



SAN FERNANDO CITY COUNCIL  
REGULAR MEETING NOTICE AND AGENDA

MARCH 20, 2017 – 6:00 PM

COUNCIL CHAMBERS  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340

**CALL TO ORDER/ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

Led by San Fernando Police Explorer

**APPROVAL OF AGENDA**

**PRESENTATIONS**

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

**PUBLIC STATEMENTS – WRITTEN/ORAL**

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

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**CONSENT CALENDAR**

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

**1) REQUEST TO APPROVE MINUTES OF:**

- a) FEBRUARY 6, 2017 – REGULAR MEETING**
- b) FEBRUARY 21, 2017 – REGULAR MEETING**

**2) CONSIDERATION TO ADOPT RESOLUTION NO.S 17-031 AND 17-032 APPROVING THE WARRANT REGISTERS OF MARCH 6, 2017 AND MARCH 20, 2017, RESPECTIVELY**

Recommend that the City Council:

- a. Adopt Resolution No. 17-031 approving the Warrant Register dated March 6, 2017; and
- b. Adopt Resolution No. 17-032 approving the Warrant Register dated March 20, 2017.

**3) TEMPORARY REORGANIZATION OF THE COMMUNITY DEVELOPMENT DEPARTMENT DUE TO THE RESIGNATION OF THE COMMUNITY DEVELOPMENT DIRECTOR**

Recommend that the City Council:

- a. Approve an increase to Contract 1802 (7 of 16) with Evans Brooks Associates for an amount not-to-exceed \$50,000 to provide temporary Associate Planner services, with an option to increase an additional \$25,000, if necessary; and
- b. Adopt Resolution No. 7784 amending the salary plan to add a Senior Planner and Community Preservation Supervisor;
- c. Adopt Resolution No. 7785 amending the table of organization to add a Senior Planner (Temporary) and Community Preservation Supervisor (Temporary) in the Community Development Department; and
- d. Authorize the City Manager to appoint current City staff to fill the temporary positions, effective March 1, 2017, and execute all related documents.

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**4) CONSIDERATION TO ADOPT FISCAL YEAR (FY) 2017-2018 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT RESOLUTION INITIATING PROCEEDINGS AND ORDERING THE ENGINEER'S REPORT**

Recommend that the City Council:

- a. Adopt Resolution No. 7786 initiating the proceedings for the FY 2017-2018 Levy of Annual Assessments for the Landscaping and Lighting Assessment District (LLAD); and
- b. Order the preparation of the Engineer's Report.

**5) CONSIDERATION TO AUTHORIZE A NOTICE OF COMPLETION FOR 12900 DRONFIELD AVENUE SITE PREPARATION AND ELECTRICAL UPGRADES, PHASE 1B**

Recommend that the City Council:

- a. Accept the improvements as constructed by MS Navarro Engineering (Contractor), and consider the work complete;
- b. Authorize the issuance and filing of the "Notice of Completion" with the Los Angeles County Office of the Registrar-Recorder/County Clerk; and
- c. Authorize the release of the 10% retention amount (\$57,984.24) after the 35-day lien period from the date the Notice of Completion is recorded.

**ADMINISTRATIVE REPORTS****6) UPDATE REGARDING THE STUDENT INTERNSHIP PROGRAM**

Recommend that the City Council receive and file the update regarding the Student Internship Program.

**7) CONSIDERATION TO APPOINT A REPRESENTATIVE TO THE CIVIC ART SELECTION COMMITTEE FOR THE SAN FERNANDO MENTAL HEALTH FACILITY**

Recommend that the City Council:

- a. Appoint a representative to the Los Angeles County Civic Art Selection Committee for the Mental Health Facility to be located on First Street; or

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- b. Authorize the Mayor to appoint a representative to the Los Angeles County Civic Art Selection Community.

**8) CONSIDERATION TO CO-SPONSOR AN EARTH DAY CLEANUP EVENT AT THE PACOIMA WASH NATURAL PARK WITH PACOIMA BEAUTIFUL**

Recommend that the City Council:

- a. Approve City co-sponsorship of Pacoima Beautiful's annual Earth Day Cleanup event at the Pacoima Wash Natural Park (Event); and
- b. Approve the use of the City Seal for the Event on print material pursuant to City Council Resolution No. 6904; and
- c. Authorize staff to market the event through the City website and social media outlets.

**9) DISCUSSION REGARDING COMMISSIONER STIPEND**

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

**10) SELECTING AD HOC COMMITTEE MEMBERS TO PARTICIPATE IN HOMELESS COMMITTEE WORKING WITH ASSEMBLYMEMBER RAUL BOCANEGRA AND COMMUNITY LEADERS**

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

**11) DISCUSSION REGARDING LETTER TO NORTH DAKOTA GOVERNOR JACK DALRYMPLE IN OPPOSITION OF THE DAKOTA ACCESS PIPELINE**

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

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

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**STAFF COMMUNICATION****RECESS TO CLOSED SESSION****A) CONFERENCE WITH LABOR NEGOTIATOR**

G.C. §54957.6

## Designated City Negotiators:

Interim City Manager Nick Kimball

Deputy City Manager/Public Works Director Chris Marcarello

Interim Finance Director Sonia Garcia

City Attorney Rick Olivarez

Assistant City Attorney Richard Padilla

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

San Fernando Management Group (SEIU, Local 721)

San Fernando Public Employees' Association (SEIU, Local 721)

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association

San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)

All Unrepresented Employees

**B) PUBLIC EMPLOYMENT (EMPLOYEE RECRUITMENT)**

G.C. §54957(b)(1)

Title of Position Under Consideration: City Manager

**C) CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

G.C. §54956.8

Property: 732 Mott Street, 700 Chatsworth Drive and 713 Chatsworth Drive,  
City of San Fernando

Agency Negotiator: Interim City Manager Nick Kimball, Lead Negotiator  
Deputy City Manager/Public Works Director Chris Marcarello  
City Attorney Rick Olivarez  
Assistant City Attorney Richard Padilla

Negotiating Parties: Mission Community Hospital and Deanco Healthcare, LLC  
Craig B. Garner, Garner Health Law Corporation  
James K. Theiring, Chief Executive Officer

Under Negotiation: Price and Terms of Payment as it Relates to Leasing of Real Property

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**D) CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

G.C. §54956.8

Property: 800 Truman Street, City of San Fernando  
Agency Negotiator: Interim City Manager Nick Kimball, Lead Negotiator  
Deputy City Manager/Public Works Director Chris Marcarello  
City Attorney Rick Olivarez  
Assistant City Attorney Richard Padilla  
Negotiating Parties: Ethel Fowler  
Melvin Fowler  
Leland Fowler  
Michael Overing  
Under Negotiation: Price and Terms of Payment as it Relates to Leasing of Real Property

**E) CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

G.C. §54956.8

Property: 208 Park Avenue, City of San Fernando  
Agency Negotiator: Interim City Manager Nick Kimball, Lead Negotiator  
Deputy City Manager/Public Works Director Chris Marcarello  
Recreation and Community Services Director Ismael Aguila  
City Attorney Rick Olivarez  
Assistant City Attorney Richard Padilla  
Negotiating Parties: Barbara Tscherny, National Junior Tennis Program  
Under Negotiation: Price and Terms of Payment as it Relates to Leasing of Real Property

**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, CMC*

*City Clerk*

*Signed and Posted: March 16, 2017 (3:00 p.m.)*

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

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# **Regular Meeting**

# **San Fernando City Council**

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**FEBRUARY 6, 2017 – 6:00 P.M.  
REGULAR MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Robert C. Gonzales called the meeting to order at 6:03 p.m.

Present:

Council: Mayor Robert C. Gonzales, Vice Mayor Joel Fajardo, and Councilmembers Jaime Soto and Antonio Lopez

Staff: Interim City Manager Nick Kimball, City Attorney Rick Olivarez, and City Clerk Elena G. Chávez

Absent: Councilmember Sylvia Ballin (notified staff that she was ill and would not be able to attend the meeting)

**PLEDGE OF ALLEGIANCE**

Led by Police Chief Anthony Vairo

**APPROVAL OF AGENDA**

Interim City Manager Kimball reported that Item No. 7 would be removed from the agenda.

Motion by Councilmember Lopez, seconded by Councilmember Soto, to approve the agenda as amended. By consensus, the motion carried.

**PRESENTATIONS**

The following presentation was made:

- a) TRIBUTE TO OUR TROOPS – JAVIER FAJARDO
- b) CERTIFICATES OF RECOGNITION – LITTLE FREE LIBRARIES
- c) MAYOR’S BOOK DRIVE KICK-OFF

**SAN FERNANDO CITY COUNCIL****MINUTES – February 6, 2017****Page 2****PUBLIC STATEMENTS – WRITTEN/ORAL**

Paul Larson suggested that the faded neighborhood watch signs be replaced, recommended better lighting near the park's exercise equipment and bike path, and he asked for an update regarding the JC Penney building.

Adam Mejia gave information regarding free workout and nutrition programs offered by Cal State, Northridge, and invited all to participate.

David Bernal wished everyone luck on the election, inquired about legislation pertaining to candidate residency requirements, and talked about last year's beer fest and suggested looking into allowing similar events to take place at City parks as a way to generate revenue.

Liana Stepanyan, San Fernando Library Manager, thanked Mayor Gonzales for inviting them to participate in the book drive event and she talked about their upcoming events and services available to the community.

Salvador Ramirez reported that he is the new municipal representative for Republic Services, thanked Councilmembers for their partnership, and he looks forward to working with all of them.

Laura Santos, Professional Organic Solutions, talked about the services they provide regarding the medical cannabis industry (including education and bilingual outreach) and their team of professionals available to assist the City.

Robert Ortega suggested that "no skating" signs be placed throughout the City because the skate boarders are unsafe and not paying attention and he feels that something must be done.

**CONSENT CALENDAR**

Motion by Councilmember Lopez, seconded by Councilmember Soto, to approve the Consent Calendar Items:

- 1) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 2) CONSIDERATION TO AUTHORIZE A NOTICE OF COMPLETION FOR SAFE ROUTES TO SCHOOL STATE PROJECT NO. SR2SL-5202(015) CYCLE 7
- 3) CONSIDERATION TO AUTHORIZE A NOTICE OF COMPLETION FOR ANNUAL STREET RESURFACING PROJECT FISCAL YEAR 2015-2016, JOB NO. 7592, PLAN NO. P-718
- 4) CONSIDERATION TO ACCEPT GRANT FUNDS AWARDED BY THE MOBILE SOURCE AIR POLLUTION REVIEW COMMITTEE (MSRC) FOR THE ELECTRIC VEHICLE CHARGING STATIONS PROJECT

**SAN FERNANDO CITY COUNCIL****MINUTES – February 6, 2017****Page 3**

- 5) CONSIDERATION TO AUTHORIZE SUBMITTAL OF GRANT APPLICATIONS TO THE NATIONAL ENDOWMENT FOR THE ARTS AND THE CALIFORNIA ARTS COUNCIL FOR FUNDING SUPPORT OF THE MARIACHI MASTER APPRENTICE PROGRAM

By consensus, the motion carried.

**ADMINISTRATIVE REPORTS**

- 6) PRESENTATION NO. 2 - UPDATE REGARDING COMMERCIAL CANNABIS ALTERNATIVES

David McPherson, cannabis compliance director with HdL Companies, made a presentation regarding medical and non-medical commercial cannabis alternatives. He reported that they represent 400 cities and counties in California (50 clients regarding marijuana management) and he replied to various questions from Councilmembers.

Discussion ensued amongst Council, staff, and Mr. McPherson. Dialogue included associated application processes to facilitate medical and/or non-medical commercial cannabis activities, selecting and securing a consultant to undertake certain activities, necessary follow-up items, and forming an Ad Hoc Committee.

Motion by Mayor Gonzales, seconded by Councilmember Soto, to go out for a RFQ and form an Ad Hoc consisting of Councilmembers Lopez and Ballin. The motion carried with the following vote:

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

- 7) DISCUSSION REGARDING COMMISSIONER STIPEND

This item was removed under Approval of Agenda.

**CITY COUNCIL - LIAISON UPDATES**

Mayor Gonzales said he had an opportunity to host a conference regarding public safety for the Independent Cities Association (ICA) and said that the Library Commission will be meeting soon.

**SAN FERNANDO CITY COUNCIL****MINUTES – February 6, 2017****Page 4****DEPARTMENT HEADS - COMMISSION UPDATES**

City Clerk Chávez gave an update regarding the upcoming election and reported that the Education Commission met last week and that the City's Second Annual Scholarship Program is now underway.

**GENERAL COUNCIL COMMENTS**

Councilmember Lopez thanked Mayor Gonzales for doing a great job with representing the City at the ICA conference and reported that it was a very informative event.

Vice Mayor Fajardo said that Eighth Street park cleanup event went well, reported that during these last rainy days, Vista Del Valle school used the San Fernando side as the main drop off and did not notify the City, and said he's interested in feedback from community members regarding improving relationships with undocumented immigrants.

Mayor Gonzales thanked all who participated in the library event and reminded everyone that February was the Mayor's book drive month.

**STAFF COMMUNICATION**

None.

**ADJOURNMENT (9:55 p.m.)**

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

*I do hereby certify that the foregoing is a true and correct copy of the minutes of February 6, 2017, meeting as approved by the San Fernando City Council.*

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*Elena G. Chávez*  
City Clerk

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**FEBRUARY 21, 2017 – 6:00 P.M.  
REGULAR MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Robert C. Gonzales called the meeting to order at 6:01 p.m.

Present:

Council: Mayor Robert C. Gonzales, Vice Mayor Joel Fajardo, and Councilmembers Jaime Soto, and Antonio Lopez (arrived 6:19 p.m.)

Staff: Interim City Manager Nick Kimball, Assistant City Attorney Richard Padilla, and City Clerk Elena G. Chávez

Absent: Councilmember Sylvia Ballin (notified staff that she was ill and would not be able to attend the meeting)

**PLEDGE OF ALLEGIANCE**

Led by Police Chief Anthony Vairo

**APPROVAL OF AGENDA**

Motion by Vice Mayor Fajardo, seconded by Councilmember Soto, to approve the agenda. By consensus, the motion carried.

At the request of Mayor Gonzales, Police Chief Anthony Vairo provided an update regarding 14-year-old Elias Rodriguez who has been missing for several days.

**PRESENTATIONS**

The following presentations were made:

- a) TRIBUTE TO OUR TROOPS
- b) HEALTHY HEART MONTH

**SAN FERNANDO CITY COUNCIL****MINUTES – February 21, 2017****Page 2****PUBLIC STATEMENTS – WRITTEN/ORAL**

City Clerk Chávez read an email from resident Linda Campanella Jauron who thanked the police department for their dedication and support.

Jason Hayes thanked Councilmembers Fajardo and Gonzales for last week's candidates' debate, wished them (and the other contenders) good luck, and he thanked the Chamber of Commerce for hosting the event.

Dee Akemon spoke in support of the police department, said that the L.A. County Sheriff's Department is not welcome in the City, and asked people to carefully look at the candidates for City Council.

Jesse H. Avila said that he worked with the slain Whittier police officer and he told everyone to hug their loved ones whenever possible.

Sylvia Ortega, speaking as a 25-year resident and on behalf of family and friends who are also residents, said that they do not share the views of others who criticize the Police Chief and the Police Officers' Association.

Ronnie Veliz invited everyone to an upcoming event regarding "Know Your Rights and Anti-deportation Workshop".

Michael Remenih said he's been attending City Council and neighborhood watch meetings for several years and he talked about his experiences.

Pete Aguirre, San Fernando Police Officer, spoke in support of the police department and said that they are committed to the safety and well-being of residents and visitors of the City and they are not a special interest group.

Yolanda Haro said that she and her family are supporters of the police department, shared that she recently attended a neighborhood watch meeting and she thanked Officer Rosenberg and Chief Vairo for listening to her concerns.

Reverend Sandra Richards said that she's a resident and a pastor at First United Methodist Church and said that the City's resources should be to protect all people in the City (even those that are undocumented).

Baltazar Martinez announced that his church is also having a free workshop regarding immigration rights and he believes it's important to be proactive regarding this issue.

**CONSENT CALENDAR**

Motion by Councilmember Lopez, seconded by Councilmember Soto, to approve the Consent Calendar Items:

**SAN FERNANDO CITY COUNCIL****MINUTES – February 21, 2017****Page 3**

- 1) REQUEST TO APPROVE MINUTES OF:
  - a. JANUARY 17, 2017 – SPECIAL MEETING
  - b. JANUARY 17, 2017 – REGULAR MEETING
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

By consensus, the motion carried.

**PUBLIC HEARING**

- 3) CONSIDERATION TO ADOPT URGENCY ORDINANCE NO. U-1665 OF THE CITY OF SAN FERNANDO MAKING FINDINGS AND ESTABLISHING AN INTERIM MORATORIUM PROHIBITING NEW ACCESSORY DWELLING UNITS (CURRENTLY REFERRED TO AS “SECOND DWELLING UNITS” IN THE ZONING ORDINANCE) EXCEPT THOSE MEETING SPECIFIED DEVELOPMENT STANDARDS NOTED IN SAID URGENCY ORDINANCE CONSISTENT WITH RECENTLY ADOPTED STATE LAW

Mayor Gonzales declared the Public Hearing open.

