



SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE AND AGENDA
NOVEMBER 2, 2020 – 6:00 PM
TELECONFERENCE – PER GOVERNOR’S EXECUTIVE ORDER

SPECIAL NOTICE REGARDING COVID-19

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

PUBLIC PARTICIPATION: Pursuant to the Executive Order and given the current health concerns, members of the public can access meetings live on-line, with audio and video, via YouTube Live, at <https://www.youtube.com/c/CityOfSanFernando>. 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

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.

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PRESENTATIONS

- A) 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.

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 OCTOBER 19, 2020 – SPECIAL MEETING**
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER**

Recommend that the City Council adopt Resolution No. 20-111 approving the Warrant Register.

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3) CONSIDERATION TO ADOPT A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN OBSOLETE RECORDS OF THE CITY IN ACCORDANCE WITH THE CITY'S RECORDS DESTRUCTION POLICY

Recommend that the City Council adopt Resolution No. 8038 authorizing and directing the City Clerk to destroy certain records and documents pursuant to Section 34090 of the Government Code of the State of California and the City's approved records destruction policies set forth in the Record Management Program Policy and Procedures.

4) CONSIDERATION TO APPROVE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH VALEO NETWORKS, FORMERLY KNOWN AS SAALEX SOLUTIONS, TO PROVIDE INFORMATION TECHNOLOGY SERVICES

Recommend that the City Council:

- a. Approve a first amendment to the Professional Services Agreement (Contract No. 1915 (a)) with Valeo Networks, formerly known as Saalex Solutions; and
- b. Authorize the City Manager to execute all related documents.

5) CONSIDERATION TO ACCEPT A DONATION OF AN EVERGREEN TREE TO PLANT ON THE SAN FERNANDO MALL

Recommend that the City Council:

- a. Accept the donation of an evergreen tree from San Fernando Loan Company Inc. through the Santana Family Trust;
- b. Authorize staff to remove existing vegetation from the planter located at the corner of San Fernando Road and Maclay Avenue and plant the donated tree in said location; and
- c. Authorize Santana Family Trust to place a small commemorative plaque at the base of the donated tree.

6) CONSIDERATION TO APPOINT CITY COUNCIL LIAISON TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

Recommend that the City Council re-appoint Jesse Avila as City Council liaison to the Greater Los Angeles County Vector Control District for a two-year term (i.e., January 4, 2021 to January 4, 2023).

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7) CONSIDERATION TO APPROVE AN AMENDMENT TO A SIDE LETTER OF AGREEMENT WITH THE SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION TO RESOLVE IMPACTS OF THE RETIREMENT INCENTIVE BENEFIT AND ADOPT THE RESOLUTION ESTABLISHING THE PUBLIC WORKS TECHNICIAN JOB CLASSIFICATION

Recommend that the City Council:

- a. Approve the proposed amendment to the Side Letter of Agreement (Contract No. 1969(a)) between the City of San Fernando and the San Fernando Public Employees Association (SFPEA) adopting the Public Works Technician job classification and adjusting the salary plan related to position duties and responsibilities directly impacted by the Retirement Incentive Program;
- b. Adopt Resolution No. 8039 approving new classification specification for Public Works Technician represented by SFPEA;
- c. Adopt Resolution No. 8040 amending the Fiscal Year (FY) 2020-2021 Salary Plan to include the appropriate salary range for the new class specification represented by SFPEA;
- d. Adopt Resolution No. 8041 amending the Table of Organization for FY 2020-2021 to reflect the changes identified in the Side Letter of Agreement; and
- e. Authorize the City Manager to make non-substantive corrections and execute the amendment to the Side Letter of Agreement and all related documents.

ADMINISTRATIVE REPORTS**8) 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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9) DISCUSSION OF POTENTIAL OPTIONS FOR A WHISTLEBLOWER PROTECTION POLICY

This item was placed on the agenda by Mayor Fajardo.

Recommend that the City Council:

- a. Receive and file a presentation from staff regarding potential options for a City whistleblower protection policy; and
- b. Provide staff with direction, as appropriate.

10) DISCUSSION AND CONSIDERATION EXPRESSING OPPOSITION TO PROPOSED STATE LEGISLATION THAT USURPS LOCAL AUTHORITY AND CONTROL AS IT RELATES TO PLANNING AND ZONING AND IMPOSES UNFUNDED MANDATES TO LOCAL JURISDICTIONS

This item was placed on the agenda by Councilmember Mendoza.

Recommend that the City Council discuss an opposition of state legislation regarding local jurisdiction authority and controls related to planning and zoning.

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 16, 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 29, 2020 (5:00 p.m.)

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

Regular Meeting

San Fernando City Council

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**OCTOBER 19, 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, and Councilmembers Sylvia Ballin, and Mary Mendoza

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, and Deputy City Clerk Cynthia Alba

Absent: Vice Mayor Hector A. Pacheco and Councilmember Robert C. Gonzales

APPROVAL OF AGENDA

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

AYES: Fajardo, Ballin, Mendoza – 3

NOES: None

ABSTAIN: None

ABSENT: Pacheco, Gonzales – 2

PUBLIC STATEMENTS – WRITTEN/ORAL

None

RECESS TO CLOSED SESSION (4:32 P.M.)

By consensus, Councilmembers recessed to Closed Session.

It was noted that Councilmember Gonzales joined the meeting at 5:10 p.m.

**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

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SPECIAL MEETING MINUTES – October 19, 2020**

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

**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):**

Two (2) Matters

REPORT OUT FROM CLOSED SESSION (5:30 P.M.)

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

ADJOURNMENT (5:31 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 October 19, 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: November 2, 2020

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 20-111 (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. 20-111

ATTACHMENT “A”**RESOLUTION NO. 20-111****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO ALLOWING AND APPROVING FOR
PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT
REGISTER NO. 20-111****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 2nd day of November, 2020.

Joel Fajardo, Mayor

ATTEST:

Julia Fritz, City Clerk

RESO. NO. 20-111**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. 20-111 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 2nd day of November, 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 2nd day of November, 2020.

Julia Fritz, City Clerk

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220625	11/2/2020	890104 ABBA TERMITE & PEST CONTROL	44075		BEE REMOVAL-539 HARPS 001-311-0000-4260	95.00
					Total :	95.00
220626	11/2/2020	891587 ABLE MAILING INC.	32410		FULFILLMENT OF COVID-19 NEWSLET 001-105-3689-4300	687.71
			32562	12304	MAILING AND FULFILLMENT SERVICES	77.95
				12220	072-360-0000-4300	77.95
			32563	12220	070-382-0000-4300	12.50
					WATER ENV STORAGE FEE-SEPT 2020	12.50
					070-382-0000-4300	
					072-360-0000-4300	
					Total :	868.61
220627	11/2/2020	100066 ADS ENVIRONMENTAL SERVICES,INC	22524.52-0920		SEVEN ADS D-SITE OVERFLOW MONIT 072-360-0000-4260	1,113.00
				12209		Total :
						1,113.00
220628	11/2/2020	888356 ADVANCED AUTO REPAIR	1457		VEHICLE MAINT., REPAIRS AND MINOR 041-320-0225-4400	2,206.24
			1458	12284	VEHICLE MAINT., REPAIRS AND MINOR	151.45
			1459	12284	VEHICLE MAINT., REPAIRS AND MINOR	500.00
					041-320-0225-4400	
					Total :	2,857.69
220629	11/2/2020	891969 ADVANCED PURE WATER SOLUTIONS	1032107		DRINKING WATER 001-222-0000-4300	98.55
					Total :	98.55
220630	11/2/2020	892592 ALL AMERICAN ASPHALT	190715		GLENOAKS STREET RESURFACING PF 010-311-6673-4600	167,900.00
				12183	012-311-6673-4600	81,441.13
				12183	010-2037	-8,395.00
					012-2037	-4,072.06

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220630	11/2/2020	892592 892592 ALL AMERICAN ASPHALT	(Continued)			Total :
						236,874.07
220631	11/2/2020	893667 ALL POWER SERVICES	14050		ELECTRICAL CONDUIT FOR AUTOMATI 010-422-3709-4600	780.00
				12318		Total :
						780.00
220632	11/2/2020	887695 AL'S KUBOTA TRACTOR	191794		VEHICLE MAINT-PK2364 041-320-0390-4400	763.07
					Total :	763.07
220633	11/2/2020	100175 AMERICAN WATER WORKS ASSOC.	7001834019		MEMBERSHIP RENEWAL 11/01/20-10/3 070-381-0000-4370	286.00
					Total :	286.00
220634	11/2/2020	100188 ANDY GUMP INC.	INV755096		PORTABLE RESTROOM SERVICE FOR 043-390-3689-4260	562.48
				12271		Total :
						562.48
220635	11/2/2020	893441 ARAMARK REFRESHMENT SERVICES	10476407		EMPLOYEE BREAKROOM SUPPLIES 001-222-0000-4300	71.01
			10543808	12319	EMPLOYEE BREAKROOM SUPPLIES	169.35
			10543873	12319	EMPLOYEE BREAKROOM SUPPLIES	151.94
			10604129	12319	EMPLOYEE BREAKROOM SUPPLIES	235.79
					001-222-0000-4300	
					Total :	628.09
220636	11/2/2020	102530 AT & T	818-270-2203		PD NETWORK LINE-OCT 2020 001-222-0000-4220	259.22
					Total :	259.22
220637	11/2/2020	889037 AT&T MOBILITY	287277903027X1008202		MODEM FOR ELECTRONIC MESSAGE 001-310-0000-4220	138.69
					Total :	138.69
220638	11/2/2020	889942 ATHENS SERVICES	9296670		CONTRACTUAL SERVICES FOR STREE 011-311-0000-4260	14,542.40
				12248		

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
220638	11/2/2020	889942 ATHENS SERVICES	(Continued)	12248	001-343-0000-4260	2,891.00	
					Total :	17,433.40	
220639	11/2/2020	891209 AUTONATION SSC	337151		ANTI-FREEZE FOR FLEET 041-1215	272.66	
					Total :	272.66	
220640	11/2/2020	893176 AUTOZONE STORE 5681	5681757944		OIL WRENCHES 041-320-0000-4340	126.31	
			5681765649		RADIATOR CAP-PD5563 041-320-0225-4400	19.80	
					Total :	146.11	
220641	11/2/2020	100283 BADGER METER, INC.	1392533	12280	WATER METERS FOR 15-YR ANNUAL M 070-385-0700-4600	558.80	
					070-385-0700-4600	51.21	
					Total :	610.01	
220642	11/2/2020	892304 BARTEL ASSOCIATES, LLC	20-770		ACTUARIAL CONSULTING SERVICES- 001-190-0000-4267	959.00	
					Total :	959.00	
220643	11/2/2020	893591 BIOMEDICAL WASTE DISPOSAL	94997		BIOMEDICAL WASTE DISPOSAL 001-224-0000-4270	143.85	
					Total :	143.85	
220644	11/2/2020	888800 BUSINESS CARD	092320		CLOTH FACE COVERS 001-105-3689-4300	124.00	
			092420		CABINET LOCK SET 001-222-0000-4320	560.70	
			092420		CONFERENCE REGISTRATION 001-101-0109-4370	50.00	
			100120		FRAMES 001-105-0000-4300	49.25	
			100220		OCT 2020-(1) MONTH 200 OUTLOOK 36 001-135-0000-4260	1,582.00	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
220644	11/2/2020	888800 BUSINESS CARD	(Continued)		BUSUNESS CARDS 001-150-0000-4300	36.09	
			100220		DISINFECTANT SPRAY 001-130-3689-4300	65.95	
			100620		MEMBERSHIP DUES 001-150-0000-4380	100.00	
			101220		CITY CALENDAR PLUGIN-ANNUAL 001-135-0000-4260	100.94	
			101220		LAUNDRY DETERGENT 026-422-0336-4300	2,294.88	
			101320		E-MAIL & MKTG SUBSCRIPTION 001-105-0000-4260	502.25	
					001-420-0000-4260	502.25	
			101420		CUSTOMIZED MUGS 001-105-0000-4300	65.71	
			101520-1		BOXES, PAPER SHRED & RIBBON 001-105-0000-4300	44.82	
			101520-2		FRAMES 001-105-0000-4300	27.35	
			101620		FRAMES 001-105-0000-4300	94.44	
			101620		RETIREMENT GIFTS 001-105-0000-4300	94.04	
			101620		CANDIES 001-105-0000-4300	23.98	
			101920		BOXES 001-101-0000-4300	52.47	
			101920		PAPER SHRED 001-105-0000-4300	21.41	
			101920		MONTHLY DOMAIN RENEWAL 001-135-0000-4260	5.00	
			102020		REFUND 001-105-0000-4300	-15.00	
					Total :	6,382.53	
220645	11/2/2020	892465 CANON SOLUTIONS AMERICA, INC.	4034222923		SRO PRINTER MAINTENANCE & COPIE		

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220645	11/2/2020	892465 CANON SOLUTIONS AMERICA, INC.	(Continued)	12272	001-135-0000-4260	171.18
					Total :	171.18
220646	11/2/2020	893177 CELL ENERGY	IN0007848	12249	VEHICLE BATTERIES INCLUDING DELI® 041-1215	263.86
					Total :	263.86
220647	11/2/2020	101957 CITY OF LOS ANGELES	38SF210000004		FIRE SERVICES - NOV 2020 001-500-0000-4260	236,012.00
					Total :	236,012.00
220648	11/2/2020	103818 CITY OF LOS ANGELES	20209971383		BUILDING MAINT-IX UNIT 070-384-0000-4330	528.25
					Total :	528.25
220649	11/2/2020	103029 CITY OF SAN FERNANDO	2952-3008		REIMB TO WORKER'S COMP ACCT 006-1038	34,027.96
					Total :	34,027.96
220650	11/2/2020	100805 COOPER HARDWARE INC.	122990	12277	MISC SUPPLIES FOR PUBLIC WORKS (41.50
			123056	12277	MISC SUPPLIES FOR PUBLIC WORKS (8.74
			123065	12277	MISC SUPPLIES FOR PUBLIC WORKS (11.26
					Total :	61.50
220651	11/2/2020	892687 CORE & MAIN LP	N065247	12243	PW MAINTENANCE, REPAIRS & SUPPL 070-383-0301-4300	6,639.27
					Total :	6,639.27
220652	11/2/2020	891994 CPRS AGING SECTION	29		REGISTRATION-2020 SENIOR SYMPOS 001-422-0000-4370	30.00
					Total :	30.00
220653	11/2/2020	887518 DURHAM, ALVIN	OCT 2020		COMMISSIONER'S STIPEND 001-150-0000-4111	75.00

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220653	11/2/2020	887518 DURHAM, ALVIN	(Continued)			75.00
					Total :	75.00
220654	11/2/2020	889121 EDGESOFT, INC.	3164	12236	AUG 2020-ANNUAL MAINT. CONTRACT 055-135-0000-4260	2,080.00
					Total :	2,080.00
220655	11/2/2020	890378 ENNIS PAINT INC	404956		CURB PAINT 001-311-0000-4300	544.51
					Total :	544.51
220656	11/2/2020	890401 ENVIROGEN TECHNOLOGIES INC	0012133-IN	12244	SEPT'20-ION-EXCHANGE NITRATE TRE 070-384-0857-4260	7,796.80
					Total :	7,796.80
220657	11/2/2020	890879 EUROFINS EATON ANALYTICAL, INC	L0532685	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	22.00
			L0532922	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0532923	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0533446	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0533897	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	1,275.00
			L0533898	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	152.00
			L0533901	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0534106	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	119.00
			L0534110	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0534359	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	144.00
			L0534592	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0534593	12245	FULL-SERVICE ENVIRONMENTAL DRIN	

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220657	11/2/2020	890879 EUROFINS EATON ANALYTICAL, INC	(Continued)			
			L0534971	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	144.00
			L0535213	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	152.00
			L0535443	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	150.00
			L0535444	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	150.00
			L0536180	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	5,130.00
			L0536190	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	319.00
			L0536191	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	150.00
			L0536309	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	150.00
			L0536680	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	144.00
			L0537301	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	150.00
			L0537304	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	36.00
			L0537306	12245	070-384-0000-4260 FULL-SERVICE ENVIRONMENTAL DRIN	144.00
				12245	070-384-0000-4260	150.00
					Total :	9,581.00
220658	11/2/2020	892298 FIDUCIARY EXPERTS LLC	57		457 PLAN FIDUCIARY SERVICES, ADMI	
				12260	001-190-0000-4270	2,000.00
					Total :	2,000.00
220659	11/2/2020	892198 FRONTIER COMMUNICATIONS	209-150-5250-081292		RADIO REPEATER-POLICE	45.83
			209-151-4942-041191		001-222-0000-4220 CITY YARD AUTO DIALER	
			209-151-4943-081292		070-384-0000-4220 RADIO REPEATER (POLICE)	54.95

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220659	11/2/2020	892198 FRONTIER COMMUNICATIONS	(Continued)			
			818-361-2385-012309		001-222-0000-4220 MTA PHONE LINE	45.83
					007-440-0441-4220	117.35
					001-190-0000-4220	58.68
			818-361-2472-031415		PW PHONE LINE	
					070-384-0000-4220	514.99
			818-361-7825-120512		HERITAGE PARK IRRIG SYSTEM	
					001-420-0000-4220	65.79
			818-831-5002-052096		POLICE SPECIAL ACTIVITIES PHONE L	
					001-222-0000-4220	45.24
			818-837-7174-052096		POLICE SPECIAL ACTIVITIES PHONE L	
					001-222-0000-4220	38.21
			818-898-7385-033105		LP FAX LINE	
					001-420-0000-4220	42.40
					Total :	1,029.27
220660	11/2/2020	891351 GARCIA, DEBRA	REPL-108552		REPL STL DTD CK-CALPERS HEALTH J	
			REPL-108835		001-2140	275.12
					REPL STL DTD CK-CALPERS HEALTH F	
					001-2140	275.12
					Total :	550.24
220661	11/2/2020	893025 GONZALEZ, IVAN	OCT 2020		COMMISSIONER'S STIPEND	
					001-150-0000-4111	75.00
					Total :	75.00
220662	11/2/2020	101376 GRAINGER, INC.	9673743374	12261	MISC. BUILDING AND ELECTRICAL SUF	
			9678413239	12261	043-390-3689-4300	349.94
					MISC. BUILDING AND ELECTRICAL SUF	
					043-390-0000-4300	74.98
					Total :	424.92
220663	11/2/2020	101672 HANCHETT, NICHOLE	REIMB.		LED LIGHTS PURCHASED FOR DEPT	
					001-222-0000-4300	274.99
					Total :	274.99

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220664	11/2/2020	893395 HAYES, JASON BENJAMIN	OCT 2020		COMMISSIONER'S STIPEND 001-420-0000-4111	75.00
					Total :	75.00
220665	11/2/2020	890360 HERRERA, NINAMARIE JULIA	OCT 2020		COMMISSIONER'S STIPEND 001-420-0000-4111	75.00
					Total :	75.00
220666	11/2/2020	102307 HI WAY SAFETY RENTALS, INC.	106819	12266	TRAFFIC DELINEATION FOR WORK ZO 001-311-0000-4300	181.00
					Total :	181.00
220667	11/2/2020	101607 ICE MACHINE SALES & SERVICE CO	0200053-IN		ICE MACHINE REPAIR 043-390-0000-4330	341.40
					Total :	341.40
220668	11/2/2020	101650 INTOXIMETERS, INC.	665423		HAND HELD REPAIR 001-222-0000-4320	271.12
					Total :	271.12
220669	11/2/2020	891777 IRRIGATION EXPRESS	15198119-00	12274	IRRIGATION SUPPLIES FOR ALL CITY F 001-311-0000-4300	122.07
			15198455-00	12274	IRRIGATION SUPPLIES FOR ALL CITY F 043-390-0000-4300	30.06
			15199121-00	12274	IRRIGATION SUPPLIES FOR ALL CITY F 043-390-0000-4300	52.61
			15199875-00	12274	IRRIGATION SUPPLIES FOR ALL CITY F 043-390-0000-4300	62.97
					Total :	267.71
220670	11/2/2020	887952 J. Z. LAWMOWER SHOP	26305	12281	SMALL EQUIP. REPAIR (LAWNMOWERS 001-311-0000-4300	155.22
					Total :	155.22
220671	11/2/2020	892118 JOHN ROBINSON CONSULTING, INC.	SF202001-08	12145	RESERVOIR RECONSTRUCTION-SEPT 010-385-0716-4600	32,545.90
					Total :	32,545.90

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220672	11/2/2020	892833 KIM TURNER, LLC	3197		RGSTR-CA POST DISPATCHER'S ROLE 001-225-0000-4360	125.00
					Total :	125.00
220673	11/2/2020	101768 KIMBALL-MIDWEST	8287707		DEPT SUPPLIES 041-320-0000-4300	448.27
					Total :	448.27
220674	11/2/2020	101795 KOSMONT & ASSOCIATES	18-0099-023	12287	REAL ESTATE ADVISORY SERVICES 001-151-0000-4270	2,371.20
			18-0099-024	12287	REAL ESTATE ADVISORY SERVICES 001-151-0000-4270	7,371.00
					Total :	9,742.20
220675	11/2/2020	102007 L.A. COUNTY SHERIFFS DEPT.	210458BL	12314	INMATE MEALS-SEPT 2020 001-225-0000-4350	502.40
					Total :	502.40
220676	11/2/2020	101971 L.A. MUNICIPAL SERVICES	004-750-1000		ELECTRIC-13003 BORDEN 070-384-0000-4210	139.34
			494-750-1000		WATER-12900 DRONFIELD 070-384-0000-4210	24.55
			500-750-1000		ELECTRIC-13655 FOOTHILL 070-384-0000-4210	171.63
			594-750-1000		ELECTRIC-12900 DRONFIELD 070-384-0000-4210	5,872.57
			657-750-1000		ELECTRIC-14060 SAYRE 070-384-0000-4210	14,281.15
			694-750-1000		WATER & ELECTRIC-13180 DRONFIELD 070-384-0000-4210	6,274.79
			757-750-1000		WATER-14060 SAYRE 070-384-0000-4210	102.41
					Total :	26,866.44
220677	11/2/2020	101926 LILES, RICHARD	REPL-211527		REPL STL DTD CK-CALPERS HEALTH F 070-2140	264.23
					072-2140	264.22

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220677	11/2/2020	101926 101926 LILES, RICHARD	(Continued)		Total :	528.45
220678	11/2/2020	101974 LOS ANGELES COUNTY	SEPT 2020	12278	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	6,447.20
					Total :	6,447.20
220679	11/2/2020	102003 LOS ANGELES COUNTY	00137760	12320	INSPECTION FEE FOR INFILTRATION S 070-385-0763-4600	5,138.00
					Total :	5,138.00
220680	11/2/2020	102012 LOS ANGELES COUNTY	2508-002-270		2020-2021 PROPERTY TAEXES-WELL3 070-381-0000-4450	233.80
			2508-005-270		2020-2021 PROPERTY TAEXES-WELL2/ 070-381-0000-4450	269.55
			2508-005-271		2020-2021 PROPERTY TAEXES-WELL2/ 070-381-0000-4450	138.78
			2509-014-270		2020-2021 PROPERTY TAEXES-WELL4/ 070-381-0000-4450	4,938.88
			2509-015-270		2020-2021 PROPERTY TAEXES-RES 3A 070-381-0000-4450	1,484.12
			2517-023-270		2020-2021 PROPERTY TAEXES-2005 FC 070-381-0000-4450	3,470.76
			8920-851-365		2020-2021 PROPERTY TAEXES-WATER 070-381-0000-4450	1,858.51
					Total :	12,394.40
220681	11/2/2020	889127 MAINTENANCE SUPERINTENDENTS	FY20/21		MEMBERSHIP RENEWAL 043-390-0000-4360	75.00
					Total :	75.00
220682	11/2/2020	888468 MAJOR METROPOLITAN SECURITY	1099687	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1099688	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1099689	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1099690		ALARM MONITORING AT ALL CITY FACI	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220682	11/2/2020	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
			1099691	12251	043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI	15.00
			1099692	12251	043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI	10.00
			1099693	12251	043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI	15.00
			1099694	12251	043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI	25.00
			1099695	12251	043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI	15.00
			1099696	12251	043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI	15.00
			1099697	12251	043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI	15.00
			1099698	12251	043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI	25.00
			1099699	12251	070-384-0000-4260 ALARM MONITORING AT ALL CITY FACI	23.00
			1099700	12251	070-384-0000-4260 ALARM MONITORING AT ALL CITY FACI	23.00
			1099701	12251	070-384-0000-4260 ALARM MONITORING AT ALL CITY FACI	23.00
					Total :	282.00
220683	11/2/2020	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO 001-420-0000-4220	35.08
					Total :	35.08
220684	11/2/2020	892140 MICHAEL BAKER	1093612	11886	CDBG ADMINISTRATIVE & LABOR COM 026-311-0182-4260	1,740.00
				11886	026-420-0329-4260	360.00
				11886	026-422-0336-4260	3,435.00
					Total :	5,535.00
220685	11/2/2020	102226 MISSION LINEN SUPPLY	513333074		LAUNDRY SERVICE FOR PD	

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220685	11/2/2020	102226 MISSION LINEN SUPPLY	(Continued)			
			513355264	12324	001-225-0000-4350 LAUNDRY SERVICE FOR PD	127.80
			513393098	12324	001-225-0000-4350 LAUNDRY SERVICE FOR PD	94.69
			513414573	12324	001-225-0000-4350 LAUNDRY SERVICE FOR PD	115.49
			513461381	12324	001-225-0000-4350 LAUNDRY SERVICE FOR PD	106.14
				12324	001-225-0000-4350	119.28
					Total :	563.40
220686	11/2/2020	893369 MYRECDEPT.COM	03214987S		RENEWAL OF ANNUAL SOFTWARE LIC	
				12322	001-135-0000-4260	2,995.00
					Total :	2,995.00
220687	11/2/2020	890995 NAVARRO, SAYDITH	OCT 2020		COMMISSIONER'S STIPEND	
					001-420-0000-4111	75.00
					Total :	75.00
220688	11/2/2020	887422 NORTHERN SAFETY CO., INC.	904157480		SAFETY SUPPLIES	
			904159530		070-384-0000-4300 SAFETY SUPPLIES	285.25
			904168010		070-384-0000-4300 REUSABLE MASKS - COVID-19	131.27
			904171334		043-390-3689-4300	166.57
			904174519	12325	RESIDENTIAL FOOD DISTRIBUTION PR 026-422-0336-4300	3,970.84
				12325	RESIDENTIAL FOOD DISTRIBUTION PR 026-422-0336-4300	31.90
					Total :	4,585.83
220689	11/2/2020	102432 OFFICE DEPOT	100906330001		OFFICE SUPPLIES	
			124492364001		001-150-0000-4300 OFFICE SUPPLIES	79.30
			127945192001		043-390-0000-4300 OFFICE SUPPLIES	36.29
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220689	11/2/2020	102432 OFFICE DEPOT	(Continued)			
			128127961001		070-381-0000-4300 OFFICE SUPPLIES	63.32
			128867527001		001-222-0000-4300 OFFICE SUPPLIES	159.71
			129689883001		001-222-0000-4300 OFFICE SUPPLIES	64.55
			129903114001		001-222-0000-4300 OFFICE SUPPLIES	80.27
			130308676001		001-130-0000-4300 OFFICE SUPPLIES	62.91
					001-130-0000-4300	97.44
					Total :	643.79
220690	11/2/2020	892572 OLIVAREZ MADRUGA	12238		LEGAL SERVICES	
			12239		001-110-3689-4270 LEGAL SERVICES	651.00
			12240		001-110-0000-4270 LEGAL SERVICES	13,374.45
					001-110-0000-4270	11,798.90
					Total :	25,824.35
220691	11/2/2020	890095 O'REILLY AUTOMOTIVE STORES INC	4605-387701		VEHICLE SERVICE, MAINTENANCE & F	
			4605-388677	12252	041-1215	71.35
			4605-390109	12252	VEHICLE SERVICE, MAINTENANCE & F	
			4605-390347	12252	041-320-0152-4400	37.38
			4605-390466	12252	VEHICLE SERVICE, MAINTENANCE & F	
			4605-390908	12252	072-360-0000-4400	77.73
				12252	VEHICLE SERVICE, MAINTENANCE & F	
				12252	041-320-0225-4400	57.77
				12252	VEHICLE SERVICE, MAINTENANCE & F	
				12252	043-390-0000-4300	67.61
				12252	VEHICLE SERVICE, MAINTENANCE & F	
					072-360-0000-4400	150.82
					Total :	462.66
220692	11/2/2020	893116 PACHECO, HECTOR	OCT 2020		COMMISSIONER'S STIPEND	
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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220692	11/2/2020	893116 PACHECO, HECTOR	(Continued)		001-150-0000-4111	75.00
					Total :	75.00
220693	11/2/2020	892360 PARKING COMPANY OF AMERICA	INVM0015422	12291	PUBLIC TRANSPORTATION SERVICES-	24,713.41
				12291	007-313-0000-4260	24,713.41
					008-313-0000-4260	
					Total :	49,426.82
220694	11/2/2020	891527 PEREZ, MARVIN	OCT 2020		COMMISSIONER'S STIPEND	
					001-150-0000-4111	75.00
					Total :	75.00
220695	11/2/2020	890994 PONCE, JOE	OCT 2020		COMMISSIONER'S STIPEND	
					001-420-0000-4111	75.00
					Total :	75.00
220696	11/2/2020	890004 PTS	2054367		PD PAY PHONE-NOV 2020	3.00
					001-190-0000-4220	
					Total :	3.00
220697	11/2/2020	892368 REYES, MIGUEL ANGEL	10/05/20-11/09/20		VIRTUAL EXERCISE CLASSES	
					017-420-1322-4260	210.00
					Total :	210.00
220698	11/2/2020	893143 RICHARDS, SANDRA MARIE	OCT 2020		COMMISSIONER'S STIPEND	
					001-420-0000-4111	75.00
					Total :	75.00
220699	11/2/2020	892708 ROYAL INDUSTRIAL SOLUTIONS	8901-1000494	12267	ST & PARKING LOT LIGHTING, & ELEC	1,320.54
			8901-795157	12267	001-370-0301-4300	
					ST & PARKING LOT LIGHTING, & ELEC	-608.95
					027-344-0301-4300	
					Total :	711.59
220700	11/2/2020	103057 SAN FERNANDO VALLEY SUN	10941		CENSUS 2020 AD-ENGLISH & SPANISH	
			10949		110-105-3672-4270	798.34
					CENSUS 2020 AD-ENGLISH & SPANISH	
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Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220700	11/2/2020	103057 SAN FERNANDO VALLEY SUN	(Continued)		110-105-3672-4270	798.34
			10957		AD-VIRTUAL DIA DE LOS MUERTOS	
			10958		001-420-0000-4260	1,755.88
					CENSUS 2020 AD-ENGLISH & SPANISH	
					110-105-3672-4270	798.34
					Total :	4,150.90
220701	11/2/2020	893107 SIEMENS MOBILITY INC	5620014029	12292	ON-CALL TRAFFIC SIGNAL MAINT SER'	
			5620025528	12292	001-371-0301-4300	852.50
			5620025788	12292	ON-CALL TRAFFIC SIGNAL MAINT SER'	471.56
			5620030838	12292	001-371-0301-4300	420.00
			5620032271	12292	ON-CALL TRAFFIC SIGNAL MAINT SER'	3,693.70
			5620032311	12292	001-371-0301-4300	232.50
			5620032445	12292	ON-CALL TRAFFIC SIGNAL MAINT SER'	620.00
			5620032660	12292	001-371-0301-4300	521.88
					ON-CALL TRAFFIC SIGNAL MAINT SER'	
					001-371-0301-4300	542.50
					Total :	7,354.64
220702	11/2/2020	103184 SMART & FINAL	52261		BREAK ROOM SUPPLIES	
					001-222-0000-4300	15.96
					Total :	15.96
220703	11/2/2020	103202 SOUTHERN CALIFORNIA EDISON CO.	2-02-682-6982		ELECTRIC-910 FIRST	
			2-33-746-5215		043-390-0000-4210	9,062.22
			2-39-084-2581		ELECTRIC-190 PARK	
			2-39-717-6769		027-344-0000-4210	765.43
					ELECTRIC-1117 SECOND	
					043-390-0000-4210	14.48
					ELECTRIC-801 8TH	
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
220722	11/2/2020	888390 888390 WEST COAST ARBORISTS, INC.	(Continued)			Total : 5,280.00
220723	11/2/2020	892023 WINDSTREAM	73145660		PHONE SERVICES-10/18-11/17	
					001-222-0000-4220	702.55
					001-420-0000-4220	470.05
					070-384-0000-4220	546.42
					001-190-0000-4220	2,236.61
					Total :	3,955.63
99	Vouchers for bank code :		bank3		Bank total :	848,685.84
99	Vouchers in this report				Total vouchers :	848,685.84

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: Julia Fritz, City Clerk

Date: November 2, 2020

Subject: Consideration to Adopt a Resolution Authorizing the Destruction of Certain Obsolete Records of the City in Accordance with the City's Records Destruction Policy

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8038 (Attachment "A") authorizing and directing the City Clerk to destroy certain records and documents pursuant to Section 34090 of the Government Code of the State of California and the City's approved records destruction policies set forth in the Record Management Program Policy and Procedures.

BACKGROUND:

1. On November 5, 2001, the City Council adopted Resolution No. 6806 (Attachment "B") that approved the City's Record Management Program Policy and Procedures (the "Policy") and the records retention schedule set forth in the Policy. The Resolution states that upon written consent of the City Clerk and City Attorney, and with the approval of the City Council, "the City Clerk may destroy any City record, document, instrument, book or paper, under her charge, without making a copy thereof, after the same is no longer required." The Schedule is used to assign a retention timeframe for records in the custody of each City department.
2. On June 4, 2018, the City Council adopted Resolution No. 7861 (Attachment "C") that approved the disposition and destruction of approximately 146 boxes of records that were no longer required to be retained.
3. On March 16, 2020, the City Council adopted Resolution No. 7989 (Attachment "D") that approved the disposition and destruction of approximately 79 boxes of records that were no longer required to be retained.

ANALYSIS:

Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative

Consideration to Adopt a Resolution Authorizing the Destruction of Certain Obsolete Records of the City in Accordance with the City's Records Destruction Policy

Page 2 of 3

operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition. It is standard practice for local governments to adopt a records management policy to ensure that information is available when it is needed.

To do this efficiently and thoroughly, records must be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Section 34090, et seq. of the Government Code of the State of California provides the parameters whereby any City record that has served its purpose and is no longer required may be destroyed.

Generally, cities will schedule records retention and destruction events at least annually. The last City-wide records retention and destruction event occurred on March 16, 2020. In an effort to clear out space at various City facilities, the following Departments have identified records (Attachment "A" - Exhibit "A") that qualify for destruction:

Finance	44	Boxes
Police	71	Boxes
Administration	2	Boxes
Total:	117	Boxes

The types of records that are being purged includes, but not limited to; purchasing records from the year 2011 through 2013; incident reports from the year 2000 through 2003; parking citations from the year 2006 through 2014; and, miscellaneous outdated correspondence.

BUDGET IMPACT:

The cost to destroy these records is approximately \$3.50 per box and is included in the Fiscal Year 2020-2021 City Operating Budget (costs will be allocated to each department, accordingly).

CONCLUSION:

Staff requests City Council approval for the disposition and destruction of approximately 117 boxes of records that are old, obsolete and no longer necessary for the date-to-day administration of business of the City. Pursuant to California Government Code Section 34090, these records are eligible for destruction and the removal of these boxes will assist in creating storage space for new records.

ATTACHMENTS:

- A. Resolution No. 8038 (Proposed)
- B. Resolution No. 6806 (2001)
- C. Resolution No. 7861 (2018)
- D. Resolution No. 7989 (2020)

ATTACHMENT “A”**RESOLUTION NO. 8038****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

WHEREAS, Section 34090 of the Government Code of the State of California provides for the destruction of certain City records and documents with the approval of the legislative body by Resolution and the written consent of the City Attorney; and

WHEREAS, a list of City records and documents recommended for destruction has been prepared (attached hereto as Exhibits “A” and “E”) Request for Destruction of Records and Destruction List for Duplicates and Other Documents; and in the opinion of the Department Head concerned, said City records and documents are no longer required; and

WHEREAS, the City Clerk and City Attorney have consented to the destruction of such documents and records Destruction List Approval (Exhibit “B”).

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

SECTION 1: The City Clerk is hereby authorized and directed to destroy those items listed in Exhibit “A” pursuant to procedures established in the Records Management Program Policy and Procedures of the City of San Fernando. When the records are destroyed, the Certificate of Destruction (Exhibit “C”) must be completed and original form must be filed with the City Clerk to be maintained as a permanent record attached to this Resolution.

SECTION 2: The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 2nd day of November 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. 8038 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 2nd day of November, 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 November, 2020.

