



SAN FERNANDO CITY COUNCIL  
REGULAR MEETING NOTICE AND AGENDA  
JULY 6, 2020 – 6:00 PM

TELECONFERENCE – PER GOVERNOR’S EXECUTIVE ORDER

**SPECIAL NOTICE REGARDING COVID-19**

*On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that the San Fernando City Council will participate in meetings telephonically.*

**PUBLIC PARTICIPATION:** Pursuant to the Executive Order and given the current health concerns, members of the public can access meetings live on-line, with audio and video, via YouTube Live, at <https://www.youtube.com/channel/UC2OGT0-5m7SPbA-YmtPyDaA/>. Members of the public may submit comments by email to [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org). Comments submitted via YouTube will not be read into the record. To ensure distribution to the City Council prior to consideration of the agenda, please submit your comments no later than 4:00 p.m. the day of the meeting. Those comments will be distributed to the City Council will be limited to three minutes, and made part of the official public record of the meeting.

**CALL TO ORDER/ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

Led by Mayor Joel Fajardo

**APPROVAL OF AGENDA**

Recommend that the City Council approve the agenda as presented and move that all ordinances presented tonight be read in title only as authorized under Government Code Section 36934.

**SAN FERNANDO CITY COUNCIL****Regular Meeting Notice and Agenda – July 6, 2020**Page 2 of 5

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**DECORUM AND ORDER**

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

Members of the public can submit comments electronically for City Council consideration by sending them to [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org). Members of the public can access meetings live on-line, with audio and video, via YouTube Live, at <https://www.youtube.com/channel/UC2OGT0-5m7SPbA-YmtPyDaA/>. To ensure distribution to the City Council prior to consideration of the agenda, please submit comments prior to 4:00 p.m. on the day of the meeting. Those comments will be distributed to the City Council, will be limited to three minutes, and made part of the official public record of the meeting.

**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 adoption of Resolution No. 20-071 approving the Warrant Register.

**2) CONSIDERATION TO ACCEPT THE DONATION OF FOUR TRAVEL TRAILERS FROM THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES**

Recommend that the City Council:

- a. Accept the donation of four travel trailers from the State of California Department of General Services; and
- b. Authorize the City Manager to execute the certificates of title, and related documents to transfer ownership of the four travel trailers from State of California Department of General Services to the City of San Fernando.

**SAN FERNANDO CITY COUNCIL****Regular Meeting Notice and Agenda – July 6, 2020**Page 3 of 5

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**3) CONSIDERATION TO APPROVE A PUBLIC SAFETY POWER SHUTOFF COMMUNITY RESOURCE CENTER LICENSE AGREEMENT WITH SOUTHERN CALIFORNIA EDISON FOR USE OF CITY FACILITIES**

Recommend that the City Council:

- a. Approve the Public Safety Power Shutoff Community Resource Center License Agreement (Contract No. 1957) with Southern California Edison, for use of Las Palmas Park and Recreation Park facilities; and
- b. Authorize the City Manager to make non-substantive changes and execute all related documents.

**4) CONSIDERATION TO ADOPT A RESOLUTION CALLING FOR AND GIVING NOTICE OF HOLDING A GENERAL MUNICIPAL ELECTION ON NOVEMBER 3, 2020, REQUEST TO CONSOLIDATE THE ELECTION WITH THE STATEWIDE GENERAL ELECTION, AUTHORIZE THE LOS ANGELES COUNTY ELECTIONS OFFICIAL TO PERFORM ELECTION SERVICES, AND ADOPTING REGULATIONS PERTAINING TO MATERIALS SUBMITTED TO THE ELECTORATE**

Recommend that the City Council:

- a. Adopt Resolution No. 8010 calling and giving notice of a General Municipal Election to be held November 3, 2020;
- b. Approve the request to consolidate the election with the Statewide General Election; request that the Board of Supervisors of the County of Los Angeles consent, and effectuate such consolidation to issue instructions to the Registrar-Recorder/County Clerk of the County of Los Angeles to take any and all steps necessary for the holding of the consolidated election; and
- c. Adopt regulations pursuant to Elections Code (EC) Sections 13307 through EC 13313, pertaining to candidate statements and related materials submitted to the Electorate.

**ADMINISTRATIVE REPORTS****5) CONSIDERATION TO ADOPT A RESOLUTION OF INTENTION, AND RELATED CERTIFICATIONS, TO AMEND THE CONTRACT BETWEEN THE CITY OF SAN FERNANDO AND THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

Recommend that the City Council:

- a. Adopt Resolution No. 8016, approve related certification documents to effectuate a contract amendment between the City of San Fernando and the California Public Employees' Retirement System (CalPERS); and

**SAN FERNANDO CITY COUNCIL****Regular Meeting Notice and Agenda – July 6, 2020**Page 4 of 5

---

- b. Authorize the City Manager to make non-substantive corrections and execute all related documents.

**6) DISCUSSION AND DIRECTION REGARDING THE SAN FERNANDO OPEN STREETS FESTIVAL**

Recommend that the City Council:

- a. Receive a presentation from staff regarding the status of the festival, and
- b. Provide direction to staff, as appropriate.

**7) CONSIDERATION TO ALLOCATE THE ADDITIONAL COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS PROVIDED THROUGH THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT TO ESTABLISH A RESIDENTIAL FOOD DISTRIBUTION PROGRAM AND PROVIDE PERSONAL PROTECTIVE EQUIPMENT TO ELIGIBLE RESIDENTS AND BUSINESSES, AND ADOPT A RESOLUTION APPROPRIATING FUNDS TO THE FISCAL YEAR 2020-2021 ANNUAL BUDGET**

Recommend that the City Council:

- a. Approve the use of the additional Community Development Block Grant funding provided through the Coronavirus Aid, Relief, and Economic Security Act to establish a Residential Food Distribution Program and provide personal protective equipment to eligible residents and businesses;
- b. Adopt Resolution No. 8017 appropriating \$136,373 in additional funding in the Fiscal Year 2020-2021 Annual Budget; and
- c. Authorize the City Manager to execute all related documents.

**8) DISCUSSION REGARDING COVID-19 RESPONSE EFFORTS AND APPROVAL OF PROPOSED RECOMMENDATIONS, INCLUDING THE CREATION OF AN AD HOC COMMITTEE AND THE APPOINTMENT OF MEMBERS, IF APPROPRIATE**

This item was placed on the agenda by Mayor Fajardo.

Recommend that the City Council:

- a. Review and approval of the City's COVID-19 planning, response, enforcement, and education efforts, and related policy initiatives;
- b. Review and approval of financial assistance programs and the pursuit of funding opportunities, and related recommendations, as appropriate; and
- c. Establish related Ad Hoc Committees and the appointment of Committee Members, if appropriate.



**SAN FERNANDO CITY COUNCIL****Regular Meeting Notice and Agenda – July 6, 2020**

Page 5 of 5

**9) DISCUSSION AND POSSIBLE DIRECTION RELATED TO WHISTLEBLOWER AND ALLEGED EMPLOYEE MISCONDUCT REPORTING PROCEDURES**

This item was placed on the agenda by Mayor Fajardo.

Recommend that the City Council discuss the City's whistleblower and alleged employee misconduct procedures and provide direction to staff, as appropriate.

**10) CONSIDERATION TO ADOPT AN ORDINANCE TO CHANGE THE CITY'S MUNICIPAL ELECTION FROM THE STATEWIDE GENERAL ELECTION IN EVEN NUMBERED YEARS TO THE STATEWIDE PRIMARY ELECTION IN EVEN NUMBERED YEARS EFFECTIVE IN 2024**

This item was placed on the agenda by Councilmember Ballin.

- a. Take no action and table this discussion to a date uncertain.

**-OR-**

- b. Introduce for first reading by title only, and waive further reading of Ordinance No. 1698 "Ordinance of the City Council of the City of San Fernando moving the date of the General Municipal Elections from the first Tuesday after the first Monday in November of even-numbered years to the first Tuesday after the first Monday in March of even-numbered years beginning with the General Municipal Election of March 5, 2024."

**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES****GENERAL COUNCIL COMMENTS AND LIAISON UPDATES****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.*

Julia Fritz, CMC

City Clerk

Signed and Posted: July 2, 2020 (9:30 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](http://www.sfcity.org)). These are also available for public reviewing prior to a meeting in the City Clerk Department. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk Department at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's website at [www.sfcity.org](http://www.sfcity.org). In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the City Clerk Department at (818) 898-1204 at least 48 hours prior to the meeting.*



# **Regular Meeting**

## **San Fernando City Council**

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## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

**From:** Nick Kimball, City Manager  
By: J. Diego Ibañez, Director of Finance

**Date:** July 6, 2020

**Subject:** Consideration to Adopt a Resolution Approving the Warrant Register

### RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 20-071 (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 Director of Finance hereby certifies that all requests for expenditures have been signed by the department head, or designee, receiving the merchandise or services thereby stating that the items or services have been received and that the resulting expenditure is appropriate. The Director of Finance hereby certifies that each warrant has been reviewed for completeness and that sufficient funds are available for payment of the warrant register.

### ATTACHMENT:

A. Resolution No. 20-071

**ATTACHMENT “A”****RESOLUTION NO. 20-071****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO ALLOWING AND APPROVING FOR  
PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT  
REGISTER NO. 20-071****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 6<sup>th</sup> day of July, 2020.

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Joel Fajardo, Mayor

**ATTEST:**

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Julia Fritz, City Clerk



**RESO. NO. 20-071****CERTIFICATION**

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 20-071 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 6<sup>th</sup> day of July, 2020, by the following vote of the City Council:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAINED:**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this \_\_\_\_\_ day of July, 2020.

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Julia Fritz, City Clerk

**EXHIBIT "A"**

vchlist		Voucher List				Page: 1	
07/01/2020 2:55:13PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
219450	7/6/2020	891587 ABLE MAILING INC.	32002	11993	MAILING & FULFILLMENT SERVICES		
				11993	072-360-0000-4300	113.52	
			32003		070-382-0000-4300	113.52	
					WATER ENVELOPE STORAGE-MAY 202		
					070-382-0000-4300	12.50	
					072-360-0000-4300	12.50	
					Total :	252.04	
219451	7/6/2020	100050 ACE INDUSTRIAL SUPPLY	1890218		DEPT SUPPLIES		
					041-320-0000-4300	146.15	
					Total :	146.15	
219452	7/6/2020	888356 ADVANCED AUTO REPAIR	1432	12017	VEHICLE MAINT., REPAIRS AND MINOR		
			1433	12017	041-320-0390-4400	140.00	
			1436	12017	VEHICLE MAINT., REPAIRS AND MINOR		
				12017	041-320-0152-4400	73.00	
			1438	12017	VEHICLE MAINT., REPAIRS AND MINOR		
				12017	041-320-0311-4400	257.50	
					VEHICLE MAINT., REPAIRS AND MINOR		
					041-320-0152-4400	269.20	
					Total :	739.70	
219453	7/6/2020	891969 ADVANCED PURE WATER SOLUTIONS	1024950		DRINKING WATER		
					001-222-0000-4300	98.55	
					Total :	98.55	
219454	7/6/2020	887695 AL'S KUBOTA TRACTOR	182011		VEHICLE MAINT-PK1169		
					041-320-0390-4400	168.32	
			182927		VEHICLE MAINT-PK1169		
					041-320-0390-4400	85.21	
					Total :	253.53	
219455	7/6/2020	100188 ANDY GUMP INC.	INV723066	12070	PORTABLE TOILET SERV. FOR CITY YA		
					043-390-3689-4260	562.48	
			INV723067	12070	PORTABLE TOILET SERV. FOR CITY YA		
					043-390-0000-4260	330.44	
						Page: 1	

vchlist

07/01/2020 2:55:13PM

Voucher List

CITY OF SAN FERNANDO

Page:

2

Bank code :bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219455	7/6/2020	100188 ANDY GUMP INC.	(Continued)			
			INV723068	12070	PORTABLE TOILET SERV. FOR CITY YA 070-384-0000-4260	330.34
			INV725087	12070	PORTABLE TOILET SERV. FOR CITY YA 043-390-0000-4260	211.24
			INV725412	12070	PORTABLE TOILET SERV. FOR CITY YA 043-390-3689-4260	562.48
					Total :	1,996.98
219456	7/6/2020	100222 ARROYO BUILDING MATERIALS, INC	243027	12046	HARDWARE SUPPLIES AND U-CARTS ( 043-390-0000-4300	140.25
			243705	12046	HARDWARE SUPPLIES AND U-CARTS ( 001-311-0000-4300	9.25
					Total :	149.50
219457	7/6/2020	100210 ARROYO, ESTELA	821133		SENIOR DANCE TICKET REFUND 004-2380	16.00
					Total :	16.00
219458	7/6/2020	102530 AT & T	818-270-2203		PD NETWORK LINE-JUNE 2020 001-222-0000-4220	218.20
					Total :	218.20
219459	7/6/2020	892412 AT&T	287297930559X0510202		MDT MODEMS-PD UNITS 001-222-0000-4220	384.60
			287297930559X0610202		MDT MODEMS-PD UNITS 001-222-0000-4220	384.60
					Total :	769.20
219460	7/6/2020	889037 AT&T MOBILITY	287277903027X0608202		MODEM FOR ELECTRONIC MESSAGE 001-310-0000-4220	138.69
					Total :	138.69
219461	7/6/2020	889942 ATHENS SERVICES	8530249	12084	STREET SWEEPING SERVICES 011-311-0000-4260	12,431.77
				12084	001-343-0000-4260	2,481.26
					Total :	14,913.03

Page:

2

vchlist  
07/01/2020 2:55:13PM

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

Page: 3

Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219462	7/6/2020	892426 BEARCOM	5033511	12127	JUNE-RADIO COMM. SYST. & WIRELES 001-135-0000-4260	7,610.41
					<b>Total :</b>	<b>7,610.41</b>
219463	7/6/2020	888800 BUSINESS CARD	042420	12217	CENSUS POSTCARD	2,974.53
			051820		110-105-3672-4270 BUSINESS CARDS	36.09
			052020		001-115-0000-4300 VIDEO CONFERENCE	14.99
			052120		001-135-3689-4260 PPE - COVID19	39.51
			052320		001-152-3689-4300 PPE - COVID19	92.40
			052420		043-390-3689-4300 GRAPHICS SUBSCRIPTION	149.00
			052620		001-105-0000-4380 PPE - COVID19	167.10
			052620-2		043-390-3689-4300 PPE - COVID19	131.70
			052820		043-390-3689-4300 DISINFECTANT - COVID19	114.16
			052920		001-222-3689-4300 FINANCE CHARGE	126.03
			060120		001-190-0000-4435 PPE - COVID19	75.90
			060120-1		001-152-3689-4300 POST BOOST - COVID19	60.00
			060120-2		001-105-3689-4300 POST BOOST	20.00
			060320		001-105-0000-4270 PPE - COVID19	17.59
			060320		001-150-3689-4300 JUNE 2020-(1) MONTH 200 OUTLOOK 3	1,582.00
			060320		001-135-0000-4260 CUPCAKES-SCHOLARSHIP WINNERS	150.00
			060320		001-115-0000-4450 GRADUATION BANNERS	

Page: 3

vchlist  
07/01/2020 2:55:13PM

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

Page: 4

Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219463	7/6/2020	888800 BUSINESS CARD	(Continued)			
			060320		053-420-1355-4300 FLOOR STICKERS - COVID19	280.15
			060520		001-105-3689-4300 TAKE NUMBER SYSTEM - COVID19	1,633.50
			060820		001-105-3689-4300 JUNE 2020 - CITY CALENDAR &	182.35
			061020		001-135-0000-4260 FLYERS - COVID19	9.27
			061120		001-105-3689-4300 CANOPY - COVID19	943.80
			061220		001-105-3689-4300 GRADUATION BANNERS	97.34
					053-420-1355-4300	73.93
					<b>Total :</b>	<b>8,971.34</b>
219464	7/6/2020	888800 BUSINESS CARD	061020		SOCKS FOR INMATES	
					001-225-0000-4350	48.31
					<b>Total :</b>	<b>48.31</b>
219465	7/6/2020	887264 CALPERS	100000016079058		4TH LEVEL1959 SURVIVOR BENEFITS/	
			100000016079316		018-190-0000-4124	144.00
			100000016080002		4TH LEVEL1959 SURVIVOR BENEFITS/	921.60
			100000016080075		018-190-0000-4124	470.40
					4TH LEVEL1959 SURVIVOR BENEFITS/	172.80
					018-190-0000-4124	172.80
					<b>Total :</b>	<b>1,708.80</b>
219466	7/6/2020	892464 CANON FINANCIAL SERVICES, INC	21575084	12133	CANON COPIERS LEASE PAYMENT-JUI	
					001-135-0000-4260	649.93
					<b>Total :</b>	<b>649.93</b>
219467	7/6/2020	891860 CARL WARREN & COMPANY	CWC-2000956		LEGAL SERVICES	
					072-110-0000-4270	11,294.97

Page: 4

vchlist

07/01/2020 2:55:13PM

Voucher List

CITY OF SAN FERNANDO

Page: 5

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219467	7/6/2020	891860 891860 CARL WARREN & COMPANY	(Continued)		Total :	11,294.97
219468	7/6/2020	100472 CCAC	7036		MEMBERSHIP DUES THRU JAN 2021	
			7718		001-115-0000-4380	27.50
			7734		MEMBERSHIP DUES THRU JAN 2021	
					001-115-0000-4380	130.00
					REGISTRATION-CITY CLERK ASSOC W	
					001-115-0000-4370	75.00
					Total :	232.50
219469	7/6/2020	893177 CELL ENERGY	IN0006977	12033	SERV. FOR VEH. BATTERIES (DELIVER	
					041-1215	239.98
					Total :	239.98
219470	7/6/2020	892704 CHARGEPOINT	IN76028		CHARGING STATION FLEET FEES	
					001-152-0000-4300	66.91
					Total :	66.91
219471	7/6/2020	100713 CITY OF GLENDALE	860		WATERMASTER COST SHARING	
					070-381-0000-4270	4,257.70
					Total :	4,257.70
219472	7/6/2020	103029 CITY OF SAN FERNANDO	2619-2695		REIMBURSEMENT TO WORKERS COM	
					006-1038	17,849.39
					Total :	17,849.39
219473	7/6/2020	892480 CLEAN ENERGY	CEW12301488		CNG STATION REPAIRS	
					074-320-0000-4260	677.72
					Total :	677.72
219474	7/6/2020	100805 COOPER HARDWARE INC.	121233	12034	MISCELLANEOUS SUPPLIES FOR PW (	
			121339	12034	070-384-0000-4310	11.61
			121412	12034	MISCELLANEOUS SUPPLIES FOR PW (	
					070-384-0000-4310	43.16
					MISCELLANEOUS SUPPLIES FOR PW (	
					001-311-0000-4300	23.86
					Total :	78.63

Page: 5

Page: 5

vchlist

07/01/2020

2:55:13PM

Voucher List

CITY OF SAN FERNANDO

Page:

6

Bank code :

bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219475	7/6/2020	892687 CORE & MAIN LP	M321620		WATER AND FIRE SERVICE MATERIALS	
			M344909	12035	070-385-0701-4600	755.69
			M344913	12035	WATER AND FIRE SERVICE MATERIALS	1,798.36
			M361921	12035	070-385-0701-4600	1,798.36
			M398840	12035	WATER AND FIRE SERVICE MATERIALS	220.41
			M410918	12035	070-385-0701-4600	2,140.38
			m419458	12035	WATER AND FIRE SERVICE MATERIALS	73.73
			M432999	12035	070-385-0701-4600	1,543.22
			M433652	12035	070-385-0701-4600	831.86
				12035	WATER AND FIRE SERVICE MATERIALS	55.57
					Total :	9,217.58
219476	7/6/2020	888951 DOMINGUEZ, WALTER	REIMB.		PD MISC ITEMS PURCHASED	
					001-222-0000-4300	251.05
					Total :	251.05
219477	7/6/2020	887380 DUENAS, MARIA CONCEPCION	MAY 15 2020		MMAF PROJECT ASSISTANT	
					108-424-3653-4260	65.00
					109-424-3693-4260	25.00
					Total :	90.00
219478	7/6/2020	891453 ENRIQUEZ, BEATRIZ	820997		SENIOR DANCE TICKET REFUND	
					004-2380	14.00
					Total :	14.00
219479	7/6/2020	890401 ENVIROGEN TECHNOLOGIES INC	0011707-IN		O&M SERVICES TO NITRATE SYSTEM	
			0011835-IN	12115	070-384-0857-4260	7,796.80
				12115	O&M SERVICES TO NITRATE SYSTEM	
					070-384-0857-4260	9,426.80

Page:

6

Page: 6

vchlist

07/01/2020 2:55:13PM

Voucher List

CITY OF SAN FERNANDO

Page:

7

Bank code :bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219479	7/6/2020	890401 ENVIROGEN TECHNOLOGIES INC	(Continued) 0011917-IN	12115	O&M SERVICES TO NITRATE SYSTEM 1 070-384-0857-4260	7,796.80
					Total :	25,020.40
219480	7/6/2020	893473 ESQUIVEL, ERNESTO	TRAVEL 07/12-07/17		PER DIEM - CANINE HANDLER COUR 001-225-0000-4360	155.00
			TRAVEL 07/20-07/24		PER DIEM - CANINE HANDLER COUR 001-225-0000-4360	155.00
					Total :	310.00
219481	7/6/2020	890879 EUROFINS EATON ANALYTICAL, INC	L0510274	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	150.00
			L0510949	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	36.00
			L0510950	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	150.00
			L0510956	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	144.00
			L0511149	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	150.00
			L0511239	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	150.00
			L0512127	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	144.00
			L0512128	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	150.00
			L0512290	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	150.00
			L0512293	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	319.00
			L0512756	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	150.00
			L0512979	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	144.00
			L0513237	12213	MAY-JUNE 2020 WATER TESTING & AN 070-384-0000-4260	150.00

Page:

7

Page: 7

vchlist		Voucher List				Page: 8	
07/01/2020 2:55:13PM		CITY OF SAN FERNANDO					
<hr/>							
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
219481	7/6/2020	890879 EUROFINS EATON ANALYTICAL, INC	(Continued) L0513239	12213	MAY-JUNE 2020 WATER TESTING & AN, 070-384-0000-4260	152.00	
			L0513492	12213	MAY-JUNE 2020 WATER TESTING & AN, 070-384-0000-4260	150.00	
			L0513777	12213	MAY-JUNE 2020 WATER TESTING & AN, 070-384-0000-4260	150.00	
			L0513778	12213	MAY-JUNE 2020 WATER TESTING & AN, 070-384-0000-4260	150.00	
			L0513824	12213	MAY-JUNE 2020 WATER TESTING & AN, 070-384-0000-4260	144.00	
			L0514139	12213	MAY-JUNE 2020 WATER TESTING & AN, 070-384-0000-4260	152.00	
			L0514673	12213	MAY-JUNE 2020 WATER TESTING & AN, 070-384-0000-4260	150.00	
					Total :	3,035.00	
219482	7/6/2020	103851 EVERSOF, INC.	R2060451		WATER SOFTNER-WELL4A 070-384-0000-4260	173.43	
					Total :	173.43	
219483	7/6/2020	101147 FEDEX	7-031-02195		COURIER SERVICES 001-190-0000-4280	39.66	
			7-043-88838		COURIER SERVICES 001-190-0000-4280	64.82	
					Total :	104.48	
219484	7/6/2020	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	
			209-151-4941-102990		POLICE PAGING 001-222-0000-4220	50.73	
			209-151-4942-041191		CITY YARD AUTO DIALER 070-384-0000-4220	45.83	
			209-151-4943-081292		RADIO REPEATER (POLICE) 001-222-0000-4220	45.83	

Page: 8





vchlist 07/01/2020 2:55:13PM		Voucher List CITY OF SAN FERNANDO				Page: 13
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219504	7/6/2020	101971 L.A. MUNICIPAL SERVICES	(Continued)		070-384-0000-4210	4,830.96
			757-750-1000		WATER-14060 SAYRE	
					070-384-0000-4210	87.05
					<b>Total :</b>	<b>11,477.07</b>
219505	7/6/2020	101988 LOS ANGELES COUNTY	062320		FILING FEES-LAYNE PARK RENOVATIO	
					010-420-3669-4600	465.00
					<b>Total :</b>	<b>465.00</b>
219506	7/6/2020	102003 LOS ANGELES COUNTY	RE-PW-20060806091	12108	FY 2019-2020 INDUSTRIAL WASTE CHA	
					072-360-0000-4450	2,399.68
					<b>Total :</b>	<b>2,399.68</b>
219507	7/6/2020	892477 LOWES	901426		CAMERA INSTALL-CH COUNCIL CHAMÉ	
			901467		043-390-0000-4300	191.04
			901467		RE-INSTALL PUIG HOUSE ALARM	
			901650		043-390-0000-4300	74.87
			901920		CAMERA INSTALL-CH COUNCIL CHAMÉ	139.80
			90243		043-390-0000-4300	44.61
			902677		MISC SUPPLIES	
					043-390-0000-4300	41.28
					MISC HARDWARE-COVID19	
					043-390-3689-4300	83.61
					PIONEER PARK TOILET REPAIR	
					043-390-0000-4330	575.21
					<b>Total :</b>	<b>575.21</b>
219508	7/6/2020	102051 M & M LANDSCAPE	7129	12059	LANDSCAPING AND PEST CONTROL	
					070-384-0000-4260	1,600.00
					<b>Total :</b>	<b>1,600.00</b>
219509	7/6/2020	892243 MAGALY'S TAMALES	051620		CIF-100 BOTTLES OF LYSOL SPRAY FC	
					053-101-0103-4430	700.00
					001-105-3689-4300	700.00
					<b>Total :</b>	<b>1,400.00</b>

Page: 13

vchlist 07/01/2020 2:55:13PM		Voucher List CITY OF SAN FERNANDO				Page: 14
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219510	7/6/2020	892471 MATHESON TRI-GAS INC	21687890		WELDING HOSE	
					041-320-0000-4300	104.03
					<b>Total :</b>	<b>104.03</b>
219511	7/6/2020	888254 MCCALLA COMPANY	321462		GLOVES	
					001-222-0000-4300	427.35
					<b>Total :</b>	<b>427.35</b>
219512	7/6/2020	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO	
					001-420-0000-4220	33.08
					<b>Total :</b>	<b>33.08</b>
219513	7/6/2020	102226 MISSION LINEN SUPPLY	512106111		HAND SANITIZER	
			512589412		001-222-3689-4300	34.10
			512607425		LAUNDRY	
			512627724		001-225-0000-4350	139.65
			512656228		LAUNDRY	
			512672785		001-225-0000-4350	116.54
			512700630		LAUNDRY	
					001-225-0000-4350	98.48
					001-225-0000-4350	90.53
					001-225-0000-4350	127.36
					001-225-0000-4350	88.82
					<b>Total :</b>	<b>695.48</b>
219514	7/6/2020	893454 NACHO'S ORNAMENTAL INC	INV252942		CNG AWNING REPLACEMENT	
			INV253493		043-390-0000-4300	1,559.90
					MISC SUPPLIES	
					041-320-0000-4300	48.38
					<b>Total :</b>	<b>1,608.28</b>
219515	7/6/2020	102325 NAPA AUTO PARTS	5478-026805		SMALL TOOLS	
					041-320-0000-4340	63.78
					<b>Total :</b>	<b>63.78</b>

Page: 14



vchlist

07/01/2020 2:55:13PM

Voucher List

CITY OF SAN FERNANDO

Page:

15

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219516	7/6/2020	892289 NATIONAL AUTO FLEET GROUP	PC95803	12154	COMM. SERV. 2020 FORD ESCAPE S F	23,989.75
					041-230-0000-4500	2,398.10
					041-230-0000-4500	
					Total :	26,387.85
219517	7/6/2020	893247 NATIONAL READY MIX	737360	12039	MISC. CONCRETE WORK	667.60
					015-310-0866-4600	
					Total :	667.60
219518	7/6/2020	890995 NAVARRO, SAYDITH	JUNE 2020		COMMISSIONER'S STIPEND	75.00
					001-420-0000-4111	
					Total :	75.00
219519	7/6/2020	102432 OFFICE DEPOT	2407799988		OFFICE SUPPLIES	9.22
			2409950048		001-222-0000-4300	
					OFFICE SUPPLIES	41.17
			438657410001		001-222-0000-4300	
					OFFICE SUPPLIES	142.97
			438657411001		001-420-0000-4300	
					OFFICE SUPPLIES	35.98
			488010868002		001-420-0000-4300	
					OFFICE SUPPLIES	14.30
			498184650001		001-150-0000-4300	
					OFFICE SUPPLIES	100.00
					070-381-0000-4300	77.64
			498387632001		043-390-0000-4300	
					OFFICE SUPPLIES	5.50
			498387732001		001-222-0000-4300	
					OFFICE SUPPLIES	104.59
			506158598001		001-222-0000-4300	
					COVID 19 - THERMOMETERS	263.97
			506986834001		001-105-3689-4300	
					HP LASER PRINTER-COVID19	659.88
			506986836001		001-130-3689-4300	
					OFFICE SUPPLIES	133.09
			507078581001		001-130-0000-4300	
					OFFICE SUPPLIES	

Page:

15

Page: 15

vchlist		Voucher List				Page: 16	
07/01/2020 2:55:13PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
219519	7/6/2020	102432 OFFICE DEPOT	(Continued)				
			509260615001		001-222-0000-4300	89.83	
					HAND SANITIZER & LYSOL		
					001-130-3689-4300	115.60	
					001-130-0000-4300	6.57	
			509611878001		OFFICE SUPPLIES		
					001-150-0000-4300	188.47	
			509612347001		OFFICE SUPPLIES		
					001-150-0000-4300	70.38	
			511883697001		OFFICE SUPPLIES		
					001-150-3689-4300	98.97	
			512316809001		OFFICE SUPPLIES		
					001-105-0000-4300	120.44	
					001-115-0000-4300	64.77	
					001-101-0000-4300	64.77	
			512510550001		OFFICE SUPPLIES		
					001-150-3689-4300	28.56	
			512510551001		OFFICE SUPPLIES		
					001-152-0000-4300	16.82	
			513504644001		OFFICE SUPPLIES		
					001-130-0000-4300	10.98	
			513537382001		OFFICE SUPPLIES		
					001-130-0000-4300	53.35	
					001-130-3689-4300	32.45	
					Total :	2,550.27	
219520	7/6/2020	892572 OLIVAREZ MADRUGA	10998		LEGAL SERVICES		
					001-110-0000-4270	122.75	
			10999		LEGAL SERVICES		
					001-110-3689-4270	2,436.00	
			11000		LEGAL SERVICES		
					001-110-0000-4270	1,197.00	
			11001		LEGAL SERVICES		
					001-110-3689-4270	84.00	
					070-110-0000-4270	102.50	
					001-110-0000-4270	15,078.00	

Page: 16



vchlist 07/01/2020 2:55:13PM		Voucher List CITY OF SAN FERNANDO				Page: 19
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219533	7/6/2020	893196 SAALEX SOLUTIONS INC	(Continued) 8684			
			8685	12055	CRITICAL SYSTEM MANAGEMENT-BILL 001-135-0000-4270	1,995.00
			8686	12055	CRITICAL SYSTEM MANAGEMENT-BILL 001-135-0000-4270	71.25
			8687	12055	CRITICAL SYSTEM MANAGEMENT-BILL 001-135-0000-4270	2,327.50
			8788	12055	CRITICAL SYSTEM MANAGEMENT-BILL 001-135-0000-4270	332.50
			8794	12055	CRITICAL SYSTEM MANAGEMENT-BILL 001-135-0000-4270	570.00
				12055	CRITICAL SYSTEM MANAGEMENT-BILL 001-135-0000-4270	617.50
					<b>Total :</b>	<b>8,478.75</b>
219534	7/6/2020	103045 SAN FER. MALL DOWNTOWN ASSOC.	OCT' 2019-MAR 2020		REIMB TO DOWNTOWN ASSOC- OCT'1 001-2260	13,295.71
					<b>Total :</b>	<b>13,295.71</b>
219535	7/6/2020	103057 SAN FERNANDO VALLEY SUN	10839		CENSUS 2020 AD IN ENGLISH & SPANI: 110-105-3672-4270	798.34
			10849		LEGAL PUBLICATION-ORD NO.1695 2N 001-115-0000-4230	87.50
			10850		LEGAL PUBLICATION-BUDGET HEARIN 001-115-0000-4230	75.00
			10851		LEGAL PUBLICATION-RESO 8000-LLAD 001-115-0000-4230	418.75
					<b>Total :</b>	<b>1,379.59</b>
219536	7/6/2020	893107 SIEMENS MOBILITY INC	5620030930	12107	FY 2019/20 ON-CALL TRAFFIC SIGNAL I 001-371-0301-4300	310.00
					<b>Total :</b>	<b>310.00</b>
219537	7/6/2020	893646 SILVA, MARIA	1746		FACILITY RENTAL DEP REFUND 001-2220	150.00
			2000515.001		FACILITY RENTAL REFUND 001-3777-0000	255.00

Page: 19

vchlist 07/01/2020 2:55:13PM		Voucher List CITY OF SAN FERNANDO				Page: 20
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219537	7/6/2020	893646 893646 SILVA, MARIA	(Continued)			<b>Total : 405.00</b>
219538	7/6/2020	103184 SMART & FINAL	25980		WATER 001-222-0000-4300	25.52
			39470		COVID 19 - DISINFECTANT WIPES & H <sup>2</sup> 001-105-3689-4300	85.67
			51604		043-390-3689-4300 BREAK ROOM SUPPLIES	15.11
			89169		001-222-0000-4300 BREAK ROOM SUPPLIES	25.96
					001-311-0000-4300	100.76
					<b>Total :</b>	<b>253.02</b>
219539	7/6/2020	103202 SOUTHERN CALIFORNIA EDISON CO.	2-02-682-6982		ELECTRIC-910 FIRST 043-390-0000-4210	5,608.87
			2-21-082-3241		ELECTRIC-VARIOUS LOCATIONS 027-344-0000-4210	6,653.40
					029-335-0000-4210	1,802.38
					070-384-0000-4210	15,894.93
					043-390-0000-4210	6,647.77
			2-33-746-5215		ELECTRIC-190 PARK 027-344-0000-4210	511.75
			2-39-084-2581		ELECTRIC-1117 SECOND 043-390-0000-4210	12.94
			2-39-717-6769		ELECTRIC-801 EIGHTH 043-390-0000-4210	16.13
					<b>Total :</b>	<b>37,148.17</b>
219540	7/6/2020	889149 STAPLES BUSINESS ADVANTAGE	8058691505		OFFICE SUPPLIES 001-190-0000-4300	67.12
					<b>Total :</b>	<b>67.12</b>
219541	7/6/2020	100540 STATE CONTROLLER'S OFFICE	FTB-00001902		FTB COLLECTION FEE 001-222-0000-4260	480.29
					<b>Total :</b>	<b>480.29</b>
219542	7/6/2020	100532 STATE OF CALIFORNIA, DEPARTMENT OF JU:	451779		FINGERPRINTING-MAY 2020	

Page: 20

Voucher List		Page: 21	
07/01/2020 2:55:13PM		CITY OF SAN FERNANDO	
Bank code : bank3			
Voucher	Date	Vendor	Amount
219542	7/6/2020	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE (Continued)	
			66.00
			<b>Total : 66.00</b>
219543	7/6/2020	893463 STEP SAVER	
		CT425486	
			3,822.44
			<b>Total : 3,822.44</b>
219544	7/6/2020	103299 SUPREME SALES COMPANY, INC.	
		018901	
			331.50
			<b>Total : 331.50</b>
219545	7/6/2020	103205 THE GAS COMPANY	
		042-320-6900-7	
		084-220-3249-3	
			92.05
			8.64
			<b>Total : 100.69</b>
219546	7/6/2020	888821 THE GOODYEAR TIRE & RUBBER CO	
		119372	
			418.08
		119862	
			1,813.60
		119874	
			340.12
		119878	
			538.72
			<b>Total : 3,110.52</b>
219547	7/6/2020	101528 THE HOME DEPOT CRC, ACCT#603532202490	
		022420	
			113.85
		042420	
			164.67
		052620	
			106.94
		1391481	
			205.46
		2535680	

vchlist		Voucher List				Page: 22	
07/01/2020 2:55:13PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
219547	7/6/2020	101528 THE HOME DEPOT CRC, ACCT#603532202490	(Continued)				
			6566758		001-152-0000-4300 PROJECTOR WIRING		125.91
			8120214		043-390-0000-4300 MISC SUPPLIES		51.44
			8163452		070-383-0301-4300 SAFETY MASKS		301.58
			9024924		043-390-3689-4300 SLEDGE HAMMER & MARKING PAINT		82.47
			916718		072-360-0000-4300 SAFETY BACK BELT		48.03
					043-390-0000-4300		19.38
					Total :		1,219.73
219548	7/6/2020	890833 THOMSON REUTERS	842398269		DET INVESTIGATION SKILLS-MAY 2020		
					001-135-0000-4260		211.82
					Total :		211.82
219549	7/6/2020	103903 TIME WARNER CABLE	10328050520		CABLE - 06/05-07/04		
			10369061820		001-190-0000-4220 PD CABLE - 06/18-07/17		139.38
			10518060120		001-222-0000-4260 REC PARK CABLE-05/29-06/28		74.45
			222204060120		001-420-0000-4260 OPS CENTER CABLE- 05/29/19-06/28/20		251.08
			283057060520		043-390-0000-4260 LP PARK CABLE-06/05-07/04		126.95
					001-420-0000-4260		180.27
					Total :		772.13
219550	7/6/2020	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE & SUPPLIES	15122187		POSTAGE MACHINE REIMB		
					001-190-0000-4280		1,500.00
					Total :		1,500.00
219551	7/6/2020	103463 U.S. POSTMASTER	JUNE 2020		POSTAGE-JUNE UTILITY BILLS		
					070-382-0000-4300		537.74
					072-360-0000-4300		537.74
						Page:	22



vchlist

07/01/2020 2:55:13PM

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

Page: 25

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219565	7/6/2020	891531 WILLDAN ENGINEERING	(Continued)			
				12118	070-385-6673-4600	1,170.00
				12118	011-311-0560-4600	650.00
				12118	025-311-0560-4600	65.00
				12118	012-311-0552-4600	455.00
				12118	012-311-0553-4600	1,170.00
				12118	026-311-0182-4600	2,925.00
		003-32018			ENGINEERING SERVICES	
				12118	001-310-0000-4270	10,021.75
				12118	070-385-6673-4600	325.00
				12118	011-311-0560-4600	715.00
				12118	012-311-0552-4600	130.00
				12118	026-311-0182-4600	2,925.00
				12118	012-311-6673-4600	1,235.00
		003-32267			ENGINEERING SERVICES	
				12118	001-310-0000-4270	6,630.00
				12118	012-311-6673-4600	650.00
				12118	070-385-6673-4600	195.00
				12118	011-311-0560-4600	195.00
				12118	012-311-0552-4600	130.00
				12118	012-311-0553-4600	130.00
				12118	026-311-0182-4600	1,235.00
		00332268			ENGINEERING SERVICES	
				12118	001-310-0000-4270	260.00
		003-32449			ENGINEERING SERVICES	
				12118	001-310-0000-4270	4,810.00
				12118	012-311-6673-4600	1,105.00
				12118	070-385-6673-4600	195.00
				12118	011-311-0560-4600	195.00
				12118	012-311-0552-4600	325.00
				12118	012-311-0553-4600	325.00
				12118	026-311-0182-4600	2,015.00
		00332450			ENGINEERING SERVICES	
				12118	001-310-0000-4270	390.00
				<b>Total :</b>		<b>45,836.75</b>
219566	7/6/2020	889491 WILLDAN FINANCIAL SERVICES	010-42415		COST ALLOCATION PLAN UPDATES	

Page: 25

vchlist

07/01/2020 2:55:13PM

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

Page: 26

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219566	7/6/2020	889491 WILLDAN FINANCIAL SERVICES	(Continued)	12132	001-190-0000-4270	3,200.00
					Total :	3,200.00
219567	7/6/2020	892023 WINDSTREAM	72728919-FY20		PHONE SERVICES-06/18-06/30	
					001-222-0000-4220	342.63
					001-420-0000-4220	228.70
					070-384-0000-4220	265.09
					001-190-0000-4220	1,093.97
			72728919-FY21		PHONE SERVICES-07/01-07/17	
					001-222-0000-4220	342.62
					001-420-0000-4220	228.69
					070-384-0000-4220	265.08
					001-190-0000-4220	1,093.96
					Total :	3,860.74
219568	7/6/2020	893638 YBARRA, MARTIN	821134		LP TRIP REFUND	
					004-2383	60.00
					Total :	60.00
219569	7/6/2020	103752 ZUMAR INDUSTRIES, INC.	88713		REPLACEMENT OF DAMAGED, FADED	
				12045	001-370-0301-4300	270.43
					Total :	270.43
120	Vouchers for bank code : bank3				Bank total :	439,578.13
120	Vouchers in this report				Total vouchers :	439,578.13

Voucher Registers are not final until approved by Council.