Community Development Director Fred Ramirez presented the staff report and replied to questions from Councilmembers.

Mayor Gonzales called for public testimony; there were no public comments.

Motion by Vice Mayor Fajardo, seconded by Councilmember Lopez, to close the public comment portion of the Hearing. By consensus, the motion carried.

Discussion ensued amongst Councilmembers and staff.

Motion by Councilmember Lopez, seconded by Mayor Gonzales, to waive full reading and adopt Urgency Ordinance No. U-1665 by title, “An interim Urgency Ordinance of the City Council of the City of San Fernando, California, making findings and establishing an interim moratorium prohibiting new accessory dwelling units (currently referred to as “second dwelling units” in the zoning ordinance) except those meeting specified development standards noted in said urgency ordinance consistent with recently adopted state law.”

The motion failed with the following vote:

AYES:	Lopez, Gonzales – 2
NOES:	Fajardo, Soto – 2
ABSENT:	Ballin – 1

**SAN FERNANDO CITY COUNCIL****MINUTES – February 21, 2017****Page 4****ADMINISTRATIVE REPORTS****4) PRESENTATION PERTAINING TO INFORMATION REGARDING NATIONAL AND LOCAL IMMIGRATION POLICIES AND PRACTICES**

Interim City Manager Kimball presented the staff report.

Discussion ensued amongst Councilmembers and staff regarding: federal grants/monies; basic constitutional rights for residents and non-residents; the need to have compassion for law abiding undocumented immigrants; what other cities doing and how do their police departments interact with I.C.E.; joint efforts with community activists. Councilmembers said that they look forward to receiving additional information in the coming months.

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

**5) PRESENTATION OF FISCAL YEAR (FY) 2015-2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT**

Interim Finance Director Sonia Garcia presented the staff report and replied to questions from Councilmembers

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

**6) PRESENTATION OF FISCAL YEAR (FY) 2016-2017 MID-YEAR BUDGET REVIEW AND FY 2017-2018 BUDGET OUTLOOK**

Interim Finance Director Garcia presented the staff report and replied to questions from Councilmembers.

Motion by Councilmember Lopez, seconded by Vice Mayor Fajardo, to:

- a. Review and discuss the FY 2016-2017 Mid-Year Budget Review and FY 2017-2018 Budget Outlook; and
- b. Adopt Resolution No. 7783 amending the City's FY 2016-2017 budget to include the proposed changes.

By consensus, the motion carried.

**7) UPDATE ON SPECIAL EVENT APPLICATION PROCESS AND CONSIDERATION OF PROPOSED FEE WAIVER/COMMUNITY GRANT PROGRAM**

Recreation and Community Services Director Ismael Aguila presented the staff report.

**SAN FERNANDO CITY COUNCIL****MINUTES – February 21, 2017****Page 5****RECESS (8:28 P.M.)**

*Two Councilmembers momentarily stepped away and a brief recess was called.*

**RECONVENE (8:32 P.M.)**

Recreation and Community Services Director Aguila continued with the presentation and replied to various questions from Councilmembers.

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

- 8) CONSIDERATION TO ACCEPT AND ADOPT A RESOLUTION APPROPRIATING GRANT FUNDS AWARDED BY THE CALIFORNIA DEPARTMENT OF TRANSPORTATION AND CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY FOR THE GLENOAKS BOULEVARD IMPROVEMENT PROJECT

Deputy City Manager/Public Works Director Chris Marcarello presented the staff report and replied to questions from Councilmembers.

Motion by Councilmember Soto, seconded by Councilmember Lopez, to:

- a. Accept Highway Safety Improvement Program grant funds in the amount of \$1,380,000 awarded to the City by the State of California Department of Transportation (Caltrans) and authorize the City Manager or designee to execute all grant related documents;
- b. Accept Rubberized Pavement grant funds in the amount of \$97,846 awarded to the City by the State of California Department of Resources Recycling and Recovery (CalRecycle) and authorize the City Manager or designee to execute all grant related documents; and
- c. Adopt Resolution No. 7782 to appropriate \$1,477,846 in grant funds awarded by Caltrans and CalRecycle.

By consensus, the motion carried.

- 9) CONSIDERATION TO ACCEPT THE OPEN STREETS GRANT FOR THE HEALTHY SAN FERNANDO OPEN STREET EVENT, ADOPT A RESOLUTION TO APPROPRIATE THE GRANT FUNDS, AND AWARD A PROFESSIONAL SERVICES CONTRACT FOR EVENT MANAGEMENT SERVICES

Recreation and Community Services Director Aguila presented the staff report and replied to various questions from Councilmembers.

Motion by Vice Mayor Fajardo, seconded by Councilmember Lopez, to:

**SAN FERNANDO CITY COUNCIL****MINUTES – February 21, 2017****Page 6**

- a. Accept the Open Streets Grant from the Los Angeles County Metropolitan Transportation Authority (Metro) related to the preparation and implementation of Healthy San Fernando Open Street Event, and authorize the City Manager, or designee, to execute all related documents;
- b. Adopt Resolution No. 7781, appropriating \$148,800 in grant funding under the Metro's Open Streets Event Grant Program; and
- c. Award a contract to Evans Brooks and Associates in an amount not-to-exceed \$148,000 for management services related to the Healthy San Fernando Open Street Event using the City's existing on-call services agreement, contingent upon receipt of the fully executed Open Streets Grant Agreement from Metro.

By consensus, the motion carried.

**10) DISCUSSION REGARDING COMMISSIONER STIPEND**

Mayor Gonzales suggested tabling Councilmember Ballin's item to the next meeting since she was not here to present.

**CITY COUNCIL - LIAISON UPDATES**

None.

**DEPARTMENT HEADS - COMMISSION UPDATES**

None.

**GENERAL COUNCIL COMMENTS**

Councilmember Soto reported that he's received many calls regarding a significant increase in the number of potholes throughout the City caused by recent storms.

Vice Mayor Fajardo agrees with the public comments made earlier about our police department working hard to ensure everyone's safety and he's glad to support them.

Mayor Gonzales thanked staff for all of their work and he said everything looks like it's going in the right direction but there's still much work to do.

**STAFF COMMUNICATION**

Interim City Manager Kimball reported that the first Ad Hoc meeting was held with Vista Del Valle School and he wants to make sure that the City Council has no objection that staff use the

**SAN FERNANDO CITY COUNCIL****MINUTES – February 21, 2017****Page 7**

environmental study (that was already done) and expand on that that by having a traffic consultant provide recommendations on ways to improve traffic flow based on the data in the report.

He added that staff has a vested interest in the City as well, is not eager to rush anything through, and at the end of the day, staff works at the direction of the City Council.

**RECESS TO CLOSED SESSION (9:20 P.M.)**

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

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

Designated City Negotiators:

Interim City Manager Nick Kimball  
Deputy City Manager/Public Works Director Chris Marcarello  
Interim Finance Director Sonia Garcia  
City Attorney Rick Olivarez  
Assistant City Attorney Richard Padilla

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

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

**RECONVENE/REPORT OUT FROM CLOSED SESSION (9:30 P.M.)**

Assistant City Attorney Padilla reported that with the exception of Councilmember Ballin who was absent, Councilmembers received an update from staff, direction was given (vote was 3-1-1, Councilmember Soto abstained), but no final action was taken.

**ADJOURNMENT (9:30 P.M.)**

By consensus, the meeting was adjourned in memory of slain Whittier Police Officer Keith Boyer.

*I do hereby certify that the foregoing is a true and correct copy of the minutes of February 21, 2017, meeting as approved by the San Fernando City Council.*

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*Elena G. Chávez, CMC*  
City Clerk

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## AGENDA REPORT

**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Nick Kimball, Interim City Manager  
By: Sonia Gomez-Garcia, Interim Finance Director

**Date:** March 20, 2017

**Subject:** Consideration to Adopt Resolution No.s 17-031 and 17-032 Approving the Warrant Registers of March 6, 2017 and March 20, 2017, Respectively

### RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 17-031 (Attachment "A") approving the Warrant Register dated March 6, 2017; and
- b. Adopt Resolution No. 17-032 (Attachment "B") approving the Warrant Register dated March 20, 2017.

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

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

**Consideration to Adopt Resolution No.s 17-031 and 17-032 Approving the Warrant Registers of March 6, 2017 and March 20, 2017, Respectively**Page 2 of 2

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There are two Warrant Registers attached due to the lack of a formal City Council meeting on March 6, 2017. Resolution No. 6212 (adopted August 3, 1992) approves the issuing of Warrants prior to City Council ratification due to cancellation of a regularly scheduled City Council meeting. A copy of the Resolution No. 6212 and the memorandum provided to the City Treasurer approving the release of the Warrants are attached to this report (Attachments "C" and "D").

**ATTACHMENT:**

- A. Resolution No. 17-031
- B. Resolution No. 17-032
- C. Resolution No. 6212 (August 3, 1992)
- D. Memorandum Approving Release of Warrant Register (March 6, 2017)

**ATTACHMENT "A"****RESOLUTION NO. 17-031****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 17-031****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 20<sup>th</sup> day of March, 2017.

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Robert C. Gonzales, Mayor

**ATTEST:**

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Elena G. Chávez, City Clerk

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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 20<sup>th</sup> day of March, 2017, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

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Elena G. Chávez, City Clerk

**EXHIBIT "A"**

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**Voucher List**  
**CITY OF SAN FERNANDO**

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<b>Bank code :</b>		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204965	3/6/2017	892287 99 CLEANERS	8356		ENP TOWELS CLEANING SERVICE 115-422-3750-4300	15.00
			8357		ENP TOWELS CLEANING SERVICE 115-422-3750-4300	16.00
			8366		ENP TOWELS CLEANING SERVICE 115-422-3750-4300	15.00
					<b>Total :</b>	<b>46.00</b>
204966	3/6/2017	887608 ADLERHORST INTERNATIONAL INC	79926		K9 BITE SUIT 001-225-0000-4300	1,777.88
					<b>Total :</b>	<b>1,777.88</b>
204967	3/6/2017	100066 ADS ENVIRONMENTAL SERVICES,INC	22101.22-0117	11439	JAN-FY16-17 INSTALLATION AND MONI 072-360-0000-4260	890.00
			22101.22-0217	11439	FEB-FY16-17 INSTALLATION AND MONI 072-360-0000-4260	890.00
			22101.22-1216	11439	NOV/DEC-FY16-17 INSTALLATION & MC 072-360-0000-4260	2,445.00
					<b>Total :</b>	<b>4,225.00</b>
204968	3/6/2017	888356 ADVANCED AUTO REPAIR	1101		VEHICLE MAINT-PD3030 041-320-0225-4400	1,441.41
			1102		VEHICLE MAINT-PD3031 041-320-0225-4400	55.00
			1103		VEHICLE MAINT-PD4985 041-320-0225-4400	159.75
					<b>Total :</b>	<b>1,656.16</b>
204969	3/6/2017	100070 ADVANCED ELECTRONICS INC.	4556754	11504	REMOVAL AND REINSTALLATION OF R. 001-222-0000-4260	5,690.00
					<b>Total :</b>	<b>5,690.00</b>
204970	3/6/2017	891880 ADVANCED PUBLIC SAFETY (APS)	PS-325126	11213	REINSTATEMENT OF TICKET WRITER (C 001-222-0000-4260	2,127.83
			RI-726352	11213	REINSTATEMENT OF TICKET WRITER (C 001-222-0000-4260	3,555.37

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**Voucher List**  
**CITY OF SAN FERNANDO**

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<b>Bank code :</b>		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204970	3/6/2017	891880 891880 ADVANCED PUBLIC SAFETY (APS)	(Continued)			<b>Total : 5,683.20</b>
204971	3/6/2017	891969 ADVANCED PURE WATER SOLUTIONS	36495711-0317		DRINKING WATER-MAR 2017 001-222-0000-4300	101.78
					<b>Total :</b>	<b>101.78</b>
204972	3/6/2017	890488 AGUILA, ISMAEL	REIMB.		WELLNESS BENEFIT REIMB 001-420-0000-4140	349.00
					<b>Total :</b>	<b>349.00</b>
204973	3/6/2017	892028 AHUMADA, ALEJANDRA	REIMB.		REIMB OF ART SUPPLIES 017-420-1343-4300	36.87
					001-422-0000-4300	19.38
					<b>Total :</b>	<b>56.25</b>
204974	3/6/2017	888042 ALTEC INDUSTRIES INC.	10687684		VEHICLE MAINT-PW4609 041-320-0311-4400	127.08
			10693452		LIFT TRUCK BUCKET COVER 001-346-0000-4310	69.45
					<b>Total :</b>	<b>196.53</b>
204975	3/6/2017	100141 ALVAREZ, LINA	02/04/17-02/17/17	11533	ENP CONTRACT FOOD SERVICE PROV 115-422-3750-4270	299.25
				11533	115-422-3752-4270	52.50
					<b>Total :</b>	<b>351.75</b>
204976	3/6/2017	892496 ARREOLA, SHIRLEY	2000279.001		FACILITY RENTAL REFUND 001-3777-0000	1,224.00
			2000280.001		FACILITY RENTAL REFUND 001-3777-0000	306.00
					<b>Total :</b>	<b>1,530.00</b>
204977	3/6/2017	100222 ARROYO BUILDING MATERIALS, INC	183175		CONCRETE-1058 WORKMAN SIDEWAL 001-311-0000-4300	121.91
					<b>Total :</b>	<b>121.91</b>
204978	3/6/2017	102530 AT & T	818-270-2203		PD NETWORK LINE 001-222-0000-4220	108.97

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204987	3/6/2017	888800 BUSINESS CARD	(Continued)			
			020217		001-105-0000-4270 REFUND-ITEMS RETURNED	15.00
			020217		001-222-0000-4300 ETHERNET CABLE-PD	-37.99
			020317		001-222-0000-4300 PROMOTIONAL VIDEO	34.95
			020617		017-420-1337-4260 BUSINESS CARDS	197.00
					001-150-0000-4300	68.33
					001-105-0000-4300	38.33
					001-130-0000-4300	76.66
					001-105-0000-4300	5.91
			020617		VIDEO TEMPLATE	
					001-105-0000-4380	69.01
			020617		PRINTER MAINT KIT	
					001-130-0000-4300	117.72
			020717		MOUSE & KEYBOARD	
					001-106-0000-4300	54.50
			020817		BOXES FOR BOOK DRIVE	
					001-101-0000-4300	45.52
			020917		LODGING-CAPE CONFERENCE	
					001-222-0000-4380	924.55
			020917		REGSTR-CAPIO REGIONAL WORKSHO	
					001-105-0000-4370	45.00
			020917-1		LODGING-STC KEYS CONFERENCE	
					001-225-3688-4360	587.64
			020917-2		LODGING-STC KEYS CONFERENCE	
					001-225-3688-4360	587.64
			020917-3		LODGING-STC KEYS CONFERENCE	
					001-225-3688-4360	587.64
			020917-4		LODGING-STC KEYS CONFERENCE	
					001-225-3688-4360	587.64
			021317		LODGING-CAPIO REGIONAL WORKSH	
					001-105-0000-4370	252.36
			021317		LODGING-POST TRAINING COURSE	
					001-222-0000-4360	359.70

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204987	3/6/2017	888800 BUSINESS CARD	(Continued)			
			021317		CAR RENTAL REFUND-CONF. YOSEMIT	
					001-101-0101-4370	-175.15
			021617		FREE MOVIE FRIDAY FILM	
					001-424-0000-4300	23.97
			022017		SPRING JAMBOREE SUPPLIES	
					001-424-0000-4430	80.95
			022017		SPRING JAMNOREE SUPPLIES	
					001-424-0000-4430	394.58
			022217		LP SENIOR CLUB TRIP	
					004-2383	75.00
			022317		GFOA CERT OF ACHIEVEMENT AWARC	
					001-130-0000-4370	435.00
					<b>Total :</b>	<b>6,900.20</b>
204988	3/6/2017	890368 C & M TOPSOIL, INC	52842		SOIL FOR ALL PARKS	
					043-390-0000-4300	516.56
			52858		SOIL FOR ALL PARKS	
					043-390-0000-4300	516.56
					<b>Total :</b>	<b>1,033.12</b>
204989	3/6/2017	103816 CHAVEZ, ELENA	REIMB		WELLNESS BENEFIT REIMB	
					001-115-0000-4140	600.00
			REIMB-2		MILEAGE RIEMB	
					001-115-0000-4390	98.44
					<b>Total :</b>	<b>698.44</b>
204990	3/6/2017	101957 CITY OF LOS ANGELES	38SF170000008		FIRE SERVICE-FEB 2017	
					001-500-0000-4260	221,572.51
					<b>Total :</b>	<b>221,572.51</b>
204991	3/6/2017	103029 CITY OF SAN FERNANDO	17199-17217		REIMB TO WORKER'S COMP ACCT	
					006-1035	5,589.70
					<b>Total :</b>	<b>5,589.70</b>
204992	3/6/2017	100805 COOPER HARDWARE INC.	104032		MAINTENANCE SUPPLIES	
					001-341-0301-4300	16.51

