



SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE AND AGENDA

JUNE 19, 2017 – 6:00 PM

COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CA 91340

CALL TO ORDER/ROLL CALL

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

PLEDGE OF ALLEGIANCE

Led by LAUSD Board Member Elect – Kelly Gonez

APPROVAL OF AGENDA

PRESENTATIONS

- a) CERTIFICATE OF EXCELLENCE – LAUSD BOARD MEMBER MONICA RATLIFF
Mayor Sylvia Ballin
- b) CERTIFICATE OF RECOGNITION – UCLA EARLY HEAD START PROGRAM
Mayor Sylvia Ballin

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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CITY COUNCIL - LIAISON UPDATES**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) MARCH 20, 2017 – REGULAR MEETING**
- b) JUNE 5, 2017 – SPECIAL MEETING**
- c) JUNE 13, 2017 – SPECIAL MEETING**

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 17-062 approving the Warrant Register.

3) CONSIDERATION TO ADOPT RESOLUTIONS AMENDING THE SALARY SCHEDULE AND TABLE OF ORGANIZATION FOR FISCAL YEAR (FY) 2017-2018

Recommend that the City Council:

- a. Adopt Resolution No. 7796 amending the Salary Schedule for FY 2017-2018; and
- b. Adopt Resolution No. 7797 approving the Table of Organization for FY 2017-2018.

4) CONSIDERATION TO APPROVE AN AGREEMENT FOR SPECIAL SERVICES WITH LIEBERT CASSIDY WHITMORE FOR FISCAL YEAR (FY) 2017-2018

Recommend that the City Council:

- a. Approve an Agreement for Special Services (Contract No. 1858) with the law firm of Liebert Cassidy Whitmore; and
- b. Authorize the City Manager to execute the Agreement.

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5) CONSIDERATION TO ADOPT A RESOLUTION SETTING THE FISCAL YEAR (FY) 2017-2018 ARTICLE XIIIIB APPROPRIATIONS (GANN) LIMIT

Recommend that the City Council adopt Resolution No. 7798 setting the FY 2017-2018 Article XIIIIB Appropriation Limit at \$48,955,172.

6) CONSIDERATION TO ACCEPT GRANT FUNDS AWARDED BY THE U.S. DEPARTMENT OF JUSTICE UNDER THE BULLETPROOF VEST PARTNERSHIP GRANT ACT OF 1988

Recommend that the City Council:

- a. Accept the U.S. Department of Justice match grant in the amount of \$16,751.46 intended to cover fifty percent (50%) of the cost for body armor vests for all sworn and reserve police personnel; and
- b. Waive formal bidding requirements and authorize the interim City Manager to execute a Purchase Order with Keystone Uniforms in the amount of \$33,502.92 to purchase fifty-one (51) body armor vests.

7) CONSIDERATION TO ACCEPT ALCOHOLIC BEVERAGE CONTROL GRANT FOR AN UNDER AGE ALCOHOL PURCHASE PREVENTION PROGRAM AND MERCHANT EDUCATION PROGRAM

Recommend that the City Council:

- a. Accept the California Department of Alcoholic Beverage Control (ABC) for Under Age Alcohol Purchase Prevention Program and Merchant Education Program grant award in the amount of \$41,783.00; and
- b. Adopt Resolution No. 7802 authorizing the Chief of Police to execute Standard Agreement No. 17G LA40 (Exhibit "A" of Contract No. 1859) with ABC for an Under Age Alcohol Purchase Prevention Program and a Merchant Education Program.

8) CONSIDERATION TO ADOPT A RESOLUTION SETTING A PUBLIC HEARING DATE TO CONSIDER THE PLACEMENT OF LIENS ON REAL PROPERTY FOR NON-PAYMENT OF RESIDENTIAL SOLID WASTE COLLECTION SERVICES BILLINGS

Recommend that the City Council adopt Resolution No. 7803 declaring the City Council's intention to place liens on real property for non-payment of residential solid waste collection services billings and setting the date for the Public Hearing on July 17, 2017.

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PUBLIC HEARING**9) CONSIDERATION TO ADOPT AN URGENCY ORDINANCE NO. U-1666 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**

Recommend that the City Council continue the Public Hearing for the proposed Urgency Ordinance No. U-1666 to a date to be determined.

10) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE FISCAL YEAR (FY) 2017-2018 CITY BUDGET

Recommend that the City Council:

- a. Open the Public Hearing;
- b. Receive a presentation from City staff;
- c. Pose questions to City staff.

It is then recommended that the City Council:

- d. Close the Public Hearing; and
- e. Adopt Resolution No. 7801 adopting the FY 2017-2018 Budget, subject to such modifications or amendments as may be stated by the City Council in its motion to approve the Resolution.

11) CONSIDERATION OF THE FISCAL YEAR (FY) 2017-2018 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT PUBLIC HEARING AND CONFIRMATION OF ASSESSMENT

Recommend that the City Council:

- a. Conduct a Public Hearing by following the Order of Procedure;
- b. Adopt Resolution No. 7799 ordering the continued maintenance of the City's streetlights and confirming the annual assessment; and
- c. Adopt Resolution No. 7800 approving the Final Engineer's Report for the FY 2017-2018 Landscaping and Lighting Assessment District.

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ADMINISTRATIVE REPORTS**12) PRESENTATION BY THE COUNTY OF LOS ANGELES REGARDING THE LOS ANGELES COMMUNITY CHOICE ENERGY PROGRAM**

Recommend that the City Council:

- a. Receive a presentation from the County of Los Angeles regarding the Los Angeles Community Choice Energy Program; and
- b. Provide direction to staff.

13) PRESENTATION BY METRO REGARDING THE STATUS OF THE EAST SAN FERNANDO VALLEY TRANSIT CORRIDOR PROJECT

Recommend that the City Council receive and file a presentation from Metro regarding the status of the East San Fernando Valley Transit Corridor Project.

14) DISCUSSION REGARDING CITY-INITIATED CENSUS COUNT

This item is placed on the agenda by Councilmember Jaime Soto.

15) DISCUSSION REGARDING VETERANS HOUSING SURVEY STUDY OR DATA COLLECTION FOR THE CITY

This item is placed on the agenda by Councilmember Jaime Soto.

16) PRESENTATION BY STATE LEGISLATOR TO DISCUSS ASSEMBLY BILL 2685 AND ITS RELATION TO SENATE BILL 1069

This item is placed on the agenda by Councilmember Jaime Soto.

17) PROPOSITION OF A WATER TOUR DATE FOR THE CITY COUNCIL AND THE PUBLIC FOR THE DRONFIELD SITE AND POSSIBLY INCLUDE ALL OTHER FACILITIES IN SYLMAR OR RELATED

This item is placed on the agenda by Councilmember Jaime Soto.

18) DISCUSSION REGARDING DEVELOPING A COMPREHENSIVE REPORT TO THE CITY COUNCIL ON THE STATUS OF THE WATER FILTRATION SYSTEM AND CAPACITY TO SUSTAIN CITY USAGE

This item is placed on the agenda by Councilmember Jaime Soto.

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DEPARTMENT HEADS - COMMISSION UPDATES**GENERAL COUNCIL COMMENTS****STAFF COMMUNICATION****RECESS TO CLOSED SESSION****A) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

G.C. §54956.9(d)(1)

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

Case No.: LASC Case No. BC653761

B) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS FACTS AND CIRCUMSTANCES WHICH MAY FORM THE BASIS FOR INITIATING LITIGATION

G.C. §54956.9(d)(4)

One (1) Matter

C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

G.C. §54956.9(d)(2) and G.C. §54956.9(e)(3)

One (1) Matter

D) CONFERENCE WITH LABOR NEGOTIATOR

G.C. §54957.6

Designated City Negotiators:

Interim City Manager Nick Kimball

Personnel Manager Michael Okafor

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

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- E) PUBLIC EMPLOYMENT (EMPLOYEE RECRUITMENT)
G.C. §54957(b)(1)
Title of Position Under Consideration: City Manager
- F) PUBLIC EMPLOYEE PERFORMANCE EVALUATION
G.C. §54957
Title of Employee: City Clerk

RECONVENE/REPORT OUT FROM CLOSED SESSION**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: June 15, 2017 (5:30 p.m.)

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). 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. 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**

**MARCH 20, 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, Sylvia Ballin, and Antonio Lopez (arrived 6:20 p.m.)

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

PLEDGE OF ALLEGIANCE

Led by Police Chief Anthony Vairo

APPROVAL OF AGENDA

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

PRESENTATIONS

The following presentation was made:

- a) TRIBUTE TO OUR TROOPS – Julian and Albert Carrillo

PUBLIC STATEMENTS – WRITTEN/ORAL

Fred Partovi said he's developed numerous properties in the City and is against the moratorium prohibiting new accessory dwelling units; it is taking a toll on contractors like him.

SAN FERNANDO CITY COUNCIL**MINUTES – March 20, 2017****Page 2**

Liana Stepanyan, San Fernando Library Manager, provided information regarding the library's upcoming events including an annual book sale, a new "Discover and Go" service, and an on-line high school diploma and career certification program for ages 19+.

Michelle Guijarro complained about the red zoning at the PUC school which is not used as a valet pickup, instead, parents sit in their parked vehicles waiting for their children. She talked about the JC Penney building (people are against low-income housing but would help get people off the streets) and complained about the outdoor eateries.

CONSENT CALENDAR

Councilmember Fajardo pulled Item No. 3 for further discussion. Mayor Ballin reported that she would abstain voting on the minutes.

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

- 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
- 4) CONSIDERATION TO ADOPT FISCAL YEAR (FY) 2017-2018 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT RESOLUTION INITIATING PROCEEDINGS AND ORDERING THE ENGINEER'S REPORT
- 5) CONSIDERATION TO AUTHORIZE A NOTICE OF COMPLETION FOR 12900 DRONFIELD AVENUE SITE PREPARATION AND ELECTRICAL UPGRADES, PHASE 1B

By consensus, the motion carried.

Items Pulled for Further Discussion:

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

Interim City Manager Kimball replied to various questions from Councilmembers

Vice Mayor Fajardo motioned to approve, with a provision that staff place an ad (as soon as possible) for a 960-hour employee, or an interim Department Head position, and bring this back

SAN FERNANDO CITY COUNCIL**MINUTES – March 20, 2017****Page 3**

(as a Consent item) in two meetings. The motion was seconded by Councilmember Soto and carried with the following vote:

AYES: Soto, Lopez, Ballin, Fajardo, Gonzales – 5
NOES: None

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

Personnel Manager Michael Okafor presented the staff report and replied to various questions from Councilmembers.

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

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

Interim City Manager Kimball presented the staff report and replied to various questions from Councilmembers.

Discussion ensued regarding suggested appointments.

Interim City Manager Kimball reported that he will follow up with the County to inquire about the upcoming meeting (whether it will be informational or substantive) and report back.

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

Interim City Manager Kimball presented the staff report and replied to various questions from Councilmembers.

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

- 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.

By consensus, the motion carried.

9) DISCUSSION REGARDING COMMISSIONER STIPEND

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Discussion ensued amongst Councilmembers regarding: whether Commissioners should get paid their stipend if they show up for a posted/scheduled meeting and the meeting is cancelled; the amount of time to wait for a quorum before cancelling the meeting; Commissioners should sign in to get paid; and possibly increasing the stipend.

Motion by Councilmember Ballin, seconded by Councilmember Lopez, that Commissioners receive a stipend if they attend a posted/scheduled meeting and, due to unforeseen circumstances, the meeting is cancelled (i.e., lack of a quorum), amend the City Code regarding the amount of time to wait (i.e., 15 minutes) before cancelling a posted/scheduled meeting, and require a sign-in sheet for meetings. By consensus, the motion carried.

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

Councilmember Ballin said she was recommending the formation of an Ad Hoc Committee to participate in a homeless committee working with Assemblymember Bocanegra.

Due to expressed interest from three Councilmembers, it was suggested that City Clerk Chávez randomly draw names from a cup. By consensus, it was agreed that the names drawn (i.e., Mayor Gonzales, and Vice Mayor Fajardo) will be on the Ad Hoc Committee.

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

Vice Mayor Fajardo read a letter received from resident Evanne St. Charles urging that the City take a stance and voice support for the Standing Rock Sioux Tribe regarding the Dakota Access Pipeline.

Discussion ensued amongst Councilmembers.

At this time, Councilmember Soto exited the Council Chambers.

Motion by Councilmember Ballin, seconded by Vice Mayor Fajardo, that Interim City Manager Kimball place an item on a future agenda regarding drafting a letter in opposition to the Dakota Access Pipeline, including a possible boycott on doing business with firms involved in the construction of the pipeline.

The motion carried with the following vote:

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

SAN FERNANDO CITY COUNCIL**MINUTES – March 20, 2017****Page 5**

Although Councilmember Soto stepped away during the roll call vote of this item, his desire was to vote in favor. City Attorney Olivarez stated that if there was no objection, the record would reflect a “yes” vote. There was no objection by Councilmembers.

CITY COUNCIL - LIAISON UPDATES

Councilmember Ballin provided information regarding a meeting held by the California Latino Water Coalition with State Treasurer John Chiang.

Vice Mayor Fajardo gave an update regarding a recent meeting with the San Fernando Valley Council of Governments and provided information on the LAUSD and Vista Del Valle Ad Hoc Committee meeting.

Mayor Gonzales provided an update on the Library Commission and Library Book Mobile Program.

DEPARTMENT HEADS - COMMISSION UPDATES

Interim City Manager Kimball gave an update regarding the Ad Hoc meeting with LAUSD and Vista Del Valle School.

Recreation and Community Services Director Ismael Aguila gave an update regarding a recent Parks, Wellness, and Recreation Commission meeting.

City Clerk Chávez reported that the Education Commission will meet next Tuesday and that the scholarship application submittal deadline was extended to March 24th.

GENERAL COUNCIL COMMENTS

Councilmember Soto congratulated Councilmembers for winning the election, provided comments regarding the Standing Rock Sioux Tribe letter, thanked Recreation and Community Services staff for the movies held at Las Palmas Park and enjoyed by the seniors.

Councilmember Ballin congratulated Mayor Gonzales and Vice Mayor Fajardo on the election and talked about boycotting any company involved with building the southern border “Trump” wall.

Vice Mayor Fajardo thanked those who assisted during the election and said it’s been an honor to serve. He suggested that Council be provided a timeline/spreadsheet on a regular basis to help keep track of past Council priorities, he thanked the Police Department for the “day of training” event, and he reported that he will agendize the upcoming LGBT event for the upcoming meeting.

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Mayor Gonzales thanked the community for their support (it was a team effort), reported graffiti behind the alley near the Chipotle restaurant, also thanked the Police Department for the amazing event last week and for assisting with providing hotel vouchers to a homeless family.

STAFF COMMUNICATION

Interim City Manager Kimball also commented on the Police Department's training exercise event and reported that the City is a finalist for a website redesign award by the California Association of Public Officials.

City Clerk Chávez reported that Los Angeles County completed their final post-election night tally of ballots and will certify election results tomorrow. Consequently, the City Council is scheduled to adopt a resolution declaring election results on April 3rd.

RECESS TO CLOSED SESSION (7:54 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

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

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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

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

RECONVENE/REPORT OUT FROM CLOSED SESSION (8:31 P.M.)

Assistant City Attorney Padilla reported the following:

Items A and B – General direction was given to Interim City Manager Kimball but no final action was taken.

Item C – City staff provided City Council with a general overview of the negotiations to date. Staff received feedback but no final action was taken.

SAN FERNANDO CITY COUNCIL**MINUTES – March 20, 2017****Page 8**

Item D – This item was pulled (no discussion).

Item E – General direction was given but no final action was taken.

ADJOURNMENT (8:31 P.M.)

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

I do hereby certify that the foregoing is a true and correct copy of the minutes of March 20, 2017, meeting as approved by the San Fernando City Council.

Elena G. Chávez, CMC
City Clerk

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**JUNE 5, 2017 – 5:00 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

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

Present:

Council: Mayor Sylvia Ballin, Vice Mayor Antonio Lopez, and Councilmembers Joel Fajardo, and Jaime Soto (arrived at 5:06 p.m.)

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

Absent: Councilmember Robert C. Gonzales

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

None

RECESS TO CLOSED SESSION (5:01 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
Personnel Manager Michael Okafor
City Attorney Rick Olivarez

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SPECIAL MEETING MINUTES – June 5, 2017**

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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) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

G.C. §54957

Title of Employee: City Clerk

D) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS EXISTING LITIGATION

G.C. §54956.9(d)(1)

Haro v. City of San Fernando et al, LASC Case No. BC653761

**E) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS FACTS AND
CIRCUMSTANCES UNKNOWN TO POTENTIAL PLAINTIFFS WHICH MAY CREATE
EXPOSURE TO LITIGATION**

G.C. §54957.9(d)(2) AND §54957.9(e)(1)

One (1) Matter

F) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

G.C. §54956.9(d)(1)

Name of Case: Matthew Coughlin v. City of San Fernando

Case No.: LASC Case No. BC589356

G) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

G.C. §54956.9(d)(1)

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

Case No's: LAUSD v. County of LA, BS 1081180

LACCD v. County of LA, BS 130308

RECESS (6:16 P.M.)

Chair Ballin recessed the meeting in order to continue with the regular meeting of the City Council.

RECONVENE/RECESS TO CLOSED SESSION (11:06 P.M.)

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SPECIAL MEETING MINUTES – June 5, 2017
Page 3**

RECONVENE/REPORT OUT FROM CLOSED SESSION (11:36 P.M.)

Assistant City Attorney Padilla stated that the Closed Session was held in two parts and reported the following:

Items addressed during the first part (5:01 p.m. to 6:16 p.m.):

Item E – An update was provided by legal counsel but no final action was taken.

Item F – Direction was given for action by a vote of 4-0 (Councilmember Gonzales absent).

Item G – Direction was given, by a vote of 4-0, for direction but no final action taken

Items addressed during the second part (11:06 p.m. to 11:36 p.m.):

Item A & B – General update was given but no action was taken.

Item C – No action taken; direction to come back at the next meeting.

Item D – General direction was given by the City Council but no final action was taken.

ADJOURNMENT (11:36 P.M.)

Motion by Councilmember Fajardo, seconded by Vice Mayor Lopez, to adjourn. By consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 5, 2017 meeting as approved by the San Fernando City Council.

*Elena G. Chávez
City Clerk*

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**JUNE 13, 2017 – 6:00 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Sylvia Ballin called the meeting to order at 6:02 p.m.

Present:

Council: Mayor Sylvia Ballin, Vice Mayor Antonio Lopez (arrived at 6:15 p.m.),
and Councilmembers Jaime Soto, Joel Fajardo, and Robert C. Gonzales

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

PLEDGE OF ALLEGIANCE

Led by Mayor Sylvia Ballin

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Cristina Bernal said it's an unfortunate situation, the City has gone through bad messes, and hopes the City recovers and this does not add to scandals.

RECESS TO CLOSED SESSION (6:04 P.M.)

By consensus, Councilmembers recessed to the following Closed Session as announced by Assistant City Attorney Padilla, and asked Councilmember Soto to recuse himself

A) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
G.C. §54956.9(d)(1)

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – June 13, 2017**

Page 2

Name of Case: Haro v. City of San Fernando, et al
Case No.: LASC Case No. BC653761

- B) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS FACTS AND CIRCUMSTANCES WHICH MAY FORM THE BASIS FOR INITIATING LITIGATION
G.C. §54956.9(d)(4)
One (1) Matter
- C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
G.C. §54956.9(d)(2) and G.C. §54956.9(e)(3)
One (1) Matter
- D) PUBLIC EMPLOYMENT (EMPLOYEE RECRUITMENT)
G.C. §54957(b)(1)
Title of Position Under Consideration: City Manager

RECONVENE/REPORT OUT FROM CLOSED SESSION (8:09 P.M.)

Assistant City Attorney Padilla reported the following:

Item A – General direction was given to legal counsel but no action was taken (matter will be revisited at the next meeting).

Item B – Legal counsel (Padilla) gave a brief overview of the facts known to date (matter will be agendized at the next meeting with more information).

Item C – A general update was given, City Council provided feedback, but no final action taken (matter will be agendized for next meeting).

Item D – Direction was given by City Council as to the formation of an Ad Hoc Committee and that matter will be moving forward.

ADJOURNMENT (8:10 P.M.)

Motion by Councilmember Fajardo, seconded by Vice Mayor Lopez, to adjourn. By consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of June 13, 2017, meeting as approved by the San Fernando City Council.

*Elena G. Chávez, CMC
City Clerk*

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: June 19, 2017

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 17-062 (Attachment "A") approving the Warrant Register.

BACKGROUND:

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

The 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 has been reviewed for completeness and that sufficient funds are available for payment of the warrant register.

ATTACHMENT:

A. Resolution No. 17-062

ATTACHMENT "A"**RESOLUTION NO. 17-062****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, ALLOWING AND APPROVING
FOR PAYMENT DEMANDS PRESENTED ON DEMAND/
WARRANT REGISTER NO. 17-062****THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY
RESOLVE, FIND, DETERMINE AND ORDER AS FOLLOWS:**

1. That the demands (EXHIBIT "A") as presented, having been duly audited, for completeness, are hereby allowed and approved for payment in the amounts as shown to designated payees and charged to the appropriate funds as indicated.

2. That the City Clerk shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

Sylvia Ballin, 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 19th day of June, 2017, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

Vendor List		Page: 1				
06/14/2017	12:29:21PM	CITY OF SAN FERNANDO				
Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206227	6/19/2017	892287 99 CLEANERS	8414		ENP TOWEL CLEANING SERVICE 115-422-3750-4300	16.00 16.00
206228	6/19/2017	890104 ABBA TERMITE & PEST CONTROL	32048		BEE HIVE REMOVAL IN METER-1031 HI 070-383-0000-4260	95.00
			32064		BEE REMOVAL-1201 HARDING PARKW/ 001-346-0000-4260	95.00 190.00
206229	6/19/2017	100066 ADS ENVIRONMENTAL SERVICES,INC	22206.52-0517	11550	ON CALL MAINTENANCE SERVICES FC 072-360-0000-4260	1,806.00 1,806.00
206230	6/19/2017	888356 ADVANCED AUTO REPAIR	1123	11575	REPAIR ACCIDENT DAMAGE TO B/W PI 041-320-0225-4400	5,032.56
			1124		VEHICLE MAINT-PD3031 041-320-0225-4400	336.82
			1125		VEHICLE MAINT-PD4956 041-320-0224-4400	254.03 5,623.41
206231	6/19/2017	100143 ALONSO, SERGIO	MAY 2017		MMAP INSTRUCTOR 109-424-3618-4260	1,000.00 1,000.00
206232	6/19/2017	100141 ALVAREZ, LINA	05/13/17 - 05/26/17	11533	ENP CONTRACT FOOD SERVICE PROV 115-422-3750-4270	283.50 283.50
206233	6/19/2017	887270 AMERICAN TRANSPORTATION SYSTEM	103390		DEP-TRANSPORT. SENIOR TRIP TO SA 004-2383	495.00 495.00
206234	6/19/2017	100191 ANGELES SHOOTING RANGE	9976		SHOOTING RANGE TRAINING 001-225-0000-4360	100.00
						Page: 1

vchlist		Voucher List				Page: 2	
06/14/2017 12:29:21PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
206234	6/19/2017	100191 100191 ANGELES SHOOTING RANGE	(Continued)			Total :	100.00
206235	6/19/2017	889756 ARRIOLA, RALPH	43-0520-01		WATER ACCT REFUND-454 N LAZARD 070-2010		139.46 139.46
206236	6/19/2017	890546 BARAJAS, CRYSTAL	MAY 2017		MMAP MENTOR INSTRUCTOR 109-424-3618-4260	Total :	345.00 345.00
206237	6/19/2017	892576 BARBA, ROSA	50-3505-03		WATER ACCT REFUND-1208 MOUNTAIN 070-2010	Total :	39.35 39.35
206238	6/19/2017	891796 BATTERY SYSTEMS INC	3967490		BATTERIES FOR EQUIP & FLASH LIGHT 041-320-0000-4300	Total :	62.64 62.64
206239	6/19/2017	890838 BLUE TARP CREDIT SERVICES	37968728 37968745		POWER INVERTERS-PW3989 041-320-0311-4400 LED WORK LIGHTS 041-1215		459.98 99.96 559.94
206240	6/19/2017	888800 BUSINESS CARD	060117 060117 060117 060217 060217 060217		MEALS IN LIEU OF PER DIEM-TEAM BU 001-222-0000-4360 001-225-0000-4360 LODGING-SBSLI POST TRAINING IN 001-1230 MEALS IN LIEU OF PER DIEM-TEAM BU 001-222-0000-4360 001-225-0000-4360 MEALS IN LIEU OF PER DIEM-TEAM BU 001-222-0000-4360 LODGING-SBSLI POST TRAINING IN 001-222-0000-4370 MEALS IN LIEU OF PER DIEM-TEAM BU 001-222-0000-4360		71.20 53.41 278.16 45.47 152.66 182.90 508.45 81.36
						Page:	2

vchlist 06/14/2017 12:29:21PM		Voucher List CITY OF SAN FERNANDO				Page: 7
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206265	6/19/2017	892198 FRONTIER COMMUNICATIONS	(Continued)			
			818-361-3958-091407		072-360-0000-4220 CNG STATION PHONE LINE	54.29
			818-361-6728-080105		041-320-3661-4220 ENGINEERING FAX LINE	46.59
			818-837-1509-032207		001-310-0000-4220 PUBLIC WORKS PHONE LINE	28.48
			818-838-1841-112596		001-190-0000-4220 ENGINEERING FAX MODEM	23.22
			818-838-4969-021803		001-310-0000-4220 POLICE DEPT ALARM PANEL PHONE LI	29.06
					001-222-0000-4220	105.12
					Total :	2,822.52
206266	6/19/2017	891885 GANIR-MARTINEZ, ARLENE	04/29/17 - 06/02/17		YOGA INSTRUCTOR	
					017-420-1337-4260	100.00
					Total :	100.00
206267	6/19/2017	892587 GARCIA SUAREZ, LENIN	053117		LP SENIOR CLUB MUSIC-FATHER'S DA	
					004-2380	500.00
					Total :	500.00
206268	6/19/2017	892588 GARCIA, JOSE	2000019.003		SENIOR TRIP REFUND	
					004-2384	270.00
					Total :	270.00
206269	6/19/2017	101296 GEMINI GROUP L.L.C.	116-12927		2016 ANNUAL WATER QUALITY REPOR	
					070-381-0000-4430	2,133.00
					Total :	2,133.00
206270	6/19/2017	101300 GENERAL PUMP CO., INC.	25751	11522	DEEP WELL TURBINE PUMP	
					070-385-0857-4600	30,744.20
					Total :	30,744.20
206271	6/19/2017	889532 GILMORE, REVA A.	05/13/17 - 05/26/17		ENP FOOD SERVICE PROVIDER-MEAL	
				11534	115-422-3750-4270	617.50
				11534	115-422-3752-4270	104.00

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206271	6/19/2017	889532 889532 GILMORE, REVA A.	(Continued)			
					Total :	721.50
206272	6/19/2017	889535 GOMEZ, GILBERT	05/13/17 - 05/26/17		ENP CONTRACT HDM DRIVER	
				11535	115-422-3752-4270	210.00
				11535	115-422-3752-4390	51.00
					Total :	261.00
206273	6/19/2017	101376 GRAINGER, INC.	9449148486		MATL'S FOR REPAIRS	
					043-390-0000-4300	95.35
					Total :	95.35
206274	6/19/2017	891053 HAUPT, THEALE E	JUNE 2017		COMMISSIONER'S STIPEND	
					001-150-0000-4111	50.00
					Total :	50.00
206275	6/19/2017	888646 HD SUPPLY WATER WORKS, LTD	H077294	11442	INVENTORY SUPPLY PURCHASES	
			H186771	11442	070-385-0000-4600	1,286.47
					INVENTORY SUPPLY PURCHASES	
					070-385-0000-4600	932.30
					Total :	2,218.77
206276	6/19/2017	888647 HDL SOFTWARE, LLC	0011093-IN	11436	APRIL-BUSINESS LICENSE ADMIN SER	
					001-130-0000-4260	275.00
					Total :	275.00
206277	6/19/2017	102307 HI WAY SAFETY RENTALS, INC.	59356		SAFETY VESTS	
					027-344-0301-4300	105.79
					Total :	105.79
206278	6/19/2017	101599 IMAGE 2000 CORPORATION	116695		FREIGHT COST FOR TONER-LP PARK	
					001-420-0000-4300	13.00
					Total :	13.00
206279	6/19/2017	888214 INTERNATIONAL CODE COUNCIL INC	1000777945		PROMOTIONAL ITEMS-BUILDING & SAI	
					001-150-0000-4300	56.81
					Total :	56.81
206280	6/19/2017	887952 J. Z. LAWNMOWER SHOP	18903		MATL'S FOR EQUIP MAINT	

