



SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE AND AGENDA
OCTOBER 21, 2019 – 6:00 PM
CITY HALL COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Joel Fajardo
Vice Mayor Sylvia Ballin
Councilmember Robert C. Gonzales
Councilmember Mary Mendoza
Councilmember Hector A. Pacheco

PLEDGE OF ALLEGIANCE

Led by Student of the Month Brenda Macuil

APPROVAL OF AGENDA

PRESENTATIONS

- a) CERTIFICATES OF RECOGNITION – STUDENTS OF THE MONTH
- Brenda Macuil – Social Justice Humanitas Academy, EduCare Foundation
 - Aslyn Mendez – Academy of Scientific Exploration
- Education Commission Chair David Govea
- b) CERTIFICATE OF RECOGNITION – LEAD DESK OFFICER JAMES VANICEK
Vice Mayor Sylvia Ballin

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

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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 the room if the Presiding Officer so directs the sergeant-at-arms and such person may be barred from further audience before the City Council.

PUBLIC STATEMENTS

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.

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) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 19-102 approving the Warrant Register.

ADMINISTRATIVE REPORTS**2) CONSIDERATION TO ADOPT A RESOLUTION RESCINDING RESOLUTION NO. 7895 AND ESTABLISHING MEASURE “A” REVIEW GUIDELINES**

Recommend that the City Council:

- a) Adopt Resolution No. 7954, rescinding Resolution No. 7895 and establishing Town Hall style Measure “A” Transparency Forum Guidelines;

OR

- b) Adopt Resolution No. 7957, rescinding Resolution No. 7895 and establishing City Council Appointed Measure “A” Committee Guidelines;

OR

- c) Provide staff with additional direction.

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3) CONSIDERATION TO ACCEPT THE OFFICE OF TRAFFIC SAFETY SELECTIVE TRAFFIC ENFORCEMENT PROGRAM GRANT

Recommend that the City Council:

- a. Accept the Office of Traffic Safety (OTS) Grant funds in the amount of \$40,000 to reimburse overtime and equipment for the Selective Traffic Enforcement Program (STEP) Grant PT20155;
- b. Adopt Resolution No. 7956 amending the budget for Fiscal Year 2019-2020 to appropriate the grant revenues and expenses;
- c. Authorize the City Manager to execute all related documents; and
- d. Authorize the Police Chief to expend the funds as detailed in the OTS STEP Grant.

4) UPDATE ON STATEWIDE TENANT PROTECTION ACT OF 2019 AB 1482 (RENT CONTROL)

This item was placed on the agenda by Vice Mayor Sylvia Ballin.

5) DISCUSSION REGARDING THE USE OF ELECTRONIC SIGNATURES FOR CITY DOCUMENTS

This item was placed on the agenda by Mayor Joel Fajardo.

6) CONSIDERATION TO APPOINT CITY COMMISSIONERS

This item was placed on the agenda by Councilmember Mary Mendoza.

7) CONSIDERATION TO APPOINT AN EDUCATION COMMISSIONER

This item was placed on the agenda by Mayor Joel Fajardo.

8) DISCUSSION REGARDING CITY COUNCIL AD HOC COMMITTEE ASSIGNMENTS

This item was placed on the agenda by Mayor Joel Fajardo.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**GENERAL COUNCIL COMMENTS AND LIAISON UPDATES****RECESS TO CLOSED SESSION****A) CONFERENCE WITH LABOR NEGOTIATOR**

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G.C. §54957.6

Designated City Negotiators:

City Manager 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

B) PUBLIC EMPLOYEE PERFORMANCE EVALUATION (INFORMAL)

G.C. §54957

Title of Employee: City Manager

C) CONFERENCE WITH LABOR NEGOTIATOR – UNREPRESENTED EMPLOYEE

G.C. §54957.6

Designated City Negotiator: Mayor Joel Fajardo

Unrepresented Employee: City Manager

RECONVENE/REPORT OUT FROM CLOSED SESSION**ADJOURNMENT**

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

*Elena G. Chávez, CMC**City Clerk**Signed and Posted: October 17, 2019 (4:30 p.m.)*

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

Regular Meeting

San Fernando City Council

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: October 21, 2019

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 19-102 (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 special 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. Special 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 City Manager 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 City Manager 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. 19-102

ATTACHMENT "A"**RESOLUTION NO. 19-102****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 19-102****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 21st day of October, 2019.

Joel Fajardo, 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 21st day of October, 2019, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT "A"

vchlist		Voucher List				Page:	1
10/16/2019	11:35:19AM	CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
216323	10/21/2019	891587 ABLE MAILING INC.	30566	11993	MAILING & FULFILLMENT SERVICES-SI		
				11993	072-360-0000-4300	88.63	
					070-382-0000-4300	88.62	
			30567		WATER ENVELOPES STORAGE FEE-AI		
					070-382-0000-4300	12.50	
					072-360-0000-4300	12.50	
					Total :	202.25	
216324	10/21/2019	100066 ADS ENVIRONMENTAL SERVICES,INC	22206.52-0919	12083	SEVEN ADS D-SITE OVERFLOW MONIT		
			22291.22-0719	12103	072-360-0000-4260	1,113.00	
					WASTEWATER FLOW MONITORING, S/		
			22291.22-0919	12103	072-360-0000-4260	935.00	
					WASTEWATER FLOW MONITORING, S/		
					072-360-0000-4260	935.00	
					Total :	2,983.00	
216325	10/21/2019	888356 ADVANCED AUTO REPAIR	1386	12017	VEHICLE MAINT., REPAIRS AND MINOR		
					041-320-0224-4400	158.95	
					Total :	158.95	
216326	10/21/2019	891969 ADVANCED PURE WATER SOLUTIONS	1011219		DRINKING WATER		
					001-222-0000-4300	98.55	
					Total :	98.55	
216327	10/21/2019	887377 AKEMON, DOLORES	OCTOBER 2019		COMMISSIONER'S STIPEND		
					001-310-0000-4111	75.00	
					Total :	75.00	
216328	10/21/2019	100143 ALONSO, SERGIO	SEPT 2019	12069	MMAP ARTIST INSTRUCTOR: SERGIO /		
					108-424-3653-4260	1,080.00	
					Total :	1,080.00	
216329	10/21/2019	887695 AL'S KUBOTA TRACTOR	161657		VEHICLE MAINT-PK1169		
					041-320-0390-4400	49.22	
					Total :	49.22	

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10/16/2019	11:35:19AM	CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
216330	10/21/2019	892975 ALTA LANGUAGE SERVICES INC	IS450501		BILINGUAL LISTENING AND SPEAKING		
					001-106-0000-4270	100.00	
					Total :	100.00	
216331	10/21/2019	100165 AMERICAN WATER WORKS, INC.	27969		MALL STEAMING CLEANING SUPPLIES		
			27970		030-341-0000-4300	43.25	
					MAINT ON MALL STEAM CLEANER		
					030-341-0000-4300	594.00	
					Total :	637.25	
216332	10/21/2019	100188 ANDY GUMP INC.	G128424	12070	PORTABLE TOILET SERV. FOR CITY YA		
					004-2346	519.40	
					Total :	519.40	
216333	10/21/2019	890411 ARC DOCUMENT SOLUTIONS, LLC	10315213		RESERVOIR RECONSTRUCTION-COPII		
					070-381-0000-4300	298.64	
					Total :	298.64	
216334	10/21/2019	100222 ARROYO BUILDING MATERIALS, INC	234213	12046	HARDWARE SUPPLIES AND U-CARTS (
					070-383-0301-4300	46.20	
					Total :	46.20	
216335	10/21/2019	889626 ASSETWORKS, INC	MA19-283		ANNUAL RENEWAL FEE-ASSETMAZZ S		
					001-135-0000-4260	1,600.00	
					Total :	1,600.00	
216336	10/21/2019	889037 AT&T MOBILITY	287277903027X1008201		MODEM FOR ELECTRONIC MESSAGE		
					001-310-0000-4220	151.69	
					Total :	151.69	
216337	10/21/2019	889942 ATHENS SERVICES	7348059	12084	STREET SWEEPING SERVICES		
				12084	001-343-0000-4260	2,481.26	
					011-311-0000-4260	12,431.77	
					Total :	14,913.03	
216338	10/21/2019	893013 AYSON, LEILANI	08/31/19-10/04/19		ZUMBA INSTRUCTOR		
					017-420-1337-4260	275.00	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216348	10/21/2019	890893 CITY OF SAN FERNANDO	(Continued)			
			33-0051-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	261.28
			33-0086-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	177.98
			33-0113-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	37.37
			33-0149-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	75.83
			33-0168-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	63.93
			33-0173-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	39.75
			33-0205-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	63.93
			33-0207-02		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	104.39
			33-0212-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	37.88
			33-0213-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	63.93
			33-1590-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	85.35
			33-1810-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	63.93
			33-1936-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	37.37
			33-1940-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	37.37
			33-2010-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	194.45
			33-2050-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	293.84
			33-2090-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	99.63
			33-2660-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	193.88

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216348	10/21/2019	890893 CITY OF SAN FERNANDO	(Continued)			
			33-2679-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	39.75
			33-2740-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	37.37
			33-2789-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	136.76
			33-2839-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	216.88
			33-2853-02		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	108.20
			35-0365-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	37.37
			35-0366-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	220.33
			35-0465-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	389.80
			35-0555-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	377.90
			35-2150-02		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	4,993.89
			35-2356-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	37.37
			37-1000-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	37.37
			37-3940-02		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	37.37
			41-0700-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	696.82
			43-1311-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	42.13
			43-1485-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	182.28
			43-2085-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	42.13
			43-2685-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT	39.75

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216348	10/21/2019	890893 CITY OF SAN FERNANDO	(Continued)			
			43-2940-00		043-390-0000-4210 CITY PROPERTY UTILITY BILLING-OCT 043-390-0000-4210	161.32 984.80
					Total :	20,621.47
216349	10/21/2019	100493 CNC ENGINEERING	459494	11990	LANDSCAPE ARCHITECT SERVICES 029-335-0000-4260	6,402.50
					Total :	6,402.50
216350	10/21/2019	100747 COASTLINE EQUIPMENT	629893		VEHICLE MAINT-WA2571 070-383-0000-4400	105.59
					Total :	105.59
216351	10/21/2019	100805 COOPER HARDWARE INC.	117823	12034	MISCELLANEOUS SUPPLIES FOR PW (
			117853	12034	043-390-0000-4300 MISCELLANEOUS SUPPLIES FOR PW (3.25
			117906	12034	070-384-0000-4310 MISCELLANEOUS SUPPLIES FOR PW (98.86
			117907	12034	043-390-0000-4300 MISCELLANEOUS SUPPLIES FOR PW (14.71
			118007	12034	070-384-0000-4310 MISCELLANEOUS SUPPLIES FOR PW (28.97
			118018	12034	070-384-0000-4310 MISCELLANEOUS SUPPLIES FOR PW (92.81
			118057	12034	001-346-0000-4310 MISCELLANEOUS SUPPLIES FOR PW (51.40
				12034	001-311-0000-4300	19.12
					Total :	309.12
216352	10/21/2019	892687 CORE & MAIN LP	L170209	12035	WATER AND FIRE SERVICE MATERIALS	
			L214744	12035	070-383-0301-4300 WATER AND FIRE SERVICE MATERIALS	1,526.45
			L235008	12035	070-383-0301-4300 WATER AND FIRE SERVICE MATERIALS	293.03
				12035	070-383-0301-4300	266.95