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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205014	3/6/2017	889320 IWATER, INC.	(Continued)	11389	070-385-0857-4600	2,000.00
					<b>Total :</b>	<b>2,000.00</b>
205015	3/6/2017	887952 J. Z. LAWNMOWER SHOP	16986		EQUIP MAINT 043-390-0000-4300	12.67
					<b>Total :</b>	<b>12.67</b>
205016	3/6/2017	102387 K.R. NIDA CORPORATION	17001271		REPL 2-WAY RADIOS 043-390-0000-4300	624.04
					<b>Total :</b>	<b>624.04</b>
205017	3/6/2017	891794 KIMBALL, NICK	TRAVEL		LODGING-CSMFO CONF IN SACRAMEN 001-130-0000-4370	514.05
			TRAVEL		PARKING FEE-CSMFO CONF IN SACRA 001-130-0000-4370	40.00
			TRAVEL		TAXI/SHUTTLE FEE-CSMFO CONF IN 001-130-0000-4370	29.16
			TRAVEL		PER DIEM-CSMFO CONF IN SACRAME 001-130-0000-4370	20.00
					<b>Total :</b>	<b>603.21</b>
205018	3/6/2017	101990 L.A. COUNTY METROPOLITAN	100210		TAP CARDS-JAN 2017 007-440-0441-4260	1,251.00
					<b>Total :</b>	<b>1,251.00</b>
205019	3/6/2017	102007 L.A. COUNTY SHERIFFS DEPT.	172808SS		INMATE MEAL SERVICE-JAN 2017 001-225-0000-4350	887.14
					<b>Total :</b>	<b>887.14</b>
205020	3/6/2017	101971 L.A. MUNICIPAL SERVICES	004-750-1000		ELECTRIC-13003 BORDEN 070-384-0000-4210	521.43
			494-750-1000		WATER-12900 DRONFIELD 070-384-0000-4210	5.78
			500-750-1000		ELECTRIC & LIGHTING-13655 FOOTHIL 070-384-0000-4210	190.62
			594-750-1000		ELECTRIC-12900 DRONFIELD	
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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205020	3/6/2017	101971 L.A. MUNICIPAL SERVICES	(Continued)		070-384-0000-4210	4,060.97
			657-750-1000		ELECTRIC-14060 SAYRE 070-384-0000-4210	9,284.50
			694-750-1000		WATER-13180 DRONFIELD 070-384-0000-4210	5.78
			757-750-1000		WATER-14060 SAYRE 070-384-0000-4210	64.05
			794-750-1000		ELECTRIC-13186 DRONFIELD 070-384-0000-4210	74.28
					<b>Total :</b>	<b>14,207.41</b>
205021	3/6/2017	101920 LIEBERT CASSIDY WHITMORE	1435213		LEGAL SERVICES 001-112-0000-4270	1,275.00
			1435214		LEGAL SERVICES 001-112-0000-4270	6,972.00
					<b>Total :</b>	<b>8,247.00</b>
205022	3/6/2017	101974 LOS ANGELES COUNTY	JAN 2017	11468	ANIMAL CARE & CONTROL SERVICES- 001-190-0000-4260	3,963.48
					<b>Total :</b>	<b>3,963.48</b>
205023	3/6/2017	888468 MAJOR METROPOLITAN SECURITY	1081262		ALARM MONITORING-MARCH 2017 043-390-0000-4260	15.00
			1081263		ALARM MONITORING-MARCH 2017 043-390-0000-4260	15.00
			1081264		ALARM MONITORING-MARCH 2017 043-390-0000-4260	15.00
			1081265		ALARM MONITORING-MARCH 2017 043-390-0000-4260	15.00
			1081266		ALARM MONITORING-MARCH 2017 043-390-0000-4260	15.00
			1081267		ALARM MONITORING-MARCH 2017 043-390-0000-4260	15.00
			1081268		ALARM MONITORING-MARCH 2017 043-390-0000-4260	15.00
			1081269		ALARM MONITORING-MARCH 2017	
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205023	3/6/2017	888468 MAJOR METROPOLITAN SECURITY	(Continued)		043-390-0000-4260 ALARM MONITORING-MARCH 2017	15.00
			1081270		043-390-0000-4260 ALARM MONITORING-MARCH 2017	15.00
			1081271		043-390-0000-4260 ALARM MONITORING-MARCH 2017	15.00
			1081272		043-390-0000-4260 ALARM MONITORING-MARCH 2017	15.00
			1081273		043-390-0000-4260 ALARM MONITORING-MARCH 2017	15.00
			1081274		070-384-0000-4260 ALARM MONITORING-MARCH 2017	23.00
			1081275		070-384-0000-4260 ALARM MONITORING-MARCH 2017	23.00
			1081276		070-384-0000-4260 ALARM MONITORING-MARCH 2017	23.00
					<b>Total :</b>	<b>257.00</b>
205024	3/6/2017	889533 MARTINEZ, ANITA	02/04/17-02/17/17	11536	ENP CONTRACT FOOD SERVICE PRO\	210.00
					115-422-3750-4270	<b>210.00</b>
205025	3/6/2017	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE	33.02
			7DL39365		007-440-0441-4220 ALARM LINE-1100 PICO	32.43
					001-420-0000-4220	<b>65.45</b>
205026	3/6/2017	892140 MICHAEL BAKER	968261		CLOSING REVIEW OF HUNTINGTON S	1,215.00
					001-150-0000-4270	<b>1,215.00</b>
205027	3/6/2017	891329 MIKE'S TIRE MAN INC	0078378		TIRES FOR FLEET	1,785.89
					041-1215	<b>1,785.89</b>
205028	3/6/2017	102226 MISSION LINEN & UNIFORM	504298849		LAUNDRY	

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205028	3/6/2017	102226 MISSION LINEN & UNIFORM	(Continued)		001-225-0000-4350 LAUNDRY	92.94
			504324868		001-225-0000-4350 LAUNDRY	73.21
			504343964		001-225-0000-4350 LAUNDRY	112.68
			504371605		001-225-0000-4350 LAUNDRY	80.81
					<b>Total :</b>	<b>359.64</b>
205029	3/6/2017	102260 MOORE MEDICAL LLC	832055771		MEDICAL SUPPLIES	115.31
					001-225-0000-4350	<b>115.31</b>
205030	3/6/2017	102264 MORA, RODRIGO	REIMB.		REIMB-EXAM FEE (WTR TREATMENT)	65.00
					043-390-0000-4360	<b>65.00</b>
205031	3/6/2017	888134 MOTOROLA SOLUTIONS, INC.	13149451	11541	SOFTWARE UPDATES FOR RADIO SYS	33,377.80
					001-222-0000-4500	<b>33,377.80</b>
205032	3/6/2017	891542 MR "B" PRINTING INC.	38277		FITNESS FLYERS	316.10
					017-420-1337-4300	<b>316.10</b>
205033	3/6/2017	888869 MUNITEMPS STAFFING	127051	11549	TEMPORARY STAFFING SERVICES-FIN	5,400.00
					001-130-0000-4112	<b>5,400.00</b>
205034	3/6/2017	102303 NACHO'S ORNAMENTAL SUPPLY	INV122286		ROOF SHEETS-CNG	1,066.77
					041-320-3661-4400	<b>1,066.77</b>
205035	3/6/2017	102325 NAPA AUTO PARTS	921755		TOOL BOX STRUTS-PK0935	120.13
					041-320-0390-4400	<b>120.13</b>

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Bank code :bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205036	3/6/2017	102432 OFFICE DEPOT	897421418001		OFFICE SUPPLIES-TONER	
			897560472001		001-420-0000-4300	130.09
			898347214001		OFFICE SUPPLIES RETURNED	
			898347214001		001-222-0000-4300	-42.60
			898347404001		OFFICE SUPPLIES	
			898347404001		001-222-0000-4300	751.42
			899175685001		OFFICE SUPPLIES	
			899175685001		001-222-0000-4300	26.53
			899175905001		OFFICE SUPPLIES	
			899175905001		027-344-0301-4300	15.56
			89917590600		OFFICE SUPPLIES	
			89917590600		027-344-0301-4300	44.60
			899563957001		OFFICE SUPPLIES	
			899563957001		027-344-0301-4300	2.39
			899928479001		OFFICE SUPPLIES	
			899928479001		043-390-0000-4300	103.01
			900382646001		OFFICE SUPPLIES	
			900382646001		001-310-0000-4300	55.95
			900382715001		OFFICE SUPPLIES	
			900382715001		001-222-0000-4300	131.30
			900531332001		OFFICE SUPPLIES	
			900531332001		001-222-0000-4300	380.62
			901077346001		OFFICE SUPPLIES	
			901077346001		043-390-0000-4300	99.42
					070-383-0000-4300	448.10
					Total :	2,146.39
205037	3/6/2017	102443 OKAFOR, MICHAEL	REIMB.		MILEAGE REIMB-ICRMA MEETING	
					001-106-0000-4390	40.55
					Total :	40.55
205038	3/6/2017	891836 OLIVAREZ MADRUGA, LLP	14310		LEGAL SERVICES	
					001-110-0000-4270	19,075.14
					Total :	19,075.14
205039	3/6/2017	890095 O'REILLY AUTOMOTIVE STORES INC	4605-230140		VEHICLE MAINT SUPPLIES	

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03/01/2017 10:23:49AM		CITY OF SAN FERNANDO					
Bank code : bank3							
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205039	3/6/2017	890095 O'REILLY AUTOMOTIVE STORES INC	(Continued)				
			4605-230205		041-1215		244.40
					VEHICLE MAINT-WA9503		
					070-382-0000-4400		71.48
					Total :		315.88
205040	3/6/2017	892360 PARKING COMPANY OF AMERICA	INVM0010591		TRANSIT SERVICE-JAN 2017		
				11457	007-313-0000-4260		19,269.71
				11457	007-440-0442-4260		22,229.82
					Total :		41,499.53
205041	3/6/2017	102623 PIONEER FIRE PROTECTION, INC.	339726		ANNUAL FIRE EXTINGUISHER RE-CER		
			339727		041-320-0000-4260		969.37
			339728		FIRE EXTINGUISHER SERVICED-REC F		
			339728		043-390-0000-4330		509.99
			339729		FIRE EXTINGUISHER SERVICED-501 FI		
			339729		043-390-0000-4330		91.65
			339730		FIRE EXTINGUISHER SERVICED-LP PA		
			339730		043-390-0000-4330		130.93
			339731		FIRE EXTINGUISHERS SERVICED		
			339731		070-384-0000-4330		157.11
			339732		FIRE EXTINGUISHER SERVICED-120 M		
			339732		043-390-0000-4330		144.03
			339733		FIRE EXTINGUISHER SERVICED-CITY I		
			339733		043-390-0000-4330		130.93
					FIRE EXTINGUISHER SERVICED-PD		
					043-390-0000-4330		130.93
					Total :		2,264.94
205042	3/6/2017	102624 PITNEY BOWES	1003233144		MAINT FOR FOLDING MACHINE		
					070-381-0000-4320		407.25
					072-360-0000-4320		407.25
					Total :		814.50
205043	3/6/2017	102666 PREFERRED DELIVERY SYSTEMS INC	549-182		COURIER SERVICE		
					001-222-0000-4260		103.00

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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205065	3/6/2017	888076 TRUJILLO GRADING & PAVING CO.	62131		TRENCH REPAIR-658&660 JESSIE 070-383-0000-4260	900.00
					<b>Total :</b>	<b>900.00</b>
205066	3/6/2017	888241 UNITED SITE SERVICES OF CA INC	114-4964391		PORTABLE TOILET RENTAL-501 FIRST 043-390-0000-4260	633.85
			114-4978776		PORTABLE TOILET RENTAL-LAYNE PAF 043-390-0000-4260	437.48
					<b>Total :</b>	<b>1,071.33</b>
205067	3/6/2017	103510 V & V MANUFACTURING, INC.	44014		RETIREMENT BADGES 001-222-0000-4300	473.24
					<b>Total :</b>	<b>473.24</b>
205068	3/6/2017	891797 VALLEY POWER REPAIRS	2480		EQUIP MAINT 070-383-0000-4400	280.00
					<b>Total :</b>	<b>280.00</b>
205069	3/6/2017	892431 VALLEY SPORTS AND UNIFORMS	861	11513	REFEREE & SCOREKEEPER SVS WINT 017-420-1328-4260	468.00
					<b>Total :</b>	<b>468.00</b>
205070	3/6/2017	889644 VERIZON BUSINESS	63190710		CITY HALL LONG DISTANCE 001-190-0000-4220	48.64
			63190711		CITY YARD LONG DISTANCE 070-384-0000-4220	14.59
			63190712		CITY HALL LONG DISTANCE 001-190-0000-4220	24.61
			63190713		POLICE LONG DISTANCE 001-222-0000-4220	108.27
			63190714		CITY YARD LONG DISTANCE 070-384-0000-4220	9.73
			63190715		PARKS LONG DISTANCE 001-420-0000-4220	14.83
			63191252		CITY YARD LONG DISTANCE 070-384-0000-4220	4.96
			63191263		CITY HALL LONG DISTANCE	
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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205070	3/6/2017	889644 VERIZON BUSINESS	(Continued)		001-190-0000-4220	54.91
					<b>Total :</b>	<b>280.54</b>
205071	3/6/2017	892081 VERIZON BUSINESS SERVICES	70338135		MPLS PORT ACCESS & ROUTER-PD VE 001-222-0000-4220	1,032.19
					<b>Total :</b>	<b>1,032.19</b>
205072	3/6/2017	100101 VERIZON WIRELESS-LA	970459610		VARIOUS CELL PHONE PLANS 001-105-0000-4220	15.66
					072-360-0000-4220	175.00
					001-101-0109-4220	32.20
					001-101-0111-4220	38.38
					001-101-0107-4220	33.21
					<b>Total :</b>	<b>294.45</b>
205073	3/6/2017	887212 VILLAFANA, REBEKAH	FEB 2017		GRANT ASSISTANT 001-424-0000-4260	650.00
					<b>Total :</b>	<b>650.00</b>
205074	3/6/2017	889681 VILLALPANDO, MARIA	02/04/17-02/17/17	11539	ENP CONTRACT FOOD SERVICE PRO\	273.00
				11539	115-422-3750-4270	52.50
					<b>Total :</b>	<b>325.50</b>
205075	3/6/2017	891845 VINYL PRODUCTS MFG., INC	060870		MAT 001-222-0000-4320	186.00
					<b>Total :</b>	<b>186.00</b>
205076	3/6/2017	103620 WARREN, DALE	REIMB.		REIMB-SCREEN PROTECTOR & CASE 001-311-0000-4300	52.19
					<b>Total :</b>	<b>52.19</b>
205077	3/6/2017	888442 WESTERN EXTERMINATOR COMPANY	4794274		PEST CONTROL-LP PARK 043-390-0000-4260	54.50
			4794275		BAIT MONITORING 043-390-0000-4260	162.50
			4794276		PEST CONTROL-REC PARK	
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205077	3/6/2017	888442 WESTERN EXTERMINATOR COMPANY	(Continued)			
			4794277		043-390-0000-4260 BAIT MONITORING-REC PARK	79.00
			4794278		043-390-0000-4260 PEST CONTROL-RUDY ORTEGA PARK	68.50
			4858663		043-390-0000-4260 PEST CONTROL-CITY HALL	53.00
					043-390-0000-4260	86.00
					<b>Total :</b>	<b>503.50</b>
205078	3/6/2017	889491 WILLDAN FINANCIAL SERVICES	010-33598	11298	USER FEE STUDY AND COST ALLOCAT	
					001-190-0000-4270	2,125.00
					<b>Total :</b>	<b>2,125.00</b>
114 Vouchers for bank code : bank3						<b>Bank total : 472,506.59</b>
114 Vouchers in this report						<b>Total vouchers : 472,506.59</b>

Voucher Registers are not final until approved by Council.