Page: 26

**SPECIAL CHECKS**

vchlist

Voucher List

Page: 1

06/10/2020 4:01:37PM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219342	6/8/2020	893115 P.E.R.S. CITY RETIREMENT	100000016007197		EMPLOYER CONTRIB VARIANCE - 04/2 001-1160	2,925.51
Total :						2,925.51
1 Vouchers for bank code : bank3						Bank total : 2,925.51
1 Vouchers in this report						Total vouchers : 2,925.51

Voucher Registers are not final until approved by Council.

Page: 1

**SPECIAL CHECKS**

vchlist

Voucher List

Page: 1

06/16/2020 1:21:23PM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219343	6/16/2020	893207 ENCORE ESCROW COMPANY INC	ESCROW 10524-MG		ESCROW #10524-MG-PURCHASE OF F 070-385-0000-4615	928,006.58
Total :						928,006.58
1 Vouchers for bank code : bank3						Bank total : 928,006.58
1 Vouchers in this report						Total vouchers : 928,006.58

Voucher Registers are not final until approved by Council.

Page: 1



**SPECIAL CHECKS**

vchlist

Voucher List

Page: 1

06/23/2020 4:34:27PM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219349	6/22/2020	893115 P.E.R.S. CITY RETIREMENT	100000016007224		EMPLOYER CONTRIB VARIANCE- 05/06 001-1160	2,861.89
Total :						2,861.89
1 Vouchers for bank code : bank3						Bank total : 2,861.89
1 Vouchers in this report						Total vouchers : 2,861.89

Voucher Registers are not final until approved by Council.

Page: 1

**SPECIAL CHECKS**

vchlist

Voucher List

Page: 1

06/30/2020 4:45:54PM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219238	6/2/2020	100286 BAKER, BEVERLY	Dec-19		RPL STL CK217065-CALPERS HEALTH I 001-180-0000-4127	533.75
					<b>Total :</b>	<b>533.75</b>
219239	6/2/2020	100286 BAKER, BEVERLY	Nov-19		RPL STL CK216469-CALPERS HEALTH I 001-180-0000-4127	533.75
					<b>Total :</b>	<b>533.75</b>
219341	6/11/2020	103648 CITY OF SAN FERNANDO	PR 6-12-20		REIMB FOR PAYROLL W/E 6-5-20 001-1003 007-1003 008-1003 017-1003 027-1003 029-1003 030-1003 041-1003 043-1003 070-1003 072-1003 094-1003 110-1003	477,999.52 293.12 2,301.72 2.02 4,703.96 2,759.17 2,310.96 11,794.89 23,975.76 35,493.59 21,868.31 158.31 441.03
					<b>Total :</b>	<b>584,102.36</b>
219344	6/17/2020	887627 STANDARD INSURANCE	DEMAND		AD&D INS BENEFITS - MAY 2020 001-1160	3,638.78
					<b>Total :</b>	<b>3,638.78</b>
219345	6/17/2020	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INS BENEFITS - JUNE 2020 001-1160	12,032.45
					<b>Total :</b>	<b>12,032.45</b>
219346	6/17/2020	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS - JUNE 2020 001-1160	205.59
					<b>Total :</b>	<b>205.59</b>

Page: 1

vchlist

Voucher List

Page: 2

06/30/2020 4:45:54PM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219347	6/17/2020	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - JUNE 2020 001-1160	2,424.51
					<b>Total :</b>	<b>2,424.51</b>
219348	6/17/2020	887627 STANDARD INSURANCE	DEMAND		AD&D INS BENEFITS - JUNE 2020 001-1160	3,638.78
					<b>Total :</b>	<b>3,638.78</b>
219350	6/25/2020	103648 CITY OF SAN FERNANDO	PR 6-26-20		REIMB FOR PAYROLL W/E 6-19-20 027-1003 029-1003 030-1003 041-1003 043-1003 070-1003 072-1003 094-1003 119-1003 001-1003 007-1003 008-1003 017-1003	4,768.96 2,969.33 1,124.54 11,499.99 24,067.97 35,541.95 22,479.57 158.32 159.43 442,642.24 303.73 2,443.47 895.02
					<b>Total :</b>	<b>549,054.52</b>
219351	6/26/2020	103648 CITY OF SAN FERNANDO	SPR 6-26-20		REIMB FOR SPECIAL PAYROLL W/E 6/2 001-1003	1,720.87
					<b>Total :</b>	<b>1,720.87</b>
219352	6/29/2020	893414 PORAC RMT	FY 19-20		PORAC RETIREE MEDICAL TRUST 001-2124 110-2124 001-225-0000-4129	6,133.67 16.33 600.00
					<b>Total :</b>	<b>6,750.00</b>
11 Vouchers for bank code :		bank3			<b>Bank total :</b>	<b>1,164,635.36</b>
11 Vouchers in this report					<b>Total vouchers :</b>	<b>1,164,635.36</b>

Page: 2

**SPECIAL CHECKS**

vchlist

Voucher List

Page: 1

06/29/2020 4:39:40PM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219353	7/1/2020	100042 ABDALLAH, ALBERT	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,257.33
					<b>Total :</b>	<b>1,257.33</b>
219354	7/1/2020	100091 AGORICHAS, JOHN	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	212.39
					<b>Total :</b>	<b>212.39</b>
219355	7/1/2020	891039 AGUILAR, JESUS	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	539.86
					<b>Total :</b>	<b>539.86</b>
219356	7/1/2020	100104 ALBA, ANTHONY	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	630.56
					<b>Total :</b>	<b>630.56</b>
219357	7/1/2020	891011 APODACA-GRASS, ROBERTA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	630.56
					<b>Total :</b>	<b>630.56</b>
219358	7/1/2020	100286 BAKER, BEVERLY	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	674.17
					<b>Total :</b>	<b>674.17</b>
219359	7/1/2020	100306 BARNARD, LARRY	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	883.00
					<b>Total :</b>	<b>883.00</b>
219360	7/1/2020	100346 BELDEN, KENNETH M.	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,124.00
					<b>Total :</b>	<b>1,124.00</b>
219361	7/1/2020	892233 BUZZELL, CAROL	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	188.03
					<b>Total :</b>	<b>188.03</b>
219362	7/1/2020	891350 CALZADA, FRANK	20-Jul		CALPERS HEALTH REIMB	

Page: 1

vchlist

Voucher List

Page: 2

06/29/2020 4:39:40PM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219362	7/1/2020	891350 CALZADA, FRANK	(Continued)		001-180-0000-4127	515.06
					<b>Total :</b>	<b>515.06</b>
219363	7/1/2020	100642 CASTRO, RICO	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,723.24
					<b>Total :</b>	<b>1,723.24</b>
219364	7/1/2020	103816 CHAVEZ, ELENA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,348.34
					<b>Total :</b>	<b>1,348.34</b>
219365	7/1/2020	100752 COLELLI, CHRISTIAN	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,588.41
					<b>Total :</b>	<b>1,588.41</b>
219366	7/1/2020	891014 CREEKMORE, CASIMIRA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78
					<b>Total :</b>	<b>245.78</b>
219367	7/1/2020	893277 CROOK, LORETTA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78
					<b>Total :</b>	<b>245.78</b>
219368	7/1/2020	891016 DEATON, MARK	20-Jul		CALPERS HEALTH REIMB 070-180-0000-4127	570.66
					<b>Total :</b>	<b>570.66</b>
219369	7/1/2020	100913 DECKER, CATHERINE	20-Jul		CALPERS HEALTH REIMB 070-180-0000-4127	630.56
					<b>Total :</b>	<b>630.56</b>
219370	7/1/2020	100916 DEIBEL, PAUL	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78
					<b>Total :</b>	<b>245.78</b>
219371	7/1/2020	100925 DELGADO, RALPH	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	515.06

Page: 2



vchlist 06/29/2020 4:39:40PM		Voucher List CITY OF SAN FERNANDO				Page: 5
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219390	7/1/2020	101466 HARVEY, DEVERY MICHAEL	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,569.00 <b>1,569.00</b>
219391	7/1/2020	101471 HASBUN, NAZRI A.	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,487.34 <b>1,487.34</b>
219392	7/1/2020	891023 HATFIELD, JAMES	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	630.56 <b>630.56</b>
219393	7/1/2020	892104 HERNANDEZ, ALFONSO	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,347.85 <b>1,347.85</b>
219394	7/1/2020	891024 HOOKER, RAYMOND	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	792.12 <b>792.12</b>
219395	7/1/2020	893616 HOUGH, LOIS	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	188.03 <b>188.03</b>
219396	7/1/2020	101597 IBRAHIM, SAMIR	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	539.86 <b>539.86</b>
219397	7/1/2020	101694 JACOBS, ROBERT	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	883.00 <b>883.00</b>
219398	7/1/2020	892105 KAHMANN, ERIC	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	539.86 <b>539.86</b>
219399	7/1/2020	101781 KISHITA, ROBERT	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	200.43
						Page: 5

vchlist 06/29/2020 4:39:40PM		Voucher List CITY OF SAN FERNANDO				Page: 6
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219399	7/1/2020	101781 101781 KISHITA, ROBERT	(Continued)			<b>200.43</b>
219400	7/1/2020	101786 KLOTZSCHE, STEVEN	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	856.34 <b>856.34</b>
219401	7/1/2020	891866 KNIGHT, DONNA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	200.43 <b>200.43</b>
219402	7/1/2020	892929 LEWIS, WANDA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78 <b>245.78</b>
219403	7/1/2020	891043 LIEBERMAN, LEONARD	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	200.43 <b>200.43</b>
219404	7/1/2020	101926 LILES, RICHARD	20-Jul		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	285.33 285.33 <b>570.66</b>
219405	7/1/2020	101933 LITTLEFIELD, LESLEY	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78 <b>245.78</b>
219406	7/1/2020	891027 LOCKETT, JOANN	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78 <b>245.78</b>
219407	7/1/2020	102059 MACK, MARSHALL	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,487.34 <b>1,487.34</b>
219408	7/1/2020	891010 MAERTZ, ALVIN	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	539.86
						Page: 6

vchlist 06/29/2020 4:39:40PM		Voucher List CITY OF SAN FERNANDO				Page: 7
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219408	7/1/2020	891010 891010 MAERTZ, ALVIN	(Continued)			Total : 539.86
219409	7/1/2020	888037 MARTINEZ, ALVARO	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,397.98 Total : 1,397.98
219410	7/1/2020	102126 MARTINEZ, MIGUEL	20-Jul		CALPERS HEALTH REIMB 070-180-0000-4127	525.39 Total : 525.39
219411	7/1/2020	102206 MILLER, WILMA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78 Total : 245.78
219412	7/1/2020	102212 MIRAMONTES, MONICA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,487.34 Total : 1,487.34
219413	7/1/2020	102232 MIURA, HOWARD	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78 Total : 245.78
219414	7/1/2020	892106 MONTAN, EDWARD	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	856.34 Total : 856.34
219415	7/1/2020	102365 NAVARRO, RICARDO A	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	515.06 Total : 515.06
219416	7/1/2020	102473 ORDELHEIDE, ROBERT	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,834.32 Total : 1,834.32
219417	7/1/2020	102483 OROZCO, ELVIRA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	188.03 Total : 188.03
						Page: 7

vchlist 06/29/2020 4:39:40PM		Voucher List CITY OF SAN FERNANDO				Page: 8
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219418	7/1/2020	102486 ORSINI, TODD	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	2,226.66 Total : 2,226.66
219419	7/1/2020	891031 ORTEGA, JIMMIE	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78 Total : 245.78
219420	7/1/2020	891032 OTREMBIA, EUGENE	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	630.56 Total : 630.56
219421	7/1/2020	102569 PARKS, ROBERT	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,755.00 Total : 1,755.00
219422	7/1/2020	102527 PISCITELLI, ANTHONY	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	515.06 Total : 515.06
219423	7/1/2020	891033 POLLOCK, CHRISTINE	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	374.00 Total : 374.00
219424	7/1/2020	102735 QUINONEZ, MARIA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,189.78 Total : 1,189.78
219425	7/1/2020	891354 RAMIREZ, ROSALINDA	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	525.39 Total : 525.39
219426	7/1/2020	891034 RAMSEY, JAMES	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	743.03 Total : 743.03
219427	7/1/2020	102864 RIVETTI, DOMINICK	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	883.00
						Page: 8



vchlist  
06/29/2020 4:39:40PM

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

Page: 11

Bank code : bank3

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
219446	7/1/2020	891037 891037 WEBB, NANCY	(Continued)			<b>Total : 743.03</b>
219447	7/1/2020	103643 WEDDING, JEROME	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	630.56 <b>Total : 630.56</b>
219448	7/1/2020	103727 WYSBEEK, DOUDE	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	245.78 <b>Total : 245.78</b>
219449	7/1/2020	103737 YNIGUEZ, LEONARD	20-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,176.90 <b>Total : 1,176.90</b>
<b>97 Vouchers for bank code : bank3</b>						<b>Bank total : 72,925.89</b>
<b>97 Vouchers in this report</b>						<b>Total vouchers : 72,925.89</b>

Voucher Registers are not final until approved by Council.

Page: 11



vchlist

06/30/2020

4:45:54PM

Voucher List  
CITY OF SAN FERNANDO

Page: 3

Bank code : bank3

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

Page: 3





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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Nick Kimball, City Manager  
**By:** Anthony Vairo, Police Chief  
Diego Ibanez, Director of Finance  
Irwin Rosenberg, Police Lieutenant

**Date:** July 6, 2020

**Subject:** Consideration to Accept the Donation of Four Travel Trailers from the State of California Department of General Services

### RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the donation of four travel trailers from the State of California Department of General Services;
- b. Authorize the City Manager to execute the certificates of title, and related documents to transfer ownership of four travel trailers from State of California Department of General Services to the City of San Fernando.

### BACKGROUND:

1. On March 4, 2020, California Governor Gavin Newsom declared a State of Emergency shortly after the State's first death was reported. The County of Los Angeles also declared a local emergency on March 4, 2020.
2. On March 11, 2020, the World Health Organization (WHO) declared the virus outbreak a pandemic.
3. On March 16, 2020, Supervisor Kathryn Barger announced an Executive Order mandating all bars, clubs, theaters, entertainment centers, and fitness centers in all cities and unincorporated areas in the County of Los Angeles are ordered to be closed until further notice.
4. On March 16, 2020, the City of San Fernando declared a local emergency due to public health threat caused by COVID-19.

**Consideration to Accept the Donation of Four Travel Trailers from the State of California Department of General Services**Page 2 of 3

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5. On March 19, 2020, the County of Los Angeles Disaster Management Area Coordinator (DMAC) contacted the City's Emergency Coordinator with information that travel trailers were being made available from the State through the County Operational Area (County Office of Emergency Management) for use for sheltering of City employees requiring isolation or quarantine due COVID-19 exposure.
6. On March 17, 2020, the City Manager, in his capacity as Director of Emergency Services, authorized the Police Department to request four trailers.
7. On April 4 - 5, 2020, four travel trailers were delivered and placed in Lot 6N.
8. On April 15, the City Manager issued Administration Policy No. ADM-4-01-2020 titled, "Emergency Non-congregate Sheltering Travel Trailer Usage" (Attachment "A"), which was amended on May 14, 2020.
9. In May 2020, the City was informed by DMAC the ownership of the four travel trailers would be transferred at no cost to the City.
10. In June 2020, the City received four Certificates of Title (Attachment "B") transferring ownership of each travel trailer to the City for execution and final processing by the California Department of Motor Vehicles.

**ANALYSIS:**

The purpose of the trailers is to support the City's continuity of COVID-19 response efforts by offering non-congregate sheltering to Essential Infrastructure staff that may be impacted by COVID-19. The trailers will continue to be located in Parking Lot 6N throughout the duration of the City's COVID-19 response efforts.

Three of the travel trailers provided to the City are model year 2020 and one is model year 2018. All trailers are in new or excellent condition and contain the basic amenities to provide a safe shelter for habitation. The trailers contain amenities such as linens, toiletries, and other equipment necessary to make the trailer suitable for sheltering such as power cords, leveling blocks, sewer connection hose, and water hoses.

Pursuant to the Administrative Policy, these trailers have been made available for City employees and their families for sheltering in the event of employees or family members needing to isolate or quarantine due to COVID-19 exposure. The trailers will continue to remain ready for the purpose of employee isolation and quarantine sheltering for the duration of the City's COVID-19 response efforts. Once the COVID-19 response concludes, staff will evaluate alternate uses for the trailers at that time.

**Consideration to Accept the Donation of Four Travel Trailers from the State of California Department of General Services**Page 3 of 3

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**BUDGET IMPACT:**

DMAC and Emergency County officials have assured the City that the travel trailers are being donated at no cost to the City with assurance that the City will not be responsible for any future financial reimbursement to the County or State's COVID-19 Emergency Programs. Finance staff will determine a current value for each trailer and will record them to the City's capital assets for the 2019 – 2020 Fiscal Year.

The total estimated value for all four travel trailers is \$133,821. Estimated value of the assets are listed below:

1. Cruiser, Shadow Cruiser, ID240 BHS, 2018 Chassis Number: 5RXDB2727JN358731  
Suggested List Price: \$32,369
2. Heartland, Mallard, IDM260, 2020 Chassis Number: 5SFNB3127LN426693  
Suggested List Price: \$32,942
3. Forest River, EVO, T2160, 2020 Chassis Number: 4X4TSJX29LC021284  
Suggested List Price: \$33,388
4. Forest River, EVO, T2360, 2020 Chassis Number: 4X4TSJZ22LC021303  
Suggested List Price: \$35,122

**CONCLUSION:**

Staff recommends that the City Council accept the donation of the four trailers and authorize the City Manager to execute the transfer of ownership of the Certificates of Title, and all related documents.

**ATTACHMENTS:**

- A. Administrative Policy No. ADM-04-01-20
- B. Title and ownership documentation for four trailers

**POLICY/PROCEDURE**

SUBJECT	ISSUANCE	
Emergency Non-Congregate Sheltering Travel Trailer Usage	ORIGINAL DATE 4/15/2020	EFFECTIVE 4/15/2020
	CURRENT DATE 5/14/2020	EFFECTIVE 5/14/2020
CATEGORY	POLICY NO.	SUPERSEDES
Emergency Management	ADM-04-01-2020	

**MANAGEMENT POLICY/PROCEDURES****SECTION I. BACKGROUND**

The City of San Fernando has secured four travel trailers ("Trailers") through the Los Angeles County Emergency Operations Center (CEOC) to be used as emergency Non-Congregational Sheltering (NCS). The Trailers are funded by the California Office of Emergency Services (CAL OES) and designated for use by City employees that are required to self-isolate, self-quarantine, or otherwise avoid physical interaction as a result of a suspected or confirmed exposure to the novel coronavirus (COVID-19).

**SECTION II. PURPOSE**

The purpose of this Policy is to determine eligibility to use the Trailers for NCS to support City staff members' efforts to slow the spread of COVID-19 and provide necessary treatment to those that are, or may be, infected with COVID-19.

**SECTION III. CRITERIA**

The criteria below are meant to define circumstances under which City employees are required to quarantine or isolate. Employees that meet the criteria are eligible to use the Trailers for temporary sheltering. Eligibility does not guarantee use of the Trailers. Use of the Trailers is subject to availability and approval by the City Manager and Chief of Police.

The criteria is intended to be in-line with the Los Angeles County DPH definitions for quarantine and isolation.

**Quarantine:**

Quarantine separates and restricts the movement of people who have been exposed to a contagious disease to see if they become sick. Any employee **exposed** to a person diagnosed with or likely to have COVID-19, as determined by the Los Angeles County DPH, Los Angeles Fire Department, San Fernando City Manager, San Fernando Police Chief, licensed healthcare professional, or other government agency, must adhere to the following requirements:

- Separate themselves from other people and restrict the movement, preferably at home, for 14 calendar days from last time the person had contact with a person experiencing symptoms.



- Stay in the place of quarantine for all 14 days, except to receive medical care.
- Monitor symptoms daily and immediately report the onset of symptoms to their healthcare provider and supervisor.
- If the employee develops symptoms, even mild symptoms, they must isolate immediately pursuant to the criteria below.

**Isolation:**

Isolation separates sick people infected with a contagious disease from people who are not sick. Any employee **diagnosed** (through a positive test or determination by a licensed healthcare provider) with, or showing symptoms consistent with the disease within 14 days of being in close contact with a person who has been diagnosed, or presumed to be infected, with COVID-19 must adhere to the following requirements:

- Completely separate themselves from other people and restrict all movement, except to receive medical care, for at least 7 days from the onset of symptoms and for 3 days after last experiencing symptoms (e.g. being fever free without taking medicine).
- Immediately notify any person with whom the employee had close contact with while symptomatic so they that person can self-quarantine.

**SECTION IV. PROCEDURE**

Use of the Trailers are reserved for **City Employees** that meet the eligibility criteria pursuant to Section III. Also, the use of the Trailers maybe used by City Employees with family members that meet eligibility criteria, on a case by case basis, and approved by the City Manager and Chief of Police. Once the request has been received and approved, the use of the Trailers are subject to availability. Visitors or guests ARE NOT allowed in the Trailer.

Once the employee is determined to be eligible by a healthcare professional and receives approval to use the Trailer, the employee is responsible for the following:

- Contact the City's designated medical provider or Company Nurse each day to receive medical consultation and monitor development of the employee's symptoms.
- Self-check temperature twice per day (i.e. in the morning and in the afternoon) and provide the results via email to the City's Emergency Coordinator to be maintained in a spreadsheet for monitoring.
- Maintain cleanliness by placing used linens in a plastic sealed bag on the steps of each trailer by 0900 hours (9:00 am) each day.
- Providing clothing, personal hygiene supplies, required medications, reading and entertainment materials, mobile phone with working cellular service, snacks (other than breakfast, lunch, dinner and drinking water), and any other personal items that are required for the duration of the employees isolation/quarantine.

The City is responsible for providing the following utilities and services:

- Provide clean linens each day (1 set of sheets and 2 towels). The City will collect the used linens placed on the steps of the trailer by the occupant each day. Linens and towels must be placed by 0900 hours (9:00am) each day in a red biomedical bag provided by the City. Staff will take them to the jail biomedical container for pick up by the Linen supplier.
- Food will be delivered from a local restaurant for breakfast, lunch and dinner through. The cost for each meal will be consistent with the per diem meal rate established in the City's Travel Expense Reimbursement Policy. Any dietary restrictions will need to be established at time of approval for use of the Trailer.
- The City will provide personal laundry services (i.e. personal clothing) through a local laundromat or cleaning services. Personal laundry will be picked up and delivered to the Trailer. The employee shall notify the Emergency Coordinator when these services are required.
- Electricity will be provided by City through a generator or direct electrical connection with the proper capacity. The electrical connection will be monitored by Public Works staff.
- Water will be provided by the City through the Trailer's water tanks or direct water connection, if available. If the Trailer is not directly connected to a water source, Public Works staff will monitor the water level each day and refill the water tank as needed.
- Wastewater services will be provided by the City through a properly licensed contractor. Public Works staff will monitor the wastewater level each day and arrange for wastewater services as needed. Wastewater tanks will be emptied prior to refilling the water tanks to avoid an overflow of wastewater tanks.
- Propane gas, typically used to heat water, operate the stove and refrigerator, and heat the interior of the Trailer, will be provided by the City. Public Works staff will monitor the propane level and refill the tanks as needed.

City is responsible for providing the following supplies:

- Toilet tank refresher pods, which occupants must replace after each dump of the tank.
- RV toilet paper.
- Paper towels and tissue (WHICH MUST BE DISPOSED OF IN BIOMEDICAL BAGS SEPARATE FROM LINENS AND PICKED DAILY BY CLEANING SERVICES). **THESE CANNOT BE DISPOSED OF IN TOILET.** Signs will be placed over each toilet as a reminder.
- Paper goods and utensils (forks, knives, spoons, paper plates, napkins and cups).
- A coffee pot and coffee along with filters if requested by occupant prior to occupancy.

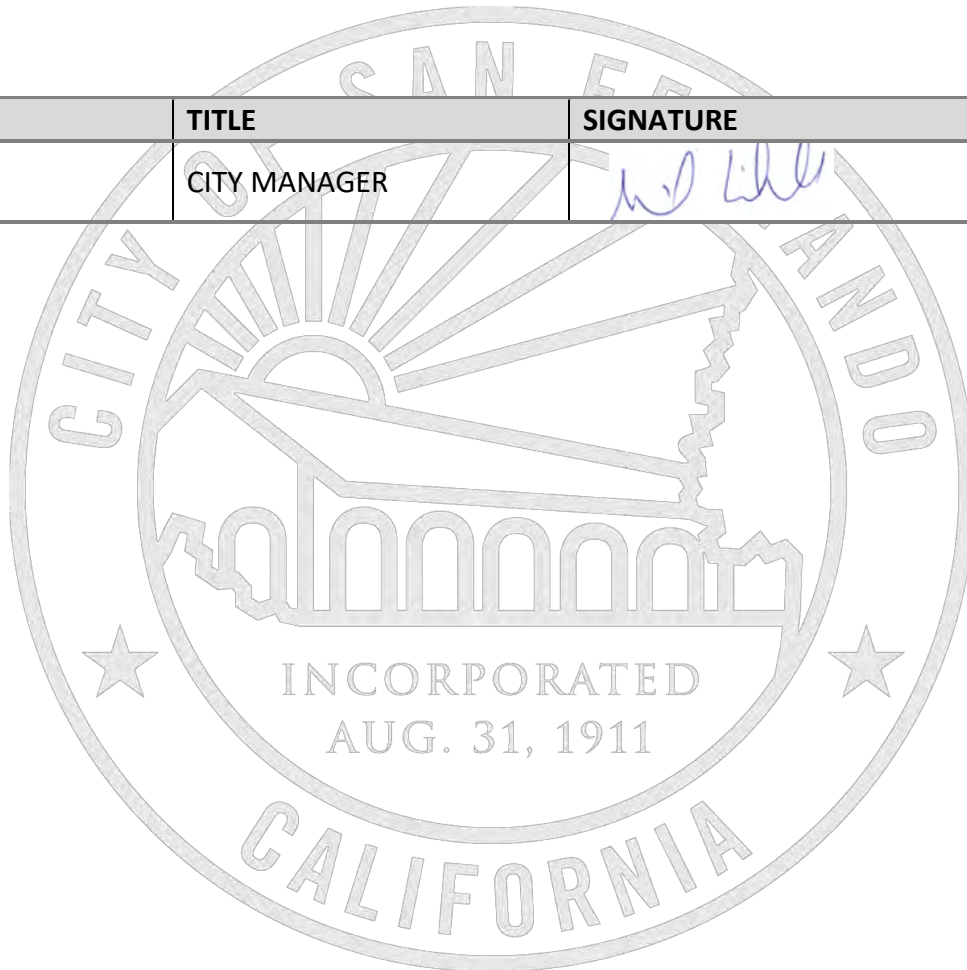
**POLICY/PROCEDURE:**  
**EMERGENCY NON-CONGREGATE TRAVEL TRAILER USAGE**

- Wash soap and hand sanitizer.
- Two cases of water.
- Disinfectant wipes and disinfectant spray cleaner.

**SECTION V. AUTHORITY**

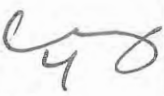
By order of the City Manager.

NAME	TITLE	SIGNATURE
NICK KIMBALL	CITY MANAGER	



SF

## ATTACHMENT "B"

FORM OFA 40 (3-85)		STATE OF CALIFORNIA	
<b>PERMIT TO TRANSFER LEGAL OWNERSHIP OF STATE-OWNED VEHICLE</b>			
<p>This certificate, when properly signed, together with legal ownership certificate properly endorsed by the state agency concerned, authorizes the Division of Registration, Department of Motor Vehicles, to transfer the legal ownership of the motor vehicle described below.</p>			
NAME ADDRESS REGISTERED OWNER	DGS-FLEET ADMINISTRATION 1700 NATIONAL DR. SACRAMENTO, CA 95834		
LICENSE No.	1596633	APPROVED	
ID OR SERIAL No.	5SFNB3127LN426693	DEPARTMENT OF GENERAL SERVICES	
MAKE	MALLARD		
TYPE	IDM260	Chief,	
		Office of Fleet Administration	
98 5011			

**J.D. POWER**

Automakers are listening. Qualify to become a J.D. Power Advisor




## 2020 Heartland RVs

### Mallard Series M-260 Prices

#### Values

	Suggested List Price	Low Retail	Average Retail
Base Price	\$32,942	\$19,650	\$23,700
<b>Options (<u>Add</u>)</b>			
<b>Total Price</b>	<b>\$32,942</b>	<b>\$19,650</b>	<b>\$23,700</b>

 Make sure you're protected!

Insure your RV for as low as just \$125/year.\*

VB02005143C

## CERTIFICATE OF TITLE

VEHICLE HISTORY

TRAILER

PERM EXEMPT

VEHICLE ID NUMBER  
5SFNB3127LN426693YR  
MODEL MAKE  
2020 HTLDPLATE NUMBER  
1596633BODY TYPE MODEL  
CCHUNLADEN  
AX WEIGHT FUEL TRANSFER DATEFEES PAID  
NONEREGISTRATION  
EXPIRATION DATE  
12/31/2099YR 1ST  
SOLD  
2020 FQ

CLASS

YR

MO  
BE

EQUIPMT/TRUST NUMBER

ISSUE DATE  
05/14/20

MOTORCYCLE ENGINE NUMBER

ODOMETER DATE

ODOMETER READING

REGISTERED OWNER(S)  
DEPT OF GEN SERVICES  
1700 NATIONAL DR  
SACRAMENTO CA 95834

I certify (or declare) under penalty of perjury under the laws of the State of California that THE SIGNATURE(S) BELOW RELEASES INTEREST IN THE VEHICLE.

1a 06/03/20  
DATE

X

HELB COMB FOR DEPT OF GEN SERVICES  
SIGNATURE OF REGISTERED OWNER1b  
DATE

X

SIGNATURE OF REGISTERED OWNER

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

The odometer now reads [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] (no tenths), miles and to the best of my knowledge reflects the actual mileage unless one of the following statements is checked. Mileage is VOID if altered or erased.

WARNING ☐ Odometer reading is not the actual mileage. ☐ Mileage exceeds the odometer mechanical limits.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DATE  
06/03/20TRANSFEROR SELLER SIGNATURE  
X

DATE

TRANSFeree BUYER SIGNATURE(S)  
X

PRINTED NAME OF SELLER OR AGENT SIGNING FOR A COMPANY

HELB COMB FOR DEPT OF GEN SERVICES

PRINTED NAME OF BUYER OR AGENT SIGNING FOR A COMPANY

## IMPORTANT READ CAREFULLY

Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.

LIENHOLDER(S)

2. X

Signature releases interest in vehicle. (Company names must be countersigned)

Release Date

012421 CA196291601

REG. 17.30RS (REV. 02/2016)

KEEP IN A SAFE PLACE - VOID IF ALTERED

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.



