



SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE AND AGENDA
AUGUST 17, 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/c/CityOfSanFernando>. Members of the public may submit comments by email to 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 – August 17, 2020**Page 2 of 6

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. Members of the public can access meetings live on-line, with audio and video, via YouTube Live, at <https://www.youtube.com/c/CityOfSanFernando>. 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.

PRESENTATION

- a) PROCLAMATION CELEBRATING THE 100TH ANNIVERSARY OF WOMEN'S RIGHT TO VOTE
Councilmember Mary Mendoza

CONSENT CALENDAR

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

1) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 20-082 approving the Warrant Register.

SAN FERNANDO CITY COUNCIL**Regular Meeting Notice and Agenda – August 17, 2020**

Page 3 of 6

2) APPROVE FACILITY USE AGREEMENTS WITH THE LOS ANGELES COUNTY REGISTRAR'S-RECORDER/COUNTY CLERK REGARDING ELECTION ACTIVITIES FOR THE NOVEMBER 3, 2020 GENERAL ELECTION

Recommend that the City Council:

- a. Approve a Facility Use Agreement with the Los Angeles County Registrar's-Recorder/County Clerk ("RR/CC") to use City Lot 6N as a Central Ballot Collection Check-In-Center (Contract No. 1963) for the November 3, 2020 General Election;
- b. Approve a Facility Use Agreement with RR/CC to use Las Palmas Park and Recreation Park as Vote Centers (Contract Nos. 1964 and 1965) for the November 3, 2020 General Election; and
- c. Authorize the City Manager to make non-substantive edits and execute all related documents.

3) CONSIDERATION TO ADOPT A RESOLUTION AMENDING THE CITY'S GRANT MANAGEMENT POLICY TO COMPLY WITH 2 CODE OF FEDERAL REGULATIONS (CFR) 200 – UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Recommend that the City Council:

- a. Review and file the proposed amendments to the Grant Management Policy;
- b. Adopt Resolution No. 8025 amending the City's Grant Management Policy; and
- c. Authorize the City Manager to take certain related actions to execute and implement the amendments to the policy.

ADMINISTRATIVE REPORTS**4) DISCUSSION REGARDING COVID-19 RESPONSE EFFORTS AND APPROVAL OF PROPOSED RECOMMENDATIONS**

Recommend that the City Council 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; and
- b. Review and approval of financial assistance programs and the pursuit of funding opportunities, and related recommendations, as appropriate.

SAN FERNANDO CITY COUNCIL**Regular Meeting Notice and Agenda – August 17, 2020**

Page 4 of 6

5) CONSIDERATION TO APPROVE A LETTER OF AGREEMENT WITH THE SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION RELATED TO THE GOVERNMENT CODE SECTION 20903 RETIREMENT INCENTIVE BENEFIT

Recommend that the City Council:

- a. Approve the proposed Letter of Agreement (Contract No. 1962) between the City of San Fernando and the San Fernando Public Employees Association (SFPEA) outlining the terms and conditions related to the City's offer of a retirement incentive to certain eligible employees in accordance with Government Code section 20903; and
- b. Authorize the City Manager to make non-substantive corrections and execute the Letter of Agreement and all related documents.

6) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE LIST OF JOB CLASSIFICATIONS ELIGIBLE FOR RETIREMENT UNDER THE PROVISIONS OF GOVERNMENT CODE SECTION 20903

Recommend that the City Council:

- a. Adopt Resolution No. 8023 approving the List of Job Classifications that are eligible for retirement under the two-year additional service credit provisions of Government Code Section 20903; and
- b. Authorize the City Manager to make non-substantive corrections, and submit the approved list to the California Public Employees' Retirement System (CalPERS).

7) CONSIDERATION TO ADOPT A RESOLUTION SETTING THE PROPERTY TAX RATE REQUIRED TO MEET THE CITY'S OBLIGATION TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR FISCAL YEAR 2020-2021

Recommend that the City Council:

- a. Adopt Resolution No. 8024 establishing the amount necessary to be raised by taxation for the City's annual payment to the California Public Employees' Retirement System;
- b. Fix the property tax rate for Fiscal Year 2020-2021 at \$0.203571 per \$100 of assessed valuation; and
- c. Levy that tax rate upon all taxable property in the City.

Or, in the alternative;

SAN FERNANDO CITY COUNCIL**Regular Meeting Notice and Agenda – August 17, 2020**

Page 5 of 6

- a. Approve Resolution No. 8026 to continue and maintain the 2019-2020 Tax Rate for the City's Annual payment to the California Public Employee's Retirement and apply the additional funds for payment to the City's CalPERS Side Fund Loan;
- b. The property tax rate for Fiscal Year 2019 – 2020 is \$0.212129 per \$100 of assessed valuation; and
- c. Levy that tax rate upon all taxable property in the City.

8) UPDATE REGARDING SIDEWALK REPAIR EFFORTS WITHIN THE CITY AND DISCUSSION OF THE USE OF PROPOSITION 'A' TRANSIT FUNDS DURING FISCAL YEAR 2020-2021

Recommend that the City Council:

- a. Receive and file a presentation on sidewalk repair efforts since 2016 within the City of San Fernando and the use of Proposition 'A' transit funds;
- b. Discuss how each councilmember would like to allocate his or her \$2,500 portion of the Proposition 'A' transit funds during Fiscal Year 2020-2021; and
- c. Direct staff to transfer an amount, determined by City Council, from the Proposition 'A' transit funds account for contracted bus transportation (007-440-0443-4260) to the account for sidewalk repairs near bus stops (007-313-0866-4600), if appropriate.

9) DISCUSSION AND CONSIDERATION TO APPROVE A LETTER CONDEMNING ADMINISTRATIVE POLICIES ON U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT DETENTION FACILITIES

Recommend that the City Council:

- a. Discuss and review the draft letter condemning Administrative Policies on U.S. Immigration and Custom Enforcement (ICE) and provide amendments, if appropriate; and
- b. Authorize the City Manager to finalize the letter, include City Council signatures, and forward the letter of opposition to the Trump Administration, Federal, State and Local Officials.

SAN FERNANDO CITY COUNCIL**Regular Meeting Notice and Agenda – August 17, 2020**

Page 6 of 6

10) DISCUSSION AND DIRECTION REGARDING EXISTING CITY COUNCIL AD HOC COMMITTEE ASSIGNMENTS

Recommend that the City Council:

- a. Review the existing Ad Hoc Committee Assignments and make changes, as appropriate;
- b. Review the scope of work for each Committee and make changes, as appropriate; and
- c. Dissolve obsolete Committees.

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: August 14, 2020 (11:40 a.m.)

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

Regular Meeting

San Fernando City Council

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: August 17, 2020

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 20-082 (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. 20-082

ATTACHMENT "A"**RESOLUTION NO. 20-082****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO ALLOWING AND APPROVING FOR
PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT
REGISTER NO. 20-082****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 17th day of August, 2020.

Joel Fajardo, Mayor

ATTEST:

Julia Fritz, City Clerk

RESO. NO. 20-082**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. 20-082 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 17th day of August, 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 17th day of August, 2020.

Julia Fritz, City Clerk

EXHIBIT "A"

vchlist		Voucher List				Page: 1	
08/12/2020 1:41:15PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
219890	8/17/2020	893053 A THREAD AHEAD INC	I-228161		ANNUAL UNIFORMS 001-152-0000-4325	889.04	
					Total :	889.04	
219891	8/17/2020	888356 ADVANCED AUTO REPAIR	1439		VEHICLE MAINT., REPAIRS AND MINOR 041-320-0225-4400	2,231.94	
			1440	12017	VEH. MAINT., REPAIRS & MINOR BODY 041-320-0225-4400	111.41	
			1441	12238	REPAIRS TO PD VEH. PD2521 DUE TO , 041-320-0225-4400	10,130.08	
			1442	12239	VEH. MAINT., REPAIRS & MINOR BODY 041-320-0225-4400	588.25	
				12238	Total :	13,061.68	
219892	8/17/2020	887377 AKEMON, DOLORES	AUG 2020		COMMISSIONER'S STIPEND 001-310-0000-4111	75.00	
					Total :	75.00	
219893	8/17/2020	893100 ALBA, CYNTHIA	REIMB.		MILEAGE REIMB-WORK RELATED ITEM 001-116-0000-4390	12.36	
					Total :	12.36	
219894	8/17/2020	100143 ALONSO, SERGIO	JULY 2020		MMAP INSTRUCTOR 109-424-3693-4260	2,450.00	
					Total :	2,450.00	
219895	8/17/2020	889215 ALVARADO, ANGELITA	821163		MAR. SENIOR DANCE REFUND 004-2380	120.00	
					Total :	120.00	
219896	8/17/2020	100025 APWA	17952		MEMBERSHIP RENEWAL 08/01/20-07/3 001-310-0000-4380	875.00	
					Total :	875.00	
219897	8/17/2020	888321 ARRIZON, FRANCISCO	AUG 2020		COMMISSIONER'S STIPEND 001-310-0000-4111	75.00	
Page: 1							

Page: 1

vchlist		Voucher List					Page: 2	
08/12/2020 1:41:15PM		CITY OF SAN FERNANDO						
Bank code :		bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
219897	8/17/2020	888321 888321 ARRIZON, FRANCISCO	(Continued)			Total :	75.00	
219898	8/17/2020	890608 ASCENCIO JR, GERARDO	51096		SUMMER CONCERT PREP WORK 001-424-0000-4430		500.00	
						Total :	500.00	
219899	8/17/2020	889942 ATHENS SERVICES	8689153		CONTRACTUAL SERVICES FOR STREE 011-311-0000-4260		12,022.03	
				12248	001-343-0000-4260		2,891.00	
				12248		Total :	14,913.03	
219900	8/17/2020	101709 AV EQUIPMENT RENTAL INC.	234168		STEEL METAL BLADE 070-381-0000-4320		211.88	
						Total :	211.88	
219901	8/17/2020	890546 BARAJAS, CRYSTAL	JULY 2020		MMAP MENTOR INSTRUCTOR 109-424-3693-4260		204.00	
						Total :	204.00	
219902	8/17/2020	100311 BARR ELECTRIC CO.	20132		INSPECT & TEST FIBER OPTIC LINES 001-222-0000-4260		1,396.97	
			20133		INSTALL OF POWER CIRCUITS AT PD 001-222-0000-4260		712.88	
						Total :	2,109.85	
219903	8/17/2020	892426 BEARCOM	5046704		JULY-RADIO COMM SYST & WIRELESS 001-135-0000-4260		7,610.41	
				12235		Total :	7,610.41	
219904	8/17/2020	888800 BUSINESS CARD	072820		BUSINESS CARDS 001-310-0000-4300		36.09	
			073120		FINANCE CHARGE 001-190-0000-4435		121.05	
			080320		AUG 2020-(1) MONTH 200 OUTLOOK 36 001-135-0000-4260		1,582.00	
			080320		POST BOOST 001-105-0000-4300		50.00	

Page: 2

vchlist 08/12/2020 1:41:15PM		Voucher List CITY OF SAN FERNANDO				Page: 3
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219904	8/17/2020	888800 888800 BUSINESS CARD	(Continued)			Total : 1,789.14
219905	8/17/2020	888800 BUSINESS CARD	071009		CREDIT FOR PARKING FEE	
			073120		001-224-0000-4360	-40.00
					SUPPLIES	
					001-222-0000-4300	324.21
					Total :	284.21
219906	8/17/2020	891860 CARL WARREN & COMPANY	20030-20037		REIMB. OF ITF ACCT (LIABILITY CLAIM:	
					006-1037	9,589.24
					Total :	9,589.24
219907	8/17/2020	100731 CITY OF LOS ANGELES	74WP200000137	12247	WASTEWATER SERVICE CHARGES	
			74WP200000138	12247	072-360-0629-4260	9,255.00
					WASTEWATER SERVICE CHARGES	
					072-365-0629-4600	8,687.00
					Total :	17,942.00
219908	8/17/2020	101957 CITY OF LOS ANGELES	38SF210000001		FIRE SERVICES-AUG 2020	
					001-500-0000-4260	236,012.00
					Total :	236,012.00
219909	8/17/2020	103029 CITY OF SAN FERNANDO	2778-2819		REIMBURSEMENT TO WORKERS COM	
					006-1038	17,847.95
					Total :	17,847.95
219910	8/17/2020	890893 CITY OF SAN FERNANDO	AUG 2020		VARIOUS CITY PROPERTY UTILITY	
					043-390-0000-4210	8,712.60
					Total :	8,712.60
219911	8/17/2020	890893 CITY OF SAN FERNANDO	AUG 2020		VARIOUS CITY PROPERTY UTILITY	
			JULY 2020		043-390-0000-4210	8,712.60
					COMMISSIONER'S STIPEND DONATION	
					001-115-0000-4111	75.00
					Total :	8,787.60
219912	8/17/2020	892687 CORE & MAIN LP	M579679	12035	WATER AND FIRE SERVICE MATERIALS	
					070-385-0701-4600	0.01
						Page: 3

vchlist 08/12/2020 1:41:15PM		Voucher List CITY OF SAN FERNANDO				Page: 4
Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219912	8/17/2020	892687 CORE & MAIN LP	(Continued)			
			M610115	12035	070-383-0301-4300	255.68
			M610664	12243	PW MAINTENANCE, REPAIRS & SUPPL	
					070-385-0701-4600	831.72
			M629749	12243	PW MAINTENANCE, REPAIRS & SUPPL	1,361.32
			M637579	12243	070-383-0301-4300	182.42
			M712594	12243	PW MAINTENANCE, REPAIRS & SUPPL	688.57
					070-385-0701-4600	648.49
					Total :	3,968.21
219913	8/17/2020	892888 CWE	20221	11788	SAN FERNANDO REGIONAL PARK INFI	
					070-385-0763-4600	12,427.01
					Total :	12,427.01
219914	8/17/2020	892472 DE NORA WATER TECHNOLOGIES	9222231733	12088	3 ON-SITE HYPOCHLORITE GENERATI	
					070-384-0000-4260	1,025.00
					Total :	1,025.00
219915	8/17/2020	887121 DELL MARKETING L.P.	10401443869	12210	DELL 34 WHR 2-CELL PRIMARY LITHIUM	
					070-381-0000-4290	118.75
					Total :	118.75
219916	8/17/2020	100932 DEPARTMENT OF TOXIC SUBSTANCES	VQ NO. 2020876		EPA ID NO. VERIFICATION & HAZ WAST	
					072-360-0000-4260	400.00
					Total :	400.00
219917	8/17/2020	890607 DIAZ, ROSA	821159		MAR. SENIOR DANCE REFUND	
					004-2380	14.00
					Total :	14.00
219918	8/17/2020	889121 EDGESOFT, INC.	3152	12236	ANNUAL MAINT. CONTRACT FOR AUTC	
					055-135-0000-4260	2,080.00
					Total :	2,080.00
						Page: 4

vchlist
08/12/2020 1:41:15PMVoucher List
CITY OF SAN FERNANDO

Page: 5

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219919	8/17/2020	101063 EMPLOYMENT DEVELOPMENT	944-0936-4		UNEMPLOYMENT INS-PERIOD ENDING	
					001-190-0420-4132	3,629.00
					001-190-0360-4132	1,220.00
					001-190-0390-4132	160.00
					001-190-0152-4132	126.00
					001-190-0225-4132	3,090.00
					001-190-3689-4132	9,571.00
					Total :	17,796.00
219920	8/17/2020	890879 EUROFINS EATON ANALYTICAL, INC	L0519218		FULL-SERVICE ENVIRONMENTAL DRIN	
			L0519219	12245	070-384-0000-4260	150.00
			L0519254		MAY-JUNE 2020 WATER TESTING & AN.	
			L0519719	12245	070-384-0000-4260	150.00
			L0519902		FULL-SERVICE ENVIRONMENTAL DRIN	
			L0520133	12245	070-384-0000-4260	152.00
			L0520677	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
			L0520681	12245	070-384-0000-4260	150.00
			L0520914	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
			L0520916	12245	070-384-0000-4260	150.00
			L0521142	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
			L0521419	12245	070-384-0000-4260	144.00
			L0521864	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
			L0521865	12245	070-384-0000-4260	150.00
				12245	FULL-SERVICE ENVIRONMENTAL DRIN	
					070-384-0000-4260	152.00
						144.00

Page: 5

vchlist
08/12/2020 1:41:15PMVoucher List
CITY OF SAN FERNANDO

Page: 6

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219920	8/17/2020	890879 EUROFINS EATON ANALYTICAL, INC	(Continued)			
			L0522395	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
			L0523132	12245	070-384-0000-4260	150.00
			L0523133	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
			L0523360	12245	070-384-0000-4260	150.00
			L0523363	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
			L0523364	12245	070-384-0000-4260	144.00
			L0523365	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
			L0523382	12245	070-384-0000-4260	375.00
			L0523383	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
			L0523527	12245	070-384-0000-4260	150.00
			L0524007	12245	FULL-SERVICE ENVIRONMENTAL DRIN	
					070-384-0000-4260	150.00
					Total :	4,001.00
219921	8/17/2020	893632 FASTSPRING	MTC200630-5497-24118	12250	ANNUAL SUBSCRIPTION OF VEH MAIN	
					041-320-0000-4320	1,200.00
					Total :	1,200.00
219922	8/17/2020	101147 FEDEX	7-043-80838		COURIER SERVICE	
					001-190-0000-4280	64.82
					Total :	64.82
219923	8/17/2020	892198 FRONTIER COMMUNICATIONS	209-150-5251-040172		MWD METER (P.W.)	
			209-151-4939-102990		070-384-0000-4220	45.83
					MUSIC CHANNEL	
					001-190-0000-4220	41.70

Page: 6

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08/12/2020 1:41:15PM

Voucher List
CITY OF SAN FERNANDO

Page: 7

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219923	8/17/2020	892198 FRONTIER COMMUNICATIONS	(Continued) 209-188-4361-031792		RCS PHONE LINES 001-420-0000-4220	120.00
			209-188-4362-031792		PD MAJOR PHONE LINES 001-222-0000-4220	616.70
			209-188-4363-031892		VARIOUS PHONE LINES 001-190-0000-4220	84.98
					070-384-0000-4220	282.96
					001-420-0000-4220	278.09
			818-361-6728-080105		ENGINEERING FAX LINE 001-310-0000-4220	38.11
			818-365-5097-120298		POLICE NARCOTICS VAULT 001-222-0000-4220	37.83
			818-837-1509-032207		PUBLIC WORKS PHONE LINES 001-190-0000-4220	29.08
			818-838-4969-021803		POLICE DEPT ALARM PANEL 001-222-0000-4220	114.75
					Total :	1,690.03
219924	8/17/2020	892550 GOVEA, DAVID	JULY 2020		COMMISSIONER'S STIPEND 001-115-0000-4111	75.00
					Total :	75.00
219925	8/17/2020	893622 GOVERNMENT TRAINING AGENCY	50066		SEMINAR-COURT & TEMPORARY HOLI 001-225-3688-4360	115.00
			50080		SEMINAR-COURT & TEMPORARY HOLI 001-225-0000-4360	115.00
					Total :	230.00
219926	8/17/2020	101376 GRAINGER, INC.	9565524726	12022	SUPPLIES FOR BUILDING, ELECTRICA 043-390-0000-4300	14.83
			9568992052	12022	SUPPLIES FOR BUILDING, ELECTRICA 043-390-0000-4300	18.52
					Total :	33.35
219927	8/17/2020	893166 GRBCON, INC.	RELEASE RETENTION		RETENTION RELEASE-GLENOAKS SEV 010-2037	5,702.51

Page: 7

vchlist
08/12/2020 1:41:15PM

Voucher List
CITY OF SAN FERNANDO

Page: 8

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219927	8/17/2020	893166 GRBCON, INC.	(Continued)		070-2037	3,032.78
					072-2037	65,709.23
					Total :	74,444.52
219928	8/17/2020	101434 GUZMAN, JESUS ALBERTO	JULY 2020		PROJECT PREPARATION 109-424-3693-4260	2,400.00
					Total :	2,400.00
219929	8/17/2020	890594 HEALTH AND HUMAN RESOURCE	E0229613		EAP-SEPT 2020 001-106-0000-4260	243.10
					Total :	243.10
219930	8/17/2020	887740 INDUSTRIAL SHOE COMPANY	1100-1234566		SAFETY SHOES 070-384-0000-4310	242.00
			1100-1235099		SAFETY SHOES 043-390-0000-4310	196.90
					Total :	438.90
219931	8/17/2020	889680 JIMENEZ LOPEZ, JUAN MANUEL	JULY 2020		MMAP INSTRUCTOR 109-424-3693-4260	780.00
					Total :	780.00
219932	8/17/2020	892118 JOHN ROBINSON CONSULTING, INC.	SF202001-05	12145	RESERVOIR RECONSTRUCTION 010-385-0716-4600	11,097.40
					Total :	11,097.40
219933	8/17/2020	102387 K.R. NIDA CORPORATION	3002050		HANDHELD RADIO CHARGER 001-311-0000-4300	80.12
					Total :	80.12
219934	8/17/2020	892641 KIDNEY QUEST FOUNDATION, INC.	FY20/21		CIF-EMERGENCY EDUCATION BACKPA 053-101-0109-4430	250.00
					Total :	250.00
219935	8/17/2020	893549 KOA CORPORATION	JC06021-3	12202	CONSTRUCTION MGMT & INSPECTION 008-311-6673-4600	34,630.00
			JC06021-4		CONSTRUCTION MGMT & INSPECTION	

Page: 8

vchlist 08/12/2020 1:41:15PM		Voucher List CITY OF SAN FERNANDO				Page: 9
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219935	8/17/2020	893549 KOA CORPORATION	(Continued)	12202	008-311-6673-4600	27,050.00
					Total :	61,680.00
219936	8/17/2020	893668 LASER PRINTER SERVICES	22951		MAINT ON PLOTTER-COVID19 FYLERS	
					001-105-3689-4320	994.70
					Total :	994.70
219937	8/17/2020	893218 LAZARO, ERNESTO	JULY 2020		MMAPI INSTRUCTOR	
					109-424-3693-4260	780.00
					Total :	780.00
219938	8/17/2020	101920 LIEBERT CASSIDY WHITMORE	1502694		LEGAL SERVICES	
			1502695		001-112-0000-4270	176.60
			1502696		LEGAL SERVICES	
			1502697		001-112-0000-4270	1,218.00
			1502698		LEGAL SERVICES	
			1502699		001-112-0000-4270	3,958.00
					001-112-0000-4270	1,699.00
					001-112-0000-4270	2,849.00
					001-112-0000-4270	3,323.00
					Total :	13,223.60
219939	8/17/2020	893403 LLAMAS, SUZANNE	JULY 2020		COMMISSIONER'S STIPEND	
					001-115-0000-4111	75.00
					Total :	75.00
219940	8/17/2020	892477 LOWES	901190		MISC ITEMS	
			901701		043-390-0000-4300	10.36
			901861		WATER FILTERS REPLACEMENT	
			902186		043-390-0000-4300	71.78
					MATL'S FOR BASEBALL FIELDS	
					043-390-3689-4300	140.09
					COUNCIL CHAMBERS PARTITIONS	

Page: 9

vchlist 08/12/2020 1:41:15PM		Voucher List CITY OF SAN FERNANDO				Page: 10
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219940	8/17/2020	892477 LOWES	(Continued)		043-390-0000-4300	23.64
			902787		MATL'S TO REPAIR LEAKS	
			902923		043-390-0000-4300	58.46
					PEST CONTROL	
					043-390-0000-4300	117.95
					Total :	422.28
219941	8/17/2020	102075 MAG-TROL ASSOCIATES, INC.	1222754		MAT'L'S FOR MAINTS OF WELL 2A	
					070-384-0000-4210	637.41
					Total :	637.41
219942	8/17/2020	888254 MCCALLA COMPANY	329192		DISPOSABLE GLOVES	
					001-222-0000-4300	966.11
					Total :	966.11
219943	8/17/2020	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE	
					007-440-0441-4220	35.51
					Total :	35.51
219944	8/17/2020	892140 MICHAEL BAKER	1083492	11886	CDBG ADMINISTRATIVE & LABOR COM	
					026-311-0182-4260	1,440.00
					Total :	1,440.00
219945	8/17/2020	102226 MISSION LINEN SUPPLY	512909872		LAUNDRY	
			512939268		001-225-0000-4350	102.03
			512956625		LAUNDRY	
			512984239		001-225-0000-4350	100.81
			513002903		LAUNDRY	
					001-225-0000-4350	133.96
					001-225-0000-4350	90.97
					001-225-0000-4350	108.20
					Total :	535.97
219946	8/17/2020	893343 MOHR, NICOLE	AUG 2020		COMMISSIONER'S STIPEND	