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## HANDWRITTEN CHECKS

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204870	3/1/2017	100286 BAKER, BEVERLY	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	547.98
					Total :	547.98
204871	3/1/2017	891015 CROOK, ROBERT	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52
					Total :	651.52
204872	3/1/2017	100916 DEIBEL, PAUL	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76
					Total :	261.76
204873	3/1/2017	891041 GARCIA, CONNIE	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48
					Total :	172.48
204874	3/1/2017	101781 KISHITA, ROBERT	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48
					Total :	172.48
204875	3/1/2017	101926 LILES, RICHARD	17-Mar		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	273.81 273.80
					Total :	547.61
204876	3/1/2017	891027 LOCKETT, JOANN	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76
					Total :	261.76
204877	3/1/2017	891028 MANTHEY, DONALD	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52
					Total :	651.52
204878	3/1/2017	102126 MARTINEZ, MIGUEL	17-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	1,019.78
					Total :	1,019.78

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204879	3/1/2017	102483 OROZCO, ELVIRA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	196.21
					Total :	196.21
204880	3/1/2017	891031 ORTEGA, JIMMIE	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76
					Total :	261.76
204881	3/1/2017	891032 OTREMBA, EUGENE	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52
					Total :	651.52
204882	3/1/2017	891354 RAMIREZ, ROSALINDA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	445.89
					Total :	445.89
204883	3/1/2017	102940 RUIZ, RONALD	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	547.98
					Total :	547.98
204884	3/1/2017	103121 SERRANO, ARMANDO	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,629.55
					Total :	1,629.55
204885	3/1/2017	891046 VANAALST, LEONILDA	17-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	172.48
					Total :	172.48
204886	3/1/2017	891047 WATTS, HERBERT	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48
					Total :	172.48
17 Vouchers for bank code : bank3						Bank total : 8,364.76
17 Vouchers in this report						Total vouchers : 8,364.76

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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## HANDWRITTEN CHECKS

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204887	3/1/2017	100042 ABDALLAH, ALBERT	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,629.55
					Total :	1,629.55
204888	3/1/2017	100091 AGORICHAS, JOHN	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	225.63
					Total :	225.63
204889	3/1/2017	891039 AGUILAR, JESUS	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	472.96
					Total :	472.96
204890	3/1/2017	100104 ALBA, ANTHONY	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52
					Total :	651.52
204891	3/1/2017	891011 APODACA-GRASS, ROBERTA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52
					Total :	651.52
204892	3/1/2017	100306 BARNARD, LARRY	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,104.00
					Total :	1,104.00
204893	3/1/2017	100346 BELDEN, KENNETH M.	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,339.00
					Total :	1,339.00
204894	3/1/2017	892233 BUZZELL, CAROL	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	196.21
					Total :	196.21
204895	3/1/2017	891350 CALZADA, FRANK	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	520.42
					Total :	520.42
204896	3/1/2017	100642 CASTRO, RICO	17-Mar		CALPERS HEALTH REIMB	

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Bank code :		bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
204896	3/1/2017	100642 CASTRO, RICO	(Continued)		001-180-0000-4127	1,303.76	Total :	1,303.76
204897	3/1/2017	891014 CREEKMORE, CASIMIRA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76	Total :	261.76
204898	3/1/2017	891016 DEATON, MARK	17-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	547.61	Total :	547.61
204899	3/1/2017	100913 DECKER, CATHERINE	17-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	651.52	Total :	651.52
204900	3/1/2017	100925 DELGADO, RALPH	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	520.42	Total :	520.42
204901	3/1/2017	892102 DOSTER, DARRELL	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52	Total :	651.52
204902	3/1/2017	100996 DRAKE, JOYCE	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	630.69	Total :	630.69
204903	3/1/2017	100995 DRAKE, MICHAEL	17-Mar		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	130.88 130.88	Total :	261.76
204904	3/1/2017	100997 DRAPER, CHRISTOPHER	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,364.11	Total :	1,364.11
204905	3/1/2017	101044 ELEY, JEFFREY	17-Mar		CALPERS HEALTH REIMB			

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204905	3/1/2017	101044 ELEY, JEFFREY	(Continued)		001-180-0000-4127	1,748.00
					Total :	1,748.00
204906	3/1/2017	891040 FISHKIN, RIVIAN	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48
					Total :	172.48
204907	3/1/2017	892103 GAJDOS, BETTY	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48
					Total :	172.48
204908	3/1/2017	891351 GARCIA, DEBRA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,389.38
					Total :	1,389.38
204909	3/1/2017	891067 GARCIA, NICOLAS	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,090.70
					Total :	1,090.70
204910	3/1/2017	101318 GLASGOW, KEVIN	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,364.11
					Total :	1,364.11
204911	3/1/2017	891020 GLASGOW, ROBERT	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	336.00
					Total :	336.00
204912	3/1/2017	891021 GUIZA, JENNIE	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76
					Total :	261.76
204913	3/1/2017	101415 GUTIERREZ, OSCAR	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48
					Total :	172.48
204914	3/1/2017	891352 HADEN, SUSANNA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,019.78
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204914	3/1/2017	891352 891352 HADEN, SUSANNA	(Continued)			Total : 1,019.78
204915	3/1/2017	101440 HALCON, ERNEST	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,104.00
					Total :	1,104.00
204916	3/1/2017	891918 HARTWELL, BRUCE	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52
					Total :	651.52
204917	3/1/2017	101465 HARVEY, DAVID	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48
					Total :	172.48
204918	3/1/2017	101466 HARVEY, DEVERY MICHAEL	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,513.00
					Total :	1,513.00
204919	3/1/2017	101471 HASBUN, NAZRI A.	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,223.96
					Total :	1,223.96
204920	3/1/2017	892104 HERNANDEZ, ALFONSO	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,628.59
					Total :	1,628.59
204921	3/1/2017	891024 HOOKER, RAYMOND	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	587.88
					Total :	587.88
204922	3/1/2017	101538 HOUGH, RAY	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	520.42
					Total :	520.42
204923	3/1/2017	101597 IBRAHIM, SAMIR	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	472.92
					Total :	472.92
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204924	3/1/2017	101694 JACOBS, ROBERT	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,031.00 <b>1,031.00</b>
204925	3/1/2017	892105 KAHMANN, ERIC	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	746.37 <b>746.37</b>
204926	3/1/2017	101786 KLOTZSCHE, STEVEN	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	741.92 <b>741.92</b>
204927	3/1/2017	891866 KNIGHT, DONNA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48 <b>172.48</b>
204928	3/1/2017	891026 LEWIS, DURWOOD	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52 <b>651.52</b>
204929	3/1/2017	891043 LIEBERMAN, LEONARD	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48 <b>172.48</b>
204930	3/1/2017	101933 LITTLEFIELD, LESLEY	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52 <b>651.52</b>
204931	3/1/2017	102059 MACK, MARSHALL	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,223.96 <b>1,223.96</b>
204932	3/1/2017	891010 MAERTZ, ALVIN	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	472.96 <b>472.96</b>
204933	3/1/2017	888037 MARTINEZ, ALVARO	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,019.78
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204933	3/1/2017	888037 888037 MARTINEZ, ALVARO	(Continued)			<b>1,019.78</b>
204934	3/1/2017	102206 MILLER, WILMA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76 <b>261.76</b>
204935	3/1/2017	102232 MIURA, HOWARD	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76 <b>261.76</b>
204936	3/1/2017	892106 MONTAN, EDWARD	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	741.92 <b>741.92</b>
204937	3/1/2017	102365 NAVARRO, RICARDO A	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	520.42 <b>520.42</b>
204938	3/1/2017	102473 ORDELHEIDE, ROBERT	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,933.29 <b>1,933.29</b>
204939	3/1/2017	102486 ORSINI, TODD	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,629.55 <b>1,629.55</b>
204940	3/1/2017	102569 PARKS, ROBERT	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,748.00 <b>1,748.00</b>
204941	3/1/2017	891353 PEAVY, JOSEPH	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	746.37 <b>746.37</b>
204942	3/1/2017	102527 PISCITELLI, ANTHONY	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	520.42 <b>520.42</b>
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204943	3/1/2017	891033 POLLOCK, CHRISTINE	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	336.00
					Total :	336.00
204944	3/1/2017	102735 QUINONEZ, MARIA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,019.78
					Total :	1,019.78
204945	3/1/2017	891034 RAMSEY, JAMES	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,389.38
					Total :	1,389.38
204946	3/1/2017	102864 RIVETTI, DOMINICK	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,104.00
					Total :	1,104.00
204947	3/1/2017	102936 RUELAS, MARCO	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,628.59
					Total :	1,628.59
204948	3/1/2017	891044 RUSSUM, LINDA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	172.48
					Total :	172.48
204949	3/1/2017	890806 SALDIVAR, GEORGE	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,019.78
					Total :	1,019.78
204950	3/1/2017	892107 SHANAHAN, MARK	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	746.37
					Total :	746.37
204951	3/1/2017	891035 SHERWOOD, NINA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76
					Total :	261.76
204952	3/1/2017	103175 SKOBIN, ROMELIA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	977.64
					Total :	977.64
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vchlist 02/27/2017 10:50:01AM		Voucher List CITY OF SAN FERNANDO				Page: 8
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204952	3/1/2017	103175 103175 SKOBIN, ROMELIA	(Continued)			Total : 977.64
204953	3/1/2017	103220 SOMERVILLE, MICHAEL	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,748.00
					Total :	1,748.00
204954	3/1/2017	891045 TIGHE, HAROLD	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	472.96
					Total :	472.96
204955	3/1/2017	103394 TORRES, RACHEL	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76
					Total :	261.76
204956	3/1/2017	888417 VALDIVIA, LAURA	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	587.88
					Total :	587.88
204957	3/1/2017	103562 VASQUEZ, JOEL	17-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	1,748.00
					Total :	1,748.00
204958	3/1/2017	891038 WAITE, CURTIS	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	977.64
					Total :	977.64
204959	3/1/2017	891036 WATT, DAVID	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52
					Total :	651.52
204960	3/1/2017	891037 WEBB, NANCY	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	630.69
					Total :	630.69
204961	3/1/2017	103643 WEDDING, JEROME	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	651.52
					Total :	651.52
						Page: 8

vchlist

## Voucher List

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02/27/2017 10:50:01AM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204962	3/1/2017	103727 WYSBEEK, DOUDE	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	261.76
					Total :	261.76
204963	3/1/2017	103737 YNIGUEZ, LEONARD	17-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	977.64
					Total :	977.64
77	Vouchers for bank code :		bank3		Bank total :	61,458.53
77	Vouchers in this report				Total vouchers :	61,458.53

Voucher Registers are not final until approved by Council.

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**ATTACHMENT “B”****RESOLUTION NO. 17-032****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 17-032****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 20<sup>th</sup> day of March, 2017.

---

Robert C. Gonzales, Mayor

**ATTEST:**

---

Elena G. Chávez, City Clerk

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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 20<sup>th</sup> day of March, 2017, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk

**EXHIBIT "A"**

vchlist		Voucher List				Page: 1	
03/15/2017 9:58:09AM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
205089	3/20/2017	892505 2014 2IH BORROWER LP	52-3702-05		WATER ACCT REFUND-863 N WORKM# 070-2010	82.46	
					Total :	82.46	
205090	3/20/2017	891587 ABLE MAILING INC.	25791	11406	MAR-WATER BILLS FULFILLMENT SRV: 072-360-0000-4300	78.34	
			25792	11406	070-382-0000-4300	78.35	
					FEB-WATER ENVELOPE STORAGE FEE 072-360-0000-4300	12.50	
					070-382-0000-4300	12.50	
					Total :	181.69	
205091	3/20/2017	892508 ACUNA, MARTIN	33-1450-04		WATER ACCT REFUND-735 HOLLISTER 070-2010	26.35	
					Total :	26.35	
205092	3/20/2017	887608 ADLERHORST INTERNATIONAL INC	79968		MUZZLE FOR K-9 001-225-0000-4300	258.60	
					Total :	258.60	
205093	3/20/2017	888356 ADVANCED AUTO REPAIR	1099	11553	REPAIR ACCIDENT DAMAGE TO BLACK 041-320-0225-4400	7,093.34	
			1104		VEHICLE MAINT-CE5643		
			1107		041-320-0152-4400	987.01	
			1108		VEHICLE MAINT-PD4958		
					041-320-0224-4400	156.94	
					VEHICLE MAINT-PD3031		
					041-320-0225-4400	328.45	
					Total :	8,565.74	
205094	3/20/2017	892493 AG SPORTS PRINTING & TROPHIES	021017		SOFTBALL CHAMP HOODIES-FALL 2011 017-420-1334-4300	463.29	
					Total :	463.29	
205095	3/20/2017	100143 ALONSO, SERGIO	FEB 2017		MMAPI INSTRUCTOR 109-424-3618-4260	1,000.00	
Page: 1							

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vchlist		Voucher List					Page: 2	
03/15/2017 9:58:09AM		CITY OF SAN FERNANDO						
Bank code :		bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
205095	3/20/2017	100143 100143 ALONSO, SERGIO	(Continued)			Total :	1,000.00	
205096	3/20/2017	888042 ALTEC INDUSTRIES INC.	10709392		LIFT TRUCK BUCKET SEAT COVER			
					001-346-0301-4300		11.48	
						Total :	11.48	
205097	3/20/2017	100141 ALVAREZ, LINA	02/18/17-03/03/17		ENP CONTRACT FOOD SERVICE PROV			
				11533	115-422-3750-4270		299.25	
				11533	115-422-3752-4270		47.25	
						Total :	346.50	
205098	3/20/2017	887270 AMERICAN TRANSPORTATION SYSTEM	102328		TRANSPORT SRVS-VAUGHN INT'L ACAD			
					007-440-0443-4260		534.50	
			102332		TRANSPORT SRVS TO CSUN			
					007-440-0443-4260		990.00	
			102572		TRANSPORT SRVS TO DISCOVERY CU			
					007-440-0443-4260		1,424.50	
						Total :	2,949.00	
205099	3/20/2017	890411 ARC DOCUMENT SOLUTIONS, LLC	9044119		COPIES-CID MAIN GLENOAKS; JESSIE			
					001-310-0000-4300		55.43	
						Total :	55.43	
205100	3/20/2017	100222 ARROYO BUILDING MATERIALS, INC	183428		CONCRETE SAN FER RD			
					015-310-0866-4600		165.05	
						Total :	165.05	
205101	3/20/2017	889037 AT&T MOBILITY	875587443		MODEM FOR ELECTRONIC MESSAGE			
					001-190-0000-4220		65.91	
						Total :	65.91	
205102	3/20/2017	890546 BARAJAS, CRYSTAL	FEB 2017		MMAPI MENTOR INSTRUCTOR			
					109-424-3618-4260		240.00	
						Total :	240.00	
205103	3/20/2017	891796 BATTERY SYSTEMS INC	3889345		DEPT SUPPLIES			
					041-320-0000-4300		9.22	

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vchlist 03/15/2017 9:58:09AM		Voucher List CITY OF SAN FERNANDO				Page: 5
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205115	3/20/2017	101667 DIAZ, EVELYN	(Continued)		001-224-0000-4360	105.00
					Total :	416.60
205116	3/20/2017	892506 DIAZ, JAIME	31-2100-02		WATER ACCT REFUND-215 ALEXANDE 070-2010	50.35
					Total :	50.35
205117	3/20/2017	890801 DONAHOO, LORI	STL DTD 98832		REPL STL DTD CK-WATER REFUND-14 070-2140	170.95
					Total :	170.95
205118	3/20/2017	887380 DUENAS, MARIA CONCEPCION	OCT2016-FEB2017		MMAP PROJ ASSISTANT 109-424-3618-4260	1,462.50
					Total :	1,462.50
205119	3/20/2017	101010 DUTHIE POWER SERVICES INC.	A39659		CONTRACTUAL SERVICE - CITY HALL 043-390-0000-4260	517.92
			A39660		SERVICE GENERATOR - WA0649 070-384-0000-4400	587.14
					Total :	1,105.06
205120	3/20/2017	892503 ESQUIVEL SALAZAR, LOUIE	37-1655-11		WATER ACCT REFUND-616 MOTT 070-2010	50.35
					Total :	50.35
205121	3/20/2017	890879 EUROFINS EATON ANALYTICAL, INC	L0306566		WATER ANALYSIS-F639705 070-384-0000-4260	139.60
			L0306793		WATER ANALYSIS-F640258 070-384-0000-4260	139.60
			L0307522		WATER ANALYSIS-F640255 070-384-0000-4260	164.00
			L0308158		WATER ANALYSIS-F641354 070-384-0000-4260	139.60
			L0308178		WATER ANALYSIS-F641631 070-384-0000-4260	139.60
					Total :	722.40
						Page: 5

vchlist 03/15/2017 9:58:09AM		Voucher List CITY OF SAN FERNANDO				Page: 6
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205122	3/20/2017	890897 EVAN BROOKS ASSOCIATES, INC	17003-10		SAFE ROUTES TO SCHOOL MASTER P 010-310-0687-4270	5,835.00
			17003-11	11426	TRANSIT ORIENTED DEVELOPMENT Q 001-150-0000-4270	1,200.00
				11491	Total :	7,035.00
205123	3/20/2017	103851 EVERSOF, INC.	R1664470		SOFTENER - WELL 4A 070-384-0000-4260	145.85
					Total :	145.85
205124	3/20/2017	101147 FEDEX	5-718-52578		COURIER SERVICE 001-190-0000-4280	57.21
			5-725-60042		COURIER SERVICE 001-190-0000-4280	115.87
					Total :	173.08
205125	3/20/2017	101152 FERNANDEZ, JULIE	REIMB.		REIMB-CAPIO 2017 AWARD ENTRY FEE 001-105-0000-4300	125.00
			TRAVEL		PER DIEM-CAPIO ANNUAL CONF ON 001-105-0000-4370	70.00
			TRAVEL		MILEAGE REIMB-CAPIO CONF ON 04/0 001-105-0000-4370	148.73
					Total :	343.73
205126	3/20/2017	892267 FIERRO, NANCY	02/04/17-03/03/17		ZUMBA INSTRUCTOR 017-420-1337-4260	80.00
					Total :	80.00
205127	3/20/2017	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598		PAC 50 TO SHERRIFFS PHONE LINE 001-222-0000-4220	557.71
			209-150-5251-040172		MWD METER PHONE LINE 070-384-0000-4220	50.72
			209-151-4939-102990		MUSIC CHANNEL 001-190-0000-4220	46.61
			209-151-4941-102990		POLICE PAGING 001-222-0000-4220	41.59
			209-188-4361-031792		RCS PHONE LINES	
						Page: 6