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216352	10/21/2019	892687 892687 CORE & MAIN LP	(Continued)			
					Total :	2,086.43
216353	10/21/2019	893346 CORONA, DAISY	REIMB.		MILEAGE REIMB-WORK RELATED 001-420-0000-4390	7.19
					Total :	7.19
216354	10/21/2019	893352 DEL TORO, AUDEL	BS1902706		BUILDING PERMIT REFUND 001-3320-0000	9.16
					Total :	9.16
216355	10/21/2019	893293 DELGADO, DANIEL	REIMB.		LUNCH-HOMELESS LIAISON TRAINING 001-222-0000-4360	14.28
					Total :	14.28
216356	10/21/2019	893347 DELGADO, WALTER	2000305.003		SENIOR TRIP REFUND 004-2383	50.00
					Total :	50.00
216357	10/21/2019	887121 DELL MARKETING L.P.	101519	11972	(1) MONTH-200 OUTLOOK 365 LICENSE 001-135-0000-4260 DELL LAPTOP LATITUDE 5420 W/BUSIN 001-152-0000-4500	1,582.00
			10321368425			2,266.76
					Total :	3,848.76
216358	10/21/2019	891425 DIAZ, MARISOL	REIMB.		REIMB-ENP EVENTS 004-2346 001-420-0000-4390	202.33
					Total :	283.99
216359	10/21/2019	893001 DINO LOCK & KEY	5186		SAEFETY PHOTOCELL INSTALLED AT L 043-390-0000-4330	325.00
					Total :	325.00
216360	10/21/2019	893129 EL SALTARIN	552125		SENIOR CLUB EVENT-TAMALES 004-2380	500.00
					Total :	500.00
216361	10/21/2019	892826 EMBASSY CONSULTING	89965		RGSTR-PEER SUPPORT COURSE IN AI	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216361	10/21/2019	892826 EMBASSY CONSULTING	(Continued)		001-225-0000-4360	175.00
					Total :	175.00
216362	10/21/2019	890401 ENVIROGEN TECHNOLOGIES INC	0011333-IN	12115	MAINT, REPAIR, CONSUMABLES & EXT 070-384-0857-4260	12,596.80
			0011363-IN	12115	MAINT, REPAIR, CONSUMABLES & EXT 070-384-0857-4260	7,088.00
					Total :	19,684.80
216363	10/21/2019	890879 EUROFINS EATON ANALYTICAL, INC	L0473950	12036	WATER TESTING AND ANALYSIS SERV 070-384-0000-4260	30.00
			L0474138	12036	WATER TESTING AND ANALYSIS SERV 070-384-0000-4260	144.00
			L0474480	12036	WATER TESTING AND ANALYSIS SERV 070-384-0000-4260	144.00
			L0475515	12036	WATER TESTING AND ANALYSIS SERV 070-384-0000-4260	144.00
					Total :	462.00
216364	10/21/2019	103851 EVERSOF, INC.	R1988917		WATER SOFTNER RENTAL-WELL 2A 070-384-0000-4260	79.68
					Total :	79.68
216365	10/21/2019	101147 FEDEX	6-751-55657		COURIER SERVICE 001-190-0000-4280	21.89
					Total :	21.89
216366	10/21/2019	892298 FIDUCIARY EXPERTS LLC	000012-R-0003	12063	457 PLAN FIDUCIARY SERVICES, ADMI 001-190-0000-4270	1,250.00
					Total :	1,250.00
216367	10/21/2019	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598		PAC 50 TO SHERIFFS 001-222-0000-4220	568.30
			209-150-5250-081292		RADIO REPEATER-POLICE 001-222-0000-4220	45.83
			209-150-5251-040172		MWD METER (P.W.)	
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216367	10/21/2019	892198 FRONTIER COMMUNICATIONS	(Continued)		070-384-0000-4220	45.83
			209-151-4939-102990		MUSIC CHANNEL 001-190-0000-4220	41.70
			209-151-4941-102990		POLICE PAGING 001-222-0000-4220	50.73
			209-151-4943-081292		RADIO REPEATER (POLICE) 001-222-0000-4220	45.83
			209-188-4361-031792		RCS PHONE LINES 001-420-0000-4220	121.49
			209-188-4362-031792		PD MAJOR PHONE LINES 001-222-0000-4220	605.17
			209-188-4363-031892		VARIOUS PHONE LINES 001-190-0000-4220	79.59
					070-384-0000-4220	277.68
					001-420-0000-4220	262.12
			818-361-0901-051499		SEWER FLOW MONITORING 072-360-0000-4220	63.91
			818-361-2472-031415		PW PHONE LINE 070-384-0000-4220	26.81
			818-361-3958-091407		CNG STATION 074-320-0000-4220	52.20
			818-361-6728-080105		ENGINEERING FAX LINE 001-310-0000-4220	26.81
			818-838-1841-112596		ENGINEERING FAX MODEM 001-310-0000-4220	66.52
			818-838-4969-021803		POLICE DEPT ALARM PANEL 001-222-0000-4220	113.86
					Total :	2,494.38
216368	10/21/2019	893309 GOMEZ, MELINDA	08/31/19-10/04/19		BOXING INSTRUCTOR 017-420-1337-4260	200.00
					Total :	200.00
216369	10/21/2019	101376 GRAINGER, INC.	9298747420	12022	SUPPLIES FOR BUILDING, ELECTRICA 043-390-0000-4300	85.41
						Page: 10

vchlist 10/16/2019 11:35:19AM		Voucher List CITY OF SAN FERNANDO				Page: 13
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216382	10/21/2019	893322 JACKSON, ERICA	(Continued)		001-3777-0000	60.00
					Total :	60.00
216383	10/21/2019	889680 JIMENEZ LOPEZ, JUAN MANUEL	SEPT 2019	12075	MMAP INSTRUCTOR: JUAN LOPEZ 108-424-3653-4260	360.00
					Total :	360.00
216384	10/21/2019	101713 JOBS AVAILABLE INC.	1921016		ADVERTISEMENT-DEPUTY CITY CLERK 001-106-0000-4230	409.50
					Total :	409.50
216385	10/21/2019	101795 KOSMONT & ASSOCIATES	18-0099-012	12090	REAL ESTATE ADVISORY SERVICES-SI 001-151-0000-4270	13,231.99
					Total :	13,231.99
216386	10/21/2019	892996 KS STATEBANK	15	11994	SMART METER LEASE PAYMENT-NOV: 001-190-0000-4405	159.14
				11994	001-190-0000-4428	1,441.11
					Total :	1,600.25
216387	10/21/2019	893218 LAZARO, ERNESTO	SEPT 20119	12076	MMAP ARTIST INSTRUCTOR: LAZARO 108-424-3653-4260	960.00
					Total :	960.00
216388	10/21/2019	101920 LIEBERT CASSIDY WHITMORE	100219		ERC WORKSHOP-10/16/19 001-106-0000-4260	473.00
					Total :	473.00
216389	10/21/2019	893292 LOCAL GOVERNMENT	1019	12085	SENATE BILL 90 STATE MANDATED CO 001-130-0000-4270	1,750.00
					Total :	1,750.00
216390	10/21/2019	101974 LOS ANGELES COUNTY	AUG 2019	12067	ANIMAL CARE & CONTROL SERVICES- 001-190-0000-4260	14,365.07
					Total :	14,365.07
216391	10/21/2019	892477 LOWES	1977		MATL'S FOR ROOF REPAIRS	
						Page: 13

vchlist 10/16/2019 11:35:19AM		Voucher List CITY OF SAN FERNANDO				Page: 14
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216391	10/21/2019	892477 LOWES	(Continued)		043-390-0000-4300	183.75
					Total :	183.75
216392	10/21/2019	892773 MAILFINANCE	N7944793		QRTLTY LEASE PYMNT & RENTAL-11/01- 001-190-0000-4280	1,446.85
					Total :	1,446.85
216393	10/21/2019	888468 MAJOR METROPOLITAN SECURITY	1094541	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1094542	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1094543	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1094544	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1094545	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1094546	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1094547	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1094547	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1094548	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1094549	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1094550	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1094551	12049	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1094552	12049	ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260	15.00
			1094553	12049	ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260	23.00
			1094554	12049	ALARM MONITORING AT ALL CITY FACI	23.00
						Page: 14

vchlist 10/16/2019 11:35:19AM		Voucher List CITY OF SAN FERNANDO				Page: 15
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216393	10/21/2019	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
			1094555	12049	070-384-0000-4260	23.00
				12049	ALARM MONITORING AT ALL CITY FACI	
					070-384-0000-4260	23.00
					Total :	302.00
216394	10/21/2019	893350 MARTINEZ, LORENA	19-1896		REFUND-VEHICLE ADMIN PROCESS FI	
					001-3783-0000	35.00
					Total :	35.00
216395	10/21/2019	102125 MARTINEZ, MARLENE	TRAVEL		PER DIEM-TRAINIING MANAGER SEMI	
					001-225-3688-4360	120.00
					Total :	120.00
216396	10/21/2019	893349 MCA DIRECT	2019092		MUNICIPAL ELECTION HANDBOOK & C	
					001-116-0000-4300	250.60
					Total :	250.60
216397	10/21/2019	888254 MCCALLA COMPANY	272567		MEDICATIONS	
					001-222-0000-4300	348.51
					Total :	348.51
216398	10/21/2019	102226 MISSION LINEN SUPPLY	510836848		LAUNDRY	
			510865187		001-225-0000-4350	111.19
			510885049		LAUNDRY	
					001-225-0000-4350	103.40
			510916372		LAUNDRY	
					001-225-0000-4350	98.05
					Total :	361.79
					674.43	
216399	10/21/2019	893343 MOHR, NICOLE	OCTOBER 2019		COMMISSIONER'S STIPEND	
					001-310-0000-4111	75.00
					Total :	75.00
216400	10/21/2019	893318 MOLD ZERO SERVICES, LLC	266		MOLD REMEDIATION AT LAS PALMAS F	
				12112	043-390-0000-4330	5,950.00
						Page: 15

vchlist 10/16/2019 11:35:19AM		Voucher List CITY OF SAN FERNANDO				Page: 16
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216400	10/21/2019	893318 893318 MOLD ZERO SERVICES, LLC	(Continued)			
					Total :	5,950.00
216401	10/21/2019	893050 MORALES-RODRIGUEZ, CRISTAL	SEPT 2019		MMAP INSTRUCTOR: CRISTAL MORALI	
				12077	004-2359	255.00
					Total :	255.00
216402	10/21/2019	892535 MORAN, YOVANNI	08/31/19-10/04/19		YOGA INSTRUCTOR	
					017-420-1337-4260	125.00
					Total :	125.00
216403	10/21/2019	102325 NAPA AUTO PARTS	093019		SERVICE FEES	
					041-320-0225-4400	12.84
					Total :	12.84
216404	10/21/2019	893247 NATIONAL READY MIX	707746		MISC. CONCRETE WORK	
				12039	015-310-0866-4600	1,055.96
					Total :	1,055.96
216405	10/21/2019	893341 NAVA, MARIA ELENA	52-4707-00		WATER ACCT REFUND-1939 LUCAS	
					070-2010	96.63
					Total :	96.63
216406	10/21/2019	893348 NCSI	443		BACKGROUND CHECKS	
					017-420-1337-4260	92.50
					Total :	92.50
216407	10/21/2019	102403 NOW IMAGE PRINTING	2019104		NO PARKING SIGNS	
			2019107		001-311-0000-4300	1,100.00
			2019111		WINDOW ENVELOPES	
					001-130-0000-4300	379.50
					UTILITY SERVICE ORDER FORMS	
					070-382-0000-4300	99.00
					072-360-0000-4300	99.00
					Total :	1,677.50
216408	10/21/2019	893338 NUNEZ, LUIS	58-1468-13		WATER ACCT REFUND-760 HARDING	
					070-2010	37.21
						Page: 16

vchlist 10/16/2019 11:35:19AM		Voucher List CITY OF SAN FERNANDO				Page: 19
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216420	10/21/2019	892951 RODRIGUEZ, ELISA	(Continued)		004-2380	98.70
					Total :	98.70
216421	10/21/2019	892036 ROTHCHILD, DEBORAH	08/19-10/11	12123	AEROBICS INSTRUCTOR (SENIOR EXE 017-420-1322-4260	800.00
					Total :	800.00
216422	10/21/2019	893196 SAALEX SOLUTIONS INC	8021	12054	INFORMATION TECHNOLOGY MANAGE 001-135-0000-4270	9,600.00
					Total :	9,600.00
216423	10/21/2019	892856 SALAS, JUAN	REIMB.		REIMB-SENIOR CLUB & ENP EVENTS 004-2346 004-2380	20.61 31.64
					Total :	52.25
216424	10/21/2019	893342 SAN FERNANDO ELKS	33-1505-00		WATER ACCT REFUND-804 PICO 070-2010	240.68
					Total :	240.68
216425	10/21/2019	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		REIMB-5K RUN EVENT 001-226-0230-4430	681.97
					Total :	681.97
216426	10/21/2019	103038 SAN FERNANDO FLORIST	092819		FLOWERS-SENIOR CLUB 004-2380	165.00
					Total :	165.00
216427	10/21/2019	103057 SAN FERNANDO VALLEY SUN	10654 10656		PUBLICATION-NOTICE OF VACANCY O 001-115-0000-4230 PUBLICATION-RFQ NOTICE INVITING B 001-115-0000-4230	71.88 68.75
					Total :	140.63
216428	10/21/2019	892416 SANCHEZ, KARLA	08/31/19-10/04/19	12101	ZUMBA INSTRUCTOR 017-420-1337-4260	325.00
						Page: 19

