



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

SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE & AGENDA
SEPTEMBER 16, 2013 – 6:00 PM

COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CA 91340

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

Mayor Antonio Lopez

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) REQUEST TO APPROVE MINUTES OF:

- a) **MAY 20, 2013 – SPECIAL MEETING**
- b) **MAY 20, 2013 – REGULAR MEETING**
- c) **SEPTEMBER 3, 2013 – SPECIAL MEETING**
- d) **SEPTEMBER 3, 2013 – REGULAR MEETING**

2) REQUEST TO APPROVE WARRANT REGISTER NO. 13-092



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3) CONSIDERATION TO ADOPT RESOLUTION NO. 7561 ACCEPTING THE CALIFORNIA ARTS COUNCIL GRANT

Recommend that the City Council:

- a. Approve the acceptance of the California Arts Council Grant to support the City's Mariachi Master Apprentices Program (MMAP);
- b. Authorize the Interim City Manager to execute the Grant Agreement in order to receive the funding in the amount of \$11,041 to support the City's Mariachi Master Apprentices Program through June 30, 2014; and
- c. Adopt Resolution No. 7561 to increase the revenue and expenditures of Fiscal Year 2013-2014 Fund 10 budget by \$2,041.

4) CONSIDERATION TO ADOPT RESOLUTION NO. 7563 ACCEPTING A STATE FARM GRANT

Recommend that the City Council:

- a. Approve the acceptance of a State Farm Grant in the amount of \$2,500 for the Police Department Explorer Program; and
- b. Adopt Resolution No. 7563 amending the City Budget for Fiscal Year 2013-2014 to allocate the funds (\$2,500).

5) CONSIDERATION TO RENEW AND APPROVE A FOOD SERVICES AGREEMENT (CONTRACT NO. 1724) WITH THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Recommend that the City Council

- a. Approve a Food Services Agreement (Contract No. 1724) with the Los Angeles County Sheriff's Department for a five-year term (July 1, 2013 to June 30, 2018); and
- b. Authorize the Interim City Manager to execute the Agreement.

6) CONSIDERATION TO PURCHASE ONE (1) JOHN DEERE 310SK BACKHOE UNDER THE CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)

Recommend that the City Council:

- a. Authorize the purchase of one (1) John Deere 310SK Backhoe, for an amount not to exceed \$99,924.76, from Coastline Equipment Company (CEC) under the CMAS; and



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- b. Authorize the Interim City Manager to execute the purchase with CEC under the CMAS.

NEW BUSINESS

7) CONSIDERATION TO APPROVE PARTNERSHIP WITH LOS ANGELES COUNTY COMMUNITY DISASTER RESILIENCE PROJECT

Recommend that the City Council:

- a. Approve a continued partnership with the Los Angeles County Community Disaster Resilience Project and San Fernando Disaster Resilience Committee; and
- b. Authorize the Interim City Manager to direct staff to work with San Fernando Disaster Resilience Committee to implement a one-year Earthquake Preparedness Plan for the City.

8) CONSIDERATION OF APPOINTMENT OF ACTING CITY MANAGER IN ABSENCE OF CITY MANAGER

Recommend that the City Council concur with the Interim City Manager's appointment of Community Development Director Fred Ramirez as Acting City Manager during any temporary absence or disability to the City Manager.

9) CONSIDERATION TO APPROVE THE RE-ALLOCATION OF FUNDS FOR WATER MAINS INSTALLATION PROJECT

Recommend that the City Council adopt Resolution No. 7562 amending Fiscal Year 2013-2014 City Budget to appropriate \$441,990 from Fund 70 (Water) beginning fund balance to Fund 70-383 (Water Production) to cover the cost of the Water Mains Installation Project.

CITY COUNCIL ITEMS

10) APPOINTMENT TO THE EDUCATION COMMISSION

Councilmember Robert Gonzales is recommending the appointment of Olivia Robledo to the Education Commission.



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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: September 12, 2013 (9:00 a.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.

San Fernando City Council

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**MAY 20, 2013 – 4:30 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 4:43 p.m.

Present:

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

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

PLEDGE OF ALLEGIANCE

Mayor Lopez

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

RECESS TO CLOSED SESSION (4:44 P.M.)

By consensus, Councilmembers recessed to the following Closed Session:

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

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SPECIAL MEETING MINUTES – May 20, 2013**

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

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

(One potential case)

REPORT OUT FROM CLOSED SESSION

City Attorney Olivarez reported that the City Council recessed for discussion of Closed Session Items A and B. The City Council received briefings on both items, direction was given, but no final action was taken

ADJOURNMENT (5:39 P.M.)

By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 20, 2013 meeting as approved by the San Fernando City Council.

*Elena G. Chávez
City Clerk*

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**MAY 20, 2013 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 6:04 p.m.

Present:

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

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

PLEDGE OF ALLEGIANCE

Mayor Lopez

PRESENTATION

The following presentation was made:

A) NATIONAL PUBLIC WORKS WEEK (MAY 19-25, 2013)

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Paula Hock, San Fernando Library, invited everyone to an upcoming event (a local artist will be autographing posters that he designed).

SAN FERNANDO CITY COUNCIL**MINUTES – May 20, 2013****Page 2**

Rosa Maria Ruvalcaba asked City Council to vote in favor of the co-sponsorship of the help-portrait program.

CONSENT CALENDAR

Mayor Pro Tem Ballin pulled Item No. 3 for further discussion.

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

- 1) APPROVAL OF MINUTES OF:
 - a) FEBRUARY 19, 2013 – REGULAR MEETING
 - b) MAY 14, 2013 – SPECIAL MEETING
- 2) APPROVAL OF WARRANT REGISTER NO. 13-052
- 4) ADOPTION OF RESOLUTION NO. 7536 TO PROVIDE WORKERS' COMPENSATION COVERAGE FOR CERTAIN CITY VOLUNTEERS
- 5) CO-SPONSORSHIP OF HELP-PORTRAIT SAN FERNANDO 2013

By consensus, the motion carried.

Items Removed for Further Discussion

- 3) FISCAL YEAR (FY) 2013-14 STREET LIGHTING ASSESSMENT DISTRICT APPROVAL OF ENGINEER'S REPORT AND SETTING A DATE FOR THE PUBLIC HEARING

In response to Mayor Pro Tem Ballin's question, Public Works Director Ron Ruiz replied that the Parking and Business Improvement District we have does not affect the lighting.

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

- a. Adopt Resolution No. 7534 approving the Engineer's Report for the FY 2013-14 Landscaping and Lighting Assessment District (LLAD); and
- b. Adopt Resolution No. 7535 declaring the City Council's intention to order the annual assessments for FY 2013-14 LLAD and setting the date for the Public Hearing on June 17, 2013.

By consensus, the motion carried.

SAN FERNANDO CITY COUNCIL**MINUTES – May 20, 2013****Page 3****NEW BUSINESS****6) LEAGUE OF CALIFORNIA CITIES 2013 ANNUAL CONFERENCE DESIGNATION OF VOTING DELEGATES AND ALTERNATES**

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

Motion by Mayor Lopez, seconded by Mayor Pro Tem Ballin, to:

- a. Designate Mayor Lopez as the Voting Delegate for the League of California Cities Annual Conference; and
- b. Designate two Councilmembers (Avila and Gonzales) as the two Alternate Voting Delegates (one of whom may vote in the event that the designated Delegate is unable to serve in that capacity).

By consensus, the motion carried.

7) APPROVAL OF ACTIVITY INFORMATION MANAGEMENT SYSTEM (AIMS) MAINTENANCE AND HOSTING CONTRACTS

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

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

- a. Approve Contract No. 1709 with Edgesoft Inc. to maintain the AIMS software for a not to exceed amount of \$15,600 for FY 2013-14;
- b. Approve Contract No. 1710 with the City of Burbank for Hosting and Technology Support Services for a not to exceed amount of \$12,720 for FY 2013-14; and
- c. Authorize the Interim City Administrator to execute the agreements with Edgesoft Inc. and the City of Burbank.

By consensus, the motion carried.

8) DISPOSITION OF SURPLUS CITY-OWNED PROPERTY

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

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

- a. Declare all the items on the Surplus City-Owned Personal Property List as surplus; and

SAN FERNANDO CITY COUNCIL**MINUTES – May 20, 2013****Page 4**

- b. Authorize the Interim City Administrator to dispose of surplus City-owned personal property in accordance with Chapter 2, Article VI, Division 7, of the City of San Fernando Municipal Code.

By consensus, the motion carried.

9) STATUS REPORT REGARDING RETIREMENT FUND EXPENDITURES

Interim City Administrator Penman said that he was hired to find issues and it was important to bring the City Council up to speed regarding past practices related to expenditures to the Retirement Fund.

For the last 12-13 years, the Retirement Fund was used to pay toward the Los Angeles Fire contract based on pension for firefighters; yet, they are not City of San Fernando employees, nor in the CalPERS. The second issue identified was that retiree health benefits have also been charged to Retirement Fund.

Beginning the next fiscal year, these expenses (collectively amounting to \$1.4 million) will be paid from the appropriate accounts and only employee pension costs related to CalPERS will be charged to the Retirement Fund.

Councilmembers thanked both Interim City Administrator Penman and Interim Finance Director Rafaela King and said it seems that former City staff and Councilmembers should be held accountable for the fiscal situation we are in today.

By consensus, Councilmembers concurred to receive and file the report.

CONTINUED BUSINESS**10) CITY MANAGER OPTIONS FOR CITY COUNCIL CONSIDERATION**

City Attorney Olivarez presented the staff report and replied to questions from Councilmembers. He suggested addressing more time on this issue and perhaps creating an Ad Hoc committee to do so.

By consensus, Councilmembers agreed to appoint Mayor Lopez and Councilmember Fajardo to the Ad Hoc committee.

STANDING COMMITTEE UPDATES

No. 1 Budget, Personnel and Finance (BPF)

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Councilmember Avila – no updates.

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

Mayor Lopez – no updates.

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

Councilmember Fajardo – no updates.

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

Councilmember Avila – no updates.

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

Councilmember Gonzales – a meeting has been scheduled for next Tuesday.

GENERAL COUNCIL COMMENTS

Councilmember Avila said he sees a real change in the way information is provided; he likes the way the process is going and thanked staff.

Councilmember Fajardo offered his prayers to those affected by the Texas and Oklahoma tornados.

Mayor Pro Tem Ballin encouraged audience members to bring forward their concerns to clarify any miscommunications and she announced that she was presented an award from SCAG for outstanding participation.

Mayor Lopez stated that the City Council is being as transparent as possible. He also announced that the City received an award from the Los Angeles Conservancy for the Lopez Adobe.

STAFF COMMUNICATION

Interim City Administrator Penman reported that: 1) there will be a budget study session tomorrow; 2) it is important that the community know that staff is working toward creating the best fiscal situation for the City; and 3) staff has been in negotiations with employee unions and both sides are working very hard to develop a list of concessions to help get through these rough times.

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Recreation and Community Services Operations Manager Ismael Aguila invited everyone to the upcoming Annual Senior Expo at Las Palmas Park.

ADJOURNMENT (6:57 P.M.)

Motion by Mayor Pro Tem Ballin, seconded by Mayor Lopez, to adjourn. By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 20, 2013 meeting as approved by the San Fernando City Council.

Elena G. Chávez
City Clerk

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**SAN FERNANDO CITY COUNCIL
MINUTES**

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

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 5:07 p.m.

Present:

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

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

PLEDGE OF ALLEGIANCE

Mayor Lopez

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

STUDY SESSION

1) SAFE ROUTES TO SCHOOLS PROJECT UPDATE

Public Works Director Ron Ruiz presented the staff report and responded to questions from Councilmembers.

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SPECIAL MEETING MINUTES – September 3, 2013
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Discussion ensued but no formal action was taken.

RECESS TO CLOSED SESSION (5:22 P.M.)

By consensus, Councilmembers recessed to the following Closed Session:

- A) CONFERENCE WITH LABOR NEGOTIATOR (G.C. 54957.6)
City Negotiator: Interim City Manager Don Penman
Employee Organization: San Fernando Police Civilian Association (SEIU, Local 721)

REPORT OUT FROM CLOSED SESSION

City Attorney Olivarez reported that the City Council recessed for discussion of Closed Session Item A. The City Council was provided a briefing on the item, direction was given, but no final action was taken

ADJOURNMENT (5:58 P.M.)

By consensus, the meeting was adjourned.

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

*Elena G. Chávez
City Clerk*

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**SAN FERNANDO CITY COUNCIL
MINUTES**

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

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

CALL TO ORDER/ROLL CALL

Mayor Antonio Lopez called the meeting to order at 6:31 p.m.

Present:

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

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

PLEDGE OF ALLEGIANCE

Mayor Lopez

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Tom Ross, Downtown Mall Association President, said that the current production filming is bringing in business and he thanked everyone for coming out on Thursdays to support the Food Truck Night events.

CONSENT CALENDAR

Mayor Pro Tem Ballin pulled Item No. 4 for further discussion.

SAN FERNANDO CITY COUNCIL**MINUTES – September 3, 2013****Page 2**

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

- 1) APPROVAL OF MINUTES OF:
 - a) JANUARY 22, 2013 – REGULAR MEETING
 - b) AUGUST 5, 2013 – REGULAR MEETING
 - c) AUGUST 19, 2013 – SPECIAL MEETING
 - d) AUGUST 19, 2013 – REGULAR MEETING
- 2) APPROVAL OF WARRANT REGISTER NO. 13-091
- 3) CONSIDERATION AND POSSIBLE ACCEPTANCE OF KAISER COMMUNITY BENEFITS GRANT

By consensus, the motion carried.

Items Removed for Further Discussion:

Interim City Manager Penman responded to Mayor Pro Tem Ballin's question clarifying a small typo in the staff report.

- 4) CONSIDERATION TO APPROVE AN AMENDMENT TO THE JOINT POWERS AGREEMENT WITH THE INDEPENDENT CITIES FINANCE AUTHORITY

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

- a) Adopt Resolution No. 7559 approving Amendment No. 8 to the Joint Powers Agreement with the Independent Cities Finance Authority which changes the position of Program Administrator to Executive Director, adds clarifying language regarding housing authorities and deletes the word *Lease* from the title of the Authority; and
- b) Authorize the Interim City Manager to execute Amendment No. 8 to the Joint Powers Agreement.

By consensus, the motion carried.

NEW BUSINESS

- 5) CONSIDERATION TO APPROVE AND IMPLEMENT CITY POLICY REGARDING PROFESSIONAL SERVICES PROCUREMENT

Interim City Manager Penman presented the agenda report and replied to questions from Councilmembers.

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

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to approve a Professional Services Procurement Policy and include the proposed additions as stated by City Attorney Olivarez:

- a) The *Presiding Officer* is the *City Manager* or his/her designee;
- b) Days should be *working days*; and
- c) As part of the annual budget process, staff shall provide a complete list of all annual contracts to the City Council.

By consensus, the motion carried.

- 6) CONSIDERATION TO AWARD CONTRACT NO. 1722 WITH HALL & FOREMAN, INC. TO PROVIDE SANITARY SEWER MASTER PLAN DEVELOPMENT SERVICES

Public Works Director Ron Ruiz presented the agenda report and replied to questions from Councilmembers.