vchlist 03/15/2017 9:58:09AM		Voucher List CITY OF SAN FERNANDO				Page: 7
Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205127	3/20/2017	892198 FRONTIER COMMUNICATIONS	(Continued)			
			209-188-4362-031792		001-420-0000-4220 POLICE MAJOR PHONE LINES	104.56
			209-188-4363-031892		001-222-0000-4220 VARIOUS PHONE LINES	1,113.12
					001-190-0000-4220 070-384-0000-4220 001-420-0000-4220	77.77 211.11 239.10
			818-361-0901-051499		SEWER FLOW MONITORING PHONE LI	
			818-361-3958-091407		072-360-0000-4220 CNG STATION PHONE LINE	49.22
			818-361-6728-080105		041-320-3661-4220 ENGINEERING FAX LINE	46.54
			818-837-1509-032207		001-310-0000-4220 PW PHONE LINE	28.33
			818-838-1841-112596		001-190-0000-4220 ENGINEERING FAX LINE	28.17
			818-838-4969-021803		001-310-0000-4220 PD ALARM PANEL PHONE LINE	23.97
					001-222-0000-4220	109.98
					<b>Total :</b>	<b>2,728.50</b>
205128	3/20/2017	892173 FS CONTRACTORS, INC.	2190		RETENTION RELEASED-SRTS PROJ	
					010-2037 012-2037	26,729.77 6,971.08
					<b>Total :</b>	<b>33,700.85</b>
205129	3/20/2017	887249 GALLS, LLC	007048808		UNIFORM PANTS FOR D/O RUVALCAB/	
			007048809		001-222-0000-4300 UNIFORM SHIRT FOR D/O RUVALCABA	282.73
					001-222-0000-4300	232.70
					<b>Total :</b>	<b>515.43</b>
205130	3/20/2017	891885 GANIR-MARTINEZ, ARLENE	02/04/17-03/03/17		YOGA INSTRUCTOR	
					017-420-1337-4260	80.00
					<b>Total :</b>	<b>80.00</b>

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vchlist 03/15/2017 9:58:09AM		Voucher List CITY OF SAN FERNANDO				Page: 8
Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205131	3/20/2017	892502 GELFER, STAN	022317	11556	6 GOOGLE VIRTUALS FOR BUSINESS (	
					001-190-0000-4267	2,400.00
					<b>Total :</b>	<b>2,400.00</b>
205132	3/20/2017	889532 GILMORE, REVA A.	02/18/17-03/03/17	11534	ENP FOOD SERVICE PROVIDER-MEAL	
				11534	115-422-3750-4270 115-422-3752-4270	533.00 104.00
					<b>Total :</b>	<b>637.00</b>
205133	3/20/2017	891664 GOLDEN TOUCH CLEANING, INC	63710	11437	FEB-JANITORIAL SERVICES CONTRAC	
					043-390-0000-4260	13,345.50
					<b>Total :</b>	<b>13,345.50</b>
205134	3/20/2017	889535 GOMEZ, GILBERT	02/18/17-03/03/17	11535	ENP CONTRACT HDM DRIVER	
				11535	115-422-3752-4270 115-422-3752-4390	168.00 40.80
					<b>Total :</b>	<b>208.80</b>
205135	3/20/2017	101376 GRAINGER, INC.	9356949678		REPLACEMENT FLASHLIGHT FOR MAIN	
			9364884230		043-390-0000-4300 SAFETY WELDING PANTS	59.95
			9364884248		043-390-0000-4300 SAFETY WELDING GLOVES	5.98
			9366010495		043-390-0000-4300 RAIN BOOT FOR FAC. PERSONNEL	14.36
			9370025083		043-390-0000-4300 PW ADMIN KEYS & FAC SUPERINTEND	35.17
			9372230012		043-390-0000-4300 SAFETY BOOTS	141.77
			9378877196		041-320-0000-4310 SAFETY HARNESS 043-390-0000-4300	71.02
					<b>Total :</b>	<b>117.86</b>
					<b>Total :</b>	<b>446.11</b>
205136	3/20/2017	101434 GUZMAN, JESUS ALBERTO	FEB 2017		MMAP INSTRUCTOR	
					108-424-3639-4260 109-424-3618-4260	800.00 1,200.00

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vchlist 03/15/2017 9:58:09AM		Voucher List CITY OF SAN FERNANDO				Page: 11
Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205151	3/20/2017	100886 LOS ANGELES DAILY NEWS	(Continued)		001-2205	706.90
					<b>Total :</b>	<b>2,897.30</b>
205152	3/20/2017	102075 MAG-TROL ASSOCIATES, INC.	1198285		STREET LIGHT FUSE REPLACEMENT	
			1198525		027-344-0301-4300	103.57
			1198526		FUSE BLOCK REPLACEMENT - PARKIN	527.27
					029-335-0301-4300	
					RELAY - PW1258	38.05
					041-320-0311-4400	<b>668.89</b>
205153	3/20/2017	102106 MARTIN & CHAPMAN CO.	2017045		CANDIDATES STATEMENTS	
					001-3920-0000	4,457.13
					<b>Total :</b>	<b>4,457.13</b>
205154	3/20/2017	889533 MARTINEZ, ANITA	02/18/17-03/03/17	11536	ENP CONTRACT FOOD SERVICE PRO\	189.00
					115-422-3750-4270	<b>189.00</b>
205155	3/20/2017	102148 METROPOLITAN WATER DISTRICT	8965		CAPACITY CHARGE	
					070-384-0000-4450	3,266.67
					<b>Total :</b>	<b>3,266.67</b>
205156	3/20/2017	892511 MEZA, LESLIE	2000282.001		YOUTH BASKETBALL REFUND	65.00
					017-3770-1328	<b>65.00</b>
205157	3/20/2017	102226 MISSION LINEN & UNIFORM	504390282		LAUNDRY	
			504416998		001-225-0000-4350	80.05
			504436593		LAUNDRY	108.72
			504462806		001-225-0000-4350	100.33
					LAUNDRY	80.81
					<b>Total :</b>	<b>369.91</b>
						Page: 11

vchlist 03/15/2017 9:58:09AM		Voucher List CITY OF SAN FERNANDO				Page: 12
Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205158	3/20/2017	888264 MISSION VALLEY SANITATION	156902		PORTABLE TOILET RENTAL @ 12900 D	
					043-390-0000-4260	136.94
					<b>Total :</b>	<b>136.94</b>
205159	3/20/2017	102235 MODERN OFFICE	160416	11554	TABLE & CHAIRS FOR RECREATION P#	
					001-420-0000-4500	2,621.00
					<b>Total :</b>	<b>2,621.00</b>
205160	3/20/2017	891328 MS NAVARRO ENGINEERING	2114	11127	12900 DRONFIELD SITE PREP & ELEC1	856.20
			2115	11127	070-384-0857-4600	
					12900 DRONFIELD SITE PREP & ELEC1	29,498.88
					070-384-0857-4600	-2,949.89
					070-2037	<b>27,405.19</b>
205161	3/20/2017	888869 MUNITEMPS STAFFING	127081	11549	TEMPORARY STAFFING SERVICES-FIN	4,800.00
					001-130-0000-4112	<b>4,800.00</b>
205162	3/20/2017	891355 NAREZ, FABIAN	FEB 2017		MMAP MENTOR INSTRUCTOR	
					109-424-3618-4260	240.00
					<b>Total :</b>	<b>240.00</b>
205163	3/20/2017	891859 NEOPOST	SWINV472051		NEOPOST HIGH CAPACITY INK CARTR	
					001-190-0000-4280	324.12
					<b>Total :</b>	<b>324.12</b>
205164	3/20/2017	892495 NORMAN A. TRAUB ASSOCIATES	16177.2	11555	SERVICES FOR INTERNAL AFFAIRS	3,791.80
			16192.2	11555	001-112-0000-4270	
					SERVICES FOR INTERNAL AFFAIRS	2,865.04
					001-112-0000-4270	<b>6,656.84</b>
205165	3/20/2017	892507 NOVA INDUSTRIAL LP	43-2770-04		WATER ACCT REFUND-1718 FIRST	103.55
					070-2010	<b>103.55</b>
205166	3/20/2017	102403 NOW IMAGE PRINTING	2017043		#10 WINDOW WATER ENV/W PERMIT &	
						Page: 12

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Voucher List

CITY OF SAN FERNANDO

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Bank code :

bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205166	3/20/2017	102403 NOW IMAGE PRINTING	(Continued)		070-382-0000-4300	1,040.61
					072-360-0000-4300	1,040.61
					Total :	2,081.22
205167	3/20/2017	102432 OFFICE DEPOT	2030849554		OFFICE SUPPLIES	48.70
			2032506086		001-423-0000-4300 OFFICE SUPPLIES	81.99
			2041682722		001-423-0000-4300 OFFICE SUPPLIES	8.81
			2043747516		001-423-0000-4300 OFFICE SUPPLIES	63.98
			902144078001		001-222-0000-4300 OFFICE SUPPLIES	24.00
			902144461001		001-222-0000-4300 OFFICE SUPPLIES	41.29
			906698864001		001-222-0000-4300 OFFICE SUPPLIES	138.61
			908766977001		070-384-0000-4300 OFFICE SUPPLIES	135.15
			908805308001		001-130-0000-4300 OFFICE SUPPLIES	68.60
			910125880001		070-382-0000-4300 OFFICE SUPPLIES	68.60
					001-222-0000-4300	85.91
					Total :	765.64
205168	3/20/2017	890095 O'REILLY AUTOMOTIVE STORES INC	4605-231116		DRIVER DOOR HANDLE PW2073	31.29
			4605-231892		041-320-0371-4400 HEADLIGHT SWITCH - PW2721	41.68
			4605-231950		041-320-0311-4400 SEALER - PW7122	24.07
					041-320-0371-4400	97.04
					Total :	97.04
205169	3/20/2017	890004 PACIFIC TELEMANAGEMENT SERVICE	904266		PD PAY PHONE-APR 2016	

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vchlist		Voucher List				Page: 14	
03/15/2017 9:58:09AM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
205169	3/20/2017	890004 PACIFIC TELEMANAGEMENT SERVICE	(Continued)		001-190-0000-4220	62.64	
					Total :	62.64	
205170	3/20/2017	892023 PAETEC	68855464		PHONE SERVICE 02/18/17-03/17/17		
					001-222-0000-4220	673.94	
					001-420-0000-4220	906.98	
					070-384-0000-4220	502.63	
					001-190-0000-4220	1,788.61	
					Total :	3,872.16	
205171	3/20/2017	102506 PANTOJA, DANITZA	FEB 2017		COMMISSIONER'S STIPEND		
					001-115-0000-4111	50.00	
					Total :	50.00	
205172	3/20/2017	102579 PATHOLOGY ASSOC. OF SO. CAL.	7050017149		POST BOOKING EXAM		
					001-225-0000-4350	75.00	
					Total :	75.00	
205173	3/20/2017	887646 PLUMBERS DEPOT INC	PD-34130		HEAVY DUTY SEWER HOSE		
					072-360-0000-4300	1,605.98	
					Total :	1,605.98	
205174	3/20/2017	102666 PREFERRED DELIVERY SYSTEMS INC	549-184		COURIER SERVICE		
					001-222-0000-4260	309.00	
					Total :	309.00	
205175	3/20/2017	102688 PROFESSIONAL PRINTING CENTERS	32241		VINE CARDS, EVIDENCE LOGS, WARN		
					001-222-0000-4300	641.30	
					Total :	641.30	
205176	3/20/2017	891379 PROTECT YOUTH SPORTS	491484		BACKGROUND CHECKS		
					017-420-1337-4260	83.80	
					Total :	83.80	
205177	3/20/2017	892391 RAMIREZ, JR., HECTOR	02/04/17-03/03/17		TOTAL BODY CONDITIONING INSTRUC		
					017-420-1337-4260	60.00	

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**vchlist**

**Voucher List**  
**CITY OF SAN FERNANDO**

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205192	3/20/2017	887576	887576 SAN DIEGO REGIONAL TRAINING	(Continued)		Total : 425.00
205193	3/20/2017	892416	SANCHEZ, KARLA	02/04/17-03/03/17	ZUMBA INSTRUCTOR 017-420-1337-4260	140.00
					Total :	140.00
205194	3/20/2017	891064	SIEMENS INDUSTRY INC	5620011227	ON-CALL TRAFFIC SIGNAL MAINTENANCE 001-371-0301-4300	10,246.91
				5620015910	ON-CALL TRAFFIC SIGNAL MAINTENANCE 001-371-0301-4300	800.00
					Total :	11,046.91
205195	3/20/2017	103184	SMART & FINAL	146410	ENP SUPPLIES 115-422-3750-4300	133.04
					Total :	133.04
205196	3/20/2017	890553	SMART SOURCE OF CALIFORNIA LLC	1410436	BLUE WATER BILL STOCK 070-382-0000-4300 072-360-0000-4300	1,446.90 1,446.89
					Total :	2,893.79
205197	3/20/2017	103202	SOUTHERN CALIFORNIA EDISON CO.	2-02-682-7675 2-21-082-3241	ELECTRIC-VARIOUS LOCATIONS 043-390-0000-4210 ELECTRIC-VARIOUS LOCATIONS 027-344-0000-4210 029-335-0000-4210 041-320-3661-4210 070-384-0000-4210 043-390-0000-4210	3,198.44 15,277.86 1,930.01 1,416.11 453.23 9,360.79
					Total :	31,636.44
205198	3/20/2017	103251	STANLEY PEST CONTROL	902371	PEST CONTROL AT PD - JAN 043-390-0000-4260	94.00
					Total :	94.00
205199	3/20/2017	889149	STAPLES BUSINESS ADVANTAGE	8043349974	BREAK ROOM SUPPLIES 001-190-0000-4300	325.79

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205199	3/20/2017	889149	889149 STAPLES BUSINESS ADVANTAGE	(Continued)		Total : 325.79
205200	3/20/2017	892266	TAKASAWA, KEIKO	02/04/17-03/03/17	ZUMBA INSTRUCTOR 017-420-1337-4260	80.00 80.00
205201	3/20/2017	101528	THE HOME DEPOT CRC, ACCT#603532202490	1032522	MATL'S FOR ROOF LEAK REPAIRS-ALL	
				1170407	043-390-0000-4300	91.57
				2033514	IRRIGATION MATL'S FOR REPAIR	32.93
				3063792	043-390-0000-4300	
				3831467	FINISH SAW BLADE, BLUE STEEL EDGI	88.68
				4020854	001-311-0000-4300	184.57
				4020866	DRILL SET FOR SMALL TRUCK (E#21)	209.45
				5033199	027-344-0301-4300	86.94
				5582208	KNEEPADS FOR CONCRETE WORK	394.20
				6640621	001-311-0000-4300	104.38
				7075410	FILES SET AND FOAM BOARD	32.74
				73448	001-311-0000-4300	295.26
				8741674	MATL'S FOR MAINT-CITY HALL COUNC	21.78
				H0609-36997	043-390-0000-4300	98.51
					MATL'S FOR PLAYGROAUND REPAIRS-	91.78
					043-390-0000-4300	1,084.01
					MULTI PURPOSE TOOL	2,816.80
					001-311-0000-4300	
					REPLACEMENT BBQ WITH PEDESTAL I	
					043-390-0000-4300	
					MAG TRAY FOR LIFT TRUCK	
					027-344-0301-4300	
					MATL'S FOR WATER LINE REPAIR-PD I	
					043-390-0000-4300	
					BROOMS	
					001-341-0000-4300	
					SALT- DRONFIELD & SAYER	
					070-384-0301-4300	
					Total :	
205202	3/20/2017	103903	TIME WARNER CABLE	8448-20-054-0010328	CABLE-CITY HALL (03/05/17-04/07/17)	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205214	3/20/2017	887212 VILLAFANA, REBEKAH	(Continued) MAR 1-2		GRANT ASSISTANT 109-424-3618-4260	225.00
					<b>Total :</b>	<b>675.00</b>
205215	3/20/2017	889681 VILLALPANDO, MARIA	02/08/17-03/03/17		ENP CONTRACT FOOD SERVICE PROV	
				11539	115-422-3750-4270	236.25
				11539	115-422-3752-4270	47.25
					<b>Total :</b>	<b>283.50</b>
205216	3/20/2017	888390 WEST COAST ARBORISTS, INC.	123242		FY 2017 ANNUAL CITY TREE TRIMMING	
				11431	011-311-0000-4260	1,179.00
					<b>Total :</b>	<b>1,179.00</b>
205217	3/20/2017	890970 WEX BANK	48831027		FUEL FOR CITY FLEET	
					041-320-0152-4402	263.16
					041-320-0221-4402	119.40
					041-320-0222-4402	153.88
					041-320-0224-4402	645.51
					041-320-0225-4402	3,221.05
					041-320-0226-4402	2.00
					041-320-0228-4402	528.84
					041-320-0311-4402	813.89
					041-320-0312-4402	2.00
					041-320-0320-4402	64.27
					041-320-0346-4402	89.76
					041-320-0370-4402	109.15
					041-320-0371-4402	194.00
					041-320-0390-4402	1,183.63
					041-320-0420-4402	4.00
					007-313-3630-4402	881.13
					027-344-0000-4402	80.63
					029-335-0000-4402	115.67
					070-381-0000-4402	28.50
					070-382-0000-4402	212.72
					070-383-0000-4402	680.25
					070-384-0000-4402	196.99

