	32,000	
3240-0000 BUSINESS LICENSE TAXES	1,197,441.09	1,289,530.66	951,438.92	958,399	1,000,000	963,000	970,000	
3240-3243 SWAPMEET BUSINESS LICENSE	49,058.85	57,472.20	59,384.80	53,000	60,000	53,000	55,000	
3240-3245 BUSINESS LICENSE PROCESSING FEE	66,242.00	67,826.00	73,478.00	71,184	73,000	70,000	72,000	
3240-9800 BUS LIC-TOBACCO VIOLATION FEES	0.00	150.00	0.00	0	0	-	0	
3250-0000 DOCUMENTARY TAXES	77,086.58	37,301.48	28,146.91	39,225	35,000	35,000	37,000	
3260-0000 ADMISSION TAXES	684,768.73	767,941.92	815,164.48	833,710	840,000	814,204	820,004	
Tot	6,210,387.94	5,890,916.32	5,572,198.56	5,415,792	5,669,000	5,804,204	7,244,369	
3300 SALES AND OTHER TAXES								
3300 LICENSES, FEES AND PERMITS								
3320-0000 CONSTRUCTION PERMITS	175,210.54	155,423.84	168,476.05	202,570	163,000	155,000	173,000	
3325-0000 COMMERCIAL AND HOME OCCUPANCY PERM	41,625.00	28,090.00	43,494.10	26,948	22,000	22,800	22,000	

CITY OF SAN FERNANDO

GENERAL FUND REVENUE

<i>Account Number</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2012-2013</i>	<i>2013-2014</i>
	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>ADOPTED</i>	<i>Yr. End Est</i>	<i>Estimate</i>
01 GENERAL FUND							
3330-0000 PLANNING REVIEW	11,711.00	12,195.74	14,130.00	16,798	11,000	8,000	10,000
3335-0000 GARAGE SALE PERMITS	3,760.00	3,805.00	3,595.00	3,810	4,000	3,600	4,000
3345-0000 ATM TRANSACTION FEE	0.00	0.00	-8.04	888	1,200	3,214	2,000
3350-0000 BUSINESS LICENSE PERMITS	16,974.00	14,585.00	11,055.00	17,759	15,000	16,070	15,000
3351-0000 SB1186 STATE FEE	0	0	0	0	-	1,916	1,916
3390-0000 BANNER AND SIGN PERMITS	10,791.00	9,648.00	9,012.20	11,052	10,000	13,000	12,000
Tot	260,071.54	223,747.58	249,754.31	279,825	226,200	223,600	239,916
LICENSES, FEES AND PERMITS							
3400 FINES AND FORFEITS							
3415-0000 VEHICLE REPOSESSION FEES	590.00	870.00	935.00	1,110	1,000	1,090	1,000
3420-0000 GENERAL COURT FINES	41,183.96	72,527.53	14,925.75	10,471	12,000	8,000	9,000
3425-0000 CODE ENFORCEMENT CITATIONS	56,233.84	158,615.77	163,091.90	106,932	182,000	13,000	12,000
3430-0000 PARKING CITATIONS	1,039,385.72	842,357.79	833,613.40	713,471	715,000	564,957	565,500
3435-0000 ANIMAL CONTROL VIOLATIONS	0.00	9,060.00	1,400.00	0	0	-	0
Tot	1,137,393.52	1,083,431.09	1,013,966.05	831,983	910,000	587,047	587,500
FINES AND FORFEITS							
3500 INTEREST INCOME							
3500-0000 INTEREST INCOME	75,578.99	233,990.29	132,293.42	918	1,000	1,000	1,000
3510-0000 FILMING REVENUE	9,806.09	21,133.26	14,417.70	19,641	30,000	34,000	22,298
3520-0000 RENTAL INCOME	112,502.96	158,663.66	205,148.96	199,447	215,000	215,000	215,000
Tot	197,888.04	413,787.21	351,860.08	220,005	246,000	250,000	238,298
INTEREST INCOME							
3600 REVENUE FROM OTHER AGENCIES							
3605-0000 MOTOR VEHICLE IN-LIEU TAX	85,782.54	74,235.94	115,897.55	12,549	0	13,003	0
3605-3110 PROP TAX IN LIEU OF MOTR VHCL LIC FEES	1,931,421.00	1,905,051.00	1,853,313.00	1,874,672	1,877,109	1,940,682	1,958,342
3625-0000 HOMEOWNERS PROPERTY TAX RELIEF	12,844.34	11,311.60	10,865.26	10,897	11,000	11,000	11,000
3655-0000 P.O.S.T. REIMBURSEMENT	5,014.34	4,087.70	4,408.34	7,319	4,500	16,378	8,000
3685-0000 CALIF REIMB FOR MANDATED COSTS	8,137.00	12,925.00	25,447.00	13,080	25,000	11,000	11,000

CITY OF SAN FERNANDO

GENERAL FUND REVENUE

<i>Account Number</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2012-2013</i>	<i>2012-2013</i>	<i>2013-2014</i>
	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>ADOPTED</i>	<i>Yr. End Est</i>		<i>Estimate</i>
01 GENERAL FUND								
3688-0000 CORRECTIONS TRAINING	5,885.00	5,885.00	5,885.00	6,303	6,303	6,303	6,303	6,303
3690-0000 REDEVELOPMENT AGENCY REIMB.	723,019.92	773,780.00	388,398.96	226,566	375,000	-	-	0
3697-3750 SENIOR NUTRITION MEALS-COUNTY ASSIST/	99,198.26	126,560.27	0.00	0	-	-	-	0
3699-0000 MISCELLANEOUS REIMBURSEMENTS	0.00	80.00	0.00	1,351	-	852	500	500
Tot REVENUE FROM OTHER AGENCIES	2,871,302.40	2,913,916.51	2,404,215.11	2,152,736	2,298,912	1,999,218	1,995,145	
3700 CHARGES FOR SERVICES								
3703-0000 SPECIAL CPO SERVICES	325.00	980.00	490.00	0			0	0
3705-0000 ZONING & PLANNING FEES	39,094.19	52,265.00	43,315.20	49,145	48,000	50,000	45,000	45,000
3706-0000 PUBLIC NOTIFICATION FEES	680.60	0.00	2,583.10	1,449	3,000	3,000	2,000	2,000
3708-0000 ENVIRONMENTAL ASSESSMENT FEES	204.00	816.00	687.00	1,224	500	816	810	810
3710-0000 DUPLICATING FEES	19,195.35	15,706.25	15,904.54	15,086	15,000	14,269	17,500	17,500
3714-0000 INSPECTION UPON RESALE PROGRAM	0.00	0.00	0.00	14,093	10,000	14,500	12,500	12,500
3715-0000 SPECIAL POLICE SERVICES	218,595.00	228,308.25	208,897.03	235,691	250,000	212,758	210,000	210,000
3716-0000 MULTI-FAMILY RENTAL INSPECTION PROG.	0.00	0.00	0.00	0	5,000	-	0	0
3719-0154 AIMS MAINT & DEVELOP SURCHARGE EDGE	0.00	0.00	8,412.90	17,106	42,400	16,000	27,400	27,400
3720-0000 FINGERPRINT SERVICES	39,302.00	42,835.00	48,123.00	44,455	45,000	45,000	45,000	45,000
3720-3721 FINGERPRINT - LIVESCAN SERVICES	39,961.00	36,014.00	36,262.00	45,910	50,000	38,222	42,050	42,050
3723-0000 DUI RECOVERY COST PROGRAM	0.00	876.17	909.16	7,489	10,000	1,852	3,500	3,500
3725-0000 BOOKING & PROCESSING FEE REIMB	44.00	0.00	0.00	125	200,000	27,708	130,000	130,000
3726-0000 VEHICLE INSPECTION FEES	30,260.00	50,120.00	53,750.00	23,650	25,000	16,016	20,000	20,000
3728-0000 VENDOR INSPECTION FEES	0.00	0.00	21,140.15	14,390	19,000	15,000	0	0
3730-0000 ENGINEERING & INSPECTION FEES	21,484.00	40,969.50	9,261.50	20,750	15,000	52,665	15,000	15,000
3731-0000 SWIMMING POOL AREA RENTAL FEES	0	0.00	0.00	0	6,157	8,288	45,000	45,000
3732-0000 UPSTAIRS BANQUET RENTAL AT REC PARK	0	0.00	0.00	0	4,205	7,988	8,000	8,000
3733-0000 SWIM TEAM FEES	0	0.00	0.00	0	86,863	116,920	100,000	100,000
3734-0000 CLASSES/AEROBICS	0	0.00	0.00	0	9,447	12,715	15,000	15,000
3735-3661 CNG FUELING STATION	69,481.72	111,346.67	139,836.87	183,551	200,000	347,472	300,000	300,000
3740-0000 WEED ABATEMENT PROGRAM	0.00	0.00	1,975.00	613	5,000	-	500	500
3770-0000 PARK & RECREATION PROGRAM	0.00	0.00	-5.00	0	-	-	0	0

CITY OF SAN FERNANDO

GENERAL FUND REVENUE

<i>Account Number</i>	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2012-2013</i>	<i>2013-2014</i>
	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>ADOPTED</i>	<i>Yr. End Est</i>	<i>Estimate</i>
01 GENERAL FUND							
3770-1338 SWIM LESSONS		0.00	0.00	0	24,656	33,188	35,000
3777-0000 FACILITY RENTAL	53,030.12	70,739.99	52,763.44	45,122	55,000	55,000	55,000
3778-0000 DAY CAMP	0	0.00	0.00	45	-	-	0
3779-0000 SWIMMING POOL	0	0.00	0.00	211,716	68,672	100,000	107,000
3780-0000 COURT COMMITMENT PROGRAM	60,715.00	85,865.00	90,690.00	89,935	105,000	105,000	150,000
3781-0000 IMPOUNDED VEHICLES	66,335.80	92,284.65	69,031.45	41,996	55,000	28,675	55,000
3783-0000 VEHICLE ADMIN. PROCESSING FEE	4,020.00	14,820.00	12,000.00	7,905	20,000	12,773	15,000
3785-0000 ALARM FEES	42,455.75	33,549.00	24,671.00	16,250	16,000	22,607	27,000
3795-0000 ADMINISTRATIVE OVERHEAD	881,669.76	890,069.76	1,138,366.00	1,086,272	1,050,000	1,072,882	1,071,231
3797-0000 ADMIN. REFUSE REVENUE	30,000.00	30,000.00	0.00	0	-	-	0
3798-0000 WATER SERVICE BILLING	20,000.04	20,000.04	0.00	0	-	-	0
Tot CHARGES FOR SERVICES	1,736,086.79	1,817,565.28	1,979,064.34	2,173,966	2,443,900	2,431,314	2,554,491
3800 MISCELLANEOUS REVENUE							
3801-0000 MISCELLANEOUS INCOME	0.00	0.00	0.00	50	0	-	0
3855-0000 PARKING METER REV-CIVIC CENTER	110,698.51	114,667.89	110,085.41	78,130	90,000	90,000	90,000
3890-0187 MENU DO FESTIVAL	700.00	2,316.59	0.00	0			0
3890-0195 RELAY FOR LIFE	0.00	1,958.00	1,618.50	1,550	1,500	1,500	1,500
3890-1386 JULY 4TH	0.00	0.00	0.00	0	-	-	0
3890-1387 CONCERTS-SPECIAL EVENTS	650.00	0.00	0.00	0	-	-	0
Tot MISCELLANEOUS REVENUE	112,048.51	118,942.48	111,703.91	79,730	91,500	91,500	91,500
3900 OTHER REVENUE							
3901-0000 MISCELLANEOUS REVENUE	201,620.30	215,051.59	214,317.55	296,842	215,000	80,000	80,000
3901-3750 SENIOR NUTRITION MEALS-CONTRIBUTIONS	21,771.01	27,711.18	0.00	0	-	-	0
3907-0000 REFUND OF EXCISE TAXES	0.00	0.00	47,376.00	81,234	50,000	50,000	50,000
3910-0000 SALE OF PROPERTY & EQUIPMENT	0.00	24,886.67	678,410.50	120,000	-	-	200,000
3920-0000 GENERAL CITY ELECTION	21,771.01	-	0.00	0	-	124	0
3930-0000 MALL MAINTENANCE LEVY	98,297.00	108,902.50	95,844.00	101,322	100,000	100,000	101,520

CITY OF SAN FERNANDO GENERAL FUND REVENUE

<i>Account Number</i>	<i>2008-2009 Actuals</i>	<i>2009-2010 Actuals</i>	<i>2010-2011 Actuals</i>	<i>2011-2012 Actuals</i>	<i>2012-2013 ADOPTED</i>	<i>2012-2013 Yr. End Est</i>	<i>2013-2014 Estimate</i>
01 GENERAL FUND							
3947-0000 SA ADMINISTRATIVE COST ALLOWANCE	98,297.00	-	-	0	-	1,551	194,250
3950-0000 PROPERTY DAMAGE REIMBURSEMENT	26,611.14	240.00	14,901.39	48,716	20,000	30,000	24,000
3960-0000 AREA B ASSESSMENT ADMIN LEVY	1,695.88	1,599.84	1,541.91	1,653	1,500	1,589	1,500
3961-0000 TRANSFER FROM GAS TAX FUND	399,999.96	638,398.14	597,678.67	661,855	631,855	484,410	363,852
3963-0000 TRANSFER FROM TRAFFIC SAFETY	30,000.00	30,000.00	30,000.00	30,000	30,000	30,000	31,825
3968-0000 TRANSFER FROM PROP C FUND	115,908.00	115,908.00	115,908.00	100,908	115,908	115,908	119,682
3973-0000 TRANSFER FROM RECREATION FUND	0.00	723,299.00	164,992.02	0	-	-	0
3976-0000 TRANSFER-FIRE RETIREMENT TRNSF	314,100.00	314,100.00	314,100.00	684,745	314,100	314,100	0
3978-0000 TRANS FROM RETIREMENT TAX FUND	2,025,193.11	1,971,226.10	1,914,172.28	1,833,446	1,963,000	1,963,000	1,974,472
3979-0000 TRANSFER FROM PAVEMENT MANAGEMENT	700,047.50	14,000.00	240,000.00	240,000	240,000	240,000	230,326
3980-0000 TRANSFER FROM ASSET SEIZURE	0.00	0.00	19,537.00	0	-	-	0
3982-0000 TRANSFER FROM STREET LIGHTING	999.96	0.00	0.00	0	-	-	0
3986-0000 TRANSFER FROM PARKING M & O	4,500.00	0.00	0.00	0	-	-	0
3990-0000 TRANSFER FROM REFUSE FUND	3,000.00	3,000.00	0.00	0	-	-	0
3992-0000 TRANSFER FROM SEWER	6,500.04	46,951.00	60,000.00	60,000	60,000	60,000	60,000
3995-0000 TRANSFER FROM THE WATER FUND	50,499.96	90,951.00	60,999.96	61,000	61,000	61,000	61,000
3997-0000 TRANSFER FROM REDEVELOPMENT	145,107.97	0.00	32,606.32	0	-	-	0
3902-0000 TRANSFER FROM SLESF							100,000
3950-0000 TRANSFER FROM PARKING M&O							36,088
Tot OTHER REVENUE	4,145,852	4,326,225	4,602,386	4,321,721	3,802,363	3,531,682	3,628,515
Tot GENERAL FUND	18,110,955	18,161,576	17,644,758	16,888,621	17,012,868	16,646,233	18,486,459
Grand	18,110,955	18,161,576	17,644,758	16,888,621	17,012,868	16,646,233	18,486,459