Page: 10

vchlist		Voucher List				Page: 11	
08/12/2020 1:41:15PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
219946	8/17/2020	893343 MOHR, NICOLE	(Continued)		001-310-0000-4111	75.00	
			JULY 2020		COMMISSIONER'S STIPEND		
					001-115-0000-4111	75.00	
					Total :	150.00	
219947	8/17/2020	893050 MORALES-RODRIGUEZ, CRISTAL	JULY 2020		MMAP MENTOR INSTRUCTOR		
					109-424-3693-4260	272.00	
					Total :	272.00	
219948	8/17/2020	887737 NATIONAL PLANT SERVICES INC	15735	12231	EMERGENCY CCTVING & ROOT CUTTI		
					072-360-0000-4260	2,400.00	
					Total :	2,400.00	
219949	8/17/2020	887422 NORTHERN SAFETY CO., INC.	904056164		PPE SUPPLIES-COVID19		
					043-390-3689-4300	827.42	
					Total :	827.42	
219950	8/17/2020	102432 OFFICE DEPOT	103816974001		DISPOSABLE GLOVES-COVID19		
			502943134001		001-105-3689-4300	106.87	
					OFFICE SUPPLIES		
					001-422-0000-4300	28.46	
					Total :	135.33	
219951	8/17/2020	890095 O'REILLY AUTOMOTIVE STORES INC	4605-372685	12025	VEH. SERV., MAINT. & REPAIR PARTS		
					041-320-0152-4400	26.39	
					Total :	26.39	
219952	8/17/2020	892360 PARKING COMPANY OF AMERICA	INVM0015226		DIAL-A-RIDE & TROLLEY SERVICES		
				12174	007-313-0000-4260	21,906.63	
				12174	008-313-0000-4260	19,906.81	
				12174	007-313-3630-4402	4,954.44	
			INVM0015268		DIAL-A-RIDE & TROLLEY SERVICES		
				12174	007-313-0000-4260	21,906.63	
				12174	008-313-0000-4260	19,906.50	
				12174	007-313-3630-4402	6,463.64	
					Total :	95,044.65	
						Page:	11

Page: 11

vchlist		Voucher List				Page: 12	
08/12/2020 1:41:15PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amouu	
219953	8/17/2020	891317 PCI	22473		RESTRIPING OF PARKING LOTS		
			22488	12232	029-335-0000-4600		9,010.00
				12232	RESTRIPING OF PARKING LOTS		
					029-335-0000-4600		8,059.50
					Total :		17,069.50
219954	8/17/2020	893669 RAMOS, REFUGIO	1761		FACILITY RENTAL DEP REFUND		
					001-2220		150.00
					Total :		150.00
219955	8/17/2020	102803 RED WING SHOE STORE	233-72-8523941		SAFETY SHOES FOR PW FIELD PERSC		
			233-72-8523942	12237	043-390-0000-4310		233.73
			233-72-8523943	12237	SAFETY SHOES FOR PW FIELD PERSC		224.39
			233-72-8523944	12237	072-360-0000-4310		243.06
			233-72-8523945	12237	SAFETY SHOES FOR PW FIELD PERSC		205.67
			233-72-8523946	12237	043-390-0000-4310		205.67
			233-72-8523947	12237	SAFETY SHOES FOR PW FIELD PERSC		182.31
			284-1-52487	12237	001-310-0000-4310		130.87
			284-2-24770	12237	SAFETY SHOES FOR PW FIELD PERSC		237.31
				12237	070-383-0000-4310		
					SAFETY SHOES FOR PW FIELD PERSC		148.91
					Total :		1,811.92
219956	8/17/2020	888921 REGISTRAR-RECORDER/COUNTY CLER	20-2068		MARCH 3, 2020-PRESIDENTIAL PRIMA		
					001-116-0000-4260		48,863.50
					Total :		48,863.50
219957	8/17/2020	889602 RESPOND SYSTEMS	106153		PPE SUPPLIES-COVID-19		
					070-383-3689-4310		175.89

Page: 12

vchlist 08/12/2020 1:41:15PM		Voucher List CITY OF SAN FERNANDO				Page: 13
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219957	8/17/2020	889602 889602 RESPOND SYSTEMS	(Continued)			Total : 175.89
219958	8/17/2020	887296 ROBLEDO, OLIVIA	JULY 2020		COMMISSIONER'S STIPEND 001-115-0000-4111	75.00 Total : 75.00
219959	8/17/2020	102950 RYDELL AUTOMOTIVE GROUP	349652 349704 350015-1		VEHICLE MAINT-PD6849 041-320-0224-4400 BRAKE PADS KITS 041-1215 VEHICLE MAINT-PD3044 041-320-0221-4400	138.60 887.04 19.14 Total : 1,044.78
219960	8/17/2020	103057 SAN FERNANDO VALLEY SUN	10890 10891		NOTICE OF ELECTION-BALLOT MEASL 001-116-0000-4230 PUBLICATION OF ORD NO. 1699 001-115-0000-4230	343.75 115.62 Total : 459.37
219961	8/17/2020	893265 SAUCEDO, LUIS	2000518.001		FACILITY RENTAL REFUND 001-3777-0000	58.00 Total : 58.00
219962	8/17/2020	893107 SIEMENS MOBILITY INC	5620029768 5620031730	12107 12107	FY 2019/20 ON-CALL TRAFFIC SIGNAL I 001-371-0301-4300 FY 2019/20 ON-CALL TRAFFIC SIGNAL I 001-371-0301-4300	310.00 620.00 Total : 930.00
219963	8/17/2020	893666 SIGNS 4U2C	200717		VEHICLE MAINT-PD2521 041-320-0225-4400	400.00 Total : 400.00
219964	8/17/2020	103184 SMART & FINAL	11396 51880		SUPPLIES LP PARK SENIOR ACTIVITIE: 004-2346 INMATE SUPPLIES 001-225-0000-4350	21.67 11.47
						Page: 13

vchlist 08/12/2020 1:41:15PM		Voucher List CITY OF SAN FERNANDO				Page: 14
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219964	8/17/2020	103184 103184 SMART & FINAL	(Continued)			Total : 33.14
219965	8/17/2020	103202 SOUTHERN CALIFORNIA EDISON CO.	2-02-682-7675		ELECTRIC-VARIOUS LOCATIONS 043-390-0000-4210	5,811.14 Total : 5,811.14
219966	8/17/2020	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9776-0		NATURAL GAS -CNG STATION 074-320-0000-4402	4,600.76 Total : 4,600.76
219967	8/17/2020	889149 STAPLES BUSINESS ADVANTAGE	3452165073		BREAK ROOM SUPPLIES 001-190-0000-4300	8.91 Total : 8.91
219968	8/17/2020	103090 SUSAN SAXE-CLIFFORD, PH.D.	20-0722-2		PSYCH EVAL SERVICES 001-222-0000-4270	450.00 Total : 450.00
219969	8/17/2020	101528 THE HOME DEPOT CRC, ACCT#603532202490 2270252	3115107 3350506 492267 541167 7973988 8020946 8340172		MISC SUPPLIES 070-383-0301-4300 COVID-19 SUPPLIES 001-420-3689-4300 FENCING-PARK PLAYGROUNDS-COVIE 043-390-3689-4300 OFFICE FANS 043-390-0000-4300 SNEEZE GAURDS-COVID19 043-390-3689-4300 SALT FOR WELL SITES 070-384-0000-4300 FENCING-PARKS PLAYGROUNDS-COV 043-390-3689-4300 A/C UNIT REPLACEMENT 043-390-0000-4300	285.69 102.12 494.51 142.21 525.34 1,303.53 487.43 328.90 Total : 3,669.73
219970	8/17/2020	887322 THE NATIONAL ARBOR DAY	88-0797-3348		FY20-21 MEMBERSHIP RENEWAL 001-310-0000-4380	15.00
						Page: 14

vchlist

08/12/2020 1:41:15PM

Voucher List

CITY OF SAN FERNANDO

Page: 15

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219970	8/17/2020	887322 887322 THE NATIONAL ARBOR DAY	(Continued)		Total :	15.00
219971	8/17/2020	103903 TIME WARNER CABLE	10369071820		PD CABLE-07/18 - 08/17	
			196309072320		001-222-0000-4260	220.60
					INTERNET SERVICES-07/23-08/22	
					001-190-0000-4220	1,299.00
					Total :	1,519.60
219972	8/17/2020	892525 T-MOBILE	958769818		HOTSPOT & TABLET CONNECTIONS	
					001-420-0000-4220	29.40
					001-152-0000-4220	19.74
					Total :	49.14
219973	8/17/2020	893353 TOLENTINO, CLARISA	AUG 2020		COMMISSIONER'S STIPEND	
					001-310-0000-4111	75.00
					Total :	75.00
219974	8/17/2020	893504 TOWN HALL STREAMS, LLC	11027		JULY-MONTHLY STREAMING SERVICE	
			11101		001-101-3689-4300	175.00
					AUG-MONTHLY STREAMING SERVICE	
					001-101-3689-4300	175.00
					Total :	350.00
219975	8/17/2020	890998 TRUJILLO, RODOLFO	AUG 2020		COMMISSIONER'S STIPEND	
					001-310-0000-4111	75.00
					Total :	75.00
219976	8/17/2020	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (15122187			POSTAGE MACHINE REIMB	
					001-190-0000-4280	1,500.00
					Total :	1,500.00
219977	8/17/2020	103445 UNDERGROUND SERVICE ALERT	720200692		(56) NEW USA DIGALERT TICKETS	
					070-381-0000-4260	102.40
					Total :	102.40
219978	8/17/2020	103445 UNDERGROUND SERVICE ALERT	DBS20194322		CA. STATE FEE FOR REG COSTS	
					070-381-0000-4260	37.52

Page: 15

Page: 15

vchlist		Voucher List					Page: 16	
08/12/2020 1:41:15PM		CITY OF SAN FERNANDO						
Bank code :		bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
219978	8/17/2020	103445	103445 UNDERGROUND SERVICE ALERT	(Continued)			Total :	37.52
219979	8/17/2020	103439 UPS	831954310		COURIER SERVICES			
					001-190-0000-4280	124.00	Total :	124.00
219980	8/17/2020	893598 VALLEY CARE COMMUNITY	CSF OS2020 053120	12204	OPEN STREETS EVENT CONSULTANT	7,470.00		
			CSF OS2020043020	12204	OPEN STREETS EVENT CONSULTANT	3,615.00	Total :	11,085.00
					010-420-3711-4260			
219981	8/17/2020	892081 VERIZON BUSINESS SERVICES	71539884		MPLS PORT ACCESS & ROUTER FOR F			
					001-222-0000-4220	1,064.47	Total :	1,064.47
219982	8/17/2020	100101 VERIZON WIRELESS-LA	9858870550		MDT MODEMS-PD UNITS			
					001-222-0000-4220	1,328.48		
			9859469277		PD CELL PHONE PLANS			
					001-222-0000-4220	245.81		
			9859479888		CITY YARD CELL PHONE PLANS			
					070-384-0000-4220	156.80		
					043-390-0000-4220	20.99		
					072-360-0000-4220	88.75		
					041-320-0000-4220	20.99		
			9859490494		VARIOUS CELL PHONE PLANS			
					001-106-0000-4220	54.09		
					070-384-0000-4220	57.92	Total :	1,973.83
219983	8/17/2020	893664 WEST BASIN MUNICIPAL	2020-09	12258	PROP 1 GRANT APPLICATION PREPAR			
					070-385-0763-4600	14,007.52	Total :	14,007.52
219984	8/17/2020	890970 WEX BANK	66852210		FUEL FOR FLEET			
					041-320-0152-4402	361.90		
					041-320-0221-4402	150.95		
					041-320-0222-4402	106.32		

Page: 16

vchlist

08/12/2020

1:41:15PM

Voucher List
CITY OF SAN FERNANDO

Page: 17

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219984	8/17/2020	890970 WEX BANK	(Continued)			
					041-320-0224-4402	308.64
					041-320-0225-4402	3,693.14
					041-320-0228-4402	644.96
					041-320-0311-4402	869.28
					041-320-0312-4402	40.01
					041-320-0320-4402	177.18
					041-320-0346-4402	4.00
					041-320-0370-4402	810.16
					041-320-0390-4402	896.79
					041-320-0420-4402	2.00
					007-313-3630-4402	4.00
					029-335-0000-4402	151.05
					070-381-0000-4402	62.30
					070-382-0000-4402	528.55
					070-383-0000-4402	503.83
					070-384-0000-4402	274.61
					072-360-0000-4402	234.08
					Total :	9,823.75
219985	8/17/2020	891531 WILLDAN ENGINEERING	00331947	12148	NPDES COMPLIANCE SERVICES	
					001-310-0000-4270	2,230.50
					Total :	2,230.50
219986	8/17/2020	103716 WORKBOOT WAREHOUSE	4-41933		SAFETY SHOES	
			4-42029		072-360-0000-4310	245.39
					SAFETY SHOES	
					043-390-0000-4310	421.58
					Total :	666.97
97 Vouchers for bank code :		bank3			Bank total :	788,886.91
97 Vouchers in this report					Total vouchers :	788,886.91

Page: 17

vchlist

08/12/2020

1:41:15PM

Voucher List
CITY OF SAN FERNANDO

Page: 18

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: 18

SPECIAL CHECKS

EXHIBIT "A"

vchlist

08/06/2020

4:54:59PM

Voucher List

CITY OF SAN FERNANDO

Page:

1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219570	7/1/2020	893648 FIBROBLAST	481		PPE-FACE SHIELDS & KN95 MASKS-CC 001-105-3689-4300	744.60
					Total :	744.60
219572	7/8/2020	103463 U.S. POSTMASTER	7-6-2020		POSTAGE-2020 ANNUAL WATER QUALI 070-381-0000-4430	2,600.00
					Total :	2,600.00
219573	7/9/2020	103648 CITY OF SAN FERNANDO	PR 7-10-20		REIMB FOR PAYROLL W/E 7-3-20 001-1003	405,376.88
					007-1003	300.42
					008-1003	2,277.76
					017-1003	705.72
					027-1003	4,731.30
					029-1003	2,734.05
					030-1003	2,274.88
					041-1003	11,968.85
					043-1003	24,202.56
					070-1003	37,004.12
					072-1003	22,801.92
					094-1003	159.38
					110-1003	321.15
					Total :	514,858.99
219575	7/14/2020	102403 NOW IMAGE PRINTING	2020058		WATER DEPOSIT SLIPS 070-382-0000-4300	99.00
					072-360-0000-4300	99.00
					Total :	198.00
219576	7/14/2020	102403 NOW IMAGE PRINTING	2020059		TREASURER RECEIPTS 001-131-0000-4300	182.60
					Total :	182.60
219577	7/14/2020	887627 STANDARD INSURANCE	DEMAND		DENTAL INS BENEFITS - JULY 2020 001-1160	3,699.00

Page:

1

vchlist

08/06/2020

4:54:59PM

Voucher List

CITY OF SAN FERNANDO

Page:

2

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219577	7/14/2020	887627 887627 STANDARD INSURANCE	(Continued)		Total :	3,699.09
219578	7/14/2020	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INS BENEFITS - JULY 2020 001-1160	12,325.65
					Total :	12,325.65
219579	7/14/2020	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS - JULY 2020 001-1160	205.59
					Total :	205.59
219580	7/14/2020	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - JULY 2020 001-1160	2,481.75
					Total :	2,481.75
219691	7/16/2020	103648 CITY OF SAN FERNANDO	SPR 7-16-2020		REIMB FOR SPECIAL PAYROLL W/E 7-1 001-1003 027-1003	1,166.14 2,165.68
					Total :	3,331.82
219692	7/22/2020	103648 CITY OF SAN FERNANDO	PR 7-24-20		REIMB FOR PAYROLL W/E 7-17-20 001-1003 007-1003 008-1003 017-1003 027-1003 029-1003 030-1003 041-1003 043-1003 070-1003 072-1003 094-1003 110-1003	420,991.21 311.30 2,536.82 36.01 4,789.81 3,069.55 1,421.58 11,801.17 25,164.05 38,003.77 24,828.92 162.57 411.10
					Total :	533,527.86
219693	7/23/2020	103825 CONTROLLER-STATE OF CALIFORNIA	NONPO		FY19/20 AUDIT CONFIRMATION OF 001-130-0000-4270	150.00

Page:

2

vchlist

08/06/2020 4:54:59PM

Voucher List
CITY OF SAN FERNANDO

Page: 3

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219693	7/23/2020	103825	103825 CONTROLLER-STATE OF CALIFORNIA (Continued)			Total : 150.00
219695	7/27/2020	103648	CITY OF SAN FERNANDO	SPR 7-27-20	REIMB FOR SPECIAL PAYROLL W/E 7-2 001-1003	2,290.35
					Total :	2,290.35
219880	7/30/2020	891825	UNITED STATES TREASURY	APRIL-JUNE 2020	EXCISE TAX QRTLY PYMNT-06/30/20 074-320-0000-4457	2,081.74
					Total :	2,081.74
14 Vouchers for bank code :		bank3			Bank total :	1,078,678.04
14 Vouchers in this report					Total vouchers :	1,078,678.04

Voucher Registers are not final until approved by Council.

Page: 3

SPECIAL CHECK**EXHIBIT "A"**

vchlist

Voucher List

Page: 1

07/31/2020 9:42:12AM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219881	8/3/2020	892297 PUKUU CULTURAL COMMUNITY	10		APRIL-PROF SERVS AGREEMENT YOU	
				12135	110-422-3649-4270	13,392.00
			11		MAY-PROF SERVS AGREEMENT YOUTI	
				12135	110-422-3649-4270	40,140.00
			12		JUNE-PROF SERVS AGREEMENT YOU	
				12135	110-422-3649-4270	37,558.00
					Total :	91,090.00
		1 Vouchers for bank code :	bank3		Bank total :	91,090.00
		1 Vouchers in this report			Total vouchers :	91,090.00

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECKS**EXHIBIT "A"**

vchlist

Voucher List

Page: 1

08/06/2020 12:24:16PM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219885	8/3/2020	893115 P.E.R.S. CITY RETIREMENT	100000016066610		EMPLOYER CONTRIB VARIANCE- 06/2020 001-1160	3,173.14
Total :						3,173.14
1 Vouchers for bank code : bank3						Bank total : 3,173.14
1 Vouchers in this report						Total vouchers : 3,173.14

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECKS**EXHIBIT "A"**

vchlist

Voucher List

Page: 1

08/04/2020 10:03:17AM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
219882	8/5/2020	102519 P.E.R.S.	AUG 2020		HEALTH INS. BENEFITS-AUG 2020 001-1160	167,778.37
Total :						167,778.37
1 Vouchers for bank code : bank3						Bank total : 167,778.37
1 Vouchers in this report						Total vouchers : 167,778.37

Voucher Registers are not final until approved by Council.

Page: 1

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: August 17, 2020

Subject: Approve Facility Use Agreements with the Los Angeles County Registrar's-Recorder/County Clerk Regarding Election Activities for the November 3, 2020 General Election

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a Facility Use Agreement with the Los Angeles County Registrar's-Recorder/County Clerk ("RR/CC") to use City Lot 6N as a Central Ballot Collection Check-In-Center (Attachment "A" – Contract No 1963) regarding the November 3, 2020 General Election;
- b. Approve a Facility Use Agreement with RR/CC to use Las Palmas Park and Recreation Park as Vote Centers (Attachment "B" – Contract Nos. 1964 and 1965) for the November 3, 2020 General Election; and
- c. Authorize the City Manager to make non-substantive edits and execute all related documents.

BACKGROUND:

1. On July 6, 2020, the City Council adopted Resolution No. 8010 (Attachment "C"), which called for and gave notice of the City of San Fernando's November 3, 2020, General Municipal Election, and consolidation of its election with the Los Angeles County-Administered General Election.
2. On August 3, 2020, the City Council adopted an additional resolution, Resolution No. 8021 (Attachment "D"), approving the placement of a Quarter Cent Local Sales Tax Ballot measure on the November 3, 2020, General Municipal Election and introduction of an ordinance to levy said tax if approved.

Approve Facility Use Agreements with the Los Angeles County Registrar's-Recorder/County Clerk regarding the November 3, 2020 General ElectionPage 2 of 3

3. On August 6, 2020 the County requested the use of the Las Palmas and Recreation Park gymnasiums for use during the election period as Vote Centers.
4. On August 9, 2020, the County requested the use of the San Fernando City Lot 6N for use during the election period as a Check-In-Center for Election Workers for Central Ballot Collection.

ANALYSIS:

Beginning with the November 3, 2020, General Election, all registered voters will be mailed a Vote by Mail ballot to ensure a safe and accessible voting option during the COVID-19 pandemic. Registered voters will have the option of returning their ballot by mail, at any Vote by Mail Drop Box Location, and at any Vote Center in Los Angeles County. Mailing of Vote by Mail ballots in all elections begins 29 days prior to Election Day.

Registered voters will also have the option to track their ballot and receive personalized text messages, emails and/or automated voice messages on their Vote by Mail ballot by subscribing to "Where's My Ballot" via lavote.net (<https://california.ballottrax.net/voter/>).

Due to the COVID-19 pandemic, the county is required to use facilities that are at least 2,200 square feet for Vote Centers. This is to ensure proper social distancing measures and abide by other public health guidelines. Las Palmas Park and Recreation Park gymnasiums were measured at 4,700 sq. ft. and 5,500 sq. ft., respectively. The county is anticipating having 75 Vote Centers open for 10 days prior to Election Day and the other 725 Vote Centers open for five days prior to Election Day. It is expected that the city would participate as a 5-day Vote Center with additional days for set up prior and tear down afterwards. City Staff must be made available to unlock and lock the park doors for county staff at 7:00 am and 6:00 pm on Vote Center days and 6:00 am and 9:00 pm on Election Day. Hours may be extended due to long lines pursuant to California Elections Code.

The county has also requested to use five parking spaces of Parking Lot 6N as a Check-In Center that will serve as a central location for ballot drop-off and supplies pick-up for the Vote Center's Election Workers only. The Check-In Center located at Parking Lot 6N (parking spaces 52-56) are to be utilized from October 24, 2020, through November 3, 2020, from approximately 4:00 pm through 12:00 am.

It is a customary practice that during Special Elections, Primary Elections, and General Elections, that the City Clerk's Department works collaboratively with the Registrar's-Recorder/County Clerk Elections Division to allow use of specific City-owned facilities. The facilities are Elections related activities such as, Voting Centers, along with a Check-In-Center for their Elections staff.

Approve Facility Use Agreements with the Los Angeles County Registrar's-Recorder/County Clerk regarding the November 3, 2020 General ElectionPage 3 of 3

BUDGET IMPACT:

Funding for the November 3, 2020, General Municipal Election is included in City Clerk Department's, Elections Division of the City's FY 2020-2021 Budget. The Los Angeles County Registrar-Recorder will cover all associated costs with setting up Check-In Centers and Vote Centers.

CONCLUSION:

It is recommended that the City Council approve the requests for the use of certain City-owned facilities to the Los Angeles County Registrar's-Recorder/County Clerk to perform Elections related activities, and authorize the City Manager to make non-substantive edits and execute all related documents.

ATTACHMENTS:

- A. Contract No. 1963 - LA County Check-In Center Plan Agreement
- B. Contract Nos. 1964 and 1965 - LA County Vote Center Sample Agreement
- C. Resolution No. 8010
- D. Resolution No. 8021



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

CHECK-IN-CENTER PLAN (PUBLIC) November 3, 2020 General Election

The following constitutes the mutually agreed upon Check-In-Center Plan for the November 3, 2020 General Election by San Fernando City Lot and the Los Angeles County Registrar-Recorder/County Clerk ('RR/CC') for the use of the facility space specified below:

San Fernando City Lot 6N
1000 First St. (#52-56)
San Fernando, CA 91340

Contact List – Host

Primary Contact Name		Phone #	
Email Address		Alternate Phone #	
After Hours Emergency Contact Name		Phone #	
Email Address		Alternate Phone #	

Contact List – RR/CC

Primary Contact Name	Micah LeFlore	Phone #	562-374-2407
Email Address	Mleflore@rrcc.lacounty.gov	Alternate Phone #	562-347-2400
After Hours Emergency Contact Name	Billie Keller	Phone #	562-347-2400
Email Address	bkeller@rrcc.lacounty.gov	Alternate Phone #	562-716-6871

Access Schedule

Host has agreed to grant exclusive access to the designated space for the following dates:

Start Date	End Date
October 24, 2020	November 3, 2020

During the above period, RR/CC staff shall have vehicle access to the designated space from 4:00pm – approximately 10:00pm. On Election Day, November 3, 2020, RR/CC staff shall have vehicle access to the designated space from 6:00pm – approximately 12:00am.

Designated Space, Parking, and Public Access

Host will provide RR/CC with access to 5 continuous parking stalls to setup a Check-In Center. This space will accommodate 2 supply vans and the tables and equipment needed by the RR/CC.

Host will permit Election Workers access to Check-In-Center during the designated dates and hours. Election Workers will drive up to a Check-In-Center where staff will retrieve voted ballots and other election materials.

RR/CC agrees to make best efforts to limit signage and vehicle traffic to the mutually agreed upon areas.

Additional Access Considerations

The following details below represent any additional considerations necessary in providing RR/CC access to the designated space (Alarm Codes, Gate keys, Access Badges, Parking Passes, etc.):

Electronic Signatures: The Host and RR/CC agree to facsimile and electronic scanned versions of original signatures of authorized signatures of each party have the same force and effect as original signatures such that the parties need not follow up facsimile or electronic transmissions of executed documents with original wet-signature versions.

THE ABOVE CHECK-IN-CENTER PLAN APPLIES TO ONLY ELECTION PROGRAMS CONDUCTED BY LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this agreement and it is effective as of the date of last signature below.