07/06/2020

CC Meeting Agenda

Page 51 of 178

Scheduled To  
be delivered On: 04/06/20

INTEGRITY, DEDICATION, &amp; EXCELLENCE

P.O. Box 826

Wakarusa, IN 46573

horizontransport.com

Phone: 574-862-2161

USDOT# 273286

## Bill Of Lading

BOL#: 818400

Order Date: 04/03/20 michelle 09:30

Ship Date: 04/03/20 danielp

Bill to:

CAMPING WORLD &amp; FREEDOM ROADS

Authorized By: MARI WAGNER

Breakdown code: FRI

Shipper

From:

CANDER RV SALES (03981)  
3750 AUTO MALL RD.  
ANDERSON, CA 96007

EXCEPTIONIST

Pickup Hours:

Mon-Fri: 8:00am-3:00pm Closed 12pm-2pm  
Sat: 8am to 2pm

Delivery Instructions

Delivery Hours:

Delivery Information:

\*\*\* DO NOT WASH \*\*\*  
DRIVER WILL NOT BE REIMBURSED

call 30 minutes prior to delivery

Consignee

To:

LOT 6N S/E CORNER FIRST/MACLAY (64461)

1000 FIRST STREET

SAN JOSE, CA

(213)494-9960

LT. IRWIN ROSENBERG 213-494-9960

Contractor Name and Number:

TOM WELLY (3915)

Unit Description: 31' TRAVEL TRAILER

Shipping Weight: 5866 GVWR: 6900

Unit Number: FRI-426693

MALLARD

VIN: LN426693

Collect On Delivery

Special Instructions

Horizon:

Shipper:

COD Instructions:

Covid19 Relief HELP unit  
STOCK #:1688588  
CALL 30 MINS PRIOR  
FILL OUT HOUSING FORM SEE WORK  
SHEET IN APP  
MUST SET UNIT UP AFTER DELIVER  
Y

Unit Washed: Yes No Dealer Initials

Paid dealer for wash by receipt: Yes Dealer Initials

Driver Damage: Dealer Initials

Driver Wash: N  
Reimbursable Tolls: Y  
Expenses Permits: Y

RECEIVED: SUBJECT TO THE LAWFULLY FILED TARIFFS IN EFFECT ON THE DATE OF ISSUE OF THIS ORIGINAL BILL OF LADING, THE PROPERTY DESCRIBED BELOW, CONIGNED AND DESTINED AS SHOWN ABOVE WHICH THE CARRIER AGREES TO DELIVER TO SAID DESTINATION OR DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED TO EACH CARRIER OF SAID PROPERTY OVER OR ON ANY PORTION OF THE ROUTE TO DESTINATION AND AS TO EACH PART (AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY THAT EACH SERVICE PERFORMED HEREUNDER SHALL BE SUBJECT TO ALL THE CONDITIONS NOT PROHIBITED BY LAW WHETHER PRINTED OR WRITTEN HEREIN CONTAINED INCLUDING THE CONDITIONS ON BACK HEREOF WHICH ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED BY HIMSELF AND HIS ASSIGNS.

CARRIER IS NOT RESPONSIBLE FOR ALL TOLLS, PERMITS, STATE FEES, TRAILER, TUBES, MECHANICAL AND/OR STRUCTURAL FAILURES ON THE CARRIER'S EQUIPMENT.

SHIPPER OR AGENT  
SIGN HERE

Date: 3-3-20

HORIZON CONTRACTOR  
SIGN HERE

Date: 3-3-20

RECEIVED the above described property in good condition except as noted and agree to the foregoing contract terms and conditions. NOTICE: THIS IS A RELEASE TO CARRIER FOR ALL DAMAGES AND SHORTAGES UNLESS NOTED HEREON. NO CLAIMS FOR ANY LOSS, DAMAGE, INJURY OR DELAY WILL BE PAID UNLESS ALL LAWFUL CHARGES HAVE BEEN PAID TO THE CARRIER.

CONSIGNEE OR  
AGENT SIGN HERE


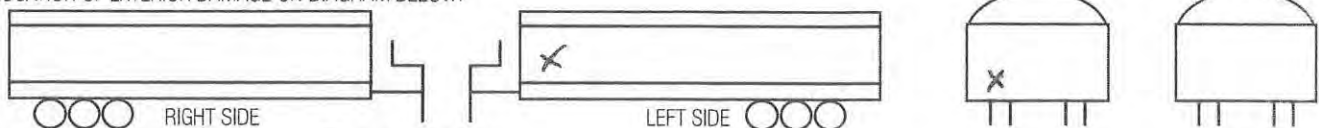
Date: 4/4/20

NOTATION FOR LOSS SHORTAGE OR  
LATE TIME OF DELIVERY

## Paperwork to return to Horizon

1. Driver must have copy of  
Horizon bol signed.



		<b>TEMPORARY HOUSING UNIT INSPECTION FORM</b>		1. Temporary Housing Unit No.		2. Serial No./VIN								
3. TYPE OF INSPECTION			4. TYPE OF FACILITY		5. APPLIANCES			6. UNIT INFO						
Transport <input type="checkbox"/> Dispatch <input type="checkbox"/> Receipt <input type="checkbox"/> Storage <input type="checkbox"/> Staging <input type="checkbox"/> Site <input type="checkbox"/> RFO <input type="checkbox"/> Move In <input type="checkbox"/> Move Out <input type="checkbox"/>			<input type="checkbox"/> Other <input type="checkbox"/> Mobile Home <input type="checkbox"/> Travel Trailer		Type    Manufacturer    Model    Serial No. Furnace Range Microwave Refrigerator A/C Water Heater			a. Manufacturer b. Year c. Size (Ft., inc. towing hitch) d. Number of Bedrooms						
7. INSPECTIONS <input type="checkbox"/> Disaster <input type="checkbox"/> Storage			8. CONDITION OF FURNISHINGS, INTERIOR & EXTERIOR N = NEW    G = GOOD    P = POOR    D = DAMAGED    M = MISSING				Handicap <input type="checkbox"/> Yes <input type="checkbox"/> No							
FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC
Kitchen & Dining		Condition			First Bedroom		Condition			Bathroom		Condition		
Dinette Table	G				Double Bed	G				Complete Commode	G			
Dinette Chairs (6 for 3 BR)	G				Mirror	G				Tub/Shower	G			
Range <i>MISSING NOT IN COVER</i>	G				Cabinets Storage	G				Lavatory	G			
Range Hood & Vent Fan	G				Curtains & Rods	G				Cosmetic Cabinet	G			
Refrigerator	G				Light Fixtures	G				Mirror	G			
Curtains & Rods	G				Second Bedroom					Curtains & Rods	G			
Cabinets	G				Double Bed, Complete					Light Fixtures	G			
Sink	G				Mirror					Exterior Condition				
Light Fixtures	G				Cabinet Storage					Water Heater				
Fire Extinguisher	G				Curtains & Rod					Doors	G			
A/C	UNL				Light Fixtures					2 Key Per Door	G			
Couch	G				Third Bedroom					Windows	G			
Arm Chair	N/A				Double Bed, Complete					Screens	G			
End Table	N/A				Mirror					Front Panels	G			
Coffee Table	N/A				Cabinet Storage					Left Side Panels	G			
Curtains & Rods	N/A				Curtains & Rods					Rear Panels	G			
Light Fixtures	G				Light Fixtures					Right Side Panels	G			
Hall	N/A				Interior Condition					Roof Vents	G			
Furnace					Floor Covering	G				Towing Hitch	G			
Smoke Detector	G				Wall Panels	G				Axles & Springs	G			
Light Fixtures	G				Ceiling Panels	G				Wheels & Tires	G			
9. MARK LOCATION OF EXTERIOR DAMAGE ON DIAGRAM BELOW:														
														
NOTE: Tail light harness furnished by: <input type="checkbox"/> Towing Contractor														
10. COMMENTS (if more space is needed, continue on reverse)														
11. READY FOR OCCUPANCY		CONTRACT W.O. No.			INSPECTOR SIGNATURE					DATE				
12. OCCUPANT NAME					ADDRESS					THA No.				
13. REPRESENTATIVES ACKNOWLEDGING CONDITIONS ABOVE:														
NAME (Contractor)					SIGNATURE AND DATE (Contractor)					SIGNATURE AND DATE (State/County Rep.)				
Dispatch To/From Storage														
Receipt To/From Storage														
Dispatch To/From Site														
Occupant SIGNATURE (Move In or Out)					DATE		STATE/COUNTY REP. SIGNATURE					DATE		



W/O: 4650  
 Promised Date: 31 MAR 20

WO #: 4650

Customer Name: 001809 - CWRVS -  
BBCA - B&B RVAddress: 3750 AUTO MALL DRIVE  
ANDERSON, CA

Postal/Zip: 96007

Phone#(res): 530-365-7043

Phone#(bus):

Cell Phone:

Email: NONE

WO Date: 18 MAR 20

Tag#:

Author: MIKA.CANTY

Stock No: 1688588

Year: 2020

Manufacturer: HEARTLAND

Brand: MALLARD

Model: IDM260

Length:

Serial#: SO0920047

Chassis#: 5SFNB3127LN426693

Miles/Hrs: 0

Purchased Date:

Warranty Date:

InService Date:

First Name:

ExtW Co:

ExtW No:

Promised Date: 31 MAR 20

Completed Date: 20 MAR 20

Invoice#:

**Job #1 - Internal**

COMPLAINT: PRE PDI

FILL LP

CORRECTION: COMPLETE

**Labor**

Code	Description	Mechanic	Total
L1	PRE PDI	17	N/C

**Parts**

Part #	Description	Qty	Price	Total
V27DC7	POWERVOLT GROUP 27	1.00	N/C	N/C
411600	GRP 27 BOX	1.00	N/C	N/C
LPG	LIQUID PROPANE GAS	10.00	N/C	N/C

**Subtotal for Job #1: 0.00**

**Job #SOLD - Internal**COMPLAINT: SOLD-PREP ALL NEW UNITS. PREPARE  
UNIT FOR DELIVERY PDI #2. 1.0

CORRECTION: COMPLETE

Estimated Amount: 159.30

**Labor**

Code	Description	Mechanic	Total
SOLD	SOLD-PREP ALL UNITS	17	N/C

**Subtotal for Job #SOLD: 0.00**

**Job #REC - Internal**

COMPLAINT: CHECK UNIT FOR RECALL NOTICES

CORRECTION: NO RECALLS 3.30.20

**Labor**

Code	Description	Mechanic	Total
REC	RECALL		N/C



Customer #: 001809  
 CWRVS - BBKA - B&B RV,



Subtotal for Job #REC:

0.00

**Job #WALK - Internal**

COMPLAINT: PERFORM WALKTHROUGH ORIENTATION  
WITH CUSTOMER FOR TT, 5W, CLASS  
B OR C 1.0 HR

CORRECTION: COMPLETE

Estimated Amount: 159.30

**Labor**

Code	Description	Mechanic	Total
WALK	WALKTHROUGH STD 1.0	17	N/C

Subtotal for Job #WALK:

0.00

**Job #DETAIL - Internal**

COMPLAINT: DETAIL CLASS B,C,TT,5W. 1.5

CORRECTION: COMPLETE

Estimated Amount: 104.43

**Labor**

Code	Description	Mechanic	Total
DETAIL	DETAIL CLASS B, C, TT, 5W. 1.5	22	N/C

Subtotal for Job #DETAIL:

0.00

**Job #2 - Internal**

COMPLAINT: KITS

CORRECTION: COMPLETE

**Parts**

Part #	Description	Qty	Price	Total
CW9888	AS 2 PLY TISSUE	1.00	N/C	N/C
474356	25FT APEX NVRKINK WHT	1.00	N/C	N/C
CW78796	STACKER SINGLE	4.00	N/C	N/C
CW77599	WHL CHOCKS	1.00	N/C	N/C
CW70004	VIPER 20' KIT	1.00	N/C	N/C

Subtotal for Job #2:

0.00

Parts Total: 0.00

Labour Total: 0.00

Sublet Total: 0.00

Extras Total: 0.00

**WORK ORDER TOTAL:****0.00**

DATE VEHICLE DROPPED OFF \_\_\_\_\_

DATE OF APPOINTMENT \_\_\_\_\_

REPAIR COMPLETION DATE \_\_\_\_\_

OWNER NOTIFIED OF COMPLETION @ TIME \_\_\_\_\_ DATE \_\_\_\_\_

DATE RELEASED/COLLECTED \_\_\_\_\_

I/WE, THE UNDERSIGNED, ACKNOWLEDGE THE FOREGOING AS FACTUAL AND I/WE  
HEREBY ACKNOWLEDGE RECEIPT OF THE COMPLETED WORKORDER. I/WE HAVE  
INSPECTED MY/OUR VEHICLE AND HAVE EXAMINED THE WORK DONE. I/WE CONFIRM  
THAT THE REQUESTED WORK HAS BEEN COMPLETED TO MY/OUR SATISFACTION.

SIGNATURE OF OWNER \_\_\_\_\_





07/06/2020

CC Meeting Agenda

Specialty  
be delivered On:

Page 55 of 178

04/06/20

INTEGRITY, DEDICATION, &amp; EXCELLENCE

P.O. Box 826

Wakarusa, IN 46573

Phone: 574-862-2161

horizontransport.com

USDOT# 273286

## Bill Of Lading

BOL# 818400

Order Date 04/03/20 michelle 09:30

Ship Date: 04/03/20 danielp

Bill to:

CAMPING WORLD &amp; FREEDOM ROADS

Authorized By: MATT WAGNER

Breakdown code: FRI

Delivery Instructions

Delivery Hours:

Shipper

From:

CANDER RV SALES (03981)

3750 AUTO WALK RD.

ANDERSON, CA 96007

Delivery Information:

\*\*\* DO NOT WASH \*\*\*

DRIVER WILL NOT BE REIMBURSED

Pickup Hours:

Mon-Fri: 8:00am-3:00pm Closed 12pm-2pm

Sat. 9am to 2pm

call 30 minutes prior to delivery

To:

To:

LOT 6N S/E CORNER FIRST/MACLAY (64461)

1000 FIRST STREET

Call for more info

(213)494-9960

LT. IRWIN ROSENBERG 213-494-9960

Contractor Name and Number:

BOB WOLFF (5818)

Unit Description: 31' TRAVEL TRAILER

Shipping Weight 5866 GVWR 6900

Unit Number: FRI-426693

MALLARD

VIN: LN426693

Collect On Delivery

Special Instructions

Horizon:

Shipper:

COD Instructions:

Covid19 Relief HELP unit

STOCK #:1688588

CALL 30 MINS PRIOR

FILL OUT HOUSING FORM SEE WORK

SHEET IN APP

MUST SET UNIT UP AFTER DELIVER

V

Unit Washed: Yes No Dealer Initials

Paid dealer for wash by receipt: Yes Dealer Initials

Driver Damage: Dealer Initials

Driver

Reimbursable

Expenses

Wash: N

Tolls: Y

Permits: Y

RECEIVED, SUBJECT TO THE LAWFULLY FILED TARIFFS IN EFFECT ON THE DATE OF ISSUE OF THIS ORIGINAL BILL OF LADING, THE PROPERTY DESCRIBED BELOW, CONIGNED AND DESTINED AS SHOWN ABOVE WHICH THE CARRIER AGREES TO DELIVER TO SAID DESTINATION OR DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED TO EACH CARRIER OF SAID PROPERTY OVER OR ON ANY PORTION OF THE ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY THAT EACH SERVICE PERFORMED HEREUNDER SHALL BE SUBJECT TO ALL THE CONDITIONS NOT PROHIBITED BY LAW WHETHER PRINTED OR WRITTEN HEREIN CONTAINED INCLUDING THE CONDITIONS ON BACK HEREOF WHICH ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED BY HIMSELF AND HIS ASSIGNS.

SHIPPER OR AGENT IS LIABLE FOR ALL TOLLS, PERMITS, STATE FEES, TARIFFS, TUBES, MECHANICAL AND/OR STRUCTURAL FAILURES ON THE CARGO AND/OR EQUIPMENT.

SHIPPER OR AGENT  
SIGN HERE

Date: 3-3-20

HORIZON CONTRACTOR  
SIGN HERE

Date: 3-3-20

RECEIVED the above described property in good condition except as noted and agree to the foregoing contract terms and conditions. NOTICE: THIS IS A RELEASE TO CARRIER FOR ALL DAMAGES AND SHORTAGES UNLESS NOTED HEREON. NO CLAIMS FOR ANY LOSS, DAMAGE, INJURY OR DELAY WILL BE PAID UNLESS ALL LAWFUL CHARGES HAVE BEEN PAID TO THE CARRIER.

CONSIGNEE OR  
AGENT SIGN HERE

Date: 4/4/20

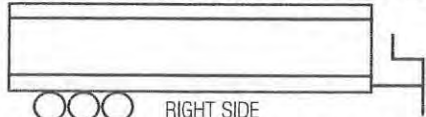
NOTIFICATION FOR LOSS SHORTAGE OR  
DAMAGE AT TIME OF DELIVERY

## Paperwork to return to Horizon


1. Driver must have copy of  
Horizon bol signed.

<b>DGS PROCUREMENT</b> <small>GENERAL SERVICES DIVISION</small>		<b>TEMPORARY HOUSING UNIT INSPECTION FORM</b>		1. Temporary Housing Unit No.		2. Serial No./VIN																																																		
3. TYPE OF INSPECTION <table style="width:100%;"> <tr> <td style="width:33%;">Transport</td> <td style="width:33%;">Dispatch</td> <td style="width:33%;">Receipt</td> </tr> <tr> <td>Storage</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Staging</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Site</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>RFO</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Move In</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Move Out</td> <td></td> <td><input type="checkbox"/></td> </tr> </table>		Transport	Dispatch	Receipt	Storage	<input type="checkbox"/>	<input type="checkbox"/>	Staging	<input type="checkbox"/>	<input type="checkbox"/>	Site	<input type="checkbox"/>	<input type="checkbox"/>	RFO		<input type="checkbox"/>	Move In		<input type="checkbox"/>	Move Out		<input type="checkbox"/>	4. TYPE OF FACILITY <input type="checkbox"/> Other <input type="checkbox"/> Mobile Home <input type="checkbox"/> Travel Trailer		5. APPLIANCES <table style="width:100%;"> <tr> <th>Type</th> <th>Manufacturer</th> <th>Model</th> <th>Serial No.</th> </tr> <tr><td>Furnace</td><td></td><td></td><td></td></tr> <tr><td>Range</td><td></td><td></td><td></td></tr> <tr><td>Microwave</td><td></td><td></td><td></td></tr> <tr><td>Refrigerator</td><td></td><td></td><td></td></tr> <tr><td>A/C</td><td></td><td></td><td></td></tr> <tr><td>Water Heater</td><td></td><td></td><td></td></tr> </table>		Type	Manufacturer	Model	Serial No.	Furnace				Range				Microwave				Refrigerator				A/C				Water Heater				6. UNIT INFO a. Manufacturer b. Year c. Size (Ft., inc. towing hitch) d. Number of Bedrooms	
Transport	Dispatch	Receipt																																																						
Storage	<input type="checkbox"/>	<input type="checkbox"/>																																																						
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FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC																																										
Kitchen & Dining		Condition			First Bedroom		Condition			Bathroom		Condition																																												
Dinette Table	G				Double Bed	G				Complete Commode	G																																													
Dinette Chairs (6 for 3 BR)	G				Mirror	G				Tub/Shower	G																																													
Range <i>MISSING NOT IN UNIT</i>	G				Cabinets Storage	G				Lavatory	G																																													
Range Hood & Vent Fan	G				Curtains & Rods	G				Cosmetic Cabinet	G																																													
Refrigerator	G				Light Fixtures	G				Mirror	G																																													
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Light Fixtures	G				Cabinet Storage					Water Heater																																														
Fire Extinguisher	G				Curtains & Rod					Doors	G																																													
A/C	<i>WHL</i>				Light Fixtures					2 Key Per Door	G																																													
Couch	G				Third Bedroom					Windows	G																																													
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Coffee Table	<i>N/A</i>				Cabinet Storage					Left Side Panels	G																																													
Curtains & Rods	<i>N/A</i>				Curtains & Rods					Rear Panels	G																																													
Light Fixtures	G				Light Fixtures					Right Side Panels	G																																													
Hall		<i>N/A</i>			Interior Condition					Roof Vents	G																																													
Furnace					Floor Covering	G				Towing Hitch	G																																													
Smoke Detector	G				Wall Panels	G				Axles & Springs	G																																													
Light Fixtures	G				Ceiling Panels	G				Wheels & Tires	G																																													

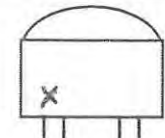
9. MARK LOCATION OF EXTERIOR DAMAGE ON DIAGRAM BELOW:
 



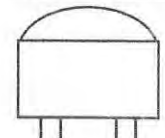
RIGHT SIDE



LEFT SIDE



FRONT



REAR

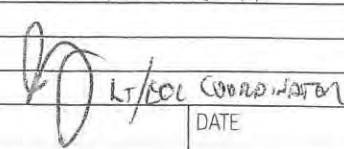
NOTE: Tail light harness furnished by: ☐ Towing Contractor

10. COMMENTS (if more space is needed, continue on reverse)

11. READY FOR OCCUPANCY	CONTRACT W.O. No.	INSPECTOR SIGNATURE	DATE
12. OCCUPANT NAME		ADDRESS	THA No.

13. REPRESENTATIVES ACKNOWLEDGING CONDITIONS ABOVE:
 

NAME (Contractor)	SIGNATURE AND DATE (Contractor)	SIGNATURE AND DATE (State/County Rep.)
Dispatch To/From Storage		
Receipt To/From Storage		
Dispatch To/From Site		
Occupant SIGNATURE (Move In or Out)	DATE	STATE/COUNTY REP. SIGNATURE



LT/EC Coordinator

**CAMPING WORLD RV SALES - ANDERSON**  
 3750 AUTO MALL DRIVE  
 ANDERSON CA 96007  
 (PH) 530-365-7043

W/O: 4650  
 Promised Date: 31 MAR 20

WO #: 4650

Customer Name: 001809 - CWRVS -  
BBCA - B&B RVAddress: 3750 AUTO MALL DRIVE  
ANDERSON, CA

Postal/Zip: 96007

Phone#(res): 530-365-7043

Phone#(bus):

Cell Phone:

Email: NONE

WO Date: 18 MAR 20

Tag#:

Author: MIKA.CANTY

Stock No: 1688588

Year: 2020

Manufacturer: HEARTLAND

Brand: MALLARD

Model: IDM260

Length:

Serial#: SO0920047

Chassis#: 5SFNB3127LN426693

Miles/Hrs: 0

Purchased Date:

Warranty Date:

InService Date:

First Name:

ExtW Co:

ExtW No:

Promised Date: 31 MAR 20

Completed Date: 20 MAR 20

Invoice#:

**Job #1 - Internal**

COMPLAINT: PRE PDI

FILL LP

CORRECTION: COMPLETE

**Labor**

Code	Description	Mechanic	Total
L1	PRE PDI	17	N/C

**Parts**

Part #	Description	Qty	Price	Total
V27DC7	POWERVOLT GROUP 27	1.00	N/C	N/C
411600	GRP 27 BOX	1.00	N/C	N/C
LPG	LIQUID PROPANE GAS	10.00	N/C	N/C

**Subtotal for Job #1: 0.00****Job #SOLD - Internal**COMPLAINT: SOLD-PREP ALL NEW UNITS. PREPARE  
UNIT FOR DELIVERY PDI #2: 1.0

CORRECTION: COMPLETE

Estimated Amount: 159.30

**Labor**

Code	Description	Mechanic	Total
SOLD	SOLD-PREP ALL UNITS	17	N/C

**Subtotal for Job #SOLD: 0.00****Job #REC - Internal**

COMPLAINT: CHECK UNIT FOR RECALL NOTICES

CORRECTION: NO RECALLS 3.30.20

**Labor**

Code	Description	Mechanic	Total
REC	RECALL		N/C

Customer #: 001809  
 CWRVS - BBKA - B&B RV,





**Subtotal for Job #REC:****0.00****Job #WALK - Internal**

COMPLAINT: PERFORM WALKTHROUGH ORIENTATION  
WITH CUSTOMER FOR TT, 5W, CLASS  
B OR C 1.0 HR

CORRECTION: COMPLETE

Estimated Amount: 159.30

**Labor**

Labor Code	Description	Mechanic	Total
WALK	WALKTHROUGH STD 1.0	17	N/C

**Subtotal for Job #WALK:****0.00****Job #DETAIL - Internal**

COMPLAINT: DETAIL CLASS B,C,TT,5W. 1.5

CORRECTION: COMPLETE

Estimated Amount: 104.43

**Labor**

Labor Code	Description	Mechanic	Total
DETAIL	DETAIL CLASS B, C, TT, 5W. 1.5	22	N/C

**Subtotal for Job #DETAIL:****0.00****Job #2 - Internal**

COMPLAINT: KITS

CORRECTION: COMPLETE

**Parts**

Part #	Description	Qty	Price	Total
CW9888	AS 2 PLY TISSUE	1.00	N/C	N/C
474356	25FT APEX NVRKINK WHT	1.00	N/C	N/C
CW78796	STACKER SINGLE	4.00	N/C	N/C
CW77599	WHL CHOCKS	1.00	N/C	N/C
CW70004	VIPER 20' KIT	1.00	N/C	N/C

**Subtotal for Job #2:****0.00**

Parts Total: 0.00

Labour Total: 0.00

Sublet Total: 0.00

Extras Total: 0.00

**WORK ORDER TOTAL:****0.00**

DATE VEHICLE DROPPED OFF \_\_\_\_\_

DATE OF APPOINTMENT \_\_\_\_\_

REPAIR COMPLETION DATE \_\_\_\_\_

OWNER NOTIFIED OF COMPLETION @ TIME \_\_\_\_\_ DATE \_\_\_\_\_

DATE RELEASED/COLLECTED \_\_\_\_\_

I/WE, THE UNDERSIGNED, ACKNOWLEDGE THE FOREGOING AS FACTUAL AND I/WE  
HEREBY ACKNOWLEDGE RECEIPT OF THE COMPLETED WORKORDER. I/WE HAVE  
INSPECTED MY/OUR VEHICLE AND HAVE EXAMINED THE WORK DONE. I/WE CONFIRM  
THAT THE REQUESTED WORK HAS BEEN COMPLETED TO MY/OUR SATISFACTION.

SIGNATURE OF OWNER \_\_\_\_\_



SF

FORM OFA 40 (3-85)

STATE OF CALIFORNIA

**PERMIT TO TRANSFER LEGAL OWNERSHIP  
OF STATE-OWNED VEHICLE**

This certificate, when properly signed,  
together with legal ownership  
certificate properly endorsed by the state  
agency concerned, authorizes  
the Division of Registration, Department of  
Motor Vehicles, to transfer  
the legal ownership of the motor vehicle  
described below.

NAME	DGS-FLEET ADMINISTRATION
ADDRESS	1700 NATIONAL DR.
REGISTERED	SACRAMENTO, CA 95834
OWNER	

LICENSE NO. 1596637

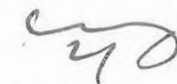
APPROVED

DEPARTMENT OF GENERAL SERVICES

ID OR SERIAL NO. 4X4TSJZ22LC021303

MAKE EVO

TYPE T2360



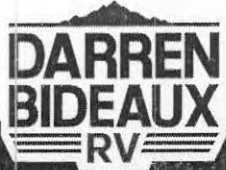
Chief,

Office of Fleet  
Administration

98 5011

2020 Forest River EVO T2360 | D

darrenbidauxrv.com/New-Inventory-2020-Forest-River-Trailer-EVO-T2360-Forest-River-Evo-80897027ref=lst




**801-392-2400**  
1448 W 2100 S  
West Haven, UT 84401

SEARCH INVENTORY...

NEW INVENTORYUSED INVENTORYPARTS & SERVICEFINANCINGABOUT USCONTACT US

Facebook

Back 2020 Forest River Evo EVO T2360



RETAIL PRICE	\$35,122
OUR PRICE	\$27,900
SAVINGS	\$7,222
	\$246 PER MONTH
	<small>Plus Tax, 180 Months, 4.99% APR, \$5 Down Payment, View Disclaimer</small>

GET A QUOTE

GET FINANCING

VALUE YOUR TRADE

CONTACT US


INSURANCE QUOTE

PRINT

SHARE

Hi there, have a question? Text us here!




VB02005143C		<b>STATE OF CALIFORNIA</b>		Page 61 of 178							
<b>CERTIFICATE OF TITLE</b>		VEHICLE HISTORY									
<b>TRAILER</b>		<b>PERM EXEMPT</b>		[REDACTED]							
VEHICLE ID NUMBER <b>4X4TSJZ22LC021303</b>		YR MODEL MAKE <b>2020 FORR</b>		PLATE NUMBER <b>1596637</b>							
BODY TYPE MODEL <b>CCH</b>		UNLADEN WEIGHT FUEL TRANSFER DATE		FEES PAID <b>NONE</b>							
MOTORCYCLE ENGINE NUMBER		YR 1ST SOLD CLASS YR MO EQUIPMT/TRUST NUMBER		REGISTRATION EXPIRATION DATE <b>12/31/2099</b>							
REGISTERED OWNER(S) <b>DEPT OF GEN SERVICES 1700 NATIONAL DR SACRAMENTO CA 95834</b>		<b>2020 FK BE</b>		ISSUE DATE <b>05/14/20</b>							
[REDACTED]		ODOMETER DATE		ODOMETER READING							
											
<p>I certify (or declare) under penalty of perjury under the laws of the State of California that <b>THE SIGNATURE(S) BELOW RELEASES INTEREST IN THE VEHICLE.</b></p> <p>1a <u>6/14/20</u> <u>X</u> <u>Dept of General Services</u> DATE SIGNATURE OF REGISTERED OWNER</p> <p>1b <u>X</u> DATE SIGNATURE OF REGISTERED OWNER</p> <p>Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.</p> <p>The odometer now reads [ ] [ ] [ ] [ ] [ ] [ ] (no tenths), miles and to the best of my knowledge reflects the actual mileage unless one of the following statements is checked. Mileage is VOID if altered or erased.</p> <p>WARNING <input type="checkbox"/> Odometer reading is not the actual mileage. <input type="checkbox"/> Mileage exceeds the odometer mechanical limits.</p> <p>I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">DATE <u>6/14/20</u></td> <td style="width: 33%;">TRANSFEREE SIGNATURE(S) <u>X</u></td> <td style="width: 33%;">DATE <u>X</u></td> </tr> <tr> <td colspan="2">PRINTED NAME OF SELLER OR AGENT SIGNING FOR A COMPANY <u>Candice Hornum Dept of General Services</u></td> <td>PRINTED NAME OF BUYER OR AGENT SIGNING FOR A COMPANY</td> </tr> </table> <p style="text-align: center;"><b>IMPORTANT READ CAREFULLY</b></p> <p>Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.</p> <p>LIENHOLDER(S)</p> <p style="text-align: right;">2. <u>X</u> Signature releases interest in vehicle. (Company names must be countersigned) Release Date</p> <p style="text-align: right;"><b>012433 CA196291605</b> REG. 17.30RS (REV. 02/2016)</p>						DATE <u>6/14/20</u>	TRANSFEREE SIGNATURE(S) <u>X</u>	DATE <u>X</u>	PRINTED NAME OF SELLER OR AGENT SIGNING FOR A COMPANY <u>Candice Hornum Dept of General Services</u>		PRINTED NAME OF BUYER OR AGENT SIGNING FOR A COMPANY
DATE <u>6/14/20</u>	TRANSFEREE SIGNATURE(S) <u>X</u>	DATE <u>X</u>									
PRINTED NAME OF SELLER OR AGENT SIGNING FOR A COMPANY <u>Candice Hornum Dept of General Services</u>		PRINTED NAME OF BUYER OR AGENT SIGNING FOR A COMPANY									

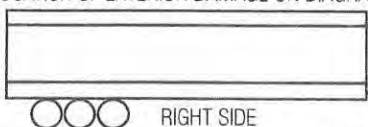
VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

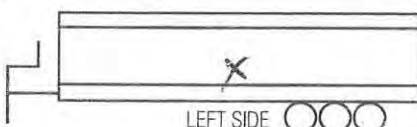
KEEP IN A SAFE PLACE - VOID IF ALTERED

		<b>TEMPORARY HOUSING UNIT INSPECTION FORM</b>		1. Temporary Housing Unit No.		2. Serial No./VIN					
3. TYPE OF INSPECTION			4. TYPE OF FACILITY		5. APPLIANCES			6. UNIT INFO			
<u>Transport</u> <u>Dispatch</u> <u>Receipt</u> Storage <input type="checkbox"/> <input type="checkbox"/> Staging <input type="checkbox"/> <input type="checkbox"/> Site <input checked="" type="checkbox"/> <input type="checkbox"/> RFO <input type="checkbox"/> Move In <input type="checkbox"/> Move Out <input type="checkbox"/>			<input type="checkbox"/> Other <input type="checkbox"/> Mobile Home <input type="checkbox"/> Travel Trailer		Type      Manufacturer      Model      Serial No. Furnace Range Microwave Refrigerator A/C Water Heater			a. Manufacturer  b. Year  c. Size (Ft., inc. towing hitch)  d. Number of Bedrooms			
7. INSPECTIONS <input type="checkbox"/> Disaster <input type="checkbox"/> Storage			8. CONDITION OF FURNISHINGS, INTERIOR & EXTERIOR N = NEW    G = GOOD    P = POOR    D = DAMAGED    M = MISSING				Handicap <input type="checkbox"/> Yes <input type="checkbox"/> No				
FURNISHINGS			STO	DIS	REC	FURNISHINGS			STO	DIS	REC
Kitchen & Dining			Condition			First Bedroom			Condition		
Dinette Table			N			Double Bed			N		
Dinette Chairs (6 for 3 BR)			N			Mirror			N		
Range			N			Cabinets Storage			N		
Range Hood & Vent Fan			N			Curtains & Rods			N		
Refrigerator			N			Light Fixtures			N		
Curtains & Rods			N			Second Bedroom			/		
Cabinets			N			Double Bed, Complete					
Sink			N			Mirror					
Light Fixtures			N			Cabinet Storage					
Fire Extinguisher			N			Curtains & Rod					
A/C			N			Light Fixtures			N		
Couch			N			Third Bedroom			Exterior Condition		
Arm Chair			N/A			Double Bed, Complete			N		
End Table			N/A			Mirror			N		
Coffee Table			N/A			Cabinet Storage			N		
Curtains & Rods			N/A			Curtains & Rods			N		
Light Fixtures			N			Light Fixtures			N		
Hall						Interior Condition			N		
Furnace			N			Floor Covering			N		
Smoke Detector			N			Wall Panels			N		
Light Fixtures			N			Ceiling Panels			N		
Bathroom			Condition			Complete Commode			N		
						Tub/Shower			N		
						Lavatory			N		
						Cosmetic Cabinet			N		
						Mirror			N		
						Curtains & Rods			N/A		
						Light Fixtures			N		
						Water Heater			N		
						Doors			N		
						2 Key Per Door			N		
						Windows			N		
						Screens			N		
						Front Panels			N		
						Left Side Panels			N		
						Rear Panels			N		
						Right Side Panels			N		
						Roof Vents			N		
						Towing Hitch			N		
						Axles & Springs			N		
						Wheels & Tires			N		

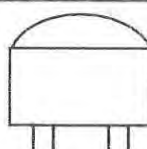
9. MARK LOCATION OF EXTERIOR DAMAGE ON DIAGRAM BELOW:



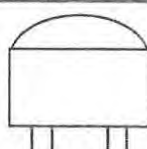
RIGHT SIDE



LEFT SIDE



FRONT



REAR

NOTE: Tail light harness furnished by: ☐ Towing Contractor

10. COMMENTS (if more space is needed, continue on reverse)

Missing Damage Over Sewer Pipe

11. READY FOR OCCUPANCY		CONTRACT W.O. No.	INSPECTOR SIGNATURE	DATE
12. OCCUPANT NAME		ADDRESS	THA No.	

13. REPRESENTATIVES ACKNOWLEDGING CONDITIONS ABOVE:

NAME (Contractor)		SIGNATURE AND DATE (Contractor)		SIGNATURE AND DATE (State/County Rep.)	
Dispatch To/From Storage					
Receipt To/From Storage					
Dispatch To/From Site					
Occupant SIGNATURE (Move In or Out)		DATE	STATE/COUNTY REP. SIGNATURE	DATE	

**CAMPING WORLD RV SALES - ANDERSON**  
**3750 AUTO MALL DRIVE**  
**ANDERSON CA 96007**  
**(PH) 530-365-7043**

W/O: 4606  
 Promised Date: 31 MAR 20

WO #: 4606

Customer Name: 001809 - CWRVS -  
BBCA - B&B RVAddress: 3750 AUTO MALL DRIVE  
ANDERSON, CA

Postal/Zip: 96007

Phone#(res): 530-365-7043

Phone#(bus):

Cell Phone:

Email: NONE

WO Date: 18 MAR 20

Tag#:

Author: MIKA.CANTY

Stock No: 1709559

Year: 2020

Manufacturer: FOREST RIVER

Brand: EVO

Model: T2360

Length:

Serial#: SJC021303

Chassis#: 4X4TSJZ22LC021303

Miles/Hrs: 0

Purchased Date:

Warranty Date:

InService Date:

First Name:

ExtW Co:

ExtW No:

Promised Date: 31 MAR 20

Completed Date: 20 MAR 20

Invoice#:

**Job #1 - Internal**

COMPLAINT: PRE PDI

FILL LP

CORRECTION: COMPLETE

<b>Labor</b>				
Code	Description		Mechanic	Total
L1	INSTALL 1 BATTERY, 1 BOX		18	N/C
<b>Parts</b>				
Part #	Description	Qty	Price	Total
LPG	LIQUID PROPANE GAS	14.00	N/C	N/C
<b>Subtotal for Job #1:</b>				<b>0.00</b>

**Job #SOLD - Internal**COMPLAINT: SOLD-PREP ALL NEW UNITS. PREPARE  
UNIT FOR DELIVERY PDI #2. 1.0

CORRECTION: COMPLETE

Estimated Amount: 159.30

<b>Labor</b>				
Code	Description		Mechanic	Total
SOLD	SOLD-PREP ALL UNITS		18	N/C
<b>Parts</b>				
Part #	Description	Qty	Price	Total
V24DC7	POWERVOLT 24 DEEP CYCLE	1.00	N/C	N/C
411599	GRP 24 BOX	1.00	N/C	N/C
<b>Subtotal for Job #SOLD:</b>				<b>0.00</b>

**Job #REC - Internal**

COMPLAINT: CHECK UNIT FOR RECALL NOTICES

CORRECTION: NO OPEN RECALLS 3.26.20

<b>Labor</b>				
Code	Description		Mechanic	Total
REC	RECALL			N/C

Customer #: 001809  
 CWRVS - BBKA - B&B RV,

Subtotal for Job #REC: 0.00

**Job #WALK - Internal**

COMPLAINT: PERFORM WALKTHROUGH ORIENTATION  
WITH CUSTOMER FOR TT, 5W, CLASS  
B OR C 1.0 HR

CORRECTION: COMPLETE  
Estimated Amount: 159.30

Labor Code	Description	Mechanic	Total
WALK	WALKTHROUGH STD 1.0	18	N/C
Subtotal for Job #WALK:			0.00

**Job #DETAIL - Internal**

COMPLAINT: DETAIL CLASS B,C,TT,5W. 1.5

CORRECTION: COMPLETE  
Estimated Amount: 104.43

Labor Code	Description	Mechanic	Total
DETAIL	DETAIL CLASS B, C, TT, 5W. 1.5	22	N/C
Subtotal for Job #DETAIL:			0.00

**Job #2 - Internal**

COMPLAINT: KITS

CORRECTION: COMPLETE

Parts Part #	Description	Qty	Price	Total
CW77599	WHL CHOCKS	1.00	N/C	N/C
CW90116	TITAN SEWER KIT	1.00	N/C	N/C
474356	25FT APEX NVRKINK WHT	1.00	N/C	N/C
CW29164	Stabilizer Jack Pads, 4pk	1.00	N/C	N/C
CW23913	PORTA-PAK 10PKS/ BAG	1.00	N/C	N/C
CW9888	AS 2 PLY TISSUE	1.00	N/C	N/C

Subtotal for Job #2: 0.00

Parts Total: 0.00  
Labour Total: 0.00  
Sublet Total: 0.00  
Extras Total: 0.00

**WORK ORDER TOTAL: 0.00**

DATE VEHICLE DROPPED OFF \_\_\_\_\_

DATE OF APPOINTMENT \_\_\_\_\_

REPAIR COMPLETION DATE \_\_\_\_\_

OWNER NOTIFIED OF COMPLETION @ TIME \_\_\_\_\_ DATE \_\_\_\_\_

DATE RELEASED/COLLECTED \_\_\_\_\_

I/WE, THE UNDERSIGNED, ACKNOWLEDGE THE FOREGOING AS FACTUAL AND I/WE  
HEREBY ACKNOWLEDGE RECEIPT OF THE COMPLETED WORKORDER. I/WE HAVE  
INSPECTED MY/OUR VEHICLE AND HAVE EXAMINED THE WORK DONE. I/WE CONFIRM  
THAT THE REQUESTED WORK HAS BEEN COMPLETED TO MY/OUR SATISFACTION.