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vchlist 06/14/2017 12:29:21PM		Voucher List CITY OF SAN FERNANDO				Page: 9
Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206280	6/19/2017	887952 J. Z. LAWNMOWER SHOP	(Continued)			
			18905		043-390-0000-4300 MAT'L'S FOR EQUIP MAINT 001-346-0000-4310	29.38 78.78 Total : 108.16
206281	6/19/2017	889680 JIMENEZ LOPEZ, JUAN MANUEL	MAY 2017		MMAP INSTRUCTOR 109-424-3618-4260	1,000.00 Total : 1,000.00
206282	6/19/2017	891738 KNIGHT COMMUNICATIONS INC	2010827	11399	JUNE-IT MANAGEMENT SERVICES 001-135-0000-4270	10,000.00 Total : 10,000.00
206283	6/19/2017	892579 KRAFT/TECH	56-0780-01		WATER ACCT REFUND-651 ARROYO 070-2010	109.25 Total : 109.25
206284	6/19/2017	892032 KUHFUSS, DESIREE	04/29/17 - 06/02/17		MAT PILATES INSTRUCTOR 017-420-1337-4260	60.00 Total : 60.00
206285	6/19/2017	101971 L.A. MUNICIPAL SERVICES	004-750-1000		ELECTRIC - 13003 BORDEN 070-384-0000-4210	516.67 Total : 516.67
206286	6/19/2017	892575 LOPEZ, ALFREDO	37-0515-10		WATER ACCT REFUND-637 KEWEN 070-2010	53.57 Total : 53.57
206287	6/19/2017	102023 LOS ANGELES TIMES	10005456710		1 YEAR SUBSCRIPTION (08/13/17-06/17 001-1230	220.70 Total : 220.70
206288	6/19/2017	889533 MARTINEZ, ANITA	05/13/17 - 05/26/17	11536	ENP CONTRACT FOOD SERVICE PROV 115-422-3750-4270	262.50 Total : 262.50
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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206289	6/19/2017	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	33.01 Total : 33.01
206290	6/19/2017	891054 MEJIA, YVONNE G	JUNE 2017		COMMISSIONER'S STIPEND 001-150-0000-4111	50.00 Total : 50.00
206291	6/19/2017	892584 MERCURY EVENTS	092417A		FIRST PYMNT-RELAY COORDINATOR 4 017-1230	1,000.00 Total : 1,000.00
206292	6/19/2017	892140 MICHAEL BAKER	974488	11551	CONTRACT ADMINISTRATION, PROJE 001-150-0000-4270	1,440.00
			977529	11551	026-311-0127-4270 CONTRACT ADMINISTRATION, PROJE 001-150-0000-4270	1,710.00 240.00
				11551	026-311-0127-4270	600.00 Total : 3,990.00
206293	6/19/2017	102226 MISSION LINEN SUPPLY	504998612		LAUNDRY 001-225-0000-4350	153.19
			505027165		LAUNDRY 001-225-0000-4350	90.01
			505052267		LAUNDRY 001-225-0000-4350	32.78
			505079154		LAUNDRY 001-225-0000-4350	116.30 Total : 392.28
206294	6/19/2017	892535 MORAN, YOVANNI	05/20/17 - 05/30/17		YOGA INSTRUCTOR (SUB) 017-420-1337-4260	40.00 Total : 40.00
206295	6/19/2017	888869 MUNITEMPS STAFFING	127285	11549	TEMPORARY STAFFING SERVICES-FIN 001-130-0000-4112	5,325.00 Total : 5,325.00
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206296	6/19/2017	102292 MUSCO SPORTS LIGHTING, LLC	295213		MATL'S FOR LIGHTING REPAIRS 001-423-0000-4300	938.23
					Total :	938.23
206297	6/19/2017	102325 NAPA AUTO PARTS	933303		HOSE CLAMPS & GLASS CLEANER 070-383-0301-4300	22.28
					Total :	22.28
206298	6/19/2017	891355 NAREZ, FABIAN	MAY 2017		MMAP MENTOR INSTRUCTOR 109-424-3618-4260	345.00
					Total :	345.00
206299	6/19/2017	887422 NORTHERN SAFETY CO., INC.	902109968		CREDIT-GLOVES RETURNED 070-384-0000-4310	-110.40
			902434644		HARD HATS 070-384-0000-4310	184.42
			902442907		KNEE PADS 070-384-0301-4300	117.09
					Total :	191.11
206300	6/19/2017	102432 OFFICE DEPOT	2068860539		OFFICE SUPPLIES 001-422-0000-4300	123.55
			2068901314		OFFICE SUPPLIES 001-422-0000-4300	69.25
			2071978718		OFFICE SUPPLIES 001-222-0000-4300	65.24
			929276893001		OFFICE SUPPLIES 001-115-0000-4300	59.93
			929281562001		OFFICE SUPPLIES 001-115-0000-4300	16.81
			929340550001		OFFICE SUPPLIES 001-222-0000-4300	285.75
			929340758001		OFFICE SUPPLIES 001-222-0000-4300	10.36
			931373709001		OFFICE SUPPLIES 001-150-0000-4300	8.64
			931373994001		OFFICE SUPPLIES	
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vchlist 06/14/2017 12:29:21PM		Voucher List CITY OF SAN FERNANDO				Page: 12
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206300	6/19/2017	102432 OFFICE DEPOT	(Continued)		001-150-0000-4300	47.49
			932516867001		OFFICE SUPPLIES 001-222-0000-4300	332.03
					Total :	1,019.05
206301	6/19/2017	892580 ORDONEZ, MARTIN	54-4570-03		WATER ACCT REFUND-1034 N BRAND 070-2010	6.60
					Total :	6.60
206302	6/19/2017	890095 O'REILLY AUTOMOTIVE STORES INC	4605-243154		MIRRORS-PW9503 027-344-0000-4400	13.08
			4605-244159		HEATER HOSE CONNECTOR-WA9503 070-382-0000-4400	7.20
					Total :	20.28
206303	6/19/2017	892449 PADILLA, PATRICIA	REIMB.		REIMB-CAMERA LENS REPL PURCHAS 001-420-0000-4300	7.19
					001-420-0000-4360	60.80
					Total :	67.99
206304	6/19/2017	102568 PARKHOUSE TIRE, INC.	4010125241		REPLACE TIRES-PW5218 041-320-0311-4400	1,461.34
					Total :	1,461.34
206305	6/19/2017	892577 PAZ, MARIA	54-0630-03		WATER ACCT REFUND - 1323 GLENOA 070-2010	18.39
					Total :	18.39
206306	6/19/2017	889545 PEREZ, MARIBEL	REIMB.		REIMB.-PURCHASED FIELD MARKING I 001-423-0000-4300	152.95
					Total :	152.95
206307	6/19/2017	889763 PEREZ-HELLIWELL, JENNIFER	JUNE 2017		COMMISSIONER'S STIPEND 001-150-0000-4111	50.00
					Total :	50.00
206308	6/19/2017	888070 PINEDA SANTANA, CRUZ	101		FINAL PYMNT-SR CLUB CATERING SEF	
						Page: 12

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206308	6/19/2017	888070 PINEDA SANTANA, CRUZ	(Continued)		004-2380	2,232.00
					Total :	2,232.00
206309	6/19/2017	892536 PINEYRA, GIOVANNI	04/29/17 - 06/02/17		TRX STRENGTH TRAINING INSTRUCT(45.00
			053117		017-420-1337-4260	15.00
					TOTAL BODY CONDITIONING INSTRU	60.00
					017-420-1337-4260	
					Total :	
206310	6/19/2017	889371 PLAYPOWER LT FARMINGTON, INC.	1400210632		SLIDE PANEL REPAIR @ PIONEER PAR	479.01
					043-390-0000-4300	479.01
					Total :	
206311	6/19/2017	102697 PROVIDENCE HOLY CROSS	72000046485001		PROFESSIONAL SERVICES	75.00
					001-225-0000-4350	75.00
					Total :	
206312	6/19/2017	102738 QUINTERO ESCAMILLA, VIOLETA	MAY 2017		SENIOR MUSIC INSTRUCTOR	300.00
					017-420-1323-4260	300.00
					Total :	
206313	6/19/2017	892391 RAMIREZ, JR., HECTOR	04/29/17 - 06/02/17		TOTAL BODY CONDITONG INSTRUCT(45.00
					017-420-1337-4260	45.00
					Total :	
206314	6/19/2017	102779 RAMIREZ, THOMAS	MAY 2017		KARATE INSTRUCTOR	540.00
					017-420-1326-4260	540.00
					Total :	
206315	6/19/2017	102781 RAMOS, RICHARD	MAY 2017		MMAP INSTRUCTOR	1,000.00
					109-424-3618-4260	1,000.00
					Total :	
206316	6/19/2017	891912 REPUBLIC SERVICES #902	092-007063267	11459	MALL AREA - REFUSE SERVICE-JUNE	910.80
					073-350-0000-4260	910.80
					Total :	

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vchlist 06/14/2017 12:29:21PM		Voucher List CITY OF SAN FERNANDO				Page: 14
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206317	6/19/2017	891377 REYES, JOSE	05/13/17 - 05/26/17		ENP CONTRACT HDM DRIVER	210.00
				11537	115-422-3752-4270	61.20
				11537	115-422-3752-4390	271.20
					Total :	
206318	6/19/2017	891121 RIVERA, NICOLE	MAY 2017		MMAP MENTOR INSTRUCTOR	225.00
					109-424-3618-4260	225.00
					Total :	
206319	6/19/2017	102666 ROADRUNNER PREFERRED	549-197		COURIER SERVICES	206.00
					001-222-0000-4260	206.00
					Total :	
206320	6/19/2017	102930 ROYAL WHOLESALE ELECTRIC	8901-744054		MATERIALS FOR WELL 7	54.46
					070-385-0857-4600	54.46
					Total :	
206321	6/19/2017	887165 RYAN HERCO PRODUCTS CORP	8679368		MATL'S-SALT TANK W/ UTRA SOUND IN	51.89
					070-385-0857-4600	51.89
					Total :	
206322	6/19/2017	103010 SAM'S CLUB DIRECT, #0402814188546	2525		LP SENIOR CLUB SOUND SYSTEM & LI	455.66
					004-2382	455.66
					Total :	
206323	6/19/2017	103052 SAN FERNANDO POLICE DEPT.	REIMB.		REIMB OF EXPENSES FOR EXPLORER	1,049.06
					001-226-0230-4430	1,049.06
					Total :	
206324	6/19/2017	103057 SAN FERNANDO VALLEY SUN	9877		LEGAL PUBLICATION-LLAD PUBLIC HE	125.00
					027-344-0000-4260	125.00
					Total :	
206325	6/19/2017	892416 SANCHEZ, KARLA	04/29/17 - 06/02/17		ZUMBA INSTRUCTOR	240.00
					017-420-1337-4260	240.00
					Total :	
206326	6/19/2017	102967 SCOTT FAZEKAS & ASSOCIATES INC	19521		PLAN CHECK FEES-SSI BUILDING	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206326	6/19/2017	102967 SCOTT FAZEKAS & ASSOCIATES INC	(Continued)		001-2698	547.36
					001-310-0000-4260	150.00
					Total :	697.36
206327	6/19/2017	892581 SDK MEDIA, LLC	10017		REDESIGN & UPDATE LOGO-HEALTHY	
					017-420-1395-4260	1,020.00
					Total :	1,020.00
206328	6/19/2017	891064 SIEMENS INDUSTRY INC	5620014861		ON-CALL TRAFFIC SIGNAL MAINTENANCE	
			5620014903	11485	001-370-0301-4300	757.50
			5620014906	11485	ON-CALL TRAFFIC SIGNAL MAINTENANCE	77.50
			5620015163	11485	001-370-0301-4300	77.50
			5620015178	11485	ON-CALL TRAFFIC SIGNAL MAINTENANCE	155.00
			5620015182	11485	ON-CALL TRAFFIC SIGNAL MAINTENANCE	155.00
			5620015817	11485	001-370-0301-4300	340.00
			5620015818	11485	ON-CALL TRAFFIC SIGNAL MAINTENANCE	387.50
				11485	ON-CALL TRAFFIC SIGNAL MAINTENANCE	155.00
					Total :	2,105.00
206329	6/19/2017	103184 SMART & FINAL	11071		ENP SUPPLIES	
					115-422-3750-4300	69.06
			35737		001-422-0000-4300	30.83
			40817		SUPPLIES FOR PRISONER MEALS	
					001-225-0000-4350	22.49
					ENP SUPPLIES	
					115-422-3750-4300	112.20
					Total :	234.58
206330	6/19/2017	103218 SOLIS, MARGARITA	56-65		PETTY CASH REIMBURSEMENT	

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06/14/2017 12:29:21PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
206330	6/19/2017	103218 SOLIS, MARGARITA	(Continued)		001-105-0000-4370	40.00	
					001-105-0000-4380	40.00	
					001-115-0000-4450	125.25	
					001-150-0000-4300	13.56	
					001-222-0000-4300	31.44	
					043-390-0000-4360	19.44	
					070-384-0000-4400	25.00	
					Total :	294.69	
206331	6/19/2017	103202 SOUTHERN CALIFORNIA EDISON CO.	2-02-682-7675		ELECTRIC-VARIOUS LOCATIONS		
			2-21-082-3241		043-390-0000-4210	4,686.66	
					ELECTRIC-VARIOUS LOCATIONS		
					027-344-0000-4210	14,801.57	
					029-335-0000-4210	1,841.82	
					070-384-0000-4210	465.66	
					043-390-0000-4210	11,491.82	
					Total :	33,287.53	
206332	6/19/2017	889149 STAPLES BUSINESS ADVANTAGE	8044640651		BREAK ROOM SUPPLIES		
					001-190-0000-4300	424.00	
					Total :	424.00	
206333	6/19/2017	103305 TAB PRODUCTS CO.	2370265		"PURGE" STICKERS		
					001-222-0000-4300	760.03	
					Total :	760.03	
206334	6/19/2017	892266 TAKASAWA, KEIKO	04/29/17 - 06/02/17		ZUMBA INSTRUCTOR		
					017-420-1337-4260	80.00	
					Total :	80.00	
206335	6/19/2017	103205 THE GAS COMPANY	08852064008		GAS - 117 MACNEIL		
					043-390-0000-4210	51.29	
					Total :	51.29	
206336	6/19/2017	101528 THE HOME DEPOT CRC, ACCT#603532202490 17184			DRILL & PUSH BROOMS		
					070-383-0000-4340	189.96	
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206336	6/19/2017	101528 THE HOME DEPOT CRC, ACCT#603532202490	(Continued)			
			2063126		MATL'S FOR ALARM SYSTEM @ 501 FII	
					043-390-0000-4300	6.97
			3031430		MATL'S TO REGENERATE RESRV PIPE	
					070-384-0301-4300	387.64
			5035119		REPLACE MISSING GRATES @ LP TOT	
					043-390-0000-4300	183.15
			6034962		TOOLS & MATL'S TO REPLACE SIGNS	
					001-370-0301-4300	664.69
			6647004		LITTER GRABBERS FOR ALL FACILITIE	
					043-390-0000-4300	140.25
			7073351		MATL'S TO REPAIR LOCKER ROOM, RE	
					043-390-0000-4300	59.31
			7280346		MATL'S TO INSTALL FLAGS	
					001-311-0000-4300	307.93
			7778738		LITTER GRABBERS FOR ALL FACILITIE	
					043-390-0000-4300	261.00
			8062236		MATL'S FOR ALARM SYSTEM @ 501 FII	
					043-390-0000-4300	18.40
			8280297		SALT FOR WELL 2A	
					070-384-0301-4300	936.67
			8574548		ELECTRIC CORDS FOR EMERG GENEI	
					070-384-0000-4330	269.15
			9174867		SMALL TOOL RETURNED	
					001-341-0000-4310	-32.74
			9174868		SMALL TOOL	
					001-341-0000-4310	32.74
			9280325		MALL TRASH BAGS	
					001-341-0000-4310	544.14
					Total :	3,969.26
206337	6/19/2017	891367 THE MACNEIL TRUST	31-1080-08		WATER ACCT REFUND-327 MACNEIL	
					070-2010	52.82
					Total :	52.82
206338	6/19/2017	103903 TIME WARNER CABLE	8448-20-054-0010328		CABLE-CITY HALL (06/05-07/04)	
					001-190-0000-4220	89.96

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206338	6/19/2017	103903 TIME WARNER CABLE	(Continued) 8448-20-054-0010518		CABLE-REC PARK (05/29-06/28) 001-420-0000-4260	201.58
			8448-20-054-0222204		CABLE-PW OPS CENTER (05/29-06/28) 043-390-0000-4260	94.19
					Total :	385.73
206339	6/19/2017	892525 T-MOBILE	958769818		HOTSPOT & TABLET CONNECTION 001-420-0000-4220	53.25
					Total :	53.25
206340	6/19/2017	891311 TORRES, RITA	05/13/17 - 05/26/17	11538	ENP CONTRACT FOOD SERVICE PROV	89.25
				11538	115-422-3750-4270	5.25
					115-422-3752-4270	94.50
					Total :	94.50
206341	6/19/2017	103413 TRANS UNION LLC	05706961		CREDIT CHECKS 001-222-0000-4260	72.30
					Total :	72.30
206342	6/19/2017	103444 ULTRA GREENS, INC	60458		ARBOR DAY TREE 043-390-0000-4300	130.50
			60487		COMPOST SCOOPS 001-346-0000-4310	43.50
					Total :	174.00
206343	6/19/2017	103445 UNDERGROUND SERVICE ALERT	520170678		(126) USA DIGALERT TICKETS 070-381-0000-4260	189.00
					Total :	189.00
206344	6/19/2017	892258 UNIFORM & ACCESSORIES	602334		DISPATCHER UNIFORMS 001-222-0000-4300	473.01
					Total :	473.01
206345	6/19/2017	888241 UNITED SITE SERVICES OF CA INC	114-5313912		PROTABLE TOILET RENTAL @ REC PAI 001-420-0000-4260	164.99
					Total :	164.99

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Bank code :bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206346	6/19/2017	103439 UPS	831954227		COURIER SERVICES 001-190-0000-4280	103.20
					Total :	103.20
206347	6/19/2017	103449 USA BLUE BOOK	269589		METER TESTER, BARREL LOCKS & KE 070-384-0301-4300	1,077.43
					Total :	1,077.43
206348	6/19/2017	103534 VALLEY LOCKSMITH	4340		RE-KEY LOCKS 043-390-0000-4330	174.70
					Total :	174.70
206349	6/19/2017	100101 VERIZON WIRELESS-LA	9780422920		PD CELL PHONE PLANS 001-222-0000-4220	217.67
					001-152-0000-4220	114.03
			9784618382		PD CELL PHONE PLANS 001-222-0000-4220	154.70
			9784628038		CITY YARD CELL PHONE PLAN 070-384-0000-4220	106.59
					043-390-0000-4220	22.47
					041-320-0000-4220	22.47
					072-360-0000-4220	0.35
			9784637644		VARIOUS CELL PHONE PLAN 001-106-0000-4220	44.49
					070-384-0000-4220	79.29
			9785912542		MDT MODEMS-PD UNITS 001-222-0000-4220	917.84
			9786160069		PLANNING CELL PHONE PLAN 001-140-0000-4220	5.40
					Total :	1,685.30
206350	6/19/2017	889681 VILLALPANDO, MARIA	05/13/17 - 05/26/17		ENP CONTRACT FOOD SERVICE PROV	
				11539	115-422-3750-4270	262.50
				11539	115-422-3752-4270	52.50
					Total :	315.00
206351	6/19/2017	892585 VISCARRA, EVA	2000287.001		YOUTH BASKETBALL REFUND	

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Bank code :bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206351	6/19/2017	892585 VISCARRA, EVA	(Continued)		017-3770-1328	90.00
					Total :	90.00
206352	6/19/2017	888390 WEST COAST ARBORISTS, INC.	125783-A	11431	FY 2017 ANNUAL CITY TREE TRIMMING	11,609.75
					011-311-0000-4260	11,609.75
					Total :	11,609.75
206353	6/19/2017	890970 WEX BANK	50026094		FUEL FOR CITY FLEET	
					041-320-0152-4402	385.28
					041-320-0221-4402	201.98
					041-320-0222-4402	147.16
					041-320-0224-4402	362.25
					041-320-0225-4402	3,588.47
					041-320-0226-4402	2.00
					041-320-0228-4402	620.04
					041-320-0311-4402	617.69
					041-320-0312-4402	2.00
					041-320-0320-4402	111.44
					041-320-0346-4402	55.75
					041-320-0370-4402	689.19
					041-320-0390-4402	1,103.29
					041-320-0420-4402	4.00
					007-313-3630-4402	1,617.86
					027-344-0000-4402	134.00
					029-335-0000-4402	293.35
					070-381-0000-4402	18.22
					070-382-0000-4402	146.67
					070-383-0000-4402	716.59
					070-384-0000-4402	224.83
					072-360-0000-4402	384.75
					041-320-0371-4402	4.00
					Total :	11,430.81
206354	6/19/2017	889467 YOUNGBLOOD & ASSOCIATES	2614A		POLYGRAPH EXAM	
					001-222-0000-4260	200.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
206354	6/19/2017	889467 889467 YOUNGBLOOD & ASSOCIATES	(Continued)			Total : 200.00
206355	6/19/2017	103752 ZUMAR INDUSTRIES, INC.	0170385		REPLACEMENT SIGNS 001-370-0301-4300	353.04
					Total :	353.04
129	Vouchers for bank code :		bank3		Bank total :	224,400.24
129	Vouchers in this report				Total vouchers :	224,400.24

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HANDWRITTEN CHECKS

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205811	5/4/2017	891531 WILLDAN ENGINEERING	003-23211		ON-CALL ENGINEERING SERVICES	
				11500	001-310-0000-4270	3,120.00
				11500	026-311-0138-4600	195.00
				11500	010-370-3636-4600	1,073.00
				11500	010-320-3697-4600	1,105.00
				11500	010-371-3665-4600	1,111.50
				11500	012-311-3636-4600	357.00
				11500	073-350-0842-4500	130.00
				11500	011-371-3665-4270	123.50
			003-23360		ON-CALL ENGINEERING SERVICES	
				11500	001-310-0000-4270	2,600.00
				11500	010-320-3697-4600	2,665.00
				11500	010-371-3665-4600	58.50
				11500	012-311-3636-4600	195.00
				11500	073-350-0842-4500	1,235.00
				11500	001-310-3697-4270	130.00
				11500	011-371-3665-4270	6.50
				11500	026-311-0127-4600	845.00
			003-23546		ON-CALL ENGINEERING SERVICES	
				11500	001-310-0000-4270	3,120.00
				11500	012-311-6673-4600	130.00
				11500	012-311-0560-4600	130.00
				11500	010-320-3697-4600	1,040.00
				11500	012-311-3636-4600	1,495.00
				11500	073-350-0842-4500	390.00
				11500	026-311-0127-4600	780.00
			003-23710		ON-CALL ENGINEERING SERVICES	
				11500	001-310-0000-4270	3,440.00
				11500	012-311-6673-4600	130.00
				11500	012-311-0560-4600	195.00
				11500	010-320-3697-4600	2,145.00
				11500	073-350-0842-4500	195.00
				11500	001-310-3697-4270	1,365.00
				11500	026-311-0127-4600	130.00
Total :						29,635.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1		Vouchers for bank code : bank3			Bank total :	29,635.00
1		Vouchers in this report			Total vouchers :	29,635.00

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HANDWRITTEN CHECKS

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205950	5/23/2017	892567 AMEZCUA, JACQUELINE	2017 SCHOLARSHIP		CLWC SCHOLARSHIP AWARD PROGR# 053-2950	500.00
					Total :	500.00
205951	5/23/2017	892563 BELTRAN, FRANCO	2017 SCHOLARSHIP		E. RODRIGUEZ SCHOLARSHIP AWARD 053-2953	500.00
					Total :	500.00
205952	5/23/2017	892558 CARRILLO, CHRISTIAN	2017 SCHOLARSHIP		CLWC SCHOLARSHIP AWARD PROGR# 053-2950	500.00
					Total :	500.00
205953	5/23/2017	892221 CASILLAS, JOCELYN	2017 SCHOLARSHIP		CLWC SCHOLARSHIP AWARD PROGR# 053-2950	1,000.00
					Total :	1,000.00
205954	5/23/2017	892564 FELIX-TAPIA, JOSEPH	2017 SCHOLARSHIP		E. RODRIGUEZ SCHOLARSHIP AWARD 053-2953	1,000.00
					Total :	1,000.00
205955	5/23/2017	892557 GUTIERREZ, RAPHAEL	2017 SCHOLARSHIP		E. RODRIGUEZ SCHOLARSHIP AWARD 053-2953	1,000.00
					Total :	1,000.00
205956	5/23/2017	892559 HOFFMAN, RICHARD	2017 SCHOLARSHIP		EDU COMM SCHOLARSHIP AWARD PR 053-115-0000-4430	1,000.00
					Total :	1,000.00
205957	5/23/2017	892566 JOHNSON, BRITNEY	2017 SCHOLARSHIP		CLWC SCHOLARSHIP AWARD PROGR# 053-2950	500.00
					Total :	500.00
205958	5/23/2017	892562 LIMON, ANA	2017 SCHOLARSHIP		EDU COMM SCHOLARSHIP AWARD PR 053-115-0000-4430	500.00
					Total :	500.00
205959	5/23/2017	892565 MENDOZA, JENNIFER	2017 SCHOLARSHIP		CLWC SCHOLARSHIP AWARD PROGR#	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
205959	5/23/2017	892565 MENDOZA, JENNIFER	(Continued)		053-2950	1,000.00
					Total :	1,000.00
205960	5/23/2017	892561 MUNOZ, JESUS	2017 SCHOLARSHIP		EDU COMM SCHOLARSHIP AWARD PR 053-115-0000-4430	500.00
					Total :	500.00
205961	5/23/2017	892560 RAMIREZ, CESAR A.	2017 SCHOLARSHIP		EDU COMM SCHOLARSHIP AWARD PR 053-115-0000-4430	1,000.00
					Total :	1,000.00
205962	5/23/2017	892227 ROSALES, SAMANTHA	2017 SCHOLARSHIP		CLWC SCHOLARSHIP AWARD PROGR# 053-2950	500.00
					Total :	500.00
205963	5/23/2017	892556 SAIDINER, HANNAH	2017 SCHOLARSHIP		EDU COMM SCHOLARSHIP AWARD PR 053-115-0000-4430	1,000.00
					Total :	1,000.00
14 Vouchers for bank code : bank3						Bank total : 10,500.00
14 Vouchers in this report						Total vouchers : 10,500.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: June 19, 2017

Subject: Consideration to Adopt Resolutions Amending the Salary Schedule and Table of Organization for Fiscal Year 2017-2018

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 7796 (Attachment "A") amending the Salary Schedule for Fiscal Year (FY) 2017-2018; and
- b. Adopt Resolution No. 7797 (Attachment "B") approving the Table of Organization for FY 2017-2018.

BACKGROUND:

1. In July 2009, the City Council approved a three year MOU with San Fernando Police Employees' Association (SFPEA), which was subsequently amended and extended in August 2012, July 2013, February 2015, September 2015, March 2016, and June 2016, through FY 2016-2017.
2. On June 15, 2015, the City Council approved a four-year Memorandum of Understanding (MOU) with the San Fernando Police Officers' Association (SFPOA) that includes certain changes in salaries and benefits for FY 2015-2016 through FY 2018-2019.
3. On August 3, 2015, the City Council approved a four-year MOU with the San Fernando Police Officers' Association – Police Management Unit (SFPOA-PMU) that includes certain changes in salaries and benefits for FY 2015-2016 through FY 2018-2019.
4. On August 3, 2015, the City Council adopted a Resolution establishing the salary and benefits for non-sworn Department Heads for FY 2015-2016 through FY 2018-2019.

Consideration to Adopt Resolutions Amending the Salary Schedule and Table of Organization for Fiscal Year 2017-2018Page 2 of 3

5. On August 17, 2015, the City Council approved a three-year MOU with the San Fernando Police Civilians' Association (SFPCA) that includes certain changes in salaries and benefits for FY 2015-2016 through FY 2017-2018.
6. On September 21, 2015, the City Council approved a three-year MOU with the San Fernando Management Group (SFMG) that includes certain changes in salaries and benefits for FY 2015-2016 through FY 2017-2018.
7. On November 16, 2015, the City Council approved an employment agreement with the City Clerk through November 2020.
8. On June 29, 2016, the City Council adopted the Salary Schedule and Table of Organization for FY 2016-2017, which included all approved salaries and benefits, as well as positions as reflected in the FY 2016-2017 Budget, approved MOUs and Employment Agreements.
9. On November 21, 2016, the City Council approved a four-year MOU with SFPEBU that includes certain changes in salaries and benefits for FY 2016-2017 through FY 2019-2020.
10. On December 5, 2016, the City Council adopted a Resolution approving the reclassification of the Treasurer Assistant to Treasury Manager, and reassigning the Treasurer Division from Administration to the Finance Department.
11. On January 17, 2017, the City Council approved an amendment to the Salary Schedule that increased the minimum wage of SFPEBU from \$10.00 to \$10.50 per hour to reflect the stipulations in the approved MOU, as well as the State Senate Bill (SB) 3.

ANALYSIS:

The attached Salary Schedule and Table of Organization reflect salary, benefit and personnel changes addressed in the FY 2017-2018 Budget, as well as provisions of applicable MOUs and Employment Agreements that have already been approved by the City Council. The Schedule also includes the extension of similar benefits for the unrepresented confidential employees as with the general employees. However, the Schedule does not include any salary adjustments for SFPEA and unrepresented full-time confidential employees for FY 2017-2018 due to pending negotiations with SFPEA.

Consideration to Adopt Resolutions Amending the Salary Schedule and Table of Organization for Fiscal Year 2017-2018Page 3 of 3

CONCLUSION:

Approval of the amended Salary Schedule and Table of Organization is necessary to implement applicable changes in the FY 2017-2018 Budget, as well as the provisions of all previously negotiated MOUs, Employment and Side Letter Agreements.

BUDGET IMPACT:

Sufficient funds are included in the FY 2017-2018 Budget to cover all the salary and benefit adjustments as stipulated in the MOUs and Employment Agreements.

ATTACHMENTS:

- A. Resolution No. 7796
- B. Resolution No. 7797

ATTACHMENT "A"

RESOLUTION NO. 7796

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING A SALARY PLAN FOR CERTAIN ELECTED, NON-ELECTIVE OFFICERS AND EMPLOYEES OF THE CITY OF SAN FERNANDO AND REPEALING RESOLUTION NO. 7739 ADOPTED JUNE 29, 2016 AND ALL RESOLUTIONS AMENDATORY THEREOF AND ALL MOTIONS OR ACTIONS OF THE CITY COUNCIL IN CONFLICT HEREWITH.

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

SECTION 1:

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

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

(Details of the respective schedules are on pages 2 thru 9).

**SCHEDULE G
FOR
GENERAL EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
60	2914	3064	3225	3392	3569
61	2943	3089	3245	3406	3577
62	2972	3138	3309	3491	3682
63	3017	3169	3328	3492	3666
64	3033	3200	3377	3562	3757
65	3078	3246	3426	3616	3815
66	3121	3289	3470	3663	3864
67	3167	3342	3524	3717	3923
68	3214	3389	3575	3774	3979
69	3257	3436	3626	3824	4034
70	3300	3479	3673	3872	4086
71	3349	3533	3725	3933	4148
72	3391	3576	3773	3979	4200
73	3440	3630	3827	4038	4261
74	3475	3669	3869	4083	4307
75	3529	3723	3933	4144	4372
76	3575	3773	3979	4198	4428
77	3651	3854	4064	4288	4523
78	3671	3872	4086	4309	4547
79	3726	3932	4147	4375	4616
80	3777	3985	4203	4435	4677
81	3857	4066	4290	4525	4775
82	3892	4105	4331	4568	4819
83	3949	4166	4397	4637	4892
84	4010	4227	4460	4707	4965
85	4069	4294	4528	4778	5039
86	4131	4359	4597	4849	5116
87	4198	4429	4673	4930	5202
88	4261	4495	4743	5004	5279
89	4326	4563	4814	5078	5358
90	4390	4632	4887	5155	5438
91	4456	4701	4960	5233	5520
92	4524	4772	5035	5311	5604
93	4592	4844	5111	5392	5687
94	4662	4919	5189	5473	5777
95	4732	4992	5268	5558	5862
96	4802	5067	5347	5639	5948
97	4876	5142	5425	5725	6039
98	4949	5221	5507	5809	6129
99	5022	5298	5588	5898	6222

Schedule G For General Employees (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
100	5097	5379	5673	5984	6314
101	5173	5458	5758	6075	6408
102	5249	5539	5844	6165	6504
103	5330	5622	5931	6258	6600
104	5410	5705	6019	6352	6701
105	5491	5790	6111	6445	6801
106	5573	5878	6203	6542	6903
107	5657	5966	6295	6639	7006
108	5742	6055	6390	6739	7111
109	5828	6146	6486	6841	7218
110	5915	6238	6583	6943	7326
111	6003	6332	6683	7049	7437
112	6094	6427	6783	7154	7549
113	6186	6524	6885	7262	7662
114	6279	6621	6987	7370	7777
115	6373	6721	7092	7480	7894
116	6468	6822	7198	7592	8011
117	6565	6924	7307	7707	8133
118	6664	7028	7416	7823	8255
119	6764	7133	7528	7939	8378

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

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
56	2641	2771	2924	3085	3256
57	2735	2881	3032	3194	3362
58	2813	2969	3132	3304	3486
59	2845	3001	3166	3342	3524
60	2872	3028	3195	3372	3556
61	2897	3055	3223	3401	3588
62	2924	3083	3252	3431	3619
63	2949	3111	3282	3462	3652
64	2967	3129	3301	3484	3674
65	3004	3166	3342	3526	3719
66	3029	3196	3372	3558	3752
67	3057	3224	3401	3590	3785
68	3088	3257	3435	3625	3823
69	3120	3290	3471	3662	3862

Schedule GPD For General (Police Department) Employees (Continued).