Los Angeles County
 Registrar-Recorder/County Clerk

Facility Name

Micah LeFlore

Signature & Date

Signature & Date

Micah LeFlore

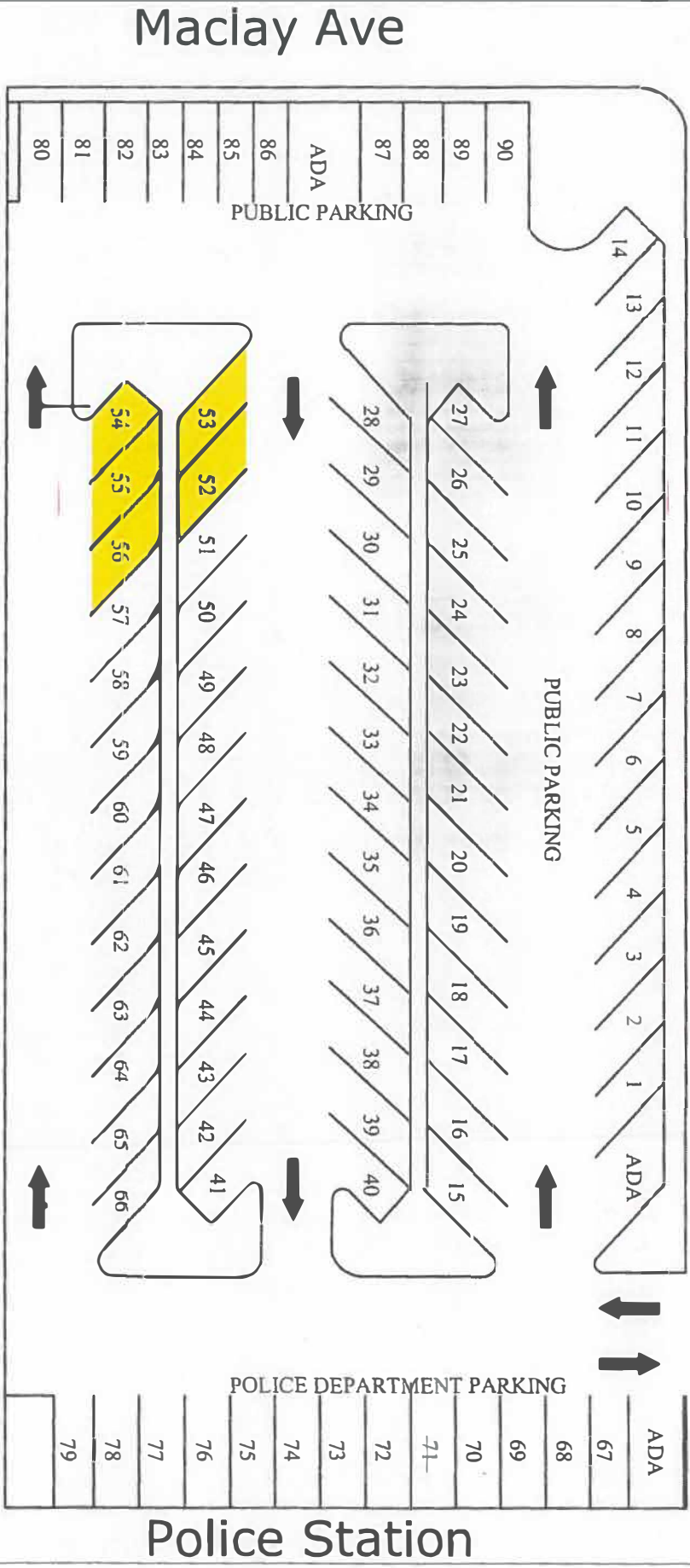
Printed Name

Printed Name

CITY OF SAN FERNANDO

PARKING LOT 6N

First St



Railroad

Police Station



ATTACHMENT "B"
CONTRACT NO. 1964

Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk**VOTE CENTER FACILITY USE AGREEMENT**

Agreement and authorization is granted by San Fernando Recreation Park ('Host') to the Los Angeles County Registrar-Recorder/County Clerk ('RR/CC') for the use of the designated facility space specified below:

San Fernando Recreation Park
Multipurpose Room
208 Park Avenue
San Fernando, CA 91340

For and in consideration of the following conditions, both parties hereby agree as follows:

Term: This Agreement is entered into this 20th day of November 2019 upon the execution hereof by the Parties and shall expire ____ (1,3,5) years thereafter (Initial Term), unless sooner terminated or extended, in whole or in part, as provided in this agreement. Upon expiration of the initial term, and upon mutual agreement executed by the RR/CC and Host, parties may renew this Agreement for an additional _(0,1,2,5) year period ("Extended Term").

Use of the Facility: Upon receiving notice from RR/CC no later than forty-seven (47) days prior to a Statewide Presidential or Gubernatorial Election or no later than forty-seven (47) days prior to an odd-year or special, unscheduled election, Host permits access to the agreed upon designated space for no less than 31 days unless otherwise stated in the Vote Center Election Plan (Attachment A) to be completed and mutually agreed upon prior to each and every election.

Facility Requirements: Host will ensure the designated space is free from any activity during the mutually agreed upon access schedule included in the Vote Center Election Plan and provide a means of entry, electricity, air conditioning/heating (if available), and restroom access (if available) for RR/CC staff.

Host will ensure the designated space is free from all tables, chairs and other equipment prior to the first day of the access schedule unless use of existing furniture or equipment is mutually agreed upon by both parties in the Vote Center Election Plan.

Host will ensure that at times RR/CC is not on premises, access to the designated space is restricted only to those RR/CC has given prior approval.

ATTACHMENT "B"
CONTRACT NO. 1964

Host will ensure that any network configuration and technical equipment installed in preparation for the election remains unmodified for the period designated in the access schedule of the Vote Center Election Plan.

Primary Contacts:

The Host's Primary Contact for this Agreement is: San Fernando Recreation Park, 208 Park Avenue, San Fernando, CA 91340, City Clerk Elena Chavez, 818-898-1204, chavez@sfcity.org

The RR/CC's Primary Contact for this Agreement is: Jaime Young, Assistant Division Manager, Election Operations Center: 12680 Corral Place; Santa Fe Springs, CA 90670, (562) 347-2447, votecenters@rrcc.lacounty.gov

In addition, Host and RR/CC will designate primary and secondary contacts for both business and weekend/non-business hours related to facility access and technical operations to be included in the Vote Center Election Plan for each election.

Parking Requirements: Host agrees to provide sufficient parking, including accessible spaces, and a waiver of any parking fees for RR/CC staff and voters.

Public Voting Period: Host agrees to provide RR/CC staff access to the designated space from 7 a.m. to 6 p.m. on voting days prior to Election Day and 6 a.m. to 9 p.m. on Election Day as detailed in the Vote Center Election Plan, unless a revised schedule is mutually agreed upon prior to the specific election.

Promotions and Political Material: Host agrees to remove any political campaign signage or literature and not engage in audible dissemination of electioneering information within 100 feet of the designated space and not conduct any promotional activity tied to the public voting period without prior authorization from RR/CC.

Termination of the Agreement: Host shall not cancel or change the location outside of a natural disaster or unforeseen building/structural damage. This Agreement shall remain in effect, with all conditions set forth. RR/CC may at any time and without reason, revoke its request to use the designated facility space. In the event any provision of this Agreement contradicts County of Los Angeles Board policies or any applicable laws, rules, and regulations, RR/CC may terminate this Agreement, effective immediately upon written notice.

Amendment of the Agreement: No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by both parties. This Agreement may be modified or amended only upon the mutual written consent of both the Host and the RR/CC. Any amendment shall become effective upon the mutual written consent of both the Host and the RR/CC.

Certificate of Self-Insurance: RR/CC will provide certificate upon request.

Indemnity Agreement: Agency shall indemnify, defend and hold harmless County, its trustees, elected and appointed officers, agents, employees, and volunteers from and against any and all liability, including, but not limited to, claims for injury or damages, demands, actions, fees, loss,

ATTACMENT "B"
CONTRACT NO. 1964

costs and expenses (including reasonable attorney and expert witness fees) arising out of or incurred in connection with the performance of this agreement, but only in proportion to and to the extent such liability, loss, demands, actions, fees, costs and expenses are caused by or result from the negligent or intentional acts or omissions of the Agency, its trustees, officers, agents, employees, or volunteers.

County shall indemnify, defend and hold harmless Agency, its trustees, officers, agents, employees, and volunteers from and against any and all liability, including, but not limited to, claims for injury or damages, demands, actions, fees, loss, costs and expenses (including reasonable attorney and expert witness fees) arising out of or incurred in connection with the performance of this agreement, but only in proportion to and to the extent such liability, loss, demands, actions, fees, costs and expenses are caused by or result from the negligent or intentional acts or omissions of the County, its trustees, officers, agents, employees, or volunteers.

Electronic Signatures: The Host and RR/CC agree to facsimile and electronic scanned versions of original signatures of authorized signatures of each party have the same force and effect as original signatures such that the parties need not follow up facsimile or electronic transmissions of executed documents with original wet-signature versions.

THE ABOVE SITE INDEMNITY AGREEMENT APPLIES TO ONLY ELECTIONS CONDUCTED BY LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

IN WITNESS WHEREOF, and executed as the date first above written above, the Parties to this agreement do hereby agree and consent to all terms and conditions provided herein.

Los Angeles County
Registrar-Recorder/County Clerk

Signature & Date

Jaime Young, Assistant Division Manager
Printed Name and Title

Las Palmas Park

Signature & Date

Printed Name and Title



Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN
Registrar-Recorder/County Clerk

VOTE CENTER ELECTION PLAN March 3, 2020 Presidential Primary Election

The following constitutes the mutually agreed upon Vote Center Election Plan for the March 3, 2020 Presidential Primary Election by San Fernando Recreation Park ('Host') and the Los Angeles County Registrar-Recorder/County Clerk ('RR/CC') for the use of the facility space specified below:

San Fernando Recreation Park
Multipurpose Room
208 Park Avenue
San Fernando, CA 91340

Contact List – Host

Primary Contact Name	Elena Chavez	Phone #	818-898-1204
Email Address	echavez@sfcity.org	Alternate Phone #	TBD
IT Contact Name	TBD	Phone #	TBD
Email Address	TBD	Alternate Phone #	TBD
After Hours Emergency Contact Name	TBD	Phone #	TBD
Email Address	TBD	Alternate Phone #	TBD

Contact List – RR/CC

Primary Contact Name	Patrick Alsoszatai-Petheo	Phone #	877-728-0235
Email Address	PAlsoszatai-Petheo@rrcc.lacounty.gov	Alternate Phone #	562-347-2447
IT Contact Name	Shannon Gadson	Phone #	562-462-2826
Email Address	SGadson@rrcc.lacounty.gov	Alternate Phone #	562-277-2118
After Hours Emergency Contact Name	Jaime Young	Phone #	562-347-2447
Email Address	votecenters@rrcc.lacounty.gov	Alternate Phone #	562-229-8865

Access Schedule

Host has agreed to grant exclusive access to the designated space for the following dates:

Start Date	End Date
February 27, 2020/8am	March 6,2020/8pm

A deployment schedule for Vote Center equipment delivery and pick-up is tentatively scheduled for the above dates. RR/CC will contact Host within two weeks of the start date to confirm delivery and details of equipment coming to the designated space.

The public voting period for the designated space will be for the following dates:

Start Date	End Date
February 29, 2020	March 3, 2020

During the public voting period, RR/CC staff shall have access to the designated space for the dates and times listed below:

Date	Vote Center Hours
Sat – February 29, 2020	7:00 a.m. – 6:00 p.m.
Sun – March 1, 2020	7:00 a.m. – 6:00 p.m.
Mon – March 2, 2020	7:00 a.m. – 6:00 p.m.
Election Day – March 3, 2020	6:00 a.m. – 9:00 p.m.

Host acknowledges that public voting hours may be extended due to long lines. Pursuant to California Elections Code, any voter in line at the time of closing is provided the opportunity to receive and cast a ballot.

Designated Space, Parking, and Public Access

RR/CC agrees to make best efforts to limit voting traffic to the mutually agreed upon areas.

Additional Access Considerations

The following details below represent any additional considerations necessary in providing RR/CC access to the designated space (Alarm Codes, Access Badges, Parking Passes, etc.):

Facility staff will open room for election staff each voting day/Facility staff will lock room after election staff leave each voting day

Optional Items Provided by Host

Host agrees to provide the following inventory of items in the designated space by the start date of the Access Schedule:

Item	Quantity
6ft Rectangular Tables	7
Chairs	14

Facility Use Payment

Host agrees to waive any payment or costs associated with use of the designated space.

Electronic Signatures

The Host and RR/CC agree to facsimile and electronic scanned versions of original signatures of authorized signatures of each party have the same force and effect as original signatures such that the parties need not follow up facsimile or electronic transmissions of executed documents with original wet-signature versions.

THE ABOVE ELECTION PLAN APPLIES TO ONLY ELECTIONS CONDUCTED BY LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this agreement and it is effective as of the date of last signature below.

Los Angeles County
Registrar-Recorder/County Clerk

Las Palmas Park

Signature & Date

Signature & Date

Jaime Young, Assistant Division Manager
Printed Name

Printed Name

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

RESO. NO. 8010

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 County 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 6th day of July, 2020.

Joel Fajardo

Joel Fajardo, Mayor

ATTEST:

Julia Fritz
Julia Fritz, City Clerk

RESO. NO. 8010

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 6th day of July, 2020 by the following vote of the City Council:

AYES: Fajardo, Pacheco, Ballin, Gonzales, Mendoza – 5

NAYS: None

ABSENT: None

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 8th day of July 2020.


Julia Fritz, City Clerk

RESOLUTION NO. 8021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA (1) CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 3, 2020, FOR THE SUBMISSION TO THE QUALIFIED VOTERS OF THE CITY OF SAN FERNANDO OF A PROPOSED ORDINANCE INCREASING THE CITY'S EXISTING GENERAL PURPOSE HALF-CENT TRANSACTIONS (SALES) AND USE TAX BY AN ADDITIONAL QUARTER-PERCENT (1/4%); (2) REQUESTING CONSOLIDATION OF SUCH ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DAY; (3) REQUESTING FULL ELECTION SERVICES FROM THE REGISTRAR-RECORDER/COUNTY CLERK FOR THE COUNTY OF LOS ANGELES TO CONDUCT SAID GENERAL MUNICIPAL ELECTION; AND (4) SETTING RULES AND DEADLINES FOR ARGUMENTS AND REBUTTALS FOR AND AGAINST THE ORDINANCE

WHEREAS, pursuant to Revenue and Taxation Code Section 7285.9 et seq., the City of San Fernando ("City") has the authority to collect a local transactions and use tax and to increase that transactions and use tax; and

WHEREAS, pursuant to Elections Code Section 9222, the San Fernando City Council ("City Council") has the authority to submit to the voters measures to be considered at a municipal election; and

WHEREAS, pursuant to Article V (Transactions and Use Tax) of Chapter 82 (Taxation) of the San Fernando Municipal Code, the City currently levies a half-cent (\$0.005) or half-percent (1/2%) transactions and use tax, the proceeds of which are deposited into the general fund to pay for essential City services such as police and fire service; and street, sidewalk, park and other vital infrastructure maintenance; and

WHEREAS, the City Council now desires to submit to the voters an ordinance increasing the City's existing half-cent transactions and use tax by an additional quarter-percent (1/4%) such that the rate of the City's transactions and use tax would become Three-Quarters of One Percent (3/4%) ("Ordinance"); and

WHEREAS, on November 6, 1996, the voters of the State of California approved Proposition 218 (California Constitution, Article XIII C, Section 2(b)), an amendment to the State Constitution which requires that all general taxes which are imposed, extended or increased must be submitted to the electorate and approved by a majority vote of the qualified electors voting in the election; and

RESO. NO. 8021

WHEREAS, the proposed Ordinance increasing the City's existing half-cent transactions and use tax by an additional quarter-percent (1/4%) is subject to Proposition 218; and

WHEREAS, the City Council also requests that the Los Angeles County Registrar-Recorder/County Clerk provide full election services to the City in order to conduct the General Municipal Election for the Ordinance described herein to be held on November 3, 2020; and

WHEREAS, the City Council also desires to establish deadlines and rules for the submission of written arguments and rebuttals for and against the Ordinance in accordance with applicable California Elections Code procedures; and

WHEREAS, the text of the Ordinance to be submitted to the voters is attached hereto as Exhibit "A," and incorporated herein by reference; and

WHEREAS, the election contest for the ballot measure contemplated under this Resolution shall be in addition to the election contests referenced by the City Council in prior Resolution No. 8010 approved July 6, 2020 which called the November 3, 2020 General Municipal Election for the election of various members to the City Council and for said election to be consolidated with the County-administered General Election of the same date; and

WHEREAS, pursuant to Revenue & Taxation Code Section 7285.9, the Ordinance proposing the transactions and use tax increase must be approved by 2/3 vote of all members of the City Council and the underlying tax increase is approved by a majority of votes cast at the City's General Municipal Election of November 3, 2020, which is to be consolidated with the County-administered General Election of the same date.

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

SECTION 1. Recitals. The City Council hereby finds and determines that the foregoing recitals are true and correct, are incorporated herein and by this reference made an operative part thereof.

SECTION 2. Submission of Ballot Measure. The City Council, pursuant to Elections Code Section 9222 hereby orders the Ordinance attached hereto as Exhibit "A" to be submitted to the qualified voters of the City at the General Municipal Election to be held on Tuesday, November 3, 2020, which is to be consolidated with the County-administered General Election of the same date. The proposed Ordinance shall be in the form attached hereto as Exhibit "A" to this Resolution and is incorporated by this reference as if fully set forth herein.

RESO. NO. 8021

SECTION 3. Ballot Measure. The City Council does hereby order that the Ordinance shall be presented and printed upon the ballot submitted to the qualified voters in the manner and form set forth herein. On the ballot to be submitted to the qualified voters at the General Municipal Election to be held on Tuesday, November 3, 2020, which is to be consolidated with the County-administered General Election of the same date, in addition to any other matters required by law, there shall be printed substantially the following:

<p>Keep Sales Tax Revenues Local</p> <p>To ensure that the maximum amount of sales tax revenues generated in San Fernando remain in San Fernando, and to increase funding for street and sidewalk improvements; public infrastructure; local business reinvestment; public Wi-Fi; long-term debt reduction; wages and other general municipal purposes, shall the existing transactions and use tax rate be increased from the current rate of 1/2% to a new rate of 3/4% to raise approximately \$1,100,000 annually?</p>	<input type="checkbox"/> YES
	<input type="checkbox"/> NO

The City Council further requests that the City be granted the letter designation "SF" such that the Measure may be identified on the ballot as "Measure SF". If the letter designation "SF" is unavailable, it is requested that the following alternative letter designations be given in order of preference: "Y" and "AA".

SECTION 4. Election Procedures.

- A. The ballots to be used at the election shall be in form and content as required by law.
- B. Pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of the City of San Fernando's General Municipal Election for the Ordinance described herein, with the County-administered Statewide General Election of November 3, 2020.
- C. In accordance with Section 10002 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent to having the County of Los Angeles Registrar of Voters render full election services to the City of San Fernando as may be requested by the City Clerk of said City, the County of Los Angeles to be reimbursed in full for such services as are performed.
- D. The full election services which the City of San Fernando requests the Registrar of Voters, or such other official as may be appropriate, to perform and which such officer is hereby authorized and directed to perform, if said Board of Supervisors consents, include: the preparation, printing and mailing of sample ballots and polling place cards; the establishment or appointment of precincts, polling places, and

election officers, the preparation, printing, mailing and furnishing of vote-by-mail ballots, making such publications as are required by law in connection therewith; the furnishing of ballots, voting booths and other necessary supplies or materials for polling places; the canvassing of the returns of the election and the furnishing of the results of such canvassing to the City Clerk of the City of San Fernando; and the performance of such other election services as may be requested by the City Clerk.

- E. The City Clerk is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar of Voters to procure and furnish any and all ballots, notices, printed matter and supplies, services, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.
- F. The polls for the election shall be open at 7:00 a.m. of the day of the election and shall remain open continuously from that time until 8:00 p.m. of the same day when the polls shall be closed, pursuant to Elections Code Section 10242, except as provided in Elections Code Section 14401.
- G. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for the holding of municipal elections in the City.
- H. Notice of the time, place, and holding of the election is given and the City Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form, and manner as required by law.
- I. All ballots shall be tallied at a central counting place and not at the precincts. Said central counting place shall be at a County center as designated by the Registrar of Voters.
- J. The County of Los Angeles Registrar of Voters Office is authorized to canvass the returns of the City of San Fernando General Municipal Election.
- K. The City Clerk shall receive the canvass from the County as it pertains to the election on the measure, and shall certify the results to the City Council, as required by law.
- L. The City of San Fernando General Municipal Election will be held and conducted in accordance with the provisions of law regulating the General Municipal Election, including without limitation, Elections Code Section 10418.

SECTION 5. Arguments and Impartial Analysis.

- A. The City Council authorizes (i) the City Council or any member(s) of the City Council, (ii) any individual voter eligible to vote on the above measure, (iii) a bona fide association of such citizens or (iv) any combination of voters and associations, to file a written argument in favor of or against the City measure, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code of the State of California and may change the argument until and including August 14, 2020 by 5:00 p.m., after which no arguments for or against the measure may be submitted to the City Clerk.

RESO. NO. 8021

Arguments in favor of or against the measure shall each not exceed 300 words in length. Each argument shall be filed with the City Clerk, signed, and include the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the argument.

- B. The City Clerk shall comply with all provisions of law establishing priority of arguments for printing and distribution to the voters, and shall take all necessary actions to cause the selected arguments to be printed and distributed to the voters.
- C. Pursuant to Section 9280 of the Elections Code, the City Council directs the City Clerk to transmit a copy of the measure to the City Attorney. The City Attorney shall prepare an impartial analysis of the measure, not to exceed 500 words in length, showing the effect of the measure on the existing law and the operation of the measure. The City Attorney shall transmit such impartial analysis to the City Clerk, who shall cause the analysis to be published in the voter information guide along with the ballot measure as provided by law. The Impartial Analysis shall be filed by the deadline set for filing of primary arguments as set forth in subsection (A) above. The impartial analysis shall include a statement indicating whether the measure was placed on the ballot by a petition signed by the requisite number of voters or by the City Council. In the event the entire text of the measure is not printed on the ballot, nor in the voter information portion of the sample ballot, there shall be printed immediately below the impartial analysis, in no less than 10-font bold type, the following: "The above statement is an impartial analysis of Ordinance or Measure. If you desire a copy of the ordinance or measure, please call the election official's office at (insert phone number) and a copy will be mailed at no cost to you."
- D. That the provisions of this Section 6 herein shall apply only to the election to be held on November 3, 2020, and shall then be repealed.

SECTION 6. Rebuttals.

- A. Pursuant to Section 9285 of the Elections Code of the State of California, when the Clerk has selected the arguments for and against the various City initiated measures which will be printed and distributed to the voters, the Clerk shall send copies of the argument in favor of the measures to the authors of the argument against, and copies of the argument against to the authors of the argument in favor.
The authors or persons designated by them may prepare and submit rebuttal arguments not exceeding 250 words. The rebuttal arguments shall be filed with the City Clerk not later than August 24, 2020 by 5:00 p.m. Rebuttal arguments shall be printed in the same manner as the direct arguments. Each rebuttal argument shall immediately follow the direct argument which it seeks to rebut.
- B. That the provisions of this Section 6 herein shall apply only to the election to be held on November 3, 2020.

RESO. NO. 8021

SECTION 7. Placement on the Ballot. The full text of the Ordinance shall not be printed in the voter information guide, and a statement shall be printed in the ballot pursuant to Section 9223 of the Elections Code advising voters that they may obtain a copy of this ordinance/measure at no cost, upon request made to the City Clerk.

SECTION 8. Delivery of Resolution to County. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions. The City Council directs the City Clerk to deliver copies of this Resolution, including the Ordinance measure attached hereto as Exhibit "A," to the Clerk of the Board of Supervisors of Los Angeles County and to the Registrar of Voters of Los Angeles County.

SECTION 9. Public Examination. Pursuant to Elections Code Section 9295, this measure will be available for public examination for no fewer than ten (10) calendar days prior to being submitted for printing in the voter information guide. The Clerk shall post notice in the Clerk's office of the specific dates that the examination period will run.

SECTION 10. CEQA. The City Council hereby finds and determines that the ballot measure relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is not a project within the meaning of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines, section 15378(b)(5).

SECTION 11. Severability. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

SECTION 12. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at its special meeting on this 3rd day of August, 2020.

Joel Fajardo

Joel Fajardo, Mayor

ATTEST:

Julia Fritz
Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla
Richard Padilla, City Attorney

RESO. NO. 8021

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. 8021 which was adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 3rd day of August, 2020, by the following vote of the City Council:

AYES: Mendoza, Gonzales, Ballin, and Fajardo - 4

NAYS: Pacheco - 1

ABSENT: None

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 4th day of August, 2020.