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

- a) Award a Professional Services Agreement (Contract No. 1722) to Hall & Foreman, Inc. to provide Sanitary Sewer Master Plan Development Services, in an amount not to exceed \$176,649;
- b) Authorize the Interim City Manager to execute the Agreement with Hall & Foreman, Inc.; and
- c) Accept Mayor Pro Tem Ballin's friendly amendment to include reallocating other budgeted funds for this project.

By consensus, the motion carried.

- 7) CONSIDERATION TO ADOPT RESOLUTION NO. 7560 APPROVING THE COOPERATIVE AGREEMENT FOR ADVANCE AND REIMBURSEMENT OF ADMINISTRATIVE, OVERHEAD AND OTHER EXPENSES (CONTRACT NO. 1723) BETWEEN THE CITY AND THE SUCCESSOR AGENCY

Interim Finance Director Rafaela King presented the agenda report.

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Gonzales, to adopt Resolution No. 7560 approving the Cooperative Agreement for Advance and Reimbursement of

SAN FERNANDO CITY COUNCIL**MINUTES – September 3, 2013****Page 4**

Administrative, Overhead and Other Expenses (Contract No. 1723) between the City and the Successor Agency and take certain other related actions. By consensus, the motion carried.

CITY COUNCIL ITEMS**8) DISCUSSION AND CONSIDERATION OF PROMOTING AND PRODUCING EFFICIENT ENERGY SOLUTIONS**

Councilmember Gonzales gave a brief presentation.

Richard Montes, Eco Sol, Inc., described the services provided by his company and replied to questions from Councilmembers.

Councilmember Avila: 1) believes it's a good idea but in fairness to other agencies that offer the same services, this should go out for an RFP (Request for Proposals); 2) expressed concern regarding the lack of company information on the internet; and 3) would like to see more specific information including staff time involved.

In response to Mayor Lopez' question, City Attorney Olivarez said that based upon the contract presented, there is no cost to the City (would involve only minor tweaks).

Councilmember Fajardo thanked Councilmember Gonzales for bringing this up but stated that he has a number of concerns including: 1) why would the City be better off going with this company versus opening up to RFPs; 2) the company's operations and lack of information on the internet; 3) the proposal poses major concerns (i.e., typos, company name misspelled, does not list of all their projects, nor employees and background information); and 4) and he expects that the quality of the presentation may correlate with the final report.

Mayor Pro Tem Ballin: 1) expressed concern regarding the cost (i.e., tweaking the agreement, actual staff time involved); 2) has also been approached by other agencies and, in fairness, this should go through an RFP process; and 3) talked about focusing more on the City Council's annual adopted priorities and perhaps look at this in the future.

Mayor Lopez disagreed and said that now is the appropriate time to look at ways to save money. This is only the first phase (collection of data) and would not involve moving forward on any projects.

Councilmember Gonzales believes it is extremely important that we look into this and look at everything to try to save costs for the City.

Motion by Mayor Lopez, seconded by Councilmember Gonzales, to consider the proposal /recommendation to create Phase I of the project.

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

City Attorney Olivarez added, and Mayor Lopez agreed, to approve the Letter of Agreement subject to the City Attorney's approval.

The motion failed with the following vote:

AYES:	Lopez, Gonzales – 2
NOES:	Ballin, Fajardo, Avila – 3

GENERAL COUNCIL COMMENTS

Councilmember Avila thanked Councilmember Gonzales for the item he brought forward but, again stated that he needs a comparison and more time to look at additional companies.

Councilmember Gonzales gave an update regarding an economic development conference he attended held by the California League of Cities.

Councilmember Fajardo: 1) commended Recreation & Community Services Manager Ismael Aguila for the hard work he put into cleaning up Heritage Park; 2) is glad that the City received additional funds for the health fitness programs; and 3) said every issue before Council is important but not every one warrants the same level of passion, expressed regret but thanked his colleagues for their congeniality.

Mayor Lopez said he would like to create an Ad Hoc Committee (he appointed Mayor Pro Tem Ballin and Councilmember Avila) to review the proposals that were previously submitted for labor and employment legal services. A Study Session will then be scheduled to discuss the Ad Hoc Committee's findings.

STAFF COMMUNICATION

Interim City Manager Penman gave an update regarding the current issues with Time Warner, CBS and Channel 9.

ADJOURNMENT (7:36 P.M.)

Motion by Mayor Pro Tem Ballin, seconded by Councilmember Avila, to adjourn the meeting. By consensus, the meeting was adjourned.

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

Elena G. Chávez
City Clerk

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FINANCE DEPARTMENT**MEMORANDUM**

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: September 16, 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. 13-092****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO ALLOWING AND APPROVING FOR
PAYMENT DEMANDS PRESENTED ON DEMAND/
WARRANT REGISTER NO. 13-092****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 16th day of September, 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 16th day of September 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

vchlist

09/11/2013 4:18:25PM

Voucher List

CITY OF SAN FERNANDO

Page:

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Bank code :bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
103251	9/16/2013	100067 ADVANCE DIRECT MAIL	9092013		UTILITY BILLING MAILING SERVICE - S	
					070-382-0000-4300	70.44
					072-360-0000-4300	70.44
					073-350-0000-4300	70.45
					Total :	211.33
103252	9/16/2013	100070 ADVANCED ELECTRONICS INC.	0128436-IN		SOFTWARE UPDATE FOR RADIOS	
					001-222-0000-4260	536.37
					Total :	536.37
103253	9/16/2013	100101 VERIZON WIRELESS-LA	270693253		PLANNING CELL PHONES	
					001-140-0000-4220	28.84
					001-150-0000-4220	5.40
					001-140-0000-4220	24.51
					001-190-0000-4220	24.52
			460851202		PD CELL PHONES	
					001-222-0000-4220	153.14
					010-220-3641-4220	26.70
			561407019		CITY YARD CELL PHONE & USB MODEM	
					070-384-0000-4220	57.69
					001-390-0000-4220	8.46
					001-320-0000-4220	8.46
					072-360-0000-4220	1.03
			660629692		VARIOUS CELL PHONES	
					001-106-0000-4220	27.52
					070-384-0000-4220	16.80
			870422920		PD CELL PHONES AND MDT MODEMS	
					001-222-0000-4220	942.91
					001-105-0000-4220	32.51
					001-152-0000-4220	114.03
					Total :	1,472.52
103254	9/16/2013	100249 AURORA ENVIRONMENTAL, INC.	JULY 2013		AB939 COMPLIANCE PERIOD - JULY 20	
					073-350-0000-4270	570.00
					Total :	570.00

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103255	9/16/2013	100311 BARR ELECTRIC CO.	12067		INSTALLATION OF NEW NETWORK JAC 001-130-0000-4320	430.44		
					Total :	430.44		
103256	9/16/2013	100396 BOB MURRAY & ASSOCIATES	5317	11000	PROFESSIONAL SERVICES - RECRUITI 001-106-0000-4260	7,088.71		
					Total :	7,088.71		
103257	9/16/2013	100405 BONANZA CONCRETE, INC.	41921		MACLAY ISLAND OFF GLENOAKS 015-310-0866-4600	1,924.80		
					Total :	1,924.80		
103258	9/16/2013	100676 R. E. CHARLES PLUMBING, INC.	16894		APPLIED ACID IN BOTH URINALS @ RE 001-390-0410-4330	780.52		
					Total :	780.52		
103259	9/16/2013	100731 CITY OF LOS ANGELES	74WP140000005		O & M PORTION OF ASSSC - SEPT 201: 072-360-0000-4600	150,667.00		
			74WP140000006		CAPITAL PORTION OF ASSSC. - SEPT 2 072-360-0000-4260	104,537.00		
					Total :	255,204.00		
103260	9/16/2013	100735 COASTAL AIR	14626		RE-DO COPPER LINES TO INSTALL CLI 001-390-0450-4330	740.00		
					Total :	740.00		
103261	9/16/2013	100805 COOPER HARDWARE INC.	89587		STENCIL KIT FOR CURB 013-311-0000-4300	17.42		
			89630		CLAMPETTE - REPAIR CLAMPS 070-383-0301-4300	25.05		
					Total :	42.47		
103262	9/16/2013	100859 CROWN DISPOSAL	0000508219		HAULING FEES - AUG 2013 073-350-0000-4260	65,959.60		
					Total :	65,959.60		
103263	9/16/2013	100886 LOS ANGELES DAILY NEWS	0010393921		PUBLICATION OF PUBLIC HEARING NC 001-150-0000-4230	311.30		

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103273	9/16/2013	101599 IMAGE 2000 CORPORATION	(Continued)		001-420-0000-4260	239.76
					001-190-0000-4320	306.40
					103-420-0000-4300	58.72
					001-190-0000-4320	117.25
					104-420-0000-4300	58.71
					Total :	780.84
103274	9/16/2013	101647 INTERSTATE BATTERY	30573908		BATTERIES FOR FLEET	
					001-1215	126.39
					Total :	126.39
103275	9/16/2013	101677 J & B ELECTRONIC DOOR SERV INC	40816		QRTLY ELECTRONIC GATE MAINT @ P	
					001-390-0222-4260	142.50
					Total :	142.50
103276	9/16/2013	101768 KIMBALL-MIDWEST	3139094		MISC NUTS, BOLTS & CONNECTORS	
					001-1215	202.25
					Total :	202.25
103277	9/16/2013	101920 LIEBERT CASSIDY WHITMORE	169099		LEGAL SERVICES	
			169100		001-112-0000-4270	591.00
			169101		LEGAL SERVICES	180.00
			169102		001-112-0000-4270	4,978.90
			169103		LEGAL SERVICES	6,964.00
			169541		001-112-0000-4270	1,143.50
			169542		LEGAL SERVICES	2,493.00
			169543		001-112-0000-4270	535.00
			169544		LEGAL SERVICES	2,789.50

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103277	9/16/2013	101920 LIEBERT CASSIDY WHITMORE	(Continued)		001-112-0000-4270	1,463.50	
					Total :	21,138.40	
103278	9/16/2013	101971 L.A. MUNICIPAL SERVICES	3-51-28526-13186-00		ELECTRIC- 13186 DRONFIELD		
					070-384-0000-4210	52.97	
					Total :	52.97	
103279	9/16/2013	101990 L.A. COUNTY METROPOLITAN	800056361		TAP CARDS - JULY 2013		
					007-440-0441-4260	1,216.00	
					Total :	1,216.00	
103280	9/16/2013	102003 LOS ANGELES COUNTY	RE-PW-13082000675		INDUSTRIAL WASTE SERVICES-THRU		
					072-360-0000-4430	6,259.86	
					Total :	6,259.86	
103281	9/16/2013	102219 MISSION AUTO ELECTRIC, INC.	23573		ALTERNATOR		
					001-1215	288.85	
					Total :	288.85	
103282	9/16/2013	102226 MISSION LINEN & UNIFORM	140186757		LAUNDRY		
			140187375		001-225-0000-4350	63.50	
			140188131		LAUNDRY	161.24	
					001-225-0000-4350	44.43	
					Total :	269.17	
103283	9/16/2013	102287 MUNICIPAL CODE CORP.	00232585		CITY CODE BI-ANNUAL UPDATE (SUPP		
					001-115-0000-4260	3,286.66	
					Total :	3,286.66	
103284	9/16/2013	102325 NAPA AUTO PARTS	809971		AIR FILTER - PW2115		
			810572		001-320-0370-4400	20.46	
			810652		UPPER RADIATOR HOSE - PW7122	22.26	
					001-320-0370-4400	68.09	
					BLOWER MOTOR ASSY - PD3032		
					001-320-0225-4400		

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103284	9/16/2013	102325 NAPA AUTO PARTS	(Continued)			
			811273		FRONT BRAKE PADS - PW3241	
					029-335-0000-4400	78.36
			811450		FLASHER	
					001-1215	4.12
			811494		FRONT BRAKE PADS - PD9964	
					001-320-0224-4400	75.85
103285	9/16/2013	102410 NORTHRIDGE HOSPITAL MEDICAL	301502852		ROTORS - PD9964	
					001-320-0224-4400	92.24
					THERMOSTAT & GASKET - PD7833	
			811563		001-320-0225-4400	14.54
				Total :	375.92	
103285	9/16/2013	102410 NORTHRIDGE HOSPITAL MEDICAL	301502852		SART EXAM	
					001-224-0000-4270	730.00
					Total :	730.00
103286	9/16/2013	102432 OFFICE DEPOT	1596049663		LAMINATE	
					001-150-0000-4300	10.41
				1600741367	ASCEP SUPPLIES - BINDERS, EASELS,	
					103-420-0000-4300	213.10
					104-420-0000-4300	213.09
				1600781107	LAMINATE	
					001-150-0000-4300	4.32
				1600784054	ASCEP - FILE BOX	
					104-420-0000-4300	9.81
				661711787001	BATTERIES, PENS & TONERS	
					001-150-0000-4300	77.51
				665747712001	FAX	
					001-222-0000-4300	217.99
				665747896001	COPY PAPER & POST IT NOTES	
					001-222-0000-4300	20.94
666203164001	WALL FILE HOLDERS FOR BACKFLOW					
	070-383-0000-4300	37.10				
666203305001	CARD READER					
	001-390-0000-4300	17.92				
668487407001		PRINTER INK - MECH SHOP				

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103286	9/16/2013	102432 OFFICE DEPOT	(Continued)				
			668487467001		001-320-0000-4300	82.38	
					PRINTER INK FOR MECH SHOP		
					001-320-0000-4300	50.13	
			669354054001		RECEIPT PAPER & PACKING TAPE		
					001-320-0000-4300	28.73	
			669354657001		PRINTER INK - MECH SHOP		
					001-320-0000-4300	50.13	
			669711076001		LASER JET CARTRIDGES, HIGHLIGHTER		
					001-150-0000-4300	594.65	
			670910598001		DOCUMENT COVERS, CLIPS, ENVELOPES		
					070-383-0000-4300	58.23	
			672504811001		COPY PAPER, BINDERS, STAPLES,		
					001-222-0000-4300	356.92	
			672506873001		BINDER REFILL		
		001-222-0000-4300	5.91				
103287	9/16/2013	102648 PONCE, VICTOR	082713		TONER DRUM CARTRIDGE FOR SMALL		
					070-382-0000-4300	39.13	
					072-360-0000-4300	39.13	
					073-350-0000-4300	39.14	
					ADDING MACHINE TAPE, CARTRIDGE		
					001-130-0000-4300	53.46	
					001-1200	45.03	
					Total :	2,265.16	
					COMMISSIONER'S REIMBURSEMENT		
					001-105-0000-4111	50.00	
	Total :	50.00					
103288	9/16/2013	102666 PREFERRED DELIVERY SYSTEMS INC	549-66		COURIER SERVICE		
					001-222-0000-4260	206.00	
				Total :	206.00		
103289	9/16/2013	102803 RED WING SHOE STORE	233000011712		PUBLIC WORKS SAFETY SHOES PURC		
				11003	070-383-0000-4310	171.14	
				Total :	171.14		

