

San Fernando City Council Regular Meeting Notice and Agenda October 19, 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 Actrelated 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. Comments submitted via YouTube will not be read into the record. Members of the public may submit comments by email to cityclerk@sfcity.org no later than 5:00 p.m. the day of the meeting, to ensure distribution to the City Council prior to consideration of the agenda. 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. Callers interested in providing a live public comment, can call the City Clerk's Department at (818) 898-1204 between 5:00 p.m. and 6:15 p.m. the day of the meeting and leave a call back number. During the public comments of the meeting, the City Clerk will call the person back in the order received, to provide their live comments, limited to three minutes, to the City Council for consideration.

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

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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.

PRESENTATIONS

- A) EDUCATION COMMISSION CERTIFICATES OF RECOGNITION STUDENTS OF THE MONTH
 - Leah Cortes (O'Melveny Elementary)
 - Andres Bernal (Academy of Scientific Exploration)
 - Jason Portillo (Social Justice Humanitas Academy)

Education Commissioner Nicole Mohr

B) RECEIVE AN INFORMATIONAL PRESENTATION REGARDING THE NOVEMBER 3, 2020 GENERAL ELECTION ACTIVITY UPDATES

City Clerk Julia Fritz

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 may submit comments by email to cityclerk@sfcity.org no later than 5:00 p.m. the day of the meeting, to ensure distribution to the City Council prior to consideration of the agenda. 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. Callers interested in providing a live public comment can call the City Clerk's Department at (818) 898-1204 between 5:00 p.m. and 6:15 p.m. the day of the meeting and leave a call back number. During the public comments of the meeting, the City Clerk will call the person back in the order received, to provide their live comments, limited to three minutes, to the City Council for consideration.



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CONSENT CALENDAR

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

- 1) REQUEST TO APPROVE MEETING MINUTES OF:
 - a. APRIL 20, 2020 REGULAR MEETING
 - b. MAY 4, 2020 REGULAR MEETING
 - c. OCTOBER 5, 2020 SPECIAL MEETING
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 20-102 approving the Warrant Register.

3) CONSIDERATION TO ACCEPT THE STATE OF CALIFORNIA OFFICE OF TRAFFIC SAFETY SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT PT21053 AND ADOPT A RESOLUTION AMENDING FISCAL YEAR 2020-2021 BUDGET

Recommend that the City Council:

- a. Accept of the State of California Office of Traffic Safety (OTS) Grant funds in the amount of \$33,000 to reimburse overtime and equipment for Selective Traffic Enforcement Program (STEP) Grant PT21053;
- b. Adopt Resolution No. 8032 amending the budget for Fiscal Year 2020-2021 to appropriate the grant revenues and expenses;
- c. Authorize the City Manager to execute all related documents; and
- d. Authorize the Police Chief to expend the funds as detailed in the OTS STEP Grant.

ADMINISTRATIVE REPORTS

4) RECEIVE A PRESENTATION FROM METRO REGARDING THE EAST SAN FERNANDO VALLEY TRANSIT CORRIDOR ENVIRONMENTAL IMPACT STATEMENT/ENVIRONMENTAL IMPACT REPORT AND PROVIDE RELATED DIRECTION

Recommend that the City Council:

a. Receive a presentation from Metro regarding the East San Fernando Valley Transit Corridor Environmental Impact Statement/Environmental Impact Report (EIS/EIR);



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- b. Discuss the EIS/EIR and related responses to the City's comments submitted during the EIS/EIR review process; and
- c. Authorize the City Manager to submit comments on the final EIS/EIR, as directed.
- 5) UPDATE ON THE GLENOAKS BOULEVARD STREET RESURFACING AND HIGHWAY SAFETY IMPROVEMENT PROJECT

Recommend that the City Council receive and file this update report.

6) PRESENTATION OF FISCAL YEAR 2019-2020 PRELIMINARY YEAR-END BUDGET ESTIMATES AND FISCAL YEAR 2020-2021 BUDGET REVIEW

Recommend that the City Council:

- a. Receive a presentation from staff regarding the Fiscal Year 2019-2020 preliminary yearend Budget estimates and discuss the Fiscal Year 2020-2021 Budget due to the current Coronavirus (COVID-19) pandemic; and
- b. Provide staff direction, as appropriate.
- 7) CONSIDERATION TO ADOPT A RESOLUTION TO SUBMIT A GRANT APPLICATION FOR PROP. 68 PER CAPITA FUNDING AND AUTHORIZE THE CITY MANAGER TO ACCEPT SUCH FUNDS SHOULD GRANT BE AWARDED

Recommend that the City Council:

- a. Adopt Resolution No. 8033 authorizing the submittal of a grant application to the California Department of Parks and Recreation, Per Capita Grant to fund the Pioneer Park Playground Renovation and Outdoor Exercise Project;
- b. Authorize the City Manager to accept the grant funds, upon award of grant;
- Authorize the City Manager, or designee, to execute all grant-related documents required for receiving such grant funds pursuant to the terms and conditions of the grant; and
- d. Upon full execution of all grant-related documents, authorize the City Manager to amend the revenue and expenditure budgets to appropriate the grant funds.



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8) CONSIDERATION TO APPROVE A SIDE LETTER OF AGREEMENT WITH THE SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION AND SAN FERNANDO MANAGEMENT GROUP TO RESOLVE IMPACTS OF THE RETIREMENT INCENTIVE BENEFIT AND ADOPT RELATED RESOLUTIONS

Recommend that the City Council:

- a. Approve the proposed Side Letter of Agreement (Contract No. 1969) between the City of San Fernando and the San Fernando Public Employees Association (SFPEA) implementing changes to existing job classifications, adopting new job classifications, and adjusting the salary plan related to position duties and responsibilities directly impacted by the Retirement Incentive Program;
- b. Approve the proposed Side Letter of Agreement (Contract No. 1970) between the City of San Fernando and the San Fernando Management Group (SFMG) implementing changes to existing job classifications, adopting new job classifications, and adjusting the salary plan related to position duties and responsibilities directly impacted by the Retirement Incentive Program;
- c. Adopt Resolution No. 8035 approving new classification specifications for positions represented by SFPEA and SFMG;
- d. Adopt Resolution No. 8036 amending the Fiscal Year (FY) 2020-2021 Salary Plan to include the appropriate salary range for each new classification specification represented by SFPEA and SFMG;
- e. Adopt Resolution No. 8037 amending the Table of Organization for FY 2020-2021 to reflect the changes identified in the Side Letter of Agreements; and
- f. Authorize the City Manager to make non-substantive corrections and execute the Side Letter of Agreements and all related documents.

9) DISCUSSION REGARDING COVID-19 RESPONSE EFFORTS AND APPROVAL OF PROPOSED RECOMMENDATIONS

This item was placed on the agenda by Mayor Fajardo.

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.



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10) DISCUSSION REGARDING HALLOWEEN ACTIVITIES AND APPROVAL OF PROPOSED RECOMMENDATIONS

Recommend that the City Council:

- a. Receive and file the report from staff; and
- b. Discuss Halloween activities in San Fernando and provide staff with direction, as appropriate.

11) CONSIDERATION TO ADOPT A RESOLUTION DECLARING THE FIRST TUESDAY IN NOVEMBER OF EVEN NUMBERED YEARS AS ELECTION DAY IN SAN FERNANDO

This item was placed on the agenda by Vice Mayor Pacheco.

Recommend that the City Council adopt Resolution No. 8034, declaring the first Tuesday in November of even numbered years, as Election Day in San Fernando.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL COUNCIL COMMENTS AND LIAISON UPDATES

ADJOURNMENT

The City Council will adjourn to its next regular meeting, which will be on Monday, November 2, 2020 at 6:00 P.M

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: October 15, 2020 (5:00 p.m.)

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Regular Meeting San Fernando City Council

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SAN FERNANDO CITY COUNCIL MINUTES

APRIL 20, 2020 – 6:00 P.M. REGULAR MEETING

Teleconference Per Governor Executive Order N-29-20

CALL TO ORDER/ROLL CALL

Mayor Joel Fajardo called the meeting to order at 6:28 p.m.

Present:

Council: Mayor Joel Fajardo, Vice Mayor Hector A. Pacheco, and Councilmembers

Sylvia Ballin, Robert C. Gonzales and Mary Mendoza

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, and

Deputy City Clerk Cynthia Alba

PLEDGE OF ALLEGIANCE

Led by Mayor Joel Fajardo

APPROVAL OF AGENDA

Motion by Mayor Fajardo, seconded by Councilmember Ballin, to approve the agenda.

The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

Motion by Mayor Fajardo, seconded by Councilmember Gonzales, to reconsider approval of the agenda.

The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

Motion by Councilmember Gonzales, seconded by Fajardo, to incorporate a walk-on item titled the discussion and possible action regarding the Burbank flight path changes.

The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

PUBLIC STATEMENTS – WRITTEN

Arturo Garcia, field representative for Assemblymember Luz Rivas, provided District information and updates on their activities.

Liana Stepanyan, Library Manager, provided library information and updates on their activities.

Yolanda Haro requested that all Councilmembers turn on their video during the City Council meetings and inquired about COVID-19 fund allocations.

Sylvia Ballin requested that each councilmember turn on their video during the meeting and requested that Councilmembers stay for all votes.

CONSENT CALENDAR

Vice Mayor Pacheco and Councilmember Mendoza requested to pull Item No. 6 for further discussion.

Motion by Mayor Fajardo, seconded by Vice Mayor Pacheco, to approve Consent Calendar Items 1 through 5:

1) REQUEST TO APPROVE MINUTES OF:

a.	OCTOBER 15, 2012 – REGULAR	k.	APRIL 6, 2015 – REGULAR
b.	MARCH 3, 2014 – REGULAR	1.	APRIL 20, 2015 – REGULAR
c.	MARCH 11, 2014 – SPECIAL	m.	JUNE 2, 2015 – SPECIAL
d.	MARCH 17, 2014 – REGULAR	n.	AUGUST 17, 2015 – REGULAR
e.	SEPTEMBER 2, 2014 – REGULAR	0.	OCTOBER 19, 2015 – REGULAR
f.	OCTOBER 6, 2014 – REGULAR	p.	FEBRUARY 1, 2016 – REGULAR
g.	NOVEMBER 3, 2014 – SPECIAL	q.	APRIL 4, 2016 – REGULAR
h.	NOVEMBER 3, 2014 – REGULAR	r.	MAY 2, 2016 – REGULAR
i.	NOVEMBER 17, 2014 – REGULAR	S.	OCTOBER 7, 2019 – REGULAR
j.	DECEMBER 1, 2014 – REGULAR	t.	MARCH 16, 2020 – REGULAR

- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) CONSIDERATION TO ADOPT A RESOLUTION COMMEMORATING THE VICTIMS OF THE ARMENIAN GENOCIDE

- 4) CONSIDERATION TO ADOPT A RESOLUTION DECLARING APRIL AS SEXUAL ASSAULT AWARENESS MONTH AND APRIL 29, 2020 AS DENIM DAY
- 5) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH EMERGENCY PLANNING CONSULTANTS FOR UPDATE OF THE CITY'S LOCAL HAZARD MITIGATION PLAN

The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

ITEM PULLED FOR FURTHER DISCUSSION

6) CONSIDERATION TO APPROVE A USE AND MAINTENANCE AGREEMENT WITH THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT FOR USE OF STORM DRAINS ASSOCIATED WITH THE SAN FERNANDO REGIONAL INFILTRATION PROJECT

City Manager Kimball presented the staff report. He replied to questions from Councilmembers.

Motion by Councilmember Mendoza, seconded by Vice Mayor Pacheco to:

- a. Approve a Use and Maintenance Agreement (UMA) (Contract No. 1950) with the Los Angeles County Flood Control District (LACFCD) allowing the City to connect to existing LACFCD storm drains as part of the San Fernando Regional Infiltration Project and requiring the City to perform specified maintenance on the storm drain connection; and
- b. Authorize the City Manager to execute the UMA, and make any non-substantive changes.

The motion carried with the following vote:

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

NOES: None ABSENT: None ABSTAIN: None

ADMINISTRATIVE REPORTS

7) DISCUSSION OF CITY'S ACTIONS REGARDING CORONAVIRUS INCLUDING FINANCIAL ASSISTANCE PROGRAMS AND FUNDING OPPORTUNITIES

City Manager Kimball presented the staff report. He replied to questions from Councilmembers.

Discussion ensued amongst Councilmembers and direction regarding the creation of a financial hardship application was provided.

8) DISCUSSION OF CITY COUNCIL PRIORITIES AND THE PROPOSED FISCAL YEAR 2020-2021 BUDGET PROCESS

City Manager Kimball presented the staff report. He replied to questions from Councilmembers.

Motion by Mayor Fajardo, seconded by Councilmember Gonzales, to approve the item as presented by staff:

The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

9) CONSIDERATION TO APPROVE GENERAL PLAN HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR CALENDAR YEAR 2019

It was noted that Mayor Fajardo stepped away (8:18 pm)

Director of Community Development/Deputy City Manager Tim Hou presented the staff report.

It was noted that Mayor Fajardo returned while Mr. Hou was presenting (8:29 pm)

Mr. Hou responded to questions from councilmembers.

Motion by Mayor Fajardo, seconded by Vice Mayor Pacheco to:

- a. Approve the General Plan Housing Element Annual Progress Report for the Calendar Year 2019; and
- b. Authorize staff to submit the 2019 Housing Element Annual Progress Report to the California Department of Housing and Community Development and the Governor's Office of Planning and Research.

The motion carried with the following vote:

AYES: Fajardo, Pacheco, Gonzales, Mendoza – 4

NOES: Ballin – 1 ABSTAIN: None ABSENT: None

10) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO VINCOR CONSTRUCTION INC., FOR THE LAS PALMAS PARK BANQUET ROOM AND LOBBY RENOVATION PROJECT

Director of Recreation and Community Services Julian Venegas presented the staff report. He and Mr. Kimball replied to questions from Councilmembers.

Motion by Fajardo, Seconded by Councilmember Ballin, to approve the item with the temporary elimination of the front entrance and walkway path section and authorizing staff to adjust any of the monies relating to the project and;

- a. Approve Cooperative Purchasing using the competitive bidding procedure prepared by and run through Source-Well (formerly the National Joint Powers Alliance) in accordance with Section 2-802 of the San Fernando City Code;
- b. Award a Professional Services Agreement (Contract No. 1944) to Vincor Construction Inc., for the Las Palmas Park Banquet Room and Lobby Renovation Project in an amount not-to-exceed \$110,653;
- c. Authorize the City Manager to approve change orders in an amount not-to-exceed \$12,120 to cover unforeseen issues related to the renovation project or include additional items in the scope of work;
- d. Adopt Resolution No. 7987 to increase the revenue and expenditures of Fiscal Year 2019-2020 Grant Fund 010 Capital Projects to \$122,773; and
- e. Authorize the City Manager to execute the Agreement and all related documents.

The motion carried with the following vote:

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

NOES: None ABSENT: None ABSTAIN: None

11) DISCUSSION AND POSSIBLE ACTION REGARDING POSSIBLE BURBANK FLIGHT PATH CHANGES

Councilmember Gonzales presented the item. Discussion ensued amongst City Councilmembers.

Motion by Councilmember Gonzales, seconded by Vice Mayor Pacheco, to approve an ad hoc committee with Councilmember Gonzales and Vice Mayor Pacheco to formulate a letter opposing the Burbank Airport Authority flight path changes.

The motion carried with the following vote:

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

NOES: None ABSENT: None ABSTAIN: None

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Director of Community Development/Deputy City Manager, Tim Hou, shared that the Planning and Preservation Commission would be going dark for the upcoming month.

Director of Recreation and Community Services, Julian Venegas, announced several community programs available to residents that comply with social distancing protocols as a result of COVID-19.

City Manager, Nick Kimball, reminded residents that they would see the first water billing cycle with new rates starting next month.

GENERAL COUNCIL COMMENTS AND LIAISON UPDATES

Councilmember Ballin urged Councilmembers to state at the beginning of the meeting if they are planning to leave early and thanked staff for their hard work.

Councilmember Mendoza thanked essential workers and city staff for all their hard work.

Councilmember Gonzales thanked everyone for doing their part and reminded residents to take all COVID-19 safety precautions.

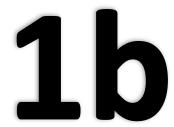
Vice Mayor Pacheco spoke about the importance of Denim Day and reminded residents to take COVID-19 very seriously.

Mayor Fajardo echoed Vice Mayor Pacheco's sentiments regarding COVID-19, and announced his re-election as Chair of the San Fernando Valley Council of Governments.

ADJOURNMENT (8:40 P.M.)

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

I do hereby certify that the foregoing is a true and correct copy of the minutes of April 20, 2020, meeting as approved by the San Fernando City Council.



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SAN FERNANDO CITY COUNCIL MINUTES

MAY 4, 2020 – 6:00 P.M. REGULAR MEETING

Teleconference Per Governor Executive Order N-29-20

CALL TO ORDER/ROLL CALL

Mayor Joel Fajardo called the meeting to order at 6:11 p.m.

Present:

Council: Mayor Joel Fajardo, Vice Mayor Hector A. Pacheco, and Councilmembers

Sylvia Ballin, Robert C. Gonzales and Mary Mendoza

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, and

Deputy City Clerk Cynthia Alba

PLEDGE OF ALLEGIANCE

Led by Mayor Joel Fajardo

APPROVAL OF AGENDA

Motion by Mayor Fajardo, seconded by Councilmember Mendoza, to move items around in the agenda and approve the agenda as amended.

The motion carried with the following vote:

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

NOES: None ABSENT: None ABSTAIN: None

PUBLIC STATEMENTS – WRITTEN

Arturo Garcia, field representative for Assemblymember Luz Rivas, provided district information and updates on their activities.

Yolanda Haro inquired about COVID-19 testing in the City of San Fernando.

Cece Curtis asked about parking ticket cost reductions for residents.

CONSENT CALENDAR

Motion by Mayor Fajardo, seconded by Vice Mayor Pacheco, to pull item number two and approve the remaining Consent Calendar Item:

1) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

ITEM PULLED FOR FURTHER DISCUSSION

2) CONSIDERATION RECEIVE AND FILE THE NATIONAL PUBLIC WORKS WEEK 2020 AND ARBOR DAY 2020 PROCLAMATIONS

City Manager Kimball presented the staff report. He replied to questions from Councilmembers.

Motion by Councilmember Mendoza, seconded by Mayor Fajardo to recommend that the City Council receive and file this report and proclamations commemorating National Public Works Week 2020 (May 17 - 23, 2020) and Arbor Day (May 19, 2020).

The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

ADMINISTRATIVE REPORTS

4) DISCUSS USE OF ADDITIONAL COMMUNITY DEVELOPMENT BLOCK GRANT PROVIDED THROUGH THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT

City Manager Kimball presented the staff report. He replied to questions from Councilmembers.

Discussion ensued amongst Councilmembers and direction was provided.

8) DISCUSSION REGARDING BUSINESS LICENSES AND BUSINESS LICENSE LATE FEE FORGIVENESS

Discussion ensued amongst Councilmembers and direction was provided.

7) CONSIDERATION TO APPROVE AN EMPLOYMENT AGREEMENT WITH JULIA FRITZ TO SERVE AS CITY CLERK

Motion by Councilmember Ballin, seconded by Mayor Fajardo to:

- a. Approve an Employment Agreement (Contract No. 1951) with Julia Fritz to serve as the City Clerk; and
- b. Authorize the Mayor to execute the Agreement.

The motion carried with the following vote:

AYES: Ballin, Mendoza, Pacheco, Fajardo – 4

NOES: None

ABSTAIN: Gonzales – 1

ABSENT: None

2) DISCUSSION OF CITY'S ACTIONS REGARDING CORONAVIRUS INCLUDING FINANCIAL ASSISTANCE PROGRAMS AND FUNDING OPPORTUNITIES

City Manager Kimball presented the staff report. He replied to questions from Councilmembers.

No formal action was taken.

5) CONSIDERATION TO PREPARE LETTERS OF RESPONSE TO THE SOUTHERN SAN FERNANDO VALLEY AIRPLANE NOISE TASK FORCE RECOMMENDATIONS

City Manager Kimball presented the staff report. He replied to questions from Councilmembers.

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

- a. Direct staff to prepare a letter to the South San Fernando Valley Airplane Noise Task Force (Task Force) outlining objections to certain recommendations directing additional aircraft departure north from Burbank Airport; and
- b. Send additional letters to Hollywood Burbank Airport Authority and Federal Aviation Administration outlining the City's concerns with recommendations of the Task Force and the potential impacts to the community.

The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

6) CONSIDERATION TO APPROVE LOS ANGELES COUNTY CITY SELECTION COMMITTEE LIAISON ASSIGNMENT

City Manager Kimball presented the staff report. He replied to questions from Councilmembers.

Motion by Mayor, seconded by Vice Mayor Pacheco, to re-appoint Mayor Joel Fajardo as the Los Angeles County City Selection Committee Appointee and Councilmember Mary Mendoza as the Alternate Appointee.

The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

9) CONSIDERATION TO REESTABLISH THE DISASTER COUNCIL

Discussion ensued amongst Councilmembers.

By Consensus, the item was postponed until the next regular meeting of the City Council.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Manager Kimball provided an update regarding the Public Works Director Position vacancy.

GENERAL COUNCIL COMMENTS AND LIAISON UPDATES

Councilmember Ballin requested more information regarding the Burbank High Speed Rail project.

Councilmember Mendoza reminded residents to stay safe and to follow COVID-19 social distancing procedures.

Councilmember Gonzales congratulated City Clerk Julia Fritz and provided an update from the Metro Service Council and Independent Cities Authority.

Vice Mayor Pacheco encouraged residents to research the Southern San Fernando Valley Airplane Noise Taskforce and provided an update from the Southern California Association of Governments.

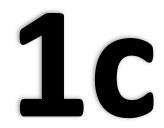
Mayor Fajardo spoke about the passing of his grandfather, Humberto Fajardo, and requested to close in his memory.

ADJOURNMENT (8:58 P.M.)

Motion by Councilmember Gonzales, seconded by Mayor Fajardo, to adjourn the meeting in memory of Humberto Fajardo. By consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 4, 2020, meeting as approved by the San Fernando City Council.

Julia Fritz City Clerk



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SAN FERNANDO CITY COUNCIL MINUTES

OCTOBER 5, 2020 – 4:30 P.M. SPECIAL MEETING

Teleconference Per Governor Executive Order N-29-20

CALL TO ORDER/ROLL CALL

Vice Mayor Hector A. Pacheco called the meeting to order at 4:31 p.m.

Present:

Council: Mayor Joel Fajardo, Vice Mayor Hector A. Pacheco and Councilmembers

Sylvia Ballin, Robert C. Gonzales, and Mary Mendoza

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, and

Deputy City Clerk Cynthia Alba

APPROVAL OF AGENDA

Motion by Vice Mayor Pacheco, seconded by Mayor Fajardo, to approve the agenda. The motion carried with the following vote:

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

NOES: None ABSTAIN: None ABSENT: None

PUBLIC STATEMENTS – WRITTEN/ORAL

None

RECESS TO CLOSED SESSION (4:35 P.M.)

By consensus, Councilmembers recessed to Closed Session.

A) CONFERENCE WITH LABOR NEGOTIATOR

G.C. §54957.6

Designated City Negotiators:

City Manager Nick Kimball

City Attorney Rick Olivarez

Assistant City Attorney Richard Padilla

Employees and Employee Bargaining Units that are the Subject of Negotiation:

San Fernando Management Group (SEIU, Local 721)

San Fernando Public Employees' Association (SEIU, Local 721)

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association

San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)

All Unrepresented Employees

SAN FERNANDO CITY COUNCIL SPECIAL MEETING MINUTES – October 5, 2020 Page 2

B) CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO G.C. §54956.8:

Property: City owned parcels at Assessor Identification

Numbers: 2521-031-901, 902, & 903

City Negotiators: City Manager Nick Kimball, Lead Negotiator

City Attorney Rick Olivarez

Assistant City Attorney Richard Padilla

Negotiating Parties: Vanessa Delgado, President, Azure Development

Under Negotiation: Price and Terms of Payment as it relates to Leasing or Sale

of Real Property

C) PUBLIC CONFERENCE WITH REAL PROPERTY NEGOTIATOR PURSUANT TO G.C. §54956.8:

Property: 543, 553, and 563 Glenoaks Boulevard, City of San Fernando

Agency Negotiators: City Manager Nick Kimball, Lead Negotiator

City Attorney Rick Olivarez

Assistant City Attorney Richard Padilla

Negotiating Parties: Neil Haltrecht, Robertson Properties Group

Under Negotiation: Price and Terms as it relates to Proposed Development Agreement

D) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION PURSUANT TO G.C. §54956.9(d)(2) AND G.C. §54956.9(e)(1):

One (1) Matter

REPORT OUT FROM CLOSED SESSION (5:22 P.M.)

Assistant City Attorney Padilla stated there was no reportable action as a result of Closed Session.

ADJOURNMENT (5:24 P.M.)

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

I do hereby certify that the foregoing is a true and correct copy of the minutes of October 5, 2020, meeting as approved by the San Fernando City Council.

Julia Fritz City Clerk



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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: October 19, 2020

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 20-102 (Attachment "A") approving the Warrant Register.

BACKGROUND:

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

The 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. 20-102

FINANCE DEPARTMENT

REVIEW:

117 MACNEIL STREET, SAN FERNANDO, CA 91340

(818) 898-7307

WWW.SFCITY.ORG

ATTACHMENT "A"

RESOLUTION NO. 20-102

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/WARRANT REGISTER NO. 20-102

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

- 1. That the demands (EXHIBIT "A") as presented, having been duly audited, for completeness, are hereby allowed and approved for payment in the amounts as shown to designated payees and charged to the appropriate funds as indicated.
- 2. That the City Clerk shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

PASSED, APPROVED, AND ADOPTED this 19th day of October, 2020.

ATTEST:	Joel Fajardo, Mayor
Julia Fritz, City Clerk	

RESO. NO. 20-102

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. 20-102 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 19 th day of October, 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 19 th day of October, 2020.
Julia Fritz City Clerk

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 Voucher List

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 8:50:54AM
 CITY OF SAN FERNANDO

Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
220512	10/19/2020	893699 822 ARROYO LLC	56-0510-02		WATER ACCT REFUND-822 ARROYO	
					070-2010	97.23
					Total :	97.23
220513	10/19/2020	100066 ADS ENVIRONMENTAL SERVICES,INC	22291.22-0920		WASTEWATER FLOW MONITORING & F	
				12103	072-360-0000-4260	1,243.33
			22524.52-0720		SEVEN ADS D-SITE OVERFLOW MONIT	
				12209	072-360-0000-4260	1,113.00
			22524.52-0820		SEVEN ADS D-SITE OVERFLOW MONIT	
				12209	072-360-0000-4260	1,113.00
					Total :	3,469.33
220514	10/19/2020	888356 ADVANCED AUTO REPAIR	1453		VEHICLE MAINT., REPAIRS AND MINOR	
				12284	041-320-0225-4400	2,206.24
			1454		VEHICLE MAINT., REPAIRS AND MINOR	
				12284	041-320-0152-4400	64.00
			1455		VEHICLE MAINT., REPAIRS AND MINOR	
				12284	041-320-0224-4400	144.00
					Total :	2,414.24
220515	10/19/2020	893700 AGUILAR, GABRIEL	54-3515-00		WATER ACCT REFUND-864 NEWTON	
		•			070-2010	44.57
					Total :	44.57
220516	10/19/2020	893698 AJA. ALFREDO	58-2558-02		WATER ACCT REFUND-711 ORANGE G	
					070-2010	6.44
					Total:	6.44
220517	10/19/2020	887377 AKEMON, DOLORES	OCT 2020		COMMISSIONER'S STIPEND	
		20 CO. C MEMON, DOLONEO	33. 2020		001-310-0000-4111	75.00
					Total:	75.00
220518	10/19/2020	893706 ALCAZAR, VERONICA	PL2007179		ZONING/REBUILD LETTER REFUND	
	10/13/2020		1 12001113		001-3330-0000	206.44
					055-3719-0154	20.64
					055-3315-0000	10.32

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
220518	10/19/2020	893706 893706 ALCAZAR, VERONICA	(Continued)		Total :	237.40
220519	10/19/2020	100143 ALONSO, SERGIO	SEPT 2020		MARIACHI MASTER APPRENTICE PRO	
				12285	109-424-3693-4260	3,430.00
					Total :	3,430.00
220520	10/19/2020	892975 ALTA LANGUAGE SERVICES INC	IS496715		(3) TRANSLATION TESTS	
					001-106-0000-4270	198.00
					Total :	198.00
220521	10/19/2020	100188 ANDY GUMP INC.	INV52382		PORTABLE RESTROOM SERVICE FOR	
				12271	043-390-0000-4260	330.44
			INV752380		PORTABLE RESTROOM SERVICE FOR	
			INIV 7750004	12271	070-384-0000-4260	330.34
			INV752381	12271	PORTABLE RESTROOM SERVICE FOR 043-390-0000-4260	211.24
			INV752383	12271	PORTABLE RESTROOM SERVICE FOR	211.24
			1144752555	12271	043-390-3689-4260	311.40
					Total :	1,183.42
220522	10/19/2020	888321 ARRIZON, FRANCISCO	OCT 2020		COMMISSIONER'S STIPEND	
					001-310-0000-4111	75.00
					Total :	75.00
220523	10/19/2020	100222 ARROYO BUILDING MATERIALS, INC	248755		HARDWARE SUPPLIES & U-CARTS OF	
				12306	001-311-0000-4300	50.55
			248758		HARDWARE SUPPLIES & U-CARTS OF	
				12306	001-311-0000-4300	46.64
					Total :	97.19
220524	10/19/2020	892713 ASCENCIO, ALEJANDRO	AUG 2020		MARIACHI MASTER APPRENTICE PRO	
				12297	109-424-3693-4260	600.00
					Total:	600.00
220525	10/19/2020	889626 ASSETWORKS, INC	MA19-283		ANNUAL RENEWAL FEE-12/01/20-11/30	
					001-135-0000-4260	1,600.00
					Total :	1,600.00

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EXPTS of A⁵²
RESO. NO. 20-102

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220526	10/19/2020	892005 ASTA-USA TRANSLATION	171091420BB		TRANSLATION SERVICES 001-150-0000-4270 Total :	55.00 55.00
220527	10/19/2020	892412 AT&T	287297930559X0910202		PD UNITS MDT MODEMS-SEPT 2020 001-222-0000-4220 Total :	537.39 537.39
220528	10/19/2020	891209 AUTONATION SSC	337026		PADS & ROTORS 041-1215 Total :	460.51 460.51
220529	10/19/2020	893176 AUTOZONE STORE 5681	5681763764		SMALL TOOLS 041-320-0000-4340 Total :	41.89 41.89
220530	10/19/2020	100283 BADGER METER, INC.	1391566	12280	WATER METERS FOR 15-YR ANNUAL N 070-385-0700-4600 070-385-0700-4600 Total :	20,800.00 2,113.13 22,913.13
220531	10/19/2020	890546 BARAJAS, CRYSTAL	SEPT 2020	12298	MARIACHI MASTER APPRENTICE PRO 109-424-3693-4260 Total :	300.00 300.00
220532	10/19/2020	893128 BAUMGARDNER PROFESSIONAL	REPL 215966		REPL STL DTD CK-EMERGENCY MANG 001-2140 Total :	2,300.00 2,300.00
220533	10/19/2020	892426 BEARCOM	5088951	12235	OCT-RADIO COMM SYST & WIRELESS 001-135-0000-4260 Total :	7,610.41 7,610.41
220534	10/19/2020	892847 B-LINE INVESTIGATIONS, INC	1135	12276	SPECIALIZED INVESTIGATIVE SERVICE 001-112-0000-4270 Total :	1,475.00 1,475.00
220535	10/19/2020	888800 BUSINESS CARD	100220		LITHIUM BATTERIES	

10/14/2020 8:50:54AM CITY OF SAN FERNANDO Bank code : bank3 Voucher Date Vendor Invoice PO # Description/Account Amount 10/19/2020 888800 BUSINESS CARD 220535 (Continued) 001-222-0000-4300 173.85 100520 001-222-0000-4300 702.44 100520 LODGING-POST SBSLI CLASS 418 ON 001-225-0000-4360 422.61 1,298.90 REIMB. TO ITF ACCT (LIABILITY CLAIM! 220536 10/19/2020 891860 CARL WARREN & COMPANY 20042-20048 1.431.86 006-1037 1,431.86 10/19/2020 100472 CCAC RGTR-CITY CLERKS ASSOC ATHENIAN 220537 8652 001-115-0000-4370 60.00 60.00 CHARGING STATION FLEET FEES 220538 10/19/2020 892704 CHARGEPOINT IN83835 041-320-0152-4402 70.36 70.36 10/19/2020 893681 CISNEROS, RAMIRO 52-5030-00 WATER ACCT REFUND-2039 LUCAS 220539 070-2010 123.45 Total: 123.45 220540 10/19/2020 103029 CITY OF SAN FERNANDO 2889-2951 REIMB. TO WORKERS COMP ACCT 006-1038 29,372.51 Total: 29,372.51 VARIOUS CITY PROPERTY UTILITY 220541 10/19/2020 890893 CITY OF SAN FERNANDO OCT 2020 043-390-0000-4210 19,932.67 Total: 19,932.67 220542 10/19/2020 890893 CITY OF SAN FERNANDO SEPT 2020 COMMISSIONER'S STIPEND DONATION 001-115-0000-4111 75.00 Total: 75.00 220543 10/19/2020 100805 COOPER HARDWARE INC. 122724 MISC SUPPLIES FOR PUBLIC WORKS (

12277

043-390-0000-4300

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Bank code :	bank3					
/oucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
220543	10/19/2020	100805 COOPER HARDWARE INC.	(Continued)			
			122832		MISC SUPPLIES FOR PUBLIC WORKS (
				12277	043-390-0000-4300	14.69
					Total:	33.09
220544	10/19/2020	892687 CORE & MAIN LP	M882771		PW MAINTENANCE, REPAIRS & SUPPL	
				12243	070-385-0701-4600	295.4
			M976915		PW MAINTENANCE, REPAIRS & SUPPL	
				12243	070-383-0301-4300	359.08
			M992545		PW MAINTENANCE, REPAIRS & SUPPL	
				12243	070-383-0301-4300	1,639.57
					Total:	2,294.0
220545	10/19/2020	893701 DIONNE, DENNIS	54-2492-00		WATER ACCT REFUND-916 MACNEIL	
					070-2010	113.94
					Total:	113.94
220546	10/19/2020	889121 EDGESOFT, INC.	3175		OCT-ANNUAL MAINT. COMTRACT FOR	
				12236	055-135-0000-4260	2,080.00
					Total:	2,080.00
220547	10/19/2020	893052 ENVIROTEK	C-2921		STONEWORK-GRAFFITI REMOVAL	
					001-152-0000-4300	677.67
			C-2939		STONEWORK GRAFFITI REMOVAL	
					001-152-0000-4300	621.98
					Total :	1,299.62
220548	10/19/2020	890879 EUROFINS EATON ANALYTICAL, INC	L0431433		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	185.00
			L0431538		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	36.00
			L0528458		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	22.00
			L0530188		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	150.00
			L0530191		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	144.00