Julia Fritz, City Clerk

**RESO. NO. 8021
EXHIBIT "A"****ORDINANCE NO. 1698****AN ORDINANCE OF THE PEOPLE OF THE CITY OF SAN FERNANDO, CALIFORNIA, INCREASING THE CITY'S EXISTING GENERAL PURPOSE HALF-PERCENT (1/2%) TRANSACTIONS AND USE TAX CODIFIED UNDER ARTICLE V (TRANSACTIONS AND USE TAX) OF CHAPTER 82 (TAXATION) OF THE SAN FERNANDO MUNICIPAL CODE TO A NEW INCREASED RATE OF THREE-QUARTERS OF ONE PERCENT (3/4%)**

WHEREAS, in accordance with California Constitution Article XIIC Section 2(b), the City Council of the City of San Fernando ("City") by unanimous vote of its membership called a General Municipal Election held on November 3, 2020 so that qualified voters could consider whether to approve an ordinance increasing the City's existing general purpose half-cent transactions and use tax by an additional quarter-percent such that the new tax rate would be three-quarters of one percent (3/4%); and

WHEREAS, the transactions and use tax measure was presented to the voters at the November 3, 2020 General Municipal Election at which the measure received a majority of the votes cast; and

WHEREAS, the City offers retiree medical benefits to employees hired by the City prior to July 1, 2015 and retiring from the City; and

WHEREAS, the City's reserves fell from \$7.1 million in 2006 to negative (\$5.7 million) in 2014; and

WHEREAS, in June 2015, the Government Accounting Standards Board issued Statement No. 75 (GASB 75), requiring governments providing postemployment benefits other than pensions (e.g., retiree health benefits) comprehensively measure the cost of those benefits and recognize long-term cost of those obligations as a liability; and

WHEREAS, pursuant to GASB 75, the City prepared an actuarial report measuring the cost of retiree medical benefits; and

WHEREAS, beginning with the fiscal year ending June 30, 2018, the City was required to report the total retiree medical liability on the Comprehensive Annual Financial Report (CAFR); and

WHEREAS, the total unfunded retiree medical benefit unfunded liability is \$42.8 million dollars; and

RESO NO. 8021

ORD. NO. 1698

WHEREAS, as of June 30, 2018, the net position of the governmental fund, which presents information on all of the City's assets, including capital assets, and all related current liabilities and long-term obligations, was negative (\$6,227,511), due primarily to the retiree medical liability. The current annual "pay-as-you-go" retiree health cost is approximately \$1 million per year, which is paid directly from the general fund; and

WHEREAS, annual "pay-as-you-go" costs are projected to increase to approximately \$3 million per year in 2044; and

WHEREAS, according to the most recent actuarial valuation, the City should be setting aside an additional \$2 million per year to fully fund future retiree health benefits; and

WHEREAS, the City does not currently have a revenue source to fund this obligation, which means that it will need to be funded using general fund revenues; and

WHEREAS, pursuant to Article V (Transactions and Use Tax) of Chapter 82 (Taxation) of the San Fernando Municipal Code, the City currently levies a half-cent (\$0.005) or half-percent (1/2%) transactions and use tax, the proceeds of which are deposited into the general fund and may be used for any governmental purpose; and

WHEREAS, pursuant to Revenue and Taxation Code Section 7285.9 et seq., the City has the authority to collect a local transactions and use tax and to increase that transactions and use tax; and

WHEREAS, pursuant to Revenue & Taxation Code Section 7285.9, this Ordinance was approved by at least a 2/3 vote of all members of the City Council and the underlying tax increase was approved by a majority of votes cast at the City's General Municipal Election of November 3, 2020 by a margin of _____% "Yes" and _____% "No".

NOW, THEREFORE, THE PEOPLE OF THE CITY OF SAN FERNANDO DO ORDAIN AS FOLLOWS:

SECTION 1. The foregoing Recitals are true and correct.

SECTION 2. All references to the terms "*state board of equalization*" or "*board of equalization*" as may be set forth under Article V (Transactions and Use Tax) of Chapter 82 (Taxation) of the San Fernando Municipal Code are hereby replaced with the term "*California Department of Tax and Fee Administration*" to reflect changes in State law.

SECTION 3. Section 82-123 (Transactions tax rate) of Article V (Transactions and Use Tax) of Chapter 82 (Taxation) of the San Fernando Municipal Code is hereby amended in its entirety to now state the following:

RESO NO. 8021

ORD. NO. 1698

Sec. 82-123. - Transactions tax rate.

For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the city at the rate of 0.75 percent of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this article.

SECTION 4. Section 82-125 (Use tax rate) of Article V (Transactions and Use Tax) of Chapter 82 (Taxation) of the San Fernando Municipal is hereby amended in its entirety to now state the following:

SECTION 5.***Sec. 82-125. - Use tax rate.***

An excise tax is hereby imposed on the storage, use or other consumption in the city of tangible personal property purchased from any retailer on and after the operative date of this article for storage, use or other consumption in said territory at the rate of 0.75 percent of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

SECTION 6. Section 82-127 (Limitations on adoption of state law and collection of use of taxes) is hereby amended in its entirety to now state the following:

Sec. 82-127. – Limitations on adoption of state law and collection of use taxes.

In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

(1) Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted therefor. However, the substitution shall not be made when:

a. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California;

b. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance.

c. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

RESO NO. 8021

ORD. NO. 1698

1. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

2. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

d. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

(2) The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

a. "A retailer engaged in business in the District" shall also include any retailer that, in the preceding calendar year or the current calendar year, has total combined sales of tangible personal property in this state or for delivery in the State by the retailer and all persons related to the retailer that exceeds five hundred thousand dollars (\$500,000). For purposes of this section, a person is related to another person if both persons are related to each other pursuant to Section 267(b) of Title 26 of the United States Code and the regulations thereunder.

SECTION 7. The City Council is authorized to make subsequent amendments to the text of Article V (Transactions and Use Tax) of Chapter 82 (Taxation) of the San Fernando Municipal Code to reflect changes in terminology or definitions that may be established by the California Department of Tax and Fee Administration for purposes of administering and collecting the tax contemplated under this Ordinance or other amendments to State law, provided that no such amendments shall operate to increase the rate of the tax rate established under this Ordinance without first obtaining approval of San Fernando voters at a municipal election.

SECTION 8. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

RESO NO. 8021

ORD. NO. 1698

SECTION 9. CEQA. This Ordinance and the contemplated increase of the transactions and use tax referenced herein is not a “project” within the meaning of the California Environmental Quality Action codified at 21000 et seq. of the California Public Resources Code (“CEQA”) because it will not result in a direct or reasonably foreseeable indirect physical change in the environment nor does it involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

SECTION 10. Effective Date. This Ordinance shall become effective immediately upon the following conditions: (i) approval of the ballot measure for the approval of this Ordinance by a majority of the voters casting votes at the General Municipal Election; (ii) certification of all votes cast by the City Council confirming that a majority of voters have approved this Ordinance; and (iii) confirmation and approval of this Ordinance by the City Council upon certification of the election results.

SECTION 11. Execution. The Mayor shall sign this Ordinance and the City Clerk shall attest and certify to the approval thereof and cause same to be published at least once in a weekly newspaper of general circulation, published in the City of San Fernando, which newspaper is hereby designated for that purpose (Government Code Section 40806). This Ordinance shall only be in effect following the approval of a majority of the voters at an election on November 3, 2020, as certified by the election official.

PASSED, APPROVED, AND ADOPTED this ____ day of _____ 20__.

Joel Fajardo, Mayor

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, City Attorney

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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: August 17, 2020

Subject: Consideration to Adopt a Resolution Amending the City's Grant Management Policy to Comply with 2 Code of Federal Regulations (CFR) 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and file the proposed amendments to the Grant Management Policy;
- b. Adopt Resolution No. 8025 (Attachment "A") amending the City's Grant Management Policy (Exhibit "1" of Attachment "A"); and
- c. Authorize the City Manager to take certain related actions to execute and implement the amendments to the policy.

BACKGROUND:

1. The City periodically reviews and updates various policies, procedures and standards to ensure that they remain current and consistent with existing law, guidelines and best practices.
2. On August 5, 2013, the City Council adopted a Grant Management Policy establishing procedures to ensure proper execution of grant documents, timely request for drawdown of grant funds, accurate reporting to granting agencies, and adequate retention of documentation for grant activities.
3. On November 3, 2014, the City Council adopted a Budget Policy establishing procedures to ensure budgetary controls for all City funds, including grant funds.

Consideration to Adopt a Resolution Amending the City's Grant Management Policy to Comply with 2 Code of Federal Regulations (CRF) 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Page 2 of 3

4. On November 3, 2014, the City Council adopted a General Financial Policy establishing procedures to ensure proper financial management to avoid and/or eliminate deficit fund balances.
5. On March 8, 2018, staff received notification from Van Lant & Fankhanel, LLP, the City's auditors, that the City was out of compliance with 2CFR § 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards. The auditors recommended that City staff review the City's Grant Management Policy and update as needed. The City did not have any Federal awards at that time, nor currently, but staff is taking corrective action now should the City receive any federal awards in the future.
6. As part of the Fiscal Year (FY) 2018-2019 Single Audit Report, the City received a Finding indicating a lack of written guidelines within the Grant Management Policy to address 2CFR § 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards, Subpart D - Post Federal Award Requirements (§§ 200.300 - 200.345) and Subpart E - Cost Principles (§§ 200.400 - 200.475)
7. On July 14, 2020, the City received notice that it was still non-compliant with 2CFR § 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

ANALYSIS:

The federal Office of Management and Budget (OMB) provides guidance regarding the procurement procedures for local agencies that are awarded federal funds. In December 2014, OMB issued the "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," commonly referred to as "Uniform Guidance" (2CFR § 200), to streamline and consolidate government requirements for receiving and using federal grant awards. The "Uniform Guidance" aims to reduce the administrative burden on award recipients, as well as guard against the risk of waste and misuse of federal funds. For all non-federal entities the grace period was through June 30, 2018 to implement the procurement standards prescribed in the "Uniform Guidance."

The City reviewed its current Grants Management Policy following an audit finding that the City lacked any policies pertaining to 2CFR § 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards. Therefore, the auditors were unable to test for written policies, procedures and standards of conduct related to this OMB guideline.

Per the auditor's recommendation, staff reviewed previous grant awards and studied OMB rules to update procedures and current guidelines to abide by OMB guidance. The updated

Consideration to Adopt a Resolution Amending the City's Grant Management Policy to Comply with 2 Code of Federal Regulations (CRF) 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Page 3 of 3

procedures identify processes for federal grant application, receipt and compliance and clearly identifies Staff by title as to the responsibility for grant expenditures, record retention and other tasks. The current guidelines were also updated to make requestor and department heads accountable for accurate preparation, review and approval of Federal Financial Reports prior to submission and ensuring supporting documentation is maintained for future auditing purposes.

Staff has revised the existing Grant Management Policy (Attachment "A," Exhibit "1"). These amendments address the auditor's findings and result in current compliance with 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards. However, if additional amendments are required, staff is requesting City Council authorization to make amendments to the policy administratively as long as they do not significantly alter the overall policy intent of the Grant Management Policy.

BUDGET IMPACT:

There is no direct budget impact associated with adopting the proposed amendment to the Grant Management Policy. While the City does not currently have any federal grants, the City would be in compliance with OMB to receive Federal grants in the future.

Reviewing and updating the City's financial policies is included in the Finance Department's Work Program.

CONCLUSION:

Implementing policies and procedures that resolve any audit recommendations regarding Federal grants enables the City to apply for Federal grants without any delay and ensures that the City is eligible to apply for grants without worry of disqualification due to non-compliance with OMB requirements.

ATTACHMENT:

A. Resolution No. 8025 with Exhibit 1

ATTACHMENT “A”**RESOLUTION NO. 8025****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE EXISTING GRANT MANAGEMENT POLICY**

WHEREAS, the City Council recognizes that grants are often a vital funding source to provide services or projects that may not otherwise be financially feasible; and

WHEREAS, the City Council recognizes that many grant funding opportunities come with administrative and on-going maintenance costs that are not always clearly stated in the grant advertisement; and

WHEREAS, the City Council maintains control over the City’s fiscal priorities by formalizing the grant request, award, and administration process and requires full disclosure of anticipated grant related costs and benefits through the Grant Management Policy (Policy); and

WHEREAS, it is prudent to periodically review and amend the Grant Management Policy to ensure it is comprehensive, relevant, fits the City’s current operating structure, and complies with the many requirements of various granting agencies.

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

Section 1. The City Council hereby amends the Grant Management Policy, attached hereto as Exhibit “1” and incorporated herein by this reference.

Section 2. The City Council hereby authorizes the City Manager to further amend the Policy as long as the amendments do not significantly alter the original intent of the Policy.

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

RES. NO. 8025

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. 8025 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 17th day of August, 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 _____, 2020.

Julia Fritz, City Clerk

POLICY/PROCEDURE

SUBJECT	ISSUANCE	
GRANT MANAGEMENT POLICY	ORIGINAL DATE	EFFECTIVE
	August 5, 2013	August 5, 2013
	CURRENT DATE	EFFECTIVE
	August 17, 2020	August 17, 2020
CATEGORY	POLICY NO.	SUPERSEDES
FINANCE	FIN-	March 5, 2015

MANAGEMENT POLICY/PROCEDURES

SECTION I. SINGLE AUDIT ACT REQUIREMENTS

Background

The City is subject to the financial and compliance requirements of the Single Audit Act of 1984, which is applicable to all local and state governments expending more than \$750,000 in federal financial assistance during a fiscal year. The Act seeks to:

1. Improve the financial management and accountability of state and local governments with respect to federal financial assistance programs;
2. Establish uniform requirements for audits of federal grants;
3. Promote efficient and effective use of audit resources; and
4. Assure that federal departments and agencies rely upon and use audit work performed during a single audit rather than performing the audit work themselves.

Under this Act, federal grants are included under an inclusive single audit program that is incorporated into the City's annual audit and financial report preparation process. During the audit, tests are made to determine the adequacy of the internal control structure, including that portion related to federal financial assistance programs, as well as to determine that the City has complied with applicable laws and regulations.

City's Policy Regarding the Single Audit Approach

For federal grants included in the scope of the City's single audit approach, it is the City's policy that all financial and compliance issues have been met through the single audit, and follow-up audits to determine these issues are not necessary unless specifically related to findings or recommendations included in the single audit report. As noted above, the purpose of the Act is to establish uniform audit requirements, promote efficient use of audit resources, and assure that federal agencies rely upon audit work already completed; its purpose is **not** to audit local agencies twice. Accordingly, the City will strongly resist any efforts by federal agencies to duplicate audit work already performed in complying with Act requirements. As such, whenever federal grantor agencies request final audits, the managing department should notify the Finance Department in order to ensure a consistent response to these types of requests.

SECTION II. SUMMARY OF THE GRANT MANAGEMENT POLICY

Scope

To establish policies for seeking and managing grant programs.

Purpose

This Policy is intended to establish roles and responsibilities, criteria for evaluating the benefits, costs of grants, cost principles, the City's policy in complying with Single Audit Act requirements and policies for seeking and managing grant programs.

Policy

Title 2 of the U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance") and Appendix XI of the Uniform Guidance, otherwise known as the Uniform Guidance Compliance Supplement (together, "Federal Grant Regulations"), require that all governmental agencies that receive federal grants adopt a grant management policy. This Grant Management Policy ("Policy") was prepared pursuant to and as required by the Federal Grant Regulations. In the event there is any conflict between this Policy and the Federal Grant Regulations, the Federal Grant Regulations shall control. This policy sets forth an overall framework for guiding the City's pursuit, use and management of grant resources.

Definitions

When appearing in this policy, the following terms shall have the corresponding definitions.

- **"Act"** shall mean the 1984 Single Audit Act relating to agencies spending in excess of \$750,000 in federal assistance in a given fiscal year.
- **"Affected Departments"** shall mean any department which will be required to perform any part of the grant application or work scope upon successful award of a grant.
- **"Application"** shall mean any grant application.
- **"Award"** shall mean any successful award of grant funding achieved by the City.
- **"Capital Outlay"** shall mean any purchase of a single item, multiple like items, or a construction project greater than \$50,000.
- **"City Council Approved Goals"** shall mean the City Council Goals for each corresponding Fiscal Year, as adopted by Resolution or any City Council adopted update thereto.
- **"Entitlement Grant"** is a noncompetitive grant disbursed automatically on basis of legally defined formula to all qualifying agencies.

- **“Federal Cash-on-Hand”** is money drawn from a federal grant to be used to pay allowable costs incurred and already disbursed or to be disbursed within ten (10) days of the draw date.
- **“Grant”** means a contribution of cash or other asset(s) from another governmental entity or foundation/organization (private or public) to be used or expended for a specific purpose, activity, or facility.
- **“Grant Draw Down”** is a request for drawing funds from a federal grant for allowable costs incurred and already disbursed or to be disbursed within ten (10) days of the draw date.
- **“Grant Funded Position”** shall mean any position(s) in addition to then current City staffing levels required for proper execution.
- **“Grants Management System (GMS)”** is the computer database used by the Department of Justice for the programmatic and financial management of grants.
- **“Managers”** shall mean any department which successfully sought and has been awarded grant funding and is managing the grant program.
- **“Pilot”** shall mean any experimental, test, on-going or one-time operating program or short term staffing enhancement. This may include any expansion of service that requires the City to add staff, hire additional contractors or enter into a new contract for services, add or enhance the duties of existing staff or contractors for any period of time. This does not include any costs incurred in preparing plans for a Capital Outlay project.
- **“Program”** shall mean any grant project, program, or other identified use of grant funds that must be administered by the City after successful grant award.
- **“Seekers”** shall mean any department choosing to pursue grant funding.

SECTION III. UNIFORM GUIDANCE COMPLIANCE SUPPLEMENT

General Concepts and Framework

1. The City will actively pursue grant funding from federal, state and other sources, consistent with identified City goals and objectives.
2. Aside from entitlement grants, the City should focus its efforts on securing grants for 1) capital improvements and 2) that will benefit General Fund operations. This approach will allow the City to compete for projects we might not otherwise be able to afford while maintaining financial independence should future grant sources diminish. Where possible, grant proposals/applications shall seek both direct and indirect administrative overhead costs to maximize the financial benefit to the City and to offset Citywide administrative impacts. Indirect costs of administering grant programs will be recovered to the maximum extent allowable.
3. Grants for operating purposes may be considered on a case-by-case basis after careful

consideration of the benefits of the program and the ongoing impacts on the City if grant funding is no longer available.

4. Until the City's financial situation significantly improves, we should avoid grants that fund "pilot" operating programs or short-term staffing enhancements to existing programs. Taking on these programs could ultimately aggravate the City's fiscal position should the desire for the program remain once the grant funding is no longer available.
5. The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant work scope.
6. Indirect costs of administering grant programs will be recovered to the maximum extent feasible.
7. Operating departments have the primary responsibility for seeking out grant opportunities, for preparing effective grant applications and for successfully managing grant programs after they have been awarded.
8. Operating departments should develop a simple system that tracks grant funding availability in their functional areas. Using this system, all capital improvement plan budget requests will evaluate and document the ability of grants to assist in funding the project.
9. All grants will be maintained in accordance with any Federal, State, and Local guidelines/ laws applicable to the agreement.

City Policies

The following financial policies have been separately reviewed and approved by the City Council. These policies are incorporated into this Policy by reference, as may be applicable. All of the policies below are applicable to Federal grants where appropriate:

- Cash Receipts Guidelines, Accounts Payable Guidelines, Procurement Policy, Fixed Asset Policy, Investment Policy, Travel Reimbursement Guidelines, and the City of San Fernando Municipal Code.

Activities Allowed/Unallowed and Allowable Costs/Cost Principles

The requirements for allowable costs/cost principles are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. All grant expenditures will be in compliance with the Uniform Guidance, State law, City policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program.

2. Grant expenditures will be approved by the department head when the bill or invoice is received. The terms and conditions of the Federal award will be considered when approving. The approval will be evidenced by department head's signature/initials on the bill or invoice. Accounts payable disbursements will not be processed for payment until necessary approval has been obtained.
3. Payroll costs will be documented in accordance with the Uniform Guidance. Specifically, compensation for personal services will be handled as set out in 2 CFR §200.430 and compensation for fringe benefits will adhere to 2 CFR §200.431 of the Uniform Guidance.
4. An indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement.
5. It is the City's policy to follow federal cost principles for federal awards as set forth in 2 CFR Part 200.

Cash Management

Source of Governing Requirements — The requirements for cash management are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Most of the City's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. If Federal grant funds are received first, care will be taken to minimize the time elapsing between receipt of Federal funds and disbursement to contractors/employees/subrecipients in accordance with 2 CFR §200.305 (b) of the Uniform Guidance.
2. Cash draws will be initiated by the Department Head or designee who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained. Payments and travel costs will be handled in a manner consistent with the City's existing Accounts Payable policies and in accordance with 2 CFR §200.305 (payments) and 2 CFR §200.474 (travel costs) of the Uniform Guidance.
3. The physical draw of cash will be processed in the City's finance software, Tyler Eden, or through the means prescribed by the grant agreement for other awards.
4. Supporting documentation or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes in the Finance Department.

Eligibility

Source of Governing Requirements — The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.
2. Initial eligibility determinations will be made by the Department Head or designee based on the grant award/contract and its associated regulations. Sufficient documentation to support these determinations will be retained and made available to City management, auditors, and pass-through or grantor agencies, upon request. It is the department's responsibility to maintain complete, accurate, and organized records to support eligibility determinations.

Equipment and Real Property Management

Source of Governing Requirements — The requirements for equipment and real property are contained in the Uniform Guidance (2 CFR §200.313 for equipment and 2 CFR §200.311 for real property), 48 CFR §52.245-1 (equipment and real property), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Additional Policies and Procedures. The City shall adhere to 2 CFR §200.311 and 2 CFR §200.313 of the Uniform Guidance and shall also follow the below policies and procedures:

1. All equipment and real property will be used in the program for which it was acquired or, when appropriate, other Federal programs. Equipment is defined as tangible personal property, including information technology systems, having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the City for financial statement purposes or \$5,000.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Program Director will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Equipment and real property records will be maintained, a physical inventory shall be taken every two years, and an appropriate system shall be used to safeguard assets.
4. When equipment with a current per unit fair market value of more than \$5,000 is no longer needed for a Federal program, a written request for disposition instructions shall be made from the grantor agency as to what to do with the equipment prior to sale or relocation, if required by the terms and conditions of the award. If a sale will take place, proper procedures shall be used to provide for competition to the extent practical and result in the highest possible return.
5. When real property is no longer needed for the originally authorized purpose, written disposition instructions must be obtained from the awarding agency or the pass-through entity, as applicable. When real property is sold, sales procedures must be followed that provide for competition to the extent practicable and result in the highest possible return.

Matching, Level of Effort and Earmarking

Source of Governing Requirements — The requirements for matching are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The City defines "matching," "level of effort," and "earmarking" consistent with the definitions of the Uniform Guidance Compliance Supplement:

Matching or cost sharing includes requirements to provide contributions (usually non - Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in -kind contributions (including third -party in - kind contributions).

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non -Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non -Federal funding of services.

Earmarking includes requirements that specify the minimum and/or maximum amount or percentage of the program's funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of Program Director.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to City management, auditors, and pass -through or grantor agencies, as requested.

Period of Performance

Source of Governing Requirements — The requirements for period of performance of Federal funds are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre -approved by the Federal awarding agency or pass -through grantor agency).
2. All obligations will be liquidated no later than 90 days after the end of the funding period (or as specified by program legislation).

3. Compliance with period of performance requirements will initially be assigned to the Department Head. All Accounts Payable disbursements are subject to the review and approval of the Department Head and the Director of Finance or his/her designee as part of the City's payment process.

Procurement, Suspension and Debarment

Source of Governing Requirements — The requirements for procurement are contained in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for suspension and debarment are contained in OMB guidance 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations in 2 CFR implementing the OMB guidance; the Uniform Guidance; program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the City. (See City's Procurement Policy and Municipal Code.)
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. The City will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. The City will also analyze other means, as described in 2 CFR §200.318 of the Uniform Guidance, to ensure appropriate and economic acquisitions.
4. Procurement will provide for full and open competition.
5. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents can neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. If the financial interest is not substantial or the gift is an unsolicited item of nominal value, no further action will be taken. However, disciplinary actions will be applied for violations of such standards otherwise.
6. The Government is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

"Covered transactions" include those procurement contracts for goods and services awarded under a nonprocurement transaction (i.e., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other specified criteria specified in 2 CFR §180.220. All nonprocurement transactions (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions unless they are exempt as provided in 2 CFR §180.215.

7. The City will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the City immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.
8. The Department Head or designee will be responsible for running or requesting from the Finance Division a year-to-date transaction report from the City's accounting system. Any vendor with accumulated transactions equaling or exceeding \$25,000 that is not subject to a written contract including a suspension/debarment clause or for which a signed statement or suspension or debarment is not on file will be subject to additional procedures. The Department Head or designee will check the Excluded Parties List System (EPLS) maintained by the General Services Administration (GSA) for the vendor name. A potential match will be followed -up on immediately. Each vendor searched on EPLS will be initialed on the vendor transaction report and the report will be signed and dated on the first or last page. The vendor transaction report will be retained as evidence of the control.
9. If a vendor is found to be suspended or debarred, the City will immediately cease to do business with this vendor.
10. Executed contracts and signed quarterly vendor transaction history reports will be retained and filed by the Department Head.

Program Income Source of Governing Requirements — The requirements for program income are found in the Uniform Guidance and any applicable sources referenced therein, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Program income is gross income received that is directly generated by the federally funded project during the grant period. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award.
2. The City will allow program income to be used in one of three methods, if applicable:
 - a. Deducted from outlays
 - b. Added to the project budget
 - c. Used to meet matching requirements

Absent specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

3. Program income, when applicable, will be accounted for as a revenue source in the same program code (whether it be division or project in Tyler Eden) as the Federal grant.