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	Adjusted	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	\$ (156,388)	\$ (391,471)	\$ 14,437,983	\$ 4,048,476	\$ 18,486,459	\$ 17,857,222	\$ 122,942	\$ 207,200	\$ 18,187,364	\$ (92,376)					
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	(592,657)	(1,661,405)	15,491,770	4,148,476	19,640,246	19,207,222	122,942	224,052	19,554,216	(1,575,375)					
Special Revenue Funds:																			
2	SLESF (Supplemental Law Enforcement Services Fund)	4,906	100,000	100,000	(4,906)	0	100,000	100,000	100,000	0	100,000	100,000	100,000	0					
7	Proposition "A" - Transit Development Fund	153,251	391,943	538,563	73,635	80,266	433,822	433,822	433,822	427,731	42,639	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	2,822,151	2,822,051	87,227	6,500	384,922	478,649	208,470					
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	27,856	0					
13	Traffic Safety Fund	73,538	50,000	163,662	39,912	(212)	32,037	32,037	32,037	0	0	31,825	31,825	0					
14	Cash In-Lieu of Parking	71,672	0	0	(947)	2,170	19,521	19,521	19,521	0	16,100	100	16,200	5,491					
15	Local Transportation Fund (SB 325)	3,117	16,200	16,200	(947)	100,885	29,000	29,000	29,000	127,000	127,000	127,000	127,000	2,885					
16	Air Quality Management District Fund (AQMD)	(36,220)	188,962	165,882	20,784	7,644	109,150	109,150	109,150	105,230	105,230	105,230	105,230	11,564					
17	Recreation Self Sustaining Fund	32,808	4,132,217	3,893,339	330,029	601,715	3,801,600	429,445	3,801,600	429,445	2,115,995	2,545,440	1,857,875	95,683					
19	Quimby Act Fees	353,120	0	0	(17,537)	335,583	100	100	100	240,000	240,000	240,000	240,000	0					
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	94,787	340,077	348,075	5,000	348,075	348,075	(7,998)					
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	107,200	9,835,354	5,195,622	1,137,764	3,091,797	9,425,183	562,470					

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	4,612,205	683,593	998,795	3,514,744	0	3,514,744	2,998,441	889,572	459,735	4,347,748	165,791
72	Sewer Division	4,428,546	2,434,569	2,641,416	24,989	4,246,688	3,106,637	0	3,106,637	2,206,779	1,419,589	346,742	3,973,110	3,380,215
73	Refuse/Environmental	(29,567)	1,109,954	1,049,742	89,727	120,372	1,120,623	0	1,120,623	950,712	3,000	133,350	1,087,062	153,933
Total Enterprise Funds:		6,199,678	6,671,231	8,303,363	798,309	5,365,855	7,742,004	0	7,742,004	6,155,932	2,312,161	939,827	9,407,920	3,699,939
TOTAL ALL CITY FUNDS:		4,633,555	34,965,269	37,398,797	1,656,722	3,856,749	32,961,928	4,255,676	37,217,604	30,558,776	3,572,867	4,255,676	38,387,319	2,687,034

(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.

ATTACHMENT "E"

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>		(1,090,000)
		18,036	
Adjustments for YrEnd Bal			
Expenditure Savings	202,247		
Revenue Shortfall	<u>(727,692)</u>		
		(525,445)	(436,269)
Additional Adjustments			
Increase Parking Citations	46,957		
Transfers	314,100		
Construction Permits	<u>8,000</u>		
		369,057	(138,352)
Revised FY 12-13 Ending Balance		(391,471)	(1,269,934)
			<u>(1,661,405)</u>
FY 13-14			
Estimated Revenues	12,533,383		1,053,787
Adjustments to Estimated Revenues:	1,904,600		
Transfers-In	<u>4,048,476</u>		100,000
		18,486,459	
Estimated Expenditures	(17,600,265)		(1,350,000)
Adjustments to Expenditures:	(256,957)		
Capital Expenses	(122,942)		
Transfers-Out	<u>(207,200)</u>		(16,852)
		(18,187,364)	299,095
Revised FY 13-14 Ending Balance		(92,376)	(1,482,999)
			<u>(1,575,375)</u>

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			(10,882)	
Carryover of PBID expenses		7,500		
Unpaid Sewer Bill from City of LA (accrued in FY11-12)			133,000	
Refuse fund carryover for R3 from FY12-13			56,000	
Police Vehicles				(135,000)

Increase/(Decrease) in Expenditures	(512,555)	256,957	87,454	(281,854)
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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)
AB109 Public Safety Realignment				(90,000)
Booking and Processing Fee Reimbursement		(87,350)		
Parking Cititations		(38,000)		
Successor Agency Admin Cost - ROPS13-14B		(95,000)		
Pool Rental Fees		(35,000)		
City Pass thru - Taxing entity		(150,000)		
Sale of Property (One-time)		(200,000)		

(Increase)/Decrease in Revenues	-	(1,904,600)	(360,194)	(160,347)
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Net Effect of Change - Increase/(Decrease)	(512,555)	(1,647,643)	(272,740)	(442,201)
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CITY OF SAN FERNANDO

DEFERRED MAINTENANCE LISTING

ATTACHMENT "F"

	Estimated	Total
Police		
Exterior parking lots repair	\$ 50,000.00	
Replace lobby entry doors	\$ 30,000.00	
Exterior lighting upgrades	\$ 5,000.00	
Plumbing upgrade in jails	\$ 60,000.00	
Carpet (in sections to be determined)	\$ 40,000.00	
Paint int/ext.	\$ 40,000.00	
A/Cs	\$ 200,000.00	
Ceiling tiles	\$ 20,000.00	
Irrigation	\$ 10,000.00	
		\$ 455,000.00
City Hall		
Carpet (in sections to be determined)	\$ 20,000.00	
Energy saving window film in Council Chambers	\$ 3,000.00	
Computer/phone cabinet	\$ 3,000.00	
Plumbing upgrades (basement)	\$ 5,000.00	
Computer Room ceiling tile replacement	\$ 1,000.00	
Paint int/ext.	\$ 40,000.00	
A/Cs	\$ 30,000.00	
Lobby doors	\$ 30,000.00	
Irrigation	\$ 10,000.00	
		\$ 142,000.00
Rec Park		
Roof	\$ 150,000.00	
A/Cs	\$ 145,000.00	
Paint int/ext.	\$ 50,000.00	
Lobby and patio doors	\$ 30,000.00	
Kitchen remodel	\$ 50,000.00	
Irrigation	\$ 10,000.00	
Cameras	\$ 20,000.00	
Gym floor every year	\$ 3,000.00	
New backstop fence (28 years)	\$ 20,000.00	
Carpet	\$ 9,000.00	
Interior trim finish (12 years)	\$ 7,500.00	
Interior door hardware replace (20 years)	\$ 20,000.00	
Interior & exterior restroom repairs (20 years)	\$ 40,000.00	
Replace old bleachers (20 years)	\$ 3,500.00	
Temporary fence panels (15 years)	\$ 10,000.00	
Exterior signs, monuments & hardware	\$ 15,000.00	
Replace aging drinking fountains	\$ 10,000.00	
Picnic tables replacement (10 to 15 years)	\$ 20,000.00	
		\$ 613,000.00

CITY OF SAN FERNANDO

DEFERRED MAINTENANCE LISTING

	Estimated	Total
Las Palmas Park		
Extend fencing adjacent to private property	\$ 13,000.00	
Paint int/ext.	\$ 80,000.00	
New gym lights or cages to protect existing lights	\$ 6,500.00	
New backstop fence	\$ 35,000.00	
Irrigation	\$ 10,000.00	
Interior trim (12 years)	\$ 7,500.00	
interior door hardware replace (20 years)	\$ 20,000.00	
Interior & exterior restroom repairs (20 years)	\$ 40,000.00	
Replace old bleachers (20 years)	\$ 3,500.00	
Replace aging drinking fountains	\$ 10,000.00	
Exterior signs, monuments & hardware	\$ 15,000.00	
Roofing replacement (10 years)	\$ 90,000.00	
Picnic tables replacement (10 to 15 years)	\$ 20,000.00	
		\$ 350,500.00
Pioneer Park		
Walkway	\$ 10,000.00	
Lighting	\$ 125,000.00	
New backstop fence	\$ 10,000.00	
Irrigation	\$ 10,000.00	
Playground upgrade and resurface	\$ 25,000.00	
Tennis court resurfacing	\$ 6,000.00	
Replace vandalized tennis nets and windscreens	\$ 12,000.00	
Exterior signage up-grade	\$ 5,000.00	
Picnic tables replacement (10 to 15 years)	\$ 20,000.00	
		\$ 223,000.00
Layne Park		
New building restroom	\$ 125,000.00	
Lights	\$ 7,500.00	
Playground upgrade and resurface	\$ 25,000.00	
Irrigation	\$ 8,500.00	
Picnic tables replacement (10 to 15 years)	\$ 12,000.00	
		\$ 178,000.00
Rudy Ortega Sr. Park		
Alarm System	\$ 5,000.00	
Replenish decomposed granite (yearly)	\$ 1,000.00	
Replenish drought tolerant landscaping (3 years)	\$ 5,000.00	
Tree & landscape replacement	\$ 8,000.00	
		\$ 19,000.00

CITY OF SAN FERNANDO

DEFERRED MAINTENANCE LISTING

	Estimated	Total
Bikeway		
Security cameras	?	
Irrigation	\$ 15,000.00	
Tree & landscape replacement (10 years)	\$ 12,000.00	
Drought tolerant landscaping (10 years)	\$ 9,000.00	
Signage	\$ 5,000.00	
		\$ 41,000.00
Gateway		
Irrigation	\$ 10,000.00	
Up grade lighting	\$ 2,500.00	
		\$ 12,500.00
Cesar Chavez Sr. Memorial		
Irrigation	\$ 10,000.00	
Replenish decomposed granite (3 years)	\$ 2,000.00	
Up-grade lighting	\$ 5,000.00	
Mural graffiti coating (3 years)	\$ 5,000.00	
		\$ 22,000.00
Brand Median		
Whole new irrigation or synthetic grass	\$ 350,000.00	
Irrigation	\$ 10,000.00	
New planting plan	\$ 30,000.00	
		\$ 390,000.00
Lopez House		
Under construction		
6N lot		
Irrigation	\$ 8,500.00	
New grown cover for landscape	\$ 3,500.00	
		\$ 12,000.00
PW Operation Center		
Security cameras	?	
Auto lift installation	\$ 15,000.00	
		\$ 15,000.00

CITY OF SAN FERNANDO

DEFERRED MAINTENANCE LISTING

	Estimated	Total
CNG Station		
CNG		
Upgrades, cameras	?	
Equipment Yard		
Install awning over clarifier wash area	\$ 10,000.00	
Equipment yard		
Equipment Yard staff trailer Upgrade	\$ 3,300.00	
Equipment Yard staff trailer Repair	\$ 1,500.00	
Security cameras	?	
		\$ 14,800.00
Museum 519 brand		
Old Fire House 1211 First Street		
Wells/Pumps		
Security cameras	?	
Pool		
Central Irrigation	\$ 10,000.00	
		\$ 10,000.00
	Total	<u>\$ 2,497,800.00</u>

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ADMINISTRATION DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator

DATE: July 1, 2013

SUBJECT: Adoption of Ordinance No. 1627 Amending the City Code to Change the Administrative Structure of the City from a City Administrator-City Council Form of Government to a City Manager Form of Government

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, introduce for first reading, in title only, and waive further reading of Ordinance No. 1627, “An Ordinance Amending Division 2 (Administrative Officer) of Title III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code to Change Administrative Structure of the City from a City Administrator-City Council Form of Government to a City Manager Form of Government” (Attachment “A”).

BACKGROUND:

1. At the May 7, 2013, City Council meeting, the City Attorney’s Office made a presentation at the Council’s request regarding the City Manager and City Administrator forms of government. The City Council then requested the City Attorney’s Office to present various options on the powers and duties that may be implemented in establishing a City Manager form of government.
2. On May 20, 2013, the City Attorney’s Office provided an overview of these options for City Council consideration. City Council formed an Ad Hoc Committee consisting of Mayor Antonio Lopez and Councilmember Joel Fajardo to meet and discuss the options further.

Adoption of Ordinance No. 1627 Amending the City Code to Change the Administrative Structure of the City from a City Administrator-City Council Form of Government to a City Manager Form of Government

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ANALYSIS:

CITY MANAGER FORM OF GOVERNMENT OPTIONS

Residency Requirement

- Although the City Council, under Government Code section 34855, may not require a City Manager to be a resident of the City at the time of appointment, it may require that the City Manager be a resident of the City after a specified amount of time (e.g., six months) after appointment.

Currently: The City has no such requirement in place.

Appointment of Department Heads

Options:

- Appointment by City Manager only; or
- Appointment by City Manager, subject to confirmation by City Council.

Currently: City Administrator appoints, subject to confirmation by City Council.

Appointment of City Employees (Below Department Head Level)

Options:

- Appointment by Department Head only;
- Appointment by City Manager only;
- Appointment by Department Head, subject to City Manager approval; or
- Appointment by City Manager, subject to confirmation by City Council.