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Bank code :	bank3					
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220548	10/19/2020	890879 EUROFINS EATON ANALYTICAL, INC	(Continued)			
			L0530348		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	152.0
			L0530349		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	150.0
			L0530666		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	150.00
			L0531263		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	150.00
			L0531431		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	144.00
			L0531432		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	152.00
			L0531959		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	150.00
			L0532681		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	319.00
			L0532682		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	144.00
			L0532683		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	22.00
			L0532684		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	150.00
			L0534174		FULL-SERVICE ENVIRONMENTAL DRIN	
				12245	070-384-0000-4260	3,680.0
					Total:	5,900.0
220549	10/19/2020	103851 EVERSOFT, INC.	R2090350		WATER SONFTENER-WELL 2A	
		100001 2121001 1, 1110.	112000000		070-384-0301-4300	167.3
					Total :	167.3
220550	40/40/2020	404447 FEDEV	7 422 02505		COLUDIED CEDVICES	
220550	10/19/2020	101147 FEDEX	7-133-92595		COURIER SERVICES	
					001-190-0000-4280	52.8
			7-139-68627		COURIER SERVICES	
					001-190-0000-4280	97.20
					Total :	150.0

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220551	10/19/2020	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598		PAC 50 TO SHERIFFS	
					001-222-0000-4220	560.21
			209-150-5251-040172		MWD METER (P.W.)	
					070-384-0000-4220	54.86
			209-151-4939-102990		MUSIC CHANNEL	
					001-190-0000-4220	50.73
			209-151-4941-102990		POLICE PAGING	
					001-222-0000-4220	41.77
			209-188-4361-031792		RCS PHONE LINES	
					001-420-0000-4220	128.97
			209-188-4362-031792		PD MAJOR PHONE LINES	
					001-222-0000-4220	627.50
			209-188-4363-031892		VARIOUS PHONE LINES	
					001-190-0000-4220	94.50
					070-384-0000-4220	282.96
					001-420-0000-4220	278.13
			818-361-0901-051499		SEWER FLOW MONITORING	
					072-360-0000-4220	55.85
			818-361-3958-091407		CNG STATION	
					074-320-0000-4220	52.08
			818-361-6728-080105		ENGINEERING FAX LINE	
					001-310-0000-4220	38.11
			818-837-1509-032207		PUBLIC WORKS PHONE LINES	
					001-190-0000-4220	38.11
			818-838-1841-112596		ENGINEERING FAX MODEM	
					001-310-0000-4220	30.29
			818-838-4969-021803		POLICE DEPT ALARM PANEL	
					001-222-0000-4220	123.78
					Total :	2,457.85
220552	10/19/2020	893697 GARZA, ADRIANA	52-0600-05		WATER ACCT REFUND-2007 KNOX	
					070-2010	55.41
					Total :	55.41
220553	10/19/2020	889352 GOMEZ, ADRIANA	REP211795;215381;216		REPL STL DTD CKS 211795;215381;216:	
					001-2140	200.00

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220553	10/19/2020	889352 889352 GOMEZ, ADRIANA	(Continued)		Total :	200.00
220554	10/19/2020	101376 GRAINGER, INC.	9656551737		MISC. BUILDING AND ELECTRICAL SUF	
				12261	043-390-0000-4300	212.86
			9657352291		MISC. BUILDING AND ELECTRICAL SUF	
				12261	043-390-0000-4300	1.51
			9657352309		MISC. BUILDING AND ELECTRICAL SUF	
				12261	043-390-0000-4300	2.26
			9657352317		MISC. BUILDING AND ELECTRICAL SUF	
				12261	043-390-0000-4300	4.07
			9657513116		MISC. BUILDING AND ELECTRICAL SUF	
				12261	043-390-0000-4300	3.31
			9657622073		MISC. BUILDING AND ELECTRICAL SUF	
				12261	043-390-0000-4300	3.13
			9657622081	40004	MISC. BUILDING AND ELECTRICAL SUF	4.05
			9657891355	12261	043-390-0000-4300	4.95
			9657891355	12261	MISC. BUILDING AND ELECTRICAL SUF 043-390-0000-4300	3.84
			9661083817	12201	MISC. BUILDING AND ELECTRICAL SUF	3.04
			9001003017	12261	043-390-0000-4300	10.19
			9661205675	12201	MISC. BUILDING AND ELECTRICAL SUF	10.19
			9001203075	12261	043-390-0000-4300	31.57
			9661540022	12201	MISC. BUILDING AND ELECTRICAL SUF	31.37
			9001340022	12261	043-390-0000-4300	2.54
			9661540030	12201	MISC. BUILDING AND ELECTRICAL SUF	2.04
			3001340030	12261	043-390-0000-4300	59.95
				12201	Total:	340.18
220555	10/19/2020	101434 GUZMAN, JESUS ALBERTO	SEPT 2020		MARIACHI MASTER APPRENTICE PRO	
220000	10/10/2020	101404 COZNINI, OLOGO NEBERTO	OLI 1 2020	12300	109-424-3693-4260	2.200.00
				12300	Total :	2,200.00
						2,200.00
220556	10/19/2020	888647 HDL SOFTWARE, LLC	SIN002802		BUSINESS LICENSE ADMIN SERVICES-	
				12269	001-130-0000-4270	17,462.57
					Total:	17,462.57
220557	10/19/2020	890594 HEALTH AND HUMAN RESOURCE	E0233977		EAP-NOV 2020	

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amour
220557	10/19/2020	890594 HEALTH AND HUMAN RESOURCE	(Continued)			
					001-106-0000-4260	243.1
					Total:	243.10
220558	10/19/2020	893702 HERRERA, R.F.	37-0010-00		WATER ACCT REFUND-508 CHATSWOF	
					070-2010	123.3
					Total :	123.3
220559	10/19/2020	102307 HI WAY SAFETY RENTALS, INC.	107523		TRAFFIC DELINEATION FOR WORK ZO	
				12266	001-311-0000-4300	1,680.8
					Total:	1,680.8
220560	10/19/2020	101511 HINDERLITER DE LLAMAS & ASSOC.	SIN003435		CONTRACTUAL SERVICES-SALES TAX	
					001-130-0000-4270	3,148.3
			SIN003779		CONTRACTUAL SERVICES-TRANS TAX	
					001-130-0000-4270	300.00
					Total :	3,448.3
220561	10/19/2020	893704 ILLESCAS, HAROLD	43-0260-07		WATER ACCT REFUND-529 ORANGE G	
					070-2010	84.69
					Total :	84.69
220562	10/19/2020	887863 IPC	38158		EVIDENCE COLLECTION SUPPLIES	
					001-222-0000-4300	855.78
					Total:	855.7
220563	10/19/2020	892682 IPS GROUP, INC.	52555		SMART METER CC TRANSACTION & M	
				12312	001-190-0000-4300	739.0
			53257		SMART METER CC TRANSACTION & M	
			53948	12312	001-190-0000-4300 SMART METER CC TRANSACTION & M	718.6
			55946	12312	001-190-0000-4300	727.3
					Total:	2,185.1
220564	10/19/2020	891777 IRRIGATION EXPRESS	15198157-00		IRRIGATION SUPPLIES FOR ALL CITY F	
		Some Management Extraction	10.00.01-00	12274	043-390-0000-4300	45.1
			15198555-00		IRRIGATION SUPPLIES FOR ALL CITY F	10.11
				12274	043-390-0000-4300	131.73

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220564	10/19/2020	891777 891777 IRRIGATION EXPRESS	(Continued)		Total :	176.89
220565	10/19/2020	893689 J. DE SIGIO CONSTRUCTION, INC	20019-1		GLENOAKS PROJ -REMOVE & REPLAC	
			20019-2	12307	070-384-0000-4260 GLENOAKS PROJ -REMOVE & REPLAC	2,024.00
			20019-2	12307	070-385-0000-4260	11.146.07
					Total :	13,170.07
220566	10/19/2020	889680 JIMENEZ LOPEZ, JUAN MANUEL	SEPT 2020		MARIACHI MASTER APPRENTICE PRO	
				12301	109-424-3693-4260	720.00
					Total :	720.00
220567	10/19/2020	892118 JOHN ROBINSON CONSULTING, INC.	SF202001-06		RESERVOIR RECONSTRUCTION-JULY	
			CE202004 07	12145	010-385-0716-4600 RESERVOIR RECONSTRUCTION	11,094.67
			SF202001-07	12145	010-385-0716-4600	11.033.75
					Total :	22,128.42
220568	10/19/2020	102387 K.R. NIDA CORPORATION	3002103		EQUIPMENT FOR CSO VEHICLE	
				12257	041-230-0000-4500	4,493.72
					041-230-0000-4500	229.37
					Total :	4,723.09
220569	10/19/2020	888138 KOPPL PIPELINE SERVICES, INC.	21503		CARBIDE HOLE SAWS	
					070-383-0000-4310 Total :	177.18 177.1 8
					iotai .	177.10
220570	10/19/2020	892996 KS STATEBANK	27		SMART METERS LEASE PAYMENT	
				12221 12221	001-190-0000-4405 001-190-0000-4428	74.40 1.525.85
				12221	Total :	1,600.25
220571	10/19/2020	893218 LAZARO, ERNESTO	SEPT 2020	12302	MARIACHI MASTER APPRENTICE PRO 109-424-3693-4260	900.00
				12002	Total :	900.00
220572	10/19/2020	893403 LLAMAS, SUZANNE	SEPT 2020		COMMISSIONER'S STIPEND	
					001-115-0000-4111	75.00

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EXHABIT9 %A252 RESO. NO. 20-102

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
220572	10/19/2020	893403	(Continued)		Total :	75.00
220573	10/19/2020	892477 LOWES	901095		PIPE SUPPLIES	
					074-320-0000-4300	69.27
			901720		TOOL STORAGE BOX 043-390-0000-4360	54.02
					043-390-0000-4360 Total :	123.29
220574	10/19/2020	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE	07.7/
					007-440-0441-4220 Total :	37.76 37.7 6
						37.70
220575	10/19/2020	892140 MICHAEL BAKER	1096872		CDBG ADMINISTRATIVE & LABOR COM	
				11886 11886	026-311-0182-4260 026-420-0329-4260	1,440.00 690.00
				11886	026-420-0329-4260	690.00
				11000	Total:	2,820.00
220576	10/19/2020	893343 MOHR, NICOLE	OCT 2020		COMMISSIONER'S STIPEND	
					001-310-0000-4111	75.00
			SEPT 2020		COMMISSIONER'S STIPEND	
					001-115-0000-4111	75.00
					Total :	150.00
220577	10/19/2020	893050 MORALES-RODRIGUEZ, CRISTAL	AUG 2020		MARIACHI MASTER APPRENTICE PRO	
			OFPT 0000	12313	109-424-3693-4260	320.00
			SEPT 2020	12313	MARIACHI MASTER APPRENTICE PRO 109-424-3693-4260	320.00
				12515	Total :	640.00
220570	40/40/2020	893454 NACHO'S ORNAMENTAL INC	INV263675		MISC ITEMS	
220578	10/19/2020	893454 NACHO'S ORNAMENTAL INC	INV263675		043-390-0000-4300	52.47
					Total :	52.47
000570	10/10/0000					
220579	10/19/2020	893705 NATIONAL SIGNAL	0033050-IN		ARROW BOARD ACTUATOR-WA0172 070-383-0000-4400	553.54
					070-383-0000-4400 Total :	553.54 553.54

vchlist		Voucher List	Page:	12
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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
220580	10/19/2020	887422 NORTHERN SAFETY CO., INC.	904145162		LATEX GLOVES-COVID-19	
					043-390-3689-4300	561.43
			904152516		MASKS-COVID-19	
					043-390-3689-4300	375.73
					Total:	937.16
220581	10/19/2020	102432 OFFICE DEPOT	123419393001		OFFICE SUPPLIES	
					001-152-0000-4300	199.95
			124494288001		OFFICE SUPPLIES	
					070-381-0000-4300	27.69
			125170144001		OFFICE SUPPLIES	
					001-222-0000-4300	122.09
			125911768001		OFFICE SUPPLIES	
					001-222-0000-4300	87.74
			125916673001		OFFICE SUPPLIES	
					001-310-0000-4300	68.47
			126762081001		HP TONERS	
					001-130-0000-4300	182.40
			127309343001		OFFICE SUPPLIES	
					001-222-0000-4300	119.41
			127966082001		OFFICE SUPPLIES	
					070-382-0000-4300	44.10
					072-360-0000-4300	44.10
			1282106951001		OFFICE SUPPLIES	
					001-130-0000-4300	5.27
					Total:	901.22
220582	10/19/2020	890095 O'REILLY AUTOMOTIVE STORES INC	4605-388415		VEHICLE SERVICE, MAINTENANCE & F	
				12252	041-1215	36.26
			4605-388429		VEHICLE SERVICE, MAINTENANCE & F	
				12252	041-320-0225-4400	16.49
			4605-388633		VEHICLE SERVICE, MAINTENANCE & F	
				12252	041-320-0225-4400	64.16
			4605-389398		VEHICLE SERVICE, MAINTENANCE & F	
				12252	041-320-0152-4400	56.72
			4605-389994		VEHICLE SERVICE, MAINTENANCE & F	.=- =-
				12252	041-320-0224-4400	178.70

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 Voucher List
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Bank code :	bank3							
Voucher	Date	Vendor		Invoice		PO #	Description/Account	Amount
220582	10/19/2020	890095	890095 O'REILLY AUTOMOTIVE STOR	RES INC	(Continued)		Total :	352.33
220583	10/19/2020	892749	PACHECO, VERONICA	REPL 209	531&212066		REPL STL DTD CKS-COMMISSIONER'S 001-2140	100.00
							Total :	100.00
220584	10/19/2020	102568	PARKHOUSE TIRE, INC.	40101613	67		INSTALL (2) NEW REAR TIRES ON 041-320-0311-4400	1,329.36
							Total :	1,329.36
220585	10/19/2020	102688	PROFESSIONAL PRINTING CENTERS	16345			PURCHASE OF PRE-PRINTED FORMS	
						12308	001-222-0000-4300 Total :	1,406.90 1,406.9 0
220586	10/19/2020	892297	PUKUU CULTURAL COMMUNITY	1			PROF SERVS AGREEMENT YOUTH RE	
				2		12135	110-422-3649-4270 PROF SERVS AGREEMENT YOUTH RE	15,073.03
				3		12135	110-422-3649-4270 PROF SERVS AGREEMENT YOUTH RE	15,614.35
						12135	110-422-3649-4270 Total :	18,763.17 49,450.5 5
220587	10/19/2020	893553	QUADIENT LEASING USA, INC	N8510498	}		QRTRLY LEASE PAYMENT & RENTA -	
							001-190-0000-4280 Total :	1,446.85 1,446.8 5
220588	10/19/2020	889602	RESPOND SYSTEMS	106290			VEHICLE MED KIT & BLACK NITRILE GI 070-381-0000-4300	351.78
							070-381-0000-4300 Total :	351.78 351.78
220589	10/19/2020	887296	ROBLEDO, OLIVIA	SEPT 202	0		COMMISSIONER'S STIPEND	
							001-115-0000-4111 Total :	75.00 75.0 0
220590	10/19/2020	889383	RUVALCABA, JAVIER	REPL 216	812		REPL STL DTD CK-STANDARD INS PRE	
							001-2140 Total :	38.50 38.5 0

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Bank code :	bank3					
/oucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
220591	10/19/2020	103057 SAN FERNANDO VALLEY SUN	10936		NOTICE INVITING BIDS-LAYNE PARK	
					001-115-0000-4230	75.00
					Total :	75.00
220592	10/19/2020	893107 SIEMENS MOBILITY INC	5610240452		ON-CALL TRAFFIC SIGNAL MAINT SER'	
				12292	001-371-0301-4300	11,383.7
					Total :	11,383.73
220593	10/19/2020	103184 SMART & FINAL	18852		EMPLOYEE BREAK ROOM SUPPLIES	
					001-222-0000-4300	41.92
			29057		MISC ITEMS	
					001-222-0000-4300	2.39
					Total :	44.3
220594	10/19/2020	103202 SOUTHERN CALIFORNIA EDISON CO.	2-02-682-7675		ELECTRIC-VARIOUS LOCATIONS	
					043-390-0000-4210	9,438.9
			2-21-082-3241		ELECTRIC-VARIOUS LOCATIONS	
					027-344-0000-4210 029-335-0000-4210	6,938.74 383.13
					029-335-0000-4210	13.991.44
					070-384-0000-4210	15,979.34
			2-42-775-4338		ELECTRIC-MACLAY/SFRD - MTR FOR N	10,575.0-
			2 12 110 1000		030-341-0000-4210	26.89
					Total :	46,758.4
220595	10/19/2020	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9776		NATURAL GAS-CNG STATION	
					074-320-0000-4402	4,256.47
					Total :	4,256.47
220596	10/19/2020	893463 STEP SAVER	CT435257		NSF CERTIFIED SALT FOR IX NITRATE	
				12294	070-384-0000-4300	3,686.86
			CT460463		NSF CERTIFIED SALT FOR IX NITRATE	
				12294	070-384-0000-4300	3,865.53
					Total :	7,552.39
220597	10/19/2020	103090 SUSAN SAXE-CLIFFORD, PH.D.	20-0922-2		PSYCH EVALUATIONS	
				12309	001-222-0000-4260	900.00

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 Voucher List
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Bank code :	bank3						
/oucher	Date	Vendor		Invoice	PO #	Description/Account	Amoun
220597	10/19/2020	103090	103090 SUSAN SAXE-CLIFFORD, PH.D.	(Continued)		Total :	900.0
220598	10/19/2020	888821	THE GOODYEAR TIRE & RUBBER CO	120846		TIRES FOR CITY FLEET	
					12255	041-1215	160.00
						Total :	160.00
220599	10/19/2020	101528	THE HOME DEPOT CRC, ACCT#603532202490	3232674		HEAT COOLING RAGS	
						043-390-0000-4300	153.77
				341885		SUPPLIES FOR PARKS	
				3512424		001-420-0000-4300	198.79
				3512424		GRAFFITI ABATEMENT SUPPLIES 001-152-0000-4300	275.08
				8340919		MAT'LS TO BOARD UP FOOTHILL HOUS	275.00
						043-390-0000-4300	825.88
						Total :	1,453.52
220600	10/19/2020	890833	THOMSON REUTERS	843064394		DETECTIVE INVESTIGATIVE SOFTWAR	
					12311	001-135-0000-4260	211.82
						Total:	211.82
220601	10/19/2020	103903	TIME WARNER CABLE	196309092320		INTERNET SERVICES 09/23-10/22	
						001-190-0000-4220	1,299.00
				283057090520		CABLE-LP 09/05-10/04	
						001-420-0000-4260	252.71
						Total:	1,551.71
220602	10/19/2020	892525	T-MOBILE	958769818		HOTSPOT & TABLET	
						001-420-0000-4220	29.40
						001-152-0000-4220	19.74
						Total:	49.14
220603	10/19/2020	893353	TOLENTINO, CLARISA	OCT 2020		COMMISSIONER'S STIPEND	
						001-310-0000-4111	75.00
						Total :	75.00
220604	10/19/2020	893504	TOWN HALL STREAMS, LLC	10958		CITY COUNCIL/COMMISSION VIDEO-SE	
					12295	001-101-3689-4300	175.00
				12043		CITY COUNCIL/COMMISSION VIDEO-O	

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amour
220604	10/19/2020	893504 TOWN HALL STREAMS, LLC	(Continued)			
				12295	001-101-3689-4300	175.0
					Total :	350.0
220605	10/19/2020	890998 TRUJILLO, RODOLFO	OCT 2020		COMMISSIONER'S STIPEND	
					001-310-0000-4111	75.0
					Total :	75.0
220606	10/19/2020	103444 ULTRA GREENS, INC	49246		GENERAL LANDSCAPE SUPPLIES AND	
				12296	001-311-0000-4300	43.8
			49298		GENERAL LANDSCAPE SUPPLIES AND	
				12296	001-311-0000-4300	43.8
			49390		GENERAL LANDSCAPE SUPPLIES AND	
				12296	001-311-0000-4300	21.9
			49449		GENERAL LANDSCAPE SUPPLIES AND	
			10510	12296	001-311-0000-4300	43.8
			49516	12296	GENERAL LANDSCAPE SUPPLIES AND 001-311-0000-4300	70.0
			49601	12290	GENERAL LANDSCAPE SUPPLIES AND	70.0
			49001	12296	001-311-0000-4300	43.8
				12230	Total :	267.1
220607	10/10/2020	103445 UNDERGROUND SERVICE ALERT	920200695		(66) USA DIGALERT TICKETS	
220001	10/13/2020	100440 ONDERGROOND CERVICE ACERT	320200033		070-381-0000-4260	118.9
			DSB20195588		CA. STATE FEE FOR REG COSTS	110.5
					070-381-0000-4260	37.5
					Total :	156.4
220608	10/19/2020	893167 UNITED MAINTENANCE SYSTEMS	14724		CONTRACTUAL SERVICES FOR JANIT(
				12256	043-390-0000-4260	17.850.0
				12256	043-390-3689-4260	7,250.0
					Total :	25,100.0
220609	10/19/2020	891825 UNITED STATES TREASURY	TAX PER: 03-31-20		AMNT DUE-TAX PERIOD ENDING-03/31	
					074-320-0000-4457	21.2
			TAX PERIOD: 09-30-19		AMNT DUE-TAX PERIOD ENDING-09/30	
					074-320-0000-4457	147.8

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Bank code :	bank3						
Voucher	Date	Vendor		Invoice	PO #	Description/Account	Amoun
220609	10/19/2020	891825	891825 UNITED STATES TREASURY	(Continued)		Total :	169.09
220610	10/19/2020	103439 U	IPS	8319544400		COURIER SERVICES	
						001-190-0000-4280	157.13
						Total :	157.13
220611	10/19/2020	893647 V	ALEO NETWORKS	13299		NETWORK INTERFACE CARDS	
						001-222-0000-4300	287.39
						Total :	287.39
220612	10/19/2020	892081 V	ERIZON BUSINESS SERVICES	71594605		MPLS PORT ACCESS & ROUTER FOR F	
						001-222-0000-4220	1,064.47
						Total :	1,064.47
220613	10/19/2020	100101 V	ERIZON WIRELESS-LA	9863612279		PD CELL PHONE PLANS	
						001-222-0000-4220	246.41
				9863623025		CITY YARD CELL PHONE PLANS	
						070-384-0000-4220	199.95
						043-390-0000-4220	21.52
						041-320-0000-4220 072-360-0000-4220	21.51 97.03
				9863633761		VARIOUS CELL PHONE PLANS	97.03
				9003033701		001-106-0000-4220	51.21
						070-384-0000-4220	47.36
						Total :	684.99
220614	10/19/2020	893703 V	VALTER, DAWN	62-0840-01		WATER ACCT REFUND-428 ALEXANDE	
						070-2010	119.00
						Total :	119.00
220615	10/19/2020	888390 V	VEST COAST ARBORISTS, INC.	1-6272		ANNUAL TREE TRIMMING CONTRACT :	
					12246	011-311-0000-4260	5,280.00
				163684		ANNUAL TREE TRIMMING CONTRACT:	
					12246	011-311-0000-4260	36,134.00
				164175-A		ANNUAL TREE TRIMMING CONTRACT :	
					12246	011-311-0000-4260	22,752.00
						Total :	64,166.00

vchlist Voucher List 18 Page: CITY OF SAN FERNANDO 10/14/2020 8:50:54AM Bank code : bank3 PO # Description/Account Date Vendor Voucher Invoice Amount 10/19/2020 891531 WILLDAN ENGINEERING PROF ENG SERVS FOR HARDING AVE 220616 00619827 12180 010-311-6677-4600 1,480.00 1,480.00 220617 10/19/2020 889491 WILLDAN FINANCIAL SERVICES 010-45242 FY 20-21 LANDSCAPING AND LIGHTING 12293 027-344-0000-4260 2,500.00 SCADA BATTERY BACK-UP PACK 220618 10/19/2020 893501 WIL-POWER BATTERY & 175375 070-384-0000-4320 Total : 18.59 420,465.60 107 Vouchers for bank code: bank3 Bank total : 107 Vouchers in this report Total vouchers : 420,465.60

Voucher Registers are not final until approved by Council.

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 Voucher List

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
220203	9/3/2020	103648 CITY OF SAN FERNANDO	PR 9-4-20		REIMB FOR PAYROLL W/E 8/28/20	
					001-1003	441,946.63
					007-1003	311.30
					008-1003	2,507.81
					017-1003	466.83
					027-1003	3,223.29
					029-1003	3,039.67
					030-1003	1,164.99
					041-1003	12,119.04
					043-1003	22,912.83
					070-1003	39,695.49
					072-1003	25,192.85
					094-1003	162.57
					110-1003	11,436.45
					Total :	564,179.75
220204	9/3/2020	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INS BENEFITS- SEPT 2020	
					001-1160	12,437.99
					Total:	12,437.99
220205	9/3/2020	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS- SEPT 2020	
					001-1160	146.85
					Total :	146.85
220206	9/3/2020	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS- SEPT 2020	
220200	0/0/2020	TOOGGO OF ALL OF WAY VIOLOTT OF THE ATT	DEMINATO		001-1160	2.513.88
					Total:	2,513.88
						2,313.00
220207	9/3/2020	887627 STANDARD INSURANCE	DEMAND		LIFE AD&D INS BENEFITS- SEPT 2020	
					001-1160	4,105.82
					Total:	4,105.82
220208	9/3/2020	102403 NOW IMAGE PRINTING	2020091		WATER ENVELOPES #9 & #10	
					070-382-0000-4300	1,153.35
					072-360-0000-4300	1,153.35

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 Voucher List
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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
220208	9/3/2020	102403 NOW IMAGE PRINTING	(Continued)		Total :	2,306.70
220210	9/9/2020	103463 U.S. POSTMASTER	090820		POSTAGE-COVID-19 NEWSLETTER	
					001-105-3689-4280	2,653.53
					Total :	2,653.53
220312	9/17/2020	103648 CITY OF SAN FERNANDO	PR 9-18-20		REIMB FOR PAYROLL W/E 9-11-20	
					029-1003	3,063.76
					030-1003	1,183,79
					041-1003	11,955.94
					043-1003	22,340.35
					070-1003	44,323.87
					072-1003	26,423.12
					094-1003	162.57
					110-1003	167.00
					001-1003	431,776.07
					007-1003	348.69
					008-1003	2,536.84
					011-1003	333.48
					017-1003	2.76
					027-1003	3,223.31
					Total :	547,841.55
220313	9/21/2020	103648 CITY OF SAN FERNANDO	SPR 9-21-20		REIMB FOR SPECIAL PAYROLL W/E 9-2	
					001-1003	10,784.85
					Total :	10,784.85
220411	9/30/2020	101376 GRAINGER, INC.	9664197606		MISC. BUILDING AND ELECTRICAL SUF	
				12261	110-225-3627-4300	1,119.92
					Total :	1,119.92
1	0 Vouchers fo	or bank code : bank3			Bank total :	1,148,090.84
1	0 Vouchers in	this report			Total vouchers :	1,148,090.84
	· FOUCHEIS II	opo			Total Voucileis .	1,170,000.04

10/19/2020

CC Meeting Agenda

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 Voucher List
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CC Meeting Agenda

SPECIAL CHECKS

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163,475.94

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 Voucher List

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Bank code : bank3

1 Vouchers in this report

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 220509
 10/5/2020
 102519 P.E.R.S.
 OCT 2020
 HEALTH INS. BENEFITS-OCT 2020

163,475.94 Total : 163,475.94

Total vouchers :

001-1160

1 Vouchers for bank code : bank3 Bank total : 163,475.94

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Bank code :	bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amoun
220511	10/6/2020	890970 WEX BANK	67268037		FUEL FOR FLEET	
					041-320-0152-4402	373.84
					041-320-0221-4402	224.10
					041-320-0224-4402	502.5
					041-320-0225-4402	3,857.4
					041-320-0228-4402	572.8
					041-320-0311-4402	489.0
					041-320-0312-4402	33.10
					041-320-0320-4402	138.83
					041-320-0346-4402	221.9
					041-320-0370-4402	913.64
				041-320-0390-4402	1,073.7	
					041-320-0420-4402	2.00
					007-313-3630-4402	97.78
					029-335-0000-4402	88.9
					070-381-0000-4402	34.22
					070-382-0000-4402	699.9
					070-383-0000-4402	803.68
					070-384-0000-4402	249.0
					072-360-0000-4402	189.73
					041-320-0222-4402	101.74
			67754416		FUEL FOR FLEET	
					070-382-0000-4402	871.4
					070-383-0000-4402	473.78
					070-384-0000-4402	278.0
					072-360-0000-4402	250.6
					041-320-0152-4402	277.20
					041-320-0221-4402	212.78
					041-320-0222-4402	210.6
					041-320-0224-4402	671.38
					041-320-0225-4402	5,302.9
					041-320-0228-4402	605.74
					041-320-0311-4402	703.10
					041-320-0312-4402	2.00
					041-320-0320-4402	181.0
					041-320-0346-4402	108.43

vchlist 10/06/2020	1:04:58PI	1	Voucher Li				Page:	2
Bank code :	bank3							
Voucher	Date	Vendor	Invoice	PO #	Description/Account			Amount
220511	10/6/2020	890970 WEX BANK	(Continued)					
					041-320-0370-4402			599.62
					041-320-0390-4402			1,117.89
					041-320-0420-4402			32.05
					007-313-3630-4402			333.64
					029-335-0000-4402			99.50
					070-381-0000-4402			71.98
						Total :	2	3,071.99
1	Vouchers fo	r bank code : bank3				Bank total :	2	3,071.99
1	Vouchers in	this report				Total vouchers :	2	3,071.99

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

By: Anthony Vairo, Police Chief

Date: October 19, 2020

Subject: Consideration to Accept the State of California Office of Traffic Safety Selective

Traffic Enforcement Program (STEP) Grant PT21053 and Adopt a Resolution

Amending Fiscal Year 2020-2021 Budget

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept of the State of California Office of Traffic Safety (OTS) Grant funds in the amount of \$33,000 to reimburse overtime and equipment for Selective Traffic Enforcement Program (STEP) Grant PT21053 (Attachment "A")
- b. Adopt Resolution No. 8032 (Attachment "B") amending the budget for Fiscal Year 2020-2021 to appropriate the grant revenues and expenses;
- c. Authorize the City Manager to execute all related documents; and
- d. Authorize the Police Chief to expend the funds as detailed in the OTS STEP Grant.

BACKGROUND:

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

POLICE DEPARTMENT

910 FIRST STREET, SAN FERNANDO, CA 91340

(818) 898-1250

WWW.SFCITY.ORG

Consideration to Accept the State of California Office of Traffic Safety Selective Traffic Enforcement Program (STEP) Grant PT21053 and Adopt a Resolution Amending Fiscal Year 2020-2021 Budget Page 2 of 2

4. In 2020, the Police Department applied, and was selected, to receive funding to administer a Selective Traffic Enforcement Grant.

ANALYSIS:

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

BUDGET IMPACT:

The OTS STEP Grant from the State of California (State) is in the form of a reimbursable grant and required the Police Department to enter into an agreement with OTS to administer the grant. The grant is in the amount \$33,000 and the proposed Budget Resolution will appropriate the full grant amount in Fiscal Year 2020-2021.

CONCLUSION:

Staff recommends that the City Council approve the acceptance of the OTS STEP Grant PT21053 in the amount of \$33,000 and approve Resolution No. 8032 amending the Fiscal Year 2020 -2021 Budget.

ATTACHMENTS:

- A. Office of Traffic Safety STEP grant PT21053
- B. Resolution No. 8032

GRANT NUMBER PT21053

State of California - Office of Traffic Safety GRANT AGREEMENT

1.	GRANT TITLE	
	Selective Traffic Enforcement Program (STEP)	
2.	NAME OF AGENCY	3. Grant Period
	San Fernando	From: 10/01/2020
4.	AGENCY UNIT TO ADMINISTER GRANT	To: 09/30/2021
	San Fernando Police Department	

5. GRANT DESCRIPTION

Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

Federal Funds Allocated Under This Agreement Shall Not Exceed: \$33,000.00

- TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:
 - Schedule A Problem Statement, Goals and Objectives and Method of Procedure
 - Schedule B Detailed Budget Estimate and Sub-Budget Estimate (if applicable)
 - Schedule B-1 Budget Narrative and Sub-Budget Narrative (if applicable)
 - Exhibit A Certifications and Assurances
 - Exhibit B* OTS Grant Program Manual
 - Exhibit C Grant Electronic Management System (GEMS) Access

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

These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.

We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

Approval Signatures A. GRANT DIRECTOR B. AUTHORIZING OFFICIAL NAME: Nichole Hanchett ADDRESS: Anthony Vairo TITLE: Lieutenant Chief of Police EMAIL: nhanchett@sfcity.org avairo@sfcity.org PHONE: (818) 898-1258 (818) 898-1235 ADDRESS: 910 First St. 910 First Street San Fernando, CA 91340 San Fernando, CA 91340 Lt. Nichole Hanchett Jul 20, 2020 Anthony Vairo Jul 27, 2020 (Signature) (Date) (Signature) (Date) C. FISCAL OFFICIAL D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY ADDRESS: Sonia Garcia ADDRESS: Barbara Rooney Senior Accountant Director barbara.rooney@ots.ca.gov sgarcia@sfcity.org (818) 898-1215 (916) 509-3030 117 MacNeil Street 2208 Kausen Drive Suite 300 San Fernando, CA 91340 Elk Grove, CA 95758 Bouton & Rooney Sonia Gomez-Garcia Jul 20, 2020 Jul 28, 2020 (Signature) (Date) (Signature) (Date)

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY

NAME: Carolyn Vu

ADDRESS: 2208 Kausen Drive, Suite 300

Elk Grove, CA 95758

9. DUNS INFORMATION

DUNS#: 868471335

REGISTERED

ADDRESS: 910 First St San Fernando, CA 91340-2993

CITY: San Fernando ZIP+4: 91340-2993

						PROJECTED	
FUND	CFDA	ITEM/APPROPI	RIATION	F.Y.	CHAPTER	STATUTE	EXPENDITURES
164 AL-21	20.608	0521-0890-	-101	2020	2020	BA/20	\$20,000.00
402PT-21	20.600	0521-0890-	-101	2020	2020	BA/20	\$13,000.00
				AGREEMENT TOTAL		\$33,000.00	
1 OF DIEN					AMOUNT ENG \$33,000		Y THIS DOCUMENT
funds for the	current budge	oersonal knowledge et year are available expenditure stated	for the perio		PRIOR AMOU		ERED FOR THIS
					\$ 0.00		
OTS ACCOUNTING OFFICER'S SIGNATURE DATE SIGNED					TOTAL AMOU	JNT ENCUMBI	ERED TO DATE
Carolyn Vu	-		Jul 27, 2020		\$33,000	.00	

GRANT NUMBER PT21053

1. PROBLEM STATEMENT

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

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

After receiving grant funding for the 2019 grant cycle, the San Fernando Police Department has significantly increased its efforts in the areas of traffic safety awareness, unsafe driving enforcement, and DUI enforcement. Without a doubt, the most significant increase in traffic and DUI enforcement is the continued diligence of the San Fernando Police Department's Traffic Enforcement Unit, (TEU). This unit consists of 6 patrol officers and a patrol sergeant, each qualified in basic collision investigation, Standardized Field Sobriety Tests, and Radar and Lidar speed enforcement. Two TEU members are also trained in Intermediate Collision Investigation and the unit supervisor is a qualified Drug Recognition Expert. Since its inception in July of 2018, the TEU has conducted regular traffic enforcement details, including Primary Collision Factor (PCF) enforcement, School Bus Safety Week awareness and enforcement, speed enforcement details with the use of 2 new Lidar devices, and OTS driven campaigns such as National Walk to School Day and National Teen Driver Safety Week. This supplemental enforcement has led to a sharp increase in the number of citations issued, vehicles impounded and offenders arrested.

