



MAYOR/CHAIR SYLVIA BALLIN
VICE MAYOR/VICE CHAIR MARY MENDOZA
COUNCILMEMBER/BOARDMEMBER CINDY MONTAÑEZ
COUNCILMEMBER/BOARDMEMBER HECTOR A. PACHECO
COUNCILMEMBER/BOARDMEMBER CELESTE T. RODRIGUEZ

CITY OF SAN FERNANDO
CITY COUNCIL
AND SUCCESSOR AGENCY TO THE
SAN FERNANDO REDEVELOPMENT AGENCY
REGULAR MEETING AGENDA SUMMARY
MONDAY, AUGUST 16, 2021 – 6:00 PM

CITY HALL COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CALIFORNIA 91340

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, may call **Telephone Number: (669) 900-6833; Meeting ID: 833 6022 0211; and Passcode: 924965, between 6:00 p.m. and 6:15 p.m.** in the order received, and limited to three minutes. The call-in period may be extended by the Mayor.

THE REGULAR MEETINGS OF THE CITY OF SAN FERNANDO CITY COUNCIL ALSO SERVES AS CONCURRENT REGULAR MEETINGS OF THE SUCCESSOR AGENCY TO THE SAN FERNANDO REDEVELOPMENT AGENCY, AND, FROM TIME TO TIME, SUCH OTHER BODIES OF THE CITY WHOSE MEMBERS ARE COMPOSED EXCLUSIVE OF THE MEMBERS OF THE CITY COUNCIL.

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Regular Meeting Notice and Agenda – August 16, 2021

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**PUBLIC PARTICIPATION OPTIONS TO HELP REDUCE
THE SPREAD OF COVID-19**

WATCH THE MEETING:

Live stream with audio and video, via YouTube Live, at:

<https://www.youtube.com/c/CityOfSanFernando>

Note: Comments submitted via YouTube will not be read into the record.

SUBMIT PUBLIC COMMENT VIA EMAIL:

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. Comments received via email will be distributed to the City Council, read into the record, limited to three minutes, and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:

Members of the public may **call-in between 6:00 p.m. and 6:15 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Mayor.

Call-in Telephone Number: (669) 900-6833
Meeting ID: 833 6022 0211
Passcode: 924965

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes. Note: This is audio only and no video.

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CALL TO ORDER/ROLL CALL

Mayor Sylvia Ballin
Vice Mayor Mary Mendoza
Councilmember Cindy Montañez
Councilmember Hector A. Pacheco
Councilmember Celeste T. Rodriguez

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PRESENTATIONS

- A. PRESENTATION TO THE 2021 GERRY'S KIDS SCHOLARSHIP FUND ESSAY CONTEST AWARD
RECIPIENT MAHIKA AHMED
Education Commission

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. Comments received via email will be distributed to the City Council, read into the record, limited to three minutes, and made part of the official public record of the meeting. Callers interested in providing a **live public comment** may **call-in between 6:00 p.m. and 6:15 p.m.** and will be limited to three minutes. The call-in period may be extended by the Mayor.

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- b. Authorize a Purchase Order with General Pump Company, Inc. (Proposals for Arroyo Boosters Nos. 1 and 3; and for Hubbard Booster No. 1), in an amount not-to-exceed \$66,376.60 for the purchase and installation of New Pump and Motor Assemblies located at the City's Booster Pump Stations; and
- c. Authorize the City Manager to execute the Purchase Order and all related documents.

6) RECEIVE AND FILE AN UPDATE REGARDING COVID-19 RESPONSE EFFORTS

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

- a. Review of the City's COVID-19 planning, response, enforcement, and education efforts, and related policy initiatives; and
- b. Review of financial assistance programs and the pursuit of funding opportunities, and related recommendations, as appropriate.

ADMINISTRATIVE REPORTS

7) CONSIDERATION TO DEFER THE PLACEMENT OF LIENS ON REAL PROPERTY FOR NON-PAYMENT OF RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION SERVICES BILLINGS UNTIL FISCAL YEAR 2022-2023

Recommend that the City Council defer the placement of liens on real property for nonpayment of residential and commercial solid waste collection services billings until Fiscal Year 2022-2023 given the following conditions:

- a. At the beginning of Fiscal Year 2022-2023, City agrees to issue liens going back to start of FY 2019-2020 to cover the three-year period of deferrals; and
- b. Republic Services agrees not to interrupt service for customers until three attempts are made via phone or mail, followed up by one more attempt through a site visit. After all four attempts are made, Republic Services will then interrupt service and remove the containers (only after 90 days past due).

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8) PRESENTATION AND DISCUSSION OF COMMUNITY OUTREACH AND DEVELOPMENT OPTIONS BY AZURE DEVELOPMENT, INC., FOR THE OPPORTUNITY SITE AT PARKING LOT NO. 3

Recommend that the City Council:

- a. Receive and file a presentation regarding a draft community outreach plan with Azure Development, Inc. in accordance with an Exclusive Negotiation Agreement (Contract No. 1959); and
- b. Provide staff with direction regarding the draft community outreach plan, as appropriate.

9) CONSIDERATION TO ADOPT THE CITYWIDE PARKING MANAGEMENT MASTER PLAN

Recommend that the City Council:

- a. Receive and file a presentation regarding the final Citywide Parking Management Master Plan Report; and
- b. Adopt the Parking Management Master Plan.

10) CONSIDERATION TO AUTHORIZE A PURCHASE ORDER WITH ENVIROGEN TECHNOLOGIES, INC. FOR AN ION EXCHANGE NITRATE REMOVAL TREATMENT SYSTEM AT THE CITY'S GROUNDWATER WELL NO. 3

Recommend that the City Council:

- a. Waive formal bidding requirements under Section 2-801(a) of the City's Purchasing Ordinance that allows waiving bidding requirements to purchase special equipment or supplies needed to be compatible with existing equipment, or to perform complex or unique functions; and
- b. Authorize a Purchase Order with Envirogen Technologies, Inc. (Proposal for Well 3 Nitrate Treatment System), in an amount not-to-exceed \$1,484,000 for the purchase of a proprietary ion exchange nitrate removal treatment system at the City's groundwater Well No. 3; and
- c. Authorize the City Manager to execute the Purchase Order and all related documents.

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11) CONSIDERATION TO ADOPT A RESOLUTION SETTING THE PROPERTY TAX RATE REQUIRED TO MEET THE CITY'S OBLIGATION TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR FISCAL YEAR 2021-2022

Recommend that the City Council:

- a. Adopt Resolution No. 8086 establishing the amount necessary to be raised by taxation for the City's annual payment to the California Public Employees' Retirement System;
- b. Fix the property tax rate for Fiscal Year 2021-2022 at \$0.169975 per \$100 of assessed valuation; and
- c. Levy that tax rate upon all taxable property in the City.

12) CONSIDERATION TO DECLARE A DROUGHT IN SAN FERNANDO AND CREATE AN EDUCATION CAMPAIGN TO ENCOURAGE CONSERVATION

This item was agendized by Councilmember Hector A. Pacheco

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT

The meeting will adjourn to its next regular meeting.

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

Julia Fritz, CMC

City Clerk

Signed and Posted: August 12, 2021 (5:30 p.m.)

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

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**Regular Meeting
San Fernando City Council
and Successor Agency to the
San Fernando Redevelopment Agency**

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**AUGUST 2, 2021 – 5:00 P.M.
SPECIAL MEETING**

**City Hall Community Room
117 Macneil Street, San Fernando, CA 91340**

Teleconference Per Governor Executive Order N-29-20

CALL TO ORDER/ROLL CALL

Mayor Ballin called the special meeting to order at 5:00 p.m.

Present:

Council: Mayor Sylvia Ballin, Vice Mayor Mary Mendoza, Councilmembers Cindy Montañez, Hector A. Pacheco (participated via teleconference at 5:05 p.m.), and Celeste Rodriguez (arrived at 5:15 p.m.)

Staff: City Manager Nick Kimball and Assistant City Attorney Richard Padilla (participated via teleconference)

Absent: None

APPROVAL OF AGENDA

By consensus, the agenda was approved.

PUBLIC STATEMENTS - WRITTEN/ORAL None

RECESS TO CLOSED SESSION (5:02 P.M.)

By consensus, Councilmembers recessed to Closed Session.

**A) CONFERENCE WITH LABOR NEGOTIATOR
PURSUANT TO G.C. §54957.6:**

Designated City Negotiators:

City Manager Nick Kimball

Employees and Employee Bargaining Units:

San Fernando Management Group (SEIU, Local 721)

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

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association

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

All Unrepresented Employees

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RECONVENE/REPORT OUT FROM CLOSED SESSION

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

ADJOURNMENT The City Council adjourned the special meeting at 6:02 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of August 2, 2021, Special Meeting, as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: August 16, 2021

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 21-082 (Attachment "A") approving the Warrant Register.

BACKGROUND:

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

The Director of Finance/City Treasurer 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. 21-082

RESOLUTION NO. 21-082

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO
ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON
DEMAND/ WARRANT REGISTER NO. 21-082**

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

1. That the demands (EXHIBIT "A") as presented, having been duly audited, for completeness, are hereby allowed and approved for payment in the amounts as shown to designated payees and charged to the appropriate funds as indicated.

2. That the City Clerk shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

PASSED, APPROVED, AND ADOPTED this 16th day of August, 2021.

Sylvia Ballin, Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 21-082 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 16th day of August, 2021, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have here unto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of _____, _____.

Julia Fritz, City Clerk

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223755	8/16/2021	893883 ABSOLUTION WATER	0021		TREATMENT OPERATOR BOOK 070-383-0301-4300	113.24
					Total :	113.24
223756	8/16/2021	100066 ADS ENVIRONMENTAL SERVICES, INC	22524.52-0721	12473	JULY 2021-SEWER FLOW MONITORING 072-360-0000-4260	1,113.00
					Total :	1,113.00
223757	8/16/2021	888356 ADVANCED AUTO REPAIR	1493		VEHICLE MAINT., REPAIRS AND MINOR 041-320-0225-4400	360.00
			1497	12284	VEHICLE MAINT., REPAIRS AND MINOR 041-320-0225-4400	2,117.23
			1501	12284	VEHICLE MAINT., REPAIRS AND MINOR 041-320-0225-4400	176.47
			1502	12284	VEHICLE MAINT., REPAIRS AND MINOR 041-320-0225-4400	4,517.74
					Total :	7,171.44
223758	8/16/2021	887377 AKEMON, DOLORES	AUG 2021		COMMISSIONER'S STIPEND 001-310-0000-4111	75.00
					Total :	75.00
223759	8/16/2021	892592 ALL AMERICAN ASPHALT	194362		RETENTION RELEASED-GLENAOKS RE 008-2037 010-2037 012-2037 070-2037 072-2037	8,972.45 67,706.71 39,462.96 11,124.37 7,277.28
					Total :	134,543.77
223760	8/16/2021	100143 ALONSO, SERGIO	JULY 2021	12474	MARIACHI MASTER APPRENTICE PRO 109-424-3692-4260	1,020.00
					Total :	1,020.00
223761	8/16/2021	887695 AL'S KUBOTA TRACTOR	211564		DESK BELT - PK1169 041-320-0390-4400	148.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223761	8/16/2021	887695 AL'S KUBOTA TRACTOR	(Continued) 211942		REAR DRIVE BELT-PK1169 041-320-0390-4400	53.89
					Total :	201.89
223762	8/16/2021	893776 AMERICAN TRASH MANAGEMENT	INV005797	12398	SF MALL TRASH MGMT PROJECT 023-341-6556-4600	7,500.00
					Total :	7,500.00
223763	8/16/2021	893441 ARAMARK REFRESHMENT SERVICES	11419240	12451	EMPLOYEE BREAK ROOM SUPPLIES 001-222-0000-4300	189.72
					Total :	189.72
223764	8/16/2021	890546 BARAJAS, CRYSTAL	JULY 2021	12475	MARIACHI MASTER APPRENTICE PRO 109-424-3692-4260	300.00
					Total :	300.00
223765	8/16/2021	893884 CANCINO-ZEPEDA, LILIANA	822660		BASEBALL CLINIC REFUND 017-3770-1330	60.00
					Total :	60.00
223766	8/16/2021	891860 CARL WARREN & COMPANY	20080		REIMB. TO ITF ACCT (LIABILITY CLAIM) 006-1037	359.31
					Total :	359.31
223767	8/16/2021	100713 CITY OF GLENDALE	1438		ANNUAL ICI-S PARTICIPATION RADIO F 001-222-0000-4260	500.00
					Total :	500.00
223768	8/16/2021	103029 CITY OF SAN FERNANDO	3712-3738		REIMBURSEMENT TO WORKERS COM 006-1038	7,032.44
					Total :	7,032.44
223769	8/16/2021	890893 CITY OF SAN FERNANDO	AUG-FY2021 AUG-FY2022 JULY 2021		VARIOUS CITY PROPERTY UTILITY 043-390-0000-4210 VARIOUS CITY PROPERTY UTILITY 043-390-0000-4210 COMMISSIONER'S STIPEND DONATION	10,645.04 10,645.04

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223769	8/16/2021	890893 CITY OF SAN FERNANDO	(Continued)		001-115-0000-4111	75.00
					Total :	21,365.08
223770	8/16/2021	892480 CLEAN ENERGY	CEW12406222	12450	EMERGENCY CNG STATION FUEL NOZ 074-320-0000-4260	3,106.07
					Total :	3,106.07
223771	8/16/2021	100805 COOPER HARDWARE INC.	119181	12277	MISC SUPPLIES FOR PUBLIC WORKS (4.65
			J90547		041-320-0000-4320 CREDIT-OVERPAYMENT	0.10
					001-311-0000-4300	4.75
					Total :	4.75
223772	8/16/2021	100491 CPS HR CONSULTING	SOP53357		TESTING MATERIALS-PD DESK OFFICE	557.75
					001-106-0000-4270	557.75
					Total :	557.75
223773	8/16/2021	892888 CWE	21610	11788	SAN FERNANDO REGIONAL PARK INFI	12,335.80
					070-385-0763-4600	12,335.80
					Total :	12,335.80
223774	8/16/2021	887121 DELL MARKETING L.P.	10502603414	12409	DESK TOP COMPUTERS & LAPTOP	3,438.28
					001-106-0000-4300	3,438.28
					Total :	3,438.28
223775	8/16/2021	100932 DTSC	VQ NO. 2021876		EPA ID NO. VERIFICATION & HAZ WAST	407.50
					072-360-0000-4450	407.50
					Total :	407.50
223776	8/16/2021	889121 EDGESOFT, INC.	3243	12442	JULY-MAINTENANCE OF AIMS SOFTWARE	2,080.00
			3245	12442	AUG-MAINTENANCE OF AIMS SOFTWARE	2,080.00
					Total :	4,160.00
223777	8/16/2021	892589 EMBROIDME	E30698		MMAP SHIRTS	2,338.33
					004-2359	2,338.33

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223777	8/16/2021	892589 892589 EMBROIDME	(Continued)			Total : 2,338.33
223778	8/16/2021	890401 ENVIROGEN TECHNOLOGIES INC	0012773-IN	12464	JULY'21-MAINT., REPAIRS, PARTS, LAB	7,796.80
					070-384-0857-4260	7,796.80
					Total :	7,796.80
223779	8/16/2021	893052 ENVIROTEK	C-3074		STONEWORK GRAFFITI REMOVER	865.03
					001-152-0000-4300	865.03
					Total :	865.03
223780	8/16/2021	103851 EVERSOF, INC.	R2173305		WATER SOFTNER-WELL2A	87.84
					070-384-0000-4260	87.84
					Total :	87.84
223781	8/16/2021	101147 FEDEX	7-445-64017		COURIER SERVICES	32.42
					001-190-0000-4280	32.42
					Total :	32.42
223782	8/16/2021	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598		PAC 50 SHERIFFS	845.93
			209-150-5251-040172		001-222-0000-4220 MWD METER	46.25
			209-151-4939-102990		070-384-0000-4220 MUSIC CHANNEL	42.08
			209-151-4941-102990		001-190-0000-4220 POLICE PAGING	42.08
			209-188-4361-031792		001-222-0000-4220 RCS PHONE LINE	123.23
			209-188-4362-031792		001-420-0000-4220 PD PHONE LINES	639.42
			209-188-4363-031892		001-222-0000-4220 VARIOUS PHONE LINES	87.17
					001-190-0000-4220	290.14
					070-384-0000-4220	286.12
			818-361-0901-51499		001-420-0000-4220 SEWER FLOW MONITORING	56.98
			818-361-3958-091407		072-360-0000-4220 CNG STATION	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223782	8/16/2021	892198 FRONTIER COMMUNICATIONS	(Continued)			
			818-361-6728-080105		074-320-0000-4220 ENGINEERING FAX LINE	53.18
			818-365-5097-120298		001-310-0000-4220 POLICE NARCOTICS VAULT	29.89
			818-837-1509-032207		001-222-0000-4220 PW PHONE LINE	38.65
			818-837-2296-031315		001-190-0000-4220 VARIOUS CITY HALL PHONE LINES	29.89
			818-838-1841-112596		001-190-0000-4220 ENGINEERING FAX MODEM	373.56
			818-838-4969-021803		001-310-0000-4220 POLICE DEPT ALARM PANEL	30.72
					001-222-0000-4220	116.92
					Total :	3,132.21
223783	8/16/2021	887249 GALLS, LLC	018793311		UNIFORM ACCESSORIES FOR POLICE	
			018850387		001-222-0000-4300	27.53
					UNIFORM FOR POLICE CADET	
					001-222-0000-4300	305.43
					Total :	332.96
223784	8/16/2021	892550 GOVEA, DAVID	JULY 2021		COMMISSIONER'S STIPEND	
					001-115-0000-4111	75.00
					Total :	75.00
223785	8/16/2021	101434 GUZMAN, JESUS ALBERTO	JULY 2021	12476	MARIACHI MASTER APPRENTICE PRO	
					109-424-3692-4260	2,000.00
					Total :	2,000.00
223786	8/16/2021	888647 HDL SOFTWARE, LLC	SIN009493	12269	BUSINESS LICENSE ADMIN SERVICES-	
			SIN010048	12269	001-130-0000-4260	4,096.29
					BUSINESS LICENSE ADMIN SERVICES-	
					001-130-0000-4260	3,841.58
					Total :	7,937.87
223787	8/16/2021	101512 HDL, COREN & CONE	SIN010349		CONTRACT SERVICE-PROPERTY TAX	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223787	8/16/2021	101512 HDL, COREN & CONE	(Continued)			
					001-130-0000-4270	1,578.38
					Total :	1,578.38
223788	8/16/2021	890594 HEALTH AND HUMAN RESOURCE	E0250853		EAP-SEPT 2021	
					001-106-0000-4260	243.10
					Total :	243.10
223789	8/16/2021	893817 HERNANDEZ MOLINA, MARIO ALBERTO	JULY 2021	12477	MARIACHI MASTER APPRENTICE PRO	
					109-424-3692-4260	720.00
					Total :	720.00
223790	8/16/2021	890033 HERNANDEZ, CARLOS	AUG 2021		COMMISSIONER'S STIPEND	
					001-310-0000-4111	75.00
					Total :	75.00
223791	8/16/2021	892439 HISTORICAL RESOURCES, INC.	JULY 2021		LOPEZ ADOBE CONSULTANT RECAP	
					001-424-0000-4260	150.00
					Total :	150.00
223792	8/16/2021	101599 IMAGE 2000 CORPORATION	456001		VARIOUS COPIER MAINT CONTRACT-0	
					001-135-0000-4260	1,328.21
					072-360-0000-4260	51.52
					001-135-0000-4260	188.74
					Total :	1,568.47
223793	8/16/2021	893804 INDUSTRIAL SHOEWORKS	1100-1272272		SAFETY BOOTS	
					043-390-0000-4310	198.45
					Total :	198.45
223794	8/16/2021	891570 INNOVATIVE TELECOM. SYSTEMS	3005		TELEPHONE EQUIP MAINT-SEPT 2021	
					001-190-0000-4220	395.00
					Total :	395.00
223795	8/16/2021	101713 JOBS AVAILABLE INC.	2115011		DIRECTOR OF COMMUNITY DEVELOPI	
					001-106-0000-4230	370.50
					Total :	370.50

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223796	8/16/2021	892118 JOHN ROBINSON CONSULTING, INC.	SF202101-04	12364	2020 URBAN WATER MANAGEMENT PL 070-385-0000-4270	32,480.00
					Total :	32,480.00
223797	8/16/2021	893882 JTR	6506		USED TIRE PICK UP 072-360-0000-4260	120.00
					Total :	120.00
223798	8/16/2021	101768 KIMBALL-MIDWEST	9079924		MISC INVENTORY ITEMS 041-1215	291.01
					Total :	291.01
223799	8/16/2021	101971 L.A. MUNICIPAL SERVICES	694-750-1000-1		ELECTRIC & WATER-13180 DRONFIELD 070-384-0000-4210	4,311.36
			694-750-1000-2		ELECTRIC & WATER-13180 DRONFIELD 070-384-0000-4210	4,311.36
					Total :	8,622.72
223800	8/16/2021	101852 LARRY & JOE'S PLUMBING	2192014-0001-02		MAT'LS FOR FAUCET REPAIR-PD 043-390-0000-4300	31.49
					Total :	31.49
223801	8/16/2021	893218 LAZARO, ERNESTO	JULY 2021	12478	MARIACHI MASTER APPRENTICE PRO 109-424-3692-4260	1,080.00
					Total :	1,080.00
223802	8/16/2021	893292 LOCAL GOVERNMENT	622	12445	SENATE BILL90 STATE MANDATED CO 001-130-0000-4270	1,750.00
					Total :	1,750.00
223803	8/16/2021	101935 LOCAL GOVERNMENT COMMISSION	105675	12282	CONSULTING SERVICES 010-311-0628-4600	17,095.59
				12282	001-310-0628-4270	400.00
					Total :	17,495.59
223804	8/16/2021	888254 MCCALLA COMPANY	010662	12456	GLOVES AND WYPALLS 001-222-0000-4300	258.50
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223804	8/16/2021	888254 MCCALLA COMPANY	(Continued)			Total : 258.50
223805	8/16/2021	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	37.17
					Total :	37.17
223806	8/16/2021	102226 MISSION LINEN SUPPLY	515060038		LAUNDRY SERVICE FOR PD 001-225-0000-4350	105.75
			515082451	12457	LAUNDRY SERVICE FOR PD 001-225-0000-4350	74.55
			515105750	12457	LAUNDRY SERVICE FOR PD 001-225-0000-4350	113.84
			515126378	12457	LAUNDRY SERVICE FOR PD 001-225-0000-4350	57.09
			515142637	12457	LAUNDRY SERVICE FOR PD 001-225-0000-4350	129.58
			515177836	12457	LAUNDRY SERVICE FOR PD 001-225-0000-4350	82.63
			515188871	12457	LAUNDRY SERVICE FOR PD 001-225-0000-4350	132.48
			515215411	12457	LAUNDRY SERVICE FOR PD 001-225-0000-4350	95.77
			515231926	12457	LAUNDRY SERVICE FOR PD 001-225-0000-4350	120.18
			515260341	12457	LAUNDRY SERVICE FOR PD 001-225-0000-4350	95.77
					Total :	1,007.64
223807	8/16/2021	893343 MOHR, NICOLE	AUG 2021		COMMISSIONER'S STIPEND 001-310-0000-4111	75.00
			JULY 2021		COMMISSIONER'S STIPEND 001-115-0000-4111	75.00
					Total :	150.00
223808	8/16/2021	892353 MOORE IACOFANO, GOLTSMAN, INC.	0070725	12400	DESIGN FOR LAYNE PARK REVITALIZA 010-420-3669-4600	6,239.90
					Total :	6,239.90
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223809	8/16/2021	893050 MORALES-RODRIGUEZ, CRISTAL	JULY 2021	12479	MARIACHI MASTER APPRENTICE PRO 109-424-3692-4260	460.00
					Total :	460.00
223810	8/16/2021	888134 MOTOROLA SOLUTIONS, INC.	8281082994	12358	HANDHELD RADIO ANTENNAS 001-222-0000-4300 001-222-0000-4300	1,919.60 191.96
					Total :	2,111.56
223811	8/16/2021	893348 NCSI	12192		BACKGROUND CHECK-TENNIS COACH 017-420-1327-4260	18.50
					Total :	18.50
223812	8/16/2021	893405 NEW HORIZON	1614735		LP PHONE SERVICE-AUG 2021 001-420-0000-4220	319.88
					Total :	319.88
223813	8/16/2021	102410 NORTHRIDGE HOSPITAL MEDICAL	30151082762		SART EXAM 001-224-0000-4270	312.00
					Total :	312.00
223814	8/16/2021	102432 OFFICE DEPOT	178099706001		OFFICE SUPPLIES 070-383-0000-4300	18.59
			178987242001		OFFICE SUPPLIES 001-130-0000-4300	62.73
			179429765001		OFFICE SUPPLIES 001-130-0000-4300	27.99
			179895605001		OFFICE SUPPLIES 072-360-0000-4290	220.49
			180614479001		OFFICE SUPPLIES 001-422-0000-4300	-21.37
			180654504001		OFFICE SUPPLIES 001-422-0000-4300	114.53
			182910232001		OFFICE SUPPLIES 001-222-0000-4300	6.45
			182911099001		OFFICE SUPPLIES 001-222-0000-4300	170.88

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223814	8/16/2021	102432 OFFICE DEPOT	(Continued)		OFFICE SUPPLIES 001-222-0000-4300	60.19
			183838163001		OFFICE SUPPLIES 001-222-0000-4300	20.94
			183838660001		OFFICE SUPPLIES 001-222-0000-4300	47.41
			183838661001		OFFICE SUPPLIES 001-222-0000-4300	316.21
			184455237001		OFFICE SUPPLIES 001-422-0000-4300	121.26
			185362227001		OFFICE SUPPLIES 001-420-0000-4300	160.58
			185704299001		OFFICE SUPPLIES 070-383-0000-4300	88.92
			185848624001		OFFICE SUPPLIES 001-222-0000-4300	30.79
			185857555001		OFFICE SUPPLIES 001-222-0000-4300	-4.66
			2505624812		OFFICE SUPPLIES 001-422-0000-4300	38.08
			2508084738		OFFICE SUPPLIES 001-422-0000-4300	1,480.01
					Total :	1,480.01
223815	8/16/2021	892360 PARKING COMPANY OF AMERICA	7282021		TRANSPORTATION- DAY CAMP TRIP-7/ 017-420-1399-4260	192.50
					Total :	192.50
223816	8/16/2021	893665 PASCO DOORS	92870		DOOR REPAIR-LP PARK 043-390-0000-4330	455.31
					Total :	455.31
223817	8/16/2021	887603 R. F. ERECTION COMPANY	21-363		BI-ANNUAL WHEELCHAIR MAINT-LP PA 043-390-0000-4260	500.00
					Total :	500.00
223818	8/16/2021	893774 RJS WORK BOOTS LLC	101-12432		SAFETY WORK BOOTS 072-360-0000-4310	217.91

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223818	8/16/2021	893774 RJS WORK BOOTS LLC	(Continued) 101-12447		SAFETY BOOTS 072-360-0000-4310	416.10
					Total :	634.01
223819	8/16/2021	887296 ROBLED0, OLIVIA	JULY 2021		COMMISSIONER'S STIPEND 001-115-0000-4111	75.00
					Total :	75.00
223820	8/16/2021	102952 SAASSOCIATES	SF-RRAERP-01	12376	RISK & RESILIENCE ASSESSMENT & E 070-385-0000-4270	27,984.75
					Total :	27,984.75
223821	8/16/2021	102988 SAFETY-KLEEN SYSTEMS INC.	86693974		USED OIL RECYCLING 072-360-0000-4260	165.00
					Total :	165.00
223822	8/16/2021	103057 SAN FERNANDO VALLEY SUN	11197 11204		NIB-RESERVIROR REPL PROJ-WELL 4 001-115-0000-4230 NIB-RFQ SMALL BUSINESS ASSIST PR 001-115-0000-4230	196.88 87.50
					Total :	284.38
223823	8/16/2021	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC-VARIOUS LOCATIONS 027-344-0000-4210 029-335-0000-4210 043-390-0000-4210 070-384-0000-4210	9,587.18 2,309.58 13,263.16 17,199.56
					Total :	42,359.48
223824	8/16/2021	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9776-0		NATURAL GAS FOR CNG STATION 074-320-0000-4402	4,417.75
					Total :	4,417.75
223825	8/16/2021	889149 STAPLES BUSINESS ADVANTAGE	3482669402 3482669403		OFFICE SUPPLIES 001-130-0000-4300 FACE MASKS 001-130-3689-4300	71.07 22.04

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223825	8/16/2021	889149 STAPLES BUSINESS ADVANTAGE	(Continued) 3482669404		BREAK ROOM SUPPLIES 001-190-0000-4300	134.79
					Total :	227.90
223826	8/16/2021	893463 STEP SAVER	CT408545 CT457131	12294 12446	NSF CERTIFIED SALT FOR IX NITRATE 070-384-0000-4300 NSF CERTIFIED BULK SALT FOR THE IX 070-384-0000-4300	4,010.88 3,981.01
					Total :	7,991.89
223827	8/16/2021	101528 THE HOME DEPOT CRC, ACCT#603532202490	1020153 2734470 4094693 8393233		MAT'L S FOR SIGN POLES 001-311-0000-4300 STENCIL LETTER SET-STREET MAINT 001-311-0000-4300 MAINT. TOOLS FOR TRUCK 001-311-0000-4300 PAINT-GRAFFITI ABATEMENT 001-152-0000-4300	23.38 113.98 152.34 878.46
					Total :	1,168.16
223828	8/16/2021	887322 THE NATIONAL ARBOR DAY	88-0797-3348		FY21-22 MEMBERSHIP RENEWAL 001-310-0000-4380	15.00
					Total :	15.00
223829	8/16/2021	890833 THOMSON REUTERS	844756825	12467	JULY-DETECTIVE INVESTIGATIVE SOF 001-135-0000-4260	226.65
					Total :	226.65
223830	8/16/2021	103903 TIME WARNER CABLE	10369071821 105180072921 196309072321 222204072921		PD CABLE-07/18-08/17 001-222-0000-4260 RECS CABLE-07/29-08/28 001-420-0000-4260 INTERNET SERVICES 07/23-08/22 001-190-0000-4220 PW OPS CABLE - 07/29-08/21 043-390-0000-4260	224.64 210.54 1,299.00 129.95

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223830	8/16/2021	103903 103903 TIME WARNER CABLE	(Continued)			Total : 1,864.13
223831	8/16/2021	892525 T-MOBILE	958769818		HOTSPOT & TABLET CONNECTIONS 06 001-420-0000-4220 001-152-0000-4220	29.75 19.97 Total : 49.72
223832	8/16/2021	893747 TOOLE DESIGN GROUP LLC	G0047-JUN05	12382 12382	TRANSPORTATION PLANNING AND DE 010-311-0628-4600 001-310-0628-4270	8,906.29 1,153.90 Total : 10,060.19
223833	8/16/2021	893504 TOWN HALL STREAMS, LLC	13362		STREAMING SERVICES-AUG 2021 001-115-0000-4260	175.00 Total : 175.00
223834	8/16/2021	890998 TRUJILLO, RODOLFO	AUG 2021		COMMISSIONER'S STIPEND 001-310-0000-4111	75.00 Total : 75.00
223835	8/16/2021	887939 ULINE SHIPPING SUPPLIES	136178781		LABELS FOR EVIDENCE COLLECTION 001-222-0000-4300	84.15 Total : 84.15
223836	8/16/2021	103445 UNDERGROUND SERVICE ALERT	720210699 DSB20203989		(42) SNF01 NEW TICKET CHARGE 070-381-0000-4260 CA STATE FEE FOR REGULATOR COST 070-381-0000-4260	79.30 43.88 Total : 123.18
223837	8/16/2021	893647 VALEO NETWORKS	15819	12327 12327 12327 12327	FY21-INFORMATION TECHNOLOGY MA 001-135-0000-4270 001-135-0000-4260 FY21-INFORMATION TECHNOLOGY MA 001-135-0000-4260 FY21-INFORMATION TECHNOLOGY MA 001-135-0000-4260 FY21-INFORMATION TECHNOLOGY MA	9,840.00 40.20 346.00 454.10

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223837	8/16/2021	893647 VALEO NETWORKS	(Continued)	12327 12327	001-135-0000-4270 FY21-VEEAM CLOUD CONNECT-JUNE : 001-135-0000-4260	9,840.00 504.30 Total : 21,024.60
223838	8/16/2021	893827 VANTAGE ID APPLICATIONS INC	46822 47530		LABELING SUPPLIES 001-222-0000-4300 ITEMS RETURNED 001-222-0000-4300	267.25 -114.75 Total : 152.50
223839	8/16/2021	893869 VEOCI INC	1331	12448	EOC NOTIFICATION SYSTEM RENEWA 001-135-0000-4260	4,525.00 Total : 4,525.00
223840	8/16/2021	892081 VERIZON BUSINESS SERVICES	71894688		MPLS PORT ACCESS & ROUTER FOR F 001-222-0000-4220	1,049.21 Total : 1,049.21
223841	8/16/2021	100101 VERIZON WIRELESS-LA	9882464030 9884902303 9884913313 9884924312		VARIOUS CELL PHONE PLANS 001-222-0000-4220 001-152-0000-4220 PD CELL PHONE PLANS 001-222-0000-4220 CITY YARD CELL PHONE PLANS 070-384-0000-4220 043-390-0000-4220 041-320-0000-4220 072-360-0000-4220 VARIOUS CELL PHONE PLANS 070-384-0000-4220 001-106-0000-4220	313.95 190.05 269.09 204.40 18.72 18.72 35.78 52.60 53.78 Total : 1,157.09
223842	8/16/2021	103603 VULCAN MATERIALS COMPANY	73005358	12449	UTILITY BASE COLD MIX, SAND FOR P 070-383-0000-4310	1,816.99

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223842	8/16/2021	103603 VULCAN MATERIALS COMPANY	(Continued) 73005359	12449	UTILITY BASE COLD MIX, SAND FOR P- 070-383-0000-4310	525.94
			73005360	12449	UTILITY BASE COLD MIX, SAND FOR P- 072-360-0000-4300	732.03
Total :						3,074.96
223843	8/16/2021	890970 WEX BANK	73136190		CITY FUEL FOR FLEET	
					041-320-0152-4402	222.73
					041-320-0221-4402	326.67
					041-320-0222-4402	144.68
					041-320-0224-4402	1,021.53
					041-320-0225-4402	4,795.59
					041-320-0228-4402	417.64
					041-320-0311-4402	953.15
					041-320-0312-4402	2.00
					041-320-0320-4402	132.93
					041-320-0346-4402	67.75
					041-320-0370-4402	344.62
					041-320-0390-4402	1,885.95
					041-320-0420-4402	62.00
					007-313-3630-4402	161.80
					029-335-0000-4402	206.57
					070-381-0000-4402	194.74
					070-382-0000-4402	330.64
					070-383-0000-4402	454.05
					070-384-0000-4402	350.57
					072-360-0000-4402	340.27
Total :						12,415.88
223844	8/16/2021	889467 YOUNGBLOOD & ASSOCIATES	1517A	12460	POLYGRAPH EXAMS	
					001-222-0000-4270	350.00
Total :						350.00
90 Vouchers for bank code : bank3						Bank total : 452,596.76
90 Vouchers in this report						Total vouchers : 452,596.76

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

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SPECIAL CHECKS

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223424	7/7/2021	891220 VAN LANT & FANKHANEL, LLP	051321		CITY'S ANNUAL AUDIT SERVICES	
				12262	001-130-0000-4270	16,087.50
				12262	070-381-0000-4270	2,681.25
				12262	072-360-0000-4270	2,681.25
					Total :	21,450.00
223425	7/8/2021	103648 CITY OF SAN FERNANDO	PR 7-9-21		REIMB FOR PAYROLL W/E 7-2-21	
					001-1003	399,192.59
					007-1003	323.23
					017-1003	14,693.17
					029-1003	2,039.80
					030-1003	341.42
					041-1003	7,512.68
					043-1003	23,872.19
					070-1003	33,134.65
					072-1003	15,994.44
					094-1003	141.25
					110-1003	1,410.95
					Total :	498,656.37
223426	7/9/2021	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INS BENEFITS - JULY 2021	
					001-1160	5,297.53
					Total :	5,297.53
223427	7/9/2021	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS - JULY 2021	
					001-1160	88.11
					Total :	88.11
223428	7/9/2021	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - JULY 2021	
					001-1160	2,267.66
					Total :	2,267.66
223429	7/9/2021	887627 STANDARD INSURANCE	DEMAND		LIFE/AD&D INS BENEFITS - JULY 2021	
					001-1160	3,569.44
					Total :	3,569.44

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223551	7/15/2021	103648 CITY OF SAN FERNANDO	SPR 7-15-21		REIMB FOR SPECIAL PAYROLL 7/15/21	
					001-1003	9,542.09
					Total :	9,542.09
223552	7/20/2021	888957 PROGRESSIVE SOLUTIONS INC.	3713		CASHIERING SYSTEM ANNUAL MAINT	
				12439	001-135-0000-4260	5,430.08
				12439	070-382-0000-4260	2,715.05
				12439	072-360-0000-4260	2,715.05
					Total :	10,860.18
223553	7/22/2021	103648 CITY OF SAN FERNANDO	PR 7-23-21		REIMB FOR PAYROLL W/E 7-16-21	
					001-1003	413,104.08
					007-1003	162.15
					017-1003	11,779.64
					027-1003	2,122.15
					029-1003	3,819.49
					030-1003	832.98
					041-1003	6,456.04
					043-1003	17,093.94
					070-1003	36,742.87
					072-1003	20,680.85
					094-1003	144.09
					110-1003	2,399.46
					Total :	515,337.74
9 Vouchers for bank code : bank3						Bank total : 1,067,069.12
9 Vouchers in this report						Total vouchers : 1,067,069.12

Voucher Registers are not final until approved by Council.

