



SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE AND AGENDA

MAY 7, 2018 – 6:00 PM

CITY HALL 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 City Manager Alexander P. Meyerhoff

APPROVAL OF AGENDA

PRESENTATIONS

- a) SAN FERNANDO STREET FESTIVAL – RECOGNITION OF VOLUNTEERS
Councilmember Joel Fajardo
- b) OLDER AMERICANS MONTH – MAY
Director of Recreation & Community Services Julian J. Venegas
- c) MENTAL HEALTH AWARENESS MONTH - MAY
Mayor Sylvia Ballin

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DECORUM AND ORDER

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting, may be removed from

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.

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 THE MINUTES OF APRIL 16, 2018 – SPECIAL (JOINT) MEETING**
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER**

Recommend that the City Council adopt Resolution No. 18-051 approving the Warrant Register.

- 3) CONSIDERATION TO ADOPT A ZONE TEXT AMENDMENT AMENDING SECTION 106-6 (DEFINITIONS) OF ARTICLE I (IN GENERAL) OF CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL CODE TO PROVIDE ADDED CLARIFICATION REGARDING THE METHODOLOGY FOR CALCULATING LOT AREA WITHIN R-1 RESIDENTIAL ZONES**

Recommend that the City Council waive full reading of Ordinance No. 1675 and adopt by title only, "An Ordinance of the City Council of the City of San Fernando, California Amending Section 106-6 (Definitions) of Article I (in General) of Chapter 106 (Zoning) of the

SAN FERNANDO CITY COUNCIL**Regular Meeting Notice and Agenda – May 7, 2018**Page 3 of 5

San Fernando Municipal Code to Provide Added Clarification Regarding the Methodology for Calculating Lot Area within R-1 Residential Zones.”

4) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO NO SPORT FAULT GROUP, LLC FOR THE LAYNE PARK PLAY-LOT RESURFACING PROJECT

Recommend that the City Council:

- a. Determine it is in the City’s best interest to waive formal bid requirements due to time constraints;
- b. Approve the terms and award No Fault Sport Group, LLC a Professional Services Agreement (Contract No. 1884) for the Layne Park Play-Lot Resurfacing Project;
- c. Adopt Resolution No. 7847, to appropriate expenditures in the amount of \$3,525 from the Quimby Act Fund (Fund # 019) in Fiscal Year 2017-2018; and
- d. Authorize the City Manager to execute a Professional Service Agreement with No Fault Sport Group, LLC for the Layne Park Play-Lot Resurfacing Project in the amount not to exceed \$34,700.

5) CONSIDERATION TO ADOPT A RESOLUTION AUTHORIZING APPLICATION TO THE CALIFORNIA DIRECTOR OF INDUSTRIAL RELATIONS FOR A CERTIFICATE OF CONSENT TO SELF-INSURE WORKERS’ COMPENSATION LIABILITIES

Recommend that the City Council:

- a. Adopt Resolution No. 7848 authorizing an application to the California Director of Industrial Relations for a Certificate of Consent to self-insure workers’ compensation liabilities; and
- b. Authorize the City Manager to execute all related documents.

PUBLIC HEARING**6) CONSIDERATION TO ADOPT A RESOLUTION ESTABLISHING USER FEES FOR FISCAL YEAR 2018-2019 AND RESCIND PRIOR USER FEE RESOLUTIONS**

Recommend that the City Council:

- a. Conduct a Public Hearing;

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- b. Pending public testimony, adopt Resolution No. 7849 incorporating all current fees for City services into a Fiscal Year 2018-2019 Annual Fee Schedule, amending certain fees and charges; and
- c. Rescind Resolution Nos. 7553, 7727 and all parts of Resolutions in conflict with Resolution No. 7849.

ADMINISTRATIVE REPORTS**7) DISCUSSION REGARDING SENIOR ACTIVITIES IN SAN FERNANDO**

This item is placed on the agenda by Councilmember Joel Fajardo.

8) CONSIDERATION TO APPOINT AN AD HOC COMMITTEE TO WORK WITH THE WILD HORSE CHILDREN'S FOUNDATION REGARDING THE USE OF PIONEER PARK

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

9) CONSIDERATION TO ADOPT A RESOLUTION AMENDING THE CITY COUNCIL PROCEDURAL MANUAL FOR THE PURPOSES OF REFINING SOME OF ITS RESTRICTIONS ON THE USE OF CITY LETTERHEAD BY COUNCILMEMBERS

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

10) DISCUSSION PERTAINING TO THE TAX FAIRNESS, TRANSPARENCY AND ACCOUNTABILITY ACT OF 2018

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

DEPARTMENT HEADS - COMMISSION UPDATES**GENERAL COUNCIL COMMENTS****STAFF COMMUNICATION****ADJOURNMENT**

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

Elena G. Chávez, CMC

City Clerk

Signed and Posted: May 3, 2018 (4:00 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
AND THE SUCCESSOR AGENCY TO THE
SAN FERNANDO REDEVELOPMENT AGENCY
MINUTES**

**APRIL 16, 2018 – 5:00 P.M.
SPECIAL JOINT MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor/Chair Sylvia Ballin called the meeting to order at 5:03 p.m.

Present:

Council/Agency: Mayor/Chair Sylvia Ballin, Vice Mayor/Vice Chair Antonio Lopez, and Councilmembers/Board Members Jaime Soto (arrived at 5:13 p.m.), Joel Fajardo (via teleconference), and Robert C. Gonzales

Staff: City Manager/Executive Director Alexander P. Meyerhoff, Assistant City Attorney/Assistant General Counsel Richard Padilla and City Clerk/Secretary Elena G. Chávez

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS – WRITTEN/ORAL

Charles Leone, SEIU Local 721, talked about the members and job security, said they appreciate the teamwork, and thanked City Council.

Ruben Quintana, SFPEA President, also thanked City Council for working with them in and moving forward with their contract so their members can now fully engage in efforts to help pass Measure A.

RECESS TO CLOSED SESSION (5:08 P.M.)

**SAN FERNANDO CITY COUNCIL AND THE
SUCCESSOR AGENCY TO THE SAN FERNANDO REDEVELOPMENT AGENCY
SPECIAL JOINT MEETING MINUTES – APRIL 16, 2018**

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

A) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
G.C. §54957

B) CONFERENCE WITH LABOR NEGOTIATOR
G.C. §54957.6

Designated City Negotiators:

City Manager Alexander P. Meyerhoff
Deputy City Manager/Director of Finance Nick Kimball
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

C) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS EXISTING LITIGATION –
WORKER'S MOUNTAIN VALLEY ASSEMBLY, LLC v. CITY OF SAN FERNANDO
G.C. §54956.9(d)(1)
LASC Case No. BC682254

D) CONFERENCE WITH LEGAL COUNSEL TO DISCUSS FACTS AND
CIRCUMSTANCES WHICH MAY FORM THE BASIS FOR LITIGATION
G.C. § 54956.9(d)(4)

E) CONFERENCE WITH REAL PROPERTY NEGOTIATOR
G.C. §54956.8

Property: City owned parcels at Assessor Parcel Numbers 2521-031-901, 902 &
903 (San Fernando Mission Blvd., between Celis St. and Pico St.),
City of San Fernando

City Negotiators: City Manager Alexander P. Meyerhoff
City Attorney Rick Olivarez
Assistant City Attorney Richard Padilla

Negotiating Parties: Aszkenazy Development, Inc.
c/o Aaron Aszkenazy

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

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F) CONFERENCE WITH REAL PROPERTY NEGOTIATOR

G.C. §54956.8

Property: City owned parcel at Assessor Parcel Number 2521-031-903 (San Fernando Mission Blvd. and Celis St.), City of San Fernando

City Negotiators: City Manager Alexander P. Meyerhoff
City Attorney Rick Olivarez
Assistant City Attorney Richard Padilla

Negotiating Parties: Jack in the Box Inc.
Michael Tohikian, Hot Spot Properties, Inc.

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

RECESS (6:06 P.M.)

Recess was called at this time in order to continue with the regular meetings of the Successor Agency and the City Council.

RECONVENE/RECESS (9:22 P.M.)

RECONVENE/REPORT OUT FROM CLOSED SESSION (10:10 P.M.)

Assistant City Attorney/Assistant General Counsel Padilla reported the following:

Item B (all members were present) – A report was provided by staff, general feedback was given by the City Council, but no final action was taken.

With respect to the remaining items, Councilmember/Member Soto left early and did not participate:

Item A – Final action was taken by a vote of 3-0-1-1 (3-Ayes, 0-No, 1-Abstention, 1-Absent) to uphold a hearing officer determination and findings with respect to a disciplinary matter. The City Council instructed staff to reduce the matter to writing and forward the same to parties for final disposition.

Items C, D, E, & F – A general update was provided by staff, feedback was given by the City Council, but no final action was taken.

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SUCCESSOR AGENCY TO THE SAN FERNANDO REDEVELOPMENT AGENCY
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ADJOURNMENT (10:12 P.M.)

Motion by Vice Mayor/Vice Chair Lopez, seconded by Councilmember/Member Gonzales, to adjourn. By consensus, the meeting was adjourned.

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 16, 2018, meeting as approved by the San Fernando City Council and the Successor Agency to the San Fernando Redevelopment Agency

*Elena G. Chávez, CMC
City Clerk*

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Alexander P. Meyerhoff, City Manager
By: Nick Kimball, Deputy City Manager/Director of Finance

Date: May 7, 2018

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 18-051 (Attachment "A") approving the Warrant Register.

BACKGROUND:

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

The Deputy City Manager/Director of Finance hereby certifies that all requests for expenditures have been signed by the department head, or designee, receiving the merchandise or services thereby stating that the items or services have been received and that the resulting expenditure is appropriate. The Deputy City Manager/Director of Finance 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. 18-051

ATTACHMENT “A”**RESOLUTION NO. 18-051****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 18-051****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 7th day of May, 2018.

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 7th day of May, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

vchlist		Voucher List				Page: 1	
05/01/2018 2:45:07PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
210023	5/7/2018	892857 ABBOTT CONSTRUCTION	070-2722		WATER METER INSTALL REFUND 070-2722	2,689.24	
					Total :	2,689.24	
210024	5/7/2018	891587 ABLE MAILING INC.	27447		REPUBLIC SERVICES INSERT FEE 070-3901-0000	15.82	
			27783	11607	APR-WATER BILLS MAILING & FULFILLI	71.89	
				11607	072-360-0000-4300	71.88	
			27784		WATER ENV STORAGE FEE-MAR 2018	12.50	
					072-360-0000-4300	12.50	
					070-382-0000-4300	Total :	184.59
210025	5/7/2018	100066 ADS ENVIRONMENTAL SERVICES,INC	22206.52-0318	11720	SEVEN (7) ADS D-SITE OVERFLOW MO 072-360-0000-4260	903.00	
					Total :	903.00	
210026	5/7/2018	888356 ADVANCED AUTO REPAIR	1221		VEHICLE REPAIRS AND BODY WORK-F 041-320-0225-4400	217.12	
			1222	11675	VEHICLE REPAIRS AND BODY WORK-F 041-320-0225-4400	512.26	
			1223	11675	VEHICLE REPAIRS AND BODY WORK-M 041-320-0320-4400	238.09	
			1225	11675	VEHICLE REPAIRS AND BODY WORK-F 041-320-0225-4400	375.16	
			1226	11675	VEHICLE REPAIRS AND BODY WORK-F 041-320-0225-4400	194.12	
			1227	11675	VEHICLE REPAIRS AND BODY WORK-C 041-320-0152-4400	282.70	
			1228	11675	VEHICLE REPAIRS AND BODY WORK-F 041-320-0225-4400	512.26	
			1229	11675	VEHICLE REPAIRS AND BODY WORK-F 041-320-0225-4400	94.40	
					Total :	2,426.11	
						Page:	

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vchlist

05/01/2018

2:45:07PM

Voucher List

CITY OF SAN FERNANDO

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Bank code :

bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210027	5/7/2018	891880 ADVANCED PUBLIC SAFETY INC.	RI-735944	11762	MAINT CONTRACT FOR HAND HELD TI 001-135-0000-4260	5,973.03
					Total :	5,973.03
210028	5/7/2018	891969 ADVANCED PURE WATER SOLUTIONS	36495711-0518		DRINKING WATER 001-222-0000-4300	102.20
					Total :	102.20
210029	5/7/2018	892028 AHUMADA, ALEJANDRA	REIMB.		REIMB FOR FLYERS ON LINE PROG FE 001-422-0000-4300	19.00
					001-420-0000-4390	15.26
					Total :	34.26
210030	5/7/2018	892852 ALL STATE POLICE	1119297		DRUG TEST KITS 001-224-0000-4270	327.11
					Total :	327.11
210031	5/7/2018	887695 AL'S KUBOTA TRACTOR	118490		VEHICLE MAINT 041-320-0390-4400	114.87
					Total :	114.87
210032	5/7/2018	887270 AMERICAN TRANSPORTATION SYSTEM	106293		DEP-SENIOR TRIP TO TEMECULA ON 0 004-2383	544.50
					Total :	544.50
210033	5/7/2018	100175 AMERICAN WATER WORKS ASSOC.	7001536491		MEMBERSHIP RENEWAL-00662165 070-381-0000-4380	269.00
					Total :	269.00
210034	5/7/2018	100222 ARROYO BUILDING MATERIALS, INC	206527	11685	LOCAL HARDWARE PURCHASES 015-310-0866-4600	109.21
					Total :	109.21
210035	5/7/2018	892772 ARSENAL TOOL, LLC	29089	11748	26" WALK-BEHIND CONCRETE SAW 070-385-0000-4500	11,030.10
					Total :	11,030.10
210036	5/7/2018	102530 AT & T	818-270-2203		PD NETWORK LINE-APRIL 2018	

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vchlist 05/01/2018 2:45:07PM		Voucher List CITY OF SAN FERNANDO				Page: 3
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210036	5/7/2018	102530 AT & T	(Continued)		001-222-0000-4220	131.07
					Total :	131.07
210037	5/7/2018	889037 AT&T MOBILITY	287277903027X0408201		MODEM FOR ELECTRONIC MESSAGE	
					001-310-0000-4220	138.80
					Total :	138.80
210038	5/7/2018	889942 ATHENS SERVICES	4861825		STREET SWEEPER SERVICES	
				11639	001-343-0000-4260	2,299.39
				11639	011-311-0000-4260	12,249.91
					Total :	14,549.30
210039	5/7/2018	100311 BARR ELECTRIC CO.	18118		TRUMAN PED LIGHTING ANALYSIS	
				11757	008-311-6676-4600	2,800.00
					Total :	2,800.00
210040	5/7/2018	888443 BAVCO	850263		TEST KIT CALIBRATION FOR BACKFLO	
					070-383-0301-4300	189.40
					Total :	189.40
210041	5/7/2018	892426 BEARCOM	4682577		COMPUTER MAINTENANCE CONTRAC	
				11614	001-135-0000-4260	7,173.35
					Total :	7,173.35
210042	5/7/2018	891301 BERNARDEZ, RENATE Z.	451		INTERPRETATION SERVICES-CC MTG	
					001-101-0000-4270	250.00
					Total :	250.00
210043	5/7/2018	892013 BERNSTEIN, DIANA	APRIL 2018		ALL ABILITIES ART CLASS INSTRUCTO	
					017-420-1343-4260	260.00
					Total :	260.00
210044	5/7/2018	891890 BLODGETT BAYLOSIS	181658		ENVIRONMENTAL PLANNING SERVICE	
					001-2203	1,250.00
					Total :	1,250.00
210045	5/7/2018	100405 BONANZA CONCRETE, INC.	60976		CONCRETE FOR STREETS & SIDEWAL	
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210045	5/7/2018	100405 BONANZA CONCRETE, INC.	(Continued)		001-311-0000-4300	720.50
				11671	Total :	720.50
210046	5/7/2018	889345 BSN SPORTS INC	901898162		ADD'TL BACKBOARD PACKS	
					001-423-0000-4300	340.98
					Total :	340.98
210047	5/7/2018	888800 BUSINESS CARD	040318		RGSTR-INTRODUCTION TO GOVERN	
			041218		001-130-0000-4360	75.00
			042018		ADOBE SOFTWARE RENEWAL	
					001-105-0000-4260	839.88
					MEMBERSHIP DUES	
					001-190-0000-4380	60.00
					Total :	974.88
210048	5/7/2018	888800 BUSINESS CARD	040418		RECRUITMENT JOB FAIR	
			041118		001-222-0000-4270	100.00
			041118		CASTER WHEELS FOR CHAIRS	
					001-222-0000-4300	73.04
					RIOT BATONS	
					001-222-0000-4500	773.97
					Total :	947.01
210049	5/7/2018	888800 BUSINESS CARD	040218		CONF LODGING-WATER NOW ALLIANC	
			040318		001-101-0101-4370	146.79
			040418		CITY COUNCIL BUS-SF MIDDLE SCHO	
					007-440-0443-4260	478.66
			040418		CC & STAFF DINNER-CC MTG 04/04/18	
					001-101-0000-4300	40.36
			040418		CC & STAFF DINNER-CC MTG 04/04/18	
					001-101-0000-4300	54.79
			041818		CC & STAFF DINNER-CC MTG 04/16/18	
					001-101-0000-4300	42.36
			041818		CC & STAFF DINNER-CC MTG 04/16/18	
					001-101-0000-4300	58.10
			MARCH 2018		KARATE INSTRUCTOR	
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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210049	5/7/2018	888800 BUSINESS CARD	(Continued)		017-420-1326-4260	540.00
					Total :	1,361.06
210050	5/7/2018	890368 C & M TOPSOIL, INC	65087		DECOMPOSED GRANITE 043-390-0000-4330	28.47
					Total :	28.47
210051	5/7/2018	892464 CANON FINANCIAL SERVICES, INC	18536089	11620	CANON COPIERS LEASE PAYMENT-AP 001-135-0000-4260	649.93
					Total :	649.93
210052	5/7/2018	892465 CANON SOLUTIONS AMERICA, INC.	4025493946	11619	COPIER MONTHLY RATES AND OVERA 001-135-0000-4260	1,423.03
			4025582443	11619	COPIER MONTHLY RATES AND OVERA 001-135-0000-4260	1,062.72
			4025669710	11615	SRO PRINTER MAINT. & COPIES-JAN-A 001-135-0000-4260	325.36
					Total :	2,811.11
210053	5/7/2018	100573 CA-NV SECTION AWWA	REGISTRATION-3		RGSTR (3)-GROUNDWATER WORKSHC 070-384-0000-4360	585.00
					Total :	585.00
210054	5/7/2018	100573 CA-NV SECTION AWWA	REGISTRATION-1		RGSTR-TWO DAY BACKFLOW REFRES 070-381-0000-4360	320.00
					Total :	320.00
210055	5/7/2018	100573 CA-NV SECTION AWWA	REGISTRATION-2		RGSTR-T1-T2 MATH REVIEW COURSE 070-384-0000-4360	90.00
					Total :	90.00
210056	5/7/2018	103619 CARL WARREN & CO.	1840441		LEGAL SERVICES 006-190-0000-4800	750.00
			1840442		LEGAL SERVICES 006-190-0000-4800	750.00
					Total :	1,500.00
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210057	5/7/2018	891860 CARL WARREN & COMPANY	PRE-REFUND		REIMB. TO ITF ACCT (LIABILITY CLAIMS) 006-1037	36,092.45
					Total :	36,092.45
210058	5/7/2018	103816 CHAVEZ, ELENA	REIMB.		LODGING-CCAC ANNUAL CONFERENC 001-115-0000-4370	415.10
					Total :	415.10
210059	5/7/2018	892542 CISNEROS, RAMIRO	205840		REPL STALE DTD CK-WATER ACCT 070-2140	30.74
					Total :	30.74
210060	5/7/2018	100713 CITY OF GLENDALE	GLN0000007655		WATERMASTER COST SHARE AGREEM 070-381-0000-4270	4,181.80
					Total :	4,181.80
210061	5/7/2018	101957 CITY OF LOS ANGELES	38SF180000010		FIRE SERVICE-MAY 2018 001-500-0000-4260	216,616.83
					Total :	216,616.83
210062	5/7/2018	103029 CITY OF SAN FERNANDO	17906-17970		REIMB TO WORKER'S COMP ACCT 006-1035	23,436.71
					Total :	23,436.71
210063	5/7/2018	892480 CLEAN ENERGY	11	11552	CNG FUELING STATION IMPROVEMEN 010-310-3661-4600	132,976.00
				11552	010-320-3697-4600	33,244.00
					010-2037	-8,311.00
			12	11552	CNG FUELING STATION IMPROVEMEN 010-310-3661-4600	399,011.68
				11552	010-320-3697-4600	99,752.92
					010-2037	-24,938.23
					Total :	631,735.37
210064	5/7/2018	100805 COOPER HARDWARE INC.	110189	11672	MISC SUPPLIES FOR PW OPERATIONS 070-383-0301-4300	5.00
			110401	11672	MISC SUPPLIES FOR PW OPERATIONS 070-383-0301-4300	10.51
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210064	5/7/2018	100805 COOPER HARDWARE INC.	(Continued) 110406		MISC SUPPLIES FOR PW OPERATIONS 001-341-0301-4300	42.32
			110463	11672	MISC SUPPLIES FOR PW OPERATIONS 001-341-0301-4300	22.11
			110698	11672	MISC SUPPLIES FOR PW OPERATIONS 043-390-0000-4300	4.91
			110719	11672	MISC SUPPLIES FOR PW OPERATIONS 070-383-0301-4300	41.50
			110762	11672	MISC SUPPLIES FOR PW OPERATIONS 001-311-0000-4300	14.97
					Total :	141.32
210065	5/7/2018	892687 CORE & MAIN LP	1552133		WATER METERS & FIRE SERVICE MATI 070-383-0301-4300	430.11
			1611990	11681	WATER METERS & FIRE SERVICE MATI 070-383-0301-4300	166.51
					Total :	596.62
210066	5/7/2018	891425 DIAZ, MARISOL	REIMB.		REIMB OF SUPPLIES PURCHASED FOR 004-2380	68.57
					001-420-0000-4390	44.26
					Total :	112.83
210067	5/7/2018	888951 DOMINGUEZ, WALTER	REIMB.		REIMB.-K9 SUPPLIES PURCHASED 001-225-0000-4270	271.39
					Total :	271.39
210068	5/7/2018	889810 EMERGENCY RESPONSE	LA2018-340		PROFESSIONAL SERVICES 001-224-0000-4270	650.00
					Total :	650.00
210069	5/7/2018	890879 EUROFINS EATON ANALYTICAL, INC	L0373293		WATER ANALYSIS-F717574 070-384-0000-4260	139.60
			L0373475		WATER ANALYSIS-F718036 070-384-0000-4260	139.60
			L0374348		WATER ANALYSIS-F718881	

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210069	5/7/2018	890879 EUROFINS EATON ANALYTICAL, INC	(Continued)		070-384-0000-4260	139.60
			L0375731		WATER ANALYSIS-F719724 070-384-0000-4260	139.60
			L0375743		WATER ANALYSIS-F720224 070-384-0000-4260	139.60
			L0375962		WATER ANALYSIS-F720605 070-384-0000-4260	139.60
			L0376133		WATER ANALYSIS-F7231137 070-384-0000-4260	139.60
			L0377032		WATER ANALYSIS-F722125 070-384-0000-4260	164.00
			L0379840		WATER ANALYSIS-F725354 070-384-0000-4260	164.00
			L0380171		WATER ANALYSIS-F723792 070-384-0000-4260	164.00
			L0381314		WATER ANALYSIS-F727043 070-384-0000-4260	164.00
					Total :	1,633.20
210070	5/7/2018	890897 EVAN BROOKS ASSOCIATES, INC	17004-14		CAL RECYCLE - FUND ADMN & REPORTI 001-310-0000-4270	1,010.00
			18004-5	11647	MGMT SERV'S RELATED TO HEALTHY S 010-420-3711-4260	32,373.80
				11655	Total :	33,383.80
210071	5/7/2018	889871 EXOVA INC.	40812003		CHROMIUM, HEX CHROME & COURIEF 070-384-0000-4260	2,835.00
					Total :	2,835.00
210072	5/7/2018	891622 FARMER BROTHERS	67468755		BREAK ROOM SUPPLIES 001-222-0000-4300	320.76
					Total :	320.76
210073	5/7/2018	889473 FERREL, MIRIAM	REIMB.		TRANSPORTATION FROM CONF TO 001-115-0000-4370	20.04

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210080	5/7/2018	101427 H.C. STROUD	14192		REBUILD FAN MOTOR IN RESTROOM-F 043-390-0000-4310	82.50
					Total :	82.50
210081	5/7/2018	888647 HDL SOFTWARE, LLC	0012171-IN	11634	FEB-BUSINESS LICENSE ADMIN SERVI 001-130-0000-4260	18,465.51
			0012258-IN	11634	MAR-BUSINESS LICENSE ADMIN SERV 001-130-0000-4260	3,107.86
					Total :	21,573.37
210082	5/7/2018	890594 HEALTH AND HUMAN RESOURCE	182622		EAP-MAY 2018 001-106-0000-4260	235.30
					Total :	235.30
210083	5/7/2018	102307 HI WAY SAFETY RENTALS, INC.	71361	11694	TRAFFIC DELINEATION FOR WORK ZO 001-311-0000-4300	1,466.30
			71580	11694	TRAFFIC DELINEATION FOR WORK ZO 070-383-0000-4310	2,149.85
			72400	11694	TRAFFIC DELINEATION FOR WORK ZO 001-311-0000-4300	89.29
			72466	11694	TRAFFIC DELINEATION FOR WORK ZO 001-311-0000-4300	1,513.60
					Total :	5,219.04
210084	5/7/2018	892439 HISTORICAL RESOURCES, INC.	203994		REPL STALE DTD CK-PROFESSIONAL 001-2140	825.00
					Total :	825.00
210085	5/7/2018	101593 I.M.S.A.	IMSA ID 59405		2018 MEMBERSHIP RENEWAL 001-371-0000-4360	100.00
					Total :	100.00
210086	5/7/2018	101599 IMAGE 2000 CORPORATION	192549		VARIOUS COPIER MAINT CONTRACT 0 001-135-0000-4260	867.31
					072-360-0000-4450	47.28
					001-135-0000-4260	132.27
			193022		FREIGHT CHARGE	
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210086	5/7/2018	101599 IMAGE 2000 CORPORATION	(Continued)		001-422-0000-4260	13.00
			193085		FREIGHT CHARGE-TONER 001-422-0000-4260	8.50
					Total :	1,068.36
210087	5/7/2018	101647 INTERSTATE BATTERY	30076040	11751	BATTERIES FOR FLEET 041-1215	697.40
			30076041	11751	BATTERIES FOR FLEET 041-320-0000-4300	445.28
					Total :	1,142.68
210088	5/7/2018	892682 IPS GROUP, INC.	32669	11759	PARKING METER PROGRAM-MAR 2018 001-190-0000-4300	277.27
					Total :	277.27
210089	5/7/2018	892769 IRDOR INC.	2018-101		FINAL PYMNT SENIOR TRIP-MARIACHI 004-2383	1,473.00
					Total :	1,473.00
210090	5/7/2018	891777 IRRIGATION EXPRESS	15112474-00	11659	MISC. IRRIGATION SUPPLIES FOR REF 043-390-0000-4300	78.54
			15112556-00	11659	MISC. IRRIGATION SUPPLIES FOR REF 043-390-0000-4300	56.19
			15112858-00	11659	MISC. IRRIGATION SUPPLIES 070-383-0301-4300	155.44
					Total :	290.17
210091	5/7/2018	887952 J. Z. LAWNMOWER SHOP	18943	11690	SMALL EQUIPMENT REPAIR 001-346-0000-4300	143.64
					Total :	143.64
210092	5/7/2018	102387 K.R. NIDA CORPORATION	2001463		HANDHELD RADIO BATTERY 001-311-0000-4300	84.38
					Total :	84.38
210093	5/7/2018	101990 L.A. COUNTY METROPOLITAN	101958		TAP CARDS-MARCH 2018 007-440-0441-4260	1,221.00
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210093	5/7/2018	101990 101990 L.A. COUNTY METROPOLITAN	(Continued)			Total : 1,221.00
210094	5/7/2018	102007 L.A. COUNTY SHERIFFS DEPT.	183297LA		INMATE MEAL PROGRAM-MAR 2018 001-225-0000-4350	1,055.88 Total : 1,055.88
210095	5/7/2018	101971 L.A. MUNICIPAL SERVICES	004-750-1000 494-750-1000 500-750-1000 594-750-1000 657-750-1000 757-750-1000		ELECTRIC-13003 BORDEN 070-384-0000-4210 WATER - 12900 DRONFIELD 070-384-0000-4210 ELECTRIC-13655 FOOTHILL 070-384-0000-4210 ELECTRIC-12900 DRONFIELD 070-384-0000-4210 ELECTRIC - 14060 SAYRE 070-384-0000-4210 WATER - 14060 SAYRE 070-384-0000-4210	640.52 21.19 167.05 4,838.58 9,440.95 59.09 Total : 15,167.38
210096	5/7/2018	101848 LANGUAGE LINE SERVICES	4278705		TRANSLATION SERVICES 001-222-0000-4260	9.53 Total : 9.53
210097	5/7/2018	101852 LARRY & JOE'S PLUMBING	2046031-0001-02 2047393-0001-02		MISC SUPPLIES 043-390-0000-4330 MISC SUPPLIES 043-390-0000-4330	153.25 87.92 Total : 241.17
210098	5/7/2018	101872 LEAGUE OF CALIFORNIA CITIES	259		MEMBERSHIP DUES-LGBTLO CAUCUS 001-101-0103-4380	50.00 Total : 50.00
210099	5/7/2018	101920 LIEBERT CASSIDY WHITMORE	1457453 1457454		LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270	2,466.38 1,120.00
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210099	5/7/2018	101920 LIEBERT CASSIDY WHITMORE	(Continued) 1457455 1457456 1457458 1457820		LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270	4,947.57 112.00 3,066.00 2,321.00 Total : 14,032.95
210100	5/7/2018	101974 LOS ANGELES COUNTY	MAR 2018	11597	ANIMAL CARE & CONTROL SERVICES- 001-190-0000-4260	3,710.49 Total : 3,710.49
210101	5/7/2018	102003 LOS ANGELES COUNTY	RE-PW-18040905808	11654	INDUSTRIAL WASTE CHARGES-FEB 20 072-360-0000-4450	2,664.34 Total : 2,664.34
210102	5/7/2018	890493 LOS ANGELES COUNTY	18ME0230		AUTOPSY REPORT-CASE 2017-08901 001-224-0000-4270	30.00 Total : 30.00
210103	5/7/2018	890600 LOS ANGELES COUNTY	PI0000509		EXAM FEE-BACKFLOW DEVICE TESTE 070-384-0000-4360	296.00 Total : 296.00
210104	5/7/2018	100886 LOS ANGELES DAILY NEWS	0011084601 0011091089 0011097645		PUBLICATION OF ZONE TEXT AMENDM 001-150-0000-4230 PUBLICATION-NIB FOR LAYNE PARK 001-115-0000-4230 PUBLICATION OF ZONE TEXT AMENDM 001-150-0000-4230	1,149.80 285.45 1,106.80 Total : 2,542.05
210105	5/7/2018	892773 MAILFINANCE	N7077516	11733	QUARTERLY LEASE RENTAL PAYMENT 001-190-0000-4280	1,446.85
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210105	5/7/2018	892773 892773 MAILFINANCE	(Continued)		Total :	1,446.85
210106	5/7/2018	888468 MAJOR METROPOLITAN SECURITY	1087419	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087420	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087421	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087422	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087423	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087424	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087425	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	25.00
			1087426	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087427	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087428	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087429	11660	ALARM MONITORING ALL FAC-MAY 20 043-390-0000-4260	15.00
			1087430	11660	ALARM MONITORING ALL FAC-MAY 20 070-384-0000-4260	23.00
			1087431	11660	ALARM MONITORING ALL FAC-MAY 20 070-384-0000-4260	23.00
			1087432	11660	ALARM MONITORING ALL FAC-MAY 20 070-384-0000-4260	23.00
			1087433	11660	ALARM MONITORING ALL FAC-MAY 20 070-384-0000-4260	23.00
					Total :	267.00
210107	5/7/2018	102106 MARTIN & CHAPMAN CO.	2018198		CONSULTATION FEE-CALENDAR YEAR 001-116-0000-4260	1,011.00

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210107	5/7/2018	102106 102106 MARTIN & CHAPMAN CO.	(Continued)		Total :	1,011.00
210108	5/7/2018	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO 001-420-0000-4220	33.20
					Total :	33.20
210109	5/7/2018	102177 MENDOZA, SALVADOR	051918		MUSIC-LP SENIOR DANCE 05/19/18 004-2380	1,100.00
					Total :	1,100.00
210110	5/7/2018	102226 MISSION LINEN SUPPLY	506947932		LAUNDRY 001-225-0000-4350	72.15
			507117763		LAUNDRY 001-225-0000-4350	79.95
			507145624		LAUNDRY 001-225-0000-4350	85.35
			507164528		LAUNDRY 001-225-0000-4350	105.34
			507192522		LAUNDRY 001-225-0000-4350	70.04
			507212620		LAUNDRY 001-225-0000-4350	121.60
			507238578		LAUNDRY 001-225-0000-4350	98.93
					Total :	633.36
210111	5/7/2018	102260 MOORE MEDICAL LLC	83513761		MEDICATIONS 001-225-0000-4350	7.15
					Total :	7.15
210112	5/7/2018	892800 MORGENSTERN, ROBERT	042218		INTERPRETATION SERVICES-CC MTG 001-101-0000-4270	250.00
					Total :	250.00
210113	5/7/2018	102287 MUNICIPAL CODE CORPORATION	00306753		ANNUAL WEB HOSTING - 04/01/18-03/3 001-115-0000-4260	900.00
					Total :	900.00

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210114	5/7/2018	102403	NOW IMAGE PRINTING	2018061	WATER WINDOW ENVELOPES	
					070-382-0000-4300	181.50
					072-360-0000-4300	181.50
				2018062	WATER TURN OFF DOOR HANGER	
					070-382-0000-4300	71.80
					072-360-0000-4300	71.80
					Total :	506.60
210115	5/7/2018	102423	OCCU-MED, INC.	0318901	PRE-EMPLOYMENT PHYSICAL	
					001-106-0000-4270	193.50
					Total :	193.50
210116	5/7/2018	102432	OFFICE DEPOT	109773975001	OFFICE SUPPLIES	
					001-222-0000-4300	125.36
				116505883001	OFFICE SUPPLIES (COPY PAPER)	
					001-422-0000-4300	228.14
				118602588001	OFFICE SUPPLIES	
					043-390-0000-4300	74.65
				120805081001	OFFICE SUPPLIES	
					070-381-0000-4300	257.43
				120805678001	OFFICE SUPPLIES	
					070-381-0000-4300	40.22
				121520473001	OFFICE SUPPLIES	
					001-222-0000-4300	273.77
				122562001001	OFFICE SUPPLIES	
					001-130-0000-4300	45.62
				122563077001	OFFICE SUPPLIES	
					001-130-0000-4300	46.98
				122737363001	OFFICE SUPPLIES	
					001-222-0000-4300	86.91
				123652475001	ITEMS RETURNED	
					001-130-0000-4300	-46.98
				124119408001	OFFICE SUPPLIES	
					001-222-0000-4300	110.65
				124119427001	OFFICE SUPPLIES	
					001-222-0000-4300	52.40
				124610793001	OFFICE SUPPLIES	

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210116	5/7/2018	102432 OFFICE DEPOT	(Continued)			
			128263403001		043-390-0000-4300 OFFICE SUPPLIES	85.13
			128267955001		001-115-0000-4300 OFFICE SUPPLIES	127.34
			2168919305		001-115-0000-4300 OFFICE SUPPLIES	17.59
			2168919306		001-422-0000-4300 OFFICE SUPPLIES	49.89
			2174913187		004-2380 OFFICE SUPPLIES	38.74
			2176577899		043-390-0000-4300 OFFICE SUPPLIES	30.53
			2176577900		001-310-0000-4300 OFFICE SUPPLIES	52.23
			2176593191		001-310-0000-4300 OFFICE SUPPLIES	90.17
			2177616895		001-310-0000-4300 OFFICE SUPPLIES	27.36
					001-422-0000-4300	87.28
					Total :	1,901.41
210117	5/7/2018	102443 OKAFOR, MICHAEL	REIMB.		MILEAGE REIMB-ERC WORKSHOP	
					001-106-0000-4390	33.03
					Total :	33.03
210118	5/7/2018	892572 OLIVAREZ MADRUGA	3538		LEGAL SERVICES	
					001-110-0000-4270	12,098.68
					073-110-0000-4270	240.00
					070-110-0000-4270	640.00
					Total :	12,978.68
210119	5/7/2018	890095 O'REILLY AUTOMOTIVE STORES INC	4605-283365		VEHICLE MAINTENANCE & REPAIRS-C	
			4605-283367	11666	041-320-0152-4400 VEHICLE MAINTENANCE & REPAIRS	116.63
			4605-283649	11666	041-320-0152-4400 VEHICLE MAINTENANCE & REPAIRS	-18.00

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210119	5/7/2018	890095 O'REILLY AUTOMOTIVE STORES INC	(Continued)	11666	041-320-0225-4400	178.43
					Total :	277.06
210120	5/7/2018	890004 PACIFIC TELEMANAGEMENT SERVICE	980337		PD PAY PHONE-MAY 2018 001-190-0000-4220	62.64
					Total :	62.64
210121	5/7/2018	892850 PADILLA, ALBINA	2000083.003		SENIOR TRIP REFUND 004-2383	110.00
					Total :	110.00
210122	5/7/2018	888282 PADILLA, ELIZABETH	REIMB.		WORK BOOTS PURCHASED 001-222-0000-4300	92.85
					Total :	92.85
210123	5/7/2018	102697 PROVIDENCE HOLY CROSS	20004791898		PROFESSIONAL SERVICES 001-225-0000-4350	35.00
					Total :	35.00
210124	5/7/2018	891847 RAMIREZ, JESSICA	TRAVEL		PER DIEM-DAR MANDATORY STC COU 001-225-3688-4360	115.00
					Total :	115.00
210125	5/7/2018	892858 RAMIREZ, JUAN	051918		MARIACHIS-SENIOR CLUB MOTHER'S I 004-2380	800.00
					Total :	800.00
210126	5/7/2018	891881 REMENIH, MICHAEL	APRIL 2018		COMMISSIONER'S STIPEND 001-115-0000-4111	50.00
					Total :	50.00
210127	5/7/2018	889602 RESPOND SYSTEMS	102786		SAFETY GLASS, PURELL, LATEX GLOV 070-383-0000-4310	934.45
					Total :	934.45
210128	5/7/2018	102855 RIO HONDO REGIONAL	REGISTRATION		RGTR-FTO UPDATE COURSE ON 05/07 001-225-0000-4360	30.00
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210128	5/7/2018	102855 102855 RIO HONDO REGIONAL	(Continued)			30.00
					Total :	30.00
210129	5/7/2018	102666 ROADRUNNER PREFERRED	549-243		COURIER SERVICE 001-222-0000-4260	103.00
					Total :	103.00
210130	5/7/2018	887296 ROBLEDO, OLIVIA	APRIL 2018		COMMISSIONER'S STIPEND 001-115-0000-4111	50.00
					Total :	50.00
210131	5/7/2018	892708 ROYAL INDUSTRIAL SOLUTIONS	8901-759049	11752	STREET LIGHTING, PARKING LOT EQU 001-370-0301-4300	430.48
			8901-759129	11752	STREET LIGHTING, PARKING LOT EQU 001-370-0301-4300	360.58
					Total :	791.06
210132	5/7/2018	891445 RUEDA, GENESIS	TRAVEL		PER DIEM-DAR MANDATORY STC COU 001-225-3688-4360	115.00
					Total :	115.00
210133	5/7/2018	892856 SALAS, JUAN	REIMB.		REIMB-LP CLUB VOLUNTEER PRIZES 004-2380	131.90
					Total :	131.90
210134	5/7/2018	103057 SAN FERNANDO VALLEY SUN	10156		PUBLICATION-PUBLIC HEARING GLEN 012-311-6673-4600	844.06
			10169		PUBLIC NOTICE-USER FEE UPDATE 001-115-0000-4230	187.50
					Total :	1,031.56
210135	5/7/2018	892416 SANCHEZ, KARLA	206325		REPL STL DTD CK-ZUMBA INSTRUCTO 017-2140	240.00
					Total :	240.00
210136	5/7/2018	891064 SIEMENS INDUSTRY INC	1620015784	11624	ON CALL TRAFFIC SIGNAL MAINTENAN 001-371-0301-4300	77.50
			5620011494	11624	ON CALL TRAFFIC SIGNAL MAINTENAN 001-371-0301-4300	155.00
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210136	5/7/2018	891064 SIEMENS INDUSTRY INC	(Continued) 5620017234	11624	ON CALL TRAFFIC SIGNAL MAINTENAN 001-371-0301-4300	232.50
			5620019966	11624	ON CALL TRAFFIC SIGNAL MAINTENAN 001-371-0301-4300	77.50
			5620019970	11624	ON CALL TRAFFIC SIGNAL MAINTENAN 001-371-0301-4300	310.00
					Total :	852.50
210137	5/7/2018	887570 SIMPLOT PARTNERS	205050750		WEED ABATEMENT SPRAY 043-390-0000-4330	438.00
					Total :	438.00
210138	5/7/2018	103184 SMART & FINAL	37379		ICE-SENIOR DANCE ON 04/21/18 004-2380	26.33
			45236		ENP SUPPLIES 004-2346	44.09
			49238		COFFEE-LP SENIOR CLUB 004-2380	49.49
					001-422-0000-4300	59.82
			59465		SUPPLIES FOR SENIOR DANCE ON 04/ 004-2380	324.92
					Total :	504.65
210139	5/7/2018	103202 SOUTHERN CALIFORNIA EDISON CO.	2-02-682-6982		GAS-910 FIRST 043-390-0000-4210	3,839.18
			2-21-082-3241		ELECTRIC - VARIOUS LOCATIONS 027-344-0000-4210	14,962.33
					029-335-0000-4210	1,581.80
					070-384-0000-4210	494.99
					074-320-0000-4210	853.26
					043-390-0000-4210	9,841.55
			2-33-746-5215		ELECTRIC-190 PARK 043-390-0000-4210	541.71
			2-39-084-2581		ELECTRIC-1117 SECOND 043-390-0000-4210	25.70
			2-39-717-6769		ELECTRIC-801 EIGHTH	