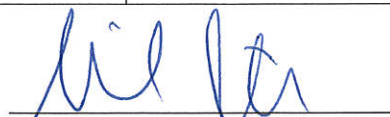
Julia Fritz, City Clerk

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: ADMINISTRATION**

Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page number, record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and have been retained for the minimum period specified in Resolution No.6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Purchasing Records – Request for Payment:				
	Meyers Nave	5	2012 – 2013	2 years	2020
	Liebert Cassidy Whitmore	5	2010 – 2013	2 years	2020
	Olivarez Madruga	5	2013 – 2017	2 years	2020
	Richards Watson Gershon	5	2013 – 2014	2 years	2020
	Aleshire Wynder	5	2010	2 years	2020
	RCS Investigations	5	2011	2 years	2020
	Zappia Law Firm	5	2013	2 years	2020
	Best Best & Krieger	5	2014	2 years	2020
	Vision Internet Providers	5	2015	2 years	2020
	Office Depot	5	2010 – 2014	2 years	2020
	Norman Traub & Assoc	5	2012	2 years	2020
2	Purchasing Records – Request for Payment:				
	Staples	5	2011 – 2015	2 years	2020
	Miscellaneous Invoices	5	2009 – 2017	2 years	2020
	Petty Cash Reimbursements (Veres)	5	2009 - 2011	2 years	2020
	Petty Cash Reimbursements (Esqueda)	5	2009 - 2011	2 years	2020
	Master Card (Penman)	5	2013 – 2014	2 years	2020
	Master Card (Ramirez)	5	2013 – 2014	2 years	2020
	Master Card (Ordelheide)	5	2010	2 years	2020
	Master Card	5	2015 – 2017	2 years	2020


 Department Head Signature

 Administration
 Department

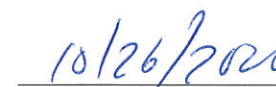

 Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: FINANCE**

Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page number, record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and have been retained for the minimum period specified in Resolution No.6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1-10	Warrants (Paid) (A/P)	14	2013-2014	A+5	
11-21	Warrants (Paid) (A/P)	14	2014-2015	A+5	
22	General Ledger Reports	12	2008-2009	A+10	
23	General Ledger Reports	12	2009-2010	A+10	
24	Journal Entries/Vouchers	12	2009-2010	A+10	
25	Water Receipts	12	Dec2016-Feb2017	A+2	
26	Water Receipts	12	Mar2017-May2017	A+2	
27	Water Receipts	12	June2017-Aug2017	A+2	
28	Water Receipts	12	Sep2017-Nov2017	A+2	
29	Treasure Receipts	17	2011-2012	A+5	
30	Treasure Receipts	17	2012-2013	A+5	
31	Treasure Receipts	17	2013-2014	A+5	
32	Treasure Receipts	17	2014-2015	A+5	
33	Treasure Receipts	17	1993-1995	A+5	
34	Cash Statements	12	2005-2008	7	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
35	Treasure Receipts	17	1991-1993	A+5	
36	Cash Receipts Journal Entries Journal Entries	12	1999-2000 1997-1998 1998-1999	5 A+10 A+10	
37	Cash Receipts	12	2014-2015	5	
38	Bank Reconciliations	14	2012-2013 2013-2014	5	
39	Correspondence	12	1999 thru 2004	3	
40	Correspondence	12	1999 thru 2010	3	
41	Correspondence	12	2012 thru 2014	3	
42	Purchase Requisitions	13	2009 thru 2016	A+5	
43	Excise Tax	16	FY15 & FY16	5	
43	Correspondence	12	2004 thru 2013	3	
44	Purchase Requisitions	13	1991 thru 1997	A+5	



Department Head Signature

Finance
Department

10/15/2020
Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: POLICE DEPARTMENT**

Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum period specified in Resolution No. 6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Incident Reports	22	2009	3 Years	
	Arrest Records: Traffic Warrants	21	2009	2 Years	
	Arrest Records: Non Traffic Warrants	22	2009	10 Years	
	Arrest Records: DA Rejects	21	2009	4 Years	
2	Incident Reports	22	2009	3 Years	
	Arrest Records: Traffic Warrants	21	2009	2 Years	
	Arrest Records: Non Traffic Warrants	22	2009	10 Years	
	Arrest Records: DA Rejects	21	2009	4 Years	
	Traffic Collision Reports	24	2009	5 Years	
3	Incident Reports	22	2009	3 Years	
	Arrest Records: Traffic Warrants	21	2009	2 Years	
	Arrest Records: Non Traffic Warrants	22	2009	10 Years	
	Arrest Records: DA Rejects	21	2009	4 Years	
	Traffic Collision Reports	24	2009	5 Years	
4	Incident Reports	22	2009	3 Years	
	Arrest Records: Traffic Warrants	21	2009	2 Years	
	Arrest Records: Non Traffic Warrants	22	2009	10 Years	
	Traffic Collision Reports	24	2009	5 Years	
5	Incident Reports	22	2009-2010	3 Years	
	Arrest Records: Traffic Warrants	21	2009-2010	2 Years	
	Arrest Records: Non Traffic Warrants	22	2009-2010	10 Years	
	Arrest Records: DA Rejects	21	2009-2010	4 Years	
	Traffic Collision Reports	24	2009-2010	5 Years	
6	Marijuana Citation Logs	22	2003-2009	3 Years	
	Subpoena Control Receipts	24	2006-2007	C + 2 Years	
	Found Property/Closed Log	22	2006-2009	3 Years	
7	Live Scan Fingerprinting Forms	22	2015	T + 2	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
8	Daily Activity Records: 911 Teletypes	22	2012	3 Years	
9	Money Transmittals: Cashiering Receipts	23	2016	2 Years	
10	Live Scan Fingerprinting Forms	22	2012-2013	T + 2	
11	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	
12	Money Transmittals: Fingerprint Receipts	21	2007-2010	2 Years	
13	Money Transmittals: Miscellaneous/Fingerprint Receipts	21	2006	2 Years	
14	Money Transmittals: Miscellaneous/Fingerprint Receipts	21	2013-2014	2 Years	
15	Money Transmittals: Fingerprint Receipts	21	2013-2014	2 Years	
16	Money Transmittals: Miscellaneous/Fingerprint Receipts	21	2007	2 Years	
17	Live Scan Fingerprinting Forms	22	2013	T + 2	
18	Detective Receipt Books	21	2009-2014	2 Years	
19	Correspondences:				
	Background Check Forms: No Record	22	2015-2017	2 Years	
	Report Requests: No Record	22	2015-2016	2 Years	
	Crime Times Arrest Reports/Logs	22	2015-2016	3 Years	
20	Correspondences:				
	Background Check Forms: No Record	22	2015	2 Years	
	Report Requests: No Record	22	2015	2 Years	
21	Money Transmittals: Miscellaneous Receipts	21	2007-2012	2 Years	
22	Money Transmittals: Cashiering Receipts	23	2015-2016	2 Years	
23	Report Duplicates: Detective Miscellaneous Notes Extra Report Copies	24	2012-2013 2012-2013	6 Months	
24	Booking Fee Bill Copies	24	2009-2011	6 Months	
25	Parking Citations	21	2012-2013	2 Years	
26	Booking Fee Bill Copies	24	2012-2013	6 Months	
27	Parking Payments, Corrections & Refunds	23	2013-2014	2 Years	
28	Parking Appeals	22	2009	2 Years	
29	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
30	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
31	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
32	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
33	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
34	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
35	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
36	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
37	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
38	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
39	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
40	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
41	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
42	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
43	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
44	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
45	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
46	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
47	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
48	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
49	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	
50	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	
51	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
52	Incident Reports	22	2000	3 Years	
	Arrest Records: Traffic Warrants	21	2000	2 Years	
	Arrest Records: Non Traffic Warrants	22	2000	10 Years	
	Arrest Records: DA Rejects	21	2000	4 Years	
	Traffic Collision Reports	24	2000	5 Years	
53	Incident Reports	22	2003	3 Years	
	Arrest Records: Traffic Warrants	21	2003	2 Years	
	Arrest Records: Non Traffic Warrants	22	2003	10 Years	
	Arrest Records: DA Rejects	21	2003	4 Years	
	Traffic Collision Reports	24	2003	5 Years	
54	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	
55	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	
56	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
57	Incident Reports	22	2003	3 Years	
	Arrest Records: Traffic Warrants	21	2003	2 Years	
	Arrest Records: Non Traffic Warrants	22	2003	10 Years	
	Arrest Records: DA Rejects	21	2003	4 Years	
	Traffic Collision Reports	24	2003	5 Years	
58	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	
59	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	
60	Incident Reports	22	2001	3 Years	
	Arrest Records: Traffic Warrants	21	2001	2 Years	
	Arrest Records: Non Traffic Warrants	22	2001	10 Years	
	Arrest Records: DA Rejects	21	2001	4 Years	
	Traffic Collision Reports	24	2001	5 Years	
61	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	
62	Incident Reports	22	2002	3 Years	
	Arrest Records: Traffic Warrants	21	2002	2 Years	
	Arrest Records: Non Traffic Warrants	22	2002	10 Years	
	Arrest Records: DA Rejects	21	2002	4 Years	
	Traffic Collision Reports	24	2002	5 Years	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
63	Incident Reports	22	2003	3 Years	
	Arrest Records: Traffic Warrants	21	2003	2 Years	
	Arrest Records: Non Traffic Warrants	22	2003	10 Years	
	Arrest Records: DA Rejects	21	2003	4 Years	
	Traffic Collision Reports	24	2003	5 Years	
64	Incident Reports	22	2003	3 Years	
	Arrest Records: Traffic Warrants	21	2003	2 Years	
	Arrest Records: Non Traffic Warrants	22	2003	10 Years	
	Arrest Records: DA Rejects	21	2003	4 Years	
	Traffic Collision Reports	24	2003	5 Years	
65	Incident Reports	22	2003	3 Years	
	Arrest Records: Traffic Warrants	21	2003	2 Years	
	Arrest Records: Non Traffic Warrants	22	2003	10 Years	
	Arrest Records: DA Rejects	21	2003	4 Years	
	Traffic Collision Reports	24	2003	5 Years	
66	Incident Reports	22	2003	3 Years	
	Arrest Records: Traffic Warrants	21	2003	2 Years	
	Arrest Records: Non Traffic Warrants	22	2003	10 Years	
	Arrest Records: DA Rejects	21	2003	4 Years	
	Traffic Collision Reports	24	2003	5 Years	
67	Incident Reports	22	2004	3 Years	
	Arrest Records: Traffic Warrants	21	2004	2 Years	
	Arrest Records: Non Traffic Warrants	22	2004	10 Years	
	Arrest Records: DA Rejects	21	2004	4 Years	
	Traffic Collision Reports	24	2004	5 Years	
68	Incident Reports	22	2004	3 Years	
	Arrest Records: Traffic Warrants	21	2004	2 Years	
	Arrest Records: Non Traffic Warrants	22	2004	10 Years	
	Arrest Records: DA Rejects	21	2004	4 Years	
	Traffic Collision Reports	24	2004	5 Years	
69	Incident Reports	22	2004	3 Years	
	Arrest Records: Traffic Warrants	21	2004	2 Years	
	Arrest Records: Non Traffic Warrants	22	2004	10 Years	
	Arrest Records: DA Rejects	21	2004	4 Years	
	Traffic Collision Reports	24	2004	5 Years	
70	Incident Reports	22	2004	3 Years	
	Arrest Records: Traffic Warrants	21	2004	2 Years	
	Arrest Records: Non Traffic Warrants	22	2004	10 Years	
	Arrest Records: DA Rejects	21	2004	4 Years	
	Traffic Collision Reports	24	2004	5 Years	
71	Incident Reports	22	2004	3 Years	
	Arrest Records: Traffic Warrants	21	2004	2 Years	
	Arrest Records: Non Traffic Warrants	22	2004	10 Years	
	Arrest Records: DA Rejects	21	2004	4 Years	
	Traffic Collision Reports	24	2004	5 Years	


 Department Head Signature

 Police
 Department


 Date

**CITY OF SAN FERNANDO
CITY COUNCIL
RESOLUTION NO. 6806**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, ADOPTING A RETENTION
SCHEDULE FOR THE MAINTENANCE AND DISPOSITION OF
RECORDS.**

The City Council of the City of San Fernando hereby finds and resolves:

WHEREAS, the retention of numerous records is unnecessary after a certain period of time for the effective and efficient operation of the government of the City of San Fernando.

WHEREAS, the approval of guidelines for the ongoing disposition of obsolete City records will assist the City in the effective management of records, as well as provide for the efficient review of records proposed for disposal.

WHEREAS, Section 34090, et seq. of the Government Code of the State of California provides the parameters whereby any City record which has served its purpose and is no longer required may be destroyed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Fernando as follows:

Section 1. The attached Records Retention Schedule, which is attached hereto as Appendix I and incorporated herein by this reference, is hereby approved.

Section 2. The types of records identified in the Records Retention Schedule, generated or received by the City are hereby authorized for disposition as outlined in that schedule in accordance with Section 34090, et seq. of the Government Code of the State of California, upon the written consent of the City Clerk and the City Attorney, and with the approval of the City Council of the City.

Section 3. Upon such written consent and approval, the City Clerk may destroy any City record, document, instrument, book or paper, under his or her charge, without making a copy thereof, after the same is no longer required. This resolution does not authorize the destruction of permanent records set forth in Government Code Section 34090, which include: (a) records affecting the title of real property or liens thereon; (b) court records on any subject where litigation is pending; (c) records required to be kept by statute; (d) records less than two years old; (e) the minutes, ordinances or resolutions of the legislative body or of a City Board or Commission. The review by the City Clerk and the City Attorney shall include the determination that the subject records no longer have any administrative value, legal value, evidential value, fiscal value or research and historical value.

Section 4. The destruction of any record as provided for herein shall be by disposal, recycling, shredding or other effective method of destruction, as approved by the City Clerk. All records of a sensitive or confidential nature shall be shredded, under the direct supervision of the City Clerk.

Section 5. The term “record” or “records,” as defined in Government Code Section 14741 and as used herein, shall mean all papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by the City, regardless of physical form or characteristics; that the term “public records,” as defined in Government Code Section 6252 and used herein, shall include any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by the City regardless of physical form or characteristics; and that the term “writing,” as defined in Government Code Section 6252 and as used herein, shall mean handwriting, typewriting, printing, photostating, photographing and every other means of recording upon any form of communication or representation, including letters, words, pictures, sounds, or symbol, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

Section 6. Any records not specified in the Records Retention Schedule shall not be destroyed without the express approval of the City Attorney and a resolution acted upon by the City Council.

Section 7. On each occasion that a Department Head requests the destruction of records, such request shall be made on a “Request for Destruction of Records” form (see attached sample identified as Exhibit “A”). This form shall include the finding that all of the records are more than two years old and/or have been retained for the minimum retention period as specified in this resolution. This form shall include the determination that the records no longer have any administrative, legal, evidential, fiscal or research and historical value. This form shall also indicate that it includes or has attached to it a detailed list of all of the records with a description sufficient for identification, including the year of the record, the category from the Records Retention Schedule, and a specific description of the record. The City Clerk and the City Attorney shall authorize the destruction of records on a “Destruction List Approval” form (see attached sample identified as Exhibit “B”). This form shall include the determination that the records no longer have any administrative, legal, evidential, fiscal, research or historical value. This form shall also indicate that attached to it is the “Request for Destruction of Records” form and a detailed list of records submitted by the Department Head. A “Certificate of Destruction” form (see attached sample form identified as Exhibit “C”) shall be completed when the records have been destroyed. This form shall stipulate the date of the destruction, the destruction method used and who supervised the destruction. If the Department Head designates the records for microfilming, a “Request for Microfilming” form should be submitted to the City Clerk for processing (see attached sample form identified as Exhibit “D”). All four forms shall be maintained as permanent City records in the City Clerk’s office. While the attached sample forms may be changed periodically and may even be consolidated, each of them shall retain the titles shown and shall contain the required information specified in this section.

Section 8. Pursuant to Section 34090.7 of the Government Code of the State of California, notwithstanding the provisions of Section 34090, the City Council may prescribe a procedure under which duplicates of City records less than two years old may be destroyed if they are no longer required.

Section 9. The City Council hereby authorizes destruction of duplicate records, utilizing Exhibit "E," attached hereto, with the approval of the Department Head, the City Clerk and the City Attorney.

Section 10. The Records Retention Schedule shall be reviewed on an annual basis by the City Clerk. The review process shall include a legal analysis with regard to any changes in the various statutes. Following a thorough review, the City Clerk shall present the entire Records Retention Schedule with any recommended changes to the City Council for approval.

Section 11. Pursuant to Government Code Section 6200 relating to offenses by an official custodian, every officer having the custody of any record, map or book, or of any paper or proceeding of any court, filed or deposited in any public office, or placed in his or her hands for any purpose, is punishable by imprisonment in the state prison for two, three or four years if, as to the whole or any part of the record, map, book, paper or proceeding, the officer willfully does or permits any other person to do any of the following: (a) steal, remove or secrete; (b) destroy, mutilate or deface; or (c) alter or falsify. Pursuant to Section 6201, relating to offenses by persons other than custodial officers, every person not an officer referred to in Section 6200, who is guilty of any of the acts specified in that section, is punishable by imprisonment in the state prison, or in a county jail not exceeding one year, or by a fine not exceeding one thousand dollars (\$1,000), or by both such fine and imprisonment.

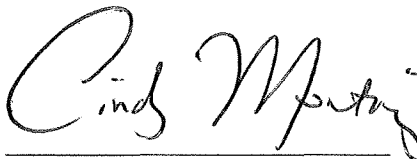
Section 12. Resolution No. 6156 is hereby rescinded.

Section 13. This resolution shall be in full force and effect immediately upon its passage and adoption thereof.

PASSED, APPROVED and ADOPTED this 5th day of Nov., 2001.

ATTEST:


CITY CLERK


MAYOR


APPROVED AS TO FORM:


CITY ATTORNEY

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

I, Wilma Miller, City Clerk of the City of San Fernando, do hereby certify that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of San Fernando held on the 5th day of October, 2001, and was carried by the following roll call vote:

AYES: Montanez, Hernandez, De La Torre, Di Tomaso, Ramos - 5
NOES: None - 0
ABSENT: None - 0



City Clerk

SAMPLE FORM - EXHIBIT A**REQUEST FOR DESTRUCTION OF RECORDS**

Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is _____.

I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum retention period specified in Resolution No. _____. I further certify that the records listed no longer have any administrative, legal, evidential, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

<u>Box No.</u>	<u>Record Series Title & Contents</u>	<u>Retention Schedule Page No.</u>	<u>Date(s) of Records</u>	<u>Retention Requirements</u>	<u>Destruction Date</u>
1	Fin. - Correspondence	1	1991-1992 (FOR EXAMPLE)	3 years	1995

Department Head Signature_____
Department_____
Date

SAMPLE FORM - EXHIBIT "B"**DESTRUCTION LIST APPROVAL**

Attached is a Request for Destruction of Records submitted by _____
(Department Head) of the _____ Department, dated _____
requesting authorization to destroy the records described in the detailed list which is included with
the (attached) request.

Pursuant to San Fernando City Council Resolution No. 01-_____, the types of records listed in
the City's current records retention schedule are authorized for disposition as outlined in that
schedule upon the written consent of the City Clerk and the City Attorney and approval by the
City Council. The review by the City Clerk and the City Attorney must include the determination
that the records requested for destruction no longer have any administrative value, legal value,
evidential value, fiscal value, or research and historical value. The resolution also provides that
the destruction of any record shall be by disposal, recycling, shredding or other effective method
of destruction, as approved by the City Clerk. All records of a sensitive or confidential nature
must be shredded, under the direct supervision of the City Clerk.

--

I have reviewed the list of records described in the attached request for destruction and have
found the listed records to be in compliance with the established retention requirements. I have
also determined that the subject records no longer have any administrative, legal, evidential, fiscal,
or research and historical value. I hereby consent to their destruction and to the department-
proposed method of destruction unless otherwise noted below.

City Clerk

Date

I have reviewed the list of records described in the attached request for destruction and have
found the listed records to be in compliance with the established retention requirements. I have
also determined that the subject records no longer have any administrative, legal, evidential, fiscal,
or research and historical value. I hereby consent to their destruction.

City Attorney

Date

SAMPLE FORM - EXHIBIT "C"**CERTIFICATE OF DESTRUCTION**

I hereby certify that the destruction of the records described in the attached list was approved by the San Fernando City Clerk on (date) _____ and by the City Attorney on (date) _____ pursuant to the authority provided by San Fernando City Council Resolution No. 01-____. The approved method of destruction for these records is _____.

City Clerk_____
Date

I hereby certify that, pursuant to the foregoing authority, the records described in the attached list as requested by the _____ Department were destroyed on (date) _____.

I further certify that the method of destruction used was _____ and that I, _____, as the Department Head or his/her designee, supervised the destruction of said records.

Signature_____
Title_____
Date

This certification must be completed and signed by the person supervising the destruction of records and the original form must be filed with the City Clerk to be maintained as a permanent record attached to the original Request for Destruction of Records and Destruction List Approval forms.

E. IT "D"

ORIGINAL - TO CITY CLERK
COPY FOR FILE

DEPARTMENT

REQUEST FOR MICROFILMING

1. PAGE NO. ON RETENTION SCHEDULE	2. NAME OR TYPE OF FILE OR ITEM	3. APPROXIMATE QUANTITY	4. SIZE OF ITEMS TO BE FILMED	5. FORMAT		6. DISPOSITION OF FILES	
				ROLL	FRAME	RETURN	DESTROY

ORIGINAL FILM WILL BE RETAINED BY CITY CLERK'S OFFICE FOR
ARCHIVAL STORAGE. ONE COPY WILL BE MADE FOR DEPARTMENT'S
USE. IF MORE THAN ONE COPY IS NEEDED, NOTE HERE

RECORD COORDINATOR

DATE

CITY CLERK'S OFFICE

RECEIVED

FILMING COMPLETED

ROLL NUMBERS

DEPARTMENT HEAD

FORM D

SAMPLE FORM - EXHIBIT "E"**DESTRUCTION LIST FOR DUPLICATES
AND OTHER DOCUMENTS NOT REQUIRING
CITY COUNCIL RESOLUTION OR APPROVAL**

<u>Type of Item or Name of File or File Series</u>	<u>Inclusive Dates or Date of Last Item</u>
---	--

APPROVED: _____	Date _____
Department Head	
_____	_____
City Clerk	Date
_____	_____
City Attorney	Date

CITY OF SAN FERNANDO - RECORDS RETENTION SCHEDULE

Office of Record	Records Description ADMINISTRATION/CITY CLERK	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
CC	Agreements, Contracts & Leases	CL	2	Yes	P	Microfilm or permanent . (Duplicate copies of contract documents are in project files and bid files.) (CCP 337.15)
	Contract Documents					
	Performance Bonds/					
	Contract Bonds					
	Certificates of Insurance					
	Correspondence					
	Annexation Files	P	-	Yes	P	Microfilm or permanent . (GC34090)
	Secretary of State					
	Acceptance Certificate					
	Council Approval					
	Other Documentation					
	Appointments List	5	-	No	5	(GC34090)
	Assessment District Files	C	3	No	C+3	Duplicate series, official is in Finance. (GC34090)
	Bid Files - Successful Bidder	A+2	8	No	A+10	(Bid file may include duplicate copy of performance bond and certificate of insurance.) (GC34090; CCP 337.15)
	Request for Proposal					
CC	Invitation to Bid					
	Notice Inviting Bids					
	Proof of Publication					
	List of Bidders					
	Proposal / Bid					
	Letter Awarding Bid					
	Bid Files – Unsuccessful Bidders	2	3	No	5	(GC34090)
	Request for Proposal					
	Invitation to Bid					
	List of Bidders					
	Proposal / Bid					
	Letter of Notification					
	Bond Files	E+2	-	No	E+2	Duplicate series, official is in Finance. (GC34090)
	Budget Files (City)	2	-	No	2	Duplicate series, official is in Finance. (GC34090)
	City History Files	P	-	Yes	P	Microfilm or permanent (GC34090)
	News clippings					
	Photographs					

Keys: A= Audit; AR= Annual Review; C= Current; CL= Closed; E= Expiration; P= Permanent; S= Superseded; T= Termination

APPENDIX I

Office of Record	Records Description ADMINISTRATION/CITY CLERK	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
	Proclamations					
	City Newsletters					
	City Incorporation Documents	P	-	Yes	P	Permanent (GC34090)
	Civil Service Commission	2	5	No	7	Note: Must pass review by City Attorney before final disposition occurs. (GC34090)
	Agendas – Sworn Originals					
	Civil Service Commission	P	-	Yes	P	Microfilm or permanent (GC34090)
	Minutes & Resolutions					
	Claims	2	-	No	2	Duplicate series, official is in Risk Management. (GC34090)
	Correspondence	2	-	No	2	(GC34090)
	Council Agendas - Sworn	2	5	No	7	Note: Must pass review by City Attorney before final disposition occurs. (GC34090)
	Originals					
	Council Meetings Notices	3	4	No	7	Note: Must pass review by City Attorney before final disposition occurs. (GC34090)
	Special Meetings					
	Adjourned Meetings					
	Council Minutes	P	-	Yes	P	Permanent (GC34090)
	Council Minutes, Resolutions &	S	-	No	S	
	Ordinances Index					
	Council Ordinances	P	-	Yes	P	Permanent (GC34090)
	Council Resolutions	P	-	Yes	P	Permanent (GC34090)
	Deeds Index	S	-	No	S	Deeds are in Real Property files.
	Deeds Transaction Files	CL	2	Yes	P	Microfilm or permanent (GC34090a)
	Correspondence					
	Transmittals					
	Bills of Sale					
	Election Candidate Materials -	T	7	Yes	P	Microfilm or permanent (GC34090; GC81009)
	Candidates Elected					
	Candidate Statement					
	Nomination Papers &					
	Petitions					
	Campaign Statement (FPPC					
	400 Series)					
	Statement of Economic					
	Interest (FPPC Form 721)					
	Oath of Office					
CC	Election Candidate Materials -	2	5	No	7	(GC34090; GC81009)

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APPENDIX I

Office of Record	Records Description ADMINISTRATION/CITY CLERK	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
	Candidates Not Elected Candidate Statement Nomination Papers Campaign Statement (FPPC 400 Series) Statement of Economic Interest (FPPC Form 721)					
	Election Files Legal Notices Proof of Publication Certified List of Candidates	CL+1	4	No	CL+5	(GC81009)
	Election Materials - Roster of Voters (Special Elections)	CL+1	4	No	CL+5	For consolidated elections, Los Angeles County Registrar is the Office of Record for this series. (EC17300)
	Election Materials - Special Elections Ballots Envelope #4 (Tally Sheets, Copies of Index, Challenge List, Assisted Voters List) Inspectors Receipts for Ballots Precinct Officers Appointment Forms Absentee Applications Absentee I.D. Envelopes Code of Fair Campaign Practices	6 months	-	-	6 months	For consolidated elections, Los Angeles County Registrar is the Office of Record for this series. (California Constitution Art. XIII)
	Election Petitions Initiatives Referendums Charter Amendments Recalls	8 months	-	-	8 months	(EC17200)
	Election - Precinct Maps	5	-	No	5	(GC34090)
	Environmental Impact Reports & Studies	25	P	Yes	P	Microfilm or permanent (GC34090)

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APPENDIX I

Office of Record	Records Description ADMINISTRATION/CITY CLERK	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
CC	Equipment Ownership Records	T+2	-	No	T+2	(GC34090)
	Pink Slips					
	Manuals					
	Fidelity Bonds - Designated	E+1	4	No	E+5	(GC34090)
	City Employees					
	Fidelity Bond - City					
	Treasurer					
	Fidelity Bond - City Clerk					
	Franchise Files	CL	2	Yes	P	Microfilm or permanent (GC34090)
	Agreements					
	Correspondence					
	Reports					
	General Plan & Amendments	5	2	No	7	Duplicate Series. Official is in Planning. (GC34090)
	General Plan					
	General Plan Elements					
	Housing Authority Agendas -	2	5	No	7	Note: Must pass review by City Attorney before final disposition occurs. (GC34090)
	Sworn Originals					
	Housing Authority Minutes	P	-	Yes	P	Microfilm or permanent (GC34090)
	Housing Authority Resolutions	P	-	Yes	P	Microfilm or permanent (GC34090)
	Insurance Policies & Certificates	P	-	Yes	P	Microfilm or permanent Excludes Certificate of Insurance for contractors working for the city. (See Agreements, Contracts & Leases.) Excludes Certificates of Insurance for permit-holders (kept by Building Dept.). (GC34090)
	City-owned policies					(GC34090)
	Manuals, Policies, Procedures & Bulletins	S+5	-	No	S+5	(GC34090)
	Municipal Code & Amendments	P	-	Yes	P	Microfilm or permanent (GC34090)
	Parking Authority Agendas -	2	5	No	7	Note: Must pass review by City Attorney before final disposition occurs. (GC34090)
	Sworn Originals					
	Parking Authority Minutes	P	-	Yes	P	Microfilm or permanent (GC34090)
	Parking Authority Resolutions	P	-	Yes	P	Microfilm or permanent (GC34090)
	Planning Commission	2	5	No	7	Note: Must pass review by City Attorney before final disposition occurs. (GC34090)
	Agendas – Sworn Originals					
	Planning Commission Minutes & Resolutions	5	-	No	5	Duplicate series, originals are in Planning. (GC34090)

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Office of Record	Records Description ADMINISTRATION/CITY CLERK	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
CC	Project Files	CL+1	4	No	CL+5	(GC34090)
	Public Hearings Files	CL+1	6	No	CL+7	(GC34090)
	Notice					
	Proof of Publication					
	Transmittal Letter from Department					
	Returned Certified Mail					
	Purchasing Records	2	-	No	2	Duplicate series, official is in Finance. (GC34090)
	Purchase Orders					
	Request for Payment					
	Requisitions					
	Real Property Files	P	-	Yes	P	Microfilm or permanent (GC34090)
	Deeds					
	Easements					
	Liens					
	Condemnations					
	Title Insurance Records					
	Records Management Documents	P	-	Yes	P	Microfilm or permanent (GC34090)
	Retention Schedules					
	Destroyed Records Lists					
	Stored Records Lists					
	Redevelopment Agency	2	5	No	7	Note: Must pass review by City Attorney before final disposition occurs. (GC34090)
	Agendas - Sworn Originals					
	Redevelopment Agency Minutes	P	-	Yes	P	Microfilm or permanent (GC34090)
	Redevelopment Agency Resolutions	P	-	Yes	P	Microfilm or permanent (GC34090)
	Software & Documentation	S	-	No	S	(Note: Nonrecord)
	Statement of Economic Interest - Designated City Employees, Officeholders & Appointees	5	P	Yes	P	Microfilm or permanent (GC81009)

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Office of Record	Records Description ADMINISTRATION/CITY CLERK	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
CC	FPPC Form 730 - City Employees					
	FPPC Form 721 - Officeholders & Appointees					
	Studies & Reports	2	-	No	2	(GC34090)
	Subject & Correspondence Files	2	-	No	2	(GC34090)
	Uniform Codes	P	-	Yes	P	Microfilm or permanent (GC34090)
	Building Code					
	Mechanical Code					
	National Electrical Code					
	Plumbing Code					

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Office of Record	Records Description COMMUNITY DEVELOPMENT	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
	Block Grants					
Plan	Grants - CDBG Program Administration Files	C	4	No	C+4	7 CFR 3016.42
	Grants - CDBG Project Administration Files	C	4	No	C+4	7 CFR 3016.42
	Grants - Grant Administration & Implementation Files	C	4	No	C+4	7 CFR 3016.42
	Building & Safety					
B & S	Building & Safety - Address Files	P	-	Yes	P	Microfilm or permanent (GC34090)
	Building & Safety - Building Numbering Maps	P	-	Yes	P	Microfilm or permanent (GC34090)
	Building & Safety - Counter Manual: Fee Schedules	S	-	No	S	(GC34090)
	Procedures & Instructions					
	Building & Safety - Disaster Response Program Files	S	2	No	S+2	(GC34090)
	Disaster Response Plan Resources/Contacts Lists					
	Building & Safety - Earthquake Records - Inspections/Address Log	C	5	No	C + 5	(GC 34090)

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Office of Record	Records Description COMMUNITY DEVELOPMENT	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
B & S	Building & Safety - Plan Review Files: Building Permits Plumbing Permits Electrical Permits Heating/Ventilation/A.C. Permits Sign permits Inspections Record Sheets Drawings Certificates of Occupancy Substandard Housing Abatement Correspondence & Backup Data	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Building & Safety - Plans & Drawings (Commercial Structures)	T	-	-	T	(H&S 19850)
	Building & Safety - Plans & Drawings (Residential)	T	-	-	T	(H&S 19850)
	Building & Safety - Sewer Maps & Indexes	P	-	Yes	P	(GC 34090)
	Disaster Incidents Files: Damage Reports/Assessments & Supporting Data	A	5	No	A+5	Note: This record is for files documentary disaster incidents damages and claims for reimbursement from agencies such as FEMA an DES (GC 34090)
	Engineering - Grading Bonds & Releases	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Engineering – Grading Permits	P	-	Yes	P	Microfilm or permanent (GC 34090)

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Office of Record	Records Description COMMUNITY DEVELOPMENT	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
	Code Enforcement					
B & S	Code Enforcement – Case Files	C	3		C+3	(PC 801)
	Planning					
Plan	Administrative Permits, e.g., Modifications, Outdoor dining	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Appeals:	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Planning Commission Decisions					
	Directors Decisions					
	Business Registration	E	4	No	E+4	(B&P 17927)
	Case Logs (Project Logs)	P	-	Yes	P	Microfilm or permanent (GC 34090)
	CEQA Legal Notices:	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Notices of Exemption					
	Notices of Completion					
	Notices of Preparation					
	Notices of Determination					
	Development Review:	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Agendas					
	Declaration of Postings					
	Minutes					
	Correspondence					
	Economic Development	P	-	Yes	P	Microfilm or permanent (GC 34090)
General Plan Records:	P	-	Yes	P	Microfilm or permanent (GC 34090)	
Environmental documents						
Correspondence & Supporting Data						
Land Divisions	P	-	Yes	P	Microfilm or permanent (GC 34090)	

Keys: A= Audit; AR= Annual Review; C= Current; CL= Closed; E= Expiration; P= Permanent; S= Superseded; T= Termination

APPENDIX I

Office of Record	Records Description COMMUNITY DEVELOPMENT	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Plan	Lot Line Adjustments	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Minor Development Permits:	C	5	No	C+5	(GC 34090)
	Parcel Maps	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Planning Commission Agendas:	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Original Agendas;					
	Declarations of Posting					
	Planning Commission Meetings - Audio Tapes	1	-	No	1	(GC 34090.7)
	Planning Commission Minutes	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Planning Commission Notices	5	-	No	5	(GC 34090)
	Planning Commission Packets	5	-	No	5	(GC 34090)
	Planning Commission Reference Collection:	4	-	No	4	(GC 34090)
	Reports & Studies from Outside Sources;					
	Planning Texts (Guides, Procedures, Reference);					
	Planning Publications/ Periodicals;					
	Legislation					
	Planning Commission Resolutions	P	-	Yes	P	Microfilm or permanent (GC 34090)

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APPENDIX I

Office of Record	Records Description COMMUNITY DEVELOPMENT	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Plan	Planning - Project Files (Unclassified Use Permits): Environmental Documents Correspondence Applications & Supporting Data	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Planning - Public Information Materials (Front Counter): Zoning Standards Applications & Checklists Procedures & Guidelines Consultants Lists Fees Schedules Maps, Plans & Drawings (Public Viewing Copies)	AR	2	No	AR + 2	(GC 34090.7)
	Sign Permits	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Site Plan Review	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Specific Projects	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Temporary Use Permits	C	3	No	C+3	(GC 34090)
	Tract Maps	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Unclassified Use Permits	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Variances	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Zoning Changes/General Plan Amendments	P	-	Yes	P	Microfilm or permanent (GC 34090)

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APPENDIX I

Office of Record	Records Description FINANCE/TREASURER	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
	Accounting/Administrative					
Fin	Annual Reports	2	P	Yes	P	Microfilm or Permanent, includes State Controller, Street Annual Gas Tax (GC34090)
	Audit Proposals - Successful with Related Documents	C	P	Yes	P	Microfilm or permanent; file successful bids with contract in City Clerk's office (CCP 337)
	Audit Proposals - Unsuccessful/Rejected with Related Documents	2	-	No	3	(GC34090)
	Annual Audit Reports	2	P	Yes	P	Microfilm or permanent (GC34090)
	Audit Reports, Grants	2	P	Yes	P	Microfilm or permanent (GC34090)
	Cash Statements	2	5	No	7	(GC34090)
	Chart of Accounts	2	P	Yes	P	Microfilm or permanent (GC34090)
Treas	Check Registers	2	3	No	5	(GC34090, CCP 337)
Fin	Correspondence	2	1	No	3	(GC34090)
	Fiscal Analysis	2	5	No	7	(GC34090)
	Fixed Assets Inventories	5	-	No	5	(GC34090)
	Fund Advances	2	5	No	7	(GC34090)
	Fund Transfers	2	5	No	7	(GC34090)
	General Ledgers, Trial Bal, Rev and Exp	2	8	No	A+10	(GC34090; CCP 337)
	Grant Audit Reports	2	P	Yes	P	Microfilm or permanent (GC34090)
	Grant Financial Records	2	5	No	CL+7	(GC34090; 7CFR 3016.42)
	Grants, Successful, w/Related Documents	2	5	No	CL+7	(GC34090; CFR 3016.42)
	Grants, Unsuccessful	2	1	No	3	(GC34090)
	Journal Entries/Vouchers	3	7	No	A+10	(GC34090; CCP 337)
	Petty Cash Vouchers	2	5	No	7	(GC34090)
	Policies & Procedures, Finance Dept.	S	-	Yes	S+10	(GC34090)

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APPENDIX I

Office of Record	Records Description FINANCE/TREASURER	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Fin	Refundable Deposits	2	5	No	7	(GC34090)
	Regulations & Policy, City	C	2	No	C+2	(GC34090)
	Reports & Studies (Special City)	C	P	Yes	P	Microfilm or permanent for research/historic value (GC34090)
	Reports, Accounting	2	5	No	A+7	(GC34090)
Treas	Reports, Treasurer's	2	P	Yes	P	Microfilm or permanent (GC34090; CCP 337.5)
	Warrant Registers, A/P	P	-	Yes	P	Microfilm or permanent (GC34090)
Fin	Worksheets & Back-up data	2	-	No	2	(GC34090)
	Accounts Payable & Purchasing					
Fin	1099 Forms	2	3	No	5	(GC34090)
	Accounts Payable	A+2	3	No	A+5	(GC34090)
	Bid Notices/Affidavits of Publication	C	P	Yes	P	Microfilm or permanent (GC34090)
	Bids for Equipment/ Supplies Cancelled	2	1	No	3	(GC34090)
	Successful with Related Documents	A	5	No	A+5	(File successful bids with contracts in City Clerk's office (GC34090; CCP 337)
	Unsuccessful/Rejected with Related Documents	2	1	No	3	(GC34090)
	Bids for Services					
	Equipment Disposition; Auction Lists, Reports, Bills of Sale	A	4	No	A +4	Audit +4 years after disposition of equipment (GC34090)
	Equipment Purchase Agreements	C		No	C+10	Current + 10 years after disposition of equipment (original contract with City Clerk) (GC34090; CCP 337.15)
	Purchase Requisitions	A+2	3	No	A+5	If grant-related, 3 years after disposal or per specific grant requirements; may wish to keep equipment P.O.'s until disposal of equipment (GC34090; CCP 337)

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APPENDIX I

Office of Record	Records Description FINANCE/TREASURER	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
	Assessment District Financial Records					
Fin	Assessment District – Financial Records (Assessed Valuations Correspondence)	C	P	Yes	P	Microfilm or permanent (GC34090)
	Assessment Proceedings	C	3	No	C + 3	(GC34090)
	Financing Programs – Reference	C	3	No	C + 3	(GC34090)
	Banking					
Fin	Agreements, Banking (Copy)	T	3	No	T+3	(GC34090)
Treas	Armored Transport Receipts	2	-	No	2	(GC34090)
	Checks & Credit Card Slips, Returned	2	3	No	5	(GC34090)
	Checks, Cancelled, General	2	3	No	5	Includes Payroll & Housing (GC34090)
	Checks, Stale-Dated, Checks Unused	2	1	No	3	(GC34090)
Fin	Debit/Credit Memos	2	3	No	5	(GC34090)
	Deposit Corrections	2	3	No	5	(GC34090)
Treas	Deposit Slips/Receipts	2	3	No	5	(GC34090)
Fin	Reports, Banking	2	3	No	5	(GC34090)
Treas	Signature Authorization Cards, Faxes	A	5	No	A+5	(GC34090)
Fin	Statements & Reconciliations	2	3	No	5	(GC34090; 26 CFR 31.6001-1)
	Stop Payments	2	3	No	5	(GC34090; 26 CFR 31.6001-1)
	Warrants (Paid) (A/P)	A+2	3	No	A+5	(GC34090)
	Wire Transfers	2	3	No	5	(GC34090)

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APPENDIX I

Office of Record	Records Description FINANCE/TREASURER	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
	Bond Issues/Debt Service					
Fin	Bond Authorization & Related Public Hearing Records, Investor Lists, Prospectus, Accepted Proposals, Certificates, Notices, Correspondence	CL	P	Yes	P	Microfilm or permanent (GC34090; CCP 337.5)
	Bond Bids/Proposals, Rejected	2	1	No	3	(GC34090)
	Bond Registers	C	P	Yes	P	Microfilm or permanent (GC34090; CCP 337.5)
	Bonds & Coupons, Paid/Canceled (Revenue Bonds)	CL	3	No	CL +3	(GC34090; GC53921)
	Budgeting					
Fin	Budget, Annual City	2	P	Yes	P	Microfilm or permanent (GC34090)
	Budget, Capital Improvements	2	-	Yes	P	Microfilm or permanent (GC34090)
	Budget, Departmental	2	1	No	3	(GC34090)
	Budget Manual & Calendar	2	1	No	3	(GC34090)
	Budget Requests, Departmental	2	1	No	3	(GC34090)
	Budget Requests, External	2	1	No	3	(GC34090)
	Budget, Revenue Sharing	2	P	Yes	P	Microfilm or permanent (GC34090)
	Revenue Estimates	2	3	No	5	(GC34090)
	Funding/Grants					
Fin	HIDTA	CL	7	No	CL+7	(GC34090)
	OCJP	CL	7	No	CL+7	(GC34090)
	Prop A	CL	7	No	CL+7	(GC34090)
	Prop C	CL	7	No	CL+7	(GC34090)
	State Gas Tax	CL	7	No	CL+7	(GC34090)
	Investments					
Fin	Certificates of Deposit	2	3	No	5	(GC34090)
	Investment Portfolio; Statements & Related documents	C	P	Yes	P	Microfilm or permanent (GC34090; CCP 337.5; GC53607)

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APPENDIX I

Office of Record	Records Description FINANCE/TREASURER	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
	Payroll					
Fin	Deductions/Authorizations	T	4	No	T +4	Including leave slip, W-2 forms (GC34090; 29 CFR 516.2)
	Employee Salary Verifications	3	-	No	3	(GC34090)
	Individual Employee Payroll	T	P	Yes	P	Microfilm or permanent (GC34090)
	Payroll Master	S	P	Yes	P	Microfilm or permanent (GC34090)
	Payroll Registers	T	P	Yes	P	Microfilm or permanent (GC34090, GC37207)
	Payroll Reports	T	4	No	T +4	(26 CFR 31.6001-1)
	Retirement Reports (PERS, PARS)	T	P	Yes	P	Microfilm or permanent (GC34090)
	Tax Records	2	4	No	6	(29 USC 436)
	Time Cards/Sheets	1	4	No	5	(29 CFR 516.2-516.6)
	Travel/Mileage Expenses	2	3	No	5	(GC34090)
	Vacation/Sick Leave Reports	T	4	No	T+4	(29 CFR 516.2-516.6)
	W-2 Forms/Reports	2	4	No	6	(29 CFR 516.2-516.6)
	Pension & Retirement Funds Report					
Fin	Deferred Compensation Reports	C	P	Yes	P	Microfilm or permanent (GC34090)
	Retirement Plan Agreements (including PERS, PARS), Amendments, Related Records	C	P	Yes	P	Microfilm or permanent; file original contracts with City Clerk (GC34090)
	Retirement Plan Reports	C	P	Yes	P	Microfilm or permanent (GC34090)
	Revenues & Taxation					
Treas	Accounts Receivable	2	3	No	A +5	(GC34090)
Fin	Alarm Permits	T	3	No	T+3	(GC34090)
BL	Business License Applications	T	4	No	T+4	(GC34090; CCP 337)
	Business License - Revocations	T	4	No	T+4	(GC34090; CCP 337)
	Business Licenses/Renewals	T	4	No	T+4	(GC34090; CCP 337)
Fin	Census Records	P	-	Yes	P	Microfilm or permanent (GC34090)
	Excise Tax	2	3	No	5	(GC34090)
	False Alarms	C	3	No	C+3	Retain in department while current (GC34090)

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APPENDIX I

Office of Record	Records Description FINANCE/TREASURER	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Fin	Fee Schedules	S	P	Yes	P	Microfilm or permanent (City Clerk should append to Resolution of adoption) (GC34090)
	Fee Studies	C	P	Yes	P	Microfilm or permanent (GC34090)
	Fee Waiver Requests	T	3	No	T+3	(GC34090)
	Funding Applications (Includes State & Local Sources)	2	3	No	A +5	(GC34090)
Treas	Property Tax	2	3	No	5	(GC34090)
Fin	Revenue Receipts/Reports	2	3	No	A+5	(GC34090)
	Sales and Use Tax	2	3	No	5	(GC34090)
Treas	T.O.T.	2	3	No	5	(GC34090)
	Treasurer Bank Statements	A+2	-	No	A+2	(FC3368, FC30210; GC43900, et seq.)
	U.U.T.	2	3	No	5	(GC34090)

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APPENDIX I

CITY OF SAN FERNANDO - RECORDS RETENTION SCHEDULE

Office of Record	Records Description LEGAL	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Legal	Amicus Curiae and Misc	C+1	P	Yes	P	Microfilm or permanent (GC34090)
	Appeals, Civil	C+1	3	No	C+4	(CCP 583.320(a)(3); GC34090)
	Bankruptcy	C+1	P	Yes	P	Microfilm or permanent (GC34090)
	Case Log and/or Index	P	-	Yes	P	Microfilm or permanent (GC34090)
	Correspondence	2	-	No	2	(GC34090)
	Litigation – Anti-Trust	C+1	P	Yes	P	Microfilm or permanent (GC34090)
	Litigation – Case Listing	P	-	Yes	P	Microfilm or permanent (GC34090)
	Litigation – Civil – Non Tort	C+1	P	Yes	P	Microfilm or permanent (GC34090)
	Litigation – Civil Tort	C+1	P	Yes	P	Microfilm or permanent (GC34090)
	Litigation – Criminal	C+1	P	Yes	P	Microfilm or permanent (GC34090)
	Litigation – General	C+1	3	No	C+4	(GC34090)
	Litigation – High Profile	P	-	Yes	P	Microfilm or permanent (GC34090)
	Prosecutions	C+1	P	Yes	P	Microfilm or permanent (GC34090)
	Subpoenas	C+1	3	No	C+4	(GC34090)