SIGNATURE OF OWNER \_\_\_\_\_



**Unit "setup" worksheet for WAVE Driver**

- ✓ 1. Level the unit
- ✓ 2. Setup wheel chocks
- ✓ 3. Pull out slide outs
- ~~4. Attach water hoses~~
- ~~5. Attach the sewer kits~~
- ~~6. Attach electrical cords~~
- 7. Operation checks

Make sure lights are fully functional ✓

Water lines are operational ✓

All appliances function ✓

Unit number: FRL-021303

Driver printed name: Mark Slattery

Driver signature: Mark Slattery

Driver number: 8875

Site contact printed name: J. Rosay

Site contact signature: [Signature]



# HORIZON TRANSPORT

INTEGRITY, DEDICATION, &amp; EXCELLENCE

P.O. Box 826

Wakarusa, IN 46573

horizontransport.com

Phone: 574-862-2161

USDOT# 273286

ATTN:  
MARK EARL SLATTERYScheduled To  
be delivered On: 04/06/20

## Bill Of Lading

BOL#: 818399

Order Date: 04/03/20 michelle 09:30

Ship Date: 04/04/20 teby

## Bill to:

CAMPING WORLD &amp; FREEDOM ROADS

Authorized By: MATT WAGNER

Breakdown code: FRI

## Shipper

From:

GANDER RV SALES (03981)  
3750 AUTO MALL RD.  
ANDERSON, CA 96007  
(530)365-7043  
RECEPTIONIST

## Pickup Hours:

Mon-Fri: 8:00am-3:00pm Closed 12pm-2pm  
Sat: 8am to 2pm

## Consignee

To:

LOT 6N S/E CORNER FIRST/MACLAY (64461)  
1000 FIRST STREET  
SAN FERNANDO, CA 91340  
(213)494-9960  
LT. IRWIN ROSENBERG 213-494-9960

## Contractor Name and Number:

MARK EARL SLATTERY (8275)

## Unit Description: 28' TRAVEL TRAILER

Shipping Weight 6003 GVWR 7600

## Unit Number: FRI-021303

EVO

VIN: LC021303

Unit Washed: Yes ☒ No ☐ Dealer Initials \_\_\_\_\_Paid dealer for wash by receipt: Yes ☐ Dealer Initials \_\_\_\_\_Driver Damage: No ☒ Driver Damage ☐ Dealer Initials \_\_\_\_\_

## Delivery Instructions

## Delivery Hours:

## Delivery Information:

\*\*\* DO NOT WASH \*\*\*  
DRIVER WILL NOT BE REIMBURSED

call 30 minutes prior to delivery

## Collect On Delivery

## Special Instructions

## Horizon:

CoVid19 Relief HELP unit

STOCK #:1709559

## Shipper:

CALL 30 MINS PRIOR

## COD Instructions:

FILL OUT HOUSING FORM SEE WORK  
SHEET IN APP  
MUST SET UNIT UP AFTER DELIVER  
Y

## Driver

Reimbursable

Expenses

Wash: N

Tolls: Y

Permits: Y

RECEIVED, SUBJECT TO THE LAWFULLY FILED TARIFFS IN EFFECT ON THE DATE OF ISSUE OF THIS ORIGINAL BILL OF LADING, THE PROPERTY DESCRIBED BELOW, CONSIGNED AND DESTINED AS SHOWN ABOVE WHICH THE CARRIER AGREES TO DELIVER TO SAID DESTINATION OR DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED TO EACH CARRIER OF SAID PROPERTY OVER OR ON ANY PORTION OF THE ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY THAT EACH SERVICE PERFORMED HEREUNDER SHALL BE SUBJECT TO ALL THE CONDITIONS NOT PROHIBITED BY LAW WHETHER PRINTED OR WRITTEN HEREIN CONTAINED INCLUDING THE CONDITIONS ON BACK HEREOF WHICH ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED BY HIMSELF AND HIS ASSIGNS.

SHIPPER OR PAYOR IS LIABLE FOR ALL TOLLS, PERMITS, STATE FEES, TIRES, TUBES, MECHANICAL AND/OR STRUCTURAL FAILURES ON THE CARGO AND/OR EQUIPMENT

I hereby make the declaration of value (if any) and agree to the foregoing contract terms and conditions.

SHIPPER OR AGENT  
SIGN HERE

Date:

4-4-2020

HORIZON CONTRACTOR  
SIGN HERE

Date:

4-4-2020

RECEIVED the above described property in good condition except as noted and agree to the foregoing contract terms and conditions. NOTICE: THIS IS A RELEASE TO CARRIER FOR ALL DAMAGES AND SHORTAGES UNLESS NOTED HEREON. NO CLAIMS FOR ANY LOSS, DAMAGE, INJURY, OR DELAY WILL BE PAID UNLESS ALL LAWFUL CHARGES HAVE BEEN PAID TO THE CARRIER.

CONSIGNEE OR  
AGENT SIGN HERE

Date:

### Paperwork to return to Horizon

1. Driver must have copy of  
Horizon bol signed.

NOTIFICATION FOR LOSS SHORTAGE OR  
DAMAGE AT TIME OF DELIVERY

Driver Name: MARK EARL SLATTERYDriver Number: 8275Unit Number: FRI-021303Unit VIN: LC021303Year/Make/Model: EVO

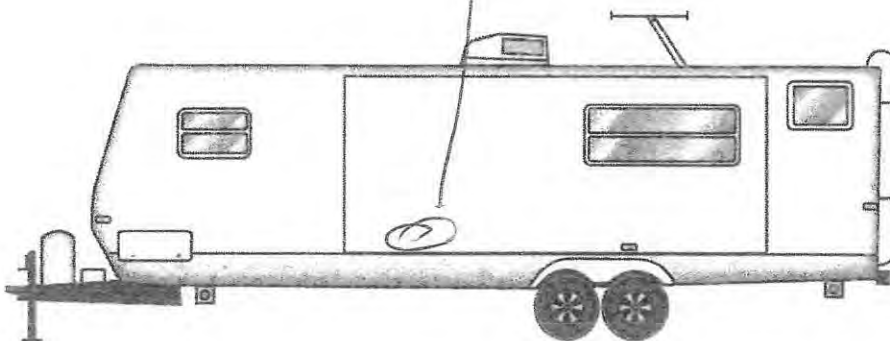
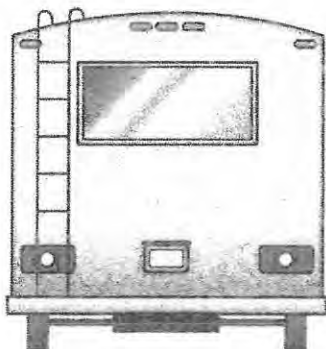
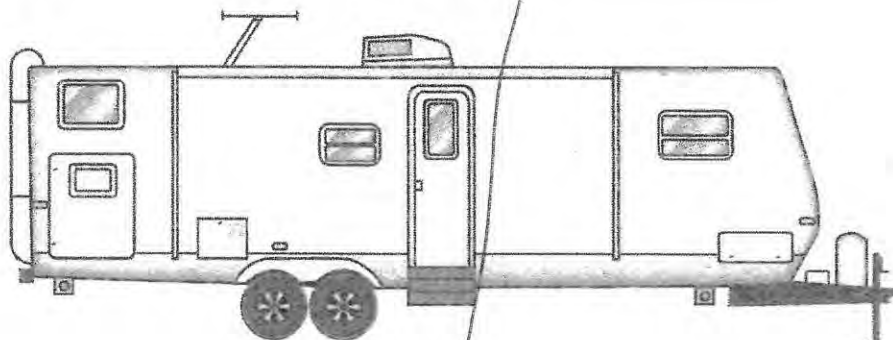
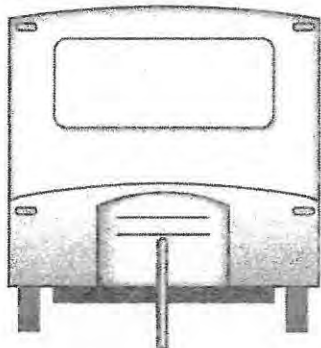
Mileage: \_\_\_\_\_

OriginDestinationGANDER RV SALESName LOT 6N S/E CORNER FIRST/MACLAY3750 AUTO MALL RD.Address 1000 FIRST STREETANDERSON, CA 60069City, ST, Zip SAN FERNANDO, CA 91340Condition at OriginExceptions at Destination

✓ no damage

✓ 1. installed battery w/ box

✓ 2. Setup supplies in front locker

Missing sewer light lens  
(Clear lens)**SHIPPER CONDITION OF PROPERTY AS DESCRIBED ABOVE – PLEASE SIGN:**

Customer Signature/Date – ORIGIN

Customer Signature/Date – DELIVERY

Customer Print Name – ORIGIN

Customer Print Name – DELIVERY

  
Driver Signature / DATE 4-4-2020  
Driver Signature / DATE 4-4-2020**\*\*\* ALL FIELDS MUST BE COMPLETED \*\*\***



INTEGRITY, DEDICATION, & EXCELLENCE

# INDEPENDENT CONTRACTOR DRIVER'S TRIP AGREEMENT

## INVOICE FOR EQUIPMENT / SERVICES

HORIZON TRANSPORT, INC./ HORIZON DRIVE AWAY CO, INC., hereinafter collectively referred to as Horizon RETAIN THE SERVICES OF THE DRIVER AS AN INDEPENDENT CONTRACTOR for the sole purpose of delivering the described vehicle from Horizon Terminal or location of Manufacturer to the described destination. This Agreement terminates upon delivery of the vehicle described below and the driver is relieved of all duty and responsibility for the vehicles subsequent to delivery thereof. Except as may be required by law, the driver is not required to conduct any other activities at the direction and control of Horizon.

This is an Agreement for the delivery of the vehicle described below and does not constitute an employment or agency relationship. HORIZON agrees to compensate the driver the below stated fee for the delivery of the vehicle. (Note: Fees, including the surcharges for fuel, insurance, and other extraordinary costs, may differ from rates and surcharges invoiced to or by the manufacturer. These differences are generally the result of Horizon's fee settlement procedure, the agreements with the manufacturer and/or the manufacturer billing procedure.

**ALL TERMS AND CONDITIONS ON THE REVERSE SIDE APPLY TO THIS TRIP AGREEMENT FOR DELIVERY AS WELL AS THE PROVISIONS CONTAINED IN EITHER THE CONTRACTOR EQUIPMENT AND / OR THE DRIVEAWAY SERVICES AGREEMENT**

Dealer

From:  
GANDER RV SALES  
ANDERSON CA

To:  
LOT 6N S/E CORNER FIRST  
SAN FERNANDO CA

Ctrl Date 04/03/20 09:30  
Ship Date 04/04/20 09:00

CUSTOMER: CAMPING WORLD & FREEDOM ROADS

UNITNO.#: FRI-021303 TRAVEL TRAILER

Driver Qualification Dates

Safety School: 06/30/20

Medical Expire: 10/15/20

Drivers License Expire: 02/26/26

Insurance Expire: 05/01/20

Registration Expire: 01/31/21

DOT Inspection Expire: 10/12/20

Driver 8275  
MARK EARL SLATTERY  
3218 HAMPDEN DR  
GARLAND, TX 75043  
(469)910-7747  
Drivers License Type C

Safety Miles: 31100

Truck Type: 3/4 TON  
2018 FORD

10000GVWR

Truck VIN #: 1FT7W2BT6JEB83392

Horizon Plate Number: 84674E

Monthly Milage Commitment: 0

04/06/20 HELP

Date to be delivered

513 Miles @ 1.32 677.16

- Pickup Fee: 0.00

+ Misc Pay: 0.00

- Driver Qual: 0.00

If you want an advance for this trip,  
initial here \_\_\_\_\_.

Total Fee: 677.16  
FEES FOR SERVICES RENDERED

DRIVER:

Notes: If Contractor/Driver fails to sign this Agreement, by the transportation/movement of the property the Contractor/Driver will be deemed as agreeing with the terms and conditions of this Agreement.

DISPATCHER: akessel /akessel

Note: To the extent of any balance(s) due Contractor upon delivery of the property, this Agreement shall be deemed Contractors' invoice for such balances



**PRE TRIP INSPECTION  
TRAVEL TRAILER**Driver Name: MARK EARL SLATTERYDriver Number: 8275Unit Number: FRI-021303Unit VIN: LC021303Year/Make/Model: EVO

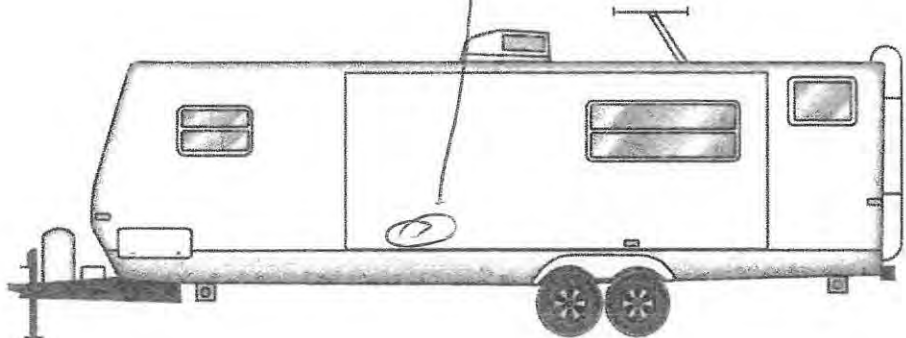
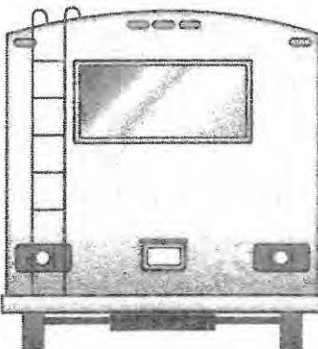
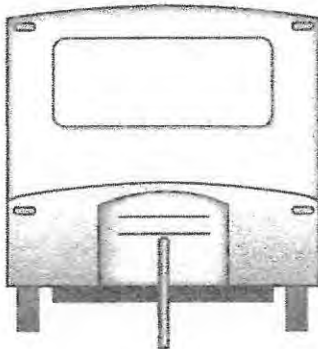
Mileage: \_\_\_\_\_

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✓ no damage

✓ 1. installed battery w/ box

✓ 2. Setup supplies in front locker

Missing sewer light lens  
(Clear lens)**SHIPPER CONDITION OF PROPERTY AS DESCRIBED ABOVE - PLEASE SIGN:**


Customer Signature/Date - ORIGIN

Customer Signature/Date - DELIVERY

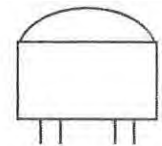
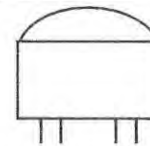
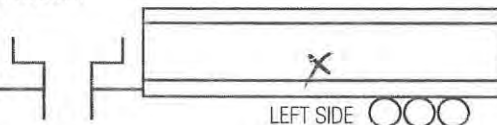
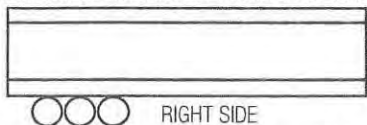
Customer Print Name - ORIGIN

Customer Print Name - DELIVERY

  
Driver Signature / DATE 4-4-2020  
Driver Signature / DATE 4-4-2020**\*\*\*\* ALL FIELDS MUST BE COMPLETED \*\*\*\***

		<b>TEMPORARY HOUSING UNIT INSPECTION FORM</b>		1. Temporary Housing Unit No.		2. Serial No./VIN																														
<b>3. TYPE OF INSPECTION</b> Transport <input type="checkbox"/> Dispatch <input checked="" type="checkbox"/> Receipt <input type="checkbox"/> Storage <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Staging <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Site <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> RFO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Move In <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Move Out <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<b>4. TYPE OF FACILITY</b> <input type="checkbox"/> Other <input type="checkbox"/> Mobile Home <input type="checkbox"/> Travel Trailer		<b>5. APPLIANCES</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Type</th> <th>Manufacturer</th> <th>Model</th> <th>Serial No.</th> </tr> <tr><td>Furnace</td><td></td><td></td><td></td></tr> <tr><td>Range</td><td></td><td></td><td></td></tr> <tr><td>Microwave</td><td></td><td></td><td></td></tr> <tr><td>Refrigerator</td><td></td><td></td><td></td></tr> <tr><td>A/C</td><td></td><td></td><td></td></tr> <tr><td>Water Heater</td><td></td><td></td><td></td></tr> </table>			Type	Manufacturer	Model	Serial No.	Furnace				Range				Microwave				Refrigerator				A/C				Water Heater				<b>6. UNIT INFO</b> a. Manufacturer b. Year c. Size (Ft., inc. towing hitch) d. Number of Bedrooms	
Type	Manufacturer	Model	Serial No.																																	
Furnace																																				
Range																																				
Microwave																																				
Refrigerator																																				
A/C																																				
Water Heater																																				
<b>7. INSPECTIONS</b> <input type="checkbox"/> Disaster <input type="checkbox"/> Storage		<b>8. CONDITION OF FURNISHINGS, INTERIOR &amp; EXTERIOR</b> N = NEW    G = GOOD    P = POOR    D = DAMAGED    M = MISSING				Handicap <input type="checkbox"/> Yes <input type="checkbox"/> No																														
FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC																						
Kitchen & Dining		Condition			First Bedroom		Condition			Bathroom		Condition																								
Dinette Table	N				Double Bed	N				Complete Commode	N																									
Dinette Chairs (6 for 3 BR)	N				Mirror	N				Tub/Shower	N																									
Range	N				Cabinets Storage	N				Lavatory	N																									
Range Hood & Vent Fan	N				Curtains & Rods	N				Cosmetic Cabinet	N																									
Refrigerator	N				Light Fixtures	N				Mirror	N																									
Curtains & Rods	N				Second Bedroom					Curtains & Rods	N/A																									
Cabinets	N				Double Bed, Complete					Light Fixtures	N																									
Sink	N				Mirror					Exterior Condition																										
Light Fixtures	N				Cabinet Storage					Water Heater	N																									
Fire Extinguisher	N				Curtains & Rod					Doors	N																									
A/C	N				Light Fixtures					2 Key Per Door	N																									
Couch	N				Third Bedroom					Windows	N																									
Arm Chair	N/A				Double Bed, Complete					Screens	N																									
End Table	N/A				Mirror					Front Panels	N																									
Coffee Table	N/A				Cabinet Storage					Left Side Panels	N																									
Curtains & Rods	N				Curtains & Rods					Rear Panels	N																									
Light Fixtures	N				Light Fixtures					Right Side Panels	N																									
Hall					Interior Condition					Roof Vents	N																									
Furnace	N				Floor Covering	N				Towing Hitch	N																									
Smoke Detector	N				Wall Panels	N				Axles & Springs	N																									
Light Fixtures	N				Ceiling Panels	N				Wheels & Tires	N																									

## 9. MARK LOCATION OF EXTERIOR DAMAGE ON DIAGRAM BELOW:



NOTE: Tail light harness furnished by:

☐ Towing Contractor

## 10. COMMENTS (if more space is needed, continue on reverse)

Missing Damelous over Sewer Valve

11. READY FOR  
OCCUPANCY

CONTRACT W.O. No.

INSPECTOR SIGNATURE

DATE

4/5/20

12. OCCUPANT NAME

ADDRESS

THA No.

## 13. REPRESENTATIVES ACKNOWLEDGING CONDITIONS ABOVE:

NAME (Contractor)

SIGNATURE AND DATE (Contractor)

SIGNATURE AND DATE (State/County Rep.)

Dispatch To/From Storage

Receipt To/From Storage

Dispatch To/From Site

Occupant SIGNATURE (Move In or Out)

DATE

STATE/COUNTY REP. SIGNATURE

DATE

**CAMPING WORLD RV SALES - ANDERSON**  
**3750 AUTO MALL DRIVE**  
**ANDERSON CA 96007**  
**(PH) 530-365-7043**

W/O: 4606  
 Promised Date: 31 MAR 20

WO #: 4606

Customer Name: 001809 - CWRVS -  
BBCA - B&B RVAddress: 3750 AUTO MALL DRIVE  
ANDERSON, CA

Postal/Zip: 96007

Phone#(res): 530-365-7043

Phone#(bus):

Cell Phone:

Email: NONE

WO Date: 18 MAR 20

Tag#:

Author: MIKA.CANTY

Stock No: 1709559

Year: 2020

Manufacturer: FOREST RIVER

Brand: EVO

Model: T2360

Length:

Serial#: SJC021303

Chassis#: 4X4TSJZ22LC021303

Miles/Hrs: 0

Purchased Date:

Warranty Date:

InService Date:

First Name:

ExtW Co:

ExtW No:

Promised Date: 31 MAR 20

Completed Date: 20 MAR 20

Invoice#:

**Job #1 - Internal**

COMPLAINT: PRE PDI

FILL LP

CORRECTION: COMPLETE

**Labor**

Code	Description	Mechanic	Total
L1	INSTALL 1 BATTERY, 1 BOX	18	N/C

**Parts**

Part #	Description	Qty	Price	Total
LPG	LIQUID PROPANE GAS	14.00	N/C	N/C

**Subtotal for Job #1: 0.00**

**Job #SOLD - Internal**

COMPLAINT: SOLD-PREP ALL NEW UNITS. PREPARE

UNIT FOR DELIVERY PDI #2. 1.0

CORRECTION: COMPLETE

Estimated Amount: 159.30

**Labor**

Code	Description	Mechanic	Total
SOLD	SOLD-PREP ALL UNITS	18	N/C

**Parts**

Part #	Description	Qty	Price	Total
V24DC7	POWERVOLT 24 DEEP CYCLE	1.00	N/C	N/C
411599	GRP 24 BOX	1.00	N/C	N/C

**Subtotal for Job #SOLD: 0.00**

**Job #REC - Internal**

COMPLAINT: CHECK UNIT FOR RECALL NOTICES

CORRECTION: NO OPEN RECALLS 3.26.20

**Labor**

Code	Description	Mechanic	Total
REC	RECALL		N/C

Customer #: 001809  
 CWRVS - BBKA - B&B RV,

Subtotal for Job #REC: 0.00

**Job #WALK - Internal**

COMPLAINT: PERFORM WALKTHROUGH ORIENTATION  
WITH CUSTOMER FOR TT, 5W, CLASS  
B OR C 1.0 HR

CORRECTION: COMPLETE

Estimated Amount: 159.30

**Labor**

Labor Code	Description	Mechanic	Total
WALK	WALKTHROUGH STD 1.0	18	N/C

Subtotal for Job #WALK: 0.00

**Job #DETAIL - Internal**

COMPLAINT: DETAIL CLASS B,C,TT,5W. 1.5

CORRECTION: COMPLETE

Estimated Amount: 104.43

**Labor**

Labor Code	Description	Mechanic	Total
DETAIL	DETAIL CLASS B, C, TT, 5W. 1.5	22	N/C

Subtotal for Job #DETAIL: 0.00

**Job #2 - Internal**

COMPLAINT: KITS

CORRECTION: COMPLETE

**Parts**

Part #	Description	Qty	Price	Total
CW77599	WHL CHOCKS	1.00	N/C	N/C
CW90116	TITAN SEWER KIT	1.00	N/C	N/C
474356	25FT APEX NVRKINK WHT	1.00	N/C	N/C
CW29164	Stabilizer Jack Pads, 4pk	1.00	N/C	N/C
CW23913	PORTA-PAK 10PKS/ BAG	1.00	N/C	N/C
CW9888	AS 2 PLY TISSUE	1.00	N/C	N/C

Subtotal for Job #2: 0.00

Parts Total: 0.00  
Labour Total: 0.00  
Sublet Total: 0.00  
Extras Total: 0.00

**WORK ORDER TOTAL: 0.00**

DATE VEHICLE DROPPED OFF \_\_\_\_\_

DATE OF APPOINTMENT \_\_\_\_\_

REPAIR COMPLETION DATE \_\_\_\_\_

OWNER NOTIFIED OF COMPLETION @ TIME \_\_\_\_\_ DATE \_\_\_\_\_

DATE RELEASED/COLLECTED \_\_\_\_\_

I/WE, THE UNDERSIGNED, ACKNOWLEDGE THE FOREGOING AS FACTUAL AND I/WE  
HEREBY ACKNOWLEDGE RECEIPT OF THE COMPLETED WORKORDER. I/WE HAVE  
INSPECTED MY/OUR VEHICLE AND HAVE EXAMINED THE WORK DONE. I/WE CONFIRM  
THAT THE REQUESTED WORK HAS BEEN COMPLETED TO MY/OUR SATISFACTION.

SIGNATURE OF OWNER \_\_\_\_\_



**Unit "setup" worksheet for WAVE Driver**

- ✓ 1. Level the unit
- ✓ 2. Setup wheel chocks
- ✓ 3. Pull out slide outs
- ~~4. Attach water hoses~~
- ~~5. Attach the sewer kits~~
- ~~6. Attach electrical cords~~
7. Operation checks

Make sure lights are fully functional ✓

Water lines are operational ✓

All appliances function ✓

Unit number: FRL-021303

Driver printed name: Mark Skattery

Driver signature: Mark Skattery

Driver number: 8875

Site contact printed name: I Rosay

Site contact signature: [Signature]



# HORIZON TRANSPORT

INTEGRITY, DEDICATION, &amp; EXCELLENCE

P.O. Box 826

Wakarusa, IN 46573

horizontransport.com

Phone: 574-862-2161

USDOT# 273286

ATTN:  
MARK EARL SLATTERYScheduled To  
be delivered On: 04/06/20

## Bill Of Lading

BOL#: 818399

Order Date: 04/03/20 michelle 09:30

Ship Date: 04/04/20 teby

## Bill to:

CAMPING WORLD &amp; FREEDOM ROADS

Authorized By: MATT WAGNER

Breakdown code: FRI

## Shipper

From:

GANDER RV SALES (03981)  
3750 AUTO MALL RD.  
ANDERSON, CA 96007  
(530)365-7043  
RECEPTIONIST

Pickup Hours:

Mon-Fri: 8:00am-3:00pm Closed 12pm-2pm

Sat: 8am to 2pm

## Consignee

To:

LOT 6N S/E CORNER FIRST/MACLAY (64461)  
1000 FIRST STREET  
SAN FERNANDO, CA 91340  
(213)494-9960  
LT. IRWIN ROSENBERG 213-494-9960

## Contractor Name and Number:

MARK EARL SLATTERY (8275)

Unit Description: 28' TRAVEL TRAILER

Shipping Weight 6003 GVWR 7600

Unit Number: FRI-021303

EVO

VIN: LC021303

Unit Washed: Yes No

Dealer Initials \_\_\_\_\_

Paid dealer for wash by receipt: Yes

Dealer Initials \_\_\_\_\_

Driver Damage: no driver damage

Dealer Initials \_\_\_\_\_

## Delivery Instructions

## Delivery Hours:

## Delivery Information:

\*\*\* DO NOT WASH \*\*\*

DRIVER WILL NOT BE REIMBURSED

call 30 minutes prior to delivery

## Collect On Delivery

## Special Instructions

Horizon:

CoVid19 Relief HELP unit

STOCK #:1709559

Shipper:

CALL 30 MINS PRIOR

COD Instructions:

FILL OUT HOUSING FORM SEE WORK

SHEET IN APP

MUST SET UNIT UP AFTER DELIVER

Y

Driver

Reimbursable

Expenses

Wash: N

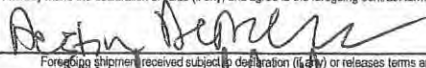
Tolls: Y

Permits: Y

RECEIVED, SUBJECT TO THE LAWFULLY FILED TARIFFS IN EFFECT ON THE DATE OF ISSUE OF THIS ORIGINAL BILL OF LADING, THE PROPERTY DESCRIBED BELOW, CONSIGNED AND DESTINED AS SHOWN ABOVE WHICH THE CARRIER AGREES TO DELIVER TO SAID DESTINATION OR DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED TO EACH CARRIER OF SAID PROPERTY OVER OR ON ANY PORTION OF THE ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY THAT EACH SERVICE PERFORMED HEREUNDER SHALL BE SUBJECT TO ALL THE CONDITIONS NOT PROHIBITED BY LAW WHETHER PRINTED OR WRITTEN HEREIN CONTAINED INCLUDING THE CONDITIONS ON BACK HEREOF WHICH ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED BY HIMSELF AND HIS ASSIGNS.

SHIPPER OR PAYOR IS LIABLE FOR ALL TOLLS, PERMITS, STATE FEES, TIRES, TUBES, MECHANICAL AND/OR STRUCTURAL FAILURES ON THE CARGO AND/OR EQUIPMENT

I hereby make the declaration of value (if any) and agree to the foregoing contract terms and conditions.

SHIPPER OR AGENT  
SIGN HERE


Date: 4-4-2020

HORIZON CONTRACTOR  
SIGN HERE


Date: 4-4-2020

RECEIVED the above described property in good condition except as noted and agree to the foregoing contract terms and conditions. NOTICE: THIS IS A RELEASE TO CARRIER FOR ALL DAMAGES AND SHORTAGES UNLESS NOTED HEREON. NO CLAIMS FOR ANY LOSS, DAMAGE, INJURY, OR DELAY WILL BE PAID UNLESS ALL LAWFUL CHARGES HAVE BEEN PAID TO THE CARRIER.

CONSIGNEE OR  
AGENT SIGN HERE

Date:

### Paperwork to return to Horizon

1. Driver must have copy of  
Horizon bol signed.

NOTIFICATION FOR LOSS SHORTAGE OR



INTEGRITY, DEDICATION, & EXCELLENCE

# INDEPENDENT CONTRACTOR DRIVER'S TRIP AGREEMENT

## INVOICE FOR EQUIPMENT / SERVICES

HORIZON TRANSPORT, INC./ HORIZON DRIVE AWAY CO, INC., hereinafter collectively referred to as Horizon RETAIN THE SERVICES OF THE DRIVER AS AN INDEPENDENT CONTRACTOR for the sole purpose of delivering the described vehicle from Horizon Terminal or location of Manufacturer to the described destination. This Agreement terminates upon delivery of the vehicle described below and the driver is relieved of all duty and responsibility for the vehicles subsequent to delivery thereof. Except as may be required by law, the driver is not required to conduct any other activities at the direction and control of Horizon.

This is an Agreement for the delivery of the vehicle described below and does not constitute an employment or agency relationship. HORIZON agrees to compensate the driver the below stated fee for the delivery of the vehicle. (Note: Fees, including the surcharges for fuel, insurance, and other extraordinary costs, may differ from rates and surcharges invoiced to or by the manufacturer. These differences are generally the result of Horizon's fee settlement procedure, the agreements with the manufacturer and/or the manufacturer billing procedure.