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223748	8/2/2021	893115 P.E.R.S. CITY RETIREMENT	100000016454293-FY21		EMPL CONTRIB VARIANCE-06/19-06/30	
					018-222-0000-4124	205.96
					018-224-0000-4124	154.46
					018-225-0000-4124	2,214.07
			100000016454293-FY22		EMPL CONTRIB VARIANCE-07/01-07/02	
					018-222-0000-4124	33.53
					018-224-0000-4124	25.15
					018-225-0000-4124	360.43
					Total :	2,993.60
1 Vouchers for bank code :		bank3			Bank total :	2,993.60
1 Vouchers in this report					Total vouchers :	2,993.60

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

RES. NO. 21-082
EXHIBIT "A"

vchlist

08/04/2021 9:47:14AM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223746	8/4/2021	891301 BERNARDEZ, RENATE Z.	577		INTERPRETATION SRVCS-CC MTG 04/1 001-101-0000-4270	150.00
			579		INTERPRETATION SRVCS-CC MTG 04/1 001-101-0000-4270	150.00
			581		INTERPRETATION SRVCS-CC MTG 05/1 001-101-0000-4270	150.00
			584		INTERPRETATION SRVCS-CC MTG 06/1 001-101-0000-4270	150.00
					Total :	600.00
					Bank total :	600.00
					Total vouchers :	600.00

1 Vouchers for bank code : bank3

1 Vouchers in this report

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK**RES. NO. 21-082
EXHIBIT "A"**

vchlist

08/02/2021 12:45:31PM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
223745	8/5/2021	102519 P.E.R.S.	AUG 2021		HEALTH INS. BENEFITS-AUG 2021 001-1160	148,811.73
Total :						148,811.73
1 Vouchers for bank code : bank3						Bank total : 148,811.73
1 Vouchers in this report						Total vouchers : 148,811.73

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: August 16, 2021

Subject: Consideration to Authorize the Formal Solicitation of Bids for the San Fernando Regional Park Infiltration Project

RECOMMENDATION:

It is recommended that the City Council authorize the formal solicitation of bids for the San Fernando Regional Park Infiltration Project to be advertised and publicly noticed for no less than 30 days prior to the opening of bids.

BACKGROUND:

1. On April 16, 2018, the City Council awarded Contract No. 1883 for the design phase of the San Fernando Regional Park Infiltration Project.
2. On February 16, 2021, the City Council approved an agreement with the Los Angeles County Flood Control District (LACFCD) to accept \$9,201,200 in grant funds from the Safe, Clean Water Program (also known as Measure W).
3. On June 21, 2021, the City Council approved the amended Contract No. 1883(a) with CWE for construction management services for the Upper Reservoir Replacement Project.
4. On August 2, 2021, the City Council approved an agreement with the LACFCD (Contract No. 1911) to accept \$1,029,764 in grant funds from the Proposition 1 Integrated Regional Water Management Program (Prop 1 IRWM).

ANALYSIS:

Project Background.

The project involves diverting storm water from entering the Pacoima Wash by redirecting it through underground pipes to a buried infiltration basin beneath Recreation Park. When completed, the storm water diversion and infiltration project will recharge the groundwater

Consideration to Authorize the Formal Solicitation of Bids for the San Fernando Regional Park Infiltration Project

Page 2 of 3

basin by approximately 400 acre-feet (130 million gallons) of runoff. The project has many stages that includes underground construction of new structures to intercept storm water, new diversion pipeline beneath the streets along sections of Jessie Street, Fifth Street, and Park Avenue, new pavement above these streets, and the excavation of the field area at the Park for construction of the infiltration basin. Once completed, the turf above the buried basin will be returned to its original condition.

Project Schedule.

The project is expected to begin in early 2022 and completion is anticipated within an 18-month period.

Project Funding.

Most of the proceeds for construction of the San Fernando Regional Park Infiltration Project are provided through a \$9,201,200 Measure W grant and a \$1,029,764 Prop 1 IRWM grant – both administered by the LACFCD. The City will develop a Memorandum-of-Understanding (MOU) agreement with the Los Angeles Department of Water and Power (LADWP), which will outline LADWP's coverage of the funding gap between the cost of construction and the Measure W and Prop 1 IRWM grants. Staff estimates that this funding gap agreement between the City and LADWP will be approximately \$4.7 million.

Public Bid Process.

Per Chapter 7, Section 3.C.1 of the City's Purchasing Policy, a notice shall be published in a newspaper of general circulation at least 14 calendar days prior to the bid opening date. Notice shall also be mailed to the construction bid rooms for this area at least 30 calendar days prior to the opening of the bids. Notice will also be posted on the City website during this period. The bid package ([Project Specifications, Plans, and Bid Proposal Documents](#) – as shown in Attachment "A") will be available in electronic format to all interested parties.

The bid proposals are tentatively scheduled to be opened by the City Clerk in the Council Chambers on Thursday, September 16, 2021. The bids will be analyzed to determine the lowest responsive bidder. Staff will return to City Council for consideration to the award the construction contract in November 2021.

BUDGET IMPACT:

Construction for the San Fernando Regional Park Infiltration Project is being funded through a combination of sources. The budget will see an increase in revenues of \$9,201,200 and added to account 010-3686-0763 as a result of the Measure W agreement executed by the City Council on February 16, 2021. An additional \$1,029,764 will also added to revenue account 010-3686-0645 following the City Council's authorization of the Prop 1 IRWM agreement on August 2, 2021. An MOU with LADWP to cover the funding gap for construction will be finalized following receipt of

Consideration to Authorize the Formal Solicitation of Bids for the San Fernando Regional Park Infiltration Project

Page 3 of 3

construction bids and presented to the City Council for review and authorization in Fall 2021. Construction on the project will not proceed until this step is completed.

CONCLUSION:

Staff recommends that the City Council authorize the formal solicitation of bids for the San Fernando Regional Park Infiltration Project.

ATTACHMENT:

- A. [Project Bid Package](#) (hardcopy available at the Public Works counter)

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: August 16, 2021

Subject: Second Reading and Adoption of Ordinance No. 1702 Repealing Division 7, (Tree Commission) of Chapter 2 “Administration” and Amending Article II, (Planning and Preservation Commission) of Chapter 62, (Planning) of the San Fernando Municipal Code

RECOMMENDATION:

It is recommended that the City Council adopt Ordinance No. 1702 (Attachment “A”) that was introduced for first reading at the City Council meeting of August 2, 2021, repealing Division 7, (Tree Commission) of Chapter 2 “Administration” and amending Article II, (Planning and Preservation Commission) of Chapter 62, (Planning) of the San Fernando Municipal Code.

BACKGROUND:

1. On June 6, 2016, the City Council approved changes to City Commissions. Among the changes, the City Council approved dissolving the Tree Commission and combining the duties and responsibilities of the former Tree Commission with the Planning and Preservation Commission (PPC).
2. On August 2, 2021, the City Council approved for first reading, in title only, and waive further reading of Ordinance No. 1702 (Attachment “A”) “An Ordinance of the City Council of the City of San Fernando, California, repealing Division 7, (Tree Commission) of Chapter 2 “Administration” and amending Article II, (Planning and Preservation Commission) of Chapter 62, (Planning) of the San Fernando Municipal Code.

ANALYSIS:

The purpose of the proposed ordinance is to formally amend the City Code to fully implement City Council’s direction and effectuate the transfer of the duties and powers of the Tree Commission to the Planning and Preservation Commission.

These duties and powers include:

Second Reading and Adoption of Ordinance No. 1702 Repealing Division 7, (Tree Commission) of Chapter 2 “Administration” and Amending Article II, (Planning and Preservation Commission) of Chapter 62, (Planning) of the San Fernando Municipal Code

Page 2 of 2

- (1) To act in an advisory capacity to the city council on matters pertaining to the improvement and beautification of the City's urban forest, and to provide an official entity through which the city may organize and implement plans.
- (2) To establish procedures and rules of operation, as it deems necessary to give effect to the intent and purpose of this ordinance, subject to the approval of the city council, and to perform such other duties as may be prescribed by the city council.
- (3) To oversee the preparation of, the reviewing of, and the recommendation of a city-owned tree inventory, master plan, and work plan/budget to the city council for implementation.
- (4) To be instrumental in evaluating needs, setting goals, and establishing policies for the community forestry program.
- (5) To recommend legislation to the city council regarding the urban forest.
- (6) To provide information regarding the selection, planning and maintenance of trees on public property.

The PPC will meet to discuss matters related to trees and the City's urban forest at least once each quarter during regularly scheduled commission meetings.

BUDGET IMPACT:

Approval of the proposed Ordinance will include codifying the San Fernando Municipal Code and the cost is included in the City's Fiscal Year 2021-2022 General Fund budget. There is minimal impact to the FY 2021 -2022 budget, as staff costs to assist Commissions are included in each department's work plan.

CONCLUSION:

It is recommended that the City Council adopt Ordinance No. 1702 repealing Division 7, (Tree Commission) of Chapter 2 “Administration” and amending Article II, (Planning and Preservation Commission) of Chapter 62, (Planning) of the San Fernando Municipal Code.

ATTACHMENT:

A. Ordinance No. 1702

ORDINANCE NO. 1702

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, REPEALING DIVISION 7, (TREE COMMISSION) OF CHAPTER 2 "ADMINISTRATION" AND AMENDING ARTICLE II, (PLANNING AND PRESERVATION COMMISSION) OF CHAPTER 62, (PLANNING) OF THE SAN FERNANDO MUNICIPAL CODE

RECITALS

WHEREAS, on April 6, 2015, the City Council created an Ad Hoc Committee on City Commissions to do an overview of all commissions and provide final recommendations to the full City Council; and

WHEREAS, on June 6, 2016, upon review of recommended changes to City Commissions, the City Council approved the dissolution of the Tree Commission; and

WHEREAS, the City Council further approved that the duties of the Tree Commission be consolidated with those of the Planning and Preservation Commission; and

WHEREAS, the proposed amendments to Article II, (Planning and Preservation Commission) of Chapter 62, (Planning) of the San Fernando Municipal Code put the Ad Hoc Committee's recommendation into effect.

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

SECTION 1. Recitals. The Recitals set forth above are true and correct and incorporated into this Ordinance.

SECTION 2. Division 7, (Tree Commission) of Chapter 2, (Administration) of the San Fernando Municipal Code is hereby repealed in its entirety.

SECTION 3. Article II, (Planning and Preservation Commission) of Chapter 62, "Planning" of the City of San Fernando Municipal Code is hereby amended to read:

"ARTICLE II. – PLANNING AND PRESERVATION COMMISSION"

Sec. 62-26. - Established.

A planning commission for the city is established pursuant to Government Code § 65101 and shall be known as the planning and preservation commission. All references in this Code to the "planning commission" or "city planning commission" shall be to the planning and preservation commission. All references in Ch. 106, art. VI, div. 14, of this Code to the "commission" shall be to the planning and preservation commission.

Sec. 62-27. - Composition and appointment of members.

The planning and preservation commission shall be composed of five members, each with full participation and voting rights. Such members shall be registered voters and city residents. Each member shall be appointed by a different appointing councilperson, with such appointment to be ratified by the city council.

Sec. 62-28. - Compensation.

The council shall fix the amount of compensation, if any, to be paid to the members of the planning and preservation commission.

Sec. 62-29. - Officers.

The members shall organize the planning and preservation commission and shall elect a Chair and Vice-Chair. In the absence of the Chair and Vice-Chair, any other member shall call the commission to order, whereupon a Chair shall be elected from the members present to preside for that meeting. The community development director shall serve as secretary.

Sec. 62-30. - Meetings generally.

- (a) The members of the planning and preservation commission shall meet once each month, at such time and place as may be fixed by resolution, and may hold such other meetings as from time to time may be called in the form and manner required by law.
- (b) The planning and preservation commission shall discuss at least once a quarter matters pertaining to trees and the City's urban forest during regularly scheduled commission meetings.

Sec. 62-31. - Absence from meetings.

- (a) Absence from three consecutive regular meetings of the planning and preservation commission by a member with or without consent of the commission shall be deemed to constitute a retirement of such member, and the office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office.
- (b) Absence from three regular meetings of the commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and the office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office.

Sec. 62-32. - Quorum.

Three members of the planning and preservation commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum and until a quorum can be obtained.

Sec. 62-33. - Rules and regulations.

The planning and preservation commission may make and alter rules and regulations for its organization and procedure consistent with state laws and this article and other city ordinances.

Sec. 62-34. - Records and reports.

The planning and preservation commission shall keep an accurate record of all its proceedings and transactions. The commission shall also, upon demand of the council, make other investigations and reports upon subjects within its jurisdiction.

Sec. 62-35. - Powers and duties generally.

The planning and preservation commission shall have the powers and shall perform the duties prescribed by the city council and by state law for planning commissions established pursuant to Government Code § 65101.

In addition, for purposes of ch. 106, art. VI, div. 14, of this Code, the duties of the planning and preservation commission shall include the following:

- (1) Initiating studies, investigations and surveys and making recommendations to the city council relative to the designation, selection, establishment, maintenance, management, and control of historic resources and the preservation thereof.
- (2) Upon request of the city council, making other investigations, reports, and recommendations upon subjects related to the implementation of the historic preservation element of the general plan and ch. 106, art. VI, div. 14, of this Code, or other matters related to the city's historic preservation program referred to it by the city council.

Sec. 62-36. - Powers and duties, trees and City's urban forest.

In addition to the duties discussed in Sec. 62-35, the planning and preservation commission shall have duties related to trees and the City's urban forest, including the following:

- (1) To act in an advisory capacity to the city council on matters pertaining to the improvement and beautification of the city's urban forest, and to provide an official entity through which the city may organize and implement plans.
- (2) To establish procedures and rules of operation, as it deems necessary to give effect to the intent and purpose of this ordinance, subject to the approval of the city council, and to perform such other duties as may be prescribed by the city council.
- (3) To oversee the preparation of, the reviewing of, and the recommendation of a city-owned tree inventory, master plan, and work plan/budget to the city council for implementation.
- (4) To be instrumental in evaluating needs, setting goals, and establishing policies for the community forestry program.
- (5) To recommend legislation to the city council regarding the urban forest.
- (6) To provide information regarding the selection, planning and maintenance of trees on public property.

SECTION 4. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 5. This ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this 16th day of August, 2021.

ATTEST:

Julia Fritz, City Clerk

Sylvia Ballin, Mayor of the City of San Fernando, California

APPROVED AS TO FORM:

Richard A. Padilla, Assistant
City Attorney

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 Ordinance No. 1702 which was introduced August 2, 2021 and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the 16th day of August, 2021 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 _____, ____.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: August 16, 2021

Subject: Consideration to Authorize a Purchase Order with General Pump Company, Inc. for the Purchase and Installation of New Pump and Motor Assemblies Located at the City's Booster Pump Stations

RECOMMENDATION:

It is recommended that the City Council:

- a. Waive formal bidding requirements under Section 2-801(a) of the City's Purchasing Ordinance that allows waiving bidding requirements to purchase special equipment or supplies needed to be compatible with existing equipment, or to perform complex or unique functions;
- b. Authorize a Purchase Order with General Pump Company, Inc. (General Pump) (Attachment "A" – Proposals for Arroyo Boosters Nos. 1 and 3; and for Hubbard Booster No. 1), in an amount not-to-exceed \$66,376.60 for the purchase and installation of New Pump and Motor Assemblies located at the City's Booster Pump Stations; and
- c. Authorize the City Manager to execute the Purchase Order and all related documents.

BACKGROUND:

1. On November 26, 2019, the City Council approved new water and sewer rates based partially on a Capital Improvement Program that included upgrades to some of the City's critical booster pumps.
2. On June 21, 2021, the City Council adopted the Fiscal Year (FY) 2021-2022 Budget, which includes upgrades to pumps at the Arroyo and Hubbard Booster Stations.

Consideration to Approve a Purchase Order with General Pump Company, Inc. for the Purchase and Installation of New Pump and Motor Assemblies located at the City's Booster Pump Stations

Page 2 of 3

ANALYSIS:

The City's Water Division has found the booster pumps at its Arroyo and Hubbard Stations to be in decline for a number of years. General Pump has fabricated the assemblies at these stations, provided service on the City's water system over the years, and has the most knowledge about the condition of the pumps. During recent site visits, General Pump staff were able to assess the issues of the non-operational pump assemblies and provide proposals that are directly based on an understanding of how the water system operates and how the pumps are configured to deliver water to our reservoirs. Replacing the pump assemblies and motors at the two booster pump stations are critical steps in preparing for the Upper Reservoir Replacement Project. By having all of the booster pumps operational at these locations, staff will be able to keep the larger reservoir filled at high levels, while the smaller reservoir is demolished and replaced with a new one during construction.

Use of Consistent Technology.

The pump and motor assemblies are custom fabrications to fit the specifications of the City's water system. This equipment has been fabricated and installed by General Pump over the years at the booster stations. Staff considers their knowledge of the system and their design of the pump parts to be critical to successful water distribution. Keeping the pumps at each booster location consistent is important, as differing technologies could lead to incompatibilities that could damage the system or decrease its efficiency.

Purchase of Special Equipment.

City Ordinance No. 1653, adopted in April 2016, allows for the purchase of special equipment under Section 2-801(a). In particular, it specifies under subsection (1) that purchasing can be limited to a specific product type, or brand name product, if purchasing any special equipment or supplies needed to be compatible with existing equipment, or to perform complex or unique functions. Since the City already uses custom fabricated pump assemblies from General Pump at the booster pump stations, staff is familiar with the operation and maintenance of these booster pumps, and there are important operational efficiencies associated with having compatibility of all the pumps in the system, staff recommends City Council waive formal bidding requirements and approve a Purchase Order with General Pump to purchase the new pump equipment.

BUDGET IMPACT:

Funds for the purchase of the new booster pump and motor assemblies are appropriated in the FY 2021-2022 Adopted Budget under account 070-385-0000-4320.

Consideration to Approve a Purchase Order with General Pump Company, Inc. for the Purchase and Installation of New Pump and Motor Assemblies located at the City's Booster Pump Stations

Page 3 of 3

CONCLUSION:

Staff recommends that the City Council authorize a Purchase Order with General Pump Company, Inc. in an amount not to exceed \$66,376.60 based on Section 2-801(a)(1) of City Ordinance 1653.

ATTACHMENT:

- A. Proposals – General Pump Company, Inc. – Arroyo Boosters Nos. 1 and 3; and Hubbard Booster No. 1



159 N. ACACIA STREET * SAN DIMAS, CA 91773
PHONE: (909) 599-9606 * FAX: (909) 599-6238

CAMARILLO, CA 93010 * PHONE: (805) 482-1215
www.genpump.com

WELL & PUMP SERVICE SINCE 1952

Lic. #496765

Serving Southern California and Central Coast

July 9, 2021

Via Email: amendez@sfcity.org

City of San Fernando
117 MacNeil Street
Attn: Alex Mendez

Subject: Arroyo Booster Nos. 1 & 3 – Replacement Pump & Motor Assembly

General Pump Company is pleased to provide our prevailing wage estimate **per booster assembly** to pull and reinstall new booster pump assemblies.

According to data observed during our most recent site visit, these booster pump assemblies are locked up and the City of San Fernando as requested an estimated cost for replacement. We have produced this proposal based on the knowledge obtained from historical work conducted on Arroyo Bstr No. 2 and the assumption that the discharge heads are in reusable condition.

If the information used for this estimate differs from what is revealed following the pull and inspection, the estimate may require adjustment. Following General Pump Company's inspection, if existing parts of the assembly could be reused then a reduction in cost could be possible.

Scope of Work

Field Labor

Booster Pump Pull

- Mobilize to site, verify lock-out / tag-out electrical.
- Pull booster pump equipment and motor.
- Load on support truck.
- Sound booster can bottom.

Three Man Crew & Crane – Est. 8 Hrs. @ \$624/Hr.

\$ 4,992.00

Install New Booster Pump Assembly

- Mobilize to site
- Install booster pump equipment and motor.
- Check rotation, take lift, conduct start up testing.

Three Man Crew & Crane – Est. 10 Hrs. @ \$624/Hr.

\$ 6,240.00

Overtime – Est. 6 Man Hrs. @ \$69/Man Hr.

\$ 414.00



Shop Labor

- Pressure wash pump and prepare for disassembly, handling
- Remove pump head from bowls, remove packing box, disassemble
- Primer and paint discharge head
- Machine packing housing for external mech seal set-up
- Unassemble/Reassemble pump bowls, prep for installation
- Receive and inspect new materials, quality assurance
- Plumb mechanical seal with box air relief valve
- Retrofit SS basket strainer with vortex suppressor
- Fabricate, fit, mount and install 316 shaft guard screens.
- Inspect and Balance Adjustable Coupling
- Engineering inspection and report (included)

29 Hrs. @ \$112/Hr. \$ 3,248.00

Materials

- | | |
|--|------------|
| • New Pump Assembly Designed for 600 GPM @ 80' TDH | \$4,688.00 |
| • New Mechanical Seal Assembly for 1" shaft | \$1,820.00 |
| • 1" Line Shaft Assembly Material | \$370.00 |
| • 6" x 1" Retainers (Bronze) | \$131.00 |
| • 6" x 4 ft Water Lube Flanged Column Pipe (Qty 2) | \$2,099.00 |
| • New 15 HP, 3PH, 1760 RPM VSS Motor | \$2,410.00 |
| • SS Basket strainer with vortex suppressor | \$693.00 |
| • 6" 150# GR5 nut, bolt, and full face gasket kit | \$70.00 |
| • Miscellaneous consumables materials, flanges, fittings, & restraints | \$1,076.00 |
| • Estimated Freight | \$664.00 |

SubTotal Materials (Taxable) ***\$14,201.00***

Estimated Local Tax (10.0%) ***\$1,402.10***

Outside Service

- | | |
|--|------------|
| • Field Trim Balance of Motor and Pump, if necessary | \$1,500.00 |
|--|------------|

Total Labor, Service & Materials ***\$31,817.10***



General Pump Company's Standard Terms and Conditions apply and all invoices are Net 30-Days from date of invoice. General Pump Company's Estimated charges will not be exceeded without prior written authorization from the Owner.

Should you have any questions or need additional information regarding the above summary and associated costs, please do not hesitate to contact us.

Thank you.

Sincerely,

GENERAL PUMP COMPANY, INC.

Luis Busso, P.G.

Luis Busso
Sr. Project Geologist



159 N. ACACIA STREET * SAN DIMAS, CA 91773
PHONE: (909) 599-9606 * FAX: (909) 599-6238

CAMARILLO, CA 93010 * PHONE: (805) 482-1215
www.genpump.com

WELL & PUMP SERVICE SINCE 1952

Lic. #496765

Serving Southern California and Central Coast

July 14, 2021

Via Email: amendez@sfcity.org

City of San Fernando
117 MacNeil Street
Attn: Alex Mendez

Subject: Hubbard Booster #1 – New Discharge Head & Booster Assembly

General Pump Company is pleased to provide our prevailing wage quote to pull and replace your booster pump assembly.

According to data observed during our most recent site visit, the booster pump motor is currently exceeding its load capacity during regular operation. City personnel have reported that the electrical panel breakers have been tripped on several occasions when the pump starts. We have produced this proposal based on the knowledge obtained from the adjacent booster pump assembly work completed in 2019.

Scope of Work

Field Labor

Booster Pump Pull

- Mobilize to site, verify lock-out / tag-out electrical.
- Pull booster pump equipment and motor.
- Load on support truck.
- Sound booster can bottom.

Three Man Crew & Crane – Est. 4 Hrs. @ \$624/Hr.

\$ 2,496.00

Install New Booster Pump Assembly

- Mobilize to site
- Install booster pump equipment and motor.
- Check rotation, take lift, conduct start up testing.

Three Man Crew & Crane – Est. 5 Hrs. @ \$624/Hr.

\$ 3,120.00

Pipe Fabricator – Est. 3 Hrs. @ \$204/Hr.

\$ 612.00



Shop Labor

- Pressure wash pump and prepare for disassembly, handling
- Remove pump head from bowls, remove seal housing, disassemble
- Machine new SS headshaft
- Machine base plate and discharge head parallel and concentric
- Primer and paint discharge head
- Machine mech seal housing for external set-up
- Assemble pump bowls and head assembly, prep for installation
- Receive and inspect new materials, quality assurance
- Plumb mechanical seal with box air relief valve
- Clean base bolting & set SS basket strainer with vortex suppressor
- Fabricate, fit, mount and install 316 shaft guard screens.
- Engineering inspection and report (included)

28 Hrs. @ \$112/Hr. \$ 3,136.00

Materials

• Pump Assembly Designed for 900 GPM @ 63' TDH	\$5,373.00
• New Mechanical Seal Assembly	\$2,308.00
• 1-1/2" Line Shaft Assembly	\$455.00
• 6" x 1-1/2" Retainers (Bronze)	\$155.00
• 6" Machined Water Lube Column Pipe	\$819.00
• New 20 HP, 3PH, 1800 RPM Motor	\$3,810.00
• New Custom Fabricated Discharge Head (for Pressurized Can)	\$5,091.00
• Head shaft material, 416SS	\$400.00
• SS Basket strainer with vortex suppressor	\$819.00
• New Steel Base Plate	\$982.00
• Air Relief By-Pass Material	\$230.00
• 4" 150# GR5 nut, bolt, and full face gasket kit	\$70.00
• Pipe fabrication materials, flanges, fittings, & restraints	\$1,308.00
• Estimated Freight	\$1,085.00

SubTotal Materials (Taxable) **\$22,905.00**

Estimated Local Tax (10.0%) **\$2,290.50**

Total Labor, Service & Materials **\$34,559.50**

General Pump Company's Standard Terms and Conditions apply and all invoices are Net 30-Days from date of invoice. General Pump Company's Estimated charges will not be exceeded without prior written authorization from the Owner.



Should you have any questions or need additional information regarding the above summary and associated costs, please do not hesitate to contact us. Material lead time is approximately 6 to 8 weeks upon notice to proceed.

Thank you.

Sincerely,

GENERAL PUMP COMPANY, INC.

Luis Busso, P.G.

Luis Busso
Sr. Project Geologist

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager

Date: August 16, 2021

Subject: Recieve and File an Update Regarding COVID-19 Response Efforts

RECOMMENDATION:

Receive and file an update related to the City's COVID-19 efforts, including, but not limited to:

- a. Review of the City's COVID-19 planning, response, enforcement, and education efforts, and related policy initiatives; and
- b. Review of financial assistance programs and the pursuit of funding opportunities, and related recommendations, as appropriate.

BACKGROUND/ANALYSIS:

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

Staff Updates.

State of California COVID-19 Updates.

As of June 15, 2021, California retired its Blueprint for a Safer Economy and California's economy is now fully open (Attachment "A"). Restaurants, shopping malls, movie theaters, and most everyday places are operating as normal – with no capacity limits or physical distancing required. However, everyone is still required to follow masking guidelines in select settings. Some restrictions also still exist for large events.

Los Angeles County Department of Public Health (LACDPH) A Safer Return Together at Work and in the Community Beyond the Blueprint for a Safer Economy.

With LA County's daily test positivity rate's significant increase since the June 15, 2021 reopening, LACDPH updated the Health Officer Order on July 16, 2021, July 22, 2021, and most recently on July 30, 2021 to include:

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- Incorporation by reference, the July 26, 2021 State Public Health Officer Order that mandates specific public health requirements regarding worker vaccine status, respirators or masks, and testing requirements for Acute Health Care and Long-Term Care settings, High-Risk Congregate settings and other Health Care settings;
- Reiterates that, because the County is currently experiencing high rates of COVID-19 community transmission, all persons, in indoor public and business settings, must wear a face mask regardless of vaccination status;
- Clarifies that customers, guests, and patrons are not required to wear face mask indoors while actively eating or drinking in a stationary place, receiving a personal care services that requires the removal of their mask, or when alone in a room or office; and
- Strongly recommends that all persons at Outdoor Mega-Events wear a face mask at all times when not seated in their ticketed seat.

Please visit the City's website for current Health Orders issued by the LACDPH: [SFCITY.ORG/Coronavirus/#Health-Officer-Order](https://www.sfcity.org/coronavirus/#Health-Officer-Order). Key COVID-19 related metrics for the County of Los Angeles and City of San Fernando are included as Attachment "B".

Masking Guidance.

Effective July 22, 2021, there are places where everyone two years of age and older must continue to wear a mask, regardless of their vaccination status (Attachment "C"). Note that in the workplace, workers have to follow Cal/OSHA mask requirements.

If you are fully vaccinated, you are not required to wear a mask, except in places where EVERYONE is required to wear a mask. Keep your vaccine record handy as businesses can ask for proof of vaccination.

EVERYONE, regardless of vaccination status, must wear a mask:

- In all indoor public settings, venues, gatherings, and public and private businesses in Los Angeles County.
- On planes, trains, buses, ferries, taxis and ride-shares, and all other forms of public transport.
- In transportation hubs like airports, bus terminals, train stations, marinas, seaports or other ports, subway stations, or any other area that provides transportation.
- Healthcare settings (including long-term care facilities).
- State and local correctional facilities and detention centers.
- Shelters and cooling centers.
- Indoors at any youth-serving facility (such as K-12 schools, childcare, day camps, etc.)
- In any outdoor location where it is the policy of the business or venue..

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Please visit the City's website for additional masking guidance issued by the LACDPH: SFCITY.ORG/Coronavirus/#Face-Masks

Health Order Enforcement.

Staff will provide an update on current enforcement efforts during the meeting, if requested.

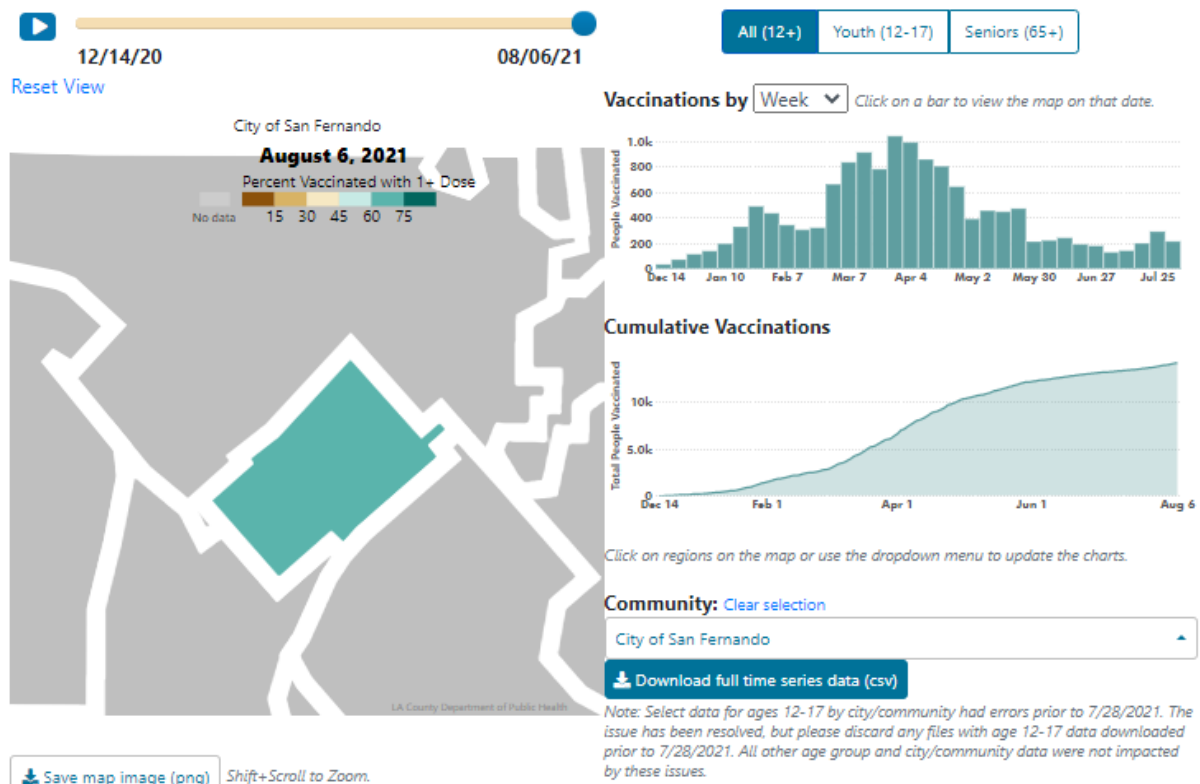
COVID-19 Vaccine Distribution.