SALARY					
RANGE					
NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
70	3152	3321	3504	3699	3902
71	3198	3374	3559	3754	3960
72	3246	3423	3610	3811	4019
73	3294	3473	3665	3866	4078
74	3341	3524	3717	3921	4135
75	3389	3573	3770	3977	4196
76	3437	3626	3825	4035	4257
77	3487	3677	3878	4093	4316
78	3537	3729	3935	4152	4381
79	3588	3784	3992	4213	4443
80	3639	3837	4050	4273	4508
81	3692	3894	4109	4334	4572
82	3746	3950	4168	4398	4638
83	3798	4008	4228	4462	4706
84	3814	4025	4245	4480	4725
85	3879	4092	4315	4554	4804
86	3911	4128	4355	4595	4847
87	4012	4231	4463	4708	4965
88	4052	4274	4509	4758	5019
89	4105	4335	4574	4824	5089
90	4165	4394	4637	4890	5144
91	4233	4450	4689	4940	5202
92	4268	4501	4750	5009	5285
93	4337	4574	4826	5090	5369
94	4407	4647	4903	5171	5455
95	4478	4722	4982	5254	5543
96	4548	4797	5061	5338	5631
97	4622	4873	5141	5423	5721
98	4695	4951	5224	5510	5813
99	4770	5030	5308	5598	5906
100	4873	5143	5426	5726	6037
101	4946	5216	5502	5803	6121
102	5014	5287	5578	5883	6207
103	5082	5361	5657	5966	6294
104	5165	5446	5746	6060	6394
105	5248	5534	5837	6157	6496
106	5326	5616	5926	6250	6594
107	5406	5701	6015	6344	6692

**SCHEDULE C
FOR
CONFIDENTIAL EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
52	2661	2795	2934	3081	3235
53	2728	2864	3008	3159	3317
54	2797	2937	3082	3237	3398
55	2865	3010	3160	3318	3484
56	2939	3085	3239	3400	3570
57	3011	3162	3320	3486	3659
58	3086	3241	3403	3574	3752
59	3165	3322	3488	3663	3848
60	3242	3404	3576	3754	3942
61	3324	3490	3665	3849	4041
62	3406	3577	3755	3944	4141
63	3492	3671	3851	4043	4246
64	3580	3757	3945	4143	4350
65	3679	3863	4056	4258	4473
66	3780	3970	4168	4377	4596
67	3876	4069	4272	4485	4711
68	3930	4127	4331	4547	4775
69	4027	4226	4439	4661	4895
70	4129	4335	4552	4778	5017
71	4230	4441	4663	4896	5141
72	4336	4553	4780	5021	5272
73	4444	4667	4901	5146	5401
74	4556	4784	5022	5275	5537
75	4670	4904	5147	5404	5676
76	4785	5026	5277	5540	5817
77	4906	5151	5410	5680	5963
78	5031	5282	5548	5825	6115
79	5159	5417	5689	5974	6271
80	5290	5555	5834	6126	6431

**SCHEDULE P
FOR
SWORN POLICE EMPLOYEES**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
73	5530	5833	6157	6491	6851
74	5585	5891	6217	6557	6919
75	5641	5951	6281	6623	6988
76	5698	6010	6344	6689	7058
77	5755	6070	6407	6755	7128

Schedule P For Sworn Police Employees (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
78	5812	6131	6471	6823	7199
79	5870	6192	6536	6891	7271
80	5929	6253	6600	6959	7345
81	5988	6316	6667	7030	7418
82	6048	6380	6734	7100	7493
83	6109	6445	6799	7174	7570
84	6170	6509	6870	7245	7644
85	6231	6574	6939	7317	7720
86	6294	6640	7008	7390	7797
87	6357	6706	7078	7464	7875
88	6420	6773	7149	7539	7954
89	6484	6841	7221	7614	8034
90	6549	6909	7293	7690	8114
91	6615	6979	7366	7767	8195
92	6681	7048	7439	7845	8277
93	6748	7119	7514	7923	8360
94	6815	7190	7589	8003	8444
95	6874	7252	7651	8072	8518

**SCHEDULE MP
FOR
SWORN POLICE MANAGEMENT**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
70	8332	8750	9186	9645	10129
71	8510	8935	9382	9851	10344
72	8691	9126	9582	10061	10564
73	8876	9320	9786	10275	10789
74	9066	9519	9995	10495	11019
75	9257	9719	10205	10716	11251

**SCHEDULE M
FOR
DEPARTMENT HEADS & NON-SWORN MANAGEMENT**

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
52	5165	5423	5694	5978	6277
53	5281	5546	5823	6113	6419
54	5427	5699	5984	6283	6597
55	5536	5813	6105	6411	6732

Schedule M For Department & Non-Sworn Management (Continued).

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
56	5658	5942	6238	6549	6876
57	5782	6072	6375	6693	7030
58	5909	6204	6514	6840	7182
59	6027	6328	6644	6977	7324
60	6178	6488	6812	7151	7511
61	6333	6649	6980	7331	7697
62	6491	6816	7157	7514	7890
63	6653	6987	7336	7702	8088
64	6819	7159	7517	7894	8288
65	6989	7337	7706	8092	8497
66	7164	7522	7897	8292	8708
67	7343	7709	8096	8500	8925
68	7490	7864	8258	8670	9104
69	7681	8063	8466	8891	9335
70	7766	8262	8674	9109	9565
71	7947	8343	8760	9198	9659
72	8140	8548	8975	9424	9895
73	8520	8947	9394	9864	10356
74	8818	9259	9722	10208	10720
75	8951	9399	9869	10362	10880
76	9176	9634	10116	10622	11153
77	9405	9877	10373	10894	11441
78	9640	10124	10633	11166	11727
79	9881	10375	10893	11439	12009
80	10078	10582	11113	11667	12251
81	10180	10689	11224	11785	12373

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

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
44	10.50	10.94	11.40	11.89	12.40
45	10.66	11.14	11.65	12.18	12.73
46	10.78	11.26	11.76	12.29	12.84
47	11.00	11.48	11.98	12.50	13.05
48	11.15	11.66	12.18	12.73	13.37
49	11.20	11.70	12.22	12.79	13.40
50	11.28	11.76	12.29	12.84	13.44
51	11.38	11.86	12.39	12.94	13.52
52	11.52	12.02	12.54	13.09	13.67
53	11.57	12.07	12.59	13.14	13.72
54	11.67	12.17	12.69	13.24	13.82

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

SALARY					
RANGE					
NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
55	11.77	12.27	12.79	13.34	13.85
56	11.88	12.37	12.89	13.44	13.88
57	11.98	12.47	12.99	13.54	13.98
58	12.08	12.57	13.09	13.64	14.08
59	12.18	12.67	13.19	13.74	14.18
60	12.28	12.77	13.29	13.84	14.28
61	12.38	12.87	13.39	13.94	14.38
62	12.48	12.97	13.49	14.04	14.54
63	12.58	13.07	13.59	14.14	14.78
64	12.68	13.17	13.69	14.24	14.92
65	12.78	13.27	13.79	14.36	15.07
66	12.88	13.37	13.89	14.50	15.22
67	12.98	13.47	13.99	14.64	15.38
68	13.18	13.57	14.09	14.79	15.53
69	13.38	13.67	14.22	14.93	15.68
70	13.48	13.86	14.36	15.08	15.83
71	13.82	14.48	15.17	15.89	16.65
72	13.88	14.52	15.12	15.93	16.69
73	13.93	14.57	15.27	15.97	16.73
74	13.96	14.62	15.31	16.03	16.79
75	14.06	14.72	15.41	16.13	16.89
76	14.12	14.82	15.51	16.23	16.99
77	14.20	14.92	15.61	16.33	17.09
78	14.26	14.98	15.71	16.43	17.19
79	14.30	15.06	15.81	16.53	17.29
80	14.36	15.16	15.84	16.63	17.39
81	14.53	15.32	16.18	17.07	18.00
82	15.27	16.10	17.00	17.94	18.92
83	15.71	16.57	17.50	18.46	19.47
84	16.17	17.05	18.00	18.99	20.04
85	16.63	17.54	18.50	19.52	20.60
86	17.08	18.02	19.01	20.06	21.16
87	17.53	18.49	19.51	20.58	21.72
88	17.98	18.97	20.01	21.11	22.27
89	18.43	19.44	20.51	21.64	22.83
90	18.88	19.92	21.01	22.17	23.39
91	19.33	20.39	21.51	22.70	23.95
92	19.96	21.05	22.21	23.42	24.71
93	20.37	21.50	22.67	23.92	25.23
94	20.51	21.64	22.86	24.09	25.41

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

SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
95	18.54	19.56	20.64	21.78	22.97
96	18.73	19.76	20.84	21.99	23.20
97	18.91	19.95	21.05	22.21	23.43
98	19.10	20.15	21.26	22.43	23.66
99	19.29	20.35	21.47	22.65	23.90
100	19.49	20.56	21.69	22.88	24.14
101	19.66	20.74	21.88	23.09	24.36
102	19.88	20.95	22.10	23.32	24.60
103	20.12	21.22	22.37	23.57	24.85
104	20.30	21.40	22.56	23.77	25.06
105	20.36	21.49	22.69	23.91	25.22
106	20.64	21.75	22.97	24.21	25.55
107	20.67	21.90	23.22	24.44	25.74
108	21.01	22.16	23.38	24.67	26.03
109	21.24	22.41	23.64	24.94	26.31
110	21.47	22.65	23.90	25.21	26.60
111	21.70	22.90	24.16	25.49	26.89
112	21.94	23.15	24.42	25.76	27.18
113	22.27	23.50	24.79	26.15	27.59
114	22.60	23.85	25.16	26.54	28.00
115	22.92	24.18	25.51	26.91	28.39
116	23.14	24.42	25.75	27.15	28.64
117	23.37	24.65	26.00	27.44	28.94
118	23.59	24.89	26.26	27.71	29.23
119	23.83	25.14	26.52	27.98	29.52
120	24.07	25.39	26.79	28.26	29.82
121	24.31	25.65	27.06	28.54	30.11
122	24.55	25.90	27.33	28.83	30.42
123	24.80	26.16	27.60	29.12	30.72
124	25.05	26.42	27.88	29.41	31.03

SECTION 2: ELECTED, NON-ELECTIVE OFFICERS AND EMPLOYEES

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

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

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Associate Planner	104G	5410	5705	6019	6352	6701
Building Maintenance Worker/ Electrical Helper	77G	3651	3854	4064	4288	4523
Building & Safety Supervisor	111G	6003	6332	6683	7049	7437
City Clerk	FLAT RATE	8761.30				
City Manager	FLAT RATE	15416.67				
Civil Engineering Assistant II	112G	6094	6427	6783	7154	7549
Community Preservation Officer	87GPD	4012	4231	4463	4708	4965
Community Preservation Supervisor	100GPD	4873	5143	5426	5726	6037
Community Development Director	76M	9176	9634	10116	10622	11153
Community Development Secretary	84G	4010	4227	4460	4707	4965
Community Services Supervisor	96G	4802	5067	5347	5639	5948
Cultural Arts Supervisor	96G	4802	5067	5347	5639	5948
Deputy City Manager/ Public Works Director	79M	9881	10375	10893	11439	12009
Director of Recreation and Community Services	75M	8951	9399	9869	10362	10880
Electrical Supervisor	103G	5330	5622	5931	6258	6600
Equipment and Materials Supervisor	103G	5330	5622	5931	6258	6600
Executive Assistant to the City Manager	77C	4906	5151	5410	5680	5963
Finance Director	75M	8951	9399	9869	10362	10880
Finance Office Specialist	75G	3529	3723	3933	4144	4372
Junior Accountant	97G	4876	5142	5425	5725	6039
Management Analyst	55M	5536	5813	6105	6411	6732

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Mechanical Helper	74G	3475	3669	3869	4083	4307
Meter Technician	80G	3777	3985	4203	4435	4677
Office Clerk	64G	3033	3200	3377	3562	3757
Office Specialist	78G	3671	3872	4086	4309	4547
Personnel Manager	68M	7490	7864	8258	8670	9104
Personnel Technician	71C	4230	4441	4663	4896	5141
Police Cadet	73P	5530	5833	6157	6491	6851
Police Chief	FLAT RATE	12,000				
Police Desk Officer	91GPD	4233	4450	4689	4940	5202
Police Lieutenant	75MP	9257	9719	10205	10716	11251
Police Office Specialist	78GPD	3537	3729	3935	4152	4381
Police Officer	73P	5530	5833	6157	6491	6851
Police Records Specialist	72GPD	3246	3423	3610	3811	4019
Police Records Supervisor/ Systems Administrator	105GPD	5248	5534	5837	6157	6496
Police Sergeant	95P	6874	7252	7651	8072	8518
Program Specialist	76G	3575	3773	3979	4198	4428
Property Control Officer	81GPD	3692	3894	4109	4334	4572
Public Works Administrative Coordinator	87G	4198	4429	4673	4930	5202
Public Works Field Supervisor I	90G	4390	4632	4887	5155	5438
Public Works Field Supervisor II	97G	4876	5142	5425	5725	6039
Public Works Maintenance Worker	74G	3475	3669	3869	4083	4307
Public Works Office Specialist	84G	4010	4227	4460	4707	4965
Public Works Superintendent	113G	6186	6524	6885	7262	7662
Recreation Supervisor	96G	4802	5067	5347	5639	5948
Secretary to the Chief	87GPD	4012	4231	4463	4708	4965

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Senior Account Clerk	75G	3529	3723	3933	4144	4372
Senior Account Clerk II	68C	3930	4127	4331	4547	4775
Senior Accountant	64M	6819	7159	7517	7894	8288
Senior Maintenance Worker	81G	3857	4066	4290	4525	4775
Senior Planner	60M	6178	6488	6812	7151	7511
Treasury Manager	55M	5536	5813	6105	6411	6732
Water Pump Operator/ Backflow Technician	84G	4010	4227	4460	4707	4965

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

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
City Maintenance Helper	81H	14.53	15.32	16.18	17.07	18.00
Community Service Officer	92H	19.96	21.05	22.21	23.42	24.71
Community Preservation Officer	116HFE	23.14	24.42	25.75	27.15	28.64
Crossing Guard	44H	10.50	10.94	11.40	11.89	12.40
Day Camp Counselor	44H	10.50	10.94	11.40	11.89	12.40
Junior Cadet	45H	10.66	11.14	11.65	12.18	12.73
Deputy City Clerk	93H	20.37	21.50	22.67	23.92	25.23
Finance Office Specialist	105HFE	20.36	21.48	22.69	23.91	25.22
Office Clerk/Cashier	48H	11.15	11.66	12.18	12.73	13.37
Personnel Assistant	94H	20.51	21.64	22.86	24.09	25.41
Police Records Specialist	96HFE	18.73	19.76	20.84	21.99	23.20
Pool Attendant/ Cashier	44H	10.50	10.94	11.40	11.89	12.40
Program Specialist	106HFE	20.64	21.76	22.97	24.21	25.55
Public Works Maintenance Helper	81H	14.53	15.32	16.18	17.07	18.00
Recreation Leader I	44H	10.50	10.94	11.40	11.89	12.40

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Recreation Leader II	47H	11.00	11.48	11.98	12.50	13.05
Recreation Leader III	71H	13.82	14.48	15.17	15.89	16.65
Senior Day Camp Counselor	52H	11.52	12.02	12.54	13.09	13.67

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

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

COMMISSION OR COMMITTEE

**COMPENSATION PER
MEETING ATTENDED
(NOT TO EXCEED ONE
MEETING PER MONTH)**

Disaster Council	\$50.00
Education Commission	\$50.00
Planning and Preservation Commission	\$50.00
Parks, Wellness, and Recreation Commission	\$50.00
Transportation and Safety Commission	\$50.00

(D) **COMPENSATION FOR COUNCIL MEMBERS**

The members of the City Council shall be paid compensation in the amount of \$580.00 per month.

For other benefits applicable to Council members, please refer to Section 3(I) below.

(E) **COMPENSATION FOR CITY TREASURER**

The City Treasurer shall be paid compensation in the amount of \$50.00 per month.

SECTION 3: ADDITIONAL COMPENSATION AND BENEFITS

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

(A) **GENERAL AND CONFIDENTIAL EMPLOYEES**

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

The following salaries and benefits shall apply for **Schedules G, C and GPD**, respectively. The stipulated benefits for Schedules G and C may change contingent upon negotiation of a new MOU.

(1) **Salary**

- a) The salary ranges shown under **Schedules G and C** reflect the following, per the last approved MOU/Side Letter/Resolution:
 - No Cost of Living Adjustment (COLA) pending completion of negotiations.
- b) The salary ranges shown under **Schedule GPD** reflect the following, per the last approved MOU:
 - Effective on the first day of the pay period beginning after July 1, 2017, the base salary for each of the classifications shall be increased by one and half percent (1.5%).

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

(2) **Longevity Pay**

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

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

(3) **Overtime**

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

Overtime shall be paid at the rate of one and one-half (1½) times the regular rate of pay for the excess time (overtime hours) worked during the workweek. The payment of overtime to non-exempt, non-sworn employees will be based upon actual hours worked. Overtime will be

equitably distributed amongst qualified employees within their departments and classifications.

Specifically, for non-sworn, SFPCA employees, overtime worked cannot interfere with an employee's assigned work schedule, which may allow 7½ hours between assigned work shifts (e.g., an employee cannot work a twelve-hour shift followed by an overtime shift of more than 4 hours; and then work his/her assigned shift consecutively. This would leave less than 7½ hours of rest time between assigned work shifts).

Specific procedures for assignment of overtime can be found in the respective bargaining unit MOUs.

(4) **Shift Differential Pay**

For general, non-sworn employees, effective the first day of the pay period following Council approval on August 18, 2014 of the SFPCA MOU extension, the City shall discontinue the payment of flex/built-in overtime and the payment for various shifts (differential pays). The flex/built-in overtime and the shift differential pays shall be merged into a flat hourly base rate increase for each Police Desk Officer. The pay for Police Desk Officers has been adjusted by the addition of \$0.90 to the hourly base rate of the salary steps.

(5) **Compensatory Time Off (CTO)**

The maximum number of CTO hours any non-exempt, non-sworn employee may accrue is 100 hours. Comp time hours in excess of 100 hours must be paid at the rate of one and one-half (1-1/2) times the regular rate of pay.

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

(6) **Holiday Leave**

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

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

New Year's Day

Martin Luther King, Jr. Day

Presidents' Day

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

Memorial Day

Independence Day

Labor Day

Columbus Day (Replaced effective January 1, 2010 with Float day)

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

Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

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

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

(7) **Sick Leave**

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

Sick leave is accrued on a payroll-to-payroll basis at the rate of 8 hours per month, with maximum accrual of 800 hours. All time accrued in excess of 800 hours shall be paid at the end of the calendar year, at the rate of 35% of the amount in excess of 800 hours at their regular rate of pay.

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

(8) **Bereavement Leave**

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

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

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

Verification may be requested.

(9) **Callback**

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

(10) **Stand-By Pay**

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

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

(11) **Bilingual Pay**

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

- a) The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
- b) The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the department head and approved in writing by the City Manager.

(12) **Special Projects Bonus Pay**

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

(13) **Inspector Duty Pay**

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

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

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

(14) **Weekend Bonus Pay**

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

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

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

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

(15) **Uniform Allowance**

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

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

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

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

The uniforms shall consist of:

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

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

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

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

Where uniform allowances are to be paid under Sections 15A, 15B, 15C, 15D above, they shall be paid by separate payroll checks bi-annually in the first full non-payroll week after November 15th and May 15th. Worn uniforms may be replaced by the City subject to the Department head's approval. All worn uniforms must be turned in upon being replaced.

(16) Court Appearance Pay

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

(17) Acting Pay/Working Out of Class

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

(18) Time Off for Promotional Tests or Interviews

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

(19) Workers' Compensation

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

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

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

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

(20) **Tuition Reimbursement**

The City shall reimburse tuition for approved courses to unit members to a maximum of \$3,000 per fiscal year. Department heads and employees should make every effort to submit accurate requests for tuition reimbursement during the annual budget process.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "C" Grade, and commit to continued service to the City of San Fernando for the equivalent of the school units, not to exceed two years.

Employees enrolled in an approved tuition reimbursement program may charge mileage beyond ten (10) miles against tuition reimbursement at the current IRS rate.

(21) **Other Benefits**

For other benefits such as medical, dental, vision insurance, and retirement, that apply to Schedules G, C, and GPD, please refer to their specific MOUs (Contract Nos. 1624 & 1794).

(B) **PART-TIME EMPLOYEES**

Salary and benefits listed here apply to part-time employees assigned to **Schedule H** for "Hourly" employees, and **Schedule HFE** for "Hourly Full-Time Equivalent" employees, and reflect stipulations in the last MOU.

(1) **Salary**

The hourly rates shown under **Schedules H** and **HFE** reflect stipulations in the existing last MOU. Per the MOU (Contract No. 1838), the following salaries and benefits shall apply for **Schedules H** and **HFE**, respectively:

- A. For Classifications with Full-Time Equivalent (FTE), which are categorized as **Schedule HFE**, effective on the first day of the pay period beginning after July 1, 2017, the base salary for each of the classifications shall be increased by one and half percent (1.5%).
- B. For Classifications without Full-Time Equivalent (FTE), and which do not fall below, or are directly impacted by, the State mandated Minimum Wage Standard, and are categorized as **Schedule H**, effective on the first day of the pay period beginning after July 1, 2017, the base salary for each of the classifications shall be increased by three quarter of one percent

(0.75%). This reflects the MOU stipulation that those classifications shall receive an increase in base salary which is equal to the average increase received by classifications in the City's full-time non-sworn and non-management bargaining units (i.e. SFPEA and SFPCA).

- C. For Classifications that are directly impacted by the State mandated Minimum Wage Standard, as per State Senate Bill (SB) 3, effective July 1, 2017, salaries currently listed in this Resolution reflect no Cost of Living Adjustment. However, effective the pay period which includes January 1, 2018, base salaries of these classifications (i.e. Crossing Guard, Day Camp Counselor, Senior Day Camp Counselor, Pool Attendant/Cashier, Recreation Leaders I, II, and III) shall be increased by four and eight-tenths percent (4.8%), as per the MOU.

(2) **Sick Leave**

Each employee shall be credited with up to twenty-four (24) hours of sick leave upon hire. The exact amount of credited hours may be prorated based upon the date of hire. Thereafter, on July 1st of each subsequent year (beginning of new Fiscal Year), the employee shall be credited with 24 hours of sick leave, provided that the employee's total accumulation does not exceed the forty-eight (48) hours, which is the cap.

There shall be no payout of accumulated sick leave upon death, retirement, or separation from service. However, an employee who is re-hired within one (1) year from date of separation shall have any unused accumulated sick leave reinstated.

For details of how and when accrued sick leave should be used, please refer to the MOU (Contract No. 1838).

(3) **Vacation Leave**

In order to facilitate the transition in methodology from accruals based upon continuous years of employment to accruals based upon actual hours of service, the parties agree to the following:

Effective January 1, 2017, each employee shall accrue vacation leave based upon hours actually worked each pay period, and calculated at a rate based upon total hours of City service, as follows:

- 1) An employee with less than ten thousand (10,000) total hours of City service shall not accrue any vacation leave hours.
- 2) An employee with ten thousand (10,000) and up to twenty thousand (20,000) total hours of City service shall accrue 0.04 hours of vacation leave for each hour actually worked.
- 3) An employee with twenty thousand (20,000) and up to twenty-five thousand (25,000) total hours of City service shall accrue 0.06 hours of vacation leave for each hour actually worked.
- 4) An employee with twenty-five thousand (25,000) or more total hours of City service shall accrue 0.07 hours of vacation leave for each hour actually worked.

The maximum vacation leave accumulation for each unit employee shall be one hundred (100) hours. Except as otherwise provided hereafter, employees shall cease to accrue any additional hours until the vacation leave bank falls below the maximum accumulation cap.

An employee denied vacation due to department staffing issues, who exceeds the maximum vacation accumulation cap due to such denial, shall continue to accrue vacation leave in excess of the cap until the department is able to allow sufficient vacation leave to bring the employee under the cap. However, this provision shall not apply if an employee does not request vacation leave until twenty-four (24) hours or less of reaching the maximum accumulation cap.

Upon death, retirement, or separation from service, an employee or his/her designated beneficiary, shall be paid out for one hundred (100%) of his/her accumulated vacation leave. Such vacation hours shall be paid out at the employee's current hourly base salary at the time of the payout. For stipulations regarding deposit of previously earned paid leave, please refer to the MOU (Contract No. 1838).

(4) **Bereavement Leave**

The City shall authorize an employee to utilize up to twelve (12) hours of paid bereavement leave per incident of imminent death or following the death of an immediate family member. The employee may utilize other accrued leave time during the bereavement period for additional time off if needed.

For the purpose of this leave, an "immediate family member" shall mean a grandparent, parent, registered domestic partner, spouse, child, sibling, step and in-law relationships of the same categories, or any person living in the same household.

(5) **Bilingual Pay**

The City shall pay a bilingual bonus at the end of each month worked, to unit employees that qualify in accordance with the following conditions:

- A. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
- B. The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department head and approved in writing by the City Manager.

The bonus shall be paid as follows:

- A. An employee who works seventy-nine (79) hours or less per month shall be paid fifty dollars (\$50.00) per month.
- B. An employee who works eighty (80) hours or more per month shall be paid one hundred dollars (\$100.00) per month.

(6) **Uniform Allowance/Equipment**

- 1. The City shall provide each employee, who is required to wear a uniform, with three (3) complete sets of uniforms upon hire and in July of each fiscal year.
- 2. The City will replace up to two (2) sets of uniforms per fiscal year due to damage or excessive wear and tear.

3. The uniforms shall consist of those that the department deems necessary.
4. All purchases shall be made in accordance with the City's purchasing policy.
5. For the purpose of cleaning and laundering such uniforms, the City will continue to provide non-sworn part-time employees in the Police Department with an annual uniform allowance equal to fifty percent (50%) of the amount received by non-sworn full-time employees in the Police Department. As of July 1, 2016, this amount is currently one hundred and fifty dollars (\$150.00) for eligible employees in this unit.

The City shall provide appropriate gear to employees assigned to work in inclement weather, including but not limited to rain gear and jackets.

Employees who are required to wear specific shoes/boots for their position (i.e. Community Service Officers, Junior Cadets, Community Preservation Officers, and City/P.W. Maintenance Helpers, etc.) shall receive reimbursement for the purchase of such work shoes/boots of up to one hundred dollars (\$100.00) in July of each fiscal year.

(7) **Working Out of Class**

Any assignment to perform duties of a higher level position or act in a higher capacity outside one's job classification will be paid at the rate of at least 5% higher than the employee's current base salary for the duration of such assignment. The City shall ensure that anyone working in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formally approved in writing by the Department head.

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

Employees shall be required to utilize their own accumulated leave time for the purpose of taking tests or participating in interviews for other employment outside of the City.

For promotional tests or interviews for the City, the City shall either:

- A. Schedule such tests or interviews for the employee's non-working hours; or
- B. Allow employees who are scheduled to work during the time of a promotional test or interview for the City, to participate without any loss of compensation or benefits.

(C) **POLICE OFFICERS' ASSOCIATION**

Salary and benefits listed here apply to regular full time employees assigned to **Schedule P**, for Sworn Police Officers and Sergeants, and reflect stipulations in the last MOU.

(1) **Salary**

The salary ranges shown under **Schedule P** reflects the following, per the last approved MOU:

- Effective on the first day of the pay period beginning after July 1, 2017, the base salary for each represented unit classification shall be increased by two percent (2%).

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

(2) **Longevity Pay**

For unit employees hired prior to January 1, 2012:

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

- a) Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional five percent (5%) over and above the base salary step for each employee in this category.
- b) Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of seven and one-half percent (7½%) over and above the base salary step for each employee in this category.
- c) Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of ten percent (10%) over and above the base salary step for each employee in this category.

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

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

- a) Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional three percent (3%) over and above the base salary step for each employee in this category.
- b) Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of four percent (4%) over and above the base salary step for each employee in this category.
- c) Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of five percent (5%) over and above the base salary step for each employee in this category.

(3) **Bilingual Pay**

The City shall pay a bilingual bonus of a flat \$100 per month to unit employees required in the normal course of their duties to communicate in Spanish with members of the public. Said payment is subject to the following conditions:

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

(4) **Field Training Officer**

The City shall pay any sworn employee whom the department designates as a Field Training Officer (FTO) \$400 per month above his or her base salary.

(5) **Motor Officer**

The City shall pay any sworn employee whom the department designates as a Motor Officer \$400 per month above his or her base salary.

(6) **Canine Officer**

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

The City agrees to pay any sworn employee assigned to canine duties \$400 per month above his or her base salary, plus two (2) hours of premium overtime compensation each week. This amount recognizes that the time spent off duty to care for, clean, feed, groom and train his or her assigned dog and the maintenance (including cleaning) of his or her assigned vehicle/unit shall be considered hours worked. The City and the Association have analyzed this issue and it has been determined that unit members spend, on average, 20 hours per month performing such work off-duty and that the compensation set forth above is adequate.

(7) **Detectives**

The City shall pay any sworn employee whom the department designates as a Detective \$400 per month above his or her base salary.

(8) **POST Certificate Compensation**

Cert/Degree/Units	Before 1/1/12	Effective 1/1/12
Intermediate POST or AA/AS degree	\$229 Ofcr/\$285 Sgt.	\$200 Ofcr/Sgt.
Advanced POST or BA/BS degree	Add'l \$164 Ofcr/ \$204 Sgt.	Add'l \$200 Ofcr/Sgt.
Supervisory POST or Master's degree	Add'l \$164 Ofcr/ \$204 Sgt.	Add'l \$300 Ofcr/Sgt.

a) The following shall apply:

- i. Any employee that was receiving Certificate/Education pay for possession of any degree or certificate shall continue to fall under the provisions of the current program, provided, however, compensation for possession of an Associate degree will be eliminated, except as to employees hired before 1/1/12, who were "grandfathered".
- ii. Effective January 1, 2012, any employee not receiving any form of Certificate Pay (inclusive of certificates, units or degrees) shall fall under a modified program

whereby compensation for possession of certificates shall be as follows: Intermediate POST certificate - \$200/month; Bachelor's degree or Advanced POST certificate – \$200/month; Master's degree or Supervisor's POST certificate - \$300/month. An employee who possesses more than one of the degrees or certificates above shall receive the pay for each degree or certificate possessed. (Example: An employee with a Bachelor's degree and an Intermediate POST certificate shall be paid \$400/month. If the employee also had a Master's degree the employee would be paid \$700/month).

- iii. Effective January 1, 2012, new Certificates presented for processing shall be paid effective from the date officially received by the Personnel Office. Transcripts shall not be accepted in lieu of eligible certificates or degrees.

(9) **Holiday Hours**

Unit members shall be granted the following holidays:

- | | |
|--------------------------------------|-----------------------|
| (1) New Year's Day | (7) Independence Day |
| (2) Martin Luther King, Jr. Birthday | (8) Labor Day |
| (3) Lincoln's Birthday | (9) Columbus Day |
| (4) Washington's Birthday | (10) Veteran's Day |
| (5) Cesar Chavez's Birthday | (11) Thanksgiving Day |
| (6) Memorial Day | (12) Christmas Day |

Employees shall accrue 96 hours of holiday leave per year, and shall be credited with 48 hours of holiday leave each January 1 and additional 48 hours of holiday leave each July 1. Employees shall schedule holiday leave in accordance with department procedures.

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

(10) **Uniform Allowance**

The City shall pay employees a uniform allowance of \$800 per year. The allowance may be paid in equal semi-annual installments in the first pay periods of June and December, each year.

(11) **Overtime**

Employees shall receive time and one-half their regular rate of pay for all hours worked in excess of their regularly scheduled hours. In the event an employee takes sick leave on a regularly scheduled workday, and works beyond his/her regularly scheduled hours on that day, then the employee shall receive straight time compensation for the work beyond their regular schedule up to the duration of the sick leave used that day. Thereafter, all work beyond their regularly scheduled hours shall be compensated at the time and one-half rate. Employees may elect to be paid for overtime hours worked or receive compensatory time off, but in no event shall their compensatory time bank exceed 100 hours.

(12) **Compensatory Time Off**

Employees are permitted to accrue up to one hundred (100) hours of compensatory time off at any given time. Compensatory time off is accrued at one and one-half hours for each hour of overtime worked. An employee will be allowed to use accrued but unused compensatory time off in compliance with the requirements of the FLSA.