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APPENDIX I

CITY OF SAN FERNANDO - RECORDS RETENTION SCHEDULE

Office of Record	Records Description PERSONNEL	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Pers	Employee Benefits Administration Records: Plan Documents; Enrollment Forms; Correspondence and Backup Data	P	-	Yes	P	Microfilm or permanent (29 USC 1113)
	Employee Rights (Non-Sworn Employees): Arbitration, Grievances, Union Requests, Complaints, Disciplinary Actions	T	2	No	T+2	(GC12946, 29 USC 211, 203, 207)
	Hourly Employees	T	6		T+6	(GC 12946; 29 CFR 1627.3)
	Negotiation	P	-	Yes	P	Microfilm or permanent (29 USC 211, 203, 207)
	PERS, Social Security, SSI	P	-	Yes	P	Microfilm or permanent (29 CFR 1627.3; GC12946, GC34090)
	Personnel – Employee Handbook	P	-	Yes	P	Microfilm or permanent (GC34090)
	Personnel – Employee Incentive Award Program Files: Suggestion Forms; Correspondence and Backup Data	2	-	No	2	(GC34090)
	Personnel Files: Former Employees Receiving Retirement and DOC Benefits	P	-	Yes	P	Microfilm or permanent (GC34090)
	Personnel Files: (Safety and Non-Safety) Resumes; Applications; Personnel Action Forms; Performance Evaluations; Correspondence; Direct Deposit Authorizations	T	6	No	T+6	(29 USC 1113, GC12946)
	Recruitment Files: Job Position Announcements; Applicant Responses & Resumes; Correspondence and Backup	C	3	No	C+3	(29 CFR 1627.3)

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APPENDIX I

Office of Record	Records Description PERSONNEL	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Pers	Resumes (Unsolicited)	2	-	No	2	(GC34090)
	Rules & Regulations	P	-	Yes	P	Microfilm or permanent (GC34090)
	Risk Management					
Pers	Accident Reports/Incident Reports	5	-	No	5	(GC34090)
	Claim Files (against the City or City Personnel); Claim Letters, Forms, Correspondence, Court Transcripts, Backup Data	C	5	No	C+5	(GC34090, PC832.5)
	Claims Loss Runs (Fiscal Year End)	5	-	No	5	(GC34090, PC832.5)
	Claims Loss Runs (Monthly)	2	-	No	2	(GC34090)
	SCJPIA Certificates of Liability: Certificates and Backup Data	P	-	Yes	P	Microfilm or permanent (GC34090)
	Workers' Compensation Insurance Administration Records: Loss Analyses; Statements; Correspondence and Backup Data	5	-	No	5	(GC34090)
	Workers' Compensation Insurance Policies	P	-	Yes	P	Microfilm or permanent (GC34090)

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APPENDIX I

CITY OF SAN FERNANDO RECORDS RETENTION SCHEDULE

Office of Record	Records Description	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Pol	POLICE					
	Alarm Records	2	-	No	2	(GC34090)
	Arrest Records					
	Drunk (Not Prosecuted)	2	-	No	2	(GC34090)
	Registers	5	-	No	5	(GC34090)
	Rejected by D.A.	4	-	No	4	(GC34090)
	Traffic Warrants (for Local or Foreign Agency)	2	-	No	2	(GC34090)
	Auction Receipts and Records	2	-	No	2	(GC34090)
	Audio Recordings of Telephone and Radio Communications (Dispatch)*	100 days	-	No	100 days	100 days; (GC34090.6)
	Bail Receipts	2	-	No	2	(GC34090)
	Bicycle Licenses	3	-	No	3	(GC34090)
	Case Files		-			
	Homicide - Investigator's File	P	-	Yes	P	Microfilm or permanent (PC799)
	Narcotics (no arrest cases)	CL	2	No	CL+2	(GC34090)
	Officer Involved Shootings	CL	25	No	CL+25	(GC34090)
	Child Abuse Reports – Felony Citations	10	-	No	10	(Department of Justice Regulates)
	Animal Control	2	-	No	2	(GC34090)
	Marijuana	2	-	No	2	(H&S 11361.5)
	Parking	2	-	No	2	(GC34090)
	Traffic	2	-	No	2	(GC34090)
	Concealed Weapons Permits	3	-	No	3	(GC34090)

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APPENDIX I

Office of Record	Records Description	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Pol	POLICE					
	Correspondence	2	-	No	2	(GC34090)
	Court Records					
	Daily Schedule (Duplicates)	C	1	No	C+1	(GC34090.7)
	Sign-in Logs	C	2	No	C+2	(GC34090)
	Tracking System Records	C	2	No	C+2	(GC34090)
	Crime Reports**	3	-	No	3	(Department of Justice Regulates)
	Criminal Arrest Files***	10	-	No	10	(Department of Justice Regulates)
	Daily Activity Records and Logs (i.e., NOT reports)	3	-	No	3	(GC34090)
	Daily Reports**	3	-	No	3	(Department of Justice Regulates)
	Deceased Criminal Arrest Files	10	-	No	10	(Department of Justice Regulates)
	Employment Applications	5	-	No	5	EEOC Complaint can be filed within 49 mos.; (GC12946)
	Background Investigation	5	-	No	5	EEOC Complaint can be filed within 49 mos.; (GC12946)
	Unprocessed					
	“Factual Innocence” (Sealed Records)		-	No		Destroy 3 years from sealing (PC851.8)
	Felony Crime Reports: Capital Crimes, Crimes Punishable by Death, Life Imprisonment	P	-	Yes	P	Microfilm or permanent (PC799)
	Fingerprint					
	Applicants’ Files	T	2	-	T + 2	(GC34090)
	Inked/Palm Cards	C	20	-	C + 20	Persons booked into detention facility; copies distributed to County, State and Federal agencies
	Immigration Letters	2	-	No	2	1-9’s
	Incident Reports**	3	-	No	3	(Department of Justice Regulates)

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APPENDIX I

Office of Record	Records Description	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Pol	POLICE					
	Index Cards					
	Field Interview	5	-	No	5	(GC34090)
	Police Dispatch	2	-	No	2	(GC34090)
	Jail					
	Inspections	2	-	No	2	(GC34090)
	Register (Daily	10	-	No	10	(Department of Justice Regulates)
	Record of Persons Booked)					
	Juvenile Arrest Files, Reports		-	No		Upon Notification from Juvenile Court Judge
	Juvenile - Sealed Records	5	-	No	5	Destroy 5 years from sealing; Welfare & Institutions Code 781(d)
	Licenses and Permits - Records of Expired Licenses and Permits	3	-	No	3	(GC34090)
	Lost and Found Records	5	-	No	5	(GC34090)
	Miscellaneous Reports	2	-	No	2	(GC34090)
	Misdemeanor/Infractions Reports**	3	-	No	3	(Department of Justice Regulates)
	Money Transmittals	2	-	No	2	(GC34090)
	Non-Criminal Occurrences	C	2	No	C + 2	(GC34090)
	Officer Involved Shootings	CL	25	No	CL + 25	(GC34090)
	Parades & Special Events	CL	2	No	CL + 2	(GC34090)
	Pawnbrokers, Secondhand Dealers (Duplicates, i.e., Pink Copies)	C	2	No	C + 2	Originals to licensee; (blue) copies to DOJ; (pink) copies retained by City. Renewals issued annually; (GC34090)
	Permits					
	Alcoholic Beverage Control License	2	-	No	2	(GC34090)

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APPENDIX I

Office of Record	Records Description	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Pol	Personnel Files					
	Internal Affairs	5	-	No	5	(PC832.5)
	Investigations (including Citizen's Complaints and Pitchess Motions)					
	Terminated Employees	5	-	No	5	EEOC Complaint can be filed within 49 months; (GC12946)
	Photo Negatives (Inmates)	C	20	No	C + 20	By prisoner number
	Press Releases	C	2	No	C + 2	(GC34090)
	Property Control Files	C	2	No	C + 2	(GC34090)
	Rap Sheets	CL	2	No	CL + 2	(GC34090)
	Reports – Duplicates	6 mos.	-	No	6 mos.	(GC34090.7)
	Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing (Duplicates)	C	-	No	C	Destroy after law enforcement actions and effective date of restraining order has expired
	Schedules					
	Daily	C	2	-	C + 2	(GC34090)
	Watch Assignments/ Timekeeping Records	C	2	-	C + 2	(GC34090)
	Statistical (Crime Analysis)	P	-	Yes	P	Microfilm or permanent (GC34090)
	Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC)	P	-	Yes	P	Originals sent to FBI, DOJ; Microfilm or permanent (GC34090)
	Subpoenas	C	2	No	C + 2	(GC34090)
	Swap Meet Merchant Control Sheets	2	-	No	2	(GC34090)
	Traffic Collisions					
	Non Injury	3	-	No	3	(GC34090)
	One or More Injuries	5	-	No	5	(GC34090)

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APPENDIX I

Office of Record	Records Description POLICE	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
	Training					
	Bulletins	P	-	Yes	P	Microfilm or permanent (GC34090)
	Event Files	C	2	No	C + 2	(GC34090)
	Vehicles					
	Impounded/Stored/ Repossessed/ Recovered	3	-	No	3	(GC34090)
	Stolen	5		No	5	(GC34090)
	Video Surveillance/Security (Jail)	13 mos.	-	No	13 mos.	(GC34090.6)
	Warrant Recall Sheets	2	-	No	2	(GC34090)

Keys: A= Audit; AR= Annual Review; C= Current; CL= Closed; E= Expiration; P= Permanent; S= Superseded; T= Termination

APPENDIX I

Office of Record	Records Description POLICE	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Pol	Warrants Felony	Recall after 10 yrs.; Exception: Murder/ Escape	-	No	Recall after 10 yrs.; Exception: Murder/ Escape	(Recommended by the California Law Enforcement Warrant Officer's Association)
	Misdemeanor Criminal	Recall after 5 yrs;	-	No	Recall after 5 yrs;	(Recommended by the California Law Enforcement Warrant Officer's Association)
	Parking	Recall after 1 yr.	-	No	Recall after 1 yr.	(Recommended by the California Law Enforcement Warrant Officer's Association)
	Traffic	Recall after 5 yrs.	-	No	Recall after 5 yrs.	(Recommended by the California Law Enforcement Warrant Officer's Association)
	Traffic Collision Fatalities	P	-	Yes	P	Microfilm or permanent (Recommended by the California Law Enforcement Warrant Officer's Association)

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APPENDIX I

- * In event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.
- ** “Crime Reports,” “Daily Reports,” “Incident Reports,” and “Misdemeanor Reports” refer to daily blotters, incident summaries or investigative reports that do not involve felonies. The reports can be destroyed after three years, provided that a copy of said report has been placed with the case file. The case files should be destroyed according to guidelines set forth for individual case files.
- *** You can legally retain the records for two years; however, you should notify the Department of Justice that you are purging source documents before you destroy them.

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APPENDIX I

Office of Record	Records Description PUBLIC WORKS	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
PW	Capital Improvement Projects (CIP) Plans & Drawings: Final, As-Built Plans & Drawings	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Federal Highway Administration Funding (FHWA) Administrative Files: Applications/Funding Requests & Supporting Data	C	3	No	C+3	(49 CFR 18.42)
	Budgeting Analyses					
	Correspondence w/ Local Administrative Agencies (Including CALTRANS)					
	Studies & Reports					
	Supporting Data					
	Grants/Funding Files	C	10	No	C + 10	(7 CFR 3016.42)
	Intersections/Streets/Signals	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Maps - Final, Recorded Maps, Including:	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Subdivision Maps					
	Parcel Maps					
	Assessment Districts					
	Record Of Survey					
	Improvement Plans					
	Tract Maps					
	Construction (Final, As-Constructed Only)					
	Utilities - Storm Drain					
	NPDES – Program Files	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Operations & Maintenance	2	-	No	2	(GC 34090)
	Projects Files:					
	Service Requests					
	Correspondence & Supporting Data					

Keys: A= Audit; AR= Annual Review; C= Current; CL= Closed; E= Expiration; P= Permanent; S= Superseded; T= Termination

APPENDIX I

Office of Record	Records Description PUBLIC WORKS	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
PW	Public Works - Performance Bonds/Labor & Materials Bonds	C	2	No	C+2	(GC 34090)
	Engineering					
Eng	Capital Improvement Project (CIP) Files	C	10	No	C+10	(CCP 337.15)
	Capital Improvement Projects (CIP) Right-of-Way Documentation: Deeds Quitclaims Easements	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Consultants/Suppliers/Vendors Information	AR	-	No	AR	(GC 34090)
	Disaster Incidents Files	A	5	No	A+5	(GC 34090)
	Encroachment Permits Log	5	-	No	5	(GC 34090)
	Grading Permits	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Land Development Projects Files	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Organizations Files	2	-	No	2	(GC 34090)
	Permits: Encroachment Permits Excavation Permits	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Policies & Procedures for Engineering Operations	S	10	No	S + 10	(GC 34090)

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APPENDIX I

Office of Record	Records Description RECREATION AND COMMUNITY SERVICES	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Rec	Brochures Advertisers Files	2	-	No	2	(GC 34090)
	Brochures Artwork	C	2	No	C+2	(GC 34090)
	Facilities Reservation Forms	2	-	No	2	(GC 34090)
	History Files:	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Publicity Binders					
	Photos Binders					
	Department Publications					
	History Files:	2	-	No	2	(GC 34090)
	Flyers					
	Brochures					
	Press Releases					
	Park Master Plans Files:	P	-	Yes	P	Microfilm or permanent (GC 34090)
	Environmental Documents					
	Correspondence & Supporting Data					
	Parks/Facilities Construction Projects	C	10	No	C+10	(GC 337.15)
	Personnel - Instructor Contracts	E	2	No	E+2	(GC 34090)
	Program Evaluations	2	-	No	2	(GC 34090)
	Program Proposals Files	2	-	No	2	(GC 34090)
	Program Registrations/Waivers of Liability	5	-	No	5	(GC 34090)
	Programs Files (City- Participation)	C	4	No	C+4	(GC 34090)
	Programs Files (City- Sponsored):	C	5	No	C+5	(GC 34090)

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APPENDIX I

Office of Record	Records Description RECREATION AND COMMUNITY SERVICES	RETENTION DISPOSITION				Comments/Statutory Citation
		Office	Inactive	Microfilm	Total	
Rec	Recreation Registration Database Records: Registrant Data (Active) Program Data (Active) Program Data(Inactive/Historical)	2	-	No	2	(GC 34090)
	Special Events Files: Requests Maps, Plans & Drawings Correspondence & Supporting Data Permits/Applications	C	5	No	C+5	(GC 34090)

Keys: A= Audit; AR= Annual Review; C= Current; CL= Closed; E= Expiration; P= Permanent; S= Superseded; T= Termination

APPENDIX I

ATTACHMENT "C"

RESOLUTION NO. 7861

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SAN FERNANDO, AUTHORIZING AND DIRECTING
THE CITY CLERK TO DESTROY CERTAIN CITY
RECORDS AND DOCUMENTS PURSUANT TO THE
GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

WHEREAS, Section 34090 of the Government Code of the State of California provides for the destruction of certain City records and documents with the approval of the legislative body by Resolution and the written consent of the City Attorney; and

WHEREAS, a list of City records and documents recommended for destruction has been prepared (attached hereto as Exhibits "A" and "E") Request for Destruction of Records and Destruction List for Duplicates and Other Documents; and in the opinion of the Department Head concerned, said City records and documents are no longer required; and

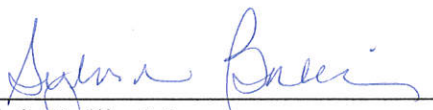
WHEREAS, the City Clerk and City Attorney have consented to the destruction of such documents and records Destruction List Approval (Exhibit "B").

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO HEREBY FINDS AND RESOLVES AS FOLLOWS:

SECTION 1: The City Clerk is hereby authorized and directed to destroy those items listed in Exhibit "A" pursuant to procedures established in the Records Program for the City of San Fernando. When the records are destroyed, the Certificate of Destruction (Exhibit "C") must be completed and original form must be filed with the City Clerk to be maintained as a permanent record attached to this Resolution.


SECTION 2: The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 4th day of June, 2018.



Sylvia Ballin, Mayor

ATTEST:



Elena G. Chávez, City Clerk

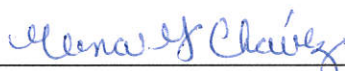
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)SS
CITY OF SAN FERNANDO)

I, Elena G. Chávez, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Council of the City of San Fernando held on the 4th day of June, 2018; and was carried by the following vote:

AYES: Ballin, Fajardo, Gonzales, Lopez, Soto – 5

NOES: None

ABSENT: None



Elena G. Chávez, City Clerk

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: POLICE**

Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum period specified in Resolution No. 6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Expired Restraining Orders	24	2008-2010	C	June 2018
2	Expired Restraining Orders	24	2011-2013	C	June 2018
3	Incident Reports	22	2005	3 Years	June 2018
	Impound Reports	22	2005		
4	Incident Reports	22	2004	3 Years	June 2018
	Impound Reports	22	2004		
5	Incident Reports	22	2004	3 Years	June 2018
	Impound Reports	22	2004		
6	Incident Reports	22	2004	3 Years	June 2018
	Impound Reports	22	2004		
7	Incident Reports	22	2003	3 Years	June 2018
	Impound Reports	22	2003		
8	Incident Reports	22	2003	3 Years	June 2018
	Impound Reports	22	2003		
9	Incident Reports	22	2003	3 Years	June 2018
	Impound Reports	22	2003		
10	Incident Reports	22	2003	3 Years	June 2018
	Impound Reports	22	2003		
11	Incident Reports	22	2006	3 Years	June 2018
	Impound Reports	22	2006		
12	Incident Reports	22	2006	3 Years	June 2018
	Impound Reports	22	2006		
13	Incident Reports	22	2006	3 Years	June 2018
	Impound Reports	22	2006		
14	Incident Reports	22	2006-2007	3 Years	June 2018
	Impound Reports	22	2006-2007		
15	Incident Reports	22	2002	3 Years	June 2018
	Arrest Reports: DA Rejected	21	2002	4 Years	
	Impound Reports	22	2002	3 Years	
16	Incident Reports	22	2003	3 Years	June 2018
	Impound Reports	22	2003		

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
17	Incident Reports	22	2003	3 Years	June 2018
	Arrest Reports: DA Rejected	21	2003	4 Years	
	Impound Reports	22	2003	3 Years	
18	Incident Reports	22	2003	3 Years	June 2018
	Impound Reports	22	2003	3 Years	
19	Arrest Records: DA Rejected	21	1998-2003	4 Years	June 2018
	Incident Reports	22	1998-2003	3 Years	
	Impound Reports	22	1998-2003	3 Years	
20	Arrest Records: DA Rejected	21	2004	4 Years	June 2018
	Incident Reports	22	2004	3 Years	
	Impound Reports	22	2004	3 Years	
21	Incident Reports	22	2004	3 Years	June 2018
	Impound Reports	22	2004	3 Years	
22	Incident Reports	22	2008	3 Years	June 2018
	Impound Reports	22	2008	3 Years	
	Traffic Collision Reports - Injury	24	2008	5 Years	
23	Incident Reports	22	2008	3 Years	June 2018
	Impound Reports	22	2008	3 Years	
	Traffic Collision Reports - Injury	24	2008	5 Years	
24	Incident Reports	22	2008	3 Years	June 2018
	Impound Reports	22	2008	3 Years	
	Traffic Collision Reports - Injury	24	2008	5 Years	
25	Incident Reports	22	2008	3 Years	June 2018
	Impound Reports	22	2008	3 Years	
	Traffic Collision Reports - Injury	24	2008	5 Years	
26	Incident Reports	22	2008	3 Years	June 2018
	Impound Reports	22	2008	3 Years	
	Traffic Collision Reports - Injury	24	2008	5 Years	
27	Incident Reports	22	2008	3 Years	June 2018
	Impound Reports	22	2008	3 Years	
	Traffic Collision Reports - Injury	24	2008	5 Years	
28	Incident Reports	22	2008	3 Years	June 2018
	Impound Reports	22	2008	3 Years	
	Traffic Collision Reports - Injury	24	2008	5 Years	
29	Incident Reports	22	2008	3 Years	June 2018
	Impound Reports	22	2008	3 Years	
	Traffic Collision Reports - Injury	24	2008	5 Years	
30	Incident Reports: Missing Persons	22	2008-2009	Locate + 3 Years	June 2018
31	Impound Reports	22	2008	3 Years	June 2018
	Traffic Collision Reports - Injury	24	2008	5 Years	
32	Impound Reports	22	2009	3 Years	June 2018
	Traffic Collision Reports	24	2009	3 Years	
33	Impound Reports	22	2009-2010	3 Years	June 2018
	Traffic Collision Reports	24	2009-2010	3 Years	
34	Impound Reports	22	2010-2012	3 Years	June 2018
	Traffic Collision Reports	24	2010-2012	3 Years	
35	Incident Reports	22	2005-2012	3 Years	June 2018
	Impound Reports	22	2005-2012	3 Years	
	Traffic Collision Reports - Injury	24	2005-2012	5 Years	
36	Incident Reports	22	2011	3 Years	June 2018
	Impound Reports	22	2011	3 Years	
	Traffic Collision Reports	24	2011	5 Years	
37	Incident Reports	22	2008/2011	3 Years	June 2018
	Impound Reports	22	2008/2011	3 Years	
	Traffic Collision Reports	24	2008/2011	5 Years	
38	Impound Reports	22	2008	3 Years	June 2018
	Traffic Collision Reports	24	2008	5 Years	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
39	Impound Reports	22	2010	3 Years	June 2018
	Traffic Collision Reports	24	2010	5 Years	
40	911 Teletype Print Outs	22	2011	3 Years	June 2018
41	Incident Reports	22	2004-2007	3 Years	June 2018
	Impound Reports	22	2004-2007	3 Years	
	Traffic Collision Reports	24	2004-2007	5 Years	
	Arrest Reports: DA Rejected	21	2004-2007	4 Years	
42	Incident Reports	22	2007	3 Years	June 2018
	Impound Reports	22	2007	3 Years	
	Traffic Collision Reports	24	2007	3 Years	
	Arrest Reports: DA Rejected	21	2007	4 Years	
43	Incident Reports: Missing Persons	22	2010-2012	Locate + 3 Years	June 2018
44	Incident Reports	22	2007	3 Years	June 2018
	Impound Reports	22	2007	3 Years	
	Traffic Collision Reports	24	2007	5 Years	
45	Incident Reports	22	2007/2009	3 Years	June 2018
	Impound Reports	22	2007/2009	3 Years	
	Traffic Collision Reports	24	2007/2009	3 Years	
46	Impound Reports	22	2009	3 Years	June 2018
	Traffic Collision Reports	24	2009	5 Years	
47	Impound Reports	22	2009	3 Years	June 2018
	Traffic Collision Reports	24	2009	5 Years	
48	Incident Reports	22	2012	3 Years	June 2018
	Impound Reports	22	2012	3 Years	
	Traffic Collision Reports	24	2012	5 Years	
49	Incident Reports	22	2008-2009	3 Years	June 2018
	Impound Reports	22	2008-2009	3 Years	
	Traffic Collision Reports	24	2008-2009	5 Years	
50	Incident Reports	22	2011	3 Years	June 2018
	Impound Reports	22	2011	3 Years	
	Traffic Collision Reports	24	2011	3 Years	
51	Incident Reports	22	2011	3 Years	June 2018
	Impound Reports	22	2011	3 Years	
	Traffic Collision Reports	24	2011	5 Years	
52	Incident Reports	22	2001-2010	3 Years	June 2018
	Impound Reports	22	2001-2010	3 Years	
	Traffic Collision Reports	24	2001-2010	5 Years	
	Arrest Reports: DA Rejected	21	2001-2010	4 Years	
53	Impound Reports	22	2010	3 Years	June 2018
	Traffic Collision Reports	24	2010	5 Years	
	Voided Moving Citations	21	2010	2 Years	
54	Incident Reports	22	2009	3 Years	June 2018
	Impound Reports	22	2009	3 Years	
	Traffic Collision Reports	24	2009	5 Years	
55	Incident Reports	22	2010-2011	3 Years	June 2018
	Impound Reports	22	2010-2011	3 Years	
	Traffic Collision Reports	24	2010-2011	5 Years	
56	Incident Reports	22	2010	3 Years	June 2018
	Impound Reports	22	2010	3 Years	
	Traffic Collision Reports	24	2010	5 Years	
57	Court Ordered Sealed Records	23	2010-2017	5 Years	June 2018
58	Incident Reports	22	2010-2012	3 Years	June 2018
	Impound Reports	22	2010-2012	3 Years	
	Traffic Collision Reports	24	2010-2012	5 Years	
59	Incident Reports	22	2009	3 Years	June 2018
	Impound Reports	22	2009	3 Years	
	Traffic Collision Reports	24	2009	5 Years	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
60	Pawns	23	2010	C + 2	June 2018
61	Pawns	23	2001-2012	C + 2	June 2018
62	Pawns	23	2013	C + 2	June 2018
63	Personnel Files – Terminated Employees Background Files	24 22	1993-2010	5 Years 5 Years	June 2018
64	Payroll/Timekeeping Records	24	2011-2012	C + 2	June 2018
65	Refer to Exhibit "E" (Vehicle Release Forms) Destruction List for Duplicates				
66	Pawns	23	2014-2015	C + 2	June 2018
67	Payroll/Timekeeping Records	24	2013	C + 2	June 2018
68	Payroll/Timekeeping Records	24	2014	C + 2	June 2018
69	Payroll/Timekeeping Records	24	2015	C + 2	June 2018
70	Incident Reports Impound Reports Traffic Collision Reports	22 22 24	2009-2010 2009-2010 2009-2010	3 Years 3 Years 5 Years	June 2018


 Department Head Signature

Police
 Department


5/29/18
 Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: FINANCE**

Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page number, record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and have been retained for the minimum period specified in Resolution No.6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule	Date(s) of Records	Retention Requirements	Destruction Date
1-9 A-Z	Warrants (Paid) (A/P)	14	2010-2011	A+5	June 2018
10-18 A-Z	Warrants (Paid) (A/P)	14	2011-2012	A+5	
19-20	GL, TB, Rev & Exp. Report	12	2006-2007	A+10	
21	BL Cash Registers: BL Apps: Film Permits	16	Jan-Dec 2010 Jan-Dec 2010 2009,2010,2011	T+4	
22	BL Apps: Swapmeet & Garage Sales	16	1995	T-4	
23	Correspondence: Water Receipts	12	Jul-Sep 2014	A+2	
24	Correspondence: Water Receipts	12	Dec 2014 Jan-Feb 2015	A+2	
25	Correspondence: Water Receipts	12	Feb-Apr 2015	A+2	
26	Correspondence: Water Receipts	12	May-Jun 2015	A+2	
27	1098 & 1099 Forms	13	YRS 2002-2012	5	


Department Head Signature

Finance
Department

5/8/2018
Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: FINANCE (CITY TREASURER)**

Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum period specified in Resolution No. 6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	General and Payroll Bank Statements	14	2010 & 2011	5 years	May 2018
2	General and Payroll Bank Statements	14	2012	5 years	May 2018
3	Deposit Slips	14	2010	5 years	May 2018
4	Deposit Slips	14	2011	5 years	May 2018
5	Deposit Slips	14	2012	5 years	May 2018



Department Head Signature

 Finance (City Treasurer)
Department

 5/9/18
Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: RECREATION AND COMMUNITY SERVICES**

Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page number, record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and have been retained for the minimum period specified in Resolution No.6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Program Files- Participation and Sponsored	30	07/03-07/04	C+4, C+5 years	June 2018
2	Program Registration	30	07/92, 01/98, 08/99, 07/02	5 years	
3	Program Files- Participation	30	07/10-06/10	4 years	
4	Program Files- Sponsored, Program Registration	30	07/04, 07/10-07/11	C+5 years, 5 years,	
5	Program Evaluations	30	03/01-09/01, 01/11-06/11	2 Years	
6	Program Registration	30	07/02, 09/10-04/11, 07/04	5 Years	
7	Program Files- Participation	30	01/10-12/10	C+4 years	
8	Program Files- Participation	30	05/98-06/00	C+4	
9	Program Files- Participation and Sponsored	30	03/05, 02/03-08/06	C+4, C+5 years	
10	Program Files- Participation and Sponsored	30	05/05-09/06, 11/06-06/07	C+4, C+5 years	
11	Program Files- Participation and Sponsored	30	08/09-01/11, 03/10-12/10, 07/09-12/09, 10/08-06/09, 01/10-07/10, 06/09-12/10, 10/08-04/10, 06/09-06/11,	C+4 years, C+5 years	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
			06/10-10/10		June 2018
12	Deposit Slips/Receipts	14	2012	5 years	
13	Deposit Slips/Receipts	14	2013	5 years	
14	Facility Reservation Forms	30	2014	2 years	
15	RCS Reservation Forms	30	2013-2014	2 years	
15	Accounts Payable	13	2010-2012	A+5years	
15	Program Registration/Waiver of liability	30	2012	5 years	
15	Time Cards/ Sheets	16	2012	5 years	
15	Special Event Files	31	2012	C+5 years	
15	Petty Cash Vouchers	12	2010	7 years	
16	Program Registrations/Waivers of Liability	30	2008-2011	5 years	
16	Special Event Files	31	2010-2012	C+5	
16	Program Files (City Participation)	30	2009-2012	C-4	
16	General Plan & Amendments	4	1997-2008	7 years	
16	Accounts Payable	13	1009-2011	A+5 years	
16	Deposit Slips/Receipts	14	2011	5 years	
16	Time Cards/Sheets	16	2011	5 years	
17	Program Registration	30	2012-2013	5 years	


 Department Head Signature

Recreation & Community Services
 Department

5-10-18
 Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: CITY CLERK**

Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum period specified in Resolution No. 6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Council Agendas – Sworn Originals	2	1997 – 2003	7	June 2018
1	Council Meeting Notices – City Council Special Meetings Council Meeting Notices – Adjourned Meetings Council Meeting Notices – Cancelled Meetings	2	1995 – 2003 1993 – 2002 1983,1985,1998, 2000-2001	7	↓
1	Redevelopment Agency Agendas – Sworn Originals	5	1994-2004	7	
1	Public Hearing: Notices	5	2001-2006	7	
2	Correspondence	2	1994-1995	2 & 6	
2	Parking Authority Agendas	7	1984-1990 1991-1997	4	
2	General Correspondence	2	1981-1984, 1991-1995, 1997, 1999	2 & 6	
2	Council Meeting Notices: Special Meetings	2	2005	2	
2	Correspondence: Agenda Reports - Administration	2	1996, 1997, 2000	2 & 6	
2	Correspondence: Agenda Reports - City Attorney	2	1987-1992 1999 2009	2	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
2	Correspondence: Agenda Reports - Community Development	2	1992 – 1996 1998 – 1999 2002	2 & 6	June 2018
2	Correspondence: Agenda Reports - Recreation & Community Agenda Reports - Public Works	2	2002-2003 2009 2003 2008, 2009	2 & 6	↓
2	Correspondence: Agenda Reports – Parking General	2	1992-1999	2 & 6	
3	Election Materials: Roster of Voters, Ballots	3	2011 2015	CL+5 6 Months	
4	Correspondence: Agenda Reports - Finance Department	2	2007 – 2010	2 & 6	
5	Claim Files	20	Pre 1980	C+5	
6 - 8	Claim Files	20	1981-1994	C+5	

Mena J. Chavez
Department Head Signature

City Clerk
Department

5/31/18
Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: PUBLIC WORKS (CITY HALL)**

Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page number, record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and have been retained for the minimum period specified in Resolution No.6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Meeting Audio Tapes: Tree Commission T&S Commission Disaster Council	10	2006-09 1996-98, 2005-09 2006-08	1 yr	June 2018 ↓
	Consultant/Supplier/Vendor Information: MWD Board Reports Videos Water Conservation Videos (Spanish-VHS Tapes)	29	95-99	AR	
2	Consultant/Supplier/Vendor Information: Water Conservation Videos (VHS Tapes) Tree Commission Straight from the TAP	29	96-97 2010 2004	AR	
3	Correspondence & Supporting Data: Budget Materials Budget Books	28	1999-2005	2 yrs	
4	Correspondence & Supporting Data: Budget Materials	28	1999-2001	2 yrs	
5	Purchasing Records: Purchase Orders	5	2005-2007	2 yrs	


Department Head Signature

Public Works
Department

5/2/18
Date

EXHIBIT "B"**DESTRUCTION LIST APPROVAL**

Attached is a Request for Destruction of Records submitted by Elena G. Chávez, City Clerk, requesting authorization to destroy the records described in the detailed list which is included with the attached request.

Pursuant to San Fernando City Council Resolution No. 6806, the types of records listed in the City's current records retention schedule are authorized for disposition as outlined in that schedule upon the written consent of the City Clerk and the City Attorney and approval by the City Council. The review by the City Clerk and the City Attorney must include the determination that the records requested for destruction no longer have any administrative value, legal value, evidential value, fiscal value, or research and historical value. The resolution also provides that the destruction of any record shall be by disposal, recycling, shredding or other effective method of destruction, as approved by the City Clerk. All records of a sensitive or confidential nature must be shredded, under the direct supervision of the City Clerk.

I have reviewed the list of records described in the attached request for destruction and have found the listed records to be in compliance with the established retention requirements. I have also determined that the subject records no longer have any administrative, legal, evidentiary, fiscal, or research and historical value. I hereby consent to their destruction and to the department-proposed method of destruction unless otherwise noted below.

Elena G. Chavez
City Clerk

5/31/18
Date

I have reviewed the list of records described in the attached request for destruction and have found the listed records to be in compliance with established retention requirements. I have also determined that the subject records no longer have any administrative, legal, evidentiary, fiscal, or research and historical value. I hereby consent to their destruction.

[Signature]
City Attorney

5/31/18
Date

EXHIBIT "E"**DESTRUCTION LIST FOR DUPLICATES AND OTHER DOCUMENTS NOT
REQUIRING CITY COUNCIL RESOLUTION OR APPROVAL**

<u>Type of Item or Name of File or File Series</u>	<u>Inclusive Dates or Date of Last Item</u>
--	---

Vehicle Release Receipts


2009-2013

Refer to Exhibit "A" - Police Dept (Box #65)


APPROVED:



Department Head5/29/18

Date

City Clerk5/31/18

Date

City Attorney5/31/18

Date

FORM- EXHIBIT "E"**DESTRUCTION LIST FOR DUPLICATES AND OTHER DOCUMENTS NOT
REQUIRING CITY COUNCIL RESOLUTION OR APPROVAL**

<u>Type of Item or Name of File or File Series</u>	<u>Inclusive Dates or Date of Last Item</u>
1. Public Records Request	2009 - 2014
2. " "	

APPROVED:

Mena J Chavez
Department Head

5/31/18
Date

Mena J Chavez
City Clerk

5/31/18
Date

[Signature]
City Attorney

5/31/18
Date

EXHIBIT "E"

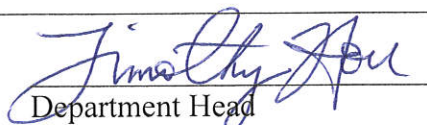
**DESTRUCTION LIST FOR DUPLICATES
AND OTHER DOCUMENTS NOT REQUIRING
CITY COUNCIL RESOLUTION OR APPROVAL**

Type of Item or Name of File or File Series

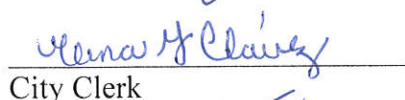
Inclusive Date or
Date of Last Item

Box No.	Record Series Title & Contents	Date(s) of Records
CDD #1	Timesheet Copies	07/24/15 -10/31/17
	A-D Copies of Paid Invoices	2011 and Older
	Banner Permits	2009-2016
CDD #2	Garage Sale Permits	2015, 2016, and 2017
	Sign in and Sign out Sheets	Jan 7, 2011 - Sept 24, 2017
CDD #3	Draft Design Guideline for Single Family Residential, Manufacturer, and Commercial	2008
	Draft EIR for SP-5 (3 copies)	2017
	1957 Municipal Code Books	1957
CDD #4	1957 Municipal Code Books (7)	1957
CDD #5	Zoning Ordinance sections	1987
	Blue Book	2014
	Draft EIR SF Parking Lot	2008
	Using Word Manual	1997
	Deering California Civil Practice Code (3)	1994
CDD #6	D-Z Copies of Paid Invoices	2011 and Older
CDD #7	Draft Environmental Report SP-5	2017
	Approved Budget	FY 2016-2017
	SF Corridor Specific Plan Initial Study	2004
	Lopez Adobe Structure Report (copy)	2004
	Rental Property Program Guideline	1999
	FTHB Rules, Policies, and Procedures	1999
	Notice of Availability for Parking Lots	2008
CDD #8	Notes from Jack's Attendance to Council meetings	Sept – Nov 2017
	SCAG GIS Services handout	
	SP-5 Notes and research	
	Draft Sewer Master Plan	2014
CDD #9	Background RDA Document	July 2007
	San Luis Obispo Climate Action Plan	2012
	SF City Financial Report	2012 and 2014
	RDA Supplemental Report	June 2010
	RDA Relocation Plan and Real Property Acquisition Plan	1984
	Draft Initial Study RDA	1984
	Title Ten Animal Care and Control	1998
	RDA Plans 1,2,3,4	2001
	SF Parking Lot Revised EIR	2008
	SF RDA Council Report	May 2010
	Zoning Code	
	SF City Policy and Procedure Handbook	
CDD #10	Don't Spread Lead Handouts Eng/Sp	
CDD #11	Guide to Healthy and Lead Safe handouts	
CDD #12		

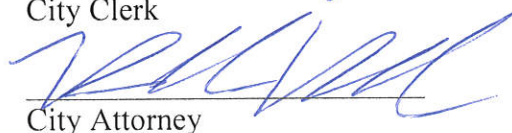
Approved


Department Head

5/10/2018
Date


City Clerk

5/31/18
Date


City Attorney

5/31/18
Date

EXHIBIT "C"

Certificate of Destruction

Paper Recycling Shredding Specialists, Inc.

1391 E. Mission Blvd, Pomona, CA 91766

Receipt of this Certificate guarantees that all records documents received from:

City of San Fernando

located at:

117 Nacneil St.

San Fernando, CA 91340

by Paper Recycling Shredding Specialists, Inc. was shredded at the address noted on this certificate.

In addition, the Customer acknowledges that they were given the opportunity to witness the destruction of their paper, by the on-site shredding process.

Eliseo Huizar
Authorized Signature

6/14/2018

Date

Customer Acknowledgement Miriam Ferrel Date 6/14/18 Item description of products shredded

Security Containers

Boxes

148

Executive Security Consoles

Weight (when applicable)

Arrival time: _____ Departure time: _____

Customer Printed Name Miriam Ferrel

RESOLUTION NO. 7989**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

WHEREAS, Section 34090 of the Government Code of the State of California provides for the destruction of certain City records and documents with the approval of the legislative body by Resolution and the written consent of the City Attorney; and

WHEREAS, a list of City records and documents recommended for destruction has been prepared (attached hereto as Exhibits "A" and "E") Request for Destruction of Records and Destruction List for Duplicates and Other Documents; and in the opinion of the Department Head concerned, said City records and documents are no longer required; and


WHEREAS, the City Clerk and City Attorney have consented to the destruction of such documents and records Destruction List Approval (Exhibit "B").

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN FERNANDO HEREBY FINDS AND RESOLVES AS FOLLOWS:

SECTION 1: The City Clerk is hereby authorized and directed to destroy those items listed in Exhibit "A" pursuant to procedures established in the Records Program for the City of San Fernando. When the records are destroyed, the Certificate of Destruction (Exhibit "C") must be completed and original form must be filed with the City Clerk to be maintained as a permanent record attached to this Resolution.

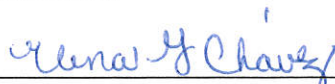
SECTION 2: The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 16th day of March 2020.



Joel Fajardo, Mayor

ATTEST:



Elena G. Chávez, City Clerk

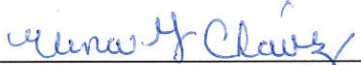
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)SS
CITY OF SAN FERNANDO)

I, Elena G. Chávez, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Council of the City of San Fernando held on the 16th day of March 2020; and was carried by the following vote:

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

NOES: None

ABSENT: None




Elena G. Chávez, City Clerk

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: CITY CLERK**

Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum period specified in Resolution No. 6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Correspondence: Agenda Reports	2	1984-1988	2 Years	March 2020
2	Election Materials: Ballots, Envelopes, Absentee Applications	3	2013-2015	6 Months	
3	Election Files: Proof of Publication, List of Candidates, Legal Notices	3	1968-2013	C+ 5 Years	
3	Election Materials: Ballots, Absentee Applications, Appointment Forms, Copies of Index, Precinct Officers, Envelopes	3	1968- 2015	6 Months	
4	Correspondence: Agenda Reports	2	1982-2013	2 Years	
5	Correspondence: Agenda Reports	2	2014-2017	2 Years	
6	Claim Files	20	1982-1994	C+ 5 Years	
7	Agendas – Sworn Originals	2	2003-2012	7 Years	
8	General Correspondence	2	2017-2018	2	
9	General Correspondence	2	2016-2017	2	


 Department Head Signature

City Clerk
 Department

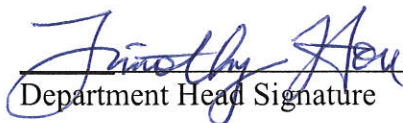
3/10/20
 Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS**

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Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
CE #1	Code Enforcement – Case Files	9	2010-2015	C+3	
CE #2	Code Enforcement – Case Files	9	2009-2015	C+3	
CE #3	Code Enforcement – Case Files	9	7/15-12/15 9/14-06/15 08/05-03/13 2013-2015	C+3	


Department Head Signature

CDD
Department

1/14/2020
Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: FINANCE**

Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page number, record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and have been retained for the minimum period specified in Resolution No.6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1-9	Warrants (Paid) (A/P)	14	2012-2013	A+5	
10-11	General Ledger Reports	12	2007-2008	A+10	
12-13	RDA Bank Reconciliations	14	1999-2000 2000-2001 2001-2002	5 Years	
14	Bank Statements	14	1996-1997 1997-1998 1998-1999	5 Years	
15	Journal Entries/Vouchers	12	2008-2009	A+10	
16	Budget Adjustments/Request	15	2003-2004 thru 2015-2016	3	
17	Cash Reconciliations / Statements	12	2008-2009 thru 2011-12	7	
18	Revenue Receipts/Reports	17	2004-2005 2005-2006	A+5	
19	Revenue Receipts/Reports	17	2008-2009	A+5	
20	Revenue Receipts/Reports	17	2009-2010	A+5	
21	Revenue Receipts/Reports	17	2010-2011 thru 2011-2012	A+5	
22	Revenue Receipts/Reports	17	2012-2013	A+5	
23	Journal Entries/Vouchers & Revenue Receipts/Reports	17	1999-2000	A+10 & A+5	
24	Correspondence: Water Receipts	12	July 2015-Aug 2015	A+2	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
25	Correspondence: Water Receipts	12	Sep 2015-Nov 2015	A+2	
26	Correspondence: Water Receipts	12	Dec 2015-Feb 2016	A+2	
27	Correspondence: Water Receipts	12	Mar 2016-May 2016	A+2	
28	Correspondence: Water Receipts	12	June 2016-Aug 2016	A+2	
29	Correspondence: Water Receipts	12	Sep 2016-Nov 2016	A+2	
30	BL Cash Receipts	16	Jan 2012-Dec 2015	T-4	


 Department Head Signature

Finance
 Department

11/15/2020
 Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: POLICE**

Listed below and/or attached is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page no., record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and/or have been retained for the minimum period specified in Resolution No. 6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.


Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Incident/Impound Reports	22	2008	3 Years	March 2020
	Traffic Collision Reports	24	2008	5 Years	
	Arrest Records: Traffic Warrants	21	2008	2 Years	
	Restraining Orders	24	2008	C	
2	Incident/Impound Reports	22	2008	3 Years	"
	Traffic Collision Reports	24	2008	5 Years	
	Arrest Records: DA Rejects	21	2008	4 Years	
	Arrest Records: Traffic Warrants	21	2008	2 Years	
3	Incident/Impound Reports-Face Sheet Only	22	2003-2010	3 Years	"
	Traffic Collision Reports-Face Sheet Only	24	2003-2010	5 Years	
	Arrest Records-Face Sheet Only	21	2003-2010	4 Years	
4	Incident/Impound Reports	22	2009-2013	3 Years	"
	Correspondence: Returned Mail	22	2009-2013	2 Years	
	Warrant Notices	25	2009-2013	2 Years	
5	Correspondence: Return Receipts	22	2009-2012	2 Years	"
	Citation Corrections	21	2009-2012	2 Years	
	Voided Citations	21	2012-2015	2 Years	
	Fingerprint/Miscellaneous Receipts	21	2015	2 Years	
6	Incident/Impound Reports	22	2008	3 Years	"
	Traffic Collision Reports	24	2008	5 Years	
	Arrest Records: DA Rejects	21	2008	4 Years	
	Arrest Records: Traffic Warrants	21	2008	2 Years	
7	Incident/Impound Reports	22	2008	3 Years	"
	Traffic Collision Reports	24	2008	5 Years	
	Arrest Records: DA Rejects	21	2008	4 Years	
	Arrest Records: Traffic Warrants	21	2008	2 Years	
8	Incident/Impound Reports	22	2008	3 Years	"
	Traffic Collision Reports	24	2008	5 Years	
	Arrest Records: DA Rejects	21	2008	4 Years	
	Arrest Records: Traffic Warrants	21	2008	2 Years	
	Marijuana Citations	21	2008	2 Years	
	Vendor Citations	21	2008	2 Years	

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	
9	Incident/Impound Reports	22	2008	3 Years	“
	Traffic Collision Reports	24	2008	5 Years	
	Arrest Records: DA Rejects	21	2008	4 Years	
	Arrest Records: Traffic Warrants	21	2008	2 Years	
10	Incident/Impound Reports	22	2008	3 Years	“
	Traffic Collision Reports	24	2008	5 Years	
	Arrest Records: DA Rejects	21	2008	4 Years	
	Arrest Records: Traffic Warrants	21	2008	2 Years	
11	CSO Logs	22	2010-2011	3 Years	“
12	Reports – Duplicates/Detective Copies	24	2017	6 Months	“
13	Reports – Duplicates/Detective Copies	24	2017 -2018	6 Months	“
14	Incident/Impound Reports	22	2008-2009	3 Years	“
	Traffic Collision Reports	24	2008-2009	5 Years	
	Arrest Records: DA Rejects	21	2008-2009	4 Years	
	Arrest Records: Traffic Warrants	21	2008-2009	2 Years	



 Department Head Signature

 Police _____
 Department



 Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: PUBLIC WORKS**

Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page number, record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and have been retained for the minimum period specified in Resolution No.6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Correspondence & Supporting Data: Budget Books	28	1992—1993	2 yrs	2019
2	Correspondence & Supporting Data: Budget Books	28	1965-1986	2 yrs	2019
3	Bid Files: Refuse RFP	1	2002	A +10 yrs	2019
4	Correspondence & Supporting Data: Weed Abatement/Facilities Maint	28	1989-1996	2 yrs	2019
5	Correspondence & Supporting Data: LA City Disposal Charges	28	1989-1992	2 yrs	2019
6	Grants/Funding Files: Graffiti Grant	28	1993	C +10	2019
7	Correspondence & Supporting Data: Traffic Control Devices Green Book Blue Book Bldg & Construction Bid Files - Unsuccessful RFP Automated Red Light	28 1	2000, 2003 2012 2014 2008	2 5	2019



Department Head Signature

Public Works
Department

Feb 4, 2020

Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: RECREATION AND COMMUNITY SERVICES**

Listed below is a detailed list of records for which I am requesting destruction. The list includes a description of each record sufficient for identification, including the retention schedule page number, record series title and contents, record dates, retention requirements and destruction date. Unless otherwise directed, the method of destruction proposed is shredding.

I hereby certify that the records listed below and/or attached are more than two years old and have been retained for the minimum period specified in Resolution No.6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by a statute, are not the minutes, ordinances or resolutions of the City Council or any City board or committee, and are no longer required by the City. I request authority to destroy same pursuant to Section 34090 of the California Government Code.

Box No.	Record Series Title & Contents	Retention Schedule Page No.	Date(s) of Records	Retention Requirements	Destruction Date
1	Deposit Slips/Receipts	14	2014	5 years	
1	Reservations	30	2013	2 years	
1	Reservations	30	2014	2 years	
1	Reservations	30	2015	2 years	
2	Deposit Slips/Receipts	14	2014	5 years	
3	Reservations	30	2016	2 years	
3	Deposit Slips/Receipts	14	2014	5 years	


 Department Head Signature

Recreation & Community Services
 Department

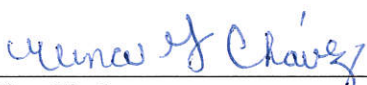
2/4/20
 Date

EXHIBIT "B"**DESTRUCTION LIST APPROVAL**

Attached is a Request for Destruction of Records submitted by Elena G. Chávez, City Clerk, requesting authorization to destroy the records described in the detailed list which is included with the attached request.

Pursuant to San Fernando City Council Resolution No. 6806, the types of records listed in the City's current records retention schedule are authorized for disposition as outlined in that schedule upon the written consent of the City Clerk and the City Attorney and approval by the City Council. The review by the City Clerk and the City Attorney must include the determination that the records requested for destruction no longer have any administrative value, legal value, evidential value, fiscal value, or research and historical value. The resolution also provides that the destruction of any record shall be by disposal, recycling, shredding or other effective method of destruction, as approved by the City Clerk. All records of a sensitive or confidential nature must be shredded, under the direct supervision of the City Clerk.

I have reviewed the list of records described in the attached request for destruction and have found the listed records to be in compliance with the established retention requirements. I have also determined that the subject records no longer have any administrative, legal, evidentiary, fiscal, or research and historical value. I hereby consent to their destruction and to the department-proposed method of destruction unless otherwise noted below.




City Clerk

3/9/20

Date

I have reviewed the list of records described in the attached request for destruction and have found the listed records to be in compliance with established retention requirements. I have also determined that the subject records no longer have any administrative, legal, evidentiary, fiscal, or research and historical value. I hereby consent to their destruction.



City Attorney

3/9/2020

Date

EXHIBIT "C"

Certificate of Destruction

Paper Recycling Shredding Specialists, Inc.
1391 E. Mission Blvd, Pomona, CA 91766

Receipt of this Certificate guarantees that all records/documents received from:

City of San Fernando

located at:

**117 Nacneil St.
San Fernando, CA 91340**

by Paper Recycling Shredding Specialists, Inc. was shredded at the address noted on this certificate.
In addition, the Customer acknowledges that they were given the opportunity to witness
the destruction of their paper, by the on-site shredding process.



Authorized Signature

3/26/2020

Date

Customer Acknowledgement Cynthia Alba Date 3/26/20

Item description of products shredded

Security Containers

Boxes

80

Executive Security Consoles

Weight (when applicable)

Arrival time: 3:00 pm Departure time: 4:00 pm

Customer Printed Name Cynthia Alba

EXHIBIT "E"
DESTRUCTION LIST FOR DUPLICATES
AND OTHER DOCUMENTS NOT REQUIRING
CITY COUNCIL RESOLUTION OR APPROVAL

Type of Item or Name of File or File Series

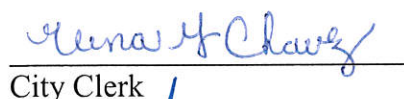
**Inclusive Date of
Date of Last Item**

Box Number	Record Series Title & Contents	Date(s) of Records
Planning #1	Banner Permits Undeliverable Public Hearing Notices Notice of Violations Specific Plan Labels	1998-2005 and 2018 2002-2004 2001-2002 2004
Planning #2	Employee Leave Balance Report Daily Transaction Report Blank 24 Hour Notices (NCR)	2017-2018 01/01/2010- 12/30/2016
Planning #3	Paid Receipts	01/04/01-04/28/06
Planning #4	Paid Receipts	05/01/06-01/13/11
Planning #5	Paid Receipts	01/14/11-02/28/13
Planning #6	Paid Receipts	03/31/13-06/30/15
Planning #7	Paid Receipts Garage Sale Permits – Citywide	07/01/15-12/21/16 01/01/2019-12/31/2019

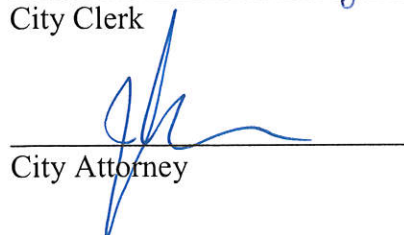
APPROVED:


 Department Head

2/20/20
 Date


 City Clerk

3/9/20
 Date


 City Attorney

3/9/2020
 Date

EXHIBIT "E"**DESTRUCTION LIST FOR DUPLICATES AND OTHER DOCUMENTS
NOT REQUIRING CITY COUNCIL RESOLUTION OR APPROVAL**

Box No.	Department:	Type of Item or Name of File or File Series	Inclusive Dates or Date of Last Item
1	Police	2006/2007 Accounts Payable – Duplicates	July 1, 2006 – June 30, 2007
2	Police	2007/2008 Accounts Payable – Duplicates	July 1, 2007 – June 30, 2008
3	Police	2008/2009 Accounts Payable – Duplicates	July 1, 2008 – June 30, 2009
4	Police	2009/2010 Accounts Payable – Duplicates	July 1, 2009 – June 30, 2010
5	Police	2010/2011 Accounts Payable – Duplicates	July 1, 2010 – June 30, 2011
6	Police	2011/2012 Accounts Payable – Duplicates	July 1, 2011 – June 30, 2012
7	Police	2012/2013 Accounts Payable – Duplicates	July 1, 2012 – June 30, 2013

APPROVED:


 Department Head



 Date



 City Clerk




 Date



 City Attorney



 Date



 Richard Padilla
 Asst. City Atty

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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: November 2, 2020

Subject: Consideration to Approve a First Amendment to the Professional Services Agreement with Valeo Networks, Formerly Known as Saalex Solutions, to Provide Information Technology Services

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a First Amendment to the Professional Services Agreement (Attachment "A" - Contract No. 1915 (a)) with Valeo Networks, formerly known as Saalex Solutions; and
- b. Authorize the City Manager to execute all related documents.

BACKGROUND:

1. On January 8, 2019, the City released the RFP for IT Management Services. An optional job walk was conducted on January 31, 2019, and five firms submitted responses by the due date on February 21, 2019.
2. On May 6, 2019, the City Council approved a Professional Services Agreement with Saalex Solutions, Inc. (Contract No. 1915) to provide full service Information Technology Management Services for an amount not-to-exceed \$115,200 per year with a 2.5% annual escalator and up to 10% per year for additional work requested by the City;
3. On July 27, 2020, the City received notice that Saalex Solutions Inc., would be changing their name to Valeo Networks to establish a more distinct and recognizable national brand; and
4. On August 1, 2019, Saalex Systems started operating under the Valeo Networks name.

Consideration to Approve a First Amendment to the Professional Services Agreement with Valeo Networks, Formerly Known as Saalex Solutions, to Provide Information Technology ServicesPage 2 of 2

ANALYSIS:

Saalex Solutions has provided Information Technology Services to the City since 2019. In that time, the City received notice that Saalex Solutions was expanding and looking to acquire other companies. They have since acquired Valeo Networks and now work under the Valeo Networks name.

Since their name change to Valeo Networks, Valeo has agreed to additional support hours to assist the City with effective customer service and an overall smooth transition.

The proposed adjustments to the Amendment are as follows:

1. To formally recognize Valeo Networks as the new vendor name and replacing the previous name of Saalex Solutions sending all payments going forward to Valeo Networks;
2. Thirty six (36) hours of additional out of scope work that do not expire;
3. Fifteen (15) hours of out of scope work each month, that expire at the end of the month; and
4. Unlimited vCIO (Virtual Chief Information) Hours

Items 2 – 4 above represent enhancements to existing services that will be provided free of charge.

BUDGET IMPACT:

Staff included \$120,000 for Information Technology Services in the Fiscal Year 2020-2021 Approved Budget.

CONCLUSION:

Staff recommends approving the amendment to the Information Technology Services.

ATTACHMENT:

- A. Contract No. 1906(a)



ATTACHMENT "A"
CONTRACT NO. 1915(a)

FIRST AMENDMENT PROFESSIONAL SERVICES AGREEMENT

Valeo Networks Inc. formerly Saalex Solutions Inc.
Information Technology Services

THIS FIRST AMENDMENT (hereinafter, "First Amendment") to that certain agreement entitled "Professional Services Agreement – Labor Negotiator Services" Contract No. 1915 dated May 6, 2019 (hereinafter, "Master Agreement"), is hereby made and entered into this ___th day of _____, ____ (hereinafter, "Effective Date") by and between CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and Valeo Networks formerly Saalex Solutions Inc. (hereinafter, "CONSULTANT"). For purposes of this First Amendment, the capitalized term "Parties" shall be a collective reference to both CITY and CONSULTANT. The capitalized term "Party" may refer to either CITY or CONSULTANT, interchangeably.

RECITALS

This First Amendment is made and entered into with respect to the following facts:

WHEREAS, execution of the Master Agreement was executed by the Parties on May 9, 2019 (A true and correct copy of the Master Agreement is attached and incorporated hereto as Exhibit "A"); and

WHEREAS, the Parties now wish to modify the Master Agreement by informing the City that Saalex Solutions has changed its name to Valeo Networks; and

WHEREAS, the Parties now wish to modify the Master Agreement by providing additional hours to assist with customer service and to ensure a smooth transition to Valeo Networks Inc: Thirty Six (36) Hours of Out of Scope work, free of charge, that do not expire; Fifteen (15) Hours of Out of Scope work, free of charge, that expire at the end of the month and Unlimited vCIO (Chief Information Officer) Hours ; and

WHEREAS, the capitalized term "Contract" shall refer to the Master Agreement as amended by way of this First Amendment; and

WHEREAS, this First Amendment was approved by the City Council at its meeting of November 2, 2020 under the consent calendar.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

SECTION 1. THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 6th day of May 2019 (hereinafter, the "Effective Date"), by and between the

VALEO NETWORKS, INC. FORMERLY SAALEX SOLUTIONS INC. CONTRACT NO. 1915(a)**Information Technology Services**Page 2 of 3

CITY OF SAN FERNANDO, a municipal corporation ("CITY") and Valeo Networks, Inc. formerly known as Saalex Solutions, Inc. a Corporation (hereinafter, "CONSULTANT").

SECTION 2. SCOPE OF SERVICES: Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth in **Exhibit "1"** (hereinafter referred to as the **"Scope of Services"**). CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Services. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term "Work." **CONSULTANT also agrees to provide the CITY with Thirty Six (36) Hours of Out of Scope work, free of charge, that do not expire; Fifteen (15) Hours of Out of Scope work, free of charge, that expire at the end of the month and Unlimited vCIO (Chief Information Officer) Hours.**

SECTION 3. Except as otherwise set forth in this First Amendment, the Master Agreement shall remain binding, controlling, and in full force and effect. This First Amendment, together with the Master Agreement, shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in both documents (Entire Agreement). In the event of a conflict or inconsistency between the provisions of this First Amendment, including any and all attachments to this First Amendment and the provisions of the Master Agreement, including all exhibits attached to the Master Agreement, the provisions of the First Amendment and its attachments shall govern and control but only to the extent of the conflict and no further.

SECTION 4. The provisions of this First Amendment shall be deemed a part of the Master Agreement and except, as otherwise provided under this First Amendment, the Master Agreement and all provisions contained therein shall remain binding and enforceable.

SIGNATURE PAGE TO FOLLOW

VALEO NETWORKS, INC. FORMERLY SAALEX SOLUTIONS INC. CONTRACT NO. 1915(a)**Information Technology Services**Page 3 of 3

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

CITY:**CONSULTANT:****City of San Fernando****Consultant Name**

By: _____

Nick Kimball , City Manager

By: _____

Name: _____

Title: _____

APPROVED AS TO FORM

By: _____

Richard Padilla, Assistant City Attorney



PROFESSIONAL SERVICES AGREEMENT

Saalex Solutions, Inc.

Information Technology Management Services

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 6th day of May 2019 (hereinafter, the "Effective Date"), by and between the CITY OF SAN FERNANDO, a municipal corporation ("CITY") and Saalex Solutions, Inc. a Corporation (hereinafter, "CONSULTANT"). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably.

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

I. ENGAGEMENT TERMS

- 1.1 **SCOPE OF SERVICES:** Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth in **Exhibit "1"** (hereinafter referred to as the "**Scope of Services**"). CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Services. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term "Work."
- 1.2 **TERM:** This Agreement shall have a term of five years commencing from July 1, 2019. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause
- 1.3 **COMPENSATION:**
 - A. CONSULTANT shall perform the various services and tasks set forth in the Scope of Services in accordance with the compensation schedule which is attached as Exhibit 1 (hereinafter, the "Approved Rate Schedule").
 - B. Section 1.3(A) notwithstanding, CONSULTANT's total compensation during the Term of this Agreement or any extension term shall not exceed the budgeted aggregate sum of \$115,200 plus an annual increase of 2.5% (hereinafter, the "Not-to-Exceed Sum"), unless such added expenditure is first approved by the CITY acting in consultation with the City Manager and the Director of Finance. In

PROFESSIONAL SERVICES AGREEMENT**Information Technology Management Services**

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the event CONSULTANT's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of the Term or any single extension term, CITY may suspend CONSULTANT's performance pending CITY approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY-approved amendment to the compensation terms of this Agreement.

- 1.4 PAYMENT OF COMPENSATION: Following the conclusion of each calendar month, CONSULTANT shall submit to CITY an itemized invoice indicating the services and tasks performed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar day of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.
- 1.5 ACCOUNTING RECORDS: CONSULTANT shall maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY shall have the right to access and examine such records, without charge, during normal business hours. CITY shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.
- 1.6 ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Services, CONSULTANT shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

PROFESSIONAL SERVICES AGREEMENT

Information Technology Management Services

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II. PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager and Director of Finance (hereinafter, the "CITY Representatives") to act as its representatives for the performance of this Agreement. The City Manager shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representatives or their designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates Kevin Kehoe, Deputy Director of Information Technology, to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT.
- 2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all reasonable times. All work prepared by CONSULTANT shall be subject to inspection and approval by CITY Representatives or their designees.
- 2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges and agrees to the following:
- A. CONSULTANT shall perform all Work skillfully, competently and to the highest standards of CONSULTANT's profession;
 - B. CONSULTANT shall perform all Work in a manner reasonably satisfactory to the CITY;
 - C. CONSULTANT shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.);
 - D. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

PROFESSIONAL SERVICES AGREEMENT**Information Technology Management Services**

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- E. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONSULTANT; and
- F. All of CONSULTANT's employees and agents (including but not limited to subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals shall be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

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

- 2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.
- 2.6 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work shall be performed by CONSULTANT or under CONSULTANT's strict supervision.

PROFESSIONAL SERVICES AGREEMENT

Information Technology Management Services

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CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

- 2.7 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, contractor, subcontractor or subconsultant shall be promptly removed by CONSULTANT and shall not be re-assigned to perform any of the Work.
- 2.8 COMPLIANCE WITH LAWS: CONSULTANT shall keep itself informed of and in compliance with all applicable federal, State or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws shall include without limitation compliance with all applicable Cal/OSHA requirements.
- 2.9 NON-DISCRIMINATION: In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, subconsultant, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.
- 2.10. INDEPENDENT CONTRACTOR STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and shall at all times remain, wholly independent contractors and are not officials, officers,

PROFESSIONAL SERVICES AGREEMENT

Information Technology Management Services

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employees, departments or subdivisions of CITY. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

III. INSURANCE

- 3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT shall procure and maintain the following insurance coverage, at its own expense:
- A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
 - B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
 - C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.

PROFESSIONAL SERVICES AGREEMENT

Information Technology Management Services

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- D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT shall procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and shall be endorsed to include contractual liability.
- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.
- 3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.
- 3.4 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
- 3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.
- 3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that its shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the CITY if**

PROFESSIONAL SERVICES AGREEMENT**Information Technology Management Services**

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requested. All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any work or any of the Work. Upon CITY's written request, CONSULTANT shall also provide CITY with certified copies of all required insurance policies and endorsements.

IV. INDEMNIFICATION

- 4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.
- 4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY.
- 4.3 CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers.
- 4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and

PROFESSIONAL SERVICES AGREEMENT

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indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

- 4.6 CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

V. TERMINATION

- 5.1 TERMINATION WITHOUT CAUSE: CITY may terminate this Agreement at any time for convenience and without cause by giving CONSULTANT a minimum of five (5) calendar days prior written notice of CITY's intent to terminate this Agreement. Upon such termination for convenience, CONSULTANT shall be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in Section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT shall be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.
- 5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:
- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event

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of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2.B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

- B. CONSULTANT shall cure the following Events of Defaults within the following time periods:
- i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 3-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2 B.i. that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or
 - ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of CONSULTANT to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of

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

- C. CITY shall cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT shall be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

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- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
- i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;
 - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
 - iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
 - iv. The CITY may exercise any other available and lawful right or remedy.

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

- G. In the event CITY is in breach of this Agreement, CONSULTANT's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.
- 5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement shall constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

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VI. MISCELLANEOUS PROVISIONS

- 6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data shall be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, drawings, designs, renderings, specifications, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT shall require all subcontractors and subconsultants working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY shall be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement.
- 6.2 CONFIDENTIALITY: All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT shall not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.
- 6.3 FALSE CLAIMS ACT: CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.
- 6.4 NOTICES: All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

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CONSULTANT:

Saalex Solutions, Inc.
Saalex Information Technology
811-A Camarillo Springs Road
Camarillo, CA 93012
Attn:
Jaime Dempsey/Director of Contracts
Phone: 321-604-3703
Fax: 321-848-0341
Email: Jaime.dempsey@saalex.com

CITY:

City of San Fernando
Finance Department
117 Macneil Street
San Fernando, CA 91340
Attn: Director of Finance
Phone: (818) 898-7307
Fax: (818) 361-7631

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

- 6.5 COOPERATION; FURTHER ACTS: The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.
- 6.6 SUBCONTRACTING: CONSULTANT shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subconsultants), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.
- 6.7 CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS: CITY reserves the right to employ other contractors in connection with the various projects worked upon by CONSULTANT.
- 6.8 PROHIBITED INTERESTS: CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

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

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- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.
- 6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.15, above.
- 6.20 COUNTERPARTS: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by CITY.

(SIGNATURE PAGE TO FOLLOW)

PROFESSIONAL SERVICES AGREEMENT

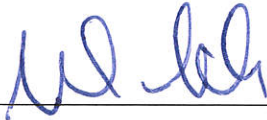
Information Technology Management Services

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

CITY OF SAN FERNANDO

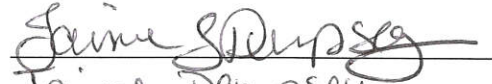
By: _____



Nick Kimball, City Manager

Saalex Solutions, Inc.

By: _____



Name: _____

Jaime Dempsey

Title: _____

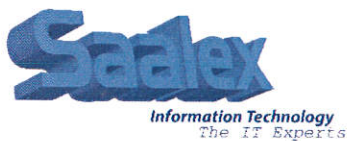
Director of Contracts

APPROVED AS TO FORM

By: _____



Richard Padilla, City Attorney

EXHIBIT "1"

INFORMATION TECHNOLOGY MANAGEMENT SERVICES

In Response to

For the City of San Fernando

DUE DATE: 21 FEBRUARY 2019

**Submitted to:**

City of San Fernando
Office of the City Clerk
117 Macneil Street
San Fernando, CA 91340

Submitted by:

Saalex Solutions, Inc.
Saalex Information Technology
Travis T. Mack, President/CEO
Phone: 805.482.1070;
Fax: 805.482.1072
811-A Camarillo Springs Road
Camarillo, CA 93012
travis.mack@saalex.com
www.saalex.com

Proposal #: 8119-502



Saalex Information Technology
Information Technology Management Services
21 February 2019

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Glossary of Abbreviations and Acronyms

Acronym	Definition
ACE	AccessData Certified Examiner
AWS	Amazon Web Services
CISP	Cybersecurity Information Sharing Partnership
COOP	Continuity of Operations Plan
CRM	Customer Relationship Management
CSM	Customer Success Manager
DAPA	Data Analytics and Predictive Analytics
DHCP	Dynamic Host Configuration Protocol
DNS	Domain Name System
DoD	Department of Defense
ELCAC	Early Learning Coalition of Alachua County
ESD	Electrostatic Discharge
ESOP	Employee Stock Ownership Plan
ESX	Emergent System Exchange
FFMPEG	Fast Forward Motion Picture Experts Group
GREP	Global Regular Expression Print
HA	High Availability
IIS	Internet Information Services
IP	Internet Protocol
ISP	Internet Service Provider
ITSM	Information Technology Service Management
KM	Knowledge Management
LSRS	Land and Sea Range Support
MCP	Microsoft Certified Professional
MSP	Managed Services Product
NASA	National Aeronautics and Space Administration
NFS	Network File System
NOC	Network Operations Center
NSA	National Security Agency
NTFS	New Technology File System
OS	Operating System
PA	Professional Association
PBX	Private Branch Exchange
PC	Personal Computer
PGP	Pretty Good Privacy
PMT	Process Management Teams
POC	Point of Contact
POA&M	Plans of Action and Milestones
PSA	Professional Services Automation
QA	Quality Assurance



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RFP	Request for Proposal
RHEL	Red Hat Enterprise Linux
RMM	Remote Monitoring and Management
ROI	Return on the Government's Investment
RTO	Recovery Time Objective
SAN	Storage Array Network
SIEM	Security Information and Event Management
SLA	Service Level Agreements
SOC	Security Operations Center
SOP	Standard Operating Procedure
SQL	Structured Query Language
SSL	Secure Socket Layer
UCS	Unified Computing System
VCTO	Virtual Chief Technology Officer
VIP	Very Important Person
VoIP	Voice over Internet Protocols
VPN	Virtual Private Network
WHM	Web Host Manager
[CLIENT]	[client]



1.0 SECTION 1 – PROPOSAL SUMMARY

The City of San Fernando has developed and implemented a complex IT infrastructure and now seeks to expand its capability to provide scalable flexibility and be adaptive to emerging technologies. Our extensive experience providing full-spectrum IT services to commercial firms, the federal government and state and local governments qualifies Saalex Information Technology (SaalexIT) to deliver a superior IT solution tailored to the City's requirements. SaalexIT recognizes the City's commitment to expanding the use of technology to boost efficiency in work, increase transparency and provide enhanced services to citizens and local businesses. Our commitment to quality customer service through responsive and knowledgeable professional staff can help the City achieve this goal. We make it our number one priority to meet our client's needs while protecting data and keeping the organization running smoothly.

Why SaalexIT? Highlights, Key Features, Benefits to the City

SaalexIT Offers	Advantage of Feature	Direct Benefit to the City
One full-time technician on-site, backed by a fully staffed Help Desk and Customer Success Team	Retain continuity of having on-site support to provide hands-on service for IT users within the City with additional resources ready to assist when needed and work on ongoing projects	<ul style="list-style-type: none"> City retains level of service to which it has become accustomed, with additional resources ready to respond to needs and projects Responsive, personalized assistance will be available at the user level
SaalexIT will provide the service of a Virtual Chief Technology Officer (VCTO) (optional service)	A VCTO helps the city by developing an IT strategy, and provides technical leadership, vendor management, compliance and much more	<ul style="list-style-type: none"> Optimization of effectiveness and efficiency of IT program, resulting in budgetary savings and heightened overall performance
Bi-coastal infrastructure	U.S.-based personnel available across multiple time zones	<ul style="list-style-type: none"> Help desk personnel can respond to incidents outside of standard work hours
U.S.-based skilled, certified and experienced technicians to provide network, system server and all related equipment support	Increased productivity for the City staff not having to deal with language barriers. As the City's needs evolve, SaalexIT can align resources to ensure proper skills are available to the City	<ul style="list-style-type: none"> Fast, efficient operation of systems Less downtime for all users City equipment that is currently purchased but unusable (e.g., plate readers) can be utilized as intended
Equipment Replacement Program and Implementation Plan	City will have a report of age, condition and life expectancy of current equipment and will be presented with recommendations for future acquisitions and upgrades	City will be able to properly budget for needed replacements and upgrades with a cohesive implementation plan
A designated Customer Success Team	SaalexIT has a special Customer Success Team with standard processes that ensures SaalexIT continues to meet the City's needs	Harmonious work between SaalexIT and City staff to meet City goals and objectives
Security Operations Center (SOC)	24-hour monitoring, assessment and defense of City systems and data	Real time investigation of security anomalies, thus reducing false alerts and unnecessary actions.
Security Information and Event Management (SIEM)	Aggregated data from various security feeds allows real time single-point monitoring	Faster and more comprehensive security allows early detection of attacks, threats and breaches
Network Operations Center (NOC)	24/7/365 monitoring and capability for resolving most issues and performing routine maintenance remotely. The NOC sends alerts before negative events occur	Provides the City with access to a higher technical skill set at no extra cost.



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SaalexIT Offers	Advantage of Feature	Direct Benefit to the City
Easily accessible online ticketing system	Ticketing system is accessible through the SaalexIT portal during entire open cycle of help desk tickets	Allows users peace of mind that their IT needs are being taken care of on a timely basis. Progress to resolution can be monitored in real time
Monthly Executive Reports	Reports provide metrics that measure outstanding issues; performance trends; degrading technologies; and system performance versus cost expenditures	Allows administrators to quickly and easily stay informed to proactively make strategic information technology investment decisions and to answer questions about the heart of the system and progress towards problem resolution and/or improvements
Data Analytics and Predictive Analytics (DAPA) capability (offered at no additional cost to the City)	Historical data can be used to forecast future resource demands to enable City staff to make pragmatic business decisions	The City can direct the right materials and people to the correct job at precisely the right time. Efficiencies can be found to help control costs and save time.
Disaster Recovery Specialists	A disaster recovery assessment will be conducted to understand the level of impact risks. SaalexIT will work with City Staff to develop a disaster recovery plan	The Disaster Recovery Plan will allow the City to recover data and minimize downtime in the event of a natural or manmade disaster (e.g., earthquake, fire, flood)
Checked and Cleared personnel	SaalexIT has backgrounded and security cleared technicians to work with confidential government information, systems and on-base federal locations	Technicians are backgrounded to municipal standards that access local police department infrastructure and can start working to meet City requirements immediately upon contract.
Skills-based routing of help desk tickets	Avoids need for escalating tickets to another technician	Faster resolution time for issues
Autonomous Project Manager (PM)	PM with authority to execute all contract provisions	No delay while waiting for corporate office to make decisions
Business Plan/Action Plan will be prepared and presented	Cohesive plan aligned with City goals	Strategic planning for purchasing and emerging technology trends to meet its business vision and desired future state
ISO 9001:2015 certified company	Corporate commitment to employee training and emerging job requirements/proven quality assurance processes for planning, scheduling and performing inspections, audits and reviews	Properly trained and certified technicians will answer calls for assistance. Proven quality assurance processes create and maintain a highly functioning system.



Personnel Point of Contacts/Communication

Name	Role for City of San Fernando	SaalexIT Labor Category	Office Phone Number	Email
David Stills	Provide Oversight of Contract and Personnel	IT Director	[employee phone number]	[employee email]
Kevin Kehoe	SaalexIT Point of Contact for City	Deputy Director of IT	[employee phone number]	[employee email]
Daniel Olson	IT Support/Help Desk Technician	System Administrator	[employee phone number]	[employee email]
Joseph Hise	IT Support/Help Desk Technician	Systems Administrator	[employee phone number]	[employee email]
Aric Jeon	Help Desk Technician	Service Desk Clerk	[employee phone number]	[employee email]
James Lawson	Help Desk Technician	Junior Systems Administrator	[employee phone number]	[employee email]
Ryan Blessing	Help Desk Technician	Help Desk Technician	[employee phone number]	[employee email]
Anthony Hart	Help Desk Technician	Help Desk Technician	[employee phone number]	[employee email]
TBH	San Fernando On-site IT Support Technician	TBH	TBH	TBH

Emergency Service:

The City will be provided with a Tech Support Help Line number and email (offering 24-hour per day service) upon contract award.



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2.0 SECTION 2 – COMPANY PROFILE

2.1 COMPANY INFORMATION

2.1.1 Firm Size

Saalex Corporation (Saalex) is a \$60+ million-dollar firm that employs approximately 600 personnel nationwide and consists of two (2) operating divisions, Saalex Solutions, Inc. and Saalex Information Technology (SaalexIT). Our company has extensive experience executing varying types of contracts that include Engineering Services and Information Technology (IT) Services. We provide system performance analysis, information assurance, technical guidance and direct support throughout the project lifecycle. Saalex is a prime contractor as well as an active subcontractor for the [insert customers]. SaalexIT professionals are intimately versed in assessing, analyzing and fulfilling the information technology needs of a broad range of entities, ranging in size and scope from small private businesses to the U.S. military and other federal entities. This includes serving the unique IT demands of local government entities like the City of San Fernando. **SaalexIT supports thousands of end users on a daily basis.** We also provide IT support to over 35 city, county and commercial customers (*Table 1*), and many of those are valuable long-term clients since 2012. Our geographical presence is depicted in *Figure 1*.

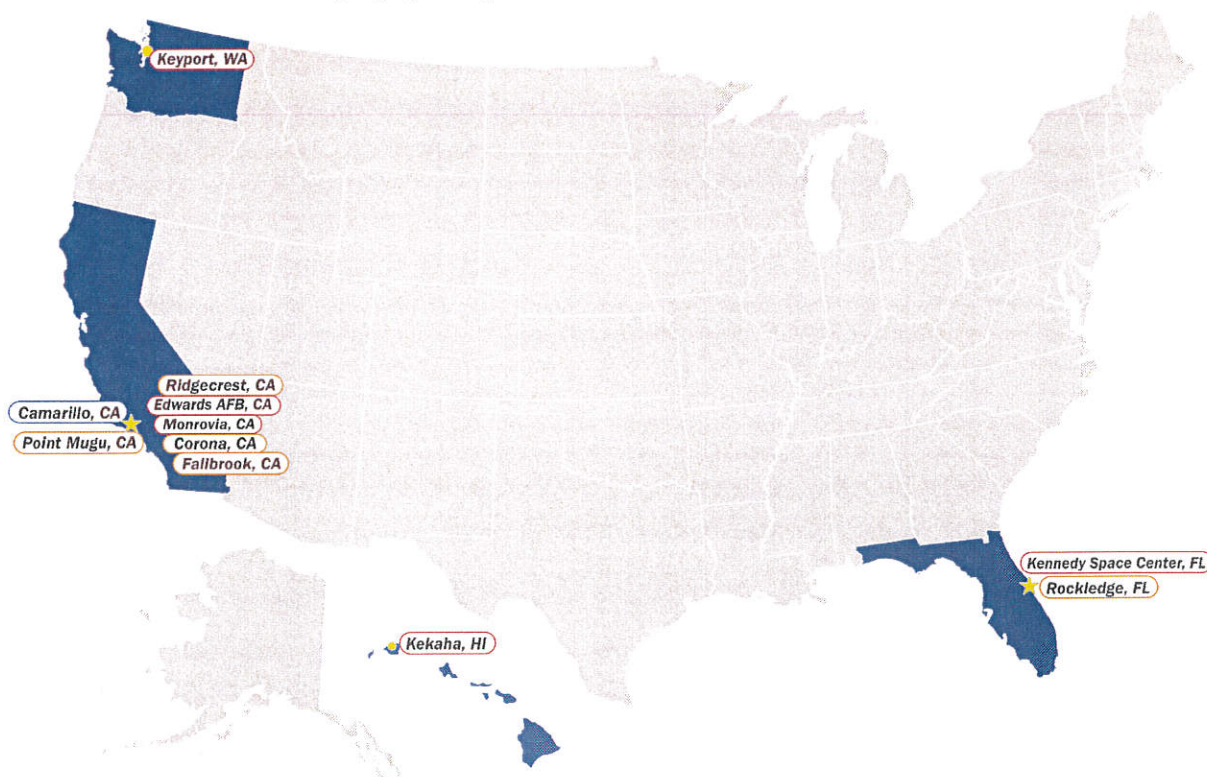


Figure 1 - SaalexIT currently provides IT services nationwide in the following geographical areas.

The SaalexIT technical support team offers our best example of superb corporate IT task execution and personnel management. **SaalexIT's skill-based routing process matches every technician's skillset with a particular service.** This ensures we have trained staff performing tickets to maximize customer satisfaction. **We manage an internal Help Desk that requires shift and on-call work, and we engage in continual 24-hour operations.**



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2.1.2 Organizational Structure



SaalexIT's Deputy Director of Information Technology, Mr. Kevin Kehoe, will serve as the IT Project Manager who will be overseeing and supervising IT operations for the City of San Fernando. Mr. Kehoe is a distinguished IT professional with more than 10 years of success managing and leveraging technology to meet our client's goals. Mr. Kehoe has full autonomy and decision-making authority to execute all provisions of the contract without intervention from Saalex corporate. Mr. Kehoe will interface with the assigned Point of Contact (POC) regarding all contractual matters.

This streamlined approach significantly minimizes turnaround time in the decision-making process. Decisions can be made in hours rather than in days. Additionally, Mr. Kehoe will be on-call to assist with any other issues and will be available via phone and email to initiate immediate corrective action should escalation of an event related to the City's concerns regarding performance or staffing be required.

When working with the City's systems, SaalexIT will either handle or aid in all server/applications changes and upgrades and offers a **fully functional remote help desk** the City end users can call into. To ensure proper customer experience, **SaalexIT uses its national Network Operations Center (NOC) to monitor server and infrastructure support and to provide immediate response to all reported incidents.** SaalexIT also provides status reports and metrics on systems operations and develops surveys for distribution to clients. SaalexIT maintains call logs and operations logs, and reviews technical alerts and bulletins.

2.1.3 Financial Stability

SaalexIT is financially prepared to take on the challenges of the City of San Fernando's Information Technology Management Services contract. SaalexIT maintains a \$7 million credit facility with Live Oak Bank and can draw on an additional \$3 million of credit with American Express, as well as on-account credit arrangements with various equipment suppliers and other vendors. This credit facility gives SaalexIT the financial ability to cover any unforeseen issues that may arise with this contract.

2.1.4 Resources

Through the effective application of Knowledge Management (KM), SaalexIT consistently maintains the level of support our customers expect while actively improving our processes and capabilities to exceed those expectations. We achieve this by capturing, analyzing and applying knowledge gained through past and present actions, thereby making informed decisions moving forward. KM provides the continuity that is essential to mitigate the impacts of staff turnover and other key challenges.

We utilize KM by applying lessons learned on other contracts and implementing that knowledge through management structures such as cross-functional Integrated Product Teams (IPT) and Product/Process Management Teams (PMT). SaalexIT routinely applies KM when conducting technical reviews to streamline the management of complex operations.

SaalexIT begins the KM process by thoroughly documenting meetings, including recommendations, tasks, schedules, Plans of Actions and Milestones (POA&M), and decisions made. We further utilize KM to provide recommendations on system improvements that result in increased performance, decreased costs and increased reliability. SaalexIT provides our Government customers with easy access to this vital information by leveraging SharePoint as a KM tool.

SaalexIT employs the following corporate resources that assist in meeting the City's needs. These resources would provide support at no additional cost to the City:

- Administration and Finance. Our Administration and Finance Team are available to help resolve billing/invoice concerns.



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- Contracts. Our Contracts Team executes Master Services Agreements and any modifications as needed.
- Customer Success. Our Customer Success Team ensures SaalexIT engineers continue to deliver informed service and hardware recommendations based upon our intimate knowledge of the client environment. The Customer Success team supports the client through a range of services, beginning with client onboarding and finalizing a Master Service Agreement. Additional services provided by our Customer Success team include an account review of the first 90 days after going live (Critical 90), quarterly account reviews to ensure SaalexIT's technical roadmap continues to align with City goals, and scheduled "meet and greets" to enhance our understanding of the City's evolving needs. Throughout the contract, our Customer Success team will dedicate itself to documenting City priorities and communicating these to our IT Sales and Engineering departments while providing exemplary customer service support through our IT Help Desk to ensure all issues are resolved quickly and completely.
- Human Resources. SaalexIT has three (3) recruiters that can assist with recruiting additional IT resources or vacant positions.