Since May 13, 2021, all California residents age 12 and older have been eligible to be vaccinated. Los Angeles County residents in have three options to register for an appointment to receive the COVID-19 vaccine:

- LACDPH Online portal: VaccinateLACounty.com
- Los Angeles Fire Department Online portal: CarbonHealth.com/COVID-19-Vaccines
- LACDPH Call Center (between 8 am and 8:30 pm): (833) 540-0473

This information is also available on the City's website: SFCITY.ORG/Coronavirus/#COVID-19-Vaccine.

Per data provided by LACDPH as of August 6, 2021: 14,223 (67.8%) of San Fernando residents over the age of 16 and 2,323 (90.2%) of San Fernando residents over the age of 65 have received at least one dose of the COVID-19 Vaccine.



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Estimated Progress by Community

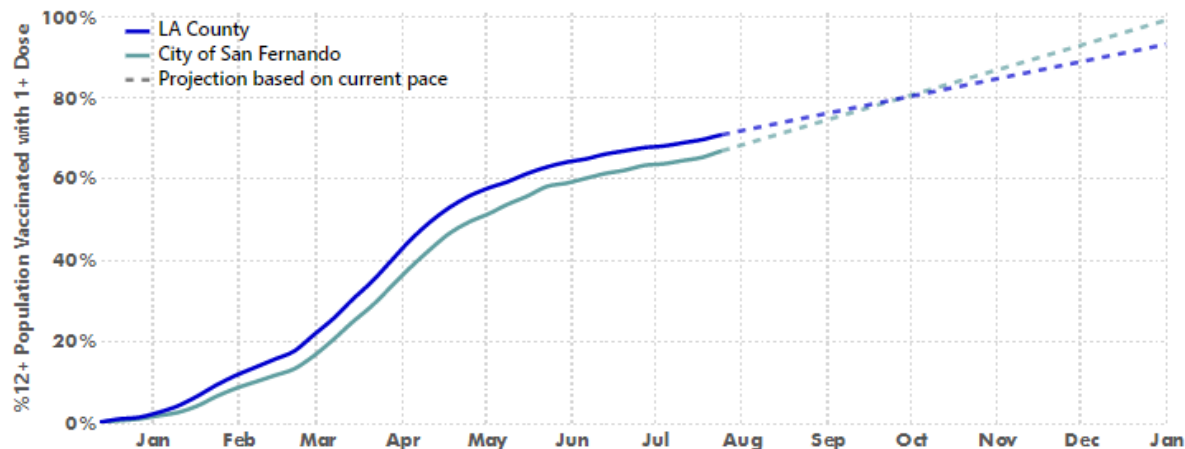
Projections extend the **current pace of vaccinations** (294 vaccinations/week as of Jul 25 - Jul 31).

*With vaccination rates dropping, these projections likely **overestimate** the rate of vaccination progress.*

Reset Vaccination rate shown:  294 vaccinations/week

☐ View Past Projections

☐ View Weekly Vaccinations



Notes

[Save image \(png\)](#)

Notes:

- The dashed line is a linear trend projected into the future, based off of the last complete week of data. Data shown are binned by their weekly totals.
- Cumulative totals are given for the number of people vaccinated with at least 1 dose divided by the appropriate population, selected by the age range buttons above (12+, 12-17, 65+).
- Each community past projection line shows the vaccination rate for a previous week. Past projections are not shown for youth vaccinations at this time.

San Fernando Recreation Park Vaccination and Testing SuperSite.

In November 2020, the City partnered with the City of Los Angeles Fire Department and CORE, the community organized relief effort non-profit organization, to offer walk-up testing at San Fernando Recreation Park. On December 30, 2020, COVID-19 vaccination opportunities were authorized to be added to the services provided at the San Fernando Recreation Park site.

As of July 31, 2021, the vaccination and testing SuperSite operated by the Los Angeles Fire Department and CORE closed and vacated San Fernando Recreation Park.

While the San Fernando Recreation Park site was open, there were 159,888 tests and 111,832 vaccinations administered at the site. Of that total, 9,159 tests and 4,544 vaccinations were administered to individuals in the 91340 zip code. Below, please find additional statistics:

	Tests	Vaccinations
Start Date	November 24, 2020	December 30, 2020
Total	159,888	111,832
Administered on the First Day	2,087	352

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	Tests	Vaccinations
High in a Single Day	3,751	2,310
Approximate Number of Days	196	162
Average Per Day	815	690
Total 91340 Individuals	9,159	4,544

As a result of the SuperSite closing, Recreation and Community Services staff collaborated with CORE staff to bring back a smaller-scale mobile unit. Although the new pilot program will be significantly scaled down, there will be more flexibility to change days and hours of service as needed, and there will also be a much smaller impact on the surrounding neighborhood and park services. An additional service that CORE will be providing to the community at this site will be information related to eligibility for public assistance programs and health screenings (i.e., CalFresh/SNAP, WIC, Medi-Cal, LIHEAP, and General Relief).

Upcoming Vaccination Opportunities and Testing Site.

The City has been working with many community and healthcare partners to provide opportunities for eligible San Fernando residents to receive the vaccine and testing. Residents may register online (SFCITY.ORG/CORONAVIRUS/#COVID-19-Vaccine) to receive vaccine specific updates.

The following vaccination opportunities are available in the City of San Fernando in August 2021 and September 2021:

- San Fernando Recreation Park: Currently, new smaller-scale pilot program is open from 8 am to 4 pm and no appointment is necessary. The daily schedule is as follows:
 - Testing – Monday through Saturday; 8 am to 4 pm
 - Vaccine – Wednesday and Saturday; 8 am to 4 pm
 - Public Assistance Program Information – Wednesday and Saturday; 8 am to 4 pm
- Kidneys Quest Foundation: On September 4, 2021, there will be a mobile vaccination clinic offering the Pfizer vaccine. Residents may register online at MyTurn.ca.gov.
- Vaughn International Studies Academy Vaccination Clinic for Seniors Age 65+: There will be a mobile vaccination clinic every Monday, Wednesday and Friday. Residents may call (818) 847-3860 to schedule an appointment.
- San Fernando Community Health Center and Northeast Valley Health Corporation: Both of these federally qualified health centers receive a limited supply of vaccine. Residents may contact the following vaccination hotlines for additional information:
 - San Fernando Community Health Center: Call (818) 963-5690.
 - Northeast Valley Health Corp: Call (818) 792-4949 to check availability.

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As usually happens during a crises, misinformation is circulating about vaccines and scammers are at work trying to cheat people out of their money. The DPH has developed COVID-19 Vaccine Frequently Asked Questions (Attachment “D”), and COVID-19 Vaccine Scams (Attachment “E”) informational brochures. Additional information relating to the COVID-19 vaccine may be found on the DPH website: <http://publichealth.lacounty.gov/media/Coronavirus/vaccine/>.

COVID-19 Relief Programs.

The City Council approved a number of COVID-19 Relief Programs and is working with staff to develop additional relief programs. Please visit the City’s website: SFCITY.ORG/Coronavirus/#Business-Resources for more information on the City’s COVID-19 Relief Programs.

City Facilities Reopening.

Effective, April 19, 2021, City Hall reopened to the public with normal hours (i.e., Monday through Thursday, 7:30 am to 5:30 pm). City Hall will remain closed on Fridays and certain services will be by appointment only through the end of September 2021.

All visitors to City Hall and the San Fernando Police Department must wear a cloth face covering at all times, until further notice.

Customers are urged to contact the Recreation and Community Services Department at (818) 898-1290 or Recreation@sfcity.org prior to visiting to check on availability of services.

Outdoor Fitness classes, including Zumba and Total Body Conditioning, began at Las Palmas Park in March 2021. Masks and physical distancing are required and strictly enforced. Additional program information is available on the City’s website: SFCITY.ORG/SFRecreation/#Outdoor-Fitness.

LiveSan services and the Court Commitment Program have both resumed at the Police Department. Customers are urged to contact the Police Department at (818) 898-1267 or Police@sfcity.org prior to visiting to check on availability of services.

BUDGET IMPACT:

American Rescue Plan Act.

On March 12, 2021, President Biden signed the American Rescue Plan Act into law. The American Rescue Plan provides, among other items, payments to individuals of up to \$1,400 per person, extended unemployment benefits, and fiscal stimulus funding paid directly to state and local governments. The primary provisions impacting state and local governments include:

- Provides \$350 billion in state and local fiscal recovery funds. No estimate yet as to how much the City of San Fernando may receive.

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- Divides the local allocation of funds into two equal tranches of payments spaced 12 months apart. Cities would receive the first half allocation 60 days after enactment and the other half one year later.
- Cities can use funds for revenue loss and necessary infrastructure investments like water, sewer, and broadband infrastructure. Funds cannot be used for offsetting a tax cut or pension funds.
- Creates a new \$10 billion Critical Infrastructure Projects program for broadband infrastructure.

On July 13, 2021, the City received its 1st tranche of the American Rescue Plan Act (ARPA) funds; that amount was \$2,909,170. The 2nd tranche should arrive on or about July 13, 2022.

Additional details will be provided by staff as it becomes available.

Prior Coronavirus Relief Funds.

The overall total that the City of San Fernando received from the Coronavirus Relief Funds (CRF) from the Department of Finance of the State of California through the first CARES Act was \$311,234. Given how much staff time was needed to provide continuity of service to the residents, including increased public safety, Health Officer Order enforcement, cleaning and maintenance at City parks and facilities, and creation/distribution of information, as well as the need for PPE at the inception of the pandemic, City Council approved using the funds to reimburse the City of the following COVID response related expenses:

City COVID-19 Response Expenses	
Personnel Costs	\$250,000
Department Supplies	\$61,234
Total Costs	\$311,234

The City's Finance Department has tracked and continues to monitor these expenses. The total year to day (March 2020 – June 2021) expenses for labor are \$394,359 (inclusive of the most recent payroll) and \$193,875 for supplies (as of the most recent accounts payable run) totaling \$588,234.

ATTACHMENTS:

- A. California is Open – What does this mean?
- B. City of San Fernando and LA County Daily COVID-19 Data – as of August 10, 2021
- C. Masking Guidance
- D. COVID-19 Vaccine Frequently Asked Questions
- E. COVID-19 Vaccine Scams
- F. COVID-19 Variants
- G. Coping with Stress

What Does This Mean?

California is Open, With Some Restrictions

As of June 15, California retired its Blueprint for a Safer Economy.¹ California's economy is now fully open. Restaurants, shopping malls, movie theaters, and most everyday places are operating as normal – with no capacity limits or physical distancing required.² However, everyone is still required to follow masking guidelines in select settings. Some restrictions also still exist for large events.



Masking is Still Required In Some Settings

EVERYONE, regardless of vaccination status, is still required to wear masks on public transportation (buses, trains, planes, etc.) and some other places (like hospitals and shelters)³ per CDC guidelines.

People who are **NOT fully vaccinated** must still wear masks in all **INDOOR** public settings (such as, but not limited to, the grocery store and the movie theater) and should wear masks in **OUTDOOR** crowded settings when that region is experiencing high [COVID transmission](#).



Fully vaccinated⁴ people may go unmasked in most settings (except public transportation and places like hospitals and shelters). Workers must follow Cal/OSHA rules.

Read our [full masking guidance](#).

Large Events are Subject to Some Restrictions

Some public health measures are still in place for large, or mega events, which include 5,000+ people indoors or 10,000+ outdoors. Think concerts, sporting events, festivals, and conventions. Mega events are high risk for spreading COVID-19 because they attract people from around the world, and people gather in crowds. Indoor mega event attendees will be required to confirm proof of vaccination or negative COVID-19 status to attend. Outdoor mega event attendees will be strongly encouraged to do so.



What's Next

California will keep a close eye on COVID-19 vaccination and infection rates over the summer and will review these guidelines by September 1, 2021.

Scan the QR code to see interactive links on this flyer



¹See the full [Beyond the Blueprint guidance](#). Read the [Beyond the Blueprint Q&A](#).

²Local health jurisdictions may impose stricter criteria. In workplaces, employers are subject to the Cal/OSHA COVID-19 [Emergency Temporary Standards](#) (ETS) or in some workplaces the [CalOSHA Aerosol Transmissible Diseases Standard](#), and should consult those regulations for additional applicable requirements.

³This includes K-12 schools, childcare and other youth settings, healthcare settings (including long term care facilities), state and local correctional facilities and detention centers, homeless shelters, emergency shelters, and cooling centers.

⁴Someone is considered fully vaccinated two weeks or more after their second dose of Pfizer/Moderna or two weeks after receiving the single dose J&J vaccine.



City of San Fernando Daily COVID-19 Data

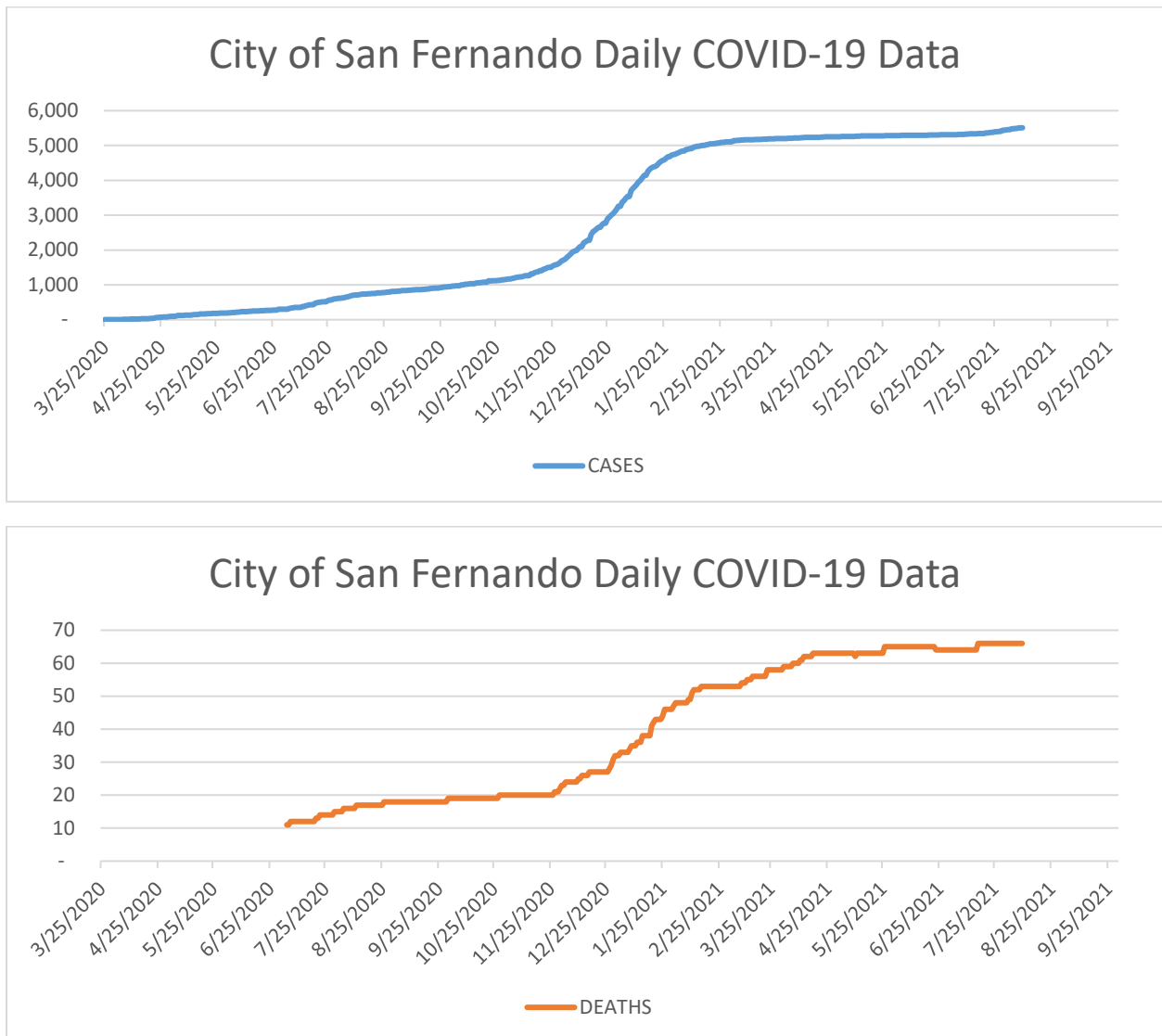
SOURCE:

<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 (as of August 9, 2021)

Total Cases: 5,509

Total Deaths: 66



Los Angeles County Daily COVID-19 Data

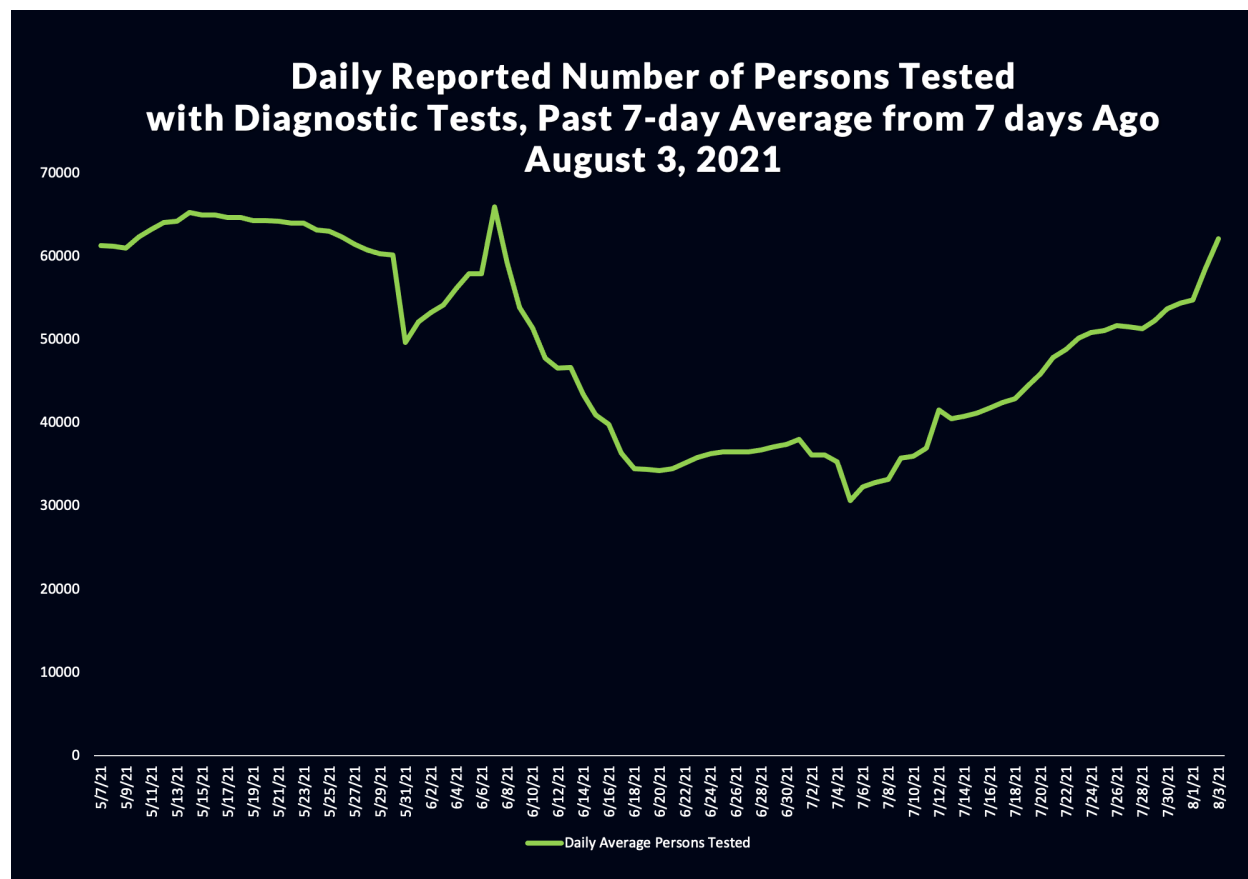
SOURCE:

<http://publichealth.lacounty.gov/media/Coronavirus/data/index.htm>; 8/11/21 @ 1 pm.

Graph 1: Daily Reported Persons Tested for COVID-19

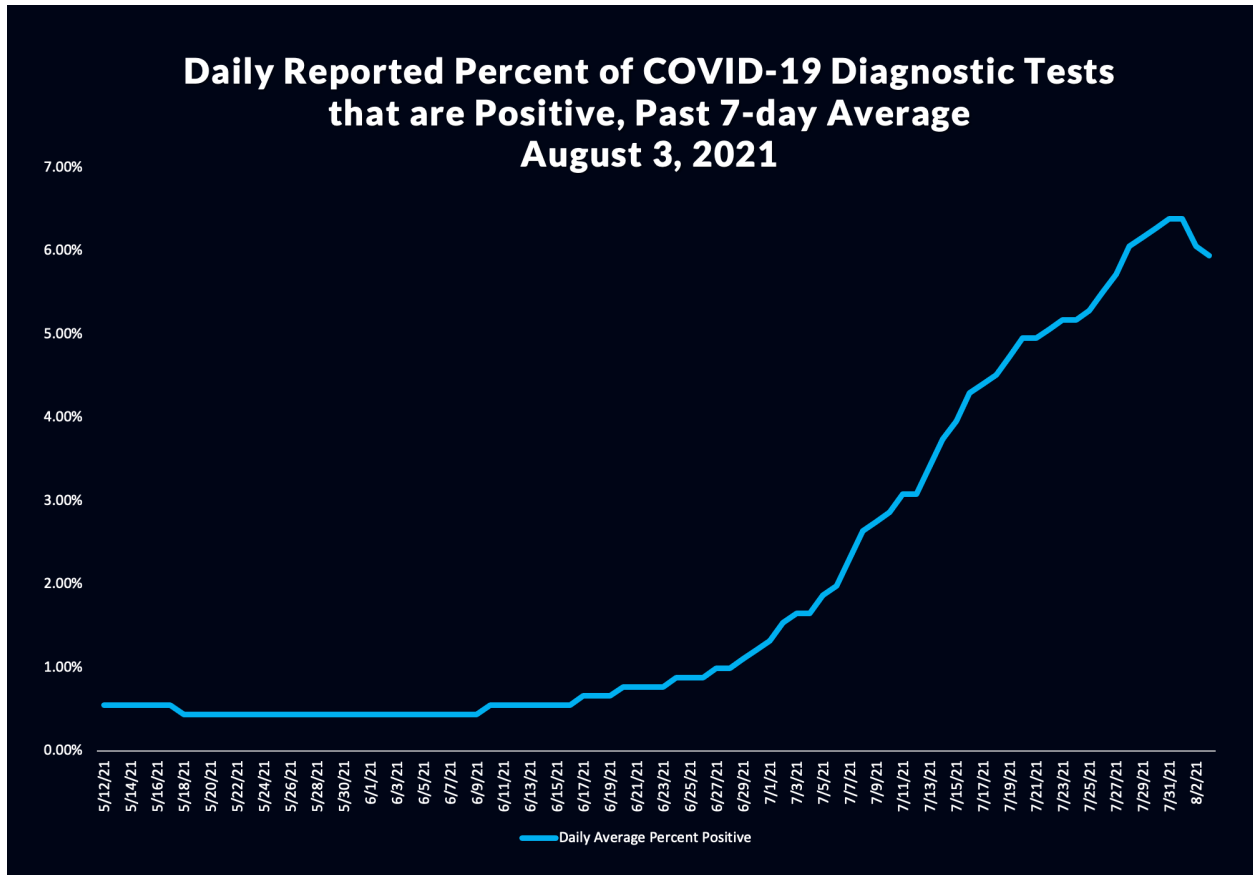
7-Day Daily Average: 62,187

Total Number of People Tested: 7,529,038



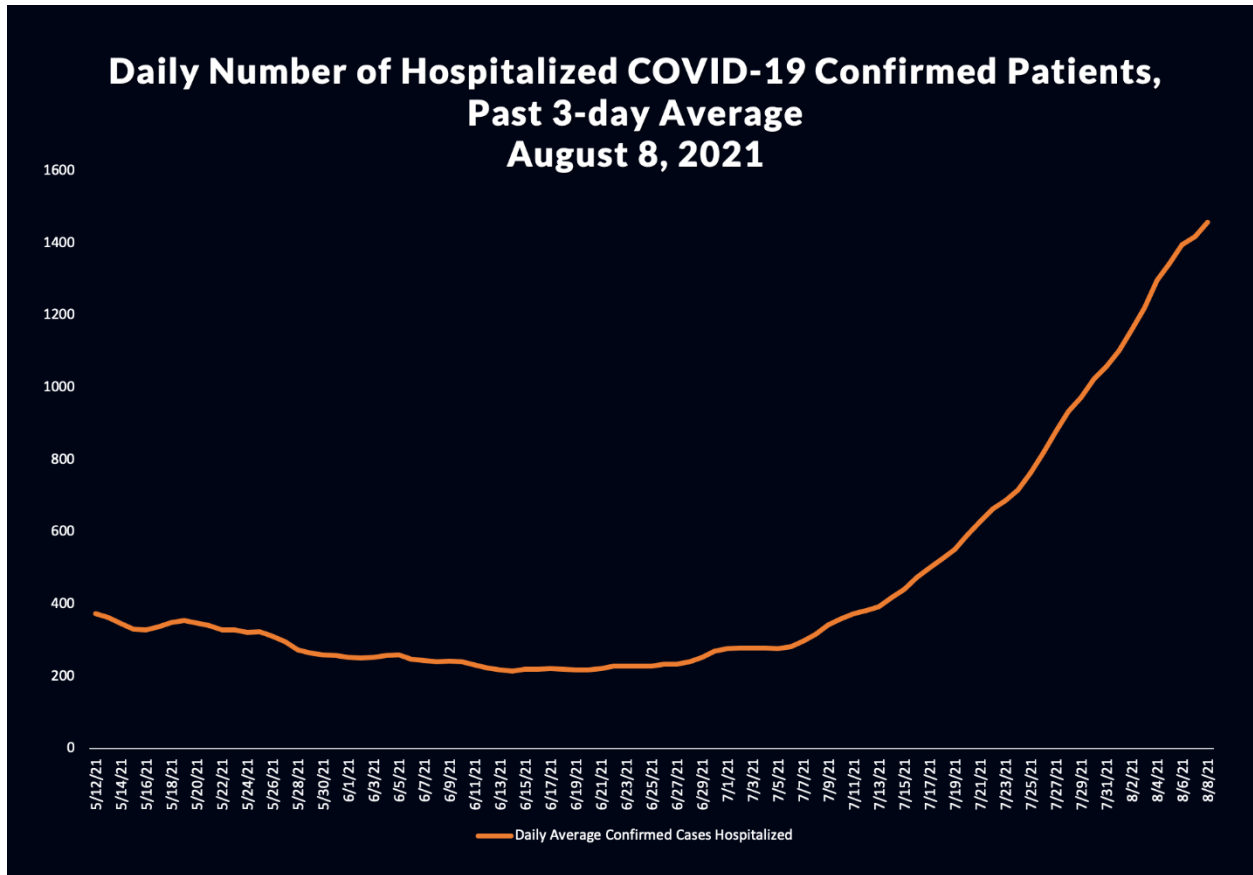
Graph 2: Daily Reported Percent Positive for COVID-19

7-Day Daily Average: 5.94%



Graph 3: Daily Number of COVID-19 Hospitalizations

Current Hospitalizations (8/10/21): 1,503





Los Angeles County

WHEN YOU NEED TO WEAR A MASK

Community transmission of COVID-19 has increased in LA County. The risk for COVID-19 exposure and infection will continue until more people are vaccinated. It is important for everyone* to help slow the spread of the virus by wearing masks indoors. When people wear a mask correctly, they protect others as well as themselves.

EVERYONE*, regardless of vaccination status, <u>must</u> wear a mask:
<ul style="list-style-type: none"> • In all indoor public settings, venues, gatherings, and public and private businesses in Los Angeles County • On planes, trains, buses, ferries, taxis and ride-shares, and all other forms of public transport • In transportation hubs like airports, bus terminals, train stations, marinas, seaports or other ports, subway stations, or any other area that provides transportation. • Healthcare settings (including long-term care facilities) • State and local correctional facilities and detention centers • Shelters and cooling centers • Indoors at any youth-serving facility (such as K-12 schools, childcare, day camps, etc.) • In any outdoor location where it is the policy of the business or venue
Recommendations
<ul style="list-style-type: none"> • It is strongly recommended that you wear a mask at private indoor social gatherings with people outside your household unless everyone at the gathering is fully vaccinated. • It is <i>strongly recommended</i> that you wear a mask at large outdoor ticketed events when you are not in your seat. For example, while in line to enter, exit, use the bathroom, or buy food or drinks. • If you are not fully vaccinated, it is strongly recommended that you wear a mask in crowded outdoor settings. • If you are in a setting where you are in sustained close contact with other people who may not be fully vaccinated, consider wearing a higher level of protection, such as wearing two masks (double masking) or a respirator (e.g., N95 or KN95). This is especially important if you are not fully vaccinated and are in an indoor or crowded outdoor setting.

Note: You are allowed to take off your mask while you are:

- Actively eating or drinking as long as you are sitting or standing in a specific place such as a table or counter.
- Alone in a separate room or office.
- Showering or swimming.
- Performing or receiving personal hygiene or personal care services (like a facial or shave) that cannot be done without removing your mask.

***There are some people who should not wear a mask**, such as children younger than 2, people with certain medical conditions or disabilities, and people instructed by their medical provider not to wear a mask. Children ages 2 to 8 should wear a mask only when under adult supervision. See [Who should not wear a mask](#) and [Special considerations for persons with communication difficulties or certain disabilities](#) for details and information on alternative types of face coverings.

***In the workplace**, workers must follow the most protective mask requirements as stated by Cal/OSHA and the County Health Officer Order. Certain employees may be exempt from wearing a mask in specific situations provided alternative safety measures are in place. See the [Health Officer Order](#) and [Best Practices for Businesses](#) webpage for more details.

To learn more about mask wearing, visit <http://ph.lacounty.gov/masks>.



COVID-19 VACCINES - FREQUENTLY ASKED QUESTIONS

Updated 7/29/21: This FAQ provides information on the three COVID-19 vaccines that are authorized in the US. These vaccines are made by Moderna, Pfizer, and Janssen/Johnson & Johnson (J&J).

Why is it important to get vaccinated?

COVID-19 vaccination is important because it is the best way to prevent COVID-19. The vaccines are extremely good at preventing people from getting sick from COVID-19 and ending up in the hospital or dying. They also reduce the risk of becoming chronically ill from COVID-19 and from missing work and school.

When we get vaccinated, we aren't just protecting ourselves, but also our family, friends, and neighbors. This includes children under 12 who can't be vaccinated yet and people with very weak immune systems for whom the vaccine is less effective.

The more people get vaccinated the less likely it is that COVID-19 will spread or that new variants of the virus will take hold. Even people who have had COVID-19 should get vaccinated because their natural immunity may not last long enough or be strong enough, and they could get infected again.

You can do your part to help stop the pandemic by getting vaccinated.

How well do the vaccines work?

The vaccines work extremely well. All 3 vaccines greatly reduce the risk of getting sick from COVID-19 and are highly effective at preventing severe illness, hospitalization, and death.

You are not considered to be fully vaccinated until 2 weeks after getting a J&J vaccine or 2 weeks after a second dose of the Pfizer or Moderna vaccine. This is because it takes time for your body to build immunity to COVID-19 after you are vaccinated. It is possible to get infected while the vaccine is taking effect, so it is important that you continue to protect yourself against COVID-19 for the full 2 weeks.

Once you are fully vaccinated, there is still a small risk that you could get infected. This is called breakthrough infection and while rare, it is to be expected because no vaccine is perfect. When vaccinated people do get infected, they don't usually get as sick as unvaccinated people and the symptoms don't last as long. Sometimes they have no symptoms at all. If a vaccinated person does get COVID-19, they are less likely to spread the virus to others.

GETTING THE VACCINE

Will I have to pay to get a COVID-19 vaccine?

No. If you have insurance, your doctor or pharmacy may charge your insurance company a fee for giving the vaccine. People without health insurance can also get COVID-19 vaccines at no cost. There are no out-of-pocket payments for anyone.

Will I be asked about my immigration status when I get a COVID-19 vaccine?

No. COVID-19 vaccine is being given at no cost regardless of immigration status. You will not be asked about your immigration status when you get a COVID vaccine. Your medical information is private and getting a COVID-19 vaccine does not affect your immigration status. You do not need a government-issued ID or a letter from your employer to get a vaccine. For questions about immigration, visit the Office of



Immigrant Affairs webpage oia.lacounty.gov or call 800-593-8222.

How can I get vaccinated?

Vaccines are available at hundreds of locations throughout LA County including clinics, pharmacies, worksites, schools, places of worship, senior housing developments and long-term care facilities. There are also community vaccination sites and mobile or pop-up sites in places like metro stations and parks. In-home vaccination is available for people who are homebound. Many locations do not require an appointment.

Visit VaccinateLACounty.com and click on “[How to Get Vaccinated](#)” to find a location or [request](#) an in-home vaccination. If you need help, you can call the **DPH Vaccine Call Center** at **833-540-0473**, 7 days a week from 8am to 8:30pm. They can arrange in-home vaccination, free transportation to a vaccination site, or help with paratransit and other services for people with disabilities. Information is also available in multiple languages 24/7 by calling 2-1-1.

I just moved to LA County and my 2nd dose of vaccine is due. Where can I get it?