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210139	5/7/2018	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)		043-390-0000-4210	28.52
					Total :	32,169.04
210140	5/7/2018	103202 SOUTHERN CALIFORNIA EDISON CO.	307081		M&S CHANGE FOR PANEL UPGRADE-1 010-320-3697-4600	2,725.72
					Total :	2,725.72
210141	5/7/2018	890834 SPARKLING IMAGE CORP	80142		CAR WASHES-MAR 2018 001-222-0000-4320	54.00
					Total :	54.00
210142	5/7/2018	103251 STANLEY PEST CONTROL	28580		PEST CONTROL-PD 043-390-0000-4260	94.00
			28767		PEST CONTROL-REC PARK 043-390-0000-4260	95.00
					Total :	189.00
210143	5/7/2018	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE	293269		LIVESCAN FINGERPRINTS-MAR 2018 004-2386	3,362.00
			295328		001-222-0000-4270 FINGERPRINTS-MARCH 2018	98.00
					001-106-0000-4270	32.00
					Total :	3,492.00
210144	5/7/2018	102978 SWRCB-DWOC	OP #10117		D3 WATER TREATMENT CERT 070-381-0000-4370	90.00
					Total :	90.00
210145	5/7/2018	103318 TAG/AMS, INC.	2732665		RANDOM DRUG SCREENINGS 001-106-0000-4260	642.00
					Total :	642.00
210146	5/7/2018	888946 TEKWERKS	20515	11592	WEBSITE HOSTING & MAINT-MAY 2018 001-135-0000-4260	800.00
					Total :	800.00
210147	5/7/2018	103205 THE GAS COMPANY	042-320-6900-7		GAS - 910 FIRST	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210147	5/7/2018	103205 THE GAS COMPANY	(Continued)			
			084-220-3249-3		043-390-0000-4210 GAS - 505 S HUNTINGTON	94.41
			088-520-6400-8		043-390-0000-4210 GAS - 117 N MACNEIL	73.00
			090-620-6400-2		043-390-0000-4210 GAS - 120 N MACNEIL	81.40
					070-381-0000-4210	28.54
					072-360-0000-4210	28.54
					043-390-0000-4210 GAS- 208 PARK	57.06
			143-287-8131-6		043-390-0000-4210	186.45
					Total :	549.40
210148	5/7/2018	101528 THE HOME DEPOT CRC, ACCT#603532202490	2071518		MISC SUPPLIES	
			2345095		070-383-0301-4300 MATL'S FOR STREET LIGHT REPAIRS	172.19
			272796		001-370-0301-4300 PD LOCKS & HAND TOOLS	439.67
			272797		043-390-0000-4330 BLOWERS & WEED EATERS	116.67
			272798		043-390-0000-4330 SUPPLIES FOR PIONEER PARK	2,072.40
			2973484		043-390-0000-4330 SALT FOR OSG SYSTEM-WELL2A & WE	79.05
			32073		070-384-0000-4260 CORDLESS TOOLS	1,947.00
			5080277		041-320-0000-4340 HAND TOOLS FOR ALL PARKS & FACIL	895.15
			5080278		043-390-0000-4330 HAND TOOLS FOR ALL PARKS & FACIL	125.49
			8022722		043-390-0000-4330 SUPPLIES FOR TRUMAN PROJ	109.54
			9030888		001-311-0000-4300 SMALL TOOLS AND BATTERIES	83.22
					001-311-0000-4300	400.53
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210148	5/7/2018	101528 101528 THE HOME DEPOT CRC, ACCT#603532202490	(Continued)			
					Total :	6,440.91
210149	5/7/2018	890833 THOMSON REUTERS	837945284		DET. INVESTIGATIONS TOOLS SUPPOF	
					001-135-0000-4260	182.97
					Total :	182.97
210150	5/7/2018	103369 TIFCO INDUSTRIES	71347894		MISC SUPPLIES	
			71348897		041-1215 ELECTRICAL CONNECTORS	247.88
					041-1215	76.59
					Total :	324.47
210151	5/7/2018	103903 TIME WARNER CABLE	10369041018		CABLE-PD 04/18-05/17	
			196309041318		001-222-0000-4260 INTERNET SERVICES-04/23-05/22	230.08
			28882040518		001-190-0000-4220 CABLE-LP PARK 04/13-05/12	1,299.00
					001-420-0000-4260	184.22
					Total :	1,713.30
210152	5/7/2018	887986 TRAFFIC MANAGEMENT INC.	070-2709		CONSTRUCTION METER DEPT REFUN	
					070-2709	1,000.00
					Total :	1,000.00
210153	5/7/2018	887568 TRANS TECH	11745		VEHICLE MAINT-WA4470	
					070-384-0000-4400	1,483.50
					Total :	1,483.50
210154	5/7/2018	892738 TRANSIT SYSTEMS UNLIMITED, INC	62247		CNG FUEL FOR FLEET	
					070-381-0000-4402	548.95
					007-313-3630-4402	585.11
					Total :	1,134.06
210155	5/7/2018	892853 TREE PEOPLE	20180417		TRUMAN STREET TREE PLANTING	
					001-190-0000-4267	2,240.46
					Total :	2,240.46
210156	5/7/2018	103458 U.S. HEALTHWORKS MEDICAL GROUP	32981219-CA		DOT COLLECTION LAB (5)	
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210156	5/7/2018	103458 U.S. HEALTHWORKS MEDICAL GROUP	(Continued)		001-106-0000-4270	350.00
			3301517-CA		DOT EXAM/RE-CERT	94.00
					001-106-0000-4270	94.00
					Total :	444.00
210157	5/7/2018	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE	15122187		REIMB. OF POSTAGE MACHINE	1,500.00
					001-190-0000-4280	1,500.00
					Total :	1,500.00
210158	5/7/2018	103463 U.S. POSTMASTER	APRIL 2018		POSTAGE-APRIL WATER BILLS	528.08
					072-360-0000-4300	528.07
					070-382-0000-4300	528.07
					Total :	1,056.15
210159	5/7/2018	103444 ULTRA GREENS, INC	62710		MACLAY PLANTERS-STREET FESTIVAL	102.13
					001-311-0000-4300	102.13
					Total :	102.13
210160	5/7/2018	892258 UNIFORM & ACCESSORIES	649626		UNIFORMS FOR CSO	204.59
					001-222-0000-4300	204.59
					Total :	204.59
210161	5/7/2018	888241 UNITED SITE SERVICES OF CA INC	114-6514625		PORTABLE TOILET RENTAL-REC PARK	173.81
			114-6584022		001-420-0000-4260	173.81
					PORTABLE TOILET RENTAL-501 FIRST	668.96
					043-390-0000-4260	668.96
					Total :	842.77
210162	5/7/2018	103439 UPS	821954148		COURIER SERVICE	158.19
					001-190-0000-4280	158.19
					Total :	158.19
210163	5/7/2018	892612 URBAN FUTURES, INC	CD-2018-49		DISCLOSURE ANNUAL REPORT FOR F	969.00
					012-190-0000-4265	969.00
					Total :	969.00
210164	5/7/2018	892794 VENEGAS, JULIAN	REIMB.		REIMB-POSTAGE FOR DOCUMENTS M	
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210164	5/7/2018	892794 VENEGAS, JULIAN	(Continued)		001-420-0000-4260	24.70
					Total :	24.70
210165	5/7/2018	889644 VERIZON BUSINESS	630045271		CITY HALL LONG DISTANCE	58.54
			63044718		001-190-0000-4220	49.72
			63044719		CITY HALL LONG DISTANCE	49.72
			63044720		001-190-0000-4220	49.72
			63044721		CITY YARD LONG DISTANCE	14.92
			63044722		070-384-0000-4220	14.92
			63044723		CITY HALL LONG DISTANCE	25.20
			63044724		001-190-0000-4220	25.20
			63044725		PD LONG DISTANCE	112.40
			63044726		001-222-0000-4220	112.40
			63044727		CITY YARD LONG DISTANCE	9.95
			63044728		070-384-0000-4220	9.95
			63044729		PARKS LONG DISTANCE	15.22
			63045260		001-420-0000-4220	15.22
					CITY YARD LONG DISTANCE	5.03
					001-310-0000-4220	5.03
					Total :	290.98
210166	5/7/2018	892081 VERIZON BUSINESS SERVICES	70772717		MPLS PORT ACCESS & ROUTER-PD VE	1,040.43
					001-222-0000-4220	1,040.43
					Total :	1,040.43
210167	5/7/2018	889627 VERIZON CONFERENCING	Z6329658		CONFERENCE CALLS-MAR 2018	64.45
					001-190-0000-4220	64.45
					Total :	64.45
210168	5/7/2018	100101 VERIZON WIRELESS-LA	9805060862		VARIOUS CELL PHONE PLANS	110.33
					001-105-0000-4220	60.99
					072-360-0000-4220	32.20
					001-101-0109-4220	32.20
					001-101-0111-4220	35.52
					001-101-0107-4220	34.13
					001-101-0103-4220	54.00
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210168	5/7/2018	100101 VERIZON WIRELESS-LA	(Continued) 9805526050		MDT MODEMS-PD UNITS 001-222-0000-4220	967.47
					Total :	1,294.64
210169	5/7/2018	892846 WEST COAST POWDER COATING	WC3858		SAMPLE STATION POWDER 070-384-0000-4320	180.00
					Total :	180.00
210170	5/7/2018	888442 WESTERN EXTERMINATOR COMPANY	5950770		PEST CONTROL-LP PARK 043-390-0000-4260	54.50
			5950771		PEST CONTROL - RUDY ORTEGA PARK 043-390-0000-4260	53.00
			5950776		PEST CONTROL-CITY HALL 043-390-0000-4260	86.00
			5950777		EXTERIOR PEST CONTROL-REC PARK 043-390-0000-4260	79.00
					Total :	272.50
210171	5/7/2018	892390 WILMINGTON TRUST	115494-007		COP 2016 INTEREST & PRINCIPAL PYM 012-310-0000-4410	48,493.76
					012-310-0000-4420	80,000.00
					012-190-0000-4265	2,917.75
					012-1041	-6.54
					Total :	131,404.97
210172	5/7/2018	892231 WIN-911 SOFTWARE	124XT378-2018615		ANNUAL MAINT & SUPPORT RENEWA- 070-384-0000-4260	495.00
					Total :	495.00
210173	5/7/2018	892023 WINDSTREAM	69915781		PHONE SERVICES 03/18/18-04/17/18 001-222-0000-4220	668.79
					001-420-0000-4220	919.47
					070-384-0000-4220	496.84
					001-190-0000-4220	1,824.93
			70023240		PHONE SERVICES 04/18/18-05/17/18 001-222-0000-4220	665.26

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210173	5/7/2018	892023 WINDSTREAM	(Continued)			
					001-420-0000-4220	925.18
					070-384-0000-4220	496.40
					001-190-0000-4220	1,811.36
					Total :	7,808.23
210174	5/7/2018	888682 ZOBEL-RODRIGUEZ, ANGELIQUE Y.	APRIL 2018		COMMISSIONER'S STIPEND	
					001-115-0000-4111	50.00
					Total :	50.00
152	Vouchers for bank code :	bank3			Bank total :	1,323,339.11
152	Vouchers in this report				Total vouchers :	1,323,339.11

Voucher Registers are not final until approved by Council.

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HANDWRITTEN CHECKS

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
209943	5/1/2018	100042 ABDALLAH, ALBERT	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,162.21 1,162.21
209944	5/1/2018	100091 AGORICHAS, JOHN	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	212.97 212.97
209945	5/1/2018	891039 AGUILAR, JESUS	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	499.68 499.68
209946	5/1/2018	100104 ALBA, ANTHONY	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	631.60 631.60
209947	5/1/2018	891011 APODACA-GRASS, ROBERTA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	631.60 631.60
209948	5/1/2018	100306 BARNARD, LARRY	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,160.00 1,160.00
209949	5/1/2018	100346 BELDEN, KENNETH M.	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,407.00 1,407.00
209950	5/1/2018	892233 BUZZELL, CAROL	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	197.76 197.76
209951	5/1/2018	891350 CALZADA, FRANK	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	528.52 528.52
209952	5/1/2018	100642 CASTRO, RICO	18-May		CALPERS HEALTH REIMB	
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
209952	5/1/2018	100642 CASTRO, RICO	(Continued)		001-180-0000-4127	1,214.46 1,214.46
209953	5/1/2018	891014 CREEKMORE, CASIMIRA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	249.30 249.30
209954	5/1/2018	891016 DEATON, MARK	18-May		CALPERS HEALTH REIMB 070-180-0000-4127	528.45 528.45
209955	5/1/2018	100913 DECKER, CATHERINE	18-May		CALPERS HEALTH REIMB 070-180-0000-4127	631.60 631.60
209956	5/1/2018	100925 DELGADO, RALPH	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	528.52 528.52
209957	5/1/2018	892102 DOSTER, DARRELL	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	631.60 631.60
209958	5/1/2018	100996 DRAKE, JOYCE	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	249.30 249.30
209959	5/1/2018	100995 DRAKE, MICHAEL	18-May		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	124.65 124.65 249.30
209960	5/1/2018	100997 DRAPER, CHRISTOPHER	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,538.02 1,538.02
209961	5/1/2018	101044 ELEY, JEFFREY	18-May		CALPERS HEALTH REIMB	
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
209961	5/1/2018	101044 ELEY, JEFFREY	(Continued)		001-180-0000-4127	1,657.00
					Total :	1,657.00
209962	5/1/2018	891040 FISHKIN, RIVIAN	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	183.34
					Total :	183.34
209963	5/1/2018	892103 GAJDOS, BETTY	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	183.34
					Total :	183.34
209964	5/1/2018	891351 GARCIA, DEBRA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,304.96
					Total :	1,304.96
209965	5/1/2018	891067 GARCIA, NICOLAS	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,211.66
					Total :	1,211.66
209966	5/1/2018	101318 GLASGOW, KEVIN	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,538.02
					Total :	1,538.02
209967	5/1/2018	891020 GLASGOW, ROBERT	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	354.00
					Total :	354.00
209968	5/1/2018	891021 GUIZA, JENNIE	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	249.30
					Total :	249.30
209969	5/1/2018	101415 GUTIERREZ, OSCAR	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	183.34
					Total :	183.34
209970	5/1/2018	891352 HADEN, SUSANNA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,152.40
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
209970	5/1/2018	891352 891352 HADEN, SUSANNA	(Continued)			Total : 1,152.40
209971	5/1/2018	101440 HALCON, ERNEST	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,160.00
					Total :	1,160.00
209972	5/1/2018	891918 HARTWELL, BRUCE	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	631.60
					Total :	631.60
209973	5/1/2018	101465 HARVEY, DAVID	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	183.34
					Total :	183.34
209974	5/1/2018	101466 HARVEY, DEVERY MICHAEL	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,590.00
					Total :	1,590.00
209975	5/1/2018	101471 HASBUN, NAZRI A.	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,093.58
					Total :	1,093.58
209976	5/1/2018	891023 HATFIELD, JAMES	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	631.60
					Total :	631.60
209977	5/1/2018	892104 HERNANDEZ, ALFONSO	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,586.77
					Total :	1,586.77
209978	5/1/2018	891024 HOOKER, RAYMOND	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	540.73
					Total :	540.73
209979	5/1/2018	101538 HOUGH, RAY	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	528.52
					Total :	528.52
						Page: 4

vchlist 04/24/2018 4:23:34PM		Voucher List CITY OF SAN FERNANDO				Page: 5
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
209980	5/1/2018	101597 IBRAHIM, SAMIR	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	499.68 499.68
209981	5/1/2018	101694 JACOBS, ROBERT	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,084.00 1,084.00
209982	5/1/2018	892105 KAHMANN, ERIC	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	499.68 499.68
209983	5/1/2018	101786 KLOTZSCHE, STEVEN	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	800.54 800.54
209984	5/1/2018	891866 KNIGHT, DONNA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	183.34 183.34
209985	5/1/2018	891026 LEWIS, DURWOOD	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	631.60 631.60
209986	5/1/2018	891043 LIEBERMAN, LEONARD	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	167.48 167.48
209987	5/1/2018	101933 LITTLEFIELD, LESLEY	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	631.60 631.60
209988	5/1/2018	102059 MACK, MARSHALL	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,093.58 1,093.58
209989	5/1/2018	891010 MAERTZ, ALVIN	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	499.68
						Page: 5

vchlist 04/24/2018 4:23:34PM		Voucher List CITY OF SAN FERNANDO				Page: 6
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
209989	5/1/2018	891010 MAERTZ, ALVIN	(Continued)			499.68
209990	5/1/2018	888037 MARTINEZ, ALVARO	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,274.92 1,274.92
209991	5/1/2018	102206 MILLER, WILMA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	249.30 249.30
209992	5/1/2018	102232 MIURA, HOWARD	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	249.30 249.30
209993	5/1/2018	892106 MONTAN, EDWARD	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	800.54 800.54
209994	5/1/2018	102365 NAVARRO, RICARDO A	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	528.52 528.52
209995	5/1/2018	102473 ORDELHEIDE, ROBERT	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,618.70 1,618.70
209996	5/1/2018	102486 ORSINI, TODD	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,461.55 1,461.55
209997	5/1/2018	102569 PARKS, ROBERT	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,837.00 1,837.00
209998	5/1/2018	891353 PEAVY, JOSEPH	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	183.34 183.34
						Page: 6

vchlist 04/24/2018 4:23:34PM		Voucher List CITY OF SAN FERNANDO				Page: 7
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
209999	5/1/2018	102527 PISCITELLI, ANTHONY	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	528.52 528.52
210000	5/1/2018	891033 POLLOCK, CHRISTINE	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	354.00 354.00
210001	5/1/2018	102735 QUINONEZ, MARIA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,152.40 1,152.40
210002	5/1/2018	891034 RAMSEY, JAMES	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	585.98 585.98
210003	5/1/2018	102864 RIVETTI, DOMINICK	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	837.00 837.00
210004	5/1/2018	102936 RUELAS, MARCO	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,586.77 1,586.77
210005	5/1/2018	891044 RUSSUM, LINDA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	183.34 183.34
210006	5/1/2018	890806 SALDIVAR, GEORGE	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	826.04 826.04
210007	5/1/2018	892107 SHANAHAN, MARK	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	499.68 499.68
210008	5/1/2018	891035 SHERWOOD, NINA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	249.30
						Page: 7

vchlist 04/24/2018 4:23:34PM		Voucher List CITY OF SAN FERNANDO				Page: 8
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210008	5/1/2018	891035 891035 SHERWOOD, NINA	(Continued)			249.30
210009	5/1/2018	103175 SKOBIN, ROMELIA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	923.03 923.03
210010	5/1/2018	103220 SOMERVILLE, MICHAEL	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	1,407.00 1,407.00
210011	5/1/2018	103394 TORRES, RACHEL	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	249.30 249.30
210012	5/1/2018	889588 UFANO, VIRGINIA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	183.34 183.34
210013	5/1/2018	888417 VALDIVIA, LAURA	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	540.73 540.73
210014	5/1/2018	103562 VASQUEZ, JOEL	18-May		CALPERS HEALTH REIMB 070-180-0000-4127	1,837.00 1,837.00
210015	5/1/2018	891038 WAITE, CURTIS	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	923.03 923.03
210016	5/1/2018	891036 WATT, DAVID	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	631.60 631.60
210017	5/1/2018	891037 WEBB, NANCY	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	585.98 585.98
						Page: 8

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Voucher List

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CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210018	5/1/2018	103643 WEDDING, JEROME	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	631.60 631.60
					Total :	
210019	5/1/2018	103727 WYSBEEK, DOUDE	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	249.30 249.30
					Total :	
210020	5/1/2018	103737 YNIGUEZ, LEONARD	18-May		CALPERS HEALTH REIMB 001-180-0000-4127	923.03 923.03
					Total :	
78 Vouchers for bank code : bank3					Bank total :	58,397.71
78 Vouchers in this report					Total vouchers :	58,397.71

Voucher Registers are not final until approved by Council.

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Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
210021	5/2/2018	102519 P.E.R.S.	MAY 2018		HEALTH INSURANCE BENEFITS-MAY 2 001-1160	144,259.06
Total :						144,259.06
1 Vouchers for bank code : bank3						Bank total : 144,259.06
1 Vouchers in this report						Total vouchers : 144,259.06

Voucher Registers are not final until approved by Council.

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ORDINANCE NO. 1675

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA AMENDING SECTION 106-6 (DEFINITIONS) OF ARTICLE I (IN GENERAL) OF CHAPTER 106 (ZONING) OF THE SAN FERNANDO MUNICIPAL CODE TO PROVIDE ADDED CLARIFICATION REGARDING THE METHODOLOGY FOR CALCULATING LOT AREA WITHIN R-1 RESIDENTIAL ZONES.

The City Council of the City of San Fernando does hereby ordain as follows:

WHEREAS, the City of San Fernando seeks to refine the methodology for computing lot area for certain residential projects located within the R-1 single family residential zone; and

WHEREAS, the refinements are not intended to apply to non-residential projects or projects located outside of the R-1 single family residential zone; and

WHEREAS, the refinements are not to be applied for the computation of lot area for the establishment of accessory dwelling units within the meaning of Section 106-358 (Regulation of Accessory Dwelling Units) of Division 2 (R-1 Single family, Residential Zone) of Article III (Zones) of Chapter 106 (Zoning) of the San Fernando Municipal Code.

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

SECTION 1. The definition of the term “lot area” as defined under Section 106-6 (Definitions) of Article I (In General) of Chapter 106 (Zoning) of the San Fernando Municipal Code is hereby amended in its entirety to now state the following:

Lot area means the total area within the lot lines of a lot excluding any street, highway or alley right-of-way, except that in the case of lots in the R-1 single family residential zone, that area up to the midpoint of all immediately abutting streets, alleys or highways which would revert to the lot if the street, highway or alley were vacated may be assumed to be a portion of the lot. The foregoing notwithstanding, the alternative methodology for calculating lot area in the R-1 single family residential zone as set forth in the preceding sentence shall not be used for purposes of (i) any application or request to establish an accessory dwelling unit within the meaning of Section 106-358 (Regulation of Accessory Dwelling Units) of Division 2 (R-1 Single family, Residential Zone) of Article III (Zones) of Chapter 106 (Zoning) of the San Fernando Municipal Code; or (ii) calculating maximum lot coverage within the meaning of subdivision (6)(a) of Section 106-967 (Residential zoned property) of the San Fernando Municipal Code or any other provision of the same requiring the calculation of maximum lot coverage.

SECTION 2. Effective Date. This Ordinance shall take effect thirty (30) days after its adoption.

SECTION 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional. If for any reason any portion of this ordinance is found to be invalid by a court of competent jurisdiction, the balance of this ordinance shall not be affected.

SECTION 4. Certification. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

SECTION 5. CEQA. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at its regular meeting on this 7th day of May, 2018.

Sylvia Ballin, Mayor

ATTEST:

Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Richard Padilla, Assistant City Attorney

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

I, ELENA G. CHAVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Ordinance No. 1675 was adopted at a regular meeting of the City Council held on the 7th day of May, 2018, and was carried by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elena G. Chávez, City Clerk

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Alexander P. Meyerhoff, City Manager
By: Julian J. Venegas, Director of Recreation and Community Services

Date: May 7, 2018

Subject: Consideration to Award a Professional Service Agreement to No Fault Group, LLC for the Layne Park Play-Lot Resurfacing Project

RECOMMENDATION:

It is recommended that the City Council:

- a. Determine it is in the City's best interest to waive formal bid requirements due to time constraints; and
- b. Approve the terms and award No Fault Sport Group, LLC a Professional Service Agreement (Attachment "A" – Contract No. 1884) for the Layne Park Play-Lot Resurfacing Project;
- c. Adopt Resolution No. 7847 (Attachment "B"), to appropriate expenditures in the amount of \$3,525 from the Quimby Act Fund (Fund # 019) in Fiscal Year (FY) 2017-2018; and
- d. Authorize the City Manager to execute a Professional Service Agreement with No Fault Sport Group, LLC for the Layne Park Play-Lot Resurfacing Project in the amount not to exceed \$34,700.

BACKGROUND:

1. On December 29, 2016, the City was awarded \$113,650 in Housing-Related Parks Program (HRPP) grants funds and entered into agreement with the Department of Housing and Community Development (No. 15-HRPP-10967) to fund the Layne Park Improvement Project. These funds must be expended by June 30, 2018.
2. On March 10, 2018, the City circulated a Notice Inviting Bids for the Layne Park Improvement Project. The bid proposal received exceeded the available HRPP grant funds. Staff initiated individual park projects negotiations with contractors to provide the greatest possible improvements with the available funds.

Consideration to Award a Professional Service Agreement to No Fault Group, LLC for the Layne Park Play-Lot Resurfacing ProjectPage 2 of 3

3. On April 2, 2018, the City Council approved a contract with Terra Form Inc. to provide new picnic tables, security lighting, and park benches. In addition, the City Council approved staff's request to include an expanded scope of work to ensure the City can fully leverage the grant funds. Subsequently, Terra Form Inc. agreed to provide a U8 youth soccer field.
4. On April 23, 2018, staff received a quote from No Fault Sports Group, LLC to provide a Pour and Play safety surface for the Layne Park's play-lot.

ANALYSIS:

Staff conducted an informal bidding process and contacted three contractors specializing in playgrounds and asked for a quote for resurfacing the tot lot. The existing ground cover at Layne Park play-lot is known as a Pour and Play safety covering. The playground safety surfacing is a unique combination rubber granules and a cushion layer of shredded recycled rubber tires utilizing a polymer that is poured in place on-site, providing a seamless surface.

This poured in place rubber playground surface provides critical fall height protection for children on playgrounds. Shock absorbing surfaces can help disperse the momentum of a falling body or head, thus reducing the risk of life-threatening injuries.

The companies that responded to our quote enquire were No Fault Sports Group, LLC at \$34,700, Dekan Construction Corp. at \$44,300, and Robertson Recreational surfaces at \$47,120. No Fault Sport Group, LLC was selected to for the Layne Park Play-Lot Resurfacing Project. The Project Quote Sheet along with the individual quotes are attached (Attachment "C").

Under the terms of the grant, the project must be completed by June 30, 2018. Due to the limited time to complete construction using HRPP grant funds, staff recommends that City Council determine it is in the City's best interest to waive formal bid requirements and award a contract based on the informal bid solicitation.

BUDGET IMPACT:

The City was awarded \$113,650 in HRPP grant funds to make improvements Layne Park. The bids for the original scope of construction allowed the City flexibility to add a Play-Lot Resurfacing component to the Project. The additional work will be funded through remaining HRPP grant funds (\$31,175) and unappropriated Quimby Act Fees (\$3,525), which must be used for park facilities.

Consideration to Award a Professional Service Agreement to No Fault Group, LLC for the Layne Park Play-Lot Resurfacing ProjectPage 3 of 3

CONCLUSION:

It is recommended that the City Council approve the Professional Service Agreement No. 1884 with No Fault Sport Group, LLC for the Layne Park Play-Lot Resurfacing Project, not to exceed \$34,700, and adopt Resolution No. 7847 to appropriate additional expenditures in the Quimby Act Fees (fund 019).

ATTACHMENTS:

- A. Contract No. 1884
- B. Resolution No. 7847
- C. Project Quote Sheet

**ATTACHMENT "A"**
CONTRACT NO. 1884**PROFESSIONAL SERVICES AGREEMENT****NO FAULT SPORT GROUP, LLC**
LAYNE PARK PLAY LOT RESURFACING PROJECT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 7TH day of May 2018 (hereinafter, the "Effective Date"), by and between the CITY OF SAN FERNANDO, a municipal corporation ("CITY") and NO FAULT SPORT GROUP, LLC a CORPORATION (hereinafter, "CONSULTANT"). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably.

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

I. ENGAGEMENT TERMS

- 1.1 **SCOPE OF WORK:** Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth in **Exhibit "A"** (hereinafter referred to as the "**Scope of Work**"). CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work." CONSULTANT shall not commence with the performance of the Work until such time as CITY issues a written Notice to Proceed.
- 1.2 **PROSECUTION OF WORK:** The Parties agrees as follows:
- A. Time is of the essence of this Agreement and each and every provision contained herein. The Work shall be commenced within **Five (5)** calendar days of CITY's issuance of a Notice to Proceed, and shall be completed on a date not more than **FORTY FIVE (45)** calendar days from the issuance of the Notice to Proceed (the "Completion Date");
 - B. CONSULTANT shall perform the Work continuously and with due diligence so as to complete the Work by the Completion Date. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors or agents;
-

PROFESSIONAL SERVICES AGREEMENT

[Layne Park Improvement Project]

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- C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner;
- D. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees; AND
- E. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

1.3 COMPENSATION:

- A. CONSULTANT shall perform the various services and tasks set forth in the Scope of Work in accordance with the compensation schedule which is (hereinafter, the "Approved Rate Schedule").
- B. Section 1.3(A) notwithstanding, CONSULTANT's total compensation for the performance and completion of the Work shall not exceed the sum of THIRTY FOUR THOUSAND SEVEN HUNDRED DOLLARS (\$34,700) (hereinafter, the "Not-to-Exceed Sum"). CONSULTANT further agrees that the Not-to-Exceed Sum is inclusive of compensation for all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the Work.

- 1.4 PAYMENT OF COMPENSATION: The Not-to-Exceed Sum shall be paid to CONSULTANT in monthly increments as the Work is completed. Following the conclusion of each calendar month, CONSULTANT shall submit to CITY an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included in the invoice. Within Ten (10) calendar days of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

- 1.5 ACCOUNTING RECORDS: CONSULTANT shall maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY shall have the right to access

PROFESSIONAL SERVICES AGREEMENT

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and examine such records, without charge, during normal business hours. CITY shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

- 1.6 ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Work, CONSULTANT shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT shall only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

II. PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager and the Director of Recreation and Community (hereinafter, the "CITY Representatives") to act as its representatives for the performance of this Agreement. The CITY Manager shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representatives or their designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates: David Brantley, President, CEO to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT.
- 2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all reasonable times. All work prepared by CONSULTANT shall be subject to inspection and approval by CITY Representatives or their designees.

PROFESSIONAL SERVICES AGREEMENT

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2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges and agrees to the following:

- A. CONSULTANT shall perform all Work skillfully, competently and to the highest standards of CONSULTANT's profession;
- B. CONSULTANT shall perform all Work in a manner reasonably satisfactory to the CITY;
- C. CONSULTANT shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.);
- D. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;
- E. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONSULTANT; and
- F. All of CONSULTANT's employees and agents (including but not limited to subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals shall be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

The Parties acknowledge and agree that CONSULTANT shall perform, at CONSULTANT's own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONSULTANT's employees, agents, contractors, subcontractors and subconsultants. Such effort by CONSULTANT to correct any errors or omissions shall be commenced immediately upon their discovery by either Party and shall be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the CITY Representatives in writing and in their sole and absolute discretion. The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf shall not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills,

PROFESSIONAL SERVICES AGREEMENT

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training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of CONSULTANT's profession.

- 2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.
- 2.6 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work shall be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.
- 2.7 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, contractor, subcontractor or subconsultant shall be promptly removed by CONSULTANT and shall not be reassigned to perform any of the Work.

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- 2.8 COMPLIANCE WITH LAWS: CONSULTANT shall keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws shall include, without limitation, compliance with all applicable Cal/OSHA requirements.
- 2.9 NON-DISCRIMINATION: In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, subconsultant, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.
- 2.10. INDEPENDENT CONTRACTOR STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and shall at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

III. INSURANCE

- 3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT shall procure and maintain the following insurance coverage, at its own expense:
- A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.

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- B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
 - C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.
 - D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT shall procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and shall be endorsed to include contractual liability.
- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.
- 3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A: VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.
- 3.4 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.

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- 3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.
- 3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that it shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the CITY if requested.** All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any Work or any of the Work. Upon CITY's written request, CONSULTANT shall also provide CITY with certified copies of all required insurance policies and endorsements.

IV. INDEMNIFICATION

- 4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.
- 4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of Work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY.
- 4.3 CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result

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of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

- 4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers.
- 4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.
- 4.6 CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

V. TERMINATION

- 5.1 TERMINATION WITHOUT CAUSE: CITY may terminate this Agreement at any time for convenience and without cause by giving CONSULTANT a minimum of five (5) calendar days' prior written notice of CITY's intent to terminate this Agreement. Upon such termination for convenience, CONSULTANT shall be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause

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as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT shall be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.
- B. CONSULTANT shall cure the following Events of Defaults within the following time periods:
 - i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 3-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.i. that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or

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- ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of CONSULTANT to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONSULTANT shall include, but shall not be limited to the following: (i) CONSULTANT's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) CONSULTANT's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONSULTANT's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONSULTANT, whether voluntary or involuntary; (v) CONSULTANT's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vi) CITY's discovery that a statement representation or warranty by CONSULTANT relating to this Agreement is false, misleading or erroneous in any material respect.

- C. CITY shall cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to

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suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT shall be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.

- E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
 - i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;
 - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
 - iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
 - iv. The CITY may exercise any other available and lawful right or remedy.

CONSULTANT shall be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY's exercise of its remedies under this Agreement.

- G. In the event CITY is in breach of this Agreement, CONSULTANT's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.

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- 5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement shall constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

VI. MISCELLANEOUS PROVISIONS

- 6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data shall be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, drawings, designs, renderings, specifications, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT shall require all subcontractors and subconsultants working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY shall be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement.
- 6.2 CONFIDENTIALITY: All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent of disclosure as legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT shall not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.

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- 6.3 **FALSE CLAIMS ACT:** CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.
- 6.4 **NOTICES:** All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:

No Fault Sport Group, LLC
273 S Pershing Ave. Unit 1
San Bernardino, CA 92408
Attn: : David Brantley – President CEO
Phone: (909) 381-1014
Email: dbrantley@nofault.com

CITY:

City of San Fernando
Recreation and Community Services
208 Park Street, San Fernando, CA 91340
Attn: Director of Recreation and
Community Services
Phone: (818) 898-1290
Fax: (818) 898-2155

Such notices shall be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

- 6.5 **COOPERATION; FURTHER ACTS:** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.
- 6.6 **SUBCONTRACTING:** CONSULTANT shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subconsultants), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.
- 6.7 **CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS:** CITY reserves the right to employ other contractors in connection with the various projects worked upon by CONSULTANT.
- 6.8 **PROHIBITED INTERESTS:** CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further,

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CONSULTANT warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- 6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.
- 6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.
- 6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 SUCCESSORS AND ASSIGNS: This Agreement shall be binding on the successors and assigns of the Parties.
- 6.13 NO THIRD PARTY BENEFIT: There are no intended third party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.
- 6.14 CONSTRUCTION OF AGREEMENT: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments,

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modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

- 6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.
- 6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.16, above.
- 6.20 COUNTERPARTS: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by CITY.

(SIGNATURE PAGE TO FOLLOW)

PROFESSIONAL SERVICES AGREEMENT**[Layne Park Improvement Project]**

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IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

CITY OF SAN FERNANDO**No Fault Sport Group, LLC**

By: _____

Alexander Meyerhoff, City Manager

By: _____

Name: _____

Title: _____

APPROVED AS TO FORM

By: _____

Rick R. Olivarez, City Attorney



No Fault Sport Group, LLC
 3112 Valley Creek Drive, Ste. C ♦ Baton Rouge, LA 70808
 Toll Free: (866) 637-7678 ♦ Fax: (225) 291-3821
 273 S Pershing Ave. Unit 1 ♦ San Bernardino, CA 92408
 Toll Free: (909) 381-1014 ♦ Fax: (909) 383-2847
www.nofault.com



CALIFORNIA LIC# 990136 / DIR#: 100005139

Project Quote for No Fault Safety Surface

Project Name:	Layne Park	Quote Date:	4/23/18
City:	San Fernando	State:	CA
Customer:	City of San Fernando	Expiration Date:	5/23/18
Attention:	Julian Venegas	Phone / Fax :	818-898-7381
		Email:	jvenegas@sfcity.org

Quantity SF	Description	\$ Per SF	Bid Total
<u>Base Bid</u>	No Fault Safety Surface over Existing PIP sub-base by others		
3,850	1.5" depth (includes 1/2 inch Color Cap) Re-Top		
Total: 3,850	SUBTOTAL	\$8.67	\$33,380
COLORS:	50% Standard Color / 50% Black (TBD)	Freight	\$520
	<i>Standard Colors are: Terra Cotta Red/ Blue/Green/Tan</i>	TOTAL	\$33,900
	Optional Fence Fee (During installation and 72 hrs. for curing time)		\$800

Payment Terms (with approved credit):

- 1 Payment Terms to be determined upon credit review (WITH APPROVED CREDIT)
- 2 This quotation does not allow for a retainage and payment terms are as stated.
- 3 A new quotation will be necessary if retainage is required or payment terms are altered.
- 4 This quotation does not include Payment or Performance Bonds.
- 5 This quotation includes NFSG standard insurance coverage (sample available upon request). If customer requires additional insurance coverages, either by type and/or amount, a new quotation will be necessary.
- 6 Customer shall be responsible for obtaining all necessary construction and/or governmental permits and licenses that may be required for the installation of the No Fault Surface, along with any applicable state or local taxes. If for any reason NFSG is required to obtain these permits and licenses, they shall be for the account and expense of the Customer, and Customer shall reimburse NFSG for any related registration or tax cost.
- 7 This quotation **does** include Prevailing/Union Wage Rates. The customer is responsible for providing wage rates to No Fault at the time of quotation if applicable.

Qualifications & Notes:

- 1 This quotation is for material, freight, and installation, in accordance with the NFSG Installation Agreement.
- 2 No Fault reserves the right to utilize No Fault Crews or No Fault Certified (sub-contracted) Installers.
- 3 This quotation is based on final being order secured with an executed No Fault Safety Surface Installation Agreement.
- 4 Customer is responsible for arranging and paying for the Field Test Requirements of ASTM F1292-09 (if necessary).
- 5 Customer is responsible for all site work, site preparation and base work, in accordance with NFSS Base Requirements.
- 6 Customer is responsible for accuracy of project dimensions and product quantities prior to ordering.
- 7 Customer is responsible for security of the site during cure time (typically 48 hours).
- 8 Customer is responsible for providing dumpster at the site for No Fault trash and waste material.
- 9 This quotation is based solely on the information as provided to No Fault. It is the Customer's responsibility to provide accurate measurements, depth, and colors so that No Fault can submit the most accurate and best possible price.
- 10 Prior to installation of this product, the Customer must provide the applicable project specifications and plans / drawings, which clearly identify the areas to be surfaced, as well as the depth, color, and graphics of each.

NOTE: ALL COLORS WILL FADE. While a normal amount of color fading can be expected on all colors, especially in outdoor use, accelerated color changes can occur on "special" colors, including but not limited to eggshell, purple, gray, green & blue. In addition, all colors may "Amber". Ambery is a temporary discoloration of the rubber that may occur immediately after installation. It is caused by a chemical reaction that is created when the polyurethane binder comes in contact with the UV rays. The ambery is only on the top "skin" of the Color Layer & has no effect on the quality & integrity of your surface. It is most evident in warmer climate projects, but will fade with normal rainfall. This process can take weeks or even months.

NOTE: NFSS surface temperature will vary with the ambient temperature. Child care guidelines suggest that children should refrain from heat exposure. CPSC Guidelines suggest that a playground should be in a shaded location and that the customer is responsible for providing warnings that equipment and surfacing exposed to intense sun can burn. No Fault Sport Group assumes no liability to such exposure of surfacing temperature as this should be monitored prior to use of surfacing. No Fault Sport Group also assumes no liability to the expansion and contraction of the surfacing during freeze/thaw events.

ACCEPTANCE: The undersigned, stated as "customer" (above), agrees and accepts the terms and conditions in the No Fault Installation Agreement. Upon acceptance of this agreement please fax to (225) 291-3821. No Fault will then contact you to coordinate shipment of materials and payment terms.

City of San Fernando

Date

ATTACHMENT “B”**RESOLUTION NO. 7847****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET
FOR THE FISCAL YEAR 2017-18 ADOPTED ON JUNE 19, 2017**

WHEREAS, the City of Council has received and considered the proposed adjustment to the budget for Fiscal Year 2017-18, commencing July 1, 2017, and ending June 30, 2018; and

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

WHEREAS, the City has unappropriated Quimby Act Fees funding available to complete the Layne Park Improvement Project; and

WHEREAS, 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, was adopted on June 19, 2017.

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

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

QUIMBY ACT FEES: Capital Projects HRP Program (019):

Increase in Expenditures	\$3,525
019-423-0000-4500	

PASSED, APPROVED, AND ADOPTED this 7th day of May, 2018.

