



SAN FERNANDO

MAYOR/CHAIR MARY MENDOZA
VICE MAYOR/VICE CHAIR HECTOR A. PACHECO
COUNCILMEMBER/BOARDMEMBER SYLVIA BALLIN
COUNCILMEMBER/BOARDMEMBER CINDY MONTAÑEZ
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, MARCH 7, 2022 - 6:00 PM

**CITY HALL COUNCIL CHAMBER
117 MACNEIL STREET
SAN FERNANDO, CALIFORNIA 91340
TELECONFERENCE – PURSUANT TO PROVISIONS OF ASSEMBLY BILL 361**

SPECIAL NOTICE REGARDING COVID-19

NOTICE OF TELECONFERENCE: Pursuant to Adopted Resolution No. 8098 by the City Council of the City of San Fernando, effective January 12, 2022, the City of San Fernando's Legislative Bodies may participate via teleconference and/or video in Accordance with Government Code Section 54953 as permitted under the provisions of Assembly Bill 361

PUBLIC PARTICIPATION OPTIONS

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 IN PERSON:

Members of the public may provide comments in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the City Clerk.

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.

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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. Note: This is audio only and no video.

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.

CALL TO ORDER/ROLL CALL

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 OF A PROCLAMATION DECLARING THE MONTH OF MARCH 2022 AS “WOMEN’S HISTORY MONTH”
City Clerk Julia Fritz

DECORUM AND ORDER

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council (SF Procedural Manual). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting, may be removed from the room if the Presiding Officer so directs the sergeant-at-arms and such person may be barred from further audience before the City Council.

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PUBLIC STATEMENTS

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Members of the public may provide a **live public comment by calling in between 6:00 p.m. and 6:15 p.m. CALL-IN INFORMATION: Telephone Number: (669) 900-6833; Meeting ID: 833 6022 0211; Passcode: 924965**

CONSENT CALENDAR

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

1) CONSIDERATION TO APPROVE CITY COUNCIL AND REDEVELOPMENT AGENCY MEETING MINUTES FOR:

- | | |
|---|--|
| a. May, 5, 2008 – Regular Meeting | d. May 19, 2008 - Regular Meeting |
| b. May, 5, 2008 – Redevelopment Agency
Regular Meeting | e. May 22, 2008 – Special Meeting |
| c. May 19, 2008 Redevelopment Agency
Regular Meeting | f. February 22, 2022 – Special Meeting |
| | g. March 1, 2022 – Special Meeting |

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 22-031 approving the Warrant Register.

3) CONSIDERATION TO ADOPT A RESOLUTION RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE PERIOD OF MARCH 14, 2022 TO APRIL 13, 2022, OF THE CITY OF SAN FERNANDO'S LEGISLATIVE BODIES IN COMPLIANCE WITH GOVERNMENT CODE SECTION 54953(E) AND OTHER APPLICABLE PROVISIONS OF ASSEMBLY BILL 361

Recommend that the City Council adopt Resolution No. 8124 re-authorizing remote teleconference meetings for the period of March 14, 2022 to April 13, 2022, of the City of San Fernando's Legislative Bodies in compliance with Government Code Section 54953(E) and other applicable provisions of Assembly Bill 361.

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4) CONSIDERATION TO ADOPT A RESOLUTION TO AUTHORIZE FILING A GRANT APPLICATION WITH THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING

Recommend that the City Council:

- a. Adopt Resolution No. 8125 authorizing the filing of a grant application to Los Angeles County Regional Park and Open Space District for Measure A funding for Projects and Programs;
- b. Authorize the City Manager to accept any grant funds from ROPSD, upon award;
- c. Authorize the City Manager or designee to execute all related grant documents required for receiving such grant funds pursuant to the terms and conditions of the grant; and
- d. Upon full execution of all grant-related documents, authorize the City Manager to amend the revenue and expenditure budgets to appropriate the grant funds.

5) CONSIDERATION TO APPROVE A MULTI-YEAR PURCHASE ORDER FOR THE PURCHASE AND INSTALLATION OF SAFETY EQUIPMENT FOR POLICE PATROL VEHICLES

Recommend that the City Council:

- a. Approve a five-year purchase order with Dana Safety Supply Inc. for purchase and installation of safety equipment for police patrol vehicles;
- b. Approve a purchase in the amount of \$81,445.47 for the purchase of equipment and components to retrofit Four (4) police patrol vehicles with the necessary safety equipment; and
- c. Authorize the City Manager to execute the purchase order.

6) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE SAN FERNANDO MANAGEMENT GROUP AND ADOPT RESOLUTIONS IMPLEMENTING SALARY PROVISIONS AND APPROVING NEW CLASSIFICATION SPECIFICATIONS

Recommend that the City Council:

- a. Approve a Memorandum of Understanding (MOU) (Contract No. 2058) between the City of San Fernando and the San Fernando Management Group (SFMG) for a three-year term (July 1, 2021 through June 30, 2024);

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- b. Adopt Resolution No. 8126 amending the Salary Plan to incorporate the salary provisions of the MOU and applying the changes to salary and benefits to confidential unrepresentative management positions (i.e., Assistant to the City Manager);
- c. Adopt Resolution No. 8127 approving new classification specifications for positions represented by SFMG; and
- d. Authorize the City Manager to make non-substantive corrections and execute all related documents.

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

Recommend that the City Council receive and file an update related to the City's COVID-19 efforts, including, but not limited to the City's COVID-19 planning, response, enforcement; education and outreach efforts; financial assistance programs and the pursuit of funding opportunities; COVID-19 related policy initiatives; and related recommendations, as appropriate.

ADMINISTRATIVE REPORTS

8) CONSIDERATION AND DISCUSSION REGARDING A DRAFT SMOKE-FREE MULTI-UNIT HOUSING ORDINANCE

Recommend that the City Council:

- a. Discuss the draft Smoke-Free Multi-Unit Housing Ordinance; and
- b. Provide direction to staff, as applicable.

9) CONSIDERATION AND DISCUSSION TO ADOPT A RESOLUTION APPROVING THE SAFE AND ACTIVE STREETS IMPLEMENTATION PLAN

Recommend that the City Council:

- a. Receive a presentation from staff and discuss the Safe and Active Streets Implementation Plan; and
- b. Adopt Resolution No. 8128 approving the Safe and Active Streets Implementation Plan.

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10) PRESENTATION OF THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2021

Recommend that the City Council receive and file a presentation of the Annual Comprehensive Financial Report for the fiscal year ending June 30, 2021.

11) PRESENTATION AND DISCUSSION OF THE MID-YEAR BUDGET REVIEW FOR FISCAL YEAR 2021-2022, CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE MID-YEAR PROPOSED BUDGET ADJUSTMENTS, AND REVIEW FISCAL YEAR 2022-2023 BUDGET CALENDAR

Recommend that City Council:

- a. Review and discuss the Fiscal Year 2021-2022 Mid-Year Budget Review;
- b. Adopt Resolution No. 8129 amending the City's Fiscal Year 2021-2022 budget to include the proposed mid-year adjustments; and
- c. Review the Fiscal Year 2022-2023 Budget Calendar

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: March 3, 2022 (1:00 p.m.)

The Regular Meetings of the City Council of the City of San Fernando also serves as concurrent Regular Meeting s of the Successor Agency to the San Fernando Redevelopment Agency, and, from time to time, such other bodies of the City composed exclusive of the Members of the City Council.

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 or cityclerk@sfcity.org at least 48 hours prior to the meeting.

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

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**MAY 5, 2008 – 6:00 P.M.
REGULAR MEETING**

City Hall Council Chambers
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Nury Martinez called the meeting to order at 6:10 p.m.

Present:

Council: Mayor Nury Martinez, Mayor Pro Tem Julie Ruelas and Councilmembers Steven Veres, Dr. Jose Hernandez, Maribel De La Torre

Staff: City Administrator Jose E. Pulido, City Attorney Michael Estrado, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Mayor Martinez

INVOCATION

City Council held a moment of silence.

PRESENTATIONS

- 1) SMALL BUSINESS AWARD: MAY 2008 TO GRACIANA'S MEXICAN RESTAURANT
- 2) OLDER AMERICANS' RECOGNITION MONTH DECLARED FOR MAY

APPROVAL OF AGENDA

Motion by Mayor Pro Tem Ruelas, seconded by Councilmember Hernandez, to approve the agenda, as presented. The motion carried, unanimously.

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PUBLIC STATEMENTS – WRITTEN/ORAL

Henry Romero, building owner, reported City officials warned him of a non-compliant sign and suggested that the City place a moratorium until the economy improves.

Reynaldo Lira commented on the MacClay project; noted increased accidents in the area and spoke about the need to repair streets throughout the City.

Carla Casillas referenced a letter from Councilmember Hernandez regarding the recall and felt the communication spreads misinformation.

Leslie Eisenman spoke about the City's need to address Fire Department expenses, fiscal responsibility and expenses for legal services in relation to Councilmember Hernandez.

Adriana Gomez spoke the need for consistent Code Enforcement and suggested Councilmembers visit the mall and observe the poor conditions, for themselves.

Juana Coriz spoke about Code Enforcement activities at the mall in need of attention.

Brenda Esqueda spoke about a building owned by a non-profit organization and reported it is covered with graffiti, needs maintenance and is a hub for gang activity.

Manuel Palafox, speaking through a member of the public who offered to translate, reported he was just cited for a sign on his business that has been up for eighteen years and commented on the City shutting down his street, obstructing access to his business.

Mr. Aszkenazy invited Council to a personal, guided tour of the City to get a better understanding of what is going on in the City; discussed high parking fees in the Civic Center and urged City Council to reconsider charging for parking at the Civic Center and thereby, limiting access to City government.

CONSENT CALENDAR

- 1) APPROVAL OF WARRANT REGISTER NO. 08-051
- 2) RESOLUTION AUTHORIZING ACQUISITION OF SUPPLEMENTAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FROM THE CITY OF CUDAHY

Motion by Mayor Pro Tem Ruelas, seconded by Councilmember Hernandez, to approve the Consent Calendar, as presented. The motion carried, unanimously.

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NEW BUSINESS

3) LOS ANGELES FIRE DEPARTMENT (LAFD) SERVICES CONTRACT UPDATE

Finance Director Lorena Quijano presented details of the staff report regarding the Los Angeles Fire Department Services contract.

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas, to approve a Budget Resolution to amend the General Fund, Fire Services Division, Fiscal Year (FY) 2007-2008 Budget by \$288,460; and authorize the City Administrator and the Finance Director to continue negotiations with the City of Los Angeles in an effort to resolve the outstanding balance due via a multi-year payment plan. The motion carried, unanimously.

4) RATIFICATION OF TREE COMMISSIONERS

City Administrator Pulido presented the staff report.

Motion by Mayor Martinez, seconded by Councilmember Veres, to appoint a Councilmember Veres to the Tree Commission; appoint Certified Arborist Kay Greeley to serve as the Professional Member of the Tree Commission; direct staff to solicit for a new At-Large Member through an application process; and direct the Tree Commission to review applications and recommend a new At-Large Member. The motion carried, unanimously.

5) REVIEW AND UPDATE OF STANDING AND AD HOC COMMITTEES LIST

Staff presented the report to City Council.

Mayor Pro Tem Ruelas asked to be removed from the Public Safety Committee and Councilmember Hernandez offered to take her place, and Councilmember De La Torre asked to be removed from the Skate Park Ad Hoc Committee.

CITY COUNCIL ITEMS

6) PROPOSAL REGARDING SAN FERNANDO: A HEALTHY CITY THROUGH SUSTAINABLE HEALTHIER THEIR FAMILY LIFESTYLES PROJECT

City Staff provided details of the proposal regarding the Healthy City through Sustainable Healthier Families Lifestyles project.

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Discussion followed regarding needing the collaboration of the City before moving forward with the project, outreach to individual families in the City, addressing diseases that are chronic in urban areas and instigating walking groups.

City Council concurred to support the project, pending funding.

GENERAL COUNCIL COMMENTS

Discussion followed regarding the Budget review, the timeline for getting materials to Councilmembers, the need for Code Enforcement on two nuisance properties on Hollister Street, and complaints regarding the status of Macneil Street.