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103298	9/16/2013	103218 SOLIS, MARGARITA	(Continued)		001-310-0000-4390	72.70	
					001-346-0000-4360	55.17	
			NONPO		INCREASE OF PETTY CASH		
					001-1030	700.00	
					Total :	992.47	
103299	9/16/2013	103349 THE HOUSE OF PRINTING, INC.	145829		VARIOUS BUSINESS CARDS		
					001-130-0000-4300	47.27	
					001-310-0000-4300	47.27	
					001-150-0000-4300	94.54	
					Total :	189.08	
103300	9/16/2013	103458 U.S. HEALTHWORKS MEDICAL GROUP	2344091-CA		DOT EXAM/COLLECTION		
					001-106-0000-4270	70.00	
					Total :	70.00	
103301	9/16/2013	103463 U.S. POSTMASTER	DEMAND		PRESORTED FIRST CLASS POSTAGE -		
					070-382-0000-4300	383.64	
					072-360-0000-4300	383.64	
					073-350-0000-4300	383.63	
					Total :	1,150.91	
103302	9/16/2013	103463 U.S. POSTMASTER	PERMIT 64		FIRST CLASS PRESORT PERMIT #64 R		
					070-382-0000-4300	200.00	
					Total :	200.00	
103303	9/16/2013	103503 UNITED STATES POSTAL SERVICE	15122187		REIMBURSEMENT OF POSTAGE MACH-		
					001-190-0000-4280	1,500.00	
					Total :	1,500.00	
103304	9/16/2013	103738 YOSEF AMZALAG SUPPLY	12067544		REPLACE BROKEN SPRINKLERS @ LP		
					001-390-0460-4300	33.47	
					Total :	33.47	
103305	9/16/2013	103856 FLAGS USA INC.	56094		FLAGS FOR HOLIDAY DISPLAY		
					013-311-0000-4300	240.17	
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103305	9/16/2013	103856	103856 FLAGS USA INC.	(Continued)	Total :	240.17
103306	9/16/2013	103903	TIME WARNER CABLE	8448200540010328	CABLE SERVICE - 09/05/13-10/04/13	
					001-190-0000-4220	61.03
				8448200540010518	CABLE 08/29/13 - 09/28/13	
					001-420-0000-4260	180.20
					Total :	241.23
103307	9/16/2013	103948	CDW GOVERNMENT, INC.	FH55049	SUBSCRIPTION FOR EMAIL ARCHIVER	
					001-222-0000-4260	477.68
				FH58528	MAINTENANCE CONTRACT FOR WI-FI	
					001-222-0000-4260	705.00
					Total :	1,182.68
103308	9/16/2013	887305	CHAVEZ, JUAN	080313	SPORTS OFFICIAL	
					017-420-1328-4260	64.00
				081013	SPORTS OFFICIAL	
					017-420-1328-4260	100.00
				082413	SPORTS OFFICIAL	
					017-420-1328-4260	72.00
					Total :	236.00
103309	9/16/2013	887377	AKEMON, DOLORES	082213	COMMISSIONER'S REIMBURSEMENT	
					001-310-0000-4111	50.00
					Total :	50.00
103310	9/16/2013	887422	NORTHERN SAFETY CO., INC.	900558845	SAFETY GLOVES	
					001-390-0410-4310	20.38
					Total :	20.38
103311	9/16/2013	887466	SIMON'S POWER EQUIPMENT, INC.	42372	CHAINSAW PARTS & REPAIR	
					001-346-0000-4320	148.97
					Total :	148.97
103312	9/16/2013	887518	DURHAM, ALVIN	AUG 2013	COMMISSIONER'S REIMBURSEMENT	
					001-150-0000-4111	50.00
					Total :	50.00

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103313	9/16/2013	887663 ARMORCAST PRODUCT COMPANY	0149180-IN		WATER METER BOXES & COVERS W/H 070-383-0301-4300	422.00
					Total :	422.00
103314	9/16/2013	887799 GBEWONYO, PATRICK	08/24 & 08/27		SPORTS OFFICIAL 017-420-1328-4260	90.00
					Total :	90.00
103315	9/16/2013	887952 J. Z. LAWNMOWER SHOP	6566		CHAINSAW OIL & CHAIN 001-346-0000-4320	36.30
					Total :	36.30
103316	9/16/2013	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	31.58
					Total :	31.58
103317	9/16/2013	888321 ARRIZON, FRANCISCO	082213		COMMISSIONER'S REIMBURSEMENT 001-310-0000-4111	50.00
					Total :	50.00
103318	9/16/2013	888356 ADVANCED AUTO REPAIR BODY &	1070		REPLACE A/C COMPRESSOR & DRIER 001-320-0225-4400	521.15
					Total :	521.15
103319	9/16/2013	888633 VALLEY TRAVEL CLUB, INC	082813		SENIOR TRIP TO BIG BEAR ON 10/13/1: 004-2380	2,250.00
					Total :	2,250.00
103320	9/16/2013	888714 SALINAS JR., RODOLFO	AUG 2013		COMMISSIONER'S REIMBURSEMENT 001-150-0000-4111	50.00
					Total :	50.00
103321	9/16/2013	888800 BUSINESS CARD	082013		LEAGUE OF CA CITIES ANNUAL CONF 001-101-0109-4370	26.00
					001-101-0103-4370	26.00
			082113		001-101-0111-4370	26.00
					CITY SEAL TILE PLAQUE FOR VEA 001-101-0000-4300	19.83
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103321	9/16/2013	888800 BUSINESS CARD	(Continued) 082113		HIGHWAY SAFETY & TECHNOLOGY AN 010-220-3695-4370	1,200.00
			090113		ANNUAL MEMBERSHIP FEES 001-190-0000-4435	18.00
					Total :	1,315.83
103322	9/16/2013	888869 MUNITEMPS STAFFING	123999		TEMP STAFFING - ADMIN ANALYST W/E 001-310-0000-4112	178.12
					001-311-0000-4112	44.53
					027-344-0000-4112	111.33
					070-381-0000-4112	445.30
					070-382-0000-4112	779.28
					070-383-0000-4112	222.65
					070-384-0000-4112	222.65
					072-360-0000-4112	222.64
			124000		TEMPORARY STAFFING - INTERIM FIN 001-130-0000-4112	5,610.00
					Total :	7,836.50
103323	9/16/2013	889077 FUEL CREATIVE GROUP INC.	02866-3	11009	WAYFINDING SIGN SYSTEM DESIGN 105-346-0880-4600	875.00
					Total :	875.00
103324	9/16/2013	889310 BALLIN, LORRIANE	082713		COMMISSIONER'S REIMBURSEMENT 001-105-0000-4111	50.00
					Total :	50.00
103325	9/16/2013	889335 SPECTRA TURF	DRI04-3949R		PLAYGROUND FLOOR REPAIR @ REC 001-390-0410-4300	756.16
					Total :	756.16
103326	9/16/2013	889532 GILMORE, REVA A.	08/10/13 - 08/23/13		FOOD SERVICE MANAGER 010-422-3750-4270	663.00
					010-422-3752-4270	84.50
					Total :	747.50
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103327	9/16/2013	889533 MARTINEZ, ANITA	08/10/13 - 08/23/13		ASSISTANT FOOD MANAGER 010-422-3750-4270	177.00
					Total :	177.00
103328	9/16/2013	889534 RAMIREZ, FRANCISCO	08/10/13 - 08/23/13		HDM DRIVER 010-422-3752-4270 010-422-3752-4390	177.00 52.00
					Total :	229.00
103329	9/16/2013	889535 GOMEZ, GILBERT	08/10/13 - 08/23/13		HDM DRIVER 010-422-3752-4270 010-422-3752-4390	177.00 57.20
					Total :	234.20
103330	9/16/2013	889602 RESPOND SYSTEMS	93856 93900		FIRST AID KIT SUPPLIES 001-430-0000-4300 SAFETY RESPIRATORS & COOLING CC 070-383-0000-4310	158.66 82.40
					Total :	241.06
103331	9/16/2013	889681 VILLALPANDO, MARIA	08/10/13 - 08/23/13		FOOD SERVICE WORKER 010-422-3750-4270 010-422-3752-4270	221.25 44.25
					Total :	265.50
103332	9/16/2013	889773 GONZALEZ, JOSE T.	106		SENIOR TRIP CHARTER BUS TO SAN F 004-2380	650.00
					Total :	650.00
103333	9/16/2013	890026 PRIORITY MAILING SYSTEMS LLC	INV303225		INK CARTRIDGE FOR IJ65 POSTAGE M 001-190-0000-4300	311.66
					Total :	311.66
103334	9/16/2013	890030 ELITE EQUIPMENT INC	18559		BRUNNER ASPHALT CUTTER FOR JAC 070-383-0000-4310	159.01
					Total :	159.01
103335	9/16/2013	890109 SUPERMEDIA LLC	490003218406		DOMAIN REGISTRATION & E-MAIL HOS	
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103335	9/16/2013	890109 SUPERMEDIA LLC	(Continued)		001-190-0000-4220	50.95
					Total :	50.95
103336	9/16/2013	890127 NATURAL GAS GLOBAL SERVICES	4597 4598		EQUIPMENT UPGRADE; PRESSURE V# 001-320-3661-4600 REPAIR COMP A STAGE 1 & 3 001-320-3661-4400	1,296.21 662.20
					Total :	1,958.41
103337	9/16/2013	890324 PEREZ, JUAN	0824713		SPORTS OFFICIAL 017-420-1328-4260	76.00
					Total :	76.00
103338	9/16/2013	890358 BALLIN, PHILLIP ARTHUR	082213		COMMISSIONER'S REIMBURSEMENT 001-310-0000-4111	50.00
					Total :	50.00
103339	9/16/2013	890362 RTB BUS LINE	1797		TRANSPORTATION SERVICES - DAY C/ 007-440-0442-4260	379.00
					Total :	379.00
103340	9/16/2013	890486 LINCOLN COMMERCIAL	SI222823 SI222843		32" COMMERCIAL TOW VACUUM HEAD 001-430-0000-4300 HEAVY DUTY VACUUM BOX & INSPEC1 001-430-0000-4300	540.80 213.23
					Total :	754.03
103341	9/16/2013	890487 SEA-CLEAR POOLS	13-1055		(4) CHEMICAL PUMPS 001-430-0000-4500	1,961.96
					Total :	1,961.96
103342	9/16/2013	890513 ELIFEGUARD INC	46356 47070		UNIFORMS 001-430-0000-4300 (20) STRAW HATS 001-430-0000-4300	41.94 144.65
					Total :	186.59
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
103343	9/16/2013	890546 BARAJAS, CRYSTAL	AUG 2013		MARIACHI MASTER APPRENTICE PRO 010-424-3693-4260	131.25
					Total :	131.25
103344	9/16/2013	890739 FUJITA - AHMED, LIANE E.	REIMB.		REIMBURSEMENT OF AEROBICS RELA 017-420-1337-4260	52.64
			REIMB.		REIMBURSEMENT OF AEROBICS RELA 017-420-1337-4260	29.98
					017-420-1337-4300	157.01
					Total :	239.63
103345	9/16/2013	890879 EUROFINS EATON ANALYTICAL, INC	L0131349		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0131352		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0131764		WATER ANALYSIS FOLDERS 070-384-0000-4260	36.00
			L0131931		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0131934		WATER ANALYSIS FOLDERS 070-384-0000-4260	24.00
			L0132178		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0132186		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60
			L0132374		WATER ANALYSIS FOLDERS 070-384-0000-4260	164.00
			L0133475		WATER ANALYSIS FOLDERS 070-384-0000-4260	164.00
			L0134101		WATER ANALYSIS FOLDERS 070-384-0000-4260	164.00
					Total :	1,250.00
103346	9/16/2013	890906 MEYERS NAVE	2013070476		LEGAL SERVICES 001-110-3376-4270	186.00
					001-110-5624-4270	341.00

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
103346	9/16/2013	890906 890906 MEYERS NAVE	(Continued)			Total : 527.00
103347	9/16/2013	890970 WEX BANK	34091043		FUEL FOR FLEET 001-320-0152-4402	413.29
					001-320-0221-4402	141.41
					001-320-0222-4402	391.38
					001-320-0224-4402	1,206.13
					001-320-0225-4402	5,864.86
					001-320-0226-4402	2.00
					001-320-0228-4402	584.08
					001-320-0311-4402	1,154.08
					001-320-0312-4402	575.98
					001-320-0320-4402	183.03
					001-320-0346-4402	6.00
					001-320-0370-4402	584.93
					001-320-0371-4402	158.74
					001-320-0390-4402	1,421.88
					001-320-0420-4402	104.00
					007-313-3630-4402	2,185.89
					027-344-0000-4402	134.12
					029-335-0000-4402	160.01
					070-381-0000-4402	16.72
					070-382-0000-4402	130.53
					070-383-0000-4402	1,051.90
					070-384-0000-4402	292.19
					072-360-0000-4402	409.64
					073-350-0000-4402	2.00
					Total :	17,174.79
103348	9/16/2013	890996 REITAN, ROGER	811984		SENIOR TRIP CANCELLATION REFUND 004-2380	14.00
					Total :	14.00
103349	9/16/2013	890998 TRUJILLO, RODOLFO	082213		COMMISSIONER'S REIMBURSEMENT 001-310-0000-4111	50.00
					Total :	50.00

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
103367	9/16/2013	891248 TUZ, SANDRA	812006		SENIOR TRIP CANCELLATION REFUND 004-2380	14.00
					Total :	14.00
103368	9/16/2013	891249 STAR EDUCATION	STAR EDUCATION		ASCEP-"LIGHTS ON EVENT" FIELD TRI 103-420-0000-4300 104-420-0000-4300	250.00 250.00
					Total :	500.00
118	Vouchers for bank code :	bank			Bank total :	539,255.44
118	Vouchers in this report				Total vouchers :	539,255.44

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102657	8/1/2013	102519 P.E.R.S.	DEMAND		HEALTH INSURANCE BENEFITS-AUGU 001-1160	173,757.05
					Total :	173,757.05
102852	8/2/2013	103648 CITY OF SAN FERNANDO	PR 8-2-13		REIMBURSEMENT FOR PAYROLL W/E 001-1003	377,388.62
					007-1003	1,418.08
					008-1003	4,642.77
					010-1003	5,331.12
					011-1003	2,635.82
					012-1003	161.79
					017-1003	13,236.51
					027-1003	3,442.73
					029-1003	3,422.74
					050-1003	496.06
					070-1003	41,903.68
					072-1003	16,311.11
					073-1003	1,511.69
					Total :	471,902.72
102904	8/7/2013	889680 JIMENEZ LOPEZ, JUAN MANUEL	JUNE 2013		MARIACHI MASTER APPRENTICE PRO 010-424-3693-4260	700.00
					Total :	700.00
102905	8/14/2013	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION SERVICE PLAN - AUGUST 2013 001-1160	2,309.26
					Total :	2,309.26
102906	8/14/2013	887627 STANDARD INSURANCE	DEMAND		LIFE INSURANCE BENEFIT - AUGUST 2 001-1160	3,091.02
					Total :	3,091.02
102907	8/14/2013	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE BENEFIT - AUGU: 001-1160	11,353.85
					Total :	11,353.85