Visit VaccinateLACounty.com (see instructions above) and click on the filter to find a location that offers the same type of vaccine that you got for your first dose. Be sure to bring your CDC vaccination card to your 2nd dose appointment.

How many doses of COVID-19 vaccine will I need?

- The J&J/Janssen vaccine is given as a single dose.
- The Pfizer vaccine is given as 2 doses 21 days apart.
- The Moderna vaccine is given as 2 doses given 28 days apart.

If you are late getting the second dose of a 2-dose series, you do not need to start over. It is important to get the same kind of vaccine for both doses.

With all 3 vaccines, you are not considered to be [fully vaccinated](#) until 2 weeks after your last vaccine.

When am I considered to be fully vaccinated?

You are considered [fully vaccinated](#) against COVID-19 two weeks after:

- You got a single dose of Johnson & Johnson (J&J)/Janssen COVID-19 vaccine, or
- You got a second dose of a Pfizer or Moderna COVID-19 vaccine, or
- You finished the series of a COVID-19 vaccine that has been listed for emergency use by the World Health Organization.

Keep taking all [prevention steps](#) until you are fully vaccinated.

We don't know yet how long the protection from the vaccine will last. This means we don't know if you will need to get a booster dose in the future.

Can I get sick leave when I go to get my vaccine or if I am unable to work afterwards?

Covered Employees in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021. This includes attending a vaccine appointment or being unable to work or telework due to vaccine-



related symptoms. For more information, see the 2021 COVID-19 Supplemental Paid Sick Leave [FAQs](#) and [poster](#).

Where can I get a copy of my vaccine record?

The CDC COVID-19 Vaccination Record Card (white card) is the official proof of vaccination. Everyone should be given one when they are vaccinated. **Please keep it safe as it cannot be replaced.** Consider taking a photo or making a photocopy of it.

Everyone who is vaccinated in California can request a digital COVID-19 Vaccination Record at myvaccinerecord.cdph.ca.gov. In addition, Healthvana offers digital records to residents of LA County who have received at least one dose of vaccine (regardless of where they were vaccinated) and anyone who has received at least one dose in LA County (regardless of where they live). The Healthvana record can be downloaded to a digital wallet (Apple Wallet for iPhones and Google Pay for Android devices). For more information, go to VaccinateLACounty.com and click on the [Vaccination Records](#) webpage.

ABOUT THE VACCINE

How do vaccines work?

Vaccines work by preparing your body's natural defenses to recognize and fight off germs that can make you sick.

- Some vaccines have dead or weakened versions of the germ.
- Others have substances made to look like part of the germ.
- The COVID-19 vaccines teach the body to make proteins that look like part of the virus that causes COVID-19. They do not have any form of the COVID-19 virus, live, weakened or dead. (See the question "How do the COVID-19 vaccines work?" for more information).

When you get any vaccine, your immune system responds by:

- Making antibodies. These are proteins produced naturally by the immune system to fight disease.
- Preparing your immune cells to respond to future infection.
- Remembering the disease and how to fight it. If you are exposed to the germ after getting the vaccine, your immune system can quickly destroy it before you become sick.

This is what makes vaccines so effective. **Instead of treating a disease after it happens, vaccines can prevent us from getting sick in the first place.**

How do the COVID-19 vaccines work?

All 3 COVID-19 vaccines work by teaching our immune cells how to make copycat spike proteins (the crown-like spikes on the surface of the COVID-19 virus). Making the spike protein does not harm our cells.

- Our immune system sees the spike protein and knows that it doesn't belong there.
- Our bodies react by building an immune response. It makes antibodies that can act against the COVID-19 virus's spike protein and it prepares immune cells. This will protect us if we are exposed to the virus in the future.



The COVID-19 vaccines differ in how they teach our cells to make the spike protein.

- The vaccines made by Pfizer and Moderna are called mRNA vaccines. Messenger RNA (mRNA) is genetic material that tells our bodies how to make proteins. The mRNA in the vaccine is wrapped in oily bubbles (known as lipid nanoparticles). When the mRNA enters our cells, it teaches them how to make copies of the spike protein.
- The vaccine made by J&J/Janssen is called a viral vector vaccine. The vector (or vehicle) uses a harmless virus to carry the genetic material to our cells. Our cells read the genetic material and make mRNA, and this mRNA teaches our cells to make the spike protein. The viral vector is a harmless version of a common cold virus. It can't replicate inside our cells or cause illness and it cannot change our DNA in any way.

You can learn more on the [Understanding How COVID-19 Vaccines Work](#) CDC website.

What is in the vaccines?

For a full list of ingredients, please see each vaccine's Fact Sheet for Recipients and Caregivers: [Pfizer-BioNTech COVID-19 vaccine](#), [Moderna COVID-19 vaccine](#), and [J&J/Janssen COVID-19 vaccine](#). The Pfizer and Moderna vaccines contain Polyethylene Glycol (PEG) and the J&J vaccine contains polysorbate. None of the vaccines contain eggs, gelatin, latex, or preservatives.

Do the COVID-19 vaccines contain aborted fetal cells?

No, none of COVID-19 vaccines authorized for use in the United States contain any fetal tissue or fetal cells.

- **Pfizer and Moderna** did not use any fetal cell lines to develop or produce their COVID-19 vaccines. But they did use a fetal cell line for laboratory testing before their vaccines were tested on people.
- **Johnson & Johnson** used a fetal cell line to develop and test their COVID-19 vaccine. They also use it for production. The COVID-19 vaccines themselves do not contain any fetal cells.

The fetal cell lines were made in laboratories from cells from 2 abortions conducted in 1973 and 1985. None of the fetal cells used came from a recent abortion or from an abortion done for the sole purpose of vaccine development or other research.

The Catholic Church has reviewed the use of fetal cells for this purpose and has stated that "it is morally acceptable to receive COVID-19 vaccines that have used cell lines from aborted fetuses in their research and production process." If this issue is of concern to you, we encourage you to review the document [COVID-19 Vaccine and Fetal Cell Lines](#) carefully so you can make an informed decision about getting vaccinated.

SAFETY AND SIDE-EFFECTS

Can you get COVID-19 from a vaccine?

No. You cannot get COVID-19 from the vaccine. None of the COVID-19 vaccines have the virus that causes COVID-19 in them.

If you get COVID-19 shortly after getting vaccinated, it is because you were infected by someone with COVID-19 around the time you were vaccinated. It can take up to 14 days for symptoms to show after you have been infected. So, if you get infected right before getting vaccinated, you might not get sick until



after you get your vaccine.

It is also possible to get infected after you get vaccinated, because it takes time for your body to build immunity. And, even though the vaccines are very effective, no vaccine is 100% effective.

Sometimes people get a fever or feel tired for a day or two after getting a vaccine. These vaccine side effects are normal and are a sign that the body is building immunity. They should go away in a few days.

Does the vaccine cause infertility?

There is no biological reason, evidence, or real-life experience to show that any vaccines, including COVID-19 vaccines, cause fertility problems. In fact, some women who were vaccinated as part of the COVID-19 vaccine clinical trials and many people who were vaccinated since the trials have become pregnant. To learn more, read the Public Health COVID-19 vaccine information sheet [Fact Check: COVID-19 Vaccines do not cause infertility](#). The vaccines do not change a person's DNA and there is no evidence they affect adolescent development.

Can the COVID-19 vaccine affect my periods?

Some women have reported a change in their period after getting the vaccine, including heavier flow and painful cramps. We don't yet know if these changes are due to the vaccine - menstrual changes were not reported from the vaccine trials and no study results are available on this issue yet. It is important to remember, many things can cause a change to menstrual cycles such as stress, and changes in sleep, diet, exercise, and some medicines. Irregular periods are very common among teens and may have no specific cause at all. If you have concerns about your period or your child's periods, talk to a doctor.

What are common side effects of the COVID-19 vaccines?

After getting a COVID-19 vaccine, you may have side effects like the ones you get after a flu or shingles vaccine. For two-dose vaccines, side effects are more common after the second dose. These side effects may limit your ability to do daily activities, but they should go away within a day or two. Not everyone gets side effects. They may include:

- Fever, chills, and muscle aches
- Headache
- Feeling tired
- Sore or red arm

Side effects are normal and a sign that the vaccine is working. It shows that your body is learning to fight the virus and is building immunity. Not everyone gets side effects. It is important to get the second dose even if you get side effects after the first dose unless a vaccination provider or your doctor tells you not to.

Contact your doctor if you have:

- Vaccine side effects that last more than 2 days
- New symptoms that start more than 2 days after you get the vaccine
- Cough, shortness of breath, runny nose, sore throat, or new loss of taste or smell (as these are not vaccine side effects)
- Symptoms that get worse or worry you.



Are there any serious side effects?

As with any medicine, it is possible to have an allergic reaction to the vaccine. This is why everyone is observed for a short time after getting a COVID-19 vaccine.

There is a rare but serious risk of a condition involving blood clots and low platelets after receiving the Johnson & Johnson COVID-19 Vaccine. This has only happened in about 9 per 1 million women aged 18 to 49 years who got the vaccine. For women aged 50 and older and men of any age, this condition is even more rare.

If you get the J&J vaccine, watch for possible symptoms for 3 weeks after getting vaccinated. These include:

- Severe or constant headaches
- Blurred vision
- Shortness of breath
- Chest pain
- Leg swelling
- Stomach pain that will not go away
- Easy bruising or tiny blood spots under the skin beyond the site of the injection

There have also been reports of inflammation of the heart muscle (myocarditis) or outer lining of the heart (pericarditis) in people who received the Pfizer and Moderna vaccines. These reports are rare, given the number of vaccine doses administered. Most of the cases were in male adolescents and young adults and most occurred days after the second dose of the vaccine. If you get any of the following symptoms after receiving the vaccine, seek medical help right away:

- Chest pain
- Shortness of breath
- Feelings of having a fast beating, fluttering, or pounding heart.

Most patients with myocarditis and pericarditis who received care improved with medicine and rest and felt better quickly. Those who experience these conditions can usually return to their normal daily activities after their symptoms improve, although they should speak with their doctor before returning to exercise or sports. Myocarditis and pericarditis are more common in people who get COVID-19, and the risks to the heart from COVID-19 infection can be more severe. For more information, visit the CDC webpage [Myocarditis and Pericarditis Following mRNA COVID-19 Vaccination](#).

The CDC continues to recommend [COVID-19 vaccination](#) for everyone 12 years of age and older, because the benefits outweigh the risks.

Are the COVID-19 vaccines likely to have any long term side effects?

Long term side effects following any vaccination are extremely rare. Vaccine monitoring has historically shown that if any side effects are going to happen, they generally start within six weeks of getting a vaccine dose. For this reason, the Food and Drug Administration (FDA) required each of the authorized COVID-19 vaccines to be studied for at least eight weeks after the final dose during clinical trials. And, the CDC continues to closely monitor COVID-19 vaccines after they are authorized by the FDA. This is how we quickly learned of the rare blood clots with low platelets in a very small number of women who received the J&J vaccine (see above). If scientists find any connection between a safety issue and any vaccine, the FDA and the vaccine manufacturer work toward a solution to address the specific safety concern (for



example, a problem with a specific batch, a manufacturing issue, or the vaccine itself).

If I get an adverse reaction (possible side effect) after I am vaccinated, how should I report it?

If you have an adverse event (possible side effect) after you are vaccinated, even if you aren't sure that the vaccine caused it, please report it to VAERS. The Vaccine Adverse Event Reporting System is an early warning system that the FDA and CDC use to detect possible safety problems. To make a report, call 1-800-822-7967 or visit <https://vaers.hhs.gov/reportevent.html>.

If you have signed up for [V-Safe](#), CDC's after vaccination health checker, you can also report your symptoms through the smart phone app.

Neither VAERS nor V-safe provide medical advice. If you have symptoms or health problems that concern you at any time following COVID-19 vaccination, please contact your healthcare provider or seek medical treatment.

Will getting the vaccine cause me to test positive on a COVID-19 test?

No. Vaccines won't cause you to test positive on a PCR or antigen viral test (swab or spit test) that looks for current COVID-19 infection. You may test positive on some antibody (blood) tests. This is because the vaccines work by teaching your body to make antibodies.

See the public health testing webpage ph.lacounty.gov/covidtests to learn more about COVID-19 tests.

WHO CAN GET THE VACCINE?

If I have already had COVID-19, should I still get vaccinated?

Yes. You should still get vaccinated even if you already had COVID-19. We don't know yet how long you are protected after you have had COVID-19. Getting vaccinated will boost your immunity for better and longer protection against COVID-19, including more infectious variants of the virus.

It is safe to get the vaccine after getting COVID-19, but you should wait until after your isolation period is over. This is so that you don't infect healthcare workers and others when you go to get vaccinated. If you have had monoclonal antibody or convalescent treatment, you should wait for 90 days before getting a COVID-19 vaccine.

Can children get the COVID-19 vaccine?

Children age 12 and up can be vaccinated with the Pfizer vaccine. Vaccines are currently being studied in children under the age of 12, and a vaccine may become available to younger children in the late fall or winter.

Approximately a fifth of COVID-19 cases in the US are now in youth. Even though COVID-19 is often milder in children than adults, some children can get very sick or have lasting health problems from COVID-19. Getting your child vaccinated lowers their risk of getting infected with the virus that causes COVID-19. The vaccine will also protect against Multi-system Inflammatory Syndrome in Children (MIS-C) - a rare but serious condition in young people who have had COVID-19.



Children who get infected can spread the virus to others even if they don't feel sick. Getting vaccinated helps to protect friends and families, as well as the larger community. This includes protecting people with weak immune systems and children under 12, who can't be vaccinated yet.

Once your child is fully vaccinated, they will be protected when they visit with friends, play sports, travel to see family, and return to school. They won't need to quarantine if a friend, family member, teacher or teammate gets COVID-19.

For more information see [COVID-19 FAQs for Parents](#) on the [VaccinateLACounty.com](#) webpage.

Can people with weak immune systems get a COVID-19 vaccine?

Yes. People with weak immune systems are strongly urged to get vaccinated because they are at higher risk of getting COVID-19 and are more likely to become very sick if they do get infected.

The vaccines may not work as well for people with certain health conditions or who are taking medicine that [severely weaken their immune system](#) (for example, blood related cancers or certain treatments for cancer, organ transplants, and certain autoimmune conditions). These people are advised to talk to their doctor about the best time to be vaccinated, and once they are fully vaccinated, if they should continue to take extra-precautions to keep from getting infected.

Can people with allergies get a COVID-19 vaccine?

It depends.

- People who are allergic to things like oral medication, food (including eggs), latex, pets, or pollen, or people who have a family history of allergies, can be vaccinated.
- If you have had an allergic reaction to a vaccine or injectable therapy talk to your doctor to decide if it is safe to get vaccinated.
- If you are allergic to Polyethylene Glycol (PEG), you should not get the Pfizer or Moderna vaccine. Ask your doctor if you can get the J&J vaccine.
- If you are allergic to polysorbate, you should not get the J&J vaccine. Ask your doctor if you can get the Pfizer or Moderna vaccine.

There is a small risk of severe allergic reaction with any vaccine. This is why everyone is observed for a short time after getting a COVID-19 vaccine.

Information about allergic reactions may change. Be sure to check the latest guidance on the CDC [COVID-19 Vaccines for People with Allergies](#) webpage and talk to your doctor.

Can pregnant women get the vaccine?

Yes. The CDC, American College of Obstetricians and Gynecologists, and the Society for Maternal-Fetal Medicine all agree that COVID-19 vaccines should be offered to women who are pregnant and breastfeeding.

- While we are still learning about the impact of the COVID-19 vaccines on pregnancy, we do know that COVID-19 itself is a serious concern during pregnancy. Pregnant women who get COVID-19 are more likely to become severely ill and be hospitalized than women who are not pregnant. They are also more likely to get pregnancy complications like preterm birth compared to pregnant women who do not have COVID-19.



- Recent reports have shown that people who have received COVID-19 mRNA vaccines during pregnancy (mostly during their third trimester) have passed antibodies to their fetuses, which could help protect the babies after birth.
- There is limited data about the safety of COVID-19 vaccines during pregnancy. But, based on what we know about how these vaccines work, experts do not believe they pose any risk to mother or infant.
 - Pregnant women were not enrolled in the original vaccine studies, but animal studies did not show any safety concerns.
 - The same vector in the J&J/Janssen vaccine was used in pregnant women in other trials and found to be safe for both mother and infant.
 - Many pregnant women who have gotten the vaccine are being monitored and, so far, no safety concerns have been found for the women or their babies.

If you are pregnant and have questions about getting vaccinated, talk to your doctor.

Can women who are breastfeeding get the vaccine?

Yes. Women who are breastfeeding can get vaccinated. Lactating women were not included in the vaccine studies so there are no data on the safety of COVID-19 vaccines in these women or the effects of the vaccines on the breastfed infant or milk production. However, based on what we know about how these vaccines work, the vaccines are not thought to be a risk for the mother or baby. Recent reports have shown that breastfeeding women who have received COVID-19 mRNA vaccines have antibodies in their breastmilk, which could help protect their babies.

Can I get the COVID-19 vaccine at the same time as a different vaccine?

Yes. Adults and children age 12 and over can get a COVID-19 vaccine at the same time as other vaccines, such as measles and whooping cough. If your child gets a COVID-19 vaccine at a place that doesn't offer the other vaccines that they need, you can go to a different location to get them at any time. There is no need to wait between vaccines.

Can I get a routine medical procedure or screening test if I just had a COVID-19 vaccine?

Most routine medical procedures or screenings can be done before or after getting a COVID-19 vaccine.

Note: if you are due for a routine screening mammogram and have been recently vaccinated for COVID-19, ask your doctor how long you should wait before you get your mammogram. People who have received a COVID-19 vaccine may get swelling in the lymph nodes (called lymphadenopathy) in the underarm near where they got the shot. This swelling is a normal sign that the body is building protection against COVID-19. This temporary swelling could cause a false reading on a mammogram, so it is important to tell the staff about your vaccination. For more details, see the Society of Breast Imaging's [Recommendations for Women Receiving the COVID-19 Vaccine](#).

The COVID-19 vaccine can also affect the results of some kinds of screening tests for tuberculosis (TB), see the CDC webpage [COVID-19 Vaccination and Other Medical Procedures](#).



PROTECTING MYSELF AND OTHERS

What if I get symptoms of COVID-19 after I have been vaccinated?

Some of the side effects from getting a vaccine are similar to symptoms of COVID-19. You should get tested and stay home and away from others if you have:

- Cough, shortness of breath, runny nose, sore throat, or new loss of taste or smell – these symptoms are NOT side effects of the vaccine
- Vaccine side effects (see above) that last more than 2 days after getting the vaccine

It is still important to watch out for symptoms of COVID-19 even if you have been vaccinated, especially if you've been around someone who is sick.

Why do we need a vaccine if we can do other things, like social distance and wear masks?

Getting the vaccine is the best tool to stop this pandemic. Vaccines boost your immune system so it will be ready to fight the virus if you are exposed. Other steps, like masks and social distancing, help lower your chance of being exposed to or spreading the virus. Vaccines are especially important for preventing spread within households, where it can be difficult to stay apart if one or more family member had COVID-19 or needs to quarantine.

If I am vaccinated and am exposed to someone who has COVID-19, do I need to quarantine?

If you do not have symptoms and you are [fully vaccinated](#), you do not need to quarantine. You should get tested, monitor your health for symptoms of COVID-19 for 14 days, and continue to protect yourself and others. For more information see the DPH webpage [When You've Been Fully Vaccinated](#).

COVID-19 Vaccine Scams

Whenever there is a health crisis, scammers will find ways to cheat people out of their money. During the coronavirus pandemic, they are taking advantage of fear, anxiety, and confusion about COVID-19. They sell things that don't work, charge money for things that are free, and steal personal information.



Scammers are targeting local residents with new, vaccine-related schemes. Beware!

If someone offers to sell you an appointment to be vaccinated, it's a scam.

- While vaccine supplies are limited, vaccine is being offered to groups of people at different times. Visit [VaccinateLACounty.com](https://vaccinate.lacounty.gov) to see which group you are in, and when you will be offered vaccine.
- If you are in a group that is currently being offered vaccine, talk to your doctor or visit [VaccinateLACounty.com](https://vaccinate.lacounty.gov) to make an appointment. Individuals who do not have internet access or who need help can call 1-833-540-0473 between 8am-8:30pm for assistance making an appointment.
- **There is no "vaccine waiting list" and you cannot pay to get an appointment.**

If someone offers to sell you a vaccine, get you a special, low cost deal, or get you the vaccine under the table, it's a scam.

COVID-19 vaccine is given at no cost and *regardless of immigration status*.

- You will not be charged a fee or co-pay to receive a COVID-19 vaccine. The doctor or pharmacy may charge a fee for giving the vaccine, but it should be paid by public and private insurance companies. People without health insurance can get COVID-19 vaccines for free.
- You will NOT be asked about your immigration status when you get a COVID vaccine. Your medical information is private. Your doctor is not allowed to share it with immigration officials.
- Visit the Los Angeles County [Office of Immigrant Affairs COVID-19 page](#) for updates on COVID-19 for immigrant residents.

If you receive an offer to buy a vaccine and have it sent to you directly, it's a scam.

- There are no "secret" sources of a vaccine that can be purchased. If anything is sent, it will not be an authentic.

Scammers are everywhere.

Scammers work online, on social media, or on the street. They may call, text, message, or email you. They may even approach you on the street or knock on your door offering a vaccine or an appointment to get vaccinated.

Look out for these RED FLAGS or warning signs that something might be a scam.

- You are contacted and asked to respond straight away with your personal or financial information. This might be your Social Security, bank account or credit card number, Medi-Cal or Medicare details. NEVER share these or other personal information.
- You receive an offer to buy a vaccine, and have it mailed to you. There are no "secret" sources of a vaccine that can be purchased. If anything is sent, it will not be the real vaccine.
- You see ads for fake vaccines or "miracle cures" using vitamins or other dietary supplements. Scammers promote these even though they have not been proven to work. The FDA has issued warning letters to many companies for selling products that claim to prevent, treat, or cure COVID-19.

COVID-19 Vaccine Scams

If anyone that isn't well known in your community (like a doctor, a health care clinic, a pharmacy, a county health program) offers you a vaccine – think twice. Visit [VaccinateLACounty.com](https://vaccinateLACounty.com) or check with your doctor.

Don't let the scammers win!

Get Help

- **Find a doctor:** call 2-1-1 the LA County information line or visit the [211LA website](https://211LA.org).
- **Find resources like food, medicines, and other essential supplies:** call 2-1-1 or visit the [211LA website](https://211LA.org), or the Public Health [resource webpage](https://ph.lacounty.gov).
- **Report a possible COVID-19 scam and get help trying to get your money back:** contact the LA County Department of Consumer and Business Affairs (DCBA): dcba.lacounty.gov or 800-593-8222.
- **Report suspicious claims being made about vaccines, testing or treatment products:** report to the FTC at ftc.gov/complaint

Stay up to date – with trusted information

Beware of fake news and hoaxes as well as COVID-19 scams

COVID-19 Vaccine

- Visit [VaccinateLACounty.com](https://vaccinateLACounty.com) and sign-up for the COVID-19 Vaccine Email Newsletter

COVID-19

- Visit ph.lacounty.gov/media/Coronavirus, sign up for press releases, or follow us @lapublichealth
- Visit the County's COVID-19 webpage covid19.lacounty.gov
- Check the CDC's website cdc.gov/coronavirus

Scam Alerts

Stay up to date on the latest scams and precautions you and your family should take.

- Learn about recent scams from the Los Angeles County Consumer and Business Affairs' [consumer alerts](https://consumeralerts.org)
- Visit the Los Angeles County [Office of Immigrant Affairs COVID-19](https://oia.lacounty.gov/covid-19) webpage
- Sign up for the American Association of Retired Persons (AARP) [Fraud Alerts Watch](https://fraudalerts.aarp.org)
- Sign up to receive the Federal Trade Commission's [consumer alerts](https://consumeralerts.org)

COVID-19 Variants

What are variants?

Like all viruses, SARS-CoV-2, the virus that causes COVID-19, constantly changes through mutation. These mutations add up and create slightly different versions of the virus, called “variants”. Sometimes, a mutation will result in the virus spreading more easily, making people sicker or making it resistant to treatment or vaccines. Variants with these types of mutations are called variants of concern. Scientists continue to study and track these variants as they evolve.

Which variants have been found in the United States?

The CDC is tracking a number of variants of concern in the United States. These include:

Variant name:	First detected:	First found in the US:
Alpha (B.1.1.7)	United Kingdom	December 2020
Beta (B.1.351)	South Africa	January 2021
Gamma (P.1)	In travelers from Brazil	January 2021
Delta (B.1.617.2)	India	March 2021

Visit the CDC [Variants of the Virus that Causes COVID-19](#) page for more information.

Are these new variants more dangerous?

It depends. These variants are a serious threat to adults who are not fully vaccinated¹, especially those who are at [higher risk of severe COVID-19 disease](#). The Delta variant is concerning because it seems to be spreading much more easily than the original virus and other variants. It may also cause more severe infections, including those that lead to hospitalization. The Delta variant is becoming more common in the US, including in Los Angeles County. Everyone should focus on slowing its spread until we better understand how the Delta variant is spreading and who it is infecting.

Do COVID-19 vaccines protect against variants, including the Delta variant?

It appears so. The CDC and other experts continue to study how well the vaccines work to protect people from COVID-19 in real-world conditions. So far, the CDC has found that all 3 vaccines authorized for use in the US are highly effective, even against the Delta variant, at preventing serious illness and death. But there is evidence that those who have not completed their Pfizer or Moderna COVID-19 vaccine series (i.e., they only got the first dose) are not as well-protected from COVID-19 variants. The CDC says there is currently no information to suggest that a second dose is needed for those who got the Johnson & Johnson vaccine, even with the Delta variant, but they will continue to monitor this.

How do I protect myself against variants?

- **Get vaccinated** if you are 12 years of age or older (see below). The three COVID-19 vaccines authorized for use in the US offer the best protection against the variants currently spreading here. If you have concerns

¹ You are considered fully vaccinated against COVID-19 two (2) weeks after: the second dose of a Pfizer or Moderna COVID-19 vaccine series, a single dose of Johnson & Johnson COVID-19 vaccine or you finished the series of a COVID-19 vaccine that has been listed for emergency use by the World Health Organization. See [fully vaccinated](#) web page for more information.

Variant FAQs

COVID-19 Variants

or questions about COVID-19 vaccines, talk with your doctor. If you are already vaccinated, encourage your family, friends, and neighbors to get vaccinated. Vaccination will slow the spread of variants and decrease the chances that new, even more dangerous variants emerge.

- **Wear a mask.** Masks remain a powerful tool to protect yourself and others. Until we know more about the Delta variant, it is required that everyone, regardless of vaccination status wear masks indoors in public places. Your mask should fit snugly over your nose and mouth and be made of at least two layers so that they filter well. If you are in a setting where you are in sustained close contact with other people who may not be fully vaccinated, consider “double masking” (wearing a cloth face mask over a surgical mask) or a respirator (e.g., N95 or KN95). These offer a higher level of protection. This is especially important if you are not fully vaccinated and are indoors or in a crowded outdoor place. Some exceptions apply - learn more at ph.lacounty.gov/masks.
- **Wash your hands and/or use hand sanitizer often** - especially after being in public spaces where surfaces are touched by many people.

How do I get a COVID-19 vaccine?

Vaccines are available across LA County and free to everyone, regardless of immigration status. Many vaccination sites take walk-ins, or you can choose to make an appointment.

- Visit www.VaccinateLACounty.com to find a location near you.
- Call **1-833-540-0473** if you need help making an appointment, need transportation to a vaccination site, or are homebound. Phone lines are open from 8am to 8:30pm 7 days a week. Information is also available in many languages 24/7 by calling 2-1-1.

Coping with Stress During Infectious Disease Outbreaks that require social distancing

The Department of Mental Health supports the wellbeing of our County family, friends and colleagues. When you hear, read, or watch news about an outbreak of an infectious disease, you may feel anxious and show signs of stress. These signs of stress are normal. During an infectious disease outbreak, care for your own physical and mental health and reach out in kindness to those affected by the situation.

WHAT YOU CAN DO TO HELP COPE WITH EMOTIONAL DISTRESS

1. Manage Your Stress

- Stay informed. Refer to credible sources for updates on the local situation.
- Stay focused on your personal strengths.
- Maintain a routine.
- Make time to relax and rest.

2. Be Informed and Inform Your Family

- Become familiar with local medical and mental health resources in your community.
- Avoid sharing unconfirmed news about the infectious disease to avoid creating unnecessary fear and panic.
- Give honest age-appropriate information to children and remember to stay calm; children often feel what you feel.

3. Connect with Your Community online or through the phone

- Keep contact with family and friends through social messaging or through phone calls
- Join community and/or faith group online chat groups
- Accept help from family, friends, co-workers and clergy.
- Reach out to neighbors and friends with special needs who may need your help.

4. Reach Out and Help while maintaining necessary social distancing guidelines

- If you know someone affected by the outbreak, call them to see how they are doing, and remember to keep their confidentiality.
- Consider an act of kindness for those who have been asked to practice social distancing, such as having a meal delivered

5. Be Sensitive

- Avoid blaming anyone or assuming someone has the disease because of the way they look or where they or their families come from.
- An infectious disease is not connected to any racial or ethnic group; speak up in kindness when you hear false rumors or negative stereotypes that foster racism and xenophobia.

Consider seeking professional help if you or a loved one is having difficulty coping.



Be Proactive!

1. Stay informed with information from credible sources.
2. Stay connected with friends, family, and community groups.
3. Keep a positive attitude and outlook.

Resources

Los Angeles County
Department of Mental Health
Access Center 24/7 Helpline
(800) 854-7771
(562) 651-2549 TDD/TTY
<https://dmh.lacounty.gov>

Los Angeles County
Department of Public Health:
<http://publichealth.lacounty.gov/media/Coronavirus/>
or call 2-1-1 for more information

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: August 16, 2021

Subject: Consideration to Defer the Placement of Liens on Real Property for Non-Payment of Residential and Commercial Solid Waste Collection Services Billings Until Fiscal Year 2022-2023

RECOMMENDATION:

It is recommended that the City Council defer the placement of liens on real property for nonpayment of residential and commercial solid waste collection services billings until Fiscal Year (FY) 2022-2023 given the following conditions:

- a. At the beginning of FY 2022-2023, City agrees to issue liens going back to start of FY 2019-2020 to cover the three-year period of deferrals; and
- b. Republic Services agrees not to interrupt service for customers until three attempts are made via phone or mail, followed up by one more attempt through a site visit. After all four attempts are made, Republic Services will then interrupt service and remove the containers (only after 90 days past due).

BACKGROUND:

1. On May 16, 2016, the City Council adopted Ordinance No. 1655 (Attachment "A"), authorizing the placement of liens on real property for non-payment of residential solid waste collection billings. The City's ability to place delinquent sums on the tax roll is conditioned upon the local solid waste hauler's multiple attempts to collect on pending invoices by notifying customers first and then property managers (in those instances where the customer and the property owner are different). After following the process prescribed by Government Code Sections 5473, 5473a and related statutes, the City Council, by resolution, may approve the placement of certain delinquent sums on the tax roll by 2/3 vote.
2. Pursuant to City Council direction and by agreement with Republic Services, no delinquent accounts were placed on property tax rolls for non-payments during FY 2019-2020 due to the COVID-19 Pandemic.

Consideration to Defer the Placement of Liens on Real Property for Non-Payment of Residential and Commercial Solid Waste Collection Services Billings Until Fiscal Year 2022-2023

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3. On July 19, 2021, the City Council continued this item to a future meeting to be determined.
4. On August 2, 2021, the City Council discussed this item and asked staff to return at a future meeting with information regarding the breakdown of delinquent solid waste accounts, as well as details on how property owners are notified when their tenants are the account holders.

ANALYSIS:

During the COVID-19 Pandemic, the City and Republic Services agreed not to place any delinquent accounts on tax rolls due to concerns over the impact of the economic downturn on the City's residents and business owners. The last time that delinquent accounts were placed on tax rolls was in June 2019. The total amount for delinquent accounts going back to 2019 is approximately \$165,000.

Staff met recently with representatives from Republic Services and indicated that the City would continue to defer placement of delinquent accounts from FY 2020-2021 on tax rolls for another year due to the continued COVID-19-related economic uncertainty. Republic Services indicated that they would be willing to defer the tax lien process until the start of FY 2022-2023, if the City would be willing at that time to place liens for non-payment of solid waste services billings going back to June 2019. Republic Services would still make multiple attempts to collect through phone, mail, and in-person site visits before suspension of any service.

Follow-up information requested by City Council on August 2, 2021.

The breakdown of the delinquent accounts is as follows:

- Commercial – 58 accounts totaling \$60,198.21
- Residential – 296 accounts totaling \$105,018.40

A pre-lien letter (Attachment "B") is mailed out every two months to the registered property owner of commercial and residential properties once the account is 60 days past due. Mailing of pre-lien notices continues until Republic Services receives a Public Hearing date for the liens to be considered by City Council. At this point, Republic Services mails out the official lien notice. Property owners are notified throughout the year of potential lien, while a courtesy past due notice is mailed out to the billing party.

BUDGET IMPACT:

There is no impact to the City's budget during FY 2021-2022. During FY 2022-2023, the City will incur administrative costs associated with the preparation of the annual report, complying with

Consideration to Defer the Placement of Liens on Real Property for Non-Payment of Residential and Commercial Solid Waste Collection Services Billings Until Fiscal Year 2022-2023

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noticing requirements and payment of sums to the County of Los Angeles for their role in collecting delinquent sums on the tax roll. To offset these costs, the City's Ordinance authorizes a five percent (5%) administration fee to recover such costs, which will be deducted from sums actually collected on the tax roll before sums owed to the solid waste hauler, Republic Services, are remitted to the hauler by the City.

CONCLUSION:

It is recommended that the City Council defer the tax lien process on residential and commercial solid waste services accounts for an additional year until the start of FY 2022-2023.

ATTACHMENTS:

- A. Ordinance No. 1655
- B. Pre-Lien Letter (mailed throughout the year to property owners)

ORDINANCE NO. 1655**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA AMENDING CHAPTER 70
(SOLID WASTE AND RECYCLABLES COLLECTION
SERVICES) OF THE SAN FERNANDO MUNICIPAL CODE**

WHEREAS, pursuant to sections 5473 and 5473a of the California Health and Safety Code, municipalities may elect to have delinquent charges for trash service collected on the tax roll together with the general property tax paid by real property owners who are also residential trash service customers; and

WHEREAS, sections 5473 and 5473a of the California Health and Safety Code and related statutes set forth the procedures that must be followed by the City in order to collect delinquent solid waste fees and charges on the tax roll; and

WHEREAS, this ordinance is intended to establish procedures for the collection of such delinquent fees and charges in accordance with applicable law referenced above.