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**Voucher List**  
**CITY OF SAN FERNANDO**

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205217	3/20/2017	890970 WEX BANK	(Continued)		072-360-0000-4402	385.52
					<b>Total :</b>	<b>9,975.89</b>
205218	3/20/2017	889491 WILLDAN FINANCIAL SERVICES	00615033	11328	PROF SVCS FOR PEDESTRIAN HEAD F	83.25
				11328	010-371-3665-4270	9.25
			010-33773		011-371-3665-4270	
				11298	USER FEE STUDY & COST ALLOCATIOI	2,195.00
					<b>Total :</b>	<b>2,287.50</b>
205219	3/20/2017	892390 WILMINGTON TRUST	115494-007		COP 2016 FEES	
					012-190-0000-4265	2,917.75
					<b>Total :</b>	<b>2,917.75</b>
205220	3/20/2017	888682 ZOBEL-RODRIGUEZ, ANGELIQUE Y.	FEB 2017		COMMISSIONER'S STIPEND	
					001-115-0000-4111	50.00
					<b>Total :</b>	<b>50.00</b>
205221	3/20/2017	103752 ZUMAR INDUSTRIES, INC.	0169016		SIGN REPL-WOLFSKILL & MACLAY	
					001-370-0301-4300	185.29
					<b>Total :</b>	<b>185.29</b>
<b>133</b>	<b>Vouchers for bank code :</b>	<b>bank3</b>			<b>Bank total :</b>	<b>341,508.78</b>
<b>133</b>	<b>Vouchers in this report</b>				<b>Total vouchers :</b>	<b>341,508.78</b>

Voucher Registers are not final until approved by Council.

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## HANDWRITTEN CHECKS

vchlist Voucher List Page: 1  
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204689	2/1/2017	102519 P.E.R.S.	FEB 2017		HEALTH INSURANCE BENEFITS-FEB 2017 001-1160	141,720.90
					<b>Total :</b>	<b>141,720.90</b>
204690	2/8/2017	891035 SHERWOOD, NINA	17-Feb		CALPERS HEALTH REIMB 001-180-0000-4127	261.76
					<b>Total :</b>	<b>261.76</b>
204691	2/9/2017	103648 CITY OF SAN FERNANDO	PR 2-10-17		REIMBURSEMENT FOR PAYROLL W/E 2-10-17 001-1003 007-1003 008-1003 010-1003 011-1003 012-1003 018-1003 027-1003 029-1003 041-1003 043-1003 070-1003 072-1003	308,766.43 474.29 1,321.70 635.55 988.34 820.31 60,524.38 4,319.45 3,484.88 6,421.15 8,603.04 42,833.83 24,695.25
					<b>Total :</b>	<b>463,888.60</b>
204692	2/15/2017	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INSURANCE BENEFITS - FEBF 001-1160	264.33
					<b>Total :</b>	<b>264.33</b>
204693	2/15/2017	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE BENEFITS - FEBF 001-1160	10,397.11
					<b>Total :</b>	<b>10,397.11</b>
204694	2/15/2017	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		OPTICAL INSURANCE BENEFITS - FEBF 001-1160	2,222.81
					<b>Total :</b>	<b>2,222.81</b>

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
204695	2/15/2017	887627 STANDARD INSURANCE	DEMAND		LIFE INSURANCE BENEFITS - FEBRUARY 001-1160	3,265.02
					<b>Total :</b>	<b>3,265.02</b>
204867	2/16/2017	101988 LOS ANGELES COUNTY	021417		FILING FEE-NOTICE OF EXEMPTION 001-310-0000-4270	75.00
					<b>Total :</b>	<b>75.00</b>
204868	2/22/2017	888468 MAJOR METROPOLITAN SECURITY	2243		REPLACE FIRE COMMUNICATOR-CITY 043-390-0000-4330	410.00
					<b>Total :</b>	<b>410.00</b>
204869	2/23/2017	103648 CITY OF SAN FERNANDO	PR 2-24-17		REIMB FOR PAYROLL W/E 2-17-17 001-1003 007-1003 008-1003 011-1003 012-1003 017-1003 018-1003 026-1003 027-1003 029-1003 041-1003 043-1003 070-1003 072-1003	310,386.48 663.82 1,321.67 988.34 820.28 1,076.57 60,761.89 309.30 3,563.96 3,521.42 6,356.13 8,888.14 40,927.71 24,344.21
					<b>Total :</b>	<b>463,929.92</b>
10 Vouchers for bank code : bank3						<b>Bank total : 1,086,435.45</b>
10 Vouchers in this report						<b>Total vouchers : 1,086,435.45</b>

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Voucher List

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CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Voucher Registers are not final until approved by Council.

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**RESOLUTION NO. 6212**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE ISSUING OF WARRANTS PRIOR TO COUNCIL RATIFICATION DUE TO CANCELLATION OF REGULARLY SCHEDULED CITY COUNCIL MEETINGS

WHEREAS, warrants are not issued until ratification at Council meetings; and

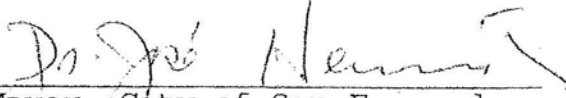
WHEREAS, during certain months of the year, regularly scheduled Council meetings may be cancelled, causing extended periods of time between meetings; and

WHEREAS, this time lag may create undue hardship to those whom the City may owe funds.


NOW, THEREFORE BE IT RESOLVED that the City Council of the City of San Fernando, California, does hereby approve that regularly scheduled warrants, including consultants' billings, which would have been considered for ratification had not a regularly scheduled City Council meeting been cancelled, may be approved for issuance by a consensus of the City Administrator and the Finance Director. The check signature policy will not be amended by this action and the warrants will be subject to ratification at the next scheduled City Council meeting.

PASSED, APPROVED AND ADOPTED this 3rd day of August, 1992, by the following vote:

AYES:	Acuna, Hernandez, Chacon, Wysbeek, Ojeda - 5
NOES:	None - 0
ABSENT	None - 0

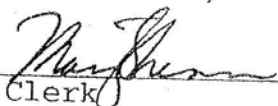
  
Mayor, City of San Fernando

ATTEST:

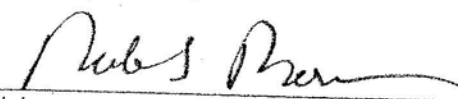
  
City Clerk

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

I hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of San Fernando at a regular meeting thereof, held on the 3rd day of August, 1992.

  
\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney





# SAN FERNANDO

## MEMORANDUM

**To:** Margarita Solis, City Treasurer

**From:** Sandra Franco-Rivas, Senior Account Clerk

**Date:** March 7, 2017

**Subject:** Release of Warrants

Due to the lack of a formal City Council meeting on March 6, 2017, the warrant register was not approved. The City Council has passed a Resolution #6212 permitting the release of regular occurring warrants with the approval of the City Manager and the Finance Director. Copy of resolution is attached.

Approval is hereby provided:

Approved: \_\_\_\_\_

  
Sonia Gomez-Garcia, Interim Finance Director

Approved: \_\_\_\_\_

  
Nick Kimball, Interim City Manager

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## AGENDA REPORT

**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Nick Kimball, Interim City Manager

**Date:** March 20, 2017

**Subject:** Temporary Reorganization of the Community Development Department Due to the Resignation of the Community Development Director

### RECOMMENDATION:

It is recommended that the City Council:

- a. Approve an increase to Contract 1802 (7 of 16) with Evans Brooks Associates for an amount not-to-exceed \$50,000 to provide temporary Associate Planner services, with an option to increase an additional \$25,000, if necessary; and
- b. Adopt Resolution No. 7784 (Attachment "A") amending the salary plan to add a Senior Planner and Community Preservation Supervisor; and
- c. Adopt Resolution No. 7785 (Attachment "B") amending the table of organization to add a Senior Planner (Temporary) (Attachment "C") and Community Preservation Supervisor (Temporary) (Attachment "D") in the Community Development Department; and
- d. Authorize the City Manager to appoint current City staff to fill the temporary positions, effective March 1, 2017, and execute all related documents.

### BACKGROUND:

1. On February 23, 2017, Community Development Director Federico Ramirez announced his resignation from the City, effective March 1, 2017, to pursue another career opportunity.
2. Mr. Ramirez's resignation has created the need to temporarily reorganize the Community Development Department until a permanent or interim Community Development Director is appointed.

## **Temporary Reorganization of the Community Development Department Due to the Resignation of the Community Development Director**

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### **ANALYSIS:**

To ensure the Community Development Department continues to provide a high level of service to both internal and external customers, there is a need to temporarily reorganize the Department until a permanent or interim Director is appointed. There are three functional divisions within the Community Development Department: 1) Planning, 2) Building Safety, and 3) Community Preservation/Graffiti. In order to function properly, each area needs a supervisor responsible for day-to-day operations and the Department needs a high level manager to provide direction and oversight.

The proposed reorganization includes:

- 1) Holding the vacant Community Development Director open through the end of the fiscal year.
- 2) Temporarily appointing the current Associate Planner (Humberto Quintana) to Senior Planner with supervisory responsibility over day-to-day operations of the Planning Division.
- 3) Hiring a contract Associate Planner for three days (24 hours) per week through an existing on-call contract with Evans Brooks Associates, to be supervised by the Senior Planner.
- 4) Temporarily appointing a Community Preservation Officer (Roberto Alvarez) to Community Preservation Supervisor with supervisory responsibility over the day-to-day operations of Community Preservation (Code Enforcement) and Graffiti.
- 5) Hire a contract Building Official for plan check review and Certificate of Occupancy review through an existing on-call contract.
- 6) Department level direction, project management, and oversight, including approval of contracts, purchase orders, invoices, and time off, will be provided by the City Manager.

The proposed reorganization will last until a permanent or interim Community Development Director is appointed. Once a permanent or interim Community Development Director is appointed, staff will revert back to their current positions and the City would discontinue the services of contract staff.

### **BUDGET IMPACT:**

The incremental cost to upgrade two staff level positions to supervisory level positions and the cost of additional contract staff hours in Planning and Building will be offset by savings from the vacant Community Development Director position and other operational budget savings.

**Temporary Reorganization of the Community Development Department Due to the Resignation of the Community Development Director**Page 3 of 3

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**CONCLUSION:**

Temporary reorganization of the Community Development Department will ensure operations continue to run smoothly with minimal business interruption until a permanent or interim Director is appointed.

**ATTACHMENTS:**

- A. Resolution No. 7784
- B. Resolution No. 7785
- C. Senior Planner Job Specification
- D. Community Preservation Supervisor Job Specification

**ATTACHMENT "A"****RESOLUTION NO. 7784****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF  
SECTIONS 1 AND 2 OF RESOLUTION NO. 7739, THE FISCAL  
YEAR 2016-2017 SALARY PLAN, ADOPTED JUNE 29, 2016**

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

**SECTION 1:** That that portion of subsections (a) and (b) of Section 2 of Resolution No. 7739, the Fiscal Year (FY) 2016-2017 Salary Plan, adopted June 29, 2016, as amended, be further amended by adding thereto the title/classification, salary range number, and salary steps for the following position as follows:

<u>CLASSIFICATION</u>	<u>SALARY RANGE NUMBER</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Senior Planner	60M	6057	6360	6678	7011	7363
Community Preservation Supervisor	96G	4802	5067	5347	5639	5948

**SECTION 2:** Except as amended herein, all other provisions of the Resolution No. 7739, the FY 2016-2017 Salary Plan, adopted June 29, 2016, remains unchanged and in full force and effect.

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

**PASSED, APPROVED, AND ADOPTED** this 20<sup>th</sup> day of March, 2017.

---

Robert C. Gonzales, Mayor

**ATTEST:**

---

Elena G. Chávez, City Clerk



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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 20<sup>th</sup> day of March, 2017, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk

**ATTACHMENT “B”****RESOLUTION NO. 7785****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF SECTION 1 OF RESOLUTION NO. 7740, THE FISCAL YEAR 2016-2017 TABLE OF ORGANIZATION, ADOPTED JUNE 29, 2016**

**WHEREAS**, the City Council of the City of San Fernando has adopted the Fiscal Year (FY) 2016-2017 Table of Organization on June 29, 2016, per Resolution No. 7740; and

**WHEREAS**, the Table of Organization as adopted for FY 2016-2017 has provisions for assignment of various positions and classifications to specific departments, divisions and activities by titles and numbers; and

**WHEREAS**, the City Council approved some position and classification changes that impacted the assignment of certain positions and classifications in the Community Development Department; and

**WHEREAS**, it is necessary that said positions and classifications be assigned to specific departments, divisions and activities by titles and numbers;

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

**SECTION 1:** That that portion of the said Table of Organization adopted on June 29, 2016, per Resolution No. 7740, be further amended by adding thereto the following job titles under “Community Development Department,” as follows:

<u>TITLE</u>	<u>BUDGETED HOURS PER WEEK</u>	<u>FULLTIME EQUIVALENT (FTE) STATUS</u>	<u>AVERAGE NUMBER OF PERSONNEL IN POSITION</u>
Senior Planner (Temp)	40	1	1
Community Preservation Supervisor (Temp)	40	1	1

**SECTION 2:** Except as amended herein, all other provisions of the said Table of Organization adopted on June 29, 2016, per Resolution No. 7740, remain unchanged and in full force and effect.

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

**PASSED, APPROVED, AND ADOPTED** this 20<sup>th</sup> day of March, 2017.

---

Robert C. Gonzales, Mayor

**ATTEST:**

---

Elena G. Chávez, City Clerk

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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 20<sup>th</sup> day of March, 2017, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk

**ATTACHMENT "C"****CITY OF SAN FERNANDO**

Supplement No. 144  
Adopted by Res. No. 7063  
Effective 6/28/05

**SENIOR PLANNER**

Class specifications are intended only to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**DEFINITION**

Under general direction by the department head, the Senior Planner coordinates, organizes, manages, and performs professional work in urban planning and community development related functions; provides staff support to the City Council, Redevelopment Agency, Planning Commission and other bodies as assigned; supervises and reviews the work of professional and technical staff; works with developers, architects/designers, land owners, residents and other community representatives in addressing and resolving urban planning, environmental, and other community development related issues; and performs other related professional and administrative duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Senior Planner is a management classification that performs and supervises important professional advanced journey-level planning work.

**IMPORTANT AND ESSENTIAL DUTIES**

1. Supervises subordinate planning and support staff, including: prioritizing and assigning work, training, editing documents prepared by subordinate staff, and general review of work performed by the team under supervision, conducting performance evaluations, making recommendations on hiring, disciplinary and other personnel actions.
2. Prepares reports and makes oral presentations to the City Council, Redevelopment Agency, Planning Commission, Historical Commission and other bodies as assigned on complex planning issues.
3. Provides staff support to Commissions and to the City Council at meetings, assists chairperson, answers questions, and assists decision makers, applicants and members of the public in understanding proposals or issues being considered, and staff recommendations.
4. Confers with and advises property owners, architects, builders, attorneys, contractors, engineers and the general public regarding the City's planning, redevelopment, urban design, historic preservation, housing and code enforcement programs, requirements, standards policies, and guidelines, and recommends best practices.
5. Evaluates proposed projects for compliance with municipal, state and federal laws, including applicable environmental laws and environmental impact mitigation measures, and with respect to City design guidelines and recommended best development practices.
6. Performs and supervises technical urban planning work including conducting comprehensive planning and zoning studies, analyzing land use issues, recommending resolutions to existing or potential land use conflicts and environmental problems, implementing redevelopment, historic preservation and affordable housing programs, making zoning code and specific plan interpretations, managing review process for proposed ordinances and development projects, and related responsibilities.
7. Coordinates with building, engineering, fire service, police, utility and other officials concerning planning issues and construction activity;

8. Represents the City at professional meetings and inter-governmental activities as required.
9. May supervise departmental programs and projects as assigned, including planning, redevelopment, affordable housing, Community Development Block Grant (CDBG), code enforcement, etc.
10. May act as department head when department head is out of the office.