Data Analytics Group. SaalexIT has a data analytics group that can develop customized reports, performance dashboards and sensitivity analysis tools, which include return on investment (ROI) calculations aimed at providing our customers data-driven insights so they can make data-driven decisions. After coordination with the City stakeholders, SaalexIT can deliver quarterly reports based on the data sets available.

2.1.5 Other Firms Participating in This Proposal

SaalexIT is not proposing any subcontractors in this proposal.

2.2 LEGAL INFORMATION

SaalexIT has not received any substantiated complaints and does not have any outstanding litigation within the last five (5) years.



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3.0 SECTION 3 – COMPANY QUALIFICATIONS

3.1 LIST OF CLIENTS WE HAVE SERVED ON SIMILAR PROJECTS

Table 1 – SaalexIT's Clients

Company/Agency Name	Start Date
Canaveral Port Authority (CPA)	02/05/18
Early Learning Coalition of Alachua County (ELCAC)	07/01/18
Town of Palm Beach	05/24/18
City of Cocoa, Florida	05/23/17
National Assessment Group, Kirtland Air Force Base	01/01/14
Naval Air Warfare Center Weapons Division, China Lake	05/01/11
Naval Supply Systems Command (NAVSUP) Fleet Logistics Center, Pearl Harbor	05/21/15
AVEX INC	08/21/12
Avia Dynamics	04/17/12
Ballard Inn and Gathering Table	10/22/18
B.P. Davis Management, Inc.	12/05/14
Bench Warmer	06/11/12
Carden Conejo School of Westlake	05/28/14
Erchonia Corporation, LLC	06/20/16
F&I Agency	04/17/12
First Impressions	02/12/14
Green Pharmaceuticals	04/17/12
Harbor City Animal Hospital	08/24/17
Hiepler & Hiepler	06/12/15
Hospice of St. Francis, Inc.	10/08/13
Imagymnation Gymnastics	08/28/14
JBN United Insurance Services	01/31/13
Kinamed	04/17/12
La Mer	04/15/13
MAB -Ming T Lai MD	09/01/16
MTC ENGINEERING LLC	12/17/13
NAS Insurance	04/18/12
NEELCO INDUSTRIES, Inc.	12/17/13
Perennial Financial Services	10/05/18
Richard Hodge, Inc. Law Offices	06/06/14
Sabre Financial Services	04/21/16
Sentry Storage Properties Bellevue	12/18/13
Shane Diguseppe & Rodgers	04/17/12
The Resort on Cocoa Beach	07/15/14
THE TRIAL PROFESSIONALS, P.A.	03/21/16
Tile City & Stone	04/17/12
Travelstore	10/24/14
Tridant Solutions	12/01/17
Wish Sotheby's Int'l Realty	08/16/12
Xenel	04/17/12
Zuber Lawler & Del Duca	03/07/13


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3.2 MUNICIPAL REFERENCE EARLY LEARNING COALITION OF ALACHUA COUNTY (ELCAC)

Client Information	
Client Name, Title, and Phone Number:	Early Learning Coalition of Alachua County (ELCAC) [POC name, POC title] [POC phone number]
Period of Performance:	07/01/2018 – Present
Percentage of work performed:	100% and ongoing
Total Project Cost:	\$

Summary of work performed

Desktop Support

SaalexIT is responsible for the 24/7 support of workstations, servers, switches, printers, routers and firewalls. The services include Office 365 administration, anti-virus management, local backup administration, anti-virus management, local backup management and recovery, remote patch management, performance monitoring, software installation, hardware upgrades, recovery, automated remote resolution of events, and any additional on-site support as needed.

Computer Operations

SaalexIT ensures proper operation of the ELCAC's networked computer system, equipment and related network infrastructure located in two buildings within the ELCAC. Our responsibilities include providing server, workstation, printer, switch and LAN management. We are also responsible for planning and managing inventory, backup system and documentation for all systems and activity performed within their environment. SaalexIT performs monthly inspections of the computer room to ensure the environment is a healthy working condition to include, cleanliness, organization, and climate control to ensure equipment health.

Network and Systems Support

Since ELCAC selected SaalexIT, we have countered multiple hacking attempts from outside threats, increased performance on the primary server by 400 percent, and identified and removed abandoned software by multiple previous solution providers. Additionally, SaalexIT provides two (2) hours of monthly on-site services.

Communication and Analysis

SaalexIT participates collaboratively with various ELCAC departments to fulfill service needs with the ELCAC operations coordinator. Additionally, SaalexIT provides monthly summary reports of systems health and patch management. Finally, our SaalexIT IT Director performs a quarterly review of the environment to insure compliance, security and optimum performance. This analysis is then reviewed with ELCAC's executive management to make recommendations for future improvements, purchasing and technology upgrades.

Adherence to schedule and budget

SaalexIT adheres to our response and resolution time frames established in our SLA with the ELCAC and has performed our IT Managed Services within budget.

3.3 PRIVATE SECTOR REFERENCE [CLIENT]

Client Information	
Client Name, Title, and Phone Number:	[Client] [POC name, POC title]



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	[POC phone number]
Period of Performance:	03/07/2013 – Present
Percentage of work performed:	100% and ongoing
Total Project Cost:	\$

Summary of work performed

SaalexIT provides 24/7 desktop care, hardware and software audits, performance and preventative maintenance reports, LogMeIn remote control patch management and monitoring, web-based management portal, desktop performance monitoring, administrative scripting, policy management, client communicator with self-help center, anti-virus management, Web-Root anti-virus software, Malwarebytes anti-malware software, virus and malware removal, mobile device support, administrative tasks, and software installations.

Desktop Support

Although most issues are resolved automatically through our remote monitoring and management (RMM) software, on occasions where an actual technician is needed, SaalexIT experts are quick to respond to requests. [Client] benefits from immediate response Help Desk Support 24 hours a day, seven days a week, a dedicated dial-in number for VIPs, and the ability to schedule same day on-site support for emergencies and next day on-site support for non-critical issues.

Computer Operations

To minimize cost for [Client], SaalexIT relies on a combination of automated tools and human interface to ensure continuity of operations. SaalexIT uses a Syslog server to record all critical events on high-priority systems such as firewalls and mission critical servers. This logging system provides over 100 comprehensive reports and includes a dashboard to easily spot trends.

SaalexIT also manages [Client's] hardware/software inventory, operational documentation (how-to guides), and an operational activity log that ensure [Client] maintains compliance with all of its regulatory needs as well as helping with budgeting processes.

Finally, since the controlled server room is accessed by other vendors (e.g., telephone, internet, security, video surveillance), SaalexIT performs an on-site physical inspection semi-annually to ensure racks, equipment and devices are in good working condition.

[Client] uses Datto as an off-site backup appliance. Datto completes a local backup before moving off-site. SaalexIT backs up their server prior to performing maintenance or upgrades.

Network and Systems Support

SaalexIT provides security management for [Client] in the form of firewall management, anti-virus, anti-malware, and perimeter monitoring. We also set up and manage their virtual private networks (VPN) via Secure Socket Layer (SSL) or Internet Protocol Security (IPsec). We recently assisted with a high-profile security project involving secure connections to financial institutions, as well as setting up encrypted email services. The project was successful and [Client] was satisfied with the results.

SaalexIT provides [Client] with all levels of support, including setting up Secure Socket Layer (SSL) connections between the law firm and some of their enterprise clients to maintain compliance. We have also integrated a third-party SPAM/spooling service using Transport Layer Security to send/receive connectors. In addition, we deal with managing and renewing SSL certificates for their many clients and domains.



Communication and Analysis

[Client] conducts weekly team meetings to review ongoing projects, tasks and high-priority issues. As their trusted IT partner, SaalexIT is included in these meetings. [Client] involves us in the early planning stages of projects, such as office moves or acquisitions, and welcomes our insight on decisions from an IT perspective.

Adherence to schedule and budget

As a growing organization, [Client] has aggressive timelines on projects in order to meet their client's needs. SaalexIT has repeatedly delivered on these timelines on schedule and within budget, including projects that required third-party vendors. SaalexIT has completed over a few dozen projects for [Client] since 2013. SaalexIT offers strong project management support and exceptional financial oversight to help [Client] meet their goals. As a result, we have become an integral part of the law firm.

3.4 PRIVATE SECTOR REFERENCE: [CLIENT]

Client Information	
Client Name, Title and Phone Number:	[Client] [POC name, POC title] [POC phone number]
Period of Performance:	03/21/2016 – Present
Percentage of work performed:	100% and ongoing
Total Project Cost:	\$

Summary of work performed

[Client] hired SaalexIT to resolve repeated network outages and poor customer service issues. SaalexIT worked with [Client] to create a baseline for their environment and systematically restructured their network. Along with dedicated technicians, SaalexIT was able to improve their users' customer service experience and provide a more stable network.

Additionally, when [Client] relocated to a larger office, SaalexIT analyzed their work methods and the data storage and distribution requirements, developed a tailored network architecture that improved their data management and overall systems reliability, and ensured they remained operationally efficient. We installed the system, monitored its operation to ensure the transition was smooth and subsequently performed a risk assessment analysis to ensure that the system was not vulnerable from a cybersecurity perspective. Additionally, we engineered cabling for the new office and moved all work stations, servers and network equipment over one weekend. This resulted in only four (4) hours of down time, as opposed to the expected 48 hours, all while ensuring that the law firm and their clients' information remained privileged. Today, our relationship with [Client] continues to expand and we now provide them with managed IT services, help desk support, remote server administration and network support.

Desktop Support

SaalexIT provides all Microsoft updates to the seven (7) servers in [client's] infrastructure. These include Microsoft Exchange and Structured Query Language (SQL) updates. To eliminate any disruptions in the practice, we performed the updates after-hours in accordance with a monthly schedule that best fits [Client]. With our RMM tool, we customize when and what patches are applied. This approach provides the client with the most up-to-date security patches and performance enhancements to their system.

[Client] Exchange 2013 mail server is integrated with their copier and Case Management system. As a law firm, [Client] must record every copy and print job made for accurate billing. SaalexIT was instrumental in configuring and managing the integration of these three systems.



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Computer Operations

[Client] benefits from the 24/7 monitoring that SaalexIT offers.

SaalexIT conducted an assessment of [client's] network, and we determined that a reliable off-site backup was required to ensure data integrity through a combination of archiving and reconciliation. Since we are a Veeam authorized reseller, we developed and provided them with a Veeam solution utilizing local on-site backup that replicates to our off-site data center built within the Satcom Direct worldwide data center.

As part of assuming total system responsibility for the [Client] system, we conducted a hardware/software configuration audit and licensing survey. We assumed responsibility for licensing, ensuring that the updated configuration was properly documented, and that all relevant licenses were current. When hardware/software was found to be out of date, issues were resolved. SaalexIT also advised [Client] where licenses could be effectively terminated, thereby saving operational costs.

Network and Systems Support

As part of our initial system assessment, we discovered that the [Client] system had several security issues that could be exploited to compromise their operations and their client's data. The risks discovered included open ports, expired filter subscriptions, and low-level VPN encryption. SaalexIT upgraded their firmware, transitioned their VPN to IPsec, and renewed their filtering subscription, providing [Client] with much stronger security for their organization.

SaalexIT is responsible for account management of the active directory, exchanges and their proprietary systems. This gives [Client] the assurance that all necessary applications, security and system access is done correctly.

Communication and Analysis

SaalexIT performs quarterly account reviews with [Client]. We also prepare executive reports on invoicing, service, future projects and budgeting for quarterly meetings. These meetings are invaluable to [Client] and SaalexIT in aligning technical efforts with their business operations. SaalexIT also provides [Client] with an online portal to see and manage real-time activity.

Adherence to schedule and budget

SaalexIT adheres to the response and resolution time frames established in our SLA with [Client] and has performed our Managed Service Product (MSP) services within budget.



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4.0 SECTION 4 – WORK PLAN

4.1 UNDERSTANDING AND APPROACH TO WORK REQUIREMENTS

SaalexIT's comprehensive service plan helps the City of San Fernando align its IT strategy with the City's goals for finance, operations, customer service, and communication. Our work begins with a number of elements such as establishing an initial technical baseline of systems, hardware and software; conducting a usage assessment; working with the City to define growth requirements and goals; identifying current issues; and developing a roadmap for success. Once the roadmap is developed, SaalexIT will meet with the City's representatives to confirm priorities and the path to move forward.

4.2 DESKTOP SUPPORT

As part of our service plan, SaalexIT will establish an initial technical baseline of City hardware/software, conduct a usage assessment, collaborate with City representatives to define growth requirements, identify current issues and weaknesses, and then implement a jointly authored action plan to support the City system and desktop workstations.

Our integrated Network Monitoring Software supports servers, desktops and infrastructure 24x7x365. SaalexIT provides status reports, metrics on systems operations and develops surveys for distribution for clients. We maintain call logs, operation logs and review technical alerts and bulletins. SaalexIT utilizes ConnectWise Manage as a Customer Relationship Management (CRM) and ticket management system.

Our personnel specialize in systems troubleshooting and remediation and can handle the City's tickets after working hours, if necessary. Examples of IT Management Services performed include the following: around the clock help desk support; hardware and software audits; performance, patch, and anti-virus reports; ScreenConnect remote control; patch whitelisting monitoring service; anti-virus management; web-based management portal; application, performance and hardware monitoring; and intelligent (conditional) alert monitoring and alert filtering.

4.2.1 Desktop Support Hours of Operation

SaalexIT will provide support during City business hours. Our standard coverage for the City will run from 7:30 a.m. to 5:30 p.m. Pacific Time. Any coverage outside of these hours will be considered Emergency Support.

4.2.2 Desktop Support Prioritization

SaalexIT uses a ticketing system to manage tickets. When a user has an issue, they can create a ticket via the SaalexIT web portal by emailing [\[tech support email\]](#) or calling the SaalexIT Help Desk team. Once the ticket is created it is automatically routed to a SaalexIT technician. The technician is responsible for responding to and resolving the ticket in accordance with the agreed service levels. Once the task is complete, the ticket is closed and goes into the archive repository. Deputy Director of IT Mr. Kevin Kehoe will prioritize tickets that must be worked on-site and leverage our remaining staff to assist with remaining tickets that can be remotely worked on.



We provide weekly and monthly reports of all tickets, identifying the date and time the ticket was opened, problem identification, problem resolution and the time and date the ticket was closed. If the City of San Fernando would like a real-time report or to have the capability to see an end-of-day report, SaalexIT supplies every customer with a web portal where the status and network operations can be viewed in real time. See our Tier 1-4 Support details below.



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Table 2 - SaalexIT Tier 1-4 Support

Level	Description
Tier 1	All support incidents begin in Tier 1. This is where the initial trouble ticket is created, the issue is identified and clearly documented, and basic hardware/software troubleshooting is initiated. This is also where most issues are resolved for things like password resets, printer connections, and general support issues.
Tier 2	All support incidents that cannot be resolved with Tier 1 support are escalated to Tier 2, where more complex support on hardware/software issues can be provided by more experienced specialists.
Tier 3	Support incidents that cannot be resolved by Tier 2 support are escalated to Tier 3 where support is provided by the most qualified and experienced specialists who have the ability to collaborate with third-party vendor support personnel to resolve the most complex issues.
Tier 4	Support incidents that involve items outside SaalexIT's control may need to be escalated to Tier 4, where support from another organization is required. SaalexIT will request the assistance and monitor the request for implementation. This is also the tier that performs engineering, complex network and cloud services.

In addition to responding to calls, we ensure we are providing the City of San Fernando the appropriate ticket assignment and response time by utilizing **SaalexIT's RMM tool, which will perform health checks on all systems multiple times a day** to ascertain new work requirement entries. SaalexIT will log issues into SaalexIT's Ticketing System and communicate via telephone regarding any new work requirements.

SaalexIT technicians will assist the City of San Fernando via its 7:30 a.m. to 5:30 p.m. Pacific Time Help Desk service for operating systems, hardware, applications, tablet and mobile support, emails, virus and malware removal, and IT issues of all levels. SaalexIT will leverage its U.S.-based personnel to respond to service requests, to aid and open the on-site technician's availability, to meet surge demands such as system migrations and upgrades, and to make progress in any infrastructure or networking issues that require higher priority in-person attention. Furthermore, to deliver reliable and effective service to law enforcement and emergency personnel within the city at all times, SaalexIT provides 24/7/365 on-call, on-site technical support. We update documentation as we resolve issues to assist in retaining the knowledge base and to help speed up resolution time for future, similar occurrences.



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SLA Targets Met by Priority (Tickets Created and Closed - Last 7 Days)			
	Response	Plan	Resolution
Priority 1 - Critical	3	3	3
Priority 2 - High	151	151	152
Priority 3 - Medium	411	419	426
Priority 4 - Low	72	72	72
Priority 5 - No SLA	5	5	5
Do Not Respond	2	2	2
Total	644	652	660

Figure 2 - Sample screenshot of service level agreement statistics

We engage our industry partners, such as Microsoft, VMware, and Dell, as well as network security vendors to help resolve issues. SaalexIT tracks and documents work and time for each ticket to completion. We generate random surveys upon work completion based upon a predetermined metric for each business unit and distribute them manually at the request of the department head. SaalexIT provides the customer's data in a variety of formats and mediums, including the status, availability and operation of systems or components of the IT systems.



Figure 3 - SaalexIT maintains successful partnerships with its hardware and software vendors.

SaalexIT handles all server/applications changes and upgrades and offers a fully functional help desk that end users can call into. **The SaalexIT NOC monitors server and infrastructure support around the clock, providing immediate response to all reported incidents.** SaalexIT provides status reports and metrics on systems operations and develops surveys for distribution to clients. SaalexIT maintains call logs and operations logs and continuously reviews technical alerts and bulletins.

Below is a listing of common workstation-related tickets that SaalexIT resolves for its clients:

1. Copying workstation setup (includes installations) from one individual to another
2. Workstation cleanups
3. Setting up workstations in the server room



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Figure 4 - Creating a Ticket via the SaalexIT Portal

Our Help Desk team is capable of resolving most issues and performing routine maintenance remotely using our RMM software. We will notify or assign the on-site technician and/or work with the City of San Fernando's POC when the resolution requires performing work at the City of San Fernando's facilities. All activity, changes and procedures will be documented and logged for accuracy and auditing purposes.

In performing scheduled preventative maintenance, upgrades and improvements, SaalexIT provides a downtime estimate for maintenance or repair at least one (1) week in advance, with mid-week reminders. The one exception is emergency repairs. All incidents of detected commercial/facility power loss are reported to the appropriate responsible Help Desk within 30 minutes.

SaalexIT Technicians follow the standard operating procedure (SOP) of notifying clients when they are available to remotely work on a workstation, be it on-site or in conference.

- If the ticket can be immediately handed off, SaalexIT's dispatchers will do a warm handoff when the client places the ticket on the phone and is transferred to the technician. The client's issue is disclosed by the dispatcher to the technician to ensure time is not lost in transition.
- If a ticket is opened by email or over the phone and is placed in the queue, the technician will call the client directly unless otherwise directed to contact them during a specific time. If a specific time is requested, the technician will create a future calendar invite to confirm the appointment with the client. Once the technician makes contact at the time of the repair or troubleshooting, they will acquire verbal confirmation from the client that the technician can remotely use ScreenConnect to gain access to the workstation or server.
 - If an appointment cannot be met, the technician must provide a warning prior notice of a designated time that a new appointment can be arranged. This confirmation will be placed over the phone, and if not answered, the technician will leave voicemail and email the client so the appointment can be rescheduled.
- If a technician is to work on a ticket, a work status shall be provided every time the ticket is picked up by a technician. When a work status is updated, an automated email will be sent to the client stating the work performed and the current status of the ticket (i.e., pending, transferred, closed or escalated). For large-scale projects, SaalexIT sets up scheduled meetings on a weekly, monthly, or quarterly basis depending on the scale of the project and/or by request of the client. SaalexIT also offers a customer portal where the City will be able to review tickets and corresponding statuses. The City will also be able to open tickets through the portal and review notations of how the work was performed and what resolutions were provided.
- Once work is completed and the technician verifies the resolution, the client is offered a time to test the environment and confirm that the resolution has been reached.



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- For all on-site visits, SaalexIT employees will be provided transportation by SaalexIT. SaalexIT enables its employees to utilize a company vehicle or the employee's personal vehicle, depending on availability.

4.2.3 Desktop Support Appointments

As detailed in Section 4.2.2 Desktop Support Prioritization, our Support Technicians will make appointments with callers at mutually agreed upon times to address their support needs.

4.2.4 Desktop Support Appointment Delay/Reschedule

As detailed in Section 4.2.2 Desktop Support Prioritization, our Support Technicians will contact callers if appointments are delayed or need to be rescheduled.

4.2.5 Communication with Client/Caller

As detailed in Section 4.2.2 Desktop Support Prioritization, our Support Technicians will keep callers fully apprised of problem status and resolution.

4.2.6 System Testing in IT Presence

SaalexIT Support Technicians will provide clients the opportunity to test systems while they are present in order to verify problems have been resolved, if possible. As detailed in Section 4.2.2 Desktop Support Prioritization, for long-term problems, clients will receive weekly and monthly updates of progress until tickets have been resolved and closed.

4.2.7 Desktop Support Call Tracking

As detailed in Section 4.2.2 Desktop Support Prioritization, our Technicians will document all calls utilizing SaalexIT's tracking system.

4.2.8 Contractor Inter-Site Transportation

SaalexIT staff will provide their own transportation between City sites during support activities.

4.3 COMPUTER OPERATIONS

4.3.1 Computer Operations Hours of Operations

SaalexIT will provide support during City business hours. Our standard coverage runs from 7:30 a.m. to 5:30 p.m. Pacific Time.

4.3.2 City Servers Operations

SaalexIT uses RMM software, which provides us with in-depth information on all network devices, including printers, copiers, routers, switches, workstation and servers. With this tool, we can generate detailed health reports, receive alerts and alarms of current and pending system failures, and connect remotely to resolve issues.

Our integrated Network Monitoring Software monitors server, desktop and infrastructure support 24x7x365. Each client is provided access to the SaalexIT client web portal where they can check the status of tickets, network status, operations status, and open tickets. At any time on any day, the City of San Fernando can see the status of their environment in real time.

SaalexIT also provides status reports and metrics on systems operations and creates surveys for distribution to clients. We will maintain call logs, operation logs and review technical alerts and bulletins.

4.3.3 Process Log Review

SaalexIT will review all process logs for normal execution and performance as outlined in Section 4.3.2.



4.3.4 System Reports and Outputs

SaalexIT will prepare reports and outputs as outlined in Section 4.3.2.

4.3.5 Security Log Review

SaalexIT uses an RMM (Labtech) tool to facilitate real-time reporting from agents that are installed on servers, workstations and other network devices that actively monitor any attempted unusual network or infrastructure activity. The RMM will send notification that will prompt the SaalexIT on-call manager, who will be contacted to verify the incident. The on-call manager will characterize the threat and contact the City of San Fernando's POC with a recommendation for emergency responses. At the same time, SaalexIT will begin taking additional remediation steps to resolve the matter.

Once the matter has been resolved, an incident report is generated with the following information:

- Technical Involvement
- Remediation actions taken
- Personnel (client) involved
- Type of incident
- Systems affected
- Length of time the affected system was inoperable
- Time the incident occurred
- Time it was closed
- If not resolved, why?

SaalexIT also utilizes Security Incident Event Management (SIEM), an advanced security offering that we can provide the City of San Fernando at an additional cost. This SIEM can be easily deployed through sensors from the most critical infrastructure systems to each endpoint if desired. SaalexIT utilizes a 24/365, U.S.-based SOC to analyze and verify all logged data and cross-reference irregular activity, false positives, and known threats to alert SaalexIT technicians of any active incident or irregular activity within 10 minutes of an event. SaalexIT will notify the City of San Fernando within five (5) minutes of the initial notification (15-minute SLA from event to client notification, not remediation). By proactively monitoring all events in a highly responsive SLA, the SIEM greatly reduces risks and provides a higher standard of security. The SIEM can be used to create a security assessment, which leads to infrastructure hardening or a full-time solution to secure sensitive data and protect against disruption. Any remediation solutions will be sent immediately to the City of San Fernando's POC, and with their approval, SaalexIT will commence remediation.

4.3.6 Backups, Backup Rotations and Restores

SaalexIT will survey and audit the existing City system to establish a baseline report. From this report, we will issue recommendations for appropriate backup system options, including consideration of cloud-based storage systems such as Veeam. SaalexIT can manage the City of San Fernando's cloud-based solution utilizing local on-site backup or off-site data center backups if utilized.

SaalexIT performs the following in its backup service offering:

1. **SaalexIT will meet with the City to determine their backup requirements.** This includes backup frequency, retention and, most importantly, their restoration priority, which will help to determine which solutions would work best for the City.
2. **Installing and configuring local server backups for clients and duplicating data to a cloud-based storage solution.**
3. In the case of Disaster Recovery/Business Continuity, we will use the locally hosted or cloud-based



Veeam to spin up virtual machine(s) based on the situation at hand. This solution provides a considerable amount of flexibility without enterprise-level costs.

4. **Schedule incremental back-ups.** Veeam is flexible in that it provides our clients the ability to set any backup schedule that they desire, including daily, weekly, and monthly backups. With Veeam, SaalexIT can provide unlimited cloud storage.
5. Notifications and remediation of backup failures to include snapshots and email notices.
6. Lastly, we will provide monthly reporting of all backup processes.

Cloud storage. SaalexIT helps several of its clients with Cloud storage. We have experience on various cloud storage platforms, including Google, Amazon, Microsoft and DropBox.

We guarantee the following when you contract SaalexIT for storage and backup services:

- Troubleshoot any slow data transfer to your business via the internet
- Eliminate the use of magnetic tapes as a backup option
- Upon disaster, a new device will be shipped to your business overnight containing your otherwise-lost data
- The ability to quickly recover multiple terabytes of information in 24 hours, which would be nearly impossible using other methods.

Network backups are documented during network discovery to ensure that any devices that are managed by SaalexIT and not hosted in a cloud service can be restored manually if necessary. Many services like CloudTrax (a cloud-driven Access Point system) are self-restored once they are reconnected with internet service and can be provisioned remotely if needed.

4.3.7 Operation and Network Activity Records and Reports

SaalexIT will maintain filings and organize, store and provide status reports on all operation and network activity as outlined in Section 4.3.2.

4.3.8 Server Monitoring and Reporting

SaalexIT has managed Windows and Virtual Servers environments for the past 19 years, providing support, proactive monitoring and remote management for clients in various industries. Our refined processes and procedures allow us to operate effectively in active directory, transmission control protocol/internet protocol (TCP/IP), domain name system (DNS), dynamic host configuration protocol (DHCP), group policies, and many other features of Windows servers. More advanced active directory features such as multi-level domains, multi-site, and multi-forest configurations are handled by our senior-level technicians.

SaalexIT can provide the City with a variety of options for server and systems administration, including proactive server management and project-based work. With proactive server management, SaalexIT is able to remotely monitor and remediate issues before they cause system outages or security risks. With project-based work, SaalexIT can help the City with design, project management, implementation and Testing/Quality Control for Windows Server Active Directory or Virtualization projects. SaalexIT maintains call logs and operations logs, and continuously reviews technical alerts and bulletins.

The list below contains typical examples of Windows Servers tasks we have undertaken:

- Carrying out server upgrades and migrations
- Providing server health statistics for specific servers
- Rebooting servers and machines to ensure installed patches have been applied, and to free up resources that may have been locked by the system



- Authenticating and authorizing users and computers in Windows domain-type networks, including assisting users with password resets

SaalexIT conducts inventories of real property installed equipment on a frequent and scheduled basis or as deemed necessary by the City. On a day-to-day basis, SaalexIT monitors all servers, scanning for the following:

- Computer is spending in excess of 90 percent of time processing interrupts
- Free space any logical disk (1000MB) samples
- Monitor available memory
- Monitor processor time greater than 95 percent

SaalexIT will maintain the City's facilities and equipment in a state of good repair to ensure their continued availability for their intended purposes.

4.3.9 Network Monitoring and Reporting

SaalexIT will monitor and provide status reports on the City's network as outlined in Section 4.3.2.

4.3.10 Operations Activity Log

SaalexIT will maintain and keep an Operations Activity Log updated.

4.3.11 Computer Room Maintenance

SaalexIT has the ability to provide the additional computer operations services the City of San Fernando is requesting. Cleaning and organizing the Computer Room, maintaining inventory supplies, and keeping and maintaining records on hardware and software assets are all tasks that SaalexIT can support with an on-site technician within the scope of work that SaalexIT will be providing.

4.3.12 Software Updates

SaalexIT will keep abreast of applicable software updates and advise the City on their release as outlined in Section 4.3.11.

4.3.13 Operations and Network Groups Documentation

SaalexIT will maintain process and operational documentation for Operations and Network Groups as outlined in Section 4.3.11.

4.3.14 Supply Inventory

As outlined in Section 4.3.11 Computer Room Maintenance, the SaalexIT on-site staff will support the maintenance of a supply inventory.

4.3.15 Hardware Asset Records

As outlined in Section 4.3.11 Computer Room Maintenance, the SaalexIT on-site staff will support the production and maintenance of a hardware asset records.

4.3.16 Software Asset Records

As outlined in Section 4.3.11 Computer Room Maintenance, the SaalexIT on-site staff will support the production and maintenance of a software asset records.

4.3.17 IT Disruption Plan

SaalexIT will assist the City with Disaster Preparedness/Contingency Planning by recommending custom solutions, including Continuity of Operations and disaster recovery plans that provide data redundancy and system security. This plan includes backup schedules, on-site/off-site media information, alternate connectivity options, and procedures to test and verify that backups are running correctly. Backup plans are



routinely reviewed with the client and changes are made accordingly.

SaalexIT will conduct a disaster recovery assessment for the City and determine a risk score per question response. The score is then calculated to assess the level of impact risk were a significant outage or complete loss of data and processes to occur.

SaalexIT will assist the City of San Fernando with ensuring business continuity in the event of a disaster or mishap that could threaten its IT infrastructure, whether by recommending specific hardware or by creating redundant systems to provide backup support. Such action will include the following:

- SaalexIT will create of a Continuity of Operations Plan (COOP) and other disaster recovery plans, as needed by the City, that will provide both data redundancy and system security during a disaster event. Such a plan will cover backup schedules, on-site/off-site media information and procedures to test the backups. These plans are reviewed with our clients on an annual basis.
- To ensure the backups are running correctly, SaalexIT will perform routine tests. The backup plans will be reviewed with the City of San Fernando on an as-needed basis and changes will be recommended accordingly.
- Recommended contingencies can include the implementation of a Storage Array Network (SAN) System and moving to a virtualization environment. This will provide the additional redundancy, improved reliability and enhanced functionality needed to protect legacy server infrastructure.

For additional steps related to assessing business continuity, see **Emergency Preparedness** in the section below.

Emergency Preparedness

A thorough inventory of the City of San Fernando's IT Emergency Preparedness posture will include the following:

- SaalexIT will conduct a disaster recovery assessment for the City and determine a risk score per question response. The score will then be calculated to inform the City of San Fernando of the level of impact risk were it to suffer a significant outage or complete loss of data and processes that we identified during our on-site network assessment.
- SaalexIT will strengthen the City of San Fernando's disaster preparedness posture by preparing a detailed contingency plan to handle a range of scenarios, testing the plan, and revising it as necessary based on that testing.
- The disaster recovery plan will be developed with the assistance of Veeam, a software tool designed for this purpose.

Components that require an upgrade

SaalexIT will be responsible for identifying legacy hardware and end-of-life systems and recommending items that require upgrade be replaced. To achieve this, SaalexIT will carry out the following:

- Perform a Network Assessment to confirm the capability of network servers, switches, routers, firewalls, access points and cabling infrastructure

Determine Your Risk Score

How often do you perform a full back up?	How often are your backups tested and validated?
Every hour - 200	Every day - 100
Every day - 100	Weekly - + 50
Weekly - + 100	Monthly - + 100
Monthly - + 200	Never - + 200
Do you keep paper records (or scans) you could reference as a source for re-entering lost data?	Is your data centralized onto on server or location or scattered across multiple devices and locations?
Yes - 100	Consolidated - 100
No - + 100	Scattered - + 100
Who has access to your computer network? (Check all that apply)	How are your backups done?
Trusted, computer savvy employees - 100	Automatically, offsite - 100
Trusted IT support company - 50	Manually by a skilled IT person - + 50
Unskilled workers/transitional staff - + 100	Manually by an admin - + 100
Cleaning crew, maintenance - + 200	Not sure - + 200
Where is your data stored?	How long do you keep a copy of your data?
Don't know - 200	Forever - 100
On tape drives, USB devices - 100	One year - 50
Onsite hard drive - 50	Under a year - + 50
Offsite in the cloud - + 100	We use the same tape/device daily - + 100
Do you live in an area or office building that has experienced any of these disasters OR that has a high potential for one of these disasters to occur? (Check all that apply)	Do you or any of your employees have the ability to do the following? (Check all that apply)
Tornado, hurricane or severe storm - + 100	Download files from the Internet - + 100
Earthquake - + 100	Install non company approved software - + 100
Terrorist attack - + 100	Delete files from the server - + 100
Fire/problem with another tenant - + 100	Access your server remotely - + 100
Flood - + 100	Create/change their own password - + 100

Figure 5 – Risk Assessment Tool



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- Scan the IT infrastructure using RapidFire to determine missing items, operating systems and third-party updates
- Deploy LabTech RMM tool to scan systems and gather data on licenses, operating systems and workstation health

Risks of system failure

SaalexIT will provide as part of the standard IT footprint assessment a health check of PCs, servers and other network hardware to determine the risk of failure across the City's IT infrastructure, including the following:

SaalexIT will scan the City of San Fernando's IT infrastructure utilizing LabTech RMM software, which will provide the following data:

- In-depth information on all network devices including printers, copiers, routers, switches, workstations and servers
- Detailed health reports, alerts and alarms of current and pending system failures

Ability to adequately recover from a disaster

SaalexIT will examine the City of San Fernando's ability to recover from a disaster, including estimating downtime during an event such as a server failure, and how much time and resources will be required to return to a fully functioning state. Such an assessment will involve thorough testing and planning.

SaalexIT will draw upon its extensive experience in Disaster Preparedness/Contingency Planning. This includes recommending and implementing custom storage solutions for its clients, such as COOP and disaster recovery plans that provide data redundancy and system security. Such plans include the following:

- Backup schedules
- On-site/off-site media information
- Setting data retention plans
- Procedures to test backups

SaalexIT will perform routine tests to ensure the current backup systems are running correctly. Existing backup plans will be reviewed with the City of San Fernando and changes recommended accordingly.

Table 3 - Failure Recovery Times Examples

Security risks

SaalexIT will be responsible for determining the City of San Fernando's security risks and providing measures to resolve any vulnerabilities. As a part of our risk assessment, SaalexIT will review the City

Client	Failure Event	Time to System Recovery
[customer name]	Ransomware	4 hours
[customer name]	Ransomware	2 hours
[customer name]	Windows patch failure	15-30 minutes

of San Fernando's current configuration and subscriptions/services. SaalexIT will execute a complete internal and external scan of the City of San Fernando's IT infrastructure for known vulnerabilities that could be exploited.

SaalexIT utilizes 24/7 SEIM/SOC tools to monitor network systems for a wide range of potential security threats/risks, performing the following tasks:

- Monitoring employee internet activity
- Identifying virus/malware issues



- Providing a firewall audit trail
- Sandboxing e-mail attachments to reduce malware attacks against the City of San Fernando
- Providing an in-depth look at the City's network

SaalexIT's security assessment will confirm that the systems are properly secured and, if not, determine which security weaknesses should be addressed. In this process, we review the systems, applications, networks, policies and procedures to discover vulnerabilities. Our vulnerability assessments vary, but include testing, scanning and referencing lessons learned and past experience to verify that similar issues do not exist. We will deliver a business impact likelihood of the risk, which identifies the probability of the occurrence (threat level) and the probability of the controls failing when a security event occurs (vulnerability). Throughout this process, SaalexIT performs documentation reviews, log reviews, ruleset and system configuration reviews and file integrity checks.

Vulnerabilities in accessing the systems, including staff access rights

SaalexIT will assess the physical security of the City of San Fernando's IT footprint by determining the methods and locations for password storage, what individuals have access to systems and how elevated network privileges are managed. SaalexIT will also audit and access all user accounts to determine who has administrative rights within the network systems. SaalexIT will also review domain-level security within the system.

SaalexIT employs a suite of integrated tools (Rapid Fire Tools, Vijilan, ConnectWise and RMM) to assess, monitor, and remediate user account management issues. As a registered Microsoft Partner, SaalexIT has access to all the tools available to support the full range of Microsoft product instances.

4.4 NETWORK AND SYSTEMS SUPPORT

4.4.1 Network and Systems Support Computer Operations

SaalexIT will provide network and systems support during City business hours. Our standard coverage runs from 7:30 a.m. to 5:30 p.m. Pacific Time. SaalexIT will provide a less than two-hour response time for emergency issues outside of normal coverage. During emergencies, we will troubleshoot the issue and communicate with City officials regarding problem resolution (including confirming the need to dispatch a technician to resolve the issue). Emergency response is further detailed in Section 4.4.9.

Our integrated Network Monitoring Software monitors server, desktop and infrastructure support 24x7x365. SaalexIT provides status reports, metrics on systems operations and develops surveys for distribution to clients. We maintain call logs, operation logs and review technical alerts and bulletins.

4.4.2 Network Definition

SaalexIT acknowledges the City's definition of its network.

4.4.3 Network Cabling Contract

SaalexIT understands that maintenance and installation of network cabling outside of the computer room is NOT part of this contract effort.

4.4.4 Network/Network Device Performance

Our Network Engineering teams are well-versed in variable network services, protocols and options, for both on-net and off-net applications, particularly with managing overlays to each application type/site, as well as monitoring the traffic for their respective destinations. Our configuration policy leverages dynamic path optimization to ensure best path for each traffic type at any given moment. We wrap quality scoring around each application transit experience, which is measured in real time. The quality score output is



represented in our monthly report. In addition, if a minimum desired performance score is not met, we will automatically notify the City and begin assessing cause for performance degradation.

Application Performance Monitoring

SaalexIT uses VeloCloud, an application that has the ability to manage multiple network connections (active or backup) and allow on-the-fly application prioritization with proactive packet adjustments. It is well-suited to optimize and mitigate network loss and truly optimize network transport. VeloCloud has the ability to configure applications from a central orchestrator. Should the City of San Fernando want to make voice and data traffic a high priority and assign less critical applications a lower priority, this can be accomplished across the entire network from one cloud-based dashboard.

Workstation Monitoring and Management

For workstation monitoring and management, Saalex employs ConnectWise Automate and Manage, two highly integrated RMM and ticketing systems. Automate monitors all end points and servers that have an agent on them. From there, tickets are created in Manage, notifying technicians of potential hardware failures to full system outages.

SaalexIT has a series of SLAs that are configured in ConnectWise Manage. Tickets are escalated in status so that technicians know to respond before our SLA deadlines. This automated workflow allows us to quickly identify and address high priorities and still stay on top of all requests.

We implement industry and manufacturer best practices into our automated system, allowing thresholds to be set for factors that typically impede system performance. These thresholds include processor, memory and disk utilization. This strategy promotes a healthy network environment for the City. We continuously implement newer version updates of our systems to ensure we provide more thresholds, alerts and monitoring tools to keep up with current threats and technology. Through our system-wide improvements and enhancements to IT infrastructure, the City will see a considerable reduction in the number of service requests and routine maintenance tasks (e.g., server reboots, individual workstation issues), freeing the on-site IT personnel to focus on long-range goals and projects that will result in greater efficiency and productivity.

Managed Virtual Server Environment (VMware 5.x-6.x)

SaalexIT is an authorized VMware partner and is thoroughly familiar with using virtualization, as many of our customers are migrating to these environments. We can provide 24/7 monitoring of VMware and Hyper-V servers and have performed dozens of migrations (**Figure 7 - VMWare Migrations**). Some of the migrations we have performed include migrating from a single server to virtual desktop (VDI), storage area network (SAN) upgrade and cloud failover. Below are a pair of virtualization issues we have resolved:

- VMware performance memory exceeding the threshold value. In this case, we were able to reconfigure the VM's memory per its operating system to keep physical memory free for the host or increase the physical memory to avoid performance-related issues.

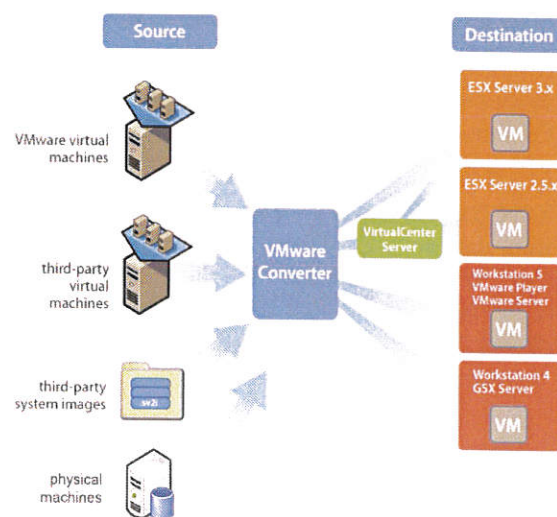


Figure 6 - VMWare Migrations



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- Failing Vmware backups – the customer experienced problems with their physical machine backup, but their agentless backup of the virtual machine was working. We installed the agent for Windows on the machine and ran a backup plan.

Application Monitoring

SaalexIT provides support for a variety of systems and applications and we track all work through our ticketing program. With these measures in place, we are able to analyze trends, document faults, and assist with providing solutions to custom, and line of business software and systems. This includes providing support for interfacing and compatibility issues. When working with the City of San Fernando systems, SaalexIT will handle or aid in all server/applications changes and upgrades and offers a fully functional help desk the end users can call into. To ensure proper customer experience, **SaalexIT uses its NOC to monitor server and infrastructure health in order to provide proactive responses to issues before they are reported or can impact operations.** SaalexIT also provides status reports and metrics on systems operations and develops surveys for distribution to clients. SaalexIT maintains call logs and operations logs, and reviews technical alerts and bulletins.