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

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

2. PERFORMANCE MEASURES

A. Goals:

- 1. Reduce the number of persons killed in traffic crashes.
- 2. Reduce the number of persons injured in traffic crashes.
- 3. Reduce the number of pedestrians killed in traffic crashes.
- 4. Reduce the number of pedestrians injured in traffic crashes.
- 5. Reduce the number of bicvclists killed in traffic crashes.
- 6. Reduce the number of bicyclists injured in traffic crashes.
- 7. Reduce the number of persons killed in alcohol-involved crashes.
- 8. Reduce the number of persons injured in alcohol-involved crashes.
- 9. Reduce the number of persons killed in drug-involved crashes.
- 10. Reduce the number of persons injured in drug-involved crashes.

- 11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
- 12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
- 13. Reduce the number of motorcyclists killed in traffic crashes.
- 14. Reduce the number of motorcyclists injured in traffic crashes.
- 15. Reduce hit & run fatal crashes.
- 16. Reduce hit & run injury crashes.
- 17. Reduce nighttime (2100 0259 hours) fatal crashes.
- 18. Reduce nighttime (2100 0259 hours) injury crashes.

B. Objectives:	Target Number
 Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release. 	1
 Participate and report data (as required) in the following campaigns, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization, National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month. 	10
3. Develop (by December 31) and/or maintain a "HOT Sheet" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated HOT sheets should be distributed to patrol and traffic officers monthly.	
 Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training. 	2
 Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training. 	2
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training.	2
Send law enforcement personnel to the DRE Recertification training.	2
8. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	1
Conduct DUI Saturation Patrol operation(s).	5
 Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations. 	4
11. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	1
12. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2

3. METHOD OF PROCEDURE

A. Phase 1 - Program Preparation (1st Quarter of Grant Year)

- The department will develop operational plans to implement the "best practice" strategies outlined in the objectives section.
- All training needed to implement the program should be conducted this quarter.
- All grant related purchases needed to implement the program should be made this quarter.

- In order to develop/maintain the "Hot Sheets," research will be conducted to identify the "worst of
 the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI
 convictions. The Hot Sheets may include the driver's name, last known address, DOB,
 description, current license status, and the number of times suspended or revoked for DUI. Hot
 Sheets should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations. Media Requirements
- Issue a press release announcing the kick-off of the grant by November 15, but no earlier than October 1. If unable to meet the November 15 date, communicate reasons to your OTS Coordinator. The kick-off press releases and any related media advisories, alerts, and materials must be emailed for approval to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, 14 days prior to the issuance date of the release.

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

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

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

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

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4. METHOD OF EVALUATION

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

5. ADMINISTRATIVE SUPPORT

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

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State of California – Office of Traffic Safety GRANT AGREEMENT

Schedule B

GRANT NUMBER PT21053

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164AL-21	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$20,000.00
402PT-21	20.600	State and Community Highway Safety	\$13,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
Positions and Salaries <u>Straight Time</u>				\$0.00
Overtime				φοιοσ
DUI/DL Checkpoints	164AL-21	\$9,000.00	1	\$9,000.00
DUI Saturation Patrols	164AL-21	\$1,800.00	5	\$9,000.00
Traffic Enforcement	402PT-21	\$1,700.00	4	\$6,800.00
Pedestrian and Bicycle Enforcement	402PT-21	\$1,700.00	1	\$1,700.00
Traffic Safety Education	402PT-21	\$500.00	2	\$1,000.00
Category Sub-Total				\$27,500.00
B. TRAVEL EXPENSES				
In State Travel	402PT-21	\$3,000.00	1	\$3,000.00
				\$0.00
Category Sub-Total				\$3,000.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT		<u>'</u>		
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
PAS Device/Calibration Supplies	164AL-21	\$1,000.00	2	\$2,000.00
Educational Materials	402PT-21	\$500.00	1	\$500.00
Category Sub-Total				\$2,500.00
F. INDIRECT COSTS			-	
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL		al and a second	h.	\$33,000.00

State of California – Office of Traffic Safety GRANT AGREEMENT

Schedule B-1

GRANT NUMBER PT21053

BUDGET NARRATIVE

PERSONNEL COSTS

DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Traffic Safety Education - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the Lifesavers conference in Long Beach, CA. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

EQUIPMENT

OTHER DIRECT COSTS

PAS Device/Calibration Supplies - Preliminary alcohol screening device to detect the presence of alcohol in a person's breath and calibration supplies to ensure accuracy. Costs may include mouth pieces, gas and accessories.

Educational Materials - Costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. Additional items may be purchased if approved by OTS.

INDIRECT COSTS

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

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State of California - Office of Traffic Safety **GRANT AGREEMENT**

Exhibit A

GRANT NUMBER PT21053

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

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

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

GENERAL REQUIREMENTS

- 23 U.S.C. Chapter 4 Highway Safety Act of 1966, as amended
- 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 49 CFR Part 18- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- 23 CFR part 1300 Uniform Procedures for State Highway Safety Grant Programs

NONDISCRIMINATION

(applies to subrecipients as well as States)

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

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38:
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The State highway safety agency—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:
- "During the performance of this contract/funding agreement, the contractor/funding recipient agrees—
- a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 2l and herein;
- c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

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

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

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

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

- 1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
- 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- 3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
- 4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 5. The terms covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

- 6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- 7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
- 8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (https://www.sam.gov/).
- 9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

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

- (1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal. Instructions for Lower Tier Participant Certification

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

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

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

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BUY AMERICA ACT

(applies to subrecipients as well as States)

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

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE (applies to subrecipients as well as States)

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

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

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State of California - Office of Traffic Safety OTS-55 Grant Electronic Management System (GEMS) Access

GRANT NUMBER PT21053

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

- 1. Each agency is allowed a total of FIVE (5) GEMS Users.
- 2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
- 3. Complete the form if adding, removing or editing a GEMS user(s).

4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS

Grant Number:

PT21053

\$33,000.00

Agency Name:

San Fernando Police Department

Grant Title:

Selective Traffic Enforcement Program (STEP)

Agreement Total: Authorizing Official: Fiscal Official:

Anthony Vairo Sonia Garcia Nichole Hanchett

CURRENT GEMS USER(S)

1. Peter Aguirre

Title: Sergeant

Grant Director:

Media Contact: Yes

Phone: (818) 898-1284 Email: paguirre@sfcity.org

2. Sonia Garcia

Title: Senior Accountant

Phone: (818) 898-1215 Email: sgarcia@sfcity.org

3. Nichole Hanchett

Title: Lieutenant

Phone: (818) 898-1258

Email: nhanchett@sfcity.org

4. Sylvia Ortega

Title: Records and Systems Administrator

Phone: (818) 898-1281 Email: sortega@sfcity.org Media Contact: Yes

Media Contact: No

Media Contact: No

7/20/2020 12:48:42 PM Page 15 of 16 Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1 Add/Change Remove Access	Add as a media contact? Yes \(\bigcap \) No			
Name	Job Title			
Email address	Phone number			
GEMS User 2 Add/Change Remove Access	Add as a media contact? Yes No			
Name	Job Title			
Email address	Phone number			
GEMS User 3 Add/Change Remove Access	Add as a media contact? Yes \(\text{No } \text{No } \(\text{No }			
Name	Job Title			
Email address	Phone number			
GEMS User 4 Add/Change Remove Access	Add as a media contact? Yes \(\text{No } \text{No } \(\text{D} \)			
Name	Job Title			
Email address	Phone number			
GEMS User 5 Add/Change Remove Access	Add as a media contact? Yes \(\text{No } \text{No } \(\text{D} \)			
Name	Job Title			
Email address	Phone number			
Form completed by: Lt. Nichele Hanckett	Date: Jul 20, 2020			
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access. Lt. Nichole Hanchett				
Signature	Name			
Jul 20, 2020	Grant Director			
Date	Title			

ATTACHMENT "B"

RESOLUTION NO. 8032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2020-21 ADOPTED ON JUNE 15, 2020

WHEREAS, the City of Council has received and considered the proposed adjustment to the budget for Fiscal Year 2020-21, commencing July 1, 2020, and ending June 30, 2021; and

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

WHEREAS, an annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, a copy of which is on file in the City Clerk's Office, has been adopted on June 15, 2020.

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

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

Fund 110-225-3628-41XX:	\$ 27,500
110-225-3628-4370:	\$ 3,000
110-225-3628-4300:	\$ 2,500
Increase in Expenditures:	\$ 33,000

Fund 010-3696-3628:

Increase in Revenues: \$33,000

PASSED, APPROVED, AND ADOPTED this 19th day of October, 2020.

	Joel Fajardo, Mayor
ATTEST:	
Julia Fritz, City Clerk	_

CERTIFICATION

full, true, and correct copy of Resolution No. 8032 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held of the 19 th day of October, 2020, by the following vote of the City Council:	ed
AYES:	
NAYS:	
ABSENT:	
ABSTAINED:	
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal the City of San Fernando, California, this day of, 2020.	of

Julia Fritz, City Clerk



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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: October 19, 2020

Subject: Receive a Presentation from Metro Regarding the East San Fernando Valley Transit

Corridor Environmental Impact Statement/Environmental Impact Report and

Provide Related Direction

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive a presentation from Metro regarding the East San Fernando Valley Transit Corridor Environmental Impact Statement/Environmental Impact Report (EIS/EIR) (Attachment "A");
- b. Discuss the EIS/EIR and related responses to the City's comments submitted during the EIS/EIR review process; and
- c. Authorize the City Manager to submit comments on the final EIS/EIR, as directed.

BACKGROUND:

- On September 1, 2017, Metro issued the draft Environmental Impact Statement/ Environmental Impact Report (EIS/EIR) for the proposed East San Fernando Valley Transit Corridor Project (ESFVTC), initiating the start of a 45-day public review period. Metro extended that period and considered written comments received through October 30, 2017.
- 2. The draft EIS/EIR analyzed six alternatives: No Build Alternative; Transportation Systems Management Alternative; Curb-Running Bus Rapid Transit (BRT) Alternative; Median-Running BRT Alternative; Low-Floor Light Rail Transit (LRT) Alternative; and LRT Alternative.
- 3. Metro has held multiple community meetings at various locations in Van Nuys, Pacoima, and San Fernando. The San Fernando community meeting was held September 14, 2017 at the San Fernando Regional Pool facility.
- 4. On September 28, 2017, the San Fernando Valley Council of Governments (SFVCOG) voted to recommend that Metro proceed with Alternative 3 Low Floor Light Rail Transit (LRT).

ADMINISTRATION DEPARTMENT

117 MACNEIL STREET, SAN FERNANDO, CA 91340

(818) 898-1202

WWW.SFCITY.ORG

Receive a Presentation from Metro Regarding the East San Fernando Valley Transit Corridor Environmental Impact Statement/Environmental Impact Report and Provide Related Direction Page 2 of 4

- 5. On October 16, 2017, City Council approved a letter of support for the light rail alternatives (Attachment "A"). The Letter included comments on the project's EIS/EIR related to:
 - a. Vehicular traffic and circulation impacts;
 - b. Compatibility with and enhancement of the proposed San Fernando Corridor Specific Plan amendment;
 - c. Light rail transit stations;
 - d. Public safety and public parking; and
 - e. Economic and social justice.
- 6. On February 5, 2018, Councilmember Fajardo agendized an item to discuss revisions to the letter to address the potential use of eminent domain to acquire property adjacent to the railroad right-of-way to ensure sufficient room to accommodate the light rail tracks and two Metrolink tracks.
- 7. On February 20, 2018, the City submitted a revised letter of support (Attachment "A") that included comments on the project's EIS/EIR to reiterate the City's position on:
 - a. Acquisition of private property;
 - b. Economic and social justice considerations;
 - c. Bike path relocation; and
 - d. Consideration of the Metrolink Dual Track project as part of the EIS/EIR analysis.
 - 8. On June 28, 2018, Metro's Board of Directors chose LRT as the preferred alternative for the ESFVTC Project (Project).
 - 9. On March 31, 2020, the City submitted a third letter to Metro (Attachment "B") reiterating the City's position on:
 - a. Acquisition of private property;
 - b. Vehicular and traffic circulation impacts; and
 - c. Concerns raised in prior comments.

Receive a Presentation from Metro Regarding the East San Fernando Valley Transit Corridor Environmental Impact Statement/Environmental Impact Report and Provide Related Direction Page 3 of 4

10. On October 2, 2020, Metro issued the final EIS/EIR for the proposed Project, initiating the start of a 30-day public review period, which will close on November 2, 2020.

ANALYSIS:

Once opened, the proposed LRT Project will extend north from the Van Nuys Metro G Line (Orange) station to the Sylmar/San Fernando Metrolink Station; a total of 9.2 miles. Currently, \$1.3 billion has been identified for the project, primarily from local Measure M, Measure R and State gas tax funds. Once in place, light rail trains similar to the Metro L (Gold) and E (Expo) lines, will operate in the median of Van Nuys Boulevard for 6.7 miles to San Fernando Road. From San Fernando Road, the trains will transition onto the existing railroad right-of-way adjacent to San Fernando Road and share the remaining 2.5 miles with the Metrolink rail system to the Sylmar/San Fernando Metrolink Station.

Environmental Process.

An Environmental Impact Statement/Environmental Impact Report (EIS/EIR) is a document prepared to describe the effects for proposed activities on the environment. "Environment," in this case, is defined as the natural and physical environment and the relationship of people with that environment. State and federal environmental laws and regulations require a project developer to evaluate the effects of its actions on the environment and to consider alternative courses of action. A critical component of this evaluation is evaluating and responding to public review and comments.

Metro staff reviewed the more than 900 written and oral comments received during the Project's Public Hearings and initial 60-day public review period. During this period, the community expressed strong support for the LRT alternative. Metro's responses to the City's comments are included as Attachment "B."

During the Project's technical review, Metro staff determined that LRT better matched the Project's goals and objectives over what could be achieved with bus rapid transit (BRT). Since a three-car train set can carry up to 400 riders, the capacity of LRT far exceeds that of BRT.

The Project's Final environmental documents are available for a 30-day review period which began on October 2, 2020. Property acquisitions and utility relocations can commence once the Metro Board certifies the EIS/EIR document, which is currently scheduled for late November 2020.

Project Schedule.

Construction groundbreaking is scheduled to begin in 2022 and is expected to be completed in time for the 2028 Summer Olympic and Paralympic Games. However, due to the economic restrictions being imposed by the County of Los Angeles as part of the COVID-19 response effort,

Receive a Presentation from Metro Regarding the East San Fernando Valley Transit Corridor Environmental Impact Statement/Environmental Impact Report and Provide Related Direction Page 4 of 4

Metro is experiencing a significant loss of revenue as they are primarily funded through local sales tax measures. Consequently, a phased approach has been discussed by Metro staff that is based on funding availability.

Specifically, Phase One would include the portion of the project that extends north from the Van Nuys Metro G Line station in the median of Van Nuys Boulevard for 6.7 miles to San Fernando Road. Phase Two would include the portion of the project that is within San Fernando and that will operate in the railroad right-of-way parallel to San Fernando Road for 2.5 miles to the Sylmar/San Fernando Metrolink Station.

BUDGET IMPACT:

Regional transit options may have a positive economic impact on the City through increased commerce and increase employment options for local residents if there is affordable and reliable options to work in areas outside of San Fernando. However, the benefit may be negated by the cost of gridlocked traffic and reduction in public safety if a portion of the City is cut off due to frequent train crossings, particularly during peak hours.

CONCLUSION:

In general, the City supports the East San Fernando Valley Transit Corridor Rail Project proposed by Metro. However, the City insists that Metro include more robust analysis of traffic and pedestrian safety concerns and include mitigation measures in the environmental document. Additionally, the City continues to oppose public and private property acquisition. Lastly, if there will be a phased approach, the City insists on a written commitment from Metro that Phase Two will be constructed and that enhanced transportation options will be provided to the community during the interim period until Phase Two is operational.

ATTACHMENTS:

- A. San Fernando Comments to the EIS/EIR
- B. Letter to Metro dated March 31, 2020
- C. Metro's Responses to San Fernando's EIS/EIR Comments

ATTACHMENT "A"

SAN FERNANDO

CITY COUNCIL

October 25, 2017

MAYOR SYLVIA BALLIN

VICE MAYOR

Mr. Walter Davis, Project Manager

East San Fernando Valley Transit Corridor

Los Angeles County Metropolitan Transportation Authority

One Gateway Plaza, MS 99-22-5

ANTONIO LOPEZ

Los Angeles, CA 90012

COUNCILMEMBER
ROBERT C. GONZALES

Councilmember Joel Fajardo

Councilmember Jaime Soto SUBJECT: Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR

(SCH No. 2013021064)

Dear Mr. Davis:

The City of San Fernando ("City") appreciates this opportunity to comment on the Draft EIS/EIR for the East San Fernando Valley Transit Corridor project (Draft EIS/EIR). The City supports the East San Fernando Valley Transit Corridor Project proposed by the Los Angeles County Metropolitan Transportation Authority (Metro) to improve local public transit service along Van Nuys Boulevard and the Truman Street/San Fernando Road corridor, and regional connectivity for eastern San Fernando Valley.

This project will help improve mobility for the residents of the City by providing greater access to transit service to sub-regional and regional destinations, as well as the City becoming a destination point. However, since a segment of the proposed four alternatives will traverse the City along the NW-SE Truman Street/San Fernando Road corridor, and through the City's current San Fernando Corridor Specific Plan Amendment area. The following are the City's comments on the Draft EIS/EIR:

The City of San Fernando prefers and supports Light Rail Transit (LRT) with 14 stations and is providing our comments on the Draft EIS/EIR.

1. Vehicular Traffic and Circulation Impacts. The Draft EIS/EIR examines the level of service (LOS) of seventy three (73) intersections within the project area, of which, thirteen (13) are in the City of San Fernando. Under the LRT/Tram Alternative (Alternative 3), nine (9) of the studied intersections within the City would be at LOS E or F and have a significant impact relative to the future No-Build Alternative. The increased traffic impacts would result from increased train trips and increased cross-arm gate down time at the rail crossings, thereby increasing traffic flow delays at these "choke points."

AL5-1

OFFICE OF THE CITY COUNCIL

117 Macneil Street San Fernando California 91340

(818) 898-1201

Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064) Page 2 of 6

AL5-1 cont.

In fact, based upon discussions and meeting notes memorializing a January 11, 2017 meeting between Metro and City representatives concerning the County Grade Crossing and Corridor Safety Program, traffic circulation, pedestrian safety/access improvements, grade separations, graffiti control, and trespassing violations were prominently discussed. In particular, the City cited safety concerns at the heavily travelled Maclay Avenue and Hubbard Avenue grade crossings as well as the lighter vehicular volumes at Wolfskill/Jessie Street and Brand Avenue grade crossings. As a result of these discussions, it was agreed that after Metro identifies the locally preferred alternative for the East San Fernando Valley Transit Corridor Project, the Metro team will consider each of the suggested improvements for affected grade crossings as part of the evaluation of the East San Fernando Valley Transit Corridor Project.

AL5-2

The LRT/Tram Alternative (Alternative 3) will result in additional impacts to the area businesses during and after construction. For example, the LRT requires overhead catenary wires and careful consideration should be given to the placement of supporting poles, particularly in relation to adjacent businesses, signage, existing street trees and pedestrian travel on the sidewalks. Also the location of the LRT/Tram Alternative is within the existing public right-of-way of San Fernando Road, possibly removing a vehicular lane, and will further impact vehicular travel on the roadway.

AL5-3

Although outside the City limits, the T-intersection of SR-118 Freeway off-ramp and San Fernando Road is heavily impacted by traffic congestion during commute time periods, resulting in vehicles queued into on-coming traffic. The left-turn lanes are currently experiencing congestion, and with the proposed LRT station at Paxton Street and San Fernando Road, traffic congestion would be further exacerbated with either the LRT/Tram or LRT Alternatives.

Therefore, the City recommends:

AL5-4

- Traffic signals be synchronized and timed to minimize vehicle delays and traffic congestion at all intersections along Hubbard Street, from San Fernando Road to 4th Street in San Fernando and further north to Glenoaks Boulevard, and along the East/West thoroughfares of Truman Street and San Fernando Road, from Hubbard Street East to the proposed Paxton/San Fernando Station.
- Dual left-turn and/or right-turn lanes at key intersection approaches, especially in the San Fernando Downtown District of the Specific Plan area.

minimize potential disruptions.

MR. WALTER DAVIS, PROJECT MANAGER

Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064) Page 3 of 6

AL5-4 cont.

AL5-5

- The existing bike path within the City of San Fernando should be aligned with
 the bike path entering from the South into the City of San Fernando; the
 realigned bike path should be a continuous Class I bikeway located to the
 South of the railroad line, dedicated for pedestrian and cyclists, with ample
 opportunities for cyclists to reach nearby locations and amenities to rest and
 store their bicycles.
- Specific Plan Amendment. The City has completed its draft San Fernando Corridors Specific Plan Amendment and EIR. The City completed the EIR public review period on September 25, 2017 and anticipates initiating the Specific Plan Amendment adoption process in late November 2017. Since a segment of the East San Fernando Valley Transit Corridor project traverses the Specific Plan Amendment area, Metro should incorporate development standards and design guidelines in the development of the eventual preferred alternative. Major consideration should be given to providing business assistance programs, both technical and financial, to assist local merchants, businesses, and residents to

2. Compatibility with and Enhancement of the Proposed San Fernando Corridor

3. Light Rail Transit Stations. With the importance and projected high passenger usage of the Sylmar/San Fernando Metrolink Station, more amenities are needed at this existing station. While improvements to stations are identified in the Draft EIS/EIR to mitigate potential aesthetics/visual quality and safety/security impacts, the Sylmar/San Fernando Station needs an enclosed passenger waiting structure with seating and public restrooms conveniently located adjacent to the station platform.

AL5-6

While the Sylmar/San Fernando Metrolink Station is in the City of Los Angeles, it is located immediately adjacent to the City of San Fernando, and therefore, the station improvements should also incorporate a Public Art component and reflect the design guidelines of the San Fernando Corridor Specific Plan Amendment as should the Maclay Station. Metro should hold additional informational workshops and community outreach programs to adequately inform San Fernando residents and businesses of this major new development. San Fernando requests that Metro provide guidance and information concerning technical assistance and grant funds to complete a specific area plan around the new Maclay Station, including a feasibility analysis of constructing a 2-3 level public parking structure on the existing City Parking Lot N6, and a Pedestrian Connectivity Study to promote alternative forms of travel to and from the Sylmar/San Fernando and Maclay Stations.

Page A1-43

Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064) Page 4 of 6

Therefore, the City recommends that Metro:

- Analyze feasibility of constructing multi-level public parking structure in association with the proposed Maclay Station.
- Conduct community outreach and education program to effectuate two-way communication with the desired outcome of achieving increased understanding and mutual benefit.

AL5-6 cont.

- Incorporate design guidelines and development standards that are representative
 of San Fernando's history, culture, and supportive of the San Fernando Corridors
 Specific Plan Amendment. The design features should promote and establish a
 "sense of place" that is authentic, energetic, and colorful.
- Install Public Art at major pedestrian areas, such as stations and pedestrian access points near San Fernando's downtown area.
- Install of enhanced streetscape, pedestrian, and landscape improvements along the entire East San Fernando Valley Transit Corridor within San Fernando.
- **4. Public Safety and Public Parking.** Alternative 3 would require taking approximately twelve (12) feet of City property adjacent to the existing rail right-of-way. This would result in the need to relocate public safety storage and radio communication equipment, the loss of six (6) secure parking spaces reserved for public safety vehicles, and the loss of twenty-three (23) public parking spaces located in City Lot 6N. This represents a loss of approximately thirty percent (30%) of the available public parking in Lot 6N and thirty percent (30%) of available secure public safety parking.

AL5-7

Therefore, the City recommends that Metro:

- Replace the lost public parking and secure public safety parking by constructing a multi-level public parking structure in association with the proposed Maclay Station.
- Relocate the secure public safety storage and communications equipment to a secure area in a multi-level public parking structure.

AL5-8

5. Economic and Social Justice. The Measure M Ordinance approved by Los Angeles County voters included a provision for requiring a 3% local contribution to major rail transit capital projects. The Ordinance calculates the local contribution based on the centerline track miles within a local jurisdiction with a new station in those jurisdictions. The local contribution will be calculated by dividing 3% of the

Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064) Page 5 of 6

project's total cost, estimated after the conclusion of thirty percent (30%) of final design, by the number of new rail stations constructed on the line.

Eligible fund sources to satisfy 3% local contribution include any funds controlled by the local agency or local agencies (e.g., General Fund, State Gas Tax Subventions, Prop. A, Prop. C and Measure R and M Local Return Funds, Measure M Subregional Program Funds), or any funds awarded from non-Metro competitive grant process funding.

Although it is too early to calculate the City's required local contribution, initial estimates range from \$2.5 to \$5 million. A match of this magnitude will require the City to divert a significant amount of future transportation funding from critical services such as local transit services (i.e. Trolley and Paratransit), street maintenance, tree trimming services, street sweeping, and street resurfacing projects; all of those services are funded using State Gas Tax, Proposition A, Proposition C, Measure R and Measure M funds. To the extent the City must use those funds toward a required local match, it will necessitate cuts in the services anticipated to be funded by these aforementioned funding sources.

AL5-8 cont.

Additionally, the City of San Fernando is a disadvantaged community with the entire City designated as eligible for Community Development Block Grant funding. More affluent cities that have benefited from major rail transit capital projects in the past, including the Exposition Line through Culver City and the Gold Line through Pasadena, were not required to provide a local contribution. This raises some very serious economic and social justice concerns as San Fernando residents have paid County-wide sales taxes, including Proposition A, Proposition C, and particularly Measure R, but have not received a proportionate benefit as many of the capital projects funded through those taxes have not benefited the Northeast San Fernando Valley. In addition to another increase in sales tax resulting from Measure M that further erodes the City's residents' disposable income, our disadvantaged community is now also being asked for a significant local match.

Therefore, the City recommends:

- As a qualified disadvantaged community, grant a financial hardship waiver to eliminate or significantly reduce the 3% local match.
- If payment of funds that would otherwise be available to the City for local improvements will be required, allow flexibility for a payment schedule that amortizes the cost, interest free, over a minimum of fifty (50) years.

Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064) Page 6 of 6

AL5-8 cont.

• Reduce the financial burden by widening the parameters for projects that qualify to reduce the City's local match. For example, the City has plans to move forward with a \$3.5 million project to construct a 1.5-mile bike path along the Pacoima Wash that connects to the bike path within the Metro right-of-way (along the route of the proposed LRT). Planning and engineering work for that project is underway and construction may be complete prior to the arrival of the proposed LRT. That project fits well within Metro's first mile/last mile philosophy and the entire project cost, regardless of timing, should be applicable to the City's local match.

The City of San Fernando thanks you for the opportunity to comment on the East San Fernando Valley Transit Corridor Draft EIS/EIR and we look forward to continued involvement in this project. Should you have any questions regarding our comments, please feel free to contact Mr. Alexander P. Meyerhoff, City Manager, at (818) 898-1202 or at CityManager@sfcity.org.

Sincerely,

∛lvia Ba¶in

Mayor

Eastern San Fernando Valley Transit Corridor Project FEIS/FEIR



CITY COUNCIL

February 20, 2018

MAYOR SYLVIA BALLIN

Mr. Walter Davis, Project Manager

DILTIN DOLLAR

East San Fernando Valley Transit Corridor

VICE MAYOR
ANTONIO LOPEZ

Los Angeles County Metropolitan Transportation Authority

One Gateway Plaza, MS 99-22-5

COUNCILMEMBER
ROBERT C. GONZALES

Los Angeles, CA 90012

COUNCILMEMBER JOEL FAIARDO SUBJECT: <u>REVISED</u> Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064)

COUNCILMEMBER

Dear Mr. Davis:

On October 25, 2017, the City of San Fernando submitted comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064), which are included as Attachment "A." Subsequent to transmitting those comments, the City received additional information from local business and property owners that received notices from Metro advising them that it may be necessary to acquire their property through the eminent domain process.

AL6-1

Property located adjacent to the Metro right-of-way represents a significant economic driver for the local economy and generates approximately \$1.3 million per year in sales, property, and business tax revenues, which represents almost 7% of total General Fund revenues. Additionally, businesses in this area account for approximately 850 full and part time jobs. A significant loss of jobs concentrated in the City's primary commercial corridor can devastate the local economy through a decline in customer base and consumer spending for ancillary businesses (e.g., local material suppliers, food service establishments, retail sales outlets, etc.). The decline in demand for local support services results in additional business closures, additional job losses, further decline in demand, et cetera. This domino effect in the local economy reduces sales and business tax dollars collected by local municipalities, resulting in a reduction of service levels to the community and potentially devastating financial impact to the City.

AL6-2

OFFICE OF THE CITY COUNCIL

117 Magneti Street San Fernando California 91340 The City would also like to reiterate the comments submitted in the original letter related to economic and social justice. Potential eminent domain of private property along First Street further exacerbates these issues.

On Tuesday, December 19th, the East San Fernando Valley Transit Corridor Ad Hoc Committee (Vice Mayor Lopez and Councilmember Gonzales) met with key Metro staff, including the Project Management team and Real Estate Acquisition team, to discuss, among other issues, the negative impact of eminent domain on commercial

(818) 898-1201

REVISED Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064)
Page 2 of 3

AL6-2 cont.

and manufacturing property adjacent to the railroad right of way on First Street and Truman Ave.

AL6-3

The Ad Hoc Committee expressed the City's openness and willingness to consider removing the bike path from the railroad right-of-way and re-routing it along Truman Ave or through the San Fernando Mall pending community input and review by the full City Council. Metro staff indicated relocating the bike path would significantly reduce the amount of right of way that would be necessary for the light rail project and, consequently, reduce the need to eminent domain many of the affected properties. Metro staff agreed to further study the relocation option.

AL6-4

Metro staff also stated that the project's conceptual design assumes there will be four sets of tracks between Van Nuys and Hubbard, two for Light Rail (Metro) and a second set for the Metrolink. However, Metro has learned that Metrolink currently does not have funds for the construction of double track and as such, Metro plans to determine if the width is sufficient for three sets of tracks; thereby avoiding property acquisitions.

AL6-5

In General, the City supports the East San Fernando Valley Transit Corridor Rail Project proposed by Metro, however, the City opposes the use of eminent domain within San Fernando for this Project. The City believes the emerging demand for creative transportation solutions should not employ an eminent domain strategy that would shutter critical businesses for our City.

AL6-6

These comments serve as an addendum to the comments submitted by the City on October 25, 2017 and shall be made part thereof. All references to the City's comments on the East San Fernando Valley Transit Corridor Draft ElS/EIR (SCH No. 2013021064) shall be inclusive of this document and the correspondence dated October 25, 2017. Additionally, the City requests Metro staff forward this letter to any individual or agency that has previously been informed of the City of San Fernando's support for the project.

REVISED Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064) Page 3 of 3 $\,$

The City of San Fernando looks forward to continued involvement in this project. Should you have any questions regarding our comments, please feel free to contact Mr. Alexander P. Meyerhoff, City Manager, at (818) 898-1202 or at CityManager@sfcity.org.

Sincerely,

Sy**k/**ia Ballin(

Mayor

Enclosed:

1. Comments on the East San Fernando Valley Transit Corridor Draft EIS/EIR (SCH No. 2013021064) dated October 25, 2017.



CITY COUNCIL

March 31, 2020

Mayor Joel Fajardo

VICE MAYOR HECTOR A. PACHECO

COUNCILMEMBER
SYLVIA BALLIN

COUNCILMEMBER
ROBERT C. GONZALES

COUNCILMEMBER MARY MENDOZA

Mr. Walter Davis, Project Manager
East San Fernando Valley Transit Corridor
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza, MS 99-22-4
Los Angeles, CA 90012-2952

SUBJECT: Comments on East San Fernando Valley Transit Corridor (ESFVTC) Project

Dear Mr. Davis:

I would like to reiterate some of the areas of concerns for the community and restate the City's position in regards to the ESFVTC. The City Council continues to support the ESVTC, provided it meets the conditions outlined below and the City's prior comments are adequately addressed.

Acquisition of Private Property – The San Fernando City Council has been very adamant about our position since this issue first arose in late 2017. The private properties located adjacent to the METRO right-of-way are part of the City's industrial and commercial base and, as such, are a significant economic driver for the local economy that generate over \$1.4 million per year in sales, property, and business tax revenue. This area alone generates approximately 7% of the City's General Fund revenues. The significance of this corridor is outlined in the letter from the Mayor Ballin on February 20, 2018 (see attached).

METRO acknowledged this concern at the February 5, 2018, San Fernando City Council Meeting and provided an update at the September 4, 2019 City Council meeting. On September 4, 2019, METRO indicated understanding the City's concern regarding private property acquisition and, based upon preliminary engineering, indicated that property acquisition would be limited to public property between Brand Blvd and Maclay Ave., and that METRO would be able to avoid taking any of the Casco/C.A. Schroeder, Inc. property.

OFFICE OF THE CITY COUNCIL

117 Macneil Street San Fernando California 91340

(818) 898-1201

The City maintains its position and advocates a policy to avoid private property acquisition adjacent to the METRO ROW. The City understands that there is some discussion of partial acquisition and do not object as long as it does not affect the viability of the business.