vchlist 10/16/2019 11:35:19AM		Voucher List CITY OF SAN FERNANDO				Page: 20
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216428	10/21/2019	892416 892416 SANCHEZ, KARLA	(Continued)			Total : 325.00
216429	10/21/2019	893351 SANCHEZ, MARIA	BS1903081		BUILDING PERMIT REFUND 001-3320-0000	161.15
					Total :	161.15
216430	10/21/2019	893339 SANCHEZ, SANDRA	54-0352-01		WATER ACCT REFUND-815 GRISWOLD 070-2010	22.00
					Total :	22.00
216431	10/21/2019	103184 SMART & FINAL	25738 51346 51347 56498		BREAK ROOM SUPPLIES 001-222-0000-4300 ENP COFFEE SUPPLIES 004-2346 ENP TRIP REFRESHMENTS 004-2346 MISC SUPPLIES 004-2346	38.87 97.81 52.05 22.05
					Total :	210.78
216432	10/21/2019	103202 SOUTHERN CALIFORNIA EDISON CO.	2-21-082-3241		ELECTRIC-VARIOUS LOCATIONS 027-344-0000-4210 029-335-0000-4210 070-384-0000-4210 043-390-0000-4210 074-320-0000-4210	64.82 2,300.01 31,240.27 17,572.58 4,968.02
					Total :	56,145.70
216433	10/21/2019	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9776-0		NATURAL GAS FOR CNG STATION 074-320-0000-4402	4,723.48
					Total :	4,723.48
216434	10/21/2019	892934 SRPS LP	37-3275-02		WATER REFUND-1032 MOTT 070-2010	32.04
					Total :	32.04
216435	10/21/2019	889149 STAPLES BUSINESS ADVANTAGE	3425669312		3M ANTI GLARE FILTER 001-131-0000-4300	56.09
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216448	10/21/2019	103445 UNDERGROUND SERVICE ALERT	320190669		(86) NEW TICKET CHARGES & MAINT F 070-381-0000-4260	151.90
			420190683		(46) NEW TICKET CHARGES & MAINT F 070-381-0000-4260	85.90
			520190680		(66) NEW TICKET CHARGES & MAINT F 070-381-0000-4260	118.90
			620190684		(62) NEW TICKET CHARGES & MAINT F 070-381-0000-4260	112.30
			720190688		(78) NEW TICKET CHARGES & MAINT F 070-381-0000-4260	138.70
			820190683		(131) NEW TICKET CHARGES & MAINT 070-381-0000-4260	226.15
					Total :	833.85
216449	10/21/2019	893167 UNITED MAINTENANCE SYSTEMS	14437	12002	JANITORIAL SERVICES 043-390-0000-4260	18,935.00
					043-390-0000-4260	-200.00
					Total :	18,735.00
216450	10/21/2019	103439 UPS	831954409		COURIER SERVICES 001-190-0000-4280	187.12
					Total :	187.12
216451	10/21/2019	892612 URBAN FUTURES, INC	0919-002	11954	FISCAL ADVISOR SERVICES PENSION 001-190-0000-4267	4,935.16
					Total :	4,935.16
216452	10/21/2019	103534 VALLEY LOCKSMITH	6408	12031	LOCKSMITH SERVS FOR ALL FACILITIE 043-390-0000-4330	80.00
					Total :	80.00
216453	10/21/2019	892794 VENEGAS, JULIAN	TRAVEL REIMB.		REIMB OF TRAVEL EXP-YOUTH REINVI 001-420-3649-4370	302.43
					Total :	302.43
216454	10/21/2019	892081 VERIZON BUSINESS SERVICES	71247457		MPLS PORT ACCESS & ROUTER FOR F 001-222-0000-4220	1,058.22

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Bank code :bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216454	10/21/2019	892081	892081 VERIZON BUSINESS SERVICES	(Continued)		Total : 1,058.22
216455	10/21/2019	889627	VERIZON CONFERENCING	Z6745997	CONFERENCE CALL-SEPT 2019 001-190-0000-4220	35.10 Total : 35.10
216456	10/21/2019	100101	VERIZON WIRELESS-LA	9838533129	PLANNIING CELL PHONE PLAN 001-140-0000-4220	5.36
				9838585911	PD CELL PHONE PLAN 001-222-0000-4220	279.66
					001-152-0000-4220	190.05
				9838847197	PD CELL PHONE PLANS 001-222-0000-4220	161.70
				9838857975	CITY YARD CELL PHONE PLANS 070-384-0000-4220	149.37
					043-390-0000-4220	21.96
					041-320-0000-4220	21.96
					072-360-0000-4220	31.58
				9838868726	PERSONNEL CELL PHONE PLAN 001-106-0000-4220	52.85
					070-384-0000-4220	55.81
					Total :	970.30
216457	10/21/2019	103603	VULCAN MATERIALS COMPANY	263870	UTILITY TRENCH AND POTHOLE REPA 072-360-0000-4300	62.29
				72358432	UTILITY TRENCH AND POTHOLE REPA 072-360-0000-4300	608.33
					Total :	670.62
216458	10/21/2019	888390	WEST COAST ARBORISTS, INC.	152037	CITY WIDE TREE MAINT. SERVICE 011-311-0000-4260	4,874.00
					Total :	4,874.00
216459	10/21/2019	890970	WEX BANK	61547611	FUEL FOR FLEET 041-320-0152-4402	285.90
					041-320-0221-4402	228.54
					041-320-0222-4402	212.96

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216459	10/21/2019	890970 WEX BANK	(Continued)			
					041-320-0224-4402	684.13
					041-320-0225-4402	5,717.50
					041-320-0226-4402	2.00
					041-320-0228-4402	709.63
					041-320-0311-4402	873.05
					041-320-0312-4402	190.40
					041-320-0320-4402	246.99
					041-320-0346-4402	24.02
					041-320-0370-4402	721.61
					041-320-0390-4402	1,325.81
					041-320-0420-4402	2.00
					007-313-3630-4402	4.00
					029-335-0000-4402	51.02
					070-381-0000-4402	36.87
					070-382-0000-4402	569.67
					070-383-0000-4402	1,263.72
					070-384-0000-4402	460.10
					072-360-0000-4402	466.78
					Total :	14,076.70
216460	10/21/2019	892785 WONG, MICHELLE	08/31/19-10/04/19		YOGA INSTRUCTOR	
					017-420-1337-4260	100.00
					Total :	100.00
216461	10/21/2019	889467 YOUNGBLOOD & ASSOCIATES	4014A		POLYGRAPH EXAM	
					001-222-0000-4260	300.00
					Total :	300.00
139 Vouchers for bank code : bank3						Bank total : 321,735.12
139 Vouchers in this report						Total vouchers : 321,735.12

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Voucher List
CITY OF SAN FERNANDO

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Bank code : bank3

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

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SPECIAL CHECKS

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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
215941	9/5/2019	103648 CITY OF SAN FERNANDO	PR 9-6-19		REIMB FOR PAYROLL W/E 8-30-19	
					001-1003	413,593.78
					007-1003	290.89
					008-1003	2,339.43
					011-1003	30.49
					017-1003	1,519.03
					027-1003	4,897.00
					029-1003	2,688.47
					030-1003	3,448.71
					041-1003	11,872.75
					043-1003	25,598.38
					070-1003	36,742.33
					072-1003	21,286.13
					094-1003	158.31
					119-1003	1,803.64
					Total :	526,269.34
215942	9/6/2019	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INS BENEFITS - SEP 2019	
					001-1160	12,323.77
					Total :	12,323.77
215943	9/6/2019	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS - SEP 2019	
					001-1160	234.96
					Total :	234.96
215944	9/6/2019	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - SEP 2019	
					001-1160	2,472.45
					Total :	2,472.45
215945	9/6/2019	887627 STANDARD INSURANCE	DEMAND		AD&D INS BENEFITS - SEP 2019	
					001-1160	3,543.89
					Total :	3,543.89
215946	9/6/2019	893264 RUVALCABA, EBELIN	1476		FACILITY RENTAL DEP REFUND	
					001-2220	150.00

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Voucher List

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
215946	9/6/2019	893264 893264 RUVALCABA, EBELIN	(Continued)		Total :	150.00
216069	9/19/2019	893129 EL SALTARIN	552123		TAMALES FOR SENIOR DANCE ON 09/	
					004-2380	675.00
					Total :	675.00
216070	9/19/2019	103648 CITY OF SAN FERNANDO	PR 9-20-19		REIMB FOR PAYROLL W/E 9-13-19	
					001-1003	429,537.92
					007-1003	290.94
					008-1003	2,182.03
					017-1003	145.15
					027-1003	5,333.25
					029-1003	2,578.45
					030-1003	4,226.58
					041-1003	11,619.64
					043-1003	24,921.14
					070-1003	35,961.03
					072-1003	21,469.49
					094-1003	158.31
					119-1003	1,803.63
					Total :	540,227.56
216071	9/23/2019	102788 RAYGOZA, JOSE LUIS	TRAVEL		PER DIEM-2019 CACEO ANNUAL CONF	
					001-152-0000-4370	75.00
					Total :	75.00
9 Vouchers for bank code : bank3						Bank total : 1,085,971.97
9 Vouchers in this report						Total vouchers : 1,085,971.97

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SPECIAL CHECKS

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Voucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216318	10/4/2019	102519 P.E.R.S.	OCT 2019		HEALTH INS. BENEFITS-OCT 2019 001-1160	152,942.18
Total :						152,942.18
1 Vouchers for bank code : bank3						Bank total : 152,942.18
1 Vouchers in this report						Total vouchers : 152,942.18

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: October 21, 2019

Subject: Consideration to Adopt a Resolution Rescinding Resolution No. 7895 and Establishing Measure "A" Review Guidelines

RECOMMENDATION:

It is recommended that the City Council:

- a) Adopt Resolution No. 7954, rescinding Resolution No. 7895 and establishing Town Hall style Measure "A" Transparency Forum Guidelines (Attachment "A");

OR

- b) Adopt Resolution No. 7957, rescinding Resolution No. 7895 and establishing City Council Appointed Measure "A" Committee Guidelines (Attachment "B");

OR

- c) Provide staff with additional direction.

BACKGROUND:

1. On November 6, 2018, San Fernando voters approved extending the City's existing half-percent Transactions and Use Tax Measure (Measure "A") indefinitely.
2. On November 19, 2018, the City Council discussed the proposed composition, duties, and by-laws of a Measure "A" Community Advisory Committee. Subsequently, the City Council adopted Resolution No. 7895 establishing a Measure "A" Community Advisory Committee and authorized the City Manager to advertise and solicit applications from interested parties to serve on the Committee.
3. On September 16, 2019, City Council discussed the constitution of the Measure "A" Community Advisory Committee as adopted on November 19, 2018 and directed staff to re-constitute it as a Town Hall style forum to increase community participation.

**Consideration to Adopt a Resolution Rescinding Resolution No. 7895 and Establishing Measure “A”
Committee Guidelines**Page 2 of 4

4. On October 7, 2019, City Council continued the discussion of the constitution of a review Committee and directed staff to return with options for alternative structures.

ANALYSIS:

Pursuant to direction received from the City Council, staff prepared two options for a Committee structure:

Option 1 – Town Hall Style Transparency Forum (Attachment “A”)

Organization: The Measure “A” Transparency Forum (Transparency Forum or Forum) shall be open to any and all interested members of the community. Community members that participate in the bi-annual Town Hall style Transparency Forums may provide feedback to City Council and staff that will form the basis of any recommendations to City Council as it relates to the Forum’s objectives as described in Article 2 of the Guidelines.

Objectives: The proposed objectives for the Forum include: (1) reviewing the Annual Report of collection, management, and expenditure of Measure “A” revenues, and (2) providing general recommended budget priorities for use of Measure “A” funds as part of the annual budget process. General recommended budget priorities include, but are not limited to, paying down debt, establishing reserves, investing in capital improvements, replacing equipment, adding staff, etc.

Meetings: The City may hold Town Hall style Transparency Forums twice each year: (1) in the month of September to review the Annual Measure “A” Report and (2) in February to discuss recommended budget priorities for Measure “A” revenues. Transparency Forums will be held on the same day as a Regular or Special meeting of the City Council. At the Presiding Officer’s discretion, the Transparency Forum will be called to order either prior to the start of the City Council meeting or upon adjournment of the City Council meeting.

Town Hall style forums are more informal and offer more opportunity for community engagement than a traditional City Council meeting. Transparency Forums will have the following components:

- a. City staff will present agenda material to the audience;
- b. Subsequent to presentation of agenda material, there will be an opportunity for all attendees to pose questions and provide feedback; and
- c. City Council and staff will respond to questions and feedback from attendees.

Consideration to Adopt a Resolution Rescinding Resolution No. 7895 and Establishing Measure “A” Committee GuidelinesPage 3 of 4

The date, time and location of the Forums shall be noticed in an adjudicated newspaper of general circulation and posted on the City’s website at least seven days prior to the scheduled Forum. Agenda materials for the meeting will be posted to the City’s website no less than 72 hours prior to the noticed Forum.

Option 2 – City Council Appointed Committee (Attachment “B”)

Organization: The Measure “A” Committee (hereinafter Committee) shall consist of up to five (5) members appointed by the City Council. Each Councilmember will have the authority to nominate an individual to serve on the Committee, which shall require ratification by a majority of the City Council. Each Committee member shall, at all times during their incumbencies, be a resident and registered voter of the City.

Committee Term: Initial appointments will be for up to three (3) years running from the date of appointment through October 31, 2022. The term is structured to encompass the budget recommendation timeframe (February/March), the Annual Report timeline (September), as well as coincide with the annual City Council reorganization. Prior to October 31, 2022, City Council will review the Committee and make a determination to either dissolve the Committee or extend it for an additional term.