When troubleshooting applications, we first focus on recent changes that occur to the system or to the environment, which includes verifying logs in the application or operating system depending on the error. We will also check the City's ticketing system to see if the issue has been resolved previously. If the resolution does not exist in the ticketing database, we will research for the answer on the vendor's community forums, knowledge database or support library. SaalexIT is currently partnered with Microsoft and has resolved nearly 6,000 tickets relating to Microsoft products.

Managed Storage Area Network (SAN) (NetApp)

SaalexIT can implement SAN solutions and devote a dedicated Engineer, to support the complex integration of different switches, virtual networks, switching rules, and physical wiring. SaalexIT understands that proper planning is crucial in implementing SAN, as it is easy to misconfigure SANs due to improper engineering or virtual environment setups.

SaalexIT is partnered with Microsoft and has supported SAN troubleshooting, ensuring which includes proper configuration for performing a Windows server boot from a SAN. A key aspect of troubleshooting SAN issues involves determining whether the issue appears to be caused by a specific SAN problem or not.

If the City of San Fernando currently has a SAN-based backup, SaalexIT recommends having the virtual machines hosted on more than one SAN to avoid having a single point of failure for the City of San Fernando's environment. Additionally, we recommend replacing tape as the primary backup medium, which includes the use of off-site mirrors, remote tape backups, and snapshots in the local SAN.

SAN Data Recovery – SaalexIT has offered several SANs data recovery options to its clients, everything from data copy to off-site SAN replication services. SaalexIT will work with the City to determine which solution is appropriate for the environment. There are also other, more proprietary, methods for accomplishing this that do not involve the extended copy command. No matter which system the City chooses, SaalexIT will monitor and test SAN Data Recovery.



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[illegible]

Figure 7 – Through our systems, we can remotely manage your backup settings, monitor your storage status, check when your last backups occurred, start a backup, and other tasks.

4.4.5 Network/Network Device Configuration Updates

Updates are performed after hours in accordance with a monthly schedule that will best fit the City of San Fernando. With our RMM tool, we customize when and what patches are applied. This approach provides the City with the most up-to-date security patches and performance enhancements to the system, staying within two versions of current releases.

4.4.6 Network/Network Device Configuration Management and Record Keeping

SaalexIT will handle network and network device configuration management and record keeping as part of this contract as outlined in Section 4.3.2.

4.4.7 Network, Network Device and Server Capacity

SaalexIT will monitor network, network device and server capacity through our RMM tool. SaalexIT goes a step further by having an engineer analyze the logs and look for trends such as repeat failures, predictive failures and thresholds. Once our engineer has performed their analysis, the results are then given to our Customer Success team to prepare an executive level report of our findings in an easy to read format. The report is then emailed to the City and, if requested, a meeting can be arranged with our engineer and Customer Success team to review the results with the City. This will ensure the City is advised on what actions are needed to keep their systems operating at the ideal level of performance.

4.4.8 Network Security Administration and Record Keeping

SaalexIT will create and maintain records in accordance with City policy.

4.4.9 Firewall Monitoring

SaalessIT has a 24/7 SOC team that utilizes its SIEM to monitor and detect protocols and patterns for the City's firewall. Once detected, our network technician will work with the SOC team to determine if the



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event resulted in a breach. If so, the SaalexIT on-call manager will be contacted to verify the incident and they will notify the reporting to the City. At the same time, SaalexIT will begin taking all additional remediation steps to resolve the matter.

Once the matter has been resolved, an incident report is generated covering the following information:

- 1) Technical involvement
- 2) Actions taken
- 3) Personnel (client) involved
- 4) Type of intrusion
- 5) Systems affected
- 6) Length of time the affected system was inoperable
- 7) Time the incident occurred
- 8) Time it was closed
- 9) If not resolved, why?

SaalexIT will provide a less than two-hour response time for emergency issues (**Figure 8**). Should the City of San Fernando call our emergency response number, we will troubleshoot the issue and share further details with City officials. We will determine if the issue can be solved remotely or if additional parts are needed. We will then reach out to the City for approval. SaalexIT will confirm with the City primary POC whether the issue is an emergency prior to dispatching a technician to resolve the issue.

If we are alerted through our systems, we will immediately alert the City of San Fernando's POC and begin troubleshooting the issue. We will communicate the details of the problem to the City of San Fernando. We will make all efforts to resolve the issue remotely. If we determine an on-site technician is needed, we will dispatch an individual immediately. If additional services or parts are needed, we will reach out to the City for approval.

After-hours monitoring and response processes

SaalexIT customizes its after-hours response for all network events based on individual customer's needs. For example, some clients prefer incidents be managed with the least amount of interaction on their part and only require an email notification about the incidents for their review. Other clients may prefer to be part of decision-making process while remediating the incident(s).

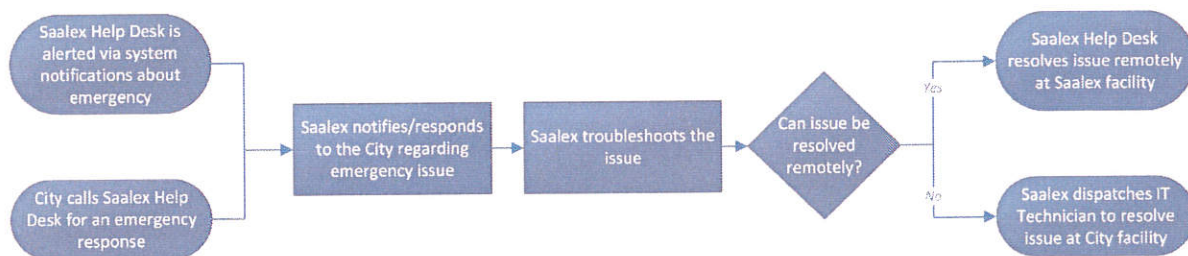


Figure 8 - SaalexIT Emergency Response Process

4.4.10 Firewall Configuration Updates

SaalexIT manages various brands of firewalls to include Cisco, Barracuda, WatchGuard and SonicWall. No matter which manufacturer is used, SaalexIT follows the same process when performing updates on firewall configurations:

- All updates are researched to understand the impact of the update



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- All firewall updates must be approved by client and a Senior SaalexIT manager
- A notification is sent out alerting The City of the potential scheduled outage
- Prior to performing the update, a fresh backup of the configuration is conducted
- After the upgrade is complete, the system is tested
- Once everything is confirmed operational, a notification is sent out to the city that systems are restored.

Firewall administration. As a part of our risk assessment, SaalexIT will review the City's current configuration and subscriptions/services. We will identify risks and work with the City to reduce its risk to unwanted exposure. We also understand that risks may come from internal sources. Therefore, we will also do an internal vulnerability scan as part of our initial assessment and discuss those findings with the City.

Currently, the team understands that the functionalities of most firewalls follow a similar protocol in nature as it relates to unique interfaces and proprietary languages, which are adaptive for an experienced IT professional. SaalexIT has Cisco Certified technicians on staff that will be solely responsible for administering the City's firewalls.

SaalexIT has refined our spam filtration process (**Figure 9**), which has enabled us to deliver exceptional cloud-based spam filtration for email security. SaalexIT also has knowledge and experience in working with Barracuda, AppRiver and Spam Titan, as well as various other spam filtering methods and software.

In addition to filtering malware and spam, we also filter internet protocol (IP) addresses, domains and email addresses. This helps to protect against unwanted emails from unknown or undesirable sources.

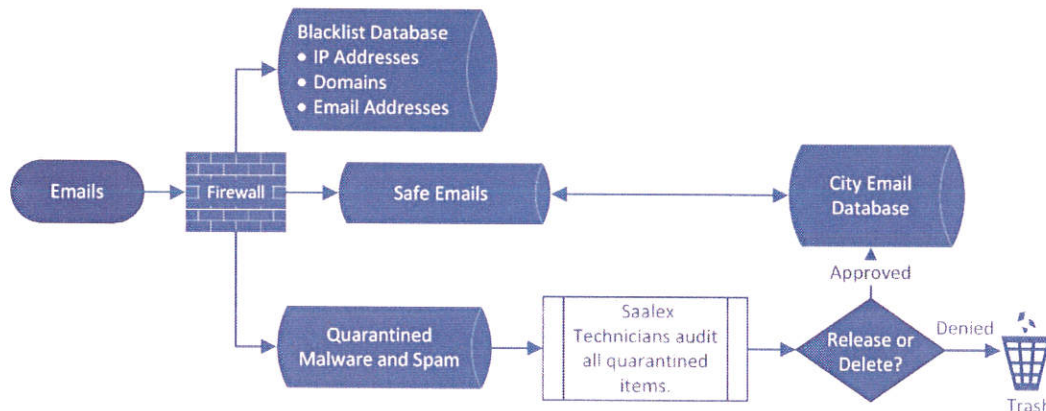


Figure 9 - Our spam filter solution provides protection from threats, including spam and malware.

4.4.11 Server OS Configuration and Updates

SaalexIT will keep abreast of applicable OS configuration and version updates. The City of San Fernando system will be kept within two versions of current.

4.4.12 Network Intrusion and Virus Management

See Section 4.4.10, *Firewall Configuration Updates*.

4.4.13 Coordination and Cooperation with Service Providers

When working with Network Services Providers, SaalexIT directly contacts the client's internet service provider (ISP) when we need to troubleshoot internet connections and set up a client's new equipment. SaalexIT will obtain permission from the City of San Fernando prior to performing this work.



4.5 CITY CURRENT PROJECTS

We have reviewed the City of San Fernando's list of outstanding and continuing IT projects and are prepared to carry them to completion. Our extensive technical expertise and highly proficient IT staff allow us to assume responsibility for these tasks, bringing them in on schedule and within budget. On all projects, our staff will conduct a discovery phase to identify the IT needs of the City, assess current conditions and project status, outline needs and goals of all stakeholders, and develop a road map for the project from start to finish. SaalexIT will secure approval from the City before beginning action and offer guidance for areas that can improve efficiency or save money. SaalexIT will carry out the following:

- **Upgrade the city's backup system to new hardware and software.** SaalexIT will conduct a discovery phase to better understand current conditions and engineer a solution that maximizes overall effectiveness and efficiency. We will overlay the new backup system on top of the old to ensure continuity during the transition. We will also perform functionality (i.e., disaster recovery) testing to ensure the backup can be restored. (Projected level of service: Tier #2)
- **Upgrade network switches at City Hall.** SaalexIT will conduct a review of the current system, develop a plan for the upgrade of network switches and work with the City to conduct the upgrade at a mutually agreed upon time, which would likely be outside of business hours to avoid disruption of City services and internal operations. (Projected level of service: Tier #4)
- **Upgrade PC workstations from Windows 7 to Windows 10 before end of life support from Microsoft.** SaalexIT will upgrade PC workstations in one of two ways: (1) A straight inline upgrade conducted from Windows 7 to Windows 10, or (2) a PC refresh in which machines are taken off-line and upgraded in a rolling wave. The latter option allows the City to evaluate the age of each PC and consider hardware upgrades at the same time. New equipment can be phased in during this process, while machines near the end of their service life can be cycled out. SaalexIT will utilize the help desk to remotely update the OS outside of business hours, or on-site updates can be completed during scheduled appointments to minimize disruption of City business. (Projected level of service: Tier #2)
- **Complete upgrade and installation of Police Department mobile data terminals.** SaalexIT will utilize the SaalexIT ticketing system to identify optimal times to conduct installations and upgrades based on the City's ticketing patterns and history. (Projected level of service: Tier #2)
- **Upgrade dispatch PCs.** Due to the 24/7/365 nature of the police department dispatching team's mission, SaalexIT will work with the department to determine if workstations are idle during certain hours of the day. When dispatch workstations are ready to be upgraded, an on-site technician will deploy the update to ensure continuity while minimizing disruptions. (Projected level of service: Tier #2)
- **Upgrade Police file server ASOK.** SaalexIT will conduct a discovery phase to better understand and engineer an upgrade solution for the Police Department file server. SaalexIT will carry out upgrades to the Police file server to minimize impact to normal department operations, reducing or eliminating downtime to ensure continuity of public safety services. (Projected level of service: Tier #3)
- **Upgrade domain from Server 2003 to Server 2012.** SaalexIT will plan with the City to determine the optimal time that the domain server can be upgraded outside of business hours. (Projected level of service: Tier #4)
- **Complete AIMS Amazon cloud-based upgrade.** SaalexIT will conduct discovery, outline and engineer a solution that leverages our considerable experience with Amazon Web Services to seamlessly transition to the cloud. SaalexIT can also recommend and implement more cost-



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effective alternatives to Amazon Web Services (AWS), if appropriate. (Projected level of service: Tier #4)

- **Upgrade VM-Servers to Windows Server 2012 and SQL 2012.** SaalexIT will conduct discovery and outline and engineer a VM Server upgrade solution that will minimize disruption of service and City operations. If VM-servers are needed during business hours, the upgrade can be completed outside of business hours. (Projected level of service: Tier #3)
- **Relocate and complete installation of Rec Park network server.** The Rec Park network server will be assessed by an on-site technician who will determine the proper location and environment in which it will be housed, protecting it from any damaging or hazardous conditions. Once determined, our technician will work with the City to approve the new location and install the server during off-peak hours. (Projected level of service: Tier #3)
- **Complete Public Works Department GIS server and software project.** SaalexIT will work with the city and/or other outside agencies, as appropriate, to implement the new GIS program while minimizing disruption of city business and internal operations. (Projected level of service: Tier #3/4)

As SaalexIT is able to bring improvements to overall effectiveness and efficiency across the City's IT infrastructure, we expect to reclaim 10-12 weekly hours of on-site technician support that can be allocated to addressing the above projects. Our on-site technician will provide the initial support, drawing assistance from help desk personnel as needed. Each project will be guided by a management plan to be developed collaboratively with all stakeholders, with final action contingent upon City approval.

4.6 COMMUNICATION AND ANALYSIS

4.6.1 Communication with City Staff

Customer Success Team - SaalexIT provides clients with seamless, superior-quality customer success support. Our Customer Success team will partner with the City of San Fernando to ensure SaalexIT engineers continue to deliver informed service and hardware recommendations based upon our intimate knowledge of the client environment. The SaalexIT Customer Success team is committed to the delivery of trustworthy and knowledgeable service, allowing the City to effectively and efficiently meet its IT goals and better serve the public interest.

The Customer Success team supports the client through a range of services, beginning with SaalexIT being onboarded to the City. This encompasses all phases of the onboarding to ensure a comprehensive and smooth transition while securing all pertinent credentials necessary to carry out the contract. These processes typically include completing a discovery questionnaire, obtaining hardware, software and ISP login credentials, completing a scope of work, providing comprehensive support during the onboarding period, and finalizing a Master Service Agreement.

Additional services provided by our Customer Success team include an account review of the first 90 days after going live (Critical 90), quarterly account reviews to ensure SaalexIT's technical roadmap continues to align with City goals, and scheduled "meet and greets" to enhance our understanding of the City's evolving needs. Throughout the contract, our Customer Success team will dedicate itself to documenting City priorities and communicating these to our IT Sales and Engineering departments while providing exemplary customer service support through our IT Help Desk to ensure all issues are resolved quickly and completely.



4.7 TRANSITION TABLE

SaalexIT has a well-established, painless start-up/onboarding process that will greatly benefit the City of San Fernando. While these start-up activities have been battle-tested with over 40 clients, they can be customized based on direction from the City. Some of these duration times overlap as these tasks run in parallel.

SaalexIT can complete the contract transition with the City of San Fernando in less than two (2) weeks.

SaalexIT's start-up/onboarding process involves two (2) phases. Phase 1 consists of the initial onboarding, which includes four (4) major tasks:

1. **Task 1 – New Client Information Setup.** SaalexIT finalizes all contractual documents, establishes key points of contacts, gathers a list of users, and learns more about City's current processes.
2. **Task 2 – Client Onboarding.** SaalexIT updates its systems with all the information gathered in Step 1.
3. **Task 3 – Network Assessment.** SaalexIT performs a network assessment. We gather inventory and explore the City of San Fernando's environment.
4. **Task 4 – Assessment Analysis and Service Deployment.** SaalexIT summarizes the information gathered in Steps 1 and 3. We prepare a manual and recommendations, then meet with key City personnel to discuss our findings.

Table 4 - Phase 1 Onboarding Tasks

Phase 1 Tasks	Duration
New Client Information/Setup <ul style="list-style-type: none"> Execute contractual agreement Gather key contacts list Interview City IT division about internal processes Review & update client details in ConnectWise 	1 day
Client On-board Planning (SaalexIT internal)	1 day
Network Assessment <ul style="list-style-type: none"> Data collection Check for equipment not recognized by scan (on-site) 	1 day
Assessment Analysis and Service Deployment <ul style="list-style-type: none"> Review Assessment Data Prepare Assessment Summary Recommendations Review Meeting (on-site) 	5 days

Phase 2 consists of our MSP onboarding. **Table 4** covers the high-level details of implementing the Managed Services part of our proposal.

Upon award and contract execution, SaalexIT will update our agreement in ConnectWise for billing and procure the proper licenses. Once licensed (this takes approximately 24 hours), we will then start the deployment of our RMM tools, consisting of LabTech for monitoring and ScreenConnect for remote control support.



To deploy our RMM Tools, we need to identify one server per site to be the site probe. Generally, domain controllers are ideal for this. We would then install LabTech on each site server and within 24 hours the tools will push to all available domain joined clients. From there, we begin auditing against a known good list of machines and remediate any outliers. We will obtain a current PC list for the audit, or we will use our Network Assessment reports.

Once LabTech is deployed to a workstation, ScreenConnect is immediately available. Windows Updates, System Info and Health and Software baselines are then established. This data will be available for retrieval within 12 to 24 hours. Concurrently with the RMM Tool, we will on-board the SaalexIT Help Desk to take calls and provide remote support.

Next, we will obtain a CSV or Excel formatted list of users and their pertinent contact information from the City of San Fernando. We will import that information into ConnectWise, and then set a Go-Live Date for our Help Desk to start taking calls.

Just before Go-Live, SaalexIT will do the following:

1. Forward the City of San Fernando's support email and setup call forwarding to the SaalexIT Help Desk
2. Distribute SaalexIT Help Desk Stickers with our help desk phone number to users

Once we Go-Live, users will be able to reach out to us using three (3) specific methods:

- Email
- Telephone
- Web Portal @ [[web support website](#)]

Once on-boarded, SaalexIT will grow our functional knowledge of the City's infrastructure and processes in order to improve our support, efficiency and overall documentation.

Table 5 - Phase 2 MSP Onboarding Tasks

Phase 2 Tasks	Duration
Assessment and Service Deployment <ul style="list-style-type: none"> Deploy RMM Agents, LabTech (monitoring) and ScreenConnect (remote control) to site servers Webroot AV (add-on) can be instantly deployed. ESET and others solutions may integrate Allow site servers to push RMM agents to clients for 24 hours Remediate outliers: audit a current PC list from City or use network assessment reports After install, Windows updates, system info/health and software baselines are established, and remote-control tools are available. Data is available for retrieval within 12-24 hours 	1 day to deploy 4 days to audit and remediate outlier workstations
Remote Help Desk On-Boarding <ul style="list-style-type: none"> Obtain full list of users from the City with contact information (.CSV or .XLSX format) Input contacts into ConnectWise (Help Desk Tickets and Billing System) Set up email forwarding & call routing Perform Final Testing and Go-Live, create contact instructions as needed 	1-2 days periodic reviews recommended to keep billing correct

4.7.1 Are additional costs expected?

We provide this onboarding and transition service at **no cost to the City of San Fernando.**



4.7.2 Will tasks be completed on-site?

Initially, nearly all tasks will be completed by our on-site technician. Once the system is optimized and running more smoothly and efficiently, most tasks can be completed remotely. There are two (2) tasks in Phase 1 that could require on-site presence, specifically, the Network Assessment and the recommendations Review Meeting. An on-site presence would be necessary should our probes not detect known machines during our Network Assessment. SaalexIT recommends conducting the Recommendations Review Meeting on-site with the City, but on-line meetings using our Zoom Video teleconference tool could be offered if preferred by the City.

How does new equipment get set up?

If SaalexIT is required to make the purchase, the following steps will be taken:

1. SaalexIT will make the equipment purchase(s) upon receiving approval from the City of San Fernando.
2. If the equipment is a computer, upon receiving the equipment, SaalexIT will install base configurations on-site at the City of San Fernando.
3. SaalexIT will update the equipment information in our documentation system.
4. SaalexIT will perform Quality Control to ensure that the configurations are done correctly. The configuration will be done on-site and the quality check will be performed remotely using SaalexIT's help desk staff.
5. A SaalexIT technician on-site will deploy equipment.

If equipment will be/has been shipped to the City of San Fernando, the following will happen:

1. SaalexIT on-site technician will install the base configuration, update the equipment info, and perform quality control.
2. SaalexIT will install base configurations on-site at the City of San Fernando location.
3. SaalexIT will update the equipment information in our documentation system.
4. SaalexIT will perform Quality Control to ensure that the configurations are done correctly. This quality check will be performed on-site at the City of San Fernando location.



4.8 RELATED EXPERIENCE

See Section 3.1 for a list of clients we have served on similar projects.

Table 6 – Related Experience – Similar Clients

Company/ Agency Name	Role	Period of Performance	Contract Value	Desktop Support	Computer Operations	Network & Systems Support	Communications & Analysis	Extent of Services (# of people used or saved)
Early Learning Coalition of Alachua County (ELCAC)	Prime	06/24/18 – Present	\$	✓	✓	✓	✓	3 Help Desk Technicians, 1 VCTO and 1 Engineer
[Client]	Prime	03/21/16 – Present	\$	✓	✓	✓	✓	5 Help Desk Technicians and 1 VCTO
[Client]	Prime	03/07/13 – Present	\$	✓	✓	✓	✓	1 VCTO, 1 Engineer and 5 Help Desk Technicians

4.9 STANDARD OPERATING PROCEDURES

SaalexIT operates under well-defined SOP that is reviewed annually to make improvements.

SaalexIT follows a streamlined, unified approach to our SOP. All services offered start with a help desk ticket, with tasks carried out by Help Desk Technicians, Network Administrators, Security Technicians and Computer Operators. By requiring everyone that works on the City's systems to put in a ticket, we create informative analytics that not only provide data on systems, but can also report on high-volume users, types of services provided, Service Level Agreements and much more. Our process is as follows:

Once an issue or issues are reported or requested, a ticket is entered in to our ConnectWise Professional Services Automation (PSA) Tool. Every task and level of effort is recorded. We thoroughly document work for the City performed by each technician, project manager and Customer Success Team member. This includes everything from the origin of problem to ticket handling and escalation process, all the way through to the close loop process.

SaalexIT has worked to make securing IT help easy. City personnel can call, email, utilize chat or use our portal to submit a ticket. SaalexIT has a dedicated agent standing by to receive and monitor tickets submitted from the City to ensure proper priority is placed on tickets.

Ticket handling is performed through our PSA with built-in workflows to ensure tickets are handled within the City's defined SLA. Any ticket not handled within that timeframe is immediately elevated to the SaalexIT Management Team, which is responsible for ensuring the proper resources are deployed.

The escalation process is straightforward and designed to ensure SLAs are met. Tickets are defined in one of two categories and assigned designated resolution time.

For projects, resolution times are mutually agreed upon by the City and SaalexIT.

Help desk times are up to 60 minutes for tier 1, up to 90 minutes for tier 2, up to 120 minutes for tier 3 and less than 24 hours for tier 4.



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Close Loop Process — also known as Quality Control process — involves our dedicated Customer Success team, which acts as a liaison between the City and our Internal team. This department acts as the City's business analyst and makes sure the work performed meets the City's requirements.



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5.0 SECTION 5 – PROJECT STAFFING

5.1 KEY TEAM MEMBERS FOR THIS PROJECT

SaalexIT's Deputy Director of Information Technology, Mr. Kevin Kehoe, is the IT Project Manager and primary contact who will be overseeing and supervising IT operations on the City of San Fernando contract. To ensure that SaalexIT fulfills all of the City's requirements and needs, SaalexIT will designate Ms. Lawanna Perry as their Customer Success Manager (CSM).

5.2 PROJECT TEAM ORGANIZATIONAL CHART

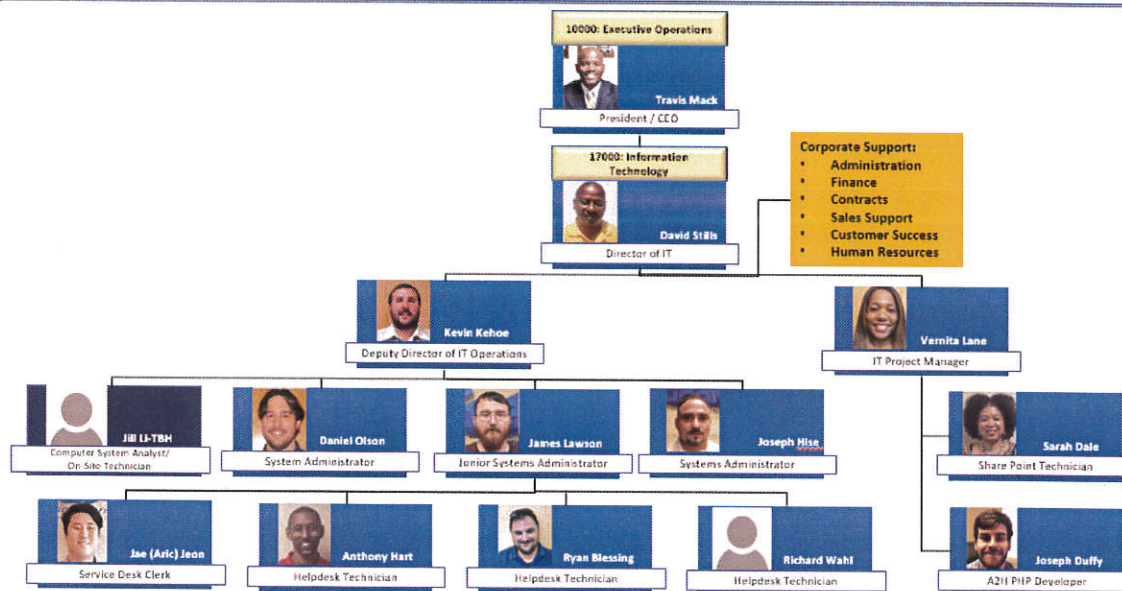


Figure 10 – SaalexIT Project Team Organizational Chart

Saalex Office Location	Name and Title	Function	Years of Experience	Availability
San Fernando, CA	TBD	On-Site Technician	TBD	On-site
Camarillo, CA	Kevin Kehoe, Deputy Director of IT	Project Manager, Security Engineer, Tier 4 Help desk support	18+	On-site and/or remote
	Daniel Olson, System Administrator	Network Engineer, Tier 3 Help desk support	17+	On-site and/or remote
	Joseph Hise Systems Administrator	Tier 3 Help desk support	12+	On-site and/or remote
	Jae Aric Jeon Service Desk Clerk	Tier 1 Help desk support	1+	On-site and/or remote
Rockledge, FL	David Stills, Director of Information Technology	vCTO, Transition Manager, Tier 4 Help desk support	25+	Remote
	James Lawson, Jr. Systems Administrator	Business Analyst, Tier 3 Help desk support	10+	Remote
	Ryan Blessing, Help Desk Technician	Tier 2 Help desk support	15+	Remote
	Anthony Hart, Help Desk Technician	Tier 2 Help desk support	6+	Remote
Ridgecrest, CA	Richard Wahl Help Desk Technician	Tier 2 Help desk support	5+	On-site and/or remote



5.3 PROJECT TEAM RESUMES

5.3.1 Director of Information Technology – David Stills

Role of Engagement: Mr. Stills will be providing overall guidance throughout the life of the contract to the SaalexIT help desk team and the City of San Fernando. He is also the project's Transition Manager. Mr. Stills will provide Tier 4 IT Management Services support.

Educational Background

- Bachelor of Science, Information Technology Management, American Military University, 2010 – 2014
- Associate of Applied Science, Computer Technology, Pikes Peak Community College
- Associate of Arts, Brevard Community College, 2008 – 2009

Professional Certifications

- Member, ToastMasters International, 2013
- Member, Society for Information Managers, 2010

Related Training

- Project Management Training, 2015

Professional Work Experience

Saalex Solutions, Inc., Director of Information Technology, 2015 – Present

Responsible for all aspects of our client's computer network from PC support to networking and servers, troubleshooting, connectivity, remote monitoring and support, installations and field service. Strong hands-on experience managing small and mid-market commercial business clients' IT environment end-to-end. Leverages experience in troubleshooting workstation and networking issues with razor-sharp attention on maintaining clients and providing daily support (both remote and on-site) of our clients' computer networks. Provide clients with premier customer service at all times.

- Architect, design and implement network upgrades or new infrastructure
- Manage documentation and diagramming of server and storage infrastructure
- Design technical solutions to meet business objectives
- Manage various-sized IT infrastructure projects
- Manage and troubleshoot Level 2 and 3 Help Desk support issues

Saalex Information Technology, LLC., Senior System Administrator, 2015 – 2015

Responsible for deploying the release of new technologies for our clients as well as the design, installation, configuration, maintenance and system integration testing performance of PC/server operating systems, related utilities and hardware. Install, maintain and upgrade client computer hardware and software systems supporting client environments; is well versed in IT Solutions hardware and software for enterprise environments.

- Propose and implement system enhancements.
- Recommend, schedule and implement system hardware and/or software upgrades or repairs.
- Troubleshoot server, software and hardware issues.
- Research, evaluate and recommend software and hardware products.
- Support web access and electronic messaging services and maintain a secure systems environment.



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Ron Jon Cape Caribe Resort/HomesbyTowne, a division of Zilber LTD, Regional IT Director, 2003 – 2015

Oversaw IT operations in Florida for Timeshare, commercial / residential real estate, and asset management company with over 200 employees and 50 million dollars in assets.

Provided technical strategy, Tier 3 support, and leadership for 24x7 customer centered IT operation and supervise four departments of diverse and talented teams consisting of Network Operations, Help Desk, Software development and Business Development. Supported business-critical IT initiatives in all areas of enterprise server and network infrastructure, security administration, website and intranet development and customer support.

- Built entire infrastructure to include Windows 2003, 2008 and 2012 servers, Cat5E cabling, firewalls, exchange servers, SQL Servers, Mitel telephone system, switches, routers, wireless networks and wide area networks
- Research, design and implemented VMware migrations for the Florida region. Eight hosts connected to a nimble 10TB SAN with off-site replication.
- Hands-on management of server, telecom and network infrastructure core components to include various Voice over Internet Protocols (VoIP), firewalls, hardware, virtualization, appliances, and server operating systems environments
- Proposed hardware, software, security and analytical tools for business continuity
- Designed and managed infrastructure for a 60-seat call center using Avaya PBX
- Built network for 30 users in three (3) locations. The network required two VMware servers in a cluster to host, VoIP, structure query language, domain controller, print server, and several security appliances; 30 workstations and 15 printers.

PC-Connect Data Systems, Inc., Senior Consultant, 1993 – 2003

Managed client engagements and bottom-line business operations for technology consulting company with a 10-member staff. Leveraged business insight with technical expertise to provide small and mid-sized clients with highly available, user-friendly IT solutions; utilize various accounting software, operating systems (Windows, Mac and Linux), and infrastructure hardware on a variety of platforms to develop, deploy, and troubleshoot new tools, systems, and networks based on the client's needs. Trained and mentored employees; providing guidance in solutions engineering, system administration and technical support, customer service, and business operations.

- Engineered networks for over a 100 small-mid sized business using both Novell and Windows operating systems
- Earned Novell and Microsoft certifications and stay abreast of latest industry technical advancements and trends to deliver cutting-edge solutions that exceed customer expectations
- Took initiative to identify methods for improving processes, technical capabilities, business results, time management and service delivery
- Provided technical support in the form of application and desktop support to all customers

Loral Aerospace, IT Network Manager, 1993 – 1996

Managed all technical support, equipment and services for over 200 customers at 15 sites throughout the country.

- Responsible for administering the Novell network, SQL databases and project infrastructure in accordance with the high demands of the Air Force requirements across a multi-site, multi-tiered platform



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- Developed and maintained database system to track thousands of parts, supplies and maintenance records required to keep the equipment operational
 - Contributed in writing the proposal for increasing technical staff for the project.
 - Facilitated customization of the proprietary database system and convert for other contracts awarded



5.3.2 Deputy Director of IT Operations – Kevin Kehoe

Role of Engagement: Mr. Kehoe is the project's IT Project Manager and will be the primary contact. He will be primarily overseeing and supervising IT operations on the City of San Fernando contract. Mr. Kehoe will provide Tier 4 IT Management Services support.

Educational Background

- EnCase Examination of New Technology File System – Guidance Software, 2012
- EnCase Mac-Linux Examinations – Guidance Software, 2012
- EnCase Advanced Computer Forensics – Guidance Software, 2012
- EnCase EnScript Programming – Guidance Software, 2012
- EnCase Prep Course – Guidance Software, 2012
- Computer Forensics I and II, Guidance Software, 2011
- Forensic Computer Examiner (150-hour course), National University, 2011
- Microsoft: Network Configuration, Moorpark College, Moorpark, CA, 2009
- A+ Coursework, Oxnard College, Oxnard, CA, 2000
- High School Diploma, Hueneme High School, Oxnard, CA, 1999
- CCNA Pilot Course, Hueneme High School, Oxnard, CA, 1999

Professional Certifications

- AccessData Certified Examiner (A.C.E.), 2013
- EnCase Certified, 2012
- Forensic Computer Examiner, 2011
- Microsoft Certified Technology Specialist: Network Configuration, 2009
- Dell Certified Systems Expert, 2005
- A+ Certification, 2000

Related Training

- SEC+ and CISP Studies, 2017
- LabTech Training, 2016
- ConnectWise Training, 2015

Professional Work Experience

Saalex Solutions, Inc., Deputy Director of IT Operations, 2014 – Present

Mr. Kehoe is responsible for West Coast operations, client support, and coordinating the SaalexIT Team to optimally support SaalexIT West and East Coast clients.

- Create methods to regularly meet with clients to review ongoing IT needs and project management
- Create metrics to increase accuracy in time-tracking and resource management
- Increase transparency and accountability with tickets and resource utilization
- Recommend and implement new tools to increase SaalexIT offering and ability to support clients remotely
- Increase SaalexIT team's ability to automatically update, monitor, and secure machines remotely



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- Meet with clients and engineer solutions to modernize their infrastructure from multi-site disaster recovery solutions, migrating email from on premise to Office 365, Office 365 to other hosted solutions, or updating/upgrading on premise servers and applications
- Audit IT security of clients, Payment Card Industry/HIPAA/Sarbanes-Oxley Act/Financial Industry Regulatory Authority-Security and Exchange Commission compliance and remediation; review infrastructure and work with decision-makers to implement modern solutions to increase IT security

Mr. Kehoe is responsible for deploying the release of new technologies for clients as well as the design, installation, configuration, maintenance and system integration testing performance of PC/server operating systems, related utilities and hardware.

- Install, maintain and upgrade client computer hardware and software systems supporting client environments
- Control user access and passwords and maintain secure environments based on industry best practices
- Propose and implement system enhancements to improve reliability and performance, monitor usage and performance.
- Train client IT personnel and internal Saalex staff on system usage
- Troubleshoot server, software and hardware issues
- Assist with recommending, scheduling and implementing system hardware and/or software upgrades or repairs
- Research, evaluate and recommend software and hardware products and be the in-house subject matter expert on industry-leading software and hardware solutions
- Support web access and messaging services and maintain a secure systems environment

Sage Network, Inc., Tech III/Project Manager, 2013 – 2014

Mr. Kehoe developed and implemented a methodology to maintain network/server documentation per client, separating and securing that knowledge from our General IT Knowledgebase. He developed methods to create a more transparent communication and time management model. He prioritized incoming issues from over 300 clients, from minor support to critical outages; communicating ever-moving and changing timelines to the Sage team and clients.

Mr. Kehoe managed and executed deployment and migration projects for the following:

- Microsoft Domain Controllers, File Servers, SQL 2005/08, Exchange 2003/07/10/13, Outlook Anywhere and ActiveSync support
- Deploy and maintain backup solutions and disaster recovery virtual machine platforms (e.g., Shadow Protect, Acronis, Backup Exec, Datto)
- Configure, image, and deploy Windows devices
- Troubleshoot or configure applications for Macs, PCs, iPhone/iPad, Android, and Windows Phones

He performed troubleshooting/repair/data recovery on enterprise level servers to workstations. He also performed office network evaluations, moves, network build-outs, VoIP troubleshooting and implementation.

Mr. Kehoe managed or assisted in managing Windows Server upgrade projects. Occasionally, this involved Linux file server migration to Active Directory/File Sharing. He managed and assisted in execution of multiple PC Refresh projects for both Mac and Windows machines in Active Directory.



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Mr. Kehoe performed Windows Network and Server Troubleshooting, migrations and new builds for over 300 clients. This includes Active Directory, Internet Information Services, structured query language, install database upgrades, Exchange and WAN/LAN domain name service administration. He performed SonicWall and Cisco router configuration and general network troubleshooting. Mr. Kehoe, performed physical network troubleshooting and buildup, rack builds, building WAN/LAN wiring, physical installation and buildup of servers, switches, and routing equipment. He assisted with Help Desk tasks when escalated.

eLitigation Solutions, Inc., Forensic Technician, 2011 – 2013

Mr. Kehoe established a Forensic Department to enable eLit to obtain new clients. He established more transparent lines of communication between office stakeholders, IT Management, and Executive Staff. He assessed eLit's IT spending and recommended changes in manpower and IT solutions to cut the overall budget by one-third. Coordinated with vendor to cut IT labor costs by 50 percent per month. He created Visio documents, budgets, and asset lists to help organize eLit's IT infrastructure.

Mr. Kehoe reserved Smartphones/Tablets along with Windows and Mac computers and various cloud-based data; Google, DropBox, SharePoint, other online email sources. He is familiar with GREP and search for various email Outlook (Mac/PC), Lotus Notes, RAW (msg, eml), IM/Skype logs, Smartphone backups, and create custom EnCase Conditions. He advised clients on PGP, Bitlocker, FileVault 1-2, and Full/Partial Disk Encryption protocols; engage with client IT groups to circumvent deployed encryption schemes. He managed/coordinated large projects for eLit's datacenter, housing over 250TB of storage, 40+ physical servers, and 40+ virtual machines.



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5.3.3 Systems Administrator – Daniel Olson

Role of Engagement: Mr. Olson will provide Tier 3 IT Management Services support.

Educational Background

- Associates Degree in Computer Networking Systems Engineering, Moorpark College, Moorpark, CA, 2005
- High School Diploma, Royal High School, Simi Valley, CA, 1999

Professional Certifications

- Datto Certified Advanced Technician (DCAT), 2015
- WatchGuard Professional, 2014 – 2015
- Microsoft MCP (Server 2008 Network Infrastructure), 2009
- CompTIA A+ Certified, 2008
- Cisco Certified Network Associate, 2002 – 2006

Related Training

- | | |
|-----------------------------------|------------------------------------|
| • Cisco Routers/Switches | • Windows XP/7/8/10 |
| • SonicWall Routers | • Internet Explorer/Firefox/Chrome |
| • WatchGuard Routers | • Microsoft Office |
| • Active Directory | • Office 365 |
| • Exchange 2003 – 2013 | • AppRiver |
| • Windows Server 2003 – 2012 | • GoToAssist/LogMeIn/Remote Access |
| • Labtech | • Group Policy |
| • DNS/DHCP | • Datto |
| • Symantec Backup Exec | • ConnectWise |
| • Symantec Endpoint | • Webroot |
| • PowerShell Scripting (Exchange) | |

Professional Work Experience

Saalex Solutions, Inc., Systems Administrator, 2014 – Present

Mr. Olson provides remote support via Labtech/ScreenConnect and LogMeIn/Continuum. He researches, evaluates and recommends software and hardware products and is the in-house subject matter expert on industry-leading software and hardware solutions. He assists with recommending, scheduling and implementing system hardware and/or software upgrades or repairs. He implements system enhancements to improve reliability and performance. Performs server administration for the following:

- Applications
- Domain controllers
- Exchange servers

Mr. Olson performs troubleshooting for server, and software and hardware issues, for various programs including the following:

- Microsoft Office



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- Webroot
- AppRiver
- Windows
- Datto backup system

Mr. Olson is responsible for deploying new technologies for clients as well as the design, installation, configuration, maintenance and system integration testing performance of PC/server operating systems, related utilities and hardware. He installs, maintains and upgrades client computer hardware and software systems supporting client environments.

Additionally, performs the following:

- Trains client IT personnel and internal Saalex staff on system usage
- Controls user access and passwords and maintains secure environments based on industry best practices
- Monitors usage and performance
- Supports web access and messaging services and maintains a secure systems environment

Sage Network, Inc., Help Desk Support Tech 2/Lead Tech, 2008 – 2014

- Remote and on-site support of servers, workstations and network equipment
- Management and monitoring of backup systems – backup exec and a cloud-based system
- Trained new techs on troubleshooting/tools
- Active directory/Exchange user creation and configuration
- Share/New Technology File System (NTFS) management
- Cisco/SonicWall/other router configuration
- Office 365 exchange account setup/configuration
- AppRiver account setup/configuration
- Windows/application troubleshooting
- Workstation setup/deployment
- Network cabling/termination
- Virus removing/troubleshooting
- Printing/scanning configuration
- Backup maintenance/monitoring
- SonicWall and Cisco VPN configuration

Moorpark College, Help Desk Technician, 2004 – 2007

- Worked as the Computer Help Desk Technician at the Open Access Lab.

Northridge Hospital Medical Center, Intern/Support Technician, 2001 – 2002

- Desktop support
- Access database creation, Office and other application troubleshooting



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5.3.4 Systems Administrator – Joseph Hise

Role of Engagement: Mr. Hise will provide Tier 3 IT Management Services support.