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Mr. Walter Davis Comments on East San Fernando Valley Transit Corridor (ESFVTC) Project Page 2 of 4

The City Council is submitting this letter to ensure that METRO clearly understands our position relative to private property acquisition. As indicated in previous meetings, the City will work with METRO on the potential use of public property adjacent to the railroad right-of-way.

In the time since the September 4, 2019 presentation to the City Council, the City has continued to receive inquiries from businesses along the ROW. While it appears METRO has not changed from the last stated position regarding limited partial property acquisition along the ROW, it is the City's understanding that no new information has been conveyed to the affected property owners.

The City is requesting that METRO send a letter to businesses along this corridor updating them on the current status of design and indicating that property acquisition does not appear likely. The City also suggests that a draft schedule with a decision point as to when METRO will know whether acquisition would be required, would be helpful for these businesses.

Vehicular and Traffic Circulation Impacts – The Draft EIS/EIR examined the level of service (LOS) at seventy three intersections throughout the project corridor, and specifically thirteen intersection within the City of San Fernando. According to the analysis, Alternate 4 - Light Rail Transit (LRT), only two intersections in San Fernando would experience significant impacts; while Alternative 3 - Low-floor LRT indicates 9 intersections with significant traffic impacts. The City's initial concerns with the Traffic study were outlined in the letter to METRO dated October 25, 2017 (see attached). That letter contains three recommendations to address traffic impacts including: 1) traffic signal synchronization, 2) additional turning capacity at select intersections, and 3) realignment and construction of a Class 1 Bike Path where it enters the South end of the City through the length of the City of San Fernando.

Upon further review of the Transportation Impacts Report of the EIR/EIS, the City has identified two additional intersections that should have been studied because of their proximity to proposed stations and immediate adjacency to rail crossings. The signalized intersection located at **Maclay Avenue and 1**st **Street** is immediately adjacent to the proposed Maclay Station and the intersection located at **Hubbard Street and 1**st **Street** is immediately adjacent to the existing Hubbard Metrolink station. Both of these intersections are at existing rail crossings should have been identified as critical intersections to review as the demand created by projected traffic from these two station stops would clearly warrant some review and determination of impacts.

Mr. Walter Davis

Comments on East San Fernando Valley Transit Corridor (ESFVTC) Project

Page 3 of 4

In addition, the traffic counts utilized in the Draft EIR/EIS Transportation Impact Report are from 2010, 2011, and 2012, which makes them 8-10 years old and measured in the midst of a deep economic recession with very high unemployment and high commercial vacancy rates. Therefore, the traffic counts are not reflective of current or future traffic levels. Consequently, the City emphasizes our assertion that METRO stand by their responsibility pursuant to CEQA to study the entire corridor and ALL the impacted intersection through San Fernando using relevant and current traffic data.

The City implores METRO to work with the City to include relevant improvements for the corridor and affected grade crossings as part of the design of East San Fernando Valley Transit Corridor. These improvements include, but are not limited to, traffic signal and intersection improvements to increase capacity and vehicle throughput based on updated traffic studies, improvements to vehicle and pedestrian crossings at railroad corridor crossings, and wayfinding signage to route traffic away from these conflict points toward grade separated crossings.

In addition, the City continues to reiterate the importance of previous communicated concerns from October 25, 2017 letter including:

- Compatibility with, and enhancement of, the San Fernando Corridor Specific Plan;
- Amenities for new and existing Light Rail Transit Stations;
- Public safety and public parking concerns;
- Economic and social justice provisions.

The City of San Fernando looks forward to working with the METRO Team on the design and construction of the transit corridor in a manner that addresses the private property, traffic, and transportation concerns of the City. We appreciate the efforts of METRO to date and hope that the spirit of openness and cooperation will continue between our two organizations resulting in a project that the community, the City, and METRO can be proud to complete.

Mr. Walter Davis

Comments on East San Fernando Valley Transit Corridor (ESFVTC) Project

Page 4 of 4

Should you have any questions regarding our comments, please feel free to contact Mr. Nick Kimball, City Manager at (818) 898-1202, or via email at Nkimball@sfcity.org.

Sincerely,

Joel Fajardo, Maybr

City of San Fernando

cc: Nick Kimball, City Manager, City of San Fernando

Monica Born, Deputy Executive Officer, Program Management, METRO

Karen Swift, Manager, Community Relations, METRO

Enclosures: Letter dated October 25, 2017

Letter dated February 20, 2018

Response to AL3 – Anthony Moore, City of Los Angeles, Info Tech Agency Department

Comment # Response		Response
AL3	3-1	Metro has noted for the record and thanks the City of Los Angeles for providing detailed information regarding the city's emergency communication systems and radio sites.

Response to AL4 - Ali Poosti, City of Los Angeles, Wastewater Engineering Services Division

Comment #	Response
AL4-1	The comment that the proposed project is unrelated to sewers and does not require any hydraulic analysis is noted for the record.

Responses to AL5 – Sylvia Ballin, Mayor, City of San Fernando

Comment #	Response
AL5-1	The City's support for the project is appreciated and has been noted by Metro. An evaluation has been conducted of these at-grade crossings in conformance with Metro's Grade Crossing Safety Policy. Additional enhancements to the existing crossing operations and infrastructure will be determined during the PE phase of the project and in cooperation with the City of San Fernando, which began in late 2019. Specifically, spillback queues are expected to extend to the nearest upstream crossing. The crossings would feature traffic signal preemption, intended to clear influence zone queues, which also provides the additional benefit of preventing movements toward the grade crossing when the gates are down. As a result, the adjacent intersections would be unlikely to suffer blocking by queues. Spillback queues have the potential to become very lengthy, particularly after the consecutive arrival of two or three trains or after a longer, slower freight train traverses the crossing. Although spillback queues could impose travel delays to motorists, they would not result in a safety concerns at the crossing. Railroad grade crossing protection will be designed to prevent spillback queues from feeding influence zone queues or interfering with track clearance phases. At the Hubbard crossing, the traffic signals and crossing controls would be upgraded to address concerns of the CPUC by modifying the traffic signals at Truman Street and First Street/Frank Modugno Drive and conform to preemption needs, per CPUC and responsible agencies. To avoid bottlenecks downstream of crossings, the source of congestion can be reduced by creating lane drops upstream of the crossing. This includes closing the Maclay Avenue driveway serving the existing shopping center on the northeast corner of Truman Street and removing the curbside trolley bus stop that could impede eastbound traffic departing from the track area.



Comment #	Response				
	At the Brand crossing, a new preempted traffic signal at the intersection of Brand Boulevard and 1st Street would be installed, and upgraded traffic signals and crossing controls to address concerns of the CPUC, the three train operators, and the city would be provided.				
	At the Wolfskill and Jesse Street crossing, a new preempted traffic signal at the intersection of Brand Boulevard and First Street would be installed. Upgraded traffic signals and crossing controls at Truman Street that conform to preemption needs, per CPUC and responsible agencies, would be provided. The intersection of Jessie Street and First Street (Robert F. Kennedy Drive) would be signalized and preempted to control pedestrian activity at that intersection.				
AL5-2	Metro has identified Alternative 4 Modified: At-Grade LRT as the Locally Preferred Alternative. The LRT alignment, as it passes through the City of San Fernando, would be located within the Metro-owned railroad right-of-way, thereby avoiding the business disruption impacts noted in the City's letter that would occur under DEIS/DEIR Alternative 3. Nonetheless, Metro will continue to work with the City of San Fernando during preliminary engineering and final design, contingent upon approval of the proposed project by the Metro Board and FTA, to ensure business disruption and traffic impacts are minimized to the extent feasible and practicable.				
AL5-3	The SR-118 westbound (WB) off-ramp at San Fernando Road is projected to operate at Level of Service (LOS) A during both the a.m. and p.m. peak hours. Based on the traffic model, vehicle queuing at the off-ramp would not pass the gore point of the freeway (note: the gore point is the triangular area formed where one lane merges into another, such as a freeway on-ramp, or diverges from the freeway at an off-ramp). The longest queue length would be approximately 227 feet (EBL) during the a.m. peak hour. The distance from the intersections to the gore point is approximately 1,400 feet.				
	The SR-118 eastbound (EB) off-ramp at San Fernando Road would operate at LOS B during both the a.m. and p.m. peak hours. Based on the traffic model, vehicle queuing at the off-ramp would not pass the gore point from the freeway. The longest queue length would be approximately 351 feet (EBL) during the a.m. peak hour. The distance from the intersection to the gore is approximately 1,500 feet.				
	Traffic operations improvements such as signal coordination will be taken into consideration during the PE design phase of the project and will be prepared in coordination with the City Traffic Engineer. Also, please see Mitigation Measure MM-TRA-4 in Section 3.3.4.2 of Chapter 3 of this FEIS/FEIR.				
AL5-4	During the design phase, improvements such as dual left turn lanes and/or other roadway and intersection restriping changes will be considered as appropriate. These types of improvements will also take into account traffic operations at nearby at-grade crossings. Changes in roadway striping and intersection striping configurations will be coordinated with the City Traffic Engineer. Also, please see Mitigation Measure MM-TRA-4 in Section 3.3.4.2 of Chapter 3 of this FEIS/FEIR.				
	The segment of the existing bike path that is located north of Wolfskill Street and northeast of the existing railroad track would be relocated further to the east/northeast under the LPA. Relocation of this segment of the bike path would not result in any significant impacts on the environment. Therefore, although the City's recommendation to relocate the bike path to the south of the proposed LPA tracks to create a continuous path with the segment south of the City of San Fernando city limits is not required under CEQA, Metro will continue to explore and develop bicycle infrastructure in consultation with the City. Also, please see the response to comment AF1-3 and mitigation measures in Chapter 3 that will be implemented to address impacts on pedestrian/bike pathways including measures MM-TRA-1 through MM-TRA-3 and MM-TRA-5 through MM-TRA-7.				



Comment #	Response			
AL5-5	During the PE phase of the study, the PE consultant will take into consideration the destandards of the San Fernando Corridors Specific Plan, where applicable. Also, see Sect 4.1.3.2 of this FEIS/FEIR for a discussion of the LPA's consistency or conflicts with locause plans, including the San Fernando Corridors Specific Plan.			
AL5-6	 Metro is not planning to construct any parking infrastructure as a part of the LPA. Metro has conducted extensive community outreach in the City of San Fernando and will continue to do so during the PE and construction phases of the project. Metro will work with the City to develop station designs that reflect the City's rich cultural and historic attributes and the Specific Plan's recommendations. One half of one percent of the overall project construction costs will be set aside for the integration of site-specific public art. The aesthetic design of stations and related transit facilities will aim to promote a sense of place and minimize adverse visual effects on surrounding neighborhoods. Metro project precedents are featured here: metro.net/art. Metro has completed a First/Last Mile planning study as a part of the planning of the project. Outreach efforts, which included walk audits with members of the community, City staff, and elected officials, were conducted to obtain their input regarding the location and need for pedestrian and landscape improvements. During the PE design phase of the project, the Metro team will work with the City to develop the types of specific treatments that will be implemented during the construction phase of the project. For more information on potential improvements, please see the First/Last Mile study. 			
AL5-7	Metro is not planning to construct any new parking infrastructure as part of the proposed project. Metro, however, will continue to consult and coordinate with the City to determine ways to minimize the loss of existing parking spaces and develop replacement parking as needed.			
AL5-8	The comment is not a comment on the environmental analyses in the FEIS/FEIR but instead provides recommendations regarding the City's financial contributions to the project. The Measure M Ordinance requires a 3% local contribution toward major rail construction projects, which reflects the local benefits gained by communities with direct access to the region's expanding rail network. The total 3% local contribution will be calculated based on Metro's Life of Project (LOP) cost estimate at the completion of 30% design/engineering. Once the total 3% contribution is calculated, the distribution of responsibility across benefiting jurisdictions will be determined using a formula that accounts for both track mileage and station area within a jurisdiction's boundaries. The provisions in Measure M will allow Metro to apply this requirement equitably across all affected jurisdictions. In addition, Measure M provides flexibility in how jurisdictions meet their contribution requirements, including: locally controlled funds, in-kind contributions, and qualified first/last mile improvement projects. Metro is committed to working with the City of San Fernando, including discussing the City's proposed recommendations, to arrive at a solution that meets the near-term capital needs of the project and the City.			



Responses to AL6 – Sylvia Ballin, Mayor, City of San Fernando

Comment #	Response
AL6-1	Metro acknowledges that the Locally Preferred Alternative (Alternative 4 Modified: At-Grade LRT) could result in business displacement in the City, which would result in the loss of tax revenue to the City and create other indirect adverse socioeconomic effects (see Section 4.3.3.2 of this FEIS/FEIR). However, based on current project plans, only one business within the City, which is located at 1753 Truman Street, would be displaced by a full take (note: A full take of a vacant parcel located north of Hubbard Street in the City of San Fernando would also be required [see Table 4.2-2 in Section 4.2.3.2 of this FEIS/FEIR] That property is required to accommodate the relocated bike path and a proposed TPSS. Partial takes of property would also be required from the properties bordering the northeast side of the railroad right-of-way, from just north of Maclay Avenue to approximately 350 feet south of Brand Boulevard; however, those partial property takes are not expected to result in the displacement of any businesses (please see Section 4.2.3.2 of this FEIS/FEIR and the Advanced Conceptual Engineering Plans in Appendix HH). Nonetheless, Metro will continue to work with the City to minimize impacts.
AL6-2	Although Metro has the authority to acquire properties though eminent domain, every effort will be made to reach an agreeable settlement through voluntary negotiations. However, if agreement cannot be reached after a reasonable time, Metro will follow State of California eminent domain laws and initiate a formal condemnation process to acquire the necessary property. This process is meant to protect property owners by allowing a court to determine the fair market value of the property. It's important to note that, even after a condemnation action has been initiated, Metro may continue to negotiate with property owners in an attempt to reach agreement in lieu of continuing the condemnation action. Also, as noted in the response to comment AL6-1, based on current plans, the LPA would result in only two full takes of property (and one business) within the City of San Fernando. With regards to the City's comments in the "original letter related to economic and social
AL6-3	justice," please see comment letter AL-5, above, and the responses to the comments in that letter. Metro will continue to work with and consult the City of San Fernando and recognizes the City's openness and willingness to consider removing the bike path from the railroad right-of-way and re-routing it along Truman Avenue, pending community input and review by the full City Council, to reduce right-of-way acquisitions and provide alternative bike facility opportunities in the corridor area. Pursuant to Metro's discussions with the City and the ad-hoc committee, relocation of the bike path is being taken into account as a part of the next stage of the project's design process.
AL6-4	Metro would construct two LRT tracks in the railroad right-of-way as a part of the proposed ESFVTC Project. The existing single track along the right-of-way used by Metrolink and UPRR freight trains and the existing bike path would be shifted to the east/northeast to accommodate the two LRT tracks, which would result in partial takes of property along First Street. The Advanced Conceptual Engineering Plans in Appendix JJ depict the extent of the right-of-way impacts required to accommodate the two LRT tracks and the relocated Metrolink/UPRR track and bike path. A second track for Metrolink, which would result in a four-track alignment, is a separate project that has gone through the engineering process and is under environmental review. If that project, which is currently not funded, is approved by Metro, it's anticipated that the bike path would be relocated to the street right-of-way to avoid further right-of-way impacts on the properties along First Street. If this occurs, this would not be a significant impact as a result of the ESFVTC Project. Also, as noted in the response to comment AL6-3, above, consultation with the City of San Fernando regarding the future location of the bike path to minimize right-of-way impacts will continue.
AL6-5	Please see the response to comment AL6-2, above.



Comment #	Response
AL6-6	The City's letters dated 10/25/2017 and 2/12/2018 (comment letters AL5 and A6L [see Appendix A1]) are included in the record and hereby made available to the public, including individuals and agencies that may have been previously informed of the City's support for the project.

Responses to AL7 – Nury Martinez, City of Los Angeles $6^{\rm th}$ District Councilwoman

Comment #	Response		
AL7-1	Councilwoman Martinez's support for Alternative 4 – LRT is acknowledged for the record. Also, please note the Metro Board has identified Alternative 4 Modified: At-Grade LRT as the LPA. The LPA would be constructed entirely at grade along its 9.2-mile length. Please see the response to Master Comment MC-1 for additional information on the reasons why Alternative 4 Modified was selected by Metro as the LPA.		
AL7-2	MSF Option B has been identified as the preferred MSF site by the Metro Board of Directors. Option B would result in fewer property acquisitions (34 full acquisitions) and business displacements than the other options. With regards to nuisance impacts (e.g., air quality and noise impacts during construction and operation), MSF Option C is likely to result in the greatest impacts because of the proximity of multi-family residences immediately to the north of the Option C site, The Option A site is adjacent to single-family residences on the south side of Calvert Street and east of Cedros Avenue. The Option B site is generally surrounded by industrial and commercial uses, except at the southwest corner of the site where single-family residences are on the opposite side of Pacoima Wash from the MSF Option B site. Thus, MSF Option B, which has been selected as the LPA's MSF, is likely to result in the fewest nuisance impacts. Also, please see the response to Master Comment MC-2, which identifies the reasons for selection of MSF Option B as the preferred MSF site.		
AL7-3	Based on current plans (see Appendix HH of this FEIS/FEIR), a partial take of property would not be required from the property at 9540 Van Nuys Boulevard.		
AL7-4	Metro will implement all feasible mitigation measures to reduce or avoid the significant construction impacts of the project including traffic, air quality, and noise impacts (please see Section 3.3.4.2 of this FEIS/FEIR for the proposed traffic mitigation measure, Section 4.6.3.2 for air quality mitigation measures, and Section 4.8.3.2 for proposed noise mitigation measures). Metro and its construction management team will also continue to work and consult with Councilwoman Martinez's office and other stakeholders during PE, final design, and construction to ensure impacts, including impacts from truck haul traffic, are reduced to the extent practicable.		



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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

By: Matt Baumgardner, Director of Public Works Patsy Orozco, Civil Engineering Assistant II

Date: October 19, 2020

Subject: Update on the Glenoaks Boulevard Street Resurfacing and Highway Safety

Improvement Project

RECOMMENDATION:

It is recommended that the City Council receive and file this update report.

BACKGROUND:

- 1. On November 18, 2019, the City Council awarded a contract (Contract No. 1933) to All American Asphalt (Contractor) in the amount of \$2,399,784, authorized City Manager or his designee to execute change orders to the contract with All American Asphalt, and approved change orders not to exceed 10% (\$239,978) of contract amount.
- 2. On April 20, 2020, a Notice to Proceed was issued to the Contractor.

ANALYSIS:

The scope of work for the Glenoaks Boulevard Street Resurfacing and Highway Safety Improvement Project consists of roadway resurfacing, concrete replacements, installation of medians, and traffic signal modifications. Concrete work includes replacement of curb, gutter, sidewalk, cross gutter, spandrel, Portland Cement Concrete (PCC) median and curb access ramps. Asphalt work includes rehabilitation of Asphalt Concrete (AC) pavement, cold milling AC pavement, removal of Petromat (the paving fabric used as moisture barrier), and construction of an Asphalt Rubber Hot Mix (ARHM) street overlay. Other project work includes adjustment to grade of water valves and sewer manhole frames and covers, traffic signal modifications, signing and striping, and miscellaneous appurtenant work.

PUBLIC WORKS DEPARTMENT

REVIEW:

□ City Manager

Update on the Glenoaks Boulevard Street Resurfacing and Highway Safety Improvement Project Page 2 of 3

To date, the following items have been completed:

- Removal and construction of curb and gutter 308 linear feet
- Removal and construction of sidewalk 4,250 square feet
- Removal and construction of four-inch thick PCC Residential driveway 2,475 square feet
- Removal and construction of six-inch thick PCC Commercial driveway 3,375 square feet
- Removal and construction of cross gutter spandrel 191 square feet
- Removal and construction of curb ramps 30 each
- Construction of retaining curb 411 linear feet
- Traffic Signal modifications at:
 - Orange Grove Avenue and Glenoaks Boulevard
 - o Harding Avenue and Glenoaks Boulevard
 - Maclay Avenue and Glenoaks Boulevard
 - o Brand Boulevard and Glenoaks Boulevard
 - o Griswold Avenue and Glenoaks Boulevard
 - Arroyo Avenue and Glenoaks Boulevard

<u>Tentative schedule of the remaining construction items:</u>

- October 26, 2020 October 28, 2020: Grinding of street
- October 29, 2020 October 31, 2020: Paving of street
- November 2, 2020 November 3, 2020: Cat tracking of proposed street striping and pavement markers
- November 2, 2020 November 9, 2020: Adjust manholes and valves
- November 4, 2020 November 10, 2020: Install traffic loops
- November 16, 2020 November 25, 2020: Pour median curbs
- November 28, 2020 November 30, 2020: Stripe street and install signage
- December 1, 2020: Punch list and final inspection
- December 2, 2020: Project completion

BUDGET IMPACT:

This project is funded through a Highway Safety Improvement Project grant, Measure R, Proposition C, Water Fund, Sewer Fund, and Transportation Development Act (TDA 3).

Update on the Glenoaks Boulevard Street Resurfacing and Highway Safety Improvement Project Page 3 of 3

SOURCES			
Fund	Use	Expenditures to date	
HSIP Grant	Traffic signal improvements, traffic controllers, median islands	\$466,855	
Measure R	Pavement improvements, curbs and gutters, sidewalk repairs, curb ramps, striping, etc.	\$445,715	
Proposition C	Pavement improvements, curbs and gutters, sidewalk repairs, curb ramps, striping, etc.		
Water Fund	Pavement repairs, adjust water valves		
Sewer Fund	Pavement repairs, adjust manholes		
Transportation Development Act (TDA 3) Sidewalk repairs			
	Total:	\$912,570	

CONCLUSION:

Staff anticipates that all improvements for the project will be completed by the end of November 2020. Upon completion of the contractor's punch list and final inspections, staff will return to the City Council, with a target date of early January 2021, with a final report on the project and a request to approve a Notice of Completion.

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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: October 19, 2020

Subject: Presentation of Fiscal Year 2019–2020 Preliminary Year-end Budget Estimates and

Fiscal Year 2020-2021 Budget Review

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive a presentation from staff regarding the Fiscal Year (FY) 2019-2020 preliminary yearend Budget estimates and discuss the FY 2020-2021 Budget due to the current Coronavirus (COVID-19) pandemic; and
- b. Provide staff direction, as appropriate.

BACKGROUND:

- 1. On May 29, 2020, staff issued the FY 2020-2021 Proposed Budget to the City Council and posted it on the City's website: <u>WWW.SFCITY.ORG/Financial-Documents</u>.
- On June 1, 2020, the City Council held Budget Study Session No. 1 to receive an overview of the FY 2020-2021 Proposed Budget, review and discuss the operating budget for each Department. The presentation is available on the City's website: <u>Budget Study Session No. 1</u> <u>Presentation</u>
- 3. On June 15, 2020, the City Council Adopted Resolution No. 8011 approving the FY 2020-2021 Budget.
- 4. As of September 30, 2020, Finance staff has reconciled all bank statements and posted accruals, receivables, and journal entries related to FY 2019-2020 in preparation for the City's annual fiscal audit scheduled to begin in October 2020.

FINANCE DEPARTMENT

117 MACNEIL STREET, SAN FERNANDO, CA 91340

(818) 898-7307

WWW.SFCITY.ORG

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ANALYSIS:

The City had been experiencing stable economic conditions until March 2020 when the emergency declaration was issued for the COVID-19 pandemic. The primary COVID-19 budgetary impacts were unknown and staff asked Department Heads to prepare each departments' budget without enhancement requests and with a 10% reduction in operating expenditures from the prior year.

Staff took a conservative approach in preparing the budget forecasts and sought ways to address possible financial issues that could threaten the City's finances. Consequently, the City Council adopted a bare-bones FY 2020-2021 budget that included updated personnel costs based on current Memorandum of Understandings (MOU), a 10% reduction in department operating expenses (except for the Police Department, whose operating reduction was restored), and no enhancements. Staff also froze the purchase of any large capital purchases and sought to complete *in-progress* capital projects before allocated funding for new capital projects.

Due to the severe economic restrictions, many local retailers, restaurants, manufactures and service providers have experienced a significant loss of revenue, which in turn, reduces the City's tax base. Therefore, the FY 2020-2021 Adopted Budget projects a 9.4% reduction in revenue from FY 2019-2020. Conversely, the City has multi-year Memoranda of Understanding with all bargaining units that include salary and benefit increases for City staff. The updated personnel costs result in a 5.4% increase in expenditures from FY 2019-2020.

In an effort to temporarily reduce costs, the FY 2020-2021 Adopted Budget includes just under \$1.1 million in reductions:

- Department Operations and Maintenance cuts (\$190,000)
- One-time deferral of internal loan payments and subsidies from the General Fund loan payment to other funds (\$370,000)
- One-time reduction of General Fund reserve payments to the Self-Insurance Fund (\$500,000)

Despite these efforts, the FY 2020-2021 General Fund Budget was adopted with a deficit of more than \$800,000 with projected revenues of \$19.1 million and expenditures of \$19.9 million. Consequently, the City moved forward with offering a retirement incentive to certain employees to achieve the savings to further reduce the \$800,000 deficit. The Retirement Incentive Program has been approved and is currently open; allowing employees to take advantage of the incentive if they separate before November 20, 2020. Staff is currently going through the meet and confer process with the affected bargaining units to establish new class specifications for employees that will need to absorb additional responsibilities due to a retirement.

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During the Budget Study Session, staff committed to present the preliminary FY 2019-2020 yearend Budget results and review the FY 2020-2021 Adopted Budget with City Council in September 2020/October 2020 to consider additional adjustments (i.e., reductions or enhancements) depending on the economic outlook and impact on the City's tax base.

The following section provides preliminary year-end results for FY 2019-2020. It is important to note that the City's independent audit firm is currently on site performing audit testing and preparing the Comprehensive Annual Financial Report (CAFR). Year-end results are not final until the CAFR is issued, which is typically in late December/early January. Consequently, the preliminary results in this report are subject to change.

General Fund.

The General Fund is the chief operating fund for the City. Staff was concerned as to the impact that the pandemic would have on this fund, but as staff has completed the financial accounting for FY 2019-2020, the City's preliminary year-end estimates are in line with budget forecasts.

Revenues.

- The City ended FY 2019-2020 with an estimated \$3,616,042 General Fund reserve, which is an increase of \$1,794,879 (98.5%) from FY 2018-2019.
- The FY 2019-2020 Adjusted Budget revenues were \$20,590,582 and the estimated preliminary year-end revenues were \$21,429,770.
- The City's largest revenue sources are Sales Taxes, Property Taxes and Charges for Services.
 The table below indicates that these top three revenue sources were not highly impacted by the pandemic due to their reporting lag.

City of San Fernando				
Primary Revenue Sources				
City of San Fernando	2019	2020	2020	2021
Primary Revenue	Actual	Adopted Budget	Preliminary	Adopted Budget
Sources		Projection	Final Year-End	Projection
Sales and Other Taxes	11,114,794	10,748,000	11,136,939	9,678,000
Property Taxes	2,548,529	2,550,000	2,694,032	2,400,000
Charges for Services	2,216,700	2,331,289	2,143,990	2,284,879

Expenditures.

• The FY 2019-2020 Adjusted Budget expenditures were \$19,358,154 and the estimated preliminary year-end expenditures were \$19,962,140.

Page 4 of 5

- In FY 2019-2020, the City Council approved the purchase of a Citywide Radio System and related equipment from Motorola Solutions to replace the existing antiquated system and improve public safety. The total price for this equipment was \$2,059,134; approximately \$1.5 million is being funded from the General Fund. However, due to delays caused by COVID-19, the equipment was received on September 4, 2020. As a result, the expenditure will be booked in FY 2020-2021 and will reduce the General Fund reserve.
- Staff has also had to make additional unforeseen purchases for Personal Protection Equipment (PPE). The total COVID-19 related expenditures in FY 2019-2020 is \$173,622 in personnel and \$85,391 in operating costs.

Although the City finished FY 2019-2020 in a good financial position, COVID-19 pandemic response and related economic restrictions have persisted much longer than originally expected and will continue to affect the City's finances during the FY 2020-2021.

The impact to sales tax is due to a variety of factors such as lingering county-based health and safety decisions, business closures, unemployment and much uncertainty about economic recovery. Some industries, such as the building industry did thrive due to some consumers spending on home improvements, but other industries, like local restaurants and small businesses, will continue to struggle.

In FY 2020-2021, the City received \$311,234 in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to offset some of the response costs. However, the City has spent \$70,085 in personnel and \$42,403 in operating costs (including Personal Protective Equipment) for a total of \$112,489 in FY 2020-2021. The City expects to continue to incur COVID-19 related costs and it is unknown if additional CARES Act funding will be authorized by the federal government.

Additionally, staff will seek reimbursement from the Federal Emergency Management Agency (FEMA) for costs incurred as part of the COVID-19 response. However, through recent webinars and emails, FEMA has made it clear that they will be strict when providing reimbursement and will require a distinction between "emergency" and "essential" purchases for pandemic expenses.

BUDGET IMPACT:

As previously mentioned, the FY 2020-2021 Budget already includes a projected revenue reduction of 9.4%. Staff recommends that the City Council keep the budget "as-is" at this time without any adjustments. The current economic downturn is unlike any other that the world has experienced, which leaves uncertainty about exactly when the recovery will happen. Staff will report the final impacts for FY 2019-2020 at mid-year review and FY 2020-2021 estimates will be updated with quarterly or as-needed budget presentations during the fiscal year.

Page 5 of 5

CONCLUSION:

Due to the continued COVID-19 economic restrictions and delay in tax receipts and financial reporting, the impact on FY 2020-2021 revenues and City response costs is still unknown. Staff recommends no adjustments to the FY 2020-2021 Budget at this time. Staff will have two quarters of sales tax and property tax financial data during the annual mid-year review in February 2021 and will have better information on which to base recommended budget adjustments.

ATTACHMENT:

A. Budget Update PowerPoint Presentation

CITY OF SAN FERNANDO BUDGET UPDATE

FY 2019-2020 AND FY 2020-2021

OCTOBER 19, 2020

PRESENTED BY:

J. DIEGO IBANEZ
DIRECTOR OF FINANCE

BACKGROUND

- COVID-19 PANDEMIC MARCH 2020
- IMPACT ON FY 2019-2020 BUDGET
- FY 2020-2021 BUDGET PREPARATION
- CONTINUED IMPACT PANDEMIC GOING FORWARD INTO FY 2020-2021

IMPACT ON FY 19-20 BUDGET

- CONSERVATIVE EXPECTATIONS
- STARTED TO REVIEW EXPENSES
- FY 2020-2021 BUDGET PREPARATION
- CITY BEGAN RECORDING PERSONNEL TIME AND EXPENSES RELATED TO PANDEMIC



PRELIMINARY 2019-2020 YEAR END BUDGET ESTIMATES

- GENERAL FUND RESERVE FOR 2019-2020, \$3.6M INCREASE OF 98.5% FROM 2018-2019, \$1.8.
- ADJUSTED BUDGETED REVENUES WERE \$20.5M AND PRELIMINARY YEAR END REVENUES WERE \$21.4M FOR FY 2019-2020 BUDGET
- CITY'S LARGEST REVENUE SOURCES: SALES TAXES, PROPERTY TAXES AND CHARGES FOR SERVICES

City of San Fernando	2019	2020	2020	2021
Primary Revenue Sources	Actual	Adopted Budget Projection	Preliminary Final Year-End	Adopted Budget Projection
Sales and Other Taxes	11,114,794	10,748,000	11,136,939	9,678,000
Property Taxes	2,548,529	2,550,000	2,694,032	2,400,000
Charges for Services	2,216,700	2,331,289	2,143,990	2,284,879

FY 2020-2021 BUDGET PREPARATION

- ANTICIPATING REVENUE REDUCTION
- 10% REDUCTION IN DEPARTMENT OPERATING EXPENDITURES 2020
- Deferral of Loan Payments
- ONE-TIME REDUCTION OF PAYMENT TO SELF INSURANCE FUND
- RETIREMENT INCENTIVE FOR ELIGIBLE EMPLOYEES

MONITORING THE FY 2020-2021 BUDGET

- KEEP THE FY 2020-2021 BUDGET "AS-IS"
- CONTINUE TO MONITOR COSTS AND SUBMIT REIMBURSEMENTS REQUESTS
- NO ENHANCEMENTS RADIO EQUIPMENT PURCHASE
- KEEP COUNCIL INFORMED ON A QUARTERLY BASIS



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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

By: Julian J. Venegas, Director of Recreation and Community Services

Maribel Perez, Recreation Supervisor

Date: October 19, 2020

Subject: Consideration to Adopt a Resolution to Submit a Grant Application for Prop. 68

Per Capita Funding and Authorize the City Manager to Accept Such Funds Should

Grant be Awarded

RECOMMENDATION:

It is recommended that the City Council:

- Adopt Resolution No. 8033 (Attachment "A") authorizing the submittal of a grant application to the California Department of Parks and Recreation, Per Capita Grant to fund the Pioneer Park Playground Renovation and Outdoor Exercise Project;
- b. Authorize the City Manager to accept the grant funds, upon award of grant;
- Authorize the City Manager, or designee, to execute all grant-related documents required for receiving such grant funds pursuant to the terms and conditions of the grant; and
- d. Upon full execution of all grant-related documents, authorize the City Manager to amend the revenue and expenditure budgets to appropriate the grant funds.

BACKGROUND:

- On February 5, 2018, the City Council adopted the Parks and Recreation Master Plan (PMP)
 as an instrument for developing a comprehensive vision for the park facility improvements
 and recreational programs offered to the residents of San Fernando. The PMP identified
 multiple park improvements that needed to be addressed in order to maintain the continuity
 of recreational programs and services for the community.
- 2. On June 5, 2018, the voters of California approved Proposition 68, Parks, Environment, and Water Bond Act. The measure authorized \$4 billion in general obligation bonds for state and local parks, environmental protection and restoration projects, water infrastructure projects,

RECREATION AND COMMUNITY SERVICES DEPARTMENT 208 PARK AVENUE, SAN FERNANDO, CA 91340 (818) 898-1290 WWW.SFCITY.ORG

Consideration to Adopt a Resolution to Submit a Grant Application for Prop. 68 Per Capita Funding and Authorize the City Manager to Accept Such Funds Should Grant be Awarded Page 2 of 4

and flood protection projects. The California Department of Parks and Recreation was the agency assigned to administer a grant programs for Proposition 68.