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

SECTION 1. The foregoing recitals are true and correct and made a part of this Ordinance.

SECTION 2. Section 70-3 (Defined terms and phrases) of Article I (General Provisions) of Chapter 70 (Solid Waste and Recyclable Collection Services) of the San Fernando Municipal Code is hereby amended by the addition of the following defined term which shall appear in alphabetical order immediately following the defined term "Container":

***Customer* means any person or entity maintaining a service account with a Collector for the performance of Solid Waste and Recyclables Collection Services authorized under this Chapter. The term Customer is inclusive of persons or entities who are not the Owners of the real property parcel or portion thereof to which the service account corresponds and which is receiving the benefit of the Solid Waste and Recyclables Collection Services provided by the Collector.**

SECTION 3. Section 70-3 (Defined terms and phrases) of Article I (General Provisions) of Chapter 70 (Solid Waste and Recyclable Collection Services) of the San Fernando Municipal Code is hereby amended by the addition of the following defined term which shall appear in alphabetical order immediately following the defined term "Multi-family residence":

***Owner* shall mean the person or other legal entity listed on the last equalized assessment roll for the County of Los Angeles as the owner of a lot or parcel of real property within the territorial boundaries of the City of San Fernando.**

SECTION 4. Section 70-32 (Billing and collection of fees) of Article III (Rates) of Chapter 70 (Solid Waste and Recyclables Collection Services) is hereby amended by the addition of the following sentence at the end of the paragraph that currently comprises Section 70-32:

“The foregoing notwithstanding, the City Council, in its sole and absolute discretion, reserves the right, but does not assume the obligation, to avail the City of the provisions and procedures of Health and Safety Code Sections 5473 and 5473a relating to the collection of delinquent solid waste service charges on the tax roll.”

SECTION 5. The current text of subsection (c) of Section 70-33 (Rates, billing and collection of fees for standard residential collection service) of Article III (Rates) of Chapter 70 (Solid Waste and Recyclables Collection Services) is hereby repealed and replaced with a new subsection (c) which shall state the following:

(c) *Collection of Delinquent Charges.*

- 1. Pursuant to, and to the extent authorized by, Health and Safety Code Sections 5473 and 5473a, the City may collect delinquent fees or charges for solid waste and recyclables collection services incurred by a Customer on the tax roll for collection by the Los Angeles County Assessor's Office.**
- 2. The Owner of any real property parcel or portion thereof located within the City of San Fernando and a Customer whose service account provides for the performance of solid waste and recyclables collection services at the subject real property parcel are jointly and severally liable for the payment of all fees and charges imposed by the Collector for the performance of such services. Owners and Customers shall also be liable for compliance with all provisions of this Chapter as relates to the subject real property parcel or portion thereof receiving solid waste and recyclables collection services.**
- 3. A solid waste and recyclables collection services bill lawfully issued by a Collector to a Customer shall be considered past due if not paid by a Customer within thirty (30) calendar days from the date payment is due or such longer grace period as may be authorized by written agreement between the Customer and the Collector. If such a bill becomes past due, the Collector shall be required to issue notice to the Customer that the bill is delinquent. If the bill is not paid in full within thirty (30) calendar days from the date the service bill is deemed past due, the Collector shall issue a second notice of delinquency to the Customer and shall also send a copy of the second notice of delinquency to the Owner, if different from the Customer. Each delinquency notice shall include the following information at a minimum:**
 - (i) A statement advising the customer that the service bill is past due;**
 - (ii) Information as to the service period to which the past due sums relate; and**
 - (iii) Information as to where the Customer may remit any and all past due sums;**
 - (iv) Information as to the proper procedures for disputing any sums set forth**

- in a service bill; and
- (v) Notice in bold print and capital letters that the matter will be submitted to the City for collection pursuant to the tax lien procedures established under this section, if the bill is not paid within thirty (30) calendar days from the date a second notice of delinquency is dated.

No later than the close of business on May 1st of each calendar year, a Collector may submit to the City a schedule of all unpaid delinquent billings from May 1st of the preceding year to May 1st of the present year accompanied by the corresponding parcel number for the real property parcel or portion thereof in question, as established or otherwise utilized by the Los Angeles County Assessor. The schedule shall also state the amount due for each delinquent Customer account for inclusion of said amount upon the property tax roll for collection by the Los Angeles County Assessor's Office. No delinquent billing shall be eligible for submission to the City on or before the 30th calendar day following the issuance of the Collector's second past due billing notice. No delinquent billing shall remain eligible for submission to the City after one year from the date the delinquent billing first becomes eligible for submission to the City.

- 4. In addition to any other requirements set forth under Health and Safety Code Sections 5473 and 5473a, the City shall adhere to the following procedures before submitting delinquent fees and charges to the Los Angeles County Assessor's Office for placement on the tax roll:
 - (i) The City will fix a time, date and place for a public hearing regarding the report of delinquencies submitted by the Collector and any objections and protests to the report. Notice of the hearing shall be mailed to the Owner of every real property parcel listed on the report not less than ten (10) days prior to the date of the hearing. At the hearing, City shall hear any objections or protests of Owners liable to be assessed for delinquent fees or charges. The City may make revisions or corrections to the report as it deems appropriate, after which, by resolution, the report shall be confirmed.
 - (ii) The delinquent fees and charges set forth in the report as confirmed shall constitute special assessments against the real property parcels listed in the report and are a lien on said real property for the amount of the delinquent fees and charges. A certified copy of the confirmed report shall be filed with the Los Angeles County Assessor's Office for the amounts of the respective assessments against the respective real property parcel as they appear on the current assessment roll. The lien created attaches upon recordation, in the office of the Los Angeles County Recorder, of a certified copy of the resolution of confirmation. The assessment may be collected at the same time and in the same manner as ordinary ad valorem property taxes are collected and shall be

subject to the same penalties and the same procedure and sale in case of delinquency as provided for those taxes.

- (iii) City shall remit to the Collector amounts collected pursuant to this process within thirty (30) days of receipt from the Los Angeles County Assessor, less any outstanding sums owed by the Collector to the City. In order to reimburse the City for any and all administrative costs associated with placing delinquent fees and charges on the tax roll and except as otherwise provided in any Collection Agreement between the City and a Collector, the City may deduct from the sums remitted by the Los Angeles County Assessor for a given tax year an amount equal to the lesser of the following: (a) the City's actual costs incurred to undertake the placement delinquent fees and charges on the tax roll, including but not limited to any and all fees or charges imposed by the Los Angeles County Assessor associated with the placement of the delinquent fees or charges on the tax roll as well as costs associated with all publication and noticing efforts; or (b) five percent (5%) of the total delinquent sums placed on the tax roll on behalf of an individual Collector.

SECTION 6. Adoption and implementation of this ordinance is exempt from the California Environmental Quality Act ("CEQA") as the ordinance amendments contemplated herein will have no impact on the environment.

SECTION 7. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 8. Effective Date. In accordance with Government Code section 36937, this ordinance shall take effect and be in force 30 days after passage and adoption.

SECTION 9. Certification. The City Clerk is hereby authorized and directed to certify to the passage of this Ordinance by the City Council and shall cause it to be published or posted as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on the 16th day of May, 2016.

A handwritten signature in blue ink, appearing to read 'Robert C. Gonzales', is written over a horizontal line.

Robert C. Gonzales, Mayor

ATTEST:



Elena G. Chávez, City Clerk

APPROVED AS TO FORM:



Rick R. Olivarez, City Attorney

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

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, hereby certify that the foregoing Ordinance No. 1655 of the City Council of the City of San Fernando was approved and adopted by said City Council at its regular meeting held on the 16th day of May, 2016 by the following vote, to-wit:

AYES: Ballin, Fajardo, Lopez – 3

NOES: None

ABSTAIN: Soto – 1

ABSENT: Gonzales – 1



Elena G. Chávez, City Clerk



April 5, 2021

«O_NAME»
«O_ADDRESS»
«O_CITY», «O_STATE», «O_ZIP»

PROPERTY OWNER NOTICE

Account #: 902-«CUST»
Service Address: «S_ADD», «S_CITY»
Balance Due: \$ «Total»
Parcel: «Parcel»

Dear Customer,

The service address listed above has been identified as having an unpaid balance. This letter is a friendly reminder regarding the balance. Please bring the account current to avoid further collection action or additional charges that may be assessed against your property.

If your property is a rental, this letter may indicate that your tenant has a balance due for trash services. You may want to ask the tenant to bring the trash account current. The property owner may be held responsible for any unpaid trash service. In addition, unpaid balances may be placed on the property tax lien for the service location.

If you are a new property owner please fax or mail a copy of this letter including your escrow papers, grant deed and a phone number where you can be reached to **(562) 347-4092** or **12949 Telegraph Rd, Santa Fe Springs, CA 90670**.

If you have any questions regarding your account, please contact the Collection Department within the next Ten (10) days, by calling **(562) 347-4016**: or by mail to **12949 Telegraph Rd, Santa Fe Springs, CA 90670**.

“Se Habla Español”

If you have already made arrangements for this balance to be paid, please disregard this notice.

Thank you for your prompt attention.
Respectfully,
Collection Department

For your convenience we now accept Visa, Master card, American Express, and checks over the phone.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager

Date: August 16, 2021

Subject: Presentation and Discussion of Community Outreach and Development Options by Azure Development, Inc., for the Opportunity Site at Parking Lot No. 3

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file a presentation regarding a draft community outreach plan (Attachment "A" – Community Outreach Plan Presentation) with Azure Development, Inc. ("Azure") in accordance with an Exclusive Negotiation Agreement (Contract No. 1959); and
- b. Provide staff with direction regarding the draft community outreach plan, as appropriate.

BACKGROUND:

1. On March 4, 2019, Kosmont Companies, the City's economic development consultant, presented its Downtown San Fernando Economic Development and Asset Analysis in an informational City Council study session. Subsequently, the City Council directed staff to designate the City-owned Parking Lot No. 3 site as a potential development opportunity site.
2. On September 24, 2019, the City hosted a Downtown Opportunity Site Community Meeting. Feedback from the Community Meeting and related online survey are summarized in a Memorandum that is available on the City of San Fernando website at SFCITY.ORG/Economic-Development.
3. On December 19, 2019, the City issued a Request for Developer Qualifications ("RFQ") for Parking Lot No. 3 Mixed/Blended-Use Development Opportunity – 1.44 Acres on San Fernando Mission Blvd. and Celis St. to over 200 entertainment and mixed/blended-use developers (available on the City of San Fernando website at SFCITY.ORG/Economic-Development).

Presentation and Discussion of Community Outreach and Development Options by Azure Development, Inc., for the Opportunity Site at Parking Lot No. 3

Page 2 of 3

4. On January 31, 2020, the City received a response to the RFQ from a development team led by Azure, a real estate development corporation, based in Commerce, CA, which was vetted and determined to be a responsible developer that met the qualifications in the RFQ.
5. On July 20, 2020, the City Council approved an Exclusive Negotiation Agreement (ENA) (Contract No. 1959) with Azure Development, Inc., for a one-year term, with two six-month options to extend, to conduct project feasibility study, and, if feasible, to negotiate a development agreement for the Parking Lot No. 3 opportunity site.
6. On February 1, 2021, the City Council received a presentation from Azure Development regarding the Draft Community Outreach Plan and provided direction.
7. In May 2021, Azure Development, Inc. began community outreach efforts, which concluded in July 2021.

ANALYSIS:

Overview of the Development Opportunity Site.

Parking Lot No. 3 is an approximately 1.44-acre site owned by the City that is bounded by San Fernando Mission Boulevard to the northwest, Celis St. to the northeast, Pico St. to the southwest, and a set of commercial buildings fronting Maclay Ave. to the southeast. The site lies within the Downtown Residential overlay of the Downtown District of the Corridors Specific Plan ("SP-5") area zone.

While the site is currently being used as a 144-space public parking lot, the City has been interested in redeveloping the surface parking lot through a public-private partnership. As noted in SP-5, "The Downtown District is established for the purpose of creating a lively, mixed-use, transit-oriented 'center of the city' where the community of San Fernando comes together." Accordingly, the City pursued a catalytic blended-use project that develops connections with the main-street shops of the San Fernando Mall along with existing and future transit lines. Through the RFQ process, the City sought a blended-use developer to evaluate development of the site to achieve goals of the Downtown District.

Terms of Exclusive Negotiation Agreement (ENA).

The City and Azure entered into an ENA to establish a specific limited period of time to negotiate regarding the terms of the development of the project on the site. The ENA period requires time to perform project shaping and due diligence work, study feasibility of the project, conduct community outreach and collect community input, and, if feasible, negotiate terms for a binding development agreement for a project to move forward. Attachment "A" provides a summary of the salient terms of the ENA along with Azure's progress in meeting the prescribed milestones.

Presentation and Discussion of Community Outreach and Development Options by Azure Development, Inc., for the Opportunity Site at Parking Lot No. 3

Page 3 of 3

Azure will be providing a presentation on the results of the community outreach effort and various development options to explore further.

Future ENA Tasks to be completed:

1. Revised Site Plans based on community input and Project feasibility
2. Second Site Plan Review by City
3. Revised Pro Forma and Development Schedule
4. Development Partners and Structure Letter
5. Funding Partners and Structure Letter
6. Draft Development Agreement ("DA") by City Attorney
7. Final Revisions to Project development proposal
8. City Council Hearing for Final Review of Development Proposal

BUDGET IMPACT:

There is no budget impact for discussing this item. Azure is responsible for all costs related to implementation of the community outreach plan, and is responsible for reimbursing City for staff and consultant for up to \$25,000 in costs related to the ENA.

CONCLUSION:

Staff recommends that the City Council receive and file the presentation on progress and provide direction, as appropriate, for the next steps of the community outreach plan due diligence for the development opportunity site at Parking Lot No. 3.

ATTACHMENT:

- A. Community Outreach Plan Presentation



Memorandum

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

From: Ken K. Hira, President, Kosmont Companies
 Fernando Sanchez, Vice President, Kosmont Companies

Date: August 11, 2021

RE: **Azure Development ENA Summary**

Background

Beginning in April 2019, Kosmont Companies ("Kosmont") provided real estate advisory services to the City of San Fernando ("City"), including one-on-one meetings with City Council members and a community workshop regarding development in Downtown. Following these meetings, Parking Lot #3 ("Site"), a City-owned parking lot, was identified as a key opportunity site that could catalyze future development in Downtown. Kosmont assisted the City with a developer selection process by preparing and issuing a targeted Request for Qualifications/Proposals ("RFQ/P") to find the best development partner.

The RFQ/P, issued in December 2019, resulted in one qualified response from Azure Development, Inc. ("Developer"). The Developer proposed the redevelopment of the 1.44-acre Site as a high-quality blended use project ("Project"). On July 20, 2020, the City Council approved and entered into an Exclusive Negotiation Agreement ("ENA") with the Developer, which provided a 12-month term starting August 10, 2020 ("Effective Date") to negotiate a Development Agreement ("DA"). The ENA also allows the City Manager to extend the term by two 6-month periods.

To a degree, the COVID-19 pandemic has extended the timeline required for Project milestones. Despite the pandemic, a good faith effort has been made by the Developer during the ENA term. The Developer has hosted bi-weekly virtual meetings with the City staff and Kosmont to ensure transparency and provide updates throughout the ENA term. The following summary highlights the milestones achieved to date.

ENA Milestones Summary

Per the ENA timeline, the following tasks have been accomplished by the Developer and City:

- Initial Pro Forma
- Financing Plan
- Project Development Schedule
- Due Diligence
- Initial Site Plans and Project Description
- Plan Review of Initial Site Plans by City
- Community Outreach



Initial Pro Forma

The Developer provided an initial pro forma for the proposed Project on November 9, 2020.

Financing Plan

The Developer provided a financing plan highlighting private and public sources and uses (e.g. loans, grants, subsidies) on November 9, 2020 required for the development of the Project. Additionally, the Developer conducted ongoing research into applying for potential grant funds, including those from the Affordable Housing and Sustainable Communities ("AHSC") Program. Application for the next round of AHSC grant funds is due in February 2022.

Project Development Schedule

A projected construction schedule for the Project was submitted by the Developer on November 9, 2020.

Due Diligence

Developer provided written determination of the Site's physical suitability for development and included upgrades, changes, and improvements to the Site in the initial pro forma submitted on November 9, 2020.

Initial Site Plans and Project Description

Developer submitted initial site plans and a Project description on November 9, 2020.

Plan Review of Initial Site Plans

City staff reviewed initial site plans for compliance with applicable codes and regulations. Staff provided comments to Developer on December 17, 2020 via email. Site plans and elevations will be revised based on comments from City staff and from feedback received during the community outreach process.

Community Outreach

The Developer submitted a community outreach plan to City staff on November 9, 2020. The document outlined the steps that the Developer would take to engage the community during the ENA term. These include: stakeholder meetings, phone outreach, digital engagement, and door to door outreach.

Community outreach is critical to the City Council and the Developer placed additional emphasis on these efforts, accordingly. The information gathered from the outreach will shape the Project. The Developer presented the outreach plan to City Council on February 1, 2021 and immediately began conducting phone outreach to hear directly from San Fernando residents. The outreach plan also highlighted 33 different potential stakeholders and businesses, many of which were engaged via virtual or in-person meetings, to better understand the needs of the community.

Additionally, the Developer built a bilingual (English and Spanish) digital community outreach survey that was posted on social media platforms (Facebook and Instagram) and on the Developer's website in March 2021. The survey was also disseminated via text message on April 24, 2021. The Developer presented preliminary survey findings and an update on community outreach efforts to City Council on May 17, 2021.



Lastly, as the State of California began to re-open following COVID-19 protocols, door to door outreach started on May 24, 2021 and concluded on July 18, 2021. Residents in the City were contacted in person, twice, in order to obtain as much feedback as possible.

Future ENA Tasks

The ENA period will need to be extended in order to complete the following ENA tasks by the Developer and City:

- Revised Site Plans based on community input and Project feasibility
- Second Plan Review by City
- Revised Pro Forma and Development Schedule
- Development Partners and Structure Letter
- Funding Partners and Structure Letter
- Draft Development Agreement (“DA”) by City Attorney
- Final Revisions to Project development proposal
- City Council Hearing for Final Review and Approval

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager

Date: August 16, 2021

Subject: Consideration to Adopt the Citywide Parking Management Master Plan

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file a presentation regarding the final Citywide Parking Management Master Plan (PMMP) Report (Attachment "A"); and
- b. Adopt the Citywide Parking Management Master Plan.

BACKGROUND:

1. On November 15, 2018, the City submitted a grant application to the Southern California Association of Governments (SCAG) for the Sustainable Communities Program – Integrated Land Use (ILU) Parking Management, Pricing, and Reduction project type to obtain technical planning assistance for a San Fernando Citywide Parking Management Master Plan (PMMP).
2. On March 7, 2019, SCAG approved the City's project for the San Fernando Citywide PMMP project. The grant would provide technical planning assistance in the form of a qualified consultant to help the City complete a Citywide PMMP.
3. On May 6, 2019, the City Council adopted Resolution No. 7915 approving the grant award from SCAG and authorizing the City Manager to execute all related documents.
4. On September 30, 2019, SCAG released Request for Proposal (RFP) No. 20-019, San Fernando Citywide PMMP to solicit parking management consultant proposals.
5. During late 2019, a proposal review committee consisting of two SCAG staff, the City Engineer, the Director of Community Development, and an outside reviewer from Caltrans, reviewed proposals and interviewed four firms. A project team consisting of KOA and sub consultants Katherine Padilla & Associates, JR Parking Consultants, and National Data & Surveying Services, was selected and entered into agreement with SCAG.

Consideration to Adopt the Citywide Parking Management Master Plan

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6. On March 17, 2020, the PMMP project team and staff initiated a kick off meeting and commenced work on the project.
7. On January 19, 2021, the City Council received a presentation on the objectives of the project, community benefits, scope, project study area, community engagement and the community's role and project schedule.

ANALYSIS:

The overall goal of a parking management program is the development of strategies and implementation steps to optimize parking resources and inventories in the City. The benefits of the proposed San Fernando Citywide Parking Management Master Plan include identifying the parking management strategies ideal for the entire 2.4 square mile community to implement active parking management and smart growth practices that help the City look at parking as a service that is responsive to the needs of each affected neighborhood or corridor. The project provides crucial planning resources, both short-term and long-term, to address parking management that promotes efficient and sustainable mobility citywide.

This parking management plan was developed based on the collaborative efforts between various city departments and staff, extensive stakeholder outreach, and parking data collection.

The goals of the PMMP are as follows:

- Engage community members and stakeholders in problem-solving for parking solutions.
- Support efforts to stimulate local economies and revitalize commercial districts.
- Apply findings from San Fernando Corridors Specific Plan.
- Position the City to capture the full benefits of potential transit-oriented development.
- Focused and holistic parking solutions – considering community-wide and City-wide effects and benefits

Key tasks undertaken to accomplish the goals included the following:

- Collection of existing inventory data for public roadway on-street parking and City parking lot off-street parking supplies.
- Collection of existing demand data (including turnover data) for public off-street and on-street spaces within the study area.
- Analysis of parking utilization and turnover by roadway/lot location and by sub-area; and trends, patterns, and neighborhoods/districts analyzed.
- Development of management and pricing recommendations.
- Holding community workshops and stakeholder meetings.
- Producing a PMMP document for presentation to City commissions and the City Council.

Consideration to Adopt the Citywide Parking Management Master Plan

Page 3 of 3

Unfortunately, the COVID-19 pandemic impacted the original project schedule and tasks, most notably delaying the citywide parking facilities utilization study data collection effort. Due to the strict deadlines imposed through the SCAG grant, the City was forced to move forward with the study and make accommodations to adjust the data to account for the impact of COVID restrictions on the parking data.

The Executive Summary of the draft report is included as Attachment “A.” The PMMP project team will provide a presentation of the findings of the study and review the final recommendations included in the report.

The interactive and multi-lingual project website can be accessed through the City of San Fernando website and directly viewed here: SFCITY.ORG/SFParkingStudy.

BUDGET IMPACT:

There is no 2021 -2022 FY budget impact for discussing this item. The PMMP is fully-funded through a grant from SCAG with no matching obligation for the City.

CONCLUSION:

Staff recommends that the City Council receive and file the presentation and adopt the final Parking Management Master Plan.

ATTACHMENT:

A. Parking Management Master Plan Executive Summary

EXECUTIVE SUMMARY

City of San Fernando Parking Management Master Plan (PMMP)

DRAFT

August 2021

*Prepared For:
City of San Fernando*

Prepared by:



1100 Corporate Center
Drive, Suite 201
Monterey Park, CA 91754
(323) 260-4703

JB9P005
Rev. 2

City of San Fernando Parking Management Master Plan (PMMP) Executive Summary DRAFT

Project Goals

The goals of the PMMP as defined by the City of San Fernando are as follows:

- Engage community members and stakeholders in problem-solving for parking solutions
- Support efforts to stimulate local economies and revitalize commercial districts
- Apply findings from San Fernando Corridors Specific Plan
- Position the City to capture the full benefits of potential transit-oriented development
- Focused and holistic parking solutions – considering community-wide and City-wide effects and benefits

Major Elements of Effort

Key tasks undertaken for this Plan effort included the following:

- Collection of existing inventory data for public roadway on-street parking and City parking lot off-street parking supplies.
- Collection of existing demand data (including turnover data) for public off-street and on-street spaces within the study area;
- Analysis of parking utilization and turnover by roadway/lot location and by sub-area; and trends, patterns, and neighborhoods/districts analyzed
- Development of management and pricing recommendations
- Holding community workshops and stakeholder meetings
- Producing a PMMP document for presentation to City commissions and the City Council

Implementation and Future Updates

The PMMP provides a framework of recommended policy and regulatory changes for public on-street and off-street (City parking lot) supply management. The recommendations are provided in phased tiers of implementation, so that as actions are implemented and evaluated and as demand grows, additional actions can be taken to sustain actions needed for increases in demand.

Detailed projections of future land use throughout the City were not conducted for this study. Estimates of future demand were included at a high level, using projections applied to the last Specific Plan process. Demand from a limited number of specific locations of known near-term development was calculated and included for the Downtown area.

Data on parking demand was collected while some COVID-19 related restrictions on commercial activity were active. Data collection was phased, however, in that residential areas were surveyed first, and then as business activity increased, the commercial and industrial areas were surveyed in a second effort. Data on commercial activity was factored upward based on a review of COVID period and non-COVID period data.

Future updates to the PMMP parking demand data will be necessary, both from planned developments that will use shared parking as part of required parking and from future City updates to the PMMP.

Project Area

The PMMP area is within the City of San Fernando boundaries and is bounded by parts of Hubbard Street to the west, Arroyo Avenue to the east, Omelveny Avenue and Amboy Avenue to the south, and 8th Street to the north. The Downtown and San Fernando Mall area is located along Truman Street and San Fernando Road as well as related neighboring blocks between Hubbard Street on the west and Fox Street on the east. This central area and the corridors of Maclay Avenue, Brand Boulevard, and San Fernando Mission Road represent the core commercial areas of San Fernando.

The existing Downtown area includes the City's core retail/restaurant district along San Fernando Road, multiple City surface public parking lots and a two-level public parking structure. The Civic Center area includes the County court building and City Hall, and an additional public parking lot.

Issues and Solutions

Existing Conditions

Many residential neighborhoods of the city have high on-street parking demand during the evenings and weekends when most residents are home, but demand is also relatively high during daytime hours.

Residential driveways have high parking occupancy, in areas where local on-street parking demand is also high.

The Downtown area and the San Fernando Mall have high parking demand during peak retail and restaurant hours. Parking spaces close to the core downtown uses do not turn over frequently, as many vehicles are parked for long durations.

High on-street parking demand in some blocks of the Maclay Avenue commercial corridor is matched by high demand in adjacent commercial parking lots.

The COVID-19 pandemic has reduced daily traffic patterns, although now many restrictions on commercial activity have been lifted and capacity has returned to local uses. The parking utilization data collection was conducted when restrictions were being lifted, but some were in

effect during the data collection in February 2021, due to a schedule necessitated by the project study funding source. Phased collection of data for residential areas and then commercial areas, and a review of local sales tax data and related factoring, provided for a normalization of data.

Implementation Strategies

Specific blocks of Maclay Avenue north of 1st Street have high parking demand during business hours with little availability of on-street spaces. Adjustments to posted time limits to one hour or less in select blocks are warranted, while preserving existing two-hour parking within adjacent blocks to avoid corridor shortages of parking supply.

Time limit adjustments in the Downtown San Fernando area and the Maclay Avenue corridor, along with the addition of time limits to some areas including the core public parking lots, are recommended for the first phase of implementation. Future updates to the study including evaluation of demand after implementation will determine if additional phases of implementation should be considered including changing parking costs at meters and pay stations and potentially expanding the use of paid parking.

The Downtown San Fernando area has many uses that do not provide parking on-site and the commercial parking supply along public roadways and public parking lots is shared across uses. This sharing of parking and provision of future parking supply can be continued and future developments can assist in providing enhanced and expanded parking where needed.

High residential neighborhood parking demand can be managed through enforcement of required parking on residential parcels and through permit districts where desired by neighborhoods and implemented through a petition, public meeting, voting, and implementation process.

Parking Management Recommendations

The overall strategy of a parking management program is the development of implementation steps and strategies to optimize parking resources and inventories. This parking management plan was developed based on the collaborative efforts between various city departments and staff, extensive stakeholder outreach and parking data collection and the following strategies:

- Develop a parking program that can grow, adapt and be responsive over time for residents and businesses while maintaining a small town feel through the community.
- Achieve a balance within the residential areas that allows residents to both utilize their own driveway parking and find reasonable nearby on-street parking spaces near their homes and enhances safety within those residential neighborhoods.
- Achieve a balance between parking and loading options to support diverse need of business owners, employees, customers, residents, and visitors.

- Develop a sustainable parking solution for employees that supports downtown businesses while providing a customer-friendly parking experience.
- Develop parking policies for downtown vitality that improves access and safety.
- Provide flexible parking code requirements for various areas of the City where there are mixed-uses, and where transition to residential uses may take place in traditionally commercial areas, and where new major transit service will be provided.
- Provide a parking management program for on-going management and oversight to track performance and optimize the parking resources and inventories.

The table in Attachment A outlines these sections with a summary of recommendations based upon high-level projects and management policies.

Parking Demand Management Recommendations

Parking Demand Management strategies are designed to gain maximum utilization of parking spaces by using management strategies, which will encourage high turnover of closest spaces to businesses, obtain use of underutilized spaces and use of alternative modes of transportation when available. The goal of parking demand management strategies is to influence behavior for change in use of parking spaces and to maximize the efficiency of parking assets. Parking demand management tools include the following:

- Pay parking
- Time limits on use of spaces
- Permit parking
- Parking supply adjustments
- Incentive programs
- Transit and shuttle options when available, and
- Use of transportation demand management strategies

There are some perceptions within the downtown businesses that a parking structure is needed to support changes in use of vacant spaces and planned growth or regrowth of the Downtown. While the COVID-19 pandemic presented challenges for obtaining a balanced and true picture of use of downtown spaces, the study efforts did clearly provide information for much needed re-implementation of parking management strategies and allocation of resources and management systems to maximize the existing parking spaces whether they be residential spaces or commercial spaces. As a starting point, it is important to maximize the efficiency and utilization of existing supply using parking demand strategies prior to any consideration of expanding the parking supply. Parking best practices focus on addressing core parking management challenges first and providing additional parking space supply as existing demand becomes strained.

Recommendations in this section provide an approach to implementing parking demand management based upon incremental steps, on-going considerations, and data-driven decisions.

"Park Once"

The City should adopt a "Park Once" motto that encourages drivers to park just once and rely upon other modes of transportation such as walking, biking, and shuttle/transit to move around if there are multiple destination points per visit. This requires that drivers park in a parking space with an appropriate time limit rather than re-parking their vehicles. Not only will this reduce congestion, encourage longer stays for visitors/customers, but it will shift employee parkers to longer term parking spaces and will eliminate use of metered spaces for employee shifts of work.

The City should develop an education and outreach campaign that focuses on the importance of the “Park Once” method with suggestions for where to park for longer parking needs versus short term parking needs. The benefit of encouraging drivers to park once is that congestion resulting from re-parking and searching for a space is mitigated.

No Re-parking

Along with the “Park Once” approach, a no re-parking ordinance is recommended to improve the effectiveness of time limited spaces and maximizing parking meter use. A no re-parking rule works by requiring drivers to move their cars a defined distance away to be allotted a new time limit period. This encourages drivers to parking in longer time limit spaces in off-street spaces rather than attempting to utilize on-street time limit spaces or meter spaces throughout the day. It is an industry best practice to utilize on-street parking for shorter visits and loading since those spaces are the most convenient spaces to the businesses and minimizes the impact of walk time between the space and a destination.

To introduce a no re-parking rule, the City should also offer a Downtown employee parking permit to employees of Downtown business to ensure that employees have sufficient long-term parking options and are not utilizing on-street time limit spaces or meter spaces.

Several cities have implemented no re-parking programs to eliminate the “gaming” of parking spaces whereby employee parkers, shift their parking location from one metered space or time-limited space to another nearby space throughout their work shifts rather than parking in nearby parking lots. That “gaming” of parking spaces reduces the number of spaces available to customers and increases vehicle trips in the downtown area throughout the day. This no re-parking rule effectively encourages employees to participate in the City’s permit parking program and park in a nearby lot or the parking structure.

Downtown Employee Parking Permit Program

The City initially began an employee permit parking program a number of years ago, but over time fewer and fewer employees have permits and they are finding it far easier to park in time limited spaces and metered spaces rather than parking in nearby lots. What happens over a long period when permits are not issued, spaces become less utilized in nearby parking lots, and enforcement of time limit and meter spaces does not occur. Employees take up the short spaces intended for customers, and, over time, fewer customers visit Downtown because of the difficulty in finding spaces to park. That, in turn, impacts the success of downtown businesses both for economic success and property owner’s ability to lease and maintain tenants.

Prior to implementing a “Park Once” and no re-parking program, employees need to have a permit program established, permits distributed and assignments of convenient employee parking areas communicated to all business owners and their employees. It is also important for

the program to be closely monitored so policies, employee locations, and prices can be adapted as needed to optimize the program. Ultimately, the program goal should be to create more convenient parking availability for customers and visitors while ensuring that employees have accessible and affordable locations to park long-term. Ideally, time limit parking and metered spaces should be available for customers and visitors, which will encourage turnover and improve access to downtown businesses.

An important part of the education and outreach process will be communicating the upcoming introduction of the no re-parking regulation. The employee outreach should focus on the importance of improving parking availability and access for customers. Convenient employee parking in nearby lots will also discourage employees from parking in nearby residential neighborhoods, which can cause parking issues for residents in those nearby neighborhoods.

To estimate the number of parking spaces needed to accommodate downtown employees, the city could release a wait list ahead of the program launch. This will allow the City to gauge the level of demand and adjust the permit parking supply accordingly. It is recommended that the city start with a 10% oversell of permit per parking location, meaning that 10% more permits should be sold than what the downtown permit parking supply can accommodate. This oversell allows for adjusted shifts and work hours of employees of the various businesses in the Downtown.

Initially, it is recommended that only a monthly purchase option be offered with no opportunity to purchase multiple months or one per year at a time. This will allow the City to expedite any necessary adjustments to policies, price, and locations without needing to refund permit holders or wait until existing permits expire to phase in new policies.

The City should include a reasonable monthly rate that is like what other nearby agencies are charging to ensure that the permit is priced at market rate. While most people will choose free instead of paying when they have an option, the reality is that there is a value to downtown parking and there will be on-going operating costs associated with the parking permit program that go beyond fees that business owners pay through the downtown business improvement district (BID). At a minimum, a fee value should be assigned to the permit to help sustain the program and provide opportunities for influencing driver behavior.

Permit Management

Downtown employee permits should be managed and assigned through the Public Works Department. The City utilizes the Turbo Data Systems services for management of citation processing and collections. Turbo Data Systems also offers services to their clients for permit issuance for downtown parking as well as residential permits. Their services include support of

permit orders, purchases, and online account management, whereby business owners can request permits for their employees and homeowners and occupants for their residential permits.

Downtown applicants are required to have valid business license and businesses and must be located within the downtown parking district. Documentation can be either provided directly to the Public Works Department or uploaded through an online portal.