Currently: Department Head appoints, subject to approval by City Administrator.

Requisite Vote for City Manager Termination

A number of cities require a supermajority of four Councilmember votes to terminate their City Managers. Often this requirement is codified in their municipal codes.

Options:

- Three Councilmember votes required for termination; or
- Four Councilmember votes required for termination.

Currently: The City Council can remove City Administrator by simple majority.

Adoption of Ordinance No. 1627 Amending the City Code to Change the Administrative Structure of the City from a City Administrator-City Council Form of Government to a City Manager Form of Government

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IMPACT ON CITY RULES, ORDINANCES AND POLICIES:

The decision to transition to a City Manager form of government would require harmonization with City rules, ordinances and policies. For example, Personnel Rule XV, section 2 designates the “City Administrative Officer” as the hearing officer for appeals of certain disciplinary suspensions. This Personnel Rule, and others like it, would have to be amended to conform with the adoption of a City Manager form of government. Personnel Rule II, section 7 makes certain amendments subject to the meet and confer process with the City’s bargaining units. Thus, should the City Council direct the establishment of a City Manager form of government, the City Attorney’s Office would conduct a thorough examination of applicable rules, ordinances and policies and work with City staff to ensure global harmonization.

AD HOC COMMITTEE

The Ad Hoc Committee, in a conference call with the City Attorney and City Administrator, met and is recommending that the City transition to a City Manager form of government, with the following provisions:

- Department Heads are appointed by the City Manager only, with no Council confirmation (new provision)
- City Employees appointed by Department Head with confirmation of City Manager (current practice)
- Simple majority to terminate City Manager (current practice)
- No residency requirement (current practice)

The City Manager system is the most common local government structure in California. Delegating authority to hire (and fire) Department Heads to the City Manager creates clearer lines of authority and organizational structure, and gives that responsibility to the person most qualified to make those decisions. It also builds in greater accountability in the City Manager’s role as the chief executive of the organization.

If the City Council approves this change and introduces the proposed ordinance for first reading, Bob Murray and Associates, the executive search firm hired by the Council to assist in the recruitment of the City Manager, will conduct the search based on the new title and responsibilities.

IMPLEMENTATION:

Should the City Council decide to move forward and establish a City Manager form of government, it is requested that it provide direction to the City Attorney’s Office as to which

Adoption of Ordinance No. 1627 Amending the City Code to Change the Administrative Structure of the City from a City Administrator-City Council Form of Government to a City Manager Form of Government

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features outlined above it would like incorporated into this ordinance. The establishment of a City Manager form of government and any harmonizing amendments would require City Council approval of an ordinance. Such an ordinance would require two readings, one to introduce and a second to adopt the ordinance, and could only be adopted at a regular meeting or adjourned regular meeting. The ordinance would take effect thirty (30) days after adoption.

BUDGET IMPACT:

There is no budget impact on changing the position from City Administrator to City Manager. The only costs are associated with the preparation and publication of the ordinance, changes to the City Code and other rules and policies.

ATTACHMENT:

A. Ordinance No. 1627

ORDINANCE NO. 1627**ATTACHMENT "A"**

**AN ORDINANCE OF THE CITY OF SAN FERNANDO
AMENDING DIVISION 2 (ADMINISTRATIVE OFFICER)
OF TITLE III (OFFICERS AND EMPLOYEES) OF
CHAPTER 2 (ADMINISTRATION) OF THE SAN
FERNANDO MUNICIPAL CODE TO CHANGE THE
ADMINISTRATIVE STRUCTURE OF THE CITY FROM A
CITY ADMINISTRATOR FORM OF GOVERNMENT TO A
CITY MANAGER FORM OF GOVERNMENT**

WHEREAS, at the May 6, 2013 regular meeting of the San Fernando City Council (the "City Council"), the City Attorney, in response to City Council direction, conducted a presentation regarding the differences between City Administrator and City Manager forms of government and the manner in which to convert from the former to the latter; and

WHEREAS, at the May 20, 2013 regular City Council meeting, the City Attorney, in response to further City Council direction, outlined distinct features of the City Manager form of government that the City Council would have to determine in order to adopt a City Manager form of government; and

WHEREAS, the City Council, in response to the City Attorney's May 20, 2013 presentation, formed an ad hoc committee consisting of Councilmember Joel Fajardo and Mayor Antonio Lopez to determine the most advantageous options for the adoption of a City Manager form of government; and

WHEREAS, Government Code sections 34851-34859 establish the parameters for cities' adoption of a City Manager form of government; and

WHEREAS, an ordinance establishing a City Manager form of government may be enacted by the City Council, pursuant to Government Code section 34851; and

WHEREAS, Government Code section 34852 requires the approval of an ordinance to establish a City Manager form of government and define the powers and duties of the City Manager; and

WHEREAS, the City Council desires to establish a City Manager form of government in lieu of the current City Administrator form of government; and

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

SECTION 1. The recitals stated above are true and correct and incorporated herein.

SECTION 2. Division 2 (Administrative Officer) of Article III (Officers and Employees) of Chapter 2 (Administration) of the San Fernando Municipal Code is hereby amended to read as follows:

Division 2. – City Manager

Sec. 2-116 – Office established.

The office of city manager is created and established, pursuant to Government Code section 34851, et seq. The city manager shall be appointed by the city council on the basis of administrative and executive ability and such other qualifications as the city council may deem necessary for the orderly conduct of the city's business and affairs. The city manager shall hold office at the pleasure of the city council and need not be a resident of the city.

Sec. 2-117 – Administrative officer references.

Any and all references in the San Fernando Municipal Code and other city agreements, policies, procedures, or other relevant city document to the city administrative officer, city administrator, or other administrative designee serving pursuant to the city's previous city administrator form of government shall now mean and refer to the city manager as established in this division.

Sec. 2.118 – Vacancies.

When a vacancy occurs in the office of city manager, the council shall, within five (5) days after such office becomes vacant, appoint an acting city manager from the officers or department heads of the city, until a new permanent city manager is appointed by the city council in accordance with Sec. 2-116.

Sec. 2.119 – Temporary city manager.

The city manager shall appoint, subject to the approval of the city council, one of the other officers or department heads of the city to serve as acting city manager during any temporary absence or disability of the city manager. In case of the absence or disability of the city manager and his failure to so appoint an acting manager, the city council may designate a qualified city employee to perform the duties of the city manager during the period of absence or disability of the city manager.

Sec. 2-120 – Compensation and reimbursement.

The city manager shall receive such compensation and expense allowances as the city council shall from time to time determine and such compensation shall be a proper charge against such funds of the city as the council shall designate. The city manager shall be reimbursed for all sums necessarily incurred or paid by him or her in the performance of his or her duties or incurred when traveling on business pertaining to the city under direction of the city council; reimbursement shall only be made, however, when a verified itemized claim, setting forth the sums expended for such business for which reimbursement is requested has been presented to the city council or designee for approval.

Sec. 2-121 – Powers and duties.

The city manager shall be the administrative head of the government of the city under the direction and control of the city council except as otherwise provided in this division. The city manager shall be responsible for the efficient administration of all affairs of the city, which are under his or her control. In addition to the general powers as administrative head of the city government, and not as a limitation thereon, the city manager shall be expected to, and shall have the power to:

- A. Enforce all laws and ordinances of the city and to see that all franchises, contracts, permits, and privileges granted by the city council are faithfully observed;
- B. Appoint, remove, promote, and demote any and all officers and employees of the city (including city department heads) except elected officers, the city attorney, and the city clerk, subject to all applicable personnel rules and regulations which may be adopted by the city council;
- C. Control, order, and give directions to all department heads who are subject to his or her appointment and removal authority and to subordinate officers and employees of the city under his or her jurisdiction through their department heads;
- D. Conduct studies and effect such organization and reorganization of offices, positions, or units under his or her direction as may be indicated in the interest of efficient, effective, and economical conduct of the city's business;
- E. Recommend to the city council for adoption such measures and ordinances as he or she deems necessary;
- F. Attend all meetings of the city council unless excused therefrom by the Mayor individually or the city council as a whole, except when his or her removal is under consideration;
- G. Prepare and submit the proposed annual budget and the proposed annual salary plan to the city council for its approval;
- H. Keep the city council at all times fully advised as to the financial condition and needs of the city;
- I. Make investigations into the affairs of the city and any department or division thereof and any contract or other obligation of the city; and further to investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city;
- J. Exercise general supervision over all public buildings, public parks, and all other public properties which are under the control and jurisdiction of the city;
- K. Have the same authority as the Mayor, as the convenience of the parties may dictate, to sign documents specified in Government Code section 40602 whenever such documents have been approved by the city council for execution by resolution, motion, minute order, or other appropriate action; and
- L. Perform such other responsibilities and exercise such other powers as may be delegated to him or her from time to time by ordinance or resolution or other official action of the city council.

Sec. 2-122 – Policy for appointment of department heads.

- A. This section shall be subject to any and all policies, compensation schedules or other standard employment guidelines developed by the city council.
- B. The city manager's appointment of department heads authorized in subsection B of Sec. 2-121 above, shall be subject to the policy set forth in this section.
- C. "Department heads" shall mean any executive/managerial employee of the city who is not a represented member of a bargaining unit, including all persons excluded from civil service pursuant to subsections 3 and 4 of Sec. 2-243 of the San Fernando Municipal Code.
- D. It is the responsibility of the city manager to ensure that all applicants are treated fairly and to ensure that the procedures outlined herein are followed. The city manager shall be responsible for initiating department head recruitment.
- E. Upon the city manager's initiation of recruitment for a department head, he or she shall use all available, timely and cost effective means of recruiting qualified applicants, including the advertisement of a job announcement for the open position for a period of at least ten (10) days through newspapers, trade publications and other media that the city manager may deem appropriate.
- F. Minimum qualifications shall be described in job announcements for each position advertised and shall be established by the city manager, in consultation with the human resources director or designee.
- G. If no applicant meets the minimum qualifications, the city manager may interview the most qualified candidates for the position or re-advertise the position.
- H. Applications timely submitted shall be screened within sixty (60) days after the deadline for application submission, to determine if the applicant meets the minimum requirements.
- I. Within thirty (30) days after the conclusion of the screening applications, the city manager shall conduct interviews of at least the top five (5) candidates that are deemed by him or her to be the best qualified and shall, in his or her sole discretion, appoint the successful candidate. The city manager may select a candidate from among the initial five (5) persons interviewed but reserves the right to interview others from the pool of persons who have submitted employment applications and may select a candidate from such other persons interviewed.
- J. Any agreements made pursuant to this section that exceed the city manager's contract authority set forth in Subdivision III (Contracts for Consultants or Special Services) of Division 6 (Purchasing) of Article VI (Finance) of Chapter 2 (Administration) of the San Fernando Municipal Code shall be subject to city council approval.
- K. The city council reserves the right to adopt additional policies for the recruitment and compensation of executive and managerial employees.

Sec. 2-123 – Relations with council.

The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city

council nor any member of the city council shall give orders to any subordinates of the city manager. For purposes hereof, "inquiry" means any and all communications short of giving orders, directions, or instructions to any member of the administrative staff. Such staff members shall provide all information reasonably requested by any councilmember. The city manager shall take orders and instructions from the city council only when sitting in a duly convened meeting of the city council and no individual councilmember shall give any orders or instructions to the city manager. The city council shall instruct the city manager in matters of policy. Any action, determination, or omission of the city manager shall be subject to review by the city council. The city council may not overrule, change, or modify any such action, determination, or omission except by the affirmative vote of at least three members of the city council.

Sec. 2-124 – Relations with council.

It shall be the duty of all subordinate officers, the city attorney, city clerk and city treasurer to assist the city manager in administering the affairs of the city efficiently, economically and harmoniously.

Sec. 2-125 – Attendance at city council meetings.

It shall be the duty of the city manager to attend all meetings of the city council, unless excused therefrom. He may participate in council deliberations but shall not have a vote.

Sec. 2-126 – Attendance at meetings of commissions, boards and committees.

The city manager may attend any and all meetings of the planning commission and any other commission, board or committee created by the city council, upon his own volition or upon direction of the city council. At any such meeting which the city manager attends, he shall be heard by such commission, board or committee as to all matters upon which he wishes to address the members thereof. He shall inform such members as to the status of any matter being considered by the city council pertaining to that commission, board or committee, and he shall cooperate to the fullest extent with members of all commissions, boards or committees appointed by the city council.

Sec. 2-127 – Removal.

The removal of the city manager shall be effected only by a majority vote of the council as then constituted.

Sec. 2-128 –Agreements with council.

Nothing in this division shall be construed as a limitation on the power or authority of the city council to enter into any supplemental agreement with the city manager delineating additional terms and conditions of employment not inconsistent with any provision of this division.

SECTION 3. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no

further, is hereby repealed or modified to the extent necessary to implement the provisions of his Ordinance.

SECTION 4. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

SECTION 5. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within fifteen (15) days after its adoption. This Ordinance shall become effective thirty (30) days after adoption.

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:

City Attorney Rick R. Olivarez

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 17th day of June, 2013 and was carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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: July 1, 2013

SUBJECT: Approval of Side Letter Agreements with Employee Groups to Implement Furloughs and/or Other Concessions for Fiscal Year (FY) 2013-2014

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the attached Side Letter Agreements with the following to implement furloughs and/or other concessions for FY 2013-2014:
 - i. San Fernando Police Officers' Association (SFPOA) (Contract No. 1676(b) – Attachment “A”);
 - ii. San Fernando Police Civilians' Association (SFPCA), SEIU Local 721 (Contract No. 1685(b) – Attachment “B”);
 - iii. San Fernando Public Employees' Association (SFPEA), SEIU Local 721 (Contract No. 1624(c) – Attachment “C”); and
 - iv. San Fernando Management Group (SFMG), SEIU Local 721 (Contract No. 1631(d) – Attachment “D”);
- b. Authorize the Interim City Administrator to execute the Side Letters; and
- c. Authorize the Interim City Administrator and staff to implement the provisions in the Side Letters, as well as implement furloughs for unrepresented Confidential employees.