### **OTHER JOB-RELATED DUTIES**

1. Prepares planning activity reports and updates departmental work program.
2. May represent the Department and the City to explain planning, redevelopment, affordable housing, historic preservation, and other community development related programs, projects and policies to various organizations.
3. May represent the Department and the City at neighborhood meetings and at regional planning-related meetings and associations.
4. Performs other related duties as assigned.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Demonstrated Experience In:**

1. The practice and management of community planning projects, programs and processes, including methods of community participation and providing effective staff support to elected and appointed officials, and to upper management staff.
2. Planning-related research and environmental assessment methodology.
3. Supervision of subordinate professional planning and community development staff.
4. Federal, State, County and local laws affecting planning, zoning, environmental assessment, redevelopment, housing, historic preservation, code enforcement and related areas.

#### **Ability to:**

1. Analyze and interpret data pertaining to planning, zoning, environmental assessment, redevelopment, housing and related issues.
2. Write and present concise reports and recommendations.
3. Make oral presentations before city officials, public groups and individuals.
4. Establish and maintain effective working relationships with staff and the public.
5. Understand and effectively utilize information technology.
6. Understand and speak Spanish (highly desirable).

#### **Experience and Education guidelines:**

A typical way to obtain the knowledge, skills and abilities would be the following:

**Experience:** Three (3) years of relevant experience in urban planning or related activities; a master's degree in urban planning may be substituted for one year of experience; supervisory experience is highly desirable.

AND

**Education:** A bachelor's degree in urban planning, urban design, urban studies, architecture, landscape architecture, geography, economics, or a related discipline; emphasis in urban planning and design principles is highly desirable; a masters' degree in the foregoing or a related discipline is highly desired.

**Special Requirements:**

Must possess a valid California Class C Driver's License on appointment, and as a condition of continued employment.

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

**Essential duties require the following physical and environmental conditions:**

Ability to frequently speak, hear, stand, and walk; ability to work indoors or outdoors under normal variable indoor environmental or outdoor weather conditions. Ability to lift and/or move approximately 35 pounds. Specific vision abilities required include close, distance, depth perception, and the ability to adjust focus. May operate a computer keyboard, calculator, and telephone for long periods, and tolerate exposure to vibration, pitch and glare from a computer.

**ATTACHMENT "D"****CITY OF SAN FERNANDO**

Supplement No. 127  
Adopted by Res. No. 6857  
Effective 08/05/02

**COMMUNITY PRESERVATION SUPERVISOR****DEFINITION**

Under direction, participates in and supervises assigned staff responsible for preserving the City's physical environment; receives and investigates complaints regarding public nuisances, licensing regulations, property maintenance, abandoned vehicles and related provisions of the City codes and ordinances; initiates enforcement action and issues citations and notices of violations; performs complex office work and related duties as assigned.

**IMPORTANT AND ESSENTIAL DUTIES**

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

1. Supervises division staff; trains and evaluates employees; initiates and carries out appropriate disciplinary actions.
2. Directs and participates in the development and implementation of goals, objectives, policies, and priorities related to community improvement activities; evaluates existing procedures and makes recommendations for needed changes.
3. Implements and monitors City improvement programs; develops and presents educational and informational materials for the general public describing City policies and standards relating to the improvement and maintenance of private property.
4. Provides information to the public by phone and in person regarding City code regulations.
5. Conducts field inspections for possible violations of the various City codes and ordinances, including building, planning, zoning, property maintenance, Business License and permits.
6. Investigates and responds to citizen complaints of code violations and issues citations.
7. Issues notices of non-compliance and notices of hearing where violations of City code regulations have occurred and performs office follow-up work.
8. May file legal actions and testify in court cases or hearings where necessary to affect collection of business licenses and miscellaneous fees and charges.
9. Determines alternative methods to achieve code compliance involving application of related laws, ordinances and regulations; consults with City Attorney, City staff, property owners, Police and Fire Departments.
10. Compiles information and prepares staff reports on code enforcement matters.
11. Maintains records on businesses operating in the City and inspects these businesses to ensure that appropriate license and permit fees have been paid and that certificates are properly displayed.
12. Assists in budget development and implementation; assists in forecasting for additional staffing, equipment, materials and supplies; administers the approved budget and monitors expenses.

***Community Preservation Supervisor******Job Specification******Page 2 of 3*****OTHER JOB-RELATED DUTIES**

1. Maintains statistical records and prepares reports; develops form letters for the department; attends and participates in meetings and professional seminars related to code compliance activities.
2. Provides assistance to the City Council, Planning Commission, other boards and commissions.
3. Recommends and writes code revisions to achieve practical and equitable regulations; meets with representatives of other cities to review and update information regarding City ordinances and regulations.
4. Assists business license personnel during renewal period, as well as planning staff when necessary.
5. Performs other related duties as assigned.

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

1. Investigative principles and practices.
2. Applicable building, housing, land use and code enforcement laws.
3. Pertinent Federal, State and Local ordinances, codes and regulations.
4. Effective community relations and conflict resolution methodologies.
5. Record keeping practices, office practices and procedures.
6. Principles and practices of supervision including performance evaluation.

**Ability to:**

1. Understand and interpret appropriate City codes, ordinances and regulations.
2. Effectively communicate in writing and orally.
3. Enforce codes tactfully, firmly and impartially.
4. Maintain records and prepare reports.
5. Exercise independent judgment and initiative.
6. Operate various office machines including computers.
7. Establish and maintain effective working relationships with others.
8. Understand and Speak Spanish (highly desirable).

**Experience and Training Guidelines:**

A typical way to obtain the knowledge, skills and abilities would be the following:

**Experience:** Four (4) years code enforcement-related experience is required. Administrative and/or supervisory experience is desirable.



*Community Preservation Supervisor  
Job Specification  
Page 3 of 3*

**Training:** A Bachelor's degree in Architecture, Business or Public Administration with real estate background, Engineering, Urban Planning or related field is required. One-year experience in code enforcement can be substituted for one year of education. Professional certification issued by a recognized code enforcement professional association is highly desirable.

**Special Requirements:**

Must possess a valid California Class "C" Driver's License on appointment, and maintain a satisfactory driving record.

P.C. 832 Certification must be completed prior to completion of probation.

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

Weekend work may be required.

**Essential duties require the following physical and environmental conditions:**

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift about 50 Lbs; may be exposed to sun, and work under high and low temperatures (mostly between 40 and 80 degrees); may be exposed to frequent loud noises and toxic/poisonous substances, as well as slippery surfaces; operate a computer keyboard, calculator, telephone for long periods, lift supplies/forms, and tolerate exposure to vibration, pitch, and glare from a computer.

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## AGENDA REPORT

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**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Nick Kimball, Interim City Manager  
By: Chris Marcarello, Public Works Director/Deputy City Manager

**Date:** March 20, 2017

**Subject:** Consideration to Approve Fiscal Year (FY) 2017-2018 Landscaping and Lighting Assessment District Resolution Initiating Proceedings and Ordering the Engineer's Report

### RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 7786 (Attachment "A") initiating the proceedings for the FY 2017-2018 Levy of Annual Assessments for the Landscaping and Lighting Assessment District (LLAD); and
- b. Order the preparation of the Engineer's Report.

### BACKGROUND:

1. Pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code, in FY 1981-1982 the City Council established a citywide Landscaping and Lighting Assessment District to cover street lighting maintenance and operational costs. The LLAD is comprised of 5,178 parcels and the assessment, based on benefit, has been levied each year since that time.
2. In April 1995, the City Council accepted staff's recommendations to continue using the current assessment methodology with the exception of those assessments for single family corner lots, which would be based on front footage only (side yards not included). The change in assessing corner lots began in FY 1995-1996 and has continued through the present year.
3. In FY 2002-2003, the City conducted property owner protest ballot proceedings for a proposed assessment increase. The proposed increase was not approved.

**Consideration to Approve Fiscal Year (FY) 2017-2018 Landscaping and Lighting Assessment District Resolution Initiating Proceedings and Ordering the Engineer's Report**Page 2 of 3

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4. In FY 2003-2004, the City again submitted a proposed assessment increase to the property owners based on the District's estimated expenses and revenues. The property owners approved the proposed assessment increase and established new maximum assessment rates for the various land use classifications within the District.
5. For this current fiscal year, the LLAD Engineer's Report determined that estimated operating and personnel costs would be \$400,756. Levy adjustments of \$69,377 were in order, with a total assessment levy of \$331,378 that was submitted to the Los Angeles County Assessor's Office for processing.
6. Based on the operating costs and total assessment amount for this fiscal year, the General Fund is required to contribute \$69,377 toward District costs. In order to reduce this contribution, it will be necessary to consider increasing assessment rates through a ballot process for the upcoming fiscal year.

**ANALYSIS:**

The purpose of the LLAD is to equitably assess properties in accordance with special benefits received from improvements and to cover the cost of maintenance and operation of the lighting system within the City's streets. The City Council has previously approved the methodology for assessments (which excluded costs for City parking lot lighting), and staff will continue with the same methodology this year.

The City has used Willdan Financial Services to prepare the required LLAD Engineer's Report in previous years. The firm is currently under an as-needed engineering services agreement with the City. They are experienced and very familiar with the City's LLAD. Staff recommends that the City continue using Willdan Financial Services, Inc. to prepare the LLAD Engineer's Report for Fiscal Year 2017-2018. The work timeline is shown in Attachment "B", and the proposed scope of services by Willdan is identical to last year's LLAD proceedings. The proceedings will be conducted in accordance with the State of California Landscaping and Lighting Act of 1972.

The costs outlined in the Engineer's Report for FY 2017-2018 will be included in the proposed City's Budget and will be assessed in FY 2017-2018 after City Council consideration and approval. City staff recommends using the same assessment methodology. The exact amounts and the assessment rate comparison will be shown in the Engineer's Report.

**BUDGET IMPACT:**

Funding is included in the FY 2016-2017 Budget in Account No. 027-344-0000-4260 (Street Lighting Fund – Operating Expenses) for the preparation of the Engineer's report.

**Consideration to Approve Fiscal Year (FY) 2017-2018 Landscaping and Lighting Assessment District Resolution Initiating Proceedings and Ordering the Engineer's Report**Page 3 of 3

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**CONCLUSION:**

It is recommended that the City Council direct staff to proceed with the FY 2017-2018 LLAD by adopting the Resolution to initiate procedures and ordering the Engineer's Report.

**ATTACHMENTS:**

- A. Resolution No. 7786
- B. Work Schedule

**ATTACHMENT "A"****RESOLUTION NO. 7786**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, INITIATING PROCEEDINGS FOR THE 2017-2018 LEVY OF ANNUAL ASSESSMENT FOR THE CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT, AND ORDERING THE PREPARATION OF AN ENGINEER'S REPORT PURSUANT TO THE PROVISIONS OF DIVISIONS 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA**

**WHEREAS**, the City Council of the City of San Fernando proposes to levy the annual assessment for the Landscaping and Lighting Assessment District (hereinafter referred to as the "District") pursuant to the provisions of Division 15, Part 2, of the Streets and Highways Code of the State of California, being the "Landscaping and Lighting Act of 1972"; and

**WHEREAS**, the City Council of the City of San Fernando proposes that the net annual cost for improvement, maintenance and/or service of certain public facilities shall be fairly distributed among all assessable lots and parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements within the District; and

**WHEREAS**, the provisions of said Division 15, Part 2, require a written Engineer's Report in accordance with Chapter 3 (commencing with Section 22620).

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

**SECTION 1.** The above recitals are all true and correct.

**SECTION 2.** WILLDAN FINANCIAL SERVICES, is hereby ordered to prepare and file with the City Council a "Engineer's Report" relating to the 2017-2018 levy of annual assessment for said District in accordance with the provisions of Chapter 3 (commencing with Section 22620) of Part 2 of Division 15 of the Streets and Highways Code of the State of California.

**SECTION 3.** Upon completion, said "Engineer's Report" shall be filed with the City Clerk who shall then submit the same to this City Council for its consideration pursuant to Section 22623 of said Street and Highways Code.

**PASSED, APPROVED, AND ADOPTED** this 20<sup>th</sup> day of March, 2017.

---

Robert C. Gonzales, Mayor



**ATTEST:**

---

Elena G. Chávez, City Clerk

**APPROVED AS TO FORM:**

---

Rick R. Olivarez, City Attorney

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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 20<sup>th</sup> day of March, 2017, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk

**ATTACHMENT “B”****Fiscal Year (FY) 2017-2018 Landscaping and Lighting Assessment District**

All dates are in calendar year 2017.

<b>March 20</b>	City Council adopts a Resolution initiating proceeding and ordering the preparation of an Engineer’s Report.
<b>March 21</b>	City Engineer authorizes Willdan Financial Services to begin work using same methodology (as used in FY 2016-2017) for the Engineer’s Report.
<b>March 21–May 1</b>	Prepare cost estimate and include/reference in the FY 2017-2018 street lighting budget, considering the FY 2017-2018 expenditures.
<b>March 21-May 1</b>	Compile parcel and zone changes for FY 2017-2018.
<b>May 3</b>	Willdan submits the Engineer’s Report to the City.
<b>May 15</b>	Resolution approving the Engineer’s Report, declaring the intention to order the annual lighting assessment and setting a date for the Public Hearing (June 19, 2017).
<b>May 18</b>	Send notice of Public Hearing with a copy of the Resolution for June 1, 2017 publication (10+ days prior to Hearing).
<b>June 19</b>	Public Hearing - Resolution declaring the continued maintenance of City street lights and confirming the annual assessment; Resolution is authorizing the addition of special assessment to the tax bill.
<b>June 21</b>	Submission of direct assessment via magnetic tape to Los Angeles County Auditor-Controller; City of San Fernando 2017-2018 Landscaping and Lighting District Account No. 240.52 (signed by the City Manager).
<b>August 1</b>	Submit parcel exception checklist to Los Angeles County Assessor’s Office by City and Willdan.

Note: Street lighting assessment proceedings are performed in advance so that assessments may appear in the Los Angeles County Tax Rolls the same year lighting costs are incurred, FY 2017-2018.



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## AGENDA REPORT

**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Nick Kimball, Interim City Manager  
By: Chris Marcarello, Deputy City Manager/Public Works Director

**Date:** March 20, 2017

**Subject:** Consideration to Authorize a Notice of Completion for 12900 Dronfield Avenue Site Preparation and Electrical Upgrades, Phase 1B

### RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the improvements as constructed by MS Navarro Engineering (Contractor), and consider the work complete;
- b. Authorize the issuance and filing of the "Notice of Completion" (Attachment "A") with the Los Angeles County Office of the Registrar-Recorder/County Clerk; and
- c. Authorize the release of the 10% retention amount (\$57,984.24) after the 35-day lien period from the date the Notice of Completion is recorded.

### BACKGROUND:

1. In April 2012, the Los Angeles Department of Water and Power approved project submittals prepared by LIN Consulting and issued permits.
2. In November 2012, the process was initiated for a Conditional Use Permit (CUP) amendment with the City of Los Angeles.
3. On September 3, 2013, a notice of inviting bids was advertised in the Daily News and online publishers to interested contractors for site preparation and electrical upgrades of the City owned reservoir located at 12900 Dronfield Avenue, in Sylmar, for the construction of an 895 square foot concrete pad, electrical panel upgrades, the construction of a 540 square foot building and partial sewer line which will connect into the City of Los Angeles sewer system.

**Consideration to Authorize a Notice of Completion for 12900 Dronfield Avenue Site Preparation and Electrical Upgrades, Phase 1B**Page 2 of 3

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4. On September 25, 2013, three bids were received by the City Clerk for the site preparation and electrical upgrades for 12900 Dronfield Avenue and electrical upgrades for 13170 Dronfield Avenue.
5. On October 21, 2013, Contract No. 1725 was awarded to MS Navarro Engineering in the amount of \$415,300, with a 10% contingency.
6. On November 18, 2013, a Notice to Proceed was issued, pending the approval of a Los Angeles City building permit. Minimal contract work was performed and the job was halted in January 2014 due to various delays in the issuance of the permit.
7. In February 2014, staff learned that the original two-year building permit application had expired and a permit extension would be necessary. This situation required the City to re-submit plans and re-start the plan review process. The plans had been prepared in 2012 and would now be reviewed under the latest 2014 building codes and other requirements.
8. On July 16, 2014, the City obtained all Los Angeles City clearances and approvals for the building permit.
9. In December 2014, the City Council approved an increase in work scope and a budget amendment for the project in order to address additional work items required by regulatory permitting agencies.
9. On January 31, 2017, the Contractor completed the work.