- 3. On June 1, 2020, the California Department of Parks and Recreation released the Per Capita Program making funds available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. Grant recipients are encouraged to utilize awards to rehabilitate existing infrastructure and to address deficiencies in neighborhoods lacking access to the outdoors.
- 4. On August 14, 2020, Recreation and Community Services (RCS) staff participated in a virtual technical assistance workshop hosted by the State's grant administrators. The workshop provided information regarding the grant requirements, a project's eligibility, and the expected allocations for agencies. Based on the Per Capita Program and the urbanized city allocation rate, the City of San Fernando's maximum allocation is \$192,905.
- 5. On September 15, 2020, the Parks, Wellness and Recreation Commission (PWRC) reviewed potential renovation projects, provided feedback and recommended three capital projects that the Per Capita Grant should fund.

ANALYSIS:

The Park Master Plan (PMP) builds on previous planning efforts (City's General Plan of 1987 and Parks Action Plan of 1992) to provide an up-to-date understanding of the current and future recreational needs and opportunities within the City. A major component of the PMP is the Recreation Facility Assessment of the City's park system.

The purpose of the assessment was to determine current recreational facility needs by identifying needs that were being met and those that were unmet. The tools used to gage the community needs included telephone surveys, community workshops, sports organization questionnaires, and stakeholder interviews. Other factors used in the analysis were service area, park acreage and the demand on a recreational facility.

In addition to the PMP needs assessment report, RCS staff held a series of community meetings between February 26, 2019 and July 11, 2019, to reaffirm the community's desired needs and to include any new or omitted needs not analyzed in the report. A comprehensive list of community needs (capital projects) was developed and is referenced whenever funding becomes available.

Based on the available funding of \$192,905, only a partial list of the community's needs can be considered for the Per Capita Grant. RCS staff provided 11 potential projects for the PWRC to review and provide feedback as to which projects best met the needs of the community. The

Consideration to Adopt a Resolution to Submit a Grant Application for Prop. 68 Per Capita Funding and Authorize the City Manager to Accept Such Funds Should Grant be Awarded Page 3 of 4

recommendations for the Per Capita Grant Projects (Attachment "B") describe the projects discussed by the PWRC. The projects reviewed included:

- 1. Resurface Wood Floors Recreation Park
- 2. Replace/Upgrade Gym Ceiling and Walls Recreation Park
- 3. Repair Stage Recreation Park
- 4. Repair/Replace Roof Recreation Park
- 5. Remodel/Upgrade Kitchen Recreation Park
- 6. Remodel Rock House Recreation Park
- 7. Resurface Outdoor Basketball Courts Las Palmas Park
- 8. Outdoor Lighting Las Palmas Park
- 9. Gymnasium and Multipurpose Room (kitchenette) Las Palmas Park
- 10. Upgrade Learning Center Las Palmas Park
- 11. Renovate Playground and Add Exercise Station Pioneer Park

At their regular meeting held on September 15, 2020, the PWRC discussed the project list to determine which projects to recommend to City Council to submit for the Prop 68 Per Capita Grant. The common thread of the discussion was that any potential project should address safety issues and reduce the City's liability. Of the 11 projects reviewed, the PWRC selected three projects that dealt with the safety of park patrons and the reduction of the City's liability. The top three projects recommended by the PWRC for the Per Capita Grant are listed in order of priority and include:

- 1. The renovation of the playground and exercise station at Pioneer Park (#PP1)
- 2. The renovation of the walking path and playground lighting at Las Palmas Park (#LP2)
- 3. The repair of the Recreation Park roof (#RP2)

Upon approval from the City Council, RCS staff will prepare and submit the Prop. 68 Per Capita Grant to fund the renovation of the Pioneer Park Playground and Exercise Station Project.

BUDGET IMPACT:

Should the City be awarded the grant, staff is requesting authorization for the City Manager to appropriate revenue and expenditures equal to the grant award in the Capital Grants Fund – Recreation and Community Services Grant (Fund 010). The City may apply for a maximum amount of \$192,905, with a 20% grant match totaling \$38,581. The match may be in the form of local funds, in-house employee services and/or volunteer labor. The application will consider all three forms, with preference being in-house employee services and volunteer labor.

Consideration to Adopt a Resolution to Submit a Grant Application for Prop. 68 Per Capita Funding and Authorize the City Manager to Accept Such Funds Should Grant be Awarded Page 4 of 4

CONCLUSION:

It is recommended that the City Council adopt Resolution No. 8033 (Attachment "A") authorizing the submittal of a grant application to the California Department of Parks and Recreation, Per Capita Grant to fund the Pioneer Park Playground Renovation and Outdoor Exercise Equipment Project. It is also recommended that the City Council authorize the City Manager to accept the grant funds upon award of the grant, and authorize the City Manager or designee, to execute all grant-related documents required for receiving such grant funds, pursuant to the terms and conditions of the grant, and upon full execution of all grant-related documents, authorize the City Manager to amend the revenue and expenditure budgets to appropriate the grant funds.

ATTACHMENTS:

- A. Resolution No. 8033
- B. Recommendations for the Per Capita Grant Projects

ATTACHMENT "A"

RESOLUTION NO. 8033

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING APPLICATION(S) FOR THE PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

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

- **SECTION 1:** Approves the filing of project application(s) for Per Capita program grant project(s); and
- **SECTION 2:** Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
- **SECTION 3:** Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
- **SECTION 4:** Certifies that all projects proposed will be consistent with the park and recreation element of the City of San Fernando's general or recreation plan (PRC §80063(a)), and
- **SECTION 5:** Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
- **SECTION 6:** Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
- **SECTION 7:** (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the City of San Fernando will consider a range of actions that include, but are not limited to, the following:

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RES. NO. 8033

- (A) Conducting active outreach to diverse populations, particularly minority, low income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
- (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
- (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
- (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
- (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
- (F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youthserving organizations, urban areas, and programs.
- (G) Identifying possible staff liaisons to diverse populations.
- **SECTION 8:** Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
- **SECTION 9:** Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
- **SECTION 10:** Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
- **SECTION 11:** Delegates the authority to the City Manager, or designee (Director of Recreation and Community Services) to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
- **SECTION 12:** Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

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PASSED.	APPROVED	, AND ADOPT	FED this 19 th	day of	October 2020
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ATTEST:	Joel Fajardo, Mayor
Julia Fritz, City Clerk	

RES. NO. 8033

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. 8033 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 19 TH day of October 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

Recreation and Community Services Recommendations for the Per Capita Grant Projects Budget: \$192,905

RECREATION PARK

Project #RP1: Gymnasium

1.1. Resurface Wood Floors

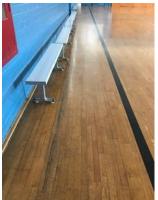
It is recommended that wooden floors be resurfaced every 7-10 years with proper maintenance in between to preserve the life of the floor. Resurfacing requires sanding the floor down to the raw wood, removing all game lines and repairing/replacing damaged subfloor prior to refinishing and setting. New logo can be inserted center court or current logo can be preserved. Purchase new floor cover and roller mechanism to house in the stage storage bay.

Cost: Average cost is between \$2.00 and \$3.00 per square foot

Cost Factors: gym size (56,000 Sq.Ft.), condition of existing floor (amount of built-up finish to be removed), repairs, design and graphics (game lines, lettering, logos, border, keys, etc.), geographical location, union or prevailing wage vs private project, products used (oil based vs water based polyurethane and brand).







RP Gym

Damages floor

Damaged flooring

1.2. Replace/Upgrade Gym Ceiling and Walls

Replace and/or upgrade tile ceiling throughout the gym. Clean and touch up steel beams, walls and repair window panels. Upgrades to the ceiling would require roof repairs, see **RP2**.







Gym Ceiling

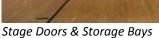


Gym Ceiling with missing & falling tiles

1.3. Repair Stage

Repair existing stage by upgrading doors, replacing stage curtains or remove all curtain tracks. Resurface stage floor and replace storage bay carts with light-weight carts that won't damage gym floor.







Curtain Rails above Stage

Project #RP2: Roof

Repair/Replace Roof

Repair/replace the roof of the entire building or at least the roof over the main problem areas: Gym, Club Rooms, Gym Closet, Sport's Office, Front Office. Every year the facility sees extensive leaks throughout damaging program supplies, equipment, infrastructure and creating hazardous working conditions. The temporary patchwork can become costly, as it does not offer a permanent solution to the issue.



Club Room Water Damage



Water Damage- Club Room



Water Damage-Sports Office

Project #RP3: Kitchen

Remodel/Upgrade Kitchen

Upgrade existing kitchen to a commercial grade cooking kitchen, that can be used for events, classes and rentals. Project would include completely gutting the existing kitchen; removing all appliances, counters, cabinets, sinks and proper cleaning/fumigation. Upgrade plumbing to ensure all sinks are functioning, fresh paint, new cabinets for storage, new appliances and multipurpose counter tops. Repair roll-up window leading to Club Rooms.















Utility Room



Kitchen Cabinets

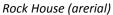
Kitchen Ceiling water damage

Rollaway Window

Project #RP4: Rock House

Remodel Rock House into a functional workspace for community classes, programs and meeting space. Potentially add a permanent outdoor performance stage adjacent to Rock House, this would allow use of Rock House as staging or dressing rooms for future outdoor events. Provide an independent power source for performances and add a gender-neutral restroom. Consider creative storage ideas under the stage to maximize space in the Rock House.







Rock House Area



Rock House

LAS PALMAS PARK

Project #LP1: Outdoor Basketball Court

Resurface outdoor basketball courts, replace backboards and install heavy-duty rims with long lasting, weather resistant basket nets and install durable bleachers/spectator seating. Convert half of the court into Pickleball courts with all appropriate equipment.





Outdoor Basketball Court (aerial)

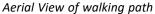
Basketball Courts Ground Level

Project #LP2: Outdoor Lighting

Upgrade lighting along the walking path in the back park area with stand-alone solar lights. Add informative markers on path notifying people of distance or laps to complete miles.

Upgrade lighting along Playground area for security measures.







Aerial view of playground

Project #LP3: Gymnasium & Multipurpose Room (kitchenette)

Upgrade gym floor to durable, heavy-duty multipurpose flooring suitable for sport and leisure use. Restripe to include game lines for basketball and pickle ball. Replace motor on retractable backboard unit or full unit.

Remodel MPR/Kitchenette, replace sink and fixtures and install a heavy-duty refrigerator/freezer unit.







LP Gym

LP Gym Ceiling

LP Retractable Backboard





LP Multipurpose/Kitchenette

MPR Sink Area

Project #LP4: Learning Center

Upgrade Learning Center into a state of the art multi-media, multipurpose space for community meetings, programs and classes. Remove carpet and install durable flooring, remove counters, repair water damage and replace ceiling panels, new window covering. Install a wet bar for meeting purposes (small sink, cabinets for storage, coffee machine, mini fridge, etc).









LP Learning Center

Learning Center Counters





Water Damage & Window

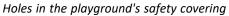
PIONEER PARK

Project #PP1: Playground & Exercise Station

Upgrade playground; remove all existing equipment and flooring. Replace with high durable flooring and new play equipment that will include ADA accessibility and play features that engage mobility challenged children.

Install dedicated outdoor exercise equipment with proper signage (informative and educational).







Cracks throughout surface Broken play feature















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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: October 19, 2020

Subject: Consideration to Approve a Side Letter of Agreement with the San Fernando Public

Employees Association and San Fernando Management Group to Resolve Impacts

of the Retirement Incentive Benefit and Adopt Related Resolutions

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the proposed Side Letter of Agreement (Attachment "A" Contract No. 1969) between the City of San Fernando and the San Fernando Public Employees Association (SFPEA) implementing changes to existing job classifications, adopting new job classifications, and adjusting the salary plan related to position duties and responsibilities directly impacted by the Retirement Incentive Program;
- b. Approve the proposed Side Letter of Agreement (Attachment "B" Contract No. 1970) between the City of San Fernando and the San Fernando Management Group (SFMG) implementing changes to existing job classifications, adopting new job classifications, and adjusting the salary plan related to position duties and responsibilities directly impacted by the Retirement Incentive Program;
- c. Adopt Resolution No. 8035 (Attachment "C") approving new classification specifications for positions represented by SFPEA and SFMG;
- d. Adopt Resolution No. 8036 (Attachment "D") amending the Fiscal Year (FY) 2020-2021 Salary Plan to include the appropriate salary range for each new classification specification represented by SFPEA and SFMG;
- e. Adopt Resolution No. 8037 (Attachment "E") amending the Table of Organization for FY 2020-2021 to reflect the changes identified in the Side Letter of Agreements; and
- f. Authorize the City Manager to make non-substantive corrections and execute the Side Letter of Agreements and all related documents.

ADMINISTRATION DEPARTMENT

Consideration to Approve a Side Letter of Agreement with the San Fernando Public Employees Association and San Fernando Management Group to Resolve Impacts of the Retirement Incentive Benefit and Adopt Related Resolutions

Page 2 of 4

BACKGROUND:

- 1. On April 20, 2020, the City Council received a presentation from staff regarding the Fiscal Year (FY) 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. The City Council approved an Ad Hoc Committee (Fajardo, Pacheco) to work with staff to identify solutions to address the shortfall.
- 2. On June 1, 2020, despite including a 10% reduction in Department operating costs and deferral of internal transfers and internal debt payments, the FY 2020-2021 Proposed Budget included a General Fund budget deficit of approximately \$800,000 due to loss of revenue from COVID-19 economic impacts.
- 3. 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 the 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.
- 4. 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.
- 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.
- 6. On August 17, 2020, the City Council approved a Letter of Agreement (Contract No. 1962 Attachment "F") with SFPEA agreeing to terms and conditions related to the Retirement Incentive Program and agreeing to meet and confer to resolve the impacts of the Program.

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

Consideration to Approve a Side Letter of Agreement with the San Fernando Public Employees Association and San Fernando Management Group to Resolve Impacts of the Retirement Incentive Benefit and Adopt Related Resolutions

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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. In order to maintain a similar level of service once the positions are vacated, certain employees will need to perform additional duties and responsibilities that are currently outside of their existing job classification.

Pursuant to the current MOUs, the City has met and conferred with SFPEA and SFMG to resolve the impacts of the Retirement Incentive Program on existing job classifications. The proposed Side Letters provide reclassification plans to ensure that critical duties and responsibilities continue to be performed while equitably compensating impacted employees for the additional duties and responsibilities.

The Side Letters identify eight (8) positions in SFPEA and one (1) position in SFMG that will be permanently unfilled; with eight (8) new job classifications in SFPEA and one (1) new job classification in SFMG to perform duties and responsibilities not currently in their job classification.

It is proposed that all impacted employees being reclassified will be placed at the step in their position's new salary range that is at least five-percent (5%) more than their current salary. The reclassification will be effective on the business day after the employee participating in the Retirement Incentive Program separates from the City.

BUDGET IMPACT:

The total annual General Fund salary and benefit savings for the nine (9) SFPEA/SFMG positions that are being permanently unfilled as a result of the Retirement Incentive Program is \$1,016,621. The additional annual salary cost for the ten (10) SFPEA/SFMG positions that are being reclassified/established is \$114,460. The estimated annual net savings is \$902,161.

CONCLUSION:

Staff recommends that the City Council approve the proposed Side Letter of Agreements with SFPEA/SFMG and adopt all related resolutions to implement changes to existing job classifications, adopt new job classifications, and adjust the salary plan related to position duties and responsibilities directly impacted by the Retirement Incentive Program.

Consideration to Approve a Side Letter of Agreement with the San Fernando Public Employees Association and San Fernando Management Group to Resolve Impacts of the Retirement Incentive Benefit and Adopt Related Resolutions

Page 4 of 4

ATTACHMENTS:

- A. Contract No. 1969 with Exhibits "1" through "8"
- B. Contract No. 1970 with Exhibit "1"
- C. Resolution No. 8035 with Exhibits "A" through "I"
- D. Resolution No. 8036 Salary Plan
- E. Resolution No. 8037 Table of Organization
- F. Contract No. 1962

ATTACHMENT "A" CONTRACT NO. 1969

SIDE LETTER OF AGREEMENT

BETWEEN

CITY OF SAN FERNANDO

AND

SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721

This Side Letter of Agreement ("Agreement") between the City of San Fernando ("City") and the San Fernando Public Employees Association / Service Employees International Union, Local 721 ("SFPEA/SEIU Local 721") (collectively "Parties") is entered into with respect to the following:

WHEREAS, the City and SFPEA/SEIU Local 721 negotiated a Memorandum of Understanding ("MOU") for the period of July 1, 2017 through June 30, 2022; and

WHEREAS, 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;

WHEREAS, after making various budget cuts to non-personnel expenses and drawing down reserves, the City still faced an \$800,000 budget gap; and

WHEREAS, the City reached out to its various employee organizations to discuss the City's financial situation and the City's interest in alternative solutions to furloughs/layoffs; and

WHEREAS, SFPEA/SEIU Local 721 partnered with the City in reaching a solution; and

WHEREAS, the Parties agreed that, in lieu of furloughs/layoffs and/or more drastic measures, the City would offer a Retirement Incentive to eligible employees; and

WHEREAS, the parties further agreed that the Retirement Incentive Program might impact operations necessitating the Parties Meet and Confer in an attempt to resolve possible service impacts; and

WHEREAS, the success of the Retirement Incentive Program resulted in identified service impacts.

NOW THEREFORE, the parties, having had the opportunity to meet and confer, agree as follows:

- 1. Effective upon the retirement of Treasury Manager, Margarita Solis:
 - a. The Treasury Manager position shall be permanently unfilled;
 - b. The Office Clerk position currently held by Luz Cruz shall be:

- Reclassified to Treasurer Assistant with the accompanying duties as set forth in the attached Treasurer Assistant Class Specification (see Exhibit 1 attached); and
- ii. Compensated at Salary Range 65G and at a step which represents an increase of at least 5% from current step in prior Salary Range 64G; and
- iii. Represented by SFPEA/SEIU Local 721.
- Effective upon the retirement of Building and Safety Supervisor, Francisco Villalva:
 - a. The Building and Safety Supervisor position shall be permanently unfilled.
 - b. The Community Development Secretary position currently held by Michelle DeSantiago shall be:
 - Reclassified to Community Development Technician with the accompanying duties as set forth in the attached Community Development Technician Class Specification (see Exhibit 2 attached); and
 - ii. Compensated at Salary Range 80G and at a step which represents an increase of at least 5% from current step in prior Salary Range 76G; and
 - iii. Represented by SFPEA/SEIU Local 721.
 - c. The Community Preservation Officer Classification shall be reclassified to Community Preservation/Building Inspector with the accompanying duties as set forth in the Community Preservation/Building Inspector Class Specification; and
 - i. Employees eligible to receive an additional 10% special assignment provided:
 - 1. The employee has obtained certification as a Certified Building Inspector, and
 - 2. The Director of Community Development has appointed and assigned the employee to perform building inspection duties.
 - ii. The assignment of building inspection duties as set forth in paragraph 2(c) above, shall be on an at-will basis (i.e., Community Preservation/Building Inspectors shall have no property interest in the continued assignment of such duties and/or appointment to perform such duties).

- d. The parties will discuss reinstating a position to conduct inspection services upon expiration of the existing MOU.
- 3. Effective upon the retirement of Cultural Arts Supervisor, Virginia Diediker:
 - a. The Cultural Arts Supervisor position shall be permanently unfilled.
 - b. The Program Specialist position currently held by Marisol Diaz shall be:
 - Reclassified to Recreation and Community Services Coordinator with the accompanying duties as set forth in the attached Recreation and Community Services Coordinator Class Specification (see Exhibit 3 attached); and
 - ii. Compensated at Salary Range 75G and at a step which represents an increase of at least 5% from current step in prior Salary Range 69G; and
 - iii. Represented by SFPEA/SEIU Local 721.
 - c. The Office Specialist position currently held by Maria Calleros shall be:
 - Reclassified to Executive Assistant with the accompanying duties as set forth in the attached Executive Assistant Class Specification (see Exhibit 4 attached); and
 - ii. Compensated at Salary Range 78G and at a step which represents an increase of at least 5% from current step in prior Salary Range 71G; and
 - iii. Represented by SFPEA/SEIU Local 721.
 - d. The Office Specialist position currently held by Linda Moreno shall be:
 - Reclassified to Administrative Assistant with the accompanying duties as set forth in the attached Administrative Assistant Class Specification (see Exhibit 5 attached); and
 - ii. Compensated at Salary Range 74G and at a step which represents an increase of at least 5% from current step in prior Salary Range 71G; and
 - iii. Represented by SFPEA/SEIU Local 721.
- 4. Effective upon the retirement of Public Works Supervisor II, Dale A. Warren and/or Danny Garcia:
 - a. One Public Works Supervisor II position shall be permanently unfilled.

- The City shall establish the Public Works Operations Manager classification with the accompanying duties as set forth in the Public Works Operations Manager Class Specification, and which shall be
 - i. Represented by SFMG/SEIU Local 721; and
 - ii. Compensated at Salary Range 68M.
- 5. Effective upon the retirement of Equipment and Materials Supervisor, Francisco Avila:
 - a. The Equipment and Materials Supervisor position shall be permanently unfilled.
 - b. The Mechanical Helper position currently held by James Dean shall be:
 - Reclassified to City Mechanic with the accompanying duties as set forth in the attached City Mechanic Class Specification (see Exhibit 6 attached); and
 - ii. Compensated at Salary Range 79G and at a step which represents an increase of at least 5% from current step in prior Salary Range 67G; and
 - iii. Represented by SFPEA/SEIU Local 721.
- 6. Effective upon the retirement of Electrical Supervisor, Michael Walker:
 - a. The Electrical Supervisor position shall be permanently unfilled.
 - b. The Electrical Helper position that is currently vacant shall be:
 - Reclassified to City Electrician with the accompanying duties as set forth in the attached City Electrician Class Specification (see Exhibit 7 attached); and
 - ii. Compensated at Salary Range 79G and at a step which represents an increase of at least 5% from current step in prior Salary Range 70G; and
 - iii. Represented by SFPEA/SEIU Local 721.
- 7. Effective upon the retirement of Public Works Administrative Coordinator, Lauren Guerra
 - a. The Public Works Administrative Coordinator position shall be permanently unfilled.
 - b. The Public Works Office Specialist (Field Operations) position currently held by Angela Otremba shall be:

- Reclassified to Public Works Technician with the accompanying duties as set forth in the attached Public Works Technician Class Specification (see Exhibit 8 attached); and
- ii. Compensated at Salary Range 80G and at a step which represents an increase of at least 5% from current step in prior Salary Range 76G; and
- iii. Represented by SFPEA/SEIU Local 721.
- c. The Office Specialist (Admin/Engrg) position currently held by Maria Padilla shall be:
 - Reclassified to Executive Assistant with the accompanying duties as set forth in the attached Executive Assistant Class Specification (see Exhibit 4 attached); and
 - ii. Compensated at Salary Range 78G and at a step which represents an increase of at least 5% from current step in prior Salary Range 71G; and
 - iii. Represented by SFPEA/SEIU Local 721.
- 8. Effective upon the retirement of Public Works Maintenance Worker, Frank Villalpando, Miguel Flores, and/or Marcos Llamas-Rivera:
 - a. One Public Works Maintenance Worker position shall be permanently unfilled.
 - b. The City shall commence recruitment for no more than two vacant positions.
- 9. Effective upon the retirement of Senior Maintenance Worker, Steven Watts and/or Octavio Senda:
 - a. One Senior Maintenance Worker position shall be permanently unfilled.
 - b. The City shall commence recruitment for no more than one vacant position.
- 10. SFPEA/SEIU Local 721 agrees that because the Building and Safety Supervisor position shall be permanently unfilled upon the incumbent's retirement, some of that position's duties are being transferred out of the bargaining unit and will be performed by the Community Preservation/Building Classification represented by the San Fernando Police Civilian Employees Association.
- 11. SFPEA/SEIU Local 721 agrees that because one Public Works Field Supervisor II shall be permanently unfilled upon one of the incumbent's retirement, some of that position's duties are being transferred out of the

bargaining unit, and will be performed by the Public Works Operations Manager Classification represented by the San Fernando Management Group/SEIU Local 721.

SIGNATURE PAGE TO FOLLOW

FOR CITY OF SAN FERNANDO:		FOR SFPEA/SEIU LOCAL 721:	
Nick Kimball City Manager	Date	Frank Villalpando Chapter President, SFPEA/SEIU	Date Local 721
Timothy Hou Deputy City Manager	Date	Richard De La Pena SFPEA/SEIU Local 721	Date
Michael E. Okafor Personnel Manager	Date	Manuel Fabian SFPEA/SEIU Local 721	Date
		Maria Calleros SFPEA/SEIU Local 721	Date
		Sandra Soto SFPEA/SEIU Local 721	Date
		Ruben Quintana SFPEA/SEIU Local 721	Date
APPROVED AS TO FORM:			
Adrianna E. Guzman Liebert Cassidy Whitmore	Date	Charles Leone Negotiator, SEIU Local 721	Date

10/19/2020 CC Meeting Agenda

EXMMBIT 1942 CONTRACT NO. 1969 dra



Treasurer Assistant

GENERAL PURPOSE

Under general supervision, performs a variety of accounting support and cashiering functions to assist the Director of Finance in the administration of the City's investment portfolios; performs a variety of administrative activities associated with cash management and investment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Treasurer Assistant performs journey-level paraprofessional functions in the financial and support of City treasury initiatives. Duties and responsibilities are carried out with considerable independence within a framework of established policies and procedures.

This position reports directly to the Director of Finance and takes administrative direction from the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Performs accounting support and cashiering duties; receives, verifies and posts customer utility, parking citation, building permit and other miscellaneous fees and payments; in-person, over-the-phone and mail-in cashiering and related accounting support and administrative duties required to process payments and make deposits.
- 2. Administers ongoing relationships with the City's banking institutions; works with banks to resolve transaction errors and problems and ensure accurate cash balancing.
- 3. Assists in administering the City's investment portfolios; using investment administration software, reviews and verifies information for and maintains and updates investment and portfolio records; assists in monitoring market and economic conditions; assists with generating monthly treasury and portfolio reports and developing monthly and annual investment and cash reports.
- 4. Assists in the preparation of a variety of financial forecasts, investment and financial reports and presentation materials regarding areas of assigned responsibility.
- 5. Performs a variety of clerical work including typing, data entry, filing and recording of information.
- 6. Operates office machines, including computers, typewriters, fax machines, 10 key adding machines and duplicating machines.
- 7. Assists at the public counter, answers telephones, and assists visitors and callers by providing a variety of information where judgment, knowledge, and interpretation of policies and procedures may be necessary.

Treasurer Assistant Page 1

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Basic principles, practices and terminology associated with operations of financial and investment markets.
- 2. Basic principles and practices used in evaluating investment vehicles and making investment decisions.
- 3. City ordinances, codes, procedures and practices regarding the City's investment policy governing the investment and management of public funds.
- 4. Laws and regulations relating to the financial administration of public agencies
- 5. Operations of the City's various financial and customer billing systems.
- 6. Principles and practices of effective customer service and customer-oriented telephone etiquette.
- 7. Bookkeeping and elementary accounting practices and procedures.
- 8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 9. Safety policies and safe work practices applicable to the work.
- 10. Records management, recordkeeping, filing and basic purchasing practices and procedures.
- 11. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Perform routine cash management analyses to forecast funds available for investment and cash disbursement needs for City and department programs and functions.
- 2. Perform routine mathematical calculations and analyses and prepare clear, concise and comprehensive financial and treasury statements, reports and written materials.
- 3. Represent the City effectively in dealings with banking and investment professionals and elected officials.
- 4. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- 5. Reach sound decisions in accordance with City policies and procedures.
- 6. Communicate effectively, both orally and in writing.
- 7. Understand and follow written and oral instructions.
- 8. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and at least three years of progressively responsible experience in treasury operations and administrative support of investment programs; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Treasurer Assistant Page 2

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment involving a public counter where the noise level is usually quiet.

Treasurer Assistant Page 3

CC Meeting Agenda

10/19/2020

EXHIBIT 1926 144 of 252 CONTRACT NO. 1969



Community Development Technician

Adopted by Res. No.	
Effective:	
FLSA Designation:	Non-exempt

GENERAL PURPOSE

Under general supervision, provides customer assistance and service over the phone and at the Community Development permit counter; reviews permit applications and supporting documents for proper form, sufficiency of information, and compliance with City requirements and regulations; issues permits as authorized; receives, logs and distributes building plans for plan checking; performs a wide variety of routine to difficult and responsible clerical and technical administrative support functions in support of the department head; performs paraprofessional analysis and fund monitoring of department budgets and expenditures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Community Development Technician performs technical and administrative duties in support of the Community Development department. Incumbents provide advanced journey-level administrative support to the department as well as work at a public counter providing customer support, issuing construction permits including building, electrical, plumbing and mechanical permits. Incumbents must provide accurate information and use judgment interpreting and applying routine codes, department policies, regulations and precedents to specific cases or problems.

This position reports directly to the Director of Community Development. Community Development Technician is distinguished from Executive Assistant in that an incumbent in the former class requires knowledge specific to building and safety and permit processing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Receives and reviews permit applications, plans and associated documents from customers at the Community Development counter; assesses scope of project and relevant permit requirements; provides information to customers regarding necessary permits and general code compliance of proposed projects and permit process updates; answers a variety of routine to moderately complex questions in person and over the phone; calculates and verifies fees; issues permits as authorized.
- 2. Routes plans and blueprints to various departments for review; tracks and monitors plan review processes for timeliness; finalizes plan review for permit issuance; enters data and plans into a variety of tracking systems and ensures the physical location of plans and blueprints are tracked; orders and delivers plans as requested by City personnel.
- 3. Organizes, maintains and updates confidential, specialized and technical files, documents and records; creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of responsibility; serves as administrator for land management database software; designs, develops and maintains spreadsheets requiring data

interpretation and manipulation; acts as a liaison in coordinating department matters with the City Manager, other department heads, staff and the public; provides administrative support to the department head including maintaining calendars, preparing and distributing agendas for meetings and tracking action items; researches and provides documentation in response to Public Records Act requests.

- 4. Drafts agreements and a variety of other supporting documents; monitors contract performance and expenditures; audits reports and invoices submitted by contractors to ensure accuracy and compliance with contract terms; calculates progress payments and prepares reports for accounts payable.
- 5. Monitors budget usage and fund percentages and may assist with budget projections; maintains separate budget and expense tracking programs based on funding source; oversees department purchasing functions including preparation and/or review of requisitions, purchase orders and associated bid packages and accounts payable processing; performs timekeeping and payroll processing.
- 6. Attends and serves as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Methods, practices and techniques of permit processing.
- 2. International Fire Code, International Building Code and pertinent federal, state and local laws, codes and regulations at a level necessary to perform assigned duties.
- 3. City ordinances, codes, procedures and practices regarding housing and building construction, rehabilitation, alteration, use and occupancy and zoning.
- 4. Office administration and management practices and procedures.
- 5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 6. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 7. Basic research methods and data analysis techniques.
- 8. The City's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
- 9. City procedures and practices regarding the release of public information, public notification and recordkeeping; provisions of the Brown Act.
- 10. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, ordinances, resolutions, agreements, presentations and other written materials from brief instructions.
- 2. Work consultatively within the department and with other City staff.

- 3. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
- Learn and apply policies, practices and methods applicable to assigned administrative programs or functions.
- 5. Maintain confidential information.
- 6. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- 7. Represent the City effectively in dealings with residents, contractors and those encountered in the course of work.
- 8. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and seven years of progressively responsible experience in administrative support functions including at least two years in building permit processing; or an equivalent combination of training and experience. Specialized course work related to area of assignment and/or an associate degree are highly desirable.

Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

International Code Council (ICC) Permit Technician Certification at the time of hiring is highly desired. However, individuals showing exceptional ability to perform all work duties can obtain ICC Permit Technician Certification as part of an ongoing education and work plan program implementation. Maintenance of the certification shall be a condition of continued employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.



TOTAL SERVICES PROGRAM COORDINATOR JOB SPECIFICATION ADOPTION RESOLUTION NO. EFFECTIVE DATE FLSA DESIGNATION NON-EXEMPT

GENERAL PURPOSE

Under direction, plans, supervises and participates in the work of staff providing recreational, cultural and community programs; plans, coordinates and implements one or more Citywide programs for a specific constituent group; ensures compliance with program-related regulations, guidelines and grant restrictions; may oversee the operations of a facility; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Recreation and Community Services Program Coordinator is responsible for providing work planning, scheduling, technical assistance and training to full and part-time staff of the assigned program area. An incumbent is responsible for assisting in the formulation and development of assigned program goals and objectives, supervising, inspecting and participating in the work of assigned personnel, and directing day-to-day work activities. Work involves assisting with the development and monitoring of annual program budgets, supervising and evaluating program development and implementation, and working with various community groups, boards and commissions. Assignments are broad in scope, requiring significant independent decision making and impact on department success.

This position typically reports to the Recreation and Community Services Supervisor and supervises the work of assigned part-time program staff and volunteers. Recreation and Community Services Program Coordinator is distinguished from Recreation and Community Services Supervisor in that an incumbent in the latter class manages a division within the Recreation and Community Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Plans, assigns, schedules, supervises and evaluates the work of assigned part-time staff and provides lead-level direction to full-time staff; with staff, develops, implements and monitors work plans to achieve assigned unit objectives; provides input to the annual budget; makes purchases and other expenditures in accordance with City procedures and monitors performance against the annual budget; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
- 2. Interviews and participates in selecting new program staff including contractors and instructors; supervises and evaluates program staff performance; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition





ESSENTIAL DUTIES AND RESPONSIBILITIES

when warranted.

- 3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and City's mission, objectives and values regarding teamwork, mutual trust and respect; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions, and ensures staff follows safe work practices.
- 4. Organizes, supervises, monitors and evaluates program development, implementation and administration in assigned program area; oversees and evaluates results of needs assessments; identifies, develops, recommends and implements program goals, objectives, curriculum and activities to meet those needs; researches new and innovative programs and trends and adapts and introduces programs to meet community needs; administers program logistics including facility needs, registration, fee collection and promotion; implements program schedules; recruits and coordinates recreation contractors and/or volunteers to carry out applicable program components; monitors program effectiveness; evaluates program effectiveness and recommends changes as needed.
- 5. Oversees and participates in the direct delivery of services and activities; performs individual needs assessments, identifies applicable programs or services, enrolls individuals and provides program services; provides information and subject-matter expertise for the more difficult and/or complex cases; resolves conflicts among participants; oversees evaluation of services provided; oversees and monitors registration and fee-collection processes.
- 6. Represents the department with community groups, nonprofit organizations, school officials, municipalities and others; collaborates with community and nonprofit representatives to develop, promote and deliver programs and services; receives, investigates and resolves program-related inquiries, concerns and complaints; may make presentations to commissions, boards and elected officials regarding program-related activities and needs.
- 7. Coordinates activities and use of facilities, field, stage or equipment; acts as a liaison to sports leagues, community groups and individuals who rent facilities; coordinates development of usage agreements including scheduling of field lighting, usage permits and maintenance schedules; enforces recreational facility and sports fields rules and regulations; ensures a safe, secure and clean environment is maintained at recreation venues and other facilities; opens and closes facility; responds to after-hour emergencies and issues that arise.
- 8. Assists with development of program budgets; administers program budgets including reviewing invoices for budget expenditures; maintains program tracking databases; participates in program evaluation, measurement and verification activities; prepares financial, participant and program activity reports for review and distribution within the City and to other interested parties.
- 9. Oversees and assists in the development, implementation and setup of departmental special events; assists with setup and cleanup for various program activities, meetings and events; contacts vendors to participate and for food orders, marketing materials, supplies and audio visual equipment; handles other meeting and event logistics including soliciting volunteers.