Approval of Side Letter Agreements with Employee Groups to Implement Furloughs and/or Other Concessions
for Fiscal Year (FY) 2013-2014

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BACKGROUND:

1. On February 20, 2013, the Interim City Administrator, the Personnel Manager and the Interim Finance Director met with the representatives of SFPCA to negotiate furloughs and/or other concessions for FY 2013-2014.
2. On February 21, 2013, the Interim City Administrator, the Personnel Manager and the Interim Finance Director met with the representatives of SFPEA to negotiate furloughs and/or other concessions for FY 2013-2014.
3. On February 25, 2013, the Interim City Administrator, the Personnel Manager and the Interim Finance Director met with the representatives of SFPOA to negotiate furloughs and/or other concessions for FY 2013-2014.
4. On March 21, 2013, the Interim City Administrator, the Personnel Manager and the Interim Finance Director held additional meetings with the representatives of SFPOA to further discuss possible concessions.
5. On April 11, 2013, the Interim City Administrator, the Personnel Manager and the Interim Finance Director held additional meetings with the representatives of SFPCA and SFPEA to further discuss possible concessions.
6. On April 15, 2013, the representatives of SFMG sent a formal letter of support to the Interim City Administrator expressing agreement with the City's proposals for employee concessions to help address the City's budgetary shortfalls.
7. During the period from February 20, 2013 through May 31, 2013, the representatives of SFPCA, SFPOA, SFPEA and SFMG exchanged proposals and counterproposals with respect to possible concessions.
8. By June 17, 2013, tentative agreements were reached with the various bargaining units to implement furloughs and/or other concessions between July 1, 2013 and June 30, 2014, pending further discussion with respect to furlough implementation schedules.
9. On June 20, 2013, the Interim City Administrator and the Personnel Manager met with the representatives of SFPEA to discuss the furlough implementation schedules.

ANALYSIS:

The concessions for SFPCA include the following for Desk Officers: relinquishing of 96 paid holiday hours, and 52-104 "built in" overtime hours. The Clerical Staff, which includes the Police Records Supervisor, Police Records Specialist, Office Specialist and Property Control Officer, shall be furloughed without pay on 12 days between July 1, 2013 and June 30, 2014, and also relinquish

Approval of Side Letter Agreements with Employee Groups to Implement Furloughs and/or Other Concessions
for Fiscal Year (FY) 2013-2014

Page 3

claim to 48 paid holiday hours. The Field Staff, which includes Community Service Officers and Community Preservation Officers, shall be furloughed without pay on 18 days between July 1, 2013 and June 30, 2014.

The concessions for SFPEA, SFMG, and unrepresented Confidential employees include 18 furlough days without pay between July 1, 2013 and March 31, 2014.

The concessions for SFPOA include the following: relinquishing claim to 96 paid holiday hours, and \$800 annual uniform allowance between July 1, 2013 and June 30, 2014.

Details of the specific concessions and the terms are included in the attached Side Letter Agreements with the respective bargaining units.

CONCLUSION:

Approval of the Side Letter Agreements with SFPCA, SFPOA, SFPEA, and SFMG is necessary to implement applicable furloughs and/or other concessions effective July 1, 2013.

BUDGET IMPACT:

Furloughs and/or concessions from all the employee groups are estimated to yield a total savings of \$424,354 in the FY 2013-2014 Budget.

ATTACHMENTS:

- A. Contract No. 1676(b) – SFPOA Side Letter of Agreement
- B. Contract No. 1685(b) – SFPCA Side Letter of Agreement
- C. Contract No. 1624(c) – SFPEA Side Letter of Agreement
- D. Contract No. 1631(d) – SFMG Side Letter of Agreement

ATTACHMENT "A"
CONTRACT NO. 1676(B)**SIDE LETTER OF AGREEMENT****CITY OF SAN FERNANDO****AND****SAN FERNANDO POLICE OFFICERS ASSOCIATION**

This side letter of agreement is by and between the CITY OF SAN FERNANDO ("City") and the SAN FERNANDO POLICE OFFICERS ASSOCIATION ("SFPOA") (collectively "the Parties") and is entered into with respect to the following;

WHEREAS, City and SFPOA have previously entered into a memorandum of understanding ("MOU") covering the period July 1, 2011 through June 30, 2014; and

WHEREAS, the Parties thereafter have agreed because of serious City economic difficulties to cost savings affecting employees represented by SFPOA; and

WHEREAS, the Parties have determined to memorialize their agreement by this side letter;

NOW, THEREFORE, the Parties hereby agree as follows for the period July 1, 2013, to June 30, 2014:

1. Each employee represented by SFPOA shall relinquish claim to 96 paid holiday hours.
2. Each employee represented by SFPOA shall relinquish claim to \$800.00 uniform allowance
3. All other terms and provisions of the MOU not modified herein shall remain in full force and effect unless subsequently amended in writing by agreement of the Parties.

Dated: July 1, 2013

Signatures:

FOR CITY OF SAN FERNANDO:

Don Penman
Interim City Administrator

FOR SAN FERNANDO POLICE OFFICERS ASSOCIATION:

Irwin Rosenberg
President

ATTACHMENT "B"
CONTRACT NO. 1685(b)**SIDE LETTER OF AGREEMENT****CITY OF SAN FERNANDO****AND****SEIU LOCAL 721/SAN FERNANDO POLICE CIVILIANS ASSOCIATION**

This side letter of agreement is by and between the CITY OF SAN FERNANDO ("City") and SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 721/SAN FERNANDO POLICE CIVILIANS ASSOCIATION ("SFPCA") (collectively "the Parties") and is entered into with respect to the following;

WHEREAS, City and SFPCA have previously entered into a memorandum of understanding ("MOU") covering the period July 1, 2009 through June 30, 2012, which subsequently was extended by agreement to expire June 30, 2014; and

WHEREAS, the Parties thereafter have agreed because of serious City economic difficulties to furloughs and/or other concessions of employees represented by SFPCA; and

WHEREAS, the Parties have determined to memorialize their agreement on furloughs and/or other concessions by this side letter;

NOW, THEREFORE, the Parties hereby agree as follows for the period July 1, 2013, through June 30, 2014:

1. Each employee in the classification of Desk Officer shall relinquish claim to:
 - a. 96 paid holiday hours.
 - b. 52-104 "built in" Overtime Hours which would equate to a minimum of two hours to a maximum of four hours per pay period.c.
2. Employees in classifications in the Clerical Staff shall:
 - a. Be furloughed without pay on 12 days between July 1, 2013, and June 30, 2014: Furlough Days shall be eight hour days, and shall be determined based on Department schedule.
 - b. Relinquish claim to 48 paid holiday hours.
3. Employees in classifications in the Field Staff (Community Service Officers and Community Preservation Officers) shall be furloughed without pay on 18 days between July 1, 2013 and June 30, 2014. Furlough Days shall be eight hour days, and shall be determined based on Department schedule.

4. All unit employees hired on or after the date the Employee Work Furlough Program agreement is adopted by the City Council shall have furlough hours and/or applicable concessions prorated based on the date of hire.
5. All other terms and provisions of the MOU not modified herein shall remain in full force and effect unless subsequently amended in writing by agreement of the Parties.

Dated: July 1, 2013

Signatures:

FOR CITY OF SAN FERNANDO:

Don Penman
Interim City Administrator

FOR SAN FERNANDO POLICE CIVILIANS ASSOCIATION:

James Vanicek
President

ATTACHMENT "C"
CONTRACT NO. 1624(c)**SIDE LETTER OF AGREEMENT****CITY OF SAN FERNANDO****AND****SEIU LOCAL 721/SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION**

This side letter of agreement is by and between the CITY OF SAN FERNANDO ("City") and SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 721/SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION ("SFPEA") (collectively "the Parties") and is entered into with respect to the following;

WHEREAS, City and SFPEA have previously entered into a memorandum of understanding ("MOU") covering the period July 1, 2009 through June 30, 2012, which subsequently was extended by agreement to expire June 30, 2014; and

WHEREAS, the Parties thereafter have agreed because of serious City economic difficulties to furloughs of employees represented by SFPEA; and

WHEREAS, the Parties have determined to memorialize their agreement on furloughs by this side letter;

NOW, THEREFORE, the Parties hereby agree as follows:

1. Each employee in the SFPEA bargaining unit shall be furloughed without pay on 18 days during the period July 1, 2013, to March 31, 2014. Furlough days shall generally be scheduled on Fridays and at the rate of two per month. Furloughs shall be served at eight hour days. Furloughs can be taken on days other than Friday for current weekend and flex employees.
2. The City shall continue to fund all other City paid benefits in full during the furlough period (July 1, 2013 to March 31, 2014) to the same extent as provided in the current MOU between the City and SFPEA.
3. If a SFPEA bargaining unit employee is called back to work on a furlough day, that employee shall be paid in accordance with section 12.08 of the SFPEA MOU.
4. The work schedule during the furlough period shall be four days per week, nine hours per day (the "4/9 schedule").
5. In months which include five Fridays (August and November, 2013, and January 2014) some bargaining unit members may be required to work on the fifth Friday of such month depending on their current 9/80 schedule.
6. At the end of the furlough period, i.e. on April 1, 2014, bargaining unit members shall revert to their pre-furlough period schedules.

7. During the period July 1, 2013 to March 31, 2014, there shall be no layoff of any employee represented by SFPEA.
8. The City agrees it will not contract out any bargaining unit work during the furlough period. However, should the Property Owners Business Improvement District (PBID) be approved by the affected property owners, they will have the prerogative to contract out mall maintenance work. In such case, the City shall ensure that bargaining unit members allocated to this work shall be retained, and may be assigned to other duties.
9. All unit employees hired on or after the date the Employee Work Furlough Program agreement is adopted by the City Council shall have furlough hours prorated based on the date of hire.
10. All other terms and provisions of the MOU not modified herein shall remain in full force and effect unless subsequently amended in writing by agreement of the Parties.

Dated: July 1, 2013

Signatures:

FOR CITY OF SAN FERNANDO:

Don Penman
Interim City Administrator

FOR SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION:

Frank Villalpando
President

ATTACHMENT "D"
CONTRACT NO. 1631(d)**SIDE LETTER OF AGREEMENT****CITY OF SAN FERNANDO****AND****SEIU LOCAL 721/SAN FERNANDO MANAGEMENT GROUP**

This side letter of agreement is by and between the CITY OF SAN FERNANDO ("City") and SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 721/SAN FERNANDO MANAGEMENT GROUP ("SFMG") (collectively "the Parties") and is entered into with respect to the following;

WHEREAS, City and SFMG have previously entered into a memorandum of understanding ("MOU") covering the period July 1, 2009 through June 30, 2012, which subsequently was extended by agreement to expire June 30, 2014; and

WHEREAS, the Parties thereafter have agreed because of serious City economic difficulties to furloughs of employees represented by SFMG; and

WHEREAS, the Parties have determined to memorialize their agreement on furloughs by this side letter;

NOW, THEREFORE, the Parties hereby agree as follows:

1. Each employee represented by SFMG will be furloughed without pay on 18 days between July 1, 2013, and March 31, 2014.
2. Generally, there will be two furlough days per month and these generally will be Fridays except where operational needs necessitate an alternate day.
3. Each furlough day will be an eight hour work day.
4. During this time period, the City will continue to fund and pay all City paid benefits as set forth in the current MOU.
5. During this time period, the City will continue to report to CalPERS the unit employees' full regular "pre-furlough" compensation as set forth in the current MOU.
6. During this time period, the normal work schedule shall be four days per week, Monday through Thursday, at nine hours per day, for a weekly total of 36 hours. Some unit members may be required to work on those Fridays where the City is not closed because it is the fifth Friday of the month. This will occur in August and November, 2013, and January 2014.
7. Employees shall return to their pre-furlough work schedules on April 1, 2014.
8. During the period July 1, 2013, to March 31, 2014, there shall be no layoff of any employee represented by SFMG for budgetary reasons.
9. All unit employees hired on or after the date the Employee Work Furlough Program agreement is adopted by the City Council shall have furlough hours prorated based on the date of hire.

10. All other terms and provisions of the MOU not modified herein shall remain in full force and effect unless subsequently amended in writing by agreement of the Parties.

Dated: July 1, 2013

Signatures:

FOR CITY OF SAN FERNANDO:

Don Penman
Interim City Administrator

FOR SAN FERNANDO MANAGEMENT GROUP:

Federico Ramirez
City Planner

Ismael Aguila
Recreation & Comm. Services Operations Manager

Michael Okafor
Personnel Manager

Ron Ruiz
Public Works Director

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COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: July 1, 2013

SUBJECT: Approval of an Agreement for Comprehensive Fire and Emergency Medical Services (Contract No. 1717) with the Los Angeles Fire Department

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve an Agreement for Comprehensive Fire and Emergency Medical Services (Contract No. 1717 - Attachment "1") between the City of San Fernando (City) and the City of Los Angeles Fire Department (LAFD);
- b. Authorize the Mayor to execute said Agreement between the City and LAFD; and
- c. Authorize the Interim City Administrator under take any activities necessary to implement said Agreement as soon as possible.

BACKGROUND:

1. On December 14, 1978, the City entered into an Agreement for Fire Protection Services (City Contract No. 574/LA City Contract No. 49757) with the City of Los Angeles Fire Department (LAFD) for fire protection and emergency medical services. The Agreement established the fee for fire protection services and established an initial term of five years with automatic renewal for another five year from that point thereafter unless a six month notice was given by either party prior to the then termination date. The second five year term was executed and was set to expire on June 30, 1989.
2. On January 7, 1985, the City and LAFD approved the first amendment to the Agreement for Fire Protection Services (the Agreement) further clarifying fees for service (see City Contract No. 767).

Approval of an Agreement for Comprehensive Fire and Emergency Medical Services (Contract No. 1717)
with the Los Angeles Fire Department

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3. On June 27, 1989, the City and LAFD approved a second amendment to the Agreement, which included the following major revisions: 1. deleted language that previously allowed the sale and use of fireworks within the City of San Fernando; 2. established a new fee for fire and emergency medical services for 1989-1990; 3. modified the formula for calculation of the annual fee change; and, 4. created a formal mechanism for communication by both parties to coordinate routine business (see City Contract No. 974). The current terms of the amended Agreement have been in place for the last 24 years.
4. Beginning in May 2004, and continuing to the present day, the City has been in discussions with LAFD about the current Agreement and more specifically about the annual fee schedule and associated fee increases that have occurred. Per the Agreement, LAFD fees for services are to be paid monthly in the form of twelve equal payments.