Reporting

Source of Governing Requirements — Reporting requirements are contained in the following sources:

Financial reporting, 2 CFR §200.327; Monitoring and reporting program performance, 2 CFR §200.328; Program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. Reports will be submitted in the frequency and within the deadlines required under the Federal Grant Regulations, which requirements vary depending on whether a financial, performance or special report is involved.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., a - mail, grantor website, postal service, etc.) provided in the Uniform Guidance Compliance Supplement.
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements. This may be done either physically or electronically.
4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e., cash or accrual). In cases where financial data is tracked outside of the accounting system (such as in spreadsheets or paper ledgers), this information will be reconciled to the general ledger prior to report submission.
5. Any report with financial -related data will either be prepared or reviewed by the Department Head and reviewed by the Director of Finance and will have the appropriate review based on specific grant guidelines.
6. Preparation of reports will be the responsibility of Department Head or designee. All reports (whether financial, performance, or special) must be reviewed and approved (as applicable) prior to submission. This will be evidenced by either physical signatures or electronic approval.
7. Copies of submitted reports and data will be filed with supporting documentation and any follow-up correspondence from the grantor or pass -through agency. Copies of all such reports will be made available to City management, auditors, and pass -through or grantor agencies, as requested.

Subrecipient Monitoring

Source of Governing Requirements — The requirements for subrecipient monitoring are contained in 31 USC 7502(f)(2)(B) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), Uniform Guidance and any applicable sources referenced therein, program legislation, 2 CFR parts 25 and 170, and 48 CFR parts 4, 42, and 52 Federal awarding agency regulations, and the terms and conditions of the award.

The City will review and oversee subrecipient activity and obtain a copy of their Single Audit. Other oversight processes and procedures will be established on a case by case basis, dependent on grant requirements and the level of activity of the subrecipient.

Special Tests and Provisions

Source of Governing Requirements — The laws, regulations, and the provisions of contract or grant agreements pertaining to the program.

In order to ensure compliance with these requirements, the City shall adhere to the following policies and procedures:

1. The Department Head will be assigned the responsibility for identifying compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation.

SECTION IV. ROLES AND RESPONSIBILITIES

City Council

1. Approves grant management policies.
2. Approves all Federal grant applications in excess of \$5,000.
3. Approves all other grant applications in excess of \$50,000 and delegates receipt and contract execution to the City Manager if delegation is allowed by the grantor agency.
4. Accepts all grants awarded and appropriates funds before the grant funds are expended.

City Manager

1. Initially approves, prior to City Council, all Applications of \$50,000 and greater, and all Public Works related applications.
2. Approves all Awards of less than \$50,000 by executing the Grant Summary Form (Exhibit "1").
3. Receives grants and executes related contract documents when delegated to do so by the City Council.

4. Signs the Form SF-270, SF-425, and all other applicable Federal Financial Reports, as the Authorized Certifying Official.

Finance Department

1. The City's Finance Director develops, recommends and maintains grant management policies.
2. The Finance Department coordinates preparation and distribution of single audit reports.
3. The Finance Department provides technical assistance to operating departments in preparing Applications, submitting reports and maintaining records.
4. The Finance Department maintains a city-wide grants database including information provided by each department on the Grant Summary Form which includes a CFDA number.
5. Once the Federal grant award has been approved by the Granting agency and accepted by the City Council, the Finance Department meets with the Grants Manager to set up account codes in the financial system in order to track all revenues and expenditures for the specific grant, and notifies the administering department of the new account numbers.
6. The Finance Department monitors the expenditures and revenues monthly with review by the Grants Manager to ensure all items are recorded properly and that they meet the grantor's guidelines.
7. The Finance Director is responsible for reviewing and approving the grant draw down.
8. The Finance department is responsible for preparing the year-end Schedule of Expenditures of Federal Awards and providing oversight on the above related policies and procedures.
9. Works with Operating department in the compilation and submission of the SF 270, SF-425, and all other applicable Federal Financial Reports by granting agencies due dates.
10. Presents the completed SF270, SF-425, and all other applicable Federal Financial Reports to the Finance Director for review and to the City Manager for signature.
11. Maintains copies of the executed SF 270, SF-425, and all other applicable Federal Financial Reports and transmittal documents and sends them as required by the grant terms or direction of the agency.
12. Reconciles all approved awards to the Schedule of Expenditures of Federal Awards.

Operating Departments

1. Develops systems for maintaining ongoing information regarding grant availability within their functional areas of responsibility.
2. Evaluates benefits and costs of specific grant programs based on the following criteria:

- a. Purpose of the grant program and its consistency with identified City goals and objectives.
 - b. Additional staffing, office space, facilities, supplies or equipment that will be required if the grant is awarded.
 - c. Ongoing impacts of the grant program after it is completed.
 - d. Responsibilities of other departments and impacts on them in preparing the grant application or performing work scope if the grant is approved.
 - e. Amount of indirect costs to be recovered from the grant.
 - f. Total program costs, including portion funded through grant revenues and any required City contribution.
 - g. Source of funding for any required City share.
 - h. Compliance and audit requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
3. Prepares grant applications.
- a. Works with the grantor agency in identifying special program requirements and developing strategies for preparing a successful grant application.
 - b. For Federal grants in excess of \$5,000, prepares a City Council agenda report requesting *authorization to seek grant funding*. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis. Completes the Grant Summary Form.
 - c. For all grants in excess of \$50,000, prepares the Grant Summary Form for City Manager approval and prepares City Council agenda report requesting *authorization to seek grant funding*. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis.
 - d. For all Public Works related grant applications, prepares the Grant Summary Form for City Manager *authorization to seek grant funding*. This report should describe the grant program's conformance with this policy, including the results of the cost/benefit analysis.
 - e. Once authorization is granted, if applicable, completes grant application documents.
 - f. Forwards the completed grant application for all amounts, to the Finance Department (concurrently when application is sent to the grantor agency).
 - g. Coordinates with affected departments as necessary.
 - h. For grants of \$5,000 or less, submits the grant application, subject to approval of the City Manager and the following conditions:

- i. It will not add regular staffing.
 - ii. Any matching funds or in-kind contributions are already available within existing resources, and no additional appropriation of unreserved, undesignated fund balance or working capital is required.
 - iii. It will not involve a new policy directive not previously approved by City Council.
 - iv. At the conclusion of the grant, there will no ongoing commitments or obligations to continue the program.
 - v. No prior City Council authorization is required.
4. Administers grant programs if awarded.
- a. For grants in excess of \$5,000:
 - i. Prepare a City Manager Report (or City Council agenda report if required by the grantor agency) accepting grant award, including Grant Summary Form;
 - ii. Prepares budget amendment request and any other required City forms or documents;
 - iii. Coordinates execution of grant documents by the City Manager and returns executed documents to grantor agency;
 - iv. Meets with the Finance Department to set up account codes in the financial system in order to track all revenues and expenditures for the specific grant;
 - v. Provides copies of all grant documents to the Finance Department.
 - b. For grants of \$5,000 or less:
 - i. Execute and return grant documents to grantor agency.
 - ii. Provide copies of all grant documents to Finance department
 - c. Notify affected departments, and City Manager, of grant award.
 - d. Maintain financial and other records in accordance with grant requirements.
 - e. Ensures the Finance Department is supplied with the following documentation:
 - i. Grant Award Letter;
 - ii. Grant Contract;
 - iii. City Council minutes of action;

- iv. Notice of Grant Award Form;
- v. An administrative manual (this includes audit guides and programs, accounting procedures and administrative guides). This will enable the Accounting and Budget Departments to maintain grant files which are accurate and current;
- vi. Copies of all grant amendments, program reporting, reimbursement requests and other communications after the grant is awarded and to all agents involved in the grant administration process.
- f. Completes and submit required reports, including requests for funds.
- g. Monitors grant expenditures and receipt of revenues.
- h. Coordinates on-site management reviews by the grantor agency during the grant term.
- i. Ensures compliance with grant requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
- j. Performs the grant work scope.
- 5. Grant Draw downs.
 - a. Ensures that the Federal cash-on-hand is limited to the amounts needed for disbursement for cost incurred and amounts needed within ten (10) business days and;
 - b. Ensures that all costs are supported by adequate documentation.
 - c. Works with the Finance department in preparing all draw down requests to ensure all request are limited to amounts disbursed or scheduled for disbursement within ten (10) business days
 - d. Works with Finance department in the timely compilation and filing of the SF 270, SF-425, and all other applicable Federal Financial Reports.
- 6. Completes grant closeout.
 - a. Complete the grant work scope.
 - b. Notify affected departments that the project is completed and schedule a "close-out" meeting if necessary to resolve any final procedural issues.
 - c. Ensure final receipt of grant revenues.
 - d. Prepare and submit any required grant close-out documents.
 - e. Review grant file for completeness.

- f. Retain all necessary program and financial records for the period of time required by grantor agency.
- g. Coordinate any on-site management reviews or audits after the grant is completed.
- h. Resolves any audit findings with the assistance of the Finance Department.
- i. Ensures that the City's policy regarding the single audit act requirements are implemented as discussed above.

SECTION V. AUTHORITY

- By order of Resolution No. 7554, Grant Management Policy adopted by the City Council on August 5, 2013.
- Revised by City Manager on February 18, 2015 to include certain edits required by federal granting agencies.
- By order of Resolution No. 7666, Amended Grant Management Policy adopted by the City Council on March 2, 2015.
- Revised by Director of Finance and Senior Accountant_ on July 23,, 2020 to include Cost Principle policies as required by 2 CFR 200.
- By order of Resolution No. ____, Amended Grant Management Policy adopted by the City Council on _____.

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AGENDA REPORT

To: Vice Mayor Hector A. Pacheco and Councilmembers

From: Mayor Joel Fajardo

Date: August 17, 2020

Subject: Discussion Regarding COVID-19 Response Efforts and Approval of Proposed Recommendations

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; and
- b. Review and approval of financial assistance programs and the pursuit of funding opportunities, and related recommendations, as 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 RecommendationsPage 2 of 2

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 has reopened with modified open hours to the public (i.e. Monday, Wednesday and Thursday from 12 pm to 5:30 pm). All visitors to City Hall must adhere to the County of Los Angeles Department of Public Health guidelines for physical distancing and must wear a cloth face covering at all times to help slow the spread of COVID-19 in our community.

Indoor recreational facilities remain closed to the public except when a heat advisory is issued and Las Palmas Park facility is open as a cooling center. Staff is following the County protocol for physical distancing and cleaning while the cooling centers are open. Staff is exploring a program to make outdoor park space available for rent to fitness and wellness establishments. More information will be presented at a future meeting.

COVID-19 Testing.

On Tuesday, August 11, 2020 and Wednesday, August 12, 2020, the City of San Fernando partnered with the Tataviam Band of Indians to offer walk-up testing at Recreation Park through the City of Los Angeles Fire Department and CORE, the community organized relief effort non-profit organization. Approximately 300 individuals took advantage of the free walk-up testing.

BUDGET IMPACT:

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

ATTACHMENT:

A. LA County Daily COVID-19 Data – as of August 13, 2020

ATTACHMENT "A"

City of San Fernando Daily COVID-19 Data

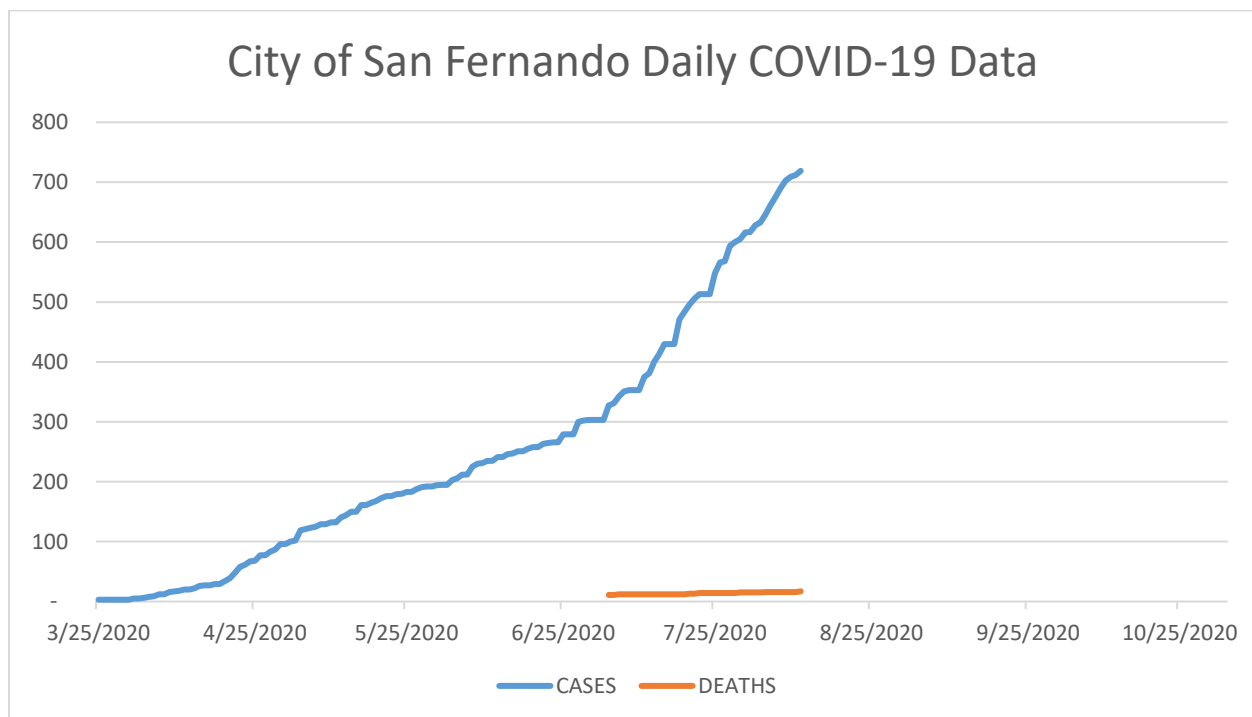
SOURCE:

<http://publichealth.lacounty.gov/media/Coronavirus/data/index.htm>; statistics captured daily.

Graph 1: Daily COVID-19 Cases and Deaths in the City of San Fernando

Total Cases (as of August 11, 2020): 719

Total Deaths (as of August 11, 2020): 17



LA County Daily COVID-19 Data

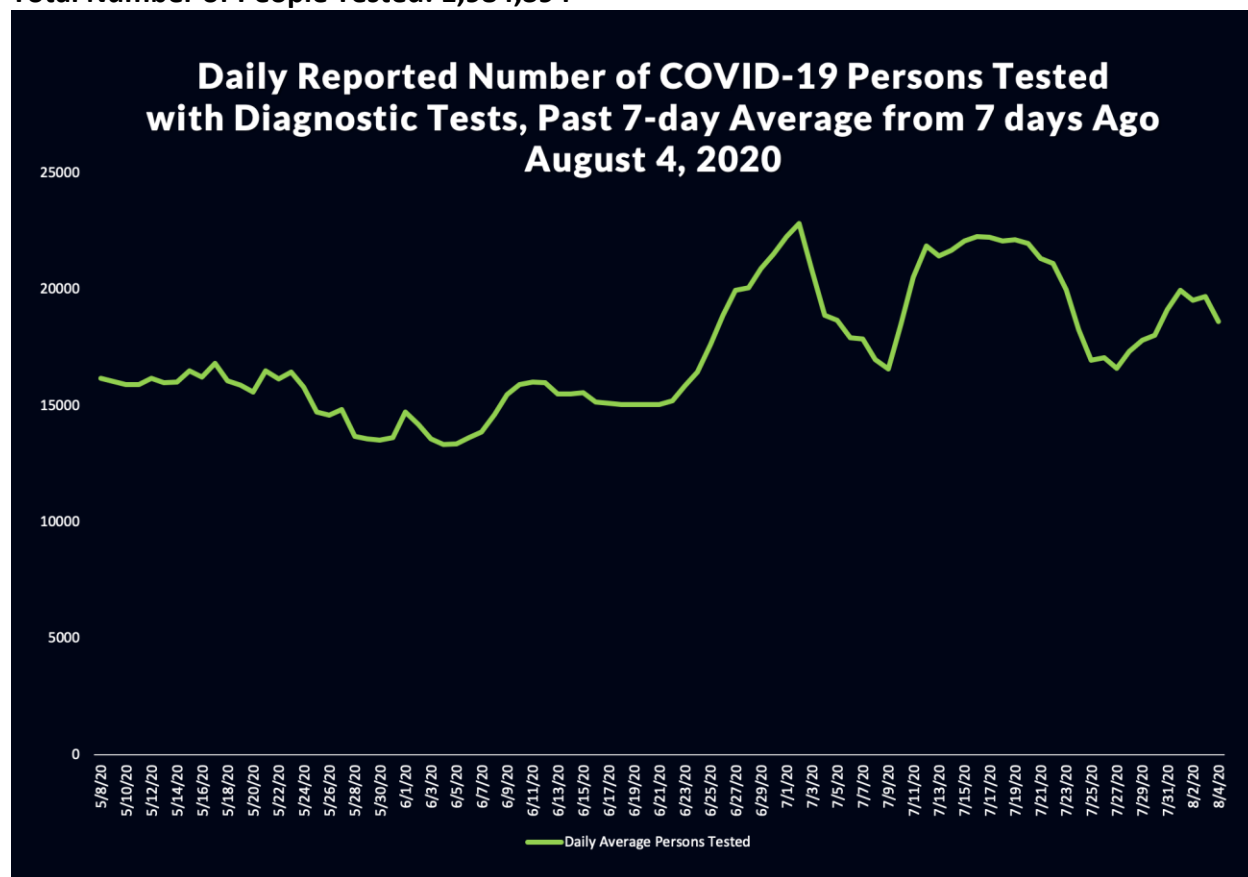
SOURCE:

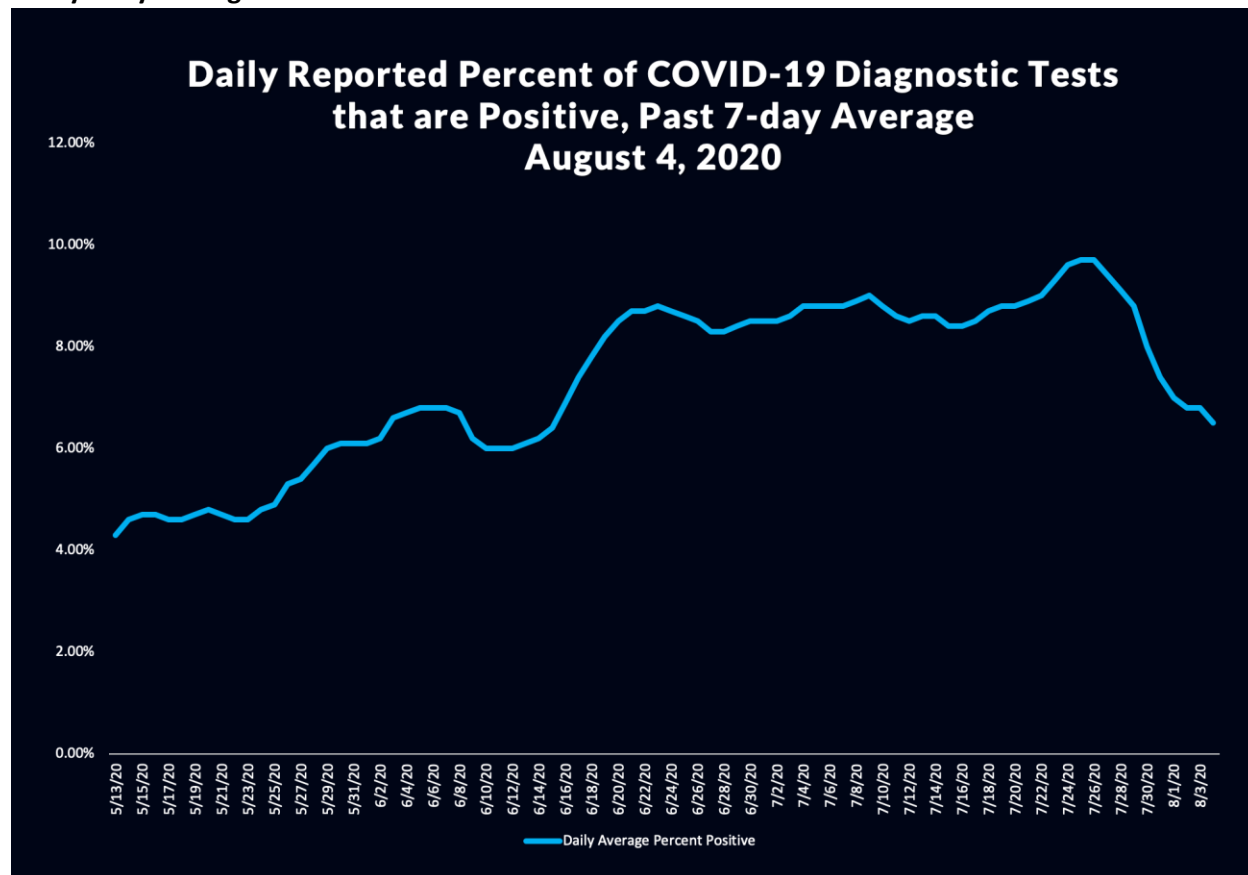
<http://publichealth.lacounty.gov/media/Coronavirus/data/index.htm>; visited on 8/13/2020 @ 3:00 pm.

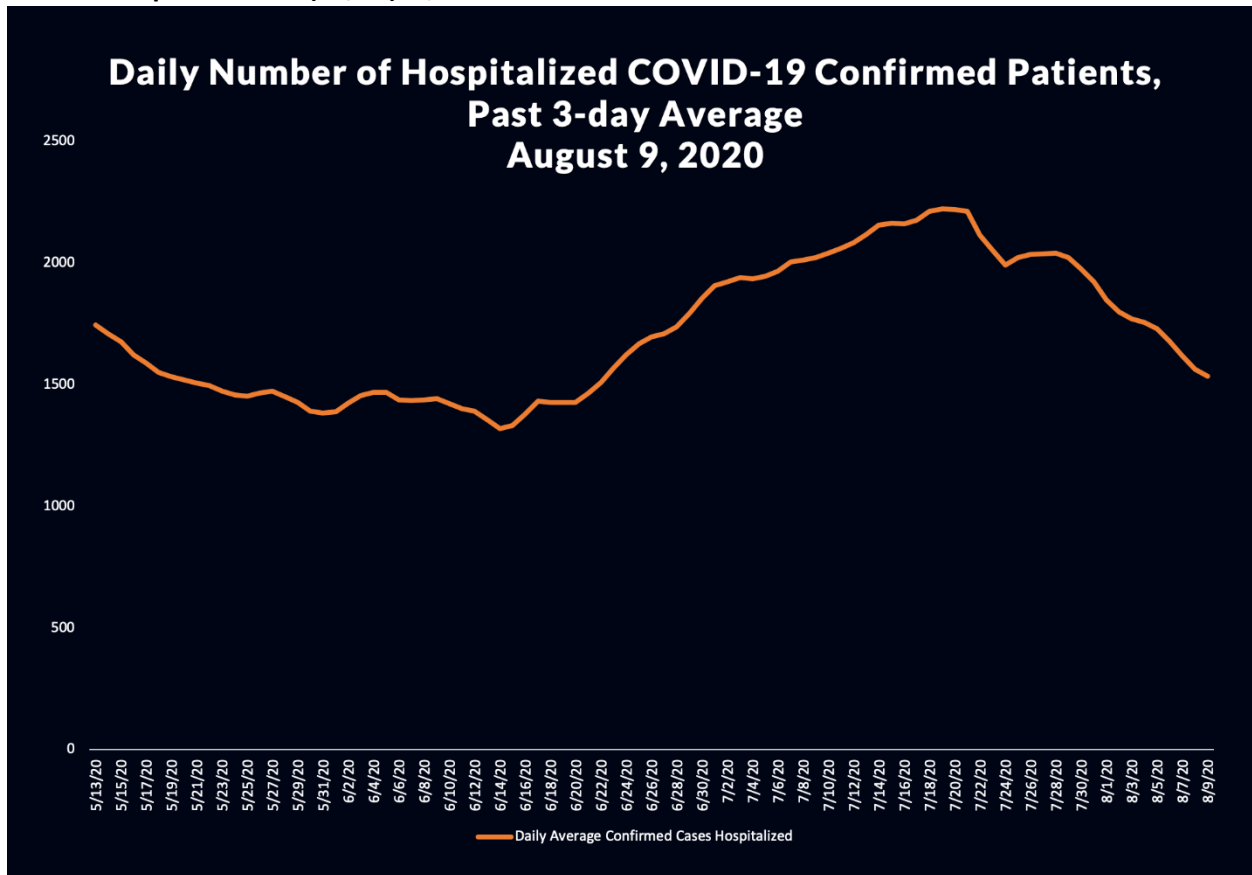
Graph 1: Daily Reported Persons Tested for COVID-19

7-Day Daily Average: 18,329

Total Number of People Tested: 1,984,394



Graph 2: Daily Reported Percent Positive for COVID-19**7-Day Daily Average: 7.2%**

Graph 3: Daily Number of COVID-19 Hospitalized**Current Hospitalizations (08/12): 1,538**

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: August 17, 2020

Subject: Consideration to Approve a Letter of Agreement with the San Fernando Public Employees Association Related to the Government Code Section 20903 Retirement Incentive Benefit

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the proposed Letter of Agreement (Attachment "A" – Contract No. 1962) between the City of San Fernando and the San Fernando Public Employees Association (SFPEA) outlining the terms and conditions related to the City's offer of a retirement incentive to certain eligible employees in accordance with Government Code section 20903; and
- b. Authorize the City Manager to make non-substantive corrections and execute the Letter of Agreement and all related documents.