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102908	8/14/2013	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INSURANCE BENEFIT - AUGU: 001-1160	411.18
					Total :	411.18
102909	8/14/2013	891231 THE CLIENT TRUST ACCOUNT OF	08-14-13		SETTLEMENT PAYMENT 006-110-5635-4270	5,000.00
					Total :	5,000.00
102910	8/15/2013	103648 CITY OF SAN FERNANDO	PR 8-16-13		REIMB FOR PAYROLL W/E 8-9-13 AND 017-1003	12,660.83
					001-1003	388,528.94
					007-1003	1,509.25
					008-1003	4,604.70
					010-1003	14,088.56
					011-1003	2,627.78
					012-1003	161.76
					027-1003	3,471.57
					029-1003	3,415.77
					050-1003	510.46
					070-1003	39,900.57
					072-1003	16,326.92
					073-1003	1,511.16
					103-1003	444.89
					104-1003	552.20
					Total :	490,315.36
103049	8/21/2013	103826 COUNTY OF LOS ANGELES	082113		CEQA FILING FEES: "DENSITY BONUS 001-150-0000-4230	75.00
					Total :	75.00
103050	8/29/2013	103648 CITY OF SAN FERNANDO	PR 8-30-13		REIMBURSEMENT FOR PAYROLL W/E 001-1003	364,600.87
					007-1003	1,280.50
					008-1003	4,549.20
					010-1003	9,662.99
					011-1003	2,622.00
					012-1003	161.79

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
103050	8/29/2013	103648 CITY OF SAN FERNANDO	(Continued)			
					017-1003	447.25
					027-1003	3,544.41
					029-1003	3,415.86
					050-1003	503.18
					070-1003	40,557.52
					072-1003	16,180.05
					073-1003	1,511.14
					103-1003	4,730.74
					104-1003	4,850.47
					Total :	458,617.97
11	Vouchers for bank code :		bank		Bank total :	1,617,533.41
11	Vouchers in this report				Total vouchers :	1,617,533.41

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08/01/2013 5:04:18PM		CITY OF SAN FERNANDO	
Bank code : bank			
Voucher	Date	Vendor	Amount
102853	8/1/2013	100306 BARNARD, LARRY	11.80
AUGUST 2013			11.80
CALPERS HEALTH INS REIMB RETIREME			11.80
001-180-0000-4127			11.80
Total :			11.80
102854	8/1/2013	100642 CASTRO, RICO	1,100.19
AUGUST 2013			1,100.19
CALPERS HEALTH INS REIMB RETIREME			1,100.19
001-180-0000-4127			1,100.19
Total :			1,100.19
102855	8/1/2013	100913 DECKER, CATHERINE	218.22
AUGUST 2013			218.22
CALPERS HEALTH INS REIMB RETIREME			218.22
070-180-0000-4127			218.22
Total :			218.22
102856	8/1/2013	100916 DEIBEL, PAUL	532.26
AUGUST 2013			532.26
CALPERS HEALTH INS REIMB RETIREME			532.26
001-180-0000-4127			532.26
Total :			532.26
102857	8/1/2013	100995 DRAKE, MICHAEL	54.55
AUGUST 2013			54.55
CALPERS HEALTH INS REIMB RETIREME			54.55
070-180-0000-4127			54.55
072-180-0000-4127			54.55
Total :			109.11
102858	8/1/2013	100996 DRAKE, JOYCE	693.92
AUGUST 2013			693.92
CALPERS HEALTH INS REIMB RETIREME			693.92
001-180-0000-4127			693.92
Total :			693.92
102859	8/1/2013	101466 HARVEY, DEVERY MICHAEL	2.05
AUGUST 2013			2.05
CALPERS HEALTH INS REIMB RETIREME			2.05
001-180-0000-4127			2.05
Total :			2.05
102860	8/1/2013	101538 HOUGH, RAY	803.03
AUGUST 2013			803.03
CALPERS HEALTH INS REIMB RETIREME			803.03
001-180-0000-4127			803.03
Total :			803.03
102861	8/1/2013	101597 IBRAHIM, SAMIR	54.10
AUGUST 2013			54.10
CALPERS HEALTH INS REIMB RETIREME			54.10
001-180-0000-4127			54.10
Total :			54.10

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08/01/2013 5:04:18PM		CITY OF SAN FERNANDO					
Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
102862	8/1/2013	101926 LILES, RICHARD	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		
					070-180-0000-4127	223.46	
					072-180-0000-4127	223.46	
					Total :	446.92	
102863	8/1/2013	101933 LITTLEFIELD, LESLEY	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		
					001-180-0000-4127	218.22	
					Total :	218.22	
102864	8/1/2013	102206 MILLER, WILMA	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		
					001-180-0000-4127	109.11	
					Total :	109.11	
102865	8/1/2013	102232 MIURA, HOWARD	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		
					001-180-0000-4127	218.22	
					Total :	218.22	
102866	8/1/2013	102473 ORDELHEIDE, ROBERT	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		
					001-180-0000-4127	1,100.19	
					Total :	1,100.19	
102867	8/1/2013	102864 RIVETTI, DOMINICK	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		
					001-180-0000-4127	132.93	
					Total :	132.93	
102868	8/1/2013	103175 SKOBIN, ROMELIA	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		
					001-180-0000-4127	26.50	
					Total :	26.50	
102869	8/1/2013	103394 TORRES, RACHEL	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		
					001-180-0000-4127	109.11	
					Total :	109.11	
102870	8/1/2013	103643 WEDDING, JERRY	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		
					001-180-0000-4127	218.22	
					Total :	218.22	
102871	8/1/2013	103727 WYSBEEK, DOUDE	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREME		

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102871	8/1/2013	103727 WYSBEEK, DOUDE	(Continued)		001-180-0000-4127	109.11
					Total :	109.11
102872	8/1/2013	103737 YNIGUEZ, LEONARD	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	532.26
					Total :	532.26
102873	8/1/2013	889063 AGORICHAS, JOHN	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					070-180-0000-4127	64.42
					Total :	64.42
102874	8/1/2013	891010 MAERTZ, ALVIN	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	335.15
					Total :	335.15
102875	8/1/2013	891011 APODACA-GRASS, ROBERTA	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	218.22
					Total :	218.22
102876	8/1/2013	891013 BRUNWIN, HERBERT	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	109.11
					Total :	109.11
102877	8/1/2013	891014 CREEKMORE, CASIMIRA	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	109.11
					Total :	109.11
102878	8/1/2013	891016 DEATON, MARK	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					070-180-0000-4127	446.92
					Total :	446.92
102879	8/1/2013	891017 ELDRIDGE, WANDA	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	109.11
					Total :	109.11
102880	8/1/2013	891018 FLETCHER, HUBERT	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	218.22

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102880	8/1/2013	891018 891018 FLETCHER, HUBERT	(Continued)			Total : 218.22
102881	8/1/2013	891020 GLASGOW, ROBERT	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	92.26
					Total :	92.26
102882	8/1/2013	891021 GUIZA, JENNIE	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	109.11
					Total :	109.11
102883	8/1/2013	891023 HATFIELD, JAMES	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	89.38
					Total :	89.38
102884	8/1/2013	891024 HOOKER, RAYMOND	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	366.44
					Total :	366.44
102885	8/1/2013	891027 LOCKETT, JOANN	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	109.11
					Total :	109.11
102886	8/1/2013	891028 MANTHEY, DONALD	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	532.26
					Total :	532.26
102887	8/1/2013	891029 MARTIN, THERESE	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	109.11
					Total :	109.11
102888	8/1/2013	891031 ORTEGA, JIMMIE	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	218.22
					Total :	218.22
102889	8/1/2013	891032 OTREMBA, EUGENE	AUGUST 2013		CALPERS HEALTH INS REIMB RETIRE	
					001-180-0000-4127	89.38
					Total :	89.38

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102890	8/1/2013	891034 RAMSEY, JAMES	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	1,274.42 Total : 1,274.42
102891	8/1/2013	891035 SHERWOOD, NINA	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	44.69 Total : 44.69
102892	8/1/2013	891036 WATT, DAVID	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	218.22 Total : 218.22
102893	8/1/2013	891037 WEBB, NANCY	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	637.21 Total : 637.21
102894	8/1/2013	891038 WAITE, CURTIS	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	952.74 Total : 952.74
102895	8/1/2013	891039 AGUILAR, JESUS	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	54.10 Total : 54.10
102896	8/1/2013	891040 FISHKIN, RIVIAN	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	54.10 Total : 54.10
102897	8/1/2013	891041 GARCIA, CONNIE	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	27.05 Total : 27.05
102898	8/1/2013	891042 KNIGHT, PAUL	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	92.30 Total : 92.30
102899	8/1/2013	891043 LIEBERMAN, LEONARD	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	27.05

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
102899	8/1/2013	891043 891043 LIEBERMAN, LEONARD	(Continued)			Total : 27.05
102900	8/1/2013	891044 RUSSUM, LINDA	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 001-180-0000-4127	54.10 Total : 54.10
102901	8/1/2013	891045 TIGHE, HAROLD	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 070-180-0000-4127 072-180-0000-4127	27.05 27.05 Total : 54.10
102902	8/1/2013	891046 VANAALST, LEONILDA	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 070-180-0000-4127	27.05 Total : 27.05
102903	8/1/2013	891047 WATTS, HERBERT	AUGUST 2013		CALPERS HEALTH INS REIMB RETIREI 070-180-0000-4127 072-180-0000-4127 073-180-0000-4127	9.01 9.01 9.03 Total : 27.05
51 Vouchers for bank code : bank					Bank total :	13,615.18
51 Vouchers in this report					Total vouchers :	13,615.18

Voucher Registers are not final until approved by Council.

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RECREATION AND COMMUNITY SERVICES DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: September 16, 2013

SUBJECT: Consideration Adopt Resolution No. 7561 Accepting the California Arts Council Grant

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the California Arts Council Grant to support the City's Mariachi Master Apprentice Program (MMAP);
- b. Authorize the Interim City Manager to execute the Grant Agreement (Attachment "A") in order to receive the funding in the amount of \$11,041 to support the City's Mariachi Master Apprentice Program through June 30, 2014 (Attachment "B"); and
- c. Adopt Resolution No. 7561 (Attachment "C") to increase the revenue and expenditures of FY 2013-2014 Fund 10 budget by \$2,041.

BACKGROUND:

1. In 2000, Recreation and Community Services (RCS) Department staff conducted several meetings with Natividad "Nati" Cano, Director and Founder of Mariachi Los Camperos, to discuss the development of a quality youth apprenticeship program in the City of San Fernando to preserve mariachi music and traditions.
2. In 2000, the City began seeking grant funds to support the MMAP.
3. In January of 2001, MMAP began with grant funds from the National Endowment for the Arts (NEA).
4. In 2001, the RCS Department received grant funds from the California Arts Council (CAC) grant to support the MMAP and was a dollar-to-dollar match for the NEA grant funds.

Consideration Adopt Resolution No. 7561 Accepting the California Arts Council Grant

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5. On March 8, 2013, RCS staff submitted the CAC grant application to support MMAP during FY 2013-2014.
6. On March 20, 2013, the City received notification from the NEA that the City was awarded \$57,000 in the arts education discipline to support MMAP during FY 2013-2014.
7. On May 6, 2013, City Council accepted the NEA grant award for the amount of \$57,000.
8. On July 1, 2013, RCS staff budgeted \$9,000 in Fund 10 for the CAC Grant.
9. On August 2, 2013, the City of San Fernando received notification from the CAC that the City was awarded \$11,041 to support MMAP.

ANALYSIS:Major Project Activities and Curriculum

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

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

Key Artist Instructors

The project distinguishes itself from other mariachi programs due to the involvement of Mariachi Los Camperos de Nati Cano. As Director of Mariachi Los Camperos and a recognized National Heritage Fellow, Mr. Cano's 50 plus year career has received prestigious awards and recognition including the coveted Silvestre Vargas Award from Mexico as well as a US Artist Fellowship for his notoriety as an American artist. After consulting with the RCS Department, Mr. Cano selected the artists/instructors to provide a level of quality instruction not available in the community. The committed artists serving as MMAP instructors have also received recognition

Consideration Adopt Resolution No. 7561 Accepting the California Arts Council Grant

Page 3

for professionalism and artistry. Jesus Guzman, Musical Director for Mariachi Los Camperos, is an instructor for Ethnomusicology 91K, Music of Mexico, at the University of California, Los Angeles. Sergio Alonso, the ensemble's harpist, earned his Bachelor's degree in Ethnomusicology from UCLA's School of the Arts and Architecture as well as a Master's degree in Education. Jimmy Cuellar is an accomplished composer, arranger, and multi-instrumentalist performer with world renowned Mariachi Los Camperos. Juan Jimenez is considered one of today's finest *guitarron* players and is also a member of Mariachi Los Camperos.

MMAP Recognized for Excellence

On November 19, 2012, First Lady Michelle Obama presented to the City of San Fernando Mariachi Master Apprentice Program (MMAP) the 2012 National Arts and Humanities Youth Program Award, the highest honor awarded to after school arts programs in the United States. First awarded in 1998, the National Arts and Humanities Youth Program Award is the signature program of the President's Committee on the Arts and the Humanities (PCAH), and is presented in partnership with the NEA, the National Endowment for the Humanities (NEH), and the Institute of Museum and Library Services (IMLS). MMAP was recognized for using engagement in the arts and humanities to generate a wide range of outcomes, including increases in academic achievement, graduation rates, and college enrollment, as well as improvement in literacy and language abilities, communication and performance skills, and cultural awareness.

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

Project Source of Funding

The yearly budget for MMAP is approximately \$125,600. The CAC grant provides funding to support 9% of all program costs. The \$11,041 CAC grant will be expensed during the grant period of October 1, 2013 through June 30, 2014 to support instructor salaries, travel, and supplies. The CAC requires a dollar-to-dollar match for grant awards which will be provided by the NEA grant awarded for FY 2013-2014.

CONCLUSION:

It is recommended that the City Council accept the California Arts Council Grant to support the Mariachi Master Apprentice Program, authorize the Interim City Manager to execute the Standard Agreement in order to receive the \$11,041 award, and to adopt a Resolution to increase the revenue and expenditures of FY 2013-2014 Fund 10 budget by \$2,041. This funding will ensure that the City's Mariachi Master Apprentice Program continues to provide instruction from Grammy award winning mariachi master musicians to mariachi students in a program nationally recognized for excellence.

Consideration Adopt Resolution No. 7561 Accepting the California Arts Council Grant

Page 4

BUDGET IMPACT:

There will be no impact to the FY 2013-2014 General Fund. Adoption of the attached Resolution for the California Arts Council grant in Fund 10 (Grant Fund) will ensure a balance of the revenue and expenditures for the project.

ATTACHMENTS:

- A. Grant Agreement
- B. Grant Summary Form
- C. Resolution No. 7561



CALIFORNIA ARTS COUNCIL

EDMUND G. BROWN, JR., GOVERNOR

ADVANCING CALIFORNIA THROUGH THE ARTS & CREATIVITY

CRAIG WATSON, DIRECTOR

ATTACHMENT "A"

August 2, 2013

AS-13-0318

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

Dear Virginia Diediker:

I am pleased to inform you that the California Arts Council (CAC), at its June 19, 2013 public meeting, awarded your organization an Artist in Schools Program grant for FY 2013-2014. The award amount is \$11,041.