The LAFD fee for fire protection and emergency medical services for Fiscal Year (FY) 2004-2005 was \$2,310,032. Based on the current monthly fee of \$263,279.92, the LAFD fee for fire protection and emergency medical services for FY 2012-2013, it was anticipated that the total fee for fire and emergency medical services would be \$3,159,359. The City's adopted budget for Fiscal Year 2012-2013, included \$2,900,000 to pay for LAFD fire protection and emergency medical services. The \$2,900,000 estimate for LAFD fee for fire services was based on the former City Administrator's anticipated savings from the ongoing negotiation with LAFD. Unfortunately, the estimated savings never occurred. Furthermore, there is currently an outstanding balance of LAFD fees for fire and emergency medical services of \$526,559.82 for Fiscal Year 2011-2012.

5. On January 9, 2013, Mayor Antonio Lopez, Interim City Administrator Don Penman, City Attorney Maribel Medina, and City Planner Fred Ramirez met with representatives of the Los Angeles City Attorney's Office and LAFD. The purpose of the meeting was to consider a new agreement for comprehensive fire and emergency medical services that would include among other things: 1. the establishment of a new methodology to calculate the annual fee for service that would result in a savings to the City for the current fiscal year while establishing an ongoing fee structure that ensures the City pays its proportionate share for LAFD services; 2. development of a payment fee schedule to address the City's outstanding balance for LAFD fees for Fiscal Year 2011-2012; and, 3. formulation of agreed upon procedures for communication and collaboration between the City and LAFD as part of applicable local, state and federal Disaster and Civil Defense Mutual Aid requirements.
6. On April 26, 2013, the City received the draft "Agreement for Comprehensive Fire and Emergency Medical Services" from the LAFD (Attachment "1"). Over the past six months, City staff and LAFD/Los Angeles City Attorney representatives worked to develop the new Agreement that addresses the various needs of both parties that are necessary to ensure the continuation of a mutually beneficial agreement between the City and LAFD for fire protection and emergency medical services.
7. On June 4, 2013, the City of Los Angeles submitted an adjusted fee of \$2,808,988 for fire and emergency medical services for Fiscal Year (FY) 2012-2013.

Approval of an Agreement for Comprehensive Fire and Emergency Medical Services (Contract No. 1717)
with the Los Angeles Fire Department

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ANALYSIS:

Agreement's key components. The proposed Agreement for Comprehensive Fire and Emergency Medical Services will establish a new contract between the City and LAFD for fire protection and emergency medical services. Key components of the new Agreement include:

- The term of the Agreement will be for an initial period of five years from the date of execution and can be renewed for a new five year term with mutual agreement for both parties.
- LAFD will provide the City with the same level of services for fire and emergency medical services at the same level as is provided within the City of Los Angeles.
- LAFD agrees to meet and negotiate with the City on any possible service increases associated with significant changes to demand for service within the City.
- City outstanding payments of LAFD fees for service for FY 2011-2012 totaling \$526,559.82 would be paid in three equal payments over a three-year period beginning on July 1, 2013, with the specifics to be outlined as part of a subsequent side letter to this Agreement between the City of San Fernando and LAFD.
- LAFD fee for service calculation has been modified. The cost will be determined by taking the assessed value of the City of Los Angeles and comparing it to the assessed value of the City of San Fernando. The resultant ratio will then be applied to the total budget for LAFD including personnel, maintenance and operation. The total cost will be adjusted by the total revenue for services recouped by LAFD for said fiscal year. The LAFD fee for service charged to the City will be recalculated every fiscal year. The new fees for service calculation will be applied retroactively to July 1, 2012. It is anticipated that once the new Agreement is approved by both cities, the Agreement would result in an adjusted LAFD fee for services \$2,465,827 to the City of San Fernando for FY 2012-2013.
- City agrees to adopt by reference all of the City of Los Angeles' building and fire codes with some minor revisions to the building codes administrative sections in order to meet current City needs.
- LAFD will continue to provide plan check and fire service inspections as well as fire hydrant testing and charge the associated fee for services rendered.

Fee analysis. As previously noted, the City of San Fernando FY 2012-2013 General Fund Budget included a budgeted expenditure of \$2,900,000 for LAFD fire protection and emergency medical services. On June 4, 2013, the City of Los Angeles informed the City that the end year adjusted LAFD fee for FY 2012-2013 will be \$2,808,898. The draft Agreement for Comprehensive Fire and Emergency Medical Services (Attachment "1") that was initially submitted to the City in April of 2013, reflects the fee for service of \$2,465,827 for FY 2012-2013. Based on this information, City staff adjusted the end of FY 2012-2013 estimate for fire services to

Approval of an Agreement for Comprehensive Fire and Emergency Medical Services (Contract No. 1717)
with the Los Angeles Fire Department

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\$2,465,827. The adjusted fee for services was included as part of the City Council's review of the FY 2013-2014 Budget. It is possible that San Fernando may have to pay the adjusted current fee for FY 2012-2013. However, assuming the Agreement is approved then the City would receive a credit based on the new fee against future LAFD expenses for fire and emergency medical services.

The proposed Agreement provides for the new fee calculation to be applied retroactively to the budgeted General Fund expenditure for FY 2012-2013. City staff anticipates that once the Agreement is approved by both cities, the adjusted fee of \$2,465,827 for FY 2012-2013 will result in a credit to City of San Fernando for fire and emergency medical services in the amount of \$343,161. This credit would then be applied to new LAFD fees for fire protection and emergency medical services during FY 2013-2014. Over the span of the two fiscal years (i.e., FY 2012-2013 and FY 2013-2014), approval of the Agreement for LAFD fire protection and emergency medical services would ensure that expenditures and anticipated credits balance out.

Furthermore, the proposed Agreement would also alleviate the need for the City to repay the outstanding balance of \$526,559.82 from FY 2011-2012 that is owed to LAFD for fire and emergency medical services during FY 2012-2013. The proposed payment schedule would allow for repayment of these outstanding fees in the form of three equal annual payments that would occur over the next three fiscal years.

BUDGET IMPACT:

City Council approval of the attached Agreement would result in a savings of \$343,161 in the City's initially budgeted General Fund expenditures for LAFD fees for fire protection and emergency medical services for FY 2012-2013. The proposed Agreement provides that the anticipated \$343,161 savings attributed to the new fee calculation will be applied retroactively to LAFD fees incurred by the City between July 1, 2012 and June 30, 2013. Furthermore, the proposed payment schedule would allow for repayment of outstanding LAFD fees totaling \$526,559.82 from FY 2011-2012 to be paid out in three equal annual payments that would occur over the next three fiscal years.

CONCLUSION:

Approval of the Agreement for Comprehensive Fire and Emergency Medical Services between the City and LAFD would ensure that the community continues to obtain needed fire protection and emergency medical services from LAFD. Furthermore, the Agreement provides for fee calculation methodology and associated payment schedule for outstanding LAFD fees that ensures the City immediate and long term savings to its General Fund.

ATTACHMENT:

1. Contract No. 1717 - Agreement for Comprehensive Fire and Emergency Medical Services

**AGREEMENT FOR COMPREHENSIVE FIRE
AND EMERGENCY MEDICAL SERVICES**

ATTACHMENT "1"

**BETWEEN
THE CITY OF LOS ANGELES
AND
THE CITY OF SAN FERNANDO**

THIS AGREEMENT is made and entered into on _____, 2013 by and between the City of Los Angeles a municipal corporation acting by and through the Los Angeles Fire Department (hereinafter referred to as "the LAFD") and the City of San Fernando a municipal corporation, acting by and through its City Council.

WITNESSETH:

WHEREAS, the City of San Fernando seeks to enter into an agreement with the City of Los Angeles for the LAFD to provide comprehensive fire services inclusive of fire protection, prevention, inspection, and emergency medical services within its jurisdictional limits; and,

WHEREAS, the LAFD currently provides the City of San Fernando with comprehensive fire suppression/protection services (actions in response to an actual or threat of fire or other emergency, including fire inspection) and Emergency Medical Services ("EMS" - as that term is defined in Health and Safety Code Section 1797.72) services in the City of San Fernando, a municipal corporation within the County of Los Angeles, and adjacent to the City of Los Angeles; pursuant to a December 14, 1978 agreement, including one amendment, between the City of Los Angeles and the City of San Fernando (Contract # 49757) and,

WHEREAS, it would be advantageous to both cities for the LAFD to provide comprehensive fire services and EMS in the City of San Fernando, and, as needed, under the terms of the "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT dated November 15, 1950, and as may be amended from time to time (included herein as Attachment A); and,

WHEREAS, the LAFD is agreeable to provide comprehensive fire services and EMS to the City of San Fernando for compensation at full cost recovery of said services; and,

WHEREAS, the City of San Fernando is agreeable to paying the City of Los Angeles the full cost of the comprehensive fire and EMS services provided, by the LAFD.

NOW THEREFORE, it is agreed as follows:

1. PURPOSE

The purpose of this Agreement is for LAFD to provide the City of San Fernando comprehensive fire and emergency medical services within its boundaries (included herein as Attachment B) Comprehensive Fire and Emergency Medical Services (hereinafter referred to as "Services") shall mean the same services the LAFD provides to the residents and businesses of the City of Los Angeles under standard operating procedures, including, but not limited to, fire suppression, fire prevention, inspection, paramedic and emergency medical technician functions and the corresponding resources will be provided to the City of San Fernando. The City of San Fernando and the City of Los Angeles (hereinafter referred to as the "Parties") mutually agree that the fee for performance should, as near as possible, represent the City of San Fernando's comparable share of the total cost of said Services as provided by the LAFD. The Parties agree to the "Comparable Share of the Total Cost" as noted in this Agreement (included herein as Attachment C).

2. STATEMENT OF BENEFITS AND INTEREST

Although the City of San Fernando has the primary responsibility to provide Services to its residents, the LAFD agrees to provide Services within the corporate limits of City of San Fernando to the manner herein set forth. Except as otherwise hereinafter specifically set forth, such Services shall only encompass duties and functions within the jurisdiction of and customarily rendered by the LAFD under the Charter and ordinances of said City of Los Angeles and statutes of the State of California.

3. GENERAL PROVISIONS

- A. TERM.** The term of this Agreement shall commence upon execution by all Parties and remain in effect for a period of five (5) years, and may be amended to extend the term of the Agreement by mutual written agreement of the parties.

Where Services have been provided prior to the date of execution, both parties agree that the calculation for the payment of services under this Agreement shall begin on July 1, 2012, and made annually thereafter.

- B. SERVICES.** The LAFD shall provide the City of San Fernando with the same level of Service that the LAFD provides to the territory within its corporate limits. Such Services shall be in accordance with the appropriate national and area standards. The discipline of officers and other matters incidental to the performance of such Services, and the control of personnel so employed, shall remain with the LAFD.
- C. SERVICES INCREASE.** In the event there is a significant increase in providing Services in the City of San Fernando as compared to the previous twelve (12) month, fiscal year period and such increase is not proportional to the increase in services provided in the City of Los Angeles, then the Parties to this Agreement agree to meet and negotiate, in good faith, a fair and equal adjustment in the fee

paid to the LAFD for its increased costs for providing said Services to the City of San Fernando.

- D. SUPPLIES.** For the purpose of performing Services under this Agreement, the Parties agree the LAFD shall furnish and supply all necessary labor, supervision, equipment, communication facilities and supplies necessary to maintain the level of service to be rendered hereunder. The Parties further agree that in all instances where special supplies, stationary, notices, forms and the like must be issued in the name of the City of San Fernando, the City of San Fernando shall supply the same at its own cost and expense.
- E. PAYMENT FOR PAST SERVICES.** Whereas the LAFD has provided Services to the City of San Fernando under a prior agreement (Agreement No. 49757), should any amounts be due under that agreement, the Parties agree payment for such Services shall be paid in a manner agreeable between the Parties.
- F. EMPLOYMENT POLICY.** Employees of the parties to this Agreement shall at all times be subject only to the laws, regulations, and rules governing their employment, regardless of the incident location. Employees shall not be entitled to compensation or other benefits of any kind other than specifically provided by the terms of their employment.

For the purpose of performing Services and functions pursuant to this Agreement, and only for the purpose of giving official status to the performance thereof, the Parties agree, every officer and employee of the LAFD engaged in performing any such Service and function shall be deemed to be an officer or employee of the City of San Fernando, while performing service for the City of San Fernando, which service is within the scope of this Agreement and is a municipal function.

- G. FIRE PREVENTION.** The City of San Fernando agrees to fully adopt the City of Los Angeles Fire Code and the Los Angeles Building Code, pursuant to their laws, rules and regulations.
- H. FIRE HYDRANT SYSTEM.** The City of San Fernando fire hydrant system will be tested annually, by the LAFD, in a manner compatible with accepted national and area standards and acceptable to the LAFD. The City of San Fernando will repair, within a reasonable period of time, any portion of such system found defective as a result of such tests. The City of San Fernando will also notify the LAFD, in writing, of long term repairs to said system.

I. FEES AND METHOD OF PAYMENT

- (1) Fees. The LAFD will charge a yearly fee for service. The fee is payable in monthly installments, due in advance of service.
- (2) Invoices. The LAFD will provide an invoice a minimum of 30 days prior to the upcoming Payment Due Date. The LAFD will invoice on a monthly basis.