KNOWLEDGE OF:

- 1. Principles and practices of organizing, planning and conducting recreational, cultural and community activities and programs.
- 2. City recreation, cultural and community programs, policies and procedures.
- 3. Developmental and social needs of a diverse youth, teen, adult, senior, disabled and/or special needs population as assigned.
- 4. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 5. Principles and practices of needs assessment, program implementation and program evaluation.
- 6. Research methods and data analysis techniques.
- 7. Safety issues associated with the care of program participants; CPR and first-aid practices and training.
- 8. Federal, state and local laws, regulations and court decisions governing area of assignment.
- 9. City organization, rules, policies and procedures applicable to departmental operations.
- 10. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 11. Principles and practices of administration, budget and personnel management applicable to assigned responsibilities.
- 12. Knowledge of the San Fernando community and issues surrounding quality of life and social needs.
- 13. Principles and practices of employee supervision.
- 14. Knowledge of City human resources policies and labor contract provisions.

ABILITY TO:

- 1. Plan, organize, implement and evaluate activities and operations of assigned programs, projects, events and facilities.
- 2. Identify community service, cultural and recreational needs and recommend appropriate programs and intervention strategies.
- 3. Develop and administer program goals, objectives and procedures.





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- 4. Assess the effectiveness of daily program activities and operations.
- 5. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- 6. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- 7. Analyze problems, evaluate alternatives and recommend effective courses of action.
- 8. Research and interpret data, either in statistical or narrative form.
- 9. Work effectively and respond sensitively to the needs of people from a variety of ethnic groups, cultures and of a variety of ages.
- 10. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- 11. Reach sound decisions in accordance with City policies and procedures.
- 12. Communicate effectively, both orally and in writing.
- 13. Represent the City effectively in interactions and meetings with a diverse group of participants, community groups and the public.
- 14. Report child or elder abuse, neglect or domestic violence in accordance with mandated reporting requirements.
- 15. Use tact and diplomacy in dealing with difficult issues, situations and concerned people.
- 16. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from an accredited four-year college or university with a major in recreation, physical education, human services, social services or a closely related field, and at least three years of responsible experience in community service or recreation-related program development or implementation; or an equivalent combination of training and experience.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.





Valid current CPR and first-aid certificates are required.

Ability to speak Spanish is highly preferred and is required for some assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; uses basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually moderate. The employee frequently works in outdoor weather conditions in extreme heat or cold and wet or humid conditions; and where the noise level may be loud. A flexible work schedule including evening, weekend and holiday work and meetings may be required.

EXHIBIT age 1153 of 252 CONTRACT NO. 1969 Craft



Executive Assistant

Adopted by Res. No.	
Effective:	
FLSA Designation:	

GENERAL PURPOSE

Under direction, provides complex, responsible and specialized administrative and office management support duties for a department director; creates and maintains reports, records and files required for work processes; assists in budget development and tracking; assists in personnel actions; coordinates with other departments, agencies and elected officials; may lead a small team of clerical support workers; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Executive Assistant is the advanced journey and working lead-level classification in the administrative support series. In addition to performing the full journey-level skilled duties, incumbents perform a variety of sensitive and confidential support functions. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, understanding and applying detailed information and procedures and meeting high standards of accuracy in handling routine and non-routine data. Incumbents may also oversee the work of lower-level staff.

This position typically reports to a department director and provides lead work direction to Administrative and Office Assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Leads, provides work guidance and direction and participates in the work of unit members; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with City and departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices; provides input to supervisor on employee work performance and behaviors; estimates personnel, equipment and material requirements for assigned jobs; may order work materials and supplies; assists in ensuring a fair and open work environment in accordance with the City's commitment to teamwork, mutual trust and respect.
- 2. Provides clerical and administrative support to a department director; using standard office software, composes and/or types memoranda, letters, staff reports, agreements, contracts, presentations, spreadsheets, forms and other documents, often of a highly sensitive and confidential nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with City standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; responds independently to phone calls, correspondence and email inquiries regarding a variety of City or department matters; relieves the director of a variety of administrative details.
- 3. Acts as liaison in coordinating matters between the department director, other management and the City Manager; tracks department action items and follows up on various assignments to ensure that needed

action is taken; maintains and coordinates a variety of departmental calendars; coordinates the department director's external activities with citizens, business groups, elected officials and other municipalities and agencies.

- 4. Performs important departmental public relations duties over the phone, in person and online; provides information and handles issues that may require sensitivity and use of tact and independent judgment; researches requests or complaints and refers matters to the appropriate department staff and/or takes or recommends action to resolve issues; researches and provides documentation in response to Public Records Act requests for department.
- 5. Drafts agreements and a variety of other supporting documents; monitors contract performance and expenditures; audits reports and invoices submitted by contractors to ensure accuracy and compliance with contract terms; calculates progress payments and prepares reports for accounts payable.
- 6. Monitors budget usage and fund percentages and may assist with budget projections; maintains separate budget and expense tracking programs based on funding source; oversees department purchasing functions including preparation and/or review of requisitions, purchase orders and associated bid packages and accounts payable processing; performs timekeeping and payroll processing.
- 7. Coordinates departmental human resources activities; maintains a variety of confidential departmental personnel records; generates and distributes personnel reports including productivity, work assignments, overtime usage, needs analysis and payroll reports; coordinates with Personnel to accomplish recruitment, interviewing, hiring and background checks of new personnel; coordinates interview panels; coordinates documentation and data gathering for internal discipline activities including performance action plans, grievances and internal investigations.
- 8. Reviews payroll transactions for accuracy and makes necessary corrections; reviews the more difficult and complex payroll transactions for compliance with MOU provisions and City and department policies and procedures; calculates and reconciles employee time accruals; reviews for accuracy and approves timesheets.
- 9. Attends and serves as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Office administration practices and procedures.
- 2. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 3. Provisions of the Brown Act and the Public Records Act.
- 4. Operations and requirements of the City payroll and financial systems.
- 5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- 6. Basic human resources procedures, methods and practices as they relate to departmental responsibilities for administration of recruitment, selection, payroll, benefit programs and related functions.

- 7. Basic research methods and data analysis techniques.
- 8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 9. Safety policies and safe work practices applicable to the work.
- 10. Records management, recordkeeping, filing and basic purchasing practices and procedures.
- 11. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
- 12. Basic principles and practices of employee supervision.

Ability to:

- 1. Organize, set priorities and exercise sound, independent judgment.
- 2. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Communicate information accurately and effectively; comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure or in antagonistic situations.
- 4. Reach sound decisions in accordance with City policies and procedures.
- 5. Prepare, administer and monitor a department budget and anticipate future budgetary needs.
- 6. Maintain highly confidential information.
- 7. Understand and follow written and oral instructions.
- 8. Represent the City effectively in dealings with elected and appointed officials, other municipalities and agencies, and the public.
- 9. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and six years of progressively responsible experience in administrative, financial and/or technical support functions, at least two of which were supporting a senior manager; or an equivalent combination of training and experience. Experience in a public agency and an associate degree are highly desirable.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

Ability to speak Spanish is highly preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.

10/19/2020

CC Meeting Agenda

EXHIBIT^{Page}^{157 of 252}
CONTRACT NO. 1969 *Oraff*



Administrative Assistant

Adopted by Res. No.	
Effective:	
FLSA Designation:	Non-exempt

GENERAL PURPOSE

Under general supervision, provides difficult, responsible and specialized administrative and office management support duties in a department; creates and maintains department-specific reports, records and files required for work processes; assists in budget development and tracking; assists in personnel actions; performs public counter duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Assistants perform a variety of routine to specialized administrative support functions requiring a broad knowledge of the terminology, procedures and practices applicable to their functional area. Incumbents may provide office administrative and secretarial support services to managers and supervisors and provides backup to other office clerical and administrative staff. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, understanding and applying detailed information and procedures in handling routine and non-routine data and department-specific projects.

Employees in this class typically report to one or more managers, supervisors or professionals and may assist a department director on particular projects.

Administrative Assistant is distinguished from Executive Assistant in that an incumbent in the latter class directly supports a department director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides clerical and administrative support to one or more division heads, managers, supervisors or
 professionals; using standard office software, composes and/or types memoranda, correspondence,
 reports, agreements, contracts, marketing materials, presentations, spreadsheets, forms and other
 documents; responds independently to phone calls, correspondence and email inquiries regarding a
 variety of department matters.
- Creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records
 and reports to support technical work processes in areas of responsibility; designs, develops and
 maintains spreadsheets requiring data interpretation and manipulation; tracks and maintains federal,
 state and regulatory required data, permits, certifications and training, and prepares for submission to
 authorities.
- 3. Maintains records in the form of blueprints, drawings, sketches, plans and specifications, using traditional and electronic media tools and techniques; maintains physical and electronic records, filing

- systems and requests including work order tracking records; requisitions necessary tools, equipment and supplies.
- 4. Prepares, assembles and issues Requests for Proposals, Requests for Quotations and other contractor solicitations; assists departments and staff in the preparation of Scope of Work documents; may coordinate and attend bid openings and coordinate bid evaluation documentation; prepares agreements, facility and equipment leases and other documents required to implement and monitor contractor activities; obtains all necessary approvals and signatures and monitors the review process to ensure timely completion.
- 5. Generates cost estimates for City services; creates and tracks payment of invoices for City and departmental services and programs; prepares and processes requisitions, purchase orders, travel requests and check requests; verifies the accuracy of expense reports, credit card activity, receipts and invoices; creates spreadsheets and manages databases to track purchases made on purchase orders; ensures invoices are compliant with contracts; validates information with vendors.
- 6. Maintains a variety of standard office and specialized records and files; maintains spreadsheets and databases to track KPIs and department and project documentation; calculates budget usage and fund percentages; tracks multiple funding sources; may participate in grant administration functions including collecting basic program data and generating performance reports.
- 7. Performs basic research and investigations; prepares and coordinates a variety of work reports and records; attends meetings; schedules and maintains mandatory training records for staff; represents the division/department with other departments and agencies.
- 8. Schedules appointments and makes meeting arrangements; oversees the development and coordination of departmental special events; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, marketing materials, supplies and audio visual equipment; handles other meeting and event logistics including soliciting volunteers.
- 9. Determines if vehicles have been towed or stolen; determines proof of liability insurance and ownership of vehicles and issues or denies releases accordingly; verifies identity and information, reviews criminal history information with subjects and takes initial requests for challenges to record information; releases information as appropriate. (Police)
- 10. In some assignments, receives emergency and non-emergency requests for City parks, facilities and grounds maintenance via phone and email; determines nature and priority of calls and refers to Police dispatch as needed; logs requests for service; assigns work orders to appropriate trades using radio, email or work order tracking system; communicates with various agencies and utilities as needed. (Public Works; Recreation & Community Services)
- 11. In some assignments, may provide guidance and direction in the work of lower-level staff; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with City standards; provides information and instruction on work processes, proper uses of equipment and safe work practices; provides input to the supervisor on employee work performance and behaviors.
- 12. Attends and serves as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices.

Knowledge of:

- 1. Office administration standards and procedures.
- 2. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 3. Basic research methods and data analysis techniques.
- 4. Federal, state and local laws, regulations and court decisions governing area of assignment.
- 5. City organization, rules, policies and procedures applicable to departmental operations.
- 6. The City's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
- 7. City policies, procedures and rules regarding bidding process, budgeting, purchasing and travel/training and expense reporting.
- 8. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 9. Provisions of the Public Records Act.
- 10. Safety policies and safe work practices applicable to the work.
- 11. Records management, recordkeeping and filing practices and procedures.
- 12. Uses and operations of scanners, phone systems, computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- 2. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- 3. Analyze problems, evaluate alternatives and recommend effective courses of action.
- 4. Research and interpret data, either in basic statistical or narrative form.
- 5. Prepare, administer and monitor a department budget and anticipate future budgetary needs.
- 6. Maintain sensitive and confidential information.
- 7. Reach sound decisions in accordance with City policies and procedures.
- 8. Communicate effectively, both orally and in writing.
- 9. Understand and follow written and oral instructions.
- 10. Use tact and diplomacy in dealing with difficult issues, situations and concerned people.
- 11. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and five years of progressively responsible experience in administrative, financial and/or technical support functions; or an equivalent combination of education,

training and experience are required. Experience in a public agency is preferred. Completion of college-level course work is highly desirable and may be substituted for up to two years of the required experience on a year-for-year basis.

Licenses; Certificates; Special Requirements:

Must obtain and maintain a valid California Class C Driver's License, and maintain insurability under the City's vehicle insurance program during the course of employment with the City.

Ability to speak Spanish is highly preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.

EXHIBIT "6" CONTRACT NO. 1969

CITY MECHANIC JOB SPECIFICATION

This is a placeholder; actual Job Specification to be provided under separate cover



EXHIBIT Page, 162 of 252
CONTRACT NO, 1969

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Adopted by Res. No.	
Effective:	
FLSA Designation:	

GENERAL PURPOSE

Under direction, plans and performs work in the maintenance, repair, overhaul and adjustment of electrical and electronic traffic signals, traffic signal coordinated systems, street and parking lot lighting and other devices, recreation area lighting, internal and external electrical systems at well and reservoir sites, control panels, motors, telemetry systems and communications systems including mobile and base radio systems; inspects Public Works projects, construction and maintenance work for compliance with electrical codes and standards; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A City Electrician is responsible for the preventive and emergency maintenance and repair of City traffic signals, street lights, signage and their related systems. An incumbent also oversees the work of contractors and performs routine maintenance, repair and calibration of water-related electrical systems and communication networks. Assignments are broad in scope, requiring significant independent decision making and impact on department success.

This position reports to the Public Works Operations Manager. City Electrician is distinguished from Public Works Operations Manager in that an incumbent in the latter class manages multiple divisions within Public Works through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, develops, implements and monitors work plans to achieve assigned unit objectives; provides input to the annual budget; makes purchases and other expenditures in accordance with City procedures and monitors performance against the annual budget; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
- 2. Works with the Public Works Operations Manager to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and City's mission, objectives and values regarding teamwork, mutual trust and respect; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff.
- 3. Inspects, tests for malfunctions and performs scheduled maintenance of traffic signal equipment; diagnoses malfunctions; adjusts and replaces electronic and mechanical equipment and parts; makes field repairs of damaged equipment; replaces lamps in signals and cleans reflectors and cabinets on a rotating schedule.

- 4. Provides lead work direction to a crew assigned to complete construction and major repair work orders of traffic signal and street lighting equipment; inspects and determines extent of damage; estimates labor and materials; investigates complaints and reports of signal malfunctions; adjusts, repairs or removes defective equipment; lays out work on project sites; sets up traffic safety zone cones and barricades; inspects traffic signal construction and installation projects performed by contractors to ensure conformance with specifications and applicable code provisions.
- 5. Oversees the maintenance, repair and installation of traffic and directional signs throughout the city; assigns work orders and inspects completed work.
- 6. Tests, troubleshoots, installs, calibrates and performs preventive, corrective and predictive maintenance on a variety of complex electrical and/or electronic instruments and devices and 120/240 volt services; replaces hardware, circuit boards, power supplies and other components in street lights and at well sites, city buildings and park facilities.
- 7. Installs upgrades and enhancements to electrical systems and sub-systems, including conduits, wiring, optical fibers, pull boxes, switchboards, controllers and switches; installs and maintains motors and controls up to 480 volts; may perform higher-voltage terminations and splices.
- 8. Uses a variety of specialized tools and devices such as hand-held programmers and calibrators, process meters, signal generators, loop and pressure calibrators, frequency counters, digital and analog Volt-Ohm meters, oscilloscopes, rotation meters, power quality monitors, logic analyzers, amp meters, induction meters, computers, digital analyzers, milliamp simulators, motor winding testers, power tool fault analyzers, cable/conduit locators and other specialized test equipment.
- 9. Acts as a liaison with other public utilities and agencies on electrical matters including Southern California Edison, Metrolink and Union Pacific; identifies lines, coordinates projects and represents the City in meetings.
- 10. Observes safe work methods and safety practices related to the work; cones and flags work sites to secure from traffic; uses appropriate safety equipment.
- 11. Requisitions, stocks and maintains inventory of equipment and repair parts.
- 12. Works from and operates a bucket truck; operates electrical instruments and hand and power tools commonly used in the work; checks pre-operating condition of vehicles and equipment to ensure proper and safe working condition; ensures proper loading and unloading of tools and equipment; cleans and maintains tools and equipment.
- 13. Plans work from and maintains records in the form of blueprints, drawings, sketches, plans and specifications, using traditional and electronic media tools and techniques, for industrial electrical and instrumentation equipment and devices; maintains electronic maintenance records and requests including work order tracking and lockout/tagout records.
- 14. Oversees electrical safety training for the department.
- 15. Creates and maintains records of inspections, work history on equipment including repairs completed and time worked; ensures files are maintained in compliance with department policies; prepares informational and statistical reports as needed.

Knowledge of:

- 1. Principles, methods and equipment used in the installation, maintenance, testing and repair of traffic signals, street lights, and electrical and electronic equipment and devices.
- 2. City ordinances, codes, procedures and practices regarding traffic signal systems and operations, and street and traffic signage.
- 3. Tools and practices used in performing all preventive/predictive maintenance on the electrical and process control instrumentation, equipment and systems used in water utility infrastructure.
- 4. Basic uses of Supervisory Control and Data Acquisition (SCADA) control instrumentation.
- 5. National Electrical Code and relevant state and federal regulations.
- 6. Methods for the safe operation of light, medium- and heavy-duty motorized power equipment, including bucket truck.
- 7. Safety policies, procedures and safe work practices applicable to assignment, including OSHA regulations, confined-space entry, arc flash safety, and lockout/tagout procedures.
- 8. City policies, procedures and practices regarding area of assignment.
- 9. City practices and procedures for budgeting, purchasing and maintaining public records.
- 10. City human resources policies and labor contract provisions.
- 11. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 12. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- 2. Test, diagnose, calibrate and repair a wide variety of electrical systems and/or control instrumentation and related equipment devices, motors, machinery and equipment.
- 3. Utilize modern diagnostic and testing techniques, instruments, laptops and other computer equipment to test, calibrate, configure and repair complex electrical and electronic devices, equipment and wiring.
- 4. Use analog and digital system fault diagnostic techniques and procedures.
- 5. Read and interpret plans, specifications and manuals; operate and maintain equipment and tools used in the shop.
- 6. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- 7. Communicate effectively, both orally and in writing.
- 8. Understand, interpret, explain and apply applicable laws, codes and ordinances.
- 9. Represent the City effectively in dealings with contractors and other utilities and agencies.
- 10. Present proposals and recommendations clearly, logically and persuasively.
- 11. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.

- 12. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- 13. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from an accredited vocational trade school or electrical apprenticeship program, and at least seven years of progressively responsible experience in journey-level traffic signal installation, maintenance and repair; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class B driver's license and the ability to maintain insurability under the City's vehicle insurance program.

International Municipal Signal Association Certification as a Traffic Signal Technician II level is required. Level III is highly desired.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell. The employee is frequently required to lift up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public.

WORK ENVIRONMENT

The employee usually works under typical office conditions where the noise level is quiet. Employees are frequently exposed to fleet shop conditions, where the noise level may be loud and there is exposure to fumes and hazardous chemicals or materials. Employees may drive a vehicle during adverse weather conditions and may be subject to various traffic hazards.

10/19/2020 CC Meeting Agenda

EXAMBITO 282
CONTRACT NO. 1969



Public Works Technician

Adopted by Res. No.	
Effective:	
FLSA Designation:	Non-exempt

GENERAL PURPOSE

Under general supervision, provides customer assistance and service over the phone and at any Public Works public counter; reviews service requests and supporting documents for sufficiency of information, and compliance with City requirements and regulations; issues work orders as authorized; creates and maintains department-specific reports, records and files required for work processes; performs paraprofessional analysis and fund monitoring of department budgets and expenditures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Public Works Technician performs technical and administrative duties in support of the Public Works department. Incumbents provide advanced journey-level administrative support to the department as well as work at a public counter providing customer support and issuing work orders and processing service requests. Incumbents must provide accurate information and use judgment interpreting and applying routine codes, department policies, regulations and precedents to specific cases or problems.

This position reports directly to the Operations Manager. Public Works Technician is distinguished from Executive Assistant in that an incumbent in the former class requires knowledge specific to public works and work order and service request processing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Receives and reviews work orders and service requests, plans and associated documents from
 customers; reviews, logs and processes work orders and service requests; responds to customer and
 public inquiries and complaints; explains and interprets standards and procedures to contractors,
 engineers, architects, members of the public and other public or utility organization employees to
 resolve problems and ensure adherence to procedures; investigates, analyzes and prepares
 recommendations in response to public complaints and requests; calculates and verifies fees; issues
 work orders as authorized.
- 2. Organizes, maintains and updates confidential, specialized and technical files, documents and records; creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of responsibility; designs, develops and maintains spreadsheets requiring data interpretation and manipulation; acts as a liaison in coordinating department matters with the City Manager, other department heads, staff and the public; researches and provides documentation in response to Public Records Act requests.
- 3. Receives emergency and non-emergency requests for City parks, facilities and grounds maintenance via phone and email; determines nature and priority of calls and refers to Police dispatch as needed;

logs requests for service; assigns work orders to appropriate trades using radio, email or work order tracking system; communicates with various agencies and utilities as needed.

- 4. Tracks and maintains a variety of department records and activities including internal and external inspection requests and materials, test dates and results, plan updates, tract acceptance/bond exoneration documents, customer/developer notifications, regulatory compliance records and reports and training certifications.
- 5. Drafts agreements and a variety of other supporting documents; monitors contract performance and expenditures; audits reports and invoices submitted by contractors to ensure accuracy and compliance with contract terms; calculates progress payments and prepares reports for accounts payable.
- 6. Monitors budget usage and fund percentages and may assist with budget projections; maintains separate budget and expense tracking programs based on funding source; oversees department purchasing functions including preparation and/or review of requisitions, purchase orders and associated bid packages and accounts payable processing; performs timekeeping and payroll processing; processes loan payments, loan payoffs, subordination agreements and reconveyance documents.
- 7. May attend and serve as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Methods, practices and techniques of work order processing.
- 2. Specialized data-gathering and research techniques.
- 3. Office administration and management practices and procedures.
- 4. Federal, state and local laws and regulations pertaining to project areas.
- 5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 6. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 7. The City's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
- 8. City procedures and practices regarding the release of public information, public notification and recordkeeping; provisions of the Brown Act.
- 9. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, ordinances, resolutions, agreements, presentations and other written materials from brief instructions.
- 2. Work consultatively within the department and with other City staff.

- 3. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
- 4. Learn and apply policies, practices and methods applicable to assigned administrative programs or functions.
- 5. Maintain confidential information.
- 6. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- 7. Represent the City effectively in dealings with residents, contractors and those encountered in the course of work.
- 8. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and seven years of progressively responsible experience in administrative support functions; or an equivalent combination of training and experience. Specialized course work related to area of assignment and/or an associate degree are highly desirable. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided. Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.

ATTACHMENT "B" CONTRACT NO. 1970

LETTER OF AGREEMENT

BETWEEN

THE CITY OF SAN FERNANDO

AND

SAN FERNANDO MANAGEMENT GROUP/SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721

This Letter of Agreement ("Agreement") between the City of San Fernando ("City") and San Fernando Management/Service Employees International Union, Local 721 ("SFMG/SEIU Local 721") (collectively referred to as "the Parties") is entered into with respect to the following:

WHEREAS, the City and SFMG/SEIU Local 721 negotiated a Memorandum of Understanding ("MOU") for the period of July 1, 2018 through June 30, 2021; and

WHEREAS, 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;

WHEREAS, after making various budget cuts to non-personnel expenses and drawing down reserves, the City still faced an \$800,000 budget gap; and

WHEREAS, the City reached out to its various employee organizations to discuss the City's financial situation and the City's interest in alternative solutions to furloughs/layoffs; and

WHEREAS, SFMG/SEIU Local 721 partnered with the City in reaching a solution; and

WHEREAS, the Parties agreed that, in lieu of furloughs/layoffs and/or more drastic measures, the City would offer a Retirement Incentive to eligible employees; and

WHEREAS, the parties further agreed that the Retirement Incentive Program might impact operations necessitating the Parties Meet and Confer in an attempt to resolve possible service impacts; and

WHEREAS, the success of the Retirement Incentive Program resulted in identified service impacts.

NOW THEREFORE, the parties, having had the opportunity to meet and confer, agree as follows:

- 1. Effective upon the retirement of Treasury Manager, Margarita Solis:
 - a. The Treasury Manager position shall be permanently unfilled;
 - b. The Office Clerk position currently held by Luz Cruz shall be:

CONTRACT NO. 1970

- Reclassified to Treasurer Assistant with the accompanying duties as set forth in the Treasurer Assistant Class Specification; and
- ii. Compensated at Salary Range 65G and at a step which represents an increase of at least 5% from current step in prior Salary Range 64G; and
- iii. Represented by San Fernando Public Employee's Association/SEIU Local 721 ("SFPEA/SEIU Local 721").
- 2. Effective upon the retirement of Public Works Supervisor II, Dale A. Warren and/or Danny Garcia:
 - a. One Public Works Supervisor II position shall be permanently unfilled.
 - The City shall establish the Public Works Operations Manager classification with the accompanying duties as set forth in the attached Public Works Operations Manager Class Specification (see Exhibit 1 attached), and which shall be
 - i. Represented by SFMG/SEIU Local 721; and
 - ii. Compensated at Salary Range 68M.
- SFMG/SEIU Local 721 agrees that because the Treasury Manager position shall be permanently unfilled upon the incumbent's retirement, some of that position's duties are being transferred out of the bargaining unit and will be performed by the Treasury Assistant Classification represented SFPEA/SEIU Local 721.

SIGNATURE PAGE TO FOLLOW

CONTRACT NO. 1970

FOR CITY OF SAN FERNANDO:		FOR SFMG/SEIU LOCAL 721:	
Nick Kimball City Manager	Date	Kenneth Jones SFMG/SEIU Local 721	Date
Tim Hou Deputy City Manager/ Director of Community Develo	Date	Sonia Gomez-Garcia SFMG/SEIU Local 721	Date
APPROVED AS TO FORM:			
Adrianna E. Guzman Liebert Cassidy Whitmore	Date	Jody K. Klipple Negotiator, SEIU Local 721	Date

10/19/2020 CC Meeting Agenda

EXMADIAN 252
CONTRACT NO. 1970

draft



Public Works Operations Manager

Adopted by Res. No.	
Effective:	
FLSA Designation:	Exempt

GENERAL PURPOSE

Under direction, plans, organizes, integrates and directs the work of the operations divisions of the Public Works Department; manages a comprehensive rehabilitations, maintenance and repair program for city streets, parks, facilities, equipment and related infrastructure; ensures all operations and maintenance functions are safe and efficient, while complying with applicable permits, laws and regulations; provides expert professional assistance and guidance to management on infrastructure issues; and performs related duties as assigned. Manages operations crews when call to respond to emergencies.

DISTINGUISHING CHARACTERISTICS

The Public Works Operations Manager is responsible for administration of citywide parks, building, streets, storm drains, traffic signals, and equipment maintenance and sewer maintenance programs within general policy guidelines. The incumbent assists with the formulation of departmental policies and is responsible for developing goals and objectives, supervising staff, administering the operating division budgets, and directing day-to-day activities. Work is broad in scope and requires seasoned judgment and a high degree of initiative and independence.

This position typically reports to the Director of Public Works and directs the work of assigned supervisors and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Plans, organizes, controls, integrates and evaluates the work of the Public Works operating divisions; with supervisors and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- 2. Manages the performance of division staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; hears and makes recommendations on grievances; subject to management concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.
- 3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives

- and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.
- 4. Participates in the formulation and implementation of departmental policy, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in department work processes.
- 5. Through subordinate supervisors, oversees the day-to-day rehabilitation, maintenance and repair of city vehicles and equipment, parks, facilities, easements and rights-of-way including streets, sewers, storm drains, city buildings and related facilities, street lights and traffic signals; prioritizes work orders; reviews and evaluates daily activities and work assignments with supervisors and provides expertise in resolving operational and maintenance issues; directs response to and recovery of service during emergencies, as well as planned and unplanned operation stoppages; oversees and approves overtime work.
- 6. Reviews capital improvement plans and other construction projects and confers with engineering consultants and other municipalities on operational needs and effectiveness; oversees the work on large-scale jobs and performs advanced troubleshooting, maintenance and repair activities; inspects new equipment and construction to ensure proper operation and adherence to specifications.
- 7. Oversees implementation of plans and specifications of assigned contracts such as street sweeping operations, refuse collection and tree trimming activities; inspects and evaluates services provided and notes any noncompliance issues, maintenance deficiencies and unsafe or potentially unsafe conditions; responds to safety issues raised by the public and/or other City departments; communicates with contractors to correct maintenance deficiencies.
- 8. Receives reports from citizens, property owners, businesses and others regarding problem conditions or maintenance in assigned areas; uses independent judgment and decision-making skills to investigate and determine necessary corrective actions; notifies management or arranges for resolution of issues.
- 9. Ensures strict safety policies and safe work procedures; may assist as a first responder in the event of accidents; ensures safety equipment is in sound working condition and that department employees have participated in safety training.
- 10. Researches, evaluates and integrates new work practices, technology and systems to enhance productivity; performs project management duties; prepares purchase orders, inventory and tracking reports, quality-control reports, personnel-action reports and accident reports as necessary.
- 11. Periodically reviews and evaluates required inspection and maintenance programs to ensure compliance with regulatory operation permits, rules and regulations; prepares a variety of mandated monthly, quarterly and annual reports to regulatory agencies including the Air Quality Management District, Regional Water Quality Control Board and Department of Resources Recycling and Recovery; develops plans and procedures to meet regulatory testing, safety and compliance requirements; manages hazardous waste and materials management program; administers Court Referred Volunteer Program.
- 12. Serves as the department's representative to professionals, industry groups, community groups, customers, regulators and other agencies; participates in negotiations with contractors, consultants, vendors and other municipalities.
- 13. Acts in the absence of Director of Public Works as assigned.

Knowledge of:

- 1. Principles and practices of street, park, facilities, equipment, sewer and storm drain construction, maintenance and repair.
- 2. Operations and uses of tools and equipment used in public works.
- 3. Principles, theories and practices of asset management and computerized maintenance management systems.
- 4. Theory, principles and practices of regulatory compliance.
- 5. Federal, state and local laws, regulations and permitting requirements applicable to assignment.
- 6. Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
- 7. Applicable federal and state laws, rules and regulations including OSHA rules and regulations.
- 8. Research methods and statistical analysis techniques.
- 9. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
- 10. Principles and practices of effective management and supervision.
- 11. Principles and practices of sound business communications.
- 12. City human resources policies and labor contract provisions.
- 13. Safety policies and safe work practices applicable to the work.

Ability to:

- 1. Plan and direct the activities of a division of Public Works.
- 2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- 3. Direct the development and/or analysis of operational and maintenance processes, procedures, plans, contracts and regulatory filings for the division.
- 4. Work collaboratively with directors and managers and provide expert advice and counsel to develop solutions to complex issues.
- 5. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- 6. Develop and implement appropriate procedures and controls.
- 7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- 8. Communicate effectively, both orally and in writing.
- 9. Understand, interpret, explain and apply applicable laws, codes and ordinances.
- 10. Represent the City effectively in dealings with contractors, regulators and other City employees.
- 11. Present proposals and recommendations clearly, logically and persuasively
- 12. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.

- 13. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- 14. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent supplemented by college-level coursework in civil engineering or a closely related field, and at least eight years of journey-level experience in the maintenance and repair of public works streets, parks and facilities, at least two of which were in a supervisory capacity; or an equivalent combination of training and experience.

A bachelor's degree in business or public administration, life sciences, engineering or a closely related field is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California Class B driver's license and the ability to maintain insurability under the City's vehicle insurance program.

Additional certification is highly desirable including:

- ASE Certifications in Medium-Heavy Truck or Truck Equipment.
- International Municipal Signal Association Certification as a Traffic Signal Technician Level II.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; responds to life-threatening, emergency situations; and interacts with others encountered in the course of work.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet. The employee occasionally works in outdoor weather conditions. The employee is exposed to fumes or airborne particles, toxic or caustic chemicals and biological hazards. The employee is occasionally exposed to loud or prolonged noise and equipment with heavy vibrations. The employee may be at risk of electrical shock.

Work requires responding to emergency calls.

ATTACHMENT "C"

RESOLUTION NO. 8035

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966 BY THE ADDITION OF SUPPLEMENT NO. 178 THERETO

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

SECTION 1: That Resolution No. 4144, adopted on December 12, 1966 and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, be the same as amended by adding thereto Supplement No. 178 (Exhibits "A-I") covering important and essential duties, job-related and essential qualifications for the following positions and classifications:

ADMINISTRATIVE ASSISTANT
COMMUNITY DEVELOPMENT TECHNICIAN
CITY ELECTRICIAN
CITY MECHANIC
EXECUTIVE ASSISTANT
PUBLIC WORKS OPERATIONS MANAGER
PUBLIC WORKS TECHNICIAN
RECREATION & COMMUNITY SERVICES COORDINATOR
TREASURER ASSISTANT

Supplement No. 178 is hereby adopted and approved as the new official job classifications and definitions, prescribing important and essential duties, job-related and essential qualifications for the positions and classifications set forth above. Copies of Supplement No. 178 are now on file in the office of the City Clerk. Said Supplement No. 178 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

SECTION 2: The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPT	ED this 19 th day of October 2020.	
ATTEST:	Joel Fajardo, Mayor	_
Julia Fritz, City Clerk		

RES. NO. 8035

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. 8035 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 19 th day of October, 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

10/19/2020 CC Meeting Agenda



EXPLIBIT 25%" RES. NO. 8035 Craft

Administrative Assistant

Adopted by Res. No.	
Effective:	
FLSA Designation:	Non-exempt

GENERAL PURPOSE

Under general supervision, provides difficult, responsible and specialized administrative and office management support duties in a department; creates and maintains department-specific reports, records and files required for work processes; assists in budget development and tracking; assists in personnel actions; performs public counter duties; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Assistants perform a variety of routine to specialized administrative support functions requiring a broad knowledge of the terminology, procedures and practices applicable to their functional area. Incumbents may provide office administrative and secretarial support services to managers and supervisors and provides backup to other office clerical and administrative staff. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, understanding and applying detailed information and procedures in handling routine and non-routine data and department-specific projects.