(13) **Call Back Compensation**

Any employee called back to work other than as a continuation (immediately preceding or following) of his/her regular established work schedule, shall be paid at one and one-half (1½) times the regular rate of pay for the actual time worked, with a minimum of two (2) hours.

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

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

(15) **Court Appearance Pay**

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

(16) **Out of Class Pay**

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

(17) **Pre-Employment Contract**

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

(18) **Other Benefits**

For other benefits such as medical, dental, vision insurance, and retirement, that apply to Schedule P, please refer to their MOU (Contract No. 1789).

(D) POLICE MANAGEMENT UNIT

Salaries and benefits listed here apply to regular full time employees assigned to **Schedule MP**, for Sworn Police Lieutenants, and reflect stipulations in the last approved MOU.

(1) **Salary**

The salary ranges shown under **Schedule MP** reflect the following, per the last approved MOU:

- Effective on the first day of the pay period beginning after July 1, 2017, the base salary for each represented unit classification was increased by two percent (2%).

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

(2) **Annual Leave**

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

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

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

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

Unit members may, at the employee's discretion, accrue up to 800 hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

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

(3) **Management Leave**

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

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

(4) **Bereavement Leave**

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

(5) **Longevity Pay**

For unit employees hired prior to January 1, 2012:

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

- a) Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional five percent (5%) over and above the base salary step for each employee in this category.
- b) Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of seven and one-half percent (7½%) over and above the base salary step for each employee in this category.
- c) Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of ten percent (10%) over and above the base salary step for each employee in this category.

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

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

- a) Upon completion of the fifth year of continuous service as a sworn employee with the City, an additional three percent (3%) over and above the base salary step for each employee in this category.
- b) Upon completion of the tenth year of continuous service as a sworn employee with the City, a total of four percent (4%) over and above the base salary step for each employee in this category.
- c) Upon completion of the fifteenth year of continuous service as a sworn employee with the City, a total of five percent (5%) over and above the base salary step for each employee in this category.

(6) **Bilingual Pay**

The City shall pay a bilingual bonus of a flat \$100 per month to unit employees required in the normal course of their duties to communicate in Spanish with members of the public. Said payment is subject to the following conditions:

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

(7) **POST Certificate Compensation**

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

Cert/Degree/Units	Before 1/1/12	Effective 1/1/12
Intermediate POST or AA/AS degree	\$285/Month	\$200/Month
Advanced POST or BA/BS degree	Add'l \$204	Add'l \$200/Month
Supervisory POST or Master's degree	Add'l \$204	Add'l \$300/Month

b) The following shall apply:

- i. Any employee that was receiving Certificate/Education pay for possession of any degree or certificate shall continue to fall under the provisions of the current program, provided, however, compensation for possession of an Associate degree will be eliminated, except as to employees hired before 1/1/12, who were "grandfathered".
- ii. Effective January 1, 2012, any employee not receiving any form of Certificate Pay (inclusive of certificates, units or degrees) shall fall under a modified program whereby compensation for possession of certificates shall be as follows: Intermediate POST certificate - \$200/month; Bachelor's degree or Advanced POST certificate - \$200/month; Master's degree or Supervisor's POST certificate - \$300/month. An employee who possesses more than one of the degrees or certificates above shall receive the pay for each degree or certificate possessed. (Example: An employee with a Bachelor's degree and an Intermediate POST certificate shall be paid \$400/month. If the employee also had a Master's degree the employee would be paid \$700/month).
- iii. Effective January 1, 2012, new Certificates presented for processing shall be paid effective from the date officially received by the Personnel Office. Transcripts shall not be accepted in lieu of eligible certificates or degrees.

(8) **Uniform Allowance**

Uniform allowance for Police Lieutenants shall be \$800 per year, payable in equal semi-annual installments in the first pay periods of June and December, each year.

(9) **Out of Class Pay**

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

(10) **Contract Duty**

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

(11) **Vehicles**

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

(12) **Other Benefits**

For other benefits such as medical, dental, vision insurance, and retirement, that apply to Schedule MP, please refer to their MOU (Contract No. 1793).

(E) **POLICE CHIEF**

For the Police Chief, the following shall apply, but can change contingent upon negotiated agreement between the Chief and the City:

(1) **Salary**

The salary shown for Police Chief in this salary schedule reflects a Flat Rate for the 2017-2018 Fiscal Year.

(2) **Longevity Pay**

The City shall pay the Police Chief an additional ten percent (10%) longevity pay over and above the monthly base salary.

(3) **Annual Leave**

Annual Leave for the Police Chief shall accrue on a payroll to payroll basis, and prorated in accordance with the following rates:

160 hours or 20 days for 1-5 years of City service
200 hours or 25 days for 6-10 year of City service
240 hours or 30 days for 11 or more years of City service

Annual Leave may be taken upon prior approval and in the manner prescribed by the City Manager. If the employee's accrued but unused Annual Leave reaches 800 hours total, he or she will stop accruing additional Annual Leave unless and until the accrued Annual Leave falls below 800 hours.

In December of each year, the Chief may, at the employee's discretion, receive compensation for up to 80 hours of accumulated Annual Leave at his or her regular rate of pay provided that the employee has used a like number of hours of Annual or Management Leave during the same calendar year.

If the employee has pre-existing Sick Leave and/or Vacation accrual balance, he shall convert each hour of Sick Leave to 0.5 hours of Annual Leave; and convert Annual Leave at the rate of one (1) hour of Vacation to one (1) hour of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

(4) **Management Leave**

The Police Chief shall receive a maximum of eighty (80) hours of Management Leave per year, credited January 1st of each year. Management Leave must be used in the year earned and cannot be carried over from one calendar year to the next. Employee shall schedule Management Leave upon prior approval, and in the manner prescribed by the City Manager.

(5) **Holidays**

The Police Chief shall receive twelve (12) paid holidays similar to all sworn police employees, and in accordance with the City's current practices. Paid holidays will be those approved by the City by action of the City Council. The employee shall accrue 96 hours of Holiday Leave per year, and shall be credited with 48 hours of holiday leave each January 1, and additional 48 hours of holiday leave each July 1. The employee shall schedule Holiday Leave upon prior approval, and in the manner prescribed by the City Manager.

(6) **Uniform Allowance**

Uniform allowance for the Police Chief shall be \$800 per year, and shall be paid in equal semi-annual installments in June and December, each year.

(7) **Use of City-Owned Automobile**

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

(F) **DEPARTMENT HEADS AND MANAGEMENT**

Salaries and benefits listed here apply to regular full-time, non-sworn Department heads and Management employees assigned to **Schedule M**, and reflect stipulations in the last MOU/Resolution. These stipulations may change, and are contingent upon negotiation of a new MOU/Resolution.

(1) **Salary**

a) For full-time, non-sworn Department heads, the salary ranges shown under **Schedule M** reflect the following, per Resolution No. 7692:

- Effective on the first day of the first pay period beginning after July 1, 2017, the employee's base salary shall be increased by one and one-half percent (1.5%).

b) For full-time, non-sworn Management employees, the salary ranges shown under **Schedule M** reflect the following, per the last approved MOU (Contract No. 1796):

- Effective on the first day of the pay period beginning after July 1, 2017, the base salary for each represented unit classification shall be increased by two percent (2%).

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

(2) **Bilingual Pay**

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

- a) The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
- b) The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the City Manager.

(3) **Annual Leave**

- a) Unit employees shall be entitled to 100% of their annual leave accrual balance to be received in compensation at termination or separation.
- b) Annual Leave accrual per pay period for all unit members is as follows: 0 – 5 years of service: 6.15 Hours; 5 – 9 years of service: 7.69 Hours; and 10 or more years of service: 9.23 Hours.
- c) Employees who have pre-existing Sick Leave and/or Vacation accrual balance shall convert Sick Leave to Annual Leave at the rate of One (1) Hour of Sick Leave to 0.5 Hours of Annual Leave; and convert Vacation to Annual Leave at the rate of One (1) Hour of Vacation to One (1) Hour of Annual Leave.

(4) **Management Leave**

The City shall grant full-time, non-sworn Department heads 120 hours of management leave per calendar year, to be credited each January 1. Up to 120 hours of any unused leave will be cashed out in December of each year. At the time of separation, any unused management leave hours will be paid at the employee's current rate of pay.

For full-time, non-sworn Management employees, the City shall grant 80 hours of management leave per calendar year, to be credited each January 1. Up to 80 hours of any unused leave will be cashed out in December of each year. At the time of separation, any unused management leave hours will be paid at the employee's current rate of pay.

(5) **Acting Pay**

Employees who by written assignment perform the duties of a position with a higher salary classification than that in which they are regularly employed shall receive the compensation specified for the position to which assigned, if performing the duties thereof for a period of fifteen (15) or more consecutive work days. The increased compensation shall be at the step within the higher classification as will accord the employee an increase of at least 5% of his or her current regular compensation.

(6) **Longevity Pay**

Regular full-time, non-sworn Department heads and Management employees shall receive longevity pay as follows:

- a) Unit employees that have completed 10 years of service from date of hire, an additional 3% above the base salary step for each employee.
- b) Unit employees that have completed 20 years of service from date of hire, a total of 4% over and above the base salary.
- c) Unit employees that have completed 30 years of service from date of hire, a total of 5% over and above the base salary.

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

(7) **Car Allowance**

Full-time, non-sworn Department heads will receive a City-provided vehicle or car allowance of \$300/month as compensation for attendance at off-site meetings, conferences, professional development, and any other business-related travel. Department heads receiving a City-provided vehicle or car allowance will not be reimbursed for mileage.

(8) **Mileage Reimbursement**

Full-time, non-sworn Management employees who are required by the City to use their private vehicles for City business shall be reimbursed for mileage at the prevailing IRS rate.

(9) **Tuition Reimbursement**

The City shall reimburse regular full-time, non-sworn Department heads and Management employees for pre-approved courses to a maximum of \$3,000 per fiscal year. Approval must be obtained from the City Manager prior to enrolling in the course. Requests for reimbursement and approval must be in accordance with the City's policy on tuition reimbursement.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "B" grade, and commit to continued service (employment) to the City of San Fernando for the equivalent of the school units, not to exceed two years.

(10) **Technology Reimbursement**

Full-time, non-sworn department heads may elect to receive a technology reimbursement of \$100/month in lieu of a City-issued cell phone. Department heads that continue to receive a City-issued phone will not receive the reimbursement.

(11) **Other Benefits**

For other benefits such as medical, dental, vision insurance, and retirement, that apply to Schedule M, please refer to Council Resolution No. 7692 (for Department Heads), and MOU (Contract No. 1796) for SFMG.

(G) **CITY CLERK**

For the City Clerk position, the salary shown reflects a Flat Rate for the 2017-2018 Fiscal Year, as per Contract No. 7712.

(1) **Salary**

Commencing July 1, 2016 and each July 1st thereafter up to July 1, 2018, the City shall increase the base salary of the City Clerk by an amount equal to two percent (2%).

(2) **Bilingual Bonus and Longevity Pay**

The City Clerk shall receive a bilingual bonus and longevity pay subject to the same terms and conditions as provided to City Department heads under City Council Resolution No. 7692. approved on August 3, 2015.

(3) **Other Benefits**

For other benefits, including but not limited to, Leaves, Holidays, Medical, Dental, Vision Insurances, and Retirement, that apply to the City Clerk, please refer to Contract No. 7712.

(H) CITY MANAGER

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

(1) Salary

The salary shown for the City Manager in this salary schedule reflects a Flat Rate for the 2017-2018 Fiscal Year, as per Contract No. 1737. Subsequent increases shall be based on negotiated agreement between the City Manager and the City.

(2) Bilingual Pay

The City Manager shall be entitled to receive a bilingual bonus of \$100 per month if eligible per specified City policies and guidelines.

(3) Annual Leave

The City Manager shall accrue Annual Leave at a rate of ten (10) hours of Annual Leave per month for a total of one hundred and twenty (120) hours or fifteen (15) business days of Vacation Leave per calendar year. However, the City Manager cannot accrue additional Annual Leave during any period of time in which his total bank of Annual Leave exceeds three hundred (300) hours total.

(4) Sick Leave

The City Manager shall accrue Sick Leave at a rate of eight (8) hours of Sick Leave per month for a total of ninety-six (96) hours or twelve (12) business days of Sick Leave per calendar year. Sick Leave shall be used only in cases of actual sickness or disability of the employee or the employee's immediate family or dependents.

(5) Management Leave

The City Manager shall be granted one hundred and twenty (120) hours or fifteen (15) business days of Management Leave per year, accrued in the same manner as all other regular non-sworn management employees. In December of each year, any unused leave shall be cashed out at the employee's current rate of pay.

(6) Holidays

The City Manager shall receive paid holidays in accordance with the City's current practices. Paid holidays will be those approved by the City by action of the City Council. The City currently provides twelve (12) paid holidays per calendar year.

(7) Automobile Allowance

The City shall provide the City Manager with an automobile allowance in the amount of Four Hundred Dollars (\$400) per month to assist the City Manager with the cost of using and operating his own private vehicle and to offset expenses such as gasoline, auto insurance, maintenance, repair, and other automobile related costs and expenses.

(8) Medical, Dental and Vision Insurance

The City Manager shall receive any and all employee Medical, Dental, and Vision Insurance benefits otherwise accorded the City's executive management employees (Department heads).

(9) **Other Benefits**

For other benefits such as severance pay and retirement that apply to the City Manager, please refer to Contract No. 1737 and applicable amendments.

(I) **CITY COUNCIL**

In addition to the compensation reported under Section 2 (D) above, members of the City Council shall also receive the following benefits:

(1) **Automobile Allowance**

The City shall provide City Council members with an automobile allowance in the amount of Three Hundred Dollars (\$300) per month to assist the members with the cost of using and operating their own private vehicle, and to offset expenses such as gasoline, auto insurance, maintenance, repair, and other automobile related costs and expenses.

(2) **Medical, Dental and Vision Insurance**

City Council members shall receive any and all employee medical, dental, and vision insurance benefits otherwise accorded the City's executive management employees (Department heads). However, where a fixed Cafeteria Plan allotment is accorded for purchase of medical, dental, and vision insurance, and the Council member does not spend his or her entire allotment, the balance shall be placed into a deferred compensation plan (Section 457 Plan) maintained by the City.

(3) **Retirement**

City Council members shall be entitled to retirement benefits, as per the stipulations of the State of California Public Employees' Retirement Laws.

(4) **Technology Reimbursement**

City Council members may elect to receive a technology reimbursement of \$100/month in lieu of a City-issued cell phone. Members that elect to receive a City-issued phone will not receive the reimbursement.

(5) **Wellness Reimbursement**

The City shall reimburse City Council members up to annual maximum of \$600 for reimbursable "wellness" expenses specifically incurred for health and welfare to the extent defined and permitted by Government Code, Section 53200(d). Medical exams, uninsured medical care costs, vision and dental expenses may qualify as health and welfare benefits. However, health club/fitness center membership, registration fees for health classes, and entrance fees for competitive events shall not qualify as health and welfare benefits.

SECTION 4: EMPLOYEES PLACED IN SAME STEP

For the purpose of placing this Resolution in effect as of the first day of the first pay period that includes July 1, 2017 and for the purpose of interpretation, each employee shall be placed in that salary step which he or she presently occupies in the range set forth for said position.

SECTION 5: INTERPRETATION - INEQUITY

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

and placement of employees in the proper salary steps and classification, and Council's decision on such matters as entered on the minutes shall be final.

SECTION 6: INTENT OF COUNCIL

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

SECTION 7: REPEAL

Resolution No. 7739, adopted June 29, 2016, all Resolutions amendatory thereof or in conflict herewith and all motions and actions of the City Council in conflict herewith or covering the same matters heretofore adopted or taken to be the same are hereby repealed.

SECTION 8: EFFECTIVE DATE

The City Clerk shall certify to the passage of this Resolution, and the same shall be in full force and effect as of the first day of the first pay period that includes July 1, 2017.

ADOPTED AND APPROVED this 19th day of June, 2017.

Sylvia Ballin, 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 19th day of June, 2017, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

ATTACHMENT “B”**RESOLUTION NO. 7797**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE TABLE OF ORGANIZATION FOR THE 2017-2018 FISCAL YEAR AND REPEALING PORTIONS OF SECTION 1 OF RESOLUTION NO. 7740, ADOPTED JUNE 29, 2016, AND ALL RESOLUTIONS AMENDATORY THEREOF, AND ALL MOTIONS OF THE CITY COUNCIL IN CONFLICT HERewith

WHEREAS, the City Council of the City of San Fernando is scheduled to adopt the Fiscal Year 2017-2018 Budget on June 19, 2017; and

WHEREAS, the Budget to be adopted for Fiscal Year 2017-2018 has provisions for various positions and classifications;

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

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO 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, and all Resolutions amendatory thereof, be repealed, and that a new Table of Organization be added assigning the positions to the departments, divisions and activities as herein designated per attached Exhibit “A”.

SECTION 2: Except as amended herein, all other provisions of the said Table of Organization adopted on June 29, 2016, per Resolution No. 7740, 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 19th day of June, 2017.

Sylvia Ballin, 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 19th day of June, 2017, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

Exhibit "A"

CITY OF SAN FERNANDO
FY 2017-2018 - TABLE OF ORGANIZATION

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>ADMINISTRATION</u>			
City Manager	40	1	1
Executive Assistant to the City Manager	40	1	1
<u>Personnel Division</u>			
Personnel Manager	40	1	1
Personnel Technician	40	1	1
Personnel Assistant (P/T)	30	0.75	1
TOTAL	190	4.75	5
<u>CITY CLERK</u>			
City Clerk	40	1	1
Deputy City Clerk (P/T)	27.88	0.69	1
TOTAL	67.88	1.69	2
<u>COMMUNITY DEVELOPMENT</u>			
Community Development Director	40	1	1
Community Preservation Officer	80	2	2
Building & Safety Supervisor	40	1	1
Associate Planner	40	1	1
Community Development Secretary	40	1	1
Community Preservation Officer (P/T)	30	0.75	2
City Maintenance Helper (P/T) - Grafitti	38	0.95	2
TOTAL	308	7.7	10
<u>FINANCE</u>			
Finance Director	40	1	1
Senior Accountant	40	1	1
Senior Account Clerk II	40	1	1
Senior Account Clerk	80	2	2
Finance Office Specialist	40	1	1
<u>Treasurer Division</u>			
Treasury Manager	40	1	1
Office Clerk	40	1	1
TOTAL	320	8	8
<u>POLICE</u>			
Police Chief	40	1	1
Police Lieutenant	80	2	2
Police Sergeant	200	5	5
Police Officer	920	23	23
Police Desk Officer	320	8	8

<div> <div>Exhibit "A"</div> <div> CITY OF SAN FERNANDO FY 2017-2018 - TABLE OF ORGANIZATION </div> </div>			
DEPARTMENT/TITLE	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT (FTE) STATUS	AVG NUMBER OF PERSONNEL IN POSITION
<u>POLICE (Continued)</u>			
Police Office Specialist	40	1	1
Police Records/Systems Administrator	40	1	1
Police Records Specialist	40	1	1
Property Control Officer	40	1	1
Community Service Officer (P/T)	80	2	4
Crossing Guard (P/T)	40	1	6
Junior Cadet (P/T)	60	1.5	3
TOTAL	1900	47.5	56
<u>PUBLIC WORKS</u>			
Deputy City Manager/Public Works Director	40	1	1
Management Analyst	40	1	1
Office Specialist	40	1	1
Public Works Administrative Coordinator	40	1	1
Public Works Office Specialist	40	1	1
<u>Electrical Division</u>			
Electrical Supervisor	40	1	1
Building Maint. Worker/Electrical Helper	40	1	1
<u>Engineering Division</u>			
Civil Engineering Assistant II	80	2	2
<u>Facility Maintenance Division</u>			
Public Works Superintendent	40	1	1
Public Work Field Supervisor II	40	1	1
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	160	4	4
Public Works Maintenance Helper (P/T)	16	0.4	1
<u>Equipment Maintenance Division</u>			
Equipment & Materials Supervisor	40	1	1
Mechanical Helper	40	1	1
<u>Street Services Division</u>			
Public Works Supervisor II	40	1	1
Senior Maintenance Worker	160	4	4
Public Works Maintenance Worker	80	2	2
Public Works Maintenance Worker (P/T)	16	0.4	1

Exhibit "A"

**CITY OF SAN FERNANDO
FY 2017-2018 - TABLE OF ORGANIZATION**

<u>DEPARTMENT/TITLE</u>	<u>BUDGETED HOURS (PER WEEK)</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVG NUMBER OF PERSONNEL IN POSITION</u>
<u>PUBLIC WORKS (Continued)</u>			
<u>Water Services Division</u>			
Public Works Superintendent	40	1	1
Public Works Field Supervisor II	40	1	1
Public Works Field Supervisor I	40	1	1
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	80	2	2
Meter Technician	40	1	1
Water Pumping Operator/Backflow Techn.	40	1	1
TOTAL	1352	33.8	35
<u>RECREATION & COMMUNITY SERVICES</u>			
Director of Rec. & Community Services	40	1	1
Office Specialist	80	2	2
Community Services Supervisor	40	1	1
Cultural Arts Supervisor	40	1	1
Recreation Supervisor	40	1	1
Program Specialist	40	1	1
Day Camp Counselor (P/T)	280	7	14
Office Clerk/Cashier (P/T)	12	0.3	1
Program Specialist (P/T)	30	0.75	1
Recreation Leader I, II & III (P/T)	255.2	6.38	12.76
Senior Day Camp Counselor (P/T)	101.2	2.53	5.06
TOTAL	958.4	23.96	40.82
GRAND TOTAL	5096.28	127.4	156.82

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: June 19, 2017

Subject: Consideration to Approve an Agreement for Special Services with Liebert Cassidy Whitmore for Fiscal Year 2017-2018

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve an Agreement for Special Services (Attachment "A" – Contract No. 1858) with the law firm of Liebert Cassidy Whitmore (LCW); and
- b. Authorize the City Manager to execute the Agreement.

BACKGROUND:

1. On November 7, 2011, the City Council authorized the City Administrator to proceed with an RFP for Labor and Employment Legal Services for the City.
2. On January 9, 2012, staff conducted the bid opening, and received a total of 12 responses to the RFP for Labor and Employment Legal Services.
3. In March 2012, all proposals were reviewed by an in-house committee (comprised of the City Administrator, City Planner, and the Personnel Manager) to ensure that the information requested in the RFP was complete, and that the respondents satisfied the minimum qualifications. During this review, six firms were selected for further consideration.
4. On May 8, 2012, the remaining six proposals were reviewed by the Council Screening Committee, and four firms were selected for further consideration.
5. On May 31, 2012 and June 7, 2012, the City Council interviewed representatives from each of the four law firms, including representatives from LCW.

Consideration to Approve an Agreement for Special Services with Liebert Cassidy Whitmore for Fiscal Year 2017-2018Page 2 of 3

6. On June 7, 2012, the City Council made a motion to hire Meyers Nave as the City's Labor and Employment Attorney, and directed the City Administrator to negotiate a contract for Council consideration.
7. On July 2, 2012, the City Council voted not to approve a contract with Meyers Nave and to reconsider other firms.
8. On July 18, 2012, the City voted to renew a one-year special services agreement with LCW, thus making the City a member of the San Gabriel Valley Employment Relations Consortium, which consists of over 27 cities that consult with LCW.
9. On November 18, 2013, a City Council Sub-Committee, then Interim City Manager, and the Personnel Manager met with representatives from LCW to address certain City concerns, and determined that it is in the City's best interest to continue with LCW for special labor and employment law services.
10. On December 2, 2013, the City Council approved an Agreement for Special Services with LCW retroactively from July 1, 2013 through June 30, 2014.
11. On June 16, 2014, the City Council approved the renewal of the Agreement for Special Services with LCW from July 1, 2014 through June 30, 2015.
12. On July 20, 2015 and July 18, 2016, the City Council approved the renewal of the Agreement for Special Services with LCW from July 1, 2015 through June 30, 2016, and from July 1, 2016 through June 30, 2017, respectively.

ANALYSIS:

LCW has over thirty (30) years of extensive experience representing public agencies in California strictly in the area of employment law and labor relations. With over seventy (70) attorneys, the firm has a very good reputation and tremendous resources, and is currently serving about seventy four percent (74%) of California cities, ninety percent (90%) of California counties, ninety percent (90%) of California's community college districts, and numerous special districts and schools. Over the years, through its San Gabriel Valley Employment Relations Consortium, the firm has provided relevant training on a wide variety of topics to unlimited number of City employees at a reasonable flat fee.

If approved, the proposed special services agreement will be for one-year, from July 1, 2017 through June 30, 2018, and will include the provision of the following services:

- Five full days of group training workshops for unlimited number of City designated

Consideration to Approve an Agreement for Special Services with Liebert Cassidy Whitmore for Fiscal Year 2017-2018Page 3 of 3

attendees covering the following employment relations topics: "Managing the Marginal Employee," "The Future is Now – Embracing Generational Diversity and Succession Planning," "Technology and Employee Privacy," "Public Service: Understanding the Roles and Responsibilities of Public Employees," "Moving Into the Future," "Risk Management Skills for Front Line Supervisors," "Disciplinary and Harassment Investigations: Who, What, When and How," "Workplace Bullying: A Growing Concern," "A Supervisor's Guide to Labor Relations," and "The Disability Interactive Process."

- Availability of Attorneys for City to consult by telephone. Questions that the attorneys can answer with limited research or review of documents are covered by this service.
- Monthly newsletter and training materials covering employment relations developments.

LCW will provide the above services to the City for a flat fee of \$2,900 if paid prior to August 1, 2017. If paid after August 1, 2017, a late fee of \$100 will be added. The flat fee covers the provision of the aforementioned group training workshops and materials to unlimited number of employees, as well as yearlong telephonic consultations with attorneys.

Provision of the ten workshops listed above at this flat rate amounts to major savings for the City. Typically, a three-hour, half day group workshop session for one training topic ranges from \$3,500 to \$4,500.

BUDGET IMPACT:

Funding for this contract is included in the Fiscal Year 2017-2018 Budget.

CONCLUSION:

Approval of the Agreement for Special Services with LCW is necessary to enable the City to take advantage of the special benefits available to all participating member cities of the San Gabriel Valley Employment Relations Consortium, including the ten scheduled workshops, training materials, consultation and related resources.

ATTACHMENT:

A. Contract No. 1858

AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the City of San Fernando, A Municipal Corporation, hereinafter referred to as "Agency," and the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation, hereinafter referred to as "Attorney."

WHEREAS Agency has the need to secure expert training and consulting services to assist Agency in its workforce management and employee relations; and

WHEREAS Agency has determined that no less than twenty-three (26) public agencies in the San Gabriel Valley area have the same need and have agreed to enter into identical agreements with Attorney; and

WHEREAS Attorney is specially experienced and qualified to perform the special services desired by the Agency and is willing to perform such services;

NOW, THEREFORE, Agency and Attorney agree as follows:

Attorney's Services:

During the year beginning July 1, 2017, Attorney will provide the following services to Agency (and the other aforesaid public agencies):

1. Five (5) days of group training workshops covering such employment relations subjects as management rights and obligations, negotiation strategies, employment discrimination and affirmative action, employment relations from the perspective of elected officials, performance evaluation (administering evaluations), grievance and discipline administration for supervisors and managers, planning for and responding to concerted job actions, current court, administrative and legislative developments in personnel administration and employment relations, etc., with the specific subjects covered and lengths of individual workshop presentations to be determined by Agency and the other said local agencies.

It is expressly understood that the material used during these presentations, including written handouts and projected power points are provided solely for the contracted workshops. This agreement warrants there will be no future use of Liebert Cassidy Whitmore material in other trainings or formats without the expressed written permission of Liebert Cassidy Whitmore. Any such use will constitute a violation of this agreement and copyright provisions.

2. Availability of Attorney for Agency to consult by telephone. Consortium calls cover questions that the attorney can answer quickly with little research. They do not include the review of documents, in depth research, written responses (like an opinion letter) or advice on on-going legal matters. The caller will be informed if the question exceeds the scope of consortium calls. Should the caller request, the attorney can assist on items that fall outside the service, but these matters will be billed at the attorney's hourly rate. (See additional services section.)

3. Providing of a monthly newsletter covering employment relations developments.

Fee:

Attorney will provide these special services to Agency for a fee of Two Thousand Nine Hundred Dollars (\$2,900.00) payable in one payment prior to August 1, 2017. The fee, if paid after August 1, 2017 will be \$3,000.00.

Said fee will cover Attorney's time in providing said training and consultative services and the development and printing of written materials provided to attendees at the training programs.

Additional Services:

Attorney shall, as and when requested by Agency, make itself available to Agency to provide representational, litigation, and other employment relations services. The Agency will be billed for the actual time such representation services are rendered, including reasonable travel time, plus any necessary costs and expenses authorized by the Agency.

The range of hourly rates for Attorney time is from Two Hundred to Three Hundred Fifty Dollars (\$200.00 - \$350.00) per hour for attorney staff, One Hundred Ninety-Five Dollars to Two Hundred Thirty Dollars (\$195.00 - \$230.00) per hour for Labor Relations/HR Consultant and from Seventy-Five to One Hundred Sixty Dollars (\$75.00 - \$160.00) per hour for services provided by paraprofessional and litigation support staff. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour. Attorney reviews its hourly rates on an annual basis and if appropriate, adjusts them effective July 1.

Independent Contractor:

It is understood and agreed that Attorney is and shall remain an independent contractor under this Agreement.

Term:

The term of this Agreement is twelve (12) months commencing July 1, 2017. The term may be extended for additional periods of time by the written consent of the parties.

Condition Precedent:

It is understood and agreed that the parties' aforesaid rights and obligations are contingent on no less than twenty-six (26) local agency employers entering into a substantially identical Agreement with Attorney on or about July 1, 2017.

Dated: 5/5/17

LIEBERT CASSIDY WHITMORE
A Professional Corporation

By 

Dated: _____

CITY OF SAN FERNANDO
A Municipal Corporation

By _____

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: June 19, 2017

Subject: Consideration to Adopt a Resolution Setting the Fiscal Year 2017-2018 Article XIIIB Appropriations (Gann) Limit

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7798 (Attachment "A") setting the Fiscal Year (FY) 2017-2018 Article XIIIB Appropriation Limit at \$48,955,172.

BACKGROUND:

1. In November 1979, the voters of the State of California approved Proposition 4, commonly known as the (Paul) Gann Initiative. Proposition 4 created Article XIIIB of the State Constitution and placed an annual limit on the amount of revenue that can be spent by all entities of government using each entity's 1978-1979 revenues as the base year.
2. The Appropriation Limit of Proposition 4 had little impact in its early years, but in 1987 the State of California refunded \$1.1 billion to taxpayers as a result of unexpectedly reaching their limit. The Proposition was also a major barrier to increasing gas taxes in the late 1980's.
3. To increase accountability of local governments in adopting their limits, the State voters approved Proposition 111 in June 1990. Proposition 111 amended Article XIIIB (Proposition 4) by requiring local jurisdictions to establish an annual review of the Appropriation Limit calculation.

ANALYSIS:

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

Consideration to Adopt a Resolution Setting the Fiscal Year 2017-2018 Article XIII B Appropriations (Gann) LimitPage 2 of 2

An increase over the prior year's limitation is allowed in three instances:

1. Percentage change in California fourth quarter personal income or the increase in the non-residential assessed valuation due to new construction, whichever is greater;
2. Percentage change in the population of the jurisdiction or the county in which the jurisdiction is located, whichever is greater; and
3. Corrections for previous computation errors.

Cities use the following adjustment factors to calculate the Gann:

- A. *Inflation Adjustment Factor*: Either the "Per Capita Personal Income Change" or the "Non-Residential Assessed Value Change".
- B. *Population Adjustment Factor*: Either the "City Population Change" or the "Los Angeles County Population Change".