Objectives: The proposed objectives for the Committee include: (1) reviewing the Annual Report of collection, management, and expenditure of Measure “A” revenues, and (2) providing general recommended budget priorities for use of Measure “A” funds as part of the annual budget process. General recommended budget priorities include, but are not limited to, paying down debt, establishing reserves, investing in capital improvements, replacing equipment, adding staff, etc.

Meetings: The Committee shall meet at least twice each year: (1) in the month of September to review the Annual Measure “A” Report, and (2) in February to select officers and discuss recommended budget priorities for Measure “A” revenues. The Committee will determine time, place, and frequency to hold regular meetings and may call special meetings as necessary. All meetings shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with California Government Code Section 54950), which includes an opportunity for public comment.

BUDGET IMPACT:

As part of the Department’s annual work program, the Finance Department currently dedicates staff resources to preparing the annual City Budget and the Measure “A” Annual Report. It is anticipated that preparing and posting the agenda, responding to requests for information, providing technical assistance, taking minutes and preparing/disseminating meeting materials,

**Consideration to Adopt a Resolution Rescinding Resolution No. 7895 and Establishing Measure “A”
Committee Guidelines**Page 4 of 4

and performing follow-up activities will require approximately 20 to 30 hours per year, for either alternative.

CONCLUSION:

Establishing Measure “A” review guidelines will strengthen public support and confidence in the transparent and responsible use of local transaction tax revenues.

ATTACHMENT:

- A. Resolution No. 7954, with Exhibit 1 (Town Hall Style Transparency Forum Guidelines)
- B. Resolution No. 7957, with Exhibit 1 (City Council Appointed Committee Guidelines)

ATTACHMENT “A”**RESOLUTION NO. 7954****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, MANDATING THE CONDUCT OF AN ANNUAL TRANSPARENCY FORUM TO RECEIVE PUBLIC INPUT ON THE USE OF TRANSACTIONS AND USE TAX REVENUES; ESTABLISHING GUIDELINES FOR THE CONDUCT OF THE SAME AND REPEALING RESOLUTION 7895**

WHEREAS, on June 4, 2013, San Fernando voters approved a half-cent temporary local Transaction and Use Tax that sunsets on October 1, 2020; and

WHEREAS, Chapter 82, Article V, Section 82-132 of the City Code requires an Annual Report on the collection, management, and expenditure of the Measure A funds prior to October 1st each year; and

WHEREAS, Chapter 82, Article V, Section 82-132 of the City Code also requires an overview of the Annual Report be presented to City Council at an open and public meeting and that the Annual Report be a public document; and

WHEREAS, on June 4, 2018, City Council approved placing a question on the November 6, 2018 ballot relating to extension of the existing half-cent local Transaction and Use Tax until it is repealed by San Fernando voters; and

WHEREAS, the ballot measure to extend the City’s half-cent Transaction and Use Tax, Measure A, was approved by San Fernando voters at the General Municipal Election of November 6, 2018; and

WHEREAS, as part of the City Council’s review of the annual report required by Chapter 82, Article V, Section 82-132 of the San Fernando Municipal Code, the City Council wishes to maximize public input in the setting of priorities for the use of Measure “A” funds; and

WHEREAS, the establishment of an annual town hall style forum in which all members of the public may attend and provide testimony regarding the priorities for the use of Measure A funds.

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

Section 1. At least once each fiscal year, concurrent with the presentation to the City Council of the annual report called for under Chapter 82, Article V, Section 82-132 of the San Fernando Municipal Code, the City Council shall conduct a public hearing wherein members of the public may offer oral or written comment concerning suggested priorities for the expenditure of Measure “A” tax revenues for the upcoming fiscal year. The annual forum shall be conduct in

accordance with those policies set forth in the document entitled “Measure A Transparency Forum Guidelines” which is attached and incorporated hereto as Exhibit “A”.

Section 2. San Fernando City Council Resolution No. 7895 (“Resolution No. 7895”) is hereby repealed, rescinded, superseded and replaced by this Resolution. Any authorization or direction given pursuant to Resolution No. 7895 is hereby rescinded.

Section 3. This Resolution shall take effect immediately upon its adoption. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 21st day of October 2019.

Joel Fajardo, 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 21st day of October 2019, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT “1”**SAN FERNANDO****TRANSPARENCY FORUM**

Date: October 21, 2019**Subject:** Measure “A” Transparency Forum Guidelines**PURPOSE:**

To review the Annual Report of collection, management and expenditure of the local half-cent Transaction and Use Tax (Measure “A”) revenue as required by Chapter 82, Article V, Section 82-132 of the City Code and make non-binding recommendations to the City Council general priorities for the use of Measure “A” funds during the annual budget process.

ARTICLE 1 - ORGANIZATION:

1. The Measure “A” Transparency Forum (hereinafter Transparency Forum or Forum) shall be open to any and all interested members of the community. Community members that participate in the bi-annual Town Hall style Transparency Forums (see Article 3 – Meetings) may provide feedback to City Council and staff that will form the basis of any recommendation to City Council as it relates to the Forum’s objectives as described in Article 2 of these Guidelines.

ARTICLE 2 - OBJECTIVES:

1. In accordance with Chapter 82, Article V, Section 82-132 of the City Code, the Annual Report of collection, management, and expenditure of local Transaction and Use Tax revenues shall be presented and considered at a Transparency Forum.
2. A Transparency Forum may be held to discuss general recommended budget priorities for use of Measure “A” funds as part of the annual budget process. General recommended budget priorities include, but are not limited to, paying down debt, establishing reserves, investing in capital improvements, replacing equipment, adding staff, etc.

ARTICLE 3 - MEETINGS:

1. Bi-annual Meetings: The City may hold Town Hall style Transparency Forums twice each year: (1) in the month of September to review the Annual Measure “A” Report as described in Article 2.1, and (2) in February to discuss recommended budget priorities for Measure “A” revenues as described in Article 2.2.

Measure "A" Transparency Forum GuidelinesPage 2 of 2

2. Date, Time and Location: The date, time and location of the Forums shall be noticed in an adjudicated newspaper of general circulation and posted on the City's website at least seven (7) days prior to the scheduled meeting. Agenda materials for the Forums will be posted to the City's website no less than seventy-two (72) hours prior to the noticed meeting. Transparency Forums will be held on the same day as a Regular or Special meeting of the City Council. At the Presiding Officer's discretion, the Transparency Forum will be called to order either prior to the start of the City Council meeting or upon adjournment of the City Council meeting.
3. Town Hall Style Transparency Forums: Town Hall style Transparency Forums are more informal and offer more opportunity for community engagement than a traditional City Council meeting. Transparency Forums will have the following components:
 - a. City staff will present agenda material to the audience; and
 - b. Subsequent to presentation of agenda material, there will be an opportunity for all attendees to pose questions and provide feedback; and
 - c. City Council and staff will respond to questions and feedback from attendees.

ARTICLE 4 - AMENDMENT TO GUIDELINES:

1. These Guidelines may be amended by resolution of the City Council.

ATTACHMENT “B”**RESOLUTION NO. 7957****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ESTABLISHING A MEASURE “A” COMMITTEE; ESTABLISHING GUIDELINES FOR THE CONDUCT OF THE SAME AND REPEALING RESOLUTION 7895**

WHEREAS, on June 4, 2013, San Fernando voters approved a half-cent temporary local Transaction and Use Tax that sunsets on October 1, 2020; and

WHEREAS, Chapter 82, Article V, Section 82-132 of the City Code requires an Annual Report on the collection, management, and expenditure of the Measure A funds prior to October 1st each year; and

WHEREAS, Chapter 82, Article V, Section 82-132 of the City Code also requires an overview of the Annual Report be presented to City Council at an open and public meeting and that the Annual Report be a public document; and

WHEREAS, on June 4, 2018, City Council approved placing a question on the November 6, 2018 ballot relating to extension of the existing half-cent local Transaction and Use Tax until it is repealed by San Fernando voters; and

WHEREAS, the ballot measure to extend the City’s half-cent Transaction and Use Tax, Measure A, was approved by San Fernando voters at the General Municipal Election of November 6, 2018; and

WHEREAS, it is the intent of the City Council that the Measure “A” Committee shall review the annual report required by Chapter 82, Article V, Section 82-132 of the City Code; and

WHEREAS, it is also the intent of the City Council that the Measure “A” Committee shall provide general recommended priorities for use of Measure “A” funds as part of the annual budget process (e.g. pay down debt, establish reserves, invest in capital improvements, replace equipment, add staff, etc.); and

WHEREAS, it is within the City Council’s authority to establish a committee for a specified purpose.

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

Section 1. The Measure “A” Committee shall consist of up to five (5) voting members.

Section 2. Committee members shall be appointed by City Council after being nominated by a City Councilmember.

Section 3. The Measure “A” Committee Guidelines, attached hereto as Exhibit “1” and incorporated herein by this reference, are hereby approved and may be amended by resolution of the City Council.

Section 4. San Fernando City Council Resolution No. 7895 (“Resolution No. 7895”) is hereby repealed, rescinded, superseded and replaced by this Resolution. Any authorization or direction given pursuant to Resolution No. 7895 is hereby rescinded.

Section 5. This Resolution shall take effect immediately upon its adoption. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 21st day of October 2019.

Joel Fajardo, 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 21st day of October 2019, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT “1”

SAN FERNANDO

TRANSPARENCY FORUM

Date: October 21, 2019

Subject: Measure “A” Committee Guidelines

PURPOSE:

To review the Annual Report of collection, management and expenditure of the local half-cent Transaction and Use Tax (Measure “A”) revenue as required by Chapter 82, Article V, Section 82-132 of the City Code and make non-binding recommendations to the City Council general priorities for the use of Measure “A” funds during the annual budget process.

ARTICLE 1 - ORGANIZATION:

1. Composition

- a. The Measure “A” Committee (hereinafter Committee) shall consist of up to five (5) members appointed by the City Council.
- b. Each Councilmember will have the authority to nominate an individual to serve on the Committee. Each such nomination shall require ratification by a majority of the City Council.
- c. Each Committee member shall, at all times during their incumbencies, be a resident and registered voter of the City.

2. Committee Term

- a. Initial appointments will be for up to three (3) years running from the date of appointment through October 31, 2022. The term is structured to encompass the budget recommendation timeframe (February/March), the Annual Report timeline (September), as well as coincide with the annual City Council reorganization.
- b. All Committee members serve at the pleasure of the City Council and any Committee Member may be removed, with or without cause, either by a majority of the entire membership of the City Council or by the Councilmember who individually appointed such Committee member.
- c. Prior to October 31, 2022, City Council will review the Committee and make a determination to dissolve the Committee or extend it for an additional term.

Measure “A” Committee GuidelinesPage 2 of 4

3. Appointments to Fill Vacancies

- a. If a vacancy occurs during the initial term, the City Council may, but shall not be required to, appoint a replacement for the remainder of the term for that seat.
- b. Prospective replacements must complete an application of interest to fill the vacant position.

4. Absence of Committee Members

- a. Any member who, within a twelve (12) month period, has two (2) absences shall be referred to the City Council for consideration for replacement.

5. Compensation and Reporting

- a. Members of the Committee shall serve without compensation for their service on the Committee.
- b. Members shall take any mandatory training prior to serving or, if deemed appropriate by the City Manager, within 180 days of being appointed by the City Council.

ARTICLE 2 - OBJECTIVES:

1. In accordance with Chapter 82, Article V, Section 82-132 of the City Code, the Committee shall receive and review the Annual Report of collection, management, and expenditure of local Transaction and Use Tax revenues.
2. The Committee shall provide general recommended budget priorities for use of Measure “A” funds as part of the annual budget process. General recommended budget priorities include, but are not limited to, paying down debt, establishing reserves, investing in capital improvements, replacing equipment, adding staff, etc.
3. The operation of this Committee is subject to all applicable laws, including but not limited to, the City Code and other Ordinances, Resolutions and Policies adopted by the City Council.

ARTICLE 3 - OFFICERS:**1. Designation of Officers**

- a. At the initial meeting and at the first meeting on or after November 1st of each year, the Committee shall elect a Chair and Vice-Chair from among its membership.

Measure "A" Committee GuidelinesPage 3 of 4

b. The Chair and Vice-Chair shall serve at the pleasure of the Committee.

2. Duty of the Officers

a. The Chair shall preside over all Committee meetings.

b. The Vice-Chair shall act as the Chair in his/her absence.