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 7th day of May, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk



QUOTE SHEET - SERVICES

QUOTE NO. 1

VENDOR NAME No Fault Sport Group, LLC	DATE 4/23/18
CONTACT NAME Raquel Rocha	PHONE NUMBER (909) 381-1014
SCOPE OF SERVICE Resurface the Play-Lot at Layne Park	FAX NUMBER (909) 383-2847
	PROJECT NUMBER (IF APPLICABLE)
	TOTAL COST OF SERVICE \$34,700
	OTHER
	CONTRACT TERMS 60 Days

QUOTE NO. 2

VENDOR NAME Dekan Construction Corp	DATE 3/30/18
CONTACT NAME David Deber	PHONE NUMBER (559) 707-2555
SCOPE OF SERVICE Resurface the Play-Lot at Layne Park	FAX NUMBER
	PROJECT NUMBER (IF APPLICABLE)
	TOTAL COST OF SERVICE \$44,300
	OTHER
	CONTRACT TERMS 60 Days

QUOTE NO. 3

VENDOR NAME Robertson Recreational Surfaces	DATE 4/26/18
CONTACT NAME Randy Hogbin	PHONE NUMBER (800) 858-0519
SCOPE OF SERVICE Resurface the Play-Lot at Layne Park	FAX NUMBER (602) 340-0402
	PROJECT NUMBER (IF APPLICABLE)
	TOTAL COST OF SERVICE \$47,124
	OTHER
	CONTRACT TERMS 60 Days



No Fault Sport Group, LLC
 3112 Valley Creek Drive, Ste. C ♦ Baton Rouge, LA 70808
 Toll Free: (866) 637-7678 ♦ Fax: (225) 291-3821
 273 S Pershing Ave. Unit 1 ♦ San Bernardino, CA 92408
 Toll Free: (909) 381-1014 ♦ Fax: (909) 383-2847
www.nofault.com



CALIFORNIA LIC# 990136 / DIR#: 100005139

Project Quote for No Fault Safety Surface

Project Name:	<u>Layne Park</u>	Quote Date:	<u>4/23/18</u>
City:	<u>San Fernando</u>	State:	<u>CA</u>
Customer:	<u>City of San Fernando</u>	Expiration Date:	<u>5/23/18</u>
Attention:	<u>Julian Venegas</u>	Phone / Fax :	<u>818-898-7381</u>
		Email:	<u>jvenegas@sfcity.org</u>

Quantity SF	Description	\$ Per SF	Bid Total
Base Bid	No Fault Safety Surface over Existing PIP sub-base by others		
3,850	1.5" depth (includes 1/2 inch Color Cap) Re-Top		
Total:	SUBTOTAL	\$8.67	\$33,380
COLORS:	50% Standard Color / 50% Black (TBD)	Freight	\$520
	Standard Colors are: Terra Cotta Red/ Blue/Green/Tan	TOTAL	\$33,900
	Optional Fence Fee (During installation and 72 hrs. for curing time)		\$800

Payment Terms (with approved credit):

- 1 Payment Terms to be determined upon credit review (WITH APPROVED CREDIT)**
- This quotation does not allow for a retainage and payment terms are as stated.
 - A new quotation will be necessary if retainage is required or payment terms are altered.
 - This quotation does not include Payment or Performance Bonds.
 - This quotation includes NFSG standard insurance coverage (sample available upon request). If customer requires additional insurance coverages, either by type and/or amount, a new quotation will be necessary.
 - Customer shall be responsible for obtaining all necessary construction and/or governmental permits and licenses that may be required for the installation of the No Fault Surface, along with any applicable state or local taxes. If for any reason NFSG is required to obtain these permits and licenses, they shall be for the account and expense of the Customer, and Customer shall reimburse NFSG for any related registration or tax cost.
 - This quotation **does** include Prevailing/Union Wage Rates. The customer is responsible for providing wage rates to No Fault at the time of quotation if applicable.

Qualifications & Notes:

- This quotation is for material, freight, and installation, in accordance with the NFSG Installation Agreement.
- No Fault reserves the right to utilize No Fault Crews or No Fault Certified (sub-contracted) Installers.
- This quotation is based on final being order secured with an executed No Fault Safety Surface Installation Agreement.
- Customer is responsible for arranging and paying for the Field Test Requirements of ASTM F1292-09 (if necessary).
- Customer is responsible for all site work, site preparation and base work, in accordance with NFSS Base Requirements.
- Customer is responsible for accuracy of project dimensions and product quantities prior to ordering.
- Customer is responsible for security of the site during cure time (typically 48 hours).
- Customer is responsible for providing dumpster at the site for No Fault trash and waste material.
- This quotation is based solely on the information as provided to No Fault. It is the Customer's responsibility to provide accurate measurements, depth, and colors so that No Fault can submit the most accurate and best possible price.
- Prior to installation of this product, the Customer must provide the applicable project specifications and plans / drawings, which clearly identify the areas to be surfaced, as well as the depth, color, and graphics of each.

NOTE: ALL COLORS WILL FADE. While a normal amount of color fading can be expected on all colors, especially in outdoor use, accelerated color changes can occur on "special" colors, including but not limited to eggshell, purple, gray, green & blue. In addition, all colors may "Amber". Ambering is a temporary discoloration of the rubber that may occur immediately after installation. It is caused by a chemical reaction that is created when the polyurethane binder comes in contact with the UV rays. The ambering is only on the top "skin" of the Color Layer & has no effect on the quality & integrity of your surface. It is most evident in warmer climate projects, but will fade with normal rainfall. This process can take weeks or even months.

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ACCEPTANCE: The undersigned, stated as "customer" (above), agrees and accepts the terms and conditions in the No Fault Installation Agreement. Upon acceptance of this agreement please fax to (225) 291-3821. No Fault will then contact you to coordinate shipment of materials and payment terms.

City of San Fernando

Date

Julian J. Venegas

From: david bader <dekancorp@gmail.com>
Sent: Friday, March 30, 2018 10:36 AM
To: Julian J. Venegas
Subject: Re: bid results

Pricing:

Playground \$44,300
B-Ball Goal - \$6000
1/2 crt resurface and stripe - \$ 32,700

> On Mar 26, 2018, at 12:09 PM, Julian J. Venegas <JVenegas@sfcity.org> wrote:

>

> Hello Mr. bader,

>

> The bids submitted exceeded the funds available for the project. The City is looking into negotiating pricing for individual projects for Layne Park. We are thinking of keeping the playground equipment and only refracting the landing zone with a pour and play surface. The half-court basketball will stay only resurfacing the concrete pad, striping and replacing the basketball goal.

>

> Can you provide a quote for these items.

>

> Thank you.

>

> Julian J. Venegas

> Director of Recreation & Community Services

>

> 117 Macneil St | San Fernando, CA 91340 Tel (818) 898-7381 | Fax (818)

> 898-7367 jvenegas@sfcity.org | www.sfcity.org

>

>

> -----Original Message-----

> From: david bader [mailto:dekancorp@gmail.com]

> Sent: Monday, March 26, 2018 10:40 AM

> To: Julian J. Venegas <JVenegas@sfcity.org>

> Subject: bid results

>

> Good morning,

> Will you please send me tentative bid results for LAYNE PARK

>

> Thank you

> Dave

> Dekan CC

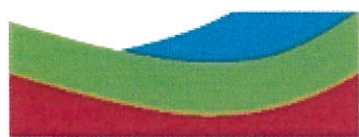
> CONFIDENTIAL COMMUNICATION. This e-mail message is intended only for

> the personal and confidential use of the designated recipients. This

> message may contain sensitive, protected and/or confidential

> information. If the reader of this message is not an intended

> recipient, you are hereby notified that any review, use,

PROPOSAL # 18-24112**Date Issued: April 26, 2018**

Robertson

Recreational Surfaces

A **PLAYCORE** Company**Robertson Industries, Inc.**

2414 West 12th Street, Suite 5

Tempe, AZ 85281

(800) 858-0519

FAX: (602) 340-0402

www.totturf.com

**Project Name:** Lane Park Play Surface Improvement**Address:** San Fernando, CA**Contact:** Julian J. Venegas**Phone #:** (818) 898-7381**Fax #:****Email:** jvenegas@sfcity.org**Sales Representative****Name:** Randy Hogbin**Phone:** (818) 397-6273**Fax:** (602) 340-0402**Email:** rhogbin@totturf.com*Scope: See page 2 for detailed scope information*

PRODUCT NAME	DESCRIPTION	QUANTITY	SALES PRICE	TOTAL PRICE
Aromatic EPDM	IPEMA Certified Poured in Place Safety Surface per Scope of Work	3,850	\$12.24	\$47,124.00
GRAND TOTAL				\$47,124.00

PRICE EXPIRES: 07/25/2018**Issue all POs, Contracts, and payments to ROBERTSON INDUSTRIES, INC.****CONTRACTOR'S LICENSE NUMBERS:**

AZ: ROC091920, CLASS L-05 ~ CA: 667261, CLASS C/61 D/12

FL: CGC 038554 ~ NV: 42331, CLASS C25 C40

CALIFORNIA PWC REGISTRATION NUMBER: 1000002700 (DIR#)

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Alexander P. Meyerhoff, City Manager
By: Nick Kimball, Deputy City Manager/Director of Finance

Date: May 7, 2018

Subject: Consideration to Adopt a Resolution Authorizing Application to the California Director of Industrial Relations for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 7848 (Attachment "A") authorizing an application to the California Director of Industrial Relations for a Certificate of Consent to self-insure workers' compensation liabilities (Attachment "B"); and
- b. Authorize the City Manager to execute all related documents.

BACKGROUND:

1. The City of San Fernando is a member of the Independent Cities Risk Management Authority (ICRMA) and has participated in ICRMA's workers' compensation program since 2003.
2. In 2003, ICRMA was granted self-insured status as a JPA on behalf of its members by the Department of Industrial Relation's ("DIR") Office of Self-Insurance Plans ("OSIP"). This established a Master Group Certificate of Consent to Self-Insure for the JPA (Group 5023), with each member agency obtaining an affiliate certificate (the City holding Certificate 5023-019).
3. Prior to joining the ICRMA workers' compensation program, San Fernando had its own individual Certificate of Consent to Self-Insure its workers' compensation liabilities (Certificate 7225).
4. Due to changes in workers' compensation regulations over the last 15 years, ICRMA, after consultation with OSIP, has agreed to restructure the workers' compensation program prior to June 30, 2018 to comply with current standards.

Consideration to Adopt a Resolution Authorizing Application to the California Director of Industrial Relations for a Certificate of Consent to Self-Insure Workers' Compensation LiabilitiesPage 2 of 3

ANALYSIS:

Rather than directly paying claims on behalf of members in the workers' compensation program, ICRMA reimburses members once a claim exceeds the member retained limit. When this type of financial reimbursement arrangement exists, each program participant typically carries its own individual Certificate of Consent to Self-Insure (and the JPA does not carry one).

Since ICRMA reimburses its members, it technically does not meet one of the required elements to function as a self-insured program. OSIP and ICRMA have determined that the risk financing mechanism adopted 15 years ago by ICRMA should have had a different organizational structure than the one originally put in place.

In order to comply with current OSIP standards, all members of ICRMA's workers' compensation program must take the following steps:

1. Complete and execute an application (Attachment "B") seeking individual self-insured status with OSIP. The application should be executed by a city staff member designated by City Council.
2. Each workers' compensation program member will also have its City Council consider adopting a resolution (Attachment "A") declaring its intention to become a self-insurer and seek its own Certificate of Consent to Self-Insure from OSIP. In order to take effect, and prior to the end of this fiscal year, each city council should adopt the resolution by the end of May. Upon adoption, the City Clerk shall affix the City Seal to the resolution certifying and attesting to the efficacy of this action.
3. ICRMA has agreed to proactively lead and coordinate the submission process. City staff has been asked to bring both the application and certified resolution to a Special ICRMA Board Meeting scheduled on May 29, 2018. Once all necessary documentation is gathered, ICRMA will deliver it as a complete package to OSIP for expedited processing. Ultimately, this will result in OSIP assigning each ICRMA workers' compensation program member with its own individual Certificate of Consent to Self-Insure.
4. ICRMA staff will also coordinate the combination and transfer of all of the City's prior Certificates of Consent records, including the certificates held prior to joining ICRMA (7225) as well as the affiliate certificate held through ICRMA's master group certificate from 2003 to the present date (5023-019). This important step will serve to consolidate all of San Fernando's previous records into the new OSIP certificate number and will greatly ease and simplify all future reporting and DIR Assessment billing activities. Another important step that OSIP will take is to communicate with ICRMA's workers' compensation claims administrator, Adminsure, to confirm all claims reporting strictly complies with OSIP guidelines.

Consideration to Adopt a Resolution Authorizing Application to the California Director of Industrial Relations for a Certificate of Consent to Self-Insure Workers' Compensation LiabilitiesPage 3 of 3

5. Once all ICRMA workers' compensation program members have taken these steps and each member has secured its own individual Certificate of Consent to Self-Insure, administratively the existing master Certificate of Consent for ICRMA will be unwound and revoked by OSIP.

These actions by each member city are important to restructuring the program consistent with current OSIP regulatory requirements. This action will not change the City's workers' compensation coverage, provisions of the Memorandum of Coverage, or claims reimbursement for claims exceeded the City's self-insured retained limit.

BUDGET IMPACT:

There is no impact associated with adopting the Resolution and submitting an application to self-insure workers' compensation liabilities. Costs to participate in the ICRMA's workers' compensation program will continue to be developed each year through the ICRMA Governing Board and presented to City Council during the annual budget process.

CONCLUSION:

Adopting Resolution No. 7848 authorizing application to the California Director of Industrial Relations for a Certificate of Consent to self-insure workers' compensation liabilities is important to restructuring ICRMA's workers' compensation program consistent with current OSIP regulatory requirements.

ATTACHMENTS:

- A. Resolution No. 7848.
- B. Application for a Certificate of Consent to self-insure workers' compensation liabilities

ATTACHMENT "A"

RESOLUTION NO.: _____ DATED: _____

**A RESOLUTION AUTHORIZING APPLICATION
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA
FOR A CERTIFICATE OF CONSENT TO SELF-INSURE
WORKERS' COMPENSATION LIABILITIES**

At a meeting of the _____
(Enter Name of the Board)

of the _____
(Enter Name of Public Agency, District, Etc.)

a _____ organized and existing under the
(Enter Type of Agency, i.e., County, City, School District, etc.)

laws of the State of California, held on the _____ day of _____, 20____,

the following resolution was adopted:

RESOLVED, that the above named public agency is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of Agency are authorized to execute any and all documents required for such application.

IN WITNESS WHEREOF: I HAVE SIGNED AND AFFIXED THE AGENCY SEAL.

X _____ DATE: _____
SIGNED: Board Secretary or Chair

Printed Name

Title

Agency Name

Affix Seal Here



State of California
Department of Industrial Relations
OFFICE OF SELF-INSURANCE PLANS

APPLICATION FOR CERTIFICATE OF CONSENT
TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER

All questions must be answered. If not applicable, enter "N/A".

To the Director of the Department of Industrial Relations: The public agency employer identified below submits the following information to obtain a Certificate of Consent to Self-Insure the payment of workers' compensation under California Labor Code Section 3700.

LEGAL NAME OF APPLICANT (Show exactly as on Charter or other official documents):

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Federal Tax ID # of Group: _____

CONTACT - Who Should Correspondence Regarding This Applicant Be Addressed To:

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Phone: _____ E-Mail: _____

TYPE OF PUBLIC ENTITY (Check one):

City and/or County School District Police and/or Fire District Hospital District

Joint Powers Authority Other (describe): _____

TYPE OF APPLICATION (Check one):

New Application Reapplication (Merger/Unification) Reapplication (Name Change)

Other (describe): _____

Date Self-Insurance Program will begin: _____

Form: A-2 (1-2016) | Page 2

CURRENT WORKERS' COMPENSATION PROGRAM

Currently Insured with State Fund Policy # _____ Expiration Date: _____

Currently Self Insured, Certificate # _____

Other (describe): _____

CLAIMS ADMINISTRATION

Who will be administering your agency's workers' compensation claims? (Check one)

JPA will administer

Third Party Administrator, TPA Certificate # _____

Public entity will self-administer

Insurance Carrier will administer

Name of Third Party Administrator:

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Phone: _____ E-Mail: _____

of claims reporting locations to be used to handle Agency's claims: _____

Does applicant currently have a California Certificate of Consent to Self-Insure? Yes No

If yes, what is the current Certificate Number: _____

Total Number of Affiliate's California employees to be covered by Group: _____

AGENCY EMPLOYER

Current # of Agency Employees: _____ # of Public Safety Employees (police//fire): _____

If school District, # of certificated employees: _____

Will all Agency employees be covered by this self-insurance plan? Yes No

If 'No', explain who is not covered and how workers' compensation coverage will be provided to the excluded employees:

Form: A-2 (1-2016) | Page 3

JOINT POWERS AUTHORITY

Will applicant be a member of a JPA for workers' compensation ?

Yes No (If 'yes', complete the following)

Effective date of JPA Membership: _____ JPA Certificate # _____

Name of JPA: _____

AGENCY SAFETY PROGRAM

Does the Agency have a written Injury and Illness Prevention Program (IIPP)? Yes No

Individual responsible for Agency workplace safety and IIPP program:

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Phone: _____ E-Mail: _____

SUPPLEMENTAL COVERAGE

1.) Will your program be supplemented by any insurance or pooled coverage under a **STANDARD** workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

2.) Will your program be supplemented by any insurance or pooled coverage under a **SPECIFIC EXCESS** workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

Retention Limits: _____

3.) Will your program be supplemented by any insurance or pooled coverage under an **AGGREGATE EXCESS** (stop loss) specific excess workers' compensation insurance policy? Yes No
(If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

Retention Limits: _____

Form: A-2 (1-2016) | Page 4

RESOLUTION FROM GOVERNING BOARD

Attach a properly executed Governing Board Resolution. See attached sample resolution on page 5.

CERTIFICATION

The undersigned on behalf of the applicant hereby applies for a Certificate of Consent to Self-Insure the payment of workers' compensation liabilities pursuant to Labor Code Section 3700. The above information is submitted for the purpose of procuring said Certificate from the Director of Industrial Relations, State of California. If the Certificate is issued, the applicant agrees to comply with applicable California statutes and regulations pertaining to the payment of compensation that may become due to the applicant's employees covered by the Certificate.

X _____ DATE: _____
SIGNED: Authorized Official / Representative

Printed Name

Title

Agency Name

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Alexander P. Meyerhoff, City Manager
By: Nick Kimball, Deputy City Manager/Director of Finance

Date: May 7, 2018

Subject: Consideration to Adopt a Resolution Establishing User Fees for Fiscal Year 2018-2019 and Rescind Prior User Fee Resolutions

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, adopt Resolution No. 7849 (Attachment "A") incorporating all current fees for City services into a Fiscal Year (FY) 2018-2019 Annual Fee Schedule (Exhibit "1"), amending certain fees and charges; and
- c. Rescind Resolution Nos. 7553, 7727 and all parts of Resolutions in conflict with Resolution No. 7849.

BACKGROUND:

1. The City assesses user fees for certain services including, but not limited to, encroachment permits, plan check and inspection fees, registration fees for recreation classes, business license processing fees, film permits, facility rental fees, etc.
2. In general, when an individual pays a user fee, they receive a direct service or derive some other special benefit/entitlement. The purpose of charging user fees is to recover part, or all, of the cost of providing the service. In cases that costs are not fully recovered, the activity is being 'subsidized' by the General Fund.
3. In California, user fees are subject to a number of state laws, most notably Proposition 218 (November 1996) and Proposition 26 (November 2010). Among other changes, Proposition 218 limited the amount charged for user fees to the actual cost to provide the service, required the fee be related to a service or benefit being provided to the payee, and required voter approval to increase all taxes (as defined in Prop 218). Proposition 26

Consideration to Adopt a Resolution Establishing User Fees for Fiscal Year 2018-2019 and Rescind Prior User Fee ResolutionsPage 2 of 4

broadened Prop 218's definition of 'tax' and determined seven criteria that gave exception to the new tax definition. Revenue sources that meet one of the seven criteria may be considered fees and therefore do not require voter approval to increase.

4. In order to adopt new fees or increase existing fees, the City must establish a cost of providing the service and the City Council must adopt a resolution approving the fee after conducting a Public Hearing. The fee cannot exceed the established cost of providing the service.
5. Annually, staff reviews and updates the fees internally; however, a comprehensive fee study has not been conducted for more than 10 years.
6. It is a best financial management practice to periodically conduct a study to determine the full cost to provide certain services and ensure that the City is equitably recovering the cost of providing those services from the persons using them.
7. In FY 2015-2016, City Council appropriated funds to conduct a comprehensive user fee study and cost allocation plan to ensure proper cost recovery and better position the City for long-term financial stability.
8. On October 5, 2015, after conducting a formal Request for Proposal (RFP) process, the City Council awarded a contract to Willdan Financial Services to conduct a user fee study. Work on the Study began in January 2016 with an expected completion date in early FY 2016-2017.
9. Due to vacancies in key staff positions, finalization and implementation of the User Fee study was put on hold through FY 2016-2017 and FY 2017-2018.
10. In October 2017, the City Council appointed a User Fee Ad Hoc Committee (Vice Mayor Lopez and Councilmember Fajardo), which met on a number of occasions to review the Study and provide guidance to finalize policy recommendations for adoption by City Council.
11. Per Government Code 66016 et seq., notice of the Public Hearing must be published twice within 10 days of the public hearing, with at least five days between each publication. Notice of this Public Hearing was published in the San Fernando Sun on Thursday, April 26, 2018 and Thursday, May 3, 2018.

Consideration to Adopt a Resolution Establishing User Fees for Fiscal Year 2018-2019 and Rescind Prior User Fee Resolutions

Page 3 of 4

ANALYSIS:

Wildan Financial Services (WFS) worked with staff to identify the full cost for each fee based activity, excluding the water and sewer rates (Attachment "B"). The full cost was calculated by interviewing staff to identify all staff positions that are involved in each fee based activity, which tasks are completed by each staff position, and how long each task takes to complete.

After calculating the full cost for each fee, staff worked with the Ad Hoc committee to establish a general recovery policy for each department based on the guidelines provided in *Chapter 9: User Fees and Charges* of the City's General Financial Policy (Attachment "C").

Based on the City's General Financial Policy, recommendations from WFS, and input from the Ad Hoc committee, the following cost recovery level is proposed for each fee category, by Department:

Department/Fee Category	Cost Recovery Level
<i>City Clerk</i>	
Public Records	Max. Allowed by Gov. Code
<i>Finance</i>	
Service Fees	100%
Business and Tobacco Fees	100%
Alarm Permit Fees	100%
<i>Community Development</i>	
Planning Review Fees	75% - 80%
Building Permits & Inspections	95%
<i>Police</i>	
Booking and Vehicle Processing	100%
Report Reproduction	50% - 75%
Court Appearance	100%
Livescan and Background Checks	100%
<i>Public Works</i>	
Right-of-Way Review	80%
Construction/Utility Inspection	80% - 100%
Special Services	75% - 100%
<i>Recreation and Community Services</i>	
Facility Use	50% - 75%
Recreation Programs	50% - 60%
Special Events	25% - 50%

Consideration to Adopt a Resolution Establishing User Fees for Fiscal Year 2018-2019 and Rescind Prior User Fee ResolutionsPage 4 of 4

Since there has not been a comprehensive fee study conducted in many years, there are a number of fees that would require an increase of more than 25% to reach the recommended cost recovery level. If the recommended increase exceeds 25% and, on average, staff processes more than one of the fee activity per year, the Ad Hoc committee directed staff to increase the fee over two years. Consequently, there are a number of fees that will be increased over two years.

Once each fee has reached the recommended cost recovery level, they will be adjusted annually based on the average increase in the City's personnel costs. Subsequent annual increases will require adoption of a resolution after holding a public hearing.

Per the Government Code, certain development related fees take effect sixty (60) days after adoption of the fee resolution. Therefore, staff recommends all fees are effective July 7, 2018.

BUDGET IMPACT:

User fees account for almost five percent of total General Fund Revenue. Ensuring that the City is recovering the appropriate level of costs to provide fee based activities will allow staff to continue to provide a high level service to the community.

Funds to complete the User Fee Study were allocated in FY 2015-2016 and carried over to the current fiscal year to complete the project. There is no additional cost to implementing the Fee Study recommendations.

CONCLUSION:

After conducting the Public Hearing, staff recommends City Council adopt the Resolution establishing fees for FY 2018-2019.

ATTACHMENTS:

- A. Resolution No. 7849 with Exhibit 1 – Fee Schedule
- B. Fee Study prepared by Willdan Financial Services
- C. City's General Financial Policy

ATTACHMENT “A”**RESOLUTION NO. 7849****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, UPDATING THE ANNUAL FEE
SCHEDULE, AMENDING CERTAIN FEES AND CHARGES, AND
REPEALING ALL PARTS OF RESOLUTIONS IN CONFLICT
THEREWITH**

WHEREAS, the City of San Fernando (the “City”) has conducted an extensive analysis of its services, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services for Fiscal Year 2018-2019; and

WHEREAS, on August 5, 2013, the City Council adopted Resolution No. 7553 approving the City’s adoption of a schedule of fees and charges in order to defray departmental costs associated with facilities usage, code and police enforcement activities, and the processing certain applications and permits; and

WHEREAS, on March 7, 2016, the City Council adopted Resolution No. 7727 establishing photography and film production permit application fees to recover the cost of processing photography and film permits; and

WHEREAS, the City Council has received and considered a staff report dated May 7, 2018 that includes a cost recovery analysis for all City departments based on Fiscal Year 2017-2018 personnel, operating, equipment and material usage costs (“Fee Study”); and

WHEREAS, California Government Code Section 66000 *et seq.* authorizes the City to adopt fees and charges for municipal services, provided such fees or charges do not exceed the estimated reasonable cost to the City of providing the services for which the fees and charges are imposed; and

WHEREAS, the amount of the proposed established and amended fees and charges do not exceed the City’s reasonable cost of providing the services necessary for the activities for which the fees and charges are imposed, as set forth in the Fee Study included herein as Exhibit “1”; and

WHEREAS, on May 7, 2018, the City Council held a duly noticed Public Hearing concerning the proposed amended fees and charges; and

WHEREAS, the adoption of this Resolution approves the proposed established and amended fees and charges for the purpose of meeting the operating expenses of City departments and is, therefore, exempt from the California Environmental Quality Act (Public Resources Code Sections 21080 *et seq.*) pursuant to Public Resources Code Section 21080(b)(8)(A); and

WHEREAS, all requirements of state law, including, where applicable, California Government Code Sections 66016 and 66018, are hereby found to have been satisfied.

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

SECTION 1. The City Council hereby finds and determines that the above recitals are true and correct.

SECTION 2. The City Council, based upon the analysis set forth in the Fee Study for 2018, hereby adopts the fees and charges set forth in Exhibit 1 that are proposed to be established and amended, which established and amended fees and charges shall become effective July 9, 2018.

SECTION 3. All parts of resolutions and ordinances not consistent with or in conflict with this Resolution are hereby rescinded.

SECTION 4. The City Council is taking action only on those fees and charges that have been established and amended as set forth in Exhibit 1. All fees and charges not modified herein shall continue and remain in effect unless and until modified by resolution or other action of the City Council.

SECTION 5. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective.

SECTION 6. The City Clerk shall certify to the passage and adoption of this Resolution and it shall thereupon take effect.

PASSED, APPROVED, AND ADOPTED this 7th day of May 2018.

Sylvia Ballin, Mayor

ATTEST:

Elena G. Chavez, City Clerk

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

I HEREBY CERTIFY that the foregoing Resolution was approved and adopted at a special meeting of the City Council held on the 7th day of May 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Elena G. Chavez, City Clerk

I. ADMINISTRATION DEPARTMENT**A. SERVICE FEES AND CHARGES**

#	Description	Charge	Unit	Special Condition	Authority
1	Duplication Of Documents				
1a	Per Page - Black & White - 8.5 x 11	0.25	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
1b	Per Page - Black & White - greater than 8.5 x 11	0.25	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
1c	Per Page - Color - 8.5 x 11	0.25	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
1d	Per Page - Color - greater than 8.5 x 11	0.25	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
2	Duplication Of CD	1.00	Each	Must Be Paid Prior To Duplication	GC\$6257
3	Duplication Of Cassette Tapes	1.00	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
4	Fair Political Practices Commission (FPPC) Documents			(i.e., Campaign Statements, Form 700, etc.)	
4a	Duplication Of Documents	0.10	Each		GC\$81008
4b	Retrieval Fee (for copies of statements five years or older)	5.00	Per Request		GC\$81008
5	Certification of City Documents	New	Per Document		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$0.25	0%	\$0.25	0
\$0.50	0%	\$0.50	0.25
\$0.50	0%	\$0.50	0.25
\$1.00	0%	\$1.00	0.75
\$1.00	0%	\$1.00	0
\$1.00	0%	\$1.00	0
NA	NA	\$0.10	0
NA	NA	\$5.00	0
\$6.76	11%	\$6.00	NA

III. FINANCE DEPARTMENT**A. SERVICE FEES AND CHARGES**

#	Description	Fee	Unit	Special Condition	Authority
1	Returned Check Fee				
1a	First	25.00			SFCC\$94-263 By SF Ordinance 1607
1b	Second	30.00	Each		SF Resolution 7553
2	Business License Processing Fee	22.00	Each		SF Resolution 7553
3	Tobacco Retailers Permit Fee	250.00	Each		SFCC\$22-436 By SF Resolution 7553
4	Rummage Sale Permit Fee	10.00	Each		SFCC\$22-226

B. UTILITIES

#	Description	Fee	Unit	Special Condition	Authority
1	Utilities				
1a	Security Deposit for a New Residential Applicant	100.00			SFCC\$94-263 By SF Ordinance 1607
1b	Security Deposit for New Commercial Applicant	150.00			SFCC\$94-263 By SF Ordinance 1607
1c	Security Deposit for Delinquent Accounts	150.00		Minimum set by SFCC\$94-263	SFCC\$94-263 By SF Ordinance 1607
1d	Delivery Fee for Final Disconnection Notices	10.00			SFCC\$94-263 By SF Ordinance 1607
1e	Administrative/Reconnection Fee	40.00		Penalty	SFCC\$94-263 By SF Ordinance 1607
1f	Tampering With Meter	75.00		Penalty	SFCC\$94-263 By SF Ordinance 1607
1g	Reinstallation Fee if Meter Has Been Removed	75.00		Penalty	SFCC\$94-263 By SF Ordinance 1607
1h	Reinstallation Fee for Inactive Meter	75.00		Penalty	SFCC\$94-263 By SF Ordinance 1607
1i	Fee for All Accounts With a Backflow Prevention Device	5.00	per month	Cost covers the annual inspection & testing of backflow device; billed \$10 per billing cycle	SFCC\$94-269
1j	Returned Check Fee	25.00			SFCC\$94-263 By SF Ordinance 1607

C. ALARM PERMITS AND NOTIFICATIONS

#	Description	Fee/Charge	Unit	Special Condition	Authority
1	Alarm Permits				
1a	Annual Alarm Permit Issuance	25.00	Each		SFCC\$30-91 By SF Resolution 7553
1b	Penalty For Business With No Permit On File	50.00	Each	In Addition To Permit Fee	SF Resolution 7553
1c	Penalty For Not Paying Bill Within 60 Days After Billing	10% of bill	Per Month	Up To The Amount Of The Bill	SFCC\$30-33 By SF Resolution 7553
2	Monitoring for Alarms Wired to the Police Department				
2a	Business	180.00		Semi-Annual Fee	SF Resolution 7553
2b	Residence	90.00		Semi-Annual Fee	SF Resolution 7553
3	False Alarm Responses				
3a	First Response	Free		Penalty	SFCC\$30-32 By SF Resolution 7553
3b	Second Response	Free		Penalty	SFCC\$30-32 By SF Resolution 7553
3c	Third Response	Free		Penalty	SFCC\$30-32 By SF Resolution 7553
3d	Fourth Response	140.00		Penalty	SFCC\$30-32 By SF Resolution 7553
3e	Fifth Response	140.00		Penalty	SFCC\$30-32 By SF Resolution 7553
3f	Sixth Response	140.00		Penalty	SFCC\$30-32 By SF Resolution 7553
3g	Seventh Response And All Other	210.00		Penalty	SFCC\$30-32 By SF Resolution 7553
4	False Panic Alarm Responses	100.00	Each	Penalty	SFCC\$30-32 By SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$25.00	\$0
NA	NA	\$35.00	\$5
\$23.03	4%	\$22.00	\$0
\$456.77	1%	\$450.00	\$200
\$12.03	-25%	\$15.00	\$5

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$100.00	\$0
NA	NA	\$150.00	\$0
NA	NA	\$150.00	\$0
\$14.19	-6%	\$15.00	\$5
NA	NA	\$40.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
\$23.67	-1%	\$24.00	\$19
NA	NA	\$25.00	\$0

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$24.57	-2%	\$25.00	\$0
NA	NA	\$50.00	\$0
NA	NA	10% of bill	\$0
\$212.00	6%	\$200.00	\$20
\$212.00	53%	\$100.00	\$10
\$220.11	100%	Free	\$0
\$220.11	100%	Free	\$0
\$220.11	0%	\$220.00	\$220
\$220.11	0%	\$220.00	\$80
\$220.11	0%	\$220.00	\$80
\$220.11	0%	\$220.00	\$80
\$220.11	-100%	\$440.00	\$230
\$220.11	0%	\$220.00	\$120

II. COMMUNITY DEVELOPMENT DEPARTMENT

A. GENERAL PLANNING AND DEVELOPMENT FEES AND SERVICE CHARGES					
#	Requirements	Fee/Charge	Unit	Special Condition	Authority
1	Variance	2,567.00	Each	See Exception For Single Family Detached Dwelling On One Lot With Residing Owner Occupant (Section B)	SF Resolution 7553
2	Conditional Use Permit	3,005.00	Each	See Exception For Single Family Detached Dwelling On One Lot With Residing Owner Occupant (Section B)	SF Resolution 7553
3	Modification	1,158.00	Each	See Exception For Single Family Detached Dwelling On One Lot With Residing Owner Occupant (Section B)	SF Resolution 7553
4	Precise Development	1,015.00	Each		SF Resolution 7553
5	Specific Plan	5,039.00	Each	Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates	SF Resolution 7553
6	Development Agreement	Hourly Rate	Each	\$5,600 Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates	SF Resolution 7553
7	Large Family Day Care	1,096.00	Each		SF Resolution 7553
8	Free Standing Sign	1,050.00	Each		SF Resolution 7553
9	Site Plan Review	1,763.00	Each	One Fee Regardless Of Lot Size; See Exception For Single Family Detached Dwelling On One Lot With Residing Owner Occupant (Section B)	SF Resolution 7553
10	Zone Change	3,601.00	Each	Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates	SF Resolution 7553
11	General Plan Amendment	3,601.00	Each	Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates	SF Resolution 7553
12	Zoning Permit Review				
12a	Zoning Occupancy Permit Review	230.00	Each	Includes Fees For Building & Safety Division and the Community Preservation Division Inspections	SF Resolution 7553
12b	Zoning Review DMV Clearance	65.00	Each		SF Resolution 7553
12c	Zoning Rebuild Letter	108.00	Each		SF Resolution 7553
12d	Swap Meet Occupancy For Sellers	25.00	Each		SF Resolution 7553
13	Wall And Fence Permit	N/A	Each	Building Permit Issued Per City Code Section 106-970	SF Resolution 7553
14	Home Occupation	68.00	Each		SF Resolution 7553
15	Sign Permit	275.00	Each		SF Resolution 7553
16	Banner Permit	68.00	Each	Five Banners Permitted Per One Calendar Year; Maximum five periods of 21-days per year	SF Resolution 7553 and SFCC§106-934(b)
17	Lot Line Adjustment	1,557.00	Each	One Fee Regardless Of Lot Size	SF Resolution 7553
18	Environmental Documentation				
18a	Categorical Exemption	204.00	Each	Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates and/or consultant fees	SF Resolution 7553
18b	Initial Studies	Hourly Rate		Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates and/or consultant fees	SF Resolution 7553
18c	Environmental Impact Report	Hourly Rate		Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates and/or consultant fees	SF Resolution 7553
19	Appeals Of Action By Director Or Planning Commission	½ Application Fee	Each		SF Resolution 7553
20	Preliminary Parcel Map Fee			This is just a title for when we create the fee schedule format	
20a	Preliminary Parcel Map Fee	2,187.00	Each		SF Resolution 7553
20b	Cost For Each Lot Shown On Map	100.00			SF Resolution 7553
21	Tentative Tract Map Fee				
21a	Single Family Variance and Single Family Site Plan Review	2,451.00	Each		SF Resolution 7553
21b	Cost For Each Lot Shown On Map	100.00			SF Resolution 7553
21c	Owner Initiated Lot Merger	2,900.00			SF Resolution 7553
22	Public Notification				
22a	Mailing Labels	400.00	Set	500 Foot Radius	SF Resolution 7553
22b	Postage	120.00			SF Resolution 7553
22c	Published Notice In Newspaper	600.00	Each	¼ Ads Only; Based On Minimum Fee; If Actual Costs Are Higher, Then Applicant Will Be Billed	SF Resolution 7553
22d	Notice of Environmental Assessment	1,100.00	Each	Based on minimum fee, if actual costs are higher, then applicant will be billed accordingly	SF Resolution 7553
23	Hourly Rate Schedule				
23a	Community Development Director	101.00	Hour		SF Resolution 7553
23b	Building And Safety Supervisor	69.00	Hour		SF Resolution 7553
23c	Associate Planner	59.00	Hour		SF Resolution 7553
23d	Community Preservation Officer	49.00	Hour		SF Resolution 7553
23e	Secretary/Administrative Assistant	46.00	Hour		SF Resolution 7553
23f	Consultant	TBD	Hour	Fees calculated on a project by project basis	
24	Staff Research	Hourly Rate		Projects Involving Staff Research and Project Expediting; per Fee Schedule established under Item No. 23 including any additional fees associated with other Department and Division staff support, including consultant costs	SF Resolution 7553
25	Planning Review	240.00	Each		SF Resolution 7553
26	Notary Fee	15.00	Each		

FY 18/19 Fee Level			
Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$4,863.99	46%	\$2,607.70	\$41
\$4,863.99	20%	\$3,891.20	\$886
\$3,502.39	20%	\$2,801.91	\$1,644
\$3,072.02	20%	\$2,457.62	\$1,443
\$13,978.71	20%	\$11,182.97	\$6,144
Variable	NA	Hourly Rate	\$0
\$3,291.14	37%	\$2,084.91	\$989
\$3,001.67	20%	\$2,401.33	\$1,351
\$3,996.29	42%	\$2,315.53	\$553
\$5,285.32	20%	\$4,228.25	\$627
\$5,285.32	20%	\$4,228.25	\$627
\$4.64	25%	\$3.48	\$3
\$323.18	25%	\$242.39	\$12
\$191.23	25%	\$143.42	\$78
\$269.02	25%	\$201.77	\$94
\$25.71	25%	\$19.28	-\$6
\$82.34	0%	\$82.34	NA
\$82.34	25%	\$61.75	-\$6
\$453.59	25%	\$340.19	\$65
\$107.37	25%	\$80.53	\$13
\$3,752.56	50%	\$1,876.28	\$319
Variable	0%	\$2,400.00	NA
Variable	0%	\$6,800.00	NA
Variable	0%	\$15,000.00	NA
NA	NA	½ Application Fee	NA
\$5,593.42	40%	\$3,381.23	\$1,194
\$198.91	45%	\$109.13	\$9
\$5,723.42	41%	\$3,353.23	\$902
\$159.21	20%	\$127.37	\$27
\$4,251.83	20%	\$3,401.47	\$501
\$441.19	9%	\$400.00	\$0
\$120.00	0%	\$120.00	\$0
Variable	0%	\$600.00	\$0
Variable	0%	\$1,100.00	\$0
\$214.89	20%	\$171.91	\$71
\$158.78	20%	\$127.02	\$58
\$100.13	20%	\$80.11	\$21
\$110.14	20%	\$88.11	\$39
\$110.53	20%	\$88.42	\$42
Variable	0%	TBD	NA
Variable	0%	Hourly Rate	NA
\$400.53	20%	\$320.42	\$80
NA	NA	\$15.00	\$0

II. COMMUNITY DEVELOPMENT DEPARTMENT

27	Determination of Public Convenience or Necessity	New	Each		
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		FY 18/19 Fee Level	
\$1,308.92	30%	\$916.00	NA

B. EXCEPTIONS FOR SINGLE FAMILY DETACHED DWELLING ON ONE LOT WITH RESIDING OWNER OCCUPANT

#	Requirements	Charge	Unit	Special Condition	Authority
1	Modification	579.00	Each	% Of Modification Application	SF Resolution 7553
2	Variance	1,284.00	Each	% Of Variance Application	SF Resolution 7553
3	Conditional Use Permit	1,503.00	Each	% Of Conditional Use Permit Application	SF Resolution 7553
4	Site Plan Review	882.00	Each	% Of Site Plan Review Application	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$1,400.96	\$822
NA	NA	\$1,303.85	\$20
NA	NA	\$1,945.60	\$443
NA	NA	\$1,157.77	\$276