The components used for the FY 2017-2018 Gann Limit calculation, as noted in Exhibit "A" of Attachment "A", are the increase in the Non-Residential Assessed Value Change of +3.86% and the Los Angeles County Population Change of +0.57%. The use of the two above-mentioned adjustment factors results in an increase in the Appropriation Limit of 4.45% or a \$2,086,590 establishing an Appropriation Limit of \$48,955,172 for FY 2017-2018.

BUDGET IMPACT:

The total FY 2017-2018 revenues subject to the Appropriation Limit are well below the Appropriation Limit of \$48,955,172. Therefore, there is no impact to the FY 2017-2018 budget.

CONCLUSION:

A full analysis of appropriations subject to the Appropriations Limit is not required since the total General Fund budget, including Special Revenue Funds, is less than the Appropriation Limit. Approving the Resolution No. 7798 will set the FY 2017-2018 Article XIII B Appropriation Limit at \$48,955,172.

ATTACHMENT:

- A. Resolution No. 7798

ATTACHMENT "A"**RESOLUTION NO. 7798**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, FIXING THE
APPROPRIATION LIMITATION IN THE CITY OF SAN
FERNANDO FOR THE FISCAL YEAR 2017-2018**

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

Section 1. In accordance with Article XIII B of the California Constitution as amended by Proposition 111 and the Gann Implementation Bill 1352, the Appropriation Limit (Exhibit "A") in the City of San Fernando for Fiscal Year 2017-2018 is hereby fixed at Forty Eight Million, Nine Hundred Fifty Five Thousand, and One Hundred Seventy Two dollars (\$48,955,172).

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

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

Sylvia Ballin, 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 19th day of June, 2017, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

Exhibit A

Article XIII B Appropriations (GANN) Limit Fiscal Year 2017-2018

FY 2016-2017 Adopted Appropriation Limit \$ 46,868,582

*A. Inflation Adjustment Factor**

Per Capita Personal Income Change**	3.69
Ratio	1.0369

Non-Residential Assessed Value Change***	3.86
Ratio	1.0386

*B. Population Adjustment Factor**

City Population Change**	0.05
Ratio	1.0005

Los Angeles County Population Change**	0.57
Ratio	1.0057

C. Calculation of Appropriation Limit:

Step 1:

Non-Residential Assessed Value Ratio		1.0386
LA County Population Change Ratio	X	1.0057
<i>Appropriations Limit Factor</i>		1.04452002

Step 2:

FY 2016-2017 Appropriations Limit	\$	46,868,582
Appropriation Limit Factor	X	1.04452002
FY 2017-2018 Appropriation Limit	\$	48,955,172

NOTES:

* The City may choose to use the higher of the two Inflation Adjustment Factors and the greater of the two Population Adjustment Factors to calculate the Appropriation Limit.

**Information provided by the California State Department of Finance

***Information provided by HdL (City Consultant)

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, Interim City Manager
By: Anthony Vairo, Police Chief

Date: June 19, 2017

Subject: Consideration to Accept Grant Funds Awarded by the U.S. Department of Justice Under the Bulletproof Vest Partnership Grant Act of 1988

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the U.S. Department of Justice match grant in the amount of \$16,751.46 intended to cover fifty percent (50%) of the cost for body armor vests for all sworn and reserve police personnel (Attachment "A"); and,
- b. Waive formal bidding requirements and authorize the interim City Manager to execute a Purchase Order with Keystone Uniforms in the amount of \$33,502.92 (Attachment "B") to purchase fifty one (51) body armor vests.

BACKGROUND:

1. The ballistic vests currently worn by police sworn and reserve personnel were purchased in 2012 and the vests have a recommended five-year replacement life thus requiring those vests to be replaced under the 2016 Bulletproof Vest Partnership Grant (the 2016 Grant).
2. On April 4, 2016, applications for the 2016 Grant were being accepted by the U.S. Department of Justice (DOJ). The program allowed for grant applications for the purchase of body armor vests requiring that jurisdictions submitting applications match the grant with 50 percent of the total cost of this ballistic equipment.
3. The 2016 Grant application was submitted based on a May 16, 2016 quotation obtained from Keystone Uniforms, an authorized vendor under the 2016 Grant Program. The quotation was in the amount of \$33,502.92, which represented the full cost for the purchase of 51 ballistic body armor vests. The vests to be purchased are Halo Level II Ballistic Panels with Revolution Carriers in Navy color and include a soft trauma plate.

Consideration to Accept Grant Funds Awarded by the U.S. Department of Justice Under the Bulletproof Vest Partnership Grant Act of 1988Page 2 of 3

4. On October 7, 2016, the Police Department received notification of the 2016 Grant award authorizing the San Fernando Police Department to purchase body armor using the 50 percent grant funds and the remainder of the costs, as required, to be covered by matching City funds.
5. The 2016 Grant award may only be used to purchase National Institute of Justice (NIJ) compliant armored vests which must be ordered after April 1, 2016. The deadline to request payments from the FY 2016 Grant award is August 31, 2017, or until all available funds have been requested. Awards will not be extended past that date, and any unused funds will be forfeited.
6. The 2016 Grant award was based on the type of vest submitted and weighed into the DOJ's decision to grant the award.

ANALYSIS:

The grant application required specific NIJ approved ballistic vests be purchased and the terms of the grant specified certain vendor requirements. Keystone Uniforms is an approved vendor as required by NIJ standards and is able to fulfill the order in a timely manner to avoid forfeiting the funds. Consequently, it is in the City's best interest to waive formal bidding requirements and award a Purchase Order to Keystone Uniforms.

BUDGET IMPACT:

Upon acceptance of this grant by the City Council, funds may be disbursed by DOJ for 50 percent of the costs of the vests (\$16,751.46). The City's required match is available in the Fiscal Year 2016-2017 City Budget.

CONCLUSION:

The Police Department has established the history of the purchase of body armor ballistic vests for police personnel under the DOJ grant and purchasing process for personal protective equipment (ballistic vests), which will be distributed to Police Department sworn and reserve personnel for immediate deployment and daily wear when on duty for protection against life threatening events. It is recommended that the City Council accept the grant and authorize the Purchase Order.

Consideration to Accept Grant Funds Awarded by the U.S. Department of Justice Under the Bulletproof Vest Partnership Grant Act of 1988

Page 3 of 3

ATTACHMENTS:

- A. DOJ Award Email
- B. Keystone Uniforms Quote

ATTACHMENT "A"

Anthony Vairo

From: Christian Colelli
Sent: Thursday, June 8, 2017 1:51 PM
To: Anthony Vairo
Subject: FW: Fiscal Year 2016 BVP Awards

From: owner-bvp-list@ojp.usdoj.gov [mailto:owner-bvp-list@ojp.usdoj.gov] **On Behalf Of** BVP
Sent: Friday, October 07, 2016 12:31 PM
Subject: Fiscal Year 2016 BVP Awards

Dear BVP applicant,

The Bureau of Justice Assistance (BJA) is pleased to inform you that your agency will receive an award under the Fiscal Year (FY) 2016 Bulletproof Vest Partnership (BVP) solicitation. These funds have been posted to your account in the BVP System. A complete list of FY 2016 BVP awards is available at: <http://www.ojp.usdoj.gov/bvpbasi/>.

The FY 2016 award may be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1, 2016. The deadline to request payments from the FY 2016 award is August 31, 2017, or until all available funds have been requested. Awards will not be extended past that date, and any unused funds will be forfeited.

Please see the following websites for a list of NIJ compliant vests:

Ballistic Vests: <http://nij.gov/nij/topics/technology/body-armor/compliant-ballistic-armor.htm>

Stab Resistant Vests: <http://nij.gov/nij/topics/technology/body-armor/compliant-stab-armor.htm>

As a reminder, all jurisdictions that applied for FY 2016 BVP funding certified that a mandatory wear policy was in place for their jurisdiction. BJA will be conducting reviews of the mandatory wear policies as funds are requested from the BVP System. For more information on the BVP mandatory wear policy, please see the BVP Frequently Asked Questions document: <http://www.ojp.usdoj.gov/bvpbasi/docs/FAQsBVP MandatoryWearPolicy.pdf>

Finally, please visit the following page for checklists and guides for each step of the BVP process: <http://ojp.gov/bvpbasi/bvpprogramresources.htm>

For questions regarding the BVP Program or your award, please do not hesitate to contact the BVP Help Desk at vests@usdoj.gov or 1-877-758-3787.

Thank you

BVP Program Support Team
Bureau of Justice Assistance

ATTACHMENT "B"



Quotation Date: 16-May-16
 Quote Duration: _____
 Reference #: _____
 Customer Acct#: _____

Salesperson: Patricia Carney
 Ph#: 714-788-4064
 email: patricia@keystoneuniforms.com

Customer POC: Lt. Chris Colelli
 Agency/Dept. San Fernando City Police Dept.
 Ph#: 818-898-1255
 910 1st. Street
 San Fernando, CA 91340
 email: ccolelli@sfcity.org

Ship to: _____
 Attn: _____
 Ph#: _____
 Address: _____

Item	Description	Qty	Price	Extension	Notes
ArmorExpress Halo Body Armor Package	HALO Level II Ballistic Panels w/ 2 Revolution Carriers, Navy and Soft Trauma Plate	51	\$599.00	\$30,549.00	
	Shipping & Handling	51	\$10.00	\$510.00	Non taxable

Product Total \$30,549.00
 TAX \$2,443.92
 Shipping \$510.00
Total \$33,502.92

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, Interim City Manager
By: Anthony Vairo, Police Chief

Date: June 19, 2017

Subject: Consideration to Accept Alcoholic Beverage Control Grant for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the California Department of Alcoholic Beverage Control (ABC) for Under Age Alcohol Purchase Prevention Program and Merchant Education Program (Attachment "A") grant award in the amount of \$41,783.00; and
- b. Adopt Resolution No. 7802 (Attachment "B") authorizing the Chief of Police to execute Standard Agreement No. 17G LA40 (Exhibit "A" of Attachment "B" – Contract No. 1859) with ABC for an Under Age Alcohol Purchase Prevention Program and a Merchant Education Program.

BACKGROUND:

1. On March 27, 2017, the Police Department applied to ABC requesting funds for an Under Age Alcohol Purchase Prevention Program and Merchant Education Program regarding alcohol related crime tendencies. Additional goals include License Education of Alcohol and Drugs (LEAD) training.
2. On May 19, 2017, the Police Department was notified that it had been selected to receive funding for Fiscal Year 2017-2018 ABC Grant Assistance Program (GAP) grant proposal in the amount of \$41,783 (Attachment "A").
3. Pending City Council acceptance and approval of the grant, from July 11, 2017 through July 13, 2017, Detectives Evelyn Diaz and Jorge Cervantes will attend an ABC program training conference in Sacramento, California.

Consideration to Accept Alcoholic Beverage Control Grant for an Under Age Alcohol Purchase Prevention and Merchant Education ProgramPage 2 of 2

ANALYSIS:

The Police Department provides public safety services to a population of approximately 25,000 residing in 2.42 square miles. The community of San Fernando is predominately Latino (95%) with an unemployment rate of about 11.5%. Over 13% of the City's population is receiving some type of public assistance. Over the last five years (2012-2016), the Police Department averaged approximately 138 DUI arrests per year. Minor DUI arrests composed 3% of the total DUI arrests.

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

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

BUDGET IMPACT:

The ABC GAP Grant does not require a local match. Revenues and expenditures in the amount of \$41,783 will be appropriated in the City's Grant Fund (Acct No. 120-225-0000-4105) as part of the Fiscal Year 2017-2018 budget process.

CONCLUSION:

Enforcement of laws prohibiting sales of alcohol to minors and education of local merchants and ABC licenses in proper sales techniques, is and will remain a vital element of the Police Department's operational plan.

ATTACHMENTS:

- A. ABC Award Letter
- B. Resolution No. 7802

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

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



May 19, 2017

Chief Anthony Vairo
San Fernando Police Department
910 First Street
San Fernando, CA 91340

Dear Chief Vairo:

Congratulations! Your agency has been selected by the Department of Alcoholic Beverage Control to receive funding for your 2017/2018 GAP grant proposal in the amount of \$41,783. We look forward to working with your department to meet the goals and objectives in your proposal.

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

We are planning a two and a half-day training conference July 11 – 13, 2017, at the Embassy Suites Sacramento Riverfront Promenade. The conference can accommodate two attendees from each agency and it is recommended that your Project Director and the officer assigned to the grant program attend.

This conference will offer valuable training in alcohol enforcement and will also be an excellent opportunity for the officers and deputies from your agency to meet and share information with others. Attendees are encouraged to utilize a pre-registration session on Monday, July 10, from 4:00 – 5:00 p.m. in order to expedite the registration on the next day.

A block of rooms at a special conference rate of \$189.00 plus tax has been reserved for grant agency participants.¹ **PLEASE NOTE THAT ATTENDEES MUST MAKE RESERVATIONS BY THE HOTEL'S DEADLINE OF JUNE 18, 2017,** to guarantee the special room rate or availability. There will be a \$275.00 registration fee per person for the

¹ Based on the State regulations we are unable to reimburse those agencies that are within a 50 mile radius from the Embassy Suites Sacramento Riverfront Promenade. The distance is based on the agency's physical headquarters address. Agency(s) that fall in this category are: **Placer Co Sheriff's Office, Rancho Cordova Police Dept, Sacramento Police Dept, and Stockton Police Dept.** Travel reimbursable costs for the aforementioned agency(s) will be limited to the registration fee only.

May 19, 2017

Page 2

training that is reimbursable through the grant. Space at the hotel is limited and late registrants may be referred to nearby hotels.

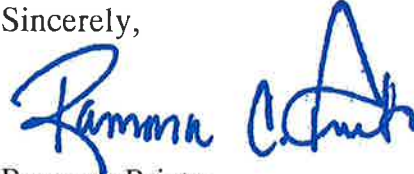
Participants must contact the Embassy Suites Hotel **directly** to make reservations. Below are three options:

1. Call (916) 326-5000 and ask for the Department of ABC discount rate.
2. Go to www.sacramento.embassysuites.com and make a reservation using the group/convention code: **ABC**.
3. Go to website: http://embassysuites.hilton.com/en/es/groups/personalized/S/SACESES-ABC-20170710/index.jhtml?WT.mc_id=POG

Due to the short time frame for registering at the hotel, your prompt attention is appreciated. The special room rate will only be available until June 18, 2017, or until the group block is sold out, whichever comes first. We have also enclosed a conference registration form to be filled out and returned using the same time frame.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Ramona Prieto", followed by a large, stylized blue "A" or similar mark.

Ramona Prieto
Acting Director

Enclosure

Cc: Lieutenant Christian Colelli, Project Director



Grant Assistance Program (GAP) Training Conference July 11 - 13, 2017

Registration Form for GAP Training Conference

☐ Yes, I will attend the 2017 GAP Training Conference held at the location below.

Location: Embassy Suites Sacramento Riverfront Promenade
100 Capitol Mall, Sacramento CA 95814
Hotel Main Line 916-326-5000

Dates/Times: Monday, July 10 - PreRegistration..... 4:00 pm - 5:00 pm
Tuesday, July 11 - Registration 7:30 am - 8:30 am
Tuesday, July 11 - Day 1 Class 8:30 am - 5:00 pm
Wednesday, July 12 - Day 2 Class..... 8:30 am - 5:00 pm
Thursday, July 13 - Day 3 Class 8:30 am - 12:00 pm

(Times may vary slightly due to Agenda classes.)

AGENCY NAME _____

Name 1 _____ Title _____
Address _____ City/Zip _____
Daytime Phone _____ Cell _____
Email Address _____ Fax _____

Name 2 _____ Title _____
Address _____ City/Zip _____
Daytime Phone _____ Cell _____
Email Address _____ Fax _____

Instructions:

1. Print all information above. Name and agency will be used for identification badges.
2. Two sworn attendees allowed. We recommend Project Director & Officer assigned to awarded agency.
3. Send Registration Form as soon as possible to Grant Coordinator with or without payment so attendance is placed on conference roster. If attendant(s) has not been selected, enter Officer 1 & Officer 2 and send to secure.
4. Mail/Email/Fax Registration Form attention to Grant Coordinator (see below).
5. **Payment must be received by June 18.** Contact Grant Coordinator if payment will be delayed.
6. Checks only are accepted for payment. Credit Card or Purchase Orders are not accepted.
7. Conference registration fee is \$275 per person.
8. Make checks payable to - Alcoholic Beverage Control.
9. Contact hotel separately for room reservations. This Registration Form does not secure hotel arrangements.

Department of Alcoholic Beverage Control
Attention: Suzanne Pascual, Grant Coordinator
3927 Lennane Drive, Suite 100
Sacramento, CA 95834
Direct (916) 419-2572; Fax (916) 419-2599

suzanne.pascual@abc.ca.gov

ATTACHMENT “B”**RESOLUTION NO. 7802**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AUTHORIZING THE CHIEF
OF POLICE TO PROPOSE AND ENTER INTO AN AGREEMENT
WITH THE STATE OF CALIFORNIA DEPARTMENT OF
ALCOHOLIC BEVERAGE CONTROL TO DEVELOP AN UNDER
AGE ALCOHOL PURCHASE PREVENTION PROGRAM AND
MERCHANT EDUCATION PROGRAM**

WHEREAS, The City Council of the City of San Fernando desires to undertake a certain project designated as 2017-2018 Grant Assistance Program (GAP) to be funded in part from funds made available through the Grant Assistance Program administered by the Department of Alcoholic Beverage Control (hereafter referred as ABC).

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

Section 1. The Chief of Police is authorized to execute, on behalf of the City Council, the attached Contract/Agreement (Exhibit “A”), including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

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

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

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

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

Sylvia Ballin, 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 19th day of June, 2017, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

STATE OF CALIFORNIA

STANDARD AGREEMENT

STD 213 (Rev 06/03)

EXHIBIT A**CONTRACT NO. 1859**

AGREEMENT NUMBER

17G-LA40

REGISTRATION NUMBER

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

STATE AGENCY'S NAME

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

CONTRACTOR'S NAME

City of San Fernando through the San Fernando Police Department

2. The term of this Agreement is: July 1, 2017 through June 30, 2018

3. The maximum amount of this Agreement is: \$ 41,783

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

Exhibit A – Scope of Work 3 page(s)

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

Exhibit C* – General Terms and Conditions GTC 610

Check mark one item below as Exhibit D:



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

1 page(s)



Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions

page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx

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

CONTRACTOR

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

City of San Fernando through the San Fernando Police Department

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Anthony Vairo, Chief

ADDRESS

910 First Street
San Fernando, CA 91340

STATE OF CALIFORNIA

AGENCY NAME

Department of Alcoholic Beverage Control

BY (Authorized Signature)



DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Pattye Nelson, Chief, Business Management Branch

ADDRESS

3927 Lennane Drive, Suite 100, Sacramento CA 95834

**California Department of General
Services Use Only**

☒ Exempt per: SCM 4.04.(A)(3)

Exhibit A

SCOPE OF WORK

1.) Summary:

a.) Agency Description:

The San Fernando Police Department, (SFPD) is comprised of 27 sworn officers, and 24 civilian employees. The sworn personnel include a Chief of Police, two Lieutenants, five Sergeants, three Detectives, sixteen patrol officers, and nineteen reserve officers.

b.) Funding Requested:

The San Fernando Police Department, request the amount of \$41,783.00, to continue to enhance the current levels of education and enforcement, regarding ABC licensed establishments, and problems associated with alcohol sales, and consumption.

c.) Goals and Objectives:

The San Fernando Police Department is committed to enhance the level of enforcement, public education, and outreach regarding ABC licensed establishments and issues associated with alcohol sales. Our detectives and patrol officers will continue to work in partnership with ABC Agents to successfully continue to implement the objectives of the program, including sting operations, conduct Informed Merchants Preventing Alcohol-Related Crime Tendencies Inspections, (IMPACT), prevention and education programs that explain to licensees how they can be part of the solution to reduce alcohol related crimes. Additional goals include: License Education of Alcohol and Drugs, (LEAD) training, voluntary prevention and education programs for retail licensees and their employees, and outreach efforts to continue to increase public awareness of ABC rules, regulations, and enforcement activities.

The project requested for funding has the full support and commitment of the Chief of Police and the members of the department with the mission statement to successfully impact the issues of alcohol sales to minors and to monitor problematic ABC establishments within the City of San Fernando. The successful impact should create a safer community for our residents, visitors and business leaders. Additionally, the agency will continue to engage the Neighborhood Watch and Business watch groups. We will continue to employ press releases that support the efforts of the grant program as well as submit articles and notices of events to the press related to the program and community education objectives.

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

Exhibit A

to reduce crime overall. The City of San Fernando currently has forty-three ABC licensed establishments, (22 on-sale establishments, 19 off-sale establishments, 1 small beer manufacturing establishment, and 1 one retail location).

2.) Problem Statement:

The San Fernando Police Department provides public safety services to a population of approximately 25,000 residing in a 2.42 square miles. The San Fernando community is predominately Latino, (95%) with an unemployment rate of about 11.5%. Over 13% of the city's population is receiving some type of public assistance. Over the last five years, (2012-2016), the San Fernando Police Department averaged approximately 138 DUI arrests per year. Minor DUI arrests composed 3% of the total DUI arrests.

The City of San Fernando experienced three separate homicides in the last three months of 2012. It was confirmed that alcohol was a contributing factor in all three homicides. One of the homicides occurred on the property of an ABC licensee where the victim was consuming alcohol. The City of San Fernando also experienced three homicides in 2014, an additional homicide in 2015, one homicide in 2016 and the most recent homicide occurred in January of 2017.

The San Fernando Police Department will strive to continue to educate detectives, police officers, community members, licensees, and their employees through briefing trainings, LEAD, and IMPACT. By continuing to focus on these types of trainings, we hope we will continue to see a reduction in alcohol sales to minors. The San Fernando Police Department will continue to utilize follow up decoy operations to assess the level of compliance and success of the program.

Through previous ABC grant funds, the City of San Fernando has been able to address numerous ABC related violations by making arrests and issuing misdemeanor citations. Unfortunately, due to city budget restrictions and not being awarded the ABC grant for the past two years, our police department has not been able to focus one hundred percent on the following:

1. On-sale and Off-sale establishments increasing their sales of alcohol to minors.
2. Repeated criminal offenses that have stemmed from problematic On-Sale premises. Offenses include alcohol sales to minors, narcotics usage and sales, DUI's, fights, and homicides.
3. Licensees not properly training their employees resulting in non-compliance with ABC rules and regulations.

3.) Project Description:

The following goals and objectives will be performed during the upcoming grant, (2017-2018). The San Fernando Police Department will:

1. Continue to train the two current SFPD/ABC GAP officers on ABC tactics, strategies, and administrative accusation process.
2. Continue to identify and target problematic establishments.
3. Continue to establish relationships with ABC Agents and the Grant Assistance Program

Exhibit A

Coordinator.

4. Continue to conduct briefing/roll call trainings for current officers and newly appointed officers regarding the rules and regulations of the ABC Act.
5. Prepare two press releases in cooperation with ABC, to announce the project and report on significant progress and activities. SFPD will continue to engage the media in the program and sting operations.
6. Continue to work closely with the San Fernando Neighborhood Watch Program, Business Watch Program, and to provide several additional presentations at our local service clubs, (i.e. Rotary Club, Kiwanis Club).
7. Conduct eight Minor Decoy/Shoulder Tap Operations.
8. Conduct one Teenage Party Prevention and Dispersal Deployment (TAPPED) to correspond with senior prom events sponsored by any of our four high schools.
9. Conduct two IMPACT inspections where detectives and patrol officers will continue to visit licensed and problematic establishments to ensure safety for the customers and compliance with ABC regulations.
10. Conduct and host one additional LEAD training seminar with the assistance of the local ABC office.
11. Continue to conduct three additional discretionary undercover operations, such as Cops in Shops, DUI Saturation patrol, and B-Girl operations in an attempt to identify any possible victims of human trafficking.

4.) Project Personnel:

The Grant Assistance Program (GAP) will be under the Detective Division of the San Fernando Police Department. The staffing required to implement the grant goals and objective will consist of Lieutenant Christian Colelli, who will be responsible for supervising the operations, managing the grant, and reporting. Detectives and patrol officers will participate in the operations, coordinate meetings, assist ABC Agents involved in the project, testify in court and in ABC administrative hearings, and attend training presentations offered by ABC.

Additionally, staffing will also consist of four patrol officers who will assist in carrying out the operations, including but not limited to arrests, citations, evidence collection, court and ABC hearing testimony, and public education.

BUDGET DETAIL**Exhibit B**

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST
A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)	(Round budget amounts to nearest dollar)
A.1 Straight Time None	\$0.00
A.2 Overtime Detective/Officer, estimated 360 hours, @ \$69.22/hour	\$24,920.00
Supervisor/Lieutenant, estimated 75 hours, @ \$93.51/hour	\$7,013.00
A.3 Benefits Medicare, @ 1.45% x \$31,933.00	\$463.00
Workers Compensation, @ 20% x \$31,933.00	\$6,387.00
TOTAL PERSONNEL SERVICES	\$38,783.00
B. Operating Expenses (maximum \$2,500)	
"Buy Money"	\$500.00
TOTAL OPERATING EXPENSES	\$500.00
C. Equipment (maximum \$2,500)	
(Attach receipts for all equipment purchases to monthly billing invoice)	
No equipment is required due to the fact SFPD will utilize the equipment obtained through the 2013-2014 grant period.	\$0.00
TOTAL EQUIPMENT	\$0.00
D. Travel Expense/Registration Fees (maximum \$2,500)	
(Registration fee for July 2017 GAP Conference attendee is \$275 each)	
Registration fee for Lieutenant Chirstian Colelli and Detective Jorge Cervantes	\$550.00
Hotel fees and per diem for Lieutenant Christian Colelli	\$975.00
Hotel fees and per diem for Detective Jorge Cervantes	\$975.00
TOTAL TRAVEL EXPENSE	\$2,500.00
TOTAL BUDGET DETAIL COST, ALL CATEGORIES	\$41,783.00

PAYMENT PROVISION**Exhibit B**

Page 1 of 2

1. **INVOICING AND PAYMENT:** Payments of approved reimbursable costs (per Budget Detail attached) shall be in arrears and made via the State Controller's Office. Invoices shall be submitted in duplicate on a monthly basis in a format specified by the State. Failure to submit invoices and reports in the required format shall relieve the State from obligation of payment. Payments will be in arrears, within 30 days of Department acceptance of Contractor performance, pursuant to this agreement or receipt of an undisputed invoice, whichever occurs last. Nothing contained herein shall prohibit advance payments as authorized by Item 2100-101-3036, Budget Act, Statutes of 2017.
2. Revisions to the "Scope of Work" and the "Budget Detail" may be requested by a change request letter submitted by the Contractor. If approved by the State, the revised Grant Assistance Scope of Work and/or Budget Detail supersede and replace the previous documents bearing those names. No revision can exceed allotted amount as shown on Budget Detail. The total amount of the contract must remain unchanged.
3. Contractor agrees to refund to the State any amounts claimed for reimbursement and paid to Contractor which are later disallowed by the State after audit or inspection of records maintained by the Contractor.
4. Only the costs displayed in the "Budget Detail" are authorized for reimbursement by the State to Contractor under this agreement. Any other costs incurred by Contractor in the performance of this agreement are the sole responsibility of Contractor.
5. Title shall be reserved to the State for any State-furnished or State-financed property authorized by the State which is not fully consumed in the performance of this agreement. Contractor is responsible for the care, maintenance, repair, and protection of any such property. Inventory records shall be maintained by Contractor and submitted to the State upon request. All such property shall be returned to the State upon the expiration of this contract unless the State otherwise directs.
6. If travel is a reimbursable item, the reimbursement for necessary traveling expenses and per diem shall be at rates set in accordance with Department of Personnel Administration rates set for comparable classes of State employees. No travel outside of the State of California shall be authorized. No travel shall be authorized outside of the legal jurisdiction of Contractor without prior authorization by the State.

PAYMENT PROVISION**Exhibit B**

Page 2 of 2

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

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

Exhibit D**Special Terms and Conditions**

1. Disputes: Any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Director, Department of Alcoholic Beverage Control, or designee, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Department shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the State a written appeal addressed to the Director, Department of Alcoholic Beverage Control. The decision of the Director of Alcoholic Beverage Control or his duly authorized representative for the determination of such appeals shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, Contractor shall proceed diligently with the performance of the contract and in accordance with the decision of the State.
2. Termination Without Cause: Either party may terminate this agreement at any time for any reason upon ten (10) days written notice. No penalty shall accrue to either party because of contract termination.
3. Contract Validity: This contract is valid and enforceable only if adequate funds are appropriated in Item 2100-101-3036, Budget Act of 2017, for the purposes of this program.
4. Contractor Certifications: By signing this agreement, Contractor certifies compliance with the provisions of CCC 307, Standard Contractor Certification Clauses. This document may be viewed at <http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>.
5. If the State determines that the grant project is not achieving its goals and objectives on schedule, funding may be reduced by the State to reflect this lower level of project activity.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, Interim City Manager
By: Kenneth Jones, Public Works Management Analyst

Date: June 19, 2017

Subject: Consideration to Adopt a Resolution Setting a Public Hearing Date to Consider the Placement of Liens on Real Property for Non-Payment of Residential Solid Waste Collection Services Billings

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7803 (Attachment "A") declaring the City Council's intention to place liens on real property for non-payment of residential solid waste collection services billings and setting the date for the Public Hearing on July 17, 2017.

BACKGROUND:

1. On May 16, 2016, the City Council adopted Ordinance No. 1655 (Attachment "B"), authorizing the placement of liens on real property for non-payment of residential solid waste collection billings. The City's ability to place delinquent sums on the tax roll is conditioned upon the local solid waste hauler having made multiple attempts to collect the invoice on their own by sending notice to the customer and later to both the customer and the owner of the property served by the solid waste account (in those instances where the customer and the property owner are different). After following the process prescribed by Government Code Sections 5473, 5473a and related statutes, the City Council, by resolution, may approve the placement of certain delinquent sums on the tax roll by 2/3 vote.
2. Pursuant to City Council direction, both customer and property owner were notified each time notices were sent out regarding delinquent accounts.
3. The attached resolution will set a Public Hearing date to consider an annual report of delinquent accounts for July 17, 2017. If approved, this timeline will provide account holders with approximately 30 days from this meeting date to bring accounts current prior to the Public Hearing date.

Consideration to Adopt a Resolution Setting a Public Hearing Date to Consider the Placement of Liens on Real Property for Non-Payment of Residential Solid Waste Collection Services BillingsPage 2 of 4

ANALYSIS:

As part of the City's franchise agreement, Article 10, the contractor is responsible for the billing and collection of payments for all solid waste collection services. Rates are set according to the Maximum Service Rates that are established as part of the franchise agreement. Article 10 specifies other billing terms, including partial month service, production of invoices, billing inserts, methods of payment and delinquent service accounts, among others.

Article 10, Section 10.01.7 of the City's franchise agreement includes provisions relative to delinquent service accounts. In accordance with this section, the contractor may report delinquent accounts to the City on a monthly basis. The City is not responsible to assist in collecting on delinquent accounts or compensate the contractor for lost revenue. Additionally, the City does not realize direct revenue related to these unpaid accounts. A franchise fee is provided by the contractor under the franchise agreement to fund the cost of administering the solid waste/recycling program and vehicle impacts to City streets, among others.

Lien Process for Delinquent Accounts

After following the process prescribed by Government Code Sections 5473, 5473a and related statutes, the City Council, by resolution, may approve the placement of certain delinquent sums on the tax roll by 2/3 vote.