- (3) **Payment Due Dates.** With the exception of the first payment, payments are due on the first day of each month. The first payment is due upon execution of the Agreement. Subsequent payments are due in accordance with the above schedule.
 - (4) **Service Period.** The first service period will begin on July 1, 2012 and end on June 30, 2013. Each Annual Service Period thereafter, for fee calculation purposes, will begin the following July 1 and end June 30 of the following calendar year.
 - (5) **Fee Calculation and Reconciliation.** The LAFD will anticipate costs of services based on cost of services in the preceding Service Period. The cost will be determined by taking the assessed value of the City of Los Angeles compared to the assessed value of the City of San Fernando. This ratio will then be applied to the Total Budget for the Los Angeles City Fire Department including the Operating Budget, Related and Indirect Costs, and reducing the total cost by the total revenue allocated in the budget.
- J. WAIVER OF CLAIMS AGAINST THE PARTIES** The representatives from the Parties authorized to sign this Agreement hereby waive all claims between and against each other arising in the performance of this Agreement for compensation, for loss or damage to each other's property and personal injury, including death of employees, agents and contractors, except that this waiver shall not apply to intentional torts or acts of violence against such persons or property.
- K. NONDISCRIMINATION** Both Parties shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws. These include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, disability or national origin; (b) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of disabilities.
- L. PRINCIPAL CONTACTS.** The principal contacts for the Agreement are:

LOS ANGELES FIRE DEPARTMENT
Brian Cummings, Fire Chief
200 North Main Street
Los Angeles, CA 90012
(213) 978-3800

CITY OF SAN FERNANDO
Donald E. Penman, City Administrator
117 Macneil Street
San Fernando, CA 91340
(818) 898-1203

4. **PREVIOUS AGREEMENT CANCELLED** The Parties agree this Agreement supersedes Agreement No. C-49757, which, by execution of this Agreement, is hereby terminated effective June 30, 2012. Any amounts past due to the City of Los Angeles under Agreement C-49757 shall be paid to the City of Los Angeles pursuant to the terms as outlined in Section 3.E of this Agreement.
5. **INSURANCE** The Parties shall maintain in effect through the term of this contract the coverages and policy limits as stated in Form 146 (Exhibit A). Each Party may satisfy the insurance obligations by a combination of commercial insurance, formal risk pooling under California statutory provision, and/or a self-funded loss reserve in whatever proportions are deemed appropriate by the Parties.
6. **INDEMNIFICATION.** Each of the parties to this Agreement is a public entity. In contemplation of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities, solely by reason of such entities being parties to an Agreement as defined by Section 895 of said Code, the parties hereto, as between themselves, pursuant to the authorization contained in Section 895.4 and 895.6 of said Code, will each assume the full liability imposed upon it or upon any of its officers, agents or employees by law, for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Section 895.2. Each party indemnifies and holds harmless the other party solely by virtue of said Section 895.2. The provision of Section 2778 of the California Civil Code is made a part hereto as if fully set forth herein. Both City of Los Angeles Fire Department and the City of San Fernando certifies that it has adequate commercial insurance or self-insured retention of funds to meet any obligation arising from this Agreement. The provisions of this indemnification shall survive expiration or termination of this Agreement.
7. **DISPUTE RESOLUTION.** In the event of a dispute between the Parties as to the operations, payment or any other issue arising under this Agreement, the parties agree to meet and negotiate in good faith to resolve such dispute. This shall not limit the parties' right to pursue any available remedies at law or in equity.
8. **AMENDMENTS.** Any extension or amendment of this Agreement must be made in writing and executed by the Parties.
9. **TERMINATION.** Both Parties retain the right to terminate their participation under this Agreement by providing a minimum of 180 days written notice to all parties.

The City of San Fernando is responsible, and agrees, to pay, on a pro-rated basis, for all services provided through the effective date of termination.

The City of Los Angeles is responsible to refund, on a pro-rated basis, any fees paid in advance by the City of San Fernando within 60 days from effective date of termination.

10. LEGAL AUTHORITY. Both Parties certify that the individuals executing this Agreement on their behalf has the legal authority to enter into this Agreement.

11. CHILD SUPPORT ASSIGNMENT ORDERS. This Contract is subject to the Child Support Assignment Orders Ordinance, Section 10.10 of the Los Angeles Administrative Code. Pursuant to this Ordinance, the **CITY OF SAN FERNANDO** certifies that it will (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of **CITY OF SAN FERNANDO** are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code section 5230, et seq.; and (4) maintain such compliance throughout the term of this Contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of the **CITY OF SAN FERNANDO** to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of the **CITY OF SAN FERNANDO** to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the **CITY OF SAN FERNANDO** under the terms of this Contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to the **CITY OF SAN FERNANDO** by **CITY OF LOS ANGELES**. Any subcontract entered into by the **CITY OF SAN FERNANDO** relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the **CITY OF SAN FERNANDO** to obtain compliance of its subcontractors shall constitute a default by the **CITY OF SAN FERNANDO** under the terms of this Contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to **CITY OF SAN FERNANDO** by the **CITY OF LOS ANGELES**.

CITY OF SAN FERNANDO shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. The **CITY OF SAN FERNANDO** assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110.

12. EQUAL BENEFITS ORDINANCE. Unless otherwise exempt in accordance with the provisions of this Ordinance, this Agreement is subject to the applicable provisions of the Equal Benefits Ordinance (EBO), Section 10.8.2.1 of the City of Los Angeles Administrative Code, as amended from time to time.

(1) During the performance of the Agreement, the **CITY OF SAN FERNANDO** certifies and represents that the **CITY OF SAN FERNANDO** will comply with the EBO. The **CITY OF SAN FERNANDO** agrees to post the following

statement in conspicuous places at its place of business available to employees and applicants for employment:

“During the performance of the Agreement for Services with the **CITY OF LOS ANGELES**, the **CITY OF SAN FERNANDO** will provide equal benefits to its employees with spouses and its employees with domestic partners. Additional information about the City of Los Angeles’ Equal Benefits Ordinance may be obtained from the Office of the City Administrative Officer, Contractor Enforcement Section at (213) 978-7650.”

- (2) The failure of the **CITY OF SAN FERNANDO** to comply with the EBO will be deemed to be a material breach of the terms of this Agreement.
 - (3) If the **CITY OF SAN FERNANDO** fails to comply with the EBO the City of Los Angeles may cancel, terminate or suspend the Agreement, in whole or in part, and all monies due or to become due under the Agreement may be retained by the **CITY OF LOS ANGELES**. The **CITY OF LOS ANGELES** may also pursue any and all other remedies at law or in equity for any breach.
 - (4) Failure to comply with the EBO may be used as evidence against the **CITY OF SAN FERNANDO** in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance.
 - (5) If the City Administrative Officer determines that a **CITY OF SAN FERNANDO** has set up or used its Contracting entity for the purpose of evading the intent of the EBO, the Awarding Authority may terminate the Contract on behalf of the **CITY OF LOS ANGELES**. Violation of this provision may be used as evidence against the **CITY OF SAN FERNANDO** in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40 et seq., Contractor Responsibility Ordinance.
13. **SLAVERY DISCLOSURE ORDINANCE.** Unless otherwise exempt in accordance with the provisions of this Ordinance, this Contract is subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code, as may be amended from time to time. The **CITY OF SAN FERNANDO** certifies that it has complied with the applicable provisions of this Ordinance. Failure to fully and accurately complete the affidavit may result in termination of this Agreement.
14. **ENTIRE AGREEMENT.** This Agreement contains the full and complete Agreement between the two Parties. No verbal agreement or conversation with any officer or employee of either Party will affect or modify any of the terms and conditions of this Agreement.

This Agreement is executed in four (4) originals. This Agreement includes nine (9) pages (including the signature page), four (4) Attachments and one (1) Exhibit, which together constitute the entire understanding and agreement of the Parties.

(Signature Page to Follow)

DRAFT

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their respective duly authorized representatives.

CITY OF LOS ANGELES**CITY OF SAN FERNANDO**

By _____
Eric Garcetti
Mayor

By _____
Antonio G. Lopez
Mayor

Date _____

Date _____

APPROVED AS TO FORM:

Carmen A. Trutanich, City Attorney

ATTEST:

Frank T. Martinez, City Clerk

By _____
Anthony-Paul Diaz
Assistant City Attorney

By _____
Deputy City Clerk

Date _____

Date: _____

Attachment A, California Disaster and Civil Defense Master Mutual Aid Agreement
Attachment B, Geographical Map of the Boundaries of the City of San Fernando
Attachment C, Comparable Share of the Total Cost for Fire and EMS services
Exhibit A, Insurance Requirements - Form 146

Attachment "A"

**CALIFORNIA
DISASTER AND CIVIL DEFENSE
MASTER MUTUAL AID AGREEMENT**

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, it is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, it is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, it is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, countywide, regional, statewide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

1. Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
2. Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
3. It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly

provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

4. It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a *STATE OF EXTREME EMERGENCY* has been proclaimed.
5. It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Section 1564, Military and Veterans Code.)
6. It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government, the parties to this agreement shall abide by such mutual aid agreements in accordance with the law.
7. Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
 - a. Countywide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties thereto in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

- b. Statewide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - c. The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
 - d. Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
 - e. The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
 - f. The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, the County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.
8. This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after

receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

9. Approval or execution of this agreement shall be as follows:
 - a. The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
 - b. Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as *"CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT."* Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
 - c. The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
10. Termination of participation in this agreement may be effected by any party as follows:
 - a. The Governor on behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
 - b. Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

Signed by: EARL WARREN
GOVERNOR

On behalf of the State of California and all its
Departments and Agencies

ATTEST:

November 15, 1950

Signed by: FRANK M. JORDAN
SECRETARY OF STATE



Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

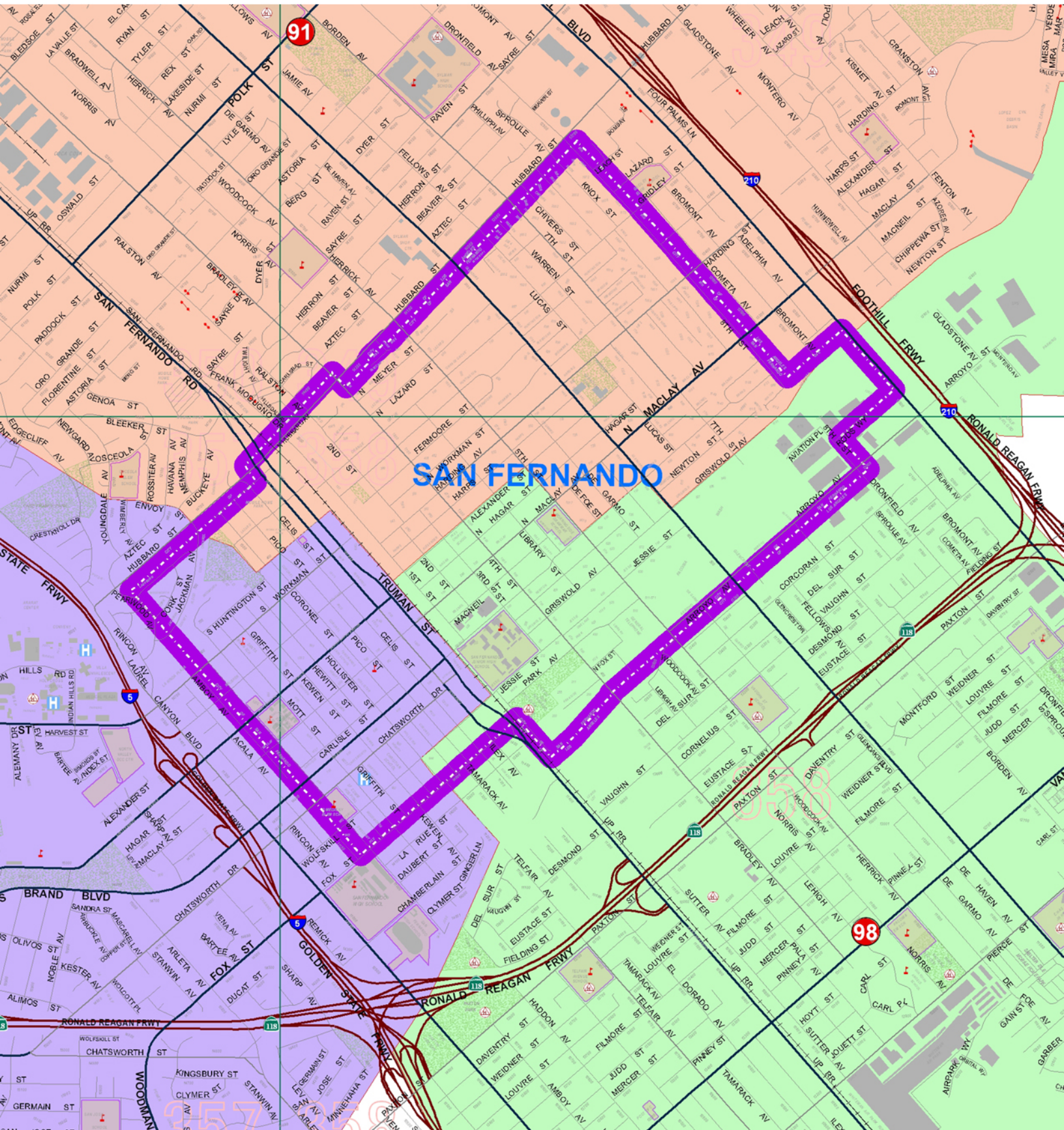
- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

Attachment "B"



SAN FERNANDO BOUNDARY

LAFD FIRST-IN DISTRICTS



Attachment C

**City of Los Angeles
Fire Department
Comparable Share of the Total Cost
As of April 29, 2013**

San Fernando	Estimated	Actual	Estimated
Assessment Value Note 1	2012	2012	2013
City of Los Angeles	\$ 409,073,085,384	\$ 419,126,705,477	\$ 419,126,705,477
San Fernando	1,470,621,856	1,522,404,747	1,522,404,747
Ratio	0.360%	0.360%	0.360%
Fire Department Budget Note 2			
Operating Budget	472,597,193	472,597,193	513,444,773
Related and Indirect Costs	354,548,383	354,548,383	355,764,172
Total Budget	827,145,576	827,145,576	869,208,945
Less Revenue Note 3	(142,193,562)	(142,193,562)	(169,707,771)
	684,952,014	684,952,014	699,501,174
Proposed Fee	\$ 2,465,827	\$ 2,465,827	\$ 2,518,204

Note 1: The Assessment values for both the City of Los Angeles and the City of San Fernando are obtained from the Los Angeles County Office of the Assessor's Annual Report located in the County of Los Angeles' website.

Note 2: The information for the Fire Department Budget is obtained from the annual budget submitted by the Mayor and Modified and Adopted by the City of Los Angeles Council.

Note 3: The Revenue for the Fire Department is obtained from the Revenue Outlook book, a supplemental to the Proposed Budget.