Please refer to the enclosed Grant Agreement Instructions regarding procedures and direct any questions you may have to the Arts Council staff listed there.

The Council is pleased to support you, and we look forward to working closely with you this year. The work you do to support the arts in local schools is more critical than ever. With financial cutbacks in education, we have seen reductions that have diminished arts experiences for students in too many places. While there are wonderful exceptions to this, we know that the Artists in Schools program can be an important counterbalance to some of the most negative trends.

As you may know, the CAC is partnered with the California Department of Education, The California Alliance for Arts Education and the California Superintendents Educational Services Association to create a reform movement with the arts education at the center. Check our CAC website for more information about the coalition....CREATE CA (Core Reforms Engaging Arts to Educate).

We take pride in your organization which contributes immensely to the cultural wealth and community health of our state. You have our great admiration and appreciation. Keep up the excellent work!

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Watson'.

Craig Watson
Director

Artists in Schools Grant Agreement Instructions and Information

City of San Fernando

AS-13-0318

Congratulations on your Artists in Schools (AIS) grant for FY 2013-14. The award amount is \$11,041. Your organization's rank, based upon the peer panel's review of your application and our new 10-point ranking system is: 10.

Enclosed in this packet are three copies of the **Standard Agreement**, which indicate the grant period and the grant award amount. Please note that the **Special Terms and Conditions** (Exhibit D) and the **Program and Reporting Requirements** (Exhibit D; Appendix A) are available for review on the CAC website at <http://www.cac.ca.gov/programs/forms.php> (click on Artist in Schools 2013-2014) and are hereby incorporated by reference and made part of the agreement. In addition, the following required documents are accessible from the same CAC webpage.

- ☐ Invoice Form and Instructions
- ☐ Payee Data Record and Instructions
- ☐ Sample Thank You Letter to Governor and State Legislators
- ☐ CAC/NEA Grants Activity Survey and Instructions
- ☐ Final Report

If you need hard copies of any of the above items, please contact Contract Administrator, at (916) 322-6555.

Please review the **Standard Agreement**, the **Special Terms and Conditions** (Exhibit D), and **Program and Reporting Requirements** (Exhibit D; Appendix A). If the terms and conditions are acceptable, do the following:

- ☐ Sign all three copies of the Standard Agreement
- ☐ Prepare the Grant Description and Project Budget, Exhibits A and B by trimming your budget allocations so these add up to actual grant, including match and sources of match (make three copies).
 - Access this form at <http://cac.culturegrants.org>. Using your user name and password. Go to My Grants; under Actions click on green arrow; and AIS Program 13-14
 - You will access a working page for your Grant Description and Budget form—**edit this page only and save and continue to Artist worksheet**. Review instructions link next to Scope of Work. When finished, save and click on the table of contents (upper right corner), go to Certification and hit submit. Once submitted, you will not have access to this page for editing purposes.
 - To print, click on My Grants and on PDF icon (far right). Click AIS Scope of Work and Budget link and print 3 copies (to be

included with your 3 contracts. The artists worksheet does not need to be printed and attached, but must be filled out on-line.

- ☐ Complete the State of California Payee Data Record (one copy)
- ☐ Prepare an invoice for your 90% advance (one copy) with original signature
- ☐ Prepare and mail thank you letters to the governor and your state legislators.
Create a copy of each signed letter to submit with the standard agreement.

DEADLINE: Return all the above materials to the address below by **September 5, 2013**

Contract Administrator
California Arts Council
1300 I Street, Suite 930
Sacramento, CA 95814-2919

NOTE: Failure to return the grant agreement and required materials by the above deadline will result in the canceling of this grant agreement, the suspension of grant applications or grant agreements pending in other CAC programs, and may jeopardize the eligibility of your organization to apply for funding from the CAC in the future. In addition, if you have any outstanding grant agreements with the CAC that have not been closed out due to lack of submission of final invoices, final reports, and/or the CAC/ NEA Grants Activity Survey, this grant will be suspended until our office receives the documents necessary to close out the earlier grant.

Upon approval of the signed *Standard Agreement, Grant Description and Budget (Exhibits A and B)*, and receipt of the *Payee Data Record* (if required), *Invoice Form (90%)*, and signed *Legislative Thank You Letters*, payment for 90% of the grant award will be mailed to your attention at the address indicated above. The final 10% of the award will be held pending receipt of the *CAC/NEA Grants Activity Survey, Invoice Form (10%)*, and *Final Report*, which are to be submitted at the completion of the activities supported by this grant and/or no **later than 30 days** after the end of the grant period. Under the terms of this grant a list of receipts and/or actual receipts are not required with the submission of an invoice. However, grantees should retain receipts and related documentation in case you are selected for an audit.

If you have any questions regarding the AIS Program, these instructions, your grant or your organization's panel comments, please contact:

Wayne D. Cook
Artists in Schools Program Specialist
916/322-6344
wayne.cook@arts.ca.gov

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER

AS-13-0318

REGISTRATION NUMBER

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

STATE AGENCY'S NAME

California Arts Council

CONTRACTOR'S NAME

City of San Fernando

2. The term of this Agreement is: 10/01/13 through 06/30/14

3. The maximum amount of this Agreement is: \$ 11,041

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	1 page
Exhibit B – Budget Detail and Payment Provisions	1 page
Exhibit C* – General Terms and Conditions	GTC-610
Exhibit D - Special Terms and Conditions with Appendix A: Program and Reporting Requirements located at www.cac.ca.gov/programs/forms.php	

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

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

117 Macneil Street
 San Fernando, CA 91340

STATE OF CALIFORNIA

AGENCY NAME

California Arts Council

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Scott Heckes, Deputy Director

ADDRESS

1300 I St., Ste. 930, Sacramento, CA 95814

**California Department of General
 Services Use Only**

☐ Exempt per:



ATTACHMENT "B"

GRANT SUMMARY FORM

This form does not have to be typed – legible handwritten printing is preferred

GENERAL INFORMATION			
GRANT TITLE		GRANT NO.	
CALIFORNIA ARTS COUNCIL		AS-13-0318	
ARTISTS IN SCHOOLS		CFDA No.	
GENERAL DESCRIPTION OF GRANT WORK SCOPE			
To Support the MARIACHI MASTER APPRENTICE PROGRAM, A QUALITY APPRENTICESHIP PROGRAM THAT BRINGS TOGETHER MUSIC MASTERS "MARIACHI LOS CAMPEROS" WITH STUDENT MUSICIANS IN AN INSTRUCTIONAL EXPERIENCE FOCUSING ON INSTRUMENT INSTRUCTION, ARRANGEMENT, AND PERFORMANCE SKILLS.			
GRANTING AGENCY	AGENCY CONTACT	PHONE NO.	
CA Arts Council	Wayne Cook	916.322.6344	
RESPONSIBLE DEPARTMENT	DEPARTMENT CONTACT	EXTENSION NO.	
Recreation & Community Svcs.	Virginia Dienker	Ext. 155	
CITY COUNCIL APPROVAL DATE	APPLICATION DATE	AWARD DATE	ESTIMATED COMPLETION DATE
	MARCH 8, 2013	AUGUST 2, 2013	JUNE 30, 2014
GRANT COST AND REVENUE SUMMARY			
PROGRAM COST SUMMARY	TOTAL	GRANT PORTION	
Staffing Contract Services, Supplies and	\$ See Attachment	\$ See Attachment	
Other Operating Expenditures	\$	\$	
Capital Outlay Indirect Costs @	\$	\$	
_____ % of Direct Costs	\$	\$	
	\$	\$	
TOTAL GRANT COSTS AND REVENUES	\$	\$	
HOW WAS GRANT PORTION DETERMINED?			
The CAC is very specific regarding grant requests. REFER to Bullets.			
IS A BUDGET AMENDMENT REQUEST REQUIRED?		Yes (X) No () If yes, it should be attached	
OTHER COMMENTS			
Note Any Significant or Unusual Compliance Requirements Use Reverse if necessary to provide additional information			
Budget Amendment for increase to revenue and expenditures in Fund 10			
PREPARED BY		DATE	
Virginia Dienker		9-5-13	

Source of Project Funding

The yearly budget for MMAP is approximately \$125,600. The CAC grant provides funding to support 9% of all program costs. The \$11,041 CAC grant will be expensed during the grant period of October 1, 2013 through June 30, 2014 to support instructor salaries, travel, and supplies (Attachment "B"). The CAC requires a dollar-to-dollar match for grant funds which will be provided by the NEA grant awarded for FY 2013-2014.

NEA Grant	\$57,000	45%
CAC Funding	\$11,041	9%
Other Funding	\$10,959	9%
City of San Fernando	\$12,000	9%
Partner In-Kind	\$34,600	28%
Total Project Budget	\$125,600	

California Arts Council *Artists in Schools* Proposed Budget FY 2013-2014

	CAC Request	Applicant Match (NEA)	Total CAC Budget
1. Artist Fees			
a. Residency Artists	\$9,000	\$9,000	\$18,000
2. Project Support Staff			
a. Project Assistant	\$1,541	\$1,541	\$3,082
3. Other Project Costs			
a. Travel (CAC allows travel in CA only)	\$250	\$250	\$500
b. Supplies	\$250	\$250	\$500
TOTAL	\$11,041	\$11,041	\$22,082

ATTACHMENT "C"**RESOLUTION NO. 7561****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO ACCEPTING THE CALIFORNIA ARTS
COUNCIL (CAC) GRANT FUNDING FOR THE FISCAL
YEAR 2013-2014.**

WHEREAS, the City Council has received and considered the proposed California Arts Council (CAC) Grant Funding of \$11,041 for the Fiscal Year 2014, commencing July 1, 2013, and ending June 30, 2014; and

WHEREAS, the City Council has determined that the CAC Grant Funding will ensure that the City of San Fernando Mariachi Master Apprentice Program continues to provide instruction from Grammy award winning mariachi masters to mariachi students; and

WHEREAS, the City Council has determined that the CAC Grant Project Timeline is October 1, 2013 through June 30, 2014; and

WHEREAS, the City Council has determined that it will be necessary to amend the grant fund for the CAC Grant Funding of \$2,041 to the revenues and expenditures of the Fiscal Year 2014 City budget;

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

Section 1. The following adjustment to be made to the City Budget fiscal Year 2014:

Fund 10:

Increases in Revenue:	\$2,041
Increase in Expenditures:	\$2,041

PASSED, APPROVED, AND ADOPTED this 16th day of September, 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 16th day of September, 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

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POLICE DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Donald Penman, Interim City Manager
By: Robert Parks, Interim Chief of Police

DATE: September 16, 2013

SUBJECT: Consideration to Adopt Resolution No. 7563 Accepting a State Farm Grant

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the acceptance of a State Farm Grant in the amount of \$2,500 (Attachment "A"); and
- b. Adopt Resolution No. 7563 (Attachment "B") amending the City Budget for Fiscal Year 2013-14 to allocate the funds (\$2,500).

BACKGROUND:

Law Enforcement Exploring began when the Boy Scouts of America and representatives of the criminal justice community established the first post in 1962. Since inception, Law Enforcement Exploring has helped tens of thousands of adolescents grow into productive members of society.

The Explorer Program endeavors to teach young people the importance of personal responsibility, while developing their leadership abilities. The law enforcement explorer program offers young people a variety of hands-on, career-oriented activities that provide the explorers with a unique insight in the workings of the Police Department, while also providing service to the community.

The Police Department founded San Fernando Explorer Post 521E over thirty years ago. Once San Fernando Explorers have graduated from the Explorer Academy and finished their probationary period, they can take part in any of the activities that the Peace Officers Standards and Training (POST) offers, including: riding during patrol shifts with Police Officers; assisting Dispatchers in the Communications Center; and participating in community service programs. San Fernando Police Explorers take part in many public service programs, including child fingerprinting during local events, assisting with traffic and crowd control during parades and

Consideration to Adopt Resolution No. 7563 Accepting a State Farm Grant

Page 2

fiestas, and helping deliver Christmas baskets to underprivileged families during the holiday season.

ANALYSIS:

As part of their 2013 Celebrate My Drive Campaign, State Farm Mutual Automobile Insurance Company has generously donated \$2,500 to the Police Department for Explorer Post 521E. Through this program teens are encouraged to make positive choices as they start driving and State Farm is helping them stay safe as they explore the road ahead. By reminding teens to think 2n2™ -- 2 eyes on the road, 2 hands on the wheel.

Cell phone usage has increased and texting has become standard practice, particularly among young persons and Cesar Chavez Learning Academy (the only High School located within the City), has approximately 713 potential new drivers. The donated funds will allow the Explorers, in conjunction with the Police Department's School Resource Officer, to visit the Cesar Chavez Learning Academy to present an educational briefing regarding the dangers of distracted driving, including:

- Distracted Driver violations such as talking on a cell phone and texting while driving have become a growing problem with drivers;
- Distractions affect driving performance;
- Drivers frequently are distracted, perhaps as much as half the time;
- Distractions are estimated to be associated with 15 to 25 percent of crashes at all levels; and
- Texting likely increases crash risk more than cell phone use.

BUDGET IMPACT:

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

CONCLUSION:

State Farm Mutual Automobile Insurance Company has donated \$2,500 to the Police Department for Explorer Post 521E as part of their 2013 Celebrate My Drive campaign and if accepted, the Explorers, in conjunction with the Police Department's School Resource Officer, will visit the high school and present an educational briefing regarding the dangers of distracted driving.

ATTACHMENT:

- A. Grant Summary Form
- B. Resolution No. 7563



ATTACHMENT "A"

GRANT SUMMARY FORM

This form does not have to be typed – legible handwritten printing is preferred

GENERAL INFORMATION			
GRANT TITLE		GRANT NO.	
STATE FARMS 2013 CELEBRATE MY DRIVE			
		CFDA No.	
GENERAL DESCRIPTION OF GRANT WORK SCOPE			
EXPLORERS IN CONJUNCTION WITH SCHOOL RESOURCE OFFICER ARE TO VISIT CESAR CHAVEZ LEARNING ACADEMIES TO PRESENT A EDUCATIONAL BRIEFING REGARDING THE DANGERS OF DISTRACTED DRIVING.			
GRANTING AGENCY		AGENCY CONTACT	PHONE NO.
STATE FARM		EDDIE C. MARTINEZ	
RESPONSIBLE DEPARTMENT		DEPARTMENT CONTACT	EXTENSION NO.
POLICE		SYLVIA ORTEGA	281
CITY COUNCIL APPROVAL DATE	APPLICATION DATE	AWARD DATE	ESTIMATED COMPLETION DATE
SEPTEMBER 16, 2013		JULY 30, 2013	
GRANT COST AND REVENUE SUMMARY			
PROGRAM COST SUMMARY	TOTAL	GRANT PORTION	
Staffing Contract Services, <u>Supplies</u> and	\$	\$	
Other Operating Expenditures	\$	\$	
Capital Outlay Indirect Costs @	\$	\$	
_____ % of Direct Costs	\$	\$	
	\$	\$	
TOTAL GRANT COSTS AND REVENUES	\$ 2,500.00	\$ 2,500.00	
HOW WAS GRANT PORTION DETERMINED?			
100% OF GRANT TO COVER SUPPLIES			
IS A BUDGET AMENDMENT REQUEST REQUIRED?		Yes (☒) No (☐) If yes, it should be attached	
OTHER COMMENTS		Note Any Significant or Unusual Compliance Requirements Use Reverse if necessary to provide additional information	
PREPARED BY		DATE	
SYLVIA ORTEGA		9/10/13	

ATTACHMENT "B"**RESOLUTION NO. 7563****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET
FOR THE FISCAL YEAR 2013-14 ADOPTED ON JULY 1, 2013**

WHEREAS, the City of Council has received and considered the proposed adjustment to the budget for Fiscal Year 2013-14, commencing July 1, 2013, and ending June 30, 2014; and

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

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

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

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

Fund/Division 01-226-0230-4430:

Increase in Revenues:	\$ 2,500
Increase in Expenses:	\$ 2,500

(State Farm Mutual Automobile Insurance Company Grant)

PASSED, APPROVED, AND ADOPTED this 16th day of September, 2013.