The following are some of the more salient aspects of the annual tax roll collection process:

- **Annual Report:** Annually, the City must prepare and file a report with the City Clerk describing each delinquent account and the real property parcel to which the account corresponds so that the delinquent sums may be placed on the annual tax roll. (Health & Safety Code § 5473 and § 5473a).
- **Publication:** The City Clerk must also cause notice of the time and place for a Public Hearing wherein the report is to be considered and approved by the City Council before the delinquent accounts identified in the report and the sums owed may be placed on the tax roll. The notice must be published once a week for two consecutive weeks, with at least five days between publication dates. The notice must be published in a newspaper of general circulation (§ 5473.1).
- **Mail Notice:** The City will also be required to undertake mailed notice of the hearing to each real property parcel tied to a delinquent service account (§ 5473.1).

Property owners will be given one last opportunity to pay the delinquent sums prior to the placement on the tax roll. Also, at the Public Hearing, the City Council will be able to make modifications to the report in so far as delinquencies are cured either in full or partially or in so far as a customer or property owner are able to prove to the reasonable satisfaction of the City

Consideration to Adopt a Resolution Setting a Public Hearing Date to Consider the Placement of Liens on Real Property for Non-Payment of Residential Solid Waste Collection Services BillingsPage 3 of 4

Council that the account was never delinquent or that there is some other error in the report for which correction is justified.

The following timeline is proposed for placing delinquent sums on the property tax roll:

- June 19, 2017
 - Set Public Hearing Date for July 17, 2017
 - Establish Final Payment Due Date of July 17, 2017
- June 26, 2017
 - Mail Notice to Account Holders/Property Owners (Paid/Coordinated by Solid Waste Hauler) (Attachment "C")
- July 6 and 13, 2017
 - Publication of Public Hearing (Paid by Solid Waste Hauler)
- July 14, 2017
 - Annual Report/Listing of Delinquent Accounts Provided to City
- July 17, 2017
 - Public Hearing (Account Holders/Property Owners will have until August 4, 2017 to bring account current)
- August 9, 2017
 - Updated Delinquent Account List Forwarded to LA County for Inclusion on Tax Roll

BUDGET IMPACT:

The City will incur administrative costs associated with the preparation of the annual report, complying with noticing requirements and payment of sums to the County of Los Angeles for their role in collecting delinquent sums on the tax roll. To offset these costs, the City's Ordinance authorizes a five percent (5%) administration fee to recover such costs which will be deducted from sums actually collected on the tax roll before sums owed to the solid waste hauler are remitted to the hauler by the City.

CONCLUSION:

It is recommended that the City Council approve the attached Resolution setting a Public Hearing date of July 17, 2017, to consider the placement of liens on real property for non-payment of solid waste collection services billings.

Consideration to Adopt a Resolution Setting a Public Hearing Date to Consider the Placement of Liens on Real Property for Non-Payment of Residential Solid Waste Collection Services Billings

Page 4 of 4

ATTACHMENTS:

- A. Resolution No. 7803
- B. Ordinance No. 1655
- C. Draft Tax Lien Letter

ATTACHMENT "A"**RESOLUTION NO. 7803****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, DECLARING ITS INTENTION TO CONSIDER THE PLACEMENT OF LIENS ON REAL PROPERTY FOR NON-PAYMENT OF RESIDENTIAL SOLID WASTE COLLECTION SERVICES BILLINGS AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING**

WHEREAS, on the 16th day of May, 2016, the City Council adopted Ordinance No. 1655 declaring that periodically the City shall, by resolution, order that liens be placed on real property for the collection of solid waste fees reported delinquent pursuant to delinquent solid waste account reports; and

WHEREAS, the City will provide notice more than fourteen (14) days prior to the public hearing to all property owners and account holders by United States mail, that on July 17, 2017 at 6:00 p.m., a public hearing shall be held to hear the above mentioned report and any objections or protests thereto. In addition, a list of delinquent service addresses and outstanding balances will be published in a newspaper of general circulation on two (2) dates prior to the public hearing, as required by California Health and Safety Code Section 5470-5474.10;

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

SECTION 1: GENERAL

That the above recitals are all true and correct.

SECTION 2: PUBLIC INTEREST

That it is the intention of the City Council, consistent with the public interest and convenience, to consider the placement of liens on real property for non-payment of residential solid waste collection services billings.

SECTION 3: FINAL PAYMENT DUE DATE

That account holders or property owners shall be allowed to resolve outstanding fees owed through July 17, 2017, to bring accounts current.

SECTION 4: PUBLIC HEARING

Notice is hereby given that July 17, 2017, at the hour of 6:00 p.m., in the Council Chambers of the City Council of the City of San Fernando, 117 Macneil Street, San Fernando, California, being the regular meeting place of said City Council is the time and place fixed by this City Council for the hearing of protests, comments or objections in reference to the placement of liens on real property for non-payment of residential solid waste collection services billings.

Any interested person who wishes to object to the placement of liens may file a written protest with the City Clerk prior to the conclusion of the public hearing, or, having previously filed a protest, may file a written withdrawal of that protest. A written protest shall state all grounds of objection, and a protest by a property owner shall contain a description sufficient to identify the property owned by the property owner. At the hearing, all interested persons shall be afforded the opportunity to hear and be heard, and the City Council shall consider all oral statements and all written protests made or filed by any interested person.

SECTION 5: PUBLICATION OF NOTICE

The City Clerk is hereby authorized and directed to publish a copy of this Resolution in The San Fernando Valley Sun newspaper, a newspaper of general circulation in said City; said publication shall be published once a week for two consecutive weeks, with at least five days between publication dates before the date of said Public Hearing.

SECTION 6: MAIL NOTICE

The City Clerk is hereby authorized and directed to mail written notice to all property owners and account holders by United States mail, with postage properly affixed, information them that on July 17, 2017, at 6:00 p.m., in the Council Chambers of the City Council of the City of San Fernando, 117 Macneil Street, San Fernando, California, a public hearing shall be held to hear the above mentioned report and any objections or protests thereto. Said notice shall be mailed more than fourteen (14) days prior to the hearing.

SECTION 13: PROCEEDINGS INQUIRIES

For any and all information relating to the procedures, protest procedure, documentation, and/or information of a procedural or technical nature, your attention is directed to the office listed below as designated:

DEPARTMENT OF PUBLIC WORKS
(818) 898-1222

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

Sylvia Ballin, 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 19th day of June, 2017, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

ORDINANCE NO. 1655**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA AMENDING CHAPTER 70
(SOLID WASTE AND RECYCLABLES COLLECTION
SERVICES) OF THE SAN FERNANDO MUNICIPAL CODE**

WHEREAS, pursuant to sections 5473 and 5473a of the California Health and Safety Code, municipalities may elect to have delinquent charges for trash service collected on the tax roll together with the general property tax paid by real property owners who are also residential trash service customers; and

WHEREAS, sections 5473 and 5473a of the California Health and Safety Code and related statutes set forth the procedures that must be followed by the City in order to collect delinquent solid waste fees and charges on the tax roll; and

WHEREAS, this ordinance is intended to establish procedures for the collection of such delinquent fees and charges in accordance with applicable law referenced above.

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

SECTION 1. The foregoing recitals are true and correct and made a part of this Ordinance.

SECTION 2. Section 70-3 (Defined terms and phrases) of Article I (General Provisions) of Chapter 70 (Solid Waste and Recyclable Collection Services) of the San Fernando Municipal Code is hereby amended by the addition of the following defined term which shall appear in alphabetical order immediately following the defined term "Container":

***Customer* means any person or entity maintaining a service account with a Collector for the performance of Solid Waste and Recyclables Collection Services authorized under this Chapter. The term Customer is inclusive of persons or entities who are not the Owners of the real property parcel or portion thereof to which the service account corresponds and which is receiving the benefit of the Solid Waste and Recyclables Collection Services provided by the Collector.**

SECTION 3. Section 70-3 (Defined terms and phrases) of Article I (General Provisions) of Chapter 70 (Solid Waste and Recyclable Collection Services) of the San Fernando Municipal Code is hereby amended by the addition of the following defined term which shall appear in alphabetical order immediately following the defined term "Multi-family residence":

***Owner* shall mean the person or other legal entity listed on the last equalized assessment roll for the County of Los Angeles as the owner of a lot or parcel of real property within the territorial boundaries of the City of San Fernando.**

SECTION 4. Section 70-32 (Billing and collection of fees) of Article III (Rates) of Chapter 70 (Solid Waste and Recyclables Collection Services) is hereby amended by the addition of the following sentence at the end of the paragraph that currently comprises Section 70-32:

“The foregoing notwithstanding, the City Council, in its sole and absolute discretion, reserves the right, but does not assume the obligation, to avail the City of the provisions and procedures of Health and Safety Code Sections 5473 and 5473a relating to the collection of delinquent solid waste service charges on the tax roll.”

SECTION 5. The current text of subsection (c) of Section 70-33 (Rates, billing and collection of fees for standard residential collection service) of Article III (Rates) of Chapter 70 (Solid Waste and Recyclables Collection Services) is hereby repealed and replaced with a new subsection (c) which shall state the following:

(c) *Collection of Delinquent Charges.*

- 1. Pursuant to, and to the extent authorized by, Health and Safety Code Sections 5473 and 5473a, the City may collect delinquent fees or charges for solid waste and recyclables collection services incurred by a Customer on the tax roll for collection by the Los Angeles County Assessor's Office.**
- 2. The Owner of any real property parcel or portion thereof located within the City of San Fernando and a Customer whose service account provides for the performance of solid waste and recyclables collection services at the subject real property parcel are jointly and severally liable for the payment of all fees and charges imposed by the Collector for the performance of such services. Owners and Customers shall also be liable for compliance with all provisions of this Chapter as relates to the subject real property parcel or portion thereof receiving solid waste and recyclables collection services.**
- 3. A solid waste and recyclables collection services bill lawfully issued by a Collector to a Customer shall be considered past due if not paid by a Customer within thirty (30) calendar days from the date payment is due or such longer grace period as may be authorized by written agreement between the Customer and the Collector. If such a bill becomes past due, the Collector shall be required to issue notice to the Customer that the bill is delinquent. If the bill is not paid in full within thirty (30) calendar days from the date the service bill is deemed past due, the Collector shall issue a second notice of delinquency to the Customer and shall also send a copy of the second notice of delinquency to the Owner, if different from the Customer. Each delinquency notice shall include the following information at a minimum:**
 - (i) A statement advising the customer that the service bill is past due;**
 - (ii) Information as to the service period to which the past due sums relate; and**
 - (iii) Information as to where the Customer may remit any and all past due sums;**
 - (iv) Information as to the proper procedures for disputing any sums set forth**

- in a service bill; and
- (v) Notice in bold print and capital letters that the matter will be submitted to the City for collection pursuant to the tax lien procedures established under this section, if the bill is not paid within thirty (30) calendar days from the date a second notice of delinquency is dated.

No later than the close of business on May 1st of each calendar year, a Collector may submit to the City a schedule of all unpaid delinquent billings from May 1st of the preceding year to May 1st of the present year accompanied by the corresponding parcel number for the real property parcel or portion thereof in question, as established or otherwise utilized by the Los Angeles County Assessor. The schedule shall also state the amount due for each delinquent Customer account for inclusion of said amount upon the property tax roll for collection by the Los Angeles County Assessor's Office. No delinquent billing shall be eligible for submission to the City on or before the 30th calendar day following the issuance of the Collector's second past due billing notice. No delinquent billing shall remain eligible for submission to the City after one year from the date the delinquent billing first becomes eligible for submission to the City.

4. In addition to any other requirements set forth under Health and Safety Code Sections 5473 and 5473a, the City shall adhere to the following procedures before submitting delinquent fees and charges to the Los Angeles County Assessor's Office for placement on the tax roll:
- (i) The City will fix a time, date and place for a public hearing regarding the report of delinquencies submitted by the Collector and any objections and protests to the report. Notice of the hearing shall be mailed to the Owner of every real property parcel listed on the report not less than ten (10) days prior to the date of the hearing. At the hearing, City shall hear any objections or protests of Owners liable to be assessed for delinquent fees or charges. The City may make revisions or corrections to the report as it deems appropriate, after which, by resolution, the report shall be confirmed.
- (ii) The delinquent fees and charges set forth in the report as confirmed shall constitute special assessments against the real property parcels listed in the report and are a lien on said real property for the amount of the delinquent fees and charges. A certified copy of the confirmed report shall be filed with the Los Angeles County Assessor's Office for the amounts of the respective assessments against the respective real property parcel as they appear on the current assessment roll. The lien created attaches upon recordation, in the office of the Los Angeles County Recorder, of a certified copy of the resolution of confirmation. The assessment may be collected at the same time and in the same manner as ordinary ad valorem property taxes are collected and shall be

subject to the same penalties and the same procedure and sale in case of delinquency as provided for those taxes.

- (iii) City shall remit to the Collector amounts collected pursuant to this process within thirty (30) days of receipt from the Los Angeles County Assessor, less any outstanding sums owed by the Collector to the City. In order to reimburse the City for any and all administrative costs associated with placing delinquent fees and charges on the tax roll and except as otherwise provided in any Collection Agreement between the City and a Collector, the City may deduct from the sums remitted by the Los Angeles County Assessor for a given tax year an amount equal to the lesser of the following: (a) the City's actual costs incurred to undertake the placement delinquent fees and charges on the tax roll, including but not limited to any and all fees or charges imposed by the Los Angeles County Assessor associated with the placement of the delinquent fees or charges on the tax roll as well as costs associated with all publication and noticing efforts; or (b) five percent (5%) of the total delinquent sums placed on the tax roll on behalf of an individual Collector.

SECTION 6. Adoption and implementation of this ordinance is exempt from the California Environmental Quality Act ("CEQA") as the ordinance amendments contemplated herein will have no impact on the environment.

SECTION 7. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

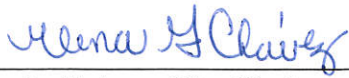
SECTION 8. Effective Date. In accordance with Government Code section 36937, this ordinance shall take effect and be in force 30 days after passage and adoption.

SECTION 9. Certification. The City Clerk is hereby authorized and directed to certify to the passage of this Ordinance by the City Council and shall cause it to be published or posted as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on the 16th day of May, 2016.



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, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, hereby certify that the foregoing Ordinance No. 1655 of the City Council of the City of San Fernando was approved and adopted by said City Council at its regular meeting held on the 16th day of May, 2016 by the following vote, to-wit:

AYES: Ballin, Fajardo, Lopez – 3

NOES: None

ABSTAIN: Soto – 1

ABSENT: Gonzales – 1



Elena G. Chávez, City Clerk

ATTACHMENT "C"

[DATE]

[NAME]

[ADDRESS]

[ADDRESS]

Re: Address: , SAN FERNANDO
 Account No.:
 Parcel #: «PARCEL»

Amount Due: \$ «Total__Tax_lien_letter»

Dear Property Owner(s):

Pursuant to Chapter 70 (Sections 5473 & 5473A) of the San Fernando Municipal Code, the City shall place a lien for unpaid refuse collection charges on real property if the owner(s) of the property served do not make payment directly to Consolidated Disposal Service, LLC. Consolidated's records indicate that the owner(s) of the property referenced above are delinquent in the payment of rubbish charges for the period of April 1, 2016 through March 31, 2017.

To avoid having a lien placed against your property for rubbish charges and collection costs, you must make payment directly to the City's Contractor (Consolidated) by **July 15, 2017**. **When making payment please mark "LIEN" on your payment envelope, as well as, your check/money order to help identify and record the payment. The contractor's address is as follows:**

CONSOLIDATED DISPOSAL SERVICE, LLC.
12949 TELEGRAPH ROAD
SANTA FE SPRINGS, CA 90610
Phone: (562) 347-4016 FAX: (562) 347-4092

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that if you wish to protest the charges, you may attend a Public Hearing to be held at City of San Fernando City Hall, City Council Chambers, 117 Macneil Street., San Fernando, **on July, 17, 2017 at 6:00 pm**. All interested persons may attend and be heard at that time.

Sincerely,

Nick Kimball
 Interim City Manager

.....
 PLEASE TEAR ALONG DOTTED LINE ABOVE AND MAIL THIS PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE

Subject Property/Service Address:
Dollar Amount of Delinquent fees and Penalty:
Name and Phone Number of Company:
Providing Trash Collection Services:
Account Number:
Parcel Number:

\$ «Total__Tax_lien_letter»
Consolidated Disposal Service
(562) 347-4016
«PARCEL»

IF PAYING BY CREDIT CARD OR DEBIT CARD, PLEASE FILL OUT BELOW. WE ALSO ACCEPT CHECKS BY PHONE

<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> ATM/DEBIT	<input type="checkbox"/> Security code on the back of Credit card _____
** WE WILL PROCESS YOUR PAYMENT OVER THE PHONE AT NO CHARGE BY CALLING 562 347 4016**				
CARDHOLDER NAME:				
CARDHOLDER ADDRESS:			ZIP:	
CARD NUMBER:			EXPIRES:	
SIGNATURE				
AMOUNT PAID: \$				

CONSOLIDATED DISPOSAL SERVICE

12949 TELEGRAPH ROAD, SANTA FE SPRINGS, CA 90670 - TELEPHONE (800) 298-4898 FAX (562) 347-4092

May 18, 2016

«O_NAME»

«O_ADD»

«O_CITY», «O_STATE», «O_ZIP»

PROPERTY OWNER NOTICE

Account #: 902 - «CUST»
Service Address: «S_ADD», «S_CITY»
Balance Due: \$ «TOTAL»
Parcel: «PARCEL»

Dear Customer,

The service address listed above has been identified as having an unpaid balance. This letter is a friendly reminder regarding the balance. Please bring the account current to avoid further collection action or additional charges that may be assessed against your property.

If your property is a rental, this letter may indicate that your tenant has a balance due for trash services. You may want to ask the tenant to bring the trash account current. The property owner may be held responsible for any unpaid trash service. In addition, unpaid balances may be placed on the property tax lien for the service location.

If you are a new property owner please fax or mail a copy of this letter including your escrow papers, grant deed and a phone number where you can be reached to **(562) 347-4092 or 12949 Telegraph Rd, Santa Fe Spring, CA 90670.**

If you have any questions regarding your account, please contact the Collection Department within the next Ten (10) days, by calling **(562) 347-4016:** or by mail to **12949 Telegraph Rd, Santa Fe Spring, CA 90670**

"Se Habla Español".

If you have already made arrangements for this balance to be paid, please disregard this notice.

Thank you for your prompt attention.

Respectfully,

Collection Department

For your convenience we now accept Visa, Master card, and checks over the phone.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, Interim City Manager

Date: June 19, 2017

Subject: Consideration to Adopt Urgency Ordinance No. U-1666 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

RECOMMENDATION:

It is recommended that the City Council continue the Public Hearing for proposed Urgency Ordinance No. U-1666 to a date to be determined.

BACKGROUND:

1. Effective January 1, 2017, two new state laws (Assembly Bill 2299 [AB 2299] and Senate Bill 1069 [SB 1069]) require cities to comply with new state mandated regulations related to review of new Accessory Dwelling Unit (ADU) applications and associated development standards. The state mandated regulations on ADUs are less strict than the restrictions the City previously had in place for Secondary Dwelling Units.
2. On February 21, 2017, staff presented an Urgency Ordinance regarding ADU regulations for City Council consideration. The City Council did not approve the Urgency Ordinance at that time as they requested additional information and directed staff to bring the issue back at a future meeting.
3. On May 1, 2017, the City Council created an Ad Hoc Committee to work with staff and a housing consultant to review proposed interim and permanent ADU regulations. The City Council appointed Councilmembers Joel Fajardo and Jaime Soto to the Ad Hoc Committee. Staff was directed to work with the Ad Hoc Committee to bring back an interim Ordinance for consideration by the full City Council by the meeting of June 5, 2017.
4. On May 15, 2017, the City Council awarded a contract to Karen Warner Associates to work with the Ad Hoc Committee and assist the City with drafting interim and permanent ADU ordinances.

Consideration to Adopt Urgency Ordinance No. U-1666 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

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5. The Ad Hoc Committee met on May 22, 2017 and May 31, 2017 to discuss proposed provisions of the interim ordinance.
6. On June 5, 2017, staff presented a revised Urgency Ordinance regarding ADU regulations for City Council consideration. The City Council continued the Public Hearing to June 19, 2017 in order to give all five Councilmembers the opportunity to vote on the Urgency Ordinance (Councilmember Gonzales was absent due to illness).

ANALYSIS:

The City has been accepting, reviewing, and approving ADU applications in accordance with the state mandated regulations since January 1, 2017. As it has been discussed on a number of occasions, the state regulations are less strict than the restrictions the City previously had in place.

The City must continue to accept, review, and approve ADU applications in accordance with the state regulations unless and until the City adopts new regulations by ordinance. The City cannot implement a moratorium on ADUs; therefore, the City has the following three options:

- 1) Adopt an urgency ordinance to implement interim regulations, then solicit public input to develop permanent regulations; or
- 2) Prepare an ordinance to implement permanent regulations for Planning and Preservation Commission consideration with an expected effective date no earlier than September 2017; or
- 3) Allow for State Regulations to remain in effect.

Until compliant regulations are adopted by the City, staff must continue to accept, review, and approve ADU applications in accordance with the state regulations.

BUDGET IMPACT:

There is no budget impact associated with continuing the Public Hearing to a future meeting.

Consideration to Adopt Urgency Ordinance No. U-1666 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

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CONCLUSION:

Due to an excused absence by a Councilmember, staff recommends continuing the Public Hearing for proposed Urgency Ordinance No. U-1666 to a date to be determined in order to provide all Councilmembers with the opportunity to vote on the proposed Ordinance.

ATTACHMENT:

- A. Agenda Report for Item #5 on June 5, 2017
- B. Urgency Ordinance No. U-1666

ATTACHMENT "A"



AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, Interim City Manager
By: Humberto Quintana, Interim Senior Planner
Richard Padilla, Assistant City Attorney

Date: June 5, 2017

Subject: Consideration to Adopt Urgency Ordinance No. U-1666 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

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, waive full reading and adopt Urgency Ordinance No. U-1666 (Attachment "A") 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." This Ordinance is introduced pursuant to Government Code Section 36937(b) and requires a four-fifths (4/5ths) vote for adoption.

BACKGROUND:

1. The City has regulations that provide certain standards and parameters for property owners interested in constructing a Secondary Dwelling Unit (also referred to as Accessory Dwelling Unit, or "ADU") in areas zoned as residential. One of the purposes of these regulations is to ensure that residentially zoned areas maintain a certain density per square foot desired by the community. The allowable density in any particular zone impacts a number of other factors, including, but not limited to, parking, traffic, public safety, and impact on

Consideration to Adopt Urgency Ordinance No. U-1666 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

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infrastructure, such as wear and tear on local streets and capacity of the water and sewer systems.

2. Effective January 1, 2017, two new state laws (Assembly Bill 2299 (AB 2299) and Senate Bill 1069 (SB 1069)) require cities to adopt new regulations via ordinance that comply with the new restrictions related to review of new ADUs and associated development standards identified in the aforementioned State laws. The state mandated restrictions on ADUs are less strict than the restrictions the City had in place for Secondary Dwelling Units.
3. As of January 1, 2017, cities without existing ordinances addressing ADUs and cities with ordinances for former Second Dwelling Units must adopt a new ordinance in compliance with the new State regulations.
4. After January 1, 2017, cities that do not have adopted ADU regulations in compliance with these new State laws must review applications using the regulations identified in AB 2299 and SB 1069, which are less strict than the City's prior regulations and may have the effect of increasing density in residentially zoned areas while exacerbating parking, traffic, and infrastructure maintenance issues.
5. On February 21, 2017, staff presented an Urgency Ordinance regarding ADU regulations for City Council consideration. The City Council did not approve the Urgency Ordinance at that time as they requested additional information and directed staff to bring the issue back at a future meeting.
6. On May 1, 2017, the City Council created an Ad Hoc Committee to work with staff and a housing consultant to review proposed interim and permanent ADU regulations. The City Council appointed Councilmembers Joel Fajardo and Jaime Soto to the Ad Hoc Committee. Staff was directed to work with the Ad Hoc Committee to bring back an interim Ordinance for consideration by the full City Council by the meeting of June 5, 2017.
7. On May 15, 2017, the City Council awarded a contract to Karen Warner Associates to work with the Ad Hoc Committee and assist the City with drafting interim and permanent ADU ordinances.
8. The Ad Hoc Committee met on May 22, 2017 and May 31, 2017 to discuss proposed provisions of the interim ordinance.
9. California Government Code section 65858 authorizes the City Council to adopt an urgency ordinance for the immediate preservation of the public health, safety, or welfare, and to prohibit a land use that is in conflict with a contemplated general plan, specific plan, or

Consideration to Adopt Urgency Ordinance No. U-1666 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

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zoning proposal that the City Council, Planning Commission, or Community Development Department is considering or studying or intends to study within a reasonable time.

ANALYSIS:

The proposed Urgency Ordinance (Attachment "A") would designate the zoning districts within the City where new ADUs may be permitted, establish local development standards, and implement the new State requirements. It would supersede the City's current development standards for Second Dwelling Units as noted City Code Sections 106-358 and 106-359 and modify those terms as they are defined in City Code Section 106-6.

In order to comply with the new State law, staff worked with the Ad Hoc Committee to develop interim standards for City Council consideration while permanent standards are drafted. The interim regulations are proposed to be implemented as an Urgency Ordinance, which will be effective immediately. The permanent regulations to be drafted in the coming months will go through the normal process, which includes review by the Planning and Preservation Commission followed by approval by City Council. Permanent regulations would be effective thirty (30) days after City Council approval. In general, the following contrasts the major provisions of the proposed urgency Ordinance:

1. Under the former code, the maximum size of a second dwelling unit was 640 square feet. Under the state code, the maximum size of a second dwelling unit (aka Accessory Dwelling Unit) is up to 1,200 square feet. The proposed Urgency Ordinance would reinstate the 640 square foot maximum size.
2. Under the former code, applicants were required to maintain a two-car garage and provide on-site covered parking for a second dwelling unit. The state code eliminates the requirement for covered parking and may not require on-site parking at all for the second dwelling unit. The proposed Urgency Ordinance would reinstate the requirement to provide covered on-site parking for the primary residence and second dwelling unit.
3. Under the former code, typical setbacks required the second dwelling unit to be at least five feet from the side property line and 15 feet from the rear property line. Under the state code, the setbacks for second dwelling units could be less than five feet from the side property line and five feet from the rear property line. The proposed urgency ordinance would establish the minimum setback at 5 feet for both side and rear property lines.
4. Under the former code, a garage could not be converted to a second dwelling unit without replacing parking. Under the state code, garages can now be converted to second dwelling

Consideration to Adopt Urgency Ordinance No. U-1666 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

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units without replacing parking or complying with any code required setback. The Urgency Ordinance allows garage conversions to occur, but requires compliance with City fire, life, and safety codes while providing replacement covered on-site covered parking.

5. Lastly, under the state code, certain utility connection fees (such as water and sewer) could not be imposed by the City. Therefore, the City would not be able to recover the cost to connect these new units to the City’s water and sewer infrastructure. The Urgency Ordinance seeks to reinstate utility connection fees while the City explores imposing new cost recovery fees that are proportional to the impact of the new unit.

Findings for a Moratorium.

The City Council must make the following finding to adopt the Interim Urgency Ordinance and it must pass by a four-fifths vote:

- There is a current and immediate threat to the public health, safety, or welfare, and the approval of additional subdivisions, use permits, variances, building permits, or any other applicable entitlement for the use, which is required in order to comply with a zoning ordinance, would result in that threat to public health, safety, or welfare.

CEQA Compliance.

The proposed Urgency Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA). Based on that assessment, the proposed Urgency Ordinance has been determined to be exempt from CEQA review pursuant to State CEQA Guidelines, Article 18: Statutory Exemptions, Section 15282(h), which notes the following statutory exemption for “the adoption of an ordinance regarding second units in a single-family or multi-family residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of Government Code as set forth in Section 21080.17 of the Public Resources Code.”

BUDGET IMPACT:

On May 15, 2017, the City Council approved a professional service agreement with Karen Warner Associates in the amount of \$18,520 to assist the City with developing interim and permanent ADU regulations. Sufficient funds have been included in the Fiscal Year 2017-2018 Proposed Budget to fund the professional services agreement as well as City Attorney time to review ADU related ordinances.

Consideration to Adopt Urgency Ordinance No. U-1666 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

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CONCLUSION:

It is recommended that City Council adopt Urgency Ordinance No. U-1666 by a four-fifths vote prohibiting new ADUs except those meeting certain standards set forth in the Urgency Ordinance. In addition, it is recommended that the City Council direct staff and the City Attorney’s Office to prepare a permanent ordinance regulating new ADUs consistent with recently enacted State law for consideration by the Planning and Preservation Commission and subsequently, by the City Council.

The Urgency Ordinance allows staff and the City Attorney to further study: the City’s existing regulations, the changes to the development standards prescribed under current Urgency Ordinance No. U-1665 and the selection of a qualified housing consultant to prepare updated ADU regulations that meet State-mandated requirements while allowing proper vetting by the Planning and Preservation Commission and the City Council. This process will most likely require an extension of the Urgency Ordinance to facilitate the code preparation and review by the Commission and City Council in order to ensure that the City can mitigate any potential impacts to traffic flow and public safety that may arise from allowing new ADUs within the impacted residential zoning districts.

Therefore, staff in collaboration with the City Attorney’s Office will undertake the following after City Council approval of the Urgency Ordinance:

- Issue a written status report to the City Council within 35 days describing the measures taken to alleviate the conditions which led to the adoption of the proposed Urgency Ordinance; and
- Notice a Public Hearing to occur within 45 days that will consider the extension of the proposed Urgency Ordinance if necessary.

ATTACHMENT:

A. Urgency Ordinance No. U-1666

ATTACHMENT “B”**URGENCY ORDINANCE NO. U-1666**

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

WHEREAS, California Constitution Article XI, Section 7, enables the City of San Fernando (the “City”) to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City’s police power to protect the public health, safety, and welfare; and

WHEREAS, the City desires to ensure that residential development occurs in an orderly manner, in accordance with the goals and objectives of the General Plan and reasonable land use planning principles; and

WHEREAS, on September 27, 2016, the Governor signed SB 1069 and AB 2299 into law as part of an effort to streamline housing production; and

WHEREAS, the new legislation took effect January 1, 2017 and limits the ability of cities to regulate so-called “accessory dwelling units” more commonly known as “second dwelling units” or “granny flats”; and

WHEREAS, the new legislation requires that cities have in place an ordinance that complies with certain baseline requirements and requires cities to submit a copy of their ADU ordinance to the Department of Housing and Community Development within 60 days of its adoption; and

WHEREAS, on February 2, 2017 the City of San Fernando (“City”) issued a Request for Proposals for a professional land use planning consulting firm to assist the City in updating its zoning ordinances, including provisions relating the regulation of accessory dwelling units; and

WHEREAS, the deadline for submitting proposals was February 28, 2017 with the time period for both the award of a contract and the ultimate development of an updated ordinance potentially taking several months thereafter to complete; and

WHEREAS, while the City understands the new State legislation requires ministerial approval of ADUs going forward (and not a discretionary approval), the city wishes to balance

compliance with State law with the rights still preserved under the new legislation authorizing the City to establish certain baseline standards required to approve accessory dwelling units; and

WHEREAS, Government Code section 65858 authorizes the City Council to adopt an urgency ordinance for the immediate preservation of the public health, safety, or welfare, and to prohibit a land use that is in conflict with a contemplated general plan, specific plan, or zoning proposal that the City Council, Planning and Preservation Commission, or the Community Development Department is considering or studying or intends to study within a reasonable time; and

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

SECTION 1. Recitals. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. Purpose, Findings, and Intent.