ARTICLE 4 - MEETINGS:

1. Bi-annual Meetings: The Committee shall meet at least twice each year: (1) in the month of September to review the Annual Measure "A" Report, and (2) in February to select officers and discuss recommended budget priorities for Measure "A" revenues.
2. Regular Meetings: The Committee will determine time, place, and frequency to hold regular meetings.
3. Special Meetings: Special meetings may be called at any time by the Chair or a majority of appointed members.
4. All meetings shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with California Government Code Section 54950).
5. A majority of appointed members shall constitute a quorum. Each Committee Member shall be entitled to one vote. Approval of any matter requires an affirmative vote from the majority of members present.
6. The Committee may refer to the latest edition of Robert's Rules of Order for guidance, interpretation or to supplement these Guidelines. The foregoing notwithstanding, in the event of any conflict or inconsistency between the provisions of these Guidelines, the San Fernando Municipal Code or any other resolution of the City Council and the provisions of Robert's Rules of Order, the provisions of these Guidelines, the San Fernando Municipal Code and/or the resolution of the City Council shall govern and control but only to the extent of the conflict or inconsistency and no further. Failure to strictly follow Robert's Rules of Order shall not invalidate any action of the Committee.
7. Consensus among a majority of Committee members present must exist in order to place an item on a future agenda for discussion, or to request research by staff.

Measure "A" Committee GuidelinesPage 4 of 4

8. The issuance of written recommendations by the Committee for any given budget year shall not be a condition precedent to the City Council's ability to approve the City's annual general fund budget in any given year.

ARTICLE 5 - STAFF SUPPORT:

1. The Director of Finance and Finance Department staff, as directed and determined by the Director of Finance, shall provide staff support to the Committee to include:
 - a. Agenda preparation and posting.
 - b. Respond to requests for information by the Committee.
 - c. Provide technical assistance and advice to the Committee.
 - d. Take minutes and coordinate preparation and dissemination of materials.
 - e. Perform follow-up activity as requested and consistent with the duties of the Committee.
2. In the event the Director of Finance determines that a request for research by the Committee is not within the approved tasks or duties of the Committee as stated in the "DUTIES" Section of these Guidelines, or that the request requires a dedication of staff time that is not available within the requirements of day-to-day operations, the Director of Finance shall confer with the City Manager. The City Manager shall decide whether the staff support shall be provided in that instance. The Committee may appeal the City Manager's decision to the City Council.

ARTICLE 6 - AMENDMENT TO GUIDELINES:

1. These Guidelines may only be amended by resolution of the City Council.



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: October 21, 2019

Subject: Consideration to Accept the Office of Traffic Safety Selective Traffic Enforcement Program Grant

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the Office of Traffic Safety (OTS) Grant funds in the amount of \$40,000 to reimburse overtime and equipment for the Selective Traffic Enforcement Program (STEP) Grant PT20155 (Attachment "A");
- b. Adopt Resolution No. 7956 (Attachment "B") amending the budget for Fiscal Year 2019-2020 to appropriate the grant revenues and expenses; and
- c. Authorize the City Manager to execute all related documents; and
- d. Authorize the Police Chief to expend the funds as detailed in the OTS STEP Grant.

BACKGROUND:

1. The California Office of Traffic Safety's mission is to obtain and effectively administer traffic safety grant funds to reduce deaths, injuries and economic losses resulting from traffic related collisions.
2. Each year the Highway Safety Plan (HSP) is developed to reflect current needs and details the planned use of federal funds. The HSP identifies problems, specific performance measures, proposed solutions, time frames and fiscal information on existing and planned new grants that are designed to mitigate traffic safety problems.
3. Various Driving Under the Influence (DUI) interventions and driver's license checks are identified in the HSP as an appropriate use of federal funds to enhance highway safety.

Consideration to Accept the Office of Traffic Safety Selective Traffic Enforcement Program GrantPage 2 of 2

4. The San Fernando Police Department last received funding for a DUI/Driver's License Checkpoint program in 2012.
5. In 2019 the Police Department applied, and was selected, to receive funding to administer a Selective Traffic Enforcement Grant.

ANALYSIS:

The Police Department's objective is to reduce the number of persons killed and injured in alcohol involved crashes by utilizing overtime expenditures for interdiction "best practices" strategies that include DUI/Driver's License Checkpoints, DUI saturation patrols and traffic operation details that focus on primary collision factors. With the OTS STEP Grant, these objectives will assist the Police Department to achieve those goals.

BUDGET IMPACT:

The OTS STEP Grant from the State of California (State) is in the form of a reimbursable grant and required the Police Department to enter into an agreement with OTS to administer the grant. The grant is in the amount of \$40,000 and the proposed Budget Resolution will appropriate the full grant amount in Fiscal Year 2019-2020.

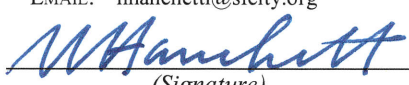
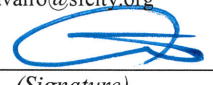
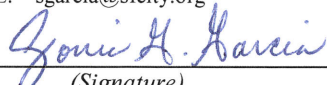
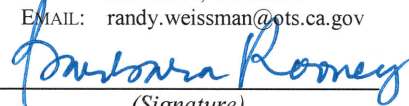
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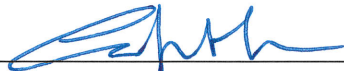

Staff recommends that the City Council approve the acceptance of the OTS STEP Grant PT20155 in the amount of \$40,000 and approve a resolution amending Fiscal Year Budget 2019-2020.

ATTACHMENTS:

- A. Office of Traffic Safety STEP Grant PT20155
- B. Resolution No. 7956

State of California – Office of Traffic Safety
GRANT AGREEMENTGRANT NUMBER
PT20155

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)	
2. NAME OF AGENCY San Fernando	3. Grant Period
4. AGENCY UNIT TO ADMINISTER GRANT San Fernando Police Department	From: 10/01/2019 To: 09/30/2020
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary collision factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary collision factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian collisions, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$40,000.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Nichole Hanchett PHONE: (818) 898-1258 TITLE: Lieutenant FAX: (818) 365-7764 ADDRESS: 910 First St. San Fernando, CA 91340 EMAIL: nhanchett@sfcity.org  <u>8/13/19</u> (Signature) (Date)	B. AUTHORIZING OFFICIAL OF AGENCY NAME: Anthony Vairo PHONE: (818) 898-1235 TITLE: Chief of Police FAX: ADDRESS: 910 First Street San Fernando, CA 91340 EMAIL: avairo@sfcity.org  <u>8/13/19</u> (Signature) (Date)
C. FISCAL OR ACCOUNTING OFFICIAL NAME: Sonia Garcia PHONE: (818) 898-1215 TITLE: Senior Accountant FAX: ADDRESS: 117 MacNeil Street San Fernando, CA 91340 EMAIL: sgarcia@sfcity.org  <u>8/13/19</u> (Signature) (Date)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Randy Weissman PHONE: (916) 509-3030 TITLE: Acting Director FAX: (916) 509-3055 ADDRESS: 2208 Kausen Drive Suite 300 Elk Grove, CA 95758 EMAIL: randy.weissman@ots.ca.gov  <u>9/9/19</u> (Signature) (Date)
E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. DUNS INFORMATION DUNS #: 868471335 REGISTERED ADDRESS: 910 First St San Fernando, CA 91340-2993 CITY: San Fernando ZIP+4: 91340-2993

10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
164 AL-20	20.608	0521-0890-101	2019	2019	BA/19	\$30,000.00
402PT-20	20.600	0521-0890-101	2019	2019	BA/19	\$10,000.00
				AGREEMENT TOTAL		\$40,000.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				AMOUNT ENCUMBERED BY THIS DOCUMENT		
				\$40,000.00		
				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		
			\$ 0.00			
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE	
					\$40,000.00	

State of California – Office of Traffic Safety
GRANT AGREEMENT
 Schedule A

GRANT NUMBER
PT20155

1. PROBLEM STATEMENT

The City of San Fernando is a relatively small city with a resident population of approximately 24,000. The city is surrounded by the City of Los Angeles, which creates an additional and sizeable increase in the amount of transitory vehicular and pedestrian traffic that impacts our patrol operations. The City of San Fernando continues to experience issues with both injury traffic collisions and hit-and-run collisions. Injury traffic collisions have increased since 2013, peaking at 107 in calendar year 2017. 2018 saw only a slight reduction, with 103 injury collisions reported. These numbers represent an approximate 48% increase in injury collisions over the last 5 years.

The number of alcohol-related collisions has varied somewhat, but 2018 saw a sharp jump in alcohol-related collisions with 11 reported incidents, representing 16 victims of alcohol-related collisions. The number of hit and run collisions has also increased, with 15 reported incidents, representing 24 victims. The hit-and-run statistics represent the highest reporting for at least the last 7 grant cycles. Although it cannot be determined with absolute certainty that the driver in each hit-and-run collision was impaired, it can be presumed that impaired driving was at least an associated factor, if not the primary collision factor in at least an appreciable percentage of these collisions.

Despite not receiving any funding since 2012 the San Fernando Police Department had continued, and even ramped up its efforts in the areas of traffic and DUI enforcement. Perhaps the most significant increase in traffic and DUI enforcement is the reimplementation of the San Fernando Police Department's Traffic Enforcement Unit, (TEU). This unit consists of 6 patrol officers and a patrol sergeant, each qualified in basic collision investigation, Standardized Field Sobriety Tests, Radar and Lidar speed enforcement. Two TEU members are also trained in Intermediate Collision Investigation and the unit supervisor is a qualified Drug Recognition Expert. Since its inception in July of 2018, the TEU has conducted 6 traffic enforcement details, including Primary Collision Factor (PCF) enforcement, School Bus Safety Week awareness and enforcement, and targeted speed enforcement with the use of 2 new Lidar devices. This supplemental enforcement has led to a sharp increase in the number of citations issued, vehicles impounded and offenders arrested.

Additional and upcoming department-wide efforts include saturation patrols, the addition of a child safety seat technician, continued training for new officers on ARIDE and SFSTs, and internal directives to focus patrol activities towards impaired driving interdiction. Despite these renewed efforts, the Department continues to experience severe personnel shortages that require the use of overtime monies to facilitate traffic enforcement. In fact, the Traffic Enforcement Unit currently operates solely on overtime funding, further straining the Department's overall budget. This has presented a significant challenge toward proactive traffic and DUI enforcement as overtime funds earmarked for such enforcement are often redirected for other purposes.

Since 2013, the City has continued its efforts to expand commercial development by adding several new establishments that serve alcohol including a new brewery, a sports bar, and a modern tavern-style bar. This expansion, coupled with the corresponding influx of vehicular and pedestrian traffic from the surrounding City of Los Angeles, has contributed significantly to the upswing of traffic related incidents.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic collisions.
2. Reduce the number of persons injured in traffic collisions.
3. Reduce the number of pedestrians killed in traffic collisions.
4. Reduce the number of pedestrians injured in traffic collisions.
5. Reduce the number of bicyclists killed in traffic collisions.
6. Reduce the number of bicyclists injured in traffic collisions.
7. Reduce the number of persons killed in alcohol-involved collisions.
8. Reduce the number of persons injured in alcohol-involved collisions.
9. Reduce the number of persons killed in drug-involved collisions.
10. Reduce the number of persons injured in drug-involved collisions.
11. Reduce the number of persons killed in alcohol/drug combo-involved collisions.
12. Reduce the number of persons injured in alcohol/drug combo-involved collisions.
13. Reduce the number of motorcyclists killed in traffic collisions.
14. Reduce the number of motorcyclists injured in traffic collisions.
15. Reduce hit & run fatal collisions.
16. Reduce hit & run injury collisions.

17. Reduce nighttime (2100 - 0259 hours) fatal collisions.

18. Reduce nighttime (2100 - 0259 hours) injury collisions.

B. Objectives:	Target Number
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	1
2. Participate and report data (as required) in the following campaigns, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization, National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	10
3. Develop (by December 31) and/or maintain a "HOT Sheet" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated HOT sheets should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	4
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	4
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training.	1
7. Send law enforcement personnel to the DRE Recertification training.	2
8. Send law enforcement personnel to SFST Instructor training.	1
9. Send law enforcement personnel to DRE Instructor training.	1
10. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	2
11. Conduct DUI Saturation Patrol operation(s).	4
12. Conduct Traffic Enforcement operation(s), including but not limited to, primary collision factor violations.	4
13. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle collisions resulting from violations made by pedestrians, bicyclists, and drivers.	1
14. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
3. METHOD OF PROCEDURE	
A. Phase 1 – Program Preparation (1st Quarter of Grant Year)	
<ul style="list-style-type: none"> The department will develop operational plans to implement the "best practice" strategies outlined in the objectives section. All training needed to implement the program should be conducted this quarter. All grant related purchases needed to implement the program should be made this quarter. In order to develop/maintain the "Hot Sheets," research will be conducted to identify the "worst of the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The Hot Sheets may include the driver's name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. Hot Sheets should be updated and distributed to traffic and patrol officers at least monthly. Implementation of the STEP grant activities will be accomplished by deploying personnel at high collision locations. 	