Antonio Lopez, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a special meeting of the City Council held on the 16th day of September, 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

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POLICE DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: September 16, 2013

SUBJECT: Consideration to Renew and Approve a Food Services Agreement (Contract No. 1724) with the Los Angeles County Sheriff's Department

RECOMMENDATION:

It is recommended that the City Council

- a. Approve a Food Services Agreement (Attachment "1" – Contract No. 1724) with the Los Angeles County Sheriff's Department for a five-year term (July 1, 2013 to June 30, 2018); and
- b. Authorize the Interim City Manager to execute the Agreement.

BACKGROUND:

1. For many years, the Police Department utilized James Restaurant, 739 Truman Street, as the sole meal provider for the inmates housed within the Police Department's Jail Facility. The cost per meal was established at \$5.98 and the Police Department spent approximately \$86,213 total for fiscal years 2009, 2010, and 2011 on meals alone. Other ancillary personnel costs, including ordering the meals and delivering them to the facility, were not factored into the aforementioned cost. In addition, in 2009 the Police Department was required to hire a registered dietician at a cost of \$900 per year (total \$2,700 for the aforementioned fiscal years) in order to comply with the nutritional requirements of California Code of Regulations (CCR) Title 15, Section 1241.

As a result, the Police Department spent approximately \$88,913 for FY 2009 - FY 2011 to provide food services to inmates.

In an effort to identify cost saving measures within the Police Department, managers sought alternative arrangements for providing inmate meals and contacted the Los Angeles County Sheriff's Department (LASD), Custody Food Services Unit (CFSU). Upon consultation,

Consideration to Renew and Approve a Food Services Agreement (Contract No. 1724) with the Los Angeles County Sheriff's Department

Page 2

Police Department managers determined that the LASD CFSU could provide inmate meals to the City at a fraction of the existing cost.

2. In June 2012, the City Council adopted Resolution No. 7485 which approved the allocation of Police Department funds to purchase commercial appliances for the purpose of providing meal service to inmates housed at the Police Department Jail Facility.
3. In July 2012, the required equipment was purchased for a one-time cost of \$5,335 and the Police Department began to use the prepared inmate meals from LASD CFSU at a cost of \$2.25 per meal.
4. In October 2012, Special Order 2012-0002 was adopted by the Police Department which outlined the policies and procedures for providing inmate meals utilizing the services of LASD CFSU. This Special Order addresses menu planning, purchasing and receipt of food (including USDA/FDA recall notices), storage and inventory control, food preparation, food serving and service (including personal hygiene), personnel supervision, emergency feeding plan, and recall of food products.

ANALYSIS:

The below tables reflect the cost of meals provided by James Restaurant versus the Los Angeles County Food Services.

Calendar Year	Quantity of Meals	James Restaurant Total Cost	LASD CFSU Total Cost	Proposed / Actual Savings
2009	6064	\$30,320.00	\$13,644.00	\$16,676.00
2010	5426	\$30,550.20	\$12,208.50	\$18,341.70
2011	4238	\$25,343.00	\$9,535.50	\$15,807.74
2012	3534	\$21,133.32	\$7,951.50	\$13,181.82
2013	3148	\$18,825.04	\$7,083.00	\$11,742.04

BUDGET IMPACT:

None. The funds for these services have been adopted in the Fiscal Year 2013-14 budget and there are no anticipated cost increases.

Consideration to Renew and Approve a Food Services Agreement (Contract No. 1724) with the Los Angeles County Sheriff's Department
Page 2

CONCLUSION:

Based on the prior cost of providing inmate meals through James Restaurant, including the yearly cost of \$900 for a certified nutritionist and the ancillary personnel costs, the City will have saved \$18,333.31 (from July 2012 through December 2013) by utilizing the services of LASD CFSU. As such, the City will continue to save money through the acceptance of the Food Services Agreement Renewal with the County of Los Angeles for the proposed five year term.

ATTACHMENT:

1. Contract No. 1724

**FOOD SERVICES AGREEMENT
BETWEEN COUNTY OF LOS ANGELES
AND THE CITY OF SAN FERNANDO**

**Attachment 1
CONTRACT NO. 1724**

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ATTACHMENT A: FOOD SERVICES ORDER		
ATTACHMENT B: FOOD SERVICES- CITY CONTRACT RATES		

FOOD SERVICES AGREEMENT

This Food Services "Agreement", dated _____, 2013, is made and entered into by and between by the County of Los Angeles ("COUNTY") and the City of San Fernando, ("CITY") for the purpose of providing food services to CITY jail facility.

RECITALS

- A. WHEREAS, CITY is desirous of contracting with COUNTY, through its Los Angeles County Sheriff's Department ("LASD") for food services to be provided to prisoners of the CITY jail facility; and
- B. WHEREAS, COUNTY and LASD are agreeable to rendering such services on the terms and conditions hereinafter set forth; and
- C. WHEREAS, such Agreements is authorized and provided for by Sections 56-1/2 and 56-3/4 of the Charter of the County of Los Angeles California Government Code Section 51301.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties mutually agree as follows:

1.0 SCOPE OF SERVICES

- 1.1 COUNTY, through LASD, agrees to provide CITY with pre-packaged prepared meals for use in the CITY jail facility.
- 1.2 Meals provided by COUNTY will meet the nutritional and caloric requirements established by the Food and Nutrition Board of the National Research Council, Institute of Medicine of the National Academies, the California Daily Food Guide, and the Dietary Guidelines for Americans, in accordance with the Title 15 of the California Code of Regulations, at the time of meal delivery to the CITY jail facility.

- 1.3 Food preparation and the quality of the provided meals shall comply with the standards set forth in the California Health and Safety Code, Division 104, Part 7, Chapter 4, Articles 1-8, at the time of delivery to the CITY jail facility.
- 1.4 LASD shall deliver the prepared meals to CITY as set forth in Attachment A, Food Services Order, of this Agreement. For any changes in the number of meals requested and/or the delivery days and times set forth on Attachment A, Food Services Order, of this Agreement CITY shall submit a request to COUNTY in writing not less than twenty-one (21) calendar days prior to the date of the requested change in the food service. The written requests shall set forth the effective date of the requested change and the specific change to number of meals and/or delivery date and/or delivery time. The written request shall also be signed by a representative of CITY, who is duly authorized to request such changes. The written requests shall be submitted to COUNTY as follows:

Los Angeles County Sheriff's Department
Attn: Food Services Unit
450 Bauchet Street, Room E815
Los Angeles, California 90012

Upon approval by COUNTY of the requested change, Attachment A, Food Services Order, of this Agreement will be amended pursuant to Section 8.0, Amendments, of this Agreement to reflect such change.

- 1.5 LASD shall be responsible for the transportation of the prepared meals to the CITY jail facility. LASD shall deliver the meals as set forth in Attachment A, Food Services Order, of this Agreement to a pre-designated, mutually agreed upon food storage location. Thereafter, it is the responsibility of CITY to serve the meals and provide any necessary clean-up.
- 1.6 LASD shall provide CITY with a monthly menu not less than one (1) week prior to

the beginning of the following month. Menus are subject to change due to the availability from the vendors; therefore, LASD reserves the right to make such changes as necessary.

2.0 ADMINISTRATION OF COUNTY PERSONNEL

- 2.1 The rendition of the services performed by COUNTY, through LASD, the standards of performance, the discipline of officers and civilian employees, and other matters incident to the performance of such services and the control of personnel so employed shall remain with COUNTY and the Sheriff of Los Angeles County. COUNTY shall pay all wages, salaries, worker's compensation, and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them.
- 2.2 With regard to Section 2.1, COUNTY, in an unresolved dispute, shall have final and conclusive determination as between the parties hereto.

3.0 INDEMNIFICATION AND INSURANCE

- 3.1 CITY shall indemnify, defend, and hold harmless the COUNTY, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including reasonable attorney and expert witness fees), arising from or connected with the CITY's acts and/or omissions arising from and/or relating to this Agreement.
- 3.2 COUNTY shall indemnify, defend, and hold harmless the CITY, its elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including reasonable attorney and expert witness fees), arising from or connected

with the COUNTY's acts and/or omissions arising from and/or relating to this Agreement.

- 3.3 COUNTY shall provide to CITY a certificate of self- insurance certifying that it is self-insured for general liability, automobile liability, and workers' compensation liability.

4.0 BILLING RATES

- 4.1 For and in consideration of the rendition of the food services to be performed by COUNTY under this Agreement, CITY shall pay COUNTY for said services according to the rates set forth in the Food Services - City Contract Rates, attached hereto as Attachment B of this Agreement.
- 4.2 Fees charged for the meals shall be based on the recovery of ingredient costs, mileage costs, labor costs, and other relevant costs prevailing at the time of the execution of this Agreement.
- 4.3 In the event that the costs for providing the services, as determined by the County's Auditor-Controller, change or the performance requirements under this Agreement change during the term of this Agreement, then COUNTY shall have the right to adjust the rates and costs set forth in Attachment B, Food Services - City Contract Rates, of this Agreement. COUNTY shall notify CITY of any rate or cost modifications, and an Amendment to this Agreement shall be executed pursuant to Section 8.0, Amendments, of this Agreement.

5.0 PAYMENT PROCEDURES

- 5.1 COUNTY, through LASD, shall render to said CITY within ten (10) calendar days after the close of each calendar month a summarized invoice which covers all services performed during said month, and said CITY shall pay COUNTY

therefore within forty-five (45) calendar days after date of said invoice.

5.2 If such payment is not delivered to the COUNTY office which is described on said invoice within forty-five (45) days after the date of the invoice, COUNTY is entitled to recover interest thereon.

5.3 Said interest shall be at the rate of ten percent (10%) per annum or any portion thereof calculated from the last day of the month in which the services were performed.

6.0 TERM OF AGREEMENT

6.1 The term of this Agreement shall commence July 1, 2013 or upon execution by the Sheriff, whichever is later, and shall terminate June 30, 2018, unless sooner terminated or extended in whole or in part as provided for herein.

7.0 RIGHT OF TERMINATION

7.1 Either party may terminate this Agreement with or without cause by giving not less than sixty (60) calendar days advance written notice to the other party.

7.2 In the event of the termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of termination, and each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

7.3 Notwithstanding the foregoing, COUNTY may cancel the provision of service at any time, in the event of exigent circumstances, if the Sheriff concludes that there are insufficient personnel to provide the agreed upon services and still perform other Sheriff's duties as required by law. In the event of such a circumstance, COUNTY will provide at least a ten (10) calendar day notice of its inability unless circumstances preclude them, as a practical matter, from giving at least a ten (10)

calendar day notice, in which event the COUNTY shall provide such notice of less than ten (10) calendar days as is feasible and practical under the circumstances.

8.0 AMENDMENTS

All changes, modifications, or amendments to this Agreement must be in the form of a written Amendment duly executed by authorized personnel of COUNTY and CITY.

9.0 ASSIGNMENT, DELEGATION, AND SUBCONTRACTING

A party shall not assign its rights and/or subcontract, or otherwise delegate, its duties under this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempted assignment or delegation without such consent shall be null and void.

10.0 AUTHORIZATION WARRANTY

CITY represents and warrants that the person executing this Agreement for CITY is an authorized agent who has actual authority to bind the CITY to each and every term, condition herein.

11.0 INDEPENDENT CONTRACTOR STATUS

This Agreement is between COUNTY and CITY and is not intended, and shall not be construed to create the relationship of employee, agent, servant, partnership, joint venture, or association, as between COUNTY and CITY. The employees and agents of one party shall not be construed to be employees and agents of the other party.

12.0 GOVERNING LAW, JURISDICTION, AND VENUE

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The parties agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agree and consent that venue of any action brought hereunder shall be exclusively in the County

of Los Angeles.

13.0 NOTICES

Unless otherwise specified herein, all notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties at the following addresses and to the attention of the person named. Addresses and persons to be notified may be changed by either party by giving ten (10) calendar days prior written notice thereof to the other party.

Notices to COUNTY shall be addressed as follows:

Los Angeles County Sheriff's Department
Food Services Unit
Attn: Unit Commander
450 Bauchet Street, Room E815
Los Angeles, California 90012
Tel No. 213-893-5099
Fax. No. 213-680-1335

Notices to CITY shall be addressed as follows:

City of San Fernando
Attn: City Administrator
117 Macneil Street
San Fernando, CA 91340
Tel. No. 818-898-1200
Fax No. 818-361-7631

14.0 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

15.0 WAIVER

No waiver by the parties of any breach of any provision of this Agreement shall constitute

a waiver of any other breach or of such provision. Failure of the parties to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

16.0 ENTIRE AGREEMENT

This Agreement, and any Attachments hereto, constitute the complete and exclusive statement of understanding between the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating the subject matter hereof. No change to this Agreement shall be valid unless prepared pursuant to Section 8.0, Amendments, of this Agreement and signed by both parties.

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FOOD SERVICES AGREEMENT

IN WITNESS WHEREOF, the Los Angeles County Board of Supervisors has caused this Agreement to be executed on its behalf by the Sheriff of the County of Los Angeles, and CITY has caused this Agreement to be executed on its behalf by its duly authorized representative, on the dates written below.

Los Angeles County Sheriff's Department

By _____
Leroy D. Baca, Sheriff

Date _____

APPROVED AS TO FORM:

John F. Krattli
County Counsel

By _____
Senior Deputy County Counsel

CITY OF SAN FERNANDO

By _____

Date _____

APPROVED AS TO FORM:

By _____
City Attorney

ATTACHMENT A

**CITY OF SAN FERNANDO
FOOD SERVICES ORDER**

EFFECTIVE DATE:

DELIVERY DAYS:

DELIVERY HOURS: BETWEEN _____ HOURS AND _____ HOURS

NUMBER OF MEALS:

(ex.: 120 PER DELIVERY DAY (40 BREAKFAST, 40 LUNCH, AND 40 DINNER))

CITY OF SAN FERNANDO REPRESENTATIVE

DATE

LASD FOOD SERVICES REPRESENTATIVE

DATE

ATTACHMENT B

COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A tradition of Service"
Since 1850

FOOD SERVICES - CITY CONTRACT RATES

RATES for FOOD SERVICES

FISCAL YEAR 2013-2014

SERVICE	RATE
PER MEAL	\$2.14

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PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: September 16, 2013

SUBJECT: Consideration to Purchase One (1) John Deere 310SK Backhoe Under the California Multiple Award Schedule (CMAS)

RECOMMENDATION:

It is recommended that the City Council:

- a. Authorize the purchase of one (1) John Deere 310SK Backhoe, for an amount not to exceed \$99,924.76 (Attachment "A"), from Coastline Equipment Company (CEC) under the CMAS; and
- b. Authorize the Interim City Manager to execute the purchase with CEC under the CMAS.