Educational Background

- Bachelor's Degree in Economics from the School of Business, California State University Northridge, 1990 – 1995

Professional Certifications

- Microsoft Certified Systems Engineer (MCSE), 2000

Related Training

- OS: CentOS 4.x, 5.x, 6.x, 7.x, Redhat RHEL 4.x - 7.x Windows NT; Windows Server 2000; Windows Server 2003; Windows Server 2008; Windows Server 2012, Ubuntu 14.x -16.x, Fedora etc.
- Infrastructure Service: Active Directory, RADIUS, Bind DNS, Plesk, CPanel, Red Hat Satellite Server, Microsoft SCOM, MOM, Nagios; SiteScope; OwnCloud; Next Cloud
- Virtualization: VMware vSphere; VirtualCenter, ESX 4.0; ESXi 4.1, ESX 5x, ESX 6x. Amazon Web Services (AWS); S3 etc.
- Applications: Apache / LAMP; IIS; Postfix; Qmail; Apache 2.0; MySQL 3.x — 5.x; etc.
- Protocol Technologies: TCP, IP, UDP; DNS; DHCP; ICMP; SMTP; CIFS, NFS; HTTP, HTTPS; SSH; IMAP; POP3; SFTP; FTPS; etc.
- Hardware: Dell Blade Servers; IBM Blade Servers; CISCO UCS Blade Servers; etc.
- Additional Exposures: NetApp Filers (Hardware & Cluster), SnapMirror, snapshot, CIFS and NFS sharing; VMWare ESX; IBM GPFS; F5 BigIP Load Balancers; NetScaler Load Balancers; PFSense Proxy / Firewall / Load balancer. Etc.
- Development Proficiencies: HTML, CSS, PHP, MYSQL, javascript, BASH scripting.

Related Professional Job Experience

Saalex Solutions, Inc., Systems Administrator, 2018 – Present

- Installs, configures and monitors patches, firmware, drivers, antivirus, mobile devices and utility software
- Researches and recommends network and data communications hardware and software
- Researches and maintains Active Directory, Group Policies, DNS, DDNS, and DHCP services
- Provides support for Tier 1 through Tier 3 help desk requests
- Maintains communication equipment and software (including Wi-Fi routers and Access Points)
- Interacts with management and employees to accurately assess hardware, software and server needs and provides recommendation options and implements solutions
- Installs, configures, and supports multiple organizations' WAN/LAN, and internet-based cloud segments or on-premises hybrid solutions. This includes Monitoring networks, Security websites, and ensuring availability of all system users and perform necessary maintenance to support availability
- Provides training to users on general usage of PCs and software applications
- Tier 3 IT Support for over 40 companies. Responsible for engineering out solutions and fulfilling technical projects.



Digital Overture, Senior Systems Administrator / Manager, Simi Valley, CA 2012 – 2018

- Solely responsible for the design and management of all IT operations and infrastructure, including network, security, Proxy/Firewall, stand-alone servers, virtualized environment, cloud storage, and AWS integration for a design, stage, and production environment
- Design and implementation of company's VMware vSphere and ESX environments. ESX 5x, ESX 6x. etc. Maintain and operate VMware infrastructure for business systems as well as customer forward-facing web services.
- Build and maintenance of personalized Cloud Services using open source Own Cloud and Next Cloud with federation integration into Dropbox and Google Drive
- Configuration and Management for customer administration using CPANEL Web Host Manager (WHM), Plesk Onyx and other administrative services
- Customized bash scripting to maintain live-site replication to a standby hosting services using RSYNC. Custom VMWare scripting and use of GhettoVCB for off-site backups and recovery.
- Design and Setup Linux, Apache, MySQL, PHP (LAMP) websites specific to developer and customer standards
- Custom IIS builds and configurations for deployed .Net applications
- Design and setup of payment processing and open source shopping carts including OpenCart and Woo Commerce
- Design and implementation of AWS services for individual company website hosting and backend services
- Managed email services including QMail, SquirrelMail, Atmail, Horde, Spamdyke with customer support
- Open source PFsense Load balancing/Proxy/Firewall services
- Support of website applications with knowledge of HTML, CSS, PHP, MySQL, JavaScript, etc.

TASER International (Axon), Senior Systems Administrator, Los Angeles & Carpinteria, CA 2009 – 2012

- Design and buildout of a VMware vSphere environment running on Cisco UCS platform. Maintained over 250 virtualized Windows and Linux servers with a variety of services, including forward-facing web site services. Designed and built original Evidence.com data center at an Equinix facility with team of four, including environmental, network devices, Cisco UCS servers, load balancing, IBM GPFS Storage, and server builds for all necessary services used for Taser websites and Evidenc.com.
- Design and maintenance of custom video streaming services using FFMPEG multimedia framework to display secure video streams to law enforcement for evidence requirements. Online proprietary Linux service consisting of a platform for a content management system, which also ingests on-officer video content over secured internet connections.
- Design Network and Policy services on Active Directory servers, RADIUS authentication integrated with Juniper networking environment. Design and maintenance of other Linux infrastructure services such as Memcache, Apache Server, and Red Hat Satellite Server for patch and asset management.
- Maintain company website software releases to QA, staging and production environments.
- Design and implement strict security requirements using CentOS to comply with the NSA's guide for securing RHEL servers using Red Hat Enterprise Linux.
- Build and migration of selective website applications, including Apache, IIS, S3 Storage, Database and other services to AWS.



- Design and configuration for a customized version of infrastructure and web services to host evidence.com for the country of New Zealand to deploy to their country-wide police department.

Realtor.com (Move.com), Enterprise Architect/Director of IT Operations, Westlake Village, 2000 – 2009

- Senior Systems Administrator for company websites including Realtor.com, Move.com, Homebuilder.com, WelcomeWagon.com, and others. Operational support for backend services utilizing IIS, Apache, Microsoft Back Office, Microsoft Exchange, SharePoint, Microsoft SQL, PeopleSoft, and a variety of Internal Business Systems. Team lead with direct oversight and administration of over 450 Windows Servers, 135 Linux Servers, and 120 infrastructure servers. Achieved 99.999% uptime in a non-single point of failure environment.
- VMWare ESX servers using a variety of technologies. Trained other Administrators on the creation, deployment, migration and VMotion of virtual machines to different physical ESX servers. Wrote server build and OS build documentation and guidelines for DC Operations staff.
- As an Enterprise Architect responsible for a new design and build out of a data center in Phoenix, including electrical, HVAC, network, DC layout, server and hardware purchases and site migration plans. Migration of all websites and services. Managed traffic migration to the new data center using NetScalers implementation of Global Server Load Balancing.
- Software deployment, monitoring services using Microsoft Operation Manager, Nagios, SiteScope and Dell Open Manage. Provided patch management.
- Reduced QA physical hardware footprint by 30:1 using VMware ESX server, resulting in significant savings in electricity and physical server support costs per month. Replaced 140+ low-end Dell servers with 12 Dell 6650's.
- Integrated several pairs of HA NetScaler load balancers pushing 600mbit/s, utilizing features such as Mac-based forwarding, global server load balancing, TCP-offloading and Content Redirection. Implementation of NetScalers from 6.0 to 6.1 with zero downtime, and subsequently upgraded to 7.x and 9.x.
- Design, implementation and training of backup strategy and enterprise -wide roll out of Veritas NetBackup retention and archiving.
- Managed Netapp Cluster serving millions of real estate property pictures and virtual tours. NetApp filers (760s, 840s) to Qtrees on a FAS960 filer; led to ease of data replication to the new data center using SnapMirror.



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5.3.5 Help Desk Supervisor – James Lawson

Role of Engagement: Mr. Lawson will provide Tier 3 IT Management Services support.

Educational Background

- Network Infrastructure, Eastern Florida State College, Cocoa, FL, 2017 – 2017
- CCENT 100-105 ICND1 – Certificate, Cisco Networking Academy, Online, 2017 – 2017
- Oracle Certified Database Administrator, Eastern Florida State College, Cocoa, FL, 2015 – 2017
- Associates in Database Administration, Computer Information Technology, Eastern Florida State College, Cocoa, FL, 2015 – 2017
- 49 semester hours toward Criminal Justice and Principles of Electronics Degree, Community College of the Air Force, Maxwell Airforce Base, AL, 2006 – 2014

Professional Certifications

- CompTIA A+ Certified (COMP001020941853), 2015

Related Training

- Trained in Cisco, Watchguard, Barracuda, Sonicwall, PL/SQL, Powershell, MS Access, MS Power BI, VB, VBA, JAVA, Extensible Markup Language, HTML, Python, C++, Open Mesh, WireShark, VSphere, Hyper-V, Cloud Hosted VM
- Proficient with Office 2003-2016, Windows Server 2003-2016, Windows XP – 10, Active Directory, Outlook Web Access, Exchange, VPN, Remote Desktop Protocol, Routing and Remote Access, Managed Layer 3 Switches, VoIP, MS SQL and Analog PBX Systems
- Tier I, II, III Help Desk Technician for MSP
- Knowledgeable in ConnectWise Automate\ Manage\ Control, Labtech, ScreenConnect, LogMeIn, WebEx, ZOOM, SharePoint, ITBoost, Veeam, Datto, Acronis, and Dahua IP Camera Systems

Professional Work Experience

Saalex Solutions, Inc., Help Desk Supervisor / Help Desk Technician, Rockledge, FL, 2016 – Present

- Completed +4000 Trouble Tickets for Clients, providing high potential for profits by ensuring resource availability
- Trained and supported 11 Tier III Technicians, decreasing the volume of escalated tickets
- Built, implemented and maintained multiple fixes for legacy software, minimizing downtime for clients
- Recognized and executed a rapid solution for stopping and recovering from Ransomware Attacks
- Revamped the monitoring of RMM software, increasing accuracy of positive results and decreasing false alerting
- Developed an application to automate and streamline New Hire process, decreasing onboarding time by 85%

Eastern Florida State College, Help Desk Internship, Cocoa, FL, 2015 – 2017

- 17-week internship at Saalex Information Technology, Rockledge, FL
- Received letter of recommendation for extraordinary IT capability and professionalism
- Resolved between 10 and 40 Help Desk tickets daily
- 3.9 GPA in all IT related classes; held in high regard by all involved professors



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90 MMXS, Maintenance Supervisor, F.E. Warren AFB, WY, 2013 – 2014

- Supervised maintenance actions of 21 personnel on \$30M of U.S. Air Force communications assets. Evaluated/wrote maintenance efficiency reports for 21 technicians; verified quality of work. Performed effective maintenance work order scheduling/planning; +1000 work orders processed.

90 MMXS, Maintenance Task Leader, F.E. Warren AFB, WY 2012 – 2013

- Led four-person team troubleshooting and repairing communication equipment; cleared 400 work orders per year. Performed on-the-job training for 19 new technicians, which resulted in additional qualified Team Leaders.
- Shop IT Manager responsible for the management and operation of \$1.2M worth of assets.

90 MMXS, Maintenance Master Technician, F.E. Warren AFB, WY 2010 – 2012

- Performed maintenance corrective actions, ensuring minimal down time in communications systems. Uniquely trained in ESD compliance for electronic system circuit tracing and repairs. Used multimeters, oscilloscopes, signal generators, time-domain reflectometer, UHF-EHF-VLF\LF testing trained.

99 SFS, Security Forces Journeyman Craftsman, Nellis AFB, NV 2006 – 2010

- Law enforcement officer, dispatcher, emergency response coordinator. Deployed Operations Quick Reaction Force lead driver for 200 kilometer area of responsibility. Response Force Team Member and Leader for a Protection Level 1 weapon storage facility.



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5.3.6 Help Desk Technician – James “Ryan” Blessing

Role of Engagement: Mr. Blessing will provide Tier 2 IT Management Services support.

Educational Background

- Information Technology Academy, Indian River State College, 2008 – Present
- High School Diploma, Sebastian River High School, Sebastian, FL, Information Technology Academy, 1999 – 2003

Professional Certifications

- Digium Switchvox Support Engineer, 2018
- Datto Tech I & II, 2017
- A+ Computer Certification, 2003
- Cisco Networking Certification, 2003

Related Training

- Axis Cameras Bootcamp, 2015

Related Professional Job Experience

Saalex Information Technology, Surveillance Engineer/IT Help Desk, 2015 - Present

- Tier 2 help desk technician providing software, hardware, client/server and networking technical support to non-technical personnel within and outside the corporation
- Managed call flow and responded to technical support needs of customers
- Trained and lead interns and new team members starting out as Tier 0 & 1 technicians in company SOP compliance
- Conducted site surveys for surveillance systems and IT networks, then designed and implemented a custom solution specific to the client's needs
- Adminstrated and provided Tier 2 & 3 support as the team leader for the third shift
- Experience with Microsoft Exchange, Active Directory, Azure, SQL, Server 2003, 2008(R2), 2012(R2), 2016 operating systems and administration
- VMware/Hyper-V Administrator - Responsible for all aspects of maintaining, updating, and creating VM in the VMware environment
- Administrator for VoIP cloud PBX system with 160+ endpoints, IVR design and implementation
- Provided break/fix model repairs for analog and IP surveillance camera systems
- Engineered and built networks specifically for surveillance systems from the ground up, tailored to client needs, budgets and expectations
- Diagnosed surveillance systems and repaired various issues on Linux and Windows systems
- Oversaw and administrated data backups for clientele and corporate levels, utilizing different backup software like Datto, Veeam, Symantec, Mozy, Carbonite, Acronis, and more



5.3.7 Help Desk Technician – Anthony Hart

Role of Engagement: Mr. Hart will provide Tier 2 IT Management Services support.

Educational Background

- A.A. Information Technology, Keiser University, Melbourne, FL 2012 – 2014
- B.A.S. Network Systems, Melbourne, FL, 2016 – Current

Professional Certifications

- CompTIA A+ Certified, 2017

Related Training

- Proficient with Windows 7, Windows 10, MS Word, PowerPoint and Excel
- Familiar with Screen Connect, Labtech, TeamViewer, Windows Remote Desktop
- Experienced with creating SOP documents

Related Professional Job Experience

Saalex Solutions, Inc, Help Desk Technician, Rockledge, FL 2017 – Present

- Install and set up new workstations and components, creating new user in Active Directory, as well as setup new user profiles for clients
- Install Server and reconfigure RAID
- Effectively troubleshoot and solve numerous issue with MS Office applications
- Install, set up and maintain client's wireless networks
- Troubleshoot and resolve printer problems
- Remotely provides excellent service to over 800 endpoints, across over 30 different infrastructures
- Setup, troubleshoot and repair client VPNs

Radial, Inc, Technical Support Specialist, Melbourne FL, 2017 – 2017

- Fielded Tier customer service calls supporting Arris's home networking equipment
- Factory reset equipment using various trouble shooting steps to resolve customer's issue

Saalex Solutions, Inc., Intern, Rockledge FL, 2017 – 2017

- Terminated and ran cat5 and cat6 patch cables, interconnecting multiple components while utilizing cable management
- Performed daily backup checks, utilizing various backup software amongst multiple clients.
- Worked with customers to upgrade current internet and phone services
- Analyzed, categorized, and prioritized service tickets for technicians to review and complete

US Navy, Fire Controlman, Jacksonville, FL, 2000 – 2004

- Radar and gunfire control systems technician for the MK86 Weapons system
- Harpoon Missile technician



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5.3.8 Service Desk Clerk – Jae “Aric” Jeon

Role of Engagement: Mr. Jeon will provide Tier 1 IT Management Services support.

Educational Background

- Bachelor of Science, Biomedical Engineering, University of California Riverside, 2010 – 2017

Professional Certifications

- CompTIA A Plus Cert Prep 220 901 and 220 902
- Innovative Customer Service Techniques
- Learning PC Maintenance and Performance
- Troubleshooting Common PC Issues for Users
- Windows 10: Administration
- Windows 10: Manage and Maintain Windows 10

Related Training

- Windows 10 Administration
- C++, C#
- Unity
- Unreal Engine

Related Professional Job Experience

Saalex Solutions, Inc., Service Desk Clerk, 2018 – Present

Responsible for attaining maximum utilization of internal and field technical resources through daily dispatch of service requests.

- Acts as the single point of contact to the customer for all types of service requests
- Coordinates all IT support groups to ensure maximum utilization of billable resources
- Pre-processes service requests as they arrive through email, manual entry or direct customer input
- Schedules internal and field technical resources on the dispatch portal
- Monitors resources schedules to ensure prompt time entry on service requests
- Communicates with customers as required: keeps them informed of incident progress, notifies them of impending changes or agreed outages
- Provides fast turnaround of customer requests
- Improves usage and increases productivity of IT support resources
- Escalates service requests that cannot be scheduled within agreed service levels
- Reports the utilization of IT support resources and successful completion of service requests to the IT Director and Managed Services
- Responsible for entering time and expenses as it occurs
- Enters all work as service tickets into Help Desk Ticketing System
- Responsible for ordering hardware and software for customers and processes said items upon receipt
- Provides some help desk functions as required including talking to vendors, hardware and software installation



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6.0 SECTION 6 – PROPOSED INNOVATIONS

6.1 INNOVATIONS OFFERED AT NO COST TO THE CITY

6.1.1 30-Day Transition Plan with Customer Success Team



At no cost, SaalexIT will work closely with the City staff and the outgoing IT vendor to ensure continuity and a thorough and transparent transfer of knowledge and information during the transition stages. Ideally, the existing on-site Technician (Jill Li) would be retained to ensure an optimal knowledge share of existing user and environment support issues. However, should the City desire to have a replacement on-site Technician, SaalexIT has a Mid-level Technician who can be on-site for the equivalent 40 hours per week, plus provide on call 24/7 staff to support Law Enforcement after hours. SaalexIT also provides a dedicated Customer Success Team member to support day-to-day operational or business needs and will be the City's designated contact for on-boarding and implementation. Our Success Team is directly responsible for the City's service satisfaction and fulfillment of service and SLAs.

6.1.2 Cybersecurity Focus-SIEM/SOC



SaalexIT, as an optional (free) enhancement, will provide Security Incident and Event Management (SIEM) logging and Security Operations Center (SOC) monitoring 24x7x365 of the City's critical data and infrastructure for three (3) months free of charge. We recommend monitoring your most critical infrastructure with this enhancement, to audit known weaknesses against unforeseen risks and to start a list of most threatening issues to remediate first. This software backed by a powerful USA-based SOC team will provide your leadership team with immediate notification, escalation and remediation by the SaalexIT Network Operations Center (NOC) of any breach or security incident. Our Artificial Intelligence engine monitors your network — servers, firewalls, end points, etc. — and will find any active and/or ongoing cyber breaches that firewalls and other security devices cannot detect. The City may opt-into this service after the initial 90-day trial period at our preferred State & Federal Government pricing.

6.1.3 Architecture/Infrastructure Analysis and Optimization



During the initial 90 days, Kevin Kehoe, SaalexIT Solutions Architect and Deputy Director of IT, will conduct a thorough review of all infrastructure hardware, software, applications, backups, security and compliance issues, retention and recovery time objective (RTO) goals, including interviews of key stakeholders to understand business pain points and strategic goals and objectives of the leadership team. This will enable the SaalexIT Team to deliver a budget-driven Strategic Technology roadmap, enabling:

- Remediation of any mission-critical issues that are ongoing with the existing contract or identified during our initial network assessment
- Stabilization of any ongoing networking issues or new issues identified during the initial network assessment
- A prioritized Technology Roadmap for all technology optimization/upgrade projects and set time framed parameters of when they will be implemented and finished

The ultimate goal of the Strategic Technology roadmap is to guide the City toward an overall reduction in the number of service requests and network/workstation issues, ultimately freeing up resources to focus on larger goals that will improve the overall IT experience for users within the city and the public at large while simultaneously lowering IT expenditures.



6.1.4 On-site Technician Help Desk Support



SaalexIT will optimize the City's Service Desk and on-site IT Support experience by streamlining existing processes and backing up the on-site Tech with the support of our 24x7x365 Help Desk and CRM System. Once the initial 90-day on-boarding is complete and critical infrastructure issues are remediated and stabilized, the on-site Tech should have more time to help with execution on forward-looking technology projects with the support of our Solutions Architect. SaalexIT can also support holiday and after-hours needs with the scale and ability to bring in any resources from our Southern California offices in Camarillo, Ridgecrest or Temecula to back up and assist with projects.

6.1.5 Data Analytics/Predictive Analytics



SaalexIT will offer our in-house data analytics capability at no cost to the City of San Fernando. SaalexIT is responsible for maintaining and contributing to numerous Government databases across several Department of Defense (DoD) contracts, giving us access to key information that often is not used to its fullest potential. We employ a predictive analytics capability to garner a greater return on the Government's investment (ROI) in collecting this data. Using our in-house SAP Analytics Cloud toolset, SaalexIT data analysts can develop customized reports, performance dashboards and sensitivity analysis tools, which include ROI calculations aimed at providing our customers data-driven insights so they can make data-driven decisions.

Offered at no cost to the City, this analytics service allows the City to adjust its IT business plans and priorities over lifecycles to optimize efficiency and fine-tune requirements for future contracting and investment. After coordination with the City stakeholders, SaalexIT can deliver quarterly reports based on the data sets available.

6.2 INNOVATIONS OFFERED AT ADDITIONAL COSTS

6.2.1 Virtual Chief Technology Officer



SaalexIT can provide, at an extra expense, the services of a Virtual Chief Technology Officer (VCTO) to ensure the City of San Fernando's IT infrastructure is effectively aligned with the technology needs of City administrators, staff and the public at large. SaalexIT will ensure that the City's IT assets are managed in a manner that is both efficient and responsive to the City's budgetary constraints. SaalexIT can provide VCTO services to define any procedure, policy or documentation processes needed to set up records for the City's hardware and software assets, operational documentation for Operations and Network Groups, and for preparing and maintaining a Disruption Plan. SaalexIT will make security of the City's IT infrastructure a priority, identifying and resolving any existing vulnerabilities while preparing for new threats as they evolve. A thorough examination of existing digital services, as well as legacy analog services, will allow SaalexIT to identify manual processes that can be automated to improve staff and administrative efficiencies as they align with the City of San Fernando's mission. SaalexIT will prepare the City for the next generation of IT growth, ensuring that the City follows best practices based upon the Information Technology Service Management (ITSM) business model. SaalexIT will provide the professional experience and necessary skillsets to identify any shortcomings within the City's IT environment.

SaalexIT will be creating a license/subscription audit, and a lifecycle projection and assessment plan to assist with the financial planning of any needed changes for the City. This will result in SaalexIT delivering the next generation of investments that are necessary to keep costs predictable and to a minimum without sacrificing security, compliance or stability.



7.0 SECTION 7 – COSTS SHEET AND RATES

7.1 PROPOSED COSTS TO PROVIDE THE SERVICES DESIRED

SaalexIT is pleased to offer a price of \$9,600/mo. fixed for the requested services (\$115,200 for one [1] year), plus an hourly rate for specific services that are not included in our MSP package price as per our Cost Proposal. The following tables below lists our prices and the services included in our MSP package. Our price for four (4) additional one-year options is \$118,100, \$121,000, \$124,000, and \$127,100 respectively (2.5% escalation/year).

Table 7 – Fixed Fee MSP Services to the City of San Fernando

Fixed-Fee Service	Year 1	Year 2	Year 3	Year 4	Year 5
Per Month	\$9,600.00/mo	\$9,841.67/mo	\$10,083.33/mo	\$10,330.33/mo	\$10,591.67/mo
Per Year	\$115,200/yr	\$118,100/yr	\$121,000/yr	\$124,000/yr	\$127,100/yr

Fees assume the following:

1. The City will provide an enclosed, secure office for the SaalexIT technician when on-site services are required.
2. A SaalexIT technician will be available on-site as needed; however, our team of experts will resolve issues when they can be fixed remotely.
3. Fixed-fee covers all services checked off in **Table 8** of the SaalexIT proposal as In-Scope Work/Included.
4. Fees do not include the cost of any hardware or software requirements.
5. Fee increases are about 2.5% per year for cost of living adjustments.

Table 8 – IT Services included in the MSP package for the City of San Fernando

Scope	IT Service	Included in MSP package	Additional Cost
	7:30 a.m. to 5:30 p.m. Help Desk Service	✓	
	After Hours Emergency Support (including 24/7 Police Department support)		✓
	No-Cost Innovations (identified in Section 6)	✓	
	Additional Cost Innovations (identified in Section 6)		✓
	Out of Scope Projects		✓
	Transportation/Travel		✓
Desktop Support			
C:DS1	Desktop Support Technicians will provide desktop support for all problems and project calls to diagnose, upgrade, install, fix, adjust, and general problem resolution during the hours of 7:30 a.m. to 5:30 p.m., Monday through Friday.	✓	
C:DS2	Desktop Support Technicians will respond (call acknowledging assignment of call) to	✓	



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Scope	IT Service	Included in MSP package	Additional Cost
	Client/Caller, resolution/diagnosis according to prioritization.		
C:DS3	Desktop Support Technician will make appointment with Client/Caller to address the Client/Caller support needs at a mutually agreed upon time.	✓	
C:DS4	Desktop Support Technician will call Client/Caller if appointment cannot be kept or will be delayed.	✓	
C:DS5	Client/Caller will be apprised of problem status during the entire problem resolution cycle in a timely manner by the end of the activity service day.	✓	
C:DS6	Desktop Support Technicians will give Client opportunity to test system while they are present once problem is resolved, if at all possible. For long-term problems, Client to be notified weekly of progress until resolved/closed.	✓	
C:DS7	Desktop Support Technicians will document all actions taken on each call into the tracking system before they leave for the day, on the day that the activity took place whether the call is complete or not.	✓	
C:DS8	Contract staff to provide their own transportation between City sites during their support activities.	✓	
Computer Operations			
C:CO1	Review of all process logs for normal execution and performance.	✓	
C:CO2	Preparation of reports and outputs for distribution on next regular work day.	✓	
C:CO3	Review of security logs and for unusual activity.	✓	
C:CO4	Performing backups, backup rotations and restores of all systems, servers, network equipment.	✓	
C:CO5	Maintaining filing, organizing, storing, status reporting on all operation and network activity records and reports.	✓	
C:CO6	Monitoring and reporting status of servers (disk allocations, etc.).	✓	
C:CO7	Monitoring and reporting on status of network.	✓	
C:CO8	Logging activity event entries into Operations Activity Log.	✓	
C:CO Part 2	Additional computer operations duties include:		
C:CO1	Cleaning and organizing Computer Room.	✓	



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Scope	IT Service	Included in MSP package	Additional Cost
C:CO2	Checking on versions of software that require updates.	✓	
C:CO3	Maintaining process and operational documentation for Operations and Network Groups.	✓	
C:CO4	Maintaining inventory of supplies.	✓	
C:CO5	Keeping and maintaining records on hardware assets: PCs, servers, network equipment, etc., including acquisition date, warranty date, maintenance agreement location, maintenance and repair contact number.	✓	
C:CO6	Keeping and maintaining records on software assets: PCs, servers, databases, applications, OS, etc., including acquisition date, warranty date, maintenance agreement location, maintenance and repair contact number.	✓	
C:CO7	Preparing and maintaining a Disruption Plan.	✓	
Network and Systems Support			
C:NSS1	Staff understands that the network is defined to include all City switches, hubs, routers, bridges, repeaters, firewalls, servers, etc.	✓	
C:NSS2	Staff understands that maintenance and installation of network cabling outside of the computer room is NOT part of this proposal.		✓
C:NSS3	Network and network device performance monitoring, diagnostics and tuning.	✓	
C:NSS4	Network and network device configuration and version updates to keep within two versions of current.	✓	
C:NSS5	Network and network device configuration management and record keeping.	✓	
C:NSS6	Network, network device and server capacity monitoring and planning.	✓	
C:NSS7	Network, network device and systems security administration and record keeping consistent with City policies.	✓	
C:NSS8	Firewall monitoring for intrusion attempts, attacks, viruses, etc.	✓	
C:NSS9	Firewall configuration.	✓	
C:NSS9	Firewall version updates.	✓	
C:NSS10	Server OS configuration and version updates to keep within two versions of current.	✓	
C:NSS11	Network intrusion and Virus software management (keeping current updates and versions).	✓	



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Scope	IT Service	Included in MSP package	Additional Cost
C:NSS12	Coordination and cooperation with other City service providers.	✓	

7.2 COSTS FOR EXTRA AFTER-HOURS SERVICES AND ADDITIONAL OPTIONS

The below items list our prices for the services not included in our MSP package.

Table 9 – After Hours Services/Additional Options

IT Services	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Emergency Hour(s) Service	\$95/hr	\$98/hr	\$101/hr	\$104/hr	\$106/hr	\$110/hr
Out-of-Scope Projects (e.g. Additional Cost Innovations)	\$75/hr	\$77/hr	\$79/hr	\$81/hr	\$83/hr	\$85/hr
Transportation/Travel	No charge to City	No charge to City	No charge to City	No charge to City	No charge to City	No charge to City
Out-of-Scope requiring CIO	\$125/hr	\$128.12/hr	\$132.32/hr	\$134.60/hr	\$138/hr	\$141.45/hr



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8.0 SIGNED RFP ADDENDUM NUMBER 1

January 23, 2019

RFP TITLE

Information Technology Management Services

ADDENDUM NO. 1

Please note the following changes and clarifications to the RFP provided for the above-indicated project:

The optional job walk originally scheduled for Thursday, January 24, 2019 @ 2:00 pm is hereby rescheduled to **Thursday, January 31, 2019 at 10:00 am**. Those interested in attending the job walk shall meet in the lobby at San Fernando City Hall, located at 117 Macneil Street, San Fernando, CA 91340.

To maintain security, job walk attendees will be required to sign-in and provide a valid picture ID (e.g. Driver's license or passport).

Attendance at the job walk is optional and is not a prerequisite for submitting a proposal.

Regards,

Nick Kimball
Deputy City Manager/Director of Finance

It is required that all Proposers attach a signed and dated copy of all Addenda to their bid package.

Receipt Acknowledged (Date): February 20, 2019

Proposer's Signature:

Proposer's Name (Print/Type): Travis Mack, President and CEO - SaalexIT

Proposer's Address: 811-A Camarillo Springs Road, Camarillo, CA 93012

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: November 2, 2020

Subject: Consideration to Accept the Donation of an Evergreen Tree to Plant on the San Fernando Mall

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the donation of an evergreen tree from San Fernando Loan Company Inc. ("SF Loan") through the Santana Family Trust;
- b. Authorize staff to remove existing vegetation from the planter located at the corner of San Fernando Road and Maclay Avenue and plant the donated tree in said location; and
- c. Authorize Santana Family Trust to place a small commemorative plaque at the base of the donated tree.

BACKGROUND:

1. In October 2020, the current owner and proprietor of SF Loan approached staff to discuss the process for donating and planting an evergreen tree on the San Fernando Mall (at the corner of San Fernando Road and Maclay Avenue) to be decorated as part of the Mall's holiday marketing effort each year and commemorating the contribution of the former owner of SF Loan, Jose Santana
2. Staff has confirmed with the President of the Mall Association that the Mall Association Board supports planting an evergreen tree at the proposed location on the San Fernando Mall to decorate as part of the Mall's marketing efforts during the holidays.

ANALYSIS:

SF Loan has been operating at 1131 San Fernando Road in the City of San Fernando since 1946. The former owner and proprietor of SF Loan, Mr. Jose Santana, passed away a few years ago.

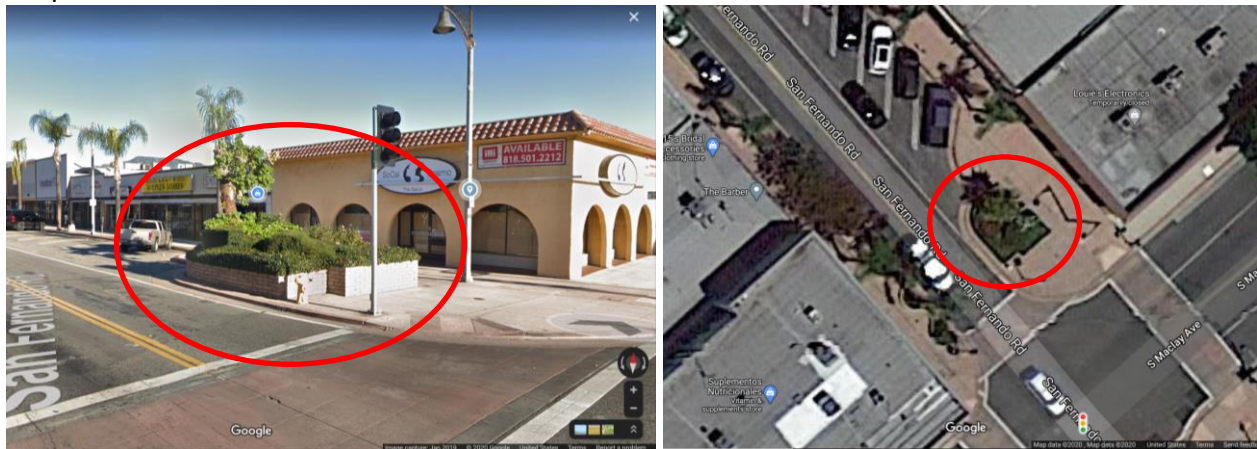
Consideration to Accept the Donation of an Evergreen Tree to Plant on the San Fernando Mall

Page 2 of 3

However, SF Loan remains a family owned and operated small business as his daughter now operates the business. Through his daughter, the Santana Family Trust has proposed donating an evergreen tree to be planted in the San Fernando Mall in his memory and to be used as part of the Mall's holiday marketing efforts.

As proposed, the Santana Family Trust will purchase the tree and donate it to the City. The City will be responsible for removing the existing plants, vegetation, and dead tree from the planter box (see pictures below for additional detail of the location and condition) and planting the donated tree.

Proposed location:



In addition to planting the tree, staff will fill-in the rest of the planter box with low maintenance ground cover (e.g., mulch). This is consistent with staff's goal to reduce maintenance costs throughout the San Fernando Mall area by replacing dead plants/trees and existing high maintenance vegetation with lower maintenance xeriscaping¹.

In exchange for purchasing the tree, the Santana Family Trust has requested authorization to place a small plaque (approximately 18 inches x 18 inches) near the base of the donated tree memorializing Mr. Jose Santana. The Santana Family Trust will be responsible for purchasing and maintaining the plaque.

BUDGET IMPACT:

The estimated value of the donated tree is \$1,000. It is estimated that clearing the planter box located at San Fernando Road and Maclay Avenue and planting the donated tree will use

¹ Xeriscaping is the practice of designing landscapes to reduce or eliminate the need for irrigation. This means xeriscaped landscapes need little or no water beyond what the natural climate provides. Xeriscaping has been embraced in dry regions of the western United States.

Consideration to Accept the Donation of an Evergreen Tree to Plant on the San Fernando MallPage 3 of 3

approximately 20 hours of staff time (approximately \$800), which will be funded from the Mall Maintenance Assessment.

CONCLUSION:

It is recommended that the City Council accept the donation of the evergreen tree and authorize staff to remove the plants, dead tree, and vegetation and plant the donated tree in the planter box located at San Fernando Road and Maclay Avenue.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: November 2, 2020

Subject: Consideration to Appoint City Council Liaison to the Greater Los Angeles County Vector Control District

RECOMMENDATION:

It is recommended that the City Council re-appoint Jesse Avila as City Council liaison to the Greater Los Angeles County Vector Control District (GLACVCD) for a two-year term (i.e., January 4, 2021 to January 4, 2023).

BACKGROUND:

1. On September 17, 2018, the City Council appointed Jesse Avila as City Council liaison to the GLACVCD to fill the unexpired term of Raymin Herrera through January 2021.
2. On October 12, 2020, the City received notification from GLACVCD that Mr. Avila's term would expire on January 4, 2021 (Attachment "A") and requested that the City Council either re-appoint Mr. Avila or appoint a new representative for either a two-year or four-year term.

ANALYSIS:

GLACVCD is a public health agency that is enabled and empowered by state law to provide ongoing mosquito and vector control for its residents. The District was formed in 1952 as the Southeast Mosquito Abatement District through a citizen petition aimed at controlling mosquitoes emanating from the Los Angeles River to protect residents from vector-borne disease like West Nile virus and, specifically at that time, St. Louis encephalitis.

GLACVCD has evolved over time and now provides mosquito, midge, and black fly control services to nearly six million residents in 35 cities and unincorporated portions of Los Angeles County, totaling an area of 1330 square miles.

The 35-member cities include: Artesia, Bell, Bellflower, Bell Gardens, Burbank, Carson, Cerritos, Commerce, Cudahy, Diamond Bar, Downey, Gardena, Glendale, Hawaiian Gardens, Huntington

Consideration to Appoint City Council Liaison to the Greater Los Angeles County Vector Control District

Page 2 of 2

Park, La Cañada Flintridge, La Habra Heights, Lakewood, La Mirada, Long Beach, Los Angeles City, Los Angeles County, Lynwood, Maywood, Montebello, Norwalk, Paramount, Pico Rivera, San Fernando, San Marino, Santa Clarita, Santa Fe Springs, Signal Hill, South El Monte, South Gate, *Vernon* and Whittier.

Pursuant to Section 2024 of the State Health and Safety Code (SHSC), each cities' representative must be appointed to serve a full two- or four-year term and should not be appointed on a yearly basis. SHSC 2022 (i.e., a-b) requires that each person appointed shall be a voter and resident with the respective county or city of the appointing body.

Representatives are expected to attend GLACVCD board meetings held in Santa Fe Springs (12545 Florence Avenue) on the second Thursday of every month, at 7:00 p.m., and the appointee will receive a GLACVCD stipend of \$100 per meeting (includes travel cost) and a City of San Fernando monthly stipend of \$150 (Resolution No. 7991 adopted March 2, 2020, establishing the additional monthly stipend).

Staff reached out to Mr. Avila and confirmed his interest in continuing as the City's representative for a two-year term, expiring on January 1, 2023.

BUDGET IMPACT:

There is no budget impact associated with the appointment of a City Council Liaison to the GLACVCD. Per Resolution No. 7991, the GLACVCD representative receives a stipend of \$150 per month, which is included in the fiscal year 2020-2021 Adopted Budget.

CONCLUSION:

A representative from San Fernando is required by GLACVCD and Mr. Avila has expressed interest to serve as liaison for an additional two years. Therefore, staff recommends that the City Council approve Mr. Avila's appointment as he has done an outstanding job representing the City at the GLACVCD Board meetings during his tenure.

ATTACHMENT:

A. GLACVCD Notification

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 Florence Avenue, Santa Fe Springs, CA 90670
Office (562) 944-9656 Fax (562) 944-7976
Email: info@glacvcd.org Website: www.glacvcd.org

PRESIDENT

Steven Appleton, Los Angeles City

VICE PRESIDENT

Heidi Heinrich, Santa Clarita

SECRETARY-TREASURER

Emily Holman, Long Beach

GENERAL MANAGER

Truc Dever

September 29, 2020

ARTESIA

Melissa Ramoso

BELL

Ali Saleh

BELL GARDENS

Pedro Aceituno

BELLFLOWER

Sonny R. Santa Ines

BURBANK

Dr. Jeff D. Wassem

CARSON

Elito M. Santarina

CERRITOS

Mark W. Bollman

COMMERCE

Leonard Mendoza

CUDAHY

Barú Sánchez

DIAMOND BAR

Steve Tye

DOWNEY

Robert Kiefer

GARDENA

Dan Medina

GLENDAL

Vrej Agajanian

HAWAIIAN GARDENS

Luis Roa

HUNTINGTON PARK

Marilyn Sanabria

LA CAÑADA FLINTRIDGE

Leonard Pieroni

LA HABRA HEIGHTS

Catherine Houwen

LAKEWOOD

Steve Craft

LA MIRADA

John Lewis

LOS ANGELES COUNTY

Steven A. Goldsworthy

LYNWOOD

Marisela Santana

MAYWOOD

Ricardo Lara

MONTEBELLO

Avik Cordeiro

NORWALK

Leonard Shryock

PARAMOUNT

Dr. Tom Hansen

PICO RIVERA

Raul Elias

SAN FERNANDO

Jesse H. Avila

SAN MARINO

Scott T. Kwong

SANTA FE SPRINGS

Jay Sarno

SIGNAL HILL

Robert D. Copeland

SOUTH EL MONTE

Hector Delgado

SOUTH GATE

Denise Diaz

WHITTIER

Jessica Martinez

Mr. Nick Kimball, City Manager
City of San Fernando
117 N. Macneil Street
San Fernando, CA 91340

Re: Appointment/Re-appointment of representative to the Greater Los Angeles County
Vector Control District Board of Trustees

Dear Mr. Kimball:

This correspondence is to inform you that the term of office for Trustee Jesse H. Avila as a member of the Board of Trustees of the Greater Los Angeles County Vector Control District will expire on January 4, 2021. Pursuant to Section 2024 of the State Health and Safety Code (SHSC) governing the term of office of members appointed to the Board of Trustees, the City Council may consider reappointing Trustee Avila or appointing a new trustee for a **2 or 4 year term**, commencing at noon on the first Monday of January (i.e. January 4, 2021). **Please note, per the State Health and Safety Code that representatives must be appointed to serve a full 2 or 4 year term commencing on January 4th, 2021 and should not be appointed on a yearly basis. Furthermore, the District does not accept or recognize the appointment of alternate representatives.**

Please review all subsections of the SHSC 2022 (i.e. a-e). Subsections a and b require that each person appointed by a board of supervisors or by a city council shall be a voter and resident within the respective county or city of the appointing body. Section 2022 (c) incorporates language that clarifies the issue over the doctrine of Incompatibility of Office, exempting and enabling an appointee who holds elected offices to also simultaneously serve on the District's Board of Trustees. Trustees represent the mission and interests of the District at large rather than the individual interests of the appointing body. **Once appointed, the representative cannot be removed at-will by the appointing city or county. The representative will serve until the expiration of his/her term unless he/she resigns, vacates the office due to absences, or is no longer a voter and resident within the respective county or city of the appointing body.**

Representatives are expected to attend the District's general board meetings held monthly on the 2nd Thursday of the month. Pursuant to California Government Code Section 1770(g), the Trustee's seat will be considered abandoned if the person holding the office ceases to



discharge the duties of that office for a period of three consecutive months, except when prevented by sickness or specified excuses.

Please make your appointment/reappointment prior to January 4th, 2021 as stipulated in the SHSC. Should you have any questions regarding this appointment, please contact Mary-Joy Coburn, Director of Community Affairs at 562-944-9656 ext. 510

Sincerely,

A handwritten signature in black ink, appearing to read 'Truc Dever', with a stylized flourish extending to the right.

Truc Dever
General Manager

Enclosure: Sections 2022 & 2024 of the SHSC
cc: Jesse H. Avila
City Clerk

California Health and Safety Code

2022.