Required Insurance and Minimum LimitsName: Los Angeles Fire DepartmentDate: 03/28/2013Agreement/Reference: City of San Fernando - Mutual Aid Agreement

Evidence of coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits ("CSLs"). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

✓ Workers' Compensation - Workers' Compensation (WC) and Employer's Liability (EL)WC StatutoryEL \$1,000,000☐ Waiver of Subrogation in favor of City☐ Longshore & Harbor Workers☐ Jones Act**✓ General Liability**\$2,000,000☒ Products/Completed Operations☐ Sexual Misconduct☐ Fire Legal Liability☒ \$5,000,000 AggregateAutomobile Liability (for any and all vehicles used for this contract, other than commuting to/from work)Professional Liability (Errors and Omissions)Discovery Period 12 Months After Completion of Work or Date of TerminationProperty Insurance (to cover replacement cost of building - as determined by insurance company)☐ All Risk Coverage☐ Boiler and Machinery☐ Flood☐ Builder's Risk☐ Earthquake☐ Fine Arts - Cover value of exhibitPollution Liability☐Surety Bonds - Performance and Payment (Labor and Materials) Bonds100% of the contract priceCrime Insurance**Other:** General Notes:

1) If a contractor has no employees and decides to not cover herself/himself for workers' compensation, please complete the form entitled "Request For Waiver of Workers' Compensation Insurance Requirement" located at: <http://cao.lacity.org/risk/InsuranceForms.htm>

2) In the absence of imposed auto liability requirements, all contractors using vehicles during the course of their contract must adhere to the financial responsibility laws of the State of California.

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POLICE DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and City Councilmembers

FROM: Don Penman, City Administrator
By: Robert Parks, Interim Chief of Police

DATE: July 1, 2013

SUBJECT: Acceptance of Alcoholic Beverage Control Grant for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept \$38,905 awarded to the Police Department by the California Department of Alcoholic Beverage Control (ABC) for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program;
- b. Adopt Resolution No. 7543 (Attachment "A") authorizing the Chief of Police to execute a Standard Agreement (Contract No. 1716 - Exhibit "1") with the California Department of Alcoholic Beverage Control (ABC) for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program.

BACKGROUND:

1. On March 30, 2013, the Police Department applied to the State of California ABC requesting funds for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program regarding alcohol related crime tendencies. Additional goals include Licensee Education of Alcohol and Drugs (LEAD) training.
2. On May 29, 2013, Chief Parks was notified that the Police Department had been selected to receive funding for 2013/2014 Grant Assistance Program (GAP) grant proposal in the amount of \$38,905 (Attachment "B").
3. Pending City Council acceptance and approval of the grant, on July 15 through 17, 2013, Detective William Bailey and Community Resource Officer Jorge Cervantes will attend an ABC program training conference in Milipitas – Silicon Valley.

Acceptance of Alcoholic Beverage Control Grant for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program

Page 2

ANALYSIS:

The Police Department provides public safety services to a population of approximately 25,000 residing in 2.38 square miles. Over the last five years (2008-2012), the Police Department averaged 341 DUI arrests per year. In 2012, the Police Department observed over a 300% increase in under age DUIs.

Additionally, in 2012, the Police Department experienced three separate homicides. In each incident, alcohol was a contributing factor, with one homicide occurring on the property of an ABC licensee, where the victim had earlier consumed alcohol. Prior to these incidents, the City had not had a homicide since 2006.

ABC requires that the City adopt a Resolution that includes specific elements that will and satisfy the stipulations made by ABC. The goal of the program is to reduce availability of alcohol to local youth and educate local merchants. Grant funds will be used to reimburse the City for overtime costs incurred during enforcement operations.

BUDGET IMPACT:

None, there is no impact to accepting the grant funds.

CONCLUSION:

Enforcement of laws prohibiting sales of alcohol to minors and educate local merchants and ABC licensee's in proper sales techniques, is and will remain a vital element of the Police Department's operational plan. The funding provided by ABC will help the Department address the issue of adults purchasing alcohol for minors and reduce merchants ABC violations. The Department will also use media involvement to generate publicity for the grant. The publicity should dissuade other adults from purchasing alcohol for minors.

ATTACHMENTS:

- A. Resolution No. 7543
- B. California Department of Alcohol Beverage Control Letter (dated May 29, 2013)

ATTACHMENT "A"**RESOLUTION NO. 7543****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA TO AUTHORIZE THE CHIEF OF POLICE TO PROPOSE AND ENTER INTO AN AGREEMENT WITH THE STATE OF CALIFORNIA DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL TO DEVELOP AN UNDER AGED ALCOHOL PURCHASE PREVENTION PROGRAM**

WHEREAS, The City Council of the City of San Fernando desires to undertake a certain project designated as 2013/2014 GAP to be funded in part from funds made available through the Grant Assistance Program (GAP) administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC).

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

SECTION 1. The Chief of Police of the City of San Fernando is authorized to execute on behalf of Council the attached contract (Exhibit "1"), including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

SECTION 2. It is agreed that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

SECTION 3. The grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

SECTION 4. This award is not subject to local hiring freezes.

PASSED, APPROVED, AND ADOPTED this 1st day of July, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 1st day of July 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

STATE OF CALIFORNIA

STANDARD AGREEMENT

STD 213 (Rev 06/03)

EXHIBIT "1"

AGREEMENT NUMBER

13G-LA42**CONTRACT NO. 1716**

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

CONTRACTOR'S NAME

City of San Fernando through the San Fernando Police Department

2. The term of this Agreement is: July 1, 2013 through June 30, 2014

3. The maximum amount of this Agreement is: \$ 38,905

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work 3 page(s)

Exhibit B – Budget Detail and Payment Provisions 3 page(s)

Exhibit C* – General Terms and Conditions GTC 610

Check mark one item below as Exhibit D:



Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)

1 page(s)



Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions

page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of San Fernando through the San Fernando Police Department

BY (Authorized Signature)

DATE SIGNED(Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Robert Parks, Chief

ADDRESS

910 First Street
San Fernando, CA 91340

STATE OF CALIFORNIA

AGENCY NAME

Department of Alcoholic Beverage Control

BY (Authorized Signature)

DATE SIGNED(Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Ed Jimenez, Assistant Director, Administration

ADDRESS

3927 Lennane Drive, Suite 100; Sacramento, CA 95834

California Department of General
Services Use Only

☒ Exempt per: SCM 4.04.(A)(3)

SCOPE OF WORK

Exhibit A

1.) Summary:

a.) Agency Description:

The San Fernando Police Department is comprised of 31 sworn officers and 18 civilian employees. The sworn personnel include a Chief, two Lieutenants, five Sergeants, three Detectives, one School Resource Officer, 19 Patrol Officers and 20 Reserve Officers.

b.) Funding Requested:

The San Fernando Police Department request the amount of \$38,905.00 to enhance its current levels of education and enforcement regarding ABC licensed establishments and problems associated with alcohol sales and consumption.

c.) Goals and Objectives:

The San Fernando Police Department is committed to enhancing its current level of enforcement, public education, and outreach regarding ABC licensed establishments and issues associated with alcohol sales. The Detectives and School Resource Officer will work in partnership with ABC investigators to implement the objectives of the program, including sting operations, conduct Informed Merchants Preventing Alcohol-Related Crime Tendencies Inspections (IMPACT), prevention and education programs that educate licensees how they can be part of the solution to reduce alcohol related crimes. Additional goals include Licensee Education of Alcohol and Drugs (LEAD) training, voluntary prevention and education program for retail licensees and their employees, and outreach efforts to increase public awareness of ABC's rules, regulations, and enforcement activities.

The project requested for funding has the full support and commitment of the Police Chief and the members of the department to successfully impact the issues of alcohol sales to minors and to monitor problem ABC establishments within the City of San Fernando. Additionally, the agency will engage other public organizations and community groups, including but not limited, to the Los Angeles Unified School District, Neighborhood Watch groups, business owners, and the business community. We will employ press releases that support the efforts of the grant program as well as submit articles and notices of events to the press related to the program and community education objectives.

The San Fernando Police Department believes that ABC licensees in its city will benefit greatly from the proposed efforts and educational process to reduce alcohol related issues. Reduction in alcohol related violations will allow our patrol force to focus on patrol activities, crime prevention, and other law enforcement activities to reduce crime overall.

The City of San Fernando currently has 41 ABC licensed establishments.

Exhibit A

2.) Problem Statement:

The San Fernando Police Department provides public safety services to a population of approximately 24,000 residing in 2.38 square miles. The San Fernando community is predominately Latino (95%) with an unemployment rate over 11.5%. Over 13.3% of the city's population is receiving some type of public assistance. Over the last five years (2008-2012), the San Fernando Police Department averaged approximately 341 DUI arrests per year. In 2012, the San Fernando Police Department observed over a 300% increase in minor DUIs, up to 10% from the prior year's average of 3.1%.

The City of San Fernando experienced three separate homicides in the last three months of 2012. Alcohol was a contributing factor in all three homicides. Additionally, one of the homicides occurred on the property of a ABC licensee where the victim was consuming alcohol. Prior to these homicides, the City of San Fernando has not had a homicide since 2006.

The San Fernando Police Department does not have a merchant/citizen training program currently in place. In addition, due to the lack of training and knowledge of ABC laws, the San Fernando Police Department has not been able to fully enforce the law. By educating San Fernando Police Department officers, license holders and their employees through briefing trainings, LEAD, and IMPACT, we expect to see a reduction in sales to minors. The San Fernando Police Department would utilize follow-up decoy operations to assess the level of compliance and success of the program.

The City of San Fernando is currently attempting to address the following challenges:

1. On-Sale and Off-Sale establishments increasing their sales of alcohol to minors.
2. Repeated criminal offenses stem from problematic On-Sale premises. Offenses include alcohol sales to minors, narcotic usage and sales, DUIs, fights, and homicides.
3. Licensees not training their employees and not understanding ABC rules and regulations.

3.) Project Description:

The following goals and objectives will be performed during the 12 months of this grant. The San Fernando Police Department will:

1. Train two officers on ABC enforcement tactics, strategies, and administrative accusation process. The officers will attend training presentations and conferences offered by ABC during the year.
2. Identify and target problematic establishments.
3. Continue to establish relationships with ABC district office and Grant Assistance Program coordinator.
4. Conduct four briefing/roll call trainings for patrol officers regarding the rules and regulations of the ABC Act.
5. Prepare two press releases in cooperation with ABC, to announce the project and to report on significant progress and activities. Engage the media in the program and

Exhibit A

sting operations.

6. Make one presentation on ABC issues at each of the four high schools within the City of San Fernando.
7. Make two presentations with the San Fernando Neighborhood Watch program and several additional presentations at local service clubs (ie. Rotary Club, Kiwanis, Elks Lodge, etc.).
8. Conduct four Minor Decoy/Shoulder Tap sting operations.
9. Conduct one Teenage Party Prevention and Dispersal Deployments (TAPPED).
10. Conduct three IMPACT inspection operations where officers will visit licensed establishments to insure compliance with ABC regulations.
11. Conduct and host one LEAD training seminar with the assistance of the local ABC office.
12. Three Discretionary undercover operations such as Trapdoor, B-Girls, and Warrant Operation, will be conducted.

4.) Project Personnel:

The Grant Assistance Program (GAP) will be under the leadership of the Detective Division of the San Fernando Police Department. The staffing required to implement the grant goals and objective will consist of the Detective Commander Lieutenant Robert Jacobs who will be responsible for supervising the operations, managing the grant, and reporting. Detective William Bailey and School Resource Officer Jorge Cervantes will participate in the operations, coordinate meetings, assist ABC agents involved in the project, testify in court and in ABC administrative hearings, and attend training presentations offered by ABC during the year. Additionally, staffing will also consist of two other Detectives and one other Patrol Officer who will assist in carrying out the operations including but not limited to arrests, citations, evidence collections, court and ABC hearing testimony, and public education. The above mentioned personnel have over one hundred combined years of experience in law enforcement, including ABC enforcement.

BUDGET DETAIL**Exhibit B**

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST (Round budget amounts to nearest dollar)
A. Personnel Services (straight time salaries, overtime, and benefits)	
A.1 Straight Time	
A.2 Overtime Officer/Detective OT Est. 350 hours @ \$69.22/hour	\$24,227.00
Supervisor/Sgt. OT Est. 50 hours @ \$84.42/hour	\$4,221.00
A.3 Benefits Medicare @ 1.45% x \$28,448.00	\$412.00
Workers Comp @ 14.22% x \$28,448.00	\$4,045.00
TOTAL PERSONNEL SERVICES	\$32,905.00
B. Operating Expenses (maximum \$2,500)	
Minor Decoy, Shoulder Tap, and Over-consumption of Alcohol Operations. Narcotic Investigations "buy money."	\$1,500.00
TOTAL OPERATING EXPENSES	\$1,500.00
C. Equipment (maximum \$2,500)	
(Attach receipts for all equipment purchases to monthly billing invoice)	
Surveillance equipment, Cameras, and Laptop	\$2,500.00
TOTAL EQUIPMENT	\$2,500.00
D. Travel Expense/Registration Fees (maximum \$2,000)	
(Registration fee for July 2013 GAP Conference attendees is \$225 each)	
Registration for July 2013 GAP Conference two Attendees at \$225 each	\$450.00
Travel, per diem, and Lodging for July GAP Conference	\$1,550.00
TOTAL TRAVEL EXPENSE	\$2,000.00
TOTAL BUDGET DETAIL COST, ALL CATEGORIES	\$38,905.00

PAYMENT PROVISION**Exhibit B**

Page 1 of 2

1. **INVOICING AND PAYMENT:** Payments of approved reimbursable costs (per Budget Detail attached) shall be in arrears and made via the State Controller's Office. Invoices shall be submitted in duplicate on a monthly basis in a format specified by the State. Failure to submit invoices and reports in the required format shall relieve the State from obligation of payment. Payments will be in arrears, within 30 days of Department acceptance of Contractor performance, pursuant to this agreement or receipt of an undisputed invoice, whichever occurs last. Nothing contained herein shall prohibit advance payments as authorized by Item 2100-101-3036, Budget Act, Statutes of 2013.
2. Revisions to the "Scope of Work" and the "Budget Detail" may be requested by a change request letter submitted by the Contractor. If approved by the State, the revised Grant Assistance Scope of Work and/or Budget Detail supersede and replace the previous documents bearing those names. No revision cannot exceed allotted amount as shown on Budget Detail. The total amount of the contract must remain unchanged.
3. Contractor agrees to refund to the State any amounts claimed for reimbursement and paid to Contractor which are later disallowed by the State after audit or inspection of records maintained by the Contractor.
4. Only the costs displayed in the "Budget Detail" are authorized for reimbursement by the State to Contractor under this agreement. Any other costs incurred by Contractor in the performance of this agreement are the sole responsibility of Contractor.
5. Title shall be reserved to the State for any State-furnished or State-financed property authorized by the State which is not fully consumed in the performance of this agreement. Contractor is responsible for the care, maintenance, repair, and protection of any such property. Inventory records shall be maintained by Contractor and submitted to the State upon request. All such property shall be returned to the State upon the expiration of this contract unless the State otherwise directs.
6. If travel is a reimbursable item, the reimbursement for necessary traveling expenses and per diem shall be at rates set in accordance with Department of Personnel Administration rates set for comparable classes of State employees. No travel outside of the State of California shall be authorized. No travel shall be authorized outside of the legal jurisdiction of Contractor without prior authorization by the State.