Employees can purchase one nontransferable permit (monthly, initially, and quarterly or annually after the initial program is running smoothly) but must have the required form signed by their employer. The permit is void once the employee no longer works at the business location where the permit was registered. Another option is that the employer may purchase employee permits and are required to verify the number of employees that work at the business and have a valid business license. Employers cannot purchase more permits than they have employees working for the business.

Initially, permits will need to be physical hangtags that must be hung on the rear-view mirror with the printed side towards the windshield. If the permit hangtag cannot be hung on the rear-view mirror the permit must be placed on the dashboard with the printed side visible.

Many public agencies are transitioning to digital license plate-based permits instead of physical hangtags and stickers. With digital permits, the license plate number becomes the permit identifier for verification purposes, thus, employee vehicle information will be registered at the time that permits are requested by the employer. These systems also require that parking enforcement staff have handhelds which read the vehicle license plate for authentication and verification of a digital permit being issued to the vehicle parked. These types of systems are far more accurate, less labor intensive thus less costly for implementing a permit parking program.

Shared Parking Program – City, County and Private lots

There are private parking lots that are underutilized in the Downtown and at certain points during the daytime and evening. This inventory of parking spaces are often underutilized and may be an opportunity for the city to negotiate shared parking agreements with private lot owners. These spaces could also be particularly effective to accommodate an evening permit option if it becomes necessary.

Shared parking is more cost effective than building additional supply, and it reduces instances of wasted land space that could otherwise be optimized for higher and better uses.

Several cities have developed shared parking agreements with private parking lot and parking structure owners to allow available private spaces to be utilized for business customer and

employee parking. The agreements have effectively utilized hundreds of parking spaces that otherwise would be sitting empty during unused hours, such as evening and weekend times.

These shared parking agreements are designed to safeguard the property owner while providing an opportunity for in some cases additional revenue through a negotiated revenue share between the City and the property owner. For example, if the shared parking location is utilized for permit parking, there should be a negotiated parking permit revenue share.

Another example of a shared parking opportunity would be an agreement with the County for use of the County parking lots surrounding the Courthouse location near City Hall for use of the parking spaces during the evening hours and on weekends when the Courthouse is closed.

A portion of the revenue from shared parking should be set aside for the City to support permit issuance, pay parking technology, enforcement, and maintenance and upkeep of shared parking locations. Additionally, funds could be used to guarantee certain parking lot enhancements as an additional value from the shared parking program. The City would install the necessary meters or pay stations, help establish the appropriate parking rates, designate any necessary time limits, and provide enforcement and basic maintenance.

At a minimum, a shared parking agreement typically considers the following:

- Terms and extension: Evaluate the return on investment and ensures that the contract terms allow for potential redevelopment in the future if needed.
- Use of facilities: Established available hours, number of spaces, time limitations and ensures that the base user will retain use at the end of the sharing period.
- Maintenance: Evaluates and incorporates the added maintenance and operational costs.
- Lease Cost: Cost of the lease and any negotiated revenue shares.
- Operations: Considers revenue collection operations as applicable and needed signage.
- Utilities and Taxes: Determines the responsible parties and any cost sharing agreements.
- Signage: consider opportunities for consistency with signage and branding.
- Enforcement and Security: Determines who will handle enforcement and towing.
- Insurance and Indemnification: Considers litigation with any costs sharing.
- Termination: Identifies the grounds for termination or cancellation.

Parking Program Management

The city does not currently have a designated staff position to oversee and centralize the parking operation. Currently, the parking program management primarily falls under the Public Works Department with the Police Department providing the enforcement services and the Finance Department providing some support over the Turbo Data Systems services. The Public Works Department administers the existing residential permit parking program, the parking related programs and policies, the downtown parking program, oversees the meter maintenance and collection efforts and provides the signage and markings throughout the city. The city's Transportation and Safety Commission also services in an advisory capacity to the City Council regarding city policies on matters related to transportation and parking.

As the parking operation changes over time and as new technologies and policies are introduced, the City should create a new Parking Coordinator position. Parking management impacts the City's businesses, downtown parking, and all the residents of the city. In addition, it also impacts a variety of city departments. Thus, it will be helpful to the community and City management to have a dedicated position to oversee and coordinate the implementation and on-going management of the parking operation. For synergy, this position should be housed in the Public Works Department to align with current operations already in place.

The Parking Coordinator could be responsible for overseeing all aspects of the parking operation including:

- Policy development,
- Equipment and technology procurement and implementation,
- Vendor contracts for services,
- Parking enforcement coordination with Police Department,
- Parking enforcement gap management/citation data analysis,
- On-going parking occupancy and turnover data analysis,
- Permit parking program oversight and analysis,
- Revenue management and verification with the Finance Department,
- Residential permit parking district establishment, reviews, and data analysis,
- Parking Meter collections and maintenance coordination, oversight, and data analysis,
- Citation adjudication reviews,
- Permit application reviews and exceptions,
- Parking revenue forecasting and budget data analysis,
- Shared parking agreement negotiations,
- Coordination with the downtown BID on parking issues,
- Regular meetings with the Transportation and Safety Commission, and
- Other parking program roles and responsibilities as appropriate.

Parking Revenues

Revenues from paid parking can support a sustainable and effective parking operation, including the ability to fund the required management, enforcement, and staffing resources. A paid parking operation should be self-sustaining, and a successful program would allow the city to invest in the development of parking and transportation resources that directly benefit the community

The parking program can provide revenues that could be reinvested help pay for maintenance, enforcement, capital replacement of equipment, capacity issues, and parking alternatives or program to maximize use of facilities for parking and alternative to parking.

The program should also identify a plan and budget for on-going parking facility maintenance and upkeep of facilities. Parking facility maintenance includes periodic restriping, resurfacing, sweeping, trash pick-up and lamp replacement in the parking lots/garage. Implementing a successful parking program may have the added benefit of providing additional revenue to support parking asset maintenance and upkeep that are currently underfunded.

To track revenue, operation expenses and capital expenditures and reserves, a separate enterprise fund and budget for parking operations and future capital needs should be established.

Parking Meter Technology

Current Parking Meter Systems

The City currently has 376 single head and double headed meters located in the Civic & Business Districts in the downtown area. Meters in the Business Districts are older manual enhanced meters which accept nickels, dimes, and quarters. The meters in the Civic Center area are newer meters which accept coins and credit/debit card for payment. The Business Districts in downtown also includes some poles where meter heads have been vandalized and heads have be cut off. As part of the parking meter improvements, it is inclusive of replacement of all missing meter hears.

The meter inventories and their locations include 256 meters in the Downtown Business District and 183 meters in the Civic Center District. Parking meters spaces are enforced Monday – Saturday each week from 8 am – 6 pm except for holidays and Sundays.

The summary of the number of meters, time limits, and currency accepted are shown in the table on the following page.

Summary of Existing Meter Program

Location	Number of Meters	Payment Accepted	Maximum Rate	Maximum Time Limit
Custodian/Civic Center	52	\$.05; \$.10; \$.25	\$12.50	10 Hours
Civic Center	131	\$.05; \$.10; \$.25	\$2.50	2 Hours
Business District	245	\$.05; \$.10; \$.25	\$.50; \$1.25; \$1.50	12 Minutes; 30 Minutes; 2 Hours
Total	376			

Parking meter rates per hour are at market rates compared to other cities in nearby cities. At this time, no changes are recommended in the parking meter hourly rates. Meter rates should be reevaluated when the parking enforcement program is re-established with adequate enforcement available to enforce meters, and when post-pandemic occupancy and turnover data can be collected.

The parking meter equipment in the Downtown District is very dated and is what is considered in the industry as manual enhanced meters. That means that when coins are inserted in the meters, the meter does not have to be manually turned via a knob for time to appear on the meter; there is enough electronics in the meter's internal mechanism for the meter to differentiate the coin denomination and calculate the time allowed for parking in the space.

Recommended Technology

Parking meters available in the parking industry now accept coins and credit card/debit cards for payment. The challenge with meters that accept coins only is that the parking user is constantly having to find coins for payment, the maintenance with these types of meters which accept coins only is very high – meters which accept various coin denominations are the most expensive meters to maintain. The meter collection and coin counting process and depositing process is far more costly and takes far more time for counting/deposit and coin only payment limits the parking users ability to make payment – many customers prefer some type of card payment.

Most cities have upgraded their meters to newer meter mechanisms which accept quarters and card payment only. This has been done to offer parkers an option of currency and card payment but utilizes quarters only to reduce the maintenance and collection costs for meter operations. Additionally, banking institutions have indicated numerous times that quarters are far more available by far in their availability in the marketplace than other cities.

While mechanisms utilizing quarters and card payment features are still available with a few parking meter equipment vendors, many cities have also converted their on-street pay spaces to multi-space parking meters (pay stations) for all lots/structures and on-street paid parking areas. Compared to single-head/double-head meters, pay stations have advantages. Some of those advantages are:

- Improves the community aesthetic by minimizing the amount of street hardware,
- Allows for pay by space feature,
- Offers the ability for license plate enforcement,
- Allows customer to pay by card remotely for extended parking,
- Minimizes the amount of infrastructure required for on-going maintenance and collections,
- Allows pay rate adjustments from remote computer software and allows variable rate structures,
- Provides enhanced data management for enhanced enforcement, occupancy-based data, error reporting, and revenue and card processing reconciliation features, and
- Provides enhanced data for data driven decision making staff and city.

Pay station vendors typically offer robust backend systems with reporting features with usage and maintenance data. Pay stations should wirelessly communicate usage, payment status, meter access, maintenance alert data in real-time and should be managed through a web-based meter maintenance system that provides robust monitoring and reporting features.

For all pay stations, the Pay by Plate configuration is recommended. With Pay by Plate, the users must enter their license plate number into the machine to initiate a parking session. The license plate number becomes the payment identifier, rather than a space number or receipt. Pay by Plate is convenient to users because upon completion of payment; they are not required to return to their vehicle with a receipt.

Pay stations can also be configured so that payment and license information for parkers is available for parking enforcement handhelds and allows enforcement staff to retrieve violator information from each pay station rather than having to monitor each space and vehicle for expired meters.

If pay stations are selected for replacement of current meters, it is recommended that the city offer coin (quarter only) and card payment. Bill note acceptor (BNA) for \$1 bills is typically the part that most frequently jams or breaks on a pay station. Accepting quarters only means that pay stations (or single- or double-headed meters for that matter) do not have to be collected as frequently as when nickels and dimes were allowed. The pay stations should be configured to allow payment at any machine or any parking space within that zone because everything will be tracked and verifiable by license plate.

The City could consider pay stations as an alternative to single space meters. Single head meters will decrease the efficiency of enforcement and take up more sidewalk space. Additionally, with more hardware on the street, there would be increased revenue collection and maintenance requirements.

Maintenance and Coin Collection

With the implementation of new meters and/or pay stations, it is important to ensure that the pay stations are properly maintained, and that revenue is consistently collected. On-going preventive maintenance will optimize equipment lifespan and maximize system uptime. On-going coin collections are needed to prevent pay stations from reaching capacity. Meters/pay stations that are broken become a source of complaint by users as well as businesses and impacts the effectiveness of the enforcement program.

The City should budget for staff that can assist with part-time maintenance, collections, and coin counting. New meters for current pay parking spaces and/or reduced number of pay stations needed, will minimize maintenance and collections, so it is anticipated that all duties can be handled by a part-time position or a full-time position that also has other responsibilities in the parking program.

Mobile Payment

In addition to new meters and/or pay stations, it is recommended that the City offer a mobile payment option for additional user convenience. A mobile payment solution will allow drivers to pay for parking sessions using their cellphone. Users can also add extra time to their parking session remotely, which is an added customer convenience. Like the Pay by Plate configuration recommended for pay stations, the mobile payment feature would also be tracked and verifiable by license plate number.

Mobile payment users should be able to either call a number or create an account on a mobile application to pay. Users should also be able to complete a one-time use or establish accounts with the mobile payment provider that allow them to pay for parking and extend their stays without returning to their vehicles. Mobile payment users can also be provided with the option to be notified via text, email, or app prior to the expiration of their parking session.

During the vendor selection process, it is important to thoroughly evaluate the mobile payment features and their capacity to integrate with the selected pay station vendor. It is important that the payment systems communicate to ensure that drivers cannot receive free hours at the pay station and another two hours during the mobile application if such a feature is offered or additional time is offered for payment.

Technology Replacement Phasing

The paid parking system is one of the critical path items for a successful downtown parking program. The current pay parking program is lacking a reliable parking technology for the machines, meters that are suffering from too much down time which is frustrating to businesses, guests, and residents. The current lack of quality meters and their functionality is severely impacting the success of any enforcement program when re-implemented. It is strongly recommended that the procurement process begin as soon as reasonably possible to replace the existing meters installed throughout the Downtown. The return on investment (ROI) of having quality meters/pay stations and good maintenance and collections will pay for the initial cost of the technology hardware very quickly.

Below are the steps to assist with the technology selection and procurement process:

- Review parking industry pay stations and/or meters on-street location and lots/structure
- Prepare technical documents for replacement procurement document including definition of pay parking program features desired (i.e., coin demonization, card payment, mobile payment, management features, pay parking rates, location, or additions of pay parking, pay by plate, etc.)
- Prepare RFP Document
- Issue RFP
- Review, interview and select vendor and equipment
- Issue contract for equipment, software programming, and installation
- Set-up card processing processes with Finance Department
- Install pay stations and/or meters, commission meters and software, test meters and payment features
- Adjust signs, remove and/or add signs in meter locations, where needed
- Establish equipment maintenance and collections processes with staff, finance, meter and/or pay station vendor
- Go live with program
- Adjust performance of meters and/or pay stations as needed and complete 90-day performance evaluation and 12-month warranty checks.
- Manage and monitor data and make data driven decisions on adjusting time-limits, rates and usage and occupancy

Off Street Parking Lots

Currently all City lots except the parking structure and a couple of other lots have no time limit restricting and do not require payment for parking. Lots with no restrictions opens up use of lots by non-business employee and guest parking and allows the potential for loitering or excessive trashing of lots by non-employee guests and users. That create a ripple effect in that the more a parking lot looks less used and maintained, the more parking users want to avoid parking in the lot. These types of issues can be avoided by implementing a few parking restrictions and operations management strategies.

All downtown city owned off-street parking lots should be utilized for employee parking and longer term parking locations for guests desiring parking time allowances that exceeds the time limits for on-street metered spaces and shorter term time-limited on-street spaces.

It recommended that the time limit for non-permitted vehicles be set to 3 hours to provide longer term parking for guests and visitors who choose not to utilize parking meters and/or pay stations for pay parking options. The three-hour limit will be a disincentive for employees for parking and shifting their parking location throughout the day and will help incentivize them to obtain permits and park once in their designated parking lot.

These lots may also be considered for off-street pay parking for parkers parking after the initial 3-hour time period. An example of a rate structure for future implementation would be the first two hours free parking and then implement an incremental pay program based on length of stay with a daily maximum for parking.

An example rate structure would be: first 2-hours free; \$1 per hour for each hour after the first 2-hours, up to a \$6 daily maximum fee. To implement such a program the lots would be need to property signed and Pay Stations with an adequate number of stations and locations in a lot to collect payment. In the case of off-street lots it is far more economical to use pay stations for payment than cluttering the parking lots with single pole meters.

Parking Pricing

Parking pricing is the unique talent of using all elements (costs of providing services) of a parking program, market analysis, or pricing to manage parking demand, to modify parking behaviors and in some cases incentivize parkers to modify their use of parking spaces and the frequency of that use. On-street parking spaces whether they are commercial parking spaces or residential street parking spaces are the highest valued parking assets provided in any city. Unfortunately, communities don't often review their parking assets from a value of the asset vantage point.

Several scholars around the country have written research papers and entire textbooks on parking pricing. They make the case that on-street parking spaces are the highest resource in a city's tool bag of parking assets. Dr. Donald Shoup, a retired economics professor at UCLA has written a book, *The High Cost of Free Parking*. In his book he champions the position that many cities provide free parking in their parking assets; but the parking is not "free", someone is paying for those parking spaces – often indirectly through care and maintenance of those spaces and a host of other hidden costs. While San Fernando is not guilty of providing "free" parking in certain parking program elements, some other parking elements of the parking areas are "free" and are stretching the city's resources to continue to provide those spaces as "free" parking.

While some of the City of San Fernando parking pricing for parking services meet current market rate analysis (Downtown District and Civic Centers meters and parking fine bailment schedules) other pricing models for city parking programs are too low or they are currently free, such as the Downtown area employee parking and off-street parking lots.

Pricing details of each of the program enhancements and program implementation elements in this study all carry a significant cost related to management of each of those programs and in providing services by the City. Recommendations for parking prices and any changes needed, are associated with the program development and implementation scenarios. Suggestions are provided for how to value each of the program's services, how to conduct a market analysis for pricing parking services, along with how to conduct data driven decision making and market analysis are provided to guide the City in developing parking fee rates and adjustments as needed.

Residential Permit Parking Program

Most of the comments received from residents centered around the challenges that they experience in finding parking spaces near their homes. Currently the City has two permit districts, one is a larger residential area near the downtown and the other district is a one street block district. The community's neighborhood challenges were further challenged over the last 18-months when so many of the community's residents have been forced to stay home or work from home due to the pandemic.

Based on comments and analysis and review of the city's ordinance, the resolutions for establishing permits districts previously, and the need for clear processes for residents to request residential permit parking, a detailed review of and recommendations for adjustments to the City's residential permit parking ordinance are needed with details of changes provided. A detailed description and flowchart are provided to assist residents in gaining knowledge about what types of issues can be solved with a residential permit program. A detailed flow chart is provided that indicates what steps and actions need to be initiated by the residents of the neighborhood, what steps staff need to engage in to review and recommend to the City Council

approving by resolution a permit district and an implementation plan for residents and city staff are provided. A city-wide resident district map is provided to guide the City in reasonable boundaries for the permit districts.

While permits are currently in the two existing districts, it is doubtful that that plan can continue to be sustained as “free” parking. California DMV regulations indicate that residential permit fee holders can only be charged for the cost of issuance of the permits, reviews of data collection for establishing the district and sign installation. In most costs those fees are very low, and the State regulations clearly indicate that the intent of any fees is not to be priced as a revenue generating program. A detailed set of processes are provided to assist the City with establishing permit costs.

Downtown Employee Parking Permit Program

The recommendations to implement the paid on-street and parking structure pay parking program will likely increase the demand for a downtown employee parking permit program. This is the opportunity for the City to reshape parking dynamics and influence where employees are parking to encourage more convenient customer parking availability. Part of the implementation process of paid parking program improvements should be expanding employee permit parking supply to accommodate the additional demand. The City should prioritize the most convenient parking supply for public parking and designate perimeter parking options for employee permits parking.

Employee Parking Permit Issuance

To begin the implementation process for the locating and assigning of employee permit parking the following procedures are recommended. These recommendations also include a bit of field data collection since parking counts collected during the work effort for this study were suppressed due to the Covid-19 pandemic. Parking occupancy often changes from time to time for a variety of reasons and maintaining an inventory of available parking spaces for employee parking permit assignment is an on-going data management task for good data driven decision making efforts.

- Prior to beginning the employee permit program, staff should conduct a survey with BID employers to obtain a count of employees currently working at the place of business. One of the survey questions might also include if the number of employees is back to their pre-COVID employment levels. This will provide some indication of whether the employment levels have stabilized or if additional hiring is expected by employers.
- Prepare an employee count spreadsheet by business or employer in the downtown BID district

- Survey all city lots in each of the pay parking districts for vacant space counts at 10 am, 12 noon and 2 pm to determine space availability. Counts should be taken on a Wednesday, Thursday, and Friday.
- The parking lots to be counted for space availability include the following:
 - City parking lot #1
 - City parking lot # 2N
 - City parking Lot # 3
 - City parking lot # 4
 - City parking lot # 5
 - City parking lot # 7
 - City parking lot # 8
 - City parking lot # 9
 - City parking lot # 10
 - City parking lot # 11
 - City parking lot # 12
- Calculate by lot the available parking spaces by lot and the downtown BID as a whole.
- Also, identify of any private lots with parking space availability for potential shared parking options for employee parking location potential from field observations.
- Permits would only be assigned to employees that work during the 8 am – 6 pm work shifts when pay parking regulations are in effect. If at any time pay parking at meters extends later than 6 pm, then permit assignments for employees working during the later evening hours will need to be implemented and permits issued.
- Work with permit assignment vendor for website application process as well as preparing printed application forms for completion and return to Public Works Department. Permit application forms should collect employee name, cell phone number, employer company, work address, vehicle license plate number and identification of 1st and 2nd choice for parking lot assignment. All forms and web-based application will require employer certification of employee for the permit. Permits will only be assigned to employees currently employed and have a valid driver's license.
- Work with permit assignment vendor establishing permit assignment criteria, approval process procedures and processes for assigning permits for each lot which is convenient to work site location. Calculate the percent oversell of permits and establish a cap of permits for each lot to be assigned.
- Establish monthly parking fees for parking lots and advise BID and Transportation Commission of fee schedule.
- Add parking fees to City fee schedule and obtain City Council approval for employee permit parking fees.
- Begin employee permit application process and assign permits for designated parking lots.

- Monitor lots for permit usage.
- Adjust bailment schedule for parking citation fees and add enforcement violation codes for employee parking violations. Violations should encompass, failure to display permits (if hangtags are issued) and parking in unauthorized parking lot.
- Adjust programming in enforcement handhelds for fines, lots, assignments, etc. Train enforcement staff on new elements of the downtown parking program.

On-going Employee Parking Permit Program

The employee parking program will need to continue to be monitored frequently for use and adjustments to assignments for employee parking. There are primarily two methods for parking data collection models which are described in the table below:

Parking Data Collection Models

Method	Description	Recommendations
Physical Counts	Physical counts are the simplest approach to collecting data by assign internal staff to walk or drive the study area at various points of a day to record the number of vehicles parked per block or parking lot/structure	<ul style="list-style-type: none"> • Utilize physical counts to sample data and validate the results of other automated parking occupancy counting technologies.
License Plate Recognition Camera	The same License Plate Recognition cameras utilized for enforcement can also be utilized as a data collection tool. Each license plate is read and recorded along with GPS location and time/date stamp.	<ul style="list-style-type: none"> • By assigning staff to drive specific routes at specific times of the day, data can be downloaded for time frames and exported to Excel for analysis using the vendor's backend management system.

Once data is collected, it can be reviewed regarding rate and time-limit adjustments to meter/pay stations, time-limits in the lots and assignment of employees to various lots. Over time, with the goal of maintaining an 85 percent occupancy rate, staff can make data-driven decisions about management of all parking space inventories.

This data driven decision making methodology is commonly known throughout the parking industry as Parking Demand Based Pricing. A summary of potential findings and adjustments is provided in the following table.

Examples of Data-Driven Decisions for Management of Parking Resources

Data Finding	Potential Adjustments
Public parking occupancy is consistently near or above 85%	<ul style="list-style-type: none"> • Increase the hourly rate and/or daily maximum • Decrease the time limit
Public parking occupancy is consistently well below 85%	<ul style="list-style-type: none"> • Decrease the hourly rate and/or daily maximum • Increase the time limit
Public parking occupancy has a distinct peak period	<ul style="list-style-type: none"> • Increase the hourly rate during the peak period only
Public parking occupancy reaches near or above 85% outside of paid parking hours of operation	<ul style="list-style-type: none"> • Extend or expand parking hours of operation
Public parking occupancy is well below 85% at the beginning or end of the paid parking hours of operation	<ul style="list-style-type: none"> • Reduce the paid parking hours of operation
Permit parking occupancy is consistently near or above 85%	<ul style="list-style-type: none"> • Increase the permit parking supply • Increase the permit fee • Decrease oversell percentage
Permit parking occupancy is consistently well below 85%	<ul style="list-style-type: none"> • Decrease permit parking supply • Decrease permit cost • Increase the oversell percentage
Permit parking occupancy has a distinct peak period	<ul style="list-style-type: none"> • Allow public parking in permit parking areas during non-peak periods

Parking Compliance Program

Parking compliance (enforcement) programs is one of the highest and most important management tools to ensure the success of residential permit parking programs, pay parking in on street and off-street parking lots in the downtown area as well as compliance of employee parking programs. If parking enforcement is not provided, is understaffed or ineffective, the success of all these parking programs will be short lived and ineffective.

The parking enforcement operation should 1) optimize the effectiveness of parking management strategies to improve access to spaces and provide increased safety; 2) utilize parking enforcement technology to maximize enforcement efficiency; and 3) add the enforcement operation over time to provide effective coverage.

The parking enforcement program detailed from this study effort provides the following:

- Enforcement coverage – staffing level, deployment coverage plans and enforcement scheduling
- Enforcement Technology Integration
- Data Management
- Enforcement staffing and coverage – scalable at the parking program is implemented

Parking Enforcement programs are always prepared to effectively respond to program elements and needs off the community and the commercial areas. The enforcement programs are designed to provide staffing and schedule adjustments to meet community needs.

The purpose of any enforcement is to provide access parking users, improve visibility and safety for the community and allow for the success of all elements of a parking program whether they are residents, guests and visitors to the city, employees of downtown businesses and to ensure the success of businesses through the city.

Parking enforcement services are always a sustainable operation for cost recovery of enforcement costs. Parking citations issued more that cover the cost of providing parking enforcement services to the City.

Summary of Study and Results

In summary the results of a well-managed parking program results in a community which is successful in providing its residents and businesses with access to parking spaces, improved safety in the community and economic success for the whole community.

The first encounter that of anyone visiting San Fernando will be the parking program – and the last element that they will remember about your city is their experience with the parking assets. Parking programs are designed to make that experience a good one!

**Attachment A –
Parking Management Action Recommendations**

Section	Recommendations
Parking Demand Management	
	<p>Phase 1</p> <ul style="list-style-type: none"> • Adopt a “Park Once” motto and establish a no re-parking rule • Establish a Downtown Employee Parking Permit Program • Hire a Parking Coordinator to begin focus on parking management program • Develop shared parking program, public, county lots and private lots
	<p>Phase 2</p> <ul style="list-style-type: none"> • Install Pay by Plate pay stations and/meters, and adjust payment structure and mobile payment strategies • Expand Downtown Employee Parking Permit Program • Optimize loading zone use • Restart downtown shuttle
	<p>Phase 3</p> <ul style="list-style-type: none"> • Utilize remote parking is needed • Review and expand if warranted Electric Vehicle charging stations to other lots (standard EV charging stations) • Expand shared parking program • Implement Shared Valet Parking in Downtown if warranted • Implement Remote Parking if warranted • Establish a wayfinding and parking guidance system for downtown district including recognizable public parking brand, and static wayfinding system to locate public and shared used parking facilities
	<p>On-going</p> <ul style="list-style-type: none"> • Parking Data analysis and data-driven decisions • Actively pursue shared parking agreements

Parking Meter Technology	
	<p>Phase 1</p> <ul style="list-style-type: none"> • Review parking industry pay stations and/or meters for streets and lots/structure • Prepare documents for replacement of current outdated meters with new technologies provided less down time for repairs, improved payment options, and expanded management of software to pay stations and/or meters • Select and purchase needed new pay stations and/or meters
	<p>Phase 2</p> <ul style="list-style-type: none"> • Install Pay by Plate pay station and/or meters • Adjust payment structure and mobile payment strategies • Implement technology for servicing pay stations and/or meters • Establish equipment maintenance and collections processes • Program pay station and/or meters to enforcement handhelds and software
	<p>On-going</p> <ul style="list-style-type: none"> • Maintain effective and responsive equipment maintenance and revenue collection • Adjust rates as parking demand and occupancy exceeds 85% in pay station and/or meter spaces • Evaluate other commercial areas of the city, as needed, and warranted for pay parking solutions to solve parking issues that may arise
Downtown Employee Parking	
	<p>Phase 1</p> <ul style="list-style-type: none"> • Establish employee electronic/digital permit program • Establish lots and location for employees to park in adjacent lots rather than on-street spaces. • Establish and/or adjust employee permit parking rates • Assign Employees to designated lot location if necessary

	<p>Phase 2</p> <ul style="list-style-type: none"> • Establish on-line system for application/approval of electronic permits. • Assign/issue permits • Program Permits to enforcement handhelds and enforcement software
Parking Pricing	
	<p>Phase 1</p> <ul style="list-style-type: none"> • Current pricing meets parking market of surrounding communities. No change in rates for pay station and/or meter rate in 1st Phase • Develop pricing methodology for future pricing adjustments based on demand management; adjust rates when 85% of spaces are occupied during peak parking periods • Develop pricing methodology where on-street rates are priced on proximity to core demand areas and that will create turnover of spaces for high customer use. • Develop pricing methodology where parking rates in lots and parking structure enhances and accommodates longer term parking needs • Adjust rates to support methodology and goals of parking program
	<p>On-going</p> <ul style="list-style-type: none"> • Review and adjust rates annually if warranted; pricing for downtown parking should be based on enhancing parking program goals, be based market analysis pricing, and demand-based pricing • Review parking space use on annual basis for data-driven decision making and implement adjustments as needed based on data and program goals
Residential Permit Parking Program	
	<p>Phase 1</p> <ul style="list-style-type: none"> • Implement adjustments to Residential Permit Program ordinance to allow for easier establishment of permit districts, implementing districts and adjustment for resident request and implement of permit districts • Adjust residential permit parking district fees to cover cost of permit issuance and implementing individual districts

	<ul style="list-style-type: none"> Establish a petition process for forming Residential Permit Parking Districts
	<p>Phase 2</p> <ul style="list-style-type: none"> Implement petition process for residents desiring establishment of districts Establish process for staff review, certification of petitions and data collection for responding to resident petition Hold community meeting with residents of requesting permit district; discuss data findings from field work, district boundaries, reaching consensus in permit district hours, permit application requirements, fees, and process for implementation Staff preparation of Council Resolution for district approval and establishment
	<p>Phase 3</p> <ul style="list-style-type: none"> If Council Resolution is approved, determine, and establish placement for signage plan; install signs Establish permit request and assignment system using third party for administration of permit issuance; provide in-person and City website-based application process for residents Prepare and distribute communications package for residents to apply for permits in person or via website Implement permit request system, and permit issuance system Adjust enforcement codes, rate structure for fines, council approval of fine codes, adjust handheld and citation processing for citation issuance
	<p>On-going</p> <ul style="list-style-type: none"> Conduct a review of effectiveness of permit district throughout 1st year of implementation of each district based on data driven analysis Provide on-going review with residents for each district on 5-year increments for each district established, review with district residents if district program adjustments are warranted Review and process any petitions received for decommissioning a district; the process is the same as establishing the district and requires Council Resolution to decommission a district Review permit district annual permits rates during the Council fee schedule review conducted on an annual basis.

Compliance	
	<p>Phase 1</p> <ul style="list-style-type: none"> • Prioritize enforcement coverage in downtown time limit areas, pay parking spaces and lots/structure based upon operating hours • Staffing and deployment planning should be managed on basis of operating hours, days of enforcement and coverage attainable for each parking control staff member assigned to Downtown enforcement zone • Work with citation processing firm for providing handhelds and enforcement for electronic citation issuance based on license plate recognition for time limits, payment of paid parking spaces and employee permits issued in real time enforcement systems
	<p>Phase 2</p> <ul style="list-style-type: none"> • Prioritize and implement parking enforcement for each residential district is established • Add parking enforcement staff and deploy staff to match each residential district established • Integrate enforcement technology with new parking technology systems such as pay stations and/or meters and electronic/digital permits used in Downtown for employees and in residential permit districts
	<p>Phase 3</p> <ul style="list-style-type: none"> • Consider contracting enforcement services to a third-party if needed to maximize effectiveness of officer production, providing a dedicated team to parking enforcement services, and maintaining lowest cost for enforcement services
	<p>On-going</p> <ul style="list-style-type: none"> • Adjust enforcement staffing and schedules as needed • Utilize Gap Management methods to monitor officer productivity

Parking Requirements	<p>To be implemented for opening of East San Fernando Valley Light Rail Line by Metro:</p> <ul style="list-style-type: none"> • Establish a one-quarter mile district around the proposed station at the Civic Center. • Provide a lowered requirement for off-street parking with the District, in the range of a 10 to 25 percent reduction in requirements for uses in other areas of the City. <p>To be implemented along with the measures in the Transportation Demand Management section and the Shared Parking Program:</p> <ul style="list-style-type: none"> • Allow, under entitlements review at the discretion of the City, reductions in site off-street parking within the Mixed Use Commercial District, and the Workplace Flex District. • Reductions in off-street parking would be allowed if area public parking supply availability in on-street and City parking lots within a one-quarter mile distance of the property is generally available throughout the day and during peak periods, based on a study.
Transportation Demand Management	<p>Phase 1</p> <ul style="list-style-type: none"> • Implement a Shared Mobility Device program for downtown (shared bike program) <p>Phase 2</p> <ul style="list-style-type: none"> • Install secure bike parking options • Re-implement a circulation shuttle system in Downtown <p>Phase 3</p> <ul style="list-style-type: none"> • Offer and participate in public transportation incentive programs as incentive programs are offered with public transportation

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: August 16, 2021

Subject: Consideration to Authorize a Purchase Order with Envirogen Technologies, Inc. for an Ion Exchange Nitrate Removal Treatment System at the City's Groundwater Well No. 3

RECOMMENDATION:

It is recommended that the City Council:

- a. Waive formal bidding requirements under Section 2-801(a) of the City's Purchasing Ordinance that allows waiving bidding requirements to purchase special equipment or supplies needed to be compatible with existing equipment, or to perform complex or unique functions; and
- b. Authorize a Purchase Order with Envirogen Technologies, Inc. (Envirogen) (Attachment "A" – Proposal for Well 3 Nitrate Treatment System), in an amount not-to-exceed \$1,484,000 for the purchase of a proprietary ion exchange nitrate removal treatment system at the City's groundwater Well No. 3; and
- c. Authorize the City Manager to execute the Purchase Order and all related documents.

BACKGROUND:

1. In May 2007, the nitrate concentration at Well 7A exceeded the Maximum Contaminant Level (MCL), at which time the Well No. 7A water production was stopped.
2. In November 2009, Well No. 3 had a nitrate reading in excess of the MCL and water production ceased at this location.
3. On May 16, 2011, the City Council approved an agreement for the purchase of an ion exchange nitrate removal treatment system with Envirogen for Well No. 7A.

Consideration to Authorize a Purchase Order with Envirogen Technologies, Inc. for an Ion Exchange Nitrate Removal Treatment System at the City's Groundwater Well No. 3

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4. On December 13, 2013, the City Council approved a maintenance, repair, and warranties water services agreement with Envirogen to provide operation and oversight of the nitrate removal system installed at Well No. 7A.
5. On October 29, 2018, the Nitrate Removal System Project at Well No. 7A was completed and brought on line.
6. On June 15, 2019, the City Council Approved Contract No. 1920 with Envirogen to continue to provide Operations and Maintenance Services for the nitrate removal system at Well 7A.