C. BUILDING/ HOUSING INSPECTION FEES - SCHEDULE A

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Patio Cover	25.00	R1, R2, R3	Yes/ No	V	U	E	GC\$66014 & SF Resolution 7553
2	Patio Enclosure	35.00	R1, R2, R3	Yes / No	V	U	E	GC\$66014 & SF Resolution 7553
3	Carport	25.00	R1, R2, R3	Yes / No	V	U	E	GC\$66014 & SF Resolution 7553
4	Garage	50.00	R1, R2, R3	Yes / No	V	U	E	GC\$66014 & SF Resolution 7553
5	Noncommercial Greenhouse	15.00	R1, R2, R3	No / No	V	U	E	GC\$66014 & SF Resolution 7553
6	Storage Shed	30.00	R1, R2, R3	Yes / No	V	U	E	GC\$66014 & SF Resolution 7553
7	Re-roofing - Comp Shingle	2.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
8	Re-roofing - Built-up 2 ply	2.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
9	Re-roofing - Clay	9.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
10	Re-roofing- Fiber Glass	2.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
11	Relocation - 2 or more stories	40.00	R1, R2, R3	No / No	V	R-3	E	GC\$66014 & SF Resolution 7553
12	Relocation - Multi-pieces	32.00	R1, R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
13	Relocation- Attached Garage	29.00	R1, R2, R3	No / No	V	U		GC\$66014 & SF Resolution 7553
14	Relocation - Detached Garage	29.00	R1, R2, R3	No / No	V	U		GC\$66014 & SF Resolution 7553
15	Pool (Private)	32.00	R1	No / No				GC\$66014 & SF Resolution 7553
16	Pool (Public)	40.00	R2, R3	No / No				GC\$66014 & SF Resolution 7553
17	Block Wall	12.00	R1, R2, R3	No / No				GC\$66014 & SF Resolution 7553
18	Fence	8.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
19	Botanical Garden	122.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
20	Agricultural	122.00	M1, M2	No / No	I or II	F-1	F	GC\$66014 & SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$25.00	\$0
Variable	NA	\$35.00	\$0
Variable	NA	\$25.00	\$0
Variable	NA	\$50.00	\$0
Variable	NA	\$15.00	\$0
Variable	NA	\$30.00	\$0
Variable	NA	\$2.00	\$0
Variable	NA	\$2.00	\$0
Variable	NA	\$9.00	\$0
Variable	NA	\$2.00	\$0
Variable	NA	\$40.00	\$0
Variable	NA	\$32.00	\$0
Variable	NA	\$29.00	\$0
Variable	NA	\$29.00	\$0
Variable	NA	\$32.00	\$0
Variable	NA	\$40.00	\$0
Variable	NA	\$12.00	\$0
Variable	NA	\$8.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0

D. BUILDING/ HOUSING INSPECTION FEES - SCHEDULE B

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Recreational Room	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
2	Addition to Dwelling Unit	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
3	Remodel	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
4	Single Family Dwellings - Standard/Accessory Dwelling Unit	60.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
5	Single Family Dwelling - Pre Fab	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
6	Single Family Dwellings - Tract	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
7	Guesthouse	95.00	R1, R2, R3	No / Yes	V	R-3	E	GC\$66014 & SF Resolution 7553
8	Duplex	95.00	R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
9	Triplex	85.00	R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
10	4 to 5 Unit Apartment Building	98.00	R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
11	Apartment House - Sr. Citizen	95.00	R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
12	Residential Condominium	85.00	R2, R3	No / Yes	V	R-3	E	GC\$66014 & SF Resolution 7553
13	Multiple-Family Dwelling Units	85.00	R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
14	Boardinghouse	85.00	R3	No / Yes	V	R-1	E	GC\$66014 & SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$100.00	\$5
Variable	NA	\$100.00	\$5
Variable	NA	\$101.00	\$6
Variable	NA	\$100.00	\$40
Variable	NA	\$60.00	-\$35
Variable	NA	\$100.00	\$5
Variable	NA	\$100.00	\$5
Variable	NA	\$100.00	\$5
Variable	NA	\$100.00	\$15
Variable	NA	\$85.00	-\$13
Variable	NA	\$98.00	\$3
Variable	NA	\$100.00	\$15
Variable	NA	\$85.00	\$0
Variable	NA	\$85.00	\$0

II. COMMUNITY DEVELOPMENT DEPARTMENT**E. BUILDING/ HOUSING INSPECTION FEES - SCHEDULE C**

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Garage	50.00	R1, R2, R3	No / No	V	U-1		SF Resolution 7553

F. BUILDING/ HOUSING INSPECTION FEES - SCHEDULE D

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Community Care Facility	150.00	R1, R2, R3	No / No	I, II, III or V	B	E	GC\$66014 & SF Resolution 7553
2	Community Center	120.00	R1, R2, R3	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
3	Church	186.00	R1, R2, R3	No / Yes	I, II, III or V	A-2.1	E	GC\$66014 & SF Resolution 7553
4	Schools	140.00	R1, R2, R3	No / Yes	I, II, III or V	E	E	GC\$66014 & SF Resolution 7553
5	Hospital	222.00	R1, R2, R3	No / Yes	I, II, III or V	I 1.2	F	GC\$66014 & SF Resolution 7553
6	Sanitarium	222.00	R1, R2, R3	No / Yes	I, II, III or V	I-3	F	GC\$66014 & SF Resolution 7553
7	Museum	122.00	R3	No / Yes	I, II, III	B	F	GC\$66014 & SF Resolution 7553
8	Library	122.00	R3	No / Yes	I, II, III	B	F	GC\$66014 & SF Resolution 7553
9	Nursery School	122.00	R3	No / Yes	I, II, III	B	F	GC\$66014 & SF Resolution 7553
10	Administrative Office	114.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
11	Professional Office	174.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
12	Government Building	114.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
13	Retail General	122.00	C1, C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
14	Retail Market	122.00	C1, C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
15	Retail Department Store	123.00	C1, C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
16	Retail Mall	122.00	C1, C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
17	Service Business	122.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
18	Restaurant Take Out	161.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
19	Restaurant Fast Food	161.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
20	Restaurant Sit Down with Entertainment/Dancing	164.00	C1, C2	No / No	I, II, III or V	A-2	F	GC\$66014 & SF Resolution 7553
21	Restaurant Sit Down with Stage	164.00	C1, C2	No / No	I, II, III or V	A-2.1	F	GC\$66014 & SF Resolution 7553
22	Restaurant Sit Down	161.00	C1, C2	No / No	I, II, III or V	A-3	F	GC\$66014 & SF Resolution 7553
23	Club, Lodge and Hall	122.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
24	Commercial Recreation	115.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
25	Hotel	115.00	C1, C2	No / Yes	I, II, III or V	R-3	F	GC\$66014 & SF Resolution 7553
26	Motel	115.00	C1, C2	No / Yes	I, II, III or V	R-3	F	GC\$66014 & SF Resolution 7553
27	New Automobile Sales	116.00	C1	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
28	Schools	140.00	C1, C2	No / Yes	I, II, III or V	I	F	GC\$66014 & SF Resolution 7553
29	Secondhand Store	122.00	C1, C2	No / Yes	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
30	Museum	132.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
31	Art Galleries	132.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
32	Automobile Service Station	100.00	C-2	No / No	I, II, III or V	S-3	F	GC\$66014 & SF Resolution 7553
33	Bus Station	122.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
34	Fortunetelling	122.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
35	Hospital	142.00	C2	No / No	I, II, III or V	I	F	GC\$66014 & SF Resolution 7553
36	Mortuaries	149.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
37	New Automobile Sales	116.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
38	Nurseries	122.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
39	Pet Store	122.00	C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
40	Radio and Television Station	140.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
41	Repair Shops, Bicycle and Motorcycle	122.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
42	Veterinary Clinic	132.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
43	Ambulance	121.00	C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
44	Automobile Repair	79.00	C2	No / Yes	I, II, III or V	S-3	F	GC\$66014 & SF Resolution 7553
45	Bail Bondsman	114.00	C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
46	Billiards	122.00	C2	No / Yes	I, II, III or V	A-2	F	GC\$66014 & SF Resolution 7553
47	Pool parlor	122.00	C2	No / Yes	I, II, III or V	A-2	F	GC\$66014 & SF Resolution 7553
48	Carwash Self Serve	122.00	C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
49	Carwash Automatic	153.00	C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553

FY 18/19 Fee Level

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$50.00	\$0

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$150.00	\$0
Variable	NA	\$120.00	\$0
Variable	NA	\$186.00	\$0
Variable	NA	\$140.00	\$0
Variable	NA	\$222.00	\$0
Variable	NA	\$222.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$114.00	\$0
Variable	NA	\$174.00	\$0
Variable	NA	\$114.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$123.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$161.00	\$0
Variable	NA	\$161.00	\$0
Variable	NA	\$164.00	\$0
Variable	NA	\$161.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$115.00	\$0
Variable	NA	\$115.00	\$0
Variable	NA	\$115.00	\$0
Variable	NA	\$116.00	\$0
Variable	NA	\$140.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$132.00	\$0
Variable	NA	\$132.00	\$0
Variable	NA	\$100.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$149.00	\$0
Variable	NA	\$116.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$140.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$132.00	\$0
Variable	NA	\$121.00	\$0
Variable	NA	\$79.00	\$0
Variable	NA	\$114.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$153.00	\$0

[illegible]

[illegible]

II. COMMUNITY DEVELOPMENT DEPARTMENT

163	Tire retarding and recapping hazardous	122.00	M2	No / Yes	I, II, III	F-2	F	GC\$66014 & SF Resolution 7553
164	Cell Tower	New						

G. BUILDING/ HOUSING INSPECTION FEES - OTHER

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Mobile Home Park	60.00	R2, R3	No / Yes	V	R-3		GC\$66014 & SF Resolution 7553
2	Inspection Prior to Resale of Residential Property (Includes Building Permit/Certificate of Building Compliance, Issuance Fee, Plan Maintenance Fee)	240.00	per property					GC\$66014 & SF Resolution 7553
3	Rental Inspection Program (1 to 2 units)	70.00						
4	Rental Inspection Program (3 or more units)	35.00	per unit	No / No				GC\$66014 & SF Resolution 7553
5	Strong Motion Fee	Percentage of valuation on each permit issued for						New construction and additions only; set by the State
6	Building Plan Maintenance	10.00		Per each plan submitted				
7	Special Revolving Fund	\$4 up to 100,000 valuation; \$1 per 25,000 over 100,00 valuation						
8	Admin. Service Issuance Fee	55.00		per each permit				
9	CASp Fee	\$2 per each building permit		Starting January 1, 2017				
10	Demo	New		\$5 per square foot valuation				
11	Grading	New		\$95 per 1,000 cubic yards				
12	Code Enforcement Inspection Fee	19.00		Fee charged per permit required				
13	General Plan Update Fee	New	% of Building Permit	Fee charged per permit required				

H. OTHER FEES

#	Permit	Fee	Unit	Additional	Authority
1	AIMS Maintenance Surcharge	10%	Each	Added to All Building Permit Fees and Planning Fees	SF Resolution 7553
2	Amplified Sound Permit	120.00	Each		SF Resolution 7553
3	Front Yard Landscape (drought tolerant design)	New			
4	Front Yard Flat Work (i.e., new driveway, widening, walk way install)	New			
5	Accessory Structures < 120 sq. ft.	New			
6	Perimeter Fencing	New			
7	A-Frame Signs	New			
8	Window Signage	New			
9	Solar Panel Review	New			

T. GRAFFITI REMOVAL PARTNER PROGRAM

#	Description	Fee	Unit	Special Condition	Authority
1	Graffiti Removal From Private Property Up To Height Of 12'	Actual Cost Per Site	Maximum Height Of 12'	Additional Costs May Include Equipment And Materials; Work Is Contingent On Approval And Signature Of Consent To Enter/Liability Release Form Or Upon Declaration Of Public Nuisance From City Official	SF Resolution 7553
2	Graffiti Removal From Private Property At Height Exceeding 12'	Actual Cost Per Site	Removal Over 12'	Additional Costs May Include Equipment And Materials; Work Is Contingent On Approval And Signature Of Consent To Enter/Liability Release Form Or Upon Declaration Of Public Nuisance From City Official	SF Resolution 7553
3	Sidewalk Pressure Washing	Actual Cost Per Site	Hourly Rate	Additional Costs May Include Equipment And Materials; Work Is Contingent On Approval And Signature Of Consent To Enter/Liability Release Form Or Upon Declaration Of Public Nuisance From City Official	SF Resolution 7553

		FY 18/19 Fee Level	
Variable	NA	\$122.00	\$0
\$863.01	50%	\$431.51	NA

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$60.00	\$0
\$970.88	50%	\$485.44	\$245
\$352.93	50%	\$176.46	\$106
\$511.70	50%	\$255.85	\$221
NA	NA	Percentage of valuation on each permit issued for	NA
\$183.09	50%	\$91.55	\$82
Variable	NA	\$4 up to 100,000 valuation; \$1 per 25,000 over 100,00 valuation	\$0
\$183.09	50%	\$91.55	\$37
Variable	NA	\$2 per each building permit	\$0
\$611.84	50%	\$305.92	NA
\$611.84	50%	\$305.92	NA
\$90.44	50%	\$45.22	\$26
69%	71%	20%	NA

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$75.06	100%	10%	\$0
\$7.74	-1451%	\$120.00	\$0
\$107.87	7%	\$100.00	NA
\$107.87	54%	\$50.00	NA
\$107.87	54%	\$50.00	NA
\$107.87	54%	\$50.00	NA
\$107.87	54%	\$50.00	NA
\$107.87	30%	\$75.00	NA

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$7.74	50%	\$3.87	NA
\$7.74	50%	\$3.87	NA
\$7.74	50%	\$3.87	NA

Building Valuation Table FY 18/19 (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
1	500	24.68	27.14	0.00	0.00	0
501	2,000	24.68	27.14	3.20	5.42	100
2,001	25,000	72.71	108.37	14.70	24.88	1,000
25,001	50,000	487.00	680.52	10.61	17.95	1,000
50,001	100,000	1,027.00	1,129.38	7.35	12.44	1,000
100,001	500,000	3,827.00	1,751.28	5.88	9.95	1,000
500,001	1,000,000	6,327.00	5,731.44	4.99	8.44	1,000
1,000,001	9,999,999	18,327.00	9,953.58	3.83	6.48	1,000

Percent Change = 10%

From FY 17/18 Current rates

Cost Recovery Level = 87%

Building Valuation Table FY 19/20 (All New Construction)

Minimum Value	Maximum Value	FY 18/19 Base Rate	FY 19/20 Base Rate	FY 18/19 Plus \$\$	FY 19/20 Plus \$\$	For every
1	500	27.14	29.62	0.00	0.00	0
501	2,000	27.14	29.62	5.42	5.91	100
2,001	25,000	108.37	118.29	24.88	27.15	1,000
25,001	50,000	680.52	742.80	17.95	19.60	1,000
50,001	100,000	1,129.38	1,232.76	12.44	13.58	1,000
100,001	500,000	1,751.28	1,911.58	9.95	10.86	1,000
500,001	1,000,000	5,731.44	6,256.05	8.44	9.22	1,000
1,000,001	9,999,999	9,953.58	10,864.67	6.48	7.07	1,000

Percent Change = 10%

From FY 18/19 rates

Cost Recovery Level = 95%

V. POLICE DEPARTMENT**R. CONTRACT DUTY**

#	Description	Fee	Unit	Conditions/ Justification	Authority
1	Contract Duty for Long-Term Special Police Services Related to the San Fernando Swap Meet	78.00	Hour	Flat Rate	SF Resolution 7553
2	Contract Duty for Special Police Services				
2a	Officer	77.00	Hour		SF Resolution 7553
2b	Supervisor	98.00	Hour		SF Resolution 7553
2c	Management/Lieutenant	New	Hour		SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$169.86	54%	\$78.00	\$0
\$143.04	45%	\$78.00	\$1
\$169.86	42%	\$98.00	\$0
\$215.53	42%	\$125.00	NA

S. MISCELLANEOUS FEES

#	Description	Fee	Unit	Conditions/ Justification	Authority
1	Vehicle Release	80.00	Each	Collected at Tow Yard	SF Resolution 7553
2	Fingerprints				
2a	Livescan	25.00	Each		SF Resolution 7553
2b	Ink Roll	25.00	Each		SF Resolution 7553
2c	Additional Ink Roll Card	10.00	Each		SF Resolution 7553
2d	Purchase Of Blank Ink Roll Card	8.00	Each		SF Resolution 7553
3	Court Commitment				
3a	Application Fee	50.00	Each	Non-Refundable	SF Resolution 7553
3b	Application Fee - Update	New	Each	Non-Refundable	
3c	Daily Rate	100.00	Daily	Non-Refundable	SF Resolution 7553
4	Law Enforcement Clearance Letters	30.00	Each	Includes: Local Records Checks, Preparing Clearance Letter, Reproduction, File	SF Resolution 7553
5	Application for Request for Police Reports, Audio Recordings, Photographs on CD, and Duplicate Copies	20.00	Each	Non-Refundable	SF Resolution 7553
6	Police Certification Requests	15.00	Each		SF Resolution 7553
7	Abstracts	New	Each		
8	Vehicle Identification Number Verification	45.00	Each		SF Resolution 7553
9	Vehicle Inspection	20.00	Each		SF Resolution 7553
10	Administrative Processing Fee				
10a	Vehicle Administrative Processing Fee	50.00	Each		SF Resolution 7553
10b	Administrative Processing Fee	10.00	Each		SF Resolution 7553
10c	Parking Appeal Administrative Processing Fee	25.00	Each		SF Resolution 7553
11	Driving Under the Influence Cost Recovery Program	Varies	Per Incident	Up to \$12,000 Includes On-Scene and Off-Scene Costs	GC\$53156 & SF Resolution 7553
12	Booking and Processing Fee	135.00	Each	Flat Fee	GC\$29550 - 29550.3
13	Records Request	New	Hour	Non-PRA requests only	
14	Undocumented Visa Fee	New			
15	City Property Damage	New			
16	Failure to Pay Parking Penalty	Double the Fine		Plus any additional cost incurred	
17	Witness Fee	New	Daily		GC 68097.2 (b)
19	Background Check	New	Each		
20	Deuces De Tecum	15.00			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$80.00	0%	\$80.00	\$0
\$62.91	60%	\$25.00	\$0
NA	NA	\$25.00	\$0
Na	NA	\$10.00	\$0
\$8.00	0%	\$8.00	\$0
\$225.89	56%	\$100.00	\$50
\$112.94	56%	\$50.00	NA
\$100.00	0%	\$100.00	\$0
\$37.27	1%	\$37.00	\$7
\$37.27	46%	\$20.00	\$0
\$19.20	1%	\$19.00	\$4
\$28.24	1%	\$28.00	NA
\$66.80	1%	\$66.00	\$21
\$28.24	29%	\$20.00	\$0
\$35.06	0%	\$35.00	-\$15
\$10.00	0%	\$10.00	\$0
\$25.00	0%	\$25.00	\$0
Variable	NA	Varies	\$0
NA	NA	\$135.00	\$0
\$37.27	1%	\$37.00	NA
\$225.89	0%	\$225.00	NA
Variable	NA	Actual Cost	NA
NA	NA	Double the Fine	\$0
NA	NA	\$275.00	NA
\$56.47	65%	\$20.00	NA
NA	NA	\$15.00	\$0

V. PUBLIC WORKS DEPARTMENT

A. ENCROACHMENT PERMIT (Dumpster or Other)					
#	Description	Base Fee	Unit	Conditions	Authority
1	Dumpster For Residential Area	73.00	Lump Sum	Permit Good For A Maximum Of 14 Days	SF Resolution 7553
2	Dumpster For Commercial Area/Special Events	73.00	Lump Sum	Permit Good For A Maximum Of 14 Days	SF Resolution 7553
3	Right-of-Way Encroachments				SF Resolution 7553
3a	Sidewalk - 30 Days	95.00	Per Each Block Side	Expires 30 days from day of issuance; non refundable	SF Resolution 7553
3b	Street Closure Without Traffic Signals	350.00	Per Block/ Per Day		SF Resolution 7553
3c	Street Closure With Traffic Signals	622.00	Per Block/ Per Day		SF Resolution 7553
3d	Parking Stall, No Meter	5 (if applicable) + Staff Cost	Per Stall	Includes Parking Lot Maintenance Fee; See Section L. Professional Services for Staff Cost (time involved determined on case-by-case basis)	SF Resolution 7553
3e	Parking Stall, Metered	Loss of Meter Revenue + 5 (if applicable) + Staff Cost	Per Stall	Includes Loss of Meter Revenue + Parking Lot Maintenance Fee; See Section L. Professional Services for Staff Cost (time involved determined on case-by-case basis)	SF Resolution 7553
3f	Parking Stall, Construction	New	Each	Plus cost of traffic delineators and temporary no parking signs	
4	A-Frame Annual Permit	New			
5	A-Frame Permit Fee	New		Total Cost x 12 Months	
6	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	
B. HOUSE MOVING/ WIDE LOAD PERMIT					
#	Description	Base Fee	Unit	Conditions	Authority
1	House Moving / Wide Load Permit	146.00	Each	Additional Costs for Police, Road Closure or Utilities Relocation may also be required	SF Resolution 7553
C. CERTIFICATE OF SEWER CONNECTION/SEWER DYE TEST					
#	Description	Base Fee	Unit	Conditions	Authority
1	Certificate Of Sewer Connection/Sewer Dye Test	173.00	Each	Minimum fee for Staff Review and Testing to Verify Connections and Leaks	SF Resolution 7553
D. DRAIN SWIMMING POOL					
#	Description	Base Fee	Unit	Conditions	Authority
1	Drain Swimming Pool	123.00	Lump Sum	Minimum Fee for Staff Review and Testing	SF Resolution 7553
E. CONSTRUCTION INSPECTION					
#	Description	Base Fee	Unit	Conditions	Authority
1	Sidewalk, Driveway Approaches		Each		
1b	Review/Evaluation Fee for Construction Permit	36.00	Each	*This fee is non-refundable.	SF Resolution 7553
2	Inspection Fee Sidewalk, Driveway, Curb and Gutter				
2a	Sidewalk, Driveway, Curb and Gutter - Base Permit	\$3.90 per sq ft		includes 1 hour inspection time	SF Resolution 7553
2b	Sidewalk, Driveway, Curb and Gutter - Additional Inspection time needed	\$3.90 per sq ft	per hour	when more than 1 hour inspection time is needed	
3	Curb Drain	4.17	Linear Foot		SF Resolution 7553
4	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	
F. UTILITY TRENCH EXCAVATION					
#	Description	Base Fee/Fine	Unit	Conditions	Authority
1	Review For Utility Trench Work	180.00	Lump Sum	Minimum Inspection Fee	SF Resolution 7553
2	Processing Utility Trench Permits	New			
3	Inspection For Utility Trenches - Base Permit	\$4 per sq ft		includes 1 hour inspection time	SF Resolution 7553
3a	Inspection For Utility Trenches - Additional Inspection time needed	\$4 per sq ft	per hour	when more than 1 hour inspection time is needed	
4	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$130.21	25%	\$98.00	\$25
\$130.21	19%	\$105.00	\$32
\$130.21	20%	\$104.00	\$9
\$689.94	20%	\$550.00	\$200
\$1,057.12	20%	\$845.00	\$223
Variable	NA	5 (if applicable) + Staff Cost	\$0
Variable	NA	Loss of Meter Revenue + 5 (if applicable) + Staff Cost	\$0
\$298.37	20%	\$238.00	NA
\$300.44	0%	\$300.00	NA
\$130.21	20%	\$104.00	NA
\$340.44	20%	\$272.00	NA
Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$204.31	20%	\$163.00	\$17
Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$487.15	20%	\$390.00	\$217
Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$370.44	20%	\$296.00	\$173
Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$204.31	20%	\$163.00	\$127
\$300.44	20%	\$240.35	NA
\$170.22	20%	\$136.18	NA
\$32.13	87%	\$4.20	\$0
\$340.44	20%	\$272.00	NA
Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$385.55	20%	\$309.00	\$129
\$130.21	20%	\$104.00	NA
\$300.44	20%	\$240.35	NA
\$170.22	20%	\$136.18	NA
\$340.44	20%	\$272.00	NA

V. PUBLIC WORKS DEPARTMENT**G. SEWER HOUSE CONNECTION/REPAIR**

#	Description	Base Fee	Unit	Conditions	Authority
1	Processing/Review for Sewer Connection/Repair	220.00	Lump Sum		SF Resolution 7553
2	Inspection	\$4 per In ft		Minimum Inspection Fee	SF Resolution 7553
3	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$227.61	0%	\$227.00	\$7
\$873.35	25%	\$655.00	NA
\$340.44	20%	\$272.00	NA

H. FINAL PARCEL MAP

#	Description	Base Fee	Unit	Conditions	Authority
1	Plan Check Fee	3,840.00	N/A	Minimum Fee Based on Typical Consultant Cost Plus Staff Cost. If City's Actual Costs Exceeds \$3,840, Actual Consultant Fee Will Be Paid Prior to Final Recordation	SF Resolution 7553
2	Additional Fee	270.00	Each	Per Lot	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	0%	\$3,840.00	\$0
NA	0%	\$270.00	\$0

I. FINAL TRACT MAP

#	Description	Base Fee	Unit	Conditions	Authority
1	Plan Check Fee	4,860.00	N/A	Minimum Fee; If City's Cost Exceeds, Actual Consultant Fee Will Be Paid Prior To Final Recordation	SF Resolution 7553
2	Additional Fee	270.00	Each	Per Lot	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	0%	\$4,860.00	\$0
NA	0%	\$270.00	\$0

J. PUBLICATION VENDING MACHINES / NEWS RACK

#	Description	Base Fee	Unit	Conditions	Authority
1	Annual Permit Fee	73.00	Each	Total Cost x 12 Months	SF Resolution 7553
2	Inspection Fee	73.00	Each	Inspection Fee For New Installation Of Machine/News Rack	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$130.21	20%	\$104.00	\$31
\$170.22	20%	\$136.00	\$63

K. PUBLIC WORKS IMPROVEMENT PLAN CHECK / REPORT

#	Description	Base Fee	Unit	Conditions	Authority
1	Grading Plan Check For Residential Development	770.00		Minimum Fee	SF Resolution 7553
2	Grading Plan Check For Commercial Development	1,130.00		Minimum Fee	SF Resolution 7553
3	Site Plan Check List Fee	New		Cost for Each Supervisor Involved in Review Process	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$510.66	0%	\$510.00	-\$260
\$851.11	0%	\$851.00	-\$279
\$1,778.96	20%	\$1,423.00	NA

M. MISCELLANEOUS FEES

#	Description	Base Fee	Unit	Conditions	Authority
1	Inspection Fees After Office Hours	135.00	Hour	Minimum Per Hour	SF Resolution 7553
3	Aerial Photos				SF Resolution 7553
3a	24" X 36" Plain Paper	86.00	Each	(+) Cost of paper, ink and maintenance of plotter	SF Resolution 7553
3c	36" X 60" Plain Paper	108.00	Each	(+) Cost of paper, ink and maintenance of plotter	SF Resolution 7553
4	Events/Filming/Other - Cancellation if less than 72 hours in advance	New	Per Event	Regular Rate	
5	Events/Filming/Other - Change fee on set-up	New	Per Occurrence	Regular Rate	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$255.33	0%	\$255.00	\$120
\$85.11	0%	\$85.00	-\$1
\$85.11	0%	\$85.00	-\$23
\$257.11	0%	\$257.00	NA
\$202.23	0%	\$202.00	NA

O. EQUIPMENT AND MATERIAL RATES

#	Description	Hourly Rate	Unit	Conditions	Authority
1	Equipment				
1a	Dump Truck 5 - 6 Yard	77.00	Each		SF Resolution 7553
1b	2 Ton Service Truck With Small Tools	63.00	Each		SF Resolution 7553
1c	Backhoe	78.00	Each		SF Resolution 7553
1d	Service, Signal Or Electrical Utility Truck	24.00	Each		SF Resolution 7553
1e	Aerial Lift Truck	68.00	Each		SF Resolution 7553
1f	Sweeper Truck	63.00	Each		SF Resolution 7553
1g	Sewer Truck	78.00	Each		SF Resolution 7553
1h	Compressor With Air Tools	34.00	Each		SF Resolution 7553
1i	Concrete Chain Saw	24.00	Each		SF Resolution 7553
1j	Concrete Saw 20" Walk Behind	29.00	Each		SF Resolution 7553
1k	Dump Utility	29.00	Each		SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$77.00	\$0
NA	NA	\$63.00	\$0
NA	NA	\$78.00	\$0
NA	NA	\$24.00	\$0
NA	NA	\$68.00	\$0
NA	NA	\$63.00	\$0
NA	NA	\$78.00	\$0
NA	NA	\$34.00	\$0
NA	NA	\$24.00	\$0
NA	NA	\$29.00	\$0
NA	NA	\$29.00	\$0

V. PUBLIC WORKS DEPARTMENT

1l	Arrow Boards / Solar	25.00	Each		SF Resolution 7553
1m	Traffic Delineator	1.63	Each		SF Resolution 7553
1n	Barricade Bare	2.17	Each		SF Resolution 7553
1o	Concrete Mixer	20.00	Each		SF Resolution 7553
1p	High Pressure Washer With Trailer	64.00	Each		SF Resolution 7553
1q	Light Tower	33.00	Each		SF Resolution 7553
1r	Portable Generator 6 Kw	18.00	Each		SF Resolution 7553
1s	Large Capacity Mobile Generator	125.00	Each		SF Resolution 7553
1t	Chain Saw 20"	16.24	Each		SF Resolution 7553
1u	Vibrator Compactor	24.00	Each		SF Resolution 7553
1v	3" Trash Pump	26.00	Each		SF Resolution 7553
1w	2" Trash Pump	20.00	Each		SF Resolution 7553
1x	5 Horsepower Tiller Walk Behind	20.00	Each		SF Resolution 7553
1y	Airless Paint Sprayer	35.00	Each		SF Resolution 7553
1z	500 Gallon Water Trailer	24.00	Each		SF Resolution 7553
1aa	5,000 Lb Fork Lift Industrial	50.00	Each		SF Resolution 7553
1bb	Message Board	175.00	Each	Installation, Removal and Programming (Public Works Labor + Service Truck Costs)	SF Resolution 7553
1cc	1690 AM Programming	150.00	Each	Recording and Programming	SF Resolution 7553
1dd	Temporary "No Parking" Signs	Market Value	Each	Price Per Sign	SF Resolution 7553
1ee	K-Rail (Day)	5.00	Each		
1ff	K-Rail (Week)	20.00	Each		
1gg	K-Rail (Month)	50.00	Each		
1hh	Directional Signs (right, left, no turn)	1.40	Each/Day		
1ii	Advanced Warning Signs	3.00	Each/Day	Based on market rental value	
2	Materials				
2a	Cement	Market Value	Cubic Yard		SF Resolution 7553
2b	Slurry	Market Value	Cubic Yard		SF Resolution 7553
2c	Road Base	Market Value	Ton		SF Resolution 7553
2d	Fill Sand	Market Value	Ton		SF Resolution 7553
2e	Temp A/C 800 Cold Mix	Market Value	Ton		SF Resolution 7553
2f	Permanent A/C	Market Value	Ton		SF Resolution 7553

NA	NA	\$25.00	\$0
NA	NA	\$1.65	\$0
NA	NA	\$2.20	\$0
NA	NA	\$20.00	\$0
NA	NA	\$64.00	\$0
NA	NA	\$33.00	\$0
NA	NA	\$18.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$16.25	\$0
NA	NA	\$24.00	\$0
NA	NA	\$26.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$24.00	\$0
NA	NA	\$50.00	\$0
\$331.38	20%	\$265.00	\$90
\$471.69	20%	\$376.00	\$226
NA	NA	Market Value	\$0
NA	NA	\$5.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$1.40	\$0
NA	NA	\$4.00	\$1
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0

P. PUBLIC WORKS TREE SERVICES ON PUBLIC PARKWAY

#	Description	Rate	Unit	Conditions	Authority
1	Residential Tree Planting - 24" Box	210.00	Each	With Root Barrier (+) Cost of Public Works Crew to Install	SF Resolution 7553
2	Residential Tree Planting - 36" Box	750.00	Each	With Root Barrier (+) Cost of Public Works Crew to Install	SF Resolution 7553
3	Tree And Stump Removal - Measured at 60" Height	18.00	Per Diameter Inch		SF Resolution 7553
4	Stump Removal	8.00	Per Diameter Inch		SF Resolution 7553
5	Tree Trim - Grid Or Light Trim Not To Exceed 20% Of Tree	59.00	Per Tree		SF Resolution 7553
6	Palm Tree Trimming	59.00	Per Tree		SF Resolution 7553
7	Fichus Tree Trimming	118.00	Per Tree		SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$204.31	0%	\$204.00	-\$6
\$204.31	0%	\$204.00	-\$546
NA	NA	Contract Rate	NA
NA	NA	Contract Rate	NA
NA	NA	Contract Rate	NA
NA	NA	Contract Rate	NA
NA	NA	Contract Rate	NA
NA	NA	Contract Rate	NA

Q. RESIDENTIAL SIDEWALK PARTNER PROGRAM

#	Description	Base Fee	Unit	Conditions	Authority
1	Sidewalk or Approach	6.00	Square Foot	Only Offered As Funds Remain Available; based on avg size 16' x 6' (labor, concrete & materials)	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$54.54	50%	\$27.27	\$21

R. CITY BANNER AND BUS SHELTER PROGRAM

#	Description	Base Fee	Unit	Conditions	Authority
1	Cross Street Banner				
1a	Installation and Removal of Banner	131.00	Each	(+) Cost of Public Works Crew; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
1b	Weekly Ad Rate For Display Of Banner	29.00	Each		SF Resolution 7553
2	Vertical Street Pole Banner			(+) Cost of Public Works Crew; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
2a	Install And Removal Single Banner	16.00	Each	(+) Cost of Public Works Crew; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
2c	Weekly Ad Rate For Display Of Single Banner	15.00	Each		SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,233.82	25%	\$925.00	\$794
\$119.20	25%	\$89.00	\$60
\$119.20	25%	\$89.00	\$89
\$434.77	25%	\$326.00	\$310
\$119.20	25%	\$89.00	\$74

V. PUBLIC WORKS DEPARTMENT

2e	Install Of Banner Hanging Hardware	102.00	Each	(+) Cost of Public Works Crew	SF Resolution 7553
3	Banner Ads On City Trolley			(+) Cost of Public Works Crew	
3a	Install And Removal Of Single Banner On Exterior	32.00	Each	(+) Cost of Public Works Crew; Applicant To Provide Banner Ads; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
3b	Weekly Ad Rate For Display Of Banner	22.00	Each		SF Resolution 7553
3c	Weekly Ad Rate For Display Of Ads On Trolley Interior, Or Running Of Ad On Trolley Closed Circuit TV Display	22.00	Each		SF Resolution 7553
4	Bus Shelters				SF Resolution 7553
4a	Poster Size Banner Installation And Take Down	19.00	Each	(+) Cost of Public Works Crew; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
4b	Banner Display - Monthly Ad Rate	11.00	Each		SF Resolution 7553

\$184.31	25%	\$138.00	\$36
\$119.20	25%	\$89.00	\$57
\$119.20	25%	\$89.00	\$67
\$119.20	25%	\$89.00	\$67
\$197.64	25%	\$148.00	\$129
\$119.20	25%	\$89.00	\$78

S. NPDES COMMERCIAL / INDUSTRIAL SITE INSPECTION PROGRAM

#	Description	Base Fee	Unit	Conditions	Authority
1	Initial Inspection				
1a	Industrial	155.00	Each		
1b	Auto-Related	125.00	Each		
1c	Retail Gas Outlet	90.00	Each		
1d	Restaurants	90.00	Each		
2	Second Follow-Up Inspection				
2a	Industrial	130.00	Each		
2b	Auto-Related	110.00	Each		
2c	Retail Gas Outlet	75.00	Each		
2d	Restaurants	75.00	Each		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA

T. COMMERCIAL SELF-HAUL PERMIT / INSPECTION FEES

#	Description	Base Fee	Unit	Conditions	Authority
1	Annual Permit Fee	209.00	Each	City to Provide time	
2	Inspection Fee	49.00	Each	City to Provide time	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$147.02	0%	\$147.00	-\$62
\$55.07	0%	\$55.00	\$6

U. Miscellaneous

#	Description	Base Fee	Unit	Conditions	Authority
1	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	
2	Processing Fee	New			
3	Events/Filming/Other - Cancellation if less than 72 hours in advance	New	Per Event	Regular Rate	
4	Events/Filming/Other - Change fee on set-up	New	Per Occurrence	Regular Rate	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$340.44	0%	\$340.00	NA
\$119.20	20%	\$95.00	NA
\$257.11	3%	\$250.00	NA
\$202.23	1%	\$200.00	NA

VII. RECREATION AND COMMUNITY SERVICES DEPARTMENT**A. INDOOR FACILITY USE (RECREATION PARK, LAS PALMAS PARK AND TEA HOUSE AT RUDY ORTEGA SR. PARK)**

	Number of Participants	Facility Fee /Hour	Staff Rate /Hour	Conditionally Refundable Damage/ Cleaning Deposit + Application Fee	Duration Minimum	Authority
1	Resident / Non-Profit					
1a	Event With 1 - 49 People	28.00	17	150 + 5	3 Hours	SF Resolution 7553
1b	Event With 50 - 99 People	33.00	34	150 + 5	3 Hours	SF Resolution 7553
1c	Event With 100 - 149 People	44.00	50	150 + 5	3 Hours	SF Resolution 7553
1d	Event With 150 - 199 People	54.00	66	150 + 5	3 Hours	SF Resolution 7553
1e	Event With 200 - 249 People	65.00	66	150 + 5	3 Hours	SF Resolution 7553
1f	Event With 250 - 300 People	75.00	66	150 + 5	3 Hours	SF Resolution 7553
2	Non-Resident					
2a	Event With 1 - 49 People	38.00	17	150 + 5	3 Hours	SF Resolution 7553
2b	Event With 50 - 99 People	49.00	34	150 + 5	3 Hours	SF Resolution 7553
2c	Event With 100 - 149 People	54.00	50	150 + 5	3 Hours	SF Resolution 7553
2d	Event With 150 - 199 People	65.00	66	150 + 5	3 Hours	SF Resolution 7553
2e	Event With 200 - 249 People	75.00	66	150 + 5	3 Hours	SF Resolution 7553
2f	Event With 250 - 300 People	85.00	66	150 + 5	3 Hours	SF Resolution 7553

B. PICNIC AREA USE

	Location	Fee/Hour Daily (10 am - 7 pm)	Application Fee	Conditionally Refundable Damage/ Cleaning Deposit + Electricity Fee	Duration Minimum	Authority
1	Resident / Non-Profit					
1a	Las Palmas Park Area #1 (4 Tables)	70.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1b	Las Palmas Park Area #2 (4 Tables)	70.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1c	Las Palmas Park Area #3 (9 Tables)	100.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1d	Recreation Park Area #1 (4 Tables)	70.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1e	Recreation Park Area #2 (6 Tables)	80.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1f	Bouncer	2.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2	Non-Resident					
2a	Las Palmas Park Area #1 (4 Tables)	85.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2b	Las Palmas Park Area #2 (4 Tables)	85.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2c	Las Palmas Park Area #3 (9 Tables)	115.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2d	Recreation Park Area #1 (4 Tables)	85.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2e	Recreation Park Area #2 (6 Tables)	95.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2f	Bouncer	10.00	5	50 + 10 (If Required)		SF Resolution 7553

C. SPORTS FIELDS / OUTDOOR COURTS

	Location	Youth Fee /Hour	Adult Fee /Hour	Youth League Field Maintenance Impact Fee	Insurance Required	Authority
1	Resident / Non-Profit					
1a	Ball Fields/Courts (Each)	N/C*	27		Yes	SF Resolution 7553
1b	Ball Fields/Court Lights	10.00	15			SF Resolution 7553
2	Non-Resident					
2a	Ball Fields/Court (Each)	28.00	33		Yes	SF Resolution 7553
2b	Ball Fields/Court Lights	10.00	15			SF Resolution 7553
3	Youth League Fee	15/child/year	N/C			
4	Concession Stand Rental	New	New	per hour		

Staff Full Cost	Subsidy %	Suggested Facility Fee /Hour	Suggested Staff Rate /Hour	Fee Δ
\$32.95	33%	\$28.00	\$22.00	\$5
\$65.90	41%	\$33.00	\$39.00	\$5
\$98.85	44%	\$44.00	\$55.00	\$5
\$131.80	46%	\$54.00	\$71.00	\$5
\$131.80	46%	\$65.00	\$71.00	\$5
\$131.80	46%	\$75.00	\$71.00	
\$32.95	33%	\$38.00	\$22.00	\$5
\$65.90	41%	\$49.00	\$39.00	\$5
\$98.85	44%	\$54.00	\$55.00	\$5
\$131.80	46%	\$65.00	\$71.00	\$5
\$131.80	46%	\$75.00	\$71.00	\$5
\$131.80	46%	\$85.00	\$71.00	\$5

Staff Full Cost	Subsidy %	Suggested Fee/Hour (10am - 7 pm)	Suggested Application Fee	Fee Δ
\$6.82	27%	\$70.00	\$5.00	\$0
\$6.82	27%	\$70.00	\$5.00	\$0
\$6.82	27%	\$100.00	\$5.00	\$0
\$6.82	27%	\$70.00	\$5.00	\$0
\$6.82	27%	\$80.00	\$5.00	\$0
\$6.82	27%	\$2.00	\$5.00	\$0
\$6.82	27%	\$85.00	\$5.00	\$0
\$6.82	27%	\$85.00	\$5.00	\$0
\$6.82	27%	\$115.00	\$5.00	\$0
\$6.82	27%	\$85.00	\$5.00	\$0
\$6.82	27%	\$95.00	\$5.00	\$0
\$6.82	27%	\$10.00	\$5.00	\$0

Full Cost	Subsidy %	Suggested Youth Fee /Hour	Suggested Adult Fee /Hour	Fee Δ
NA	NA	25.00	27	\$0
NA	NA	10.00	15	\$0
NA	NA	28.00	33	\$0
NA	NA	10.00	15	\$0
\$253.36	94%	15.00	NA	NA
NA	NA	20.00	30	NA

VII. RECREATION AND COMMUNITY SERVICES DEPARTMENT**E. SPECIAL EVENTS**

	Description	Fee	Unit	Special Condition	Other	Authority
1	Special Events Application Processing					
1a	Special Events Application Processing	50.00	Each	no less than 60 days		SF Resolution 7553
1b	Any changes in Application	New	Each			
1c	Additional Expedition Cost Fee - 60 Days or Less Before Event Date	20.00	Each			
1d	Additional Expedition Cost Fee - 30 Days or Less Before Event Date	40.00	Each	2 Hours Minimum for Staff Time to Expedite Application		
1e	Additional Expedition Cost Fee - 15 Working Days or Less Before Event Date	80.00	Each	4 Hours Minimum for Staff Time to Expedite Application		

Full Cost	Subsidy %	Suggested Fee	Suggested Unit	Fee Δ
\$496.50	90%	\$50.00	Each	\$0
\$82.75	70%	\$25.00	Each	NA
\$496.50	86%	\$70.00	Each	\$50
\$496.50	82%	\$90.00	Each	\$50
\$496.50	74%	\$130.00	Each	\$50

Recreation Fees

Recreation fees are charged based on the following formula:

$$\begin{array}{l} \text{Actual Costs} \\ (\text{Actual Costs} \times \text{Subsidy \%}) = \text{Fee} \end{array}$$

Subsidy policy levels are as follows:

For Profit / Non-Resident	80% - 100%
For Profit / Resident	60% - 80%
Non-Profit / Non-Resident	40% - 60%
Non-Profit / Resident	20% - 40%

Recreation Program Fees will not exceed the cost of the individual program.