Media Requirements

- Issue a press release announcing the kick-off of the grant by November 15, but no earlier than October 1. If unable to meet the November 15 date, communicate reasons to your OTS Coordinator. The kick-off press releases and any related media advisories, alerts, and materials must be emailed for approval to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, 14 days prior to the issuance date of the release.

B. Phase 2 – Program Operations (Throughout Grant Year)

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

Media Requirements

- Send all grant-related activity press releases, media advisories, alerts and general public materials to the OTS Public Information Officer (PIO) at pio@ots.ca.gov, with a copy to your OTS Coordinator. The following requirements are for grant-related activities and are different from those regarding any grant kick-off release or announcement.
 - If an OTS-supplied, template-based press release is used, there is no need for pre-approval, however, the OTS PIO and Coordinator should be copied when at the same time as the release is distributed to the press.
 - If an OTS-supplied template is not used, or is substantially changed, a draft press release shall be sent to the OTS PIO for approval. Optimum lead-time would be 10 days prior to the release distribution date, but should be no less than 5 working days prior to the release distribution date.
 - Press releases reporting the immediate and time-valued results of grant activities such as enforcement operations are exempt from the recommended advance approval process, but still should be copied to the OTS PIO and Coordinator when the release is distributed to the press.
 - Activities such as warrant or probation sweeps and court stings that could be compromised by advanced publicity are exempt from pre-publicity, but are encouraged to offer embargoed media coverage and to report the results.
- Use the following standard language in all press, media, and printed materials: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 30 days in advance, a short description of any significant grant-related traffic safety event or program so OTS has sufficient notice to arrange for attendance and/or participation in the event.
- Submit a draft or rough-cut of all printed or recorded material (brochures, posters, scripts, artwork, trailer graphics, etc.) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval 14 days prior to the production or duplication.
- Space permitting, include the OTS logo, on grant-funded print materials; consult your OTS Coordinator for specifics and format-appropriate logos.
- Contact the OTS PIO or your OTS Coordinator, sufficiently far enough in advance of need, for consultation when deviation from any of the above requirements might be contemplated

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

- Invoice Claims (due January 30, April 30, July 30, and October 30)
- Quarterly Performance Reports (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

State of California – Office of Traffic Safety

GRANT AGREEMENT

Schedule B

GRANT NUMBER**PT20155**

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164 AL-20	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$30,000.00
402PT-20	20.600	State and Community Highway Safety	\$10,000.00

COST CATEGORY	CFDA	TOTAL COST TO GRANT
A. PERSONNEL COSTS		
<u>Straight time</u>		\$0.00
<u>Overtime</u>		
DUI/DL Checkpoints	20.608	\$18,000.00
DUI Saturation Patrols	20.608	\$8,000.00
Traffic Enforcement	20.600	\$6,400.00
Pedestrian and Bicycle Enforcement	20.600	\$1,600.00
Traffic Safety Education	20.600	\$700.00
Category Sub-Total		\$34,700.00
B. TRAVEL EXPENSES		
In State Travel	20.600	\$1,300.00
		\$0.00
Category Sub-Total		\$1,300.00
C. CONTRACTUAL SERVICES		
		\$0.00
Category Sub-Total		\$0.00
D. EQUIPMENT		
		\$0.00
Category Sub-Total		\$0.00
E. OTHER DIRECT COSTS		
DUI Checkpoint Supplies	20.608	\$2,500.00
PAS Device/Calibration Supplies	20.608	\$1,500.00
Category Sub-Total		\$4,000.00
F. INDIRECT COSTS		
		\$0.00
Category Sub-Total		\$0.00
GRANT TOTAL		\$40,000.00

State of California – Office of Traffic Safety

GRANT NUMBER

GRANT AGREEMENT**PT20155**

Schedule B-1

BUDGET NARRATIVE	
PERSONNEL COSTS	QUANTITY
DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	2
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	4
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	4
Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	1
Traffic Safety Education - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.	2
TRAVEL EXPENSES	
In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.	1
CONTRACTUAL SERVICES	
-	
EQUIPMENT	
-	
OTHER DIRECT COSTS	
DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS device supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.	1
PAS Device/Calibration Supplies - Preliminary alcohol screening device to detect the presence of alcohol in a person's breath and calibration supplies to ensure accuracy. Costs may include mouth pieces, gas and accessories.	1
INDIRECT COSTS	
-	
STATEMENTS/DISCLAIMERS	
There will be no program income generated from this grant.	
Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.	

State of California – Office of Traffic Safety

GRANT NUMBER

GRANT AGREEMENT**PT20155**

Exhibit A

CERTIFICATIONS AND ASSURANCES**HIGHWAY SAFETY GRANTS****(23 U.S.C. CHAPTER 4 AND SEC. 1906, PUB. L. 109-59, AS AMENDED)**

Failure to comply with applicable Federal statutes, regulations, and directives may subject Grantee Agency officials to civil or criminal penalties and/or place the State in a high-risk grantee status in accordance with 49 CFR §18.12.

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended
- 49 CFR Part 18—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Part 1300—Uniform Procedures for State Highway Safety Grant Programs

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100)).

The State highway safety agency—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

“During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- To insert this clause, including paragraphs (a) through (e), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

- (1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200.
You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

LAW ENFORCEMENT AGENCIES

All subrecipient law enforcement agencies shall comply with California law regarding profiling. Penal Code section 13519.4, subdivision (e), defines "racial profiling" as the "practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped." Then, subdivision (f) of that section goes on to provide, "A law enforcement officer shall not engage in racial profiling."

ATTACHMENT “B”**RESOLUTION NO. 7956****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET
FOR THE FISCAL YEAR 2019-20 ADOPTED ON JULY 1, 2019**

WHEREAS, the City of Council has received and considered the proposed adjustment to the budget for Fiscal Year 2019-20, commencing July 1, 2019, and ending June 30, 2020; and

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

WHEREAS, an annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020, a copy of which is on file in the City Clerk's Office, has been adopted on July 1, 2020.

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

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

Fund 110-225-3627-4105:

Increase in Expenditures: \$ 40,000

Fund 010-3696-3627:

Increase in Revenues: \$ 40,000

PASSED, APPROVED, AND ADOPTED this 21th day of October, 2019.

Joel Fajardo, 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 21th day of October, 2019, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Vice Mayor Sylvia Ballin

Date: October 21, 2019

Subject: Update on Statewide Tenant Protection Act of 2019 AB 1482 (Rent Control)

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

1. On April 2, 2019, the City Council received an updated report on regulatory options for rent control, rent stabilization and dispute resolution.
2. On October 8, 2019, Governor Newsom signed Assembly Bill No. 1428, the Tenant Protection Act of 2019 (AB 1482), into law.
3. The statewide law becomes effective January 1, 2020.


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:

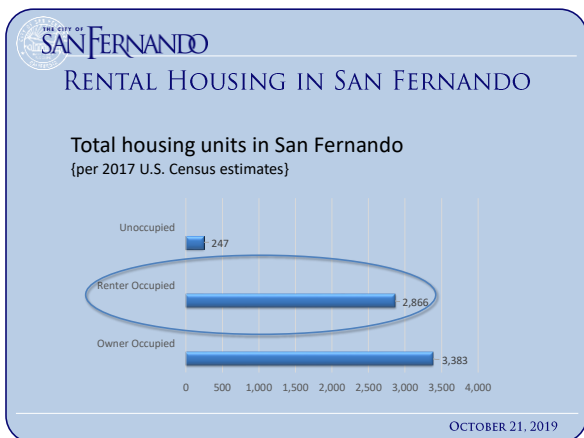
- A. Presentation






**TENANT PROTECTION ACT OF 2019
AB 1482**

PRESENTED BY:
TIMOTHY HOU
DEPUTY CITY MANAGER/DIRECTOR OF COMMUNITY DEVELOPMENT






HISTORY OF STATE RENTAL HOUSING LAW

Costa-Hawkins Rent Housing Act (1995)

1. Housing constructed after 1995 exempt from local rent control regulation
2. New housing already exempt from local rent control laws in place before Feb. 1, 1995, remain exempt
3. Single family residences, condos exempt
4. Owners can establish new rental rates when tenancy changes

OCTOBER 21, 2019



HISTORY OF STATE RENTAL HOUSING LAW

Ellis Act (1986)

- Gave landlords the right to withdraw their property from rental markets and evict tenants by repurposing their property for some other use (e.g., condos, hotels, dirt lots)
- Jurisdiction can impose requirements on property owners who repurpose property:
 - Relocation assistance for displaced tenants
 - Specific noticing period requirements

OCTOBER 21, 2019



STATE RENTAL HOUSING LAW


Costa-Hawkins + Ellis Act =

Limited the scope and efficacy of rent control law:

- Reduced number of units subject to local rent control
- Allows landlords to reset rents upon vacancy
- Incentivized landlords to take rent-controlled units off the market by repurposing properties



OCTOBER 21, 2019



"JUST CAUSE" EVICTIONS

Under prior State law:

- Written 30-day or 60-day notice on the tenant
- **Not required** to state reason for ending the tenancy
- "Just cause," e.g., default, breach of lease terms, criminal activity, intent to occupy by owner, withdrawal from rental market
- Some reasons for eviction are unlawful (e.g., retaliatory or discriminatory eviction)

OCTOBER 21, 2019




TENANT PROTECTION ACT OF 2019

Assembly Bill No. 1428, Chiu

- Signed by Gov. Newsom on Oct. 8th
- Effective Jan. 1, 2020 until Jan. 1, 2030
- California now the 3rd state with statewide rent control program




OCTOBER 21, 2019



TENANT PROTECTION ACT OF 2019

1. Evictions

- Prohibits evictions without "just cause"
- Written notice for tenants of ≥ 12 months
- Opportunity to cure violation
- If violation not cured, can issue 3-day notice to quit




OCTOBER 21, 2019

THE CITY OF SAN FERNANDO
TENANT PROTECTION ACT OF 2019

2. Tenant Relocation Assistance

- No-fault just cause termination triggers tenant relocation assistance
- Two methods (choose one):
 - Direct payment of one month's rent to tenant
 - Waive rent for the final month of tenancy



OCTOBER 21, 2019

THE CITY OF SAN FERNANDO
TENANT PROTECTION ACT OF 2019

3. Rent Caps

- Rent increase capped at whichever is lower:
 - 5 percent + percentage change in cost of living, or
 - 10 percent
- Rent increases based on the lowest gross rental rate charged for preceding 12 months
- Only two rent increases in a 12-month period, no restriction following vacancy
- Retroactive to rents since March 15, 2019

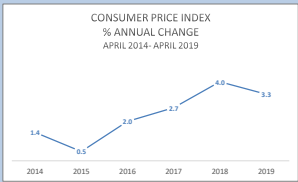
5% + CPI

OCTOBER 21, 2019


THE CITY OF SAN FERNANDO
TENANT PROTECTION ACT OF 2019

3. Rent Caps

- "Percentage change in the cost of living" = Percentage change in the regional Consumer Price Index
- Average over past 5 years = 2.5%



OCTOBER 21, 2019



TENANT PROTECTION ACT OF 2019

4. Required Notice

- Just Cause and Rent Caps provisions require notice from owners to tenants
- For tenancy commenced after July 1, 2020, as addendum to rental agreement, or written notice signed by tenant
- For tenancy prior to July 1, 2020, by written notice or as addendum to rental agreement by August 1, 2020

OCTOBER 21, 2019




TENANT PROTECTION ACT OF 2019

5. Applicability of Just-Cause Protections

Excludes:

- Hotels
- Hospitals, religious facilities, extended care facilities, adult residential facilities
- Dormitories
- Housing with shared tenant/landlord bathroom/kitchen

OCTOBER 21, 2019




TENANT PROTECTION ACT OF 2019


5. Applicability of Just-Cause Protections

Excludes:

- Single-family owner occupied residences, including accessory dwelling units ("granny flats")
- Duplex, if owner occupied
- Deed restricted affordable housing
- Housing with separate title NOT owned by a REIT, corporation, or LLC



OCTOBER 21, 2019




TENANT PROTECTION ACT OF 2019

5. Applicability of Just-Cause Protections


Excludes:

- 9) Housing built in the last 15 years is exempt, on a rolling basis



Ex:
Unit A issued C of O on Oct. 20, 2004 = **Not exempt**.
Unit B issued C of O on Oct. 20, 2005 = **Exempt**, but only until October 2020

OCTOBER 21, 2019




TENANT PROTECTION ACT OF 2019


5. Applicability of Rent Caps

Excludes:

- 1) Housing restricted by deed as affordable
- 2) Dormitories
- 3) Housing subject to existing local rent control provisions
- 4) Housing built in the last 15 years are exempt, on a rolling basis



OCTOBER 21, 2019




TENANT PROTECTION ACT OF 2019

5. Applicability of Rent Caps

Excludes:

- 5) Housing with separate title NOT owned by a REIT, corporation, or LLC
- 6) Duplex, if owner occupied



OCTOBER 21, 2019




TENANT PROTECTION ACT OF 2019

6. Enforcement

- Law creates defenses for individual tenants who may be subjected to tenancy and rent cap violations
- Law creates a new crime or infraction
- Up to the tenant to invoke these protections via court actions



OCTOBER 21, 2019



RECOMMENDATION

- Receive and file the report.