(a) Each person appointed by a board of supervisors to be a member of a board of trustees shall be a voter in that county and a resident of that portion of the county that is within the district.

(b) Each person appointed by a city council to be a member of a board of trustees shall be a voter in that city and a resident of that portion of the city that is within the district.

(c) Notwithstanding any other provision of law including the common law doctrine that precludes the simultaneous holding of incompatible offices, a member of a city council may be appointed and may serve as a member of a board of trustees if that person also meets the other applicable qualifications of this chapter.

(d) It is the intent of the Legislature that persons appointed to boards of trustees have experience, training, and education in fields that will assist in the governance of the districts.

(e) All trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of this chapter. The trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them.

2024.

(a) Except as provided in Section 2023, the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January.

(b) Any vacancy in the office of a member appointed to a board of trustees shall be filled pursuant to Section 1779 of the Government Code. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager

Date: November 2, 2020

Subject: Consideration to Approve an Amendment to a Side Letter of Agreement with the San Fernando Public Employees Association to Resolve Impacts of the Retirement Incentive Benefit and Adopt the Resolution Establishing the Public Works Technician Job Classification

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the proposed amendment to the Side Letter of Agreement (Attachment "A" – Contract No. 1969(a)) between the City of San Fernando and the San Fernando Public Employees Association (SFPEA) adopting the Public Works Technician job classification and adjusting the salary plan related to position duties and responsibilities directly impacted by the Retirement Incentive Program;
- b. Adopt Resolution No. 8039 (Attachment "B") approving new classification specification for Public Works Technician represented by SFPEA;
- c. Adopt Resolution No. 8040 (Attachment "C") amending the Fiscal Year (FY) 2020-2021 Salary Plan to include the appropriate salary range for the new class specification represented by SFPEA;
- d. Adopt Resolution No. 8041 (Attachment "D") amending the Table of Organization for FY 2020-2021 to reflect the changes identified in the Side Letter of Agreement; and
- e. Authorize the City Manager to make non-substantive corrections and execute the amendment to the Side Letter of Agreement and all related documents.

BACKGROUND:

1. On October 19, 2020, the City Council approved a Side Letter of Agreement (Contract No. 1969, which is included as part of Attachment "A") between the City and SFPEA implementing changes to existing job classifications, adopting new job classifications, and adjusting the

Consideration to Approve an Amendment to a Side Letter of Agreement with the San Fernando Public Employees Association to Resolve Impacts of the Retirement Incentive Benefit and Adopt the Resolution Establishing the Public Works Technician Job Classification

Page 2 of 3

salary plan related to position duties and responsibilities directly impacted by the Retirement Incentive Program.

2. The Side Letter of Agreement did not include impacts to the Public Works Office Specialist, which is proposed to be reclassified to the Public Works Technician, as there were a number of outstanding items to be addressed.
3. On October 28, 2020, staff met with SFPEA representatives to address the outstanding items and finalize the proposed Public Works Technician classification specification.

ANALYSIS:

Pursuant to the current Memorandum of Understanding with SFPEA, the City has met and conferred to resolve the impacts of the Retirement Incentive Program on existing job classifications. Subsequent to adoption of the Side Letter of Agreement that resolved a majority of the impacts of the Retirement Incentive Program, the City and SFPEA reached a tentative agreement related to the final proposal to reclassify the existing Public Works Office Specialist to a Public Works Technician, effective upon the retirement of the Public Works Administrative Coordinator.

The Amendment will implement the City's final proposal and resolve all impacts of the Retirement Incentive on positions and responsibilities represented by SFPEA. Consistent with the original Side Letter of Agreement, the Amendment proposes that the impacted employee be reclassified from a Public Works Office Specialist to a Public Works Technician and placed at the salary step in the 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 projected net annual General Fund salary and benefit savings of the Retirement Incentive Program is \$902,161. More detail related to this projected net savings is included in Item No. 8 of the October 19, 2020 City Council Agenda.

Consideration to Approve an Amendment to a Side Letter of Agreement with the San Fernando Public Employees Association to Resolve Impacts of the Retirement Incentive Benefit and Adopt the Resolution Establishing the Public Works Technician Job Classification

Page 3 of 3

CONCLUSION:

Staff recommends that the City Council approve the proposed amendment to the Side Letter of Agreement with SFPEA and adopt Resolution No. 8039 to adopt the Public Works Technician job classification.

ATTACHMENTS:

- A. Contract No. 1969(a) with Exhibit "1"
- B. Resolution No. 8039 with Exhibit "A"
- C. Resolution No. 8040
- D. Resolution No. 8041

ATTACHMENT "A"
CONTRACT NO. 1969(a)

AMENDMENT TO THE SIDE LETTER OF AGREEMENT

BETWEEN

CITY OF SAN FERNANDO

AND

SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721

This Amendment to the Side Letter of Agreement ("Amendment") 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.

WHEREAS, SFPEA/SEIU Local 721 entered into this agreement to address cost savings and operational impacts to ensure that services in the community remain intact, while also maintaining the strength of SFPEA/SEIU Local 721's ability to continue to provide those services.

WHEREAS, the City Council approved a Side Letter of Agreement (Contract No. 1969) on October 19, 2020 to resolve impacts created by the Retirement Incentive Program; however, due to a few outstanding items, the impacts to the Public Works Office Specialist (proposed to be reclassified to a Public Works Technician) was not included in the Side Letter of Agreement.

CONTRACT NO. 1969(a)

WHEREAS, the parties were able to meet and resolve the outstanding items subsequent to adoption of the Contract No. 1969; requiring an amendment to the original Agreement.

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

1. In addition to the terms and conditions in Contract No. 1969, effective upon the retirement of Public Works Administrative Coordinator, Lauren Guerra
 - a. The Public Works Office Specialist (Field Operations) position currently held by Angela Otremba shall be:
 - i. Reclassified to Public Works Technician with the accompanying duties as set forth in the attached Public Works Technician Class Specification (see Exhibit 1 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.

SIGNATURE PAGE TO FOLLOW

CONTRACT NO. 1969(a)**FOR CITY OF SAN FERNANDO:**

Nick Kimball City Manager	Date
Timothy Hou Deputy City Manager	Date
Michael E. Okafor Personnel Manager	Date

FOR SFPEA/SEIU LOCAL 721:

Frank Villalpando Chapter President, SFPEA/SEIU Local 721	Date
Richard De La Pena SFPEA/SEIU Local 721	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
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JOB SPECIFICATION

CLASS TITLE

PUBLIC WORKS TECHNICIAN

ADOPTION

RESOLUTION NO.

EFFECTIVE DATE

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 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 consultants, vendors, members of the public and other public or utility organization employees to resolve problems and ensure adherence to procedures; assists with investigations, 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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, customer notifications, regulatory compliance records and reports and training certifications, and completes vehicle registration as needed.
5. Reviews agreements and a variety of other supporting documents drafted by responsible supervisor(s); Monitors contract expenditures; assists with reviewing reports and invoices submitted by vendors to ensure accuracy and compliance with contract terms; calculates progress payments and prepares reports for accounts payable.
6. Using the City's financial software, 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. 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. Basic knowledge of federal, state and local laws and regulations applicable to municipal office administration and business 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. The City's general accounting system and associated systems, practices and procedures for processing

MINIMUM QUALIFICATIONS

accounting information and interpreting input and output data.

8. In consultation with the City Clerk's Office, knowledge of 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 spread-sheet applications.

ABILITY TO:

1. Compose clear, concise and comprehensive analyses, correspondence, reports, 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 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, vendors 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:

Possess and maintain 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 or upset individuals.

WORK ENVIRONMENT

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

ATTACHMENT “B”**RESOLUTION NO. 8039**

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. 179 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. 179 (Exhibit “A”) covering important and essential duties, job-related and essential qualifications for the following position and classification:

PUBLIC WORKS TECHNICIAN

Supplement No. 179 is hereby adopted and approved as the new official job classification and definitions, prescribing important and essential duties, job-related and essential qualifications for the position and classification set forth above. Copies of Supplement No. 179 are now on file in the office of the City Clerk. Said Supplement No. 179 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 ADOPTED this 2nd day of November 2020.

Joel Fajardo, Mayor

ATTEST:

Julia Fritz, City Clerk

RES. NO. 8039

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. 8039 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 2nd day of November, 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

JOB SPECIFICATION

CLASS TITLE

PUBLIC WORKS TECHNICIAN

ADOPTION

RESOLUTION NO.

EFFECTIVE DATE

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 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 consultants, vendors, members of the public and other public or utility organization employees to resolve problems and ensure adherence to procedures; assists with investigations, 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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, customer notifications, regulatory compliance records and reports and training certifications, and completes vehicle registration as needed.
5. Reviews agreements and a variety of other supporting documents drafted by responsible supervisor(s); Monitors contract expenditures; assists with reviewing reports and invoices submitted by vendors to ensure accuracy and compliance with contract terms; calculates progress payments and prepares reports for accounts payable.
6. Using the City's financial software, 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. 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. Basic knowledge of federal, state and local laws and regulations applicable to municipal office administration and business 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. The City's general accounting system and associated systems, practices and procedures for processing

MINIMUM QUALIFICATIONS

accounting information and interpreting input and output data.

8. In consultation with the City Clerk's Office, knowledge of 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 spread-sheet applications.

ABILITY TO:

1. Compose clear, concise and comprehensive analyses, correspondence, reports, 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 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, vendors 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:

Possess and maintain 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 or upset individuals.

WORK ENVIRONMENT

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

ATTACHMENT "C"

RESOLUTION NO. 8040

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA AMENDING PORTIONS OF SECTIONS 1, 2 AND 3 OF RESOLUTION NOS. 8014 AND 8036, ADOPTED JUNE 15, 2020 AND OCTOBER 19, 2020, RESPECTIVELY

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

SECTION 1: That that portion of Section 2 of Resolution Nos. 8014 and 8036, adopted June 15, 2020 and October 19, 2020, respectively, as amended, be further amended by adding the following classifications, salary range numbers and salary steps to Section 2 (A) to include the respective salary for a new job classification, pursuant to the provisions of the amended Side Letter of Agreement between the City of San Fernando and SFPEA represented by SEIU Local 721, effective October 10, 2020:

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Public Works Technician	80G	4523	4711	5033	5312	5604

SECTION 2: Except as amended herein, all other portions of Sections 1, 2 & 3 of Resolution Nos. 8014 and 8036, adopted June 15, 2020 and October 19, 2020, respectively, shall remain unchanged and in full force and effect.

SECTION3: 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 2nd day of November, 2020.

Joel Fajardo, Mayor

ATTEST:

Julia Fritz, City Clerk

RES. NO. 8040

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. 8040 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 2nd day of November, 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 “D”**RESOLUTION NO. 8041**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF SECTION 1 OF RESOLUTION NO. 8015, AS AMENDED BY RESOLUTION NO. 8037, 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;

WHEREAS, the City Council approved a Side Letter of Agreement between the City of San Fernando and the San Fernando Public Employees Association (SFPEA) represented by SEIU Local 721 on October 19, 2020 to resolve impacts of the Retirement Incentive Program;

WHEREAS, the City Council is scheduled to adopt an amendment to the Side Letter of Agreement between the City of San Fernando and SFPEA to implement a proposal related to the Public Works Technician job classification; and

WHEREAS, it is necessary that said position and classification be assigned to the Public Works Department by title 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, and amended on October 19, 2020, per Resolution No. 8037, 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

<u>TITLE</u>	<u>BUDGETED HOURS PER WEEK</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVERAGE NUMBER OF PERSONNEL IN POSITION</u>
Public Works Office Specialist (Effective October 10, 2020)	40	1	1

SECTION 2: That that portion of the said Table of Organization adopted on June 15, 2020, per Resolution No. 8015, and amended on October 19, 2020, per Resolution No. 8037, be further amended by **adding** thereto the following job title under the “Public Works Department” effective the respective dates specified next to the job titles, as follows:

RES. NO. 8041

PUBLIC WORKS

<u>TITLE</u>	<u>BUDGETED HOURS PER WEEK</u>	<u>FULL TIME EQUIVALENT (FTE) STATUS</u>	<u>AVERAGE NUMBER OF PERSONNEL IN POSITION</u>
Public Works Technician (Effective October 10, 2020)	40	1	1

SECTION 3: Except as amended herein, all other provisions of the said Table of Organization adopted on June 15, 2020, per Resolution No.8015, and amended on October 19, 2020, per Resolution No. 8037, 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 2nd day of November, 2020.

Joel Fajardo, Mayor

ATTEST:

Julia Fritz, City Clerk

RES. NO. 8041

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. 8041 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 2nd day of November, 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

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AGENDA REPORT

To: Vice Mayor Hector A. Pacheco and Councilmembers

From: Mayor Joel Fajardo

Date: November 2, 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").

Discussion Regarding COVID-19 Response Efforts and Approval of Proposed RecommendationsPage 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 or a Public Safety Power Shutoff (PSPS) notice is provided by Southern California Edison and the Las Palmas Park facility is open as a cooling center or emergency shelter. 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 (WWW.SFCITY.ORG/Coronavirus/#Resident-Resources).

The first San Fernando Residential Food Distribution event was held on October 17, 2020, with a total of 114 applicants being invited to pick-up their box of non-perishable food and PPE items. Of the 114, approximately 79 applicants attended to receive their items. The next distribution event is scheduled for November 21, 2020, with an applicant cutoff deadline of November 6, 2020.

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.

Discussion Regarding COVID-19 Response Efforts and Approval of Proposed RecommendationsPage 3 of 3

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 equipment to qualified businesses. Applications may be completed online or downloaded via the City's website (WWW.SFCITY.ORG/Coronavirus/#Business-Resources).

The first San Fernando Personal Protective Equipment (PPE) for Businesses Program distribution is scheduled to be held during the week of November 2, 2020.

Flu Shot Clinic.

On Friday, October 23, 2020, the City of San Fernando partnered with L.A. Care and the Pacoima Family Resource Center to offer a free drive thru Flu Shot Clinic at Recreation Park. Approximately 211 individuals took advantage of the free drive thru flu shots.

BUDGET IMPACT:

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

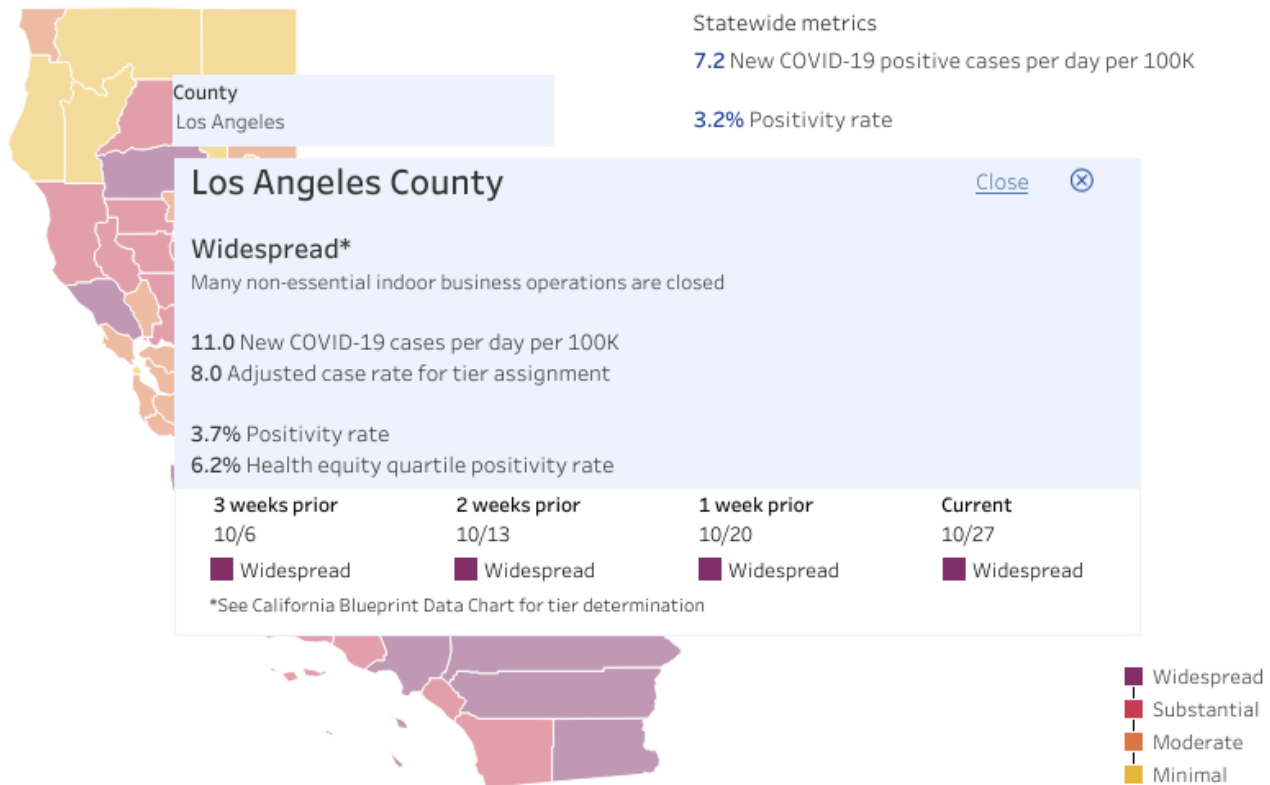
ATTACHMENTS:

- A. California Blueprint for a Safer Economy
- B. LA County Daily COVID-19 Data – as of October 28, 2020

ATTACHMENT "A"

As of 10/27/2020

CALIFORNIA BLUEPRINT FOR A SAFER ECONOMY



County risk level	Adjusted case rate* 7-day average of daily COVID-19 cases per 100K with 7-day lag, adjusted for number of tests performed	Positivity rate** 7-day average of all COVID-19 tests performed that are positive	
		Entire county	Healthy equity quartile
WIDESPREAD Many non-essential indoor business operations are closed	More than 7.0 Daily new cases (per 100k)	More than 8.0% Positive tests	
SUBSTANTIAL Some non-essential indoor business operations are closed	4.0 – 7.0 Daily new cases (per 100k)	5.0 – 8.0% Positive tests	5.3 – 8.0% Positive tests
MODERATE Some indoor business operations are open with modifications	1.0 – 3.9 Daily new cases (per 100k)	2.0 – 4.9% Positive tests	2.2 – 5.2% Positive tests
MINIMAL Most indoor business operations are open with modifications	Less than 1.0 Daily new cases (per 100k)	Less than 2.0% Positive tests	Less than 2.2% Positive tests

*Small counties (those with a population less than 106,000) may be subject to alternate case assessment measures for purposes of tier assignment.

**Health equity metric is not applied for small counties.

ATTACHMENT "B"

City of San Fernando Daily COVID-19 Data

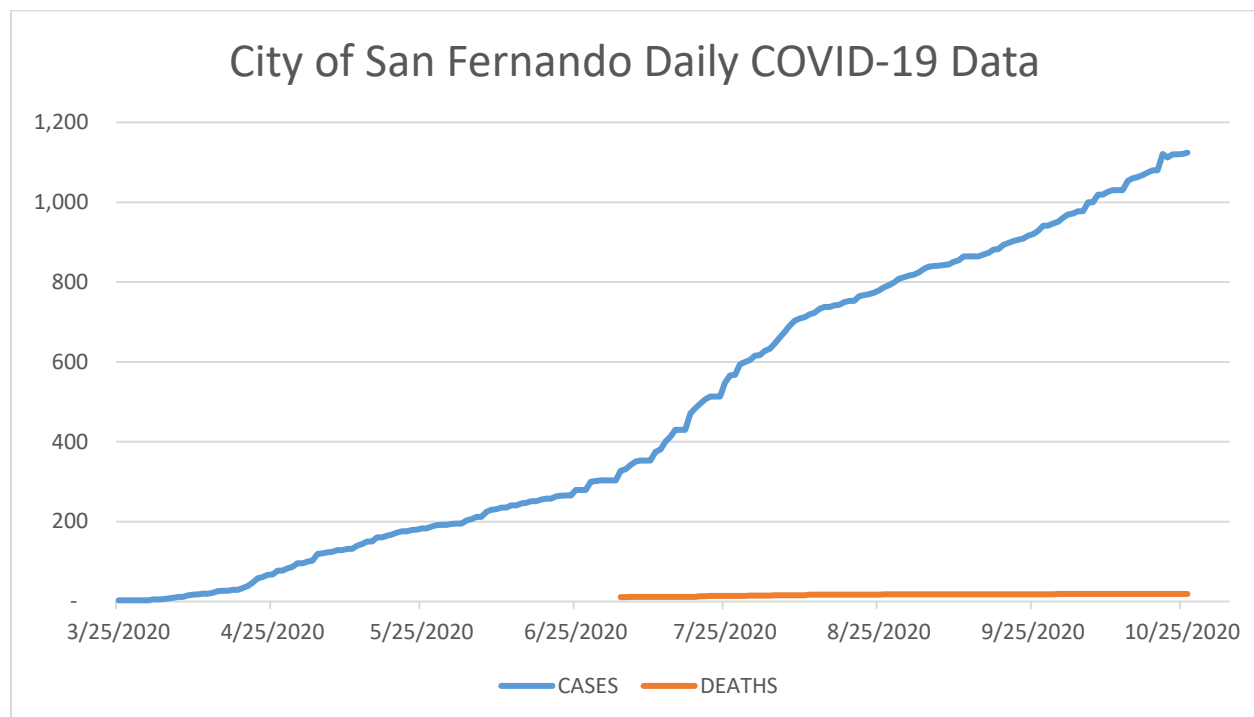
SOURCE:

<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 26, 2020): 1124

Total Deaths (as of October 26, 2020): 19



LA County Daily COVID-19 Data

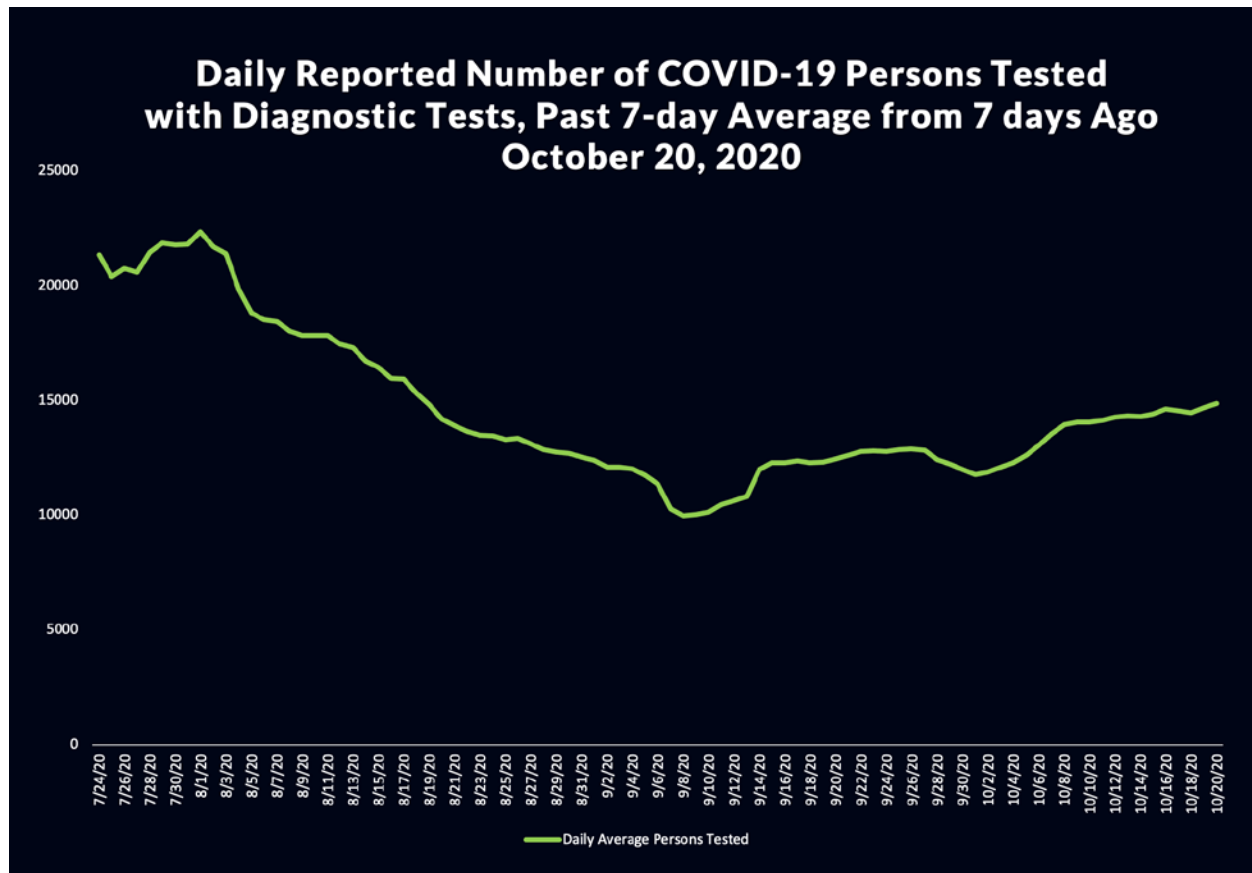
SOURCE:

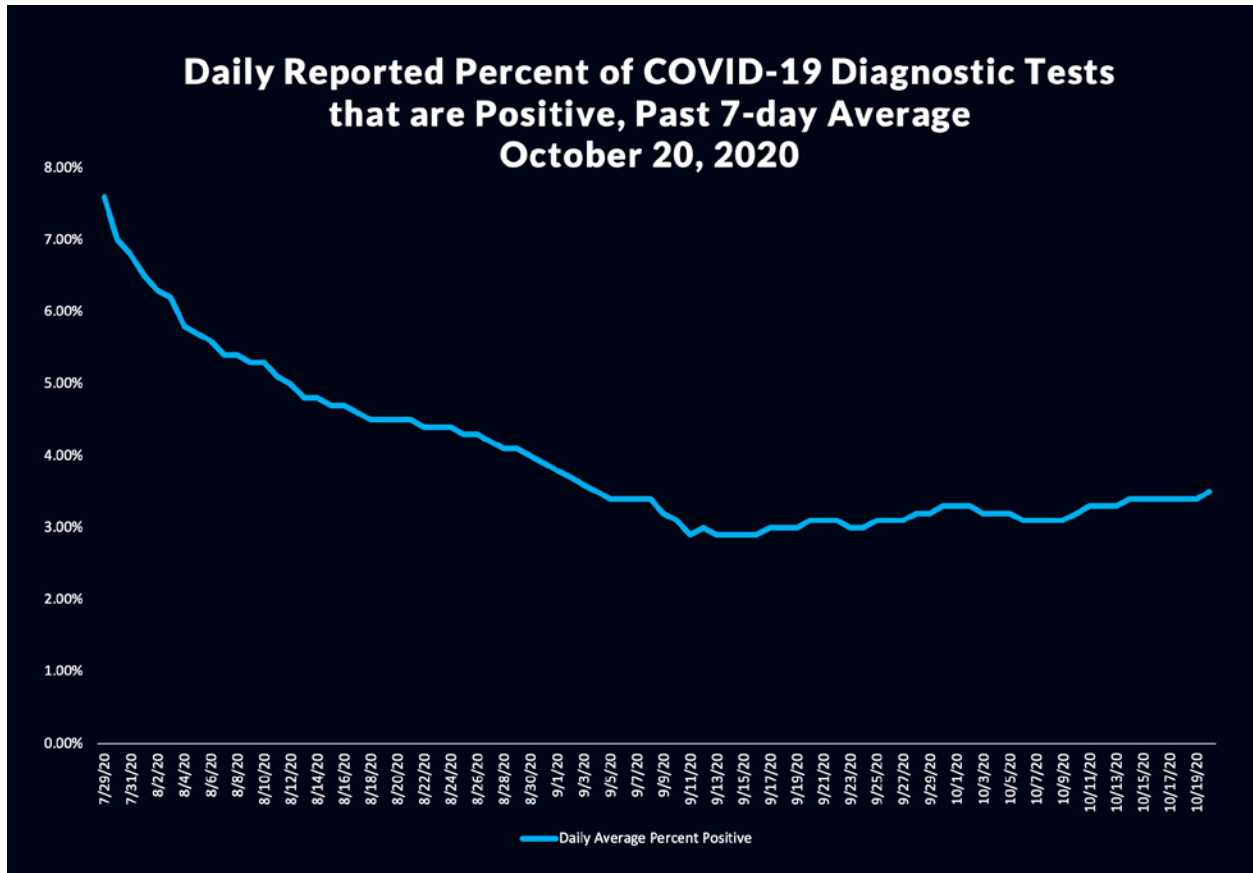
<http://publichealth.lacounty.gov/media/Coronavirus/data/index.htm>; visited on 10/28/2020 @ 11:30 am.

Graph 1: Daily Reported Persons Tested for COVID-19

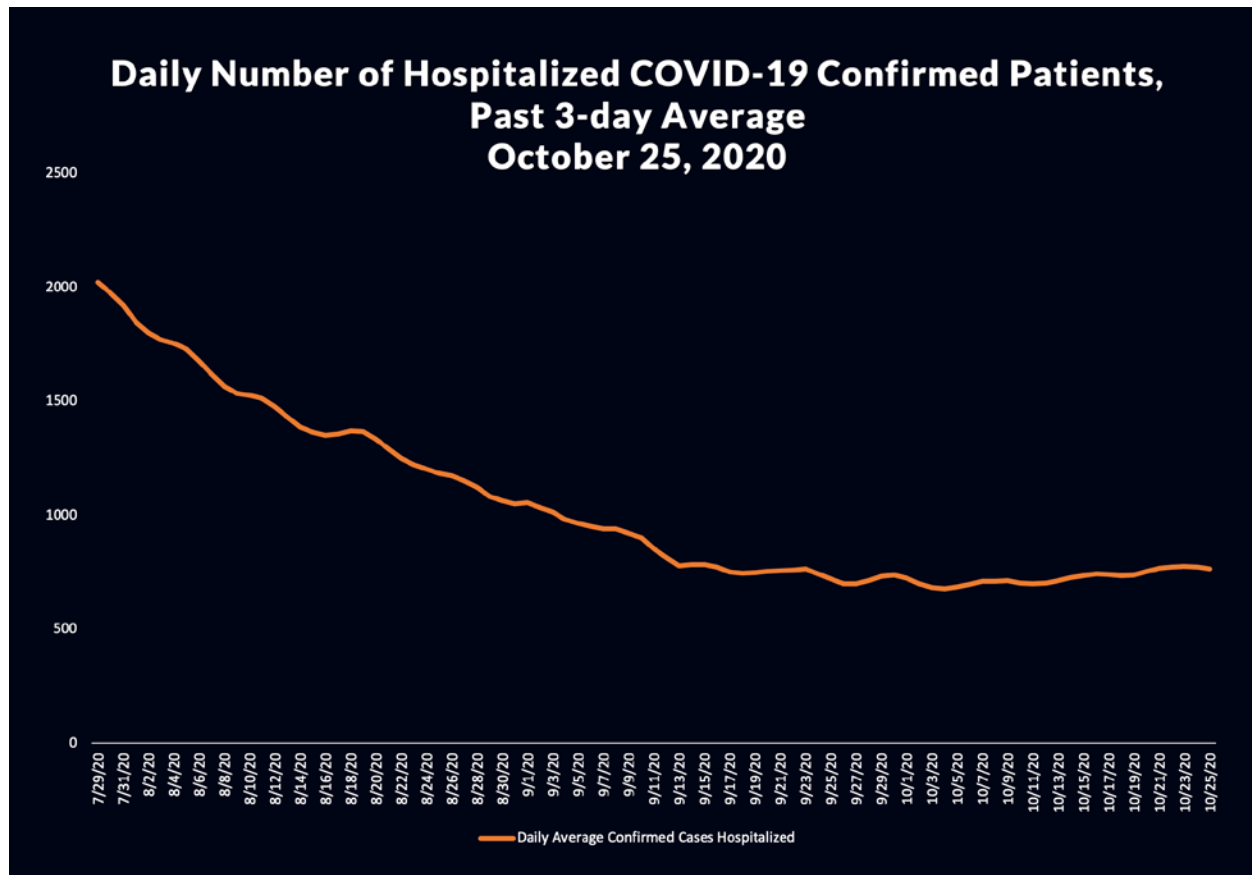
7-Day Daily Average: 14,875

Total Number of People Tested: 3,046,387



Graph 2: Daily Reported Percent Positive for COVID-19**7-Day Daily Average: 3.5%**

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Graph 3: Daily Number of COVID-19 Hospitalized**Current Hospitalizations (10/27): 747**

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Nick Kimball, City Manager
By: Richard Padilla, Assistant City Attorney

Date: November 2, 2020

Subject: Discussion of Potential Options for a Whistleblower Protection Policy

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file a presentation from staff regarding potential options for a City whistleblower protection policy; and
- b. Provide staff with direction, as appropriate.

BACKGROUND:

1. On July 6, 2020, Mayor Fajardo requested an agenda item to review the City's whistleblower and alleged employee misconduct procedures to the City Council for discussion. Due to time constraints, the item was not discussed by City Council and was deferred to a future meeting.
2. On September 21, 2020, the item was placed back on the agenda and discussed. The City Council directed City Attorney staff to research options for a City whistleblower policy related to alleged misconduct and/or unlawful conduct.

ANALYSIS:

California law provides both private and public employees with broad protections for whistleblower activities to encourage employees to report unlawful conduct by their employers.

Under Labor Code section 1102.5, a whistleblower is any employee who:

- a. Reports or discloses information about any violation of a federal or state statute or regulation, or any violation or non-compliance with a local rule or regulation, if the employee reasonably believes that violation or non-compliance has occurred; or
- b. Refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

Discussion of Potential Options for a Whistleblower Protection PolicyPage 2 of 5

Labor Code section 1102.5 protects employees who report¹ the violation or noncompliance to any of the following:

- a. An individual with authority over the employee;
- b. An employee that is authorized to investigate, discover or correct the violation or non-compliance; or
- c. A public body that conducts an investigation, hearing or inquiry.

Employers may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from whistleblowing. Employers are also prohibited from retaliating against an employee who is a whistleblower (Labor Code § 1102.5). Retaliation includes the termination, demotion, suspension, or other similar adverse employment action.

Under California Labor Code section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

Labor Code section 1102.5 is California's general employee whistleblower protection law, but state and federal laws provide whistleblower other, more specific, protections for whistleblowers. These additional whistleblower protection laws include, but are not limited, to the following:

- a. *Labor Code section 98.6* – prohibits retaliation against employees who report Labor Code violations to the California Labor Commissioner;
- b. *Labor Code section 6310* – prohibits retaliation against employees who report violations of occupational health and safety rules to the California Division of Occupational Safety and Health (Cal/OSHA);
- c. *The False Claims Act* – prohibits retaliation against employees who sue their employer, on behalf of the state government, for fraud or embezzlement with respect to government funds. (Gov. Code, §§ 12652 -12653.);
- d. *The Fair Employment and Housing Act (FEHA)* – prohibits employers from retaliating against employees who oppose or report FEHA violations, i.e., workplace harassment or discrimination. (Gov. Code, § 12940(h.); and

¹ Under Section 1102.5, it is irrelevant whether disclosing or reporting the violation, misconduct or information is part of the employee's job duties.

Discussion of Potential Options for a Whistleblower Protection Policy

Page 3 of 5

- e. *Federal Equal Opportunity Employment Laws (EEO)* – prohibits employers from retaliating against employees who oppose or report violations of EEO laws (Title VII, the ADEA, the EPA, the ADA, the Rehabilitation Act, or GINA).²

While state and federal law provide protections for employees who engage in whistleblowing activities from retaliation by their employers, some local agencies have adopted their own whistleblower protection policies to further encourage employees to report good faith information about illegal governmental activities without fear of retaliation. Such policies supplement or expand upon existing state and federal whistleblower protection laws and are intended to promote and demonstrate a local agency's commitment to maintaining legal and ethical standards and conducting business in a transparent manner.

A review of whistleblower protection policies adopted by cities and other local agencies³ found that such policies typically define what constitutes improper government activities broadly to include any alleged violation of local agency policy, state or federal law, and misuse or abuse of local agency property or resources. In addition, many of these policies provide specific examples of what is considered improper government activity. Local agency whistleblower protection policies also generally include express provisions prohibiting any type retaliatory action against employees who, in good faith, report allegations of improper governmental activities, or who participate in an investigation of such allegations, and provide a process for employees to report potential retaliation claims.

Most local agency whistleblower protection policies establish specific procedures for reporting allegations of improper government activities, or retaliation for engaging in whistleblowing activities, and for the subsequent investigation of such allegations.⁴ While local agency whistleblower protection policies differ, almost all include a number of different options for how employees can report improper government activities, to ensure employees have options for how and to whom they report improper governmental activities. For example, some local agencies instruct employees to file whistleblower complaints with high level government officials, such as the city manager, deputy city manager, the city attorney, director of human resources or other department director. Many local agency whistleblower policies, however, also allow employees to make reports anonymously and allow whistleblowers to elect to have their identity kept confidential to the extent possible.

While more typical with larger local agencies, some local agencies have established an independent ethics office or office of the inspector general, or designated an ethics officer who is responsible for handling whistleblower complaints from intake through investigation. Other local agencies have

² Reporting and investigation of violations and allegations of retaliation for reporting or opposing unlawful activities under FEHA or EEO laws are typically addressed through separate policies administered by a local agency's human resources department.

³ The local agency whistleblower policies or practices reviewed included those of the Cities of Pasadena, Beverly Hills, Culver City, Los Angeles, Sacramento, Rocklin, Berkeley, and San Francisco. The whistleblower protection policies of Los Angeles Unified School District, Metropolitan Transit Authority of Los Angeles, Metropolitan Water District of Southern California. Additionally, the City Attorney's Office consulted with counsel from the Metropolitan Water District of Southern California's ethics commission.

⁴ Most local agency whistleblower policies also provide ways members of the public can report allegations of improper government activity.

Discussion of Potential Options for a Whistleblower Protection Policy

Page 4 of 5

created specific whistleblower complaint forms that can be submitted via mail, or to a designated email account. Some local agencies have also set-up whistleblower hotlines and/or voicemail accounts where employees can leave recorded complaints. In some instances, local agencies have also allowed employees to report suspected improper governmental activity through a third party platform.⁵

Like reporting procedures, the process for investigating whistleblower complaints, including allegations of retaliation for whistleblowing activities, varies among local agencies. For most local agencies that do not have a dedicated ethics officer or department, Whistleblower complaints are investigated by a high-ranking agency official, such as a city manager or city auditor, or referred to the appropriate department.

If the City decides to develop and adopt a whistleblower protection policy, the City will need to consider the following key components:

- The methods by which employees and members of the public can report good faith allegations of improper governmental activity or retaliation against whistleblowers.
- Who will be responsible for intake and review of whistleblower complaints.
- Who will be responsible for investigating whistleblower complaints and procedures for investigation of complaints.

Should the City adopt a whistleblower protection policy, the ultimate goals and purpose of the policy should be the following: (1) to create an environment where employees feel comfortable coming forward when they have a good faith reasonable belief that improper governmental activities have occurred; (2) to ensure employees who report such allegations, or who participate in the investigation of such allegations, are protected from retaliation; and (3) to reinforce the expected values and behaviors of City officials and employees as custodians of public resources.

BUDGET IMPACT:

The fiscal impact of adopting a formal whistleblower policy will depend upon what reporting options or mechanisms the City decides to implement. If the City does not hire a designated ethics officer, or does not set-up third-party reporting platforms, the budgetary impact of adopting and implementing a whistleblower policy will likely be minimal. Should the City establish reporting options that require the hiring of additional staff or contracting with a third-party vendor, additional research will be necessary to determine the budgetary impact.

⁵ See e.g., City of Santa Monica Reporting Platform, through third-party MYECCHO, or Beverly Hills Reporting Platform, through third-party Galvanize (HighBond Platform).

Discussion of Potential Options for a Whistleblower Protection PolicyPage 5 of 5

CONCLUSION:

Staff recommends that the City Council consider the information presented on the potential adoption of a whistleblower protection policy and provide direction, as appropriate.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Mendoza

Date: November 2, 2020

Subject: Discussion and Consideration Expressing Opposition to Proposed State Legislation that Usurps Local Authority and Control as it Relates to Planning and Zoning and Imposes Unfunded Mandates to Local Jurisdictions

RECOMMENDATION:

I have placed this item on the agenda for City Council discussion to oppose State Legislation regarding local jurisdiction authority and controls related to planning and zoning.

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. Correspondence – California Cities for Local Control

From: [Mary Mendoza](#)
To: [Nick Kimball](#)
Cc: [Maryanne Orta](#); [Julia Fritz](#); [Cynthia Alba](#)
Subject: Re: local control of land use
Date: Wednesday, October 21, 2020 9:29:24 AM

Hello Mr. Kimball,

Please place Local Control of Land Use on our first November meeting for discussion and recommendation to staff.

Mary Mendoza
San Fernando City Council Member

On Oct 15, 2020, at 5:09 AM, Maryanne Orta <maryanneorta@yahoo.com> wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Councilmember Mendoza,

Are you OK with the drastic increase in your mandated RHNA allocation? These housing bills that are pouring out of our Sacramento legislators are unreasonable and intrusive in our own maintenance of our cities, towns and communities!

A few months ago, Torrance city councilman Mike Griffiths, after passing a city resolution stating Torrance wanted to maintain local control of its' land use and opposed the onslaught of legislation coming out of Sacramento to the contrary, launched an effort to coalesce ALL the cities in California that felt the same way. California Cities for Local Control is a grassroots effort to make a unified statement to Sacramento that cities want to maintain local control over their land use.

He is asking cities to please pass a simple resolution, as Torrance did, stating that fact. So far, 18 cities have passed resolutions and 19 more are working on it. We want to ask if San Fernando is onboard with this opposition. The next legislative session is around the corner. We have to act.


Is there a possibility of you passing a resolution in your next council meeting on Oct. 19th? I attached the link to our Facebook page where you can get more information and view resolutions that have already passed.

Thank you for your time! I hope to hear from you!

Maryanne Orta
California Cities for Local Control
310 938-8538

[California Cities For Local Control](#)





California Cities For Local Control

California Cities For Local Control, Torrance, California. 43 likes · 15 talking about this. This site is for Ca...