- A. Effective January 1, 2017, Assembly Bill 2299 ("AB 2299") and Senate Bill 1069 ("SB 1069") amended Government Code Section 65852.2 to further limit the standards cities may impose on new Accessory Dwelling Units ("ADUs") and require city ordinances to incorporate State-mandated standards for certain types of ADUs. As amended, Government Code Section 65852.2 allows the city to designate areas where new ADUs may be permitted and to establish objective standards related to parking, height, setback, lot coverage, landscaping and architectural review, which must be applied ministerially except where a property owner is seeking an exception to the adopted standards. In the absence of a State-compliant ordinance on January 1, 2017, the city's existing ADU regulations, to the extent they conflict with the new legislation, may be considered null and void pursuant to Government Code Section 65852.2(a)(4), and the city would then be required to approve any application for a new ADU that meets minimal State criteria.
- B. The City of San Fernando ("City") has issued a contract from a qualified land use planning consultants to prepare various updates to the city's zoning regulations, including provisions addressing the regulation of so-called "accessory dwelling units" (dwellings currently referred to under the San Fernando City Code as "second dwelling units"). The effort to undertake updates to zoning regulations relating to accessory dwelling units specifically will require study and analysis of the ways in which ADUs impact infrastructure, public services, parking, traffic circulation, density and a host of other land use factors. This effort will also require study and analysis of newly imposed restrictions placed on cities by the State legislature affecting the form ADU regulations may take; and the process by which ADU application requests are processed and approved.
- C. Unless the City adopts this interim urgency ordinance, the City would be required to either approve new ADUs in locations and under standards that may have severe negative impacts on the surrounding community or adopt permanent standards for the entire City

without the benefit of an inquiry and study on the appropriate locations and standards for ADUs in the City and in particular areas.

- D. The City Council finds that-property owners are likely to submit applications for new ADUs before the new regulations become effective. These applications would cause confusion and ambiguity regarding the applicability of provisions in the city's current second dwelling unit (i.e., accessory dwelling unit) regulations with potentially inconsistent and unfair results for city residents and with limited ability for the City to address impacts in a reasonable and even-handed manner through its city code. The establishment of these new ADUs has the potential to conflict with the City's permanent ADU regulations, which will be adopted in compliance with Government Code Section 65852.2 after further study of the appropriate standards and locations for ADUs in San Fernando. Accordingly, this interim urgency ordinance is necessary to protect the public safety, health, and welfare and its urgency is hereby declared.
- E. The city intends to consider the adoption of permanent regulations within a reasonable time. The Planning and Preservation Commission, the City Council, and the people of San Fernando require a reasonable, limited, yet sufficient period of time to establish permanent regulations for new ADUs. Given the time required to schedule and conduct duly noticed public hearings before the Planning and Preservation Commission and the City Council, the City Council finds that this interim urgency ordinance (hereinafter, the "Ordinance") is necessary to prevent the establishment of new ADUs with a reasonable potential to conflict with the city's permanent regulations. The City Council has the authority to adopt an Ordinance pursuant to Government Code Section 65858 in order to protect the public health, safety, or welfare.

SECTION 3. Imposition of Moratorium and Interim Regulations. In accordance with Government Code Section 65858(a), and pursuant to the findings stated herein, the City Council hereby: (1) declares that the findings and determinations in Section 1 are true and correct; (2) finds that there exists a current and immediate threat to the public health, safety, and welfare requiring this Ordinance; (3) finds that this Ordinance is necessary for the immediate preservation of the public peace, health, and safety as set forth herein; and (4) declares and imposes a temporary moratorium with interim regulations for the immediate preservation of the public health, safety, and welfare as set forth below:

- A. This Ordinance shall expire, and its standards and requirements shall terminate, forty-five (45) days after the date of adoption of this Ordinance, unless extended by the City Council at a regularly noticed public hearing, pursuant to Government Code Section 65858.
- B. Notwithstanding any other ordinance or provision of the San Fernando City Code or any specific plan, no application for a building permit or other land use entitlement shall be accepted for processing or approved for a new accessory dwelling unit ("ADU") unless it satisfies all the requirements in Section D of this Ordinance. Sections 106-358 and 106-359 of the San Fernando City Code also hereby suspended for so long as this Ordinance

remains in place or until such time as the same are amended by new permanent regulations that comply with new State regulations.

- C. The term "ADU," for purposes of this Ordinance, shall mean an attached or a detached accessory dwelling unit the application for which a complete application was submitted to the City on or after the effective date of this Ordinance, which provides complete independent living facilities for one or more persons and includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. The term "ADU" also includes an "Efficiency Unit" as defined in Health and Safety Code Section 17958.1 and a "Manufactured Home" as defined in Health and Safety Code Section 18007. The term "ADU" captures the terms, and supersedes regulations over, "second dwelling unit" under City Code Sections 106-358 and 106-359 and any adopted development code of a specific plan.
- D. The City shall not approve an application for a new ADU unless the ADU satisfies all of the standards below. An application for a new ADU that satisfies each of the below standards shall be approved by the Community Development Director, or his or her designee, following a ministerial review for compliance.
- E. **Requirements Applicable to all Accessory Dwelling Units.** Except as otherwise provided under this Ordinance or under Government Code Section 65852.2 the following conditions and restrictions shall apply to any proposed ADU:
1. **Number of units allowed:** The lot on which an ADU is constructed shall contain no more than one lawful and pre-existing single-family residence, and not more than one ADU. Upon the addition of an ADU to an R-2 or R-3 zoned parcel developed with a single-family residence, the development of any additional units on the parcel is prohibited.
 2. **Location:** Attached and detached ADUs shall be a permitted use in within the following zones: R-1 (Single-Family Residential) Zone; R-2 (Multiple Family Dwelling) Zone; or R-3 (Multiple Family) Zone.
 3. **Owner occupancy and restrictive covenant:** One of the dwelling units on the site (either the primary unit or the ADU) shall be owner-occupied. The ADU shall not be sold separately from the primary unit. The property owner shall enter into a restrictive covenant with the city that applies to the owner and all successors in interest, in a form acceptable to the City Attorney that will be recorded on the subject property.

The restrictive covenant shall: (i) specify that the property owner must reside in either the primary dwelling unit or the ADU; (ii) expressly prohibit the rental of both units at the same time; (iii) the ADU may be rented only for terms longer than thirty (30) consecutive calendar days; (iv) the ADU may not to be sold or conveyed separately from the primary residence; (v) the property owner and all successors in interest shall maintain the ADU and the property in accordance with

all applicable ADU requirements and standards; (vi) any violation will be subject to penalties as provided Article II (General Penalties) and Article III (Administrative Penalties – Citations) of Chapter 1 (General Provisions and Penalties of the San Fernando City Code; and (vii) an future sale of residential lots with ADUs shall require, prior to the close of escrow, an inspection by the building and safety supervisor or his or her designee to assure that all on-site residential structures have been maintained in compliance with applicable zoning and building code requirements.

- 4. Rental restrictions:** The unit may be rented but may not be rented for a period of less than 31 consecutive days. ADUs which are used as rental units will be required to obtain a rental permit from the city.
- 5. Exterior access:** To maintain the single-family residential character of the neighborhood, an ADU shall not have its exterior entrance visible from the street. Additionally, no exterior stairway shall be located on the front or on any street-facing side of the ADU. No passageway shall be required in conjunction with construction of an ADU.
- 6. Separate bathroom and kitchen:** The ADU shall include one full bathroom and one kitchen, and shall not include any additional bathrooms or kitchens. The ADU shall also be limited to a maximum of one bedroom.
- 7. Health and safety standards/pre-building inspection:** The ADU shall comply with all building, safety, fire and health codes, and all other applicable laws and regulations. Prior to receiving a building permit for an ADU, the city will conduct a pre-building inspection of the property for compliance with health and safety codes and verification of permitted structures. Pursuant to State law, ADUs are not required to provide fire sprinklers if sprinklers are not required for the primary dwelling unit.
- 8. Historic properties:** The architectural treatment of an ADU constructed on a lot that has an identified historical resource listed on the federal, state, and/or local register of historic places shall be reviewed to ensure compliance with the city's historic preservation ordinance.
- 9. Utility Fee Requirements:** ADUs shall not be considered new residential uses for the purposes of calculating local agency connection fees or capacity charges for utilities, including water and sewer service.
 - (a) For ADUs created entirely within existing space, including the primary structure, attached or detached garage or other accessory structure, the city will not require the applicant to install a separate utility connection between the ADU and the utility, or impose a related connection fee or capacity charge.
 - (b) For ADUs involving new construction (detached and attached additions), the city will not require a separate utility connection but will impose a

capacity charge. Said charge will be proportionate to the burden of the proposed ADU upon the water or sewer system based upon either its size or the number of its plumbing fixtures, and will not exceed the reasonable cost of providing the water or sewer service.

F. Standards for Accessory Dwelling Unit Structures Created within Existing Space.

An ADU that is developed entirely within an existing space, including the primary structure, attached or detached garage or other accessory structure, shall be permitted ministerially with a building permit subject to the following standards:

1. **Zones:** The unit shall be located in a single-family zone.
2. **Separate entry required:** The unit shall provide independent exterior access from the primary unit.
3. **Setbacks:** The unit shall have sufficient side and rear setbacks to meet fire safety requirements. Pursuant to State law, no setback shall be required for a lawfully constructed garage in existence prior to January 1, 2017 that is converted to an ADU
4. **Parking:** No additional off-street parking is required, however, any parking spaces lost as a result of the conversion of existing space to an ADU shall be required to be replaced. More specifically, when a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU, the lost parking spaces must be replaced with an equal number of spaces, which may be covered, uncovered, tandem within a garage or driveway, or provided by the use of a mechanical automotive parking lift within a garage structure. To the extent locations are available on the site which minimize the visibility of parking from the street, the Director of Community Development, or his or her designee, can require parking to be located in these less invasive locations. In addition, the main single-family dwelling must meet the current number of off-street parking spaces required at the time the ADU is approved.

G. Standards for Accessory Dwelling Unit Structures Involving new Construction (Detached and Attached Additions).

ADU developments that adhere to the following standards shall be permitted ministerially, except as explicitly set forth herein.

1. **Development and design standards:** All ADU developments, whether attached or detached, shall comply with all applicable zoning and development standards of the zoning district in which it will be located, including, but not limited to, standards regarding setbacks, floor area ratio standards, height, lot coverage, architectural design review, including compatibility with existing structures on the same property and in the surrounding neighborhood, except as explicitly set forth herein.

- (a) The ADU shall incorporate the same or similar architectural features, building materials and colors as the primary dwelling located on the property, and shall be designed to reasonably minimize privacy impacts. Compatibility with the existing primary structure includes coordination of colors, materials, roofing and other architectural features, and landscaping designed so that the appearance of the site remains that of a single-family residence.
- 2. Size:** (a) The total area of habitable floor space for a detached ADU shall be no less than an efficiency unit, as defined by the California Building Code, and shall not exceed 640 square feet.
(b) The total area of habitable floor space for an attached ADU shall not exceed the lesser of 640 square feet, or fifty percent (50%) of the primary residence's living area.
- 3. Height:** For purposes of protecting the privacy of neighboring properties, detached ADUs shall be limited to a single story located to the rear of the primary structure. In instances where the primary structure is located on the rear of the parcel, a single story ADU may be located on the front of the parcel. Second story attached ADUs shall be limited to the rear of existing two story single-family homes.
- 4. Manufactured housing:** Manufactured housing is allowed in compliance with the provisions herein. A trailer, motor vehicle or other recreational vehicle, as defined in the section 106-6 (Definitions) of Chapter 106 (Zoning) of the San Fernando City Code, may not be used as an ADU and stored or maintained as a habitable unit or livable area on a residential lot.
- 5. Parking:** One off-street parking space shall be provided for the ADU, which may be provided as tandem parking on an existing driveway and shall be permitted in paved setback areas unless the Director of Community Development, or his or her designee, makes specific findings that parking in setback areas or tandem parking is not feasible based upon specific site, regional topographical, or fire and life safety conditions. To the extent locations are available on the site which minimize the visibility of parking from the street, the Director of Community Development, or his or her designee, can require parking to be located in these less invasive locations. In addition, the main single-family dwelling must meet the current number of off-street parking spaces required at the time the ADU is approved.

Pursuant to State law, no parking shall be required for an ADU in any of the following instances:

- (a) The ADU is located within one-half mile of public transit.
(b) The ADU is located within an architecturally and historically significant historic district.

- (c) The ADU is part of the existing primary residence or an existing accessory structure.
- (d) When on-street parking permits are required but not offered to the occupant of the ADU.
- (e) When there is a car share vehicle located within one block of the ADU.

- 6. Replacement parking:** When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit, the lost parking spaces must be replaced with an equal number of spaces, which may be covered, uncovered, tandem within a garage or driveway, or provided by the use of a mechanical automotive parking lift within a garage structure. To the extent locations are available on the site which minimize the visibility of parking from the street, the Director of Community Development, or his or her designee, can require parking to be located in these less invasive locations.

SECTION 4. CEQA Finding. The City Council hereby finds that this this Ordinance implements the provisions of Government Code Section 65852.2 and is therefore exempt from the California Environmental Quality Act pursuant to Public Resources Code Section 21080.17 and California Code of Regulations, Title 14, Chapter 3, Section 15282(h).

SECTION 5. Penalty. Violation of any provision of this Ordinance shall constitute a misdemeanor and a civil violation subject to the penalties provided for under Article II (General Penalties) and Article III (Administrative Penalties – Citations) of Chapter 1 (General Provisions and Penalties of the San Fernando City Code. Each and every day such a violation exists shall constitute a separate and distinct violation of this Ordinance. In addition to the foregoing, any violation of this Ordinance shall constitute a public nuisance and shall be subject to abatement as provided by all applicable provisions of law.

SECTION 6. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 7. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City, or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 8. Effective Date. If adopted by at least four-fifths vote of the City Council, this Ordinance shall be effective commencing immediately.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a special meeting on this ____ day of _____ 2017.

Sylvia Ballin, Mayor

ATTEST:

Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Rick R. Olivarez, City Attorney

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

I, ELENA CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Urgency Ordinance was adopted at a regular meeting of the City Council held on the ____ day of _____ 2017, and was carried by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Elena G. Chávez, City Clerk

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: June 19, 2017

Subject: Consideration to Adopt a Resolution Approving of the Fiscal Year 2017-2018 City Budget

RECOMMENDATION:

It is recommended that the City Council:

- a. Open the Public Hearing;
- b. Receive a presentation from staff; and
- c. Pose questions to staff.

It is then recommended that the City Council:

- d. Close the Public Hearing; and
- e. Adopt Resolution No. 7801 (Attachment "A") approving the Fiscal Year (FY) 2017-2018 Budget, subject to such modifications or amendments as may be stated by the City Council in its motion to approve the Resolution.

BACKGROUND:

1. On February 21, 2017, staff presented the FY 2015-2016 final audited financials, FY 2016-2017 Mid-year Budget Update, and FY 2017-2018 Budget Outlook to City Council. This marked the kick-off of the FY 2017-2018 Budget season.
2. During the months of March and April 2017, the Finance Department and Interim City Manager met with each Department to develop the FY 2017-2018 Proposed Budget, which includes revenues and expenditures for the General Fund, Enterprise Funds, and all Special Revenue Funds.

Consideration to Adopt a Resolution Approving of the Fiscal Year 2017-2018 City BudgetPage 2 of 4

3. On April 17, 2017, staff presented the prior years' City-wide Strategic Goals and City Council Priorities to City Council and discussed the work program for FY 2017-2018.
4. On May 11, 2017, staff issued the FY 2017-2018 Proposed Budget to the City Council and posted it on the City's website as part of the agenda packet. Click on the link below:
<http://ci.san-fernando.ca.us/our-city/finance/financial-documents/#1478028433267-4fceecc0-1f89>
5. On May 15, 2017, the City Council held Budget Study Session No. 1 to present an overview of the Proposed FY 2017-2018 Budget and discuss the Operating Budget for each Department.
6. On May 22, 2017, the City Council held Budget Study Session No. 2 to provide an update on FY 2016-2017 Capital Improvement Projects, review and discuss the proposed FY 2017-2018 Capital Improvement Program, review and discuss the proposed Special Funds for FY 2017-2018, and provide follow up information requested during Budget Study Session No. 1.
7. On June 5, 2017, the City Council held Budget Study Session No. 3 to provide City Council with additional information on follow up items that were identified during the two prior Budget Study Sessions and to have further discussions on the Proposed FY 2017-2018 Budget.
8. On June 8, 2017, pursuant to Section 2-647 of the City of San Fernando City Code, a Notice of Public Hearing was published in the Daily News newspaper in order to notify interested parties and advise residents of the proposed Public Hearing to adopt the FY 2017-2018 Budget on June 19, 2017, and in order to facilitate public input at said meeting.

ANALYSIS:

Based on input received from the City Council at the three prior Budget Study Sessions and additional information received by staff subsequent to the release of the Proposed Budget, a number of adjustments were required. Those changes are included as Attachment "A", Exhibit "1" and include:

1. Increase of \$32,900 to General Fund Expenditures:
 - a. Holiday lights and related electrical upgrades along Maclay Avenue and Tree Lighting location (\$20,000);
 - b. Special Event Fee Waivers (\$12,500); and
 - c. City Clerk Department Supplies (\$400).

Consideration to Adopt a Resolution Approving of the Fiscal Year 2017-2018 City BudgetPage 3 of 4

2. Increase of \$37,352 to Grant Fund Revenues and Expenditures:
 - a. UASI Grant Award to purchase Ballistic Helmets and Tactical Medical Kits (\$20,600); and
 - b. U.S. Department of Justice Partnership Grant Award to purchase Bulletproof Vest (\$16,752).
3. Increase of \$305,612 to appropriate projected revenue in the Measure M Fund.
4. Increase of \$41,783 to the Alcohol Beverage Control (ABC) Fund Revenues and Expenditures:
 - a. ABC Grant Award for Under Age Alcohol Purchase Prevention and Merchant Education Program.

With the adjustments, the total Proposed Budget for all funds is approximately \$41.673 million, including the proposed General Fund budget of \$19.003 million.

Budget Adoption Resolution

Attachment "A" is the proposed Budget Resolution, which includes a number of items that give staff authority to execute a few routine budget related items without requiring additional City Council action, including the authority to:

- Update the Department work programs based on direction received from City Council at the Budget Study Session.
- Carry over and re-budget encumbered operational accounts and unexpended account balances for Capital Improvement Projects from FY 2016-2017 to FY 2017-2018 with the approval of the City Manager.
- Transfer appropriations within departmental budgets (e.g., from one division to another within the same department) with the approval of the City Manager, provided it does not result in a net increase to the department's total appropriation.

BUDGET IMPACT:

Adoption of the FY 2017-2018 City Budget sets the legal expenditure limit and provides a long-term plan to achieve the City's strategic goals. In accordance with the City's Budget Policy, the FY 2017-2018 General Fund Budget represents a balanced budget with revenues of \$19.354 million and expenditures of \$19.003 million estimating a surplus of \$351,090.

Consideration to Adopt a Resolution Approving of the Fiscal Year 2017-2018 City BudgetPage 4 of 4

CONCLUSION:

The objective of the FY 2017-2018 Proposed Budget is three-fold: 1) reduce the operating budget deficit; 2) reduce the General Fund deficit fund balance; and 3) fund critical one-time needs to upgrade the City's infrastructure. With Measure A expiring in three years, staff's focus is to reduce the General Fund's annual operating deficit and deficit fund balance as quickly as possible while balancing the need for critical infrastructure upgrades to the City's technology, streets, sewer system, and water system.

ATTACHMENTS:

- A. Resolution No. 7801 w/ Exhibits:
 - 1. Adjustments to the Proposed Budget
 - 2. Summary of Revenues by Fund
 - 3. Summary of Appropriations by Fund – By Type
 - 4. Summary of General Fund Revenues by Source
 - 5. Summary of General Fund Appropriations by Division – By Type
 - 6. FY 2017-2018 Capital Improvement Program

ATTACHMENT "A"**RESOLUTION NO. 7801****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING A BUDGET FOR THE FISCAL YEAR 2017-2018 AND ESTABLISHING ESTIMATED REVENUES AND APPROPRIATIONS AS DESCRIBED HEREIN**

WHEREAS, the City Council has received and considered a proposed budget for Fiscal Year 2017-2018, commencing July 1, 2017, and ending June 30, 2018; and

WHEREAS, the City Council has reviewed and modified the proposed budget and conducted a Public Hearing on the budget on June 19, 2017; and

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

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

Section 1: An annual budget for the City of San Fernando for the fiscal year beginning July 1, 2017 and ending June 30, 2018, a copy of which is on file in the City Clerk's Office (the "Annual Budget"), is hereby adopted; that Annual Budget being the proposed budget, as amended, modified and corrected in open study sessions before the City Council.

Section 2: The sums of money set forth in the Annual Budget are hereby appropriated from the revenues and the reserves of the City of San Fernando to the respective funds and accounts therein set forth for expenditure during Fiscal Year 2017-2018 for each of the several objects of Salaries and Wages, Operations and Maintenance, Capital Outlay and Public Improvements.

Section 3: The sums of money set forth in Exhibits "1", "2", "3", "4", "5" and "6" are hereby appropriated to the following named departments, offices, agencies and activities of the City for expenditures during Fiscal Year 2017-2018 as shown in Exhibits "1", "2", "3", "4", "5" and "6".

Section 4: Work programs in the published adopted budget shall be revised to reflect necessary updates and direction from the City Council on May 15, 2017, May 22, 2017, June 5, 2017, and June 19, 2017.

Section 5: Account balances that are encumbered as of June 30, 2017 may be carried over and re-budgeted in the fiscal year 2017-2018 budget with the approval of the City Manager or his/her designee.

Section 6: The unexpended account balances, as of June 30, 2017, for Capital expenditures, capital grants, and Capital Improvement Projects may be carried over and re-budgeted in the fiscal year 2017-2018 budget with the approval of the City Manager or his/her designee, provided it does not exceed the prior year adjusted budget.

Section 7: Appropriation transfers may be made within departmental budgets from one functional category to another or from one division or section to another with the approval of the City Manager or his/her designee, provided there is no net increase in the department's total appropriation.

Section 8: Appropriation transfers to cover retirement/termination related leave payoffs may be made from the non-departmental contingency account to accounts within the budget categories of the various departments, divisions and offices with the approval of the City Manager or his/her designee.

Section 9: No such carry overs or transfers authorized pursuant to the foregoing paragraphs shall be construed as establishing additional regular positions without prior approval of the City Council.

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

Sylvia Ballin, 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 19th day of June, 2017, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

**City of San Fernando
Adjustments to Proposed Budget
Fiscal Year 2017-2018**

EXHIBIT 1

001 - GENERAL FUND				
Beginning Fund Balance:			(2,910,911)	
Proposed Revenue Total			19,354,177	
Account - Description	Proposed Estimate	Revised Estimate	Change	
N/A	-	-	-	
Total Revenue Adjustments	-	-	-	
Revised Revenue Total			19,354,177	
Proposed Expenditure Total			18,970,187	
Account - Description	Proposed Appropriation	Revised Appropriation	Difference	
				To continue the holiday lighting and electrical upgrades along Maclay and Tree Lighting location. One-time.
001-190-0000-4300 Department Supplies	10,000	30,000	20,000	
001-190-0000-4430 Activities & Programs	-	12,500	12,500	Special Event Fee Waivers \$2,500 per each Councilmember
001-115-0000-4300	500	900	400	To cover additional supplies. On-going.
Total Expenditure Adjustments	10,500	43,400	32,900	
Revised Expenditure Total			19,003,087	
Operating Surplus(Deficit)			351,090	
Ending Fund Balance:			(2,559,821)	
010 - GRANT FUND				
Beginning Fund Balance:			13,567	
Proposed Revenue Total			-	
Account - Description	Proposed Estimate	Revised Estimate	Change	
010-3696-3622 UASI 2016	-	20,600	20,600	UASI Grant Program award for ballistic helmets and tactical medical kits.
010-3696-3604 BVP 2016	-	16,752	16,752	U.S. Dept. of Justice Bulletproof Vest Partnership Grant Award.
Total Revenue Adjustments	-	37,352	37,352	
Revised Revenue Total			37,352	

**City of San Fernando
Adjustments to Proposed Budget
Fiscal Year 2017-2018**

EXHIBIT 1

Proposed Expenditure Total				-
<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>	<i>Difference</i>	
010-220-3622-4500 CAPITAL EQUIPMENT	-	20,600	20,600	UASI Grant Program award for ballistic helmets and tactical medical kits.
010-220-3604-4500 CAPITAL EQUIPMENT	-	16,752	16,752	U.S. Dept. of Justice Bulletproof Vest Partnership Grant Award.
<i>Total Expenditure Adjustments</i>	-	37,352	37,352	
Revised Expenditure Total				37,352
Operating Surplus(Deficit)				-
Ending Fund Balance:				13,567
024 - MEASURE M FUND				
Beginning Fund Balance:				-
Proposed Revenue Total				-
<i>Account - Description</i>	<i>Proposed Estimate</i>	<i>Revised Estimate</i>	<i>Change</i>	
024-3210-0000 Sales and Use Tax	-	305,617	305,617	To appropriate Measure M Local Return Fund
<i>Total Revenue Adjustments</i>	-	305,617	305,617	
Revised Revenue Total				305,617
<hr/>				
Proposed Expenditure Total				-
<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>	<i>Difference</i>	
N/A	-	-	-	
<i>Total Expenditure Adjustments</i>	-	-	-	
Revised Expenditure Total				-
Operating Surplus(Deficit)				305,617
Ending Fund Balance:				305,617

**City of San Fernando
Adjustments to Proposed Budget
Fiscal Year 2017-2018**

EXHIBIT 1

120 - ALCOHOL BEVERAGE CONTROL (ABC) GRANT

Beginning Fund Balance: -

Proposed Revenue Total -

<i>Account - Description</i>	<i>Proposed Estimate</i>	<i>Revised Estimate</i>	<i>Change</i>	
120-3696-3713 ABC GRANT	-	41,783	41,783	ABC Grant for Under Age Alcohol Purchase Prevention & Merchant Education Program.
<i>Total Revenue Adjustments</i>	-	41,783	41,783	
Revised Revenue Total			41,783	

Proposed Expenditure Total -

<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>	<i>Difference</i>	
120-225-0000-XXXX	-	41,783	41,783	ABC Grant for Under Age Alcohol Purchase Prevention & Merchant Education Program.
<i>Total Expenditure Adjustments</i>	-	41,783	41,783	
Revised Expenditure Total			41,783	
Operating Surplus(Deficit)			-	

Ending Fund Balance: -

CITY OF SAN FERNANDO
GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS
SUMMARY OF REVENUES BY FUND
FISCAL YEAR 2017-2018

EXHIBIT 2

Governmental Funds	2018 Projected
001 General Fund	19,354,177
Total Governmental Funds	19,354,177

Special Funds	2018 Projected
002 SLESF	100,000
007 Proposition A	488,000
008 Proposition C	385,000
009 Proposition C - Discretionary	-
010 Capital Grants	-
011 State Gas Tax	691,491
012 Measure R	285,000
013 Traffic Safety	15,000
014 Cash In-Lieu of Parking	-
015 Local Transportation	19,600
016 AQMD	30,000
017 Recreation Self Sustaining	166,366
018 Retirement	3,829,868
019 Quimby Act	-
020 State Asset Seizure	-
021 Federal Asset Seizure	-
022 STPL	425,401
026 CDBG	470,759
027 Street Lighting	397,000
029 Parking and Maintenance Operations	182,800
032 Capital Outlay	-
050 Pavement Fund	-
053 Community Investment Fund	10,000
101 AB109 Task Force Fund	-
103 Gridley Elementary Grant Fund	-
104 Morningside Elementary Grant	-
105 HUD - EDI Wayfinding Grant	-
107 State Farm Grant	-
108 California Arts Council	-
109 National Endowment for the Arts	-
111 DUI Avoid Campaign	-
112 Alliance for CA Traditional Arts	-
113 MTA TOD Planning Grant	-
115 Elderly Nutrition Program Income	-
118 Housing Related Parks (HRP) Program	-
119 Office of Traffic Safety	40,159
120 Alcohol Beverage Control Grant	-
Total Special Funds	7,536,444

**CITY OF SAN FERNANDO
GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS
SUMMARY OF REVENUES BY FUND
FISCAL YEAR 2017-2018**

EXHIBIT 2

	2018 Projected
Proprietary Funds	
006 Self Insurance	1,912,473
041 Equipment Maint/Replacement	956,727
043 Facility Maintenance	1,333,084
070 Water	3,748,000
072 Sewer	3,350,000
073 Refuse	-
074 Compressed Natural Gas	150,000
Total Proprietary Funds	11,450,284
Total Citywide Revenues	38,340,905

CITY OF SAN FERNANDO
GOVERNMENTAL, SPECIAL AND PROPRIETARY FUNDS
SUMMARY OF APPROPRIATIONS BY FUND - BY TYPE
FISCAL YEAR 2017-2018

EXHIBIT 3

The total budget for Governmental, Special and Proprietary Funds. This summary provides an overview of each fund's budget in each of the four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital/Transfers, and Internal Service Charges.

Governmental Funds		Personnel	Operating	Capital Expenses	Internal Svs. Chrg.	Total Budget
001	General Fund	10,801,563	5,346,158	491,000	2,331,466	18,970,187
Total General Fund		10,801,563	5,346,158	491,000	2,331,466	18,970,187

Special Funds		Personnel	Operating	Capital Expenses	Transfers Out	Total Budget
002	SLESF	-	-	-	100,000	100,000
007	Proposition A	27,543	485,912	-	-	513,455
008	Proposition C	64,565	135,352	45,000	-	244,917
010	Capital Grants	-	-	-	-	-
011	State Gas Tax	-	278,750	-	184,234	462,984
012	Measure R	-	179,988	-	-	179,988
013	Traffic Safety	-	-	-	15,000	15,000
015	Local Transportation	-	-	19,600	-	19,600
016	AQMD	-	-	50,000	-	50,000
017	Recreation Self Sustaining	71,745	96,043	-	-	167,788
018	Retirement	3,568,927	495,831	-	-	4,064,758
019	Quimby Act	-	-	-	-	-
020	State Asset Seizure	-	-	-	-	-
021	Federal Asset Seizure	-	-	-	-	-
022	STPL	-	-	425,401	-	425,401
026	CDBG	-	-	225,055	-	225,055
027	Street Lighting	135,761	276,741	-	-	412,502
029	Parking and Maintenance Operatic	83,502	51,823	150,000	-	285,325
032	Capital Outlay Fund	-	-	-	-	-
050	Pavement Fund	-	-	-	-	-
053	Community Investment Fund	-	10,000	-	-	10,000
101	AB109 Task Force Fund	-	-	-	-	-
103	Gridley Elementary Grant Fund	-	-	-	-	-
104	Morningside Elementary Grant	-	-	-	-	-
108	California Arts Council	-	-	-	-	-
109	National Endowment for the Arts	-	-	-	-	-
112	Alliance for CA Tradition Arts	-	-	-	-	-
113	MTA TOD Planning Grant	-	-	-	-	-
115	Elderly Nutrition Program	-	-	-	-	-
118	Housing Related Parks (HRP)	-	-	-	-	-
	Office of Comm. Oriented	-	-	-	-	-
119	Policing	40,159	-	-	-	40,159
120	Alcohol Beverage Control Grant	-	-	-	-	-
Total Special Funds		3,992,202	2,010,440	915,056	299,234	7,216,932

Proprietary Funds		Personnel	Operating	Capital Expenses	Internal Svs. Chrg.	Total Budget
006	Self Insurance Fund	-	1,900,000	-	-	1,900,000
041	Equipment Maint/Replacement	298,933	309,111	130,000	74,041	812,085
043	Facility Maintenance	541,059	600,500	70,000	118,604	1,330,163
070	Water	1,253,803	1,509,102	1,394,634	315,228	4,472,767
072	Sewer	861,077	2,144,385	3,528,686	180,935	6,715,083
073	Refuse	-	-	-	-	-
074	Compressed Natural Gas	-	144,000	-	-	144,000
Total Proprietary Funds		2,954,872	6,607,098	5,123,320	688,808	15,374,098

Total Citywide Expenditures		\$ 17,748,637	\$ 13,963,696	\$ 6,529,376	\$ 3,319,507	\$ 41,561,216
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**CITY OF SAN FERNANDO
GENERAL FUND
SUMMARY OF REVENUE BY TYPE
FISCAL YEAR 2017-2018**

EXHIBIT 4

General Fund Revenue	2018 Projected
Property Taxes	2,330,000
Sales and Other Taxes	10,587,500
Licenses and Permits	273,500
Fines and Forfeitures	513,800
Interest & Rental Income	195,000
From Other Agencies	2,398,500
Charges for Service	2,215,841
Miscellaneous Revenue	50,000
Other Revenue	790,036
Total Revenue	19,354,177

**CITY OF SAN FERNANDO
GENERAL FUND
SUMMARY OF APPROPRIATIONS BY DIVISION - BY TYPE
FISCAL YEAR 2017-2018**

EXHIBIT 5

The total budget for each General Fund division, by department. This summary provides an overview of each division's budget in each of the four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital/Transfers, and Internal Service Charges.