**ALL TERMS AND CONDITIONS ON THE REVERSE SIDE APPLY TO THIS TRIP AGREEMENT FOR DELIVERY AS WELL AS THE PROVISIONS CONTAINED IN EITHER THE CONTRACTOR EQUIPMENT AND / OR THE DRIVEAWAY SERVICES AGREEMENT**

Dealer

From:  
GANDER RV SALES  
ANDERSON CA

To:  
LOT 6N S/E CORNER FIRST  
SAN FERNANDO CA

Ctrl Date 04/03/20 09:30  
Ship Date 04/04/20 09:00

CUSTOMER: CAMPING WORLD & FREEDOM ROADS

UNITNO.#: FRI-021303 TRAVEL TRAILER

Driver Qualification Dates  
Safety School: 06/30/20  
Medical Expire: 10/15/20  
Drivers License Expire: 02/26/26  
Insurance Expire: 05/01/20  
Registration Expire: 01/31/21  
DOT Inspection Expire: 10/12/20

Driver 8275  
MARK EARL SLATTERY  
3218 HAMPDEN DR  
GARLAND, TX 75043  
(469)910-7747  
Drivers License Type C

Safety Miles: 31100

Truck Type: 3/4 TON 10000GVWR  
2018 FORD

Truck VIN #: 1FT7W2BT6JEB83392

Horizon Plate Number: 84674E

Monthly Milage Commitment: 0

04/06/20 HELP

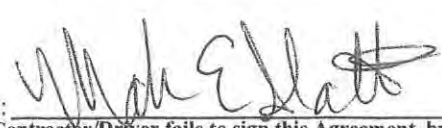
Date to be delivered

513 Miles @ 1.32 677.16

- Pickup Fee: 0.00  
+ Misc Pay: 0.00  
- Driver Qual: 0.00

If you want an advance for this trip,  
initial here \_\_\_\_\_.

Total Fee: 677.16  
FEES FOR SERVICES RENDERED

DRIVER:  DATE 4-4-2020  
Notes: If Contractor/Driver fails to sign this Agreement, by the transportation/movement of the property the Contractor/Driver will be deemed as agreeing with the terms and conditions of this Agreement.

DISPATCHER: akessel /akessel

Note: To the extent of any balance(s) due Contractor upon delivery of the property, this Agreement shall be deemed Contractors' invoice for such balances

FORM OFA 40 (3-85)

STATE OF CALIFORNIA

**PERMIT TO TRANSFER LEGAL OWNERSHIP  
OF STATE-OWNED VEHICLE**

This certificate, when properly signed,  
together with legal ownership  
certificate properly endorsed by the state  
agency concerned, authorizes  
the Division of Registration, Department of  
Motor Vehicles, to transfer  
the legal ownership of the motor vehicle  
described below.

NAME  
ADDRESS  
REGISTERED  
OWNERDGS-FLEET ADMINISTRATION  
1700 NATIONAL DR.  
SACRAMENTO, CA 95834

LICENSE No. 1596638

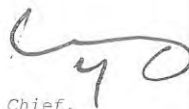
APPROVED

DEPARTMENT OF GENERAL SERVICES

ID OR SERIAL No. 4X4TSJX29LC021284

MAKE EVO

TYPE T2160



Chief,


Office of Fleet  
Administration

98 5011



2020 Forest River EVO T2160 | 0 x

darrenbidauxrv.com/New-Inventory-2020-Forest-River-Travel-Trailer-EVO-T2160-West-Haven-Utah-8255205



801-392-2400

1448 W 2100 S  
West Haven, UT 84401

SEARCH INVENTORY...

NEW INVENTORY

USED INVENTORY

PARTS & SERVICE


FINANCING

ABOUT US

CONTACT US

Facebook

[Back](#) 2020 Forest River Evo EVO T2160



RETAIL PRICE	\$33,388
OUR PRICE	\$26,900
SAVINGS	\$6,488
	<b>\$204 PER MONTH</b>
	<small>Plus Tax, 180 Months, 4.99% APR, 0% Down Payment. View Disclaimer</small>

GET A QUOTE

GET FINANCING


VALUE YOUR TRADE


CONTACT US

INSURANCE QUOTE

PRINT

SHARE


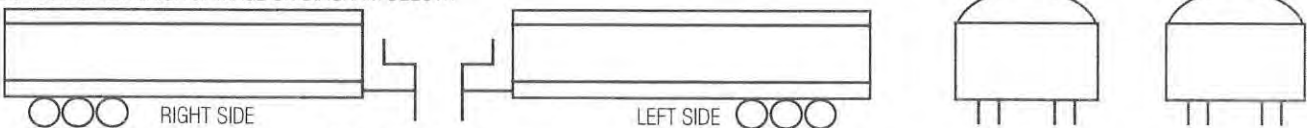
 Hi there, have a question? Text us here!



VB02005143C		<b>CERTIFICATE OF TITLE</b>		VEHICLE HISTORY	
TRAILER		PERM EXEMPT			
VEHICLE ID NUMBER 4X4TSJX29LC021284		YR MODEL 2020 F0RR		MAKE F0RR	
BODY TYPE MODEL CCH		UNLADEN WEIGHT AX		FUEL FUEL	
		TRANSFER DATE		FEES PAID NONE	
YR 1ST SOLD 2020		CLASS FF		YR MO BE	
MOTORCYCLE ENGINE NUMBER		EQUIPMENT/TRUST NUMBER		ISSUE DATE 05/14/20	
		ODOMETER DATE		ODOMETER READING	
REGISTERED OWNER(S) <b>DEPT OF GEN SERVICES</b> <b>1700 NATIONAL DR</b> <b>SACRAMENTO CA 95834</b>					
I certify (or declare) under penalty of perjury under the laws of the State of California that <b>THE SIGNATURE(S) BELOW RELEASES INTEREST IN THE VEHICLE.</b> 1a. <u>6/4/20</u> <u>X</u> <u>Landice Home Dept of General Services</u> DATE SIGNATURE OF REGISTERED OWNER 1b. <u>X</u> DATE SIGNATURE OF REGISTERED OWNER					
Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. The odometer now reads [ ] [ ] [ ] [ ] [ ] [ ] (no tenths), miles and to the best of my knowledge reflects the actual mileage unless one of the following statements is checked. Mileage is VOID if altered or erased. WARNING <input type="checkbox"/> Odometer reading is not the actual mileage. <input type="checkbox"/> Mileage exceeds the odometer mechanical limits.					
I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct. DATE <u>6/4/20</u> TRANSFEROR/SELLER SIGNATURE(S) <u>X</u> <u>Landice Home Dept of General Services</u> DATE <u>X</u> TRANSFEREE/BUYER SIGNATURE(S) PRINTED NAME OF SELLER OR AGENT SIGNING FOR A COMPANY PRINTED NAME OF BUYER OR AGENT SIGNING FOR A COMPANY					
<b>IMPORTANT READ CAREFULLY</b> Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days. LIENHOLDER(S)					
2. <u>X</u> Signature releases interest in vehicle. (Company names must be countersigned) Release Date					
012434 <b>CA196291606</b> REG. 17.30RS (REV. 02/2016)					
<b>KEEP IN A SAFE PLACE - VOID IF ALTERED</b>					

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

		<b>TEMPORARY HOUSING UNIT INSPECTION FORM</b>		1. Temporary Housing Unit No.		2. Serial No./MIN								
3. TYPE OF INSPECTION			4. TYPE OF FACILITY		5. APPLIANCES			6. UNIT INFO						
Transport	Dispatch	Receipt	<input type="checkbox"/> Other <input type="checkbox"/> Mobile Home <input type="checkbox"/> Travel Trailer	Type	Manufacturer	Model	Serial No.	a. Manufacturer						
Storage	<input type="checkbox"/>	<input type="checkbox"/>		Furnace										
Staging	<input type="checkbox"/>	<input type="checkbox"/>		Range				b. Year						
Site	<input type="checkbox"/>	<input type="checkbox"/>		Microwave										
RFO		<input type="checkbox"/>		Refrigerator				c. Size (Ft., inc. towing hitch)						
Move In		<input type="checkbox"/>		A/C										
Move Out		<input type="checkbox"/>	Water Heater					d. Number of Bedrooms						
7. INSPECTIONS <input type="checkbox"/> Disaster <input type="checkbox"/> Storage			8. CONDITION OF FURNISHINGS, INTERIOR & EXTERIOR N = NEW G = GOOD P = POOR D = DAMAGED M = MISSING				Handicap <input type="checkbox"/> Yes <input type="checkbox"/> No							
FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC
Kitchen & Dining		Condition			First Bedroom		Condition			Bathroom		Condition		
Dinette Table					Double Bed					Complete Commode				
Dinette Chairs (6 for 3 BR)					Mirror					Tub/Shower				
Range					Cabinets Storage					Lavatory				
Range Hood & Vent Fan					Curtains & Rods					Cosmetic Cabinet				
Refrigerator					Light Fixtures					Mirror				
Curtains & Rods					Second Bedroom					Curtains & Rods				
Cabinets					Double Bed, Complete					Light Fixtures				
Sink					Mirror					Exterior Condition				
Light Fixtures					Cabinet Storage					Water Heater				
Fire Extinguisher					Curtains & Rod					Doors				
A/C					Light Fixtures					2 Key Per Door				
Couch					Third Bedroom					Windows				
Arm Chair					Double Bed, Complete					Screens				
End Table					Mirror					Front Panels				
Coffee Table					Cabinet Storage					Left Side Panels				
Curtains & Rods					Curtains & Rods					Rear Panels				
Light Fixtures					Light Fixtures					Right Side Panels				
Hall					Interior Condition					Roof Vents				
Furnace					Floor Covering					Towing Hitch				
Smoke Detector					Wall Panels					Axles & Springs				
Light Fixtures					Ceiling Panels					Wheels & Tires				
9. MARK LOCATION OF EXTERIOR DAMAGE ON DIAGRAM BELOW:														
														
NOTE: Tail light harness furnished by: <input type="checkbox"/> Towing Contractor														
10. COMMENTS (if more space is needed, continue on reverse)														
11. READY FOR OCCUPANCY		CONTRACT W.O. No.			INSPECTOR SIGNATURE					DATE				
12. OCCUPANT NAME					ADDRESS					THA No.				
13. REPRESENTATIVES ACKNOWLEDGING CONDITIONS ABOVE:														
NAME (Contractor)				SIGNATURE AND DATE (Contractor)				SIGNATURE AND DATE (State/County Rep.)						
Dispatch To/From Storage														
Receipt To/From Storage														
Dispatch To/From Site														
Occupant SIGNATURE (Move In or Out)					DATE		STATE/COUNTY REP. SIGNATURE					DATE		

**CAMPING WORLD RV SALES - ANDERSON**  
**3750 AUTO MALL DRIVE**  
**ANDERSON CA 96007**  
**(PH) 530-365-7043**

W/O: 4603  
 Promised Date: 31 MAR 20

WO #: 4603

Customer Name: 001809 - CWRVS -  
BBCA - B&B RVAddress: 3750 AUTO MALL DRIVE  
ANDERSON, CA

Postal/Zip: 96007

Phone#(res): 530-365-7043

Phone#(bus):

Cell Phone:

Email: NONE

WO Date: 18 MAR 20

Tag#:

Author: MIKA.CANTY

Stock No: 1709557

Year: 2020

Manufacturer: FOREST RIVER

Brand: EVO

Model: T2160

Length:

Serial#: SJC021284

Chassis#: 4X4TSJX29LC021284

Miles/Hrs: 0

Purchased Date:

Warranty Date:

InService Date:

First Name:

ExtW Co:

ExtW No:

Promised Date: 31 MAR 20

Completed Date: 19 MAR 20

Invoice#:

**Job #1 - Internal**

COMPLAINT: PRE PDI

FILL LP

CORRECTION: COMPLETE

**Labor**

Code	Description	Mechanic	Total
L1	INSTALL 1 BATTERY, 1 BOX	33	N/C

**Parts**

Part #	Description	Qty	Price	Total
LPG	LIQUID PROPANE GAS	14.00	N/C	N/C

**Subtotal for Job #1: 0.00****Job #SOLD - Internal**COMPLAINT: SOLD-PREP ALL NEW UNITS. PREPARE  
UNIT FOR DELIVERY PDI #2. 1.0

CORRECTION: COMPLETE

Estimated Amount: 159.30

**Labor**

Code	Description	Mechanic	Total
SOLD	SOLD-PREP ALL UNITS	27	N/C

**Parts**

Part #	Description	Qty	Price	Total
V24DC7	POWERSHIFT 24 DEEP CYCLE	1.00	N/C	N/C
411599	GRP 24 BOX	1.00	N/C	N/C

**Subtotal for Job #SOLD: 0.00****Job #REC - Internal**

COMPLAINT: CHECK UNIT FOR RECALL NOTICES

CORRECTION: NO OPEN RECALLS 3.25.2020

**Labor**

Code	Description	Mechanic	Total
REC	RECALL		N/C

Customer #: 001809  
 CWRVS - BBKA - B&B RV,





**Subtotal for Job #REC:****0.00****Job #WALK - Internal**

COMPLAINT: PERFORM WALKTHROUGH ORIENTATION  
WITH CUSTOMER FOR TT, 5W, CLASS  
B OR C 1.0 HR

CORRECTION: WALK

Estimated Amount: 159.30

Labor Code	Description	Mechanic	Total
WALK	WALKTHROUGH STD 1.0	27	N/C

**Subtotal for Job #WALK:****0.00****Job #DETAIL - Internal**

COMPLAINT: DETAIL CLASS B,C,TT,5W. 1.5

CORRECTION: COMPLETE

Estimated Amount: 104.43

Labor Code	Description	Mechanic	Total
DETAIL	DETAIL CLASS B, C, TT, 5W. 1.5	22	N/C

**Subtotal for Job #DETAIL:****0.00****Job #2 - Internal**

COMPLAINT: KITS

CORRECTION: COMPLETE

Parts Part #	Description	Qty	Price	Total
CW90116	TITAN SEWER KIT	1.00	N/C	N/C
CW118501	NEVERKINK BLUE 25X5/8 HOSE	1.00	N/C	N/C
CW86552	TRLR STBLZR JCK PADS	1.00	N/C	N/C
CW23913	PORTA-PAK 10PKS/ BAG	1.00	N/C	N/C
CW9888	AS 2 PLY TISSUE	1.00	N/C	N/C
CW77599	WHL CHOCKS	1.00	N/C	N/C

**Subtotal for Job #2:****0.00**

Parts Total: 0.00

Labour Total: 0.00

Sublet Total: 0.00

Extras Total: 0.00

**WORK ORDER TOTAL:****0.00**

DATE VEHICLE DROPPED OFF \_\_\_\_\_

DATE OF APPOINTMENT \_\_\_\_\_

REPAIR COMPLETION DATE \_\_\_\_\_

OWNER NOTIFIED OF COMPLETION @ TIME \_\_\_\_\_ DATE \_\_\_\_\_

DATE RELEASED/COLLECTED \_\_\_\_\_

I/WE, THE UNDERSIGNED, ACKNOWLEDGE THE FOREGOING AS FACTUAL AND I/WE  
HEREBY ACKNOWLEDGE RECEIPT OF THE COMPLETED WORKORDER. I/WE HAVE  
INSPECTED MY/OUR VEHICLE AND HAVE EXAMINED THE WORK DONE. I/WE CONFIRM  
THAT THE REQUESTED WORK HAS BEEN COMPLETED TO MY/OUR SATISFACTION.

SIGNATURE OF OWNER \_\_\_\_\_



**DGS**  
GENERAL SERVICES**PROCUREMENT**  
DIVISION**TEMPORARY HOUSING  
UNIT INSPECTION FORM**

1. Temporary Housing Unit No.

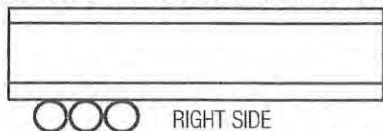
2. Serial No./VIN

7x4TSTX29LC0L1284

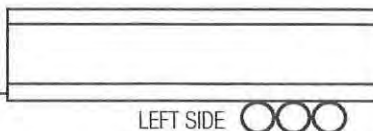
3. TYPE OF INSPECTION			4. TYPE OF FACILITY		5. APPLIANCES				6. UNIT INFO	
Transport	Dispatch	Receipt	<input type="checkbox"/> Other <input type="checkbox"/> Mobile Home <input checked="" type="checkbox"/> Travel Trailer		Type	Manufacturer	Model	Serial No	a. Manufacturer	
Storage	<input type="checkbox"/>	<input type="checkbox"/>			Furnace				Forest River	
Staging	<input type="checkbox"/>	<input type="checkbox"/>			Range				b. Year	
Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Microwave				2020	
RFO	<input type="checkbox"/>	<input type="checkbox"/>			Refrigerator				c. Size (Ft., inc. towing hitch)	
Move In	<input type="checkbox"/>	<input type="checkbox"/>			A/C				25'	
Move Out	<input type="checkbox"/>	<input type="checkbox"/>	Water Heater					d. Number of Bedrooms		

7. INSPECTIONS				8. CONDITION OF FURNISHINGS, INTERIOR & EXTERIOR								Handicap					
<input type="checkbox"/> Disaster <input type="checkbox"/> Storage				<input checked="" type="checkbox"/> N = NEW    G = GOOD    P = POOR    D = DAMAGED    M = MISSING								<input type="checkbox"/> Yes <input type="checkbox"/> No					
FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC			
Kitchen & Dining		Condition			First Bedroom		Condition			Bathroom		Condition					
Dinette Table	2				Double Bed	2				Complete Commode							
Dinette Chairs (6 for 3 BR)	2				Mirror	2				Tub/Shower	N						
Range	2				Cabinets Storage	2				Lavatory	N						
Range Hood & Vent Fan	2				Curtains & Rods	2				Cosmetic Cabinet	N						
Refrigerator	2				Light Fixtures	2				Mirror	N						
Curtains & Rods	2				/					Curtains & Rods	N/A						
Cabinets	2									Second Bedroom				Light Fixtures	N		
Sink	2									Double Bed, Complete				Exterior Condition			
Light Fixtures	2									Mirror				Water Heater	2		
Fire Extinguisher	2									Cabinet Storage				Doors	2		
A/C	2				Light Fixtures					2 Key Per Door	2						
Couch	2				/					Windows	2						
Arm Chair	N/A									Third Bedroom				Screens	2		
End Table	2									Double Bed, Complete				Front Panels	2		
Coffee Table	N/A									Mirror				Left Side Panels	2		
Curtains & Rods	2									Cabinet Storage				Rear Panels	2		
Light Fixtures	2				Curtains & Rods				Right Side Panels	2							
Hall					Interior Condition						Roof Vents	2					
Furnace	2				Floor Covering	2				Towing Hitch	2						
Smoke Detector	2				Wall Panels	2				Axles & Springs	2						
Light Fixtures	2				Ceiling Panels	2				Wheels & Tires	2						

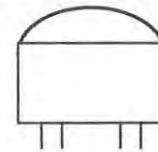
9. MARK LOCATION OF EXTERIOR DAMAGE ON DIAGRAM BELOW:



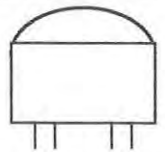
RIGHT SIDE



LEFT SIDE



FRONT



REAR

NOTE: Tail light harness furnished by: ☐ Towing Contractor

10. COMMENTS (if more space is needed, continue on reverse)

11. READY FOR OCCUPANCY	CONTRACT W.O. No.	INSPECTOR SIGNATURE	DATE
			4/5/20
12. OCCUPANT NAME		ADDRESS	THA No.

13. REPRESENTATIVES ACKNOWLEDGING CONDITIONS ABOVE:

NAME (Contractor)	SIGNATURE AND DATE (Contractor)	SIGNATURE AND DATE (State/County Rep.)
Dispatch To/From Storage		
Receipt To/From Storage		
Dispatch To/From Site		
Occupant SIGNATURE (Move In or Out)	DATE	STATE/COUNTY REP. SIGNATURE
		DATE



07/06/2020

CC Meeting Agenda

Page 83 of 178

Scheduled To  
be delivered On: 04/07/20ATTN:  
MICHAEL CROTTY

INTEGRITY, DEDICATION, &amp; EXCELLENCE

P.O. Box 826  
Wakarusa, IN 46573  
horizontransport.comPhone: 574-862-2161  
USDOT# 273286

## Bill Of Lading

BOL#: 818398

Order Date: 04/03/20 michelle 09:29

Ship Date: 04/06/20 teby

## Bill to:

CAMPING WORLD &amp; FREEDOM ROADS

Authorized By: MATT WAGNER  
Breakdown code: FRIShipper  
From:GANDER RV SALES (03981)  
3750 AUTO MALL RD.  
ANDERSON, CA 96007  
(530) 365-7043  
RECEPTIONISTPickup Hours:  
Mon-Fri: 8:00am-3:00pm Closed 12pm-2pm  
Sat: 8am to 2pmConsignee  
To:LOT 6N S/E CORNER FIRST/MACLAY (64461)  
1000 FIRST STREET  
SAN FERNANDO, CA 91340  
(213) 494-9960  
LT. IRWIN ROSENBERG 213-494-9960

## Contractor Name and Number:

MICHAEL CROTTY (4664)

Unit Description: 25' TRAVEL TRAILER  
Shipping Weight 5245 GVWR 7585  
Unit Number: FRI-021284  
EVO  
VIN: LC021284Unit Washed: Yes No Dealer Initials \_\_\_\_\_  
Paid dealer for wash by receipt: Yes Dealer Initials \_\_\_\_\_  
Driver Damage: Dealer Initials \_\_\_\_\_

## Delivery Instructions

## Delivery Hours:

## Delivery Information:

\*\*\* DO NOT WASH \*\*\*  
DRIVER WILL NOT BE REIMBURSED

call 30 minutes prior to delivery

## Collect On Delivery

## Special Instructions

Horizon: CoVid19 Relief HELP unit  
STOCK #:1709557  
Shipper: CALL 30 MINS PRIOR  
COD Instructions: FILL OUT HOUSING FORM SEE WORK  
SHEET IN APP  
MUST SET UNIT UP AFTER DELIVER  
YDriver Wash: N  
Reimbursable Tolls: Y  
Expenses Permits: Y

RECEIVED, SUBJECT TO THE LAWFULLY FILED TARIFFS IN EFFECT ON THE DATE OF ISSUE OF THIS ORIGINAL BILL OF LADING, THE PROPERTY DESCRIBED BELOW, CONSIGNED AND DESTINED AS SHOWN ABOVE WHICH THE CARRIER AGREES TO DELIVER TO SAID DESTINATION OR DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED TO EACH CARRIER OF SAID PROPERTY OVER OR ON ANY PORTION OF THE ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY THAT EACH SERVICE PERFORMED HEREUNDER SHALL BE SUBJECT TO ALL THE CONDITIONS NOT PROHIBITED BY LAW WHETHER PRINTED OR WRITTEN HEREIN CONTAINED INCLUDING THE CONDITIONS ON BACK HEREOF WHICH ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED BY HIMSELF AND HIS ASSIGNS.

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I hereby make the declaration of value (if any) and agree to the foregoing contract terms and conditions.

SHIPPER OR AGENT  
SIGN HERE

Date:

HORIZON CONTRACTOR  
SIGN HERE

Date: 4-5-20

RECEIVED the above described property in good condition except as noted and agree to the foregoing contract terms and conditions. NOTICE: THIS IS A RELEASE TO CARRIER FOR ALL DAMAGES AND SHORTAGES UNLESS NOTED HEREON. NO CLAIMS FOR ANY LOSS, DAMAGE, INJURY, OR DELAY WILL BE PAID UNLESS ALL LAWFUL CHARGES HAVE BEEN PAID TO THE CARRIER.

CONSIGNEE OR  
AGENT SIGN HERE

Date: 4/5/20

NOTIFICATION FOR LOSS SHORTAGE OR  
DAMAGE AT TIME OF DELIVERY

## Paperwork to return to Horizon

1. Driver must have copy of  
Horizon bol signed.

**DGS**  
GENERAL SERVICES**PROCUREMENT**  
— O F — S I O N —**TEMPORARY HOUSING  
UNIT INSPECTION FORM**

1. Temporary Housing Unit No.

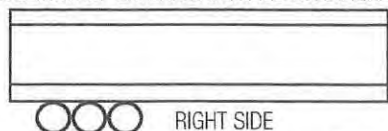
2. Serial No./VIN

4x4T8JX29LC021284

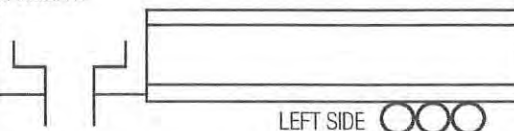
3. TYPE OF INSPECTION			4. TYPE OF FACILITY		5. APPLIANCES				6. UNIT INFO	
Transport	Dispatch	Receipt	<input type="checkbox"/> Other <input type="checkbox"/> Mobile Home <input checked="" type="checkbox"/> Travel Trailer	Type	Manufacturer	Model	Serial No	a. Manufacturer		
Storage	<input type="checkbox"/>	<input type="checkbox"/>		Furnace				Forest River		
Staging	<input type="checkbox"/>	<input type="checkbox"/>		Range				b. Year		
Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Microwave				2020		
RFO	<input type="checkbox"/>	<input type="checkbox"/>		Refrigerator				c. Size (Ft., inc. towing hitch)		
Move In	<input type="checkbox"/>	<input type="checkbox"/>		A/C				25'		
Move Out	<input type="checkbox"/>	<input type="checkbox"/>	Water Heater					d. Number of Bedrooms		

7. INSPECTIONS				8. CONDITION OF FURNISHINGS, INTERIOR & EXTERIOR								Handicap				
<input type="checkbox"/> Disaster <input type="checkbox"/> Storage				<input checked="" type="checkbox"/> N = NEW    G = GOOD    P = POOR    D = DAMAGED    M = MISSING								<input type="checkbox"/> Yes <input type="checkbox"/> No				
FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC		
Kitchen & Dining		Condition			First Bedroom		Condition			Bathroom		Condition				
Dinette Table	2				Double Bed	2				Complete Commode						
Dinette Chairs (6 for 3 BR)	2				Mirror	2				Tub/Shower	N					
Range	2				Cabinets Storage	2				Lavatory	N					
Range Hood & Vent Fan	2				Curtains & Rods	2				Cosmetic Cabinet	N					
Refrigerator	2				Light Fixtures	2				Mirror	N					
Curtains & Rods	2				Second Bedroom			/			Curtains & Rods	N/A				
Cabinets	2				Double Bed, Complete							Light Fixtures	N			
Sink	2				Mirror							Exterior Condition				
Light Fixtures	2				Cabinet Storage							Water Heater	2			
Fire Extinguisher	2				Curtains & Rod							Doors	2			
A/C	2				Light Fixtures					2 Key Per Door	2					
Couch	2				Third Bedroom			/			Windows	2				
Arm Chair	N/A				Double Bed, Complete							Screens	2			
End Table	2				Mirror							Front Panels	2			
Coffee Table	N/A				Cabinet Storage							Left Side Panels	2			
Curtains & Rods	2				Curtains & Rods							Rear Panels	2			
Light Fixtures	2				Light Fixtures					Right Side Panels	2					
Hall					Interior Condition						Roof Vents	2				
Furnace	2				Floor Covering	2				Towing Hitch	2					
Smoke Detector	2				Wall Panels	2				Axles & Springs	2					
Light Fixtures	2				Ceiling Panels	2				Wheels & Tires	2					

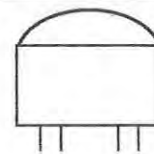
9. MARK LOCATION OF EXTERIOR DAMAGE ON DIAGRAM BELOW:



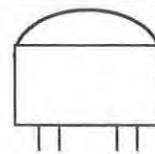
RIGHT SIDE



LEFT SIDE



FRONT



REAR

NOTE: Tail light harness furnished by:

☐ Towing Contractor

10. COMMENTS (if more space is needed, continue on reverse)

11. READY FOR OCCUPANCY	CONTRACT W.O. No.	INSPECTOR SIGNATURE	DATE
			4/5/20
12. OCCUPANT NAME	ADDRESS		THA No.

13. REPRESENTATIVES ACKNOWLEDGING CONDITIONS ABOVE:

NAME (Contractor)	SIGNATURE AND DATE (Contractor)	SIGNATURE AND DATE (State/County Rep.)
Dispatch To/From Storage		
Receipt To/From Storage		
Dispatch To/From Site		
Occupant SIGNATURE (Move In or Out)	DATE	STATE/COUNTY REP. SIGNATURE
		DATE





07/06/2020

CC Meeting Agenda

Page 85 of 178

Scheduled To  
be delivered On: 04/07/20ATTN:  
MICHAEL CROTTY

INTEGRITY, DEDICATION, &amp; EXCELLENCE

P.O. Box 826

Wakarusa, IN 46573

horizontransport.com

Phone: 574-862-2161

USDOT# 273286

## Bill Of Lading

BOL#: 818398

Order Date: 04/03/20 michelle 09:29

Ship Date: 04/06/20 teby

## Bill to:

CAMPING WORLD &amp; FREEDOM ROADS

Authorized By: MATT WAGNER

Breakdown code: FRI

## Shipper

## From:

GANDER RV SALES (03981)  
3750 AUTO MALL RD.  
ANDERSON, CA 96007  
(530) 365-7043  
RECEPTIONISTPickup Hours:  
Mon-Fri: 8:00am-3:00pm Closed 12pm-2pm  
Sat: 8am to 2pm

## Consignee

## To:

LOT 6N S/E CORNER FIRST/MACLAY (64461)  
1000 FIRST STREET  
SAN FERNANDO, CA 91340  
(213) 494-9960  
LT. IRWIN ROSENBERG 213-494-9960

## Contractor Name and Number:

MICHAEL CROTTY (4664)

Unit Description: 25' TRAVEL TRAILER  
Shipping Weight 5245 GVWR 7585  
Unit Number: FRI-021284  
EVO  
VIN: LC021284

Unit Washed: Yes No Dealer Initials \_\_\_\_\_

Paid dealer for wash by receipt: Yes Dealer Initials \_\_\_\_\_

Driver Damage: Dealer Initials \_\_\_\_\_

## Delivery Instructions

## Delivery Hours:

## Delivery Information:

\*\*\* DO NOT WASH \*\*\*  
DRIVER WILL NOT BE REIMBURSED

call 30 minutes prior to delivery

## Collect On Delivery

## Special Instructions

## Horizon:

## Shipper:

## COD Instructions:

CoVid19 Relief HELP unit  
STOCK #:1709557  
CALL 30 MINS PRIOR  
FILL OUT HOUSING FORM SEE WORK  
SHEET IN APP  
MUST SET UNIT UP AFTER DELIVER  
YDriver Wash: N  
Reimbursable Tolls: Y  
Expenses Permits: Y

RECEIVED, SUBJECT TO THE LAWFULLY FILED TARIFFS IN EFFECT ON THE DATE OF ISSUE OF THIS ORIGINAL BILL OF LADING, THE PROPERTY DESCRIBED BELOW, CONSIGNED AND DESTINED AS SHOWN ABOVE WHICH THE CARRIER AGREES TO DELIVER TO SAID DESTINATION OR DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED TO EACH CARRIER OF SAID PROPERTY OVER OR ON ANY PORTION OF THE ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY OF SAID PROPERTY THAT EACH SERVICE PERFORMED HEREUNDER SHALL BE SUBJECT TO ALL THE CONDITIONS NOT PROHIBITED BY LAW WHETHER PRINTED OR WRITTEN HEREIN CONTAINED INCLUDING THE CONDITIONS ON BACK HEREOF WHICH ARE HEREBY AGREED TO BY THE SHIPPER AND ACCEPTED BY HIMSELF AND HIS ASSIGNS.

SHIPPER OR PAYOR IS LIABLE FOR ALL TOLLS, PERMITS, STATE FEES, TIRES, TUBES, MECHANICAL AND/OR STRUCTURAL FAILURES ON THE CARGO AND/OR EQUIPMENT

I hereby make the declaration of value (if any) and agree to the foregoing contract terms and conditions.

SHIPPER OR AGENT  
SIGN HERE

Date:

HORIZON CONTRACTOR  
SIGN HERE

Date:

RECEIVED the above described property in good condition except as noted and agree to the foregoing contract terms and conditions. NOTICE: THIS IS A RELEASE TO CARRIER FOR ALL DAMAGES AND SHORTAGES UNLESS NOTED HEREON. NO CLAIMS FOR ANY LOSS, DAMAGE, INJURY OR DELAY WILL BE PAID UNLESS ALL LAWFUL CHARGES HAVE BEEN PAID TO THE CARRIER.

CONSIGNEE OR  
AGENT SIGN HERE

Date:

NOTIFICATION FOR LOSS SHORTAGE OR  
DAMAGE AT TIME OF DELIVERY

## Paperwork to return to Horizon

1. Driver must have copy of  
Horizon bol signed.

SF

FORM OFA 40 (3-85)

STATE OF CALIFORNIA

**PERMIT TO TRANSFER LEGAL OWNERSHIP  
OF STATE-OWNED VEHICLE**

This certificate, when properly signed,  
together with legal ownership  
certificate properly endorsed by the state  
agency concerned, authorizes  
the Division of Registration, Department of  
Motor Vehicles, to transfer  
the legal ownership of the motor vehicle  
described below.

NAME	DGS-FLEET ADMINISTRATION
ADDRESS	1700 NATIONAL DR.
REGISTERED	SACRAMENTO, CA 95834
OWNER	

LICENSE No. 1596645

APPROVED

DEPARTMENT OF GENERAL SERVICES

ID OR SERIAL No. 5RXDB2727JN358731

MAKE SHADOW CRUISER

TYPE ID240BHS

  
Chief,Office of Fleet  
Administration

98 5011

**J.D. POWER**

Automakers are listening. Qualify to become a J.D. Power Advisor



## 2018 Cruiser RV

### Shadow Cruiser Series M-240 BHS Prices



#### Values

	Suggested List Price	Low Retail	Average Retail
Base Price	\$32,369	\$16,600	\$20,000

#### Options (Add)

<b>Total Price</b>	<b>\$32,369</b>	<b>\$16,600</b>	<b>\$20,000</b>
--------------------	-----------------	-----------------	-----------------

See available inventory and pricing from local Certified Dealers

91340

[View Pricing](#)

VB02005143C

## CERTIFICATE OF TITLE

VEHICLE HISTORY

TRAILER

PERM EXEMPT

VEHICLE ID NUMBER  
SRXDB2727JN358731YR MODEL MAKE  
2018 CRUIPLATE NUMBER  
1596645BODY TYPE MODEL  
CCHUNLADEN  
AX WEIGHT

FUEL

TRANSFER DATE

FEES PAID  
NONEREGISTRATION  
EXPIRATION DATE  
12/31/2099YR 1ST  
SOLD CLASS  
2020 EM

\*YR

MO  
BE

EQUIPMT/TRUST NUMBER

ISSUE DATE  
05/14/20

MOTORCYCLE ENGINE NUMBER

ODOMETER DATE

ODOMETER READING

REGISTERED OWNER(S)  
DEPT OF GEN SERVICES  
1700 NATIONAL DR  
SACRAMENTO CA 95834

I certify (or declare) under penalty of perjury under the laws of the State of California that THE SIGNATURE(S) BELOW RELEASES INTEREST IN THE VEHICLE.

1a 06/04/2020

DATE

X

SIGNATURE OF REGISTERED OWNER

1b

DATE

X

SIGNATURE OF REGISTERED OWNER

Federal and State law requires that you state the mileage upon transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

The odometer now reads [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] (no tenths), miles and to the best of my knowledge reflects the actual mileage unless one of the following statements is checked. Mileage is VOID if altered or erased.

WARNING ☐ Odometer reading is not the actual mileage. ☐ Mileage exceeds the odometer mechanical limits.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DATE  
06/04/2020

TRANSFEROR/SELLER SIGNATURE(S)

X

DATE

X

TRANSFEREE/BUYER SIGNATURE(S)

PRINTED NAME OF SELLER OR AGENT SIGNING FOR A COMPANY

Dept of General Services

PRINTED NAME OF BUYER OR AGENT SIGNING FOR A COMPANY

## IMPORTANT READ CAREFULLY

Any change of Lienholder (holder of security interest) must be reported to the Department of Motor Vehicles within 10 days.