STAFF COMMUNICATION - None

ADJOURNMENT

Motion by Mayor Pro Tem Ruelas, seconded by Mayor Martinez, to adjourn the meeting at 8:11 p.m. The motion carried, unanimously.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 5, 2008, meeting as approved by the San Fernando City Council.

Julia Fritz
City Clerk

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**SAN FERNANDO REDEVELOPMENT AGENCY
MINUTES**

MAY 5, 2008 – 6:00 P.M.

City Hall Council Chambers
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Nury Martinez called the meeting to order at 6:08 p.m.

Present:

Council: Mayor Nury Martinez, Mayor Pro Tem Julie Ruelas and Councilmembers Steven Veres, Dr. Jose Hernandez, Maribel De La Torre

Staff: City Administrator Jose E. Pulido, City Attorney Michael Estrado, and Deputy Laura Valdivia

APPROVAL OF AGENDA

Motion by Mayor Pro Tem Ruelas, seconded by Mayor Martinez, to approve the agenda, as presented. The motion carried, unanimously.

PUBLIC STATEMENTS – WRITTEN/ORAL - NONE

CONSENT CALENDAR

1) APPROVAL OF RESOLUTION NO. 1000 TO REIMBURSE THE CITY FOR REDEVELOPMENT EXPENSES

Motion by Mayor Pro Tem Ruelas, seconded by Councilmember De La Torre, to approve the Consent Calendar, as presented. The motion carried, unanimously.

AGENCY DISCUSSION – None

STAFF COMMUNICATIONS - None

ADJOURNMENT

The meeting was adjourned at 6:10 p.m. to the Regular Meeting of the San Fernando City Council.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 5, 2008, meeting as approved by the San Fernando City Council.

Julia Fritz, City Clerk

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**SAN FERNANDO REDEVELOPMENT AGENCY
MINUTES**

MAY 19, 2008 – 6:00 P.M.

Cesar E. Chávez Park
Multipurpose Room
208 Park Avenue
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Chair Nury Martinez called the meeting to order at 6:00 p.m.

Present: Chair Nury Martinez, and Members Steven Veres, Dr. Jose Hernandez,
Maribel De La Torre

Staff: City Administrator Jose E. Pulido, City Attorney Michael Estrado, and
Deputy Laura Valdivia

Absent: Vice Chair Julie Ruelas

APPROVAL OF AGENDA

Motion by Member Hernandez, seconded by Chair Martinez, to approve the agenda, as presented. The motion carried, unanimously, with Vice Chair Ruelas, absent.

PUBLIC STATEMENTS – WRITTEN/ORAL - None

CONSENT CALENDAR

- 1) APPROVAL OF RESOLUTION NO. 1001 TO REIMBURSE THE CITY FOR REDEVELOPMENT EXPENSES
- 2) ST. FERDINAND CATHOLIC CHURCH ANNUAL FIESTA

Motion by Member Hernandez, seconded by Chair Martinez, to approve the Consent Calendar, as presented. The motion carried, unanimously, with Vice Chair Ruelas, absent.

SAN FERNANDO REDEVELOPMENT AGENCY

MEETING MINUTES – May 19, 2008

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NEW BUSINESS

3) SITE PLAN REVIEW 2007-23: PROPOSED MULTI-FAMILY RESIDENTIAL DEVELOPMENT AT 320-322 JESSIE STREET

City Administrator Jose E. Pulido presented details of the project.

Motion by Member Hernandez, seconded by Chair Martinez, to adopt a Resolution approving Site Plan Review 2007-23, allowing the construction of an additional residential dwelling unit and overall site improvements to a residentially zoned site at 320-322 Jessie Street within the R-3 (Multi Family) zone and within Redevelopment Project Area No. 3, subject to the recommended conditions of approval. The motion carried, unanimously, with Vice Chair Ruelas, absent.

AGENCY DISCUSSION - None

STAFF COMMUNICATION - None

ADJOURNMENT

Motion by Member Hernandez, seconded by Chair Martinez, to adjourn the meeting at 6:13 p.m. The motion carried, unanimously, with Vice Chair Ruelas, absent.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 19, 2008, meeting as approved by the San Fernando City Council.

Julia Fritz
City Clerk

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**MAY 19, 2008 – 6:00 P.M.
REGULAR MEETING**

City Hall Council Chambers
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Nury Martinez called the meeting to order at 6:10 p.m.

Present:

Council: Mayor Nury Martinez, Mayor Pro Tem Julie Ruelas and Councilmembers Steven Veres, Dr. Jose Hernandez, Maribel De La Torre

Staff: City Administrator Jose E. Pulido, City Attorney Michael Estrado, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Led by Mayor Martinez

INVOCATION

City Council held a moment of silence.

PRESENTATIONS

- A. RECOGNITION OF OLDER AMERICAN VOLUNTEERS
- B. SPECIAL RECOGNITION IN MEMORY OF VIOLA LOTT
- C. PUBLIC WORKS WEEK: MAY 18-24, 2008

APPROVAL OF AGENDA

Motion by Councilmember Hernandez, seconded by Mayor Pro Tem Ruelas, to approve the agenda, as presented. The motion carried, unanimously.

PUBLIC STATEMENTS – WRITTEN/ORAL

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Ramon Ramos, representing residents of Kilbourn Street, spoke about the need to repair the street, clean it up and suggested the City install speed bumps to slow down speeding vehicles.

Deborah Levy, Outreach Specialist, Valley Community Clinic Tobacco Prevention Program, spoke about the program; reported many retailers are willing to sell to youth in violation of the City's Tobacco Retail Marketing Ordinance and urged the City to fund increased enforcement.

Angel Val Nuevo, on behalf of State Senator Alex Padilla, expressed support for the Valley Community Clinic Tobacco Prevention Program and urged the City to amend the City's Tobacco Retail Marketing Ordinance to include a retail licensing fee, compliance checks and enforcement.

Helen Arriola, Director of Development, Northeast Valley Development Corporation, voiced support for the Valley Community Clinic Tobacco Prevention Program.

Juana Davila, Nurse, Valley Community Clinic, expressed support for the Valley Community Clinic Tobacco Prevention Program.

Katherine Smith, Northridge, expressed support for the Valley Community Clinic Tobacco Prevention Program.

Ruben Rodriguez, Executive Director, Pueblo y Salud, expressed support for the Valley Community Clinic Tobacco Prevention Program.

Patty Lopez spoke in opposition to the recall; noted she is tired of elected officials having personal agendas and felt the recall is shameful.

Carolina Perez, Sylmar, spoke in opposition to the recall and in support of Mayor Pro Tem Ruelas and her colleagues.

Igor Kagan, American Lung Association of California, expressed support for the Valley Community Clinic Tobacco Prevention Program.

Maribel Gonzalez, Pacoima, urged the City to amend the City's Tobacco Retail Marketing Ordinance to include a retail licensing fee, compliance checks and enforcement.

Veronica Casillas encouraged increased community input regarding the recall and noted the majority of residents are in favor of it.

Brenda Esguerra spoke about non-profits trying to get money from the City; reported receiving a letter from Councilmember Hernandez that are full of lies and spoke in support of the recall.

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Julie Playa urged City Council to be careful with City resources and how taxpayer monies are spent; spoke about the pool opening and program funding.

Ralph Perez spoke in support of Councilmember Veres and noted elected officials must represent the people.

Dr. James Lawson agreed the City should consider amending the Tobacco Retail Marketing Ordinance to include a retail licensing fee, compliance checks and enforcement and suggested forming an Environmental Committee.

Roy Esqueda spoke in favor of the recall and in support of the San Fernando Police Department.

Male Speaker, Business Owner, talked about his tennis program and reported hearing that existing tennis courts will be removed to install batting cages, and asked the City Council to reconsider the issue.

Female Speaker, spoke in support of Mayor Pro Tem Ruelas and her work in support of residents and opposed to the recall.

Javier Flores, on behalf of SFV MAPA and SFV LULAC, referenced Item No. 13 in the Regular Meeting Agenda.

Mr. Arroyo, Member of the Historic Commission, spoke about efforts in preserving the City's history; discussed use of the Lopez Adobe and about Councilmember Veres.

Leslie Eisenman, Concerned Citizens for Good Government, explained their position regarding Councilmember Veres and Mayor Pro Tem Ruelas.

Male Speaker invited the public to attend City Council meetings regularly and get involved in City government; spoke about the importance of accountability; commented on delays in the pool project and opined a change is needed on City Council.

CONSENT CALENDAR

- 1) APPROVAL OF WARRANT REGISTER NO. 08-052
- 2) AWARD OF CONTRACT - MISSION CITY TRANSIT PROGRAM
- 3) NOTICE OF COMPLETION AND PROJECT ACCEPTANCE - POLICE DEPARTMENT FUEL TANK (REMOVAL AND REPLACEMENT) JOB NO. 755 1
- 4) ST. FERDINAND CATHOLIC CHURCH ANNUAL FIESTA

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- 5) APPROVAL OF MEMORANDA OF UNDERSTANDING (MOUs) BETWEEN THE CITY OF SAN FERNANDO AND THE SAN FERNANDO POLICE OFFICERS' ASSOCIATION (SFPOA)
- 6) UPPER LOS ANGELES RIVER AREA (ULARA) \V ATERMASTER SETTLEMENT AGREEMENT
- 7) FISCAL YEAR (FY) 2008-2009 STREET LIGHTING ASSESSMENT DISTRICT APPROVAL OF ENGINEER'S REPORT AND SETTING A DATE FOR THE PUBLIC HEARING

Motion by Councilmember Hernandez, seconded by Mayor Pro Tem Ruelas, to approve the Consent Calendar, as presented. The motion carried, unanimously.

PUBLIC HEARING

- 8) ORDINANCE DECREASING LOCAL SPEED LIMITS NEAR SCHOOLS PURSUANT TO CALIFORNIA VEHICLE CODE SECTION 22358.4(B)

Mayor Martinez opened the public hearing and called for a report from staff.

City Administrator Jose E. Pulido and Temporary Public Works and Parks Director Ron Ruiz presented details of the staff report.

Mayor Martinez invited public testimony.

Dr. James Lawson spoke in favor of the proposed project.

Leslie Eisenman asked for a list of related streets and schools, and he was directed to the agenda packet for this item.

Louie De La Cerda asked about the number of signs and costs per sign.

There were no other public comments and Mayor Martinez closed the public hearing.

Discussion followed regarding installation and location of signs, labor costs and ensuring the project does not impact others.

Motion by Mayor Pro Tem Ruelas, seconded by Mayor Martinez, to introduce for first reading, in title only, and waive further reading of "An Ordinance of the San Fernando City Council, Establishing Prima Facie Speed Limits and School Zones in Accordance With California Vehicle Code Section 22358.4(b)", subject to any non-substantive revisions deemed necessary by the City Attorney and City staff. The motion carried, unanimously.

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NEW BUSINESS

- 9) REQUEST FOR EVENT CO-SPONSORSHIP AND USE OF THE CITY SEAL: 2008 MISS AMBASSADORS PROGRAM

Staff presented details of the staff report.

Discussion followed regarding police traffic control, using on-duty personnel, concerns with budget deficits and the request for the City to co-host the event.

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas, to approve co-sponsorship of the 2008 Miss Ambassadors Program; and approve the use of the City seal on the Program's promotional news release. The motion carried, 4-1, with Councilmember De La Torre, opposed.

CITY COUNCIL ITEMS

- 10) APPOINTMENTS TO THE PLANNING COMMISSION, RECREATION & COMMUNITY SERVICES COMMISSION, AND TRANSPORTATION & SAFETY COMMISSION

Councilmember Steven Veres is recommending the appointment of Antonio Lopez to the Planning Commission; Adriana Gomez to the Recreation & Community Services Commission; and Cesar Cano to the Transportation & Safety Commission as his representatives.

Motion by Councilmember Veres, seconded by Mayor Martinez, to appoint Antonio Lopez to the Planning Commission; Adriana Gomez to the Recreation & Community Services Commission; and Cesar Cano to the Transportation & Safety Commission as his representatives. The motion carried, unanimously.