BACKGROUND:

1. On March 4, 2020, California Governor Gavin Newsom declared a State of Emergency. The County of Los Angeles, City of Los Angeles, City of Long Beach and City of Pasadena quickly followed suit and declared Local Emergencies caused by the Coronavirus (COVID-19).
2. On March 16, 2020, the City Council declared a Local Emergency in San Fernando due to the public threat caused by COVID-19.
3. On March 16, 2020, the County of Los Angeles Department of Public Health Officer issued the first *Safer at Home Order for Control of COVID-19* Health Order for individuals living in Los Angeles County to comply with the State Executive Order N-33-20 issued by Governor Newsom. This order imposed significant economic restrictions to encourage people to stay home and curb the spread of COVID-19.

Consideration to Approve a Letter of Agreement with the San Fernando Public Employees Association Related to the Government Code Section 20903 Retirement Incentive BenefitPage 2 of 4

4. The *Safer at Home Order* has been revised and extended a number of times since initial issuance. Some economic restrictions have been loosened; however, many businesses are operating at a fraction of normal operations.
5. On April 20, 2020, City Council received a presentation from staff regarding the fiscal year 2020-2021 Citywide Strategic Goals and City Council priorities. As part of the presentation, staff identified and estimated \$1.5 - \$2.0 million revenue shortfall for the upcoming budget year due to COVID-19 economic impacts. City Council approved an Ad Hoc Committee (Fajardo, Pacheco) to work with staff to identify solutions to address the shortfall.
6. On June 1, 2020, despite including a 10% reduction in Department operating costs and deferral of internal transfers and internal debt payments, the fiscal year 2020-2021 Proposed Budget included a General Fund budget deficit of approximately \$800,000 due to loss of revenue from COVID-19 economic impacts.
7. In June 2020, staff notified all bargaining units representing non-sworn employees, including the SFPEA represented by the Service Employees International Union Local 721 (SEIU 721), that City Council was interested in offering a retirement incentive through CalPERS as a cost saving measure. The Retirement Incentive Program provides eligible employees two years of service credit in exchange for retiring and voluntarily separating from employment prior to a date certain. The City must permanently unfill the position being vacated to recognize cost savings.
8. Throughout June, July and August 2020, staff met with all affected bargaining units to identify eligible employees, determine interest in participating in the program, discuss the service impacts of losing certain positions, and propose opportunities to minimize those impacts.
9. On August 3, 2020, the City Council adopted an Urgency Ordinance and Certification of Final Action of Governing Body, thus completing the final action needed to amend the City's contract with CalPERS and to provide the two-year additional service credit to eligible employees. The Amendment became effective on August 5, 2020.

ANALYSIS:

CalPERS offers a retirement incentive program to member agencies that allows an agency to provide two years of service credit to eligible staff in lieu of implementing layoffs or furloughs. This program provides a mechanism for agencies to reduce staff through a voluntary separation arrangement and recognize immediate payroll savings. However, the City must permanently unfill the retiree's position, or another position in the same department or organizational unit, once it is vacated by the eligible employee. Consequently, the City can only offer the retirement

Consideration to Approve a Letter of Agreement with the San Fernando Public Employees Association Related to the Government Code Section 20903 Retirement Incentive BenefitPage 3 of 4

incentive program to positions that can be permanently unfilled without significantly impacting services.

The proposed Letter of Agreement lays out the terms and conditions for the Retirement Incentive Program with SFPEA. Key terms of the proposed Agreement include:

- a. The City will provide the Retirement Incentive to 11 unit employees identified in Exhibit "A" to the Agreement.
- b. If at least eight employees participate in the Retirement Incentive Program, the City agrees to a temporary prohibition of layoffs for SFPEA employees through December 31, 2021 (approximately one year from the closing of the Retirement Period).
 - i. Should the City face future economic uncertainty deficit (i.e. ongoing General Fund revenues less operating General Fund expenditures, excluding one-time capital equipment expenses and other one-time expenses of more than \$500,000), the parties agree to return to the table.
- c. SFPEA will agree to work with the City to implement proposed changes identified in the City's Service Impact Proposal (Attachment "A" Exhibit "A") to maintain the current level of service to the community.

The proposed Letter of Agreement ensures that both parties are clear about the terms and conditions of the Retirement Incentive Program and provides certain assurances to both parties that will ultimately lead to successful implementation of the Retirement Incentive Program.

BUDGET IMPACT:

The City's top revenue sources include Sales Tax, Business Tax, and Admission Tax, which are all generated from local business activity. These three revenue sources alone account for approximately 47% of total General Fund revenue. Due to the economic restrictions imposed by the *Safer at Home Order* to curb the spread of COVID-19, these revenue sources have been significantly impacted, requiring the City to take certain actions to reduce expenditures accordingly.

Since the City is a service-based organization, personnel costs make up a significant portion of the City budget. The City is anticipating more than \$600,000 in net savings due to the proposed Retirement Incentive Program, which will allow the City to maintain the current level of service without making significant additional cuts.

**Consideration to Approve a Letter of Agreement with the San Fernando Public Employees Association
Related to the Government Code Section 20903 Retirement Incentive Benefit**Page 4 of 4

CONCLUSION:

Staff recommends that the City Council approve the proposed Letter of Agreement with SFPEA to implement the Retirement Incentive Program for the identified eligible employees.

ATTACHMENT:

- A. Contract No. 1962 with Exhibit "A"

Letter of Agreement

ATTACHMENT "A"
CONTRACT NO. 1962**Letter of Agreement****Retirement Incentive Agreement – City of San Fernando**

This Letter of Agreement ("LOA") is between the City of San Fernando ("City") and Service Employees International Union, Local 721 ("SEIU Local 721"), San Fernando Public Employees Association ("SFPEA") (collectively referred to as "the parties") and concerns the City's offer of a retirement incentive to certain eligible employees in accordance with Government Code section 20903 ("Golden Handshake").

1. Background

Due to the negative economic impacts that COVID-19 has had on the City's revenues, the City faced an initial budget gap of \$1.8 million dollars. After making various budget cuts to non-personnel expenses and drawing down reserves, the City still faces an \$800,000 budget gap. The City reached out to SEIU Local 721 for a meeting to discuss the City's financial situation and the City's interest in alternative solutions to furloughs/layoffs. The City asked SEIU Local 721 to partner with it in reaching a solution to the City's remaining \$800,000 budget gap. Through those discussions, the parties agreed that, in lieu of furloughs and/or more drastic measures, the City would offer a Retirement Incentive to eligible employees.

In order to achieve the required savings, at least eight (8) employees must participate in the program to avoid furloughs/layoffs. The majority of employees expected to participate are represented by SEIU Local 721/SFPEA.

2. Retirement Incentive Program Description

The parties agree to implement a program, which shall be referred to as the Retirement Incentive Program, to assist the City in closing the \$800,000 budget gap referenced above. The Retirement Incentive Program is designed to incentivize eligible employees to retire per the CalPERS "Golden Handshake" with 2-Years' Service Credits.

3. Employees Eligible for Retirement Incentive Program (See Exhibit A)

The Retirement Incentive will have a single application period. Per CalPERS' Retirement Incentive Program rules, employees who accept the Retirement Incentive must start departing City service as soon as practicable after the application is approved, but in no event later than November 20, 2020.

4. Application Period

Eligible employees may apply for retirement from CalPERS beginning August 18, 2020 and must separate from employment no later than November 20, 2020 to participate in the Retirement Incentive Program. Retirement applications must be processed through CalPERS.

Letter of Agreement

ATTACHMENT "A"
CONTRACT NO. 1962**5. Employee Rights and Impact On Retirement Incentive Program (See Appendix: Letter to Rescind Participation)**

Employees shall have until their selected date of retirement to rescind their decision and withdraw their Retirement Incentive application from CalPERS. Employees wishing to rescind their application must notify CalPERS.

Since the Retirement Incentive Program is offered in lieu of furloughs/layoffs, if at least eight (8) employees do not actually retire by no later than November 20, 2020, the parties agree to return to the table to identify other alternatives to furloughs/layoffs.

6. Temporary Prohibition of Layoffs

Provided enough employees participate in the Retirement Incentive Program and actually retire by no later than November 20, 2020, the parties agree that no SEIU Local 721/SFPEA represented employee will be laid off or furloughed from the date this LOA becomes effective through December 31, 2021.

Should the City face future economic uncertainty, the parties agree to return to the table. For purposes of this LOA, future economic uncertainty means, should the City face a projected annual operating budget deficit (i.e. ongoing revenues less operating expenditures, excluding one-time capital equipment expenses and other one-time expenses) of more than \$500,000. A second Retirement Incentive will be considered in good faith should the need exist for the parties to return to the table before December 31, 2021. This temporary prohibition of layoffs shall expire on December 31, 2021.

7. Meet and Confer on the City's "Proposal for Addressing Possible Service Impacts."

The parties acknowledge and understand that the Retirement Incentive Program may impact operations necessitating the parties Meet and Confer in an attempt to resolve impacts as set forth in the City's "Proposal for Addressing Possible Service Impacts" attached as Exhibit "A." Additionally, SEIU Local 721 agrees with the City, in principle, that the City will offer the Retirement Incentive to the Public Works Supervisor II classification. SEIU Local 721 further agrees that in order to address the resulting service impact, the City will establish and fill the vacant budgeted Operations Manager position that will be responsible for providing resource planning and staff management of all field operations, excluding water and sewer operations. Lastly, the parties agree to discuss reinstatement of a position to conduct inspection services upon expiration of the current Memorandum of Understanding (Contract No. 1887), but that in no event shall any agreement to reinstate such a position become effective until on or after January 1, 2023.

8. Construction

This LOA has been jointly negotiated and drafted by the parties. The language in this LOA shall be construed as a whole according to its fair meaning and not strictly for or against any of

Letter of Agreement

ATTACHMENT "A"
CONTRACT NO. 1962

the parties. The parties further agree that this LOA was negotiated and executed in the State of California and shall be interpreted under the procedural and substantive laws of California as existing as of the date of execution, without regard to principles of conflict of laws.

SIGNATURE PAGE TO FOLLOW

Letter of Agreement

ATTACHMENT "A"
CONTRACT NO. 1962

FOR CITY OF SAN FERNANDO:

FOR SFPEA/SEIU LOCAL 721:

Nick Kimball
City Manager

Date

Frank Villalpando Date
Chapter President, SFPEA/SEIU Local 721

Tim Hou
Deputy City Manger/
Director of Community Development

Michael Okafor
Personnel Manager

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Adriana Guzman
Liebert Cassidy Whitmore

Jody L. Klipple
Negotiator, SEIU Local 721

Exhibit "A"

Position Title	Home dept description	Annual Salary	Possible Service Impact and City Proposal to Address Same.
TREASURY MANAGER	FINANCE	\$84,468.00	Permanently unfill 1 Treasury Manager position (SF MG). Reclassify Account Clerk(s) (SF PEA) to Senior Accounting Technician (or similar classification) with increased wage consideration to include certain treasury related duties. Designate Finance Director as City Treasurer.
BUILDING & SAFETY SUPERVISOR	COMMUNITY DEVELOPMENT	\$92,856.00	Permanently unfill 1 Building & Safety Supervisor position (SF PEA). Add a special pay incentive to the Community Preservation Officer job specification (SFPCA) for employees in the classification that receive building inspection certification to conduct building inspections. Also, increase annual hours for 2 current part-time Community Preservation Officers (SF PTEBU) to maintain sufficient code enforcement and building inspection services. Would require temporary increase of existing outside contractor until internal staff recieved the proper certification. The parties will discuss reinstating a position to conduct inspection services upon expiration of the existing MOU.
CULTURAL ARTS SUPERVISOR	RECREATION - ADMIN	\$74,256.00	Permanently unfill 1 Cultural Arts Supervisor position (SF PEA). Redistribute work among Department Head and existing staff. Reclassify 2 RCS Office Specialist (SF PEA) to Administrative Assistant and Executive Assistant, respectively; reclassify Program Specialist to Program Coordinator.
PW SUPERVISOR II	PUBLIC WORKS - STREETS	\$81,456.00	Permanently unfill 1 PW Supervisor II position (SF PEA). Recruit and fill vacant budgeted Operations Manager position (SF MG) that will be responsible for providing resource planning and staff management of all field operations, excluding water and sewer operations. Duties to include, but not limited to: prepare and manage division budgets and forecasts; prepare agenda reports related to division policy and operations; set goals for divisions and manage resources to meet those goals; evaluate new techonolgy and best practices, etc.. The proposed salary ranges up to \$115,000 DOE, which was included in the FY 2019-2020 budget pending approval of classification.
EQUIPMENT & MATERIALS SPVR.	PUBLIC WORKS - MECHANICS	\$82,416.00	Permanently unfill 1 Equipment & Materials Supervisor position (SF PEA). Reclassify existing Mechanical Helper classification (SF PEA) to City Mechanic (or similar classification) with increased wage consideration to service all City vehicles. Position would not include any supervisory responsibilities.

Exhibit "A"

Position Title	Home dept description	Annual Salary	Possible Service Impact and City Proposal to Address Same.
ELECTRICAL SUPERVISOR	PUBLIC WORKS - TRAFFIC	\$82,416.00	Permanently unfill 1 Electrical Supervisor position (SF PEA). Reclassify Electrical Helper (SF PEA) to Electrical/Controls System Operator (or similar classification) with increased wage consideration to lead electrical services and control systems. Position would not include any supervisory responsibilities. May need to temporarily increase use of contractors until the Senior Electrical Technician (or similar classification) is filled.
ADMINISTRATIVE COORDINATOR	PUBLIC WORKS - WATER ADMIN	\$64,956.00	Permanently unfill 1 Administrative Coordinator position (SF PEA). Reclassify 2 PW Office Specialists (SF PEA) to Executive Assistants. One Executive Assistant to provide support to the Operations Manager and one Executive Assistant to provide support to the Director, Sewer and Water operations.
PUBLIC WORKS MAINT. WORKER	PUBLIC WORKS - GRAFFITI REMOVAL	\$53,784.00	Permanently unfill 1 of the 3 eligible PW Maintenance Worker positions (SF PEA). Recruit and fill 2 PW Maintenance Worker positions (SF PEA) and reorganize the facilities, streets, trees, and electrical operations.
PUBLIC WORKS MAINT. WORKER	PUBLIC WORKS - FACILITIES MAINTENANCE	\$53,784.00	
PUBLIC WORKS MAINT. WORKER	PUBLIC WORKS - WATER ADMIN	\$53,784.00	
SENIOR MAINTENANCE WORKER	PUBLIC WORKS - STREETS	\$59,616.00	Permanently unfill 1 of the 2 eligible Senior Maintenance Worker positions (SF PEA). Recruit and fill 1 Senior Maintenance position, which will be 100% dedicated to the sewer maintenance operation, and reorganizing the facilities, streets, trees, and electrical operations.
SENIOR MAINTENANCE WORKER	PUBLIC WORKS - FACILITIES MAINTENANCE	\$59,616.00	

Legend:

San Fernando Management Group

San Fernando Public Employees Association

San Fernando Police Civilians Employees

San Fernando Part-time Employees Bargaining Unit

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: August 17, 2020

Subject: Consideration to Adopt a Resolution Approving the List of Job Classifications Eligible for Retirement Under the Provisions of Government Code Section 20903

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8023 (Attachment "A") approving the List of Job Classifications (Exhibit "A" to Attachment "A") that are eligible for retirement under the two-year additional service credit provisions of Government Code Section 20903; and
- b. Authorize the City Manager to make non-substantive corrections, and submit the approved list to the California Public Employees' Retirement System (CalPERS).

BACKGROUND:

1. In May 2020 and June 2020, during the budget meetings for Fiscal Year (FY) 2020-2021, 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 present that information, along with estimated cost, for further consideration.
2. In June 2020, staff advised the City Council that, per initial discussions with the affected bargaining units, approximately 10 miscellaneous employees were 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 recommended the schedule below:
 - a. Adopt Resolution of Intention: July 6, 2020
 - b. Identify Costs in Public Meeting: July 6, 2020
 - c. Adopt Urgency Ordinance to Amend CalPERS Contract: August 3, 2020

Consideration to Adopt a Resolution Approving the List of Job Classifications Eligible for Retirement Under the Provisions of Government Code Section 20903Page 2 of 4

- | | |
|--|----------------|
| d. Urgency Ordinance Becomes Effective: | August 4, 2020 |
| e. Contract Amendment Becomes Effective: | August 5, 2020 |

4. On July 6, 2020, the City Council adopted the Resolution of Intention, and elected to provide the benefits of Government Code Section 20903 to eligible employees who retire within the designated period: August 17, 2020 through November 20, 2020.
5. On August 3, 2020, the City Council adopted an Urgency Ordinance and Certification of Final Action of Governing Body, thus completing the final action needed to amend the City's contract with CalPERS and to provide the two-year additional service credit to eligible employees. The Amendment became effective on August 5, 2020.

ANALYSIS:

CalPERS offers a retirement incentive program to member agencies that allows an agency to provide two years of service credit to eligible staff in lieu of implementing layoffs or furloughs. This program provides a mechanism for agencies to reduce staff through a voluntary separation arrangement and recognize immediate payroll savings. However, the City must eliminate the retiree's position, or another position in the same 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.

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

1. Adopt a Resolution of Intention to provide Section 20903 (Two Years Additional Service Credit) benefits (Completed on July 6, 2020);
2. Certification of Governing Body's Action to adopt the Resolution of Intention (Completed on July 6, 2020);
3. Certification of Compliance with Government Code Section 20903 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 (Completed on July 6, 2020); and
4. Certification of Compliance with Government Code Section 7507 to attest that the estimated cost savings have been provided at a public meeting (Completed on July 6, 2020).

Consideration to Adopt a Resolution Approving the List of Job Classifications Eligible for Retirement Under the Provisions of Government Code Section 20903Page 3 of 4

5. Adoption of an Urgency Ordinance effectuating the Contract Amendment (Completed on August 3, 2020).

With the adoption of the Urgency Ordinance on August 3, 2020, which became effective on August 5, 2020, the City has completed all necessary administrative steps to amend the contract.

The last step in the process is to approve the list of job classifications that are eligible to receive the retirement incentive. To receive the benefit, employee(s) in the identified positions must elect to retire and separate from the City within the designated time period ("Retirement Period"), which is August 17, 2020 through November 20, 2020. This complies with the CalPERS requirement that the Retirement Period must not be less than 90 days, but not more than 180 days.

Pursuant to the provisions of Government Code Section 20903, the City shall agree to keep at least one vacant position created by one early retiree in any department permanently unfilled or remains unfilled for an indefinite period, but can fill other vacancies created by other early retirees in the same department. Through ongoing discussions with the affected bargaining units, staff has identified 13 employees in 9 classifications that can retire under this program without significantly impacting services. See Exhibit "A" to Attachment "A" for the complete list of identified classifications.

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 13 eligible miscellaneous employees is approximately \$691,000 for FY 2020 - 2021. This cost is estimated to increase by approximately 1.05% each fiscal year. The estimated total compensation (salary and benefits) for 13 eligible miscellaneous employees is approximately \$1.31 million for this fiscal year.

Thus, the estimated total savings for FY 2020 - 2021 is approximately \$620,000, which is derived by subtracting the total compensation estimate (\$1.31 million) from the service credit amount (\$691,000) listed above.

Consideration to Adopt a Resolution Approving the List of Job Classifications Eligible for Retirement Under the Provisions of Government Code Section 20903Page 4 of 4

CONCLUSION:

The City Council adoption of Resolution No. 8023 and approval of the List of Job Classifications is necessary to enable eligible staff members to expedite their retirement paperwork with CalPERS, in accordance with the provisions of Government Code Section 20903.

ATTACHMENT:

- A. Resolution No. 8023 with Exhibit A

ATTACHMENT “A”**RESOLUTION NO. 8023****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE LIST OF JOB CLASSIFICATIONS ELIGIBLE FOR RETIREMENT UNDER THE TWO-YEAR ADDITIONAL SERVICE CREDIT PROVISIONS OF GOVERNMENT CODE SECTION 20903**

WHEREAS, the City Council of the City of San Fernando is desirous of offering two years additional service credit, pursuant to Government Code Section 20903, to eligible staff members as early retirement incentive in lieu of implementing layoffs or furloughs; and

WHEREAS, the California Public Employees’ Retirement System (CalPERS) offers an early retirement incentive program to member agencies that allows an agency to provide two years of additional service credit to eligible staff members pursuant to Government Code Section 20903 upon completion of an amendment of the agency’s contract with CalPERS to include this benefit; and

WHEREAS, the City Council of the City of San Fernando has completed the final action required by CalPERS for amendment of its contract with CalPERS by the adoption of “Urgency Ordinance” as well as “Certification of Final Action of Governing Body” on August 3, 2020; and

WHEREAS, the approved contract amendment between the Board of Administration of CalPERS and the City Council of the City of San Fernando is effective from August 5, 2020; and

WHEREAS, pursuant to CalPERS requirement, the City Council has designated a “Retirement Period” from August 17, 2020 to November 20, 2020 for eligible employees to take advantage of the early retirement incentive program; and

WHEREAS, CalPERS require that the City identify and submit a list of job classifications that are eligible to retire during the designated period;

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

SECTION 1: That the attached List of Job Classifications (Exhibit “A”) that are eligible to participate in the early retirement incentive program, pursuant to Government Code Section 20903, is hereby approved for submission to CalPERS.

SECTION 2: That the City Manager shall take such actions that are deemed necessary and proper in order to implement the retirement of designated eligible employees during the designated “Retirement Period” from August 17, 2020 through November 20, 2020. This shall include adoption of appropriate measures to help mitigate any operational impacts of these retirements.

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

RES. NO. 8023

PASSED, APPROVED, AND ADOPTED this 17th day of August, 2020.

Joel Fajardo, Mayor

ATTEST:

Julia Fritz, City Clerk

RES. NO. 8023

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. 8023 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 17th day of August, 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 _____, 2020.

Julia Fritz, City Clerk

RESOLUTION NO. _____
EXHIBIT "A"

CITY OF SAN FERNANDO
LIST OF JOB CLASSIFICATIONS
ELIGIBLE FOR RETIREMENT
8/17/2020 – 11/20/2020

(PURSUANT TO GOVERNMENT CODE SECTION 20903)

CLASSIFICATION	NUMBER OF EMPLOYEES	DEPARTMENT
Building & Safety Supervisor	1	Community Development
Cultural Arts Supervisor	1	Recreation & Community Services
Electrical Supervisor	1	Public Works
Equipment & Materials Supervisor	1	Public Works
Public Works Administrative Coordinator	1	Public Works
Public Works Maintenance Worker	3	Public Works
Public Works Supervisor II	2	Public Works
Senior Maintenance Worker	2	Public Works
Treasury Manager	1	Finance

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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: August 17, 2020

Subject: Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2020-2021

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8024 (Attachment "A") establishing the amount necessary to be raised by taxation for the City's annual payment to the California Public Employees' Retirement System;
- b. Fix the property tax rate for Fiscal Year (FY) 2020-2021 at \$0.203571 per \$100 of assessed valuation; and
- c. Levy that tax rate upon all taxable property in the City.

Or, in the alternative;

- a. Approve Resolution No. 8026 (Attachment "B") to continue and maintain the (FY) 2019-2020 Tax Rate for the City's Annual payment to the California Public Employee's Retirement and apply the additional funds for payment to the City's CalPERS Side Fund Loan;
- b. The property tax rate for Fiscal Year (FY) 2019 – 2020 is \$0.212129 per \$100 of assessed valuation; and
- c. Levy that tax rate upon all taxable property in the City.

BACKGROUND:

1. On April 9, 1946, the voters of the City of San Fernando (City) approved a ballot measure authorizing an ad valorem property tax rate to raise the funds necessary to pay the City's

Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2020-2021Page 2 of 5

annual obligation to the California Public Employees' Retirement System (CalPERS) for the retirement benefits of City employees.

2. In 1980, the Legislature adopted California Revenue and Taxation Code Section 93, which authorized local agencies to levy ad valorem property taxes equal to the amount needed to make annual payments for the interest and principal on indebtedness approved by the voters prior to July 1, 1978 (i.e., prior to the effective date of Proposition 13).
3. In FY 1982-1983, the City levied an ad valorem property tax rate of \$0.28420 for each \$100 of assessed value on all property in the City subject to taxation (Resolution No. 5252, Adopted August 18, 1982) to pay the City's annual CalPERS obligation.
4. In FY 1983-1984, the City levied an ad valorem property tax rate of \$0.26420 for each \$100 of assessed value on all property in the City subject to taxation (Resolution No. 5326, adopted August 15, 1983) to pay the City's annual CalPERS obligation.
5. In 1985, the Legislature adopted Revenue and Taxation Code Section 96.31, which authorized a jurisdiction to continue to impose an ad valorem property tax levy to make payments in support of pension programs, provided: 1) it was approved by voters prior to July 1, 1978, and 2) the jurisdiction imposed the property tax levy in either FY 1982-1983 or FY 1983-1984.
6. Section 96.31 further provided a cap on the tax rate that a jurisdiction may levy; specifically, the tax rate may not exceed the rate imposed by that jurisdiction in the 1982-1983 or 1983-1984 fiscal years, pursuant to a budget resolution adopted on or before July 1, 1983. Therefore, because the City adopted its FY 1983-1984 Resolution on August 15, 1983, the maximum rate it can levy is \$0.28420 for each \$100 of assessed property value, which rate was established in FY 1982-1983.
7. The ad valorem property tax rate levied on all taxable property to fund the City's CalPERS obligation in FY 2019-2020 was \$0.212129 per \$100 of assessed valuation.