Employees in this class typically report to one or more managers, supervisors or professionals and may assist a department director on particular projects.

Administrative Assistant is distinguished from Executive Assistant in that an incumbent in the latter class directly supports a department director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides clerical and administrative support to one or more division heads, managers, supervisors or
 professionals; using standard office software, composes and/or types memoranda, correspondence,
 reports, agreements, contracts, marketing materials, presentations, spreadsheets, forms and other
 documents; responds independently to phone calls, correspondence and email inquiries regarding a
 variety of department matters.
- Creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records
 and reports to support technical work processes in areas of responsibility; designs, develops and
 maintains spreadsheets requiring data interpretation and manipulation; tracks and maintains federal,
 state and regulatory required data, permits, certifications and training, and prepares for submission to
 authorities.
- 3. Maintains records in the form of blueprints, drawings, sketches, plans and specifications, using traditional and electronic media tools and techniques; maintains physical and electronic records, filing

- systems and requests including work order tracking records; requisitions necessary tools, equipment and supplies.
- 4. Prepares, assembles and issues Requests for Proposals, Requests for Quotations and other contractor solicitations; assists departments and staff in the preparation of Scope of Work documents; may coordinate and attend bid openings and coordinate bid evaluation documentation; prepares agreements, facility and equipment leases and other documents required to implement and monitor contractor activities; obtains all necessary approvals and signatures and monitors the review process to ensure timely completion.
- 5. Generates cost estimates for City services; creates and tracks payment of invoices for City and departmental services and programs; prepares and processes requisitions, purchase orders, travel requests and check requests; verifies the accuracy of expense reports, credit card activity, receipts and invoices; creates spreadsheets and manages databases to track purchases made on purchase orders; ensures invoices are compliant with contracts; validates information with vendors.
- 6. Maintains a variety of standard office and specialized records and files; maintains spreadsheets and databases to track KPIs and department and project documentation; calculates budget usage and fund percentages; tracks multiple funding sources; may participate in grant administration functions including collecting basic program data and generating performance reports.
- 7. Performs basic research and investigations; prepares and coordinates a variety of work reports and records; attends meetings; schedules and maintains mandatory training records for staff; represents the division/department with other departments and agencies.
- 8. Schedules appointments and makes meeting arrangements; oversees the development and coordination of departmental special events; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, marketing materials, supplies and audio visual equipment; handles other meeting and event logistics including soliciting volunteers.
- 9. Determines if vehicles have been towed or stolen; determines proof of liability insurance and ownership of vehicles and issues or denies releases accordingly; verifies identity and information, reviews criminal history information with subjects and takes initial requests for challenges to record information; releases information as appropriate. (Police)
- 10. In some assignments, receives emergency and non-emergency requests for City parks, facilities and grounds maintenance via phone and email; determines nature and priority of calls and refers to Police dispatch as needed; logs requests for service; assigns work orders to appropriate trades using radio, email or work order tracking system; communicates with various agencies and utilities as needed. (Public Works; Recreation & Community Services)
- 11. In some assignments, may provide guidance and direction in the work of lower-level staff; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with City standards; provides information and instruction on work processes, proper uses of equipment and safe work practices; provides input to the supervisor on employee work performance and behaviors.
- 12. Attends and serves as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Office administration standards and procedures.
- 2. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 3. Basic research methods and data analysis techniques.
- 4. Federal, state and local laws, regulations and court decisions governing area of assignment.
- 5. City organization, rules, policies and procedures applicable to departmental operations.
- 6. The City's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
- 7. City policies, procedures and rules regarding bidding process, budgeting, purchasing and travel/training and expense reporting.
- 8. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 9. Provisions of the Public Records Act.
- 10. Safety policies and safe work practices applicable to the work.
- 11. Records management, recordkeeping and filing practices and procedures.
- 12. Uses and operations of scanners, phone systems, computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- 2. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- 3. Analyze problems, evaluate alternatives and recommend effective courses of action.
- 4. Research and interpret data, either in basic statistical or narrative form.
- 5. Prepare, administer and monitor a department budget and anticipate future budgetary needs.
- 6. Maintain sensitive and confidential information.
- 7. Reach sound decisions in accordance with City policies and procedures.
- 8. Communicate effectively, both orally and in writing.
- 9. Understand and follow written and oral instructions.
- 10. Use tact and diplomacy in dealing with difficult issues, situations and concerned people.
- 11. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and five years of progressively responsible experience in administrative, financial and/or technical support functions; or an equivalent combination of education,

training and experience are required. Experience in a public agency is preferred. Completion of college-level course work is highly desirable and may be substituted for up to two years of the required experience on a year-for-year basis.

Licenses; Certificates; Special Requirements:

Must obtain and maintain a valid California Class C Driver's License, and maintain insurability under the City's vehicle insurance program during the course of employment with the City.

Ability to speak Spanish is highly preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.

10/19/2020 CC Meeting Agenda



EXHIBIT 458" RES. NO. 8035 **Oraf**

Community Development Technician

Adopted by Res. No.	
Effective:	
FLSA Designation:	Non-exempt

GENERAL PURPOSE

Under general supervision, provides customer assistance and service over the phone and at the Community Development permit counter; reviews permit applications and supporting documents for proper form, sufficiency of information, and compliance with City requirements and regulations; issues permits as authorized; receives, logs and distributes building plans for plan checking; performs a wide variety of routine to difficult and responsible clerical and technical administrative support functions in support of the department head; performs paraprofessional analysis and fund monitoring of department budgets and expenditures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Community Development Technician performs technical and administrative duties in support of the Community Development department. Incumbents provide advanced journey-level administrative support to the department as well as work at a public counter providing customer support, issuing construction permits including building, electrical, plumbing and mechanical permits. Incumbents must provide accurate information and use judgment interpreting and applying routine codes, department policies, regulations and precedents to specific cases or problems.

This position reports directly to the Director of Community Development. Community Development Technician is distinguished from Executive Assistant in that an incumbent in the former class requires knowledge specific to building and safety and permit processing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Receives and reviews permit applications, plans and associated documents from customers at the Community Development counter; assesses scope of project and relevant permit requirements; provides information to customers regarding necessary permits and general code compliance of proposed projects and permit process updates; answers a variety of routine to moderately complex questions in person and over the phone; calculates and verifies fees; issues permits as authorized.
- 2. Routes plans and blueprints to various departments for review; tracks and monitors plan review processes for timeliness; finalizes plan review for permit issuance; enters data and plans into a variety of tracking systems and ensures the physical location of plans and blueprints are tracked; orders and delivers plans as requested by City personnel.
- 3. Organizes, maintains and updates confidential, specialized and technical files, documents and records; creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of responsibility; serves as administrator for land management database software; designs, develops and maintains spreadsheets requiring data

interpretation and manipulation; acts as a liaison in coordinating department matters with the City Manager, other department heads, staff and the public; provides administrative support to the department head including maintaining calendars, preparing and distributing agendas for meetings and tracking action items; researches and provides documentation in response to Public Records Act requests.

- 4. Drafts agreements and a variety of other supporting documents; monitors contract performance and expenditures; audits reports and invoices submitted by contractors to ensure accuracy and compliance with contract terms; calculates progress payments and prepares reports for accounts payable.
- 5. Monitors budget usage and fund percentages and may assist with budget projections; maintains separate budget and expense tracking programs based on funding source; oversees department purchasing functions including preparation and/or review of requisitions, purchase orders and associated bid packages and accounts payable processing; performs timekeeping and payroll processing.
- 6. Attends and serves as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Methods, practices and techniques of permit processing.
- 2. International Fire Code, International Building Code and pertinent federal, state and local laws, codes and regulations at a level necessary to perform assigned duties.
- 3. City ordinances, codes, procedures and practices regarding housing and building construction, rehabilitation, alteration, use and occupancy and zoning.
- 4. Office administration and management practices and procedures.
- 5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 6. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 7. Basic research methods and data analysis techniques.
- 8. The City's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
- 9. City procedures and practices regarding the release of public information, public notification and recordkeeping; provisions of the Brown Act.
- 10. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, ordinances, resolutions, agreements, presentations and other written materials from brief instructions.
- 2. Work consultatively within the department and with other City staff.

- 3. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
- Learn and apply policies, practices and methods applicable to assigned administrative programs or functions.
- 5. Maintain confidential information.
- 6. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- 7. Represent the City effectively in dealings with residents, contractors and those encountered in the course of work.
- 8. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and seven years of progressively responsible experience in administrative support functions including at least two years in building permit processing; or an equivalent combination of training and experience. Specialized course work related to area of assignment and/or an associate degree are highly desirable.

Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

International Code Council (ICC) Permit Technician Certification at the time of hiring is highly desired. However, individuals showing exceptional ability to perform all work duties can obtain ICC Permit Technician Certification as part of an ongoing education and work plan program implementation. Maintenance of the certification shall be a condition of continued employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.

10/19/2020 CC Meeting Agenda



EXAIBIT 252" RES. NO. 8035 Craft

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Adopted by Res. No.	
Effective:	
FLSA Designation:	
resa Designation.	

GENERAL PURPOSE

Under direction, plans and performs work in the maintenance, repair, overhaul and adjustment of electrical and electronic traffic signals, traffic signal coordinated systems, street and parking lot lighting and other devices, recreation area lighting, internal and external electrical systems at well and reservoir sites, control panels, motors, telemetry systems and communications systems including mobile and base radio systems; inspects Public Works projects, construction and maintenance work for compliance with electrical codes and standards; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A City Electrician is responsible for the preventive and emergency maintenance and repair of City traffic signals, street lights, signage and their related systems. An incumbent also oversees the work of contractors and performs routine maintenance, repair and calibration of water-related electrical systems and communication networks. Assignments are broad in scope, requiring significant independent decision making and impact on department success.

This position reports to the Public Works Operations Manager. City Electrician is distinguished from Public Works Operations Manager in that an incumbent in the latter class manages multiple divisions within Public Works through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, develops, implements and monitors work plans to achieve assigned unit objectives; provides input to the annual budget; makes purchases and other expenditures in accordance with City procedures and monitors performance against the annual budget; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
- 2. Works with the Public Works Operations Manager to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and City's mission, objectives and values regarding teamwork, mutual trust and respect; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff.
- 3. Inspects, tests for malfunctions and performs scheduled maintenance of traffic signal equipment; diagnoses malfunctions; adjusts and replaces electronic and mechanical equipment and parts; makes field repairs of damaged equipment; replaces lamps in signals and cleans reflectors and cabinets on a rotating schedule.

- 4. Provides lead work direction to a crew assigned to complete construction and major repair work orders of traffic signal and street lighting equipment; inspects and determines extent of damage; estimates labor and materials; investigates complaints and reports of signal malfunctions; adjusts, repairs or removes defective equipment; lays out work on project sites; sets up traffic safety zone cones and barricades; inspects traffic signal construction and installation projects performed by contractors to ensure conformance with specifications and applicable code provisions.
- 5. Oversees the maintenance, repair and installation of traffic and directional signs throughout the city; assigns work orders and inspects completed work.
- 6. Tests, troubleshoots, installs, calibrates and performs preventive, corrective and predictive maintenance on a variety of complex electrical and/or electronic instruments and devices and 120/240 volt services; replaces hardware, circuit boards, power supplies and other components in street lights and at well sites, city buildings and park facilities.
- 7. Installs upgrades and enhancements to electrical systems and sub-systems, including conduits, wiring, optical fibers, pull boxes, switchboards, controllers and switches; installs and maintains motors and controls up to 480 volts; may perform higher-voltage terminations and splices.
- 8. Uses a variety of specialized tools and devices such as hand-held programmers and calibrators, process meters, signal generators, loop and pressure calibrators, frequency counters, digital and analog Volt-Ohm meters, oscilloscopes, rotation meters, power quality monitors, logic analyzers, amp meters, induction meters, computers, digital analyzers, milliamp simulators, motor winding testers, power tool fault analyzers, cable/conduit locators and other specialized test equipment.
- 9. Acts as a liaison with other public utilities and agencies on electrical matters including Southern California Edison, Metrolink and Union Pacific; identifies lines, coordinates projects and represents the City in meetings.
- 10. Observes safe work methods and safety practices related to the work; cones and flags work sites to secure from traffic; uses appropriate safety equipment.
- 11. Requisitions, stocks and maintains inventory of equipment and repair parts.
- 12. Works from and operates a bucket truck; operates electrical instruments and hand and power tools commonly used in the work; checks pre-operating condition of vehicles and equipment to ensure proper and safe working condition; ensures proper loading and unloading of tools and equipment; cleans and maintains tools and equipment.
- 13. Plans work from and maintains records in the form of blueprints, drawings, sketches, plans and specifications, using traditional and electronic media tools and techniques, for industrial electrical and instrumentation equipment and devices; maintains electronic maintenance records and requests including work order tracking and lockout/tagout records.
- 14. Oversees electrical safety training for the department.
- 15. Creates and maintains records of inspections, work history on equipment including repairs completed and time worked; ensures files are maintained in compliance with department policies; prepares informational and statistical reports as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Principles, methods and equipment used in the installation, maintenance, testing and repair of traffic signals, street lights, and electrical and electronic equipment and devices.
- 2. City ordinances, codes, procedures and practices regarding traffic signal systems and operations, and street and traffic signage.
- 3. Tools and practices used in performing all preventive/predictive maintenance on the electrical and process control instrumentation, equipment and systems used in water utility infrastructure.
- 4. Basic uses of Supervisory Control and Data Acquisition (SCADA) control instrumentation.
- 5. National Electrical Code and relevant state and federal regulations.
- 6. Methods for the safe operation of light, medium- and heavy-duty motorized power equipment, including bucket truck.
- 7. Safety policies, procedures and safe work practices applicable to assignment, including OSHA regulations, confined-space entry, arc flash safety, and lockout/tagout procedures.
- 8. City policies, procedures and practices regarding area of assignment.
- 9. City practices and procedures for budgeting, purchasing and maintaining public records.
- 10. City human resources policies and labor contract provisions.
- 11. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 12. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- 2. Test, diagnose, calibrate and repair a wide variety of electrical systems and/or control instrumentation and related equipment devices, motors, machinery and equipment.
- 3. Utilize modern diagnostic and testing techniques, instruments, laptops and other computer equipment to test, calibrate, configure and repair complex electrical and electronic devices, equipment and wiring.
- 4. Use analog and digital system fault diagnostic techniques and procedures.
- 5. Read and interpret plans, specifications and manuals; operate and maintain equipment and tools used in the shop.
- 6. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- 7. Communicate effectively, both orally and in writing.
- 8. Understand, interpret, explain and apply applicable laws, codes and ordinances.
- 9. Represent the City effectively in dealings with contractors and other utilities and agencies.
- 10. Present proposals and recommendations clearly, logically and persuasively.
- 11. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.

- 12. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- 13. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from an accredited vocational trade school or electrical apprenticeship program, and at least seven years of progressively responsible experience in journey-level traffic signal installation, maintenance and repair; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class B driver's license and the ability to maintain insurability under the City's vehicle insurance program.

International Municipal Signal Association Certification as a Traffic Signal Technician II level is required. Level III is highly desired.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell. The employee is frequently required to lift up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public.

WORK ENVIRONMENT

The employee usually works under typical office conditions where the noise level is quiet. Employees are frequently exposed to fleet shop conditions, where the noise level may be loud and there is exposure to fumes and hazardous chemicals or materials. Employees may drive a vehicle during adverse weather conditions and may be subject to various traffic hazards.

EXHIBIT "D" RES. NO. 8035

CITY MECHANIC JOB SPECIFICATION

This is a placeholder; actual Job Specification to be provided under separate cover

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Adopted by Res. No.	
Effective:	
FLSA Designation:	

GENERAL PURPOSE

Under direction, provides complex, responsible and specialized administrative and office management support duties for a department director; creates and maintains reports, records and files required for work processes; assists in budget development and tracking; assists in personnel actions; coordinates with other departments, agencies and elected officials; may lead a small team of clerical support workers; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Executive Assistant is the advanced journey and working lead-level classification in the administrative support series. In addition to performing the full journey-level skilled duties, incumbents perform a variety of sensitive and confidential support functions. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, understanding and applying detailed information and procedures and meeting high standards of accuracy in handling routine and non-routine data. Incumbents may also oversee the work of lower-level staff.

This position typically reports to a department director and provides lead work direction to Administrative and Office Assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Leads, provides work guidance and direction and participates in the work of unit members; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with City and departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices; provides input to supervisor on employee work performance and behaviors; estimates personnel, equipment and material requirements for assigned jobs; may order work materials and supplies; assists in ensuring a fair and open work environment in accordance with the City's commitment to teamwork, mutual trust and respect.
- 2. Provides clerical and administrative support to a department director; using standard office software, composes and/or types memoranda, letters, staff reports, agreements, contracts, presentations, spreadsheets, forms and other documents, often of a highly sensitive and confidential nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with City standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; responds independently to phone calls, correspondence and email inquiries regarding a variety of City or department matters; relieves the director of a variety of administrative details.
- 3. Acts as liaison in coordinating matters between the department director, other management and the City Manager; tracks department action items and follows up on various assignments to ensure that needed

action is taken; maintains and coordinates a variety of departmental calendars; coordinates the department director's external activities with citizens, business groups, elected officials and other municipalities and agencies.

- 4. Performs important departmental public relations duties over the phone, in person and online; provides information and handles issues that may require sensitivity and use of tact and independent judgment; researches requests or complaints and refers matters to the appropriate department staff and/or takes or recommends action to resolve issues; researches and provides documentation in response to Public Records Act requests for department.
- 5. Drafts agreements and a variety of other supporting documents; monitors contract performance and expenditures; audits reports and invoices submitted by contractors to ensure accuracy and compliance with contract terms; calculates progress payments and prepares reports for accounts payable.
- 6. Monitors budget usage and fund percentages and may assist with budget projections; maintains separate budget and expense tracking programs based on funding source; oversees department purchasing functions including preparation and/or review of requisitions, purchase orders and associated bid packages and accounts payable processing; performs timekeeping and payroll processing.
- 7. Coordinates departmental human resources activities; maintains a variety of confidential departmental personnel records; generates and distributes personnel reports including productivity, work assignments, overtime usage, needs analysis and payroll reports; coordinates with Personnel to accomplish recruitment, interviewing, hiring and background checks of new personnel; coordinates interview panels; coordinates documentation and data gathering for internal discipline activities including performance action plans, grievances and internal investigations.
- 8. Reviews payroll transactions for accuracy and makes necessary corrections; reviews the more difficult and complex payroll transactions for compliance with MOU provisions and City and department policies and procedures; calculates and reconciles employee time accruals; reviews for accuracy and approves timesheets.
- 9. Attends and serves as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Office administration practices and procedures.
- 2. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 3. Provisions of the Brown Act and the Public Records Act.
- 4. Operations and requirements of the City payroll and financial systems.
- 5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- 6. Basic human resources procedures, methods and practices as they relate to departmental responsibilities for administration of recruitment, selection, payroll, benefit programs and related functions.

- 7. Basic research methods and data analysis techniques.
- 8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

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- 9. Safety policies and safe work practices applicable to the work.
- 10. Records management, recordkeeping, filing and basic purchasing practices and procedures.
- 11. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.
- 12. Basic principles and practices of employee supervision.

Ability to:

- 1. Organize, set priorities and exercise sound, independent judgment.
- 2. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Communicate information accurately and effectively; comprehend requests for information or assistance; maintain a courteous and tactful manner when under pressure or in antagonistic situations.
- 4. Reach sound decisions in accordance with City policies and procedures.
- 5. Prepare, administer and monitor a department budget and anticipate future budgetary needs.
- 6. Maintain highly confidential information.
- 7. Understand and follow written and oral instructions.
- 8. Represent the City effectively in dealings with elected and appointed officials, other municipalities and agencies, and the public.
- 9. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and six years of progressively responsible experience in administrative, financial and/or technical support functions, at least two of which were supporting a senior manager; or an equivalent combination of training and experience. Experience in a public agency and an associate degree are highly desirable.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

Ability to speak Spanish is highly preferred.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.

10/19/2020 CC Meeting Agenda

EX 119 15 f 252 RES. NO. 8035





Public Works Operations Manager

Adopted by Res. No.	
Effective:	
FLSA Designation:	Exempt

GENERAL PURPOSE

Under direction, plans, organizes, integrates and directs the work of the operations divisions of the Public Works Department; manages a comprehensive rehabilitations, maintenance and repair program for city streets, parks, facilities, equipment and related infrastructure; ensures all operations and maintenance functions are safe and efficient, while complying with applicable permits, laws and regulations; provides expert professional assistance and guidance to management on infrastructure issues; and performs related duties as assigned. Manages operations crews when call to respond to emergencies.

DISTINGUISHING CHARACTERISTICS

The Public Works Operations Manager is responsible for administration of citywide parks, building, streets, storm drains, traffic signals, and equipment maintenance and sewer maintenance programs within general policy guidelines. The incumbent assists with the formulation of departmental policies and is responsible for developing goals and objectives, supervising staff, administering the operating division budgets, and directing day-to-day activities. Work is broad in scope and requires seasoned judgment and a high degree of initiative and independence.

This position typically reports to the Director of Public Works and directs the work of assigned supervisors and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Plans, organizes, controls, integrates and evaluates the work of the Public Works operating divisions; with supervisors and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- 2. Manages the performance of division staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; hears and makes recommendations on grievances; subject to management concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.
- 3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives

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- and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.
- 4. Participates in the formulation and implementation of departmental policy, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in department work processes.
- 5. Through subordinate supervisors, oversees the day-to-day rehabilitation, maintenance and repair of city vehicles and equipment, parks, facilities, easements and rights-of-way including streets, sewers, storm drains, city buildings and related facilities, street lights and traffic signals; prioritizes work orders; reviews and evaluates daily activities and work assignments with supervisors and provides expertise in resolving operational and maintenance issues; directs response to and recovery of service during emergencies, as well as planned and unplanned operation stoppages; oversees and approves overtime work.
- 6. Reviews capital improvement plans and other construction projects and confers with engineering consultants and other municipalities on operational needs and effectiveness; oversees the work on large-scale jobs and performs advanced troubleshooting, maintenance and repair activities; inspects new equipment and construction to ensure proper operation and adherence to specifications.
- 7. Oversees implementation of plans and specifications of assigned contracts such as street sweeping operations, refuse collection and tree trimming activities; inspects and evaluates services provided and notes any noncompliance issues, maintenance deficiencies and unsafe or potentially unsafe conditions; responds to safety issues raised by the public and/or other City departments; communicates with contractors to correct maintenance deficiencies.
- 8. Receives reports from citizens, property owners, businesses and others regarding problem conditions or maintenance in assigned areas; uses independent judgment and decision-making skills to investigate and determine necessary corrective actions; notifies management or arranges for resolution of issues.
- 9. Ensures strict safety policies and safe work procedures; may assist as a first responder in the event of accidents; ensures safety equipment is in sound working condition and that department employees have participated in safety training.
- 10. Researches, evaluates and integrates new work practices, technology and systems to enhance productivity; performs project management duties; prepares purchase orders, inventory and tracking reports, quality-control reports, personnel-action reports and accident reports as necessary.
- 11. Periodically reviews and evaluates required inspection and maintenance programs to ensure compliance with regulatory operation permits, rules and regulations; prepares a variety of mandated monthly, quarterly and annual reports to regulatory agencies including the Air Quality Management District, Regional Water Quality Control Board and Department of Resources Recycling and Recovery; develops plans and procedures to meet regulatory testing, safety and compliance requirements; manages hazardous waste and materials management program; administers Court Referred Volunteer Program.
- 12. Serves as the department's representative to professionals, industry groups, community groups, customers, regulators and other agencies; participates in negotiations with contractors, consultants, vendors and other municipalities.
- 13. Acts in the absence of Director of Public Works as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Principles and practices of street, park, facilities, equipment, sewer and storm drain construction, maintenance and repair.
- 2. Operations and uses of tools and equipment used in public works.
- 3. Principles, theories and practices of asset management and computerized maintenance management systems.
- 4. Theory, principles and practices of regulatory compliance.
- 5. Federal, state and local laws, regulations and permitting requirements applicable to assignment.
- 6. Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
- 7. Applicable federal and state laws, rules and regulations including OSHA rules and regulations.
- 8. Research methods and statistical analysis techniques.
- 9. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
- 10. Principles and practices of effective management and supervision.
- 11. Principles and practices of sound business communications.
- 12. City human resources policies and labor contract provisions.
- 13. Safety policies and safe work practices applicable to the work.

Ability to:

- 1. Plan and direct the activities of a division of Public Works.
- 2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- 3. Direct the development and/or analysis of operational and maintenance processes, procedures, plans, contracts and regulatory filings for the division.
- 4. Work collaboratively with directors and managers and provide expert advice and counsel to develop solutions to complex issues.
- 5. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- 6. Develop and implement appropriate procedures and controls.
- 7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- 8. Communicate effectively, both orally and in writing.
- 9. Understand, interpret, explain and apply applicable laws, codes and ordinances.
- 10. Represent the City effectively in dealings with contractors, regulators and other City employees.
- 11. Present proposals and recommendations clearly, logically and persuasively
- 12. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.

- 13. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- 14. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent supplemented by college-level coursework in civil engineering or a closely related field, and at least eight years of journey-level experience in the maintenance and repair of public works streets, parks and facilities, at least two of which were in a supervisory capacity; or an equivalent combination of training and experience.

A bachelor's degree in business or public administration, life sciences, engineering or a closely related field is highly desirable.

Licenses; Certificates; Special Requirements:

A valid California Class B driver's license and the ability to maintain insurability under the City's vehicle insurance program.

Additional certification is highly desirable including:

- ASE Certifications in Medium-Heavy Truck or Truck Equipment.
- International Municipal Signal Association Certification as a Traffic Signal Technician Level II.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; responds to life-threatening, emergency situations; and interacts with others encountered in the course of work.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet. The employee occasionally works in outdoor weather conditions. The employee is exposed to fumes or airborne particles, toxic or caustic chemicals and biological hazards. The employee is occasionally exposed to loud or prolonged noise and equipment with heavy vibrations. The employee may be at risk of electrical shock.

Work requires responding to emergency calls.

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Public Works Technician

Non-exempt

GENERAL PURPOSE

Under general supervision, provides customer assistance and service over the phone and at any Public Works public counter; reviews service requests and supporting documents for sufficiency of information, and compliance with City requirements and regulations; issues work orders as authorized; creates and maintains department-specific reports, records and files required for work processes; performs paraprofessional analysis and fund monitoring of department budgets and expenditures; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Public Works Technician performs technical and administrative duties in support of the Public Works department. Incumbents provide advanced journey-level administrative support to the department as well as work at a public counter providing customer support and issuing work orders and processing service requests. Incumbents must provide accurate information and use judgment interpreting and applying routine codes, department policies, regulations and precedents to specific cases or problems.

This position reports directly to the Operations Manager. Public Works Technician is distinguished from Executive Assistant in that an incumbent in the former class requires knowledge specific to public works and work order and service request processing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Receives and reviews work orders and service requests, plans and associated documents from customers; reviews, logs and processes work orders and service requests; responds to customer and public inquiries and complaints; explains and interprets standards and procedures to contractors, engineers, architects, members of the public and other public or utility organization employees to resolve problems and ensure adherence to procedures; investigates, analyzes and prepares recommendations in response to public complaints and requests; calculates and verifies fees; issues work orders as authorized.
- 2. Organizes, maintains and updates confidential, specialized and technical files, documents and records; creates, develops, maintains and updates specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of responsibility; designs, develops and maintains spreadsheets requiring data interpretation and manipulation; acts as a liaison in coordinating department matters with the City Manager, other department heads, staff and the public; researches and provides documentation in response to Public Records Act requests.
- 3. Receives emergency and non-emergency requests for City parks, facilities and grounds maintenance via phone and email; determines nature and priority of calls and refers to Police dispatch as needed;

Public Works Technician Page 1

EMUDIFIOTUS 2 RES. NO. 8035

- logs requests for service; assigns work orders to appropriate trades using radio, email or work order tracking system; communicates with various agencies and utilities as needed.
- 4. Tracks and maintains a variety of department records and activities including internal and external inspection requests and materials, test dates and results, plan updates, tract acceptance/bond exoneration documents, customer/developer notifications, regulatory compliance records and reports and training certifications.
- 5. Drafts agreements and a variety of other supporting documents; monitors contract performance and expenditures; audits reports and invoices submitted by contractors to ensure accuracy and compliance with contract terms; calculates progress payments and prepares reports for accounts payable.
- 6. Monitors budget usage and fund percentages and may assist with budget projections; maintains separate budget and expense tracking programs based on funding source; oversees department purchasing functions including preparation and/or review of requisitions, purchase orders and associated bid packages and accounts payable processing; performs timekeeping and payroll processing; processes loan payments, loan payoffs, subordination agreements and reconveyance documents.
- 7. May attend and serve as recording secretary to assigned commissions; makes all meeting arrangements including preparation and posting of agendas and notices; prepares and distributes agendas and supporting documents to appropriate parties; takes and transcribes meeting minutes; prepares and distributes decision letters and outcome notices

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Methods, practices and techniques of work order processing.
- 2. Specialized data-gathering and research techniques.
- 3. Office administration and management practices and procedures.
- 4. Federal, state and local laws and regulations pertaining to project areas.
- 5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 6. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 7. The City's general accounting system and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
- 8. City procedures and practices regarding the release of public information, public notification and recordkeeping; provisions of the Brown Act.
- 9. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, ordinances, resolutions, agreements, presentations and other written materials from brief instructions.
- 2. Work consultatively within the department and with other City staff.
- 3. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.

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RES. NO. 8035

- 4. Learn and apply policies, practices and methods applicable to assigned administrative programs or functions.
- 5. Maintain confidential information.
- 6. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- 7. Represent the City effectively in dealings with residents, contractors and those encountered in the course of work.
- 8. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and seven years of progressively responsible experience in administrative support functions; or an equivalent combination of training and experience. Specialized course work related to area of assignment and/or an associate degree are highly desirable. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided. Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.

Public Works Technician Page 3



JOB SPECIFICATION CLASS TITLE RECREATION AND COMMUNITY SERVICES PROGRAM COORDINATOR PLSA DESIGNATION NON-EXEMPT

GENERAL PURPOSE

Under direction, plans, supervises and participates in the work of staff providing recreational, cultural and community programs; plans, coordinates and implements one or more Citywide programs for a specific constituent group; ensures compliance with program-related regulations, guidelines and grant restrictions; may oversee the operations of a facility; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Recreation and Community Services Program Coordinator is responsible for providing work planning, scheduling, technical assistance and training to full and part-time staff of the assigned program area. An incumbent is responsible for assisting in the formulation and development of assigned program goals and objectives, supervising, inspecting and participating in the work of assigned personnel, and directing day-to-day work activities. Work involves assisting with the development and monitoring of annual program budgets, supervising and evaluating program development and implementation, and working with various community groups, boards and commissions. Assignments are broad in scope, requiring significant independent decision making and impact on department success.

This position typically reports to the Recreation and Community Services Supervisor and supervises the work of assigned part-time program staff and volunteers. Recreation and Community Services Program Coordinator is distinguished from Recreation and Community Services Supervisor in that an incumbent in the latter class manages a division within the Recreation and Community Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Plans, assigns, schedules, supervises and evaluates the work of assigned part-time staff and provides lead-level direction to full-time staff; with staff, develops, implements and monitors work plans to achieve assigned unit objectives; provides input to the annual budget; makes purchases and other expenditures in accordance with City procedures and monitors performance against the annual budget; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.
- 2. Interviews and participates in selecting new program staff including contractors and instructors; supervises and evaluates program staff performance; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition



SAN FERNANDO

ESSENTIAL DUTIES AND RESPONSIBILITIES

when warranted.

- 3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and City's mission, objectives and values regarding teamwork, mutual trust and respect; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions, and ensures staff follows safe work practices.
- 4. Organizes, supervises, monitors and evaluates program development, implementation and administration in assigned program area; oversees and evaluates results of needs assessments; identifies, develops, recommends and implements program goals, objectives, curriculum and activities to meet those needs; researches new and innovative programs and trends and adapts and introduces programs to meet community needs; administers program logistics including facility needs, registration, fee collection and promotion; implements program schedules; recruits and coordinates recreation contractors and/or volunteers to carry out applicable program components; monitors program effectiveness; evaluates program effectiveness and recommends changes as needed.
- 5. Oversees and participates in the direct delivery of services and activities; performs individual needs assessments, identifies applicable programs or services, enrolls individuals and provides program services; provides information and subject-matter expertise for the more difficult and/or complex cases; resolves conflicts among participants; oversees evaluation of services provided; oversees and monitors registration and fee-collection processes.
- 6. Represents the department with community groups, nonprofit organizations, school officials, municipalities and others; collaborates with community and nonprofit representatives to develop, promote and deliver programs and services; receives, investigates and resolves program-related inquiries, concerns and complaints; may make presentations to commissions, boards and elected officials regarding program-related activities and needs.
- 7. Coordinates activities and use of facilities, field, stage or equipment; acts as a liaison to sports leagues, community groups and individuals who rent facilities; coordinates development of usage agreements including scheduling of field lighting, usage permits and maintenance schedules; enforces recreational facility and sports fields rules and regulations; ensures a safe, secure and clean environment is maintained at recreation venues and other facilities; opens and closes facility; responds to after-hour emergencies and issues that arise.
- 8. Assists with development of program budgets; administers program budgets including reviewing invoices for budget expenditures; maintains program tracking databases; participates in program evaluation, measurement and verification activities; prepares financial, participant and program activity reports for review and distribution within the City and to other interested parties.
- 9. Oversees and assists in the development, implementation and setup of departmental special events; assists with setup and cleanup for various program activities, meetings and events; contacts vendors to participate and for food orders, marketing materials, supplies and audio visual equipment; handles other meeting and event logistics including soliciting volunteers.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- 1. Principles and practices of organizing, planning and conducting recreational, cultural and community activities and programs.
- 2. City recreation, cultural and community programs, policies and procedures.
- 3. Developmental and social needs of a diverse youth, teen, adult, senior, disabled and/or special needs population as assigned.
- 4. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
- 5. Principles and practices of needs assessment, program implementation and program evaluation.
- 6. Research methods and data analysis techniques.
- 7. Safety issues associated with the care of program participants; CPR and first-aid practices and training.
- 8. Federal, state and local laws, regulations and court decisions governing area of assignment.
- 9. City organization, rules, policies and procedures applicable to departmental operations.
- 10. Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 11. Principles and practices of administration, budget and personnel management applicable to assigned responsibilities.
- 12. Knowledge of the San Fernando community and issues surrounding quality of life and social needs.
- 13. Principles and practices of employee supervision.
- 14. Knowledge of City human resources policies and labor contract provisions.