- 11) PRESENTATION FROM VALLEY COMMUNITY CLINIC REGARDING TOBACCO YOUTH PURCHASE SURVEY RESULTS FOR THE CITY OF SAN FERNANDO

Alicia Lopez, Program Director, Valley Community Clinic Tobacco Prevention Program, provided a presentation regarding the Clinic's Tobacco Youth Purchase Survey for the City of San Fernando.

Discussion followed regarding results of the survey, types of stores included in the survey, engaging the Police Department, program administration and enforcement costs, consummated/non-consummated buys and setting penalties for violations.

Motion by Mayor Pro Tem Ruelas, seconded by Mayor Martinez, to direct staff to return to City Council with an appropriate fee level to cover enforcement with the intention of amending the Tobacco Retail Marketing Ordinance. The motion carried, unanimously.

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REGULAR MEETING MINUTES – May 19, 2008**

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**12) PUBLIC WORKS AND RECREATION & COMMUNITY SERVICES DEPARTMENTS
REORGANIZATION**

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas, to form an Ad Hoc Committee comprised of Mayor Martinez and Mayor Pro Tem Ruelas to study the subject, consider appointing an Interim Director and begin the recruitment process. The motion carried, unanimously.

13) CITY COUNCIL LIAISON APPOINTMENTS

Mayor Martinez replaced Mayor Pro Tem Ruelas on the City Selection Committee. Councilmember Veres was appointed the Alternate to SCAG and Councilmember Veres replaced Councilmember De La Torre on the Tree Commission.

**14) ILLEGAL USE OF CITY RESOURCES FOR PERSONAL OR POLITICAL ACTIVITIES ENFORCEMENT
AND PENALTY ISSUES**

Motion by Councilmember Veres, seconded by Councilmember De La Torre, to direct the City Attorney to research policies and ordinances of other cities to address the illegal use of City resources for personal or political activities enforcement and penalties and return to City Council with a report. The motion carried, unanimously.

GENERAL COUNCIL COMMENTS

Councilmember Veres addressed recent and upcoming meetings.

Councilmember De La Torre commented on upcoming meetings and sponsorships.

Councilmember Hernandez requested adjourning the meeting in memory of Carmen McConnell, who passed away recently.

Mayor Pro Tem Ruelas requested adjourning the meeting in memory of Kate Aragon.

Mayor Martinez spoke about asking Los Angeles County to submit a proposal for the long-term management of the pool and discussed recent shootings and gang activity in San Fernando and surrounding cities.

STAFF COMMUNICATION - None

SAN FERNANDO CITY COUNCIL
REGULAR MEETING MINUTES – May 19, 2008
Page 7

ADJOURNMENT

Motion by Mayor Martinez, seconded by Mayor Pro Tem Ruelas, to adjourn the meeting at 9:37 p.m. in memory of Carmen McConnell and Karen Aragon. The motion carried, unanimously.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 19, 2008, meeting as approved by the San Fernando City Council.

Julia Fritz
City Clerk

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**MINUTES
SAN FERNANDO CITY COUNCIL**

**MAY 22, 2008 – 6:00 P.M.
SPECIAL MEETING**

City Hall Council Chambers
117 Macneil Street
San Fernando, CA 91340

CALL TO ORDER/ROLL CALL

Mayor Nury Martinez called the meeting to order at 6:00 p.m.

Present:

Council: Mayor Nury Martinez, Mayor Pro Tem Julie Ruelas and Councilmembers Steven Veres (arrived at 6:37 p.m.), Dr. Jose Hernandez, Maribel De La Torre

Staff: City Administrator Jose E. Pulido, City Attorney Michael Estrado, and City Clerk Elena G. Chávez

PLEDGE OF ALLEGIANCE

Led by Mayor Martinez

APPROVAL OF AGENDA

City Clerk Chávez noted the agenda listed a report from the City Treasurer who was unable to attend the meeting and stated the item would be continued to the next City Council meeting.

Motion by Mayor Pro Tem Ruelas, seconded by Mayor Martinez, to approve the agenda, as amended. The motion carried, unanimously.

PUBLIC STATEMENTS – WRITTEN/ORAL

Adriana Gomez asked to have agenda packets posted earlier so that the public has a chance to review them prior to meetings.

SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – May 22, 2008
Page 2

STUDY SESSION

Mayor Martinez reported she will be leaving the meeting by 8:15 p.m. Additionally, she suggested maintaining a 2-3% reserve, scaling back on special events, eliminating CBOs and requested that Public Works review City services and return with suggestions on how to better manage them including graffiti removal, street repairs and tree trimming. She recommended consideration of a hiring freeze until the mid-budget review.

Discussion followed regarding implementing a policy of not waiving fees, scaling back on special events that do not generate revenue for the City.

FISCAL YEAR (FY) 2008-2009 - BUDGET STUDY SESSION PART II

The following items were discussed by the City Council:

- 1) Five-Year General Fund Overview (FY 2008-2009 through FY 2012-2013 Update)
- 2) Draft General Fund Budget and Recommendations
 - a) Recreation and Community Services
 - Community Based Organizations (CBO's)
 - Special Events Budget
 - b) City Council
 - c) Community Development
 - d) Finance
 - e) Administration (including City Clerk)
 - f) Personnel

Finance Director Lorena Quijano presented a recap of prior discussions by City Council and presented details of the FY 2008-2009 through FY 2012-2013 General Fund overview and discussed the General Fund budget and recommendations.

Discussion followed regarding the basis for projections, eliminating CBOs and the need to ensure City services do not suffer.

Motion by Mayor Martinez, seconded by Councilmember Veres, to eliminate funding for Community Based Organizations under this year's budget. The motion carried, unanimously.

Staff addressed the Special Events Budget.

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – May 22, 2008**

Page 3

Discussion followed regarding considering each event, individually, cutting back the budget by 50%, overall, taking a closer look at each event to assess the revenue each generates, the 4th of July and Relay for Life events, the possibility of soliciting volunteers to plan events, directing staff to return with additional information at an upcoming meeting, City Council's budget, reducing the telephone budget from \$1500 to \$800, removing travel expenses and membership dues and reducing miscellaneous supplies by 50%.

City Administrator Jose E. Pulido presented the proposed budget for personnel and legal fees.

Staff presented details of the Community Development budget; discussed a review of current practices, cost recovery in terms of Building Codes and permits, realizing the full potential for charges and fees, Code Enforcement and Planning, other department reductions and CDBG Funds.

ADJOURNMENT

Motion by Councilmember Hernandez, seconded by Mayor Pro Tem Ruelas, to adjourn the meeting at 8:00 p.m. The motion carried, unanimously.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 22, 2008, meeting as approved by the San Fernando City Council.

Julia Fritz
City Clerk

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**FEBRUARY 22, 2022 – 5:00 P.M.
SPECIAL MEETING**

**City Hall Council Chambers
117 Macneil Street, San Fernando, CA 91340
TELECONFERENCE – PURSUANT TO PROVISIONS OF ASSEMBLY BILL 361**

CALL TO ORDER/ROLL CALL

Mayor Mendoza called the special meeting to order at 5:18 p.m.

Present:

Council: Mayor Mary Mendoza and Councilmembers Sylvia Ballin and Celeste Rodriguez

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

Absent: Vice Mayor Hector A. Pacheco and Councilmember Cindy Montañez

APPROVAL OF AGENDA

Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to approve the agenda. Motion carried with Vice Mayor Pacheco and Councilmember Montañez absent.

PUBLIC STATEMENTS - WRITTEN/ORAL None

RECESS TO CLOSED SESSION (5:19 P.M.)

By consensus, Councilmembers recessed to Closed Session.

SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – February 22, 2022
Page 2

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

RECONVENE/REPORT OUT FROM CLOSED SESSION

Assistant City Attorney Padilla stated there was no reportable action as a result of the Closed Session meeting held on February 22, 2022, at 5:00 p.m.

ADJOURNMENT

The City Council adjourned the special meeting at 5:45 p.m. to the regular meeting at 6:00 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 22, 2022, Special Meeting, as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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**CITY OF SAN FERNANDO
CITY COUNCIL/SUCCESSOR AGENCY
TO THE SAN FERNANDO REDEVELOPMENT AGENCY
MINUTES**

**MARCH 1, 2022 – 6:00 P.M.
SPECIAL MEETING**

**CITY HALL COUNCIL CHAMBER
117 MACNEIL STREET
SAN FERNANDO, CALIFORNIA 91340
TELECONFERENCE – PURSUANT TO PROVISIONS OF ASSEMBLY BILL 361**

CALL TO ORDER/ROLL CALL Mayor Mary Mendoza called the meeting to order at **6:00 p.m.**

Present:

Council: Mayor Mary Mendoza, Vice Mayor Hector A. Pacheco (via teleconference), Councilmembers Sylvia Ballin, Cindy Montañez (via teleconference) and Celeste Rodriguez

Absent: None

Staff: City Manager Nick Kimball, Assistant City Attorney Norma Tabares, Police Chief Fabian Valdez, Director of Public Works Matt Baumgardner, Director of Community Development Kanika Kith, Director of Recreation and Community Services Julian Venegas, and City Clerk Julia Fritz

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

Mayor Mendoza stated that Agenda Item 2 would be pulled and brought back to City Council at a future meeting, date uncertain.

Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to approve the agenda as amended. The motion carries, unanimously.

PRESENTATIONS - None

PUBLIC STATEMENTS – None

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Special March 1, 2022

Page 2 of 3

CONSENT CALENDAR - None

PUBLIC HEARING

- 1) A PUBLIC HEARING TO CONSIDER ADOPTING AN INTERIM URGENCY ORDINANCE EXTENDING THE INTERIM REGULATIONS FOR URBAN LOT SPLITS AND HOUSING DEVELOPMENT IN SINGLE-FAMILY RESIDENTIAL (R-1) ZONE FOR IMPLEMENTATION OF SENATE BILL 9 THROUGH JANUARY 19, 2023

Mayor Mendoza opened the public hearing at 6:06 p.m.

Director of Community Development Kanika Kith presented the staff report and responded to Councilmember questions.

Mayor Mendoza opened public comments and there being no public comments submitted, Mayor Mendoza requested the public hearing be closed. Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to close the public hearing (6:35 p.m.). Motion carries unanimously.

Members of the City Council suggested that a quarterly progress report regarding staff's progress of measures being taken balance limitations and restrictions of SB 9. City Manager Kimball noted that he would include an update on this matter in his quarterly progress report to the City Council.

Motion by Councilmember Ballin, seconded by Vice Mayor Pacheco to approve in title only, waive full reading, and adopt Interim Urgency Ordinance No. U-1707, "An Interim Urgency Ordinance of the City Council of the City of San Fernando, California, making findings and extending for a period of 10 months and 15 days interim standards for Urban Lot Splits and Two-unit Residential Development Projects in Single-Family Residential (R-1) Zone pursuant to Senate Bill 9." Motion carries by the following vote:

ROLL CALL

AYES:	Rodriguez, Montañez, Ballin, Pacheco, Mendoza - 5
NAYES:	None
ABSTAIN:	None
ABSENT:	None

ADMINISTRATIVE REPORTS

- 2) CONSIDERATION TO AUTHORIZE USE OF THE CITY SEAL BY THE EDUCATION COMMISSION FOR A LETTER SOLICITING DONATIONS FOR THE STUDENT SCHOLARSHIP PROGRAM

This item was pulled from the agenda under Approval of Agenda, and would be brought back to a future City Council meeting, date uncertain.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Special March 1, 2022

Page 3 of 3

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Police Chief Valdez noted he would bring to the City Council a Police Department work plan report.

City Manager Kimball commented on the presentation of the Transaction Tax (Measure A/SF) Town Hall meeting, held on February 28; reported receiving over 55 intake forms from San Fernando small businesses applying for the Small Business Grant Program; and stated a quarterly progress update report associated with SB 9, would be included with his quarterly City Manager's report to the City Council.

Director of Public Works Baumgardner reported positive results regarding the parking lot sweeping activities.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Montañez spoke about the update reported by the City Manager on applications received for the Small Business Grant Program.

Councilmember Rodriguez echoed comments made by Councilmember Montañez and requested an update recreation program activities.