BACKGROUND:

1. On April 5, 2000, a backhoe was purchased for use within the Water Division.
2. In March 2013, staff contacted the California Department of General Services: Procurement Division regarding process for using CMAS.
3. In July 2013, staff obtained bid from CEC through CMAS process.

ANALYSIS:

Backhoe Information

A backhoe, also known as a backhoe loader, is a versatile piece of heavy machinery used primarily for digging trenches and ditches on construction sites. A typical backhoe consists of a diesel-powered tractor, a front loader attachment, and a scooper bucket controlled by hydraulics. The backhoe gets its name from the placement of the scooper bucket assembly on the back of the

Consideration to Purchase of One (1) John Deere 310SK Backhoe Under the California Multiple Award Schedule (CMAS)

Page 2

tractor. The majority of backhoes operate using diesel fuel. Compressed Natural Gas (CNG) fueled versions are available, but cost \$20,000 to \$30,000 more than the diesels.

The backhoe to be replaced is a year 2000 John Deere 310SK. The average life of a backhoe is 10 years. Due to the age of this particular piece of equipment, the cost of maintenance is triple of what it should be. Though the cost to maintain the current backhoe is high, once replaced, it will be transferred to the Sewer Division to replace the backhoe which recently became inoperable (blown motor: cost to repair \$18,000).

The new backhoe will be the same make and model as the current one and will continue to serve the same purpose within the Water Division. It will be used to excavate areas allowing for the repair, maintenance, and replacement of pipes to help maintain the infrastructure of the water system.

Procurement through CMAS

CMAS provides state and local government agencies as well as public educational institutions within the State of California with a specialized procurement process for obtaining specific products and services. This program ensures that purchasing agencies are given the option to choose the service that best meets their specific business needs, while maintaining an easy-to-use, cost-effective government procurement plan.

CMAS uses existing competitively awarded government contracts to create the basis for the procurement needs of the State of California. They offer a wide variety of commodity, non-IT services, and information technology products and services at prices which have been assessed to be fair, reasonable, and competitive.

The Public Works Department used CMAS for the following reasons:

- It is an established and well-recognized program used by numerous local and state agencies
- Allows access to multiple vendors and competitive bids
- Reduced demand on staff time and resources

CMAS has a contract with CEC for construction equipment that is available for purchase by local government agencies. CEC provided the lowest bid and is located in the Southern California area.

BUDGET IMPACT:

Funds for this expenditure are available in the Council-approved Fiscal Year 2013-14 budget; Fund 70-383-0000-4500 (Water Distribution).

Consideration to Purchase of One (1) John Deere 310SK Backhoe Under the California Multiple Award Schedule (CMAS)

Page 3

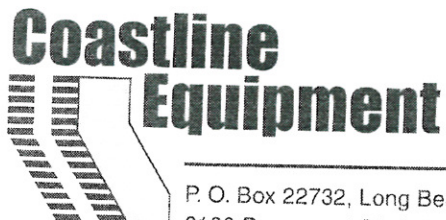
CONCLUSION:

Acquiring a new backhoe will allow the Water Division to handle projects more efficiently and in a timelier manner. Also, the current backhoe will be used by the Sewer Division to replace the piece of equipment they had that is no longer operable.

ATTACHMENT:

A. CEC Proposal

ATTACHMENT "A"



JOHN DEERE

P. O. Box 22732, Long Beach, CA 90801-5732

6188 Paramount Blvd., Long Beach, CA 90805 • (562) 272-7400 • (714) 973-9220 • FAX (562) 272-7444
www.coastlineequipment.com

A CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS) PROPOSAL FOR

CITY OF SAN FERNANDO
117 MCNEIL ST
SAN FERNANDO, CA 91340

ONE NEW JOHN DEERE 310SK BACKHOE LOADER

02Q0T	310SK Backhoe Loader	\$115,456.00
1700	JD Link Ultimate w/3 yr. subscription	00.00
2085	Ultimate Cab w/Air Conditioning	13,230.00
2401	English Decals	00.00
3085	Four Wheel Drive Front Axle w/Limited Slip	00.00
4780	19.5LX24 10 PR R4 Rear Tires	00.00
4780	12.5/80-18 14 PR F3 Front Tires	00.00
5085	Extendable Dipperstick w/auxiliary Hydraulics	10,749.00
5225	2 Lever Controls	00.00
5420	Universal Quick Coupler	1,399.00
5656	24" H.D. Backhoe Bucket	1,276.00
7075	3 Function Loader Hydraulics	3,150.00
7685	1.32 Cu. Yd. 4-1 Loader Bucket w/Cutting Edge	6,910.00
8475	1,000 Lb. Front Counterweight	1,337.00
8625	Single Battery, 300 Min. Reserve	00.00
9140	Heavy Duty Bucket Cyl	266.00
9505	Full MFWD Guard	417.00
9515	Diagnostic Oil Sampling Ports	201.00
	List Price	\$154,391.00
	Less 37.42% CMAS Discount	-57,773.11
	Subtotal	96,617.89

The following are Non Specified Price (NSP) items and must be shown as a separate line item on the Purchase Order:

AT186288	SMV Emblem Kit	66.00
AT187707	License Bracket & Light	218.00
AT192012	18" H.D. Backhoe Bucket	1,216.00
AT313589	Beacon Wiring Kit, No Beacon	34.00

Coastline Equipment



P. O. Box 22732, Long Beach, CA 90801-5732

6188 Paramount Blvd., Long Beach, CA 90805 • (562) 272-7400 • (714) 973-9220 • FAX (562) 272-7444
www.coastlineequipment.com

Page 2.

AT333753 Boom Protection Plate	518.00
One (1) pin for 18" Bucket	150.00
Installation of AT Kits	700.00
NSP Item Subtotal	\$ 2,902.00

Subtotal	\$ 99,519.89
Less 7.8% Coastline Customer Loyalty Discount	- 7,845.80
Sales Price	\$ 91,674.09
9.0% Sales Tax	8,250.67
GRAND TOTAL	\$ 99,924.76

F.O.B. San Fernando, CA

DELIVERY Approximately 90 days A.R.O.

WARRANTY: One (1) year Full Machine

***EMISSIONS:** 4045HT063 2013 EPA Family Name - DJDXL04.5211
EPA Certificate # - DJDXL04.5211-018
CARB Cert. # - U-R-004-0471
http://dlrdoc.deere.com/cfd_emissions/index.html

NOTE:

Please be advised that all State of California charges for **Administrative fees will be paid by Coastline Equipment**. Complete instructions on the purchasing agency's responsibilities under a CMAS contract may be found at <http://www.pd.dgs.ca.gov/cmas/>

CMAS Contract 4-08-23-0023A
Number:
Contractor: COASTLINE EQUIPMENT COMPANY
Current Supplement: 1
Term Dates: 7/24/2013 - 6/30/2018

CALIFORNIA DEPARTMENT OF
GENERAL SERVICESProcurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California
MULTIPLE AWARD SCHEDULE
Bragg Investment Company, Inc.
dba
Coastline Equipment Company

CONTRACT NUMBER:	4-08-23-0023A
SUPPLEMENT NO.:	1
CMAS CONTRACT TERM:	7/24/2013 through 6/30/2018
CONTRACT CATEGORY:	Non Information Technology Goods
APPLICABLE TERMS & CONDITIONS:	August 2010
MAXIMUM ORDER LIMIT:	\$100,000
FOR USE BY:	State & Local Government Agencies
BASE GSA SCHEDULE NO.:	GS-30F-0013U
BASE SCHEDULE HOLDER:	John Deere Shared Services, Inc.

This contract provides for the purchase and warranty of construction equipment. (See page 2 for the specific brands applicable to this contract.)

NOTICE: Products and/or services on this CMAS contract may be available on a Mandatory Statewide Contract (formerly Strategically Sourced Contract). If this is the case, the use of this CMAS contract is restricted unless the State agency has an approved exemption pursuant to MM 05-11, and as further explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the website: <http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>. This requirement is not applicable to local government entities.

The purpose of this supplement is to renew this contract through 6-30-2018. In addition, this supplement replaces in its entirety Coastline Equipment Company's existing California Multiple Award Schedule (CMAS) that expired on 6-30-2013. The most current Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated August 2010, products and/or services and pricing are included herein. Please review these provisions carefully because they may have changed since issuance of your last contract.

Agency non-compliance with the requirements of this contract may result in the loss of delegated authority to use the CMAS program.

Contractor non-compliance with the requirements of this contract may result in contract termination.

Faustino Marquez
Effective Date: **7/24/2013**
FAUSTINO MARQUEZ, Program Analyst, California Multiple Award Schedules Unit

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RECREATION AND COMMUNITY SERVICES DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: September 16, 2013

SUBJECT: Consideration to Approve Partnership with Los Angeles County Community Disaster Resilience Project

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a continued partnership with the Los Angeles County Community Disaster Resilience Project and San Fernando Disaster Resilience Committee; and
- b. Authorize the Interim City Manager to direct staff to work with San Fernando Disaster Resilience Committee to implement a one-year Earthquake Preparedness Plan for the City.

BACKGROUND:

1. In April 2011, the Recreation and Community Services (RCS) Operations Manager partnered with Mission Community Hospital and California State University, Northridge to establish the City of San Fernando Partnership for Healthy Families.
2. In August 2011, Valley Care Community Consortium (VCCC) joined the City of San Fernando Partnership for Healthy Families.
3. On November 3, 2012, VCCC partnered with the City of San Fernando Partnership for Healthy Families to hold the First Annual Northeast Valley Diabetes Expo in the City.
4. On December 12, 2012, the Los Angeles County Department of Public Health, Emergency Preparedness and Response Program (LACDPHPRP) and the Los Angeles County Community Disaster Resilience Project (Community Disaster Project) invited VCCC to participate in a county-wide emergency preparedness pilot project.

Consideration to Approve Partnership with Los Angeles County Community Disaster Resilience Project
Page 2

5. On January 2, 2013, the VCCC invited the City of San Fernando and local partners to participate in the county-wide emergency preparedness pilot project with the Community Disaster Project targeting the Los Angeles County Service Plan Area 2 (SPA2).
6. On January 24, 2013, the RCS Operations Manager attended a Community Preparedness Pilot Project Launch meeting hosted by LACDPHPRP.
7. On February 19, 2013, members of the Community Disaster Project elected to name the SPA2 group the San Fernando Disaster Resilience Committee (SFDRC). In addition, the efforts will focus on earthquake preparedness in the City of San Fernando.
8. On February 26, 2013, SFDRC attended the City of San Fernando's Disaster Council to inform the City of its interest to collaborate on creating a one-year emergency plan.
9. Since February 2013, City staff has been meeting with VCCC and members of the SFDRC to create a one-year plan to increase the City's ability to prepare for, respond to, and recover from an earthquake emergency.
10. On July 30, 2013, LACDPHPRP approved the SFDRC one-year emergency plan and funding for implementation.
11. On August 27, 2013, the City of San Fernando's Disaster Council requested to place the San Fernando Disaster Resilience Committee proposed partnership and one-year emergency plan onto the next scheduled city council meeting.

ANALYSIS:

Los Angeles County Community Disaster Resilience Project (Community Disaster Project)

The Community Disaster Project is a three-year community engagement pilot program funded by the Centers for Disease Control and Prevention (CDC) and the Robert Wood Johnson Foundation in response to the President's March 2011 directive to embrace a community resilience approach to disaster preparedness. The project is a collaborative, grass-roots effort to engage community-based organizations to provide leadership that will improve the ability of communities to prepare for, respond to and recover in the event of emergencies and natural disasters. The project is currently working with eight communities throughout Los Angeles County.

During Phase II (implementation phase), LACCDR partners will explore activities, tools and resources intended to bring LA County community members together to collectively strengthen their preparedness. Together, the involved community stakeholders will build their understanding of the resources available to individuals and families in the communities and groups they represent.

The communities are also to create a one-year plan to increase their ability to prepare for, respond to, and recover from an emergency and natural disaster. All communities that

Consideration to Approve Partnership with Los Angeles County Community Disaster Resilience Project
Page 3

participate will receive information, support, and funding to improve the emergency preparedness of their communities.

Valley Care Community Consortium

Established in 1995, Valley Care Community Consortium (VCCC) is the health and mental health planning collaborative for Los Angeles County's Service Planning Area 2 (SPA 2), representing the two million plus residents of the San Fernando and Santa Clarita Valleys. The collaborative includes public and private community partners that advocate, plan, assess needs and facilitate development of effective programs and policies to improve the health of their residents. Many of their partners include Kaiser Permanente, Mission Community Hospital, Blue Cross, Economic Alliance of the San Fernando Valley, Los Angeles County Department of Public Health, and Los Angeles County Supervisor Zev Yaroslavsky.

Proposed One-year Plan

The San Fernando Disaster Resilience Committee plan was based on feedback from focus groups with City staff, LACCDR staff, VCCC, and local partners. In addition, the plan is consistent with key issues discussed in the City of San Fernando Disaster Council, which include updating City's emergency plan staff training, improving emergency communication systems, and providing community emergency awareness and resources. The one-year plan (Attachment "A"), includes three activities dedicated to earthquake preparedness that are to be completed by June of 2014, which include:

1. Emergency Operations Training
2. Update Emergency Operations Plan
3. Develop a City of San Fernando Emergency Information System Plan

Project Budget

The total budget for the plan will be approximately \$15,000 (Attachment "B"). The support provided by LACCDR will cover 100% of the direct costs for implementing the project. In addition, the contributions from the VCCC, Mission Community Hospital, Partners in Care, Providence Hospital, and Valley Care Health Centers will keep City staff time to a minimum. It is estimated that the project will require a total of 100 City staff hours over the course of 36 weeks (3 hours/week).

BUDGET IMPACT:

There will be no impact to FY 2013-2014 General Fund. Expenses for the Earthquake Preparedness Plan will be paid by Valley Care Community Consortium via funding provided by the Los Angeles County Community Disaster Resilience (LACCDR) Project.

Consideration to Approve Partnership with Los Angeles County Community Disaster Resilience Project
Page 4

CONCLUSION:

It is recommended that the City Council approve a continued partnership with the with the Los Angeles County Community Disaster Resilience Project and San Fernando Disaster Resilience Committee and authorize the Interim City Manager to direct City staff to work with San Fernando Disaster Resilience Committee to implement a one-year Earthquake Preparedness Plan for the City of San Fernando. This project will allow for the City to better prepare for, respond to and recover in the event of emergencies and natural disasters.