Senior staff has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

Senior staff may establish procedures for evaluation of hardship requests for certain fees, where identified.

City of San Fernando - User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Department Rates		
CITY ADMINISTRATOR	CITY ADMINISTRATOR	128.86
CITY CLERK	CITY CLERK	81.07
FINANCIAL MANAGEMENT	FINANCIAL MANAGEMENT	81.44
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT	118.16
POLICE	POLICE	118.39
PUBLIC WORKS	PUBLIC WORKS	130.90
RECREATION & COMMUNITY SERVICES	RECREATION & COMMUNITY SERVICES	67.98
Position Rates		
CITY ADMINISTRATOR	ADMIN - FT - CITY MANAGER	179.62
CITY ADMINISTRATOR	ADMIN - FT - EXEC. ASST TO CTY MGR	78.09
COMMUNITY DEVELOPMENT	CD - FT - ASSOCIATE PLANNER	100.13
COMMUNITY DEVELOPMENT	CD - FT - BLDG.& SAFETY SUPVR.	158.78
COMMUNITY DEVELOPMENT	CD - FT - COMM. PRESERV. OFFICER	110.14
COMMUNITY DEVELOPMENT	CD - FT - COMM.DEV.SECRETARY	110.53
COMMUNITY DEVELOPMENT	CD - FT - DIRECTOR OF COMM. DEV.	214.89
COMMUNITY DEVELOPMENT	CD - PT - CITY MAINTENANCE HELPER	36.21
COMMUNITY DEVELOPMENT	CD - PT - COMM. PRESERV. OFFICER	62.90
CITY CLERK	CLERK - FT - CITY CLERK	107.95
CITY CLERK	CLERK - PT - DEPUTY CITY CLERK	33.51
FINANCIAL MANAGEMENT	FINANCE - FT - DIRECTOR OF FINANCE	145.66
FINANCIAL MANAGEMENT	FINANCE - FT - FINANCE OFFICE SPEC.	58.39
FINANCIAL MANAGEMENT	FINANCE - FT - JNR. ACCOUNTANT	94.19
FINANCIAL MANAGEMENT	FINANCE - FT - SR. ACCOUNT CLERK	72.16
FINANCIAL MANAGEMENT	FINANCE - FT - SR. ACCT. CLERK II	74.61
FINANCIAL MANAGEMENT	FINANCE - PT - CASHIER	30.94
POLICE	PS - FT - POL.REC/SYSTEM ADM	112.94
POLICE	PS - FT - POLICE CHIEF	241.80
POLICE	PS - FT - POLICE DESK OFFICER	84.80
POLICE	PS - FT - POLICE LIEUTENANT	215.53
POLICE	PS - FT - POLICE OFFICE SPEC.	78.87
POLICE	PS - FT - POLICE OFFICER	133.59
POLICE	PS - FT - POLICE OFFICER/DET.	143.04
POLICE	PS - FT - POLICE REC. SPECIALIST	66.45
POLICE	PS - FT - POLICE SERGEANT	169.86
POLICE	PS - FT - PROP. CONTROL OFR.	82.46
POLICE	PS - PT - COMMUNITY SERVICE OFFICER	54.97
POLICE	PS - PT - CROSSING GUARD	20.29
POLICE	PS - PT - JR. POLICE CADET	19.51
PUBLIC WORKS	PW - FT - BLDG.MAINT/ELEC.HLPR	113.83

PUBLIC WORKS	PW - FT - CIVIL ENGRG. ASST. II	170.22
PUBLIC WORKS	PW - FT - DEP. CTY MGR/DIR.OF P.W.	228.36
PUBLIC WORKS	PW - FT - ELECTRICAL SUPVR.	159.59
PUBLIC WORKS	PW - FT - EQUIP & MATERIAL SUPVR	165.07
PUBLIC WORKS	PW - FT - MANAGEMENT ANALYST	128.98
PUBLIC WORKS	PW - FT - MECHANICAL HELPER	115.95
PUBLIC WORKS	PW - FT - METER TECHNICIAN	98.12
PUBLIC WORKS	PW - FT - OFFICE SPECIALIST	109.40
PUBLIC WORKS	PW - FT - P.W. ADMIN. COORDTR.	109.74
PUBLIC WORKS	PW - FT - P.W. FIELD SUPERVISOR I	138.79
PUBLIC WORKS	PW - FT - P.W. FIELD SUPVR II	147.36
PUBLIC WORKS	PW - FT - P.W. MAINT. WORKER	113.40
PUBLIC WORKS	PW - FT - P.W. OFFICE SPECIALIST	123.36
PUBLIC WORKS	PW - FT - P.W. SUPERINTENDENT	179.83
PUBLIC WORKS	PW - FT - SENIOR MAINT. WORKER	121.41
PUBLIC WORKS	PW - FT - SR. MAINT. WORKER	124.87
PUBLIC WORKS	PW - FT - WATER/BACKFLOW TECHN	113.62
PUBLIC WORKS	PW - PT - P.W. MAINTENANCE HELPER	41.41
RECREATION & COMMUNITY SERVICES	REC - FT - COMM.SVCE SUPVR.	162.78
RECREATION & COMMUNITY SERVICES	REC - FT - CULTURAL ARTS SUPVR	165.50
RECREATION & COMMUNITY SERVICES	REC - FT - DIR. OF REC & COMM SVCS	244.50
RECREATION & COMMUNITY SERVICES	REC - FT - OFFICE SPECIALIST	131.24
RECREATION & COMMUNITY SERVICES	REC - FT - PROGRAM SPECIALIST	112.19
RECREATION & COMMUNITY SERVICES	REC - FT - RECREATION SUPERVISOR	134.67
RECREATION & COMMUNITY SERVICES	REC - PT - OFFICE CLERK/CASHIER	36.58
RECREATION & COMMUNITY SERVICES	REC - PT - PROGRAM SPECIALIST	87.32
RECREATION & COMMUNITY SERVICES	REC - PT - RECREATION LEADER I	32.95
RECREATION & COMMUNITY SERVICES	REC - PT - RECREATION LEADER II	35.42
RECREATION & COMMUNITY SERVICES	REC - PT - RECREATION LEADER III	43.26

City of San Fernando

Comprehensive User Fee Study Report

May 2, 2018



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EXECUTIVE SUMMARY

The City of San Fernando (the City) engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identifies 100% full cost recovery for City services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction, particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.



USER FEE BACKGROUND

BACKGROUND

As part of a general cost recovery strategy, local governments have adopted user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee.

CALIFORNIA USER FEE HISTORY

Before Proposition 13, California cities were less concerned with potential subsidies and recovering the cost of their services from individual fee payers. In times of fiscal shortages, cities simply raised property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Since the public continues to resist efforts to raise local government taxes, cities have little control and very few successful options for new revenues. Compounding this limitation, the State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation—at the expense of local governments. Most recently, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees have severely reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative", which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The vast majority of fees that cities would seek to adopt will most likely fall into one or more of these exemptions.



ADDITIONAL POLICY CONSIDERATIONS

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefitting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were derived from the City's Cost Allocation Plan.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City Council, by resolution, to annually increase or decrease the fees.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor more directly to the personnel costs can be suitable if there is a clear method for obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.



STUDY OBJECTIVE

As the City of San Fernando seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principle goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.



SCOPE OF THE STUDY

The scope of this study encompasses a review and calculation of the user fees charged by the following San Fernando departments and fee groups:

- Administration
- Community Development
- Finance
- Police
- Public Works
- Recreation and Community Services

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

AIM OF THE REPORT

The User Fee Study focused on the cost of City services, as City staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.



PROJECT APPROACH AND METHODOLOGY

CONCEPTUAL APPROACH

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for property-related (non-discretionary) fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

FULLY BURDENED HOURLY RATES

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

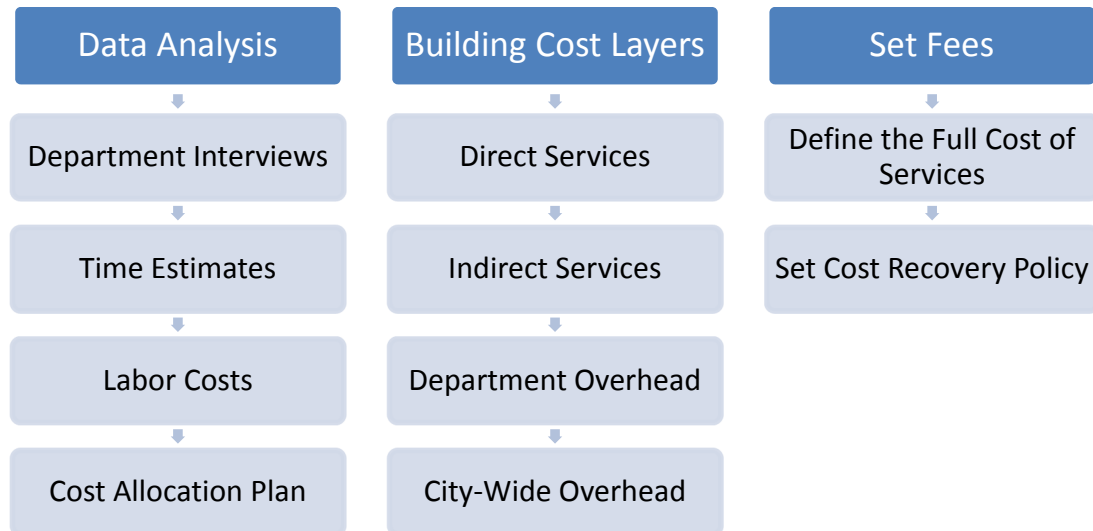
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect City-wide overhead costs calculated through the Cost Allocation Plan

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fees' cost based on the personnel and the amount of their time that is involved in providing each service.

SUMMARY STEPS OF THE STUDY

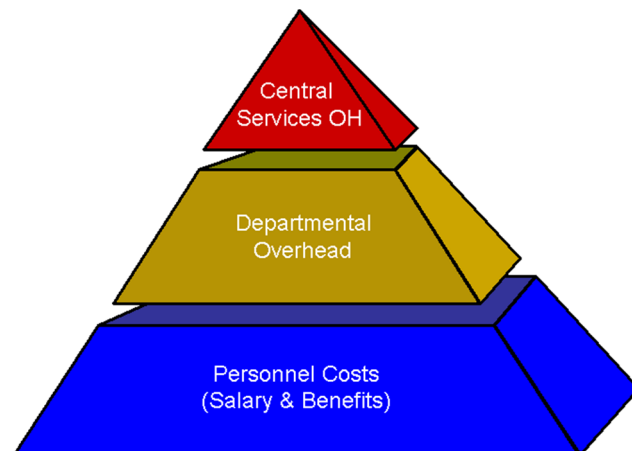
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



ALLOWABLE COSTS

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service ([Appendix A](#)). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, detailed in the City's Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other City departments.





METHODOLOGY

The three methods of analysis for calculating fees used in this report are the:

Case Study Method: This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: The standard Case Study approach relies upon the detailed analysis of specific time estimates, salaries and benefits, expenditures, and overhead costs. In many instances, the underlying data are not available or vary widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. With these general constraints, and in order to maximize the utility of this analysis, Willdan employed a different methodology where appropriate.

Valuation Based Fees: This manner of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division.

QUALITY CONTROL / QUALITY ASSURANCE

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- Confirmation of staff hours
- FTE balancing
- Internal and external reviews
- Cross-checking



REASONS FOR COST INCREASES / DECREASES OVER CURRENT FEES

Within the fee tables in [Appendix C](#), the differences identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
 - Departmental overhead and administration costs
 - Indirect overhead from the Cost Allocation Plan
- Changes in processes and procedures within a department, or the city as a whole



CITY STAFF CONTRIBUTIONS

As part of the study process, Willdan received tremendous support and cooperation from City staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Frequency and current fee levels
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



SAN FERNANDO USER FEES

COST RECOVERY

The cost recovery models, by department/division fee type, are presented in detail in [Appendix C](#). Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and City Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service. The principle goal of this study was to identify the cost of City services, in order to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of San Fernando, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

SUBSIDIZATION

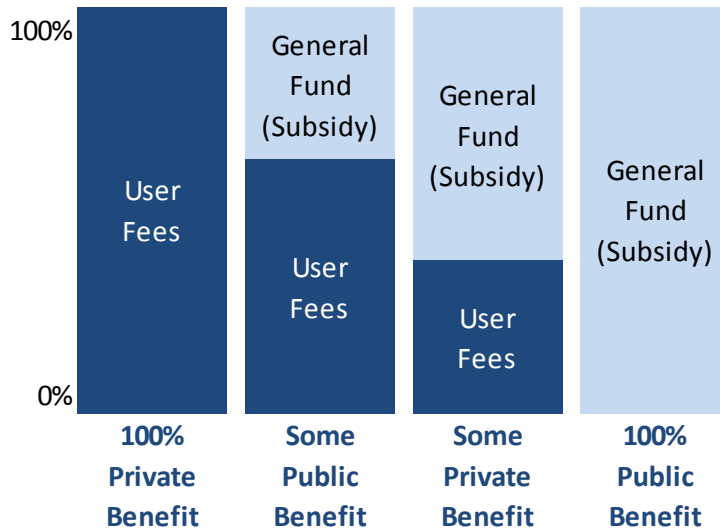
Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) whom receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers many services fall into the range between these two extremes (i.e., Library and Recreation services). The graphic on the following page illustrates the potential decision basis.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City. It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.



Of course, subsidization can be an effective public policy tool, since it can be used to reduce fees to encourage certain activities (such as sports programs and educational classes) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, (such as appeals of discretionary actions) without burdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other City services will not receive funds that are otherwise directed to cover subsidies.



IMPACT ON DEMAND (ELASTICITY)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The Cost of Service Study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

SUMMARY

If the City's overriding goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other City and departmental goals, City Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study. City staff has reviewed the full costs and identified the "recommended fee levels" for consideration by City Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to [Appendix C](#) of this report.



ADMINISTRATION

The Administration Department includes the City Manager's Office, Personnel Division, and management of the City Attorney and Fire Services contract. The Administration Department is responsible for managing day-to-day operations of the City, including, but not limited to, facilitating quality City service delivery to internal and external customers, coordinating inter-departmental cooperation, recruiting and retaining talented staff, and setting overall fiscal policy.

ANALYSIS

Willdan individually reviewed the services provided by the Administration Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The user fee activity associated with Administration services is predominantly related to providing for records request. These activities are regulated by the California Public Records Act, and the fees listed in Appendix C are set in accordance to recover the cost of duplication of records and research requests that go beyond the guidelines set in the Act. The duplication fees are suggested at 100% cost recovery and one new fee has been added as detailed in [Appendix C](#).

COMMUNITY DEVELOPMENT

The Department staff works collaboratively with the City Council, the Successor Agency, the Planning and Preservation Commission, residents, businesses and property owners within the community in addressing urban planning, environmental, housing, historic and neighborhood preservation, and other building and zoning related matters. The staff is responsible for: Ensuring that building construction adheres to the City's life/safety codes; Providing comprehensive planning and development review services in order to facilitate compliance with the City's general plan and zoning regulations; Enforcing the City's zoning code, housing code and property maintenance regulations; and Facilitating new development, neighborhood preservation, and environmental impact assessment through technical support in the areas of urban and environmental planning to the City Council, the City's Successor Agency, and the City Planning and Preservation Commission.

ANALYSIS

Willdan individually reviewed the services provided by the Community Development Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Community Development relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. This analysis has shown that in general, Community Development services are currently under recovering the cost of providing services. Staff is suggesting a two-year implementation for fee increases. The suggested average increase for Fiscal Year 2018/19 would be 36%, and the suggested average increase for Fiscal Year 2019/20 would be 44% over the current fees and 6% over the Fiscal Year 2018/19 fees. On an individual fee basis please refer to [Appendix C](#) for details.



In addition to the fees listed under Community Development, the Building Permit fees are also provided by this department. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, more time and effort that is required to provide the service. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. It is recommended the department implement the most up to date valuation tables, and perform the same update on an annual basis to keep up with the changes in construction costs. In order to reach 100% cost recovery, it is estimated that there would need to be a 25% increase in the fee amounts listed in the modified fee table. 95% cost recovery is being recommended for these services, to be achieved over a two-year span. Both the Fiscal Year 2018/19 and 2019/20 10% fee increases needed to achieve 95% cost recovery are detailed in [Appendix C](#).

FINANCE

The Finance Department is responsible for providing fiscal oversight and control to all City operating departments. As a central support function, the Finance Department administers the City's budget and works in partnership with other City departments to develop budgets, implement control measures, and maximize the value of the City's assets. As such, the Department provides quality services in conformance with the highest professional standards and has received various awards for excellence in financial reporting and distinguished budget presentation by national and state organizations of municipal finance officers. The Finance Department's primary functions include: accounting, budgeting, business licensing, cashiering, short/long-term financial planning and reporting, technology networking services, payroll services, purchasing, risk management, vendor payments, utility billing, and providing support to internal departments.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Finance Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Finance services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. This analysis has shown that in general, Finance services are currently under recovering the cost of providing services. The suggested average fee increase would be 51% as detailed in [Appendix C](#). On an individual basis, there would be an increase to 13 fees and 15 fees would remain as currently set.



POLICE

In partnership with the community, the Police Department is committed to achieving excellence in public safety by providing the highest quality leadership and police services. The Department's purpose is to ensure a safe environment for residents and visitors of San Fernando by providing proactive law enforcement to our diverse community and business members. The Police Department is a dedicated group of law enforcement professionals vested in the highest quality of life for the community. Through investigations, patrols, crime prevention, and other specialized services, the Department protects life, property, and the rights of all persons. The Department continues to enjoy strong community support based upon efficient and effective law enforcement operations.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Police services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City Central Services. Due to the suggested fee levels in [Appendix C](#), the average fee increase is 7%. As a result, there would be an increase for 5 fees, a decrease for 1 fee, 16 fees would remain as currently set, and 8 new fees would be added.

PUBLIC WORKS

The Public Works Department provides engineering services and capital improvement planning to ensure a high quality of public infrastructure. The Public Works Department is responsible for rehabilitating and restoring the City's infrastructure (i.e. facilities, streets, water pipelines, sewer system), providing safe and reliable water delivery, improving the flow of traffic, maintaining parkway streets and landscape, cleaning of City streets, overseeing transportation programs, managing the City's sanitary sewer system, and coordinating refuse and recycling programs.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Public Works relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. This analysis has shown that in general, Public Works services are currently under recovering the cost of providing services. The suggested average fee increase for those that could be measured would be 8% as detailed in [Appendix C](#). As a result, there would be an increase for 34 fees, 41 fees would remain as currently set, 15 new fees would be added, and 18 fees have either undeterminable or variable changes due to the fee structure.



RECREATION AND COMMUNITY SERVICES

The mission of the Recreation and Community Services Department is to develop and implement programs and activities that provide for the well-being and the personal development of the City's residents. The staff is dedicated to creating those experiences that provide for good citizenship, a sense of community, and for a better quality of life. The Recreation and Community Services Department is comprised of four (4) divisions, including Administration, Community Services, Recreation, and Special Events. Together, the Divisions provide programming and resources to the community that include youth/adult sports, day camps, after school programming, cultural arts, wellness/fitness, senior services, teen programming, volunteer opportunities, and special events.

ANALYSIS

Willdan individually reviewed the services and programs associated with the Recreation and Community Services Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

Recreation and Community Services include special events, facility rentals, park rentals, and other community related services. When possible, the analysis relied upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for City Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. A programmatic method was used in other cases so that the estimated cost per participant in a given program could be determined. This analysis has shown that the costs associated with Recreation and Community services are much greater than the amounts charged for a majority of fees. It is generally accepted that some Community Service programs provide a measure of public benefit to the residents and City as a whole, and cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions. The suggested fee amounts detailed in [Appendix C](#) include minor increases for some fees, but most services would remain at their current levels with an average fee subsidy of 44%.



APPENDIX A – TOTAL ALLOWABLE COST TO BE RECOVERED

Below are the total allowable costs that may be recovered through User Fees; however, only a percentage of the total allowable cost is realized as staff not only works on services related to User Fees, but also works on an array of other City functions during the operational hours of the City.

City of San Fernando - User Fee Overhead Rate Calculations

Department	Salary and Benefits	Department Operations & Administration	Direct Overhead %	Cap Allocation %
CITY ADMINISTRATOR	315,780	80,369	25.5%	0.0%
CITY CLERK	147,677	33,428	22.6%	0.0%
FINANCIAL MANAGEMENT	425,281	167,366	39.4%	0.0%
PERSONNEL	223,875	76,448	34.1%	0.0%
TREASURY	147,037	23,467	16.0%	0.0%
BUILDING INSPECTIONS	206,733	40,214	19.5%	20.5%
COMMUNITY DEVELOPMENT	514,077	191,713	37.3%	40.0%
FIRE SERVICES	-	2,800,000	0.0%	5.5%
POLICE	5,762,685	1,546,587	26.8%	23.7%
PUBLIC WORKS	653,060	448,599	68.7%	26.5%
RECREATION & COMMUNITY SERVICES	795,063	670,046	84.3%	43.2%



APPENDIX B – FULLY BURDENED HOURLY RATES

Below are fully burdened hourly rates on an average department scale and at the staff position level for all City personnel. The FBHRs were used to determine the full cost of each service detailed in [Appendix C](#). They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For positions in central service departments, such as the City Clerk and Finance, the overhead of central service departments is not included, as that cost is recovered through the cost allocation plan. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in [Appendix A](#)) will be applied to that central service positions' salary and benefit rate for full cost recovery. For any user fee service request that is outside the scope of the fees detailed in [Appendix C](#), or for services for which there is no fee currently set up, the City can charge up to the full cost of the Fully Burdened Hourly Rate for personnel involved as well as any material or third-party cost required.



City of San Fernando - User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Department Rates		
CITY ADMINISTRATOR	CITY ADMINISTRATOR	128.86
CITY CLERK	CITY CLERK	81.07
FINANCIAL MANAGEMENT	FINANCIAL MANAGEMENT	81.44
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT	118.16
POLICE	POLICE	118.39
PUBLIC WORKS	PUBLIC WORKS	130.90
RECREATION & COMMUNITY SERVICES	RECREATION & COMMUNITY SERVICES	67.98
Position Rates		
CITY ADMINISTRATOR	ADMIN - FT - CITY MANAGER	179.62
CITY ADMINISTRATOR	ADMIN - FT - EXEC. ASST TO CTY MGR	78.09
COMMUNITY DEVELOPMENT	CD - FT - ASSOCIATE PLANNER	100.13
COMMUNITY DEVELOPMENT	CD - FT - BLDG. & SAFETY SUPVR.	158.78
COMMUNITY DEVELOPMENT	CD - FT - COMM. PRESERV. OFFICER	110.14
COMMUNITY DEVELOPMENT	CD - FT - COMM.DEV.SECRETARY	110.53
COMMUNITY DEVELOPMENT	CD - FT - DIRECTOR OF COMM. DEV.	214.89
COMMUNITY DEVELOPMENT	CD - PT - CITY MAINTENANCE HELPER	36.21
COMMUNITY DEVELOPMENT	CD - PT - COMM. PRESERV. OFFICER	62.90
CITY CLERK	CLERK - FT - CITY CLERK	107.95
CITY CLERK	CLERK - PT - DEPUTY CITY CLERK	33.51
FINANCIAL MANAGEMENT	FINANCE - FT - DIRECTOR OF FINANCE	145.66
FINANCIAL MANAGEMENT	FINANCE - FT - FINANCE OFFICE SPEC.	58.39
FINANCIAL MANAGEMENT	FINANCE - FT - JNR. ACCOUNTANT	94.19
FINANCIAL MANAGEMENT	FINANCE - FT - SR. ACCOUNT CLERK	72.16
FINANCIAL MANAGEMENT	FINANCE - FT - SR. ACCT. CLERK II	74.61
FINANCIAL MANAGEMENT	FINANCE - PT - CASHIER	30.94



City of San Fernando - User Fee

Fully Burdened Hourly Rate Calculation

Department	Position	Fully Burdened Hourly Rate
Department Rates		
POLICE	PS - FT - POL.REC/SYSTEM ADM	112.94
POLICE	PS - FT - POLICE CHIEF	241.80
POLICE	PS - FT - POLICE DESK OFFICER	84.80
POLICE	PS - FT - POLICE LIEUTENANT	215.53
POLICE	PS - FT - POLICE OFFICE SPEC.	78.87
POLICE	PS - FT - POLICE OFFICER	133.59
POLICE	PS - FT - POLICE OFFICER/DET.	143.04
POLICE	PS - FT - POLICE REC. SPECIALIST	66.45
POLICE	PS - FT - POLICE SERGEANT	169.86
POLICE	PS - FT - PROP. CONTROL OFR.	82.46
POLICE	PS - PT - COMMUNITY SERVICE OFFICER	54.97
POLICE	PS - PT - CROSSING GUARD	20.29
POLICE	PS - PT - JR. POLICE CADET	19.51
PUBLIC WORKS	PW - FT - BLDG.MAINT/ELEC.HLPR	113.83
PUBLIC WORKS	PW - FT - CIVIL ENGRG. ASST. II	170.22
PUBLIC WORKS	PW - FT - DEP. CTY MGR/DIR.OF P.W.	228.36
PUBLIC WORKS	PW - FT - ELECTRICAL SUPVR.	159.59
PUBLIC WORKS	PW - FT - EQUIP & MATERIAL SUPVR	165.07
PUBLIC WORKS	PW - FT - MANAGEMENT ANALYST	128.98
PUBLIC WORKS	PW - FT - MECHANICAL HELPER	115.95
PUBLIC WORKS	PW - FT - METER TECHNICIAN	98.12
PUBLIC WORKS	PW - FT - OFFICE SPECIALIST	109.40
PUBLIC WORKS	PW - FT - P.W. ADMIN. COORDTR.	109.74
PUBLIC WORKS	PW - FT - P.W. FIELD SUPERVISOR I	138.79
PUBLIC WORKS	PW - FT - P.W. FIELD SUPVR II	147.36
PUBLIC WORKS	PW - FT - P.W. MAINT. WORKER	113.40
PUBLIC WORKS	PW - FT - P.W. OFFICE SPECIALIST	123.36
PUBLIC WORKS	PW - FT - P.W. SUPERINTENDENT	179.83
PUBLIC WORKS	PW - FT - SENIOR MAINT. WORKER	121.41
PUBLIC WORKS	PW - FT - SR. MAINT. WORKER	124.87
PUBLIC WORKS	PW - FT - WATER/BACKFLOW TECHN	113.62
PUBLIC WORKS	PW - PT - P.W. MAINTENANCE HELPER	41.41
RECREATION & COMMUNITY SERVICES	REC - FT - COMM.SVCE SUPVR.	162.78
RECREATION & COMMUNITY SERVICES	REC - FT - CULTURAL ARTS SUPVR	165.50
RECREATION & COMMUNITY SERVICES	REC - FT - DIR. OF REC & COMM SVCS	244.50
RECREATION & COMMUNITY SERVICES	REC - FT - OFFICE SPECIALIST	131.24
RECREATION & COMMUNITY SERVICES	REC - FT - PROGRAM SPECIALIST	112.19
RECREATION & COMMUNITY SERVICES	REC - FT - RECREATION SUPERVISOR	134.67
RECREATION & COMMUNITY SERVICES	REC - PT - OFFICE CLERK/CASHIER	36.58
RECREATION & COMMUNITY SERVICES	REC - PT - PROGRAM SPECIALIST	87.32
RECREATION & COMMUNITY SERVICES	REC - PT - RECREATION LEADER I	32.95
RECREATION & COMMUNITY SERVICES	REC - PT - RECREATION LEADER II	35.42
RECREATION & COMMUNITY SERVICES	REC - PT - RECREATION LEADER III	43.26



APPENDIX C – COST RECOVERY ANALYSIS & SUGGESTED FEE LEVELS

The following tables provide the results of the analysis, resulting full cost recovery amounts, and recommended fees. For fees in which the full cost, percent targeted cost recovery level, or percent change is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one to one basis, a full cost was not calculated (for penalties and fines), the fee proposed is new, or when there is not a current fee amount to compare against.

I. ADMINISTRATION DEPARTMENT**A. SERVICE FEES AND CHARGES**

#	Description	Charge	Unit	Special Condition	Authority
1	Duplication Of Documents				
1a	Per Page - Black & White - 8.5 x 11	0.25	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
1b	Per Page - Black & White - greater than 8.5 x 11	0.25	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
1c	Per Page - Color - 8.5 x 11	0.25	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
1d	Per Page - Color - greater than 8.5 x 11	0.25	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
2	Duplication Of CD	1.00	Each	Must Be Paid Prior To Duplication	GC\$6257
3	Duplication Of Cassette Tapes	1.00	Each	Must Be Paid Prior To Duplication	GC\$6257 & SF Resolution 7553
4	Fair Political Practices Commission (FPPC) Documents			(i.e., Campaign Statements, Form 700, etc.)	
4a	Duplication Of Documents	0.10	Each		GC\$81008
4b	Retrieval Fee (for copies of statements five years or older)	5.00	Per Request		GC\$81008
5	Certification of City Documents	New	Per Document		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$0.25	0%	\$0.25	0
\$0.50	0%	\$0.50	0.25
\$0.50	0%	\$0.50	0.25
\$1.00	0%	\$1.00	0.75
\$1.00	0%	\$1.00	0
\$1.00	0%	\$1.00	0
NA	NA	\$0.10	0
NA	NA	\$5.00	0
\$6.76	11%	\$6.00	NA

II. COMMUNITY DEVELOPMENT DEPARTMENT

A. GENERAL PLANNING AND DEVELOPMENT FEES AND SERVICE CHARGES					
#	Requirements	Fee/Charge	Unit	Special Condition	Authority
1	Variance	2,567.00	Each	See Exception For Single Family Detached Dwelling On One Lot With Residing Owner Occupant (Section B)	SF Resolution 7553
2	Conditional Use Permit	3,005.00	Each	See Exception For Single Family Detached Dwelling On One Lot With Residing Owner Occupant (Section B)	SF Resolution 7553
3	Modification	1,158.00	Each	See Exception For Single Family Detached Dwelling On One Lot With Residing Owner Occupant (Section B)	SF Resolution 7553
4	Precise Development	1,015.00	Each		SF Resolution 7553
5	Specific Plan	5,039.00	Each	Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates	SF Resolution 7553
6	Development Agreement	Hourly Rate	Each	\$5,600 Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates	SF Resolution 7553
7	Large Family Day Care	1,096.00	Each		SF Resolution 7553
8	Free Standing Sign	1,050.00	Each		SF Resolution 7553
9	Site Plan Review	1,763.00	Each	One Fee Regardless Of Lot Size; See Exception For Single Family Detached Dwelling On One Lot With Residing Owner Occupant (Section B)	SF Resolution 7553
10	Zone Change	3,601.00	Each	Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates	SF Resolution 7553
11	General Plan Amendment	3,601.00	Each	Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates	SF Resolution 7553
12	Zoning Permit Review				
12a	Zoning Occupancy Permit Review	230.00	Each	Includes Fees For Building & Safety Division and the Community Preservation Division Inspections	SF Resolution 7553
12b	Zoning Review DMV Clearance	65.00	Each		SF Resolution 7553
12c	Zoning Rebuild Letter	108.00	Each		SF Resolution 7553
12d	Swap Meet Occupancy For Sellers	25.00	Each		SF Resolution 7553
13	Wall And Fence Permit	N/A	Each	Building Permit Issued Per City Code Section 106-970	SF Resolution 7553
14	Home Occupation	68.00	Each		SF Resolution 7553
15	Sign Permit	275.00	Each		SF Resolution 7553
16	Banner Permit	68.00	Each	Five Banners Permitted Per One Calendar Year; Maximum five periods of 21-days per year	SF Resolution 7553 and SFCC §106-934(b)
17	Lot Line Adjustment	1,557.00	Each	One Fee Regardless Of Lot Size	SF Resolution 7553
18	Environmental Documentation				
18a	Categorical Exemption	204.00	Each	Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates and/or consultant fees	SF Resolution 7553
18b	Initial Studies	Hourly Rate		Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates and/or consultant fees	SF Resolution 7553
18c	Environmental Impact Report	Hourly Rate		Minimum Deposit; Actual Cost May Exceed Deposit And Is Based On Hourly Rates and/or consultant fees	SF Resolution 7553
19	Appeals Of Action By Director Or Planning Commission	½ Application Fee	Each		SF Resolution 7553
20	Preliminary Parcel Map Fee			This is just a title for when we create the fee schedule format	
20a	Preliminary Parcel Map Fee	2,187.00	Each		SF Resolution 7553
20b	Cost For Each Lot Shown On Map	100.00			SF Resolution 7553
21	Tentative Tract Map Fee				
21a	Single Family Variance and Single Family Site Plan Review	2,451.00	Each		SF Resolution 7553
21b	Cost For Each Lot Shown On Map	100.00			SF Resolution 7553
21c	Owner Initiated Lot Merger	2,900.00			SF Resolution 7553
22	Public Notification				
22a	Mailing Labels	400.00	Set	500 Foot Radius	SF Resolution 7553
22b	Postage	120.00			SF Resolution 7553
22c	Published Notice In Newspaper	600.00	Each	¼ Ads Only; Based On Minimum Fee; If Actual Costs Are Higher, Then Applicant Will Be Billed	SF Resolution 7553
22d	Notice of Environmental Assessment	1,100.00	Each	Based on minimum fee, if actual costs are higher, then applicant will be billed accordingly	SF Resolution 7553
23	Hourly Rate Schedule				
23a	Community Development Director	101.00	Hour		SF Resolution 7553
23b	Building And Safety Supervisor	69.00	Hour		SF Resolution 7553
23c	Associate Planner	59.00	Hour		SF Resolution 7553
23d	Community Preservation Officer	49.00	Hour		SF Resolution 7553
23e	Secretary/Administrative Assistant	46.00	Hour		SF Resolution 7553
23f	Consultant	TBD	Hour	Fees calculated on a project by project basis	
24	Staff Research	Hourly Rate		Projects Involving Staff Research and Project Expediting; per Fee Schedule established under Item No. 23 including any additional fees associated with other Department and Division staff support, including consultant costs	SF Resolution 7553
25	Planning Review	240.00	Each		SF Resolution 7553
26	Notary Fee	15.00	Each		

FY 18/19 Fee Level			
Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$4,863.99	46%	\$2,607.70	\$41
\$4,863.99	20%	\$3,891.20	\$886
\$3,502.39	20%	\$2,801.91	\$1,644
\$3,072.02	20%	\$2,457.62	\$1,443
\$13,978.71	20%	\$11,182.97	\$6,144
Variable	NA	Hourly Rate	\$0
\$3,291.14	37%	\$2,084.91	\$989
\$3,001.67	20%	\$2,401.33	\$1,351
\$3,996.29	42%	\$2,315.53	\$553
\$5,285.32	20%	\$4,228.25	\$627
\$5,285.32	20%	\$4,228.25	\$627
\$4.64	25%	\$3.48	\$3
\$323.18	25%	\$242.39	\$12
\$191.23	25%	\$143.42	\$78
\$269.02	25%	\$201.77	\$94
\$25.71	25%	\$19.28	-\$6
\$82.34	0%	\$82.34	NA
\$82.34	25%	\$61.75	-\$6
\$453.59	25%	\$340.19	\$65
\$107.37	25%	\$80.53	\$13
\$3,752.56	50%	\$1,876.28	\$319
Variable	0%	\$2,400.00	NA
Variable	0%	\$6,800.00	NA
Variable	0%	\$15,000.00	NA
NA	NA	½ Application Fee	NA
\$5,593.42	40%	\$3,381.23	\$1,194
\$198.91	45%	\$109.13	\$9
\$5,723.42	41%	\$3,353.23	\$902
\$159.21	20%	\$127.37	\$27
\$4,251.83	20%	\$3,401.47	\$501
\$441.19	9%	\$400.00	\$0
\$120.00	0%	\$120.00	\$0
Variable	0%	\$600.00	\$0
Variable	0%	\$1,100.00	\$0
\$214.89	20%	\$171.91	\$71
\$158.78	20%	\$127.02	\$58
\$100.13	20%	\$80.11	\$21
\$110.14	20%	\$88.11	\$39
\$110.53	20%	\$88.42	\$42
Variable	0%	TBD	NA
Variable	0%	Hourly Rate	NA
\$400.53	20%	\$320.42	\$80
NA	NA	\$15.00	\$0

II. COMMUNITY DEVELOPMENT DEPARTMENT

27	Determination of Public Convenience or Necessity	New	Each		
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		FY 18/19 Fee Level	
\$1,308.92	30%	\$916.00	NA

B. EXCEPTIONS FOR SINGLE FAMILY DETACHED DWELLING ON ONE LOT WITH RESIDING OWNER OCCUPANT

#	Requirements	Charge	Unit	Special Condition	Authority
1	Modification	579.00	Each	% Of Modification Application	SF Resolution 7553
2	Variance	1,284.00	Each	% Of Variance Application	SF Resolution 7553
3	Conditional Use Permit	1,503.00	Each	% Of Conditional Use Permit Application	SF Resolution 7553
4	Site Plan Review	882.00	Each	% Of Site Plan Review Application	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$1,400.96	\$822
NA	NA	\$1,303.85	\$20
NA	NA	\$1,945.60	\$443
NA	NA	\$1,157.77	\$276

C. BUILDING/ HOUSING INSPECTION FEES - SCHEDULE A

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Patio Cover	25.00	R1, R2, R3	Yes/ No	V	U	E	GC\$66014 & SF Resolution 7553
2	Patio Enclosure	35.00	R1, R2, R3	Yes / No	V	U	E	GC\$66014 & SF Resolution 7553
3	Carport	25.00	R1, R2, R3	Yes / No	V	U	E	GC\$66014 & SF Resolution 7553
4	Garage	50.00	R1, R2, R3	Yes / No	V	U	E	GC\$66014 & SF Resolution 7553
5	Noncommercial Greenhouse	15.00	R1, R2, R3	No / No	V	U	E	GC\$66014 & SF Resolution 7553
6	Storage Shed	30.00	R1, R2, R3	Yes / No	V	U	E	GC\$66014 & SF Resolution 7553
7	Re-roofing - Comp Shingle	2.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
8	Re-roofing - Built-up 2 ply	2.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
9	Re-roofing - Clay	9.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
10	Re-roofing- Fiber Glass	2.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
11	Relocation - 2 or more stories	40.00	R1, R2, R3	No / No	V	R-3	E	GC\$66014 & SF Resolution 7553
12	Relocation - Multi-pieces	32.00	R1, R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
13	Relocation- Attached Garage	29.00	R1, R2, R3	No / No	V	U		GC\$66014 & SF Resolution 7553
14	Relocation - Detached Garage	29.00	R1, R2, R3	No / No	V	U		GC\$66014 & SF Resolution 7553
15	Pool (Private)	32.00	R1	No / No				GC\$66014 & SF Resolution 7553
16	Pool (Public)	40.00	R2, R3	No / No				GC\$66014 & SF Resolution 7553
17	Block Wall	12.00	R1, R2, R3	No / No				GC\$66014 & SF Resolution 7553
18	Fence	8.00	R1, R2, R3	Yes / No				GC\$66014 & SF Resolution 7553
19	Botanical Garden	122.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
20	Agricultural	122.00	M1, M2	No / No	I or II	F-1	F	GC\$66014 & SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$25.00	\$0
Variable	NA	\$35.00	\$0
Variable	NA	\$25.00	\$0
Variable	NA	\$50.00	\$0
Variable	NA	\$15.00	\$0
Variable	NA	\$30.00	\$0
Variable	NA	\$2.00	\$0
Variable	NA	\$2.00	\$0
Variable	NA	\$9.00	\$0
Variable	NA	\$2.00	\$0
Variable	NA	\$40.00	\$0
Variable	NA	\$32.00	\$0
Variable	NA	\$29.00	\$0
Variable	NA	\$29.00	\$0
Variable	NA	\$32.00	\$0
Variable	NA	\$40.00	\$0
Variable	NA	\$12.00	\$0
Variable	NA	\$8.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0