Director of Recreation and Community Services provided a brief update on recreation program activities.

Councilmember Ballin commented on the Transaction Tax (Measure A/SF) Town Hall meeting and thanked staff for their work and suggested that a copy of the presentation be distributed to the City Council.

Vice Mayor Pacheco expressed a message of solidarity to the people in Ukraine.

Mayor Mendoza echoed Vice Mayor Pacheco's sentiments for the people in Ukraine.

ADJOURNMENT (6:45 p.m.)

Mayor Mendoza adjourned the meeting to the next regular meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the March 1, 2022, special meeting as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Sonia Gomez-Garcia, Interim Director of Finance/City Treasurer

Date: March 7, 2022

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 22-031 (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/City Treasurer 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. 22-031

RESOLUTION NO. 22-031

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND / WARRANT REGISTER NO. 22-031

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 7th day of March, 2022.

Mary Mendoza, 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. 22-031 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 7th day of March, 2022, 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 March, 2022.

Julia Fritz, City Clerk

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03/02/2022 1:07:01PMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
226005	3/7/2022	888356 ADVANCED AUTO REPAIR	1548	12537	VEHICLE MAINT, REPAIRS & BODY WO 041-320-0225-4400	394.44
					Total :	394.44
226006	3/7/2022	889043 ALADIN JUMPERS	8327		CANOPY RENTAL FOR TREE LIGHTING 010-420-3711-4260	430.00
					Total :	430.00
226007	3/7/2022	892592 ALL AMERICAN ASPHALT	070-2714		CONST MTR DEP REFUND 070-2714	568.00
					Total :	568.00
226008	3/7/2022	893813 ALMANZA, LAURAMARIE C	REIMB.		LP BINGO NIGHT SUPPLIES 004-2346	255.36
					Total :	255.36
226009	3/7/2022	100184 ANDERSON TROPHY CO.	715988	12493	TROPHIES FOR YOUTH AND ADULT SP 017-420-1328-4300	150.32
					Total :	150.32
226010	3/7/2022	100188 ANDY GUMP INC.	INV893021	12491	PORTABLE RESTROOM SERVICE 043-390-0000-4260	115.36
			INV895995	12491	PORTABLE RESTROOM SERVICE 070-384-0000-4260	330.34
			INV895996	12491	PORTABLE RESTROOM SERVICE 043-390-0000-4260	211.28
			INV895997	12491	PORTABLE RESTROOM SERVICE 043-390-0000-4260	330.49
					Total :	987.47
226011	3/7/2022	100222 ARROYO BUILDING MATERIALS, INC	013122	12461	HARDWARE SUPPLIES & CONCRETE L 001-311-0000-4300	0.50
			267514	12461	HARDWARE SUPPLIES & CONCRETE L 001-311-0000-4300	268.65
					Total :	269.15

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
226012	3/7/2022	889942 ATHENS SERVICES	11698739	12528	CITY STREET SWEEPING - FEB 2022 011-311-0000-4260	14,641.80
				12528	001-343-0000-4260	2,801.60
					Total :	17,443.40
226013	3/7/2022	894002 AVILA, CASSANDRA	826584		SPORTS PROGRAM REFUND 017-3770-1330	240.00
					Total :	240.00
226014	3/7/2022	890980 AVILA, JESSE H.	FEB 2022		GLACVCD TRUSTEE MEMBER STIPENI 001-190-0000-4111	150.00
					Total :	150.00
226015	3/7/2022	893013 AYSON, LEILANI	FEB 2022	12546	CONTRACTED INSTRUCTOR: ZUMBA 017-420-1337-4260	100.00
					Total :	100.00
226016	3/7/2022	893909 B COMMUNICATIONS COMPANY	20502		ADDED (2) DATA CABLES TO OFFICE 001-420-0000-4260	280.48
					Total :	280.48
226017	3/7/2022	893954 BADGER, TAMARAH	FEB 2022	12584	YOGA INSTRUCTOR 017-420-1337-4260	56.00
					Total :	56.00
226018	3/7/2022	892784 BARAJAS, MARIA BERENICE	FEB 2022	12547	CONTRACTED INSTRUCTOR (TBC/CYC 017-420-1337-4260	450.00
					Total :	450.00
226019	3/7/2022	891484 BERLOC SIGN CO.	16192		DOOR SIGNS ASST TO CM & CITY CLEI 001-105-0000-4300	210.39
					Total :	210.39
226020	3/7/2022	889345 BSN SPORTS LLC	916047396	12494	SPORTS EQUIPMENT 017-420-1330-4300	98.77
					Total :	98.77
226021	3/7/2022	888800 BUSINESS CARD	012022		REFUND-TRAINING CANCELLED	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
226021	3/7/2022	888800 BUSINESS CARD	(Continued)			
			012122		070-381-0000-4360 APPLICATION FEE	-830.00
			020722		001-105-0000-4360 LIGHT CLIPS	50.00
			020722		001-422-0000-4300 TRAINING REGISTRATION	19.83
			020722		001-422-0000-4360 CONF LODGING	115.00
			020722		001-422-0000-4370 CONF REGISTRATION	355.60
			020722		001-222-0000-4370 CONF LODGING	240.00
			020722		001-222-0000-4370 CONF LODGING	696.34
			020722		001-222-0000-4380 CONF REGISTRATION	50.00
			020722		AIRPORT PARKING	39.00
			020722		001-105-0000-4370 AIRFARE CONFERENCE	257.96
			020722-2		CONF LODGING	573.80
			020822		001-105-0000-4370 BULK USB'S	222.57
			020822		001-222-0000-4300 DINNER FOR CC & STAFF-CC MTG 02/0	23.52
			020822		001-101-0000-4300 PD EQUIPMENT	232.09
			020922		001-222-0000-4300 PRIVACY SCREEN	46.29
			020922		001-422-0000-4300 SHREDDER	264.59
			021022		001-106-0000-4300 WORKSHOP REGISTRATION	100.00
			021022-1		001-115-0000-4360 CREDIT-CONF LODGING	-30.00
			021022-2		001-222-0000-4370 CONF LODGING	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
226021	3/7/2022	888800 BUSINESS CARD	(Continued)			
			021422		001-222-0000-4370 BACKFLOW TESTING DEVICES	1,050.53
			021422		070-383-0000-4310 ACROBAT PRO LICENSE-PERSONNEL	1,116.81
			021422		001-106-0000-4300 AIRFARE CONFERENCE	32.40
			021522-1		001-105-0000-4370 NOTEPADS	337.96
			021522-2		001-105-0000-4300 FOAM BOARDS	20.46
			021622		001-101-0000-4300 TRAINING WEBINAR	48.05
			021822		001-106-0000-4360 REFRESHMENTS-STRATEGIC PLANNING	75.00
			021822		001-101-0000-4300 ACROBAT PRO LICENSE-PD	55.20
			022122		001-222-0000-4300 COFFEE-STRATEGIC PLANNING SESSION	29.60
			022122		001-101-0000-4300 LUNCH-STRATEGIC PLANNING SESSION	17.95
			022122-1		001-101-0000-4300 REFRESHMENTS-STRATEGIC PLANNING	216.60
			022122-2		001-101-0000-4300 REFRESHMENTS-STRATEGIC PLANNING	22.86
			22122		001-101-0000-4300 DINNER-STRATEGIC PLANNING SESSION	13.28
					001-101-0000-4300	228.20
					Total :	5,691.49
226022	3/7/2022	893821 CAPITAL ONE TRADE CREDIT	49703257		VEHICLE MAINT - ME8615	
					074-320-0000-4400	211.67
					Total :	211.67
226023	3/7/2022	100731 CITY OF LOS ANGELES	WP220000035	12496	OPERATION & MAINTENANCE OF SEW	
			WP220000036		072-360-0629-4260 CAPITAL PORTION OF ASSC FOR SEW	153,441.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
226023	3/7/2022	100731 CITY OF LOS ANGELES	(Continued)	12505	072-365-0629-4600	95,496.00
					Total :	248,937.00
226024	3/7/2022	101957 CITY OF LOS ANGELES	SF220000008		FIRE SERVICES (MAR 2022)	234,990.08
					001-500-0000-4260	234,990.08
					Total :	234,990.08
226025	3/7/2022	103029 CITY OF SAN FERNANDO	4044-4076		REIMBURSEMENT TO WORKER'S COM	8,230.49
					006-1038	8,230.49
					Total :	8,230.49
226026	3/7/2022	892480 CLEAN ENERGY	CEW12470119	12453	CNG STATION EMERGENCY & MAINT F	2,267.96
					074-320-0000-4260	2,267.96
					Total :	2,267.96
226027	3/7/2022	100805 COOPER HARDWARE INC.	128906	12454	SUPPLIES FOR P.W. OPS	53.28
			128912	12454	SUPPLIES FOR P.W. OPS	15.07
			128949	12454	SUPPLIES FOR P.W. OPS	20.78
			128978	12454	SUPPLIES FOR P.W. OPS	21.66
			129048	12454	SUPPLIES FOR P.W. OPS	21.65
					Total :	132.44
226028	3/7/2022	891425 DIAZ, MARISOL	REIMB.-1		PERMITS PAID FOR TREE LIGHTING E	1,594.74
			REIMB.-2		010-420-3711-4260	212.26
					SUPPLIES PURCHASED -SR CLUB ACT	10.94
					004-2346	10.94
					001-424-0000-4300	1,817.94
					Total :	1,817.94
226029	3/7/2022	101152 DUARTE, JULIE	TRAVEL		PER DIEM-GSMO ANNUAL CONF ON	120.00
					001-105-0000-4370	120.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
226029	3/7/2022	101152 101152 DUARTE, JULIE	(Continued)		Total :	120.00
226030	3/7/2022	101010 DUTHIE POWER SERVICES INC.	A97695	12552	GENERATOR MAINTENANCE & EMERG	605.00
			A97731	12552	043-390-0000-4330	559.65
					043-390-0000-4330	559.65
					Total :	1,164.65
226031	3/7/2022	893129 EL SALTARIN	551949		TAMALES FOR SENIOR DANCE ON 03/	405.00
					004-2380	405.00
					Total :	405.00
226032	3/7/2022	893800 FAJARDO, JOANNE	JAN 2022		SENIOR ZUMBA INSTRUCTOR	240.00
					017-420-1322-4260	240.00
					Total :	240.00
226033	3/7/2022	893956 FLEMING, MONICA M.	FEB 2022	12585	ZUMBA INSTRUCTOR	50.00
					017-420-1337-4260	50.00
					Total :	50.00
226034	3/7/2022	892198 FRONTIER COMMUNICATIONS	209-151-4942-041191		CITY YARD AUTO DIALER 2/10-03/09	55.56
			818-361-2385-012309		070-384-0000-4220	117.51
					MTA PHONE LINE 2/13-3/12	58.75
					007-440-0441-4220	58.75
					001-190-0000-4220	521.39
					PW PHONE LINE 2/04-3/03	521.39
					070-384-0000-4220	65.88
					HERRITAGE PARK IRR SYTM~	65.88
					001-420-0000-4220	55.72
					PD SPECIAL ACTIVITES PHONE~	55.72
					001-222-0000-4220	374.33
					VARIOUS CITY HALL PHONE LINES	374.33
					001-190-0000-4220	37.93
					PD SPECIAL ACTIVITIES PHONE 2/10-3	37.93
					001-222-0000-4220	42.16
					LAS PALMAS FAX NUMBER 2/13-3/12	42.16
					001-420-0000-4220	42.16