OCTOBER 21, 2019



THE CITY OF SAN FERNANDO

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AGENDA REPORT

To: Vice Mayor Sylvia Ballin and Councilmembers

From: Mayor Joel Fajardo

Date: October 21, 2019

Subject: Discussion Regarding the Use of Electronic Signatures for City Documents

RECOMMENDATION:

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

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: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Mendoza

Date: October 21, 2019

Subject: Consideration to Appoint City Commissioners

RECOMMENDATION:

I recommend that the following individuals be appointed as my representatives to the City Commissions:

- a. **Transportation and Safety Commission**
Francisco Arrizon (re-appointment)
- b. **Planning and Preservation Commission**
Marvin R. Perez
- c. **Parks, Wellness, and Recreation Commission**
Jason B. Hayes

BUDGET IMPACT:

The City pays each Commissioner \$75.00 for attendance at up to one (1) meeting per month. A total of \$900 per commissioner is appropriated in each responsible Department's budget. Sufficient funds are appropriated in the Fiscal Year 2019-2020 Budget.

ATTACHMENT:

- A. Commissioner Applications

RECOMMENDED BY CITY COUNCIL MEMBER:

May Mendoza

THE CITY OF
SAN FERNANDO**APPLICATION TO SERVE ON A CITY COMMISSION**

This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

APPLICANT INFORMATION

NAME <i>Francisco Arrizon</i>		PHONE NO. [REDACTED]
RESIDENCE ADDRESS <i>457 Fermore St.</i>	CITY & STATE <i>San Fernando</i>	ZIP CODE <i>91340</i>
MAILING ADDRESS If different than above <i>Same as above</i>	CITY & STATE <i>Same as above</i>	ZIP CODE <i>91340</i>
EMAIL ADDRESS Business or personal to be used for Commission activity [REDACTED]		
EMPLOYER <i>LIVANA Laborers Local 300</i>	POSITION <i>Union Representative</i>	
BUSINESS ADDRESS <i>2005 W. Pico Blvd.</i>	CITY & STATE <i>Los Angeles</i>	ZIP CODE <i>90006</i>
BUSINESS PHONE <i>(213) 385-3530</i>		
ARE YOU A REGISTERED VOTER OF THE CITY OF SAN FERNANDO? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? If yes, please list the address(es) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>457 Fermore St</i> <i>459 "</i>		
DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? If yes, please state the name and nature of the business <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

MEMBER COMMITMENT

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- As Planning and Preservation Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.

APPLICANT SIGNATURE <i>[Signature]</i>	DATE <i>10-10-2019</i>
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APPLICATION TO SERVE ON A CITY COMMISSION

COMMISSION APPLICATION CHOICE(S) Please indicate which Commission you are interested in

☐ **EDUCATION COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Education Commission?

☐ **PARKS, WELLNESS, AND RECREATION COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?

☐ **PLANNING AND PRESERVATION COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Planning and Preservation Commission?

☒ **TRANSPORTATION AND SAFETY COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Transportation and Safety Commission?

I'm willing to look after the safety of the City residents,
 Safety is what the community wants and I will make
 sure that street lights are placed on the streets
 that are needed & also stop sign.

PLEASE ATTACH AND SUBMIT A BRIEF BIO STATEMENT TO THIS APPLICATION

BIO**Francisco Arrizon**

I have lived in San Fernando for over 50 years and have served on the Transportation and Safety Commission for over 6 years. I have a beautiful wife with whom I have been for 18 years, and 4 wonderful daughters and 3 amazing sons.

I work as a public sector union representation e-board member with Laborers Local 300. I look forward to continuing my service on the Transportation and Safety Commission.

APPLICATION TO SERVE ON A CITY COMMISSION

This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

APPLICANT INFORMATION

NAME <u>MARUM R. PÉREZ</u>		PHONE NO. [REDACTED]
RESIDENCE ADDRESS <u>2011 8th Street</u>	CITY & STATE <u>SAN FERNANDO, CA</u>	ZIP CODE <u>91340</u>
MAILING ADDRESS <i>If different than above</i>	CITY & STATE	ZIP CODE
EMAIL ADDRESS <i>Business or personal to be used for Commission activity</i> [REDACTED]		
EMPLOYER <u>Sunkist Growers, Inc</u>	POSITION <u>Payroll Manager</u>	
BUSINESS ADDRESS <u>27770 N. Entertainment Dr.</u>	CITY & STATE <u>Valencia, CA</u>	ZIP CODE <u>91355</u>
BUSINESS PHONE <u>(661)-290-8732</u>		
ARE YOU A REGISTERED VOTER OF THE CITY OF SAN FERNANDO? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? <i>If yes, please list the address(es)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <u>2011 8th Street, San Fernando, CA 91340</u>		
DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? <i>If yes, please state the name and nature of the business</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

MEMBER COMMITMENT

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- As Planning and Preservation Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.

APPLICANT SIGNATURE 	DATE <u>10/14/19</u>
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APPLICATION TO SERVE ON A CITY COMMISSION

COMMISSION APPLICATION CHOICE(S) Please indicate which Commission you are interested in

☐ **EDUCATION COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Education Commission?

☐ **PARKS, WELLNESS, AND RECREATION COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?

☒ **PLANNING AND PRESERVATION COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Planning and Preservation Commission?

Review & Analyze city projects and make decisions looking
at the city and its residents best interest.

☐ **TRANSPORTATION AND SAFETY COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Transportation and Safety Commission?

PLEASE ATTACH AND SUBMIT A BRIEF BIO STATEMENT TO THIS APPLICATION

BIO**Marvin Perez**

Marvin Perez has been a resident and property owner in the City of San Fernando for the past 10 years. He has been married for almost 20 years and has two daughters. He has a Bachelor's Degree in Sociology from UCLA and has a Masters Degree in Clinical Psychology from Pepperdine University. He is currently working as a Corporate Payroll Manager for Sunkist. He has a passion for outdoor activities and is currently training for a swim meet at UCLA.

APPLICATION TO SERVE ON A CITY COMMISSION

This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

APPLICANT INFORMATION

NAME <u>Jason B. Hayes</u>		PHONE NO. [REDACTED]	
RESIDENCE ADDRESS <u>727 De Haven St.</u>		CITY & STATE <u>San Fernando, CA</u>	ZIP CODE <u>91340</u>
MAILING ADDRESS <i>If different than above</i>		CITY & STATE	ZIP CODE
EMAIL ADDRESS <i>Business or Personal to be used for Commission activity</i> [REDACTED]			
EMPLOYER <u>Monroe High School</u>		POSITION <u>Plant Director / Teacher</u>	
BUSINESS ADDRESS <u>9229 Haskell Ave</u>		CITY & STATE <u>North Hills, CA</u>	ZIP CODE <u>91340</u>
BUSINESS PHONE <u>818 830 4200</u>			

ARE YOU A REGISTERED VOTER OF THE CITY OF SAN FERNANDO?

☒ YES ☐ NO

DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? *If yes, please list the address(es)*

☐ YES ☒ NO

DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? *If yes, please state the name and nature of the business*

☒ YES ☒ NO

MEMBER COMMITMENT

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- As ~~Planning and Preservation~~^a Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.

APPLICANT SIGNATURE <u>[Signature]</u>	DATE <u>10/14/2019</u>
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APPLICATION TO SERVE ON A CITY COMMISSION

COMMISSION APPLICATION CHOICE(S) Please indicate which Commission you are interested in

☐ **EDUCATION COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Education Commission?

☒ **PARKS, WELLNESS, AND RECREATION COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?

A PWR commissioner represents the ~~int~~ interests of the residents of San Fernando related to, but not limited to, Recreation facilities, operation, maintenance + creation of opportunities for our communities to support health, wellness and participation w/in our community.

☐ **PLANNING AND PRESERVATION COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Planning and Preservation Commission?

☐ **TRANSPORTATION AND SAFETY COMMISSION** Must be at least 18 years old and a registered voter of the City of San Fernando

What is your understanding of the duties as a member of the Transportation and Safety Commission?

PLEASE ATTACH AND SUBMIT A BRIEF BIO STATEMENT TO THIS APPLICATION

BIO**Jason Hayes**

Jason Hayes has a Bachelor's Degree in Theatre and a Master's Degree as an Education Specialist. He has worked in entertainment for 30 years and in Education for 19 years. He was named 2018 Los Angeles Unified School District Teacher of the Year and has helped create a thriving, creative and educational community for at risk youth and new immigrants at Monroe High School called Drama College promoting post-secondary educational opportunities and career readiness. Please welcome Jason Hayes to the Parks, Wellness and Recreation Commission.

Jason Hayes M.S. Ed. Sp.

727 De Haven Street, San Fernando, CA 91340



2018 LAUSD Teacher of the Year

Objective: To maintain a thriving, Secondary Theatre Arts program. To provide young adults professional level experience as they consider embarking upon higher education and their own careers in the Dramatic Arts.

Education:

- Master's Degree: Education Specialist; National University 2009
- Clear Credential: Single Subject; English
- Clear Credential: Special Education K-12; Mild to Moderate
- Clear Credential: General Education K-12 and Theatre Supplemental
- Preliminary Credential: Career Technical Education (CTE)
- Bachelor of Science in Theater Arts; Indiana State University 1996
- High School Diploma from Corydon Central High School, Corydon, IN 1992

Teaching Experience:

Monroe High School 2012 – Present

- Lead Teacher: Arts, Media and Entertainment Small Learning Community
- Electives Co-Chairperson
- Drama College Teacher/Director:
 - Honors/AP English/Theatre Collaboration with the goal of raising successful, educational outcomes among at-risk students, grades 9-12, through the use of Shakespeare, Contemporary and Classic Theatrical Literature, and the Common Core National Standards.
- Theatre Intro, World Theatre and ELD Theatre Elective Teacher
- Theatre Tech: CTE program including Capstone
- ELD Title III Teacher
 - Summer School Newcomers Program
- English Teacher:
 - Honors ELA 10, Expository Literature 11, and Modern Literature 12

Van Nuys Middle School 2004 - 2011

- Dramatic Arts Teacher: Sept. 2007 – Dec. 2011
 - Beginning, Intermediate and Advanced Dramatic Arts and Chorus
- Special Education Department Chair. June 2010 – Dec. 2011
- ED SDC English Teacher Sept. 2004 – Dec. 2011
 - ELL and SDC ELA Grades 6-8
- ED SDC Math Teacher: Sept. 2004 – Dec. 2011

- ELL and SDC General Math Grades 6-8
 - Reading Support Elective ED SDC: 2004 - 2007
- Special and General Education Teacher; Extended School Year 2005-2008
- ELA, General Math, U.S. History and Dramatic Arts

Poseidon School 2003 - 2004

- Special Education ED SDC Teacher:
 - ELA 9 and 10, World History, and Theatre Arts
- Special Education Teacher; Extended School Year 2003 and 2004
 - ELA 10 and Photography

Limerick Ave. Elementary 2001 - 2003

- Special Education ED SDC Teacher:
 - Grades 1-5; ELA, ELD Levels 3-5, Math, History/Geography, and Science
- Special Education Extended School Year: 2001 and 2002
 - Grades 1-5; ELA and Math

Substitute Teacher: 1994

- On file with Franklin Township schools in Lanesville, IN, grades K – 8.

Other Employment Experience and Community Involvement available upon request.

Professional Organizations:

Drama Teachers Association of Southern California

California Educational Theatre Association

Educational Theatre Association

National Education Association

California Teachers Association

United Teachers Los Angeles

Screen Actors Guild - American Federation of Television and Radio Artists

Interests:

I am an actor, singer and musician. My wife and I produce short films and new work for the stage from our production company, Kissing in a Tree Productions. The children's musical I wrote, The Cowboy Show, has run for 5 years. I was in a Folk band called The Lotharios for 10 years where I sang, played various instruments. Formerly of the band War Stomp, I currently front and play bass for a punk band called Pinch Dogs. I enjoy Theatre, Film Making, Music, Shakespeare, Late 19th Century Literature and Art, Star Wars, Environmental Conservation, Youth Enrichment Programs, Fine Art, and Photography.

Jason Hayes M.S. Ed. Sp.