D. BUILDING/ HOUSING INSPECTION FEES - SCHEDULE B

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Recreational Room	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
2	Addition to Dwelling Unit	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
3	Remodel	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
4	Single Family Dwellings - Standard/Accessory Dwelling Unit	60.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
5	Single Family Dwelling - Pre Fab	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
6	Single Family Dwellings - Tract	95.00	R1, R2, R3	Yes / No	V	R-3	E	GC\$66014 & SF Resolution 7553
7	Guesthouse	95.00	R1, R2, R3	No / Yes	V	R-3	E	GC\$66014 & SF Resolution 7553
8	Duplex	95.00	R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
9	Triplex	85.00	R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
10	4 to 5 Unit Apartment Building	98.00	R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
11	Apartment House - Sr. Citizen	95.00	R2, R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
12	Residential Condominium	85.00	R2, R3	No / Yes	V	R-3	E	GC\$66014 & SF Resolution 7553
13	Multiple-Family Dwelling Units	85.00	R3	No / No	V	R-1	E	GC\$66014 & SF Resolution 7553
14	Boardinghouse	85.00	R3	No / Yes	V	R-1	E	GC\$66014 & SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$100.00	\$5
Variable	NA	\$100.00	\$5
Variable	NA	\$101.00	\$6
Variable	NA	\$100.00	\$40
Variable	NA	\$60.00	-\$35
Variable	NA	\$100.00	\$5
Variable	NA	\$100.00	\$5
Variable	NA	\$100.00	\$5
Variable	NA	\$100.00	\$15
Variable	NA	\$85.00	-\$13
Variable	NA	\$98.00	\$3
Variable	NA	\$100.00	\$15
Variable	NA	\$85.00	\$0
Variable	NA	\$85.00	\$0

II. COMMUNITY DEVELOPMENT DEPARTMENT

E. BUILDING/ HOUSING INSPECTION FEES - SCHEDULE C

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Garage	50.00	R1, R2, R3	No / No	V	U-1		SF Resolution 7553

FY 18/19 Fee Level

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$50.00	\$0

F. BUILDING/ HOUSING INSPECTION FEES - SCHEDULE D

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Community Care Facility	150.00	R1, R2, R3	No / No	I, II, III or V	B	E	GC\$66014 & SF Resolution 7553
2	Community Center	120.00	R1, R2, R3	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
3	Church	186.00	R1, R2, R3	No / Yes	I, II, III or V	A-2.1	E	GC\$66014 & SF Resolution 7553
4	Schools	140.00	R1, R2, R3	No / Yes	I, II, III or V	E	E	GC\$66014 & SF Resolution 7553
5	Hospital	222.00	R1, R2, R3	No / Yes	I, II, III or V	I 1.2	F	GC\$66014 & SF Resolution 7553
6	Sanitarium	222.00	R1, R2, R3	No / Yes	I, II, III or V	I-3	F	GC\$66014 & SF Resolution 7553
7	Museum	122.00	R3	No / Yes	I, II, III	B	F	GC\$66014 & SF Resolution 7553
8	Library	122.00	R3	No / Yes	I, II, III	B	F	GC\$66014 & SF Resolution 7553
9	Nursery School	122.00	R3	No / Yes	I, II, III	B	F	GC\$66014 & SF Resolution 7553
10	Administrative Office	114.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
11	Professional Office	174.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
12	Government Building	114.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
13	Retail General	122.00	C1, C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
14	Retail Market	122.00	C1, C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
15	Retail Department Store	123.00	C1, C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
16	Retail Mall	122.00	C1, C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
17	Service Business	122.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
18	Restaurant Take Out	161.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
19	Restaurant Fast Food	161.00	C1, C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
20	Restaurant Sit Down with Entertainment/Dancing	164.00	C1, C2	No / No	I, II, III or V	A-2	F	GC\$66014 & SF Resolution 7553
21	Restaurant Sit Down with Stage	164.00	C1, C2	No / No	I, II, III or V	A-2.1	F	GC\$66014 & SF Resolution 7553
22	Restaurant Sit Down	161.00	C1, C2	No / No	I, II, III or V	A-3	F	GC\$66014 & SF Resolution 7553
23	Club, Lodge and Hall	122.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
24	Commercial Recreation	115.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
25	Hotel	115.00	C1, C2	No / Yes	I, II, III or V	R-3	F	GC\$66014 & SF Resolution 7553
26	Motel	115.00	C1, C2	No / Yes	I, II, III or V	R-3	F	GC\$66014 & SF Resolution 7553
27	New Automobile Sales	116.00	C1	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
28	Schools	140.00	C1, C2	No / Yes	I, II, III or V	I	F	GC\$66014 & SF Resolution 7553
29	Secondhand Store	122.00	C1, C2	No / Yes	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
30	Museum	132.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
31	Art Galleries	132.00	C1, C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
32	Automobile Service Station	100.00	C-2	No / No	I, II, III or V	S-3	F	GC\$66014 & SF Resolution 7553
33	Bus Station	122.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
34	Fortunetelling	122.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
35	Hospital	142.00	C2	No / No	I, II, III or V	I	F	GC\$66014 & SF Resolution 7553
36	Mortuaries	149.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
37	New Automobile Sales	116.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
38	Nurseries	122.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
39	Pet Store	122.00	C2	No / No	I, II, III or V	M	F	GC\$66014 & SF Resolution 7553
40	Radio and Television Station	140.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
41	Repair Shops, Bicycle and Motorcycle	122.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
42	Veterinary Clinic	132.00	C2	No / No	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
43	Ambulance	121.00	C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
44	Automobile Repair	79.00	C2	No / Yes	I, II, III or V	S-3	F	GC\$66014 & SF Resolution 7553
45	Bail Bondsman	114.00	C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
46	Billiards	122.00	C2	No / Yes	I, II, III or V	A-2	F	GC\$66014 & SF Resolution 7553
47	Pool parlor	122.00	C2	No / Yes	I, II, III or V	A-2	F	GC\$66014 & SF Resolution 7553
48	Carwash Self Serve	122.00	C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553
49	Carwash Automatic	153.00	C2	No / Yes	I, II, III or V	B	F	GC\$66014 & SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$150.00	\$0
Variable	NA	\$120.00	\$0
Variable	NA	\$186.00	\$0
Variable	NA	\$140.00	\$0
Variable	NA	\$222.00	\$0
Variable	NA	\$222.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$114.00	\$0
Variable	NA	\$174.00	\$0
Variable	NA	\$114.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$123.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$161.00	\$0
Variable	NA	\$161.00	\$0
Variable	NA	\$164.00	\$0
Variable	NA	\$164.00	\$0
Variable	NA	\$161.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$115.00	\$0
Variable	NA	\$115.00	\$0
Variable	NA	\$116.00	\$0
Variable	NA	\$140.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$132.00	\$0
Variable	NA	\$132.00	\$0
Variable	NA	\$100.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$142.00	\$0
Variable	NA	\$149.00	\$0
Variable	NA	\$116.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$140.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$132.00	\$0
Variable	NA	\$121.00	\$0
Variable	NA	\$79.00	\$0
Variable	NA	\$114.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$122.00	\$0
Variable	NA	\$153.00	\$0

[illegible]

[illegible]

II. COMMUNITY DEVELOPMENT DEPARTMENT

163	Tire retarding and recapping hazardous	122.00	M2	No / Yes	I, II, III	F-2	F	GC\$66014 & SF Resolution 7553
164	Cell Tower	New						

		FY 18/19 Fee Level	
Variable	NA	\$122.00	\$0
\$863.01	50%	\$431.51	NA

G. BUILDING/ HOUSING INSPECTION FEES - OTHER

#	Permit	Fee/Valuation for "Good" Construction Per Square Foot	Zoning	Owners Cert. / CUP Required	Type of Const.	Group & Division	SMI	Authority
1	Mobile Home Park	60.00	R2, R3	No / Yes	V	R-3		GC\$66014 & SF Resolution 7553
2	Inspection Prior to Resale of Residential Property (Includes Building Permit/Certificate of Building Compliance, Issuance Fee, Plan Maintenance Fee)	240.00	per property					GC\$66014 & SF Resolution 7553
3	Rental Inspection Program (1 to 2 units)	70.00						
4	Rental Inspection Program (3 or more units)	35.00	per unit	No / No				GC\$66014 & SF Resolution 7553
5	Strong Motion Fee	Percentage of valuation on each permit issued for						New construction and additions only; set by the State
6	Building Plan Maintenance	10.00		Per each plan submitted				
7	Special Revolving Fund	\$4 up to 100,000 valuation; \$1 per 25,000 over 100,00 valuation						
8	Admin. Service Issuance Fee	55.00		per each permit				
9	CASp Fee	\$2 per each building permit		Starting January 1, 2017				
10	Demo	New		\$5 per square foot valuation				
11	Grading	New		\$95 per 1,000 cubic yards				
12	Code Enforcement Inspection Fee	19.00		Fee charged per permit required				
13	General Plan Update Fee	New	% of Building Permit	Fee charged per permit required				

Full Cost	Subsidy %	Suggested Fee	Fee Δ
Variable	NA	\$60.00	\$0
\$970.88	50%	\$485.44	\$245
\$352.93	50%	\$176.46	\$106
\$511.70	50%	\$255.85	\$221
NA	NA	Percentage of valuation on each permit issued for	NA
\$183.09	50%	\$91.55	\$82
Variable	NA	\$4 up to 100,000 valuation; \$1 per 25,000 over 100,00 valuation	\$0
\$183.09	50%	\$91.55	\$37
Variable	NA	\$2 per each building permit	\$0
\$611.84	50%	\$305.92	NA
\$611.84	50%	\$305.92	NA
\$90.44	50%	\$45.22	\$26
69%	71%	20%	NA

H. OTHER FEES

#	Permit	Fee	Unit	Additional	Authority
1	AIMS Maintenance Surcharge	10%	Each	Added to All Building Permit Fees and Planning Fees	SF Resolution 7553
2	Amplified Sound Permit	120.00	Each		SF Resolution 7553
3	Front Yard Landscape (drought tolerant design)	New			
4	Front Yard Flat Work (i.e., new driveway, widening, walk way install)	New			
5	Accessory Structures < 120 sq. ft.	New			
6	Perimeter Fencing	New			
7	A-Frame Signs	New			
8	Window Signage	New			
9	Solar Panel Review	New			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$75.06	100%	10%	\$0
\$7.74	-1451%	\$120.00	\$0
\$107.87	7%	\$100.00	NA
\$107.87	54%	\$50.00	NA
\$107.87	54%	\$50.00	NA
\$107.87	54%	\$50.00	NA
\$107.87	54%	\$50.00	NA
\$107.87	30%	\$75.00	NA

T. GRAFFITI REMOVAL PARTNER PROGRAM

#	Description	Fee	Unit	Special Condition	Authority
1	Graffiti Removal From Private Property Up To Height Of 12'	Actual Cost Per Site	Maximum Height Of 12'	Additional Costs May Include Equipment And Materials; Work Is Contingent On Approval And Signature Of Consent To Enter/Liability Release Form Or Upon Declaration Of Public Nuisance From City Official	SF Resolution 7553
2	Graffiti Removal From Private Property At Height Exceeding 12'	Actual Cost Per Site	Removal Over 12'	Additional Costs May Include Equipment And Materials; Work Is Contingent On Approval And Signature Of Consent To Enter/Liability Release Form Or Upon Declaration Of Public Nuisance From City Official	SF Resolution 7553
3	Sidewalk Pressure Washing	Actual Cost Per Site	Hourly Rate	Additional Costs May Include Equipment And Materials; Work Is Contingent On Approval And Signature Of Consent To Enter/Liability Release Form Or Upon Declaration Of Public Nuisance From City Official	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$7.74	50%	\$3.87	NA
\$7.74	50%	\$3.87	NA
\$7.74	50%	\$3.87	NA

Building Valuation Table FY 18/19 (All New Construction)

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
1	500	24.68	27.14	0.00	0.00	0
501	2,000	24.68	27.14	3.20	5.42	100
2,001	25,000	72.71	108.37	14.70	24.88	1,000
25,001	50,000	487.00	680.52	10.61	17.95	1,000
50,001	100,000	1,027.00	1,129.38	7.35	12.44	1,000
100,001	500,000	3,827.00	1,751.28	5.88	9.95	1,000
500,001	1,000,000	6,327.00	5,731.44	4.99	8.44	1,000
1,000,001	9,999,999	18,327.00	9,953.58	3.83	6.48	1,000

Percent Change = 10%

From FY 17/18 Current rates

Cost Recovery Level = 87%

Building Valuation Table FY 19/20 (All New Construction)

Minimum Value	Maximum Value	FY 18/19 Base Rate	FY 19/20 Base Rate	FY 18/19 Plus \$\$	FY 19/20 Plus \$\$	For every
1	500	27.14	29.62	0.00	0.00	0
501	2,000	27.14	29.62	5.42	5.91	100
2,001	25,000	108.37	118.29	24.88	27.15	1,000
25,001	50,000	680.52	742.80	17.95	19.60	1,000
50,001	100,000	1,129.38	1,232.76	12.44	13.58	1,000
100,001	500,000	1,751.28	1,911.58	9.95	10.86	1,000
500,001	1,000,000	5,731.44	6,256.05	8.44	9.22	1,000
1,000,001	9,999,999	9,953.58	10,864.67	6.48	7.07	1,000

Percent Change = 10%

From FY 18/19 rates

Cost Recovery Level = 95%

III. FINANCE DEPARTMENT**A. SERVICE FEES AND CHARGES**

#	Description	Fee	Unit	Special Condition	Authority
1	Returned Check Fee				
1a	First	25.00			SFCC\$94-263 By SF Ordinance 1607
1b	Second	30.00	Each		SF Resolution 7553
2	Business License Processing Fee	22.00	Each		SF Resolution 7553
3	Tobacco Retailers Permit Fee	250.00	Each		SFCC\$22-436 By SF Resolution 7553
4	Rummage Sale Permit Fee	10.00	Each		SFCC\$22-226

B. UTILITIES

#	Description	Fee	Unit	Special Condition	Authority
1	Utilities				
1a	Security Deposit for a New Residential Applicant	100.00			SFCC\$94-263 By SF Ordinance 1607
1b	Security Deposit for New Commercial Applicant	150.00			SFCC\$94-263 By SF Ordinance 1607
1c	Security Deposit for Delinquent Accounts	150.00		Minimum set by SFCC\$94-263	SFCC\$94-263 By SF Ordinance 1607
1d	Delivery Fee for Final Disconnection Notices	10.00			SFCC\$94-263 By SF Ordinance 1607
1e	Administrative/Reconnection Fee	40.00		Penalty	SFCC\$94-263 By SF Ordinance 1607
1f	Tampering With Meter	75.00		Penalty	SFCC\$94-263 By SF Ordinance 1607
1g	Reinstallation Fee if Meter Has Been Removed	75.00		Penalty	SFCC\$94-263 By SF Ordinance 1607
1h	Reinstallation Fee for Inactive Meter	75.00		Penalty	SFCC\$94-263 By SF Ordinance 1607
1i	Fee for All Accounts With a Backflow Prevention Device	5.00	per month	Cost covers the annual inspection & testing of backflow device; billed \$10 per billing cycle	SFCC\$94-269
1j	Returned Check Fee	25.00			SFCC\$94-263 By SF Ordinance 1607

C. ALARM PERMITS AND NOTIFICATIONS

#	Description	Fee/Charge	Unit	Special Condition	Authority
1	Alarm Permits				
1a	Annual Alarm Permit Issuance	25.00	Each		SFCC\$30-91 By SF Resolution 7553
1b	Penalty For Business With No Permit On File	50.00	Each	In Addition To Permit Fee	SF Resolution 7553
1c	Penalty For Not Paying Bill Within 60 Days After Billing	10% of bill	Per Month	Up To The Amount Of The Bill	SFCC\$30-33 By SF Resolution 7553
2	Monitoring for Alarms Wired to the Police Department				
2a	Business	180.00		Semi-Annual Fee	SF Resolution 7553
2b	Residence	90.00		Semi-Annual Fee	SF Resolution 7553
3	False Alarm Responses				
3a	First Response	Free		Penalty	SFCC\$30-32 By SF Resolution 7553
3b	Second Response	Free		Penalty	SFCC\$30-32 By SF Resolution 7553
3c	Third Response	Free		Penalty	SFCC\$30-32 By SF Resolution 7553
3d	Fourth Response	140.00		Penalty	SFCC\$30-32 By SF Resolution 7553
3e	Fifth Response	140.00		Penalty	SFCC\$30-32 By SF Resolution 7553
3f	Sixth Response	140.00		Penalty	SFCC\$30-32 By SF Resolution 7553
3g	Seventh Response And All Other	210.00		Penalty	SFCC\$30-32 By SF Resolution 7553
4	False Panic Alarm Responses	100.00	Each	Penalty	SFCC\$30-32 By SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$25.00	\$0
NA	NA	\$35.00	\$5
\$23.03	4%	\$22.00	\$0
\$456.77	1%	\$450.00	\$200
\$12.03	-25%	\$15.00	\$5

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$100.00	\$0
NA	NA	\$150.00	\$0
NA	NA	\$150.00	\$0
\$14.19	-6%	\$15.00	\$5
NA	NA	\$40.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$75.00	\$0
\$23.67	-1%	\$24.00	\$19
NA	NA	\$25.00	\$0

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$24.57	-2%	\$25.00	\$0
NA	NA	\$50.00	\$0
NA	NA	10% of bill	\$0
\$212.00	6%	\$200.00	\$20
\$212.00	53%	\$100.00	\$10
\$220.11	100%	Free	\$0
\$220.11	100%	Free	\$0
\$220.11	0%	\$220.00	\$220
\$220.11	0%	\$220.00	\$80
\$220.11	0%	\$220.00	\$80
\$220.11	0%	\$220.00	\$80
\$220.11	-100%	\$440.00	\$230
\$220.11	0%	\$220.00	\$120

V. POLICE DEPARTMENT**R. CONTRACT DUTY**

#	Description	Fee	Unit	Conditions/ Justification	Authority
1	Contract Duty for Long-Term Special Police Services Related to the San Fernando Swap Meet	78.00	Hour	Flat Rate	SF Resolution 7553
2	Contract Duty for Special Police Services				
2a	Officer	77.00	Hour		SF Resolution 7553
2b	Supervisor	98.00	Hour		SF Resolution 7553
2c	Management/Lieutenant	New	Hour		SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$169.86	54%	\$78.00	\$0
\$143.04	45%	\$78.00	\$1
\$169.86	42%	\$98.00	\$0
\$215.53	42%	\$125.00	NA

S. MISCELLANEOUS FEES

#	Description	Fee	Unit	Conditions/ Justification	Authority
1	Vehicle Release	80.00	Each	Collected at Tow Yard	SF Resolution 7553
2	Fingerprints				
2a	Livescan	25.00	Each		SF Resolution 7553
2b	Ink Roll	25.00	Each		SF Resolution 7553
2c	Additional Ink Roll Card	10.00	Each		SF Resolution 7553
2d	Purchase Of Blank Ink Roll Card	8.00	Each		SF Resolution 7553
3	Court Commitment				
3a	Application Fee	50.00	Each	Non-Refundable	SF Resolution 7553
3b	Application Fee - Update	New	Each	Non-Refundable	
3c	Daily Rate	100.00	Daily	Non-Refundable	SF Resolution 7553
4	Law Enforcement Clearance Letters	30.00	Each	Includes: Local Records Checks, Preparing Clearance Letter, Reproduction, File	SF Resolution 7553
5	Application for Request for Police Reports, Audio Recordings, Photographs on CD, and Duplicate Copies	20.00	Each	Non-Refundable	SF Resolution 7553
6	Police Certification Requests	15.00	Each		SF Resolution 7553
7	Abstracts	New	Each		
8	Vehicle Identification Number Verification	45.00	Each		SF Resolution 7553
9	Vehicle Inspection	20.00	Each		SF Resolution 7553
10	Administrative Processing Fee				
10a	Vehicle Administrative Processing Fee	50.00	Each		SF Resolution 7553
10b	Administrative Processing Fee	10.00	Each		SF Resolution 7553
10c	Parking Appeal Administrative Processing Fee	25.00	Each		SF Resolution 7553
11	Driving Under the Influence Cost Recovery Program	Varies	Per Incident	Up to \$12,000 Includes On-Scene and Off-Scene Costs	GC\$53156 & SF Resolution 7553
12	Booking and Processing Fee	135.00	Each	Flat Fee	GC\$29550 - 29550.3
13	Records Request	New	Hour	Non-PRA requests only	
14	Undocumented Visa Fee	New			
15	City Property Damage	New			
16	Failure to Pay Parking Penalty	Double the Fine		Plus any additional cost incurred	
17	Witness Fee	New	Daily		GC 68097.2 (b)
19	Background Check	New	Each		
20	Deuces De Tecum	15.00			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$80.00	0%	\$80.00	\$0
\$62.91	60%	\$25.00	\$0
NA	NA	\$25.00	\$0
Na	NA	\$10.00	\$0
\$8.00	0%	\$8.00	\$0
\$225.89	56%	\$100.00	\$50
\$112.94	56%	\$50.00	NA
\$100.00	0%	\$100.00	\$0
\$37.27	1%	\$37.00	\$7
\$37.27	46%	\$20.00	\$0
\$19.20	1%	\$19.00	\$4
\$28.24	1%	\$28.00	NA
\$66.80	1%	\$66.00	\$21
\$28.24	29%	\$20.00	\$0
\$35.06	0%	\$35.00	-\$15
\$10.00	0%	\$10.00	\$0
\$25.00	0%	\$25.00	\$0
Variable	NA	Varies	\$0
NA	NA	\$135.00	\$0
\$37.27	1%	\$37.00	NA
\$225.89	0%	\$225.00	NA
Variable	NA	Actual Cost	NA
NA	NA	Double the Fine	\$0
NA	NA	\$275.00	NA
\$56.47	65%	\$20.00	NA
NA	NA	\$15.00	\$0

V. PUBLIC WORKS DEPARTMENT

A. ENCROACHMENT PERMIT (Dumpster or Other)					
#	Description	Base Fee	Unit	Conditions	Authority
1	Dumpster For Residential Area	73.00	Lump Sum	Permit Good For A Maximum Of 14 Days	SF Resolution 7553
2	Dumpster For Commercial Area/Special Events	73.00	Lump Sum	Permit Good For A Maximum Of 14 Days	SF Resolution 7553
3	Right-of-Way Encroachments				SF Resolution 7553
3a	Sidewalk - 30 Days	95.00	Per Each Block Side	Expires 30 days from day of issuance; non refundable	SF Resolution 7553
3b	Street Closure Without Traffic Signals	350.00	Per Block/ Per Day		SF Resolution 7553
3c	Street Closure With Traffic Signals	622.00	Per Block/ Per Day		SF Resolution 7553
3d	Parking Stall, No Meter	5 (if applicable) + Staff Cost	Per Stall	Includes Parking Lot Maintenance Fee; See Section L. Professional Services for Staff Cost (time involved determined on case-by-case basis)	SF Resolution 7553
3e	Parking Stall, Metered	Loss of Meter Revenue + 5 (if applicable) + Staff Cost	Per Stall	Includes Loss of Meter Revenue + Parking Lot Maintenance Fee; See Section L. Professional Services for Staff Cost (time involved determined on case-by-case basis)	SF Resolution 7553
3f	Parking Stall, Construction	New	Each	Plus cost of traffic delineators and temporary no parking signs	
4	A-Frame Annual Permit	New			
5	A-Frame Permit Fee	New		Total Cost x 12 Months	
6	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	

B. HOUSE MOVING/ WIDE LOAD PERMIT					
#	Description	Base Fee	Unit	Conditions	Authority
1	House Moving / Wide Load Permit	146.00	Each	Additional Costs for Police, Road Closure or Utilities Relocation may also be required	SF Resolution 7553

C. CERTIFICATE OF SEWER CONNECTION/SEWER DYE TEST					
#	Description	Base Fee	Unit	Conditions	Authority
1	Certificate Of Sewer Connection/Sewer Dye Test	173.00	Each	Minimum fee for Staff Review and Testing to Verify Connections and Leaks	SF Resolution 7553

D. DRAIN SWIMMING POOL					
#	Description	Base Fee	Unit	Conditions	Authority
1	Drain Swimming Pool	123.00	Lump Sum	Minimum Fee for Staff Review and Testing	SF Resolution 7553

E. CONSTRUCTION INSPECTION					
#	Description	Base Fee	Unit	Conditions	Authority
1	Sidewalk, Driveway Approaches		Each		
1b	Review/Evaluation Fee for Construction Permit	36.00	Each	*This fee is non-refundable.	SF Resolution 7553
2	Inspection Fee Sidewalk, Driveway, Curb and Gutter				
2a	Sidewalk, Driveway, Curb and Gutter - Base Permit	\$3.90 per sq ft		includes 1 hour inspection time	SF Resolution 7553
2b	Sidewalk, Driveway, Curb and Gutter - Additional Inspection time needed	\$3.90 per sq ft	per hour	when more than 1 hour inspection time is needed	
3	Curb Drain	4.17	Linear Foot		SF Resolution 7553
4	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	

F. UTILITY TRENCH EXCAVATION					
#	Description	Base Fee/Fine	Unit	Conditions	Authority
1	Review For Utility Trench Work	180.00	Lump Sum	Minimum Inspection Fee	SF Resolution 7553
2	Processing Utility Trench Permits	New			
3	Inspection For Utility Trenches - Base Permit	\$4 per sq ft		includes 1 hour inspection time	SF Resolution 7553
3a	Inspection For Utility Trenches - Additional inspection time needed	\$4 per sq ft	per hour	when more than 1 hour inspection time is needed	
4	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$130.21	25%	\$98.00	\$25
\$130.21	19%	\$105.00	\$32
\$130.21	20%	\$104.00	\$9
\$689.94	20%	\$550.00	\$200
\$1,057.12	20%	\$845.00	\$223
Variable	NA	5 (if applicable) + Staff Cost	\$0
Variable	NA	Loss of Meter Revenue + 5 (if applicable) + Staff Cost	\$0
\$298.37	20%	\$238.00	NA
\$300.44	0%	\$300.00	NA
\$130.21	20%	\$104.00	NA
\$340.44	20%	\$272.00	NA

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$204.31	20%	\$163.00	\$17

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$487.15	20%	\$390.00	\$217

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$370.44	20%	\$296.00	\$173

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$204.31	20%	\$163.00	\$127
\$300.44	20%	\$240.35	NA
\$170.22	20%	\$136.18	NA
\$32.13	87%	\$4.20	\$0
\$340.44	20%	\$272.00	NA

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$385.55	20%	\$309.00	\$129
\$130.21	20%	\$104.00	NA
\$300.44	20%	\$240.35	NA
\$170.22	20%	\$136.18	NA
\$340.44	20%	\$272.00	NA

V. PUBLIC WORKS DEPARTMENT**G. SEWER HOUSE CONNECTION/REPAIR**

#	Description	Base Fee	Unit	Conditions	Authority
1	Processing/Review for Sewer Connection/Repair	220.00	Lump Sum		SF Resolution 7553
2	Inspection	\$4 per In ft		Minimum Inspection Fee	SF Resolution 7553
3	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$227.61	0%	\$227.00	\$7
\$873.35	25%	\$655.00	NA
\$340.44	20%	\$272.00	NA

H. FINAL PARCEL MAP

#	Description	Base Fee	Unit	Conditions	Authority
1	Plan Check Fee	3,840.00	N/A	Minimum Fee Based on Typical Consultant Cost Plus Staff Cost. If City's Actual Costs Exceeds \$3,840, Actual Consultant Fee Will Be Paid Prior to Final Recordation	SF Resolution 7553
2	Additional Fee	270.00	Each	Per Lot	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	0%	\$3,840.00	\$0
NA	0%	\$270.00	\$0

I. FINAL TRACT MAP

#	Description	Base Fee	Unit	Conditions	Authority
1	Plan Check Fee	4,860.00	N/A	Minimum Fee; If City's Cost Exceeds, Actual Consultant Fee Will Be Paid Prior To Final Recordation	SF Resolution 7553
2	Additional Fee	270.00	Each	Per Lot	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	0%	\$4,860.00	\$0
NA	0%	\$270.00	\$0

J. PUBLICATION VENDING MACHINES / NEWS RACK

#	Description	Base Fee	Unit	Conditions	Authority
1	Annual Permit Fee	73.00	Each	Total Cost x 12 Months	SF Resolution 7553
2	Inspection Fee	73.00	Each	Inspection Fee For New Installation Of Machine/News Rack	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$130.21	20%	\$104.00	\$31
\$170.22	20%	\$136.00	\$63

K. PUBLIC WORKS IMPROVEMENT PLAN CHECK / REPORT

#	Description	Base Fee	Unit	Conditions	Authority
1	Grading Plan Check For Residential Development	770.00		Minimum Fee	SF Resolution 7553
2	Grading Plan Check For Commercial Development	1,130.00		Minimum Fee	SF Resolution 7553
3	Site Plan Check List Fee	New		Cost for Each Supervisor Involved in Review Process	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$510.66	0%	\$510.00	-\$260
\$851.11	0%	\$851.00	-\$279
\$1,778.96	20%	\$1,423.00	NA

M. MISCELLANEOUS FEES

#	Description	Base Fee	Unit	Conditions	Authority
1	Inspection Fees After Office Hours	135.00	Hour	Minimum Per Hour	SF Resolution 7553
3	Aerial Photos				SF Resolution 7553
3a	24" X 36" Plain Paper	86.00	Each	(+) Cost of paper, ink and maintenance of plotter	SF Resolution 7553
3c	36" X 60" Plain Paper	108.00	Each	(+) Cost of paper, ink and maintenance of plotter	SF Resolution 7553
4	Events/Filming/Other - Cancellation if less than 72 hours in advance	New	Per Event	Regular Rate	
5	Events/Filming/Other - Change fee on set-up	New	Per Occurrence	Regular Rate	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$255.33	0%	\$255.00	\$120
\$85.11	0%	\$85.00	-\$1
\$85.11	0%	\$85.00	-\$23
\$257.11	0%	\$257.00	NA
\$202.23	0%	\$202.00	NA

O. EQUIPMENT AND MATERIAL RATES

#	Description	Hourly Rate	Unit	Conditions	Authority
1	Equipment				
1a	Dump Truck 5 - 6 Yard	77.00	Each		SF Resolution 7553
1b	2 Ton Service Truck With Small Tools	63.00	Each		SF Resolution 7553
1c	Backhoe	78.00	Each		SF Resolution 7553
1d	Service, Signal Or Electrical Utility Truck	24.00	Each		SF Resolution 7553
1e	Aerial Lift Truck	68.00	Each		SF Resolution 7553
1f	Sweeper Truck	63.00	Each		SF Resolution 7553
1g	Sewer Truck	78.00	Each		SF Resolution 7553
1h	Compressor With Air Tools	34.00	Each		SF Resolution 7553
1i	Concrete Chain Saw	24.00	Each		SF Resolution 7553
1j	Concrete Saw 20" Walk Behind	29.00	Each		SF Resolution 7553
1k	Dump Utility	29.00	Each		SF Resolution 7553
1l	Arrow Boards / Solar	25.00	Each		SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$77.00	\$0
NA	NA	\$63.00	\$0
NA	NA	\$78.00	\$0
NA	NA	\$24.00	\$0
NA	NA	\$68.00	\$0
NA	NA	\$63.00	\$0
NA	NA	\$78.00	\$0
NA	NA	\$34.00	\$0
NA	NA	\$24.00	\$0
NA	NA	\$29.00	\$0
NA	NA	\$29.00	\$0
NA	NA	\$25.00	\$0

V. PUBLIC WORKS DEPARTMENT

1m	Traffic Delineator	1.63	Each		SF Resolution 7553
1n	Barricade Bare	2.17	Each		SF Resolution 7553
1o	Concrete Mixer	20.00	Each		SF Resolution 7553
1p	High Pressure Washer With Trailer	64.00	Each		SF Resolution 7553
1q	Light Tower	33.00	Each		SF Resolution 7553
1r	Portable Generator 6 Kw	18.00	Each		SF Resolution 7553
1s	Large Capacity Mobile Generator	125.00	Each		SF Resolution 7553
1t	Chain Saw 20"	16.24	Each		SF Resolution 7553
1u	Vibrator Compactor	24.00	Each		SF Resolution 7553
1v	3" Trash Pump	26.00	Each		SF Resolution 7553
1w	2" Trash Pump	20.00	Each		SF Resolution 7553
1x	5 Horsepower Tiller Walk Behind	20.00	Each		SF Resolution 7553
1y	Airless Paint Sprayer	35.00	Each		SF Resolution 7553
1z	500 Gallon Water Trailer	24.00	Each		SF Resolution 7553
1aa	5,000 Lb Fork Lift Industrial	50.00	Each		SF Resolution 7553
1bb	Message Board	175.00	Each	Installation, Removal and Programming (Public Works Labor + Service Truck Costs)	SF Resolution 7553
1cc	1690 AM Programming	150.00	Each	Recording and Programming	SF Resolution 7553
1dd	Temporary "No Parking" Signs	Market Value	Each	Price Per Sign	SF Resolution 7553
1ee	K-Rail (Day)	5.00	Each		
1ff	K-Rail (Week)	20.00	Each		
1gg	K-Rail (Month)	50.00	Each		
1hh	Directional Signs (right, left, no turn)	1.40	Each/Day		
1ii	Advanced Warning Signs	3.00	Each/Day	Based on market rental value	
2	Materials				
2a	Cement	Market Value	Cubic Yard		SF Resolution 7553
2b	Slurry	Market Value	Cubic Yard		SF Resolution 7553
2c	Road Base	Market Value	Ton		SF Resolution 7553
2d	Fill Sand	Market Value	Ton		SF Resolution 7553
2e	Temp A/C 800 Cold Mix	Market Value	Ton		SF Resolution 7553
2f	Permanent A/C	Market Value	Ton		SF Resolution 7553

NA	NA	\$1.65	\$0
NA	NA	\$2.20	\$0
NA	NA	\$20.00	\$0
NA	NA	\$64.00	\$0
NA	NA	\$33.00	\$0
NA	NA	\$18.00	\$0
NA	NA	\$125.00	\$0
NA	NA	\$16.25	\$0
NA	NA	\$24.00	\$0
NA	NA	\$26.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$24.00	\$0
NA	NA	\$50.00	\$0
\$331.38	20%	\$265.00	\$90
\$471.69	20%	\$376.00	\$226
NA	NA	Market Value	\$0
NA	NA	\$5.00	\$0
NA	NA	\$20.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$1.40	\$0
NA	NA	\$4.00	\$1
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0
Variable	NA	Market Value	\$0

P. PUBLIC WORKS TREE SERVICES ON PUBLIC PARKWAY

#	Description	Rate	Unit	Conditions	Authority
1	Residential Tree Planting - 24" Box	210.00	Each	With Root Barrier (+) Cost of Public Works Crew to Install	SF Resolution 7553
2	Residential Tree Planting - 36" Box	750.00	Each	With Root Barrier (+) Cost of Public Works Crew to Install	SF Resolution 7553
3	Tree And Stump Removal - Measured at 60" Height	18.00	Per Diameter Inch		SF Resolution 7553
4	Stump Removal	8.00	Per Diameter Inch		SF Resolution 7553
5	Tree Trim - Grid Or Light Trim Not To Exceed 20% Of Tree	59.00	Per Tree		SF Resolution 7553
6	Palm Tree Trimming	59.00	Per Tree		SF Resolution 7553
7	Fichus Tree Trimming	118.00	Per Tree		SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$204.31	0%	\$204.00	-\$6
\$204.31	0%	\$204.00	-\$546
NA	NA	Contract Rate	NA
NA	NA	Contract Rate	NA
NA	NA	Contract Rate	NA
NA	NA	Contract Rate	NA
NA	NA	Contract Rate	NA

Q. RESIDENTIAL SIDEWALK PARTNER PROGRAM

#	Description	Base Fee	Unit	Conditions	Authority
1	Sidewalk or Approach	6.00	Square Foot	Only Offered As Funds Remain Available; based on avg size 16' x 6' (labor, concrete & materials)	SF Resolution 7553

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$54.54	50%	\$27.27	\$21

R. CITY BANNER AND BUS SHELTER PROGRAM

#	Description	Base Fee	Unit	Conditions	Authority
1	Cross Street Banner				
1a	Installation and Removal of Banner	131.00	Each	(+) Cost of Public Works Crew; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
1b	Weekly Ad Rate For Display Of Banner	29.00	Each		SF Resolution 7553
2	Vertical Street Pole Banner			(+) Cost of Public Works Crew; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
2a	Install And Removal Single Banner	16.00	Each	(+) Cost of Public Works Crew; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
2c	Weekly Ad Rate For Display Of Single Banner	15.00	Each		SF Resolution 7553
2e	Install Of Banner Hanging Hardware	102.00	Each	(+) Cost of Public Works Crew	SF Resolution 7553
3	Banner Ads On City Trolley			(+) Cost of Public Works Crew	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,233.82	25%	\$925.00	\$794
\$119.20	25%	\$89.00	\$60
\$119.20	25%	\$89.00	\$89
\$434.77	25%	\$326.00	\$310
\$119.20	25%	\$89.00	\$74
\$184.31	25%	\$138.00	\$36

V. PUBLIC WORKS DEPARTMENT

3a	Install And Removal Of Single Banner On Exterior	32.00	Each	(+) Cost of Public Works Crew; Applicant To Provide Banner Ads; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
3b	Weekly Ad Rate For Display Of Banner	22.00	Each		SF Resolution 7553
3c	Weekly Ad Rate For Display Of Ads On Trolley Interior, Or Running Of Ad On Trolley Closed Circuit TV Display	22.00	Each		SF Resolution 7553
4	Bus Shelters				SF Resolution 7553
4a	Poster Size Banner Installation And Take Down	19.00	Each	(+) Cost of Public Works Crew; City Reserves The Right To Review And Approve Content Of Banner	SF Resolution 7553
4b	Banner Display - Monthly Ad Rate	11.00	Each		SF Resolution 7553

\$119.20	25%	\$89.00	\$57
\$119.20	25%	\$89.00	\$67
\$119.20	25%	\$89.00	\$67
\$197.64	25%	\$148.00	\$129
\$119.20	25%	\$89.00	\$78

S. NPDES COMMERCIAL / INDUSTRIAL SITE INSPECTION PROGRAM

#	Description	Base Fee	Unit	Conditions	Authority
1	Initial Inspection				
1a	Industrial	155.00	Each		
1b	Auto-Related	125.00	Each		
1c	Retail Gas Outlet	90.00	Each		
1d	Restaurants	90.00	Each		
2	Second Follow-Up Inspection				
2a	Industrial	130.00	Each		
2b	Auto-Related	110.00	Each		
2c	Retail Gas Outlet	75.00	Each		
2d	Restaurants	75.00	Each		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA
NA	NA	contractor cost + 27%	NA

T. COMMERCIAL SELF-HAUL PERMIT / INSPECTION FEES

#	Description	Base Fee	Unit	Conditions	Authority
1	Annual Permit Fee	209.00	Each	City to Provide time	
2	Inspection Fee	49.00	Each	City to Provide time	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$147.02	0%	\$147.00	-\$62
\$55.07	0%	\$55.00	\$6

U. Miscellaneous

#	Description	Base Fee	Unit	Conditions	Authority
1	Expedite Fee - Engineering	New		2 hrs at Overtime Rate	
2	Processing Fee	New			
3	Events/Filming/Other - Cancellation if less than 72 hours in advance	New	Per Event	Regular Rate	
4	Events/Filming/Other - Change fee on set-up	New	Per Occurrence	Regular Rate	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$340.44	0%	\$340.00	NA
\$119.20	20%	\$95.00	NA
\$257.11	3%	\$250.00	NA
\$202.23	1%	\$200.00	NA

VII. RECREATION AND COMMUNITY SERVICES DEPARTMENT**A. INDOOR FACILITY USE (RECREATION PARK, LAS PALMAS PARK AND TEA HOUSE AT RUDY ORTEGA SR. PARK)**

	Number of Participants	Facility Fee /Hour	Staff Rate /Hour	Conditionally Refundable Damage/ Cleaning Deposit + Application Fee	Duration Minimum	Authority
1	Resident / Non-Profit					
1a	Event With 1 - 49 People	28.00	17	150 + 5	3 Hours	SF Resolution 7553
1b	Event With 50 - 99 People	33.00	34	150 + 5	3 Hours	SF Resolution 7553
1c	Event With 100 - 149 People	44.00	50	150 + 5	3 Hours	SF Resolution 7553
1d	Event With 150 - 199 People	54.00	66	150 + 5	3 Hours	SF Resolution 7553
1e	Event With 200 - 249 People	65.00	66	150 + 5	3 Hours	SF Resolution 7553
1f	Event With 250 - 300 People	75.00	66	150 + 5	3 Hours	SF Resolution 7553
2	Non-Resident					
2a	Event With 1 - 49 People	38.00	17	150 + 5	3 Hours	SF Resolution 7553
2b	Event With 50 - 99 People	49.00	34	150 + 5	3 Hours	SF Resolution 7553
2c	Event With 100 - 149 People	54.00	50	150 + 5	3 Hours	SF Resolution 7553
2d	Event With 150 - 199 People	65.00	66	150 + 5	3 Hours	SF Resolution 7553
2e	Event With 200 - 249 People	75.00	66	150 + 5	3 Hours	SF Resolution 7553
2f	Event With 250 - 300 People	85.00	66	150 + 5	3 Hours	SF Resolution 7553

B. PICNIC AREA USE

	Location	Fee/Hour Daily (10 am - 7 pm)	Application Fee	Conditionally Refundable Damage/ Cleaning Deposit + Electricity Fee	Duration Minimum	Authority
1	Resident / Non-Profit					
1a	Las Palmas Park Area #1 (4 Tables)	70.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1b	Las Palmas Park Area #2 (4 Tables)	70.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1c	Las Palmas Park Area #3 (9 Tables)	100.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1d	Recreation Park Area #1 (4 Tables)	70.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1e	Recreation Park Area #2 (6 Tables)	80.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
1f	Bouncer	2.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2	Non-Resident					
2a	Las Palmas Park Area #1 (4 Tables)	85.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2b	Las Palmas Park Area #2 (4 Tables)	85.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2c	Las Palmas Park Area #3 (9 Tables)	115.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2d	Recreation Park Area #1 (4 Tables)	85.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2e	Recreation Park Area #2 (6 Tables)	95.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553
2f	Bouncer	10.00	5	50 + 10 (If Required)	3 Hours	SF Resolution 7553

C. SPORTS FIELDS / OUTDOOR COURTS

	Location	Youth Fee /Hour	Adult Fee /Hour	Youth League Field Maintenance Impact Fee	Insurance Required	Authority
1	Resident / Non-Profit					
1a	Ball Fields/Courts (Each)	N/C*	27		Yes	SF Resolution 7553
1b	Ball Fields/Court Lights	10.00	15			SF Resolution 7553
2	Non-Resident					
2a	Ball Fields/Court (Each)	28.00	33		Yes	SF Resolution 7553
2b	Ball Fields/Court Lights	10.00	15			SF Resolution 7553
3	Youth League Fee	15/child/year	N/C			
4	Concession Stand Rental	New	New	per hour		

Staff Full Cost	Subsidy %	Suggested Facility Fee /Hour	Suggested Staff Rate /Hour	Fee Δ
\$32.95	33%	\$28.00	\$22.00	\$5
\$65.90	41%	\$33.00	\$39.00	\$5
\$98.85	44%	\$44.00	\$55.00	\$5
\$131.80	46%	\$54.00	\$71.00	\$5
\$131.80	46%	\$65.00	\$71.00	\$5
\$131.80	46%	\$75.00	\$71.00	
\$32.95	33%	\$38.00	\$22.00	\$5
\$65.90	41%	\$49.00	\$39.00	\$5
\$98.85	44%	\$54.00	\$55.00	\$5
\$131.80	46%	\$65.00	\$71.00	\$5
\$131.80	46%	\$75.00	\$71.00	\$5
\$131.80	46%	\$85.00	\$71.00	\$5

Staff Full Cost	Subsidy %	Suggested Fee/Hour (10am - 7 pm)	Suggested Application Fee	Fee Δ
\$6.82	27%	\$70.00	\$5.00	\$0
\$6.82	27%	\$70.00	\$5.00	\$0
\$6.82	27%	\$100.00	\$5.00	\$0
\$6.82	27%	\$70.00	\$5.00	\$0
\$6.82	27%	\$80.00	\$5.00	\$0
\$6.82	27%	\$2.00	\$5.00	\$0
\$6.82	27%	\$85.00	\$5.00	\$0
\$6.82	27%	\$85.00	\$5.00	\$0
\$6.82	27%	\$115.00	\$5.00	\$0
\$6.82	27%	\$85.00	\$5.00	\$0
\$6.82	27%	\$95.00	\$5.00	\$0
\$6.82	27%	\$10.00	\$5.00	\$0

Full Cost	Subsidy %	Suggested Youth Fee /Hour	Suggested Adult Fee /Hour	Fee Δ
NA	NA	25.00	27	\$0
NA	NA	10.00	15	\$0
NA	NA	28.00	33	\$0
NA	NA	10.00	15	\$0
\$253.36	94%	15.00	NA	NA
NA	NA	20.00	30	NA

VII. RECREATION AND COMMUNITY SERVICES DEPARTMENT**E. SPECIAL EVENTS**

	Description	Fee	Unit	Special Condition	Other	Authority
1	Special Events Application Processing					
1a	Special Events Application Processing	50.00	Each	no less than 60 days		SF Resolution 7553
1b	Any changes in Application	New	Each			
1c	Additional Expedition Cost Fee - 60 Days or Less Before Event Date	20.00	Each			
1d	Additional Expedition Cost Fee - 30 Days or Less Before Event Date	40.00	Each	2 Hours Minimum for Staff Time to Expedite Application		
1e	Additional Expedition Cost Fee - 15 Working Days or Less Before Event Date	80.00	Each	4 Hours Minimum for Staff Time to Expedite Application		

Full Cost	Subsidy %	Suggested Fee	Suggested Unit	Fee Δ
\$496.50	90%	\$50.00	Each	\$0
\$82.75	70%	\$25.00	Each	NA
\$496.50	86%	\$70.00	Each	\$50
\$496.50	82%	\$90.00	Each	\$50
\$496.50	74%	\$130.00	Each	\$50

Recreation Fees

Recreation fees are charged based on the following formula:

$$\begin{array}{l} \text{Actual Costs} \\ (\text{Actual Costs} \times \text{Subsidy \%}) = \text{Fee} \end{array}$$

Subsidy policy levels are as follows:

For Profit / Non-Resident	80% - 100%
For Profit / Resident	60% - 80%
Non-Profit / Non-Resident	40% - 60%
Non-Profit / Resident	20% - 40%

Recreation Program Fees will not exceed the cost of the individual program.