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226034	3/7/2022	892198 892198 FRONTIER COMMUNICATIONS	(Continued)			Total : 1,329.23
226035	3/7/2022	893953 GALE, PAUL JOHN	FEB 2022	12586	KARATE INSTRUCTOR 017-420-1326-4260	346.50
					Total :	346.50
226036	3/7/2022	893952 GARCIA, CORINA	FEB 2022	12587	JIVE DANCE 017-420-1362-4260	100.00
					Total :	100.00
226037	3/7/2022	893949 GARCIA, SONIA G.	131:140-141		L P SENIOR PETTY CASH REIMB. 004-2380	66.74
					Total :	66.74
226038	3/7/2022	101279 GOMEZ-GARCIA, SONIA	REIMB.		LODGING-CSMFO ANNUAL CONF IN S/	
					001-130-0000-4370	784.47
					Total :	784.47
226039	3/7/2022	101376 GRAINGER, INC.	9199745135	12482	SUPPLIES FOR BUILDING, ELECTRICA 043-390-0000-4300	74.04
			9199745143	12482	SUPPLIES FOR BUILDING, ELECTRICA 043-390-0000-4300	38.80
			9200300797	12482	SUPPLIES FOR BUILDING, ELECTRICA 043-390-0000-4300	341.62
			9201820421	12482	SUPPLIES FOR BUILDING, ELECTRICA 043-390-0000-4300	584.18
			9206846182	12482	SUPPLIES FOR BUILDING, ELECTRICA 043-390-0000-4300	29.43
			9208929837	12482	SUPPLIES FOR BUILDING, ELECTRICA 043-390-0000-4300	133.51
					Total :	1,201.58
226040	3/7/2022	101599 IMAGE 2000 CORPORATION	497907		FREIGHT CHARGE-TONER 001-422-0000-4260	23.00
			497972		FREIGHT CHARGE-TONER 001-422-0000-4260	23.00
					Total :	46.00

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226041	3/7/2022	891777 IRRIGATION EXPRESS	15239923	12483	IRRIGATION SUPPLIES FOR REPAIRS /	
			15240855	12483	029-335-0000-4300	46.33
			15240857	12483	IRRIGATION SUPPLIES FOR REPAIRS /	
			15240893	12483	029-335-0000-4300	530.40
				12483	IRRIGATION SUPPLIES FOR REPAIRS /	
				12483	043-390-0000-4300	280.36
				12483	IRRIGATION SUPPLIES FOR REPAIRS /	
					070-384-0000-4300	188.17
					Total :	1,045.26
226042	3/7/2022	893208 JEFF JENKINS	1594		EQUIP MAINT WELL 71 CHLORINE SYS	
			1672		070-384-0000-4320	532.20
					EQUIP MAINT WELL 7A CHLORINE SYS	
					070-384-0000-4320	930.84
					Total :	1,463.04
226043	3/7/2022	893885 JOHNNY ALLEN TENNIS ACADEMY	FEB 2022	12498	TENNIS PROGRAM	
					017-420-1327-4260	458.00
					Total :	458.00
226044	3/7/2022	889503 JTB SUPPLY COMPANY, INC.	109976		12" GREEN BALLS FOR TRAFFIC SIGN/	
					001-370-0000-4300	1,508.84
					Total :	1,508.84
226045	3/7/2022	101971 L.A. MUNICIPAL SERVICES	004-750-1000		ELECTRIC - 13003 BORDEN	
			494-750-1000		070-384-0000-4210	114.10
			500-750-1000		WATER-12900 DRONFIELD	
			594-750-1000		070-384-0000-4210	57.32
			657-750-1000		ELECTRIC-13655 FOOTHILL	
			694-750-1000		070-384-0000-4210	184.74
			757-750-1000		ELECTRIC-12900 DRONFIELD	
					070-384-0000-4210	4,928.74
					ELECTRIC-14060 SAYRE	
					070-384-0000-4210	10,148.83
					ELECTRIC & WATER-13180 DRONFIELD	
					070-384-0000-4210	5,258.42
					WATER-14060 SAYRE	

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226045	3/7/2022	101971 L.A. MUNICIPAL SERVICES	(Continued)		070-384-0000-4210	83.01
					Total :	20,775.16
226046	3/7/2022	893907 LESAR DEVELOPMENT CONSULTANTS	PCH-7	12536	HOMELESSNESS PLAN CONSULTANT : 110-422-3682-4270	4,968.75
					Total :	4,968.75
226047	3/7/2022	101920 LIEBERT CASSIDY WHITMORE	211265		LEGAL SERVICES 001-112-0000-4270	647.00
			211266		LEGAL SERVICES 001-112-0000-4270	20,448.25
			211765		LEGAL SERVICES 001-112-0000-4270	3,438.00
					Total :	24,533.25
226048	3/7/2022	893292 LOCAL GOVERNMENT	623	12445	SENATE BILL90 STATE MANDATED CO: 001-130-0000-4270	1,750.00
					Total :	1,750.00
226049	3/7/2022	102003 LOS ANGELES COUNTY	RE-PW-22020704456	12485	INDUSTRIAL WASTE CHARGES-JAN 20 072-360-0000-4450	2,997.36
					Total :	2,997.36
226050	3/7/2022	892477 LOWES	1407		LP PARK SNACK BAR REPAIR 043-390-0000-4300	18.33
			1962		SUPPLIES 043-390-0000-4300	9.29
			901027		PD CELL #51 REPAIR 043-390-0000-4300	13.51
			901269		LP BACKSTOP PAINT REPAIR 043-390-0000-4300	59.02
					Total :	100.15
226051	3/7/2022	888468 MAJOR METROPOLITAN SECURITY	1105605	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1105606		ALARM MONITORING AT ALL CITY FACI	

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226051	3/7/2022	888468 MAJOR METROPOLITAN SECURITY	(Continued)		043-390-0000-4260	25.00
			1105607	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1105608	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1105609	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1105610	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1105611	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1105612	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1105613	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1105614	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1105615	12486	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1105616	12486	ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260	28.00
			1105617	12486	ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260	23.00
			1105618	12486	ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260	28.00
			1105619	12486	ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260	28.00
					Total :	312.00
226052	3/7/2022	888242 MCI COMM SERVICE	7DL39365		ALARM LINE 1100 PICO 001-420-0000-4220	34.93
					Total :	34.93
226053	3/7/2022	894005 MOLINA, RICKY	MARCH 2022		MUSIC FOR LP SR CLUB DANCE ON 03 004-2380	1,150.00

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226053	3/7/2022	894005 894005 MOLINA, RICKY	(Continued)			Total : 1,150.00
226054	3/7/2022	894004 MURILLO, NICHOLAS	REIMB.		REIMB OF HOLSTER PURCHASED 001-222-0000-4300	194.04 Total : 194.04
226055	3/7/2022	102325 NAPA AUTO PARTS	6410-0880529		GAS CAP - PK#4572 041-320-0390-4400	18.18 Total : 18.18
226056	3/7/2022	893247 NATIONAL READY MIXED	809475	12466	SUPPLIES FOR CONCRETE REPAIRS 001-311-0000-4300	723.62 Total : 723.62
226057	3/7/2022	102423 OCCU-MED, INC.	0222901		PRE-EMPLOYMENT PHYSICALS 001-106-0000-4260	663.50 Total : 663.50
226058	3/7/2022	102432 OFFICE DEPOT	224331154001		OFFICE SUPPLIES 001-106-0000-4300	701.04
			226075846001		OFFICE SUPPLIES 001-130-0000-4300	162.95
			226433144001		OFFICE SUPPLIES 001-105-0000-4300	22.00
					001-101-0000-4300	91.55
			226560504001		OFFICE SUPPLIES 001-105-0000-4300	7.99
			227197598001		OFFICE SUPPLIES 001-105-0000-4300	185.21
			227197638001		OFFICE SUPPLIES 001-105-0000-4300	67.54
			227902966001		OFFICE SUPPLIES 001-106-0000-4300	152.19
			227904226001		OFFICE SUPPLIES 001-106-0000-4300	3.73
			229432234001		OFFICE SUPPLIES 001-423-0000-4300	154.59

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226058	3/7/2022	102432 OFFICE DEPOT	(Continued) 2552473228		OFFICE SUPPLIES 043-390-0000-4300	46.91
			2555441188		OFFICE SUPPLIES 070-381-0000-4300	54.14 Total : 1,649.84
226059	3/7/2022	892572 OLIVAREZ MADRUGA	18309		LEGAL SERVICES 001-110-0098-4270	2,877.00
			18310		LEGAL SERVICES 001-110-0000-4270	9,329.00
			18311		LEGAL SERVICES 001-110-0000-4270	126.00
			18312		LEGAL SERVICES 001-110-0000-4270	1,518.59
					001-110-0000-4270	147.00 Total : 13,997.59
226060	3/7/2022	890095 O'REILLY AUTOMOTIVE STORES INC	4605-449746	12538	VEHICLE SERVICE, MAINT. AND REPAI 041-1215	210.88
			4605-449818	12538	VEHICLE SERVICE, MAINT. AND REPAI 041-1215	19.80
			4605-450403	12538	VEHICLE SERVICE, MAINT. AND REPAI 041-1215	149.42
			4605-450548	12538	VEHICLE SERVICE, MAINT. AND REPAI 041-320-0228-4400	99.72
			4605-451327	12538	VEHICLE SERVICE, MAINT. AND REPAI 041-320-0225-4400	118.97
			4605-451471	12538	VEHICLE SERVICE, MAINT. AND REPAI 041-320-0311-4400	128.07
			4605-451490	12538	VEHICLE SERVICE, MAINT. AND REPAI 041-320-0311-4400	-12.56 Total : 714.30
226061	3/7/2022	893984 ORTEGA, ADAN	JAN 2022		MWD REPRESENTATIVE STIPEND 001-101-0000-4111	250.00

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226061	3/7/2022	893984 893984 ORTEGA, ADAN	(Continued)			Total : 250.00
226062	3/7/2022	893999 PACE, TINA MICHELLE	DEPOSIT		DEPOSIT-4TH OF JULY BAND 001-101-0000-4260	500.00 Total : 500.00
226063	3/7/2022	887646 PLUMBERS DEPOT INC	PD-50391		SEWER EQUIPMENT 072-360-0000-4300	302.50 Total : 302.50
226064	3/7/2022	892131 PROHEALTH-VALLEY OCCUPATIONAL	00437621-00		DOT DRIVER PHYSICAL 001-106-0000-4270	80.00 Total : 80.00
226065	3/7/2022	890004 PTS	2082402		PD PAY PHONE MAR 2022 001-190-0000-4220	65.64 Total : 65.64
226066	3/7/2022	892297 PUKUU CULTURAL COMMUNITY	4	12135	OCT'21-PROF SERVS AGREEMENT YO 110-422-3649-4270	29,964.02
			5	12135	NOV'21-PROF SERVS AGREEMENT YO 110-422-3649-4270	13,947.96
			6	12135	DEC'21-PROF SERVS AGREEMENT YO 110-422-3649-4270	17,245.09
					Total :	61,157.07
226067	3/7/2022	102738 QUINTERO ESCAMILLA, VIOLETA	FEB 2022	12549	CONTRACTED INSTRUCTOR: SENIOF 017-420-1323-4260	240.00 Total : 240.00
226068	3/7/2022	893156 RUIZ CARRILLO, MARIA DE LA PAZ	MARCH 2022		SENIOR CLUB DANCE CLEAN UP ON 0 004-2380	208.00 Total : 208.00
226069	3/7/2022	103057 SAN FERNANDO VALLEY SUN	11414		2ND READING ORD NO 1705 001-115-0000-4230	77.63
			11415		NIB PICO ST IMPROVEMENT 001-115-0000-4230	77.63

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226069	3/7/2022	103057 SAN FERNANDO VALLEY SUN	(Continued) 11416		RFP RACE PRODUCTION AND MANAGI 001-115-0000-4230	77.63
			11417		SB9 PUBLIC HEARING NOTICE 001-115-0000-4230	50.63
			11422		TRANSACTION TAX TOWN HALL MEETI 001-190-0000-4267	869.46
					Total :	1,152.98
226070	3/7/2022	103064 SAN GABRIEL VALLEY CITY	031622		RGSTR-SGVCMA MTG ON 03/16/22 001-105-0000-4370	35.00 Total : 35.00
226071	3/7/2022	893998 SENSENSTEIN, ANA E.	30978		WATER DEP REFUND-834 N BRAND 070-2235	100.00 Total : 100.00
226072	3/7/2022	893444 SHAFER, MARIA	SF-013	12501	TRANSCRIPTION SERVS. FOR PREPAF 001-115-0000-4260	1,105.00 Total : 1,105.00
226073	3/7/2022	894000 SIMON, MARIANNE	21-0527		RELEASE OF HELD EVIDENCE CASH 001-2264	7,760.00 Total : 7,760.00
226074	3/7/2022	103184 SMART & FINAL	158		ITEMS FOR SENIOR CLUB DANCE ON I 004-2380	92.56
			225		BREAK ROOM SUPPLIES 043-390-0000-4300	84.30
			63		ITEMS FOR SENIOR CLUB DANCE ON I 004-2380	84.81
					Total :	261.67
226075	3/7/2022	892199 SMARTPHONE METER READING, LLC	SPMR3416	12551	ANNUAL SMART PHONE METER READ 070-382-0000-4320	1,302.00
				12551	072-360-0000-4320	1,302.00
					Total :	2,604.00