ANALYSIS:

The City has four groundwater extraction wells (Well No. 2A, Well No. 3, Well No. 4, and Well No. 7A) that are responsible for providing sufficient water supply to residents and businesses. Currently, there are three wells on line (Well No. 2A, Well No. 4, and Well No. 7A). Nitrates have been successfully removed from groundwater extracted from Well No. 7A since October 2018, when the ion-exchange treatment system developed by Envirogen came on line. Well No. 3 has been out of operation since November 2009.

The three operational wells have been able to keep up with water demand (currently 925 million gallons of water per year), but staff believes it is prudent to bring more resiliency to the system by bringing Well No. 3 back on line. The following table illustrates the maximum production possible at each of the well sites:

	Maximum Pump Rate	Annual Maximum Yield	Percentage of Annual Water Demand
Well No. 2A	2,000 gpm	1.05 billion gallons	114%
Well No. 3 (off line)	1,100 gpm	578 million gallons	63%
Well No. 4	300 gpm	158 million gallons	17%
Well No. 7A	920 gpm	484 million gallons	52%

Another driving factor in bringing Well No. 3 on line is that Well No. 2A, the City's highest yielding extraction well, is going to need a treatment system installed in the very near future as well. By starting with the installation of a nitrate treatment system at Well No. 3, the City will be in a position to keep up with water demand in future years, if the Well No. 2A system is down for construction of its own treatment system or any maintenance issues.

Consideration to Authorize a Purchase Order with Envirogen Technologies, Inc. for an Ion Exchange Nitrate Removal Treatment System at the City's Groundwater Well No. 3

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Maximum Annual Yield Following Well No. 3 Treatment Installation (not including Well No. 2A).

578 million gallons (Well No. 3)
+ 158 million gallons (Well No. 4)
+ 484 million gallons (Well No. 7A)
1.22 billion gallons/year

The total yield between Well No. 3, Well No. 4, and Well No. 7A is 1.22 billion gallons per year, which is approximately 300 million gallons (32 percent) a year more than the current water demand of the City. The maximum allocation from the Sylmar Basin is 1.22 billion gallons/year, so the three wells combined have ability to extract up to the maximum allowed.

A Fully Resilient Water System.

By having all four wells operational, the City has full resiliency of its system. If any one of the wells goes down, the system will have sufficient back-up capabilities to keep up with the water demand. It will also allow for more flexible and sustainable operations, instead of putting maximum stress on well pumping equipment at all times. Staff will be able to switch between wells and allow certain ones to have off days. This will result in extending the life of all of the well components.

Use of Consistent Technology.

There are important reasons for continuing with Envirogen's nitrate removal system. First, the City went through multiple years of permitting of the treatment technology with the State Department of Public Health before the system at Well No. 7A was brought on line. This is seen as a proven technology and many other systems like it have been installed at other water production facilities around California. Second, the City has consistently seen strong results from the treatment system since it went on line in October 2018. Nitrates have been successfully removed and kept well below the required MCL for drinking water during this time. Finally, it is important for the City's water division staff to have one technology that they follow in the field during operation and maintenance of the treatment systems. It would be challenging on a daily basis to use one technology at one well and then switching over to a different technology at the other well. For all these reasons, staff recommends that the City employ Envirogen's nitrate removal system at both Well No. 7A and Well No. 3.

Purchase of Special Equipment.

City Ordinance No. 1653, adopted in April 2016, allows for the purchase of special equipment under Section 2-801(a). In particular, it specifies under subsection (1) that purchasing can be limited to a specific product type, or brand name product, if purchasing any special equipment or supplies needed to be compatible with existing equipment, or to perform complex or unique functions. Since the City already has Envirogen's nitrate removal system installed at another site, staff is familiar with the operation and maintenance of the proprietary system, and there are cost efficiencies associated with having compatibility of spare parts between the two

Consideration to Authorize a Purchase Order with Envirogen Technologies, Inc. for an Ion Exchange Nitrate Removal Treatment System at the City's Groundwater Well No. 3

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systems, staff recommends City Council waive formal bidding requirements and approve a Purchase Order with Envirogen to purchase the nitrate removal system.

BUDGET IMPACT:

Funds for the purchase of the Well No. 3 nitrate removal treatment system are appropriated in the Fiscal Year 2021-2022 Adopted Budget under account 070-385-0857-4600 as a one-time enhancement request from the Water Enterprise Fund balance.

CONCLUSION:

Staff recommends that the City Council waive formal bidding requirements and authorize a Purchase Order with Envirogen Technologies, Inc. in an amount not to exceed \$1,484,000 based on Section 2-801(a)(1) of City Ordinance No. 1653.

ATTACHMENT:

A. Proposal – Envirogen Technologies, Inc. – Well 3 Nitrate Treatment System



A Lifecycle Performance Company

SAN FERNANDO PACKAGED WELL 3 NITRATE TREATMENT SYSTEM

CITY OF SAN FERNANDO PROPOSAL



6/30/2021

Envirogen Proposal # 24166

877-312-8950
2627 Chestnut Ridge Rd, Suite 260, Kingwood, TX 77339
P.O. Box 5419, Kingwood, TX 77325-5419

www.envirogen.com

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1.0 PROJECT SUMMARY AND APPROACH

1.1 INTRODUCTION

Envirogen Technologies, Inc. (Envirogen) has prepared this proposal for the design and supply of a SimPACK™ package Ion Exchange system for the City of San Fernando (City), California Well 3. This proposal was prepared based on the request from the City for an additional system to complement the existing Envirogen SimPACK™ system used for treatment of the City's Well 7A groundwater. In addition, this proposal also describes and incorporates a controls package upgrade for the existing Well 7A SimPACK™ unit.

1.2 PROPOSED APPROACH AND NEEDS

Feed water quality data from 2018 for Well 3 was provided by the City of San Fernando staff on June 16, 2021 in a document entitled "714946-1910143 - San Fernando-City, Water Dept. -2018 Gen Min., Gen Phy. & In-Org. (LR)." Currently, the City has one existing SimPACK treatment system at Well 7A. In the future, the City intends to blend the combined water sources from Well 3 and Well 7A, treating the combined nitrate concentration using the two SimPACK systems (existing and new). The ratio of water flow from each well is still being determined, but Well 3 has higher concentrations of nitrate (and many of the other water chemistry parameters) compared to Well 7A. Hence, Envirogen has designed the Well 3 treatment system assuming these higher Well 3 water quality parameters will require treatment (as provided in Tables 1a and 1b).

Table 1a – Influent and Target Effluent Concentrations			
Analyte	Units	Influent Range	Effluent Target
Flow Rate	gpm	1,100	1,100
Nitrate (as N)	mg/L	≤14	≤ 8

Table 1b - Influent Water Modeling Assumptions		
Analyte	Units	Influent Range
Sulfate	mg/L	≤71
Chloride	mg/L	≤46
Bicarbonate (asHCO ₃)	mg/L	≤260
Chrome (as Cr VI)	µg/L	≤3.0
Arsenic (Total)	µg/L	≤2.0
TDS	mg/L	≤470
Hardness (as CaCO ₃)	mg/L	≤330
pH	SU	6.7 -7.1
Iron	µg/L	≤880
Manganese	µg/L	≤6.7

Note: Chrome (as Cr VI) was shown to be ≤3.0 µg/L in 2018. A Well 3 sample should be retested in 2021.

2.0 TECHNICAL OVERVIEW

2.1 PACKAGED ION EXCHANGE SYSTEM

Envirogen's SimPACK ion exchange system allows for continuous on demand treatment with the use of regenerable ion exchange resins. Our automated system controls the flow of water for treatment, as well as regeneration and rinse cycles for exhausted bed vessels, to maintain a set number of beds for treatment of the target contaminant.

The major components of the system include:

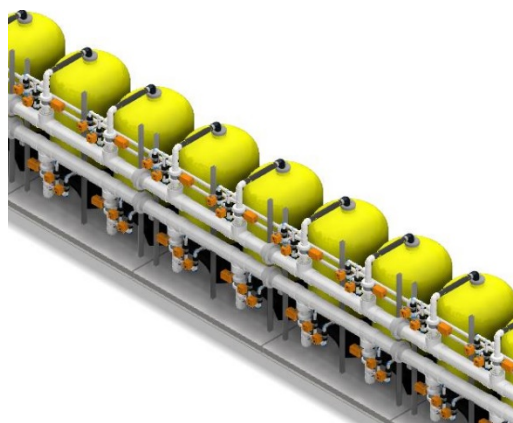
- pre-filtration,
- ion exchange (IX) treatment vessels inside an engineered, equipment shelter container,
- regeneration system all controlled and monitored by a programmable logic controller (PLC) utilizing Envirogen SimPACK control logic.

The process begins with raw water, sent from the City's well field, to the pre-filtration unit where suspended solids greater than 5 microns are removed using standard bag-type filters. The prefiltration unit removes a large amount of Total Suspended Solids (TSS) and eliminates the need to backwash the IX vessels.

After being filtered, the water is then sent to Envirogen's SimPACK IX system where the nitrate is removed using proven IX technology. Envirogen uses a multi-bed design operated in a staggered mode process. The staggered bed is Envirogen's N+3 method which means that all but three of the vessels are online while two vessels are being regenerated and one vessel is in standby. This design provides the system treatment redundancy that is required by the California Water Resources Board (CWRB)-Division of Drinking Water, while producing a consistent effluent water quality that meets the target water quality requirements. Nitrate levels are monitored using an online nitrate analyzer that can measure alternately between the influent and effluent sample points.

Nitrates are exchanged for chlorides on the IX resin. Once a vessel is exhausted and removed from service, regeneration of the SimPACK system is controlled by the SimPACK PLC controller that regulates the flow of the regenerate, a sodium chloride (brine) solution, and rinse water into IX vessel(s). The concentrated (26%) brine is injected into the bottom of the IX vessel using a brine pump. Dilution water is injected into the IX vessel to reduce the brine concentration to approximately 12%. The brine is applied in counter-current process and is cascaded across two vessels to use the chloride ions most effectively in the solution.

Once the regeneration process is complete, the vessels are rinsed using the treated effluent



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City of San Fernando

water in a cascading arrangement to minimize waste. The rinse water is partially recovered and used as make-up water for the brine tank. The remaining rinse water, along with the brine waste, is sent to the waste equalization tank. All steps in the regeneration process are designed to minimize waste generation. The actual daily volume of waste will be determined based on the final process set points and treatment system utilization.

The SimPACK system is controlled and monitored using a PLC controller accessed via a human machine interface (HMI) panel located inside the system container. The PLC monitors all key performance criteria, including nitrate levels, and provides all system notifications and alarms. In the event of a process issue or equipment failure, the PLC triggers an alarm, which can trigger a well(s) shutdown, ensuring that water quality is always maintained. The PLC is also capable of being remotely monitored and can be tied into the customer's SCADA system if desired. This system allows for minimal operator interaction for general operational conditions.



3.0 DESIGN, SCOPE AND MANAGEMENT

Envirogen's proposed scope of supply is outlined below.

3.1 ION EXCHANGE SYSTEM EQUIPMENT

Envirogen will design, manufacture, and supply a packaged Ion Exchange system with support equipment for the treatment of well water as noted in Table 1a above. Table 2 below summarizes the major equipment included in Envirogen's proposed scope of supply.

Table 2 - Major Equipment List		
Description of Item	Qty	Description (or equal)
Pre-Filter Skid Assembly Flange Common Inlet/Outlet Manifold, 304 Stainless Steel Ten (10)- #2 bag filter housing, each with 304 Stainless Steel Construction Swing Bolt Quick Release Covers with Vent port Isolation and Drain Valves Epoxy Coated Steel Skid Frame	1	Rosedale or Equal
SimPACK Ion Exchange System 8'-0" x 53'-0" Modified shipping container as Equipment Shelter 10- ø48" X 72" FRP IX vessels Motor operated Flow Valve for Flow, Regen and Rinse Control Internal Piping & Manifolds – Sch80 PVC 600 ft ³ of Strong Base Gel Anion Resin (Certified NSF-61) Main System PLC based Control Panel. NEMA 4 Wall Mount Enclosure 10" Color Touch Screen HMI Uninterruptable Power Supply for PLC, HMI and Comms Ethernet connection for plant integration Nitrate Sensor and Analyzer Miscellaneous, Instruments and transmitters for process measurement and control. Brine pump and filter assembly	1	Envirogen

Table 2 - Major Equipment List		
Description of Item	Qty	Description (or equal)
Briner Maker Tank Assembly, 42 Ton Nominal 9,100 gallon 12' 0" ø x 12'-11" Rotational Molded HDXLPE Tank, SG 1.35 Natural Translucent Color Salt Fill Tube with Floor Stand, 304 Stainless Steel Tank Vent with Dust Bag Filter and Stand Seismic restraint assembly Miscellaneous process level control/ transmitters	1	Envirogen
SimPACK Control System Upgrade for Existing Well 7A unit This upgrade includes: One (1) Replacement Main Control Panel PLC with HMI Wall Mountable NEMA 4 Enclosure Allen Bradley Based PLC Control System Allen Bradley Touch Screen HMI Eight (8) Bed Control Panel Upgrades Wall Mountable NEMA 4 Enclosures Remote I/O Modules with Ethernet Connections Terminal Strips for Valve Wiring Connections.	1	Envirogen
<u>OPTION 1</u> 600 ft ³ of Nitrate Selective Resin (Certified NSF-61)	1	Envirogen

3.2 PROJECT ENGINEERING DELIVERABLES

The engineering deliverables for the system will include the following documents:

- General Arrangement Drawings
- Detailed Process Specification
- Process Flow Diagrams
- Piping and Instrumentation Diagrams
- Utility Requirements
- General Process Piping Layouts
- Schematic Wiring Diagrams
- Project Schedule

3.3 OVERSIGHT OF SUBCONTRACTED SERVICES

Envirogen will have oversight of various subcontracted services. Responsibilities will be to ensure the quality of the work and that the required schedules are maintained. The following subcontracted services will be managed:

- Pre-manufacturing of components
- Skid assembly
- Equipment inspections (prior to delivery)

3.4 OPERATING AND MAINTENANCE MANUAL

Equipment manuals as well as data and specifications will be compiled into binders. One electronic copy of the final O&M Manual will be delivered in final form no later than 120 working days after process startup. The O&M Manuals will include the following sections:

- Table of Contents
- Operating and Maintenance instructions
- Copies of Equipment Layout Drawings with record comments
- Detailed process description
- Copy of the "Bill of Material"
- Copies of component equipment O&M manuals supplied by the manufacturer.
- Recommended Operator Log Sheet

3.5 EQUIPMENT NOTES & CLARIFICATION

- The proposed unit is a modern-day equivalent of the existing SimPACK treating Well 7A water. Although the physical configuration of the unit is different, the unit will have the same general process and functionality as the existing unit.
- All material in contact with the water shall be food grade or NSF 61 compliant.
- All commodity items (valves, motor driven equipment, instruments, equipment skids, etc.) will be manufacturer's standard or as stated in catalog cuts.
- All motors will be TEFC.

- All items located inside the SimPACK Equipment Shelter will be piped and wired together for ease of installation at site. Connections to external wiring or piping shall be done by installing contractors.
- The Supplied Uninterruptable Power Supply (UPS) is design to provide power to just the PLC, HMI and network communication. It does not supply power to outputs external instruments or valves.
- The Pad for the installation of the SimPACK unit should be flat and level. Shimming of the container may be required to ensure the container frame sits proper and square.
- The Control System Upgrade only includes the supply of the control panels. Removal of the existing main panel and bed control panels, as well as the installation and wiring to the existing unit shall be by the installing contractor. Envirogen will provide site supervision for this activity, with one person on site for up to ten (10) man-days.
- Motor selection will be by the equipment manufacturer based on the performance requirements of the equipment. For pumps, motors will be sized for end of curve horsepower rating.
- PLC, HMI and I/O modules will be Allen Bradley. Ethernet communication will be AB TCP/IP protocol.

3.6 FIELD AND TECHNICAL SERVICES

This proposal includes the following for Technical Support for assistance during installation, review of installation, and start-up. All services to be provided during normal business hours Monday thru Friday between 7am and 3pm.

Envirogen has included time for One (1) Technician for up to two (2) trips for five (5) days each for a total of ten (10) days onsite. We estimate the trips to involve the activities:

- Mechanical installation check-out
- Supervision of initial loading of media (by others)
- Start-up support assistance
- Operator training, 1 session 4 hours

Any additional services or time, if requested by the Owner or contractor, shall be invoiced based on Envirogen's published or prevailing rates. Expenses associated with any additional Envirogen labor including travel, will be invoiced at Cost plus 15%.

3.7 CLIENT-FURNISHED ITEMS

- Coordination of information that may impact Envirogen's ability to fulfill its obligations as set forth in this Proposal and attachments hereto.
- All required permits including construction and environmental permits.
- Space for storage and on-site equipment staging.
- Site security fencing, lighting, safety, and fire prevention equipment (eyewash, showers, fire extinguishers, etc.).
- Design and Construction of a concrete foundation for the supplied equipment
- Offloading of all equipment upon arrival at the site.
- Installation of the Envirogen supplied system including interconnecting piping and electrical, as well as loading of media.
- Designated area for equipment installation.
- Site piping to and from the individual system equipment limits.
- Supply and hook-up of electrical power feed, 3 phase 460 volt and single phase 120-volt systems.
- Provide influent feed water flow meter to each IX treatment unit.
- Provide for wiring of customer-supplied influent water flow meter to provide a signal to each IX treatment unit.
- Initial disinfection and associated testing prior after installation.
- Salt / Brine supply for start-up and post start-up operations.
- Provide information and definition of site hazardous area classification.
- Piping insulation or freeze protection (if required).
- Connection and integration to Plant SCADA or RTU system.
- Performance Testing equipment rental and analytical services.
- Provide for Contractor to perform system hydro test and any necessary repairs, to perform disinfection and obtain necessary permitting of system prior to performance testing, and labor required to correct deficiencies in the installation of the equipment during acceptance and performance testing.
- Provide flow-to-waste capability and disposal of water, chemical and other waste produced during start-up, testing and demonstration of the treatment system.
- Provide all necessary well pump controls for staging, sequencing, blending controls and interface with SimPACK unit.
- Provide necessary piping, valves and equipment to limit feed pressure to less than 150 psi and to protect the SimPACK unit from damage as the result of over-pressurization, surge and water hammer.
- Provide necessary equipment to maintain a minimum of 35 psi backpressure on the discharge side of the SimPACK unit.
- Characterize waste profile of generated brine.
- Prepare and submit CWRB-DoD permit package.
- For the Well 7A Control Package Upgrade Scope, removal and disposal of existing Control panels from Well 7A unit.

4.0 PRICING

4.1 ION EXCHANGE SYSTEM EQUIPMENT

The pricing for the Scope of Work and Equipment in Section 3 is:

Ion Exchange System Well 3 and SimPACK Control Upgrade for Well 7A.....	\$1,408,000.00
Option 1 (Adder)- Supply of Nitrate Selective Resin	\$76,000.00

4.2 TERMS & CONDITIONS

- This proposal is valid for 30 days.
- Payments are NET 30 from invoice issuance.
- Except as otherwise noted herein, this price(s) stated does not include any sales, use, excise or similar taxes, fees, permit costs, etc.
- Pricing provided includes delivery as DAP (INCO 2013) job site.
- Envirogen Standard Terms and Conditions shall apply (See Appendix A).
- This Proposal/Offer and its appendices must be attached to or incorporated by reference in any purchase/change order
- Payment Milestones shall be as shown in Table 3.
- Refer to Section 4.3 for escalation clause requirements.

Table 3 – Payment Milestones		
Milestone #	Event	Percent of Contract Value
1	Upon Submittal of the Project-Specific Drawings Submittals will occur in stages and will be invoiced as 1) Process Submittal – 10% 2) Mechanical Submittal – 10% 3) Electrical Submittal – 10% <i>One invoice will be submitted as each submittal occurs.</i>	30%
2	Upon the Issuance of Major Equipment Purchase Orders This milestone shall be invoice upon presentation of unpriced copies of Envirogen’s Purchase orders for major Component (Container, Vessels, Controls Panels and Resin) to be supplied. <i>One invoice will be issued for this milestone.</i>	35%
3	Upon the Notification to Ship Equipment This milestone shall be invoiced Upon the earlier of (i) Shipment of the Equipment or (ii) 30 calendar days following the date buyer is notified the equipment is ready to ship. <i>This invoice may be prorated based on the equipment shipped or available to ship.</i>	30%
4	Upon Commissioning of System This milestone shall be invoiced upon the earlier of (i) successful commissioning/start-up of the system, or (ii) 60 calendar days following the installation of the equipment or (iii) 120 calendar days following the date that Envirogen provides notice that the major equipment was ready to ship.	5%

4.3 ESCALATION CONCERNS & CLAUSE

Due to the current market volatility, at any time before client release for fabrication, the price of materials significantly increases, through no fault of Envirogen, the price (for the Ion Exchange System) shall be equitably adjusted by an amount reasonable and necessary to cover such increase. As used herein, a significant price increase shall mean any increase in price equal to or exceeding 3% experienced by Envirogen from the date of this proposal.

Escalation of Envirogen's price shall apply in the event of an increase in prices of metals, metal products, PVC products and Fiberglass Reinforced products as measured by the following indices:

1. **Index:** PPI Commodity data for Metals and metal products-Hot rolled steel bars, plates, and structural shapes, not seasonally adjusted.

Issuer: Bureau of Labor Statistics / United States Department of Labor.

Series ID: WPU101704

<http://data.bls.gov/timeseries/wpu101704>

2. **Index:** PPI Commodity data for Plastics Material and Resins Manufacturing, not seasonally adjusted.

Issuer: Bureau of Labor Statistics / United States Department of Labor.

Series ID: PCU

<https://data.bls.gov/timeseries/PCU325211325211>

Envirogen's price shall be adjusted upward, if there is an increase in price equal to or exceeding 3% and the increase shall be measured using the formula and indices from the base date of this proposal. The increase shall be calculated as:

$$[\text{PO value} * .85 * ((16\% * \text{Metals Index}_{\text{PO}} / \text{Metals Index}_{\text{Prop}}) + (40\% * \text{Plastics Index}_{\text{PO}} / \text{Plastics Index}_{\text{Prop}}))] - (\text{PO value} * .85)$$

Where:

- 16% is the percentage of the total proposed value represented by the affected metal products.
- Metals Index_{PO} is the Metals index value for the month of release of purchase orders to suppliers.
- Metals Index_{Prop} is the Metals index value for the month of this proposal.
- 40% is the percentage of the total proposed value represented by the affected plastic products.
- Plastics Index_{PO} is the Plastics index value for the month of release of purchase orders to suppliers.
- Plastics Index_{Prop} is the Plastics index value for the month of this proposal.

No upward adjustment shall apply to supplies or services that are required to be delivered or performed before the effective date of the adjustment, unless Envirogen's failure to deliver or perform according to the delivery schedule results from causes beyond Envirogen's control and without its fault or negligence, within the meaning of the Default clause.

The aggregate of the increases to the contract price made under this clause shall not exceed 10 percent of the original price.

5.0 SCHEDULE

Envirogen will engineer and submit required drawings as shown in Table 4 below.

Table 4- Estimated Schedule	
Task Milestone	Estimated Dates
Submittal of Engineering Drawing	12 weeks After Receipt of Order
Client Review Period	2 Weeks (10 days) After Submittal
Notice of "Ready" to Ship	24-28 Weeks after Submittal Approval
Completion of Site Testing / Startup	1 Week

While drawings are issued for approval, they are intended for informational purposes only.

All drawings will remain the property of Envirogen and may not be used by others for fabrication.

Submittal documentation shall be provided electronically in PDF including the operations and maintenance documentation.

Any request by Client to either accelerate or delay a deliverable date described above for any reason other than an event of force majeure, shall require a mutually acceptable change order pursuant to Section 12.5 of Envirogen's General Conditions attached as Appendix A. Such change order shall include the new schedule of deliverable due date(s) and any price adjustment occasioned by the change in schedule.

APPENDIX A

GENERAL CONDITIONS FOR THE SALE OF PRODUCTS AND SERVICES
BY ENVIROGEN TECHNOLOGIES, INC. (ETIGC #180131)

GENERAL CONDITIONS FOR THE SALE
OF PRODUCTS AND SERVICES BY ENVIROGEN TECHNOLOGIES, INC.

ETIGC #180131

The following General Conditions are and shall be an integral part of any Order to which these terms and conditions are attached and/or referenced. In no event shall any term or condition attached to or made part of any purchase order or other contract document issued by Purchaser, or any shipping document or other document associated with the services or Products described in the Order to which these General Conditions apply have any controlling effect whatsoever unless specifically adopted in writing by an authorized representative of both Envirogen Technologies, Inc. ("Envirogen") and Purchaser.

1. Definitions. Throughout these General Conditions or any Order or other document to which they apply, the following words and phrases, when printed with the initial letter capitalized (unless shown below without capitalization), shall have the meanings ascribed to them below, unless the context requires otherwise:

"Cost" shall mean all expenses incurred by Envirogen for materials, supplies, energy, regulatory permitting, labor, outside contractors and professionals, transportation, supervision, excise, sales and similar taxes. For all purchases of materials, supplies and services, "Costs" shall include an additional ten percent (10%) of the direct expense to reimburse Envirogen for purchasing and accounting activities. Labor charges for Envirogen's personnel will be at rates shown in any Order or attachment, exhibit or schedule incorporated therein. In the absence of any such specification of rate(s), labor charges for Envirogen's personnel will be at the individual's hourly wage rate (or equivalent) plus forty percent (40%) for employee and group benefits and employee taxes.

"Purchaser" shall mean the person or entity purchasing Products or services from Envirogen.

"Day" or "day" shall mean a calendar day unless otherwise indicated.

"Party" or "Parties" shall mean either Envirogen or Purchaser or both.

"Products" shall mean products, equipment, parts, goods, media or materials meeting the description or specifications set forth in the Order.

"Order" shall mean any purchase order, work order, change order, letter agreement or similar contract document issued by Purchaser and accepted in writing by Envirogen or issued by Envirogen and accepted in writing by Purchaser which either references or attaches these General Conditions and/or all attachments, amendments or any ancillary documents to any such contract document.

"Owner" shall mean the ultimate end user of the Product or service where the end user if not the Purchaser. Normally this would occur where the Purchaser is a prime contractor and Envirogen is a subcontractor.

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In addition to the definitions set forth above, embedded within these General Conditions or any Order, there may be additional defined terms which are designated as such in a parenthetical and highlighted with quotation marks.

2. Cooperation of Purchaser. To assist Envirogen in providing Products and/or performing services, Purchaser shall (i) provide Envirogen with all relevant material, data, and information in its possession pertaining to the specific project or activity, (ii) consult with Envirogen when requested, (iii) permit Envirogen reasonable access to relevant Purchaser or Owner controlled sites, (iv) ensure reasonable cooperation of Purchaser's employees and the Owner, and (v) unless a longer period is provided for in the Order, return all drawings or other documents submitted by Envirogen to Purchaser for review, comment and/or approval within a commercially reasonable time following submission not to exceed ten (10) business days. Any failure to return documents within the time prescribed shall be considered a waiver by Purchaser of its right to review and approve or comment on the documents.

3. Price, Costs and Payments.

3.1 Unless otherwise stated therein, the price(s) and charges for Products and/or services specified in any Order are exclusive of any sales, use, value added, excise, gross receipts, business and occupation or similar present or future taxes imposed by any governmental entity on the sale, delivery, use or other handling of the Product or service or in connection with any transactions contemplated by the Order to which these General Conditions apply. If any such taxes are incurred by Envirogen, Purchaser shall reimburse Envirogen the amount of such taxes.

3.2 Whenever rates or prices in any Order include transportation or when transportation is charged separately by Envirogen, such rates, prices or charges shall be exclusive of (i) material increases in the cost of transportation occasioned by significant increases in the costs of fuel or weather, road or access conditions which could not have been reasonably anticipated in advances of pricing the cost of transportation or (ii) any extraordinary or excess demurrage charges incurred by Envirogen from third party carriers which arise from delays or demurrage at the delivery point. Demurrage will be charged to Purchaser except to the extent such demurrage primarily results from the negligence or other fault on the part of Envirogen or its carrier.

3.3 Unless otherwise specifically indicated in the Order, all prices (or other values) in the Order are stated in U.S. dollars and all payments are to be made in U.S. dollars.

3.4 Invoices may be provided to Purchaser, at the option of Envirogen, by mail, delivery service, electronic mail or fax and payments by Purchaser shall, at the election of Envirogen, be made by mail, overnight delivery service or electronic funds transfer. Purchaser shall provide Envirogen with contact information for delivery of invoices. Invoices shall be due and payable within thirty (30) days of receipt by Purchaser of the invoice. TIME IS OF THE ESSENCE for payment of all fees and charges. Interest on delinquent payments shall accrue until paid at the greater rate of (i) twelve percent (12%) per annum or (ii) the prime interest rate as quoted by the Wall Street Journal plus 500 basis points (adjusted on the first day of each calendar quarter.) In the event that the interest rate described above exceeds the maximum interest rate chargeable under law for such transactions, such maximum legal rate shall apply.

3.5 Should any portion of an Envirogen invoice be disputed by Purchaser, Purchaser will pay the undisputed portion and within the payment period prescribed above shall provide Envirogen with written notice of the disputed portion of the invoice and the reasons for the dispute. In no event shall Purchaser withhold payment of any undisputed portion of a Envirogen invoice based on the set-off of a Purchaser claim against Envirogen or as a back-charge for monies claimed to be owed Purchaser by Envirogen. At the request of Purchaser, Envirogen shall provide Purchaser with a written partial release of statutory liens utilizing Envirogen's standard form which shall be conditioned on actual receipt of payment of a particular invoice.

3.6 Envirogen may, from time to time, establish such credit terms as it shall, in the sole judgment of Envirogen, deem

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reasonably necessary, including, but not limited to, credit limits.

3.7 In the event that Envirogen should incur Costs, including, but not limited to, attorney's fees and collection agency fees, to collect overdue invoices and accounts, Purchaser shall reimburse Envirogen for all such reasonable Costs whether or not litigation has been initiated to collect the overdue account.

3.8 When fees or charges are based in whole or in part on a reimbursement by Purchaser of Envirogen's actual costs, with or without a mark-up, such costs shall be determined at the time of invoicing whether or not the cost has already been paid by Envirogen or has, as of that time, accrued as an expense for purposes of accounting. Any future rebate or credit to Envirogen which may be associated either directly or indirectly with the cost or expense, shall not give rise to a similar rebate or credit from Envirogen to Purchaser.

4. Delivery and Risk of Loss.

4.1 Except as otherwise set forth in the Order, delivery of Product shall be DAP work/installation site (Incoterms 2010).

4.2 Except as otherwise set forth in the Order, Purchaser agrees to take delivery of Product upon notice from Envirogen that the Product is ready for delivery. If for any reason Purchaser is either unable or unwilling to accept delivery, Purchaser shall be responsible to pay or reimburse Envirogen for all additional Costs incurred for storage, insurance and/or transportation.

4.3 Title to and risk of loss with respect to Products shall pass from Envirogen to Purchaser at the time the Product is delivered to Purchaser. Product shall be deemed to be delivered when the Product has been loaded to Purchaser's carrier or if delivered by Envirogen to Purchaser's or Owner's work site, upon arrival at the work site. (See Section 4.1) Offloading from the Envirogen carrier is the responsibility of Purchaser. Damages to the Product incurred during offloading shall be the responsibility of Purchaser. To qualify for a credit, any shortage or damages (other than those incurred after delivery DAP) to the Product shall be reported in writing to Envirogen by Purchaser within five (5) business days of the date of delivery of the Product.

5. Force Majeure. If Envirogen is rendered unable to perform its obligations under the Order by an event beyond the reasonable control of Envirogen, Envirogen shall not be liable to Purchaser for failure or delay in such performance to the extent that the failure or delay is due to such force majeure event. Force majeure events shall include, but shall not be limited to, war (whether declared or undeclared), fire, flood, lightning, earthquake, hurricane, storm or any other act of God; strikes, lockouts or other labor difficulties; civil disturbances, riots, sabotage, accident not involving fault on the part of Envirogen or explosion; inability to secure necessary fuel, power, equipment, transportation or raw materials and/or any other reason beyond the reasonable control of Envirogen.

6. Warranties. The following warranties are in addition to any other warranties specifically set forth in the Order:

6.1 Products. Envirogen warrants to Purchaser that (i) Envirogen will have title to all Products delivered to Purchaser, free and clear of all liens, encumbrances and security interests, and (ii) that all Product will conform at the time of delivery to the written mechanical product description and/or specifications set forth or otherwise referenced in the Order. In the event of a failure by Envirogen to materially meet the terms of the warranty set forth in this Subsection 6.1, Envirogen, at its own expense, shall remove the defective, non-conforming product and replace it with a like quantity of conforming Product meeting the description or specifications.

6.2 Equipment, Parts and Goods. Except as otherwise provided for in the Order, Envirogen warrants as follows:

A. Equipment and systems which are the subject of the Order shall, when constructed, installed, used, maintained and operated in strict compliance with the plans, specifications and instructions of Envirogen, meet the performance criteria specifically set forth in the Order during the performance testing period described therein.

B. At the time of delivery, equipment and parts will be free from any and all material defects which would reasonably interfere with their use by Purchaser. In the event such defect is reported to Envirogen within twelve (12) months from date of installation of the equipment or part or within fourteen (14) months following delivery by Envirogen, whichever comes first, Envirogen will repair or replace the defective component without charge.

6.3 Services. Envirogen warrants as follows:

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- A. In providing services under the Order, Envirogen will comply with all federal, state and local laws.
- B. The services to be provided by Envirogen shall be performed utilizing the same generally accepted standards of due diligence, skill, reasonable care and safety ordinarily employed by service providers similarly situated in the same geographic region and at the same time.
- C. All Envirogen personnel engaged in providing the services pursuant to the Order (i) shall be appropriately supervised by qualified persons in Envirogen's employ, (ii) shall be appropriately skilled to perform the work to which they are assigned, and (iii) shall have met appropriate licensing and certification requirements of the state in which the service are to be provided.

6.4 Media and Resins. Unless otherwise set forth in the Order, Envirogen warrants that media supplied by Envirogen meets or exceeds Envirogen's specifications for the media and manufacturer's specifications for the media at the time of shipment.