727 De Haven Street, San Fernando, CA 91340

[REDACTED]



2018 LAUSD Teacher of the Year

References:

Professional:

Mathew Diamond
Principal: Monroe High School

[REDACTED]

Ximena Rodriguez
AP: Monroe High School

[REDACTED]

Ryan Gonzales
Band Dir. Monroe High School

[REDACTED]

Glenn Sacks
Educator: Monroe High School

[REDACTED]

Personal:

Michelle Merring-Hayes
Wife/Producing Partner

[REDACTED]

Natalie Petrossian
Friend/Educator

[REDACTED]

Christopher Halsted
Friend/Acting Teacher

[REDACTED]

Eric Vazquez
Friend/Musician

[REDACTED]

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AGENDA REPORT

To: Vice Mayor Sylvia Ballin and Councilmembers

From: Mayor Joel Fajardo

Date: October 21, 2019

Subject: Consideration to Appoint an Education Commissioner

RECOMMENDATION:

I recommend that Nicole Mohr be appointed as my representative to the Education Commission effective November 1, 2019.

BUDGET IMPACT:

The City pays each Commissioner \$75.00 for attendance at up to one (1) meeting per month. A total of \$900 per commissioner is appropriated in each responsible Department's budget. Sufficient funds are appropriated in the Fiscal Year 2019-2020 Budget.

ATTACHMENT:

A. Commission Application

APPLICATION TO SERVE ON A CITY COMMISSION

This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

APPLICANT INFORMATION

NAME Nicole Mohr		PHONE NO. [REDACTED]
RESIDENCE ADDRESS 1921 Glenoaks Blvd #199	CITY & STATE San Fernando, CA	ZIP CODE 91340
MAILING ADDRESS <i>If different than above</i>	CITY & STATE	ZIP CODE
EMAIL ADDRESS <i>Business or personal to be used for Commission activity</i> [REDACTED]		
EMPLOYER Vaughn Next Century Learning Center	POSITION Teacher	
BUSINESS ADDRESS 13330 Vaughn Street	CITY & STATE San Fernando, CA	ZIP CODE 91340
BUSINESS PHONE (818) 896-7461		
ARE YOU A REGISTERED VOTER OF THE CITY OF SAN FERNANDO? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? <i>If yes, please list the address(es)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 1921 Glenoaks Blvd #199, San Fernando, CA 91340		
DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? <i>If yes, please state the name and nature of the business</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		


MEMBER COMMITMENT

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- As Planning and Preservation Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.

APPLICANT SIGNATURE 	DATE 9 / 20 / 2019
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APPLICATION TO SERVE ON A CITY COMMISSION

COMMISSION APPLICATION CHOICE(S) *Please indicate which Commission you are interested in*

☒ **EDUCATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

What is your understanding of the duties as a member of the Education Commission?

The education commission exists to support schools and families in San Fernando. Families of K-12 students in San Fernando have many choices for education, from traditional LAUSD public schools, to magnet schools within LAUSD schools, to charter schools, and private schools. The education commission exists to support students, families, and educators in all of these insitutions, as well as to encourage higher education for all residents of San Fernando. I have two children attending school here in San Fernando, and I have been a teacher here in San Fernando consistently since 2008. Because of these roles, and as an alumnus of local community colleges and California State University, Northridge, our closest state university, I feel well-equipped to support our community in helping all residents achieving their educational goals.

☐ **PARKS, WELLNESS, AND RECREATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?

☐ **PLANNING AND PRESERVATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

What is your understanding of the duties as a member of the Planning and Preservation Commission?

☐ **TRANSPORTATION AND SAFETY COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

What is your understanding of the duties as a member of the Transportation and Safety Commission?

PLEASE ATTACH AND SUBMIT A BRIEF BIO STATEMENT TO THIS APPLICATION

**Nicole Mohr, M.Ed., public school educator**

Nicole Mohr teaches at Vaughn Next Century Learning Center in San Fernando, California, where she is also a grade level team leader and a Gay-Straight Alliance advisor. Mohr has taught English and theatre since 2008. Under her leadership, the Vaughn high school theatre students won an educational theatre grant from NBC in 2018. Later that year, Mohr earned her credential in social science and began teaching United States history, in addition to theatre. She enjoys mentoring new educators and assisting students with their university applications. Some of her proudest moments have been in attending the college graduations of her alumni.

In 2016, Nicole Mohr was named Somos Familia Valle's "Educator of the Year." She has a Master of Education in English education from California State University, Northridge, where she focused on literacy and positive psychology in the high school classroom.

Nicole Mohr is an avid theatre fan and occasionally enjoys acting in community theatre productions, as well as attending community theatre and professional productions in Los Angeles. She is also passionate about legislative advocacy at the state level and has participated in volunteer advocacy for a myriad of issues from gun sense reform to training for educators and campaign finance reform. She is also a member of PFLAG. She is married to a Lutheran minister, and her greatest joy in life comes from parenting her two children. She has a teenage son and a daughter who is in elementary school.

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AGENDA REPORT

To: Vice Mayor Sylvia Ballin and City Councilmembers

From: Mayor Joel Fajardo

Date: October 21, 2019

Subject: Discussion Regarding City Council Ad Hoc Committee Assignments

RECOMMENDATION:

I have placed this item on the agenda to discuss proposed changes to the Ad Hoc Committee Assignments (Attachment "A") including the following recommendations:

- a. **Wildhorse Children's Foundation**
Add Mayor Joel Fajardo
- b. **City General Plan Update**
Remove Vice Mayor Sylvia Ballin; Add Councilmember Mary Mendoza
- c. **Water and Sewer Utility Rate Study**
Dissolve

BACKGROUND/ANALYSIS:

As part of the budget process, City Council reviewed the existing Ad Hoc Committee Assignments, added a scope of work for each Committee, and removed obsolete Committees.

On October 7, 2019, the City Council appointed Mary Mendoza to fill the City Council vacancy; consequently, additional changes to the Ad Hoc Committee Assignments are necessary.

BUDGET IMPACT:

There is no impact associated with adopting an updated Ad Hoc Committee Assignments listing.

ATTACHMENT:

- A. City Council Ad Hoc Committee Assignments

**CITY COUNCIL AD HOC & STANDING COMMITTEES**

Appoint New Member
Recommended Appointment
Dissolve


Revised: 10/21/2019

AD HOC COMMITTEES				
DATE CREATED		NAME	MEMBERS	SCOPE
1	4/2/13	East San Fernando Valley Transit Corridor (Include Metrolink Dual Track) <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Quarterly until dissolved	Gonzales Pacheco	Review information and develop policy recommendations to City Council related to the planned light rail project through San Fernando, including reviewing options related to the City's local match, public outreach efforts with Metro, providing feedback regarding potential improvements along the rail ROW by Metro and/or the City, and other ESFVTC policy related items that require additional study. <i>(Recommend dissolving upon completion of ESFVTC construction through San Fernando)</i>
2	2/6/17	Commercial Cannabis Program (renamed 8/5/2019) <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Monthly until dissolved	Fajardo Pacheco	Review information and develop policy recommendations to City Council related to cannabis in San Fernando, including potential allowable uses, public outreach, permit application processes, and other cannabis policy related items that require additional study. <i>(Recommend dissolving upon adoption of local regulations and finalization of permitting process)</i>
3	8/21/17	Veterans Recognition Program (renamed 8/5/2019) <u>Responsible Staff:</u> Recreation & Community Services <u>Meeting Frequency:</u> Monthly until dissolved	Fajardo Gonzales	Review information and develop policy recommendations to City Council related to a veterans recognition event, including receiving feedback from local veterans groups, provide input to enhance the impact of the proposed event/program, and other veterans recognition events/programs that require additional study. <i>(Recommend dissolving after completion of initial veterans recognition event/program)</i>



CITY COUNCIL AD HOC & STANDING COMMITTEES

Revised: 10/21/2019

AD HOC COMMITTEES				
DATE CREATED		NAME	MEMBERS	SCOPE
4	10/16/17	Code Enforcement <u>Responsible Staff:</u> Community Development <u>Meeting Frequency:</u> Monthly until dissolved	Fajardo 	Review information and develop policy recommendations to City Council related to an appropriate level of Code Enforcement in the City, including reviewing existing levels of enforcement, legal and financial resource restrictions related to Code Enforcement activities, review staff recommendations regarding program enhancements, assist with public outreach related to changes in service, discuss pre-sale inspection program, ADU enforcement, and other Code Enforcement policy items that require additional study. <i>(Recommend review during City Council re-org each year to determine necessity to extend)</i>
5	5/7/18	Wildhorse Children's Foundation regarding the use of Pioneer Park <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Quarterly until dissolved	Gonzales Fajardo	Review information and develop policy recommendations to City Council related to the City's partnership with WHF, including providing feedback related to a formal agreement (e.g. Lease/MOU/etc.) regarding use of facilities at Pioneer Park, connecting WHF with other community service providers to enhance programming at the facility, provide input re: public outreach, and other WHF items that require additional study. <i>(Recommend review during City Council re-org each year to determine necessity to extend)</i>
6	6/18/18	Citywide Parking Permits, Trolley Service, and Parking Meters (renamed 8/5/2019) <u>Responsible Staff:</u> Temporarily assigned to Community Development <u>Meeting Frequency:</u> Quarterly until dissolved	Fajardo Gonzales	Review information and develop policy recommendations to City Council related to the City's parking meter program, including providing feedback related to potentially expanding the parking meter program and increasing the use of smart meters, provide input re: public outreach, and other parking meter items that require additional study. <i>(Recommend review during City Council re-org each year to determine necessity to extend)</i>



CITY COUNCIL AD HOC & STANDING COMMITTEES

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AD HOC COMMITTEES				
DATE CREATED		NAME	MEMBERS	SCOPE
7	10/1/18	Pension and Retiree Health Program Review (renamed 1/7/19) <u>Responsible Staff:</u> Finance <u>Meeting Frequency:</u> Monthly until dissolved	Fajardo Gonzales	Review information and develop policy recommendations to City Council related to the City's Pension and Retiree Health Programs, including recommending selection of a Financial Advisor, review projections and funding strategies from the Advisor, provide feedback on presentations, and other Pension/Retiree Health funding items that require add'l study. <i>(Recommend review during City Council re-org each year to determine necessity to extend)</i>
8	1/7/19	City General Plan Update (renamed 8/5/2019) <u>Responsible Staff:</u> Community Development <u>Meeting Frequency:</u> Quarterly until dissolved	Mendoza Pacheco	Review information and develop policy recommendations to City Council related to updating the City's General Plan, including evaluating potential funding sources, reviewing draft plan amendments with staff, provide feedback related to public outreach efforts, and other General Plan items that require additional study. <i>(Recommend dissolving upon adoption of an updated General Plan)</i>
9	2/4/19	U.S. Census 2020 <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Monthly until dissolved	Ballin Gonzales	Review information and develop policy recommendations to City Council related to the United States Census 2020, including act as the City's liaison on the City's Complete Count Committee, provide feedback related to Census public outreach activities/programs, and other Census items that require additional study. <i>(Recommend dissolving upon completion of 2020 Census activities)</i>
10	2/4/19	Social Media Policy <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> 1 – 2 meetings	Ballin Pacheco	Review information and develop policy recommendations to City Council related to the City's Social Media program, including reviewing the draft social media policy and other parking meter items that require additional study. <i>(Recommend dissolving upon adoption of Social Media Policy)</i>



CITY COUNCIL AD HOC & STANDING COMMITTEES

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AD HOC COMMITTEES				
DATE CREATED		NAME	MEMBERS	SCOPE
11	2/19/19	Green City Ad Hoc (renamed 8/5/2019) <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Quarterly until dissolved	Ballin Fajardo	Review information and develop policy recommendations to City Council related to the City's environmental related programs, including environmental programs available to City residents, public outreach efforts, City Hall programs to decrease carbon footprint, and other Green City items that require additional study. <i>(Recommend review during City Council re-org each year to determine necessity to extend)</i>
12	3/4/19	Local Minimum Wage (renamed 8/5/2019) <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Monthly until dissolved	Ballin Pacheco	Review information and develop policy recommendations to City Council related to the City's minimum wage, including review of studies related to local minimum wage, public outreach efforts to stakeholders, and other Minimum Wage items that require additional study. <i>(Recommend review during City Council re-org each year to determine necessity to extend)</i>
13	6/3/19	Water and Sewer Utility Rate Study <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Monthly until dissolved	Ballin	Review the Water and Sewer Utility Rate Study conducted by Lechowicz and Tseng and establish recommendations.
14	9/3/19	Street and Parkway Tree <u>Responsible Staff:</u> Public Works <u>Meeting Frequency:</u> Bi-monthly until dissolved	Gonzales Pacheco	Review information and develop policy recommendations related to street and parkway tree programs, including: <ul style="list-style-type: none"> • Street and parkway tree maintenance to prolong tree life expectancy; • Tree species that are appropriate to place in streets and parkways; • A program for residents to plant and maintain trees in parkways; and • Other street and parkway tree policy related items that require additional study. <i>(Recommend dissolving upon adoption of a policy/program outlining the regulations for street and parkway tree planting and maintenance)</i>



CITY COUNCIL AD HOC & STANDING COMMITTEES

Revised: 10/21/2019

STANDING COMMITTEES					
DATE CREATED		MEETING DAY/TIME	NAME	MEMBERS	COMMENT
1			None at this time.		