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226076	3/7/2022	103196 SOUTH COAST AIR QUALITY	3938225		PD GENERATOR RENEWAL FEES	
			3940990		041-320-0000-4260	440.15
					PD GENERATOR EMISSION FEE~	
					041-320-0000-4260	142.59
					Total :	582.74
226077	3/7/2022	103202 SOUTHERN CALIFORNIA EDISON CO.	700363532503		ELECTRIC-VARIOUS LOCATIONS	
					043-390-0000-4210	4,183.89
					Total :	4,183.89
226078	3/7/2022	893660 SOUTHERN CALIFORNIA NEWS GROUP	0011511541		AD.-ONLINE BANNER-MC BASEBALL	
					001-420-0000-4260	500.00
					Total :	500.00
226079	3/7/2022	103251 STANLEY PEST CONTROL	441985	12532	PEST CONTROL AT CITY FACILITIES	
			441988	12532	043-390-0000-4330	94.00
			441989	12532	PEST CONTROL AT CITY FACILITIES	
			441990	12532	043-390-0000-4330	62.00
			441992	12532	PEST CONTROL AT CITY FACILITIES	
			441993	12532	043-390-0000-4330	135.00
			441994	12532	PEST CONTROL AT CITY FACILITIES	
				12532	043-390-0000-4330	55.00
				12532	PEST CONTROL AT CITY FACILITIES	
				12532	043-390-0000-4330	95.00
				12532	PEST CONTROL AT CITY FACILITIES	
				12532	043-390-0000-4330	85.00
				12532	PEST CONTROL AT CITY FACILITIES	
				12532	043-390-0000-4330	85.00
				12532	Total :	611.00
226080	3/7/2022	889149 STAPLES BUSINESS ADVANTAGE	8065227447		BLACK MASKS	
					001-130-3689-4300	55.54
					Total :	55.54
226081	3/7/2022	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE	561083		FINGERPRINTS - JAN 2022	
					001-106-0000-4270	160.00
					Total :	160.00

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226082	3/7/2022	888621 SWRCB	CA1910143		REIMB FOR WTR ARREARAGE PROGR	
					110-3686-3671	129,173.55
					Total :	129,173.55
226083	3/7/2022	103205 THE GAS COMPANY	042-320-6900-7		GAS-910 FIRST	
			084-220-3249-3		043-390-0000-4210	170.98
			088-520-6400-8		GAS-505 S HUNTINGTON	
			090-620-6400-2		043-390-0000-4210	242.60
					GAS-117 MACNEIL	
					043-390-0000-4210	369.37
					GAS-120 MACNEIL	
					070-381-0000-4210	10.33
					072-360-0000-4210	10.33
					043-390-0000-4210	20.65
			143-287-8131-6		GAS-208 PARK	
			162-020-7432-0		043-390-0000-4210	606.57
					GAS-828 HARDING	
					043-390-0000-4210	4.93
					Total :	1,435.76
226084	3/7/2022	101528 THE HOME DEPOT CRC, ACCT#603532202490	2272297		POST FOR TREES	
			3232713		001-311-0000-4300	211.68
			3272812		SPACE HEATERS	
			7542790		043-390-0000-4300	136.18
					FASTENERS FOR HANGING	
					043-390-0000-4300	75.17
					TREAT TERMITES LAS PALMAS	
					043-390-0000-4300	23.56
					Total :	446.59
226085	3/7/2022	103903 TIME WARNER CABLE	10328020522		CABLE @ CITY HALL 2/5/22-3/04/22	
			283057020522		001-190-0000-4220	139.70
					LP PARK CABLE - 02/05-03/04	
					001-420-0000-4260	227.67
					Total :	367.37
226086	3/7/2022	893746 UNISHIELD	INV-106900		SAFETY SUPPLIES FOR STAFF	

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226086	3/7/2022	893746 UNISHIELD	(Continued)		070-384-0000-4300	514.26
					Total :	514.26
226087	3/7/2022	103439 UPS	831954062		COURIER SERVICES	
					001-190-0000-4280	180.00
					Total :	180.00
226088	3/7/2022	103534 VALLEY LOCKSMITH	75869	12555	LOCKSMITH SERVICES CITY-WIDE	
					043-390-0000-4330	120.00
					Total :	120.00
226089	3/7/2022	892794 VENEGAS, JULIAN	REIMB.		RECORDING FEE REIMB-LAYNE PARK	
			REPL-223222		010-420-3669-4600	51.75
					REPL STL DTD CK-REIMB. REFRESHMI	
					001-2140	27.64
					Total :	79.39
226090	3/7/2022	889644 VERIZON BUSINESS	63767903		CITY HALL LONG DIST(Y2619454)~	
			63767904		001-190-0000-4220	52.48
			63767905		CITY YARD LONG DIST (Y2619455) JAN	
			63767906		070-384-0000-4220	15.75
			63767908		CITY HALL LONG DIST (Y2619456) JAN	
			63767909		001-190-0000-4220	26.24
			63767908		PD LONG DIST (Y2619457) JAN	
			63767909		001-222-0000-4220	126.91
			63767908		CITY YARD LONG DIST (Y2619458) JAN	
			63767909		070-384-0000-4220	10.49
			63768444		PARKS LONG DIST (Y2619459) JAN	
			63768455		001-420-0000-4220	16.00
					CITY YARD LONG DIST (Y2620611) JAN	
					001-310-0000-4220	5.25
					CITY HALL LINES (Y2620636) JAN	
					001-190-0000-4220	59.17
					Total :	312.29
226091	3/7/2022	892081 VERIZON BUSINESS SERVICES	72120446		MPLS PORT ACCESS AND ROUTER FO	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
226091	3/7/2022	892081 VERIZON BUSINESS SERVICES	(Continued)		001-222-0000-4220	1,032.10
					Total :	1,032.10
226092	3/7/2022	889627 VERIZON CONFERENCING	Z8036974		CONFERENCE CALLS-JAN 2022	
					001-190-0000-4220	24.16
					Total :	24.16
226093	3/7/2022	100101 VERIZON WIRELESS-LA	9899181148		PW CELL PHONE PLANS 2/10 -3/09	
					072-360-0000-4220	50.26
					001-101-0102-4220	50.26
					001-101-0108-4220	50.97
					001-105-0000-4220	54.71
					Total :	206.20
226094	3/7/2022	103603 VULCAN MATERIALS COMPANY	73192716	12449	UTILITY BASE COLD MIX, SAND FOR P	
				12449	072-360-0000-4300	687.33
					070-383-0000-4310	1,174.75
					Total :	1,862.08
226095	3/7/2022	891531 WILLDAN ENGINEERING	335597	12522	ON-CALL ENGINEERING SERVICES	
				12522	001-310-0000-4270	7,500.00
				12522	024-371-0562-4600	130.00
				12522	012-311-0565-4600	260.00
				12522	025-311-0182-4600	1,365.00
				12522	024-311-0551-4600	780.00
					Total :	10,035.00
226096	3/7/2022	892023 WINDSTREAM	74576007		PHONE SERVICES 1/18-2/17	
					001-222-0000-4220	682.35
					001-420-0000-4220	470.40
					070-384-0000-4220	534.77
					001-190-0000-4220	2,235.82
					Total :	3,923.34

92 Vouchers for bank code : bank3

Bank total : 840,901.95

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
92		Vouchers in this report			Total vouchers :	840,901.95

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225886	2/23/2022	887872 ROSENBERG, IRWIN	TRAVEL		PER DIEM-2022 LCW ANNUAL CONF OI 001-222-0000-4370	40.00
Total :						40.00
225887	2/23/2022	103057 SAN FERNANDO VALLEY SUN	11347		DISPLAY ADD TREE LIGHTING 004-2385	873.30
			11355		NIB SWEEPING & PRESSURE WASHING 001-115-0000-4230	77.63
			11361		AD-BASEBALL MISISON CITY SPRING L 017-420-1330-4260	551.92
			11363		NIB UPPER RESERVOIR REPLACEMENT 001-115-0000-4230	209.25
			11364		PUBLICATION OF NOI HOUSING 001-150-0000-4230	266.63
			11365		RFP SOLAR HVAC & BATTERY ENERGY 001-115-0000-4230	70.87
Total :						2,049.60
2 Vouchers for bank code : bank3						Bank total : 2,089.60
2 Vouchers in this report						Total vouchers : 2,089.60

Voucher Registers are not final until approved by Council.

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SPECIAL CHECKS

EXIHIBIT "A"
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225888	3/1/2022	100286 BAKER, BEVERLY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	145.65
					Total :	145.65
225889	3/1/2022	100916 DEIBEL, PAUL	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
225890	3/1/2022	101781 KISHITA, ROBERT	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	153.53
					Total :	153.53
225891	3/1/2022	101926 LILES, RICHARD	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
225892	3/1/2022	102126 MARTINEZ, MIGUEL	22-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	570.78
					Total :	570.78
225893	3/1/2022	891031 ORTEGA, JIMMIE	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
225894	3/1/2022	891032 OTREMBA, EUGENE	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	614.88
					Total :	614.88
225895	3/1/2022	891354 RAMIREZ, ROSALINDA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	153.53
					Total :	153.53
225896	3/1/2022	102940 RUIZ, RONALD	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	630.87
					Total :	630.87
225897	3/1/2022	892782 TIGHE, DONNA	22-Mar		CALPERS HEALTH REIMB	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225897	3/1/2022	892782 TIGHE, DONNA	(Continued)		001-180-0000-4127	153.53
					Total :	153.53
10 Vouchers for bank code : bank3						Bank total : 3,121.59
10 Vouchers in this report						Total vouchers : 3,121.59

Voucher Registers are not final until approved by Council.

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225898	3/1/2022	100042 ABDALLAH, ALBERT	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,380.61
					Total :	1,380.61
225899	3/1/2022	100091 AGORICHAS, JOHN	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
225900	3/1/2022	891039 AGUILAR, JESUS	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	456.06
					Total :	456.06
225901	3/1/2022	100104 ALBA, ANTHONY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	614.88
					Total :	614.88
225902	3/1/2022	891011 APODACA-GRASS, ROBERTA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
225903	3/1/2022	100260 AVILA, FRANK	22-Mar		CALPERS HEALTH REIMB 041-180-0000-4127	1,290.56
					Total :	1,290.56
225904	3/1/2022	100306 BARNARD, LARRY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	770.00
					Total :	770.00
225905	3/1/2022	100346 BELDEN, KENNETH M.	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,202.00
					Total :	1,202.00
225906	3/1/2022	892233 BUZZELL, CAROL	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	145.65
					Total :	145.65
225907	3/1/2022	891350 CALZADA, FRANK	22-Mar		CALPERS HEALTH REIMB	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225907	3/1/2022	891350 CALZADA, FRANK	(Continued)		001-180-0000-4127	440.30
					Total :	440.30
225908	3/1/2022	100642 CASTRO, RICO	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,577.74
					Total :	1,577.74
225909	3/1/2022	103816 CHAVEZ, ELENA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	630.87
					Total :	630.87
225910	3/1/2022	100752 COLELLI, CHRISTIAN	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,722.43
					Total :	1,722.43
225911	3/1/2022	891014 CREEKMORE, CASIMIRA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
225912	3/1/2022	893711 DAVIS, JAMES	22-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	1,651.44
					Total :	1,651.44
225913	3/1/2022	100913 DECKER, CATHERINE	22-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	614.88
					Total :	614.88
225914	3/1/2022	100925 DELGADO, RALPH	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	440.30
					Total :	440.30
225915	3/1/2022	100960 DIEDIKER, VIRGINIA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
225916	3/1/2022	892102 DOSTER, DARRELL	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	614.88