ANALYSIS:

Each year, the City must establish a property tax levy to be used to pay the City's obligation to CalPERS for employee pension benefits. The tax rate that levied cannot exceed \$0.28420 per \$100 of assessed value and may only be used to fund the value of benefits attributable to benefits contracted for or effective before July 1, 1978. The value of pension benefit enhancements since July 1, 1978 must be funded through sources other than the pension tax (i.e., Enterprise Funds, Special Funds, General Fund, employee contributions, etc.)

Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2020-2021

Page 3 of 5

The Los Angeles County Assessor has recently released their Statement of Values for FY 2020-2021 (Attachment "C"). The total preliminary Assessed Value for San Fernando is \$2,176,500,330 (6.4% increase from FY 2019-2020). This increase in valuation would allow the Council to reduce the tax by 4.0% from the current rate of \$0.212129 to \$0.203575.

Alternatively, City Council may decide to maintain the current tax rate. While reducing the tax rate by 4.0% would cover this year's CalPERS cost, maintaining the current rate would cover this year's cost as well as help with the paying off some of the balance of the City's Side Fund Loan.

The City currently has Side Fund Loan for Miscellaneous 1st tier, Safety 1st Tier and Safety 2nd Tier employees. The current balance as of the latest actuarial report is \$8,159,361.

Side Fund Loan	
Misc 1st Tier	\$5,544,253
Safety 1st Tier	\$2,241,040
Safety 2nd Tier	\$374,068
Total as of 06/30/2020	\$8,159,361

If Council maintains the current tax rate, the City would be able to make an additional payment of approximately \$185,000 to this balance.

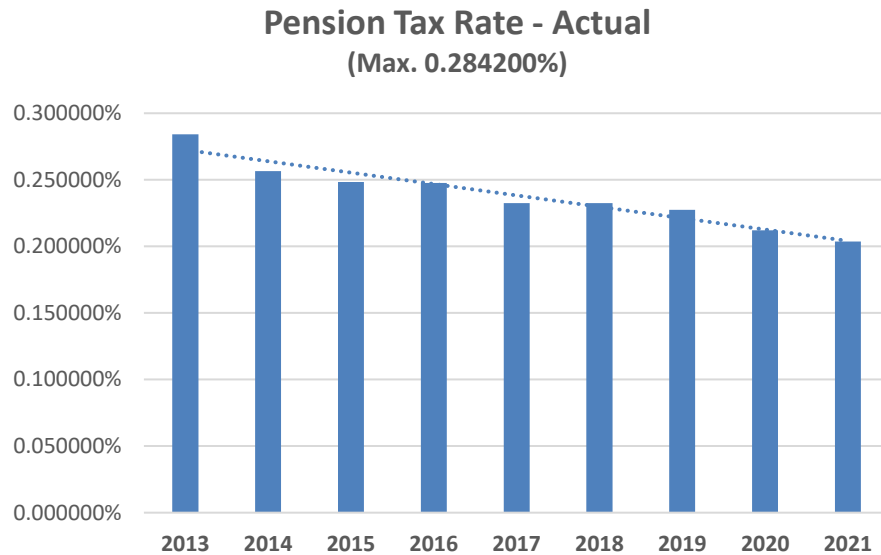
BUDGET IMPACT:

The City's ad valorem property tax is dedicated to fund pension obligations and is critical to the long-term financial stability of the City. Most cities in California do not have a revenue stream dedicated to pay pension costs and must use General Funds to meet their pension obligation. Continuing to manage this tax responsibly ensures a long-term, non-General Fund revenue stream to pay employee pension costs.

Due to the strong growth in assessed values in San Fernando in FY 2020-2021 and increased employee pension contributions recently implemented, the City Council can decrease the Pension Tax by 4.0% from last year's levy. This will raise approximately \$4.4 million to cover 80% of the City's projected CalPERS costs for FY 2020-2021 (see ATT A Exhibit "1" to the attached Resolution for additional detail).

Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2020-2021

Page 4 of 5



Given the current pandemic of COVID-19 and the impact on the City's revenues, expenditures and increasing pension costs, staff also reviewed keeping the tax rate at the current level of \$0.212129. Maintaining the current tax rate would be devoted to the increasing pension costs that the City continues to incur with an additional \$185,169 payment made to the Side Fund Loan (see ATT B Exhibit "1"), which will ultimately save the taxpayers interest expenses over the long-term.

CONCLUSION:

The Los Angeles County Auditor Controller requires the City Council to adopt a Resolution establishing the tax rate on an annual basis. This information must be submitted before August 21, 2020, to allow the levy to be placed on the current tax bills.

Adoption of Resolution 8024 will fix the property tax rate at \$0.203571 per \$100 of assessed value and will be used to fund the appropriate portion of the City's total annual CalPERS obligation, which is estimated at \$5.4 million for FY 2020-2021.

Adoption of Resolution 8026 will keep property tax rate at \$0.212129 per \$100 of assessed value and will be used to fund the appropriate portion of the City's total annual CalPERS obligation, which is estimated at \$5.4 million for FY 2020-2021, as well as making an additional \$185,000 payment to the City's Side Fund Loan.

Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2020-2021Page 5 of 5

ATTACHMENTS:

- A. Resolution No. 8024 with Exhibit 1
- B. Resolution No. 8026 with Exhibit 1
- C. Fiscal Year 2020-2021 Assessed Valuation and Tax Rate Input Forms (August 7, 2020)

ATTACHMENT “A”**RESOLUTION NO. 8024**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, FIXING A TAX RATE AND LEVYING TAXES FOR FISCAL YEAR (FY) 2020-2021 ON PROPERTY WITHIN THE CITY FOR THE OBLIGATION OF THE CITY TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR THE RETIREMENT BENEFITS OF CITY EMPLOYEES, AUTHORIZED AT AN ELECTION HELD ON APRIL 9, 1946

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

SECTION 1: On April 9, 1946, the voters of the City of San Fernando (“City”) approved a ballot measure authorizing the levying of an additional property tax rate to raise the funds necessary to pay for the annual obligation of the City to the California Public Employees’ Retirement System (“PERS”) for the retirement benefits of City employees.

SECTION 2: California Revenue and Taxation Code Section 96.31(a) provides that for FY 1985-1986 and each fiscal year thereafter, a jurisdiction may impose a property tax rate to make payments in support of pension programs approved by the voters before July 1, 1978, provided that the jurisdiction imposed the property tax rate in FY 1982-1983 or FY 1983-1984. Revenue and Taxation Code Section 96.31(b) provides that the tax rate imposed by a jurisdiction pursuant to Section 96.31(a) may not exceed the rate imposed by that jurisdiction in FY 1982-1983 or FY 1983-1984.

SECTION 3: For FY 1982-1983, in order to pay for the City’s annual PERS obligation, the City imposed the property tax rate of \$0.28420 for each one hundred dollars (\$100.00) of assessed value of all property in the City subject to taxation (Resolution No. 5252). For FY 1983-1984, in order to pay for the City’s annual PERS obligation, the City imposed the property tax rate of \$0.26420 for each one hundred dollars (\$100.00) of assessed value of all property in the City subject to taxation (Resolution No. 5326). Pursuant to California Revenue and Taxation Code Section 96.31(b), the City is authorized to impose a maximum tax rate of \$0.28420 for each \$100 of assessed property value, which is the property tax rate imposed by the City in FY 1982-1983.

SECTION 4: As set forth in Exhibit “1” to this Resolution, which is attached hereto and incorporated herein by this reference, the City Council has determined and fixed the sum of \$4,404,297 as the amount of revenue from property taxes necessary to pay the City’s PERS obligation for FY 2020-2021.

SECTION 5: Pursuant to Exhibit “1” to this Resolution, the City Council hereby fixes the tax rate of the City of San Fernando for FY 2020-2021 at \$0.203571 and hereby levies such tax in that amount upon each one hundred dollars (\$100.00) of property value of all property in the City subject to taxation, using as a basis the value of such property as assessed and equalized in a manner prescribed by law.

RES. NO. 8024

SECTION 6: The City Clerk is directed to transmit immediately to the Los Angeles County Auditor-Controller a certified copy of this Resolution, together with a statement of the tax rate fixed herein.

SECTION 7: The City Clerk shall certify to the adoption to this Resolution, which shall be in full force and effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 17th day of August, 2020.

Joel Fajardo, Mayor

ATTEST:

Julia Fritz, City Clerk

RES. NO. 8024

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. 8024 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 17th day of August, 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 _____, 2020.

Julia Fritz, City Clerk

EXHIBIT "1"**City of San Fernando****FY 2020-2021 Calculation of Property Tax for City's Obligation
to the California Public Employee's Retirement System**

The following calculations are based on the assessed valuation figures received from the Los Angeles County Assessor for tax areas 240.01 through 240.07.

Assessed Valuation General City Area (240.01)	\$1,272,332,939
Assessed Valuation RP Area #1 (240.02)	\$72,378,825
Assessed Valuation RP Area #2 (240.03)	\$61,868,285
Assessed Valuation Civic Center (240.04)	\$154,075,796
Assessed Valuation Civic Center '84 Annex (240.05)	\$406,614,401
Assessed Valuation RP #1 '89 Annex (240.06)	\$97,536,997
Assessed Valuation RP Area #4 '95 Annex (240.07)	\$98,715,087
Total Retirement Assessed Valuation	\$2,163,522,330
Estimated Retirement Cost (FY 2020-21 Budget)	\$5,505,371
Amount charged to Other Funds	(\$831,461)
Plus Additional Payment to Side Fund Loan	\$0
Funding Required (FY 2020-2021)	\$4,673,910
Max funding per actuarial determination (80%)**	\$4,404,297
Funding Rate per \$100 of Assessed Value (Funding Required/Total Retirement AV)*100	\$0.203571
Maximum Funding Rate Allowed*	\$0.284200

Notes:

*The Funding Rate required is **\$.203571**; The City is authorized to impose a maximum amount of \$0.284200 per Revenue and Taxation Code Section 96.31.

**In August 2019, the City received an Actuarial Study estimating the current value of pension benefits provided in 1978, prior to voter approval of Proposition 13, which limited the amount the City's Pension Tax can fund to the current value of pension benefits provided in 1978.

ATTACHMENT “B”**RESOLUTION NO. 8026**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, FIXING A TAX RATE AND LEVYING TAXES FOR FISCAL YEAR (FY) 2020-2021 ON PROPERTY WITHIN THE CITY FOR THE OBLIGATION OF THE CITY TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR THE RETIREMENT BENEFITS OF CITY EMPLOYEES, AUTHORIZED AT AN ELECTION HELD ON APRIL 9, 1946

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

SECTION 1: On April 9, 1946, the voters of the City of San Fernando (“City”) approved a ballot measure authorizing the levying of an additional property tax rate to raise the funds necessary to pay for the annual obligation of the City to the California Public Employees’ Retirement System (“PERS”) for the retirement benefits of City employees.

SECTION 2: California Revenue and Taxation Code Section 96.31(a) provides that for FY 1985-1986 and each fiscal year thereafter, a jurisdiction may impose a property tax rate to make payments in support of pension programs approved by the voters before July 1, 1978, provided that the jurisdiction imposed the property tax rate in FY 1982-1983 or FY 1983-1984. Revenue and Taxation Code Section 96.31(b) provides that the tax rate imposed by a jurisdiction pursuant to Section 96.31(a) may not exceed the rate imposed by that jurisdiction in FY 1982-1983 or FY 1983-1984.

SECTION 3: For FY 1982-1983, in order to pay for the City’s annual PERS obligation, the City imposed the property tax rate of \$0.28420 for each one hundred dollars (\$100.00) of assessed value of all property in the City subject to taxation (Resolution No. 5252). For FY 1983-1984, in order to pay for the City’s annual PERS obligation, the City imposed the property tax rate of \$0.26420 for each one hundred dollars (\$100.00) of assessed value of all property in the City subject to taxation (Resolution No. 5326). Pursuant to California Revenue and Taxation Code Section 96.31(b), the City is authorized to impose a maximum tax rate of \$0.28420 for each \$100 of assessed property value, which is the property tax rate imposed by the City in FY 1982-1983.

SECTION 4: As set forth in Exhibit “1” to this Resolution, which is attached hereto and incorporated herein by this reference, the City Council has determined and fixed the sum of \$4,589,466 as the amount of revenue from property taxes necessary to pay the City’s PERS obligation for FY 2020-2021.

SECTION 5: Pursuant to Exhibit “1” to this Resolution, the City Council hereby fixes the tax rate of the City of San Fernando for FY 2020-2021 at \$0.212129 and hereby levies such tax in that amount upon each one hundred dollars (\$100.00) of property value of all property in the City subject to taxation, using as a basis the value of such property as assessed and equalized in a manner prescribed by law.

RES. NO. 8026

SECTION 6: The City Clerk is directed to transmit immediately to the Los Angeles County Auditor-Controller a certified copy of this Resolution, together with a statement of the tax rate fixed herein.

SECTION 7: The City Clerk shall certify to the adoption to this Resolution, which shall be in full force and effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 17th day of August, 2020.

Joel Fajardo, Mayor

ATTEST:

Julia Fritz, City Clerk

RES. NO. 8026

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. 8026 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 17th day of August, 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 _____, 2020.

Julia Fritz, City Clerk

EXHIBIT "1"**City of San Fernando****FY 2020-2021 Calculation of Property Tax for City's Obligation
to the California Public Employee's Retirement System**

The following calculations are based on the assessed valuation figures received from the Los Angeles County Assessor for tax areas 240.01 through 240.07.

Assessed Valuation General City Area (240.01)	\$1,272,332,939
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Assessed Valuation RP #1 '89 Annex (240.06)	\$97,536,997
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Total Retirement Assessed Valuation	\$2,163,522,330
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Funding Required (FY 2020-2021)	\$4,673,910
Plus Additional Payment to Side Fund Loan	\$185,169
Max funding per actuarial determination (80%)**	\$4,589,466
Funding Rate per \$100 of Assessed Value (Funding Required/Total Retirement AV)*100	\$0.212129
Maximum Funding Rate Allowed*	\$0.284200

Notes:

*The Funding Rate required is **\$.203571**; The City is authorized to impose a maximum amount of \$0.284200 per Revenue and Taxation Code Section 96.31.

**In August 2019, the City received an Actuarial Study estimating the current value of pension benefits provided in 1978, prior to voter approval of Proposition 13, which limited the amount the City's Pension Tax can fund to the current value of pension benefits provided in 1978.

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER****PROPERTY TAX APPORTIONMENT DIVISION
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 484
LOS ANGELES, CALIFORNIA 90012-3554****ARLENE BARRERA
AUDITOR-CONTROLLER****OSCAR VALDEZ
CHIEF DEPUTY AUDITOR-CONTROLLER****ASSISTANT AUDITOR-CONTROLLERS****PETER HUGHES
KAREN LOQUET
CONNIE YEE**

August 7, 2020

All Taxing Agencies
County of Los Angeles

Attention: Treasurer or Finance Director

**FISCAL YEAR (FY) 2020-21 ASSESSED VALUATION AND TAX RATE INPUT
FORMS**

Enclosed are the FY 2020-21 assessed valuation statements for your taxing agency and our standard CR52 Report A input form for this fiscal year. To assist you in establishing your tax rates, also included is an information sheet indicating the FY 2019-20 unitary and pipeline revenue paid to your agency. This represents your agency's proportionate share of the tax revenue generated from the FY 2019-20 countywide unitary values assessed by the State and pipeline values assessed by the County.

The CR52 Report A input form along with a copy of your resolution must be completed and returned by August 21, 2020. The tax rates must be extended to six decimal places (e.g., 123456). Please enter zeros (e.g., 000000), if your agency does not levy a tax rate. **If your agency levies a tax rate, it must be in accordance with the provisions of Article XIII A, Section 1(b) of the Constitution of the State of California.** This law requires that a debt service rate only be applied to the voters if it is approved prior to July 1, 1978 and any bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast by the voters voting on the proposition.

Please email the completed electronic form in PDF format and a scanned copy of the signed resolution to Martha Diaz at MDiaz@auditor.lacounty.gov. Then, submit the original signed form and a copy of the signed resolution to:

*Help Conserve Paper – Print Double-Sided
"To Enrich Lives Through Effective and Caring Service"*

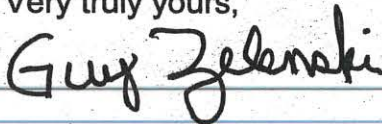
**BE COUNTED ✓**<http://census.lacounty.gov>

County of Los Angeles
Department of Auditor-Controller
Property Tax Apportionment Division
500 West Temple Street, Room 484
Los Angeles, California 90012-3554
Attention: Jeffrey Revilla

Please make sure the input form is completely filled out and signed to ensure inclusion of your tax rate(s) on the tax bills.

If you have any questions or require additional assistance, please contact Jeffrey Revilla via email at jrevilla@auditor.lacounty.gov or Danny Nguyen at dnguyen@auditor.lacounty.gov.

Very truly yours,



Guy Zelenski
Division Chief

GZ:KB:jr

H:\Create Tax Roll - Annual\NEW - FY PROCESS\FY 2020-2021\CR Process\Debt Service Rate Letter FY 2020-21.docx

Attachments

CR52RPTA

COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER, TAX DIVISION

2020 - 21 SECURED TAX RATES

ACCT #	AGENCY NAME	TAX RATE
240.01	CITY-S FERNANDO TD #1	_____
240.02	CITY-S FERNANDO RP #1	_____
240.03	CITY-S FERNANDO RP #2	_____
240.04	CITY-S FERNANDO CIV CENT RP TD 1	_____
240.05	CITY-S FERNANDO CV CTR RP 84 ANX	_____
240.06	CITY-S FERNANDO RP 1 89 ANX	_____
240.07	CITY S FERNANDO RP AREA 4 95 ANX	_____

I, _____, AM A MEMBER OF THE CITY COUNCIL, A MEMBER OF THE GOVERNING BOARD, THE CHIEF EXECUTIVE OR THE CHIEF FINANCIAL OFFICER FOR THIS AGENCY AND I HEREBY CERTIFY THAT THE TAX RATES LEVIED HEREIN ARE IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE XIII SECTION 1(b) OF THE CONSTITUTION OF THE STATE OF CALIFORNIA.

AUTHORIZED SIGNATURE_____
TITLE_____
DATE

SV13 07/13/20

ASSESSED VALUATIONS AUGUST 2020

0676

TAXING AGENCY 240.01 CITY-S FERNANDO TD #1**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND	701193851
IMPROVEMENTS	595398070
PERSONAL PROPERTY	416731
LESS: EXEMPTIONS ¹	24010686
TOTAL - LOCALLY ASSESSED	1272997966

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND	
IMPROVEMENTS	

SECURED HOMEOWNER EXEMPTION ⁴	12390000
---	----------

PERSONAL PROPERTY	
TOTAL - PUBLIC UTILITY	
TOTAL - SECURED VALUATIONS	1272997966

UNSECURED VALUATIONS ²

LAND	
IMPROVEMENTS	4558634
PERSONAL PROPERTY	7229361
LESS: EXEMPTIONS ¹	63022
TOTAL - UNSECURED VALUATIONS	11724973
GRAND TOTAL	1284722939

AIRCRAFT ³

UNSECURED HOMEOWNER EXEMPTION ⁵	
---	--

TOTAL HOMEOWNER EXEMPTION	12390000
------------------------------	----------

¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to 5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for determination of Unsecured Tax Revenue.

The above information was compiled from the official records of the County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

SV13 07/13/20

ASSESSED VALUATIONS AUGUST 2020

0677

TAXING AGENCY 240.02 CITY-S FERNANDO RP #1

SECURED VALUATIONS

LOCALLY ASSESSED -

LAND 32999668

IMPROVEMENTS 35076673

PERSONAL PROPERTY

 LESS: EXEMPTIONS ¹

TOTAL - LOCALLY ASSESSED 68076341

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND

IMPROVEMENTS

 SECURED
 HOMEOWNER EXEMPTION ⁴

PERSONAL PROPERTY

TOTAL - PUBLIC UTILITY

TOTAL - SECURED VALUATIONS 68076341

UNSECURED VALUATIONS ²

LAND

IMPROVEMENTS 2126545

PERSONAL PROPERTY 2175939

 LESS: EXEMPTIONS ¹

TOTAL - UNSECURED VALUATIONS 4302484

GRAND TOTAL 72378825

 AIRCRAFT ³

 UNSECURED
 HOMEOWNER EXEMPTION ⁵

 TOTAL
 HOMEOWNER EXEMPTION

¹ Exclusive of Homeowner Exemption.

² Tax levied at last year's secured rate.

³ Taxed at full rate & distributed according to 5451 to 5456 of the Revenue & Taxation Code.

⁴ Do not add to exemptions for rate setting purposes.

⁵ Subtract from "Total-Unsecured Valuations" for determination of Unsecured Tax Revenue.

 The above information was compiled
 from the official records of the
 County of Los Angeles.

AUDITOR - CONTROLLER

 By Guy Zelenski
 Chief, Tax Apportionment Division

SV13 07/13/20

ASSESSED VALUATIONS AUGUST 2020

0678

TAXING AGENCY 240.03 CITY-S FERNANDO RP #2**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND	30347399
IMPROVEMENTS	32552879
PERSONAL PROPERTY	1602435
LESS: EXEMPTIONS ¹	8141376
TOTAL - LOCALLY ASSESSED	56361337

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND	26000
IMPROVEMENTS	

SECURED
 HOMEOWNER EXEMPTION ⁴

PERSONAL PROPERTY

TOTAL - PUBLIC UTILITY	26000
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TOTAL - SECURED VALUATIONS	56387337
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UNSECURED VALUATIONS ²

LAND	
IMPROVEMENTS	2441914
PERSONAL PROPERTY	3039034
LESS: EXEMPTIONS ¹	
TOTAL - UNSECURED VALUATIONS	5480948

GRAND TOTAL	61868285
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AIRCRAFT ³

UNSECURED
 HOMEOWNER EXEMPTION ⁵

TOTAL
 HOMEOWNER EXEMPTION

¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to 5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for determination of Unsecured Tax Revenue.

The above information was compiled
 from the official records of the
 County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
 Chief, Tax Apportionment Division

**COUNTY OF LOS ANGELES
AUDITOR - CONTROLLER/TAX DIVISION**

SV13 07/13/20

ASSESSED VALUATIONS AUGUST 2020

0679

TAXING AGENCY 240.04 CITY-S FERNANDO CIV CENT RP TD 1**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND	74919557
IMPROVEMENTS	92146926
PERSONAL PROPERTY	38120
LESS: EXEMPTIONS ¹	21964925
TOTAL - LOCALLY ASSESSED	145139678

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND	100
IMPROVEMENTS	

SECURED HOMEOWNER EXEMPTION ⁴	259000
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PERSONAL PROPERTY	
TOTAL - PUBLIC UTILITY	100
TOTAL - SECURED VALUATIONS	145139778

UNSECURED VALUATIONS²

LAND	
IMPROVEMENTS	2870443
PERSONAL PROPERTY	6324575
LESS: EXEMPTIONS ¹	
TOTAL - UNSECURED VALUATIONS	9195018

GRAND TOTAL	154334796
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AIRCRAFT³

UNSECURED HOMEOWNER EXEMPTION ⁵	
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TOTAL HOMEOWNER EXEMPTION	259000
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¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to 5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for determination of Unsecured Tax Revenue.

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AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

**COUNTY OF LOS ANGELES
AUDITOR - CONTROLLER/TAX DIVISION**

SV13 07/13/20

ASSESSED VALUATIONS AUGUST 2020

0680

TAXING AGENCY 240.05 CITY-S FERNANDO CV CTR RP 84 ANX**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND 191027790

IMPROVEMENTS 136016823

PERSONAL PROPERTY

LESS: EXEMPTIONS ¹

TOTAL - LOCALLY ASSESSED 327044613

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND

IMPROVEMENTS

PERSONAL PROPERTY

TOTAL - PUBLIC UTILITY

TOTAL - SECURED VALUATIONS 327044613

UNSECURED VALUATIONS ²

LAND

IMPROVEMENTS 31199541

PERSONAL PROPERTY 48534247

LESS: EXEMPTIONS ¹ 150000

TOTAL - UNSECURED VALUATIONS 79583788

GRAND TOTAL 406628401AIRCRAFT ³SECURED
HOMEOWNER EXEMPTION ⁴ 14000UNSECURED
HOMEOWNER EXEMPTION ⁵TOTAL
HOMEOWNER EXEMPTION 14000¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to 5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for determination of Unsecured Tax Revenue.

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AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

**COUNTY OF LOS ANGELES
AUDITOR - CONTROLLER/TAX DIVISION**

SV13 07/13/20

ASSESSED VALUATIONS AUGUST 2020

0681

TAXING AGENCY 240.06 CITY-S FERNANDO RP 1 89 ANX**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND	47218905
IMPROVEMENTS	47643377
PERSONAL PROPERTY	4100
LESS: EXEMPTIONS ¹	741148
TOTAL - LOCALLY ASSESSED	94125234

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND

IMPROVEMENTS

SECURED
HOMEOWNER EXEMPTION⁴ 259000

PERSONAL PROPERTY

TOTAL - PUBLIC UTILITY

TOTAL - SECURED VALUATIONS 94125234

UNSECURED VALUATIONS²

LAND	
IMPROVEMENTS	1685108
PERSONAL PROPERTY	1985655
LESS: EXEMPTIONS ¹	
TOTAL - UNSECURED VALUATIONS	3670763

GRAND TOTAL 97795997AIRCRAFT³

UNSECURED
HOMEOWNER EXEMPTION⁵

TOTAL
HOMEOWNER EXEMPTION 259000

¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to 5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for determination of Unsecured Tax Revenue.