PAYMENT PROVISION**Exhibit B**

Page 2 of 2

7. Prior authorization by the State in writing is required before Contractor will be reimbursed for any purchase order or subcontract exceeding \$2,500 for any articles, supplies, equipment, or services to be purchased by Contractor and claimed for reimbursement. Contractor must justify the necessity for the purchase and the reasonableness of the price or cost by submitting three competitive quotations or justifying the absence of bidding.
8. Prior approval by the State in writing is required for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop or conference, and over any reimbursable publicity or educational materials to be made available for distribution. Contractor is required to acknowledge the support of the State whenever publicizing the work under the contract in any media.
9. It is understood between the parties that this contract may have been written before ascertaining the availability of appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the contracts were executed after that determination was made.
10. BUDGET CONTINGENCY CLAUSE - It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

GTC 610

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

9. RECYCLING CERTIFICATION: The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS: Time is of the essence in this Agreement.

13. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

14. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

15. ANTITRUST CLAIMS: The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

a. The Government Code Chapter on Antitrust claims contains the following definitions:

- 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
- 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS: If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

a. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)

b. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

20. LOSS LEADER:

If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

Exhibit D**Special Terms and Conditions**

1. Disputes: Any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Director, Department of Alcoholic Beverage Control, or designee, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Department shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the State a written appeal addressed to the Director, Department of Alcoholic Beverage Control. The decision of the Director of Alcoholic Beverage Control or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, Contractor shall proceed diligently with the performance of the contract and in accordance with the decision of the State.
2. Termination Without Cause: Either party may terminate this agreement at any time for any reason upon ten (10) days written notice. No penalty shall accrue to either party because of contract termination.
3. Contract Validity: This contract is valid and enforceable only if adequate funds are appropriated in Item 2100-101-3036, Budget Act of 2013, for the purposes of this program.
4. Contractor Certifications: By signing this agreement, Contractor certifies compliance with the provisions of CCC 307, Standard Contractor Certification Clauses. This document may be viewed at www.ols.dgs.ca.gov/standard+language.
5. If the State determines that the grant project is not achieving its goals and objectives on schedule, funding may be reduced by the State to reflect this lower level of project activity.

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

3927 Lennane Drive, Suite 100
Sacramento, CA 95834
(916) 419-2500



May 29, 2013

Chief Robert Parks
San Fernando Police Department
910 First Street
San Fernando, CA 91340

Dear Chief Parks:

Congratulations! Your agency has been selected by the Department of Alcoholic Beverage Control to receive funding for your 2013/2014 GAP grant proposal in the amount of \$38,905. We look forward to working with your department to meet the goals and objectives in your proposal.

A grant contract will be forthcoming within the next couple of weeks which requires a resolution from your agency's governing body. A sample resolution was included in the Request for Proposal packet. **Due to the fact that these resolutions have to be put on your governing body's calendar, we ask that you do this as soon as possible.**

We are planning a two and a half-day training conference July 15 – 17, 2013, at the Embassy Suites in Milpitas – Silicon Valley. The conference can accommodate two attendees from each agency and it is recommended that your Project Director and the officer assigned to the grant program attend.

This conference will offer valuable training in alcohol enforcement and will also be an excellent opportunity for the officers and deputies from your agency to meet and share information with others. Attendees are encouraged to utilize a pre-registration session on Sunday, July 14, from 4:00 – 5:00 p.m. in order to expedite the registration on the next day.

A block of rooms at a special conference rate of \$149.00 plus tax has been reserved for grant agency participants.¹ **PLEASE NOTE THAT ATTENDEES MUST MAKE RESERVATIONS BY THE HOTEL'S DEADLINE OF JUNE 23, 2013**, to guarantee the special room rate or availability. There will be a \$225.00 registration fee per person for the training that is reimbursable through the grant. Please note that due to unforeseen costs the

¹ Based on the State regulations we are unable to reimburse those agencies that are within a 50 mile radius from the Embassy Suites Milpitas – Silicon Valley. The distance is based on the agency's physical headquarters address. Agencies that fall in this category are: Alameda County Sheriff's Office, Berkeley Police Department, Newark Police Department, Pacifica Police Department, Richmond Police Department and San Francisco Police Department. Travel reimbursable costs for the aforementioned agencies will be limited to the registration fee only.

May 29, 2013

Page 2

conference fee has increased by \$25 per person from last year. Space at the hotel is limited and late registrants may be referred to nearby hotels.

Participants must contact the Embassy Suites Hotel **directly** to make reservations.

Below are two options:

1. Go to <http://embassysuites.hilton.com/en/es/groups/personalized/M/MILCAES-ABC-20130714/index.jhtml>. *This link is specific to the Alcoholic Beverage Control GAP Conference*, or
2. Call 408-942-0400 main desk at Embassy Suites Milpitas, or 1-800- EMBASSY (800-362-2779) and ask for the **ABC Grant Assistance Program** discount rate.

Due to the short time frame for registering at the hotel, your prompt attention is appreciated. The special room rate will only be available until June 23, 2013, or until the group block is sold out, whichever comes first. We have also enclosed a conference registration form to be filled out and returned using the same time frame.

If you have any questions, please call Grant Coordinator Suzanne Pascual at (916) 419-2572.

Sincerely,



Jacob A. Appelsmith
Director

Enclosure

Cc: Lieutenant Robert Jacobs, Project Director

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CITY COUNCIL**MEMORANDUM**

TO: City Councilmembers
FROM: Mayor Antonio Lopez
DATE: July 1, 2013
SUBJECT: Appointment to the Tree Commission

RECOMMENDATION:

I recommend that the City Council appoint Ian Fitzsimmons to the Tree Commission as the At-Large Member for a period of three years (per City Code Section 2-601).

BACKGROUND:

1. On November 5, 2001, City Council established a moratorium on tree removals on public property until a comprehensive tree management program/policy could be established.
2. On April 2, 2002, City Council held a study session regarding the City's Urban Forest Management Program and the benefits of properly maintaining its tree resources. City Council directed staff to prepare an ordinance establishing a Tree Commission based on their direction.
3. On May 30, 2002, staff requested a proposal from Certified Arborist Kay Greeley for her professional assistance in serving on the newly-created Tree Commission.
4. On June 3, 2002, City Council adopted Ordinance No. 1531 establishing a Tree Commission and appointed a Councilmember and an At-Large Member.
5. On August 27, 2002, the first official Tree Commission meeting was held and all members were present (i.e., Councilmember, At-Large Member, Professional Member, Public Works Director, and the Community Development Director).
6. On April 2, 2012, City Council approved the re-appointment of Certified Arborist Kay Greeley to serve as the Professional Member to the Tree Commission for a three-year term.
7. On June 18, 2013, the Tree Commission held a special meeting (due to the lack of a quorum they had not met since October 27, 2010) and agreed to meet on a quarterly basis.

Appointment to the Tree Commission
Page 2

BUDGET IMPACT:

Stipend is \$50 per meeting (not to exceed one meeting per month).

ATTACHMENTS:

- A. City Code re Tree Commission
- B. Resumé – Ian Fitzsimmons

ATTACHMENT "A"**DIVISION 7 – TREE COMMISSION**

Sec. 2-600. - Created.

Sec. 2-601. - Composition and appointment of members.

Sec. 2-602. - Terms of members.

Sec. 2-603. - Vacancies; removal.

Sec. 2-604. - Officers generally.

Sec. 2-605. - Compensation.

Sec. 2-606. - Meetings generally.

Sec. 2-607. - Quorum.

Sec. 2-608. - Absence from meetings.

Sec. 2-609. - Powers and duties generally.

Sec. 2-610. - Rules and regulations.

Sec. 2-611. - Reports and records.

Sec. 2-612. - Cooperation by other officers and departments.

Sec. 2-613. - Incurring financial liability.

Sec. 2-600. - Created.

There is established a tree commission in and for the city.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-601. - Composition and appointment of members.

The tree commission shall consist of five members. The commission shall include one councilmember, the public works director, the community development director, a certified arborist, horticulturist, landscape architect or other similarly-trained professional (the "professional"), and one at-large member from the community (the "at-large member").

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-602. - Terms of members.

Terms of office of the councilmember, the professional, and the at-large member shall be three-years, at the will of the city council. The public works director and community development director shall serve indefinitely at the will of the city council.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-603. - Vacancies; removal.

- (a) If a vacancy occurs in the tree commission for any reason, such vacancy shall be filled by appointment by the city council.
- (b) Whenever, in the discretion of the city council, the best interests of the city will be served thereby, any member of the tree commission may be removed from office by the city council.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-604. - Officers generally.

- (a) *Chair.* The members of the tree commission shall annually in June elect one of its number as chair to serve for a one-year term or until a successor is elected.
- (b) *Vice-chair.* The members of the tree commission shall annually in June elect one of its number as vice-chair to serve for a one-year term or until a successor is elected.
- (c) *Secretary.* The public works director or his or her designee shall serve as secretary to the commission.
- (d) *Absence of chair, vice-chair and/or secretary.* In the absence of the chair, the vice-chair, and/or the secretary, any other member shall call the meeting to order, whereupon a chair and/or a secretary shall be elected from the members present to preside for that meeting.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-605. - Compensation.

The city council shall fix the amount of compensation, if any, to be paid to the members of the tree commission.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-606. - Meetings generally.

The members of the tree commission shall meet at least once a quarter at such time and place as it may fix by resolution. Special meetings may be called at any time by the chair of the commission or four members thereof by written notice served upon each member of the commission at least 48 hours before the time for the proposed meeting. Proper posting and Brown Act procedures will be followed.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-607. - Quorum.

Three members of the tree commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-608. - Absence from meetings.

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

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-609. - Powers and duties generally.

The powers and duties of the tree commission shall be as follows:

- (1) To act in an advisory capacity to the city council on matters pertaining to the improvement and beautification of the city's urban forest, and to provide an official entity through which the city may organize and implement plans.
- (2) To establish procedures and rules of operation, as it deems necessary to give effect to the intent and purpose of this ordinance, subject to the approval of the city council, and to perform such other duties as may be prescribed by the city council.
- (3) To oversee the preparation of, the reviewing of, and the recommendation of a city-owned tree inventory, master plan, and work plan/budget to the city council for implementation.
- (4) To be instrumental in evaluating needs, setting goals, and establishing policies for the community forestry program.
- (5) To recommend legislation to the city council regarding the urban forest.
- (6) To provide information regarding the selection, planning and maintenance of trees on public property.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-610. - Rules and regulations.

Subject to the approval of the city council, the tree commission may make and alter such rules and regulations for its organization and procedure as are consistent with this chapter, other city ordinances and state law.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-611. - Reports and records.

The tree commission shall keep an accurate record of all its proceedings and transactions and shall render annually, on a calendar basis, a full report of the commission's transactions and recommendations to city council.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-612. - Cooperation by other officers and departments.

All city officers, departments and department heads shall cooperate and render all reasonable and necessary assistance to the tree commission.

(Ord. No. 1531, § 2, 5-20-2002)

Sec. 2-613. - Incurring financial liability.

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

(Ord. No. 1531, § 2, 5-20-2002)

ATTACHMENT "B"**Ian Fitzsimmons****PROFILE**

After completing my Master of Landscape Architecture in 2004, my primary focus has been working on multi-family housing and commercial projects in the City of San Fernando. These projects included making facade improvements 120 North Maclay, guided restoration work to the old Salvation Army Building, 110 N. Maclay, and the former JC Penney building, 1140 San Fernando Rd., designing the remodel of existing apartment building at 232 Jessie St, designing the landscapes to San Fernando Senior Housing's buildings. I have also coauthored The Pacoima Wash Greenway Master Plan, which was adopted by the City of San Fernando in 2004, designed and oversaw construction of the Maclay Paseo which connects the San Fernando City Hall with Maclay Ave. shopping district, and designed the recently completed Kalisher Pocket Park.

EXPERIENCE**Designer/ Planner, Aszkenazy Development, Inc., San Fernando, CA****- July 2004 - Present**

Responsible for site planning and analysis for predevelopment of new projects, coordinating with design consultants to ensure their designs meet the company's vision for a particular project, obtaining all necessary entitlements and permits for construction as well as inspecting the construction to ensure compliance with the owner's wishes and the construction drawings. Also responsible for coordinating with commercial tenants over tenant improvement projects, facade improvements and signage. And, act as a consultant to maintenance staff concerning landscape maintenance and site improvements.

Landscape/ Designer, Wessler Design Associates, Ashland, OR**- March 1995 - June 1998**

Responsible for overseeing the construction of commercial and high end residential projects including dry stack rock walls, koi ponds and waterfalls, terracing, and community gardens. Irrigation included systems supplied by; city main, private well, reclaimed water, rain water catchment, and stream.

Assistant Farm Manager, Valley View Nursery, Ashland, OR**- May 1992 - March 1995**

Responsible for irrigation repairs and improvement projects, pest and weed abatement, and the different planting soils being prepared for container crops. Also was responsible for overseeing production staff to ensure wholesale orders were filled and delivered correctly.

EDUCATION

California State Polytechnic University, Pomona, California - Master of Landscape Architecture, 2004

Southern Oregon University, Ashland, Oregon - Bachelor of Sciences in English, w/ Creative Writing Emphasis, 2001

SKILLS

Landscape and Irrigation Design for public and private spaces, Site and Space Planning for commercial projects including ADA access through the projects, Expediting Development Projects through city planning and entitlement processes as well as the permits phases. Computer design including AutoCAD, Photoshop and Google Earth. Hand sketching and coloring renderings.