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225916	3/1/2022	892102 892102 DOSTER, DARRELL	(Continued)			Total : 614.88
225917	3/1/2022	100996 DRAKE, JOYCE	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 Total : 232.94
225918	3/1/2022	100995 DRAKE, MICHAEL	22-Mar		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	116.47 116.47 Total : 232.94
225919	3/1/2022	100997 DRAPER, CHRISTOPHER	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,722.43 Total : 1,722.43
225920	3/1/2022	101044 ELEY, JEFFREY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,745.00 Total : 1,745.00
225921	3/1/2022	891040 FISHKIN, RIVIAN	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 Total : 153.53
225922	3/1/2022	101178 FLORES, ADRIAN	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,410.74 Total : 1,410.74
225923	3/1/2022	101182 FLORES, MIGUEL	22-Mar		CALPERS HEALTH REIMB 043-180-0000-4127	1,410.74 Total : 1,410.74
225924	3/1/2022	892103 GAJDOS, BETTY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 Total : 153.53
225925	3/1/2022	891351 GARCIA, DEBRA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,546.42

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225925	3/1/2022	891351 891351 GARCIA, DEBRA	(Continued)			Total : 1,546.42
225926	3/1/2022	891067 GARCIA, NICOLAS	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	873.31 Total : 873.31
225927	3/1/2022	101318 GLASGOW, KEVIN	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,722.43 Total : 1,722.43
225928	3/1/2022	891020 GLASGOW, ROBERT	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	312.00 Total : 312.00
225929	3/1/2022	101333 GODINEZ, FRAZIER C.	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,878.66 Total : 1,878.66
225930	3/1/2022	101409 GUERRA, LAUREN E	22-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	630.87 Total : 630.87
225931	3/1/2022	891021 GUIZA, JENNIE	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 Total : 232.94
225932	3/1/2022	101415 GUTIERREZ, OSCAR	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 Total : 153.53
225933	3/1/2022	102896 GUZMAN, ROSA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,410.74 Total : 1,410.74
225934	3/1/2022	891352 HADEN, SUSANNA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	570.78 Total : 570.78

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225935	3/1/2022	101440 HALCON, ERNEST	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,312.00 1,312.00
225936	3/1/2022	891918 HARTWELL, BRUCE	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	614.88 614.88
225937	3/1/2022	101465 HARVEY, DAVID	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 153.53
225938	3/1/2022	101466 HARVEY, DEVERY MICHAEL	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,124.00 1,124.00
225939	3/1/2022	101471 HASBUN, NAZRI A.	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,410.74 1,410.74
225940	3/1/2022	891023 HATFIELD, JAMES	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	614.88 614.88
225941	3/1/2022	892104 HERNANDEZ, ALFONSO	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,589.28 1,589.28
225942	3/1/2022	891024 HOOKER, RAYMOND	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	714.37 714.37
225943	3/1/2022	893616 HOUGH, LOIS	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	145.65 145.65
225944	3/1/2022	101597 IBRAHIM, SAMIR	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	456.06

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225944	3/1/2022	101597 101597 IBRAHIM, SAMIR	(Continued)			456.06
225945	3/1/2022	101694 JACOBS, ROBERT	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	770.00 770.00
225946	3/1/2022	892105 KAHMANN, ERIC	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	456.06 456.06
225947	3/1/2022	101786 KLOTZSCHE, STEVEN	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	917.50 917.50
225948	3/1/2022	891866 KNIGHT, DONNA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	146.52 146.52
225949	3/1/2022	892929 LEWIS, WANDA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
225950	3/1/2022	891043 LIEBERMAN, LEONARD	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 153.53
225951	3/1/2022	101933 LITTLEFIELD, LESLEY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
225952	3/1/2022	102045 LLAMAS-RIVERA, MARCOS	22-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	1,263.04 1,263.04
225953	3/1/2022	102059 MACK, MARSHALL	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,410.74 1,410.74

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225954	3/1/2022	891010 MAERTZ, ALVIN	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	442.04 442.04
225955	3/1/2022	888037 MARTINEZ, ALVARO	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,079.36 2,079.36
225956	3/1/2022	102206 MILLER, WILMA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
225957	3/1/2022	102212 MIRAMONTES, MONICA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,410.74 1,410.74
225958	3/1/2022	102232 MIURA, HOWARD	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
225959	3/1/2022	892106 MONTAN, EDWARD	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	145.65 145.65
225960	3/1/2022	102365 NAVARRO, RICARDO A	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	440.30 440.30
225961	3/1/2022	102473 ORDELHEIDE, ROBERT	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,615.36 1,615.36
225962	3/1/2022	102483 OROZCO, ELVIRA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	145.65 145.65
225963	3/1/2022	102486 ORSINI, TODD	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,191.57

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225963	3/1/2022	102486 102486 ORSINI, TODD	(Continued)			2,191.57
225964	3/1/2022	102569 PARKS, ROBERT	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,745.00 1,745.00
225965	3/1/2022	102580 PATINO, ARMANDO	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,745.00 1,745.00
225966	3/1/2022	102527 PISCITELLI, ANTHONY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	440.30 440.30
225967	3/1/2022	891033 POLLOCK, CHRISTINE	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	312.00 312.00
225968	3/1/2022	102735 QUINONEZ, MARIA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,290.56 1,290.56
225969	3/1/2022	891034 RAMSEY, JAMES	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	698.71 698.71
225970	3/1/2022	102864 RIVETTI, DOMINICK	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	770.00 770.00
225971	3/1/2022	102936 RUELAS, MARCO	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,546.42 1,546.42
225972	3/1/2022	891044 RUSSUM, LINDA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 153.53

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225973	3/1/2022	103005 SALAZAR, TONY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,410.74 1,410.74
225974	3/1/2022	103118 SENDA, OCTAVIO	22-Mar		CALPERS HEALTH REIMB 043-180-0000-4127	1,878.66 1,878.66
225975	3/1/2022	892107 SHANAHAN, MARK	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	456.06 456.06
225976	3/1/2022	891035 SHERWOOD, NINA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
225977	3/1/2022	103175 SKOBIN, ROMELIA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,096.31 1,096.31
225978	3/1/2022	893677 SOLIS, MARGARITA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,187.26 1,187.26
225979	3/1/2022	103220 SOMERVILLE, MICHAEL	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,401.00 1,401.00
225980	3/1/2022	103394 TORRES, RACHEL	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
225981	3/1/2022	889588 UFANO, VIRGINIA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 153.53
225982	3/1/2022	103516 VAIRO, ANTHONY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	2,652.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225982	3/1/2022	103516 VAIRO, ANTHONY	(Continued)			2,652.00
225983	3/1/2022	888417 VALDIVIA, LAURA	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
225984	3/1/2022	891046 VANAALST, LEONILDA	22-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	153.53 153.53
225985	3/1/2022	103550 VANICEK, JAMES	22-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	1,290.56 1,290.56
225986	3/1/2022	103562 VASQUEZ, JOEL	22-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	1,745.00 1,745.00
225987	3/1/2022	888562 VILLALPANDO, SEBASTIAN FRANK	22-Mar		CALPERS HEALTH REIMB 070-180-0000-4127	873.31 873.31
225988	3/1/2022	103692 VILLALVA, FRANCISCO	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,878.66 1,878.66
225989	3/1/2022	891038 WAITE, CURTIS	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,096.31 1,096.31
225990	3/1/2022	103612 WALKER, MICHAEL	22-Mar		CALPERS HEALTH REIMB 027-180-0000-4127	1,410.74 1,410.74
225991	3/1/2022	103620 WARREN, DALE	22-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	153.53 153.53

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vchlist
02/28/2022 10:44:08AM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225992	3/1/2022	891036 WATT, DAVID	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	614.88
					Total :	614.88
225993	3/1/2022	893690 WATTS, STEVE M.	22-Mar		CALPERS HEALTH REIMB 072-180-0000-4127	1,290.56
					Total :	1,290.56
225994	3/1/2022	891037 WEBB, NANCY	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
225995	3/1/2022	103643 WEDDING, JEROME	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	614.88
					Total :	614.88
225996	3/1/2022	103727 WYSBEEK, DOUDE	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
225997	3/1/2022	103737 YNIGUEZ, LEONARD	22-Mar		CALPERS HEALTH REIMB 001-180-0000-4127	1,096.31
					Total :	1,096.31
100	Vouchers for bank code :		bank3		Bank total :	85,853.15
100	Vouchers in this report				Total vouchers :	85,853.15

Voucher Registers are not final until approved by Council.

SPECIAL CHEKCS

EXIHIBIT "A"
RES. NO. 22-031

vchlist

Voucher List

Page: 1

02/28/2022 4:39:18PM

CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
225998	2/28/2022	101987 LOS ANGELES COUNTY CLERK	02242022		MND RECORDING-PACOIMA WASH BIK 012-311-0551-4600	75.00
					Total :	75.00
225999	2/28/2022	893115 P.E.R.S. CITY RETIREMENT	100000016642957		EMPL CONTRIB VARIANCE-01/01-01/14 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124	267.91 200.93 2,880.06
					Total :	3,348.90
226000	2/28/2022	893115 P.E.R.S. CITY RETIREMENT	100000016642973		EMPL CONTRIB VARIANCE-01/15-01/28 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124	176.89 132.67 1,901.56
					Total :	2,211.12
226001	2/28/2022	893115 P.E.R.S. CITY RETIREMENT	100000016670376		EMPL CONTRIB VARIANCE-01/29-02/11 018-222-0000-4124 018-224-0000-4124 018-225-0000-4124 018-106-0000-4124 018-420-0000-4124	131.80 98.85 1,416.83 16.91 156.97
					Total :	1,821.36
4 Vouchers for bank code : bank3						Bank total : 7,456.38
4 Vouchers in this report						Total vouchers : 7,456.38

Voucher Registers are not final until approved by Council.

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SPECIAL CHECKS

EXIHIBIT "A"
RES. NO. 22-031

vchlist

03/01/2022 1:40:33PM

Voucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
226002	3/4/2022	102519 P.E.R.S.	MARCH 2022		HEALTH INS. BENEFITS-MARCH 2022 001-1160	156,705.80
					Total :	156,705.80
226003	3/4/2022	893115 P.E.R.S. CITY RETIREMENT	100000016716446		ARREARS CONTRIBUTION - L. CRUZ S 018-130-0000-4124	10,647.42
					Total :	10,647.42
226004	3/4/2022	893115 P.E.R.S. CITY RETIREMENT	100000016716438		ADMIN FEE - ARREARS CONTRIBUTIOI 018-190-0000-4450	500.00
					Total :	500.00
3 Vouchers for bank code : bank3						Bank total : 167,853.22
3 Vouchers in this report						Total vouchers : 167,853.22

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: March 7, 2022

Subject: Consideration to Adopt a Resolution Re-Authorizing Remote Teleconference Meetings for the Period of March 14, 2022 to April 13, 2022, of the City of San Fernando's Legislative Bodies in Compliance with Government Code Section 54953(E) and Other Applicable Provisions of Assembly Bill 361

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8124 (Attachment "A") re-authorizing remote teleconference meetings for the period of March 14, 2022 to April 13, 2022, of the City of San Fernando's Legislative Bodies in compliance with Government Code (GC) Section 54953(E) and other applicable provisions of Assembly Bill 361.

BACKGROUND:

1. On October 4, 2021, the City Council was presented with an agenda report regarding adopting a resolution to continue remote teleconference meetings of the City of San Fernando's Legislative Bodies under the provisions of Assembly Bill (AB) 361 (Attachment "B"), which was signed into law on September 17, 2021. The City Council did not adopt the resolution, thereby reverting all legislative body meetings to comply with all Ralph M. Brown Act (Brown Act) requirements for public meetings.
2. On January 12, 2022, the City Council was presented an agenda report at the request of Vice Mayor Pacheco, to reconsider adopting a resolution to continue remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361. The City Council approved and adopted Resolution No. 8089, and for a period of 30 days, effective January 12, 2022 to February 11, 2022 the Legislative Bodies of the City may conduct public meetings via teleconferencing in compliance with GC Section 54953(E) and other applicable provisions of AB 361.