ADMINISTRATION		Personnel	Operating	Capital Expenses	Internal Svc. Chrg.	Total Budget
01-101	City Council	114,634	41,500	-	19,974	176,108
01-105	Administration	330,951	73,250	-	46,810	451,011
01-106	Personnel	287,653	46,905	-	51,230	385,788
01-110	City Attorney	-	250,000	-	-	250,000
01-112	Labor Attorney	-	80,000	-	-	80,000
01-500	Fire Services - Contract	-	3,000,000	-	-	3,000,000
Total Administration Department		733,238	3,491,655	-	118,013	4,342,906

CITY CLERK		Personnel	Operating	Capital Expenses	Internal Svc. Chrg.	Total Budget
01-115	City Clerk	192,090	25,785	-	31,319	249,194
01-116	Elections	-	-	-	-	-
Total City Clerk Department		192,090	25,785	-	31,319	249,194

FINANCE		Personnel	Operating	Capital Expenses	Internal Svc. Chrg.	Total Budget
01-130	Finance Administration	449,277	142,150	-	79,269	670,696
01-131	Treasury	150,073	1,715	-	29,707	181,495
01-135	Information Technology	-	412,948	-	-	412,948
01-180	Retirement Health Premiums	875,000	-	-	-	875,000
01-190	Non-Departmental	64,500	326,100	480,000	-	870,600
Total Finance Department		1,538,850	882,913	480,000	108,977	3,010,740

COMMUNITY DEVELOPMENT		Personnel	Operating	Capital Expenses	Internal Svc. Chrg.	Total Budget
01-140	Building and Safety	219,904	9,710	-	36,256	265,870
01-150	Planning/Administration	183,207	67,955	-	30,720	281,882
01-152	Community Preservation	367,198	28,895	-	112,693	508,786
Total Community Development		770,309	106,560	-	179,669	1,056,538

POLICE		Personnel	Operating	Capital Expenses	Internal Svc. Chrg.	Total Budget
01-222	Police Admin	696,127	210,250	-	146,095	1,052,472
01-224	Detectives	896,532	19,615	-	217,766	1,133,913
01-225	Patrol	4,325,697	68,700	-	992,356	5,386,753
01-226	Reserves/Explorers	55,000	12,000	-	11,819	78,819
01-230	Community Service	139,578	400	-	45,913	185,891
01-250	Emergency Services	-	5,000	-	-	5,000
Total Police Department		6,112,934	315,965	-	1,413,950	7,842,849

**CITY OF SAN FERNANDO
GENERAL FUND
SUMMARY OF APPROPRIATIONS BY DIVISION - BY TYPE
FISCAL YEAR 2017-2018**

EXHIBIT 5

The total budget for each General Fund division, by department. This summary provides an overview of each division's budget in each of the four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital/Transfers, and Internal Service Charges.

					Internal Svc.	Total Budget
PUBLIC WORKS*		Personnel	Operating	Capital Expenses	Chrg.	
01-310	PW Administration	327,826	193,930	-	53,941	575,697
01-311	Street Maintenance	81,684	102,550	-	82,284	266,518
01-341	Mall Maintenance	-	11,300	11,000	-	22,300
01-343	Street Sweeping	-	27,600	-	-	27,600
01-346	Streets, Trees, & Parkways	82,818	7,000	-	42,326	132,144
01-370	Traffic Safety	72,294	15,500	-	47,123	134,917
01-371	Traffic Signals	-	36,500	-	-	36,500
Total Public Works		564,622	394,380	11,000	225,673	1,195,675

					Internal Svc.	Total Budget
RECREATION & COMM SERVICES		Personnel	Operating	Capital Expenses	Chrg.	
01-420	Administration	328,413	58,300	-	72,212	458,925
01-422	Community Services	134,117	20,000	-	30,466	184,583
01-423	Recreation	330,617	6,000	-	132,446	469,063
01-424	Special Events	96,374	44,600	-	18,741	159,715
Total Recreation & Comm Services		889,521	128,900	-	253,865	1,272,286

TOTAL GENERAL FUND		\$ 10,801,563	\$ 5,346,158	\$ 491,000	\$ 2,331,466	\$ 18,970,187
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*Excludes Special Revenue and Enterprise Funded expenditures.



Capital Improvement Program Fiscal Year 2017-18



CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program

Project Number	Category	Project Name	Status
6676	Street and Sidewalk Improvements	Truman Street Revitalization Project	Preparing Design Est. Completion: April 2018
3661	Facility Improvements	Compressed Natural Gas Fueling Station	Preparing Design Est. Completion: April 2018
6673	Street and Sidewalk Improvements	Glenoaks Boulevard Resurfacing	RFP Sent Out Est. Completion: April 2018
0560	Street and Sidewalk Improvements	Annual Resurfacing (Construction Phase of FY 16-17 Project)	Preparing Design Est. Completion: Feb. 2018
0127	Street and Sidewalk Improvements	CDBG Street Resurfacing (Alexander Street Overlay Project: Construction)	Under Construction Est. Completion: Dec. 2017
TBD	Sewer Improvements	Sewer Improvements	PENDING
3699	Other Improvements	Electric Vehicle Charging Stations	Reviewing Proposals Est. Completion: Dec. 2017
0000	Maintenance	Catch Basin Trash Excluder Maintenance	Commences July 2017
0551	Bikeway Improvements	Pacoima Wash Bikeway Project	Preparing Design Est. Completion: Oct. 2019



CAPITAL IMPROVEMENT PROGRAM

Title: Truman Street Revitalization Project

Category: Street and Sidewalk Improvements

Project: 6676

SOURCES		
Fund	Account Number	Allocation
TCSP	010-3686-6676	\$ 236,154
Measure R	012-3686-6676	\$ 30,597
Total Sources:		\$ 266,751

USES		
Activity	Account Number	Cost
Inspection	012-311-6676-4260	\$ 15,000
Construction	010-311-6676-4600	\$ 216,154
Contingency (10%)	010-311-6676-4600	\$ 20,000
Expenditures-to-Date (if applicable)		
Admin	012-311-6676-4270	\$ 15,597
Total Uses		\$ 266,751

ACTIVITY	START	DURATION	MONTH					
			A	M	J	J	A	S
Project Duration	A	90 DAYS						
Advertisement	June							
City Council Award of Contract	July							
Work Period		60 DAYS						

Project Description:

Revitalization of Truman Street from Brand Boulevard to San Fernando Mission Road.



CAPITAL IMPROVEMENT PROGRAM

Title: CNG Station

Category: Facility Improvements

Project: 3661

SOURCES		
Fund	Account Number	Allocation
FTA Grant	010-3940-3661	\$ 1,339,460
AQMD/MSRC Grant*	010-3686-3697	\$ 387,091
AB 2766	016-3605-0000	\$ 30,000
Total Sources:		\$ 1,756,551

USES		
Activity	Account Number	Cost
PM	010/016-311-3661-4600	\$ 25,000
Staff	010/016-311-3661-4600	\$ 55,000
Construction	010/016-311-3661/3697-4600	\$ 1,436,000
Contingency (15%)	010/016-311-3661-4600	\$ 215,400
Expenditures-to-Date (if applicable)		
Planning/Design	010/016-311-3661-4600	\$ 25,151
Total Uses		\$ 1,756,551

ACTIVITY	START	DURATION	MONTH						
			A	M	J	J	A	S	O
Project Duration	J	180 DAYS							
City Council Award of Contract	Awarded								
Design/Construction Period	J	120 DAYS							

Project Description:

CNG fueling station upgrades at our facility located at 120 Macneil Street. Project will include the design, engineering, fabrication, installation, commissioning, testing and training associated with the CNG station equipment upgrades. This project is financed in part with Federal funds and requires compliance with applicable laws and regulations.



CAPITAL IMPROVEMENT PROGRAM

Title: Glenoaks Boulevard Resurfacing

Category: Street and Sidewalk Improvements

Project: 6673

SOURCES		
Fund	Account Number	Allocation
Measure R	012-3946-0000	\$ 1,467,000
Cal Recycle Grant*	010-3686-6673	\$ 98,000
Total Sources:		\$ 1,565,000

USES		
Activity	Account Number	Cost
Design	012-311-6673-4600	\$ 75,000
Staff	012-311-6673-4600	\$ 50,000
Construction	010/012-311-6673-4600	\$ 1,250,000
Contingency (15%)	010/012-311-6673-4600	\$ 190,000
Expenditures-to-Date (if applicable)		
		\$ 0
Total Uses		\$ 1,565,000

Project Description:

Asphalt improvements and re-pavement of Glenoaks Boulevard from East City Limit to West City Limit; including water and sewer repair, construction of median islands and traffic signal upgrades.



CAPITAL IMPROVEMENT PROGRAM

Title: Annual Resurfacing (Construction Phase of FY 16-17 Project)

Category: Street and Sidewalk Improvements

Project: 0560

SOURCES		
Fund	Account Number	Allocation
Measure R	012-3946-0000	\$ 1,080,000
Total Sources:		\$ 1,080,000

USES		
Activity	Account Number	Cost
Design	012-311-0560-4600	\$ 60,000
Staff	012-311-0560-4600	\$ 40,000
Construction	012-311-0560-4600	\$ 850,000
Contingency (15%)	012-311-0560-4600	\$ 130,000
Expenditures-to-Date (if applicable)		
		\$
Total Uses		\$ 1,080,000

Project Description:

Annual Street Repair Program: Resurfacing of approximately 18,595 linear feet of roadway on Phillippi Street (West City Limits to Orange Grove), Arroyo Avenue (5th to Glenoaks), Lazard Street (4th to Glenoaks), Harding Avenue (Glenoaks to North City Limit), Alexander Street (Library to Lucas), and Workman Street (Glenoaks to 7th). Includes sidewalk, curb and gutter, driveway approach, trees, plus water and sewer replacement.



CAPITAL IMPROVEMENT PROGRAM

Title: CDBG Street Resurfacing (Alexander Street Overlay Project: Construction)

Category: Street and Sidewalk Improvements

Project: 0127

SOURCES		
Fund	Account Number	Allocation
CDBG	026-3693-0127	\$ 270,648
Total Sources:		\$ 270,648

USES		
Activity	Account Number	Cost
Inspection	026-311-0127-4600	\$ 23,070
Construction	026-311-0127-4600	\$ 200,000
Contingency (10%)	026-311-0127-4600	\$ 20,000
Expenditures-to-Date (if applicable)		
Engineering Services		\$ 27,578
Total Uses		\$ 270,648

Project Description:

Street Resurfacing: Includes sidewalk, curb and gutter, driveway approach and trees.

Location: Alexander Street (between 1st and Library).



CAPITAL IMPROVEMENT PROGRAM

Title: Sewer Improvements

Category: Sewer Improvements

Project: TBD

SOURCES		
Fund	Account Number	Allocation
Sewer	072 Fund Balance	\$ 500,000
Total Sources:		\$ 500,000

USES		
Activity	Account Number	Cost
Inspection	072-365-xxxx-4600	\$ 50,000
Construction	072-365-xxxx-4600	\$ 410,000
Contingency (10%)	072-365-xxxx-4600	\$ 40,000
Expenditures-to-Date (if applicable)		
Total Uses		\$ 500,000

Project Description:

This includes Point repair, upgrades and rehabilitation of City Sewer System.



CAPITAL IMPROVEMENT PROGRAM

Title: Electric Vehicle Charging Stations

Category: Other Improvements

Project: 3699

SOURCES		
Fund	Account Number	Allocation
AQMD/MSRC Grant	010-3686-3699	\$ 100,000
Fund 29 (Parking & Maintenance Operations)	029-3850-3699	\$ 100,000
Total Sources:		\$ 200,000

USES		
Activity	Account Number	Cost
Inspection	TBD	\$
Construction / Equipment	TBD	\$
Contingency (10%)	TBD	\$
		\$
Expenditures-to-Date (if applicable)		
Total Uses		\$ 200,000

Project Description:

Install electric vehicle charging stations at City owned parking lots.



CAPITAL IMPROVEMENT PROGRAM

Title: Catch Basin Trash Excluder Maintenance (1st Year of Lifetime Maintenance)

Category: Street Maintenance

Project: 0000

SOURCES		
Fund	Account Number	Allocation
General Fund	001 Fund Balance	\$ 65,000
Total Sources:		\$ 65,000

USES		
Activity	Account Number	Cost
Street Maintenance	001-311-0000-4260	\$ 65,000
Total Uses		\$ 65,000

Project Description:

This is for required maintenance of City/County owned catch basins to maintain National Pollutant Discharge Elimination System (NPDES) Permit.



CAPITAL IMPROVEMENT PROGRAM

Title: City of San Fernando Pacoima Wash Bike/Ped Path, Phase 1

Category: Bikeway Improvements

Project:

SOURCES		
Fund	Account Number	Allocation
ATP Cycle 3	010-3686-XXXX	\$ 973,000
AQMD/MSRC AB2766 Funds (Grant)	010-3686-XXXX	\$ 354,000
AQMD Fund 16	016-	\$ 165,457
Measure R	012-	\$ 188,543
Total Sources:		\$ 1,681,000

USES		
Activity	Account Number	Cost
Inspection	TBD	\$
Construction / Equipment	TBD	\$
Contingency (10%)	TBD	\$
		\$
Expenditures-to-Date (if applicable)		
Total Uses		\$ 1,681,000

Project Description:

Construct bike path that extends the full 1.6-mile length of the Pacoima Wash within the City of San Fernando, from roughly San Fernando Road to Foothill Boulevard. It will also connect with the city's existing rail-with-trail bike path that runs between San Fernando Road and the Metrolink railroad tracks.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, Interim City Manager
By: Patsy Orozco, Civil Engineering Assistant II

Date: June 19, 2017

Subject: Consideration of the Fiscal Year 2017-2018 Landscaping and Lighting Assessment District Public Hearing and Confirmation of Assessment

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing by following the attached Order of Procedure (Attachment "A");
- b. Adopt Resolution No. 7799 (Attachment "B") ordering the continued maintenance of the City's streetlights and confirming the annual assessment; and
- c. Adopt Resolution No. 7800 (Attachment "C") approving the Final Engineer's Report for the Fiscal Year (FY) 2017-2018 Landscaping and Lighting Assessment District (LLAD).

BACKGROUND:

1. On March 20, 2017, the City Council adopted Resolution No. 7786 to initiate the annual District levy proceedings and order the preparation of the Engineer's Report for the FY 2017-2018. Assessments under the LLAD are to be used for street lighting purposes only.
2. On May 15, 2017, the City Council adopted Resolution No. 7794 approving the Engineer's Report for the FY 2017-2018 LLAD.
3. On May 15, 2017, the City Council adopted Resolution No. 7795 declaring the City Council's intention to order the annual assessments for FY 2017-2018 LLAD and setting a Public Hearing date for June 19, 2017.

Consideration of Fiscal Year (FY) 2017-2018 Landscaping and Lighting Assessment District Public Hearing and Confirmation of AssessmentPage 2 of 3

ANALYSIS:

Staff has prepared the formal "Order of Procedure" for the Public Hearing. At the conclusion of the Public Hearing, the City Council may adopt the attached Resolutions ordering the continued maintenance of certain streetlights and confirming the annual assessments.

If adopted, the Resolution (confirming the assessments) authorizes staff to proceed with further review for accuracy including a final review of the parcel exception list, which is a compilation of all the parcel numbering and name changes occurring between last year and this year. The Resolution also authorizes staff to instruct the engineering consultant to send the final electronic file and hardcopy database with all the appropriate information to the County Assessor's Office. This must be done by August 31, 2017 so that the assessment can be included in the upcoming property tax bills.

The legally required 10-day notification for the Public Hearing has been published in The San Fernando Valley Sun and proof of publication is on file in the office of the City Engineer. Once the City Council adopts the Resolution confirming the assessments, staff may proceed with finalizing the FY 2017-2018 LLAD.

BUDGET IMPACT:

Per the Engineer's Report, the total LLAD operations and maintenance costs for FY 2017-2018 are estimated at \$408,255. The proposed LLAD levy is estimated to be \$331,463 and represents the maximum assessment rates as approved by property owners in 2003.

The \$76,792 balance of the costs represents the City's share of benefits received from the lighting system. Staff has included \$50,000 towards this short fall in the FY 2017-2018 proposed budget and said cost will be funded by the General Fund.

CONCLUSION:

The Engineer's Report prepared by Willdan Financial Services for FY 2017-2018 is acceptable to City staff, and it is therefore recommended that the City Council adopt the Resolution ordering the continued maintenance of the City's streetlights and confirming the annual assessment.

The Engineer's Report and Summary Listings (parcel number, address, and assessment amounts) are on file with the City Engineer for public review. The projected revenues and expenditures are also summarized in the Engineer's Report and the appropriate budget amounts have been incorporated into the preliminary FY 2017-2018 budget.

Consideration of Fiscal Year (FY) 2017-2018 Landscaping and Lighting Assessment District Public Hearing and Confirmation of Assessment

Page 3 of 3

ATTACHMENTS:

- A. Public Hearing Order of Procedure
- B. Resolution No. 7799
- C. Resolution No. 7800

ATTACHMENT "A"

**CITY OF SAN FERNANDO
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
DATE OF PUBLIC HEARING – JUNE 19, 2017**

ORDER OF PROCEDURE

- CITY CLERK** Announce that this is the time and place for the hearing of protests, objections or comments to the levy of assessments for Fiscal Year 2017-2018 for the City of San Fernando Landscaping and Lighting Assessment District.
- CITY CLERK** Announce that notice of this Hearing has been given pursuant to the provisions of the "Landscaping and Lighting Act of 1972," being Part 2 of Division 15 of the Streets and Highways Code of the State of California, and that the "Affidavit of Publication" is on file in the City Clerk's office.
- MAYOR AND COUNCIL** Motion to receive and file the affidavit.
- ENGINEER** Presentation of Engineer's Report and explanation as to method of assessment for the annual levy.
- CITY CLERK** Announce the number of written protests received, if any, then announce that copies have been delivered to each member of the City Council,
OR
Summarize the contents thereof.
- MAYOR** First ask to hear from those who have filed a written protest.
- Next ask to hear from those who wish to speak against the proceedings.
- Then ask to hear from anyone who wishes to speak in favor of the proceedings.
- OPPORTUNITY FOR REBUTTAL.**
- MAYOR AND COUNCIL** Discussion.
- MAYOR AND COUNCIL** Declare the Public Hearing CLOSED.
- MAYOR AND COUNCIL** By Motion, rule on all protests.
- MAYOR AND COUNCIL** Adopt the RESOLUTION ORDERING ASSESSMENTS.

ATTACHMENT "B"**RESOLUTION NO. 7799****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ORDERING THE CONTINUED MAINTENANCE OF CERTAIN STREETLIGHTS IN THE CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT AND CONFIRMING AN ANNUAL ASSESSMENT FOR FISCAL YEAR 2017-2018**

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

WHEREAS, this City Council has initiated proceedings to levy an annual assessment within the District for the 2017-2018 Fiscal Year and ordered the preparation of an Engineer's Report in connection therewith, and the City Engineer has prepared and filed with the City Clerk an Engineer's Report adopted as Resolution No. 7794 pursuant to law for its consideration. Subsequently thereto this City Council did approve said report and adopt its Resolution of Intention to Levy and Collect Assessments within the City of San Fernando Landscaping and Lighting Assessment District and to carry on all other proceedings necessary for the levy of annual assessment for the District, and further, did proceed to give notice of the time and place for a Public Hearing on the question of the levy of the proposed assessment; and

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

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

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

Section 2: That based upon its review of the Engineer's Report and other reports and information, the City Council hereby finds and determines that the land within the District will be benefited by the improvement described in the Report and that the net amount to be assessed upon the land within the District for Fiscal Year 2017-2018, in accordance with the Report, is apportioned by formula and method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

Section 3: That this City Council hereby orders the maintenance work be performed as set forth in the Engineer's Report and hereby orders the levy of an annual assessment for Fiscal Year 2017-2018 as shown, set forth, and described in the Report.

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

Section 5: That the adoption of this Resolution constitutes the levy of the assessment for the Fiscal Year commencing July 1, 2017 and ending June 30, 2018.

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

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

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

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

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

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

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

Sylvia Ballin, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a regular meeting of the City Council on the 19th day of June, 2017 by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

ATTACHMENT “C”**RESOLUTION NO. 7800****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, APPROVING THE FINAL
ENGINEER’S REPORT FOR FISCAL YEAR 2017-2018**

WHEREAS, the City Council, pursuant to the provisions of *Part 2 of Division 15 of the California Streets and Highways Code*, did by previous Resolution order the Engineer, Willdan, to prepare and file a report in accordance with *Article 4 of Chapter 1 of Part 2 of Division 15 of the California Streets and Highways Code, commencing with Section 22565*, in connection with the levy and collection of assessments for the San Fernando Landscaping and Lighting Assessment District (hereafter referred to as the District) for the Fiscal Year commencing July 1, 2017 and ending June 30, 2018; and,

WHEREAS, the Engineer has prepared and filed with the City Clerk of the City of San Fernando and the City Clerk has presented to the City Council such report entitled “Engineer’s Annual Levy Report, San Fernando Landscaping and Lighting Assessment District, Fiscal Year 2017-2018” (hereafter referred to as the Report); and,

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

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

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

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

- a) A Description of the District and Improvements.
- b) The Annual Budget (Costs and Expenses of Services, Operations and Maintenance)
- c) A Description of the Method of Apportionment resulting in an Assessment Rate per Levy Unit within said District for Fiscal Year 2017-2018.

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

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

PASSED, APPROVED, AND ADOPTED this 19th day of June, 2017.

Sylvia Ballin, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was adopted at a regular meeting of the City Council held on the 19th day of June, 2017 by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, Interim City Manager

Date: June 19, 2017

Subject: Presentation by the County of Los Angeles Regarding the Los Angeles Community Choice Energy (LACCE) Program

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive a presentation from the County of Los Angeles regarding the Los Angeles Community Choice Energy (LACCE) Program; and
- b. Provide direction to staff.

BACKGROUND:

1. In September 2002, California adopted the Community Choice Aggregation (CCA) system into law, which provides cities, counties, and some special districts with the authority to aggregate the buying power of individual customers within a defined jurisdiction in order to secure alternative energy supply contracts on a community-wide basis. CCA systems allow consumers that do not wish to participate the ability to opt-in or opt-out of partially and/or fully renewable energy programs.
2. In March 2015, the County of Los Angeles, at the direction of the Board of Supervisors, initiated a technical feasibility study to determine if the County can meet the electricity load requirements for eighty-two (82) eligible cities and County unincorporated areas with rates that are competitive with the local investor owned utility (IOU), Southern California Edison. The feasibility study culminated in a Business Plan that concluded a CCA in Los Angeles County is financially feasible and could yield considerable benefits for all participating County residents and businesses.
3. In December 2016, the County of Los Angeles, at the direction of the Board of Supervisors, worked with relevant stakeholders and interested cities to negotiate a Joint Powers Agreement (JPA) that will oversee and govern the program.

Presentation by the County of Los Angeles Regarding the Los Angeles Community Choice Energy (LACCE) ProgramPage 2 of 2

4. On April 18, 2017, the County Board of Supervisors unanimously approved the adoption of the Los Angeles Community Choice Energy (LACCE) JPA. The County is now working with and encouraging interested cities to join this regional initiative.

ANALYSIS:

Staff from the County of Los Angeles will be providing a presentation on the newly formed LACCE program and the potential risks and benefits of participating the program.

BUDGET IMPACT:

There is no budget impact associated with receiving the presentation on the LACCE program. If staff is directed to explore participation in the program further, the budget impact of participation will be identified at a future meeting.

CONCLUSION:

Staff recommends City Council receive a presentation from the County of Los Angeles regarding the newly formed LACCE program and provide direction to staff as appropriate.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, Interim City Manager

Date: June 19, 2017

Subject: Presentation by Metro Regarding the Status of the East San Fernando Valley Transit Corridor Project

RECOMMENDATION:

It is recommended that the City Council receive and file a presentation from Metro regarding the status of the East San Fernando Valley Transit Corridor (ESFVTC) Project.

BACKGROUND:

1. In 2010, Metro and the Federal Transit Administration (FTA), in coordination with the cities of Los Angeles and San Fernando, began evaluating the feasibility of a major mass transit project that would operate in the center or curb-lane along Van Nuys Boulevard from the Van Nuys Metro Orange Line station north to San Fernando Road, where it would proceed northwest along San Fernando Road to the Sylmar/San Fernando Metrolink station – a distance of 9.2 miles.
2. When the study began, twenty-nine (29) alternatives (i.e., routes and modes) were considered, which resulted in an Alternatives Analysis (AA) Report released in January 2013. Based on analysis and public input, the AA Report recommended five initial build alternatives for further study through the preparation of an Environmental Impact Statement/Environmental Impact Report (EIS/EIR) as required by federal and state laws.
3. The five initial build alternatives were further refined throughout 2013 and 2014 until the current alternatives were recommended for inclusion in the EIS/EIR: two (2) alternatives for dedicated bus rapid transit service, two (2) alternatives for rail service, the federal and state required “No Build” alternative, and the “Transportation Systems Management” alternative.
4. In November 2016, Los Angeles County voters approved Measure M, a ½ cent sales tax designed to make funds available for a number of transit and highway projects. Measure M earmarks \$1.3 billion for the ESFVTC, which is sufficient to build either an at-grade Light Rail Transit or Bus Rapid Transit project for the 9.2-mile corridor.

Presentation by Metro Regarding the Status of the East San Fernando Valley Transit Corridor ProjectPage 2 of 2

ANALYSIS:

Metro is currently in the process of evaluating the alternatives and preparing the project's Draft EIS/EIR that will compare each alternative and identify any impacts, as well as mitigation measures, if any, that may help offset the impacts. There are a wide range of issues being studied, including transportation, parking, communities and neighborhoods, construction, air quality, safety and security, and environmental justice. Once this draft document has been reviewed and approved by the FTA for release, it will be circulated for a 45-day public comment period.

Public participation has been critical throughout the study process and Metro has hosted numerous community meetings to update residents, businesses, elected officials and stakeholders on the study progress, and to encourage input on the refined alternatives, including an outreach campaign specifically targeting feedback from those who work and/or have businesses along and near the Van Nuys Corridor.

Staff from Metro will be providing a presentation on the project alternatives, the status of the EIS/EIR, and the estimated project timeline.

BUDGET IMPACT:

There is no budget impact associated with receiving a presentation from Metro on the ESFVTC Project alternatives, status of the EIS/EIR, and the estimated project timeline.

CONCLUSION:

Staff recommends City Council receive a presentation from Metro regarding the status of the ESFVTC Project.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Councilmember Jaime Soto

Date: June 19, 2017

Subject: Discussion Regarding City-Initiated Census Count

RECOMMENDATION:

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

BUDGET IMPACT:

To be determined based on City Council direction.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Councilmember Jaime Soto

Date: June 19, 2017

Subject: Discussion Regarding Veterans Housing Survey Study or Data Collection for the City

RECOMMENDATION:

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

BUDGET IMPACT:

To be determined based on City Council direction.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Councilmember Jaime Soto

Date: June 19, 2017

Subject: Presentation by State Legislator to Discuss Assembly Bill 2685 and Its Relation to Senate Bill 1069

RECOMMENDATION:

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

BUDGET IMPACT:

There is no budget impact with receiving a presentation by State Legislator.

ATTACHMENT:

A. Assembly Bill 2685



AB-2685 Housing elements: adoption. (2015-2016)

SHARE THIS:



Assembly Bill No. 2685

CHAPTER 271

An act to amend Section 65585 of the Government Code, relating to housing.

[Approved by Governor September 09, 2016. Filed with Secretary of State
September 09, 2016.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2685, Lopez. Housing elements: adoption.

The Planning and Zoning Law requires a city or county to adopt a comprehensive, long-term general plan for the physical development of the city or county and of any land outside its boundaries that bears relation to its planning. That law also requires the general plan to contain specified mandatory elements, including a housing element for the preservation, improvement, and development of housing. Existing law prescribes requirements for the preparation of the housing element, including a requirement that a planning agency submit a draft of the element or draft amendment to the element to the Department of Housing and Community Development prior to the adoption of the element or amendment to the element.

This bill would require the planning agency staff to collect and compile public comments and provide them to each member of the legislative body prior to the adoption of the housing element. By increasing the duties of local officials, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 65585 of the Government Code is amended to read:

65585. (a) In the preparation of its housing element, each city and county shall consider the guidelines adopted by the department pursuant to Section 50459 of the Health and Safety Code. Those guidelines shall be advisory to each city or county in the preparation of its housing element.

(b) (1) At least 90 days prior to adoption of its housing element, or at least 60 days prior to the adoption of an amendment to this element, the planning agency shall submit a draft element or draft amendment to the department.

(2) The planning agency staff shall collect and compile the public comments regarding the housing element received by the city, county, or city and county, and provide these comments to each member of the legislative body before it adopts the housing element.

(3) The department shall review the draft and report its written findings to the planning agency within 90 days of its receipt of the draft in the case of an adoption or within 60 days of its receipt in the case of a draft amendment.

(c) In the preparation of its findings, the department may consult with any public agency, group, or person. The department shall receive and consider any written comments from any public agency, group, or person regarding the draft or adopted element or amendment under review.

(d) In its written findings, the department shall determine whether the draft element or draft amendment substantially complies with this article.

(e) Prior to the adoption of its draft element or draft amendment, the legislative body shall consider the findings made by the department. If the department's findings are not available within the time limits set by this section, the legislative body may act without them.

(f) If the department finds that the draft element or draft amendment does not substantially comply with this article, the legislative body shall take one of the following actions:

(1) Change the draft element or draft amendment to substantially comply with this article.

(2) Adopt the draft element or draft amendment without changes. The legislative body shall include in its resolution of adoption written findings which explain the reasons the legislative body believes that the draft element or draft amendment substantially complies with this article despite the findings of the department.

(g) Promptly following the adoption of its element or amendment, the planning agency shall submit a copy to the department.

(h) The department shall, within 90 days, review adopted housing elements or amendments and report its findings to the planning agency.

SEC. 2. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act, within the meaning of Section 17556 of the Government Code.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Councilmember Jaime Soto

Date: June 19, 2017

Subject: Proposition of a Water Tour Date for the City Council and the Public for the Dronfield Site and Possibly Include All Other Facilities in Sylmar or Related

RECOMMENDATION:

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

BUDGET IMPACT:

To be determined based on City Council direction.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Councilmember Jaime Soto

Date: June 19, 2017

Subject: Discussion Regarding Developing a Comprehensive Report to the City Council on the Status of the Water Filtration System and Capacity to Sustain City Usage

RECOMMENDATION:

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

BUDGET IMPACT:

To be determined based on City Council direction.