LIENHOLDER(S)

2. X

Signature releases interest in vehicle. (Company names must be countersigned)

Release Date

012441 CA196291613

REG. 17.30RS (REV. 02/2016)

KEEP IN A SAFE PLACE - VOID IF ALTERED

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

VOID WITHOUT BEAR WATERMARK. HOLD TO LIGHT TO VIEW.

CAMPING WORLD RV SALES - ANDERSON  
3750 AUTO MALL DRIVE  
ANDERSON CA 96007  
(PH) 530-365-7043

W/O: 4697  
Promised Date: 03 APR 20

WO #: 4697

Customer Name: 001809 - CWRVS -  
BBCA - B&B RVAddress: 3750 AUTO MALL DRIVE  
ANDERSON, CA

Postal/Zip: 96007

Phone#(res): 530-365-7043

Phone#(bus):

Cell Phone:

Email: NONE

WO Date: 20 MAR 20

Tag#:

Author: MIKA.CANTY

Stock No: 1732456A

Year: 2018

Manufacturer: CRUISER

Brand: SHADOW CRUISER

Model: ID240BHS

Length:

Serial#: 5RXDB2727JN358731

Chassis#: 5RXDB2727JN358731

Miles/Hrs: 0

Purchased Date:

Warranty Date:

InService Date:

First Name:

ExtW Co:

ExtW No:

Promised Date: 03 APR 20

Completed Date: 20 MAR 20

Invoice#:

**Job #1 - Internal**

COMPLAINT: PRE PDI

FILL LP

CORRECTION: COMPLETE

**Labor**

Code	Description	Mechanic	Total
L1	PRE PDI	18	N/C

**Parts**

Part #	Description	Qty	Price	Total
V24DC7	POWERVOLT 24 DEEP CYCLE	1.00	N/C	N/C
411599	GRP 24 BOX	1.00	N/C	N/C
LPG	LIQUID PROPANE GAS	10.00	N/C	N/C

**Subtotal for Job #1:** 0.00

**Job #SOLD - Internal**COMPLAINT: SOLD-PREP ALL NEW UNITS. PREPARE  
UNIT FOR DELIVERY PDI #2. 1.0

CORRECTION: COMPLETE

Estimated Amount: 159.30

**Labor**

Code	Description	Mechanic	Total
SOLD	SOLD-PREP ALL UNITS	18	N/C

**Subtotal for Job #SOLD:** 0.00

**Job #REC - Internal**

COMPLAINT: CHECK UNIT FOR RECALL NOTICES

CORRECTION: NO RECALLS 3.30.20

**Labor**

Code	Description	Mechanic	Total
REC	RECALL		N/C



Customer #: 001809  
CWRVS - BBKA - B&B RV,



**Subtotal for Job #REC:****0.00****Job #WALK - Internal**

COMPLAINT: PERFORM WALKTHROUGH ORIENTATION  
WITH CUSTOMER FOR TT, 5W, CLASS  
B OR C 1.0 HR

CORRECTION: COMPLETE

Estimated Amount: 159.30

**Labor**

Code	Description	Mechanic	Total
WALK	WALKTHROUGH STD 1.0	18	N/C

**Subtotal for Job #WALK: 0.00****Job #DETAIL - Internal**

COMPLAINT: DETAIL CLASS B,C,TT,5W. 1.5

CORRECTION: COMPLETE

Estimated Amount: 104.43

**Labor**

Code	Description	Mechanic	Total
DETAIL	DETAIL CLASS B, C, TT, 5W. 1.5	22	N/C

**Subtotal for Job #DETAIL: 0.00****Job #2 - Internal**

COMPLAINT: KITS

CORRECTION: COMPLETE

**Parts**

Part #	Description	Qty	Price	Total
CW9888	AS 2 PLY TISSUE	1.00	N/C	N/C
CW69990	PORTA-PAK TANKK DEODORIZER LAVENDET	1.00	N/C	N/C
CW78796	STACKER SINGLE	4.00	N/C	N/C
CW56863	LARGE WHEEL CHOCK	1.00	N/C	N/C
CW56863	LARGE WHEEL CHOCK	1.00	N/C	N/C
CW118501	NEVERKINK BLUE 25X5/8 HOSE	1.00	N/C	N/C
CW27864	20FT SEWER HOSE KIT	1.00	N/C	N/C

**Subtotal for Job #2: 0.00**



Parts Total:	0.00
Labour Total:	0.00
Sublet Total:	0.00
Extras Total:	0.00
<b>WORK ORDER TOTAL:</b>	<b>0.00</b>

DATE VEHICLE DROPPED OFF \_\_\_\_\_

DATE OF APPOINTMENT \_\_\_\_\_

REPAIR COMPLETION DATE \_\_\_\_\_

OWNER NOTIFIED OF COMPLETION @ TIME \_\_\_\_\_ DATE \_\_\_\_\_

DATE RELEASED/COLLECTED \_\_\_\_\_

I/WE, THE UNDERSIGNED, ACKNOWLEDGE THE FOREGOING AS FACTUAL AND I/WE  
HEREBY ACKNOWLEDGE RECEIPT OF THE COMPLETED WORKORDER. I/WE HAVE  
INSPECTED MY/OUR VEHICLE AND HAVE EXAMINED THE WORK DONE. I/WE CONFIRM  
THAT THE REQUESTED WORK HAS BEEN COMPLETED TO MY/OUR SATISFACTION.

SIGNATURE OF OWNER \_\_\_\_\_





# TEMPORARY HOUSING UNIT INSPECTION FORM

1. Temporary Housing Unit No.

2. Serial No./VIN

3. TYPE OF INSPECTION			4. TYPE OF FACILITY			5. APPLIANCES				6. UNIT INFO				
Transport	Dispatch	Receipt	<input type="checkbox"/> Other <input type="checkbox"/> Mobile Home <input type="checkbox"/> Travel Trailer	Type	Manufacturer	Model	Serial No.	a. Manufacturer						
Storage	<input type="checkbox"/>	<input type="checkbox"/>		Furnace				b. Year						
Staging	<input type="checkbox"/>	<input type="checkbox"/>		Range				c. Size (Ft., inc. towing hitch)						
Site	<input type="checkbox"/>	<input type="checkbox"/>		Microwave				d. Number of Bedrooms						
RFO		<input type="checkbox"/>		Refrigerator										
Move In		<input type="checkbox"/>		A/C										
Move Out		<input type="checkbox"/>	Water Heater											
7. INSPECTIONS			8. CONDITION OF FURNISHINGS, INTERIOR & EXTERIOR						Handicap					
<input type="checkbox"/> Disaster <input type="checkbox"/> Storage			N = NEW   G = GOOD   P = POOR   D = DAMAGED   M = MISSING						<input type="checkbox"/> Yes <input type="checkbox"/> No					
FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC	FURNISHINGS		STO	DIS	REC
Kitchen & Dining		Condition			First Bedroom		Condition			Bathroom		Condition		
Dinette Table					Double Bed					Complete Commode				
Dinette Chairs (6 for 3 BR)					Mirror					Tub/Shower				
Range					Cabinets Storage					Lavatory				
Range Hood & Vent Fan					Curtains & Rods					Cosmetic Cabinet				
Refrigerator					Light Fixtures					Mirror				
Curtains & Rods					Second Bedroom					Curtains & Rods				
Cabinets					Double Bed, Complete					Light Fixtures				
Sink					Mirror					Exterior Condition				
Light Fixtures					Cabinet Storage					Water Heater				
Fire Extinguisher					Curtains & Rod					Doors				
A/C					Light Fixtures					2 Key Per Door				
Couch					Third Bedroom					Windows				
Arm Chair					Double Bed, Complete					Screens				
End Table					Mirror					Front Panels				
Coffee Table					Cabinet Storage					Left Side Panels				
Curtains & Rods					Curtains & Rods					Rear Panels				
Light Fixtures					Light Fixtures					Right Side Panels				
Hall					Interior Condition					Roof Vents				
Furnace					Floor Covering					Towing Hitch				
Smoke Detector					Wall Panels					Axles & Springs				
Light Fixtures					Ceiling Panels					Wheels & Tires				
9. MARK LOCATION OF EXTERIOR DAMAGE ON DIAGRAM BELOW:														
NOTE: Tail light harness furnished by: <input type="checkbox"/> Towing Contractor														
10. COMMENTS (if more space is needed, continue on reverse)														
11. READY FOR OCCUPANCY		CONTRACT W.O. No.			INSPECTOR SIGNATURE					DATE				
12. OCCUPANT NAME					ADDRESS					THA No.				
13. REPRESENTATIVES ACKNOWLEDGING CONDITIONS ABOVE:														
NAME (Contractor)					SIGNATURE AND DATE (Contractor)					SIGNATURE AND DATE (State/County Rep.)				
Dispatch To/From Storage														
Receipt To/From Storage														
Dispatch To/From Site														
Occupant SIGNATURE (Move In or Out)					DATE		STATE/COUNTY REP. SIGNATURE					DATE		





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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Nick Kimball, City Manager  
By: Julian J. Venegas, Director of Recreation and Community Services

**Date:** July 6, 2020

**Subject:** Consideration to Approve a Public Safety Power Shutoff Community Resource Center License Agreement with Southern California Edison for Use of City Facilities.

### RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the Public Safety Power Shutoff Community Resource Center License Agreement (Attachment "A" – Contract No. 1957) with Southern California Edison for use of Las Palmas Park and Recreation Park facilities; and
- b. Authorize the City Manager to make non-substances changes and execute all related documents.

### BACKGROUND:

1. On February 7, 2020, Southern California Edison (SCE) released their 2020-2022 Wildfire Mitigation Plan (WMP). The plan calls for proactive measures for lessening the impact of wildfires. The de-energization of transmission lines or a Public Safety Power Shutoff (PSPS) event and the development of Community Resource Centers (CRCs) are aspects of Edison's Wildfire Mitigation Plan.
2. On March 25, 2020, Southern California Edison contacted the Recreation and Community Services (RCS) Department to discuss the possibility of using Las Palmas Park and Recreation Park as CRC sites in connection with a PSPS event.
3. On April 9, 2020, RCS staff, Edison, and the City Attorney entered into discussions regarding a proposed license agreement for use of City facilities as Edison's CRCs. The City Attorney reviewed the terms and conditions of the proposed agreement and made revisions to the agreement to limit the City's liability.

**Consideration to Approve a Public Safety Power Shutoff Community Resource Center License Agreement with Southern California Edison for Use of City Facilities.**

Page 2 of 3

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4. On June 17, 2020, Southern California Edison agreed to the revised terms and conditions proposed by the City Attorney and expressed interest in entering into an agreement with the City for use of Las Palmas Park and Recreation Park as CRCs in connection with a PSPS event.

**ANALYSIS:**

The widespread destruction of wildfires is a major threat to public safety, health, and the economic stability of California. Since 2017, six catastrophic fires have burned millions of acres, claimed hundreds of lives, and billions have been spent on recovery. The goal of SCE's Wildfire Mitigation Plan (WMP) is to reduce the risk of potential wildfires associated with its electrical infrastructure in High Fire Risk Areas (HFRA). The 2020-2022 WMP sets in motion a comprehensive plan to harden the electrical system, provide situational awareness, and implement operational practices.

Key to the operational objectives of the WMP is to remove the threat of a wildfire by shutting off an electrical circuit and de-energize the transmission lines. This action, known as a Public Safety Power Shutoff (PSPS) event, gets triggered when weather modeling and forecasting predict severe weather in a HFRA and a probability of fire ignition is present. Consequently, when a PSPS event occurs, the impacted community may need a place to gather until the PSPS event is over.

SCE is actively pursuing customer care initiatives to help decrease the impact of PSPS events on affected communities. Examples of these initiatives include the deployment of Community Crew Vehicles (CCVs), activation of Community Resource Centers (CRCs), and engagement with impacted communities to help bolster preparedness. These CRCs are located both outside the HFRA (urban) and within the HFRA (remote), with the main difference being that the urban sites will not be impacted by the de-energized circuit, while the remote CRC would be impacted and rely on site resiliency, such as backup generation capability. The proposed agreement with the City will establish an urban CRC at both Las Palmas Park and Recreation Park.

SCE will provide a minimum 36-hour notification to use the parks as CRCs. The operational period of a CRC will be from 8:00 am until 10:00 pm and may be active up to five (5) consecutive days per PSPS event. The maximum capacity of a CRC site will be 40 people. RCS staff will set up and break down the CRC and SCE staff will be responsible for all other materials and equipment needed to operate the CRCs. RCS staff has identified space/rooms at each site that can function as a CRC site with minimum impact on the Department's programming. For each day use, SCE will compensate the City a fixed fee of \$1,500 per PSPS event.

**BUDGET IMPACT:**

The SCE compensation of \$1,500 per PSPS event is sufficient to offset the rental fees and staff time necessary to host a CRC. Therefore, approval of the License Agreement between SCE and the City will not affect the General Fund.

**Consideration to Approve a Public Safety Power Shutoff Community Resource Center License Agreement with Southern California Edison for Use of City Facilities.**

Page 3 of 3

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**CONCLUSION:**

It is recommended that City Council authorize the City Manager to execute the Public Safety Power Shutoff Community Resource Center License Agreement with Southern California Edison for use of Las Palmas Park and Recreation Park facilities.

**ATTACHMENT:**

A. Contract No. 1957 with Exhibit "A"



**PUBLIC SAFETY POWER SHUTOFF  
COMMUNITY RESOURCE CENTER  
LICENSE AGREEMENT**

**Between**

**SOUTHERN CALIFORNIA EDISON COMPANY**

**And**

**CITY OF SAN FERNANDO**

This License Agreement, together with the exhibits attached hereto (as amended, restated, extended, renewed, modified, or supplemented from time to time, collectively, the “**Agreement**” is made and entered into as of this 6th day of July, 2020 (the “**Effective Date**”) by SOUTHERN CALIFORNIA EDISON, A California corporation (“**SCE**”) and CITY OF SAN FERNANDO, a California municipal corporation, (“**Licensor**”). SCE and Licensor are sometimes referred to herein individually as a “**Party**” and jointly as the “**Parties**”.

#### R E C I T A L S:

- A. Licensor owns or leases certain real property in the State of California and is willing to offer this real property and services for SCE’s use as a customer resource center in connection with Public Safety Power Shutoff Events (“**PSPS Events**”) as defined in Section 3 below, pursuant to the terms and conditions set forth in this Agreement.
- B. SCE is willing to secure space and services from Licensor to use as a customer resource center in connection with PSPS Events pursuant to the terms and conditions set forth in this Agreement.
- C. The Parties desire to memorialize this mutual understanding and agreement for making certain of the availability of Licensor’s dedicated space and services to SCE in connection with PSPS Events.

NOW, THEREFORE, for good and valuable consideration, the Parties agree as follows:

- 1. License Area. The dedicated space that is the subject of this Agreement is located at:
  - a. 208 Park Avenue, San Fernando, California 91340; and
  - b. 505 South Huntington Street, San Fernando, California 91340
- 2. Grant of License. Subject to the terms and conditions set forth in this Agreement, Licensor grants SCE, SCE's Representatives, and SCE's customers, the right to use the License Area as a customer resource center in connection with a PSPS Event, provided such License Area has regular power service at the time of the PSPS Event, together with rights of ingress and egress to and from the License Area.
- 3. Use. The License Area shall be available every day from 8:00 AM to 10:00 PM for up to five (5) consecutive days per PSPS Event. The days (including any partial days) during which any of SCE's Activities are occurring in or on the License Area are referred to herein as (“**Use Days**.”) During Use Days, SCE shall have Licensor’s permission to use the License Area during the time period specified in this Section 3. SCE and its employees, contractors, agents, and representatives (“**SCE's Representatives**”) may enter the License Area for purposes of establishing and operating a customer resource center in the case of a PSPS Event, (“**PSPS Activities**”). Licensor acknowledges that PSPS Activities may include the following: setting up signage, providing a smart phone charging kiosk, providing water and snacks, as well as providing up-to-date information on outages to customers; and staging of equipment, supplies and materials. For purposes of this Agreement, a (“**PSPS Event**”) means the existence of one or more environmental

conditions creating extreme fire danger that results in the shutoff of power for public safety. Examples of PSPS Events include but are not limited to red flag warnings issued by the United States National Weather Service, low humidity levels, high winds, and dry vegetation.

4. Event Notification. SCE shall give Licensor a minimum of 36 hours prior notice of the date and time that SCE needs to access and use the License Area to the contacts identified by Licensor in Exhibit A. Licensor must respond to SCE's notice and confirm availability for access and use by SCE no later than 4 hours after receipt of SCE's notice of a PSPS Event.
5. Term. This License Agreement shall be for a term of five (5) years, commencing on July 6, 2020, and expiring June 30, 2025. Either Party may terminate the Agreement on Notice, which will be effective five (5) days after such Notice is given provided the terminating Party gives at least thirty (30) days' written Notice of the termination to the other Party.
6. License Fee. Upon the end of each month, Licensor shall send an electronic copy of the invoice to the SCE Contract Representative identified in Exhibit A for the payment of the License Fee. SCE shall, within forty-five (45) days of Licensor's invoice to SCE, pay Licensor a fixed fee of One Thousand Five Hundred Dollars (\$1,500.00) per Use Day per PSPS Event. If Licensor is not able to make License Area available for SCE's use during any portion of the time period or hours specified in Section 3, then License Fee will be prorated accordingly. SCE shall send payment to Licensor via wire transfer or ACH.
7. Licensor's Obligations. Licensor shall be responsible for the following if and only if the License Area is not affected by a PSPS event:
  - (a) Provision of the License Area including air conditioning, heating, wireless internet access and reasonable access to restrooms;
  - (b) Labor, equipment and materials to prepare the License Area and any necessary support elements upon notice of PSPS Event including but not limited to setup of tables, chairs, refrigerators; and
  - (c) Labor required to revert the License Area space back to the condition it was in prior to its use for the PSPS Event, reasonable wear and tear excepted.
8. SCE's Obligations. SCE shall be responsible for all other materials and equipment not described in Section 7 in order to successfully manage the PSPS Event.
9. Use of License Area.
  - (a) As Is. To Licensor's current actual knowledge, the License Area and the property on which License Area resides comply with all laws, including the Americans with Disabilities Act and other accessibility laws. SCE accepts the License Area "as-is," "where-is" and "with-all-faults," subject to all applicable zoning, municipal, county and state laws, ordinances, and regulations governing and regulating the use of the License Area. SCE may request Licensor to perform



alterations, repairs, or improvements to the License Area unrelated to applicable laws, but SCE understands and agrees that Licensor shall not be obligated to make any such alterations, repairs or improvements at any time.

(b) General Provisions. The demised License Area shall be of sufficient size to comfortably accommodate up to forty (40) people at any time. Licensor shall ensure the space is clean, with appropriate lighting and ventilation including air conditioning, heating, and access to restrooms.

(c) Operation During PSPS Event. Licensor shall have at least one point of contact on site for SCE staff with whom to coordinate PSPS Activities. SCE may provide five (5) eight-foot folding tables and forty (40) folding chairs to be stored at the License Area for use only during the PSPS Event. Licensor shall replace these tables and chairs if they are damaged during storage or outside of a PSPS Event.

(d) Restoration. SCE shall exercise reasonable care in the conduct of PSPS Activities in the License Area. Upon SCE's ceasing to use the License Area in connection with a particular PSPS Event, SCE shall remove all SCE signage, charging kiosk(s) and other supplies and materials and personal property of SCE and SCE's Representatives.

(e) Safe Condition. Licensor shall maintain the License Area in a good, clean, safe and sanitary condition during Use Days.

(f) Lawful Use Only. SCE shall not use the License Area or permit anything to be done in or about the License Area during Use Days that will in any way conflict with any law, statute, zoning restriction, ordinance or governmental rule or regulation or requirement relating to the use or occupancy of the License Area. During Use Days, SCE shall not allow the License Area to be used for any unlawful or objectionable purpose, nor shall SCE cause, maintain or permit any nuisance in, on or about the License Area.

(g) Mechanic's Liens. SCE shall keep the Property free and clear of all mechanic's liens arising, or alleged to arise, in connection with any work performed, labor or materials supplied or delivered, or similar activities performed by SCE or at SCE's request or for SCE's benefit. If any mechanic's liens are placed on the Property in connection with SCE's use or SCE's Activities, SCE shall diligently pursue all necessary actions to remove such liens from title, either by payment or by recording a lien release bond in the manner specified in California Civil Code Section 8424 or any successor statute.

10. Notices. All notices under this Agreement shall be made in accordance with Exhibit A. Notices must, unless otherwise specified herein, be in writing and may be delivered by hand delivery, first class United States mail, overnight courier service, or e-mail. Notice provided in accordance with this Section 10 will be deemed given as follows:

(a) Notice by e-mail or hand delivery will be deemed given at the close of business on the day actually received if received during business hours on

a business day, and otherwise will be deemed given at the close of business on the next business day.

- (b) Notice by overnight United States mail or courier service will be deemed given on the next business day after such Notice was sent out;
- (c) Notice by first class United States mail will be deemed given two (2) business days after the postmarked date;

Notices will be effective on the date deemed given, unless a different date for the Notice to go into effect is stated in another section of this Agreement.

A Party may change its designated representatives, addresses and other contact information by providing Notice of same in accordance herewith.

All Notices, requests, invoices, statements, or payments related to this Agreement must reference the ID# and clearly identify the fact, circumstance, request, issue, dispute or matter to which such Notice relates.

- 11. Limitation of Liability. In no event shall either Licensor or SCE or any of their employees, contractors, agents or representatives be liable to the other Party for any direct, indirect, consequential, special, incidental, or punitive damages under any theory of liability, including, but not limited to, tort, contract, indemnity, breach of warranty, or strict liability in connection with this Agreement. In addition, the aggregate amount of each Party's liability or damages to the other Party in connection with this Agreement shall not exceed Ten Thousand Dollars (\$10,000). This Section 10 shall survive the expiration or earlier termination of this License Agreement.
- 12. Indemnity. Each Party shall indemnify, defend and hold harmless the other Party and its governing body, officers, agents, and employees from and against all third-Party claims, losses, actions, demands, damages, costs, expenses (including, but not limited to, reasonable attorneys' fees and court costs) (collectively, "Claims") to the extent such Claims result from the indemnifying Party's negligence or intentional or unlawful misconduct related to the indemnifying Party's performance of this Agreement. This Section 11 shall survive the expiration or earlier termination of this License Agreement.
- 13. Insurance. Throughout the Term of this Agreement, Parties, and to the extent not covered by each Parties' insurance policies, their contractors and subcontractors, shall, at their own expense, provide and maintain in effect the insurance policies and minimum limits of coverage specified in this Section 13, and such additional coverage as may be required by applicable laws, with insurance companies which are authorized to do business in the state in which the services are to be performed and which have an A.M. Best's Insurance Rating of not less than A, VII. The minimum insurance requirements specified herein do not in any way limit or relieve either Party of any obligation assumed elsewhere in this Agreement, including either Party's defense and indemnity obligations.

- (a) Workers' Compensation Insurance with the statutory limits required by the state having jurisdiction over each Party's employees; Such insurance shall include a waiver of subrogation in favor of the other Party;
- (b) Commercial General Liability Insurance shall be written on an "occurrence," not a "claims-made" basis, covering all operations by or on behalf of each Party arising out of or connected with this Agreement, including coverage for bodily injury and property damage. Such insurance shall bear a per occurrence limit of One Million dollars (\$1,000,000), and annual aggregate of Two Million dollars (\$2,000,000), exclusive of defense costs, for all coverages. Such insurance shall (1) name the other Party as an additional insured, and (2) include a waiver of subrogation in favor of the other Party, and (3) contain standard cross-liability and severability of interest provisions.
- (c) Commercial Automobile Liability Insurance covering bodily injury and property damage with a combined single limit of One Million dollars (\$1,000,000) per occurrence. Such insurance shall cover liability arising out of each Party's use of all owned (if any), non-owned and hired vehicles, including trailers or semi-trailers, in the performance of this Agreement.
- (d) Certificates of Insurance.

Within fourteen (14) days after the Effective Date, and within fourteen (14) days after coverage is renewed or replaced, each Party shall furnish to the other Party certificates of insurance evidencing the coverage required in this Section 13. All deductibles and co-insurance retentions applicable to the insurance in Section 13 shall be paid by each respective Party. Each Party, or its insurance broker or agent, shall provide the other Party with at least thirty (30) days' prior written Notice in the event of cancellation of coverage. Receipt of documents that do not comply with the requirements stated herein, or either Party's failure to provide documents that comply with the requirements stated herein, shall not limit or relieve either Party of the duties and responsibility of maintaining insurance in compliance with the requirements in this Section 13 and shall not constitute a waiver of any of the requirements in this Section 13.

- (e) Parties may self-insure the insurance requirements of this Section and shall provide proof of self-insurance.

14. Miscellaneous.

- (a) Governing Law. This Agreement shall in all respects be interpreted, enforced, and governed by and under the laws of the State of California.
- (b) No Waiver. Any waiver with respect to any provision of this Agreement shall not be effective unless in writing and signed by the Party against whom it is asserted. The waiver of any provision of this Agreement by a Party shall

not be construed as a waiver of a subsequent breach or failure of the same term or condition or as a waiver of any other provision of this Agreement.

- (c) Counterparts. This Agreement may be executed in identical counterpart copies, each of which shall be an original, but all of which taken together shall constitute one and the same agreement.
- (d) Authority. Each Party to this Agreement warrants to the other that it has the right and authority to enter into and to perform its obligations under this Agreement, without the consent of any third Party, and that the person signing below is authorized to bind such Party.
- (e) Rules of Construction. All references to time shall be in Pacific Daylight Time when California observes Daylight Savings time and Pacific Standard Time otherwise, unless otherwise stated.
- (f) Exhibits and Entire Agreement. Exhibit A attached to this Agreement are a part hereof and incorporated herein by this reference. This Agreement may not be amended, except by a written agreement executed by both Parties.
- (g) Electronic Signatures. This Agreement may be executed by electronic signatures (*e.g.*, using DocuSign or e-SignLive) or signatures transmitted in portable document format ("PDF"), and copies of this Agreement executed and delivered by means of electronic or PDF signatures shall have the same force and effect as copies hereof executed and delivered with original manually executed signatures. The Parties may rely upon electronic and PDF signatures as if such signatures were manually executed originals and agree that an electronic or PDF signature page may be introduced into evidence in any proceeding arising out of or related to this Agreement as if it were an original manually executed signature page.
- (h) Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors, and assigns of each Party.
- (i) Entire Agreement. This Agreement supersedes all previous oral and written agreements between and representations by or on behalf of the Parties and constitutes the entire agreement of the Parties with respect to the subject matter hereof. This Agreement may not be amended, except by a written agreement executed by both Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth below each signature, effective upon the Effective Date first written above.

LICENSEE

LICENSOR

SOUTHERN CALIFORNIA EDISON, a  
California corporation

CITY OF SAN FERNANDO, a California  
municipal corporation

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Michael Bushey

Name: Nick Kimball

Title: Director, Customer Programs &  
Services

Title: City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT “A”****NOTICES**

<b>CITY OF SAN FERNANDO</b> (“Licensor”)	<b>SOUTHERN CALIFORNIA EDISON COMPANY</b> (“SCE”)
Unless otherwise specified, all Notices are deemed provided in accordance with Section 10 if made to the address and phone numbers provided below:	Unless otherwise specified, all Notices are deemed provided in accordance with Section 10 if made to the address and phone numbers provided below:
<b>Contract Administration:</b> Attn: Julian Venegas Street: 208 Park Ave City: San Fernando, CA 91340 Phone: (818) 898-7381 e-mail: <a href="mailto:jvenegas@sfcity.org">jvenegas@sfcity.org</a>	<b>Contract Administration:</b> Attn: Janice Wang Street: 1515 Walnut Grove Ave, 2B7-06 City: Rosemead, CA 91770 Phone: (626) 302-0271 e-mail: <a href="mailto:janice.wang@sce.com">janice.wang@sce.com</a>
<b>Payments and Invoicing:</b> Attn: Finance Department Street: 117 Macneil Street City: San Fernando, CA 91340 Phone: (818) 898-1212 e-mail: <a href="mailto:Finance@sfcity.org">Finance@sfcity.org</a>	<b>Payments and Invoicing:</b> Attn: Janice Wang Street: 1515 Walnut Grove Ave, 2B7-06 City: Rosemead, CA 91770 Phone: (626) 302-0271 e-mail: <a href="mailto:janice.wang@sce.com">janice.wang@sce.com</a>
<b>ACH Routing Information: N/A</b> Financial Institution: [REDACTED] Branch: [REDACTED] Address: [REDACTED] City, State, & Zip: [REDACTED] Routing Number: [REDACTED] Account Number: [REDACTED]	<b>ACH Routing Information: N/A</b>
<b>Wire Transfer: N/A</b> Bank: Branch: ABA: ACCT:	<b>Wire Transfer: N/A</b> Bank: Branch: ABA: ACCT:
<b>PSPS Event Notification</b> Attn: Julian Venegas Phone: (818) 898-7381 e-mail: <a href="mailto:jvenegas@sfcity.org">jvenegas@sfcity.org</a>	<b>PSPS Event Notification</b> Attn: Pedro Ruiz Phone: (626) 222-3137 e-mail: <a href="mailto:pedro.ruiz@sce.com">pedro.ruiz@sce.com</a> <i>with a copy to:</i> Attn: Janice Wang e-mail: <a href="mailto:janice.wang@sce.com">janice.wang@sce.com</a> Attn: David Kaintz e-mail: <a href="mailto:david.kaintz@sce.com">david.kaintz@sce.com</a> Attn: Jessica Lim e-mail: <a href="mailto:jessica.lim@sce.com">jessica.lim@sce.com</a>



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## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

**From:** Nick Kimball, City Manager  
**By:** Julia Fritz, City Clerk

**Date:** July 6, 2020

**Subject:** Consideration to Adopt a Resolution Calling For and Giving Notice of Holding a General Municipal Election on November 3, 2020, Request to Consolidate the Election with the Statewide General Election, Authorize the Los Angeles County Elections Official to Perform Election Services, and Adopting Regulations Pertaining to Materials Submitted to the Electorate

### RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8010 (Attachment "A") calling and giving notice of the General Municipal Election to be held on Tuesday, November 3, 2020, for the election of two City Councilmembers to each serve four year terms and one City Councilmember to fill the two-year, unexpired balance of the four-year term of the Council seat vacated by former Councilman Antonio Lopez in September 2019;
- b. Approve the request to consolidate the election with the Statewide General Election; request that the Board of Supervisors of the County of Los Angeles consent, and effectuate such consolidation to issue instructions to the Registrar-Recorder/County Clerk of the County of Los Angeles "County Registrar" to take any and all steps necessary for the holding of the consolidated election; and
- c. Adopt regulations pursuant to Elections Code (EC) Sections 13307 through EC 13313, pertaining to candidate statements and related materials submitted to the Electorate.

### BACKGROUND:

1. On March 7, 2017, Councilmembers Joel Fajardo and Robert C. Gonzales were elected to each serve one approximate four year term, which will expire on November 3, 2020.
2. On August 21, 2017, the City Council adopted Ordinance No. 1668 (Attachment "B"), to change the City's General Municipal Elections from March of odd-numbered years to November of even-numbered years to coincide with the statewide general election.

**Consideration to Adopt a Resolution Calling For and Giving Notice of Holding a General Municipal Election on November 3, 2020, Request to Consolidate the Election with the Statewide General Election, Authorize the Los Angeles County Elections Official to Perform Election Services, and Adopting Regulations Pertaining to Materials Submitted to the Electorate**

Page 2 of 3

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3. On August 19, 2019, Councilmember Antonio Lopez submitted his resignation, effective on September 30, 2019.
4. On October 7, 2019, the City Council appointed Mary Mendoza to fill the seat vacated by former Councilmember Lopez. Pursuant to Government Code Section 36512, Councilmember Mendoza may serve until the next general election in November 2020.

**ANALYSIS:**

On November 3, 2020, registered voters in the City of San Fernando will have the opportunity to elect two Councilmembers of the five-member City Council for a term of four years each, and one Councilmember to fill the two-year unexpired balance of the four-year term of the Council seat vacated by the resignation of former Councilmember Antonio Lopez on September 30, 2019. The two Councilmember seats for the four year terms are presently occupied by incumbents Joel Fajardo, Robert C. Gonzales, and the third seat if for the balance of the unexpired four year term, presently occupied by appointed incumbent Mary Mendoza.

To request consolidation with the Statewide General Election to be held on the same day, the City Council must call for the General Municipal Election and file a request with the Los Angeles County Board of Supervisors for consolidation (see Resolution included as Attachment "A").

In conjunction with the calling of the Municipal General Election, and pursuant to Section 10002 of the Elections Code, the City can request that the Board of Supervisors permit the County Clerk to render services in conducting the Municipal General Election.

The County's election calendar for the November 3<sup>rd</sup> election identifies July 6, 2020, as the last day for the City Council to adopt a resolution requesting to consolidate with the Statewide General Election, calling and giving notice of the General Municipal Election for the election of three City Councilmembers, and adopting regulations pertaining to materials submitted to the Electorate.

The opening of the candidate filing period begins at 8:00 a.m. on Monday, July 13, 2020 and ends at 5:00 p.m. on Friday, August 7, 2020. This is the period in which potential candidates may file nomination documents with the City Clerk's Department. If an incumbent does not file the proper paperwork to run for re-election, the candidate filing period for that position will be extended to 5:00 p.m. on Wednesday, August 12, 2020.

It should be noted that, due to the COVID-19 pandemic and the Safer at Home Health Order issued by the LA County Department of Public Health, guidance and options for candidates and the City Clerk "Elections Official" were provided by the Los Angeles County Registrar-

**Consideration to Adopt a Resolution Calling For and Giving Notice of Holding a General Municipal Election on November 3, 2020, Request to Consolidate the Election with the Statewide General Election, Authorize the Los Angeles County Elections Official to Perform Election Services, and Adopting Regulations Pertaining to Materials Submitted to the Electorate**

Page 3 of 3

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Recorder/County Clerk (Attachment "C") to allow candidate documents be transmitted via mail, e-mail, or website encrypted, in additional to the traditional in person method.

**BUDGET IMPACT:**

The Los Angeles County Registrar/Recorder provides an election costs estimator tool on their website to assist with estimating the City's election costs. Based on the information provided through the Registrar/Recorder website and past election costs, the Fiscal Year 2020-2021 City Budget includes \$50,000 to cover the cost of the November 3, 2020 General Municipal Election.

**CONCLUSION:**

In accordance with California Election law, staff recommends that the City Council adopt Resolution No. 8010 calling and giving notice of the election on November 3, 2020 for the election of three City Councilmembers, requesting election consolidation, requesting that the Board of Supervisors of the County of Los Angeles authorize the Registrar-Recorder/County Clerk to perform election services, and adopting regulations pertaining to candidate statements.

**ATTACHMENT:**

- A. Resolution No. 8010
- B. Ordinance No. 1668
- C. LA County Clerk Guidelines – COVID 19 Pandemic

**ATTACHMENT “A”****RESOLUTION NO. 8010**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA (1) CALLING AND GIVING NOTICE OF THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, FOR THE ELECTION OF THREE CITY COUNCILMEMBERS; (2) REQUESTING CONSOLIDATION OF SUCH ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DAY; (3) REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO ISSUE INSTRUCTIONS TO THE REGISTRAR-RECORDER/COUNTY CLERK TO TAKE ANY AND ALL STEPS NECESSARY FOR THE HOLDING OF THE CONSOLIDATED ELECTION; AND (4) ADOPTING REGULATIONS PERTAINING TO CANDIDATE STATEMENTS**

**WHEREAS**, under the provision of the laws relating to General Law cities in the State of California, a General Municipal Election of the City of San Fernando (the “City”) shall be conducted on Tuesday, November 3, 2020, for the purpose of electing two (2) members of the City Council for the full term of four years; and one member of the City Council for the remaining two year term of a four year term due to a mid-term council vacancy that occurred in September 2019; and

**WHEREAS**, it is desirable that said election be consolidated with the County-administered General Election to be held on the same date and that within the City the precincts, polling places, and election officers of the two elections be the same, and that the Registrar-Recorder/County Clerk of the County of Los Angeles (“County Registrar”) canvass the returns of the City’s General Municipal Election and that it be held in all respects as if it were part and parcel of the County-administered General Election; and

**WHEREAS**, it is necessary to secure the consent and order of the Board of Supervisors of the County of Los Angeles (the “Board of Supervisors”) to effectuate such consolidation; and

**WHEREAS**, the City shall compensate the County Registrar for all necessary expenses incurred by the County in performing election services for the City; and

**WHEREAS**, the City Council approves the printing of the information for said election in the foreign languages requiring translation pursuant to the Voting Rights Act of 1965; and

**WHEREAS**, Elections Code Section 13307 provides that the City may adopt regulations pertaining to the recovery of certain costs associated with the printing, handling, translation, and mailing of candidate statements as filed with the elections officer; and

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

**SECTION 1.** The recitals above and findings therein are true and correct and incorporated into the body of this Resolution by this reference.