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AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

COUNTY OF LOS ANGELES
AUDITOR - CONTROLLER/TAX DIVISION

SV13 07/13/20

ASSESSED VALUATIONS AUGUST 2020

0682

TAXING AGENCY 240.07 CITY S FERNANDO RP AREA 4 95 ANX**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND	58117398
IMPROVEMENTS	41348908
PERSONAL PROPERTY	350000
LESS: EXEMPTIONS ¹	5599326
TOTAL - LOCALLY ASSESSED	94216980

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND

IMPROVEMENTS

SECURED
 HOMEOWNER EXEMPTION⁴ 56000

PERSONAL PROPERTY

TOTAL - PUBLIC UTILITY

TOTAL - SECURED VALUATIONS 94216980

UNSECURED VALUATIONS²

LAND	
IMPROVEMENTS	1268598
PERSONAL PROPERTY	3285509
LESS: EXEMPTIONS ¹	
TOTAL - UNSECURED VALUATIONS	4554107

GRAND TOTAL 98771087AIRCRAFT³

UNSECURED
 HOMEOWNER EXEMPTION⁵

TOTAL
 HOMEOWNER EXEMPTION 56000

¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to 5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for determination of Unsecured Tax Revenue.

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AUDITOR - CONTROLLER

By Guy Zelenski
 Chief, Tax Apportionment Division

**COUNTY OF LOS ANGELES
AUDITOR - CONTROLLER/TAX DIVISION**

SV13 07/13/20

ASSESSED VALUATIONS AUGUST 2020

0683

TAXING AGENCY 240.00 CITY TOTAL - CITY S FERNANDO RP**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND	1135824568
IMPROVEMENTS	980183656
PERSONAL PROPERTY	2411386
LESS: EXEMPTIONS ¹	60457461
TOTAL - LOCALLY ASSESSED	2057962149

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND	26100
IMPROVEMENTS	

SECURED HOMEOWNER EXEMPTION ⁴	12978000
---	----------

PERSONAL PROPERTY	
TOTAL - PUBLIC UTILITY	26100
TOTAL - SECURED VALUATIONS	2057988249

UNSECURED VALUATIONS ²

LAND	
IMPROVEMENTS	46150783
PERSONAL PROPERTY	72574320
LESS: EXEMPTIONS ¹	213022
TOTAL - UNSECURED VALUATIONS	118512081
GRAND TOTAL	2176500330

AIRCRAFT ³

UNSECURED HOMEOWNER EXEMPTION ⁵	
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TOTAL HOMEOWNER EXEMPTION	12978000
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¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to 5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for determination of Unsecured Tax Revenue.

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County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER/TAX DIVISION

2019-2020 UNITARY REVENUE

LISTED BELOW IS THE AMOUNT OF THE COUNTYWIDE UNITARY REVENUE CREDITED AND PAID TO YOUR AGENCY FOR 2019-2020. THIS REPRESENTS YOUR AGENCY'S SHARE OF THE REVENUE GENERATED FROM THE COUNTYWIDE UNITARY (STATE ASSESSED) AND PIPELINE (COUNTY ASSESSED) VALUE OF \$19,711,508,597 REPORTED IN 2019-2020.

FOR YOUR INFORMATION, THE 2020-2021 COMBINED COUNTYWIDE UNITARY AND PIPELINE VALUE IS \$22,196,582,052.

ACCOUNT NO.	AGENCY NAME	1% REVENUE	D/S REVENUE
240.01	CITY-S FERNANDO TD #1	56,531.74	129,042.65

COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER/TAX DIVISION

2019-2020 UNITARY REVENUE

LISTED BELOW IS THE AMOUNT OF THE COUNTYWIDE UNITARY REVENUE CREDITED AND PAID TO YOUR AGENCY FOR 2019-2020. THIS REPRESENTS YOUR AGENCY'S SHARE OF THE REVENUE GENERATED FROM THE COUNTYWIDE UNITARY (STATE ASSESSED) AND PIPELINE (COUNTY ASSESSED) VALUE OF \$19,711,508,597 REPORTED IN 2019-2020.

FOR YOUR INFORMATION, THE 2020-2021 COMBINED COUNTYWIDE UNITARY AND PIPELINE VALUE IS \$22,196,582,052.

ACCOUNT NO.	AGENCY NAME	1% REVENUE	D/S REVENUE
-	-	-	-
240.02	CITY-S FERNANDO RP #1	3,736.41	.00
240.03	CITY-S FERNANDO RP #2	112,697.14	.00
240.04	CITY-S FERNANDO CIV CENT RP	17,361.57	.00
240.05	CITY-S FERNANDO CV CTR RP 8	43,626.53	.00
240.06	CITY-S FERNANDO RP 1 89 AN	3,090.84	.00
240.07	CITY S FERNANDO RP AREA 4 9	2,223.45	.00

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager
By: Matt Baumgardner, Director of Public Works

Date: August 17, 2020

Subject: Update Regarding Sidewalk Repair Efforts within the City and Discussion of the Use of Proposition 'A' Transit Funds during Fiscal Year 2020-2021

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file a presentation on sidewalk repair efforts since 2016 within the City of San Fernando and the use of Proposition 'A' transit funds;
- b. Discuss how each councilmember would like to allocate his or her \$2,500 portion of the Proposition 'A' transit funds during Fiscal Year (FY) 2020-2021; and
- c. Direct staff to transfer an amount, determined by City Council, from the Proposition 'A' transit funds account for contracted bus transportation (007-440-0443-4260) to the account for sidewalk repairs near bus stops (007-313-0866-4600), if appropriate.

BACKGROUND:

1. On June 1, 2020, the City Council held Budget Study Session No. 1 to receive an overview of the FY 2020-2021 Proposed Budget and review the operating budget for each department. At this time, the City Council discussed several items to consider and bring back for further discussion at the next meeting, including the use of Proposition 'A' transit funds.
2. On June 15, 2020, the City Council reviewed the FY 2020-2021 Proposed Budget and continued their discussion of items first addressed at the June 1, 2020 meeting. Following this discussion, the City Council adopted the FY 2020-2021 Proposed Budget, which included a motion that allows councilmembers to allocate their Proposition 'A' transit funds for bus transportation or sidewalk repairs.

Update Regarding Sidewalk Repair Efforts within the City and Discussion of the Use of Proposition A Transit Funds during Fiscal Year 2020-2021

Page 2 of 3

ANALYSIS:

Sidewalk Maintenance Efforts.

The City has approximately 80 miles of sidewalks that are maintained by the Public Works Street Maintenance Division. These sidewalks can suffer damage over time due to lifting from trees, poor drainage conditions, and contact with heavy equipment or vehicles. Repairs to sidewalks are made throughout the year by Public Works staff, as well as by contractors during street resurfacing projects. The following table shows the level of sidewalk repairs since FY 2016-2017:

Repairs Completed by:	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021 *
City Staff	4,460 sq. ft.	1,780 sq. ft.	1,580 sq. ft.	5,100 sq. ft.	3,000 sq. ft.
Street Contractor	5,200 sq. ft.	18,500 sq. ft.	14,000 sq. ft.	17,000 sq. ft.	26,000 sq. ft.
Total	9,660 sq. ft.	20,280 sq. ft.	15,580 sq. ft.	22,100 sq. ft.	29,000 sq. ft.

The annual average of sidewalk repair completed in the City over the last five years is 19,324 sq. ft. This is equivalent to approximately 0.7 miles of sidewalk (five-foot width) replaced each year. In addition to the sidewalk repairs, street resurfacing contractors replace curb ramps at street corners for ADA (American with Disabilities Act) compliance. The City has replaced an average of 40 curb ramps each year. This is the equivalent of replacing the curb ramps at each corner of 10 street intersections in the City.

Typical Funding Sources.

In FY 2020-2021, the City appropriated \$18,912 from the Local Transportation Fund (SB 325), which is generated from the statewide sales tax on gasoline and diesel fuel. These funds are allocated to cities annually by the Metropolitan Transit Authority (MTA), based on population, and are used for repairs performed by the Street Maintenance Division.

Street resurfacing and rehabilitation projects are funded through a combination of sources, including SB-1, CDBG, Proposition C, Measure R, and Measure M. Sidewalks adjacent to these street projects that are in need of repair are typically addressed by the contractor and awarded as part of the overall project. For the purpose of sidewalk and curb ramp replacements, State and County funding sources have provided approximately \$130,000 each year since 2016. In FY 2020-2021, approximately \$208,000 will be expended. This increase is due to the major work being completed as part of the Glenoaks Boulevard Street Resurfacing project.

Proposition 'A' Transit Funds.

Proposition 'A' is a ½-cent County sales tax measure approved in 1980, 25 percent of which is returned to local jurisdictions for developing or improving public transit, paratransit, or transit-related infrastructure. Each councilmember is allocated \$2,500 from these funds annually for transit assistance. Historically, these funds have been used for providing bus transportation for students, seniors, and other members of the community to special events or field trips.

Update Regarding Sidewalk Repair Efforts within the City and Discussion of the Use of Proposition A Transit Funds during Fiscal Year 2020-2021Page 3 of 3

During the FY 2020-21 proposed budget discussions at the City Council meetings in June 2020, it was discussed whether these funds could be used alternatively this year for sidewalk improvements. Based on staff discussion with MTA representatives, these type of improvements are only allowed within 25 feet of bus stops. There are currently 75 bus and trolley stops in the City.

Depending on the level of sidewalk repair needed within the vicinity of the bus stop, it is estimated that \$2,500 would provide enough funding to replace damaged sidewalk panels at two bus stops. This estimate includes labor and materials for demolition and reconstruction of the sidewalk.

BUDGET IMPACT:

A total of \$12,500 in Proposition 'A' transit funds is appropriated in the FY 2020-2021 budget for each Councilmember to use for transit-related services or infrastructure – each Councilmember is allotted \$2,500. No additional funds will be appropriated, but each Councilmember may direct that a portion of the funds be reallocated for sidewalk repairs near bus stops.

CONCLUSION:

Staff recommends that the City Council receive and file the presentation on sidewalk repair efforts, discuss the use of Proposition 'A' transit funds for FY 2020-2021, and direct staff on an amount, if any, to be reallocated for sidewalk repairs near bus stops.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: August 17, 2020

Subject: Discussion and Consideration to Approve a Letter Condemning Administrative Policies on U.S. Immigration and Customs Enforcement Detention Facilities

RECOMMENDATION:

It is recommended that the City Council:

- a. Discuss and review the draft letter condemning Administrative Policies on U.S. Immigration and Custom Enforcement (ICE) (Attachment "A") and provide amendments, if appropriate; and
- b. Authorize the City Manager to finalize the letter, include City Council signatures, and forward the letter of opposition to the Trump Administration, Federal, State and Local Officials.

BACKGROUND:

1. On July 20, 2020, Councilmember Ballin requested a letter expressing the City's opposition on the Trump Administration policy directives to the U.S. Immigration and Customs Enforcement (ICE) Detention Facilities and the inhumane separation of children from their families.
2. By consensus, the City Council directed staff to prepare a letter on behalf of the City Council opposing the Trump Administration's current policy to be presented at a future City Council meeting. The City Council also directed staff to address the letter to President Donald J. Trump, with copies to the Federal, State and Local Official representatives.

ANALYSIS:

Pursuant to City Council direction, staff has prepared a letter opposing the Federal Government's current ICE policies, particularly as they relate to ICE detention centers. The draft letter (Attachment "A") condemns the current Administration's policy related to separating children detained by ICE from their families.

Discussion and Consideration to Approve a Letter Condemning Administrative Policies on U.S. Immigration and Customs Enforcement Detention FacilitiesPage 2 of 2

BUDGET IMPACT:

Staff time to draft the letter, as directed by consensus of the City Council, is included in the Administration Department's budgeted work program.

CONCLUSION:

It is recommended that the City Council provide edits, if any, for consideration to finalize the draft letter of opposition proposed, and to authorize the City Manager to submit the final letter to President Donald J. Trump, with copies to the Federal, State and Local Official representatives.

ATTACHMENT:

A. Draft letter



THE CITY OF SAN FERNANDO

CITY COUNCIL

August 17, 2020

MAYOR
JOEL FAJARDOPresident Donald J. Trump
The White HouseVICE MAYOR
HECTORA. PACHECO1600 Pennsylvania Avenue NW
Washington, DC 20500COUNCILMEMBER
SYLVIA BALLINCOUNCILMEMBER
ROBERT C. GONZALES**SUBJECT: Condemning Administrative Policy on U.S. Immigration and Customs Enforcement (ICE) Detention Facilities**COUNCILMEMBER
MARY MENDOZA

Dear President Trump:

On behalf of the residents of the City of San Fernando, California, the City Council condemns and denounces your Administration's policy on U.S. Immigration and Customs Enforcement ("ICE") Detention Facilities, in particular, the continued separation of children from their families. This policy is inhumane and must stop immediately. All children, regardless of race, nationality, ethnic background, religious creed, or otherwise, belong with their families and we implore the Administration to reunify these families.

Your Administration's policy directives to the Department of Homeland Security routinely tear asylum seekers and their families apart, at the borders and in communities across our country. Most individuals in immigration detention have not committed a criminal offense, are deemed by ICE to pose no danger, and yet they are held arbitrarily pending disposition of their asylum claims or deportation orders. Therefore, imprisoning these families and forcing them to live in subpar, unsafe and unsanitary deplorable conditions and receive abysmal healthcare is unacceptable.

Immigrant families that come to our Country fleeing violence and poverty must be protected and safe. Children must be where they can receive the care they need and ensure their rights are protected. Detention and separation of entire families is not a solution; it's a humanitarian crisis created by your Administration, and puts families and children in jail indefinitely.

Our demand is clear: Trump's Administrative policies on U.S. Immigration and Customs Enforcement ("ICE") Detention Facilities of separating children from their families and jailing their parents, must be ceased immediately and the families need to be reunited and unified. Stop traumatizing the children and their families.

ADMINISTRATION
DEPARTMENT117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340OFFICE OF THE
CITY MANAGER
(818) 898-1202PERSONNEL DIVISION
(818) 898-1220

WWW.SFCITY.ORG

President Donald J. Trump
Condemning Administrative Policy on U.S. Immigration and Customs Enforcement (ICE) Detention Facilities
Page 2 of 2

Sincerely,

COUNCILMEMBER ELECTRONIC SIGNATURES

Joel Fajardo
Mayor

Hector A. Pacheco
Vice Mayor

Sylvia Ballin
Councilmember

Robert C. Gonzales
Councilmember

Mary Mendoza
Councilmember

cc: Joe Biden, Former Vice President of the United States of America
Honorable Tony Cardenas, Congressman California's 29th District
Honorable Robert Hertzberg, California State Senator and Majority Leader,
18th Senate District
Honorable Luz Rivas, California State Assemblymember, 39th
Assembly District
Honorable Chad F. Wolf, Acting Secretary of Homeland Security

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AGENDA REPORT

To: Mayor Joel Fajardo and City Councilmembers

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

Date: August 17, 2020

Subject: Discussion and Direction Regarding Existing City Council Ad Hoc Committee Assignments

RECOMMENDATION:

It is recommended that the City Council:

- a. Review the existing Ad Hoc Committee Assignments (Attachment "A") and make changes, as appropriate;
- b. Review the scope of work for each Committee and make changes, as appropriate; and
- c. Dissolve obsolete Committees.

BACKGROUND:

1. On July 1, 2019, the City Council reviewed and approved staff's recommended changes to the City Council Ad Hoc Committee Assignments ("Committee") and included additional edits, including a new appointment to the Cannabis Program Ad Hoc and removal of the High Speed Rail Standing Committee.
2. On August 5, 2019, the City Council approved an updated City Council Ad Hoc Committee Assignments list.

ANALYSIS:

City Council may periodically form Ad Hoc Committees that act as a temporary "policy advisory committee" established for a specific task or a single purpose. Ad Hoc Committees are typically established to explore ways to improve processes and procedures, perform in-depth research, meet on an "as needed" basis, and ultimately present recommendations to City Council, based on their discussions, research and/or findings.

Discussion and Direction Regarding Existing City Council Ad Hoc Committee AssignmentsPage 2 of 2

Ad Hoc Committees are composed of no more than two (2) Councilmembers and City staff and may include representatives from various fields and trades, and engaged citizens. Ad Hoc Committees are dissolved upon completion of the specific task or single purpose for which it was established.

Attachment "A" includes the City's current Ad Hoc Committee Assignments that identifies the assigned councilmembers, City department responsible for staff support, meeting frequency, and scope of duties. Staff recommends City Council review the Ad Hoc to determine which Ad Hoc Committees can be dissolved and which should continue. Additionally, staff recommends City Council review Councilmember assignments and scope and revise, as appropriate.

BUDGET IMPACT:

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

CONCLUSION:

Staff recommends City Council review the current Ad Hoc Committee Assignments and revise, as appropriate.

ATTACHMENT:

A. City Council Ad Hoc Committee Assignments



CITY COUNCIL AD HOC & STANDING COMMITTEES

Revised: 6/15/20

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



CITY COUNCIL AD HOC & STANDING COMMITTEES

Revised: 6/15/20

AD HOC COMMITTEES				
DATE CREATED		NAME	MEMBERS	SCOPE
4	5/7/18	Wildhorse Children's Foundation regarding the use of Pioneer Park <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Quarterly until dissolved	Gonzales Fajardo	Review information and develop policy recommendations to City Council related to the City's partnership with WHF, including providing feedback related to a formal agreement (e.g. Lease/MOU/etc.) regarding use of facilities at Pioneer Park, connecting WHF with other community service providers to enhance programming at the facility, provide input re: public outreach, and other WHF items that require additional study. (Recommend review during City Council re-org each year to determine necessity to extend)
5	6/18/18	Citywide Parking Permits, Trolley Service, and Parking Meters (renamed 8/5/2019) <u>Responsible Staff:</u> Temporarily assigned to Community Development <u>Meeting Frequency:</u> Quarterly until dissolved	Fajardo Gonzales	Review information and develop policy recommendations to City Council related to the City's parking meter program, including providing feedback related to potentially expanding the parking meter program and increasing the use of smart meters, provide input re: public outreach, and other parking meter items that require additional study. (Recommend review during City Council re-org each year to determine necessity to extend)
6	10/1/18	Pension and Retiree Health Program Review (renamed 1/7/19) <u>Responsible Staff:</u> Finance <u>Meeting Frequency:</u> Monthly until dissolved	Fajardo Gonzales	Review information and develop policy recommendations to City Council related to the City's Pension and Retiree Health Programs, including recommending selection of a Financial Advisor, review projections and funding strategies from the Advisor, provide feedback on presentations, and other Pension/Retiree Health funding items that require add'l study. (Recommend dissolving as report from Pension consultant has been complete and City is moving forward with POB process)



CITY COUNCIL AD HOC & STANDING COMMITTEES

Revised: 6/15/20

AD HOC COMMITTEES				
DATE CREATED		NAME	MEMBERS	SCOPE
7	1/7/19	City General Plan Update (renamed 8/5/2019) <u>Responsible Staff:</u> Community Development <u>Meeting Frequency:</u> Quarterly until dissolved	Mendoza Pacheco	Review information and develop policy recommendations to City Council related to updating the City's General Plan, including evaluating potential funding sources, reviewing draft plan amendments with staff, provide feedback related to public outreach efforts, and other General Plan items that require additional study. <i>(Recommend dissolving upon adoption of an updated General Plan)</i>
8	2/4/19	U.S. Census 2020 <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Monthly until dissolved	Ballin Gonzales	Review information and develop policy recommendations to City Council related to the United States Census 2020, including act as the City's liaison on the City's Complete Count Committee, provide feedback related to Census public outreach activities/programs, and other Census items that require additional study. <i>(Recommend dissolving upon completion of 2020 Census activities; September 30, 2020)</i>
9	2/4/19	Social Media Policy <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> 1 – 2 meetings	Ballin Pacheco	Review information and develop policy recommendations to City Council related to the City's Social Media program, including reviewing the draft social media policy and other social media items that require additional study. <i>(Recommend dissolving upon adoption of Social Media Policy)</i>
10	2/19/19	Green City (renamed 8/5/2019) <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Quarterly until dissolved	Pacheco Fajardo	Review information and develop policy recommendations to City Council related to the City's environmental related programs, including environmental programs available to City residents, public outreach efforts, City Hall programs to decrease carbon footprint, and other Green City items that require additional study. <i>(Recommend review during City Council re-org each year to determine necessity to extend)</i>



CITY COUNCIL AD HOC & STANDING COMMITTEES

Revised: 6/15/20

AD HOC COMMITTEES				
DATE CREATED		NAME	MEMBERS	SCOPE
11	3/4/19	Local Minimum Wage (renamed 8/5/2019) <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Monthly until dissolved	Ballin Pacheco	Review information and develop policy recommendations to City Council related to the City's minimum wage, including review of studies related to local minimum wage, public outreach efforts to stakeholders, and other Minimum Wage items that require additional study. <i>(Recommend dissolving due to state's adoption of legislation increase minimum wage statewide)</i>
12	6/3/19	Water and Sewer Utility Rate Study <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> Monthly until dissolved	Ballin	Review the Water and Sewer Utility Rate Study conducted by Lechowicz and Tseng and establish recommendations. <i>(Recommend dissolving as Water/Sewer rate has been adopted.)</i>
13	9/3/19	Street and Parkway Tree <u>Responsible Staff:</u> Public Works <u>Meeting Frequency:</u> Bi-monthly until dissolved	Gonzales Pacheco	Review information and develop policy recommendations related to street and parkway tree programs, including: <ul style="list-style-type: none"> • Street and parkway tree maintenance to prolong tree life expectancy; • Tree species that are appropriate to place in streets and parkways; • A program for residents to plant and maintain trees in parkways; and • Other street and parkway tree policy related items that require additional study. <i>(Recommend dissolving upon adoption of a policy/program outlining the regulations for street and parkway tree planting and maintenance)</i>
14	1/27/20	City Clerk Recruitment <u>Responsible Staff:</u> City Clerk <u>Meeting Frequency:</u> As necessary until dissolved	Fajardo Ballin	To help expedite the recruitment process for the new City Clerk, establish an ad hoc support system for the Deputy City Clerk/Management Analyst, and assure the deputy's timely six-month evaluation. <i>(Recommend dissolving as City Clerk recruitment is complete)</i>



CITY COUNCIL AD HOC & STANDING COMMITTEES

Revised: 6/15/20

AD HOC COMMITTEES				
DATE CREATED		NAME	MEMBERS	SCOPE
15	2/3/20	City Council Salary <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> As necessary until dissolved	Fajardo Ballin	Review information and develop policy recommendations to City Council related to the City Council's salary and benefits. <i>(Recommend dissolving as City Council salary review has been tabled.)</i>
16	2/18/20	100-Year Anniversary of Women's Right to Vote <u>Responsible Staff:</u> Recreation & Community Services <u>Meeting Frequency:</u> As necessary until dissolved	Ballin Mendoza	Review information and develop policy recommendations to City Council related to a 100-year Anniversary of Women's Right to Vote event, including receiving feedback from local groups, provide input to enhance the impact of the proposed event/program, and other Women's Right to Vote events/programs that require additional study. (Recommend dissolving upon completion of a proper recognition event)
17	2/18/20	Mural Programs <u>Responsible Staff:</u> Recreation & Community Services <u>Meeting Frequency:</u> As necessary until dissolved	Gonzales Mendoza	Review information and develop policy recommendations to a proposed citywide Mural program, including reviewing the draft mural policy and other mural related items that require additional study. (Recommend dissolving upon adoption of Mural Program Policy)
18	4/20/20	Flight Path Changes <u>Responsible Staff:</u> Public Works <u>Meeting Frequency:</u> As necessary until dissolved	Pacheco Gonzales	Formulate and send a letter on behalf of the city to the Southern San Fernando Valley Airplane Noise Task Force. <i>(Recommend dissolving as the letter was drafted and submitted to the Task Force.)</i>
19	6/1/20	CDBG COVID-19 <u>Responsible Staff:</u> Administration <u>Meeting Frequency:</u> As necessary until dissolved	Fajardo Mendoza	Review information and develop policy recommendations to a how to use the COVID-19 CDBG funds received by the City. <i>(Recommend dissolving as the food distribution program and small business PPE program have been presented and approve by City Council and submitted to CDBG for final approval.)</i>



CITY COUNCIL AD HOC & STANDING COMMITTEES

Revised: 6/15/20

AD HOC COMMITTEES				
DATE CREATED		NAME	MEMBERS	SCOPE
20	6/15/20	Public Safety <u>Responsible Staff:</u> Police Department <u>Meeting Frequency:</u> As necessary until dissolved	Fajardo Pacheco	Review information and develop policy recommendations to a Public Safety Commission/Committee, including reviewing the Public Safety structures and other public safety commission/committee related items that require additional study. <i>(Recommend review during City Council re-org each year to determine necessity to extend)</i>

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