**ANALYSIS:**

This project included the following improvements to the City's well sites:

- Electrical upgrades at 12900 and 13180 Dronfield Avenue;
- Construction of CMU building to enclose a new chlorination system;
- Construction of Concrete Pad for future treatment unit;
- Installation of sewer line; and
- Completion of water lines from water main to treatment unit.

Additional work completed per LADBS and Los Angeles Department of Water and Power (LADBS) causing change orders:

- Installation of Infiltration System;
- Construction of CMU Block Wall at 13180 Dronfield Avenue;
- Replacement of Service Switchboard at both well sites; and
- Construction of Concrete Pads for Transfer Switches and Transformer.

## Consideration to Authorize a Notice of Completion for 12900 Dronfield Avenue Site Preparation and Electrical Upgrades, Phase 1B

Page 3 of 3

### Project Delays

Improvements to the City's water facility involved significant interaction with outside regulatory agencies, including the City of Los Angeles Department of Building and Safety (LADBS), the City of Los Angeles Bureau of Sanitation and the City of Los Angeles Department of Water and Power (LADWP). As a result, the project was subject to plan check review, inspection and related activities (electrical service installation and tie-overs) from these agencies. During the course of construction, these agencies rotated several inspectors through the project, often leading to conflicting direction, additional required work and delay. As a result, City staff was required to coordinate with management level staff in these agencies in order for construction to move forward.

### **BUDGET IMPACT:**

The total budget for this project is \$606,561 (including project contingencies). The aggregate contract amount, including contract change orders is \$584,088.51, which is within the project's budget. Unexpended appropriations will be returned to the Water Fund Reserve balance.

<b>SOURCES</b>		
<b>Fund</b>	<b>Account Number</b>	<b>Allocation</b>
Water Fund Reserve		\$ 606,561
<b>Total Sources:</b>		<b>\$ 606,561</b>

<b>USES</b>		
<b>Activity</b>	<b>Account Number</b>	<b>Cost</b>
Construction	070-384-0857-4600	\$ 584,088.51
<b>Total Uses</b>		<b>\$ 584,088.51</b>

### **CONCLUSION:**

The 12900 Dronfield Avenue Site Preparation and Electrical Upgrades, Phase 1B (Nitrate Project) is now complete. All work has been completed to staff satisfaction and is in conformance with the approved plans and specifications and approved by LADWP and LADBS. Project acceptance and filing the Notice of Completion allows for the project to be closed out.

### **ATTACHMENT:**

A. Notice of Completion

EXEMPT FROM RECORDING FEES PER GOVT  
CODE SECTION 6103

## ATTACHMENT "A"

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

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

Space Above This Line Reserved For The Recorder's Use

# NOTICE OF COMPLETION

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

1. **NOTICE IS HEREBY GIVEN THAT:** Work on the subject project has been completed, and it is recommended that a Notice of Completion be executed and recorded
2. **NAME AND ADDRESS OF OWNER:** City of San Fernando, a municipal corporation, 117 Macneil Street, San Fernando, CA 91340
3. **DESCRIPTION OF THE PUBLIC WORK:** 12900 Dronfield Avenue Site Preparation and Electrical Upgrades consisted of the construction of a CMU building, installation of a sewer line, installation of water lines and the upgrade of electrical panels and equipment.
4. **DESCRIPTION OF PROPERTY:** The property on which said work of improvement was completed is in the City of Los Angeles, County of Los Angeles, State of California, and is described as: 12900 Dronfield Avenue, Sylmar, CA 91342
5. **ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on January 31, 2017
6. **NATURE OF OWNER'S INTEREST:** In fee
7. **NAME AND ADDRESS OF CONTRACTOR:** MS Navarro Engineering, 10741 Viking Avenue, Northridge, CA 91326
8. **DECLARATION:** I, Ying Kwan, duly appointed City Engineer of the City of San Fernando, have read the foregoing Notice of Completion, have made my verification on behalf of said City, and know the contents thereof to be true. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Ying Kwan, City Engineer  
City of San Fernando, California  
(City Seal)

\_\_\_\_\_  
Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES SS.

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Ying Kwan, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

\_\_\_\_\_  
Julie M. Fernandez, Notary Public





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## AGENDA REPORT

**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Nick Kimball, Interim City Manager  
By: Michael E. Okafor, Personnel Manager

**Date:** March 20, 2017

**Subject:** Update Regarding the Student Internship Program

### RECOMMENDATION:

It is recommended that the City Council receive and file the update regarding the Student Internship Program.

### BACKGROUND:

1. On March 7, 2016, the City Council approved a new policy for the Student Internship Program, and authorized staff to implement the program as soon as certain specified amendments were made to the policy.
2. On April 20, 2016, staff finalized all amendments to the policy, and started soliciting internship interests from various City departments.
3. On July 21, 2016, staff received proposals from the Finance and Police Departments for Finance Intern and Criminology Intern, respectively.
4. On August 23, 2016, staff completed the development of relevant job descriptions and recruitment flyers.
5. On August 24, 2016, staff started recruitment outreach to the Los Angeles Unified School District (LAUSD) and local colleges/universities. Job bulletins were mailed to the LAUSD Work Based Learning Coordinator, posted at City Hall and on the City website. They were also mailed to the California State University Northridge (CSUN) Career Center, and posted on the CSUN Sun Link Career Finder website.
6. On August 26, 2016 and September 8, 2016, respectively, two applications were received for Finance Intern, and a third application was received on December 13, 2016. Out of the three, the first two have successfully completed the interview and background process, and started the internship program effective January 3, 2017.

**Update Regarding the Student Internship Program**Page 2 of 3

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7. On September 27, 2016, November 4, 2016, December 13, 2016, and February 13, 2017, respectively, applications were received for Criminology Intern. Three of the four applicants have been interviewed by the Police Chief's office, and one has been selected for further processing.

**ANALYSIS:**

The two applicants that were placed in Finance are recent college graduates with Bachelor's Degrees in Finance and Business Administration. Three of the applicants for Criminology Intern are college seniors with majors in Sociology and Applied Mathematics. The fourth applicant has a Bachelor's Degree in Forensic Science, and is currently enrolled for another degree in Forensic Accounting. Some of the applicants reside in San Fernando, while some are from surrounding communities.

The Student Internship Program is intended to prepare the next generation of community leaders and public servants by offering on-the-job training opportunities to high school seniors, undergraduates, graduate students, and recent graduates. The program helps participants to integrate education, career development and practical experience in public service, while working in applied local government setting of their choice, under the supervision of professional City staff members.

The program timeline is flexible, and is offered year-round during the fall/winter, spring and summer. However, it is driven by department needs and interests. Interested applicants can obtain a job flyer and application form via the City website or the Personnel Office at City Hall.

**Eligibility Requirements**

Established requirements for participants include the following:

- Be at least 16 years of age.
- Attend an accredited educational institution, including but not limited to: high school, trade school, technical or vocational institute, college, university, or graduate school. Recent graduates are eligible to apply.
- Be at least a high school senior.
- Have a minimum GPA of 2.0 on a 4.0 scale.
- Demonstrate a strong interest in City government and public service. Preference will be given to residents of the City of San Fernando and the surrounding communities.

**Update Regarding the Student Internship Program**Page 3 of 3

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**How to Apply**

Applicants must submit the following documents to be considered for an interview:

- A completed City Employment Application.
- An up-to-date resume.
- Evidence of current enrollment in school and grade report/transcript. Recent graduates do not have to show proof of enrollment.
- Written permission from their school to participate in the Internship Program.
- A cover letter, stating which particular offices/departments interest them.

**BUDGET IMPACT:**

The City's Internships are unpaid positions, and are offered to students as volunteers or for academic credit. Therefore, there's no impact to the budget.

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## AGENDA REPORT

**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Nick Kimball, Interim City Manager

**Date:** March 20, 2017

**Subject:** Consideration to Appoint a Representative to the Civic Art Selection Committee for the San Fernando Mental Health Facility

### RECOMMENDATION:

It is recommended that the City Council:

- a. Appoint a representative to the Los Angeles County Civic Art Selection Committee for the Mental Health Facility to be located on First Street; or
- b. Authorize the Mayor to appoint a representative to the Los Angeles County Civic Art Selection Community.

### BACKGROUND:

1. The County of Los Angeles ("County") owns the Municipal Courthouse property located at 919 First Street, which has been vacant for a number of years.
2. On November 9, 2016, the County Board of Supervisors approved moving forward with demolishing the existing structure and constructing a mental health facility ("Project") providing out-patient mental health services primarily to students and families.
3. In accordance with County requirements, a Civic Art Selection Committee ("Committee") is appointed to select the public art component of the Project. The County has asked that the City of San Fernando appoint a member to the Committee to provide input into the public art component

### ANALYSIS:

The Committee will meet approximately three (3) times over the next six (6) months to select the public art component of the Project. The first meeting will be Friday, March 24, 2017, from

**Consideration to Appoint a Representative to the Civic Art Selection Committee for the San Fernando Mental Health Facility**Page 2 of 2

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2:00 p.m. to 3:30 p.m., at the Los Angeles County Arts Commission's main office located in Downtown Los Angeles (1055 Wilshire Boulevard, Suite 800, Los Angeles, CA 90017).

The Committee is comprised of eleven (11) members as follows:

- Los Angeles County 3<sup>rd</sup> District Representatives: Maria Chong-Castillo and Benita Trujillo
- Los Angeles County Mental Health Department Representative: Damien Parker
- New Mental Health Center Representative: To be determined
- Los Angeles County Public Works Representative: Parisa Dadmehr
- Los Angeles County Arts Commission Representatives: Pauline Kanako Kamiyama and Caroline Kerrigan Lerch
- Los Angeles County 3<sup>rd</sup> District Arts Commissioner: Constance Jolcuvar
- Professional Artist: Devon Tsuno
- Scoping Document Architect: Lance Bird
- City of San Fernando: To be determined

**BUDGET IMPACT:**

There is no budget impact associated with appointing a member to the Civic Art Selection Committee.

**CONCLUSION:**

In order to have a representative attend the first meeting on March 24, 2017, staff recommends that the City Council either appoint a representative or provide input and authorize the Mayor to appoint a representative to the Committee.



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## AGENDA REPORT

**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Nick Kimball, Interim City Manager

**Date:** March 20, 2017

**Subject:** Consideration to Co-sponsor an Earth Day Cleanup Event at the Pacoima Wash Natural Park with Pacoima Beautiful

### RECOMMENDATION:

It is recommended that the City Council:

- a. Approve City co-sponsorship of Pacoima Beautiful's annual Earth Day Cleanup event at the Pacoima Wash Natural Park ("Event"); and
- b. Approve the use of the City Seal for the Event on print material pursuant to City Council Resolution No. 6904 (Attachment "A"); and
- c. Authorize staff to market the event through the City website and social media outlets.

### BACKGROUND:

1. In May 2003, City Council adopted Resolution No. 6904 to control and prevent unauthorized use of the seal. For an outside organization to use the City seal, the Resolution requires prior approval by a majority of the City Council.
2. Pacoima Beautiful is a local non-profit organization working toward keeping community members of all ages engaged in the environmental justice movement through three community organizing initiatives - Clean Up, Green Up (CUGU), Complete Streets and the Pacoima Wash Vision Plan.
3. To support their mission, Pacoima Beautiful organizes an annual cleanup event on Earth Day. This year, Earth Day is Saturday, April 22, 2017 and the event will be cleanup of the Pacoima Wash Natural Park (also referred to as 8<sup>th</sup> Street Park).
4. In March 2017, staff was contacted by Pacoima Beautiful to request co-sponsorship by the City and assistance with efforts to market the event.

**Consideration to Co-sponsor an Earth Day Cleanup Event at the Pacoima Wash Natural Park with Pacoima Beautiful**Page 2 of 2

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**ANALYSIS:**

Pacoima Beautiful is an established and respected local non-profit organization focusing on environmental justice and are currently working with the City on the design and engineering of the Pacoima Wash Bike Path Project.

This particular co-sponsorship request is for use of the City logo on marketing material prepared by Pacoima Beautiful as well as use of the City's website and social media outlets to market the event. The City has co-sponsored similar park cleanup events in the past.

**BUDGET IMPACT:**

There is no budget impact associated with co-sponsoring the earth day event with Pacoima Beautiful. The City's sponsorship will be limited to in-kind use of social media outlets for marketing purposes and posting the event on the City website.

**CONCLUSION:**

Staff recommends the City Council support this Earth Day cleanup event by co-sponsoring the event, allowing use of the City seal, and authorizing staff to market the event through the City website and social media outlets.

**ATTACHMENT:**

A. Resolution No. 6904

**ATTACHMENT "A"****RESOLUTION NO. 6904****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, AMENDING THE STANDARD MANAGEMENT PROCEDURE REGARDING USE OF CITY SEAL**

WHEREAS, the City Council adopted a standard management procedure for the use of the City seal on August 3, 1987.

WHEREAS, the City Council desires to revise the procedure to limit the use of the City seal, as provided in this resolution.

WHEREAS, it shall be City policy that the City seal, as described in Municipal Code Section 1-13, shall only be used as provided in this policy. The purpose of this policy is to:

- A. Ensure that the City seal is not used for inappropriate events and affairs.
- B. Control use of the City seal so as to prevent unauthorized use, which could imply City participation, support, or sponsorship in commercial, political, or non-City events.

**THE CITY COUNCIL OF THE CITY OF SAN FERNANDO HEREBY FINDS AND RESOLVES:**

The City has designated an official seal, which serves to identify City involvement in some manner. Typically, the seal is used on City stationary, City vehicles, brochures and other information. It is important that some guidelines be followed so that the seal be used in an appropriate manner. Therefore, the following guidelines shall be followed pertaining to the City seal:

1. The City seal may be used on all City related literature, material, vehicles, etc., and for City sponsored or co-sponsored functions and events.
2. The City seal may be used on t-shirts, hats, calendars and other like material when sponsored by the City upon approval of the City Administrator.
3. The City seal may not be used by organizations other than the City without prior approval of a majority of the City Council.
4. The City seal may not be used for political or commercial purposes.
5. In cases where it is unclear whether a proposed use of the seal is appropriate, three members of the City Council must approve the use as a scheduled item on a City Council agenda.

PASSED, APPROVED and ADOPTED this 5<sup>th</sup> day of May, 2003.

Dr. José Hernández  
Mayor José Hernández, Ph.D.

ATTEST:

Elena G. Chávez  
Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Michael Estrada  
Michael Estrada, City Attorney

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

I, Elena G. Chávez, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of San Fernando and signed by the Mayor of the City of San Fernando at a regular meeting held on the 5<sup>th</sup> day of May, 2003; and that the same was passed by the following vote:

AYES:           Hernández, De La Torre, Veres, Ruelas, Martinez - 5

NOES:           None

ABSENT:        None

Elena G. Chávez  
Elena G. Chávez, City Clerk





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## AGENDA REPORT

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**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Councilmember Sylvia Ballin

**Date:** March 20, 2017

**Subject:** Discussion Regarding Commissioner Stipend

### **RECOMMENDATION:**

I have placed this on the agenda for City Council discussion and consideration. I am proposing that commissioners who attend a scheduled commission meeting are paid the stipend if the scheduled commission meeting is cancelled due to a lack of quorum.

### **BUDGET IMPACT:**

The City pays each commissioner \$50.00 for each meeting attended. There is typically one meeting scheduled each month for a total of \$600.00 for each commissioner.

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## AGENDA REPORT

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**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Councilmember Sylvia Ballin

**Date:** March 20, 2017

**Subject:** Selecting Ad Hoc Committee Members to Participate in Homeless Committee Working with Assemblymember Raul Bocanegra and Community Leaders

**RECOMMENDATION:**

I have placed this on the agenda for City Council discussion and consideration.

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## AGENDA REPORT

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**To:** Mayor Robert C. Gonzales and Councilmembers

**From:** Councilmember Sylvia Ballin

**Date:** March 20, 2017

**Subject:** Letter to North Dakota Governor Jack Dalrymple in Opposition of the Dakota Access Pipeline

**RECOMMENDATION:**

I have placed this on the agenda for City Council discussion and consideration.

**ATTACHMENT:**

A. Email from Ronnie Veliz

**ATTACHMENT "A"**

On Nov 22, 2016, at 12:43 AM, Ronnie Veliz <[REDACTED]> wrote:

Dear City of San Fernando Mayor and Councilmembers,

November is Native American Heritage Month and it is disheartening to learn that Standing Rock youth and water protectors have been injured once again in North Dakota. As you may be aware, by midnight yesterday, more than 160 sacred land supporters were injured with rubber bullets, tear gas, and water cannons by over-militarized North Dakota police forces -including a 13-year-old girl.

I am writing to respectfully urge you to send a letter on behalf of our City to North Dakota Governor Jack Dalrymple in opposition of the Dakota Access Pipeline. It is my hope that you can collectively move this forward since we are a city that truly values indigeneous people.

Please let me know if you can send this within the next week; what would it take to make this happen before the end of Native American Heritage Month, or if you are in opposition of this request by no later than Wednesday November 30th.

Thank you.

In solidarity,

**Ronnie Veliz**

**San Fernando Valley**  
[REDACTED]