**SECTION 2.** That pursuant to the requirements of the laws of the State of California relating to General Law cities, the City Council hereby orders and calls a General Municipal Election to be held in the City of San Fernando, California on Tuesday, November 3, 2020, to be consolidated with the County-administered General Election to be held on the same day for the purpose of electing two (2) members of the City Council for the full term of four years; and one member of the City Council for the remaining two year term which is the unexpired balance of the four year term of the Council seat vacated by former Councilman Antonio Lopez in September of 2019.

**SECTION 3.** Pursuant to the requirements of Section 10403 of the Elections Code, it is respectfully requested that the Board of Supervisors consent and agree to the consolidation of the City's General Municipal Election on Tuesday, November 3, 2020 with the County-administered election to be held on the same date.

**SECTION 4.** In connection with the County Registrar's administration of the City's November 3, 2020 General Municipal Election, the City further requests that the County Registrar be authorized and directed to: (a) review and verify vote by mail applications and signatures; (b) conduct registered voter verifications (including signature verifications) associated with the processing of any proposed General Municipal Election ballot measure; (c) provide the City with the appropriate election precinct data, to the extent required; (d) make available to the City such election facilities, ballot casting equipment and assistance as may be necessary to conduct the election in compliance with state law and the Board of Supervisor's approval; (e) canvass the election returns; (f) print and supply ballots for the election; (g) mail the City's sample ballots, including ballot measure question, arguments, rebuttals and impartial analysis; and (h) administer the City's General Municipal Election in all respects as if it were part and parcel of any other County Registrar administered election, implementing all such legally required or customarily employed measures and practices as may be necessary to conduct the election in a timely and legally compliant manner.

**SECTION 5.** The City shall reimburse the Country Registrar for any costs associated with the administration of said election upon presentation to the City of a properly approved bill.

**SECTION 6.** Pursuant to Section 13307 of the Elections Code, each candidate for elective office to be voted for at the City's November 3, 2020, General Municipal Election may prepare a candidate statement on a form acceptable to the County Registrar, as applicable, and made available through the City Clerk.

**SECTION 7.** Pursuant to Section 13307(a)(1) of the Elections Code candidate statements may include the following:

- (A) The name, age, and occupation of the candidate; and

## RESO. NO. 8010

- (B) A brief description of no more than 200 words of the candidate's education and qualifications as expressed by the candidate himself or herself.

**SECTION 8.** Pursuant to Elections Code Section 13307(a)(1), candidate statements **shall not** include the following:

- (A) The party affiliation of the candidate; or
- (B) References to membership or activity in partisan political organizations.

**SECTION 9.** All prospective candidates should be aware of the holding in *Dean v. Superior Court* (1998) 62 Cal.App.4th 638, which holds that a statement prepared by a candidate for inclusion in the voters' pamphlet **may not** include comments or statements concerning the qualifications (or alleged lack of qualifications) of one's opponents. Candidates, in an abundance of caution, should avoid making any reference to opponents in their candidate statements. Candidates should seek the advice of private legal counsel if unsure as to whether their candidate statement does or does not comply with applicable law before filing.

**SECTION 10.** The candidate statement shall be filed in typewritten form at the Office of the City Clerk at the time the candidate's nomination papers are filed. The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

**SECTION 11.** Subject to any logistical constraints imposed by the County Registrar by virtue of consolidation, the City Clerk shall have translated (from the English to relevant foreign languages authorized under the Voting Rights Act of 1965) and printed in the voters' pamphlet only the candidate statements of those candidates who request such translation and printing at the time of filing of the candidate statements.

**SECTION 12.** No candidate for any elected office of the City shall be permitted to include additional materials in the voters' pamphlet and sample ballot package.

**SECTION 13.** Each candidate for any of the offices to be elected at the General Municipal Election to be conducted on November 3, 2020, who files a candidate statement shall, as a condition of having his or her candidate statement included in the voters' pamphlet, concurrently deposit with the City Clerk an amount, as reasonably estimated by the City Clerk, to pay in advance his or her estimated *pro rata* share of the actual costs of printing and handling such candidate statements incurred by the City and/or the County Registrar as a result of providing such service at the time of filing such statement with the City Clerk. In the event that the amount paid as a deposit by a candidate includes overpayment of actual costs incurred by the City and/or the County Registrar, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within thirty (30) days following the date of the election.

**SECTION 14.** The City Clerk shall provide each candidate or candidate's representative a copy of this Resolution at the time nominating petitions are issued.

**SECTION 15.** The ballots to be used at the election shall be in form and content as required by law.

## RESO. NO. 8010

**SECTION 16.** The City Clerk is authorized, instructed and directed to coordinate with the County Registrar to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**SECTION 17.** The polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Elections Code Section 10242, except as provided in Section 14401 of the Elections Code.

**SECTION 18.** In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

**SECTION 19.** In the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County Registrar, the City Council, in accordance with Elections Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot (i.e., coin toss, draw straws, drawing of names).

**SECTION 20.** The City Clerk shall forward without delay, a copy of this Resolution to the appropriate public agency which shall be assisting the City with the conduct of its General Municipal Election.

**SECTION 21.** This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED, APPROVED AND ADOPTED** this 6<sup>th</sup> day of July, 2020.

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Joel Fajardo, Mayor

**ATTEST:**

---

Julia Fritz, City Clerk

CERTIFICATION

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

I, July Fritz, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8010 which was approved and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 6<sup>th</sup> day of July, 2020 by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this \_\_\_\_\_ day of July 2020.

\_\_\_\_\_  
Julia Fritz, City Clerk



**ATTACHMENT "B"****ORDINANCE NO. 1668****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, REPEALING ORDINANCE NO. 1452 AND MOVING THE DATE OF GENERAL MUNICIPAL ELECTIONS FROM THE FIRST TUESDAY AFTER THE FIRST MONDAY IN MARCH OF ODD-NUMBERED YEARS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER OF EVEN-NUMBERED YEARS BEGINNING NOVEMBER 6, 2018**

**WHEREAS**, general law cities, such as the City of San Fernando (the "City"), are obligated to conduct general and special municipal elections in accordance with the California Elections Code (the "Elections Code"), per Elections Code Section 10101, et seq.;

**WHEREAS**, the City currently conducts its general elections on the first Tuesday after the first Monday in March in each odd-numbered year, pursuant to City Council Ordinance No. 1452 and Elections Code Section 1301;

**WHEREAS**, on September 1, 2015, Governor Jerry Brown signed Senate Bill 415 ("SB 415") into law;

**WHEREAS**, commencing January 1, 2018, SB 415 prohibits the City from holding an election on any date other than a statewide election date, as doing so in the past has resulted in turnout that is at least twenty-five percent (25%) below the average turnout in that jurisdiction in the last four statewide general elections;

**WHEREAS**, Section 14052(b) of the Elections Code allows the City to hold elections on dates other than statewide election dates, after January 1, 2018, if it adopts a plan to consolidate futures elections with statewide elections no later than the November 8, 2022 statewide general election;

**WHEREAS**, on July 18, 2016, the City adopted Resolution No. 7754, which set forth the City's intention and plan to begin holding its elections on the first Tuesday after the First Monday in November no later than November 8, 2022; and

**WHEREAS**, on July 17, 2017, the City Council conducted a public hearing and considered approval of an ordinance to begin holding its elections on the November statewide election date beginning on November 8, 2022. After discussion, the City Council directed staff to accelerate the switch to statewide election dates and to prepare an ordinance for City Council consideration to switch to statewide election dates beginning with the November 6, 2018 election.

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

**SECTION 1.** The facts set forth in the recitals above are true and correct and incorporated herein by reference.

**SECTION 2.** Ordinance No. 1452 is hereby repealed and rescinded in its entirety and superseded by this Ordinance No. 1668.

**SECTION 3.** Resolution No. 7754 is hereby repealed and rescinded in its entirety.

**SECTION 4.** Pursuant to Elections Code Section 1301 and in compliance with SB 415, general municipal elections for the City of San Fernando are hereby moved from the first Tuesday after the first Monday in March of odd-numbered years to the first Tuesday after the First Monday in November of even-numbered years, commencing November 6, 2018. In recognition of the foregoing and subject to approval of this ordinance and the proposed change of election date contemplated herein by the Los Angeles County Board of Supervisors, Division 3 of Chapter 2 (Administration) of the San Fernando Municipal Code, which is currently designated as "Reserved" is hereby amended in its entirety to now state the following,

**Division 3. - General Municipal Elections.**

**2.91 Date of General Municipal Elections; Consolidation with County.**

- (a) The city shall hold its general municipal elections on the first Tuesday after the first Monday in November of each even-numbered year, commencing with a general municipal election to be held on November 6, 2018.
- (b) General municipal elections held pursuant to this Section be consolidated with the concurrent statewide election of the same date administered by the Registrar-Recorder for the County of Los Angeles unless the County Board of Supervisors denies such consolidation pursuant to Elections Code Section 10402.5. In the event the County Board of Supervisors denies consolidation in any given year, the City reserves the right to administer the election on its own, through the office of the City Clerk, or in cooperation with any other public agency to the extent authorized by law.

**SECTION 5.** In order to accommodate the new election schedule, the terms for City elected officials who were victorious at elections in 2015 and 2017 shall be subject to a reduction of approximately four months from terms of office as follows:

	<b>Elected (by standard odd-year municipal election)</b>	<b>Original End of Term</b>	<b>New End of Term Due to SB 415</b>
Councilmember 1	March 2015	March 2019	November 2018
Councilmember 2	March 2015	March 2019	November 2018
Councilmember 3	March 2015	March 2019	November 2018
Councilmember 4	March 2017	March 2021	November 2020
Councilmember 5	March 2017	March 2021	November 2020

**SECTION 6.** In accordance with Elections Code Section 10403.5(b), this Ordinance shall cause no elected city terms of office to be increased or decreased by more than twelve (12) months.

**SECTION 7. Inconsistent Provisions.** Any provision of the San Fernando City Code or appendices thereto that conflicts with the provisions of this Ordinance, to the extent of such conflict and no further, is hereby repealed or modified to the extent necessary to affect the provisions of this Ordinance.

**SECTION 8. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

**SECTION 9. Publication.** The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in a newspaper of general circulation within fifteen (15) days after its adoption.

**SECTION 10. Effective Date/Operative Date.** This Ordinance shall become effective thirty (30) days after a second reading and adoption. This Ordinance shall become operative upon approval by the Los Angeles County Board of Supervisors, per Elections Code Section 1301(b).

**SECTION 11.** The City Clerk is directed to forward without delay to the County of Los Angeles Board of Supervisors and to the County of Los Angeles Registrar/Recorder/ County Clerk, each a certified copy of this Ordinance.


**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando at its regular meeting on this 21<sup>st</sup> day of August, 2017.

  
Sylvia Ballin, Mayor

**ATTEST:**

  
Elena G. Chávez, City Clerk

**APPROVED AS TO FORM:**

  
Richard Padilla, Assistant City Attorney

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

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing Ordinance No. 1668 was introduced at the regular meeting of the City Council held on the 7<sup>th</sup> day of August 2017, and thereafter at the regular meeting of said City Council, duly held on the 21<sup>st</sup> day of August 2017, was passed and adopted by the following votes to wit:

**AYES:**           Gonzales, Ballin, Lopez – 3

**NOES:**           Fajardo, Soto – 2

**ABSTAIN:**   None

**ABSENT:**   None

  
Elena G. Chávez, City Clerk



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | **Tel** 916.657.2166 | **Fax** 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

May 5, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20085

**TO:** All County Clerks/Registrars of Voters

**FROM:** /s/ Jana M. Lean  
Chief, Elections Division

**RE:** Presidential General: County Local/Candidate Filing

In light of COVID-19 and the stay at home order issued by the Governor, several counties have inquired about county and local candidate filing that will take place during the summer for the November 2020 election. The purpose of this CCROV is to provide guidance and options for candidates and county elections officials to maintain health and safety during the candidate filing process.

### **Issuing Candidate Documents**

Elections officials may issue candidate documents in person during available business hours or by appointment, via mail, via email, or via a website using an encrypted internet security protocol. If a candidate elects to receive the candidate documents via mail, email, or a website using an encrypted internet security protocol, to meet the requirements of Elections Code section 8028(b), the candidate must provide a written request to receive the documents in that manner.

Prior to issuing candidate documents, elections officials shall follow normal procedures and guidelines, such as verification of eligibility for the office sought and collecting the appropriate filing fee. The elections official shall determine the available method(s) for the candidate to submit the applicable filing fee for the office sought.

County and local election officials should provide information regarding these processes on their website and to any candidate which requests candidate documents.

### **Execution of Candidate Documents**

Any documents that require an oath by the candidate may be executed in the presence of a notary, or in the alternative, in the office of the elections official

CC/ROV #20085

May 5, 2020

Page 2

during available business hours, by appointment, or via an online video conferencing service.

### **Receipt of Candidate Documents and Filing Deadlines**

A candidate may electronically submit their completed documents to the elections official so that the elections official may begin the review and verification process as soon as is practicable. However, in order to be a qualified candidate for the office in which they seek, **the completed documents with original signatures must be received by the elections official by the close of the nomination period for that particular office.**

To submit the original documents, the candidate may submit those documents to the office of the elections official during available business hours, by appointment, in a drop box provided by the elections official, or via mail or other delivery service.

### **Reminder to Candidates**

Elections officials must provide clear written guidance to candidates regarding the requirement of submitting the candidate documents with original signatures to the elections official by the official close of the nomination period. The candidate must acknowledge receipt of the written guidance in the manner provided by the elections official. A candidate who has elected to submit their candidate documents electronically, so the candidate filing process may begin, must be made aware that they must submit the original documents to the elections official in a manner that will ensure that those original documents are in the possession of the elections official prior to the close of the nomination period. Any candidate who fails to timely submit the candidate documents with original signatures by the close of the nomination period will not be included on the ballot for that office.

The Secretary of State's office will send a survey to county elections officials prior to the opening of candidate filing to learn what process each county will follow.

If you have any questions, please contact Robbie Anderson at [aanderso@sos.ca.gov](mailto:aanderso@sos.ca.gov).



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## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** July 6, 2020

**Subject:** Consideration to Adopt a Resolution of Intention, and Related Certifications, to Amend the Contract Between the City of San Fernando and the California Public Employees' Retirement System

### RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8016 (Attachment "A") and approve related certification documents (Attachments "B," "C," and "D") to effectuate a contract amendment between the City of San Fernando and the California Public Employees' Retirement System (CalPERS); and
- b. Authorize the City Manager to make non-substantive corrections and execute all related documents.

### BACKGROUND:

1. During the special budget meetings in May and June, 2020, the City Council directed staff to explore CalPERS requirements with respect to amending the City's contract to provide Government Code Section 20903 (Two Years Additional Service Credit) for local miscellaneous and safety members, and bring back that information, along with estimated cost, for further consideration.
2. During special budget meetings in June 2020, staff advised Council that, per discussions with our bargaining units, approximately ten (10) miscellaneous employees are deemed eligible to take advantage of the CalPERS early retirement program.
3. On June 29, 2020, CalPERS approved a tentative "Schedule of Agency Actions" for planning the contract amendment. CalPERS recommends the schedule below:

- |                                      |              |
|--------------------------------------|--------------|
| a. Adopt Resolution of Intention:    | July 6, 2020 |
| b. Identify Costs in Public Meeting: | July 6, 2020 |

**Consideration to Adopt a Resolution of Intention, and Related Certifications, to Amend the Contract Between the City of San Fernando and the California Public Employees' Retirement System**Page 2 of 4

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- |   |                 |
|---|-----------------|
| c. Adopt Urgency Ordinance to Amend CalPERS Contract: | August 3, 2020* |
| d. Urgency Ordinance Becomes Effective:               | August 4, 2020  |
| e. Contract Amendment Becomes Effective:              | August 5, 2020  |

\*Note: Adoption of the ordinance to amend the CalPERS contract must be at least 20 days after adopting the Resolution of Intention.

**ANALYSIS:**

CalPERS offers a retirement incentive program to member agencies that allows the agency to provide two years of service credit to eligible staff in lieu of implementing layoffs and/or furloughs. This program provides a mechanism that allows agencies to reduce staff through a voluntary separation arrangement and provides immediate payroll savings.

In order to take advantage of this CalPERS retirement incentive program, the City must amend the current contract with CalPERS pursuant to Government Code Section 20903. Amending the City's contract requires the following actions:

1. Adopt a Resolution of Intention and Exhibit Amendment to Contract to provide Section 20903 (Two Years Additional Service Credit) benefits (Attachment "A");
2. Certification of Governing Body's Action (Attachment "B") to adopt the Resolution of Intention;
3. Certification of Compliance with Government Code Section 20903 (Attachment "C") to attest that the City is offering the retirement incentive as it is in the best financial interest of the City and to avoid impending layoffs or other personnel reductions; and
4. Certification of Compliance with Government Code Section 7507 (Attachment "D") to attest that the estimated cost savings have been provided at a public meeting (see Budget Impact Section).

The CalPERS retirement incentive program offers two additional years of service credit to employees that meet minimum retirement age and years of service eligibility requirements. However, the City must eliminate the retiree's position, or another position in the same job classification, department or organizational unit, once it is vacated by the eligible employee. Consequently, the City can only offer the retirement incentive program to positions that can be eliminated without significantly impacting services.

**Consideration to Adopt a Resolution of Intention, and Related Certifications, to Amend the Contract Between the City of San Fernando and the California Public Employees' Retirement System**Page 3 of 4

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In order to receive the service credit, the City must identify which positions are eligible to receive the retirement incentive and the employee(s) in that position must elect to retire within the period designated by the City ("Retirement Period"). The Retirement Period must not be less than 90 days, but not more than 180 days.

In consideration of the City's current financial situation caused by a significant loss of revenue due to COVID-19 related economic restrictions, there is an immediate need for budgetary savings. Consequently, staff is recommending a 90-day Retirement Period, which will begin upon the effective date of the contract amendment.

**BUDGET IMPACT:**

Personnel staff used the CalPERS Calculation of Estimated Employer Costs formula to determine the eligible employees' service credit costs; this formula takes into account current salary, age, Post-Retirement Survivor allowance and other factors to determine service credit costs.

The estimated total cost of providing the additional service credit to ten (10) eligible miscellaneous employees is approximately \$605,000 for this fiscal year. This cost is projected to increase by approximately 1.05% each fiscal year. The estimated total compensation (salary and benefits) for the ten (10) eligible miscellaneous employees is approximately \$1.28 million for this fiscal year.

Thus, the estimated total savings for FY 2020-2021 is approximately \$675,000, which is derived by subtracting the total compensation estimate (\$1.28 million) from the service credit amount (\$605,000) listed above.

**CONCLUSION:**

City Council approval of the attached Resolution of Intention and related documents to amend the City's contract with CalPERS to provide the two-year additional service credit to local miscellaneous members is necessary, and is the first step towards providing this retirement incentive to eligible employees. In accordance with the provisions of Government Code 20903, staff will bring an Urgency Ordinance to the City Council for adoption on August 3, 2020 in order to complete the amendment process.

**ATTACHMENTS:**

- A. Resolution No. 8016 – Resolution of Intention to Approve Amendment to Contract
- B. Certification of Governing Body's Action

**Consideration to Adopt a Resolution of Intention, and Related Certifications, to Amend the Contract Between the City of San Fernando and the California Public Employees' Retirement System**

Page 4 of 4

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- C. Certification of Compliance with Government Code Section 20903
- D. Certification of Compliance with Government Code Section 7507

**ATTACHMENT "A"**

**RESOLUTION OF INTENTION  
TO APPROVE AN AMENDMENT TO CONTRACT  
BETWEEN THE  
BOARD OF ADMINISTRATION  
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM  
AND THE  
CITY COUNCIL  
CITY OF SAN FERNANDO**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 20903 (Two Years Additional Service Credit)  
for local miscellaneous members and local police members.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

By: \_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date adopted and approved

**EXHIBIT**

California  
Public Employees' Retirement System

---

**AMENDMENT TO CONTRACT**

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
City Council  
City of San Fernando

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The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective October 1, 1946, and witnessed October 25, 1946, and as amended effective April 1, 1952, February 1, 1956, July 16, 1965, January 6, 1973, November 26, 1983, June 22, 1985, June 21, 1986, July 1, 1989, January 6, 1994, June 9, 1997, January 7, 1999, July 7, 1999, June 30, 2001, September 7, 2002, February 5, 2005, November 12, 2005 and September 8, 2012, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 17 are hereby stricken from said contract as executed effective September 8, 2012, and hereby replaced by the following paragraphs numbered 1 through 20 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for classic local miscellaneous members entering membership in the miscellaneous classification on or prior to November 12, 2005, age 55 for classic local miscellaneous members entering membership for the first time in the miscellaneous classification after November 12, 2005, age 62 for new local miscellaneous members, age 50 for classic local police members entering membership in the police classification on or prior to September 8, 2012, age 55 for classic local fire members and for those classic local police members entering membership for the first time in the police classification after September 8, 2012 and age 57 for new local safety members

PLEASE DO NOT SIGN "EXHIBIT ONLY"

2. Public Agency shall participate in the Public Employees' Retirement System from and after October 1, 1946 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Local Fire Fighters (herein referred to as local safety members);
  - b. Local Police Officers (herein referred to as local safety members);
  - c. Employees other than local safety members (herein referred to as local miscellaneous members).



PLEASE DO NOT SIGN "EXHIBIT ONLY"

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

#### **NO ADDITIONAL EXCLUSIONS**

6. Public Agency and the San Fernando Redevelopment Agency have agreed to a merger of their contracts, and this contract shall be a continuation of the benefits of the contract of the San Fernando Redevelopment Agency, pursuant to Section 20567.5 of the Government Code. Such merger is effective as of June 22, 1985. Legislation repealed said Section effective January 1, 1988.
7. The percentage of final compensation to be provided for each year of credited prior and current service for classic local miscellaneous members in employment before and not on or after September 7, 2002 shall be determined in accordance with Section 21354 of said Retirement Law, subject to the reduction provided therein for service on and after January 1, 1960, the effective date of Social Security coverage, for members whose service has been included in Federal Social Security (2% at age 55 Full and Modified).
8. The percentage of final compensation to be provided for each year of credited prior and current service for classic local miscellaneous members in employment on or after September 7, 2002 and not entering membership for the first time in the miscellaneous classification after November 12, 2005 shall be determined in accordance with Section 21354.3 of said Retirement Law, subject to the reduction provided therein for service on and after January 1, 1960, the effective date of Social Security coverage, for members whose service has been included in Federal Social Security (3% at age 60 Full and Modified).
9. The percentage of final compensation to be provided for each year of credited current service as a classic local miscellaneous member entering membership for the first time in the miscellaneous classification after November 12, 2005 shall be determined in accordance with Section 21354 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 55 Modified).
10. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
11. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local fire member shall be determined in accordance with Section 21366 of said Retirement Law (One-half pay at age 55 Full).



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12. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local police member entering membership in the police classification on or prior to September 8, 2012 shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full).
13. The percentage of final compensation to be provided for each year of credited current service as a classic local police member entering membership for the first time in the police classification after September 8, 2012 shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full).
14. The percentage of final compensation to be provided for each year of credited prior and current service as a new local fire member shall be determined in accordance with Section 7522.25(b) of said Retirement Law (2% at age 57 Full).
15. The percentage of final compensation to be provided for each year of credited prior and current service as a new local police member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
16. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 21571 (Basic Level of 1959 Survivor Benefits) for local fire members only.
  - b. Section 21574 (Fourth Level of 1959 Survivor Benefits) for local miscellaneous members and local police members only.
  - c. Section 21335 (5% Cost-of-Living Allowance, base year 1982) for those local police members entering membership on or prior to January 6, 1994, Section 21335 (5% Cost-of-Living Allowance, base year 2002) for those local miscellaneous members entering membership on or prior to November 12, 2005 and Section 21335 (3% Cost-of-Living Allowance, base year 2005) for those local miscellaneous members entering membership after November 12, 2005.
  - d. Section 20042 (One-Year Final Compensation) for classic local miscellaneous members and for those classic local police members entering membership on or prior to January 16, 1994.
  - e. Section 21024 (Military Service Credit as Public Service) for local miscellaneous members and local police members only.
  - f. Section 20965 (Credit for Unused Sick Leave) for local miscellaneous members only.

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- g. Section 21548 (Pre-Retirement Option 2W Death Benefit) for local safety members only.
  - h. Section 20475 (Different Level of Benefits). Section 20037 (Three-Year Final Compensation) and Section 21329 (2% Annual Cost-of-Living Allowance Increase) is applicable to classic local police members entering membership for the first time with this agency in the police classification after January 6, 1994.  
  
Section 21354 (2% @ 55 Modified formula) and Section 21335 (3% Annual Cost-of-Living Allowance Increase) is applicable to classic local miscellaneous members entering membership for the first time in the miscellaneous classification with this agency after November 12, 2005.  
  
Section 21363.1 (3% @ 55 Full formula) is applicable to classic local police members entering membership for the first time with this agency in the police classification after September 8, 2012.
  - i. Section 20903 (Two Years Additional Service Credit) for local miscellaneous members and local police members only.
17. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.
18. Public Agency shall also contribute to said Retirement System as follows:
- a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members and local safety members.
  - b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.

19. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
20. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL  
CITY OF SAN FERNANDO

BY \_\_\_\_\_  
ARNITA PAIGE, CHIEF  
PENSION CONTRACTS AND PREFUNDING  
PROGRAMS DIVISION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest:

\_\_\_\_\_  
Clerk



California Public Employees' Retirement System  
Financial Office | Pension Contracts and Prefunding Programs Division  
P.O. Box 942703, Sacramento, CA 94229-2703  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

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### Certification of Governing Body's Action

I hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the

\_\_\_\_\_ of the  
(governing body)

\_\_\_\_\_  
(public agency)

on \_\_\_\_\_.  
(date)

\_\_\_\_\_  
Clerk/Secretary

\_\_\_\_\_  
Title



California Public Employees' Retirement System  
 Financial Office | Pension Contracts and Prefunding Programs Division  
 P.O. Box 942703, Sacramento, CA 94229-2703  
 888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

### CERTIFICATION OF COMPLIANCE WITH GOVERNMENT CODE SECTION 20903

In accordance with Government Code Section 20903 and the contract between the Public Employees' Retirement System, the City Council of the City of San Fernando hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency will be served by granting such additional service credit.
2. The added cost to the retirement fund for all eligible employees who retire during the designated window period will be included in the contracting agency's employer contribution rate for the fiscal year that begins two years after the end of the designated period.
3. It has elected to become subject to Section 20903 because of impending mandatory transfers, demotions, and layoffs that constitute at least 1 percent of the job classification, department or organizational unit, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing, its services.
4. Its intention at the time Section 20903 becomes operative is to keep all vacancies created by retirements under this section or at least one vacancy in any position in any department or other organizational unit permanently unfilled thereby resulting in an overall reduction in the work force of such department or organizational unit.

THEREFORE, the City Council of the City of San Fernando hereby elects to provide the benefits of Government Code Section 20903 to all eligible members who retire within the designated period, \_\_\_\_\_ through \_\_\_\_\_.

CITY COUNCIL  
OF THE  
CITY OF SAN FERNANDO

By: \_\_\_\_\_  
Presiding Officer

Attest:

\_\_\_\_\_  
Clerk/Secretary

\_\_\_\_\_  
Date



California Public Employees' Retirement System  
Financial Office | Pension Contracts and Prefunding Programs Division  
P.O. Box 942703, Sacramento, CA 94229-2703  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov](http://www.calpers.ca.gov)

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### Certification of Compliance with Government Code Section 7507

I hereby certify that in accordance with Government Code section 7507, the future annual costs as determined by the California Public Employees' Retirement System for the increase or change in retirement benefit(s) have been made public at a public meeting of the \_\_\_\_\_ of the \_\_\_\_\_

(governing body)

(public agency)

on \_\_\_\_\_ which is at least two weeks prior to the adoption of the Resolution /  
(date)

Ordinance. Adoption of the retirement benefit increase or change will not be placed on the consent calendar.

\_\_\_\_\_  
Clerk/Secretary

\_\_\_\_\_  
Title

Date \_\_\_\_\_



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## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

**From:** Nick Kimball, City Manager  
By: Julian J. Venegas, Director of Recreation and Community Services

**Date:** July 6, 2020

**Subject:** Discussion and Direction Regarding the San Fernando Open Streets Festival

### RECOMMENDATION:

It is recommended that the City Council:

- a. Receive a presentation from staff regarding the status of the San Fernando Open Streets Festival; and
- b. Provide staff direction, as appropriate.

### BACKGROUND:

1. On March 31, 2018, the City successfully implemented the San Fernando Streets Festival, which was one of Metro's Open Streets Cycle Two events and was attended by thousands of people over 3 miles of San Fernando City streets.
2. On June 4, 2018, the City Council authorized preparation and submittal of an application to the Metro Open Streets Grant Program Cycle Three to fund a second San Fernando Streets Festival.
3. On September 27, 2018, the Los Angeles Metro Board selected the City of San Fernando as one of the host cities for an Open Streets event. The City was awarded \$144,000 to implement the program.
4. On November 21, 2018, staff circulated a Request for Proposal (RFP) to solicit Project Management Services for the Open Streets event. The due date was December 19, 2018. There were no replies to this RFP.
5. On January 7, 2019, staff recirculated the RFP targeting vendors specializing in conducting Open Streets and CicLAvia events. Once again, there were no bids for this RFP.

**Discussion and Direction Related to the San Fernando Open Streets Festival**Page 2 of 4

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6. On April 15, 2019, staff reached out to Utopia Worldwide and met with Valley Care Community Consortium to discuss the Open Streets event and the prospect of assuming the management responsibilities for the event.
7. On May 6, 2019, staff updated City Council regarding the status of the Open Streets event. City Council's direction was to move the event date from May 2, 2020, due to potential safety issues with closing down two major thoroughfares during the Cinco de Mayo festivities in neighboring communities. The Open Streets event was rescheduled to October 31, 2020.
8. On September 16, 2019, City Council awarded a Professional Service Agreement to Valley Care Community Consortium (VCCC) for \$114,000 to manage and promote the San Fernando Streets Festival-Nocturnal Ride event (Open Streets event). In early October 2019, VCCC and Recreation and Community Services (RCS) staff began planning the Open Streets event.
9. On March 16, 2020, the Los Angeles County Department of Public Health issued an order to prohibit group events and gatherings. The order required the postponement or cancellation of non-essential gatherings of 50 or more people to help stop the spread of community transmission of the COVID-19 Coronavirus.
10. On March 21, 2020, the Los Angeles County Department of Public Health issued a revised order prohibiting all events and gatherings of any size and ordered all individuals to stay home.
11. On May 28, 2020, Metro's Board of Directors approved a motion to change the scope of the Open Streets Program in response to COVID-19. Upon written request from the grantees, host cities may cancel, postpone or repurpose the Open Streets grant funds.

**ANALYSIS:**

Through the Metro Open Streets Grant Program, the City received a \$144,000 grant to host the San Fernando Open Streets Festival-Nocturnal Ride event. However, due to the Safer at Home Order and widespread call for social distancing in public places, hosting a large-scale Open Streets event is unfeasible at this time and the immediate future of the Open Streets event remains unclear.

The original health order issued on March 16, 2020, was revised several times and eventually become the Safer at Home Order (Order) that prohibited all group events and gatherings of any size. This aspect of the Order currently remains in effect. The Metro Board realized that some Open Streets Grant Program awardees are unable to use their grants as intended, and on May 28, 2020 passed a motion in response to the COVID-19 crisis that changed the scope of the grant program.

**Discussion and Direction Related to the San Fernando Open Streets Festival**Page 3 of 4

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The changes allow three options for what the City can do with the Open Streets grant funds. The first option allows grantees to cancel their Open Streets events without penalty. Metro would work closely with the City to identify any funds already expended and reimburse such funds under the original grant agreement. The funds that have been expended between October of 2019 and July 6, 2020, are approximately \$10,965. The City will not be responsible for the local match associated with the expended funds if City Council wishes to cancel the Open Streets event.

The second option allows grantees to reschedule the Open Streets event to a future date. The City must adhere to the original grant award terms and conditions that require a 20% local match. The full grant amount, less any expended funds, can carry over to the new date. The rescheduled event must take place before June 30, 2021, and must be coordinated with Metro to avoid overlapping with other Open Streets events.

The proposed new dates include, but are not limited to:

- Saturday, March 20, 2021
- Saturday, April 3, 2021
- Saturday, May 15, 2021
- Saturday, June 5, 2021
- Saturday, July 3, 2021

The third option allows grantees to repurpose the grant funds towards a Slow Streets event or similar program. A Slow Streets event is a smaller neighborhood-scale event catering to local audiences and is an alternative to the one-day Open Streets event. Rather than a typical four-mile Open Streets route, the Slow Streets event focuses on the temporary closure of two blocks to create a safe space within the public right-of-way to support pedestrian and bicycle traffic, economic activity such as outdoor dining and vending, and the Slow Streets event may occur over a series of dates.

To support such events, the County of Los Angeles Department of Public Health issued a revised Order on May 13, 2020 which allows local public entities to temporarily close streets to through automobile traffic to allow more space for recreational activity in compliance with social distancing requirements.

In addition, the City may also reallocate the grant funds to similar programs such as Safe and Active Streets or First Mile/Last Mile programs that promote safe pedestrian and bicycle traffic. The City currently has proposed improvement projects in both programs that enhance the safety of pedestrians that lack funding. Reallocated funds would need to be spent by June 30, 2021.

The City will need to decide what course of action to take concerning the use of the Open Streets Grant funds. The options are to cancel the event, reschedule to a date no later than June 30, 2021, or repurpose the funds to the Slow Streets event or similar program.

**Discussion and Direction Related to the San Fernando Open Streets Festival**Page 4 of 4

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Upon the City Council's direction, staff will notify Metro of the City's intended use of the Open Streets Grant funds.

**BUDGET IMPACT:**

The total cost of the San Fernando Streets Festival – Nocturnal Ride program is \$180,000. Metro's grant towards the program is \$144,000 that has been allocated in Fiscal Year 2019-2020. The remaining \$36,000 will be a local City match.

The cancellation of the Open Streets event requires forfeiting \$133,035 in grant funds. The City would request reimbursement of \$10,965 for contractual services already rendered. The full grant award of \$144,000 would apply if the Open Streets event is rescheduled or the City can reallocate \$133,035 to the Slow Streets event or similar program. The local match of 20% applies to a rescheduled event and/or any reallocated funds.

**CONCLUSION:**

It is recommended that the City Council receive and file this report and provide staff direction, as appropriate.



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## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

**From:** Nick Kimball, City Manager

**Date:** July 6, 2020

**Subject:** Consideration to Allocate the Additional Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act to Establish a Residential Food Distribution Program and Provide Personal Protective Equipment to Eligible Residents and Businesses, and Adopt a Resolution Appropriating Funds to the Fiscal Year 2020-2021 Annual Budget

### RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the use of the additional Community Development Block Grant funding provided through the Coronavirus Aid, Relief, and Economic Security Act to establish a Residential Food Distribution Program and provide personal protective equipment to eligible residents and businesses;
- b. Adopt Resolution No. 8017 (Attachment "A") appropriating \$136,373 in additional funding in the Fiscal Year 2020-2021 Annual Budget; and
- c. Authorize the City Manager to execute all related documents.