6.5 Patents. Envirogen warrants that neither its Products nor its services shall infringe upon any patent(s) or copyright(s), or misappropriate or misuse trade secret(s) or other confidential information unless such Product or service is provided in compliance with Purchaser provided specifications. In the event of a default under this patent and intellectual property warranty, upon notice of the default by Purchaser, Envirogen shall obtain on behalf of Purchaser such releases, licenses or other appropriate authorizations as shall be necessary to prevent the infringement.

6.6 ENVIROGEN MAKES NO WARRANTY, EXPRESSED OR IMPLIED, PURSUANT TO THESE GENERAL CONDITIONS, THE ORDER OR OTHERWISE OTHER THAN AS IS SPECIFICALLY SET FORTH IN THIS WARRANTIES PARAGRAPH AND THE ORDER AND NONE SHALL BE IMPLIED. THE WARRANTIES AND ANY REMEDIES SET FORTH IN THIS WARRANTIES PARAGRAPH AND/OR THE ORDER ARE EXCLUSIVE. THE WARRANTIES ARE GIVEN AND ACCEPTED BY PURCHASER IN LIEU OF ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ALL SUCH WARRANTIES BEING HEREBY EXPRESSLY DISCLAIMED BY ENVIROGEN AND WAIVED BY PURCHASER. ANY REMEDIES PROVIDED FOR IN THIS WARRANTIES PARAGRAPH AND OR THE ORDER ARE IN LIEU OF ALL OTHER REMEDIES AT LAW OR IN EQUITY FOR BREACH OF A WARRANTY.

6.7 Purchaser may assign Envirogen's warranty obligations to the Owner without the consent of Envirogen and shall provide Envirogen with written notice of such an assignment.

7. Indemnification.

7.1 Each Party hereby agrees to defend, indemnify and hold the other Party and their respective partners, affiliates and subsidiaries, and their respective directors, officers, partners, members, employees and agents (collectively "Indemnified Parties"), harmless from and against any and all claims, liabilities, suits, proceedings, judgments, orders, fines, penalties, damages, losses, Costs and expenses (including, without limitation, costs of defense, settlement and reasonable attorneys' fees and expenses) (all of the foregoing herein collectively called "Liabilities"), arising out of (i) the indemnifying Party's negligence or willful misconduct; and, (ii) failure of the indemnifying Party or any of its employees or agents to observe or comply with any of the indemnifying Party's duties or obligations under these General Conditions or the Order, including, without limiting the generality of the foregoing, any failure to observe or comply with any applicable laws, ordinances, codes, orders, rules or regulations; violation or breach of any provision in these General Conditions or the Order including, but not limited to, any warranty for which a remedy is not specified. The foregoing obligations of indemnity will include, but not be limited to, any and all Liabilities for or relating to (i) injury to or death of any person (including, without limitation, employees or agents of the Parties), (ii) damage to or loss or destruction of any property (including, without limitation, property of the Parties, or their respective employees or agents), and (iii) any spill, release or leak of any hazardous substance or waste or any contamination of, injury or damage to or adverse effect on the environment. The indemnifying Party shall be liable, however, only for that percentage of total Liabilities that corresponds to the indemnifying Party's percentage of total negligence or fault as compared to that of the indemnified Party.

7.2 Neither Party shall have any liability to the other Party for any indirect, incidental, aggravated, exemplary, punitive, or consequential damages incurred by the other Party, whether brought on an action for breach of contract,

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breach of warranty, tort, strict liability, or otherwise and irrespective of whether caused or allegedly caused by either Party's negligence or willful misconduct and none shall be awarded by any tribunal against a Party hereto in favor of a Party hereto; provided, however, that the limitations on liability contained in this Section 7.2 shall not apply to damages which are part of a third party claim for which a Party is claiming an indemnity obligation under this agreement from the other Party and the Party entitled to indemnity protection under this agreement is seeking an indemnity or other relief against the payment of such damages from the Party required to provide such indemnity or other relief. Anything in the Order or these General Conditions notwithstanding, any liability of Envirogen under the Order shall not exceed in the cumulative aggregate, the lesser of the total fee or charges invoiced under the Order or \$1,000,000.

8. Confidential Information.

8.1 Purchaser agrees that all information related to Envirogen's systems, services, Products, methods, procedures, techniques, and equipment ("Confidential Information") is and shall remain Envirogen's exclusive proprietary and confidential information, know-how and property. Purchaser agrees to use Confidential Information solely for the purposes set forth in the Order. Purchaser agrees to keep Confidential Information confidential in accordance with the provisions of Section 8.2, and Purchaser shall not disclose, use or exploit for its benefit or the benefit of any third party Confidential Information other than in furtherance of the purpose of the Order. Purchaser shall not reverse engineer, disassemble, chemically or biologically analyze or decompile any Product or other tangible objects which embody Envirogen's Confidential Information.

8.2 Disclosure of Confidential Information may be in tangible form, by electronic media, by visual display or inspection or it may be provided orally. Confidential Information need not be marked "confidential", "secret" or the like. Purchaser shall not use or disclose Confidential Information for any purpose other than as specified in the Order. Purchaser will use at least the same degree of care to avoid disclosure or unauthorized use of Confidential Information as Purchaser uses with respect to its own confidential information, but in no event less than a reasonable standard of care. Purchaser shall require in writing that the Owner agree to be contractually bound to Envirogen by the provisions of this Section 7.2. Envirogen may seek injunctive relief to enforce its rights under this Section without any requirement of proving irreparable injury. Confidential Information does not include the following: (a) information which prior to receipt by Purchaser was either generally available to the public or in Purchaser's possession free of any restrictions on its use or disclosure from a source other than Envirogen; or (b) information which after the receipt thereof by the Purchaser either becomes available to the public through no fault of Purchaser or is acquired by Purchaser from a third party who has the legal right to transfer the information to Purchaser; or (c) information required to be disclosed by Purchaser pursuant to law but only after reasonable notice of the requirement of disclosure is provided to Envirogen.

9. Termination for Convenience. If the Order provides that the Purchaser may terminate the Order for its convenience and without cause, such termination shall be accomplished by written notice from the Purchaser to Envirogen. Upon such a termination for convenience, Purchaser shall pay Envirogen (i) for all Products and services delivered prior to the date of termination, and (ii) any and all Costs incurred by Envirogen prior the date of Termination incurred by Envirogen in the engineering, design, production, acquisition, transportation or otherwise for any Product or service as yet undelivered plus a mark-up of 25% and (iii) all reasonable Costs associated with the demobilization of Envirogen following the termination.

10. Insurance. If the services and/or the delivery of the Products require Envirogen or its contractors or carriers to enter on to any property owned or occupied by Purchaser, then Envirogen shall procure and maintain the following insurance coverages:

<u>Coverage</u>	<u>Policy Limits</u>
Workers' Compensation	Statutory

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<u>Coverage</u>	<u>Policy Limits</u>
Employer's Liability Insurance	\$1,000,000 per accident or disease
Commercial General Liability	\$1,000,000 per occurrence and including contractual liability; and \$1,000,000 in the aggregate
Automobile Liability Policy	\$1,000,000 per occurrence (including owned, non-owned, and hired vehicles) non-owned, and hired vehicles)

All such policies shall name Purchaser and Owner as an additional insured as respects liability arising from work or operations performed by or on behalf of Envirogen (excluding the workers' compensation policy). Envirogen shall promptly furnish Purchaser with certificates of insurance evidencing the required insurance coverage.

11. Miscellaneous Provisions.

11.1 For all purposes of the Order, Envirogen is and shall remain an independent contractor. There are no intended third party beneficiaries to these General Conditions or the Order and nothing in this Contract will entitle any person other than Envirogen or Purchaser to any claim, cause of action, remedy or right of any kind under the Order.

11.2 Purchaser agrees that during the term of the Order and for a period of twelve (12) months thereafter, Purchaser will not, directly or indirectly, solicit, request or otherwise induce any Envirogen employee or personnel to terminate his or her employment with Envirogen if such employee has been materially engaged in providing Product or services to Purchaser under the Order. Nothing herein shall be construed to prohibit the hiring of Envirogen employees who have responded without any direct inducement by Purchaser to publically available employment advertisements by Purchaser.

11.3 Those provisions of these General Conditions or the Order which by their nature are intended to survive the termination, cancellation, completion or expiration of these general conditions or the Order to which they apply shall continue as valid and enforceable obligations of the Parties, notwithstanding any such termination, cancellation, completion or expiration. Such provisions include, but are not limited to, provisions concerning warranties, indemnifications and confidentiality.

11.4 The validity, interpretation and performance of these General Conditions shall be governed exclusively in accordance with and by the laws of the State of Texas, save and except those Texas laws governing choice of laws which would result in the choice of a law or laws of another jurisdiction.

11.5 In the event of any dispute between the parties arising under these General Conditions or the Order, the parties agree that (i) the civil courts in and for the County of Montgomery, State of Texas, shall have exclusive jurisdiction and venue to determine such dispute(s) and each party hereby waives any objection to such jurisdiction and venue in any such court and any claim that such forum is an inconvenient forum and (ii) the prevailing Party shall be awarded its costs of suit, including reasonable attorney's fees.

11.6 The Order and these General Conditions set forth the entire agreement of the Parties regarding the services and Products described in the Order and supersede all prior discussions and agreements of the Parties, whether written or verbal other than prior confidentiality or non-disclosure agreements between Purchaser and Envirogen. The Order and these General Conditions may not be modified, amended, rescinded, canceled or waived in whole or in part by amendment or change order, except by written instrument, signed by both Parties, which makes specific reference to the Order and which specifies that the Order or these General Conditions are being amended, modified or otherwise altered. All change orders shall make specific reference to the Order and shall be signed by both Parties. All change orders shall indicate any modifications or amendment to the pricing or delivery schedule resulting from the change in scope. Any request by Purchaser to either accelerate or delay a deliverable date described in the Order for any reason shall require a mutually acceptable change order pursuant to this Section. Such change order shall include the new schedule of deliverable due date(s) and any price adjustment occasioned by the change in schedule.

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11.7 Any waiver by either Party of any provision or condition of the Order or these General Conditions shall not be construed or deemed to be a waiver of any other provision or condition of the Order or these General Conditions, nor a waiver of any subsequent breach of the same provision or condition.

11.8 If any section, subsection, paragraph, clause or sentence of the Order or these General Conditions shall be adjudged illegal, invalid or unenforceable, such event shall not affect the legality, validity or enforceability of the remaining portions of the Order and these General Conditions as a whole or any portion thereof.

11.9 The covenants and agreements contained herein shall be binding on and inure to the benefit of the Parties hereto and their respective successors and assigns.

11.10 The Order (or any amendment) may be executed in two or more identical counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute the Order when a duly authorized representative of each Party has signed a counterpart. Photographic, facsimiled and scanned copies of such executed counterparts may be used in lieu of the originals for any purpose.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

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

Date: August 16, 2021

Subject: Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2021-2022

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8086 (Attachment "A") establishing the amount necessary to be raised by taxation for the City's annual payment to the California Public Employees' Retirement System;
- b. Fix the property tax rate for Fiscal Year (FY) 2021-2022 at \$0.169975 per \$100 of assessed valuation; and
- c. Levy that tax rate upon all taxable property in the City.

BACKGROUND:

1. On April 9, 1946, the voters of the City of San Fernando (City) approved a ballot measure authorizing an ad valorem property tax rate to raise the funds necessary to pay the City's annual obligation to the California Public Employees' Retirement System (CalPERS) for the retirement benefits of City employees.
2. In 1980, the Legislature adopted California Revenue and Taxation Code Section 93, which authorized local agencies to levy ad valorem property taxes equal to the amount needed to make annual payments for the interest and principal on indebtedness approved by the voters prior to July 1, 1978 (i.e., prior to the effective date of Proposition 13).
3. In FY 1982-1983, the City levied an ad valorem property tax rate of \$0.28420 for each \$100 of assessed value on all property in the City subject to taxation (Resolution No. 5252, Adopted August 18, 1982) to pay the City's annual CalPERS obligation.

Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2021-2022

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4. In FY 1983-1984, the City levied an ad valorem property tax rate of \$0.26420 for each \$100 of assessed value on all property in the City subject to taxation (Resolution No. 5326, adopted August 15, 1983) to pay the City's annual CalPERS obligation.
5. In 1985, the Legislature adopted Revenue and Taxation Code Section 96.31, which authorized a jurisdiction to continue to impose an ad valorem property tax levy to make payments in support of pension programs, provided: 1) it was approved by voters prior to July 1, 1978, and 2) the jurisdiction imposed the property tax levy in either FY 1982-1983 or FY 1983-1984.
6. Section 96.31 further provided a cap on the tax rate that a jurisdiction may levy; specifically, the tax rate may not exceed the rate imposed by that jurisdiction in the 1982-1983 or 1983-1984 fiscal years, pursuant to a budget resolution adopted on or before July 1, 1983. Therefore, because the City adopted its FY 1983-1984 Resolution on August 15, 1983, the maximum rate it can levy is \$0.28420 for each \$100 of assessed property value, which rate was established in FY 1982-1983.
7. The ad valorem property tax rate levied on all taxable property to fund the City's CalPERS obligation in FY 2020-2021 was \$0.203571 per \$100 of assessed valuation.

ANALYSIS:

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

The Los Angeles County Assessor has recently released their Statement of Values for FY 2021-2022 (Attachment "B"). The total preliminary Assessed Value for San Fernando is \$2,253,723,303 (3.5% increase from FY 2020-2021). Additionally, the City recently completed the sale of a Pension Obligation Bond that is estimated to save approximately \$750,000 from original projected CalPERS costs in FY 2021-2022.

This increase in valuation, coupled with the estimated savings from the Pension Obligation Bond, allows the Council to reduce the tax by 16.5% from the current rate of \$0.203575 to \$0.169975.

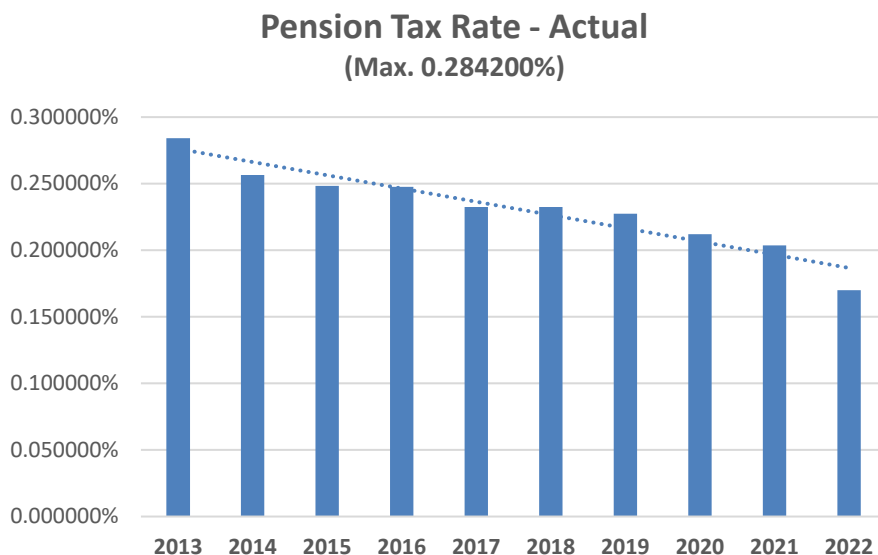
Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2021-2022

Page 3 of 4

BUDGET IMPACT:

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

Due to the strong growth in assessed values in San Fernando in FY 2021-2022, increased employee pension contributions recently implemented through labor negotiations, and decreased costs resulting from refinancing through issuance of a Pension Obligation Bond, the City Council can decrease the Pension Tax by 16.5% from last year's levy. This will raise approximately \$3.8 million to cover 80% of the City's projected CalPERS costs for FY 2021-2022 (see ATT A Exhibit "1" to the attached Resolution for additional detail).



CONCLUSION:

The Los Angeles County Auditor Controller requires the City Council to adopt a resolution establishing the tax rate on an annual basis. This information must be submitted before August 23, 2021, to allow the levy to be placed on the current tax bills.

Adoption of Resolution No. 8086 will fix the property tax rate at \$0.169975 per \$100 of assessed value and will be used to fund the appropriate portion of the City's total annual CalPERS obligation, which is estimated at \$4.3 million for FY 2021-2022.

Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2021-2022

Page 4 of 4

ATTACHMENTS:

- A. Resolution No. 8086 with Exhibit 1
- B. Fiscal Year 2021-2022 Assessed Valuation and Tax Rate Input Forms (August 9, 2021)

RESOLUTION NO. 8086

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, FIXING A TAX RATE AND LEVYING TAXES FOR FISCAL YEAR (FY) 2021-2022 ON PROPERTY WITHIN THE CITY FOR THE OBLIGATION OF THE CITY TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR THE RETIREMENT BENEFITS OF CITY EMPLOYEES, AUTHORIZED AT AN ELECTION HELD ON APRIL 9, 1946

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

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

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

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

SECTION 4: As set forth in Exhibit "1" to this Resolution, which is attached hereto and incorporated herein by this reference, the City Council has determined and fixed the sum of \$4,681,554 as the amount of revenue from property taxes necessary to pay the City's PERS obligation for FY 2021-2022.

SECTION 5: Pursuant to Exhibit "1" to this Resolution, the City Council hereby fixes the tax rate of the City of San Fernando for FY 2021-2022 at \$0.169975 and hereby levies such tax in that amount upon each one hundred dollars (\$100.00) of property value of all property in the City subject to taxation, using as a basis the value of such property as assessed and equalized in a manner prescribed by law.

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

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

PASSED, APPROVED, AND ADOPTED THIS 16th day of August, 2021.

ATTEST:

Sylvia Ballin, Mayor of the City of San
Fernando, California

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8086 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 16th day of August, 2021, 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 _____, ____.

Julia Fritz, City Clerk

City of San FernandoFY 2021-2022 Calculation of Property Tax for City's Obligation
to the California Public Employee's Retirement System

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

Assessed Valuation General City Area (240.01)	\$1,321,941,489
Assessed Valuation RP Area #1 (240.02)	\$72,793,181
Assessed Valuation RP Area #2 (240.03)	\$67,964,648
Assessed Valuation Civic Center (240.04)	\$161,000,031
Assessed Valuation Civic Center '84 Annex (240.05)	\$413,975,148
Assessed Valuation RP #1 '89 Annex (240.06)	\$100,965,023
Assessed Valuation RP Area #4 '95 Annex (240.07)	\$102,273,783
Total Retirement Assessed Valuation	\$2,240,913,303
Estimated Retirement Cost (FY 2021-22 Budget)	\$5,851,943
Amount charged to Other Funds	(\$1,292,945)
Less POB Savings	-\$750,000
Funding Required (FY 2020-2021)	\$3,808,998
Max funding per actuarial determination (80%)**	\$4,681,554
Funding Rate per \$100 of Assessed Value (Funding Required/Total Retirement AV)*100	\$0.169975
Maximum Funding Rate Allowed*	\$0.284200

Notes:

*The Funding Rate required is **\$0.169975**; The City is authorized to impose a maximum amount of \$0.284200 per Revenue and Taxation Code Section 96.31.

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



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

PROPERTY TAX APPORTIONMENT DIVISION
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 484
LOS ANGELES, CALIFORNIA 90012-3554

ARLENE BARRERA
AUDITOR-CONTROLLER

ASSISTANT AUDITOR-CONTROLLERS

**PETER HUGHES
KAREN LOQUET
CONNIE YEE**

OSCAR VALDEZ
CHIEF DEPUTY AUDITOR-CONTROLLER

August 9, 2021

All Taxing Agencies
County of Los Angeles

Attention: Treasurer or Finance Director

**FISCAL YEAR (FY) 2021-22 ASSESSED VALUATION AND TAX RATE INPUT
FORMS**

Enclosed are the FY 2021-22 assessed valuation statements for your taxing agency and our standard CR52 Report A input form for this fiscal year. To assist you in establishing your tax rates, also included is an information sheet indicating the FY 2020-2021 unitary and pipeline revenue paid to your agency. This represents your agency's proportionate share of the tax revenue generated from the FY 2020-2021 countywide unitary values assessed by the State and pipeline values assessed by the County.

The CR52 Report A input form along with a copy of your resolution must be completed and returned by August 23, 2021. The tax rates must be extended to six decimal places (e.g., 123456). Please enter zeros (e.g., 000000), if your agency does not levy a tax rate. **If your agency levies a tax rate, it must be in accordance with the provisions of Article XIII A, Section 1(b) of the Constitution of the State of California.** This law requires that a debt service rate only be applied to the voters if it is approved prior to July 1, 1978 and any bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast by the voters voting on the proposition.

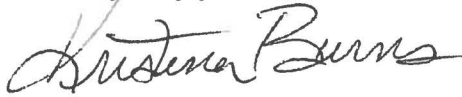
Please email the completed electronic form in PDF format and a scanned copy of the signed resolution to Martha Diaz at MDiaz@auditor.lacounty.gov. Then, submit the original signed form and a copy of the signed resolution to:

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

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

If you have any questions or require additional assistance, please contact Jeffrey Revilla at JRevilla@auditor.lacounty.gov or Elaine Mallari at EMallari@auditor.lacounty.gov.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Kristina Burns".

Kristina Burns
Division Chief

KB:JR:em

H:\Create Tax Roll - Annual\NEW - FY PROCESS\FY 2021-2022\CR Process\Debt Service Rate Letter FY 2021-22.docx

Attachments

CR52RPTA

COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER, TAX DIVISION

2021 - 22 SECURED TAX RATES

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

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

AUTHORIZED SIGNATURE

TITLE

DATE

SV13 07/29/21

ASSESSED VALUATIONS AUGUST 2021

0677

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

LOCALLY ASSESSED -

LAND	735337720
IMPROVEMENTS	615870193
PERSONAL PROPERTY	386855
LESS: EXEMPTIONS ¹	29306495
TOTAL - LOCALLY ASSESSED	1322288273

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND	
IMPROVEMENTS	
PERSONAL PROPERTY	
TOTAL - PUBLIC UTILITY	
TOTAL - SECURED VALUATIONS	1322288273

SECURED HOMEOWNER EXEMPTION ⁴	12236000
---	----------

UNSECURED VALUATIONS ²

LAND	
IMPROVEMENTS	4541863
PERSONAL PROPERTY	7393762
LESS: EXEMPTIONS ¹	46409
TOTAL - UNSECURED VALUATIONS	11889216
GRAND TOTAL	1334177489

UNSECURED HOMEOWNER EXEMPTION ⁵	
---	--

TOTAL HOMEOWNER EXEMPTION	12236000
------------------------------	----------

AIRCRAFT ³¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to
5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for
determination of Unsecured Tax Revenue.

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

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

SV13 07/29/21

ASSESSED VALUATIONS AUGUST 2021

0678

TAXING AGENCY 240.02 CITY-S FERNANDO RP #1**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND 33341504

IMPROVEMENTS 35440029

PERSONAL PROPERTY

LESS: EXEMPTIONS ¹

TOTAL - LOCALLY ASSESSED 68781533

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND

IMPROVEMENTS

PERSONAL PROPERTY

TOTAL - PUBLIC UTILITY

TOTAL - SECURED VALUATIONS 68781533

SECURED
HOMEOWNER EXEMPTION ⁴**UNSECURED VALUATIONS** ²

LAND

IMPROVEMENTS 1964261

PERSONAL PROPERTY 2047387

LESS: EXEMPTIONS ¹

TOTAL - UNSECURED VALUATIONS 4011648

GRAND TOTAL 72793181UNSECURED
HOMEOWNER EXEMPTION ⁵TOTAL
HOMEOWNER EXEMPTIONAIRCRAFT ³¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to
5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for
determination of Unsecured Tax Revenue.The above information was compiled
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County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

SV13 07/29/21

ASSESSED VALUATIONS

AUGUST 2021

0679

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

LOCALLY ASSESSED -

LAND	34321022
IMPROVEMENTS	33499235
PERSONAL PROPERTY	85000
LESS: EXEMPTIONS ¹	4911438
TOTAL - LOCALLY ASSESSED	62993819

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND	39000
IMPROVEMENTS	
PERSONAL PROPERTY	
TOTAL - PUBLIC UTILITY	39000
TOTAL - SECURED VALUATIONS	63032819

SECURED
HOMEOWNER EXEMPTION ⁴**UNSECURED VALUATIONS** ²

LAND	
IMPROVEMENTS	2072883
PERSONAL PROPERTY	2858946
LESS: EXEMPTIONS ¹	
TOTAL - UNSECURED VALUATIONS	4931829
GRAND TOTAL	67964648

UNSECURED
HOMEOWNER EXEMPTION ⁵TOTAL
HOMEOWNER EXEMPTIONAIRCRAFT ³¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to
5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for
determination of Unsecured Tax Revenue.The above information was compiled
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County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

SV13 07/29/21

ASSESSED VALUATIONS AUGUST 2021

0680

TAXING AGENCY240.04 CITY-S FERNANDO CIV CENT RP TD 1**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND	76626796
IMPROVEMENTS	94126331
PERSONAL PROPERTY	38120
LESS: EXEMPTIONS ¹	18323468
TOTAL - LOCALLY ASSESSED	152467779

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND	100
IMPROVEMENTS	
PERSONAL PROPERTY	
TOTAL - PUBLIC UTILITY	100
TOTAL - SECURED VALUATIONS	152467879

SECURED
HOMEOWNER EXEMPTION⁴ 252000

UNSECURED VALUATIONS²

LAND	
IMPROVEMENTS	2378162
PERSONAL PROPERTY	6405990
LESS: EXEMPTIONS ¹	
TOTAL - UNSECURED VALUATIONS	8784152

GRAND TOTAL 161252031

AIRCRAFT³

UNSECURED
HOMEOWNER EXEMPTION⁵

TOTAL
HOMEOWNER EXEMPTION 252000

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

The above information was compiled
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County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

SV13 07/29/21

ASSESSED VALUATIONS AUGUST 2021

0681

TAXING AGENCY240.05 CITY-S FERNANDO CV CTR RP 84 ANX**SECURED VALUATIONS**

LOCALLY ASSESSED -

LAND 199041251

IMPROVEMENTS 137798812

PERSONAL PROPERTY

LESS: EXEMPTIONS¹

TOTAL - LOCALLY ASSESSED 336840063

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND

IMPROVEMENTS

PERSONAL PROPERTY

TOTAL - PUBLIC UTILITY

TOTAL - SECURED VALUATIONS 336840063

UNSECURED VALUATIONS²

LAND

IMPROVEMENTS 32014211

PERSONAL PROPERTY 45284874

LESS: EXEMPTIONS¹ 150000

TOTAL - UNSECURED VALUATIONS 77149085

GRAND TOTAL 413989148AIRCRAFT³SECURED
HOMEOWNER EXEMPTION⁴ 14000UNSECURED
HOMEOWNER EXEMPTION⁵TOTAL
HOMEOWNER EXEMPTION 14000¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to
5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for
determination of Unsecured Tax Revenue.The above information was compiled
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County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

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

LOCALLY ASSESSED -

LAND 50006583

IMPROVEMENTS 48710660

PERSONAL PROPERTY 4100

LESS: EXEMPTIONS¹ 748824

TOTAL - LOCALLY ASSESSED 97972519

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND

IMPROVEMENTS

PERSONAL PROPERTY

TOTAL - PUBLIC UTILITY

TOTAL - SECURED VALUATIONS 97972519

UNSECURED VALUATIONS²

LAND

IMPROVEMENTS 1505129

PERSONAL PROPERTY 1746375

LESS: EXEMPTIONS¹

TOTAL - UNSECURED VALUATIONS 3251504

GRAND TOTAL 101224023AIRCRAFT³SECURED
HOMEOWNER EXEMPTION⁴ 259000UNSECURED
HOMEOWNER EXEMPTION⁵TOTAL
HOMEOWNER EXEMPTION 259000¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to
5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for
determination of Unsecured Tax Revenue.The above information was compiled
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County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

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

LOCALLY ASSESSED -

LAND	60825796
IMPROVEMENTS	42213546
PERSONAL PROPERTY	350000
LESS: EXEMPTIONS ¹	5652154
TOTAL - LOCALLY ASSESSED	97737188

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND
IMPROVEMENTS
PERSONAL PROPERTY
TOTAL - PUBLIC UTILITY

TOTAL - SECURED VALUATIONS 97737188

UNSECURED VALUATIONS²

LAND	
IMPROVEMENTS	1250909
PERSONAL PROPERTY	3334686
LESS: EXEMPTIONS ¹	
TOTAL - UNSECURED VALUATIONS	4585595

GRAND TOTAL 102322783AIRCRAFT³SECURED
HOMEOWNER EXEMPTION⁴ 49000UNSECURED
HOMEOWNER EXEMPTION⁵TOTAL
HOMEOWNER EXEMPTION 49000¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to
5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for
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County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

SV13 07/29/21

ASSESSED VALUATIONS AUGUST 2021

0684

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

LOCALLY ASSESSED -

LAND 1189500672

IMPROVEMENTS 1007658806

PERSONAL PROPERTY 864075

LESS: EXEMPTIONS¹ 58942379

TOTAL - LOCALLY ASSESSED 2139081174

PUBLIC UTILITY (ST. BOARD OF EQUAL.)

LAND 39100

IMPROVEMENTS

PERSONAL PROPERTY

TOTAL - PUBLIC UTILITY 39100

TOTAL - SECURED VALUATIONS 2139120274

UNSECURED VALUATIONS²

LAND

IMPROVEMENTS 45727418

PERSONAL PROPERTY 69072020

LESS: EXEMPTIONS¹ 196409

TOTAL - UNSECURED VALUATIONS 114603029

GRAND TOTAL 2253723303AIRCRAFT³SECURED
HOMEOWNER EXEMPTION⁴ 12810000UNSECURED
HOMEOWNER EXEMPTION⁵TOTAL
HOMEOWNER EXEMPTION 12810000¹ Exclusive of Homeowner Exemption.² Tax levied at last year's secured rate.³ Taxed at full rate & distributed according to
5451 to 5456 of the Revenue & Taxation Code.⁴ Do not add to exemptions for rate setting purposes.⁵ Subtract from "Total-Unsecured Valuations" for
determination of Unsecured Tax Revenue.The above information was compiled
from the official records of the
County of Los Angeles.

AUDITOR - CONTROLLER

By Guy Zelenski
Chief, Tax Apportionment Division

COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER/TAX DIVISION

2020-2021 UNITARY REVENUE

LISTED BELOW IS THE AMOUNT OF THE COUNTYWIDE UNITARY REVENUE CREDITED AND PAID TO YOUR AGENCY FOR 2020-2021. THIS REPRESENTS YOUR AGENCY'S SHARE OF THE REVENUE GENERATED FROM THE COUNTYWIDE UNITARY (STATE ASSESSED) AND PIPELINE (COUNTY ASSESSED) VALUE OF \$22,196,582,052 REPORTED IN 2020-2021.

FOR YOUR INFORMATION, THE 2021-2022 COMBINED COUNTYWIDE UNITARY AND PIPELINE VALUE IS \$20,939,323,826.

ACCOUNT NO.	AGENCY NAME	1% REVENUE	D/S REVENUE
240.01	CITY-S FERNANDO TD #1	60,563.22	142,286.41

COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER/TAX DIVISION

2020-2021 UNITARY REVENUE

LISTED BELOW IS THE AMOUNT OF THE COUNTYWIDE UNITARY REVENUE CREDITED AND PAID TO YOUR AGENCY FOR 2020-2021. THIS REPRESENTS YOUR AGENCY'S SHARE OF THE REVENUE GENERATED FROM THE COUNTYWIDE UNITARY (STATE ASSESSED) AND PIPELINE (COUNTY ASSESSED) VALUE OF \$22,196,582,052 REPORTED IN 2020-2021.

FOR YOUR INFORMATION, THE 2021-2022 COMBINED COUNTYWIDE UNITARY AND PIPELINE VALUE IS \$20,939,323,826.

ACCOUNT NO.	AGENCY NAME	1% REVENUE	D/S REVENUE
-	-	-	-
240.02	CITY-S FERNANDO RP #1	4,819.87	.00
240.03	CITY-S FERNANDO RP #2	115,795.20	.00
240.04	CITY-S FERNANDO CIV CENT RP	20,119.50	.00
240.05	CITY-S FERNANDO CV CTR RP 8	49,736.16	.00
240.06	CITY-S FERNANDO RP 1 89 AN	4,451.43	.00
240.07	CITY S FERNANDO RP AREA 4 9	3,207.79	.00

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Councilmember Hector A. Pacheco

Date: August 16, 2021

Subject: Consideration to Declare a Drought in San Fernando and Create an Education Campaign to Encourage Conservation

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion for consideration to:

- a. Direct staff to work with the Green City Ad Hoc and Metropolitan Water District Director Adan Ortega to draft a resolution declaring a drought in San Fernando for future consideration by City Council; and
- b. Direct staff to work with the Green City Ad Hoc to begin a proactive campaign to educate residents about water supplies, the city's water reserves, water conservation, and more, regarding declaring a drought in San Fernando to create an education campaign to encourage conservation; and/or
- c. Provide direction to staff, as appropriate.

BACKGROUND/ANALYSIS:

See attached "Agenda Item Request Form" for additional information.

BUDGET IMPACT:

There is no impact to the Fiscal Year 2021-2022 budget by discussing this item. Additional future costs to be determined based on City Council direction.

CONCLUSION:

It is recommended that the City Council provide staff with direction, as appropriate.

ATTACHMENT:

- A. Agenda Item Request Form

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME Hector A. Pacheco	TITLE Councilmember
---------------------------	------------------------

ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*

Consideration to Declare a Drought in San Fernando and Create an Education Campaign to Encourage Conservation

PRIORITIES <i>Is this included in the current FY priorities?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	BUDGET <i>Is this a budgeted item?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	FISCAL IMPACT <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$
--	---	--

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

A majority of CA's 58 counties have been declared in a drought emergency by Governor Newsom. While the City of San Fernando is located in Los Angeles County, one of only eight counties not yet facing critical drought conditions meriting an emergency declaration from the Governor, the city must be proactive. A Drought resolution by the City of San Fernando would begin public notice and would call upon residents and regional authorities to work together to mitigate the damage from drought."

Following the resolution, the Green City Ad Hoc, staff and City Council can work together to begin a proactive campaign to educate residents about water supplies, our city's reserves, water conservation, and more. Together we can focus conservation efforts, set attainable and ambitious conservation goals, and identify initiatives to help achieve greater water wisdom and conservation, including but not limited to conservation and landscaping rebates.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

Direct staff to work with the Green City Ad Hoc and MWD Director Adan Ortega to draft a Resolution declaring a drought in San Fernando for future consideration by City Council and direct staff to work with the Green City Ad Hoc to begin a proactive campaign to educate residents about water supplies, the city's water reserves, water conservation, and more