ABILITY TO:

- 1. Plan, organize, implement and evaluate activities and operations of assigned programs, projects, events and facilities.
- 2. Identify community service, cultural and recreational needs and recommend appropriate programs and intervention strategies.
- 3. Develop and administer program goals, objectives and procedures.

MINIMUM QUALIFICATIONS

- 4. Assess the effectiveness of daily program activities and operations.
- 5. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- 6. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- 7. Analyze problems, evaluate alternatives and recommend effective courses of action.
- 8. Research and interpret data, either in statistical or narrative form.
- 9. Work effectively and respond sensitively to the needs of people from a variety of ethnic groups, cultures and of a variety of ages.
- 10. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- 11. Reach sound decisions in accordance with City policies and procedures.
- 12. Communicate effectively, both orally and in writing.
- 13. Represent the City effectively in interactions and meetings with a diverse group of participants, community groups and the public.
- 14. Report child or elder abuse, neglect or domestic violence in accordance with mandated reporting requirements.
- 15. Use tact and diplomacy in dealing with difficult issues, situations and concerned people.
- 16. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from an accredited four-year college or university with a major in recreation, physical education, human services, social services or a closely related field, and at least three years of responsible experience in community service or recreation-related program development or implementation; or an equivalent combination of training and experience.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.



EXHIBIT "H"
Pares 51 No. 58035
JOB SPECIFICATION

MINIMUM QUALIFICATIONS

Valid current CPR and first-aid certificates are required.

Ability to speak Spanish is highly preferred and is required for some assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; uses basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually moderate. The employee frequently works in outdoor weather conditions in extreme heat or cold and wet or humid conditions; and where the noise level may be loud. A flexible work schedule including evening, weekend and holiday work and meetings may be required.

10/19/2020 CC Meeting Agenda

EXHIBIT 252 RES. NO. 8035





Treasurer Assistant

Adopted by Res. No.	
Effective:	
FLSA Designation:	

GENERAL PURPOSE

Under general supervision, performs a variety of accounting support and cashiering functions to assist the Director of Finance in the administration of the City's investment portfolios; performs a variety of administrative activities associated with cash management and investment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Treasurer Assistant performs journey-level paraprofessional functions in the financial and support of City treasury initiatives. Duties and responsibilities are carried out with considerable independence within a framework of established policies and procedures.

This position reports directly to the Director of Finance and takes administrative direction from the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Performs accounting support and cashiering duties; receives, verifies and posts customer utility, parking citation, building permit and other miscellaneous fees and payments; in-person, over-the-phone and mail-in cashiering and related accounting support and administrative duties required to process payments and make deposits.
- 2. Administers ongoing relationships with the City's banking institutions; works with banks to resolve transaction errors and problems and ensure accurate cash balancing.
- 3. Assists in administering the City's investment portfolios; using investment administration software, reviews and verifies information for and maintains and updates investment and portfolio records; assists in monitoring market and economic conditions; assists with generating monthly treasury and portfolio reports and developing monthly and annual investment and cash reports.
- 4. Assists in the preparation of a variety of financial forecasts, investment and financial reports and presentation materials regarding areas of assigned responsibility.
- 5. Performs a variety of clerical work including typing, data entry, filing and recording of information.
- 6. Operates office machines, including computers, typewriters, fax machines, 10 key adding machines and duplicating machines.
- 7. Assists at the public counter, answers telephones, and assists visitors and callers by providing a variety of information where judgment, knowledge, and interpretation of policies and procedures may be necessary.

Treasurer Assistant Page 1

MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Basic principles, practices and terminology associated with operations of financial and investment markets.
- 2. Basic principles and practices used in evaluating investment vehicles and making investment decisions.
- 3. City ordinances, codes, procedures and practices regarding the City's investment policy governing the investment and management of public funds.
- 4. Laws and regulations relating to the financial administration of public agencies
- 5. Operations of the City's various financial and customer billing systems.
- 6. Principles and practices of effective customer service and customer-oriented telephone etiquette.
- 7. Bookkeeping and elementary accounting practices and procedures.
- 8. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- 9. Safety policies and safe work practices applicable to the work.
- 10. Records management, recordkeeping, filing and basic purchasing practices and procedures.
- 11. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

Ability to:

- 1. Perform routine cash management analyses to forecast funds available for investment and cash disbursement needs for City and department programs and functions.
- 2. Perform routine mathematical calculations and analyses and prepare clear, concise and comprehensive financial and treasury statements, reports and written materials.
- 3. Represent the City effectively in dealings with banking and investment professionals and elected officials.
- 4. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
- 5. Reach sound decisions in accordance with City policies and procedures.
- 6. Communicate effectively, both orally and in writing.
- 7. Understand and follow written and oral instructions.
- 8. Establish and maintain effective working relationships with all those encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Graduation from high school or GED equivalent, and at least three years of progressively responsible experience in treasury operations and administrative support of investment programs; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Treasurer Assistant Page 2

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Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment involving a public counter where the noise level is usually quiet.

Treasurer Assistant Page 3

ATTACHMENT "D"

RESOLUTION NO. 8036

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA AMENDING PORTIONS OF SECTIONS 1, 2 AND 3 OF RESOLUTION NO. 8014, ADOPTED JUNE 15, 2020

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

SECTION 1: That that portion of Section 1 of Resolution No. 8014, adopted June 15, 2020, as amended, be further amended by **adding** the following portion to "Schedule G for General Employees (SFPEA)" on page 2 effective October 10, 2020:

SCHEDULE G FOR GENERAL EMPLOYEES (SFPEA)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
65	3541	3736	3942	4159	4387
74	4134	4359	4599	4852	5119
75	4173	4406	4645	4901	5169
78	4365	4603	4856	5123	5405
79	4456	4700	4959	5233	5521
80	4523	4711	5033	5312	5604

SECTION 2: That that portion of Section 2 of Resolution No. 8014, adopted June 15, 2020, as amended, be further amended by adding the following classifications, salary range numbers and salary steps to Section 2 (A) to include the respective salaries for new job classifications, pursuant to the provisions of the Side Letters of Agreement between the City of San Fernando and two bargaining units (SFPEA and SFMG) represented by SEIU Local 721, effective October 10, 2020:

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E	
Administrative Assistant	74G	4134	4359	4599	4852	5119	
City Electrician	79G	4456	4700	4959	5233	5521	

RES. NO. 8036

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
City Mechanic	79G	4456	4700	4959	5233	5521
Community Development Technician	80G	4523	4711	5033	5312	5604
Executive Assistant	78G	4365	4603	4856	5123	5405
Public Works Operations Manager	68M	8027	8428	8850	9291	9756
Public Works Technician	80G	4523	4711	5033	5312	5604
Recreation & Community Services Coordinator	75G	4173	4406	4645	4901	5169
Treasurer Assistant	65G	3541	3736	3942	4159	4387

SECTION 3: Except as amended herein, all other portions of Sections 1, 2 & 3 of Resolution No. 8014, adopted June 15, 2020, shall remain unchanged and in full force and effect.

SECTION 4: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED AND ADOPTED this 19th day of October, 2020.

	Joel Fajardo, Mayor
ATTEST:	
 Julia Fritz, City Clerk	

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. 8036 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 19 th day of October, 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

ATTACHMENT "E"

AMEDACE

RESOLUTION NO. 8037

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF SECTION 1 OF RESOLUTION NO. 8015, THE FISCAL YEAR 2020-2021 TABLE OF ORGANIZATION, ADOPTED JUNE 15, 2020

WHEREAS, the City Council of the City of San Fernando has adopted the Fiscal Year (FY) 2020-2021 Table of Organization on June 15, 2020, per Resolution No. 8015; and

WHEREAS, the City Council is scheduled to approve Side Letters of Agreement between the City of San Fernando and two bargaining units (SFPEA and SFMG) represented by SEIU Local 721 on October 19, 2020 that are applicable to general employees (SFPEA) and management employees (SFMG);

WHEREAS, the Table of Organization as adopted for FY 2020-2021, and the Side Letters of Agreement scheduled for adoption on October 19, 2020, have provisions for assignment of various positions and classifications to specific departments, divisions and activities by titles and numbers; and

WHEREAS, the City Council is scheduled to approve some position and classification changes that will impact the assignment of certain positions and classifications in the Police Department; and

WHEREAS, it is necessary that said positions and classifications be assigned to specific departments, divisions and activities by titles and numbers;

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

SECTION 1: That that portion of the said Table of Organization adopted on June 15, 2020, per Resolution No. 8015, be further amended by **deleting** thereto the following job titles under the "Community Development Department" effective November 20, 2020, as follows:

COMMUNITY DEVELOPMENT

<u>TITLE</u>	BUDGETED HOURS <u>PER WEEK</u>	FULL TIME EQUIVALENT (FTE) STATUS	AVERAGE NUMBER OF PERSONNEL IN POSITION
Building & Safety Supervisor	40	1	1
Community Development Secretary	40	1	1

SECTION 2: That that portion of the said Table of Organization adopted on June 15, 2020, per Resolution No. 8015, be further amended by **deleting** thereto the following job titles under the "Finance Department" effective October 16, 2020, as follows:

FINANCE

<u>TITLE</u>	BUDGETED HOURS PER WEEK	FULL TIME EQUIVALENT (FTE) STATUS	AVERAGE NUMBER OF PERSONNEL IN POSITION
Treasury Manager	40	1	1
Office Clerk	40	1	1

SECTION 3: That that portion of the said Table of Organization adopted on June 15, 2020, per Resolution No. 8015, be further amended by **deleting** thereto the following job titles under the "Public Works Department" effective the respective dates specified next to the job titles, as follows:

PUBLIC WORKS

TITLE	BUDGETED HOURS PER WEEK	FULL TIME EQUIVALENT (FTE) STATUS	AVERAGE NUMBER OF PERSONNEL IN POSITION
Building Maintenance Worker/ Electrical Helper (Effective October 10, 2020)	40	1	1
Electrical Supervisor (Effective October 10, 2020)	40	1	1
Equipment & Materials Supervisor (Effective October 15, 2020	40	1	1
Mechanical Helper (Effective October 15, 2020)	40	1	1
Office Specialist (Effective October 10, 2020)	40	1	1

<u>TITLE</u>	BUDGETED HOURS PER WEEK	FULL TIME EQUIVALENT (FTE) STATUS	AVERAGE NUMBER OF PERSONNEL IN <u>POSITION</u>
Public Works Administrative Coordinator (Effective October 10, 2020)	40	1	1
Public Works Field Supervisor II (Effective October 10, 2020)	40	1	1
Public Works Maintenance Worker (Effective October 16, 2020	40	1	1
Public Works Office Specialist (Effective October 10, 2020)	40	1	1
Senior Maintenance Worker (Effective November 11, 2020)	40	1	1

SECTION 4: That that portion of the said Table of Organization adopted on June 15, 2020, per Resolution No. 8015, be further amended by **deleting** thereto the following job titles under the "Recreation & Community Services Department" effective the respective dates specified next to the job titles, as follows:

RECREATION & COMMUNITY SERVICES

TITLE	BUDGETED HOURS PER WEEK	FULL TIME EQUIVALENT (FTE) STATUS	AVERAGE NUMBER OF PERSONNEL IN <u>POSITION</u>
Cultural Arts Supervisor (Effective November 20, 2020)	40	1	1
Office Specialist (Effective November 20, 2020)	80	2	2
Program Specialist (Effective November 20, 2020)	40	1	1

SECTION 5: That that portion of the said Table of Organization adopted on June 15, 2020, per Resolution No. 8015, be further amended by **adding** thereto the following job titles under various departments effective the respective dates specified next to the job titles, as follows:

<u>TITLE</u>	BUDGETED HOURS <u>PER WEEK</u>	FULL TIME EQUIVALENT (FTE) STATUS	AVERAGE NUMBER OF PERSONNEL IN <u>POSITION</u>
<u>COMMUNITY</u> <u>DEVELOPMENT</u>			
Community Development Technician (Effective November 20, 2020)	40	1	1
<u>FINANCE</u>			
Treasurer Assistant (Effective October 16, 2020)	40	1	1
PUBLIC WORKS			
City Electrician (Effective October 10, 2020)	40	1	1
City Mechanic (Effective October 16, 2020)	40	1	1
Executive Assistant (Effective October 10, 2020)	40	1	1
Public Works Operations Manager (Effective October 24, 2020)	40	1	1
Public Works Technician (Effective October 10, 2020)	40	1	1
RECREATION & COMMUNITY SERVICES			
Administrative Assistant (Effective November 20, 2020)	40	1	1

<u>TITLE</u>	BUDGETED HOURS PER WEEK	FULL TIME EQUIVALENT (FTE) STATUS	AVERAGE NUMBER OF PERSONNEL IN POSITION
Executive Assistant (Effective November 20, 2020)	40	1	1
Recreation & Community Services Coordinator (Effective November 20, 2020)	40	1	1

SECTION 6: Except as amended herein, all other provisions of the said Table of Organization adopted on June 15, 2020, per Resolution No.8015, remain unchanged and in full force and effect.

SECTION 7: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED AND ADOPTED this 19th day of October, 2020.

	Joel Fajardo, Mayor
ATTEST:	
Julia Fritz, City Clerk	

CERTIFICATION

true, ar City Co	Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, and correct copy of Resolution No. 8037 which was regularly introduced and adopted by the buncil of the City of San Fernando, California, at a regular meeting thereof held on the 19 th October, 2020, by the following vote of the City Council:
	AYES:
	NAYS:
	ABSENT:
	ABSTAINED:
City of	IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the San Fernando, California, this day of, 2020.

Julia Fritz, City Clerk

ATTACHMENT "F" CONTRACT NO. 1962 LETTER OF AGREEMENT RETIREMENT INCENTIVE AGREEMENT – CITY OF SAN FERNANDO

Letter of Agreement 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 budgets 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 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

Letter of Agreement CONTRACT NO. 1962

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 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

Liebert Cassidy Whitmore

Letter of Agreement CONTRACT NO. 1962

FOR CITY OF SAN FERN	ANDO:	FOR SPPEA/SEIU LOCAL	. /21:
Docusigned by: Mck Limball	8/24/2020 12:16 PM EC	OT Frank Villalpando	8/26/2020 1:03 PM PDT
Nick Kimball	Date	Frank Villalpando	Date
City Manager DocuSigned by:		Chapter President, SFPE	EA/SEIU Local 721
TEHOU	8/24/2020 12:28 PM P	DT Frank Avila	8/24/2020 10:42 AM PDT
Tim Hou	Date	Frank Avila	
Deputy City Manager/		SFPEA Board Member	Date
Director of Community	Development		
Docusigned by: Michael Okafor	8/24/2020 10:35 AM F	PDT Maria Calleros	8/27/2020 9:35 AM PDT
Michael Okafor	Date	Maria Calleros	
Personnel Manager		SFPEA Board Member Docusigned by:	Date
		Richard Delafena	9/1/2020 12:54 PM PDT
		Richard De La Pena	
		SFPEA Board Member	Date
		Docusined by.	8/24/2020 3:40 PM PDT
		Manuel Fabian	
		SFPEA Board Member	Date
		DocuSigned by:	8/24/2020 8:01 AM PDT
		Ruben Quintana	
		SFPEA Board Member	Date
		DocuSigned by:	8/24/2020 8:00 AM PDT
		Sandra Soto Sandra Soto	
		SFPEA Board Member	Date
APPROVED AS TO FORM	M:	APPROVED AS TO FORM	VI:
DocuSigned by:			
ldrianna E. Gw.	жагд/2020 2:18 PM PDT	Cr L	8/27/2020 1:42 PM PDT
Adrianna E. Guzman	Date	Charles Leone	Date

Negotiator, SEIU Local 721



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AGENDA REPORT

To: Vice Mayor Hector A. Pacheco and Councilmembers

From: Mayor Joel Fajardo

Date: October 19, 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.

State of California COVID-19 Updates.

Staff will provide an update on the State of California's Blueprint for a Safer Economy plan (Attachment "A").

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 and key COVID-19 related metrics (Attachment "B").

CITY COUNCIL

117 MACNEIL STREET, SAN FERNANDO, CA 91340

(818) 898-1201

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Discussion Regarding COVID-19 Response Efforts and Approval of Proposed Recommendations Page 2 of 3

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 is open to the public with modified hours (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 the 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.

San Fernando Residential Food Program.

The City Council allocated \$100,000 in CDBG/CARES Act funding to create the San Fernando Residential Food Distribution Program to assist families impacted by COVID-19. The food distribution program will provide a box of non-perishable food items (with a value up to \$250) to each qualifying household. These items may include canned meat and vegetables, pasta, sugar and spices, sauces, canned soups and stews, coffee and tea, rice, baby food, and other non-perishable food items. Personal protective equipment including masks, hand sanitizer, and disinfectant solution may also be provided.

To apply, interested households must complete a self-certification form that will be submitted to LA County for approval. Once approved, the City will schedule date and time for a no-contact distribution of food to qualified households. Applications may be completed online or downloaded via the City's website (https://www.sfcity.org/coronavirus/#Resident-Resources).

The first San Fernando Residential Food Distribution event is scheduled to be held on October 17, 2020. Staff will provide an update on the event at the meeting.

San Fernando Personal Protective Equipment (PPE) for Businesses Program.

The City Council allocated \$25,000 in CDBG/CARES Act funding to create the San Fernando Personal Protective Equipment (PPE) for Businesses Program to assist businesses impacted by COVID-19. The program will provide a box of essential items (with a value up to \$125) to each qualifying business. These items may include disposable (KN95 and/or blue surgical-type) masks, disinfectant wipes, face shields, non-contact thermometers, disposable gloves, and contactless hand sanitizer system.

To apply, interested businesses must complete an application and submit it to the City for approval. Once approved, the City will schedule date and time for a no-contact distribution of

Discussion Regarding COVID-19 Response Efforts and Approval of Proposed Recommendations Page 3 of 3

equipment to qualified businesses. Applications may be completed online or downloaded via the City's website (<u>WWW.SFCITY.ORG/Coronavirus/#Business-Resources</u>).

The first San Fernando Personal Protective Equipment (PPE) for Businesses Program distribution is scheduled to be held prior to November 2, 2020. Staff will provide an update on the event at the meeting.

BUDGET IMPACT:

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

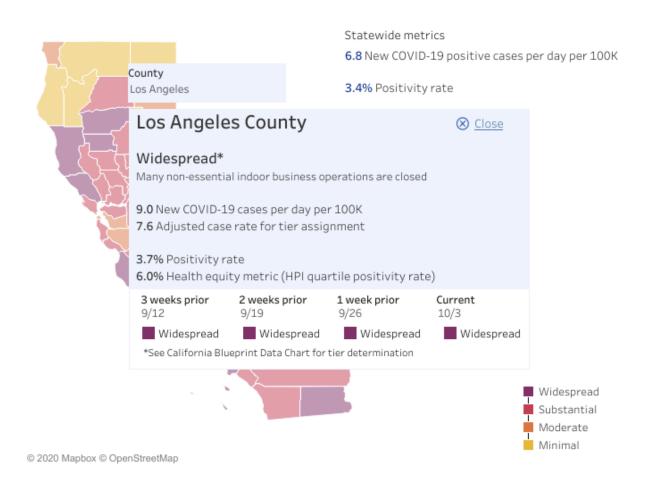
ATTACHMENTS:

- A. California Blueprint for a Safer Economy
- B. LA County Daily COVID-19 Data as of October 14, 2020

ATTACHMENT "A"

As of 10/13/2020

CALIFORNIA BLUEPRINT FOR A SAFER ECONOMY



Adjusted case rate*
7-day average of daily COVID-19 cases per

Positivity rate**

7-day average of all COVID-19 tests performed

	100K with 7-day lag, adjusted for number of tests performed	that are positive
Many non-essential indoor business operations are closed	More than 7 Daily new cases (per 100k)	More than 8% Positive tests
SUBSTANTIAL Some non-essential indoor business operations are closed	4-7 Daily new cases (per 100k)	5 – 8% and 5.3 – 8% health equity metric
MODERATE Some indoor business operations are open with modifications	1 – 3.9 Daily new cases (per 100k)	2 – 4.9% and 2.2 – 5.2% health equity metric
MINIMAL Most indoor business operations are open with modifications	Less than 1 Daily new cases (per 100k)	Less than 2% and Less than 2.2% health equity metric

^{*}Small counties (those with a population less than 106,000) may be subject to alternate case assessment measures for purposes of tier assignment.

County risk level

^{**}Health equity metric is not applied for small counties.

ATTACHMENT "B"

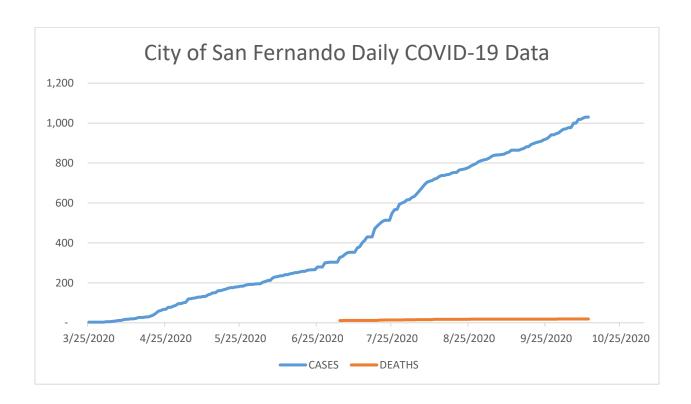
City of San Fernando Daily COVID-19 Data

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 October 12, 2020): 1030 Total Deaths (as of October 12, 2020): 19



LA County Daily COVID-19 Data

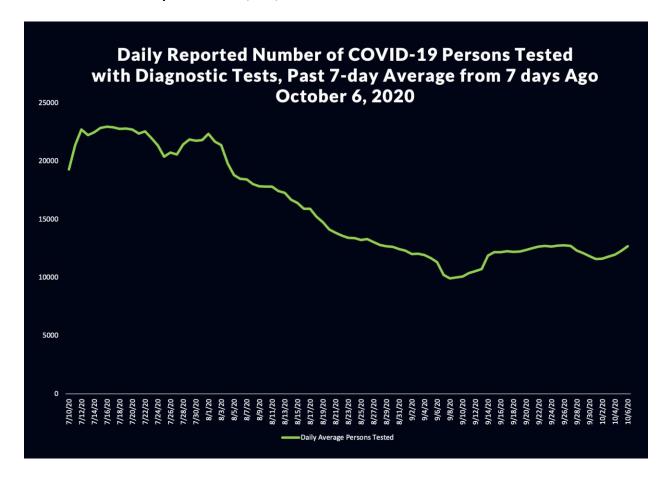
SOURCE:

http://publichealth.lacounty.gov/media/Coronavirus/data/index.htm; visited on 10/14/2020 @ 2:30 pm.

Graph 1: Daily Reported Persons Tested for COVID-19

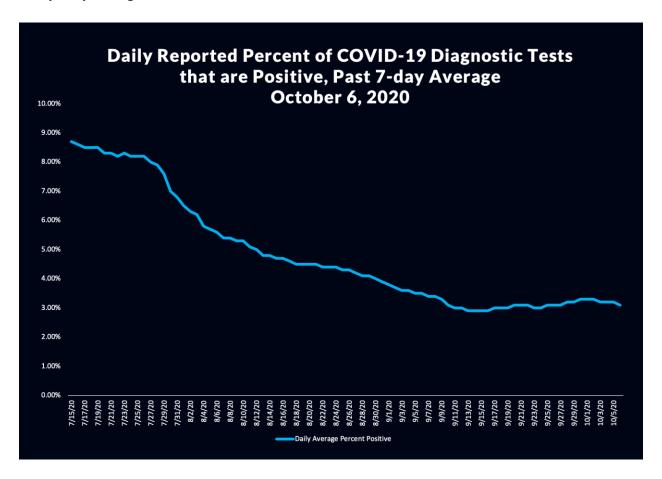
7-Day Daily Average: 12,701

Total Number of People Tested: 2,838,368



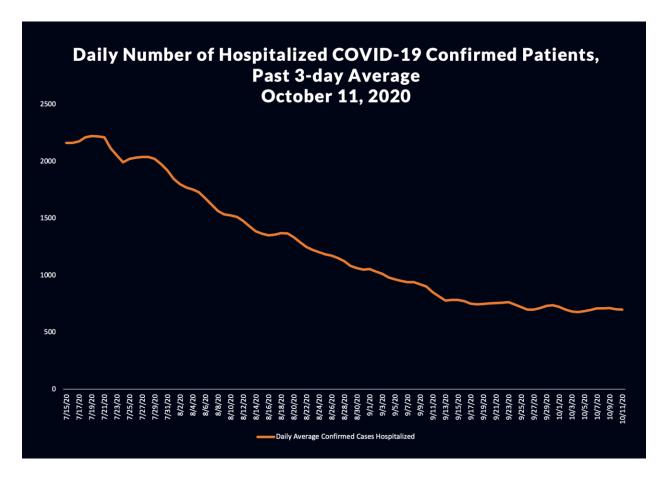
Graph 2: Daily Reported Percent Positive for COVID-19

7-Day Daily Average: 3.1%



Graph 3: Daily Number of COVID-19 Hospitalized

Current Hospitalizations (10/13): 692



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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: October 19, 2020

Subject: Discussion Regarding Halloween Activities and Approval of Proposed

Recommendations

RECOMMENDATION:

It is recommended that the City Council:

a. Receive and file the report from staff; and

b. Discuss Halloween activities in San Fernando and provide staff with direction, as appropriate.

BACKGROUND:

- 1. On September 9, 2020, the Los Angeles County Department of Public Health (LACDPH) published guidance for celebrating Halloween (Attachment "A").
- 2. On October 5, 2020, staff provided the City Council with the City's response efforts and policy initiatives related to the COVID-19 pandemic and included information on LACDPH's guidance for celebrating Halloween. The City Council discussed LACDPH's guidance and directed staff to return at a future City Council meeting with additional options and recommendations.

ANALYSIS:

Traditionally, San Fernando draws a substantial crowd of door-to-door trick or treaters, particularly in the Orange Grove Avenue area; however, the LACDPH is not recommending door-to-door trick or treating and trunk or treating as it can be very difficult to maintain proper social distancing on porches and front doors, ensure that everyone is appropriately masked, and avoid crowing and sharing food.

During the standing discussion on the City's COVID-19 Response Efforts, the City Council generally agreed to direct staff to provide the community with information on the LACDPH' Guidance regarding Halloween activities. Since the City is subject to the LACDPH Guidance, the City Council may adopt more restrictive guidelines, but not less restrictive. However, there is some grey area

ADMINISTRATION DEPARTMENT

Discussion Regarding Halloween Activities and Approval of Proposed Recommendations Page 2 of 2

included in the LACDPH Guidance as it does not strictly prohibit door-to-door trick or treating, rather, it is not recommended. The City Council had a robust discussion about offering alternative guidance regarding trick or treating activities that may be safer than traditional door-to-door trick or treating. Ultimately, the City Council directed staff to share information regarding the LACDPH Guidance and bring the item back for additional discussion at the next regular City Council meeting.

Below are actions the City will take to support the Health Order:

- Provide information on the LACDPH's LA County Halloween Guidance through social media, email constant contact, and Alert San Fernando text/voice messages.
- Place electronic traffic signs along Glenoaks Boulevard and other high traffic areas to notify community members that door-to-door trick or treating is not recommended.

Possible additional actions to support the Health Order:

- Place A-frame signs on sidewalks in areas that draw large trick or treating crowds to discourage door-to-door trick or treating.
- Close streets known to draw large trick or treating crowds night to non-residential traffic.
- Provide alternative guidance regarding trick or treating in San Fernando.

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 that City Council discuss Halloween activities and provide staff with direction, as appropriate.

ATTACHMENT:

A. LA County Guideline re: Halloween

10/19/2020 CC Meeting Agenda Page 245 of 252

ATTACHMEN Novel Coronavirus (COVID-19)

Los Angeles County Department of Public Health Guidance for Celebrating Halloween

As fall approaches families start to plan for the upcoming holiday season beginning with Halloween. Since some of the traditional ways in which this holiday is celebrated does not allow you to minimize contact with non-household members, it is important to plan early and identify safer alternatives. The Los Angeles County Department of Public Health would like to share information on how to take part in this holiday in a manner that reduces the risk of spreading COVID-19. Since some of the traditional ways in which this holiday is celebrated are not permitted this year, consider some safer alternatives that are listed below.

Halloween Activities:

Not Permitted (gatherings and events are not currently allowed under the Health Officer Order)

- Halloween gatherings, events or parties with non-household members are not permitted even if they are conducted outdoors.
- Carnivals, festivals, live entertainment, and haunted house attractions are not allowed.

Not Recommended

- Door to door trick or treating is not recommended because it can be very difficult to maintain proper social distancing on porches and at front doors, ensure that everyone answering or coming to the door is appropriately masked to prevent disease spread, and because sharing food is risky.
- "Trunk or treating" where children go from car to car instead of door to door to receive treats is also not recommended, particularly when part of Halloween events, since it is difficult to avoid crowding and sharing food.

Permitted and Recommended

- Online parties/contests (e.g. costume or pumpkin carving)
- Car parades that comply with public health guidance for vehicle based parades including:
 - a. Drive by events or contests where individuals dress up or decorate their vehicles and drive by "judges" that are appropriately physically distanced.
 - b. Drive through events where individuals remain in their vehicles and drive through an area with Halloween displays.
 - c. Drive in events where individuals can receive a treat bag (limited to commercially packaged non-perishable treats) or take away item from an organizer while the participants remain in their vehicle.
- Halloween movie nights at drive in theaters (must comply with the public health drive in movie theater guidance).
- Halloween themed meals at outdoor restaurants (must comply with the restaurant protocol).
- Halloween themed art installations at an outdoor museum (must comply with the public health museum guidance.)
- Dressing up homes and yards with Halloween themed decorations.



Novel Coronavirus (COVID-19)

Los Angeles County Department of Public Health Guidance for Celebrating Halloween

Personal Protection Measures:

Regardless of how you choose to celebrate Halloween it is important to keep the following in mind:

- 1. Correctly wear a cloth face covering to prevent disease spread¹ when outside your home and around others that are not part of your household
- 2. Avoid confined spaces Actively stay away from indoor spaces that don't allow for easy distancing of at least 6ft between you and others
- 3. Avoid close contact Stay at least 6 feet away (3 or more adult steps) from all other people who are not part of your own household, especially while talking, eating, drinking, and singing.
- 4. Wash or sanitize your hands often.
- 5. Clean frequently touched items regularly.
- 6. If you are sick, or you have been in contact with someone who is sick with COVID-19 or has symptoms of COVID-19 stay home, and away from others.

Know where to get reliable information

Beware of scams, false news and hoaxes surrounding novel coronavirus. Accurate information, including announcements of new cases in LA County, will always be distributed by Public Health through press releases, social media, and our website. The website has more information on COVID-19 including FAQs, infographics and a guide to coping with stress, as well as tips on handwashing

- Los Angeles County Department of Public Health (LACDPH, County)
 - http://publichealth.lacounty.gov/media/Coronavirus/
 - Social media: @lapublichealth

Other reliable sources of information about novel coronavirus are:

- California Department of Public Health (CDPH, State)
 - o https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx
- Centers for Disease Control and Prevention (CDC, National)
 - o http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html

If you have questions and would like to speak to someone call the Los Angeles County Information line 2-1-1 which is available 24 hours a day.

¹ Wear masks with two or more layers to stop the spread of COVID-19. Wear the mask over your nose and mouth and secure it under your chin. For more info, https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html and https://publichealth.lacounty.gov/media/Coronavirus/docs/protection/GuidanceClothFaceCoverings.pdf





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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Vice Mayor Hector A. Pacheco

Date: October 19, 2020

Subject: Consideration to Adopt a Resolution Declaring the First Tuesday in November of

Even Years as Election Day in San Fernando

RECOMMENDATION:

I have placed this on the agenda for City Council discussion and recommend that the City Council adopt Resolution No. 8034 (Attachment "A"), declaring the first Tuesday in November of even years as Election Day in San Fernando.

BACKGROUND/ANALYSIS:

Presidential elections in the United States are held on the first Tuesday in November of even numbered years. Citizens have the fundamental right to vote, contribute to the political process, participate in civic engagement, and honor the sacrifices and struggles made for the right to vote throughout history. Citizens of the City of San Fernando are encouraged to participate in American democracy that begins with their vote on Election Day.

The proposed Resolution is to declare the first Tuesday in November of even years as Election Day in San Fernando and to encourage all citizens to participate in the democratic process.

BUDGET IMPACT:

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

ATTACHMENT:

A. Resolution No. 8034

CITY COUNCIL

117 MACNEIL STREET, SAN FERNANDO, CA 91340

(818) 898-1201

WWW.SFCITY.ORG

ATTACHMENT "A"

RESOLUTION NO. 8034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, DECLARING THE FIRST TUESDAY IN NOVEMBER OF EVEN NUMBERED YEARS AS SAN FERNANDO ELECTION DAY

WHEREAS, Election are held the first Tuesday in November of even numbered years; and,

WHEREAS, voting is a fundamental part of the democratic system, and is a civic duty that enables our democracy to help shape outcomes that impact individual and community wellbeing; and,

WHEREAS, civic engagement is critical to realize the ideals of democracy and build sustainable communities; and,

WHEREAS, the City Council of the City of San Fernando recognizes the importance of citizens involvement and expressed a call for the community to be civically engaged in upholding our collective social responsibility, contributing to the political process, and to honor the sacrifices and struggles made for the right to vote throughout history.

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

SECTION 1: The representations set forth in the Recitals above, are true and correct.

SECTION 2: That by adoption of this Resolution, the City of San Fernando expresses its commitment and encourages all citizens by calling for civic engagement in the democratic process.

SECTION 3: That by adoption of this Resolution, the City of San Fernando encourages all citizens to take part in choosing their leaders, deciding on or changing laws of the Government, and to participate in the democratic process.

SECTION 4: That the City of San Fernando declares the first Tuesday in November, of even numbered years, as Election Day in San Fernando.

SECTION 5: That the City Clerk shall certify to the adoption of this Resolution that shall be effective upon its adoption.

PASSED, APPROVED, AND ADOPTED this 19th day of October, 2020.

Joel Fajardo, Mayor		

ATTEST:	
Julia Fritz, City Clerk	-

CERTIFICATION

I, Julia 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. 8034 which was regularly introduced

and adopted by the City Council of the City of San Fe thereof held on the 19 th day of October, 2020, by the following	
AYES:	
NAYS:	
ABSENT:	
ABSTAINED:	
IN WITNESS WHEREOF, I have hereunto set m City of San Fernando, California, this day of	•
	Julia Fritz, City Clerk