ATTACHMENTS:

- A. SFDRC Preparedness Coalition Planning Tool
- B. SFDRC Proposed Expenditure & Budget

ATTACHMENT "A"

**LACCDR PREPAREDNESS COALITION
PLANNING TOOL FOR PILOT YEAR 2**

San Fernando Disaster Resilience Committee (SFDRC)

Pilot Year 2 Work Plan - Coalition Activities

The following plan includes the activities the SFDRC will complete in year two to increase the impact of key concepts and information contained in the LAC OEM Emergency Survival Guide. The main focus for year two will be dedicated to Earthquake Preparedness.

Name of Activity #1	Emergency Operations Training
Description	The purpose of this training is to provide emergency operations training as described in the California Emergency Services Act. This training will be accomplished in three sessions: City Council, City Manager/Department Heads, and Disaster Service Volunteers. The training will reintroduce the practice of responding and managing a disaster or emergency to the leadership of the City of San Fernando.
Population or Sector being emphasized/engaged	Senior City officials and disaster service volunteers
Goal	Conduct training for the critical first responder/executive decision makers in the City of San Fernando.
Expected Outcomes	Expand the current skills and knowledge and provide new information about operating the City of San Fernando emergency operations system.

Name of Activity #1	Emergency Operations Training
Evaluation	Provide a pretest and post training test to evaluate specific domain knowledge.
List of Potential Invitees:	City Manager. Department Heads, City Disaster Volunteers, City Council members.
Estimated Date (Month/Year)	September-November, 2013
Potential Location	City of San Fernando Emergency operations Center
List of Possible Presenter(s), guests, etc.	Dr. Roger Mason LEC Mgt
List of Action Items/ Responsible Person(s)	Robert Parks

Name of Activity #2	Update Emergency Operations Plan
Description	Add a functional needs special access annex to the City of San Fernando Emergency Operations Plan.
Population or Sector being emphasized/ engaged	The City of San Fernando Functional Needs/Special Access Community.
Goal	Upgrade the Current Emergency Operations Plan and make it compliant with FEMA standards.
Expected Outcomes	Provide greater access to the functional needs special access community during disasters.
Evaluation	Insure the plan upgrade conforms to FEMA "CMIST" planning guidelines.
List of Potential Invitees:	This is intended for the City of San Fernando functional needs special access community.
Estimated Date (Month/Year)	Completion of plan by November 1, 2013
Potential Location	City of San Fernando

Name of Activity #2	Update Emergency Operations Plan
List of Possible Presenter(s), guests, etc.	Dr. Roger Mason
List of Action Items/ Responsible Person(s)	Robert Parks

Name of Activity #3	Develop a City of San Fernando Emergency Information System plan.
Description	This plan will provide a multilevel system to provide emergency information to the San Fernando Community. This will include Nixtel, SNAP, CERT training, community awareness outreach, and media outreach.
Population or Sector being emphasized/ engaged	The San Fernando Community
Goal	Insure all members of the San Fernando Community can receive timely warnings and emergency information during a disaster. Increase in the number of CERT certified community residents.
Expected Outcomes	Improving the access of community members to emergency information to mass population with a smaller percentage of the population becoming CERT certified.

Name of Activity #3	Develop a City of San Fernando Emergency Information System plan.
	City website will have increased access to disaster preparedness information. Creation of video projects to be shown on the community trollies
Evaluation	Encourage citizens to provide feedback to the City website regarding this information system.
List of Potential Invitees:	The San Fernando Community
Estimated Date (Month/Year)	Spring of 2014
Potential Location	Dr. Roger Mason, LECMgt, Multiple sites within the community.
List of Possible Presenter(s), guests, etc.	Dr. Roger Mason, LECMgt, L.A. County First responders Community Preparedness Experts
List of Action Items/ Responsible Person(s)	Robert Parks: work with consultant and Police Department for information for Senior City officials and disaster service volunteers. Ismael Aguila & Joni Novosel: work with coalition to coordinate the community awareness outreach, which will include media (video/print), website, and booths at fairs/events.

ATTACHMENT "B"

LOS ANGELES COUNTY – DEPARTMENT OF PUBLIC HEALTH
Project to Increase Emergency Preparedness and Response in Los Angeles County

PROPOSED EXPENDITURE & BUDGET REPORTING GUIDELINES

Funding Requirements

- Coalitions must utilize the funding for activities that occur in and for supplies to be used within Los Angeles County.
- Funds may only be used for the purpose of the LACCDR Project.
 - Funding must support improving emergency preparedness as a goal or outcome.
 - Funding must be utilized for activities that are related to the concepts and information presented in the Modules.
- Allowable funding categories:
 - Additional meetings
 - Community Forum
 - Training
 - Outreach
 - Education
 - Coalition Recruitment
 - Emergency Preparedness Supplies

Allowable Expenses

- The Proposed Expenditure Form (starting on Page 2) must be submitted in advance for approval by LACDPH. The following are examples of allowable expenses; however, expenses are not limited to this list. Please note that all expenses must be associated with an activity, purpose, or goal (as specified in the form).

- Rental fee for meeting space
- Materials
- Education/outreach materials
- Printing
- Office Supplies
- Meeting Supplies
- Curriculum and other training materials
- Parking/Mileage (at rate of .565 per mile)
- Child care during meetings
- Equipment

Non-allowable Expenses

Non-allowable expenses are not limited to this list, but all proposed expenses must be submitted in advance as part of the Proposed Expenditure/Budget Reporting Form for approval for LACDPH.

- Alcohol
- Vehicles
- Livestock/animals
- Furniture
- Electronics- computers, tablets, laptops that are purchased for use by one agency only or used for non-project related activities
- Smart phones or fees for phones
- Incentive items (gift certificates, money or other gifts that are not project related).

PROPOSED EXPENDITURE & BUDGET REPORTING FORM

Proposed Expenditure	Description/Amount	Recipients	Activity/Purpose/Goal	Total Cost	Estimated Date of Completion
		• Coalition Members • Sector Representatives • Community Members • Other- Please specify:	• Training • Outreach • Education • Meetings • Community Forum • Other:		
EXAMPLE Outreach at the Community Health Fair	Booth rental, \$300 Printing for 200 copies of children's coloring book as a give-away, \$100	Community members	To reach at least 100 residents and provide them with free emergency preparedness materials Families and others will have awareness and information about supplies and planning for emergencies.	\$450	
Emergency Operations Training	Provide Operations training as described in the California Emergency Services Act in three sessions	1. City Council 2. City Manager & Department Heads 3. Disaster	Expand current skills and knowledge to those most responsible to assist the city in the case of a disaster	\$4,500	November 2013

	@ \$1,500 per session	Service Volunteers and Coalition Members	working with a professional consulting team lead by Dr. Mason LEC Mgt Training and Education inclusive of curriculum and training materials		
Update City of San Fernando's Emergency Operations Plan	An update of the current plan is needed to make it compliant with new guidelines. Add a functional needs special access annex to the City of San Fernando Emergency Operations Plan \$1,000 Professional Disaster Preparedness Consultant	City of San Fernando Leadership for the benefit of the community residents with special needs accommodations	LEC Mgt Consultant firm will update the current plan with the goal of having a FEMA compliant operations plan the conform to the "CMIST" guidelines which will provide greater access for the special needs community residents	\$1,000	November 1, 2013
Develop City of San Fernando Emergency Information System Plan	Multilevel system to provide emergency information inclusive of Nixtel and SNAP. Set up Communication System (\$1,000 labor)	Coalition Members City Leadership Community Members	Timely warnings and emergency information to community members during a disaster.	\$1,000	November 1, 2013
Community Outreach and Education Plan Annual Diabetes Expo	Community CERT trainings and Community Event Participation Communications	Coalition Members Community Members	To reach at least 40% of the City of San Fernando residents and provide them with free emergency	\$8,500	Ongoing with year 2 efforts completed by Spring of 2014

Video Education Productions to show on Trolley System and at community based meetings	Direct mailings to approximately 3500 community residents Print media(\$3,500 inclusive of printing and delivery) Updates to city website internet media (\$1,000 material and labor) Video creation, production, editing (\$2,500 materials and labor) Event Outreach (\$1500 staffing, child care, supplies, booth or rental fees and mileage)		preparedness materials and training Community members will have increased skills and knowledge as it pertains to emergency preparedness. Additionally residents will have the knowledge to better prepare for emergencies		
Total				\$15,000	

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ADMINISTRATION DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Manager

DATE: September 16, 2013

SUBJECT: Consideration of Appointment of Acting City Manager in Absence of City Manager

RECOMMENDATION:

It is recommended that the City Council concur with the Interim City Manager's appointment of Community Development Director Fred Ramirez as Acting City Manager during any temporary absence or disability to the City Manager.

BACKGROUND:

There will be occasions when the City Manager (or Interim City Manager as is currently the case) is temporarily absent from the City (such as on vacation or at a conference) or may have a disability or illness that makes them temporarily unable to manage the City. When this occurs, another staff person needs to be designated as Acting City Manager to fill that role until the City Manager is available. Under the new City Manager Ordinance adopted by the City Council on July 15, 2013, Section 2.119 states:

"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 City 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."

Typically an acting appointment would not be for an extended period of time. Also with the technology today of smart phones and the internet, the City Manager would generally be available to address issues or questions while he/she was out of the City. However, the day-to-day business of the City would still require someone at the City to deal with everyday business matters. Some cities have an Assistant City Manager who would serve in that role; others may designate a single department head; and some City Managers rotate the Acting City Manager role among department heads.

Consideration of Appointment of Acting City Manager in Absence of City Manager

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ANALYSIS:

Due to the number of interim department heads, it is recommended that a single department head be designated to serve as Acting City Manager during the City Manager's absence. Based on his experience and outstanding work in the acting role during the time the former City Administrator was on leave, it is recommended that the City Council affirm the City Manager's recommendation to designate Community Development Director Fred Ramirez as Acting City Manager during times of absence of the City Manager.

BUDGET IMPACT:

There is no budget impact to designating an Acting City Manager to serve in the temporary or short term absence of the City Manager.

CONCLUSION:

City Code Section 2.119 provides that the City Manager shall appoint, subject to the approval of the City Council, one of the officers or department heads of the City to serve as Acting City Manager during any temporary absence or disability of the City Manager. It is the Interim City Manager's recommendation that the City Council approve designating Community Development Director Fred Ramirez as acting City Manager during temporary absences of the City Manager.

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PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor Antonio Lopez and Councilmembers

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

DATE: September 16, 2013

SUBJECT: Consideration to Approve the Re-Allocation of Funds for Water Mains Installation Project

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7562 (Attachment "A") amending Fiscal Year (FY) 2013-14 City budget to appropriate \$441,990 from Fund 70's (Water) beginning fund balance to Fund 70-383 (Water Production) to cover the cost of the Water Mains Installation Project.

BACKGROUND:

1. On July 2, 2012, the City Council adopted the Fiscal Year (FY) 2012-13 Budget; \$442,690 was allocated in Fund 70-383-0000-4600 for the Water Mains Installation Project.
2. On June 17, 2013, the City Council accepted the lowest responsive bid from Vasily Company, Inc. for the Water Mains Installation Project: Job No.7581, Plan No. 716 for an amount not to exceed \$405,495 and change orders not to exceed 9% of the contract amount (\$36,495).
3. On July 1, 2013, the City Council approved the FY 2013-14 budget, however the project was not listed in the new fiscal year.

ANALYSIS:

The Water Mains Installation Project consists of the replacement of water lines and valves to ensure the integrity of the City's infrastructure to provide water to customers. The project, which is already in construction, has proven to be of significant importance whereby sections of the water line have been discovered to be in very poor condition. While it cannot be guaranteed that a line can be prevented from breaking in the future, the project focuses on locations where

Consideration to Approve the Re-Allocation of Funds for Water Mains Installation Project

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replacements were most needed and a potential line break may have been averted.

Since the project at the time was expected to be completed in the FY 2012-2013, and due to the timing of the FY 2013-14 budget development processes, time was not available to update the new budget accordingly. The funds were instead included in the FY 2012-13 ending balance in Fund 70-Water.

In order to ensure transparency regarding reallocation of funds, staff is requesting City Council approve a line item addition in the FY 2013-14 budget to re-appropriate the funds for the project since funds are already available in Fund 70's (Water) beginning fund balance and Council had previously approved the project and awarded the contract.

BUDGET IMPACT:

There is no budget impact since funds for the project are available in the beginning balance for Fund 70 - Water for FY 2013-14.

CONCLUSION:

It is recommended that the City Council approve the re-allocation of funds in Fund 70 - Water for the Water Mains Installation Project approved at the June 17, 2013 City Council meeting.

ATTACHMENT :

A. Resolution No. 7562

ATTACHMENT "A"**RESOLUTION NO. 7562****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET
FOR THE FISCAL YEAR 2013-14 ADOPTED ON JULY 1, 2013**

WHEREAS, the City of Council has received and considered the proposed adjustment to the budget for Fiscal Year 2013-14, commencing July 1, 2013, and ending June 30, 2014; and

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

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

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

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

Fund 70-383 Water Production:

Increase in Expenditures:	\$441,990
Decrease in Revenues:	\$0

PASSED, APPROVED, AND ADOPTED this 16th day of September, 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 16th day of September, 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

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CITY COUNCIL**MEMORANDUM**

TO: Mayor Antonio Lopez and Councilmembers
FROM: Councilmember Robert C. Gonzales
DATE: September 16, 2013
SUBJECT: Appointment to Education Commission

I recommend that Olivia Robledo be appointed as my Education Commissioner.

Education Commission

Name: Olivia Ruiz Robledo, City of San Fernando resident and registered voter

Education: Bachelor of Arts Degree and Teaching Credential from California State University, at Northridge
Master of Science Degree in Administration at Pepperdine University.

Occupation: Principal of San Fernando Middle School Institute for Applied Media
Former City of San Fernando Planning Commissioner

ATTACHMENT “A”**Bio of Olivia Ruiz Robledo
2013**

Olivia Ruiz Robledo was raised and currently resides in the City of San Fernando. Her family, originally from the state of Sonora, Mexico, has come to see four generations flourish and contribute to this community. She attended local LAUSD schools and is currently employed at the middle school she attended as a child. She has the honor of serving as the Principal of San Fernando Institute for Applied Media, a pilot school co-located on the San Fernando Middle School campus. Her vision as an educator is to provide a nurturing and positive learning environment in which children of the San Fernando community will become life long learners, prepared for the challenges and opportunities of the global world. Olivia attended California State University at Northridge, where she received her Bachelor of Arts Degree and Teaching Credential. She went on to earn her Master of Science Degree in Administration at Pepperdine University.

Her interest and dedication to the youth of this community has led her to be involved in projects such as La Voz del Mariachi, Project GRAD LA, the Adelante Mujer Conference, the Cesar Chavez Commemorative March. She believes that the care and development of the children of our community is the responsibility of all citizens. Opening doors of opportunity, providing advocacy, and finding ways to support our children and youth can only strengthen our city and enhance our future. Her devotion to her students brings such satisfaction, in knowing she has touched the life of a potential great person who will someday give back to this community.

In the past, she served as a Planning Commissioner for the City of San Fernando and is proud to once again be asked to provide assistance.