### BACKGROUND:

1. The City participates in the Community Development Block Grant (CDBG) through participation in the Los Angeles County Urban CDBG Program administered by the Los Angeles County Development Authority (LACDA).
2. On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which includes \$5 billion in additional CDBG funding to prevent, prepare for, and respond to the Coronavirus (COVID-19) pandemic.
3. On April 7, 2020, LACDA notified the City that an additional amount of \$136,373 in federal CDBG-CARES Act (CDBG-CV) grant funds are now available to the City in response to COVID-19 (Attachment "B").

**Consideration to Allocate the Additional Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act to Establish a Residential Food Distribution Program and Provide Personal Protective Equipment to Eligible Residents and Businesses, and Adopt a Resolution Appropriating Funds to the Fiscal Year 2020-2021 Annual Budget**

Page 2 of 5

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4. On May 4, 2020, the City Council discussed a number of recommended uses for CDBG-CV funds proposed by staff. City Council directed staff to return at a future City Council meeting with additional options for use of CDBG-CV funds.
5. On May 18, 2020, the City Council further discussed recommended uses for CDBG-CV funds, directed staff to focus on using the funds to provide Personal Protective Equipment (PPE) to residents and businesses and food assistance for residents in need, and formed an Ad Hoc Committee (Fajardo, Mendoza) to work with staff to develop the recommended programs and allocations to each program.
6. The Ad Hoc Committee met on June 11, 2020 and June 16, 2020.

**ANALYSIS:**

The CARES Act provides CDBG grantees with the flexibility to make it easier to use CDBG-CARES funds and fiscal years 2019 and 2020 CDBG Grants for coronavirus response. The CARES Act also requires CDBG-CV grantees to prevent the duplication of benefits, which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost.

CDBG-CV funds must be used to cover or reimburse costs to prevent, prepare for, and respond to coronavirus when those costs comply with the CDBG requirements. A summary of appropriate uses is included in the *Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response* (Attachment "C").

Based on feedback provided by the City Council on May 18, 2020, the Ad Hoc Committee focused on the following programs:

**Vouchers for Residents to Purchase Food.**

According to LACDA, a food distribution program in response to COVID-19 through distribution of food items or providing for a meal voucher or store branded value card qualifies as a CDBG general Public Service activity for income eligible households.

Initial discussions with City Council and the Ad Hoc Committee focused on providing meals through local restaurants and/or grocery stores. However, after discussing this with the City's CDBG consultant, this arrangement presents a number of administrative hurdles. First, CDBG is a federal program that has restrictions on what types of items could be purchased through a voucher program. For example, CDBG funds cannot be used for cigarettes, alcohol and other non-food items. The purchase of those items cannot be excluded through a gift card program.



**Consideration to Allocate the Additional Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act to Establish a Residential Food Distribution Program and Provide Personal Protective Equipment to Eligible Residents and Businesses, and Adopt a Resolution Appropriating Funds to the Fiscal Year 2020-2021 Annual Budget**

Page 3 of 5

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Additionally, the City would need to go through a procurement process with each local vendor that may be providing food through this program to demonstrate the funds are being used for competitively priced goods. This would create an administrative burden on both the City and interested restaurants.

Lastly, the City reached out to a few local grocery stores that indicated, aside from a gift card program that has no controls in place regarding what items are purchased, the administrative burden on the store to create a separate accounting, control system, training for all cashiers, and risk of counterfeit vouchers for which they would not get reimbursed is too significant for them to implement.

The high administrative costs for a food voucher program would erode the amount of funding available to meet the objective, which is to get food into the homes of residents. Therefore, staff does not recommend a food voucher program directly with local restaurants and grocery stores.

In order to meet the goals of the program and minimize the administrative burden, staff recommends the following program:

- Allocate \$100,000 toward a Residential Food Distribution Program.
- City Recreation staff purchase non-perishable food in bulk from local grocery stores to be boxed and provided to each qualifying household.
- A self-certification form that complies with LACDA guidelines is used to certify eligible households. The City's CDBG consultant will manage the self-certification process and submit the required forms to LACDA.
- A box of goods with a value of up to \$250 will be provided to each qualifying household. This may include canned meat and vegetables, pasta, sugar and spices, sauces, canned soups and stews, coffee and tea, rice, baby food, etc. Personal protective equipment including masks, hand sanitizer, and disinfectant solution may also be provided.
- Staff will hold a number of events throughout the summer to distribute the box of goods to pre-qualified families.
- Additional funding may be used to provide a box of goods to qualifying seniors as well.
- This program could provide non-perishable food and PPE to 400 – 500 households.

**Consideration to Allocate the Additional Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act to Establish a Residential Food Distribution Program and Provide Personal Protective Equipment to Eligible Residents and Businesses, and Adopt a Resolution Appropriating Funds to the Fiscal Year 2020-2021 Annual Budget**

Page 4 of 5

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**Personal Protective Equipment.**

According to LACDA, providing equipment, supplies and materials to protect against the spread of COVID-19 qualifies as a CDBG general Public Service activity. City Council discussed using CDBG funding to provide PPE to City staff and local businesses. The City's CDBG consultant followed up with LACDA and determined that City staff may not be eligible to receive PPE through this program. However, eligible local businesses may receive PPE after completing a simple self-certification form.

In order to meet the goals of the program and support local businesses, staff recommends the following program:

- Allocate \$25,000 toward PPE for businesses located in San Fernando, with an emphasis on customer facing businesses, such as retail, food service, personal care services, etc.
- City staff purchase touchless hand sanitizer dispensers (with sanitizer refills), plastic face shields, plastic gloves, and disposable masks to be provided to each qualifying business. The City will also purchase and provide posters and signs notifying customers of the required social distancing protocol as well as floor decals to direct patrons where to stand while inside a business.
- A self-certification form that complies with LACDA guidelines is used to certify eligible businesses. The City's CDBG consultant will manage the self-certification process and submit the required forms to LACDA.
- A box of supplies with a value of up to \$125 will be provided to each qualifying business.
- This program could provide PPE to approximately 200 businesses.

**Administrative Expenses.**

In addition to the recommended funding allocation for each program above, it is recommended that \$11,373 is allocated for administrative expenses necessary to manage each program, including, but not limited to, reviewing and submitting the self-certification forms to LACDA, preparing and submitting reimbursement requests to items purchased through this program, staff time related to procuring and distributing goods, and costs related to closeout and audit of the programs once completed.

**Consideration to Allocate the Additional Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act to Establish a Residential Food Distribution Program and Provide Personal Protective Equipment to Eligible Residents and Businesses, and Adopt a Resolution Appropriating Funds to the Fiscal Year 2020-2021 Annual Budget**

Page 5 of 5

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**BUDGET IMPACT:**

The City's allocation of CDBG-CARES Act funds through LACDA is \$136,373, which can be used to support the City's COVID-19 response and planning effort in accordance with CDBG guidelines for use of funds. It is recommended that the funds are allocated as follows:

1. \$100,000 toward a Residential Food Distribution Program.
2. \$25,000 toward a Business PPE Distribution Program.
3. \$11,373 toward administration costs.

Approval of Resolution No. 8017 will appropriate CDBG-CV funds in the Fiscal Year 2020-2021 Annual Budget and allow staff to implement the proposed programs.

**CONCLUSION:**

It is recommended that the City Council authorize the use of CDBG-CARES Act funding toward the programs identified by the Ad Hoc Committee and approve a resolution appropriating the funds in the Fiscal Year 2020-2021 Annual Budget.

**ATTACHMENTS:**

- A. Proposed Budget Resolution No. 8017
- B. LACDA Notice of Available Funding
- C. CDBG-CV Quick Reference Guide

**ATTACHMENT “A”****RESOLUTION NO. 8017****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET  
FOR THE FISCAL YEAR 2020-21 ADOPTED ON JUNE 15, 2020**

**WHEREAS**, the City of Council adopted the budget for Fiscal Year 2020-21, commencing July 1, 2020 and ending June 30, 2021, on June 15, 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**, the City received an allocation of Community Development Block Grant Funds through the Coronavirus Aid, Response, and Economic Security Act; and

**WHEREAS**, the annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021 is on file in the City Clerk’s Office.

**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:

Community Development Block Grant Fund (026):

Increase in Revenues:

026-3693-0329	\$136,373
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Increase in Expenditures

026-420-0329-4300	\$136,373
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**PASSED, APPROVED, AND ADOPTED** this 6<sup>th</sup> day of July, 2020.

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Joel Fajardo, Mayor

**ATTEST:**

---

Julia Fritz, City Clerk

RESO. NO. 8017

CERTIFICATION

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

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8017 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 6<sup>th</sup> day of July, 2020, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this \_\_\_\_\_ day of July, 2020.

---

Julia Fritz, City Clerk



# GMU BULLETIN

700 West Main Street, Alhambra, CA 91801

NUMBER: **20-0006** SUBJECT: **USING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) TO RESPOND TO THE COVID-19 PANDEMIC**

DATE: **April 7, 2020** EFFECTIVE DATE: **IMMEDIATELY** PAGE **1** OF **3**

## TO: PARTICIPATING CITIES

This bulletin provides information to Los Angeles Urban County CDBG participating cities on additional funding, revisions to various program provisions, and shares ideas on adjustments cities and service providers are making to provide a rapid response to the critical needs of residents and businesses impacted by COVID-19.

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which includes \$5 billion in additional CDBG funding to prevent, prepare for, and respond to the COVID-19 pandemic. The following is a breakdown of the funding and how HUD plans to allocate it nationwide:

- \$2 billion as a direct allocation to state and local governments through the **existing formula** for all grantees that received a Fiscal Year (FY) 2020-2021 CDBG allocation. The Los Angeles Urban County has been allocated \$13,668,315.
  - The Los Angeles Urban County Participating City CDBG-CARES Act supplemental allocations are included on page 4 of this bulletin. They are based on the current CDBG allocation methodology and are expected to be available by late April.
- \$2 billion allocated directly to state and local governments, at the discretion of the Secretary of the U.S. Department of Housing and Urban Development (HUD), using a **new formula** to be developed by HUD including prioritizing risk of transmission of coronavirus, number of coronavirus cases compared to the national average, and economic and housing market disruptions. HUD has not yet determined the amount the Los Angeles Urban County will receive under this allocation method.
- \$1 billion to States based on a **new formula** developed by HUD including taking into account public health needs, risk of transmission of coronavirus, number of coronavirus cases compared to the national average, and economic and housing market interruptions. States may implement activities within both entitlement areas and in non-entitlement areas that do not receive a direct allocation from HUD or participate in an Urban County program. It is currently unknown how much the Los Angeles Urban County may receive directly or indirectly from the State of California.



## Participating Cities

April 7, 2020

Page 2

### Revisions to Program Provisions

The CARES Act identifies program provisions that allow revisions to the following CDBG administrative requirements. These provisions apply to current and new FY 2019-2020 and FY 2020-2021 CDBG-funded activities and new CDBG-CARES Act-funded activities to prevent, prepare for, and respond to the COVID-19 pandemic:

- Suspends the 15% cap on public services;
- Allows virtual hearings as long as national or local health authorities recommend social distancing and limit public gatherings for public health reasons; and
- Allows the public comment period for substantial amendments and for the FY 2020-2021 Action Plan to be reduced from 30 days to five (5) days.

### Responding to Community Needs

As our cities and other partner agencies have taken precautionary measures to keep their employees and clients safe, many programs are adapting operations to remain focused on the continuity of essential services. The majority of our cities and agencies are complying with the "safer at home" directive by allowing personnel to work remotely and begin to implement alternative methods of service delivery. With your input, an assessment of the operational status of your agencies has identified what programs have proceeded, been modified, or suspended. It has revealed many examples of how agencies have remained proactive in assessing community needs and remaining operational through virtual services and other modifications that adapt congregate activities to virtual services and other changes to program delivery.

On March 18, 2020, through CDBG-EDL message "**HUD Publishes CDBG Quick Guide to Support Infectious Disease Response - COVID19**", we provided information on COVID19-CDBG eligible activities. The following shares ideas on what has been learned about some preliminary local efforts and adjustments you might consider to continue providing valuable services in your community:

ORIGINAL ACTIVITY	MODIFIED OR ENHANCED ACTIVITY
<b>Senior Activities</b> include onsite senior club activities, meals, home visits, case management, information services and referrals.	Virtual case management, referrals, and information services via electronic devices. Meal programs modified to include additional deliveries and "grab & go", group online activities via Zoom or other social platforms, virtual home visits, book clubs, games, links to adventure, hobby, and educational websites.
<b>Handyworker Program</b> activities including minor home repairs and correction of minor code violations.	Staff can conduct program outreach distributing marketing materials while assisting another existing program in the delivery of senior meals or other community efforts.
<b>Home Rehabilitation Program</b> activities include providing grants/loans for eligible home repairs for single-family residences.	Offer broadband infrastructure wiring or broadband (internet) service subsidy to income-eligible households.
<b>Youth Enrichment Program</b> provides onsite activities such as homework assistance, youth development, and recreation programs.	Programs modified to offer teleservices, including online tutoring and virtual classes. "Grab & Go" activity packets may be provided as a service. Re-program funds to purchase equipment and supplies.

**Participating Cities**

April 7, 2020

Page 3

Other eligible activities jurisdictions may consider are short-term subsistence payments for up to three (3) months of assistance on behalf of an individual or family for rent or utilities and assisting small and micro businesses through loans and grants.

**Repurposing and Adding CDBG-Funded Programs**

If your agency anticipates having unspent funds due to the suspension of currently funded activities or has available unprogrammed funds, you may amend projects to increase the budgets of other current CDBG-funded programs that are in greater need. As authorized in the CARES Act, participating cities may exceed the 15% public service cap by allocating additional funds to COVID-19-related public service programs. Unless it is a local requirement, no public notice or Council approval is required.

To allocate additional funds to existing CDBG-funded activities that can respond to COVID-19, please send an email request with amendment details to your Contract Manager and they will process the amendment for you. Approved modifications to existing activities may begin immediately and do not have to wait for the amendment to be executed. **The deadline for amendments to existing CDBG-funded activities is May 1, 2020.**

To add a new project or cancel an existing CDBG-funded activity, the CARES Act has reduced the public notice period from 30 days to 5 days. The Los Angeles Urban County Consolidated Plan Citizen Participation Plan is being revised to not require City Council approval for new projects. Unless it is a local requirement, this will not be required for new CDBG-funded activities implemented under the CARES Act.

Further guidance on the process to add new activities utilizing CDBG-CARES Act Supplemental Funding is forthcoming. We will also provide any additional information regarding additional funds and other program requirements and opportunities as soon as it is received.

Thank you for your ongoing partnership. We look forward to working with you in putting CDBG dollars into action to help our residents and communities affected by the COVID-19 pandemic.

Should you have any questions, please contact your Contract Manager.

Sincerely,



DAVON BARBOUR, Director  
Community & Economic Development Division

DB:DV:RW:ob

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Enclosure



**CDBG-CARES ACT SUPPLEMENTAL FUNDING**

<b>CITY</b>	<b>\$ ALLOCATION</b>
AGOURA HILLS	44,646
ARCADIA	180,088
AVALON	24,702
AZUSA	241,825
BELL	290,958
BELL GARDENS	374,513
BEVERLY HILLS	100,414
CALABASAS	59,634
CERRITOS	116,563
CLAREMONT	92,759
COMMERCE	74,890
COVINA	177,848
CUDAHY	220,908
CULVER CITY	130,389
DIAMOND BAR	137,962
DUARTE	97,824
EL SEGUNDO	46,359
HAWAIIAN GARDENS	117,977
HIDDEN HILLS	3,026
HERMOSA BEACH	37,479
IRWINDALE	5,625
LA CANADA-FLINTRIDGE	35,942
LA HABRA HEIGHTS	10,478
LA MIRADA	157,648
LA PUENTE	211,520
LA VERNE	90,230
LAWNDALE	194,224
LOMITA	89,527
MALIBU	39,450
MANHATTAN BEACH	65,663
MAYWOOD	255,354
MONROVIA	127,380
RANCHO PALOS VERDES	86,499
ROLLING HILLS ESTS	17,856
SAN DIMAS	83,006
SAN FERNANDO	136,373
SAN GABRIEL	186,148
SAN MARINO	30,806
SANTA FE SPRINGS	78,692
SIERRA MADRE	24,880
SIGNAL HILL	64,962
SOUTH EL MONTE	128,099
SOUTH PASADENA	73,528
TEMPLE CITY	123,206
TORRANCE	444,081
WALNUT	73,877
WEST HOLLYWOOD	138,241
WESTLAKE VILLAGE	18,250

**ATTACHMENT "C"****Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response****REVISED April 6, 2020**

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

**Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response**

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
<b>Buildings and Improvements, Including Public Facilities</b>	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
<b>Assistance to Businesses, including Special Economic Development Assistance</b>	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Provision of New or Quantifiably Increased Public Services	
<p>Following enactment of the CARES Act<sup>1</sup>, the public services cap<sup>2</sup> has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.</p> <p><i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i></p>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
Planning, Capacity Building, and Technical Assistance	
<p>States only: planning grants and planning only grants.</p> <p><i>See section 105(a)(12).</i></p>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
<p>States only: use a part of to support TA and capacity building.</p> <p><i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i></p>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
<p>Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i></p>	Gather data and develop non-project specific emergency infectious disease response plans.

### Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a "substantial amendment" in the grantee's citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

### Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov)
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

<sup>1</sup> On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

<sup>2</sup> Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.





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## AGENDA REPORT

**To:** Vice Mayor Hector A. Pacheco and Councilmembers

**From:** Mayor Joel Fajardo

**Date:** July 6, 2020

**Subject:** Discussion Regarding COVID-19 Response Efforts and Approval of Proposed Recommendations, Including the Creation of an Ad Hoc Committee and the Appointment of Members, if Appropriate

### RECOMMENDATION:

Receive a presentation from staff related to the City's COVID-19 efforts, including, but not limited to:

- a. Review and approval of the City's COVID-19 planning, response, enforcement, and education efforts, and related policy initiatives;
- b. Review and approval of financial assistance programs and the pursuit of funding opportunities, and related recommendations, as appropriate;
- c. Establish related Ad Hoc Committees and the appointment of Committee Members, if appropriate.

### ANALYSIS:

I have placed this on the agenda for City Council to discuss the City's response efforts and policy initiatives related to the COVID-19 pandemic and provide direction to staff, as appropriate.

This discussion is meant to provide City Council and staff the opportunity to discuss all items related to the City's response efforts and policy initiatives related to the COVID-19 pandemic, including, but not limited to, discussion of financial hardship programs and CARES Act and other potential stimulus funding.

### Staff Updates.

Los Angeles County Department of Public Health Safer At Home Health Order.  
Staff will provide an update on current Health Orders issued by the County.

**Discussion Regarding COVID-19 Response Efforts and Approval of Proposed Recommendations, Including the Creation of an Ad Hoc Committee and the Appointment of Members, if Appropriate**

Page 2 of 2

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Health Order Enforcement

Staff will provide an update on current enforcement efforts and request direction related to future enforcement, as appropriate.

City Facility Closures.

City Hall and City indoor recreational facilities remain closed and staff is developing plans to reopen slowly when allowed by the revised Health Order.

**BUDGET IMPACT:**

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





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## AGENDA REPORT

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**To:** Vice Mayor Hector A. Pacheco and Councilmembers

**From:** Mayor Joel Fajardo

**Date:** July 6, 2020

**Subject:** Discussion and Possible Direction Related to Whistleblower and Alleged Employee Misconduct Reporting Procedures

### **RECOMMENDATION:**

I have submitted this item to discuss the City's whistleblower and alleged employee misconduct procedures and provide direction to staff, as appropriate.

### **ANALYSIS:**

#### Staff Update:

In addition to the Whistleblower Procedures included as Attachment "A," which are primarily related to unsafe employment practices and/or unsafe conditions, employees may report possible employee misconduct to their supervisor, Department Head, City Manager or the City Attorney. In order to be considered for follow-up, claims of alleged employee misconduct should be accompanied by evidence of the alleged misconduct. The City does not currently have its own Whistleblower Policy related to reporting of alleged misconduct.

### **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. OSHA Whistleblower Procedures



# Filing Whistleblower Complaints under Section 11(c) of the OSH Act of 1970

**Employees are protected from retaliation for raising workplace health and safety concerns and for reporting work-related injuries and illnesses.**

## Covered Employees

Section 11(c) of the *Occupational Safety and Health Act of 1970* (OSH Act) prohibits employers from retaliating against employees for exercising a variety of rights guaranteed under the OSH Act, such as filing a safety or health complaint with OSHA, raising a health and safety concern with their employers, participating in an OSHA inspection, or reporting a work-related injury or illness.

A covered employee is any employee of a person engaged in a business affecting interstate commerce, except employees of the United States, States, or political subdivisions of States.<sup>1</sup> However, employees of the United States Postal Service are also covered employees.

## Protected Activity

A person may not discharge or in any manner retaliate against an employee because the employee:

Filed any complaint or instituted or caused to be instituted any proceeding under or related to the OSH Act.

Exercised any right afforded by the OSH Act. Examples include, but are not limited to:

- communicating orally or in writing with management personnel about occupational safety or health matters, including asking questions or expressing concerns, requesting safety data sheets, reporting a work-related injury or illness, or requesting copies of OSHA standards or regulations;

- filing a safety/health complaint with OSHA;
- or participating in an OSHA on-site inspection.

## Unfavorable Employment Actions

A person taking an unfavorable employment action against an employee may be found to have violated Section 11(c) of the OSH Act if the employee would not have experienced the unfavorable employment action(s) but for their protected activity. Unfavorable employment actions may include:

- Firing or laying off
- Blacklisting
- Demoting
- Denying overtime or promotion
- Disciplining
- Denying benefits
- Failure to hire or rehire
- Intimidation
- Making threats
- Reassignment affecting prospects for promotion
- Reducing pay or hours

## Deadline for Filing Complaints

Complaints must be filed within 30 days after the alleged unfavorable employment action occurs (that is, when the employee is notified of the retaliatory action).

Employees filing untimely retaliation complaints with OSHA may be referred to the National Labor Relations Board (NLRB) for possible further action.

## How to File an 11(c) Complaint

An employee, or representative of an employee, who believes he or she has been retaliated against in violation of Section 11(c), may file a complaint with OSHA within 30 days of the unfavorable employment action (see above). Complaints may be filed verbally with OSHA

1. Federal employees are protected from retaliation for occupational safety or health activity under procedures established by their agencies pursuant to Executive Order 12196. See 29 CFR 1960.46-47. They are also protected from retaliation for whistleblowing under the Whistleblower Protection Act. For more information visit [www.osc.gov](http://www.osc.gov).

by visiting or calling the local OSHA office at 1-800- 321-OSHA (6742), or may be filed in writing by sending a written complaint to the closest OSHA regional or area office, or by filing a complaint online at [www.whistleblowers.gov/complaint\\_page.html](http://www.whistleblowers.gov/complaint_page.html).

Written complaints may be filed by facsimile, electronic communication, hand delivery during normal business hours, U.S. mail (confirmation services recommended), or other third-party commercial carrier.

The date of the postmark, facsimile, electronic communication, telephone call, hand delivery, delivery to a third-party commercial carrier, or in-person filing at an OSHA office is considered the date filed. No particular form is required and complaints may be submitted in any language.

To file a complaint electronically, please visit: [www.whistleblowers.gov/complaint\\_page.html](http://www.whistleblowers.gov/complaint_page.html).

To contact OSHA to file a complaint, please call 1-800-321-OSHA (6742) and they will connect you to the closest office; or visit [www.osha.gov/html/RAmap.html](http://www.osha.gov/html/RAmap.html).

Upon receipt, OSHA will review the complaint to determine whether it is appropriate to conduct

a fact-finding investigation (e.g., whether the complaint was filed within 30 days; whether the allegation is covered by Section 11(c)). All complaints are investigated according to requirements in 29 CFR Part 1977.

In the 22 states with OSHA-approved state plans which cover the private sector, employees may file a complaint under Section 11(c) of the OSH Act or a complaint under the State's analogous whistleblower provision or both. The complaint with Federal OSHA must be filed within 30 days of the unfavorable employment action. The complaint filed with the State agency must be filed within the time limit prescribed by State law. State and local government employees in these States, and in six States with plans covering only State and local government employees, may only file occupational safety or health retaliation claims with the State agencies. For a list of state plans, please visit: [www.osha.gov/dcsp/osp](http://www.osha.gov/dcsp/osp).

## **What to do about a Dangerous Situation at Work**

If workers believe working conditions are unsafe or unhealthful, it is recommended that they bring the conditions to their employer's attention, if possible, and before they are faced with either refusing to perform a task or exposing themselves to a serious hazard.

Workers may file a complaint with OSHA concerning a hazardous working condition at any time. For information on occupational safety and health laws, standards, and regulations, visit OSHA's website: [www.osha.gov](http://www.osha.gov).

Not all work refusals due to unsafe or unhealthful conditions are protected by section 11(c). A worker would be protected from subsequent retaliation when the worker has a reasonable apprehension of death or serious injury; and refuses in good faith to perform the task; and has no alternative assignment; and there is insufficient time to have Federal or State OSHA conduct an inspection or where such an inspection has already taken place; and where possible the employee has sought from the employer but was unable to obtain correction of the dangerous condition. For more information: [www.osha.gov/workers](http://www.osha.gov/workers).

## **Results of the Investigation**

If the evidence supports an employee's claim of retaliation and a voluntary settlement cannot be reached, the Secretary of Labor, through the Office of the Solicitor of Labor (SOL), may litigate the case in U.S. District Court. The Secretary may seek relief to make the employee whole, including:

- Reinstatement.
- Payment of back pay with interest.
- Compensation for expenses the employee may have incurred, as a result of the retaliation with interest; and for emotional distress.
- Punitive damages.
- Non-monetary relief.

If the OSHA Regional Administrator whose office investigated the case finds that the evidence does not support an employee's claim of retaliation, the employee may seek review by the Directorate of Whistleblower Protection

Programs (DWPP) in Washington, D.C. by filing a request for such review, within 15 days of the employee's receipt of the dismissal letter, with a copy to the Regional Administrator.

### To Get Further Information

For a copy of Section 11(c) of the *Occupational Safety and Health Act* (29 U.S.C. §660(c)), the regulations (29 CFR 1977), and other information, go to [www.whistleblowers.gov](http://www.whistleblowers.gov).

OSHA's Whistleblower Protection Program enforces the whistleblower provisions of more than twenty federal whistleblower laws. To learn more about the whistleblower statutes which OSHA enforces, view our "Whistleblower Statutes Desk Aid" at [www.whistleblowers.gov/whistleblower\\_acts-desk\\_reference.pdf](http://www.whistleblowers.gov/whistleblower_acts-desk_reference.pdf). You can also call OSHA at 1-800-321-OSHA (6742) if you have questions or need more information.

OSHA REGIONAL OFFICE (San Fernando Valley)  
6150 Van Nuys Blvd, Suite 405  
Van Nuys, CA 91401  
Phone: (818) 901-5403  
Fax: (818) 901-5518

**This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.**



U.S. Department of Labor





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## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

**From:** Councilmember Sylvia Ballin

**Date:** July 6, 2020

**Subject:** Consideration to Adopt an Ordinance to Change the City's Municipal Election from the Statewide General Election in Even Numbered Years to the Statewide Primary Election in Even Numbered Years Effective in 2024.

### RECOMMENDATION:

It is recommended that the City Council:

- a. Take no action and table this discussion to a date uncertain.

*OR*

- b. Introduce for first reading by title only, and waive further reading of Ordinance No. 1698 "Ordinance of the City Council of the City of San Fernando moving the date of the General Municipal Elections from the first Tuesday after the first Monday in November of even-numbered years to the first Tuesday after the first Monday in March of even-numbered years beginning with the General Municipal Election of March 5, 2024."

### BACKGROUND:

1. On September 1, 2015, Governor Jerry Brown signed Senate Bill 415 (SB 415) into law which prohibits a local government from holding an election on any date other than a statewide election date, if doing so in the past has resulted in turnout that is at least 25% below the average turnout in that jurisdiction in the last four statewide general elections. Section 14052(b) of the Elections Code allows the City to hold elections on dates other than statewide election dates, after January 1, 2018, if it adopts a plan to consolidate a future election with a statewide election before the November 8, 2022 statewide general election.
2. On July 18, 2016, the City adopted Resolution No. 7754, which set forth the City's intention and plan to begin holding its elections on the first Tuesday after the First Monday in November no later than November 8, 2022; and on July 17, 2017, the City Council conducted a public hearing and directed staff to accelerate the switch to statewide election dates. On the meeting of August 21, 2017, Ordinance No. 1668 was adopted to change its municipal election to the statewide general election beginning on November 6, 2018.

**Consideration to Adopt an Ordinance to Change the City's Municipal Election from the Statewide General Election in Even Numbered Years to the Statewide Primary Election in Even Numbered Years Effective in 2024.**

Page 2 of 2

3. On June 15, 2020, staff was directed to: 1) bring back information regarding the City's voter turn-out for the previous elections, 2) identify the cities in Los Angeles County that have changed their election to the statewide primary or general election pursuant to SB 415, and 3) draft an ordinance that may be voted on to change the City's election from the statewide general election in 2024 to the statewide primary election in 2024.

**ANALYSIS/CONCLUSION:**

**Staff Updates.**

Pursuant to City Council direction on June 15, 2020, staff has provided the following information:

<b>San Fernando Election Date</b>	<b>Ballot Items</b>	<b>Registered Voters</b>	<b>Total Votes Cast</b>	<b>Voter Turnout (%)</b>
March 2013	No election – Insufficient Nominees	N/A	N/A	N/A
March 2015	City Council	9,535	1,198	12.56%
March 2017	City Council	10,772	1,802	16.73%
Nov. 2018	City Council & Measure A	11,015	5,599	50.83%
March 2020	Measure MJ	11,720	7,972	68.02%

To date, staff has been able to confirm the following cities that have changed their election cycle pursuant to SB 415. Additional time is required to complete this information request.

<b>City</b>	<b>Original Election Cycle</b>	<b>Current Election Cycle</b>
Bell	March Odd Years	Primary Even Years
Glendale	March Odd Years	Primary Even Years
San Dimas	March Odd Years	Primary Even Years
South Pasadena	November Odd Years	General Even Years
Walnut	April Even Years	General Even Years

**BUDGET IMPACT:**

There is no budget impact associated with adopting Ordinance No. 1698. The City already includes the cost for the General Municipal Election in the adopted budget.

**ATTACHMENT:**

- A. Ordinance No. 1698

**ATTACHMENT “A”****ORDINANCE NO. 1698****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO MOVING THE DATE OF GENERAL MUNICIPAL ELECTIONS FROM THE FIRST TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER OF EVEN-NUMBERED YEARS TO THE FIRST TUESDAY AFTER THE FIRST MONDAY IN MARCH OF EVEN-NUMBERED YEARS BEGINNING WITH THE GENERAL MUNICIPAL ELECTION OF MARCH 5, 2024**

**WHEREAS**, general law cities, such as the City of San Fernando (the “City”), are obligated to conduct general and special municipal elections in accordance with the California Elections Code (the “Elections Code”), per Elections Code Section 10101, et seq.;

**WHEREAS**, commencing January 1, 2018, Senate Bill 415 prohibited San Fernando and many other cities from holding an election on any date other than a statewide election date, as doing so in the past in turnout that was at least twenty-five percent (25%) below the average turnout in that jurisdiction in the last four statewide general elections;

**WHEREAS**, on August 21, 2017, the City adopted Resolution No. 1668, which set forth the City’s intention and plan to begin holding its elections on the first Tuesday after the First Monday in November no later than November 8, 2022; and

**WHEREAS**, the City ultimately commenced holding its General Municipal Elections on the first Tuesday after the First Monday in November beginning with the General Municipal Election held November 6, 2018; and

**WHEREAS**, on September 27, 2017, the Governor signed Senate Bill (SB) 568 which beginning in the year 2019 moved the statewide direct primary election held on the first Tuesday after the first Monday in June in even-numbered years to the first Tuesday after the first Monday in March of even-numbered years; and

**WHEREAS**, the City Council wishes to avail itself of the ability to hold its General Municipal Elections on the first Tuesday following the first Monday in March of even-numbered years as now permitted by way of SB 568.

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

**SECTION 1.** The facts set forth in the recitals above are true and correct and incorporated herein by reference.

**SECTION 2.** General Municipal Elections for the City of San Fernando a hereby moved from the first Tuesday after the first Monday in November of even-numbered years to the first Tuesday after the First Monday in March of even-numbered years, commencing with the General

ORD. NO. 1698

Election Municipal Election to be held March 5, 2018. In recognition of the foregoing, Section 2.91 (Date of General Municipal Elections; Consolidation with County) of Division 3 of Chapter 2 (Administration) of the San Fernando Municipal Code, is hereby amended in its entirety to now state the following,

***Division 3. - General Municipal Elections.***

***2.91 Date of General Municipal Elections; Consolidation with County.***

*(a) (i) The city shall hold its general municipal elections on the first Tuesday after the first Monday in November of each even-numbered years. This subsection 2.91(a)(i) shall remain in effect until January 1, 2023 and as of that date is repealed.*

*(ii) The city shall hold its general municipal elections on the first Tuesday after the first Monday in March of even-numbers years, with the first such election to be held March 5, 2024. This subsection 2.91(a)(ii) shall become operative on January 1, 2023.*

*(b) General municipal elections held pursuant to this Section shall be consolidated with the concurrent statewide election of the same date administered by the Registrar-Recorder for the County of Los Angeles unless the County Board of Supervisors denies such consolidation pursuant to Elections Code section 10402.5.*

**SECTION 3.** In order to accommodate the new election schedule, the terms for City elected officials who were victorious at elections in November of 2020 and 2022 shall be subject to a reduction of approximately four months from terms of office as follows:

	<b>Elected (by standard odd-year municipal election)</b>	<b>Usual End of Term</b>	<b>New End of Term</b>	<b>Reduction in Term</b>
Councilmember 1	November 2020	November 2024	March 2024	8 Mos.
Councilmember 2	November 2020	November 2024	March 2024	8 Mos.
Councilmember 3	November 2022	November 2026	March 2026	8 Mos.
Councilmember 4	November 2022	November 2026	March 2026	8 Mos.
Councilmember 5	November 2022	November 2026	March 2026	8 Mos.

**SECTION 4.** In accordance with Elections Code Section 10403.5(b), this Ordinance shall cause no elected city terms of office to be increased or decreased by more than twelve (12) months.

ORD. NO. 1698

**SECTION 5. Inconsistent Provisions.** Any provision of the San Fernando City Code or appendices thereto that conflicts with the provisions of this Ordinance, to the extent of such conflict and no further, is hereby repealed or modified to the extent necessary to affect the provisions of this Ordinance.

**SECTION 6. Severability.** If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

**SECTION 7. Publication.** The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in the official newspaper within fifteen (15) days after its adoption.

**SECTION 8. Effective Date/Operative Date.** The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in a newspaper of general circulation within fifteen (15) days after its adoption. This Ordinance shall become effective thirty (30) days after a second reading and adoption. This Ordinance shall become operative upon, and subject to, any approval required by the Los Angeles County Board of Supervisors, per Elections Code Section 1301(b).

**SECTION 9.** The City Clerk is directed to forward without delay to the County of Los Angeles Board of Supervisors and to the County of Los Angeles Registrar/Recorder/ County Clerk, each a certified copy of this Ordinance.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando at its regular meeting on this \_\_\_\_\_ of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Joel Fajardo, Mayor

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Richard Padilla, City Attorney

ORD. NO. 1698

CERTIFICATION

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

I, JULIA FRITZ, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing Ordinance No. 1698 was introduced at the regular meeting of the City Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 2020, and thereafter at the regular meeting of said City Council, duly held on the \_\_\_\_\_ day of \_\_\_\_\_ 2020, was passed and adopted by the following votes to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
Julia Fritz, City Clerk