Senior staff has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

Senior staff may establish procedures for evaluation of hardship requests for certain fees, where identified.

ATTACHMENT "C"

CITY OF SAN FERNANDO		POLICY/PROCEDURE
NUMBER		SUBJECT
ORIGINAL ISSUE	EFFECTIVE	
11/03/2014	11/03/2014	GENERAL FINANCIAL POLICY
CURRENT ISSUE	EFFECTIVE	
12/05/2016	12/05/2016	CATEGORY
SUPERSEDES		
		FINANCE

Section 1. Purpose.

To establish a comprehensive set of Citywide financial principles to serve as a guideline for operational and strategic decision making.

Section 2. Statement of Policy.

The City is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels and adhering to prudent practices in governance, management, budget administration and financial reporting.

The following financial principles are intended to establish a comprehensive set of guidelines for the City Council and City staff to follow when making decisions that may have a fiscal impact (collectively known as "Policy"). The goal is to maintain the City's financial stability in order to be able to continually adapt to local and regional economic changes. Such principles will allow the City to maintain and enhance a sound fiscal condition. This policy should be implemented in conjunction with associated financial policies, i.e. Budget Policy, Purchasing Policy, Investment Policy, Grant Management Policy, etc.

This Policy will be reviewed annually as part of the City's annual Adopted Budget to ensure that the principles contained herein remain current. The City's comprehensive financial policies shall be in conformance with all State and Federal laws, Generally Accepted Accounting Principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

Financial principles included in this Policy are:

Chapter 1: Long-term Financial Planning

Chapter 2: Auditing, Financial Reporting and Disclosure

Chapter 3: Revenue Collection

Chapter 4: Investment and Cash Management

Chapter 5: Capital Assets and Capital Improvement Projects

Chapter 6: Financial Reserves and Fund Balances

Chapter 7: Post-employment Benefit Funding

Chapter 8: Grant Administration

Chapter 9: User Fees and Service Charges

Chapter 10: Cost Allocation

Chapter 11: Debt Management

GENERAL FINANCIAL POLICY**Page 2****CHAPTER 1: LONG-TERM FINANCIAL PLANNING**

1. The City shall maintain a General Fund Financial Forecast that looks forward at least five fiscal years into the future. The City shall consider immediate proactive measures when deficits between recurring revenues and recurring expenditures exist, even in outer years. The Forecast shall be updated at least bi-annually, as part of the mid-year budget review and annual budget process.
2. The City Council, City Manager and Executive Management will consider the effects of proposals for new or enhanced services, employee negotiations, tax/fee changes, or similar items, on the General Fund financial forecast. The City should be able to fund any such enhancements or changes in both the short-term and long-term to ensure sustainability of the enhancements.
3. The City shall develop and implement a financial plan to address its funding needs for issues like deferred maintenance and unfunded liabilities, which will be included in the General Fund financial forecast.
4. The City shall seek a balance in the overall revenue structure between more stable revenue sources (e.g. Property Tax) and economically sensitive revenue sources (e.g. Sales and Use Tax).
5. The City will proactively seek to protect and expand its tax base by encouraging a healthy underlying economy.
6. The City will work to protect and enhance the property values of all San Fernando residents and property owners.
7. The City will encourage the economic development of the community as a whole in order to provide stable and increasing revenue streams. It should be the City's goal to attract new businesses as well as retain successful businesses in the City. Objectives of a sound economic development strategy should also include: avoiding an over reliance on revenue from any one particular industry; recruitment and retention efforts to ensure a balance of revenue sources; ensuring compatible uses; encouraging business synergies; and promoting the growth of amenities and ancillary services to support business districts and established industries.
8. The City shall develop and maintain methods for the evaluation of future development and related fiscal impacts on the City budget.
9. Every reasonable effort will be made to establish revenue measures which will cause non-residents (i.e. transients and recreational visitors) to carry a fair portion of the expenses incurred by the City as a result of their use of public facilities.
10. The City will establish appropriate cost-recovery targets for its fee structure and will adjust its Master Fee Schedule annually to ensure that fees continue to meet cost recovery targets. The Finance Department may study, internally or using an outside consultant, the costs of providing such services and recommend fees to each department. (See also Chapter 10: User Fees and Service Charges)
11. Special services, which are characterized by an activity that is above and beyond the level of service typically provided by the City, will be supported from service fees to the maximum extent possible. Service fees shall be established in the Master Fee Schedule in compliance with applicable State law, and shall be periodically reviewed for compliance with applicable State law.
12. The City will oppose efforts by State and County governments to divert revenues from the City or to increase unfunded service mandate of City taxpayers.

GENERAL FINANCIAL POLICY**Page 3**

13. The City will seek additional intergovernmental funding and grants, with a priority on funding one-time capital projects. Grant-funded projects that require multi-year support will be reviewed by City Council.
14. The City will not rely on one-time revenue sources to fund operations. One-time revenues sources, whenever possible, will be used to fund one-time projects, augment reserve balances or fund unfunded liabilities.

GENERAL FINANCIAL POLICY

Page 4

CHAPTER 2: AUDITING, FINANCIAL REPORTING, AND DISCLOSURE*Preparation of Financial Statements*

Accounting standards boards and regulatory agencies set the minimum standards and disclosure requirements for annual financial reports and continuing disclosure requirements for municipal securities. The City places a high value on transparency and full disclosure in all matters concerning the City's financial position and results of operations. To this end, the City endeavors to provide superior information in the City's Comprehensive Annual Financial Report (CAFR) and Continuing Disclosure filings by going above and beyond the minimum reporting requirements, including participation in certificate of achievement accreditation programs and voluntary event disclosure filings.

The City prepares its financial statements in conformance with Generally Accepted Accounting Principles (GAAP). Responsibility for the accuracy and completeness of the financial statements rests with the City. However, the City retains the services of an external accounting firm to audit the financial statements on an annual basis. The primary point of contact for the auditor is the Finance Director, but the auditors will have direct access to the City Manager, City Attorney, or City Council on any matters they deem appropriate.

The financial statement audit and compliance audits will be conducted in accordance with the United States Generally Accepted Auditing Standards (GAAS), standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States, and standards set by regulatory agencies, if applicable.

As soon as practical after the end of the fiscal year, a final audit and report shall be submitted to the City Council, City Treasurer, City Manager, Finance Director, City Clerk and City Attorney. The final audit and report shall be posted to the City's website and five copies will be placed on file in the office of the Finance Director where they shall be available for inspection by the general public as long as is required by the City's record retention policy. A digital copy will be archived and available at any time.

After audit results have been communicated to the City, the Finance Department is responsible for responding to all findings, if any, within six months. Responses shall be provided to the City Manager and any appropriate regulatory agencies.

Independent Audit Firm

The City Council shall retain, for a contract period not to exceed three years, a qualified independent certified public accounting to examine the City's financial records and procedures on an annual basis. After soliciting and receiving written proposals from qualified independent accounting firms, the Finance Director shall submit a recommendation to the City Manager and City Council. Generally, the City will request proposals for audit services every three years. It is the City's policy to require mandatory audit firm rotation after nine years of consecutive service.

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CHAPTER 3: REVENUE COLLECTION AND ACCOUNTS RECEIVABLE

1. The City will pursue revenue collection and auditing to ensure that monies due the City are accurately received in a timely manner.
2. The City will seek reimbursement from the appropriate agency for State and Federal mandated costs whenever possible and cost-effective.
3. The City should centralize accounts receivable/collection activities wherever possible so that all receivables are handled consistently.

Write Off Bad Debt

Accounts receivable management and diligent oversight of collections from all revenue sources is imperative. Sound financial management principles include the establishment of an allowance for doubtful accounts. Efforts will be made to pursue the timely collection of delinquent accounts. When such accounts are deemed uncollectible, they should be written-off from the financial statements.

- a. The Finance Director, with the approval of the City Manager, is authorized to write off uncollectible individual accounts less than or equal to \$1,000. In such cases, the Finance Director must prepare a memorandum for City Manager review and approval documenting the accounts to be written off, the age of the debt, reasons for writing off each account and evidence of collection attempts taken on the account.
- b. Past due accounts of greater than \$1,000 may be written off with approval by the City Council. To write off accounts exceeding \$1,000, the Finance Director must prepare an Agenda Report for City Council review and approval documenting the accounts to be written off, the age of the debt, reasons for writing off each account and evidence of collection attempts taken on the account.

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CHAPTER 4: INVESTMENT AND CASH MANAGEMENT

1. Cash and investment programs will be maintained in accordance with California Government Code Section 53600 et seq. and the City's adopted Investment Policy to ensure that proper controls and safeguards are maintained. Pursuant to State law, the City, at least annually, revises, and the City Council affirms, a detailed Investment Policy.
2. Reports on the City's investment portfolio and cash position shall be presented to the City Council by the City Treasurer on at least a quarterly basis, in conformance with the California Government Code.
3. City funds shall be managed in a prudent and diligent manner with emphasis on safety, liquidity, and yield, in that order.

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CHAPTER 5: CAPITAL ASSETS AND CAPITAL IMPROVEMENT PLAN

1. A *Capital Asset* is defined as land, structures and improvements, machinery and equipment and infrastructure assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. Capital assets also include additions to public domain (infrastructure) which includes certain improvements such as pavement, curb and gutter, sidewalks, traffic control devices, and right-of-way corridors within the City.
2. Depreciation of Capital Assets is computed using the straight-line method over the estimated useful lives of assets, which are as follows:

Buildings	50 years
Infrastructure	Up to 50 years
Improvements Other than Buildings	20 years
Furniture and Equipment	Up to 30 years
Vehicles and Related Equipment	Up to 8 years
3. A *Capital Improvement Project* (CIP) is defined as meeting one of the following criteria:
 - a. It is construction, expansion, renovation, or replacement of a city owned facility or infrastructure. The project must have a total cost of at least \$25,000 over the life of the project. Project costs include, but are not limited to, the cost of land, engineering, architectural planning, and contract services needed to complete the project; or
 - b. It is a purchase of major equipment (assets) costing \$25,000 or more with a useful life of at least 5 years; or
 - c. It is a major maintenance or rehabilitation project for existing facilities with a cost of \$25,000 or more and an economic life of at least 5 years.
4. A five-year Capital Improvement Plan will be developed and updated annually. The Plan shall include a brief description of the project, estimated project costs, and anticipated funding source(s) for the project.
5. The Capital Improvement Plan will identify, where applicable, current operating maintenance costs and funding streams available to repair and/or replace deteriorating infrastructure and avoid significant unfunded liabilities.
6. The City should develop and implement a post-implementation evaluation of its infrastructures condition on a specified periodic basis, estimating the remaining useful life, and projecting replacement costs.
7. The City will actively pursue outside funding sources for all CIPs. Outside funding sources, such as grants, will be used to finance only those CIPs that are consistent with the five-year Capital Improvement Plan and local governmental priorities, and whose operating and maintenance costs have been included in future operating budget forecasts.
8. CIP lifecycle costs will be coordinated with the development of the Operating Budget. Future operating, maintenance and replacement costs associated with new capital improvements will be forecasted, matched to available revenue sources, and included in the Operating Budget. CIP contract awards will include a fiscal impact statement disclosing the expected operating impact of the project and when such cost is expected to occur.
9. Financing of CIPs will be considered if it conforms to *Chapter 11: Debt Management* section of this Policy.

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CHAPTER 6: FINANCIAL (FUND) RESERVES AND FUND BALANCES

Prudent financial management dictates that some portion of the funds available to the City be reserved for future use.

As a general principle, the City Council decides whether to appropriate funds from reserve accounts. Even though a project or other expenditure qualifies as a proper use of reserves, the City Council may decide that it is more beneficial to use current year operating revenues or other available funds instead, thereby retaining the reserve funds for future use. Reserve funds will not be spent for any function other than the specific purpose of the reserve account from which they are drawn without specific direction in the annual budget; or by a separate City Council action. Information regarding annual budget adoption and administration is contained in the City's Budget Policy.

Governmental Funds and Fund Balance Defined

Governmental Funds, including the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds, have a short-term or current flow of financial resources measurement focus and basis of accounting and therefore, exclude long-term assets and long-term liabilities. The term Fund Balance, used to describe the resources that accumulate in these funds, is the difference between the fund's assets and fund's liabilities. Fund Balance is similar to the measure of net working capital that is used in private sector accounting. By definition, both Fund Balance and Net Working Capital exclude long-term assets and long-term liabilities.

Proprietary Funds and Net Working Capital Defined

Proprietary Funds, including Enterprise Funds and Internal Service Funds, have a long-term or economic resources measurement focus and basis of accounting and therefore, include long-term assets and liabilities. This basis of accounting is very similar to that used in private sector. However, instead of Retained Earnings, the term Net Position is used to describe the difference between fund assets and fund liabilities. Since Net Position includes both long-term assets and liabilities, the most comparable measure of proprietary fund financial resources to governmental Fund Balance is Net Working Capital, which is the difference between current assets and current liabilities. Net Working Capital, like Fund Balance, excludes long-term assets and long-term liabilities.

Governmental Fund Reserves (Fund Balance)

For Governmental Funds, the Governmental Accounting Standards Board (GASB) Statement No. 54 defines five specific classifications of fund balance. The five classifications are intended to identify whether the specific components of fund balance are available for appropriation and are therefore "Spendable." The classifications also are intended to identify the extent to which fund balance is constrained by special restrictions, if any. Applicable only to governmental funds, the five classifications of fund balance are as follows:

<u>CLASSIFICATIONS</u>	<u>NATURE OF RESTRICTION</u>
Non-Spendable	Cannot be readily converted to cash
Restricted	Externally imposed restrictions
Committed	City Council imposed commitment
Assigned	City Manager/Finance Director assigned purpose/intent
Unassigned	Residual balance not otherwise restricted

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1. Non-Spendable Fund Balance: The portion of fund balance that includes amounts that are either (a) not in a spendable form, or (b) legally or contractually required to be maintained intact. Examples of Non-spendable fund balance include:
 - a. Reserve for Inventories: The value of inventories purchased by the City but not yet issued to the operating Departments is reflected in this account.
 - b. Reserve for Long-Term Receivables and Advances: This category is used to identify and segregate the City's financial assets that are not due to be received for an extended period of time, so are not available for appropriation during the budget year.
 - c. Reserve for Prepaid Assets: This category includes resources that have been paid to another entity in advance of the accounting period in which the resource is deducted from fund balance. A common example is an insurance premium, which is typically payable in advance of the coverage period. Although prepaid assets have yet to be deducted from fund balance, they are no longer available for appropriation.
2. Restricted Fund Balance: The portion of fund balance that reflects constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments (e.g. Debt Reserve funds); or (b) imposed by law through constitutional provisions or enabling legislation. The City operates a number of special revenue funds that account for items such as gas tax revenues distributed by the State, local return portions of County-wide sales tax overrides dedicated to transportation, grants from Federal or State agencies with specific spending restrictions, and Section 8 and CDBG funds from the Federal government with very specific spending limitations, to name a few. Since these funds are established because of the specific spending limitations on them, any year-end balances are still restricted for these purposes.
3. Committed Fund Balance: That portion of fund balance that includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action by the government's highest level of decision making authority, and remain binding unless removed in the same manner. The City considers adoption of a Resolution as a formal action for the purposes of establishing committed fund balance. The action to constrain resources must occur within the fiscal reporting period; however the amount can be determined subsequently. City Council imposed Commitments are as follows:
 - a. Contingency Funds: The Contingency Funds shall have a target balance of twenty percent (20%) of General Fund "Operating Budget" as originally adopted. Operating Budget for this purpose shall include current expenditure appropriations and shall exclude Capital Improvement Projects and Transfers Out. Appropriation and/or access to these funds are reserved for emergency situations only. The parameters by which the Contingency Funds could be accessed would include the following circumstances:
 - i. A catastrophic loss of critical infrastructure requiring an expenditure of greater than or equal to five percent (5%) of the General Fund, Operating Budget, as defined above.
 - ii. A State or Federally declared state of emergency where the City response or related City loss is greater than or equal to five percent (5%) of the General Fund, Operating Budget.
 - iii. Any settlement arising from a claim or judgment where the loss exceeds the City's insured policy coverage by an amount greater than or equal to five percent (5%) of the General Fund Operating Budget, and there are insufficient reserves available in the Self Insurance Fund to cover the loss.
 - iv. Deviation from budgeted revenue projections in the top three General Fund revenue categories, namely, Sales Taxes, Property Taxes and Business Taxes, in a cumulative amount greater than or equal to five percent (5%) of the General Fund Operating Budget.

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- v. Any action by another government that eliminates or shifts revenues from the City amounting to greater than or equal to five percent (5%) of the General Fund, Operating Budget.
- vi. Inability of the City to meet its debt service obligations in any given year.
- vii. Any combination of factors a) i-vi amounting to greater than or equal to five percent (5%) of the General Fund Operating Budget in any one fiscal year.

Use of Contingency Funds must be approved by the City Council. Should Contingency Funds be used, the City Manager shall present a plan to City Council to replenish the funds within five years.

4. Assigned Fund Balance: That portion of a fund balance that includes amounts that are constrained by the City's intent to be used for specific purposes, but that are not restricted or committed. This policy hereby delegates the authority to the City Manager or Finance Director to modify or create new assignments of fund balance. Constraints imposed on the use of assigned amounts may be changed by the City Manager or Finance Director. Appropriations of balances are subject to the Budget Policy concerning budget adoption and administration. Examples of assigned fund balance may include, but are not limited to:

- a. Reserves for Encumbrances: Purchase Orders and contracts executed by the City express intent to purchase goods or services. Generally, such documents include a cancellation clause, where the City would then only be responsible to pay for goods received or services provided. The City recognizes the obligation to pay for these goods and services as a reservation of fund balance, but because the City can ultimately free itself of this obligation if necessary, it does not meet the requirements of the more restrictive fund balance categorizations.
- b. Change in Fair Market Value of Investments: As dictated by GASB 31, the City is required to record investments at their fair value (market value). This accounting practice is necessary to insure that the City's investment assets are shown at their true value as of the balance sheet. However, in a fluctuating interest rate environment, this practice records market value gains or losses which may never be actually realized. The City Manager or Finance Director may elect to reserve a portion of fund balance associated with an unrealized market value gain. However, it is impractical to assign a portion of fund balance associated with an unrealized market value loss.

When the City Manager or Finance Director authorizes a change in General Fund, Assigned Fund Balance, City Council shall be notified quarterly.

5. Unassigned fund balance/Reserve: The residual portion of available fund balance that is not otherwise restricted, committed or assigned. This amount is considered the City's available reserve, or budget reserve.

GENERAL FINANCIAL POLICY**Page 11***General Fund Surplus*

At the end of each fiscal year, the difference between General Fund revenues and expenditures results in either a surplus (adding to fund balance) or deficit (subtracting from fund balance). In the case of a surplus, the policy for allocation shall follow these priorities:

1. Full funding of the twenty percent (20%) Contingency Fund.
2. If the Contingency Funds are fully satisfied, the remainder shall revert to Unassigned fund balance/reserve.

The City Manager may recommend a different allocation for approval by the City Council.

Proprietary Fund Reserves (Net Working Capital)

In the case of Proprietary Funds (Enterprise and Internal Service Funds), Generally Accepted Accounting Principles (GAAP) do not permit the reporting of reserves on the face of City financial statements. However, this does not preclude the City from setting policies to accumulate financial resources for prudent financial management of its proprietary fund operations. Since proprietary funds may include both long-term capital assets and long-term liabilities, the most comparable measure of liquid financial resources that is similar to fund balance in proprietary funds is net working capital, which is the difference between current assets and current liabilities. For all further references to reserves in Proprietary Funds, Net Working Capital is the intended meaning.

1. Water, Sewer and Refuse Funds

- a. Stabilization and Contingency Funds: This amount is used to provide sufficient funds to support seasonal variations in cash flows and, in more extreme conditions, to maintain operations for a reasonable period of time so the City may reorganize in an orderly manner or effectuate a rate increase to offset sustained cost increases. The intent is to provide funds to offset cost increases that are projected to be short-lived, thereby partially eliminating the volatility in annual rate adjustments. It is not intended to offset ongoing, long-term pricing structure changes. The target level of the Contingency Fund is twenty-five percent (25%) of the annual operating budget. This reserve level is intended to provide a reorganization period of three months with zero income or twelve months at a twenty-five percent (25%) loss rate. The City Council must approve the use of these funds, based on City Manager recommendation. Funds collected in excess of the Stabilization reserve target would be available to offset future rate adjustments, while extended reserve shortfalls would be recovered from future rate increases. Should catastrophic losses occur, Stabilization and Contingency Funds may be called upon to avoid disruption to service. The Stabilization and Contingency principle applies to each proprietary fund individually, not all proprietary funds collectively.
- b. Infrastructure Replacement Funding: This funding principle is intended to be a temporary repository for cash flows associated with the funding of infrastructure replacement projects provided by the Water Master Plan and Sewer Master Plan. The contribution rate is intended to level-amortize the cost of infrastructure replacement projects over a long period of time. The annual funding rate of the Water and Sewer Master Plans is targeted at an amount that, when combined with prior or future year contributions, is sufficient to provide for the eventual replacement of assets as scheduled in each respective Plan. This contribution principle should be updated periodically based on the most current Master Plan. There are no minimum or maximum balances contemplated by this funding principle. However, the contributions level should be reviewed periodically or as major updates to the Wastewater Master Plan occur. Annual funding is contingent on many factors and may ultimately involve a combined strategy of cash funding and debt issuance with the intent to normalize the burden on customer rates.

GENERAL FINANCIAL POLICY**Page 12****2. Internal Service Funds**

Internal Service Funds are used to centrally manage and account for specific program activity in a centralized cost center. Their revenue generally comes from internal charges to departmental operating budgets rather than direct appropriations. The function of Internal Service Funds include:

- a. Normalizing departmental budgeting for programs that have life-cycles greater than one year; thereby facilitating level budgeting for expenditures that will, by their nature, be erratic from year to year. This also facilitates easier identification of long-term trends.
- b. Acting as a strategic savings plan for long-term assets and liabilities.
- c. Enabling appropriate distribution of City-wide costs to individual departments, thereby more readily establishing true costs of various operations.

Since departmental charges to Internal Service Funds duplicate the ultimate expenditure from the Internal Service Fund, they are eliminated when consolidating entity-wide totals.

The measurement criteria, cash flow patterns, funding horizon and acceptable funding levels are unique to each program being funded. Policy regarding target balance and/or contribution policy, gain/loss amortization assumption, source data, and governance for each of the City's Internal Service Funds is set forth as follows:

For All Internal Service Funds: The Finance Director may transfer part or all of any unencumbered fund balance between Internal Service Funds, provided that the transfer would not cause insufficient reserve levels or insufficient resources to carry out the fund's intended purpose. This action is appropriate when the decline in cash balance in any fund is precipitated by an off-trend non-recurring event (e.g. a large judgment funded by the Self Insurance Fund). The Finance Director will make such recommendations as part of the annual budget adoption or through separate City Council action.

Equipment Replacement Fund Reserve: The Equipment Replacement Fund receives operating money from the operating Departments to fund the regular replacement of major pieces of equipment (mostly vehicles) at their economic obsolescence.

Operating Departments are charged annual amounts sufficient to accumulate funds for the replacement of vehicles, communications equipment, technology equipment and other equipment determined appropriate by the Finance Director. The City Manager recommends annual rate adjustments as part of the budget preparation process. These adjustments are based on pricing, future replacement schedules and other variables.

The age and needs of the equipment inventory vary from year to year. Therefore the year-end fund balance will fluctuate in direct correlation to accumulated depreciation. In general, it will increase in the years preceding the scheduled replacement of relatively large percentage of the equipment, on a dollar value basis. However, rising equipment costs, dissimilar future needs, replacing equipment faster than their expected life or maintaining equipment longer than their expected life all contribute to variation from the projected schedule.

In light of the above, the target funding level is not established in terms of a flat dollar figure or even a percentage of the overall value of the equipment inventory. It is established at fifty percent (50%) of the current accumulated depreciation value of the equipment inventory, calculated on a replacement value basis. This will be reconciled annually as part of the year-end close out process by the Finance Department. If departmental replacement charges for

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equipment prove to be excessive or insufficient with regard to this target funding level, new rates established during the next budget cycle will be adjusted with a view toward bringing the balance back to the target level over a three-year period.

Self-Insurance Fund Reserve: The Self-Insurance fund pays for insurance premiums, benefit and settlement payments, and administrative and operating expenses. It is supported by charges to other City funds for the services it provides. These annual charges for service shall reflect the five-year historical experience and shall be set to equal the annual expenses of the fund.

The Self-Insurance Fund reserve (Liability and Workers' compensation) will be maintained at a level which, together with purchased insurance policies, adequately indemnifies the City's property, liability, and health benefit risk from one-time fluctuations. A qualified actuarial firm shall be retained on an annual basis (typically through the City's insurance risk pool) in order to recommend appropriate funding levels, which will be approved by City Council. The City should maintain minimum reserves equal to sixty percent (60%) of the five-year average of total Self-Insurance Fund costs.

To lessen the impact of short-term annual rate change fluctuation, the City Manager may implement one-time fund transfers (rather than department rate increases) when funding shortfalls appear to be due to unusually sharp and non-recurring factors. Excess reserves in other areas may be transferred to the Self Insurance FUnd in these instances, but such transfers should not exceed the funding necessary to reach the reserve level defined above.

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CHAPTER 7: POST-EMPLOYMENT BENEFIT FUNDING

Pension Funding: The City's principal Defined Benefit Pension program is provided through multiple contracts with California Public Employees Retirement System (CalPERS). The City's contributions to the plan include a fixed employer paid member contribution and an actuarially determined employer contribution that fluctuates each year based on an annual actuarial plan valuation. This variable rate employer contribution includes the normal cost of providing the contracted benefits plus or minus an amortization of plan changes and net actuarial gains and losses since the last valuation period.

It is the City's policy to make contributions to the plan equaling at least one hundred percent (100%) of the actuarially required contribution (annual pension cost). Because the City pays the entire actuarially required contribution each year, by definition, its net pension obligation at the end of each year is \$0. Any Unfunded Actuarial Liability (UAL) is amortized and paid in accordance with the actuary's funding recommendations. The City will strive to maintain its UAL within a range that is considered acceptable to actuarial standards. The City Council shall consider increasing the annual CalPERS contribution should the UAL status fall below acceptable actuarial standards.

Other Post-Employment Benefits (OPEB) Funding: The City contributes to a single-employer defined benefit plan to provide post-employment health care benefits. Subject to the terms provided in the applicable Memorandum of Understanding (MOU), the City pays 100% of all premiums charged for health insurance for qualifying retired employees, and their dependent spouses or survivors, and all active employees, and their dependent spouses or survivors, hired before July 1, 2015 that retire from the City. The City pays the minimum contribution required by the Public Employees Medical and Hospital Care Act (PEMHCA) for all employees hired after July 1, 2015 that retire from the City.

The City's annual OPEB cost is calculated based on the Annual Required Contribution (ARC) of the employer, an amount actuarially determined in accordance with parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded liabilities of the plan over a period not to exceed thirty years. The City is currently unable to make the full ARC payment and is funding this obligation on a pay-as-you-go basis, which creates a significant unfunded liability.

It is the City's intention to develop a plan to establish or participate in a pre-funding trust and fully fund the ARC. Once a plan is developed, the City will strive to maintain a funded status that will be within a range that is considered acceptable to actuarial standards. The City Council will consider increasing the annual OPEB contribution should the funded status fall below acceptable actuarial standards. The City Council will also consider increasing the annual OPEB contribution when possible to reduce the amortization period.

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CHAPTER 8: GRANT ADMINISTRATION

Individual departments are encouraged to investigate sources of funding relevant to their respective departmental activities.

The department applying for a grant or receiving a restricted donation will generally be considered the Program Administrator of the grant. The Finance Department may assist in the financial administration and reporting of the grant, but the Program Administrator is ultimately responsible for meeting all terms and conditions of the grant, insuring that only allowable costs are charged to the grant program and adhering to City budgeting and purchasing procedures. Individual Departments and Program Administrators are not authorized to execute grant contracts. Grant contracts shall be reviewed by the City Attorney's Office and executed by the City Manager and/or City Council.

Refer to the City's Grant Management Policy for detailed information.

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CHAPTER 9: USER FEES AND SERVICE CHARGES

The City charges user fees and charges for services which are of special benefit to easily identified individuals or groups. The City will establish appropriate cost-recovery targets for its fee structure and will annually adjust its Master Fee Schedule to ensure that the fees continue to meet cost recovery targets and account for changes in methods or levels of service delivery. The Finance Department may study, internally or using an outside consultant, the cost of providing such services and recommend fees to each department.

General Concepts Regarding the User Fees and Service Charges: The following general concepts will be used in developing and implementing user fees and service charges:

1. Revenues shall not exceed the reasonable cost of providing the service.
2. Cost recovery goals shall be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs, including, but not limited to, accounting, payroll, personnel, data processing, vehicle maintenance, and insurance.
3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
4. For rental of real property, rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

User Fee Cost Recovery Levels: In setting user fee cost recovery levels, the following factors will be considered:

1. Community-Wide vs. Special Benefit: The level of user fee cost recovery should consider the community-wide versus special service nature of the program or activity. The use of general purpose (tax) revenues is appropriate for community-wide services, while user fees are appropriate for services which are of special benefit to easily identified individuals or groups.
2. Service Recipient vs. Service Driver: After considering community-wide versus special benefit of the service, the concept of service recipient versus service driver should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts; the community is the primary beneficiary. However, the applicant is the driver of development review costs, and as such, cost recovery from the applicant is appropriate.
3. Effect of Pricing on the Demand for Services: The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which there is genuinely a market that is not overly-stimulated by artificially low prices. Conversely, high-levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if the services are specifically targeted to low income groups.
4. Feasibility of Collection and Recovery: Although it may be determined that a high-level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

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Factors Which Favor Low Cost Recovery Levels: Very low cost recovery levels are appropriate under the following circumstances:

1. There is no intended relationship between the amount paid and the benefit received. Almost all "social service" programs fall into this category as it is expected that one group will subsidize another.
2. Collecting fees is not cost-effective or will significantly impact the efficient delivery of the service.
3. There is no intent to limit the use of (or entitlement to) the service. Again, most "social service" programs fit into this category as well as many public safety emergency response services. Historically, access to neighborhood and community parks would also fit into this category.
4. The service is non-recurring, generally delivered on a "peak demand" or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. Many public safety services also fall into this category.
5. Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits might fall into this category.

Factors Which Favor High Cost Recovery Levels: The use of user fees and service charges as a major source of funding service levels is especially appropriate under the following circumstances:

1. The service is similar to services provided through the private sector.
2. Other private or public sector alternatives could or do exist for the delivery of the service.
3. For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
4. The use of the service is specifically discouraged. Police responses to disturbances or false alarms might fall into this category.
5. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

Enterprise Fund Fees and Rates

1. The City will set fees and rates at levels which fully cover the total direct and indirect costs-including operations, capital outlay, and debt service of the following enterprise programs; Water, Sewer (wastewater), and Refuse.
2. The City will review and adjust enterprise fees and rate structures as required to ensure that they remain appropriate and equitable.

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CHAPTER 10: COST ALLOCATION PLAN

A Cost Allocation Plan allows the City to fairly and completely allocate its administrative and overhead costs to all divisions. This allows the General Fund to recover costs from Enterprise Funds, Grant Funds, and also determines the overhead costs on the hourly rates of staff providing fee based services. A cost allocation study should be prepared by the Finance Department, either internally or using an outside consultant, at least biennially (i.e., every two years).

Office of Management and Budget Circular A-87 (OMB A-87) Plan: Using actual expenditures and documented time allocations, the OMB A-87 Plan follows the guidelines outlined by the Federal government through OMB Circular A-87. This plan is used for Federal grant administrative cost recovery.

Total Cost Plan: When grant regulations are not an issue, a Total Cost Plan, which uses the costs that the OMB A-87 Plan disallows, is able to allocate all indirect costs like the private sector routinely does. This plan is recommended whenever the goal is to fully allocate indirect costs for interfund transfers and fee calculations.

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CHAPTER 11: DEBT MANAGEMENT

Debt levels and their related annual costs are important long-term obligations that must be managed within available resources. A disciplined thoughtful approach to debt management includes policies that provide guidelines for the City to manage its debt program in-line with those resources. Therefore, the objective of this policy is to provide written guidelines and restrictions concerning the amount and type of debt issued by the City and the ongoing management of the debt portfolio.

This debt management policy is intended to improve the quality of decisions, provide justification for the structure of debt issuance, identify policy goals and demonstrate a commitment to long-term financial planning, including a multi-year capital plan. Adherence to a debt management policy signals to rating agencies and the capital markets that a government is well managed and should meet its obligations in a timely manner.

Conditions and Purposes Of Debt Issuance

Acceptable Conditions for the Use of Debt: Prudent amounts of debt can be an equitable and cost-effective means of financing major infrastructure and capital project needs. As such, debt will be considered to finance such projects if:

1. It meets the City's goal of distributing the payments for the asset over its useful life so that benefits more closely match costs for both current and future residents;
2. It is the most cost-effective funding means available to the City, taking into account cash flow needs and other funding alternatives; or
3. It is fiscally prudent and meets the guidelines of this Policy. Any consideration of debt financing shall consider financial alternatives, including pay-as-you-go funding, proceeds derived from development or redevelopment of existing land and capital assets owned by the City, and use of existing or future cash reserves, or combinations thereof.

Acceptable Uses of Debt: The City will consider financing for the acquisition, substantial refurbishment, replacement or expansion of physical assets, including land improvements. The primary purpose of debt is to finance one of the following:

1. Acquisition and or improvement of land, right-of-way or long-term easements.
2. Acquisition of a capital asset with a useful life of three or more years.
3. Construction or reconstruction of a facility.
4. Refunding, refinancing, or restructuring debt, subject to refunding objectives and parameters discussed in the Refunding Guidelines section of the Policy.
5. Although not the primary purpose of the financing effort, project reimbursables that include project planning design, engineering and other preconstruction efforts; project-associated furniture fixtures and equipment; capitalized interest, original issuer's discount, underwriter's discount and other costs of issuance.
6. Interim or cash flow financing, such as anticipation notes.

Prohibited Uses of Debt: Prohibited uses of debt include the following:

1. Financing of operating costs except for anticipation notes with a term of less than one year.

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2. Debt issuance used to address budgetary deficits.
3. Debt issued for periods exceeding the useful life of the asset or projects to be financed.

Use of Alternative Debt Instruments

The City recognizes that there are numerous types of financing structures and funding sources available, each with specific benefits, risks, and costs. All potential funding sources are reviewed by management within the context of the Debt Policy and the overall portfolio to ensure that any financial product or structure is consistent with the City's objectives. Regardless of what financing structure(s) is utilized, due-diligence review must be performed for each transaction, including the quantification of potential risks and benefits, and analysis of the impact on City creditworthiness and debt affordability and capacity.

Variable Rate Debt: Variable Rate Debt affords the City the potential to achieve a lower cost debt depending on market conditions. However, the City will seek to limit the use of Variable Rate Debt due to the potential risks of such instruments.

The City shall consider the use of Variable Rate Debt for the purposes of:

1. Reducing the costs of debt issues.
2. Increasing flexibility for accelerating principal repayment and amortization.
3. Enhancing the management of assets and liabilities (matching short-term "priced debt" with the City's short-term investments).
4. Diversifying interest rate exposure.

Considerations and Limitations on Variable Rate Debt: The City may consider the use of all alternative structures and modes of Variable Rate Debt to the extent permissible under State law and will make determinations among different types of modes of Variable Rate Debt based on cost, benefit, and risk factors. The Finance Director shall consider the following factors in considering whether to utilize Variable Rate Debt:

1. Any Variable Rate Debt should not exceed twenty percent (20%) of total City General Fund supported debt.
2. Any Variable Rate Debt should be fully hedged by expected future unrestricted General Fund reserve levels.
3. Whether interest cost and market conditions (including the shape of the yield curves and relative value considerations) are unfavorable for issuing fixed rate debt.
4. The likelihood of projected debt service savings when comparing the cost of fixed rate bonds.
5. Costs, implementation and administration are quantified and considered.
6. Cost and availability of liquidity facilities (lines of credit necessary for Variable Rate Debt obligations and commercial paper in the event that the bonds are not successfully remarketed) are quantified and considered.
7. Ability to convert debt to another mode (daily, monthly, fixed) or redeem at par at any time is permitted.

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8. The findings of a thorough risk management assessment.

Risk Management – Variable Rate Debt: Any issuance of Variable Rate Debt shall require a rigorous risk assessment, including, but not limited to factors discussed in this section. Variable Rate Debt subjects the City to additional financial risks (relative to fixed rate bonds), including interest rate risk, tax risk, and certain risks related to providing liquidity for certain types of Variable Rate Debt.

The City will properly manage the risks as follows:

1. Interest Rate Risk and Tax Risk: The risk that market interest rates increase on Variable Rate Debt because of market conditions, changes in taxation of municipal bond interest, or reductions in tax rates. *Mitigation* – Limit total variable rate exposure per the defined limits and match the variable rate liabilities with short term assets.
2. Liquidity/Remarketing Risk: The risk that holders of variable rate bonds exercise their “put” option, tender their bonds, and the bonds cannot be remarketed requiring the bond liquidity facility provider to repurchase the bonds. This will result in the City paying a higher rate of interest to the facility provider and the potential rapid amortization of the repurchased bonds. *Mitigation* – Limit total direct variable-rate exposure. Seek liquidity facilities which allow for longer (five to ten years) amortization of any draws on the facility. Secure credit support facilities that result in bond ratings of the highest short-term ratings and long-term ratings not less than AA. If the City's bonds are downgraded below these levels as a result of the facility provider's ratings, a replacement provider shall be sought.
3. Liquidity/Rollover Risk: The risk that arises due to the shorter-term of most liquidity provider agreements (one to five years) relative to the longer-term amortization schedule of the City's variable-rate bonds. In particular, (1) the City may incur higher renewal fees when renewal agreements are negotiated; and (2) the liquidity bank market constricts such that it is difficult to secure third party liquidity at any interest rate. *Mitigation* – Negotiate longer-terms on provider contracts to minimize the number of rollovers.

Derivatives: The use of certain derivative products to hedge Variable Rate Debt, such as interest rate swaps, may be considered to the extent the City has such debt outstanding or under consideration. The City will exercise extreme caution in the use of derivative instruments for hedging purposes, and will consider their utilization only when sufficient understanding of the products and sufficient expertise for their appropriate use has been developed. A comprehensive derivative policy will be adopted by the City prior to any utilization of such instruments.

Refunding Guidelines

The Finance Director shall monitor, at least annually, all outstanding City debt obligations for potential refinancing opportunities. The City will consider refinancing of outstanding debt to achieve annual savings. Absent a compelling economic reason or financial benefit to the City, any refinancing should not result in any increase to the weighted average life of the refinanced debt.

The City will generally seek to achieve debt service savings which, on a net present value basis, are at least three percent (3%) of the debt being refinanced. The net present value assessment shall factor in all costs, including issuance, escrow, and foregone interest earnings of any contributed funds on hand. Any potential refinancing shall additionally consider whether an alternative refinancing opportunity with higher savings is reasonably expected in the future.

Any potential refinancing executed more than ninety days in advance of the outstanding debt optional call date shall require a higher savings threshold. Consideration of this method of refinancing shall place greater emphasis on determining whether

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an alternative refinancing opportunity with higher savings is reasonably expected in the future.

Market Communication, Administration, and Reporting

Rating Agency Relations and Annual or Ongoing Surveillance: The Finance Director shall be responsible for maintaining the City's relationships with Standard & Poor's Ratings Services, Fitch Ratings and Moody's Investor's Service. The City is committed to maintaining, or improving upon, its existing rating levels. In addition to general communication, the Finance Director shall:

1. Ensure the rating agencies are provided updated financial information of the City as it becomes publically available.
2. Communicate with credit analysts at each agency as often as is requested by the agencies.
3. Prior to each proposed new debt issuance, schedule meetings or conference calls with agency analysts and provide a thorough update on the City's financial position, including the impacts of the proposed debt issuance.

Continuing Disclosure Compliance: The City shall remain in compliance with Security and Exchange Commission Rule 15c2-12 by filing its annual financial statements and other financial and operating data for the benefit of its bondholders within 270 days of the close of the fiscal year, or as required in any such agreement for any debt issue. The City shall maintain a log or file evidencing that all continuing disclosure filings have been made promptly.

Debt Issue Record-Keeping: A copy of all debt-related records shall be retained at the City's offices. At minimum, these records shall include all official statements, bond legal documents/transcripts, resolutions, trustee statements, leases, and title reports for each City financing (to the extent available).

Arbitrage Rebate: The use of bond proceeds and their investments must be monitored to ensure compliance with all Internal Revenue Code Arbitrage Rebate Requirements. The Chief Financial Officer shall ensure that all bond proceeds and investments are tracked in a manner which facilitates accurate calculation; and, if a rebate payment is due, such payment is made in a timely manner.

Credit Ratings

The City will consider published ratings agency guidelines regarding best financial practices and guidelines for structuring its capital funding and debt strategies to maintain the highest possible credit ratings consistent with its current operating and capital needs.

Legal Debt Limit

Section 18 of Article XVI of the California Constitution defines the absolute maximum legal debt limit for the City; however, it is not an effective indicator of the City's affordable debt capacity.

Affordability

Prior to the issuance of debt to finance a project, the City will carefully consider the overall long-term affordability of the proposed debt issuance. The City shall not assume more debt without conducting an objective analysis of the City's ability to assume and support additional debt service payments. The City will consider its long-term revenue and expenditure trends, the impact on operational flexibility and the overall debt burden on the tax payers. The evaluation process shall include a

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review of generally accepted measures of affordability and will strive to achieve and or maintain debt levels consistent with its current operating and capital needs. The Finance Director shall review benchmarking results of other California cities of comparable size with the City's Financial Planning and Budget Subcommittee prior to any significant project financing.

General Fund-Supported Debt: General Fund Supported Debt generally includes Certificates of Participation (COPs) and Lease Revenue Bonds (LRBs) which are lease obligations that are secured by an installment sale or by a lease-back arrangement between the City and another public entity. The general operating revenues of the City are pledged to pay the lease payments, which are, in turn, used to pay debt service on the bonds or Certificates of Participation.

These obligations do not constitute indebtedness under the State constitutional debt limitation and, therefore, are not subject to voter approval.

Payments to be made under valid leases are payable only in the year in which use and occupancy of the leased property is available, and lease payments may not be accelerated. Lease financing requires the fair market rental value of the leased property to be equal to or greater than the required debt service or lease payment schedule. The lessee (City) is obligated to place in its Annual Budget the rental payments that are due and payable during each fiscal year the lessee has use of the leased property.

The City should strive to maintain its net General Fund-backed debt service at or less than eight percent (8%) of available annually budgeted revenue. This ratio is defined as the City's annual debt service requirements on Certificates of Participation and Lease Revenue Bonds compared to total General Fund Revenues net of interfund transfers. This ratio, which pertains to only General Fund-backed debt, is often referred to as "lease burden."

Revenue Bonds: Long-term obligations payable solely from specific pledged sources, in general, are not subject to a debt limitation. Examples of such long-term obligations include those which achieve the financing or refinancing of projects provided by the issuance of debt instruments that are payable from restricted revenues or user fees (Enterprise Revenues) and revenues generated from a project.

In determining the affordability of proposed revenue bonds, the City will perform an analysis comparing projected annual net revenues (exclusive of depreciation which is a non-cash related expense) to estimated annual debt service. The City should strive to maintain a coverage ratio of one hundred twenty-five percent (125%) using historical and/or projected net revenues to cover annual debt service for bonds. The City may require a rate increase to cover both operations and debt service costs, and create debt service reserve funds to maintain the required coverage ratios.

Special Districts Financing: The City's Special Districts primarily consist of 1913/1915 Act Assessment Districts (Assessment Districts). The City will consider requests for Special District formation and debt issuance when such requests address a public need or provide a public benefit. Each application will be considered on a case by case basis, and the Finance Department may not recommend a financing if it is determined that the financing could be detrimental to the debt position or the best interests of the City.

Conduit Debt: Conduit financing provides for the issuance of securities by a government agency to finance a project of a third party, such as a non-profit organization or other private entity. The City may sponsor conduit financings for those activities that have a general public purpose and are consistent with the City's overall service and policy objectives. Unless a compelling public policy rationale exists, such conduit financings will not in any way pledge the City's faith and credit.

Structure of Debt

Term of Debt: Debt will be structured with the goal of distributing the payments for the asset over its useful life so that benefits

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more closely match costs for both current and future residents. Borrowings by the City should be of a duration that does not exceed the useful life of the improvement that it finances. The standard term of long-term borrowing is typically fifteen to thirty years.

Rapidity of Debt Payment: Accelerated repayment schedules reduce debt burden faster and reduce total borrowing costs. The Finance Department will amortize debt through the most financially advantageous debt structure and to the extent possible, match the City's projected cash flow to the anticipated debt service payments. "Backloading" of debt service will be considered only when one or more of the following occur:

1. Natural disasters or extraordinary or unanticipated external factors make payments on the debt in early years prohibitive.
2. The benefits derived from the debt issuance can clearly be demonstrated to be greater in the future than in the present.
3. Such structuring is beneficial to the City's aggregate overall debt payment schedule or achieves measurable interest savings.
4. Such structuring will allow debt service to more closely match project revenues during the early years of the project's operation.

Level Payment: To the extent practical, bonds will be amortized on a level repayment basis, and revenue bonds will be amortized on a level repayment basis considering the forecasted available pledged revenues to achieve the lowest rates possible. Bond repayments should not increase on an annual basis in excess of two percent (2%) without a dedicated and supporting revenue funding stream.

Serial Bonds, Term Bonds, and Capital Appreciation Bonds: For each issuance, the City will select serial bonds or term bonds, or both. On the occasions where circumstances warrant, Capital Appreciation Bonds (CABs) may be used. The decision to use term, serial, or CAB bonds is driven based on market conditions.

Reserve Funds: The City shall strive to maintain the fund balance of governmental or proprietary funds (based on the security for the debt) at a level equal to or greater than the maximum annual debt service of existing obligations.

Tax-Exempt and Tax-Advantaged Bonds - Post Issuance Tax Compliance

The purpose of these Post-Issuance Tax Compliance Procedures is to establish policies and procedures in connection with tax-exempt obligations, including general obligations bonds, certificates of participation, tax-exempt leases, bond anticipation notes, and also any type of "tax-advantaged" obligations (collectively, "Bonds") issued by or on behalf of the City of San Fernando (the "City"), including entities controlled by the City, such as community facilities districts or joint powers agencies (collectively, the "Issuer"), in order to ensure that the Issuer complies with all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt or other advantaged status of the Bonds.

General

Ultimate responsibility for all matters relating to the Issuer's financings, including any refunding and refinancing, rests with the Director of Finance of the Issuer (the "Responsible Officer").

Post-Issuance Compliance Requirements

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External Advisors / Documentation

It is the policy of the Issuer to actively participate in discussions of its tax and state law compliance requirements during and after each issuance of Bonds. Such discussions will be with bond and tax counsel, as well as any financial advisor for the Bond issue, and other parties. The Responsible Officer shall be familiar with the representations and covenants made by the Issuer in the documents executed for the Bond issue, including, as necessary, being briefed by tax counsel on the particular requirements, as set forth in the tax document (e.g., a Tax Certificate) for each Bond issue, prior to signing such document.

The Responsible Officer and other appropriate Issuer personnel shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the Bond issuance process to identify requirements and to establish procedures necessary or appropriate so that the Bonds will continue to qualify for the appropriate tax status. Those requirements and procedures shall be documented in a district or issuer resolution(s), Tax Certificate(s) and/or other documents finalized at or before issuance of the Bonds. Those requirements and procedures shall include future compliance with applicable arbitrage rebate requirements and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term of the Bonds.

The Responsible Officer and other appropriate Issuer personnel also shall consult with bond counsel and other legal counsel and advisors, as needed, following issuance of the Bonds to ensure that all applicable post-issuance requirements in fact are met. This shall include consultation in connection with future contracts with respect to the use or sale of Bond-financed assets, and future contracts with respect to the use of output or throughput of Bond-financed assets (e.g., solar leases).

Whenever necessary or appropriate, the Issuer shall engage expert advisors (each a "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of Bond proceeds, to prepare written rebate reports and to assist the Issuer with any requisite filings of rebate-related forms required by and payments to the Internal Revenue Service (the "IRS").

Role of the Bond Issuer

It is the Issuer's responsibility to know how Bond proceeds will be invested, and that such funds shall only be invested in permitted investments, as set forth in the authorizing resolution or other document pertaining to a given Bond issue. The investment earnings must be tracked and quantified, as the Issuer may not be able to keep all or a portion of said earnings, depending upon whether or not certain arbitrage rebate conditions are met. The investment activity data is a key component of rebate analysis and the Issuer will make sure such data is readily available for the Rebate Service Provider.

The documents governing the Issuer's tax-exempt debt obligations may provide for Bond proceeds to be administered by a trustee or any other agent, including a commercial bank or City official (as used herein, a "Trustee"), and the Issuer shall arrange for such Trustee to provide regular, periodic (e.g., monthly) statements regarding the investments and transactions involving Bond proceeds.

Unless otherwise provided as in the prior paragraph, unexpended Bond proceeds shall be tracked by the Issuer, and the investment of Bond proceeds shall be managed or overseen by the Responsible Officer. The Responsible Officer shall maintain records and shall prepare regular, periodic statements to the Issuer regarding the investments and transactions involving Bond proceeds.

Arbitrage Rebate and Yield

The Issuer has obligations to prepare or cause to be prepared calculations related to rebate for each Bond issue. Unless the

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applicable Tax Certificate or other document sets forth bond counsel has advised the Issuer that arbitrage rebate will not be applicable to an issue of Bonds:

- The Issuer shall engage the services of a qualified Rebate Service Provider (if not performed internally), and the Issuer or the Trustee shall deliver periodic statements concerning the investment of Bond proceeds to the Rebate Service Provider on a prompt basis;
- Upon request, the Responsible Officer and other appropriate Issuer personnel shall provide to the Rebate Service Provider additional documents and information reasonably requested by the Rebate Service Provider;
- The Responsible Officer and other appropriate Issuer personnel shall monitor efforts of the Rebate Service Provider and assure payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of the Bonds, and no later than 60 days after the last Bond of each issue is redeemed; and
- During the construction period of each capital project financed in whole or in part by Bonds, the Responsible Officer and other appropriate Issuer personnel shall monitor the investment and expenditure of Bond proceeds and shall consult with the Rebate Service Provider to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 24 months, as applicable, following the issue date of the Bonds.

The Issuer shall retain copies of all arbitrage reports, investment and expenditure records, and trustee statements as described below under "Record Keeping Requirements."

Allocation of Bond Proceeds

Within the proper timelines, which are currently no later than 18 months after expenditure or the project's placed-in-service date, but in no event after 5 years from the date of issuance of the applicable issue of new money bonds, the Issuer will allocate Bond proceeds to expenditures for rebate and private use purposes.

Use of Bond Proceeds

In order to preserve the tax-exempt or tax-advantaged status of the Bonds, the Issuer is responsible for making sure that the facilities financed or refinanced with Bond proceeds cannot be used by private businesses (or non-profit corporations or the U.S. Government) in amounts that exceed the permitted limits, or sold while the Bonds are outstanding, unless a remedial action is taken to preserve the tax-exempt or tax-advantaged status. The Responsible Officer and other appropriate Issuer personnel shall:

- Monitor the use of Bond proceeds, the use of Bond-financed assets (e.g., facilities, furnishings or equipment) and the use of output or throughput of Bond-financed assets throughout the term of the Bonds (and in some cases beyond the term of the Bonds) to ensure compliance with covenants and restrictions set forth in applicable Issuer resolutions and Tax Certificates;
- Maintain records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Bonds;
- Consult with Bond Counsel and other professional expert advisers in the review of any contracts or arrangements involving use or sale of Bond-financed facilities to ensure compliance with all covenants and restrictions set forth in applicable district or Issuer resolutions and Tax Certificates;

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- Maintain records for any contracts or arrangements involving the use or sale of Bond-financed facilities as might be necessary or appropriate to document compliance with all covenants and restrictions set forth in applicable district or Issuer resolutions and Tax Certificates; and
- Meet at least [annually] with personnel responsible for Bond-financed assets to identify and discuss any existing or planned use or sale of Bond-financed, assets or output or throughput of Bond-financed assets, to ensure that those uses are consistent with all covenants and restrictions set forth in applicable district or Issuer resolutions and Tax Certificates.

All relevant records and contracts shall be maintained as described below.

Record Keeping Requirements

The Issuer will adopt, incorporate and follow procedures to maintain appropriate records while the Bonds are outstanding and up to 3 years afterward. The Issuer acknowledges that it is both prudent practice to maintain comprehensive records, but it is also necessary in the event that the IRS requests such documents in the course of an examination.

Unless otherwise specified in applicable district or Issuer resolutions or Tax Certificates, the Issuer shall maintain the following documents for the term of each issue of Bonds (including refunding Bonds, if any) plus at least three years:

- A copy of the Bond closing transcript(s) and other relevant documentation delivered to the Issuer at or in connection with closing of the issue of Bonds;
- A copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds;
- A copy of all contracts and arrangements involving private use of Bond-financed assets or for the private use of output or throughput of Bond-financed assets; and
- Copies of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements.

Section 3. Authority.

By order of City Council Resolution No. 7767 adopted by the City Council on December 5, 2016.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Councilmember Joel Fajardo

Date: May 7, 2018

Subject: Discussion of Senior Activities in San Fernando

RECOMMENDATION:

I have placed this on the agenda to discuss the concerns presented by the seniors at the City Council meeting on April 2, 2018, receive staff updates, and discuss possible solutions.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

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AGENDA REPORT

To: Vice Mayor Antonio Lopez and Councilmembers

From: Mayor Sylvia Ballin

Date: May 7, 2018

Subject: Consideration to Appoint an Ad Hoc Committee to Work with Wild Horse Children's Foundation Regarding the Use of Pioneer Park

RECOMMENDATION:

I would like to recommend that the City Council appoint Vice Mayor Antonio Lopez and Councilmember Robert C. Gonzales to an ad hoc committee to work with the Wild Horse Children's Foundation regarding the use of Pioneer Park.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

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AGENDA REPORT

To: Vice Mayor Antonio Lopez and Councilmembers

From: Mayor Sylvia Ballin

Date: May 7, 2018

Subject: Consideration to Adopt a Resolution Amending the City Council Procedural Manual for the Purposes of Refining Some of its Restrictions on the Use of City Letterhead by Councilmembers

RECOMMENDATION:

I have placed this item on the agenda for consideration and recommend that the City Council adopt Resolution No. 7850 (Attachment "A") Amending Chapter 15 (Official Letterhead and Other Stationary Use Policies) of the City Council Procedural Manual.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENT:

A. Resolution No. 7850

ATTACHMENT "A"

RESOLUTION NO. 7850**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING CHAPTER 15 (OFFICIAL LETTERHEAD AND OTHER STATIONARY USE POLICIES) OF THE PROCEDURAL MANUAL, CITY COUNCIL OF THE CITY OF SAN FERNANDO**

WHEREAS, on July 3, 1995, the City Council of the City of San Fernando ("City Council") first adopted its Procedural Manual (the "Manual") by way of City Council Resolution No. 6434; and

WHEREAS, the City Council last updated the Manual on October 19, 2015 by way of Resolution No. 7704; and

WHEREAS, the City Council wishes to refine provisions of Chapter 15 (Official Letterhead and Other Stationary Use Policies) as relates to the use of City letterhead by members of the City Council.

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

SECTION 1. The City Council finds that all of the facts set forth in this Resolution are true and correct.

SECTION 2. The third sentence of Section 15.1 (Authorized Use of Letterhead) of Chapter 15 (Official Letterhead and Other Stationary Use Policies) is hereby amended to state the following:

"Without the prior approval of the City Council but subject to the restrictions and requirements of this Section below and Section 15.3, an individual City Councilmember may use official City letterhead and/or other official Stationary for the following purposes, provided the Councilmember makes clear in the correspondence that he or she is communicating in his or her individual capacity and not on behalf of the City or the City Council as a body: (i) to acknowledge the receipt of communications submitted to the Councilmember by members of the public; (ii) to offer simple congratulations or appreciation to members of the public for their civic involvement or personal achievements which reflect positively on the San Fernando community; (iii) to offer simple condolences and/or best wishes to members of the public who have endured personal hardship or loss; (iv) to respond to inquires by members of the public seeking publicly available and non-privileged information about City programs or services; or (v) to request information from other public agencies or non-City organizations."

SECTION 3. Section 15.2 (Unauthorized Use of Official Letterhead or Other Official Stationary) is hereby amended by the addition of the following sentence at the end of the current text:

“Under no circumstances may City letterhead or other official Stationary be used in any manner that (i) would constitute a violation of Government Code Section 8314, Government Code Section 82041.5 or any other applicable statute or regulation governing the use of public resources; or (ii) that discloses confidential or privileged information that a Councilmember has acquired in his or her official capacity as a member of the City Council where such disclosure may only be made with the consent of the City Council acting as a body and such consent has not been formally granted by the City Council acting as body.”

SECTION 4. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 7th day of May 2018.

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 7th day of May 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT A
TEXT OF NEW CHAPTER 15 TO PROCEDURAL MANUAL

Section 1. As indicated in the Resolution No. 7850 to which this Exhibit A is attached, that certain record/policy of the City of San Fernando (“City”) entitled “Procedural Manual – City Council of the City of San Fernando” (hereinafter, the “Policy Manual”) is hereby amended by the addition of a new Chapter 15 entitled “Official Letterhead and Other Stationery Use Policies”. Accordingly, pursuant to Resolution No. 7850, the Policy Manual shall be amended by the addition of a new Chapter 15 which shall read as follows:

15. OFFICIAL LETTERHEAD AND OTHER STATIONERY USE POLICIES

15.1 AUTHORIZED USE OF LETTERHEAD

Official City letterhead or any other official stationery of the City must be used with care to avoid misunderstandings, including but not limited to, misrepresentations of official City Council-approved policies or actions. When authorized or otherwise directed by a majority of the City Council at a duly noticed meeting of the City Council, official City letterhead and/or other official stationery may be used by members of the City Council to communicate official City Council-approved action or policy. Individual City Councilmembers may also use official City letterhead or other official stationery to respond to informational inquiries made by interested members of the public or to make informational inquiries with others. When using official letterhead or other official stationery to communicate with others, City Councilmembers must expressly state in their communication whether or not they are communicating in their individual capacity or whether they are communicating in a representative capacity for the City Council and/or the City. In order to communicate in a representative capacity for the City Councilmember must have received formal direction or authorization from a majority of the City Council at a duly noticed meeting of the City Council.

15.2 UNAUTHORIZED USE OF OFFICIAL LETTERHEAD OR OTHER OFFICIAL STATIONERY

In addition to any other prohibition set forth under this Chapter, elsewhere in this Policy Manual, under the San Fernando Municipal Code or state law or federal law, no member of the City Council communicating with any other person or entity through the medium of official City letterhead or other official stationery of the City, may represent that he or she is communicating or otherwise acting in a representative capacity for the City Council or the City or communicating a position or opinion in the name of the City Council or the City unless the City Council has expressly authorized the Councilmember to do so by a majority of the City Council at a duly noticed meeting of the City Council. The City Council reserves the right to request that any communications using City letterhead or other City stationery, which are issued in the name of the City Council or the City, to be reviewed and vetted by the City Council as a body at a duly noticed meeting of the City Council before the communication is disseminated.

15.3 PREPARATION OF COMMUNICATIONS USING OFFICIAL LETTERHEAD OR OTHER OFFICIAL STATIONERY

It shall be the official policy of the City to have all City Councilmember communications using official City letterhead or other official stationery prepared by secretarial staff of the City Manager's Office, with prior verbal or written notice by the requesting Councilmember to the City Manager. City secretarial staff may not commence the drafting of such communications until the City Manager has confirmed either verbally or in writing that he or she has been notified of a Councilmember's request to communicate using official City letterhead or other official stationery of the City. The City Manager reserves the right to review all such communications before they are disseminated to verify compliance with these policies. The City Manager further reserves the right to seek input and direction from the City Council at a duly noticed meeting of the City Council before authorizing staff to disseminate any such communications. Councilmembers shall not receive personalized official letterhead or stationery nor shall Councilmembers be entitled to maintain their own stock of letterhead or stationery, or maintain electronic templates of such stationery. The rights and duties of the City Manager under this Chapter shall be delegated to the person who has been formally designated by the City Manager, or a majority of the City Council to act in place of the City Manager during any period time in which the City Manager is on vacation, on extended leave or is otherwise physically unable to discharge his or her duties at the time the request is made.

15.4 COUNTERFEIT LETTERHEAD OR STATIONERY

Except as may otherwise be allowed under City Council Resolution No. 6904 approved May 5, 2003, no member of the City Council may affix the City seal or any other City logo on any personal letterhead, stationery or any other written document, whether or not such letterhead, stationery or document is transmitted in paper form or electronically. All such written communications improperly bearing the City seal or any other City logo shall be deemed unauthorized and counterfeit.

15.5 DEFINITIONS

- A. "City seal" shall have the same meaning as set forth under Section 1-13 of the San Fernando Municipal Code as the same may be amended from time to time. The City seal as described under Section 1-13 appears as follows:



- B. “City logo(s)” shall mean and include all logos or designs used for purposes of symbolically representing the authority of the City of San Fernando and the capacity of its officers, employees and agents as representatives of the City of San Fernando. City logos include, but are not limited to the following images:



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AGENDA REPORT

To: Vice Mayor Antonio Lopez and Councilmembers

From: Mayor Sylvia Ballin

Date: May 7, 2018

Subject: Discussion Pertaining to the Tax Fairness, Transparency and Accountability Act of 2018

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7851 (Attachment "A") opposing the Tax, Fairness, Transparency and Accountability Act of 2018.

BUDGET IMPACT:

There is no impact to the budget by adopting this Resolution. Additional future costs to be determined based on City Council direction.

ATTACHMENTS:

- A. Resolution No. 7851
- B. Correspondence (email and attachments) from the League of California Cities, Director of Public Affairs Bismarck Obando
- C. City of Los Angeles' Resolution

ATTACHMENT “A”**RESOLUTION NO. 7851****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, OPPOSING THE TAX
FAIRNESS, TRANSPARENCY AND ACCOUNTABILITY ACT OF
2018**

WHEREAS, California’s cities, counties and special districts follow strict guidelines and existing state law regarding the establishment of reasonable fees and the required voter approval of all local taxes;

WHEREAS, there is a signature-gathering campaign for a state ballot measure currently sponsored by the California Business Roundtable that would severely harm the ability of local governments to continue to provide quality services by imposing onerous roadblocks to raising local revenue to address community needs, services and infrastructure improvements;

WHEREAS, it is important for local community members, in concert with their duly-elected official – rather than a special interest group in Sacramento – to determine the services and funding levels appropriate for their own cities;

WHEREAS, the proposed ballot measure would allow businesses to escape from their existing obligations to pay the full cost of services that they request and receive from local agencies and benefit from; and

WHEREAS, the proposed ballot measure would then shift the burden of these uncovered costs from business interest to local general funds supported by taxpayers, and thereby reduce general fund available to support police, fire, park, planning, and other community services.

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

SECTION 1. The City of San Fernando hereby opposes the Tax Fairness, Transparency and Accountability Act of 2018 sponsored by the California Business Roundtable on the grounds that this measure would harm the ability of local communities to adequately fund services.

SECTION 2. The City Manager, or designee, is hereby directed to email a copy of this adopted resolution to the League of California Cities at CityLetters@cacities.org.

PASSED, APPROVED, AND ADOPTED this 7th day of May, 2018.

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 7th day of May, 2018, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

April 19, 2018

TO: League of California Cities Members
 FR: Bismarck Obando, Director of Public Affairs, League of California Cities
 RE: State Ballot Measure Restricting Local Taxing Authority

The League of California Cities along with SEIU California opened a campaign committee this week to OPPOSE the "Tax Fairness, Transparency and Accountability Act of 2018." (Press Release is below).

The "Tax Fairness, Transparency and Accountability Act of 2018" or ([AG# 17-0050 Amdt. #1](#)), is currently circulating petitions to qualify for the November ballot. This initiative would drastically limit local revenue authority, while making comparatively minor modifications to state authority. For cities and other local agencies, it applies retroactively and may void some local measures approved by local voters on or after January 1, 2018, but prior to the effective date of this act, that does not comply with the provisions of the act. **IF YOU PLAN OR HAVE A LOCAL BALLOT MEASURE IN 2018, THIS WILL IMPACT YOUR CITY.**

This initiative is sponsored by the American Beverage Association the trade association of soda companies and the California Business Roundtable, an organization that claims [membership](#) from some of the state's largest companies including, Wells Fargo, Albertsons, KB Home, Blackstone Group, Chevron, Farmers Insurance, Granite Construction, among others

One paragraph among the three pages declares one of the purposes of the measure is to overturn "loopholes" created by *Cannabis Coalition v. City of Upland* (concern that voters could enact special taxes via initiative by majority vote); *Chamber of Commerce v. Air Resources Board* (a recent case lost by the Chamber which alleged that the state cap and atrade program was an illegal tax) and *Schmeer v. Los Angeles* (which held that a locally imposed-grocer retained bag fee was not a tax).

This measure, however, has much broader impacts than such fixes.

For more background on the Tax Fairness, Transparency and Accountability Act of 2018 you may view the [title and summary](#) and the [LAO fiscal impact estimate](#).

ACTION:

This initiative is currently circulating petitions for signatures and has surpassed 25% of the required signatures to qualify for the November ballot. In the meantime, the League of California Cities is asking cities to do the following:

- 1) Adopt a city resolution (attached) to demonstrate how harmful this measure would be for our communities and the people of California.
- 2) Your Mayor or Councilmembers should OPPOSE this measure and fill-out the attached endorsement form.

If you have any questions regarding this measure, please contact your Regional Public Affairs Manager:

<http://www.cacities.org/Resources-Documents/Policy-Advocacy-Section/Public-Affairs-and-Campaigns/LCC-Reg-Rep-Brochure-2016.aspx>).

FOR IMMEDIATE RELEASE

April 18, 2018

Contact: Mike Roth, 916-444-7170

**Broad Coalition Forms to Oppose Dangerous,
 Big Soda and Corporate Special Interest-Backed Ballot Initiative to
 Decimate Local Services from Fire to Parks to Roads**

Local taxpayers will pick up the tab so Big Soda and certain corporate interests can avoid paying their fair share under misleading initiative -

League of CA Cities, SEIU California, AFSCME CA, CA Professional Firefighters and PORAC leading the charge to defeat it.

SACRAMENTO – Today, The Committee to Protect Our Communities, a coalition of local governments, working families, labor groups, concerned individuals and business groups, opened their committee to oppose the “Tax Fairness, Transparency and Accountability Act,” a misleading named and dangerous initiative sponsored by the American Beverage Association (ABA) and the California Business Roundtable. Proponents are currently gathering signatures to qualify the measure for the November 2018 ballot.

“Libraries, parks, medical emergency response, garbage and sewer, police, fire, streets and roads. These are the essential services that would be devastated by this proposed measure that puts corporate interests over the needs of local communities and our residents. Interfering with our cities’ ability to raise revenues to pay for local services is a far overreach that will hurt California’s quality of life for generations to come,” said Carolyn Coleman, Chair of the Committee to Protect our Communities and Executive Director of the League of California Cities.

“While proponents argue that this initiative is about giving more control to taxpayers, make no mistake about it, this is an attempt by Big Soda to end local ballot fights, and rig the rules to make it much harder to pass local soda taxes as well as other corporate offset fees,” remarked Alma Hernandez, Treasurer of the Committee to Protect our Communities and Executive Director of SEIU California which represents over 700,000 working people across California.

To date, the American Beverage Association has dumped [\\$4.1 million dollars](#) into the committee in support of the initiative – well over 80% of the money raised so far by the proponents.

The ABA is accustomed to dropping big dollars to defeat local measures that would place a tax on sugary beverages. The ABA spent over \$25 million in 2016 alone, fighting local California soda tax measures that were designed to offset costs for local health care, help fight childhood obesity and diabetes, and fund other critical local services.

Joining the opposition coalition are a number of widely respected organizations, including the American Federation of State, County and Municipal Employees, California (AFSCME), the California Professional Firefighters (CPF), and the Peace Officers Research Association of California (PORAC).

“This measure will restrict a local community’s ability to provide important services, improve public safety, repair aging infrastructure, and maintain public parks by allowing a small minority to create gridlock and defeat the will of the majority,” stated Lou Paulson, President of the California Firefighters.

The “Tax Fairness, Transparency and Accountability Act” would drastically limit local revenue authority. In part, it eliminates local authority to impose a tax for general purposes by majority vote and instead requires all local proposed tax increases subject to a two-thirds vote. This proposal also requires two-thirds approval of all members of the local legislative body before a tax can be placed on the ballot. It also requires that a tax contained in a regulation adopted by a state agency must be approved by two-third vote of the Legislature. For cities and other local agencies, it applies retroactively and may void some local measures approved by local voters on or after January 1, 2018.

Proponents have until June 28th to qualify their initiative for the ballot.

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Committee to Protect Our Communities

Fact Sheet

- The Tax Fairness, Transparency, and Accountability Act of 2018 would eliminate the current authority of cities and counties to enact a tax for general purposes with approval from a majority of voters, making it harder for communities to maintain adequate levels of services.
- Would now require a 2/3rd vote of City Councils or Board of Supervisors to enact many fees. This will make it harder for communities hold businesses and individuals responsible for creating fires hazards, destruction of public property, and use of emergency services.
- Would significantly narrow the legal threshold from “reasonable” to “actual” costs for local governments to apply fees to services, permits, licenses, etc. This will make it more difficult for local governments to ensure that the businesses pay to use services like building inspections by the fire marshal and providing emergency services for industrial sites.
- It would void local tax measures passed in 2018 unless they are approved by 2/3rds of voters, even though voters will likely not be aware of that fact. This could make it harder for communities to plan for the future to prevent cuts to public safety and other vital services.
- If passed, it would now require any local tax placed on the ballot to specifically identify how the revenues will be spent with binding and enforceable actions. This could lead to an array of lawsuits preventing cities from collecting the necessary revenue to fund important services.
- Would require all local tax measures to appear only on a regularly scheduled general election ballot unless an emergency is declared with a unanimous vote of the authorizing governing body. This will limit a community’s flexibility to fund solutions to urgent problems.
- While the initiative exempts existing school bond authority votes that require a 55% percent approval, the 2/3rds vote requirement for local tax measures will make it harder for local communities raise new revenue to expand after school education programs for students.

Paid for by Committee to Protect Our Communities, Sponsored by Labor and Local Government Organizations. Committee Major Funding from
California State Council of Service Employees
League of California Cities

- For the first time, this initiative would allow referendums of fees enacted by local legislative bodies. A referendum could qualify with signed petitions of only 5% of affected voters.
- Would also place new limits on the state's regulatory authority by requiring administrative actions that result in additional charges to business be approved by the legislature. This will make it more difficult in ensuring major polluters are held accountable for their actions.
- The measure is bankrolled by the American Beverage Association, made up of soda companies. In the 2016, they spent more than \$25 million opposing local soda tax measures that required only a majority vote. They have already spent more than \$3.5 million to qualify this measure in order dissuade cities from attempting new soda taxes.
- The other main sponsor of the initiative is the California Business Roundtable, which is made up of California's largest corporations including oil companies, insurance companies, banks, and pharmaceutical companies. Many of their members are supporting initiative so they can evade paying higher taxes and make it more difficult for local governments to increase funding for services.

Committee to Protect Our Communities

Talking Points

The Tax Fairness, Transparency and Accountability Act of 2018 is an initiative sponsored by the American Beverage Association the trade association of soda companies and the California Business Roundtable, an organization that represents some of the largest interest groups in California. This initiative would drastically limit local revenue authority and it applies retroactively and may void local measures approved by local voters on or after January 1, 2018.

- This is a measure drafted by Sacramento corporate special interests to rig the rules in their favor and **take away local control** from California communities.
- This initiative will shift even more of the tax and fee burden onto the average taxpayer and small businesses by making it harder for local communities to make sure big corporations pay their fair share.
- The initiative was drafted to make it harder for local citizens and communities to hold individuals and businesses responsible for costs and fees related to items like pollution, rising health care costs, fire hazards, use of emergency services, and destruction of public property.
- If this measure passes, community issues such as public safety, traffic congestion, and the funding of basic services will be harder to remedy because this initiative allows a small minority to block increased revenue for these priorities.
- This initiative is being pushed by California Business Roundtable -- a Sacramento special interest group that represents some of California's biggest corporations including oil companies, insurance companies, banks, and pharmaceutical companies. Their goal with this initiative is to provide a way for big corporations to evade paying higher taxes and fees while making it harder for communities to maintain funding for local services.
- This initiative is being funded more than 80% by the American Beverage Association. They spent more than \$25 million dollars in 2016 to unsuccessfully oppose local soda tax measures that are combatting childhood obesity and improving the overall health of the communities. Since those measures only requires approval of a majority of voters, they are now using the state initiative process the change the laws so they won't have continue spending money on additional soda tax measures.

<p>Paid for by Committee to Protect Our Communities, Sponsored by Labor and Local Government Organizations. Committee Major Funding from California State Council of Service Employees League of California Cities</p>
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SAMPLE RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF <<CITY>> OPPOSING THE TAX FAIRNESS, TRANSPARENCY AND ACCOUNTABILITY ACT OF 2018

WHEREAS, California's cities, counties and special districts follow strict guidelines and existing state law regarding the establishment of reasonable fees and the required voter approval of all local taxes; and

WHEREAS, there is a signature-gathering campaign for a state ballot measure currently sponsored by the California Business Roundtable that would severely harm the ability of local governments to continue to provide quality services by imposing onerous roadblocks to raising local revenue to address community needs, services and infrastructure improvements; and

WHEREAS, it is important for local community members, in concert with their duly-elected officials—rather than a special interest group in Sacramento--to determine the services and funding levels appropriate for their own cities; and

WHEREAS, the proposed ballot measure would allow businesses to escape from their existing obligations to pay the full cost of services that they request and receive from local agencies and benefit from; and

WHEREAS, the proposed ballot measure would then shift the burden of these uncovered costs from business interests to local general funds supported by taxpayers, and thereby reduce general funds available to support police, fire, park, planning, and other community services.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF <<CITY>> DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City of <<CITY>> hereby opposes the Tax Fairness, Transparency and Accountability Act of 2018 sponsored by the California Business Roundtable on the grounds that this measure would harm the ability of local communities to adequately fund services; and

SECTION 2. The City Manager is hereby directed to email a copy of this adopted resolution to the League of California Cities at cityletters@cacities.org

APPROVED AND ADOPTED by the Council on ____ __, 2018.

Committee to Protect Our Communities

Endorsement Form

Please list me as a public supporter of the coalition to oppose the Tax Fairness, Transparency, and Accountability Act of 2018

Signature (Required)

Date

Please select a category:

☐ Elected Official

☐ Organization

☐ Company

☐ Individual

Please complete the following information:

Company or Organization Name (as you wish to be listed)

Name

Title

Mailing Address

City

State

Zip

County

Phone Number

Fax Number

E-mail Address

The signer of this form allows their organization's name to be used by the campaign in campaign related materials or communications.

Please return this completed form to:

Fax #: (916) 441-2653 or Email: Jheller@kaufmancampaigns.com

Phone # (916) 443-7817

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RULES, ELECTIONS & INTERGOVERNMENTAL RELATIONS
ATTACHMENT "C"

R E S O L U T I O N

WHEREAS, any official position of the City of Los Angeles with respect to legislation, rules, regulations or policies proposed to or pending before a local, state or federal governmental body or agency must first have been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

WHEREAS, the Tax Fairness, Transparency and Accountability Act of 2018 is an initiative sponsored by the American Beverage Association, the trade association of soda companies, and the California Business Roundtable, an organization that represents some of the largest interest groups in California; and

WHEREAS, this initiative would eliminate the current authority of cities and counties to enact a tax for general purposes with approval from a majority of voters and it would require a 2/3rd vote of City Councils or Board of Supervisors to enact many fees, making it harder for communities to maintain adequate levels of services such as police, fire, libraries, and parks; and

WHEREAS, this initiative would drastically limit future local revenue authority, and even more egregious is that it applies retroactively and may void local measures approved by local voters on or after January 1, 2018; and

WHEREAS, this initiative will shift even more of the tax and fee burden onto the average taxpayer and small businesses by making it harder for local communities to make sure big corporations pay their fair share; and

WHEREAS, this will make it harder for local citizens and communities to hold individuals and businesses responsible for costs and fees related to items like pollution, rising health care costs, fire hazards, use of emergency services, and destruction of public property; and

WHEREAS, if this measure passes, community issues such as public safety, traffic congestion, and the funding of basic services will be harder to remedy because this initiative allows a small minority to block increased revenue for these priorities;

NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by the adoption of this Resolution, the City of Los Angeles hereby includes in its 2017-2018 State Legislative Program OPPOSITION to the Tax Fairness, Transparency and Accountability Act of 2018.

Presented by:


Paul KoretzCouncilmember, 5th District

Seconded by:



ORIGINAL

APR 24 2018