Consideration to Adopt a Resolution Re-Authorizing Remote Teleconference Meetings for the Period of March 14, 2022 to April 13, 2022, of the City of San Fernando's Legislative Bodies in Compliance with Government Code Section 54953(E) and Other Applicable Provisions of Assembly Bill 361

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3. On February 7, 2022, the City Council approved and adopted Resolution No. 8119 re-authorizing remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361 for a period of 30 days, effective February 12, 2022 to March 13, 2022.

ANALYSIS:

In response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 that waived certain teleconferencing requirements under the Brown Act, allowing public agencies to conduct public meetings via teleconference, while still complying with open meeting requirements and abiding by public health orders. The Executive Order N-29-20 expired on September 30, 2021.

AB 361 amends the Brown Act's Government Code Section 54953 to allow a local agency the option to hold teleconference meetings without complying with teleconferencing requirements of the Brown Act, if certain circumstances and findings are met. The special circumstances are found particularly in subsection (e) of Section 54953, and require that the legislative body holds a meeting during a proclaimed state of emergency and:

1. That state and local officials have imposed or recommended measures to promote social distancing; or
2. The legislative body holds a meeting for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The legislative body holds a meeting and determines by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health or safety of the attendees.

On February 7, 2022, the City Council adopted Resolution No. 8089 making a determination approving findings in accordance with AB 361, to allow the City to continue the option to hold teleconference meetings without complying with certain teleconferencing requirements of the Brown Act. The resolution is only effective for 30 days and expires on March 13, 2022. The City Council can renew the resolution, every 30 days, at which time a subsequent resolution (Attachment "A") will need to be adopted. If the resolution lapses, the City's Legislative Bodies will be required to comply with the Brown Act (Pre-COVID-19 Pandemic) until a new resolution is adopted to make the initial determinations and findings again.

Consideration to Adopt a Resolution Re-Authorizing Remote Teleconference Meetings for the Period of March 14, 2022 to April 13, 2022, of the City of San Fernando's Legislative Bodies in Compliance with Government Code Section 54953(E) and Other Applicable Provisions of Assembly Bill 361

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BUDGET IMPACT:

There is no fiscal impact associated with consideration of the proposed resolution. The cost of the Zoom virtual meeting platform is included in the FY 2021-2022 Adopted Budget.

CONCLUSION:

It is recommended that the City Council adopt Resolution No. 8124 (Attachment "A") re-authorizing remote teleconference meetings for the period of March 14, 2022 to April 13, 2022, of the City of San Fernando's Legislative Bodies in compliance with Government Code (GC) Section 54953(E) and other applicable provisions of Assembly Bill (AB) 361.

ATTACHMENTS:

- A. Resolution No. 8124
- B. Assembly Bill (AB) 361

RESOLUTION NO. 8124

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR ALL LEGISLATIVE BODIES OF THE CITY OF SAN FERNANDO, FROM MARCH 14, 2022 THROUGH APRIL 13, 2022, PURSUANT TO GOVERNMENT CODE SECTION 54953(E) IN ACCORDANCE WITH ASSEMBLY BILL 361

WHEREAS, COVID-19 (also known as the "Coronavirus Disease") is a respiratory disease that was first reported in China in December 2019, it has now spread throughout the world, including the State of California and the City of San Fernando ("City"); and

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a State of Emergency in response to the rising cases of COVID-19 throughout the state of California; and

WHEREAS, on March 4, 2020, the Los Angeles County Board of Supervisors and Los Angeles County Department of Public Health ("LACDPH") declared a local emergency and public health emergency in response to the spread of COVID-19 throughout the County; and

WHEREAS, on April 10, 2020, in response to the conditions of extreme peril to the safety of persons within the City, the San Fernando City Council ("City Council") declared a local emergency consistent with the declaration of local emergency by the LACPH; and

WHEREAS, on September 16, 2021, Governor Newsom signed into law Assembly Bill No. 361 ("AB 361"), which, until January 1, 2024, authorizes a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act ("Brown Act") when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing or when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, since the declaration of emergency by LACDPH, LACDPH have issued a series of Health Officer Orders containing mandates and recommendations for keeping individuals safe and preventing the spread of COVID-19; and

WHEREAS, the recent Health Officer Order, issued by LACDPH on September 17, 2021, state that all individuals and businesses are strongly urged to follow the LACDPH Best Practice Guidance, containing health and safety recommendations for COVID-19;

the LACDPH Best Practice Guidance for individuals titled "COVID-19: Reducing Risk, Keeping Safe & Preventing Spread," in a section titled:

"How to Reduce the Risk of COVID-19," states "Keep your distance. Use two arms lengths as your guide (about 6 feet) for social distancing with people outside your household when you are not sure they are fully vaccinated"; and the LACDPH Best Practices to Prevent COVID-19, Guidance for Businesses and Employers, in a section titled "Maintain healthy business operations," recommends implementation of policies and practices that support physical distancing, stating, "Whenever possible, take steps to reduce crowding indoors and enable employees and customers to physically distance from each other. Generally, at least 6 feet of distance is recommended, although not a guarantee of safety, especially in enclosed or poorly ventilated spaces."; and

WHEREAS, there has been an alarming global surge in the highly virulent Omicron variant of the COVID-19 virus, the impact of which has been felt in Los Angeles County; and

WHEREAS, according to state figures, there were 2,240 COVID-positive patients in Los Angeles County hospitals as of January 4, 2022, a jump from 1,994 on January 3, 2022 and of those patients, 303 were being treated in intensive care, an increase from 278 a day earlier; and

WHEREAS, AB 361 requires legislative bodies that conduct teleconferenced meetings under its the relaxed and abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body; and

WHEREAS, AB 361 requires the legislative body take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored; and

WHEREAS, AB 361 prohibits the legislative body from requiring public comments to be submitted in advance of the meeting and specifies that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time; and

WHEREAS, AB 361 prohibits the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified; and

WHEREAS, the City Council meetings and meetings of certain other subordinate bodies of the City (e.g, the Planning and Preservation Commission) are open and public, as required by the Brown Act, so that any member of the public may attend, participate, and watch the City Council or City Commission conduct their business; and

WHEREAS, the City finds that the continuous spread of COVID-19 throughout the community has caused, and will continue to cause, conditions of peril to the safety of persons within the City that are likely to be beyond the control of the City; and

WHEREAS, the City continues to recommend measures to promote social distancing which include but are not limited to: 1) requiring that staff and civilians wear masks in City buildings, and 2) posting COVID-19 safety measures throughout City buildings and on City's social media accounts.

WHEREAS, in light of the continuing State declaration of emergency resulting from the COVID-19 pandemic, the continuing recommendation by Los Angeles County Public Health officials of measures to promote social distancing, and the imminent risks to the health of safety of attendees at meetings conducted in person due to the spread of COVID-19, the City Council desires to make the findings required by AB 361 to allow the City Council and all City Boards and Commissions to continue to meet under AB 361's abbreviated teleconferencing procedures.

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

SECTION 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by reference; and

SECTION 2. The City Council finds that the State and County declarations of emergency in response to the COVID-19 pandemic remain in place; and

SECTION 3. The City Council finds that local officials, specifically, the Los Angeles County Department of Public Health, has continued to recommend social distancing measures.

SECTION 4. The City of San Fernando staff along with the City Council are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, taking measures to ensure that meetings of the City Council, the Planning and Preservation Commission and all meetings of other commissions subject to the Brown Act are conducted in accordance with the provisions of Government Code Section 54953(e) to the extent such bodies continue to avail themselves of the relaxed and teleconferencing procedures permitted under AB 361.

SECTION 5. If any section, subsection, sentence, clause, or phrase of this Resolution 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 Resolution.

The City Council hereby declares that it would have passed this Resolution and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Resolution would be subsequently declared invalid or unconstitutional.

SECTION 6. This Resolution shall take effect immediately upon adoption and shall be effective until the earlier of (i) 12:00 am on April 13, 2022 or (ii) such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City of San Fernando may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

SECTION 7. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 7th day of March, 2022.

Mary Mendoza, 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. 8124 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 7th day of March, 2022, 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 March, 2022.

Julia Fritz, City Clerk

Assembly Bill No. 361

CHAPTER 165

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021.

Filed with Secretary of State September 16, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public

comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

DIGEST KEY

Vote: 2/3 Appropriation: no Fiscal Committee: yes Local Program: no

BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1.

Section 89305.6 is added to the Education Code, to read:

89305.6.

(a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing and make public meetings accessible telephonically,

or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2.

Section 11133 is added to the Government Code, to read:

11133.

(a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

- (E) At least one member of the state body be physically present at the location specified in the notice of the meeting.
- (c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.
- (d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:
- (1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.
 - (2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).
- (e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:
- (1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.
 - (2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.
- (f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3.

Section 54953 of the Government Code is amended to read:

54953.

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act

(Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the

opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, "state of emergency" means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1.

Section 54953 of the Government Code is amended to read:

54953.

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1

(commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the

public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, "state of emergency" means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4.

Section 54953 is added to the Government Code, to read:

54953.

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act

(Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1.

Section 54953 is added to the Government Code, to read:

54953.

(a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

- (2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.
- (3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.
- (4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.
- (c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.
- (2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
- (3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.
- (d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.
- (2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5.

Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6.

It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7.

The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8.

(a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video

teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9.

This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: March 7, 2022

Subject: Consideration to Adopt a Resolution to Authorize Filing a Grant Application with the Los Angeles County Regional Park and Open Space District for Measure A Funding

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8125 (Attachment "A") authorizing the filing of a grant application to Los Angeles County Regional Park and Open Space District (RPOSD) for Measure A funding for Projects and Programs;
- b. Authorize the City Manager to accept any grant funds from ROPSD, upon award;
- c. Authorize the City Manager or designee to execute all related grant documents required for receiving such grant funds pursuant to the terms and conditions of the grant; and
- d. Upon full execution of all grant-related documents, authorize the City Manager to amend the revenue and expenditure budgets to appropriate the grant funds.

BACKGROUND:

1. Since 1992 the Los Angeles County Regional Park and Open Space District (RPOSD) has awarded grant funds for more than 1,500 projects for parks, recreational, cultural, and community facilities as well as beaches and open space lands throughout the county. Funding for such projects was generated through the 1996 Proposition A, which expired in 2019.
2. On November 8, 2016, the electorate approved the Los Angeles County Safe, Clean Neighborhood Park, Open Space, Beaches, River Protection, and Water Conservation Measure (Measure A). The passage of Measure A ensured that parks, open spaces, beaches, and waterways were built and protected for future generations. Measure A does not have an expiration date.

Consideration to Adopt a Resolution to Authorize Filing a Grant Application with the Los Angeles County Regional Park and Open Space District for Measure A Funding

Page 2 of 3

3. On February 5, 2018, the City Council adopted the Park and Recreation Master Plan (PMP) as an instrument for developing a comprehensive vision for park facility improvements and recreational programs offered to the residents of San Fernando. The PMP identified multiple park improvements that needed to be addressed in order to maintain the continuity of recreational programs and services for the community.
4. On September 15, 2020, the Parks, Wellness and Recreation Commission (PWRC) reviewed potential renovation projects, provided feedback and prioritized three capital projects that grant funds could help renovate. The projects included renovation of: the Pioneer Park playground (ranked #1); the walking path lighting at Las Palmas Park (ranked #2); and the Recreation Park roof (ranked #3).
5. On October 19, 2020, the City Council concurred with the PWRC recommendation to renovate the Pioneer Park playground and authorized staff to submit a grant application to the State of California Department of Parks and Recreation for the Per Capita grant program. Based on the Per Capita Program and the Urbanized City allocation rate, the City of San Fernando was eligible to receive \$192,905 in Per Capita funds.
6. On August 17, 2021, the City and State executed an agreement for the Per Capita funds. Soon after, staff began developing a scope for the renovation of the Pioneer Park playground. The initial discoveries of the project determined that the Per Capita funds were insufficient to complete the renovations. Staff began to look for additional funding resources.
7. On November 15, 2021, the City Council authorized the submittal of an \$180,000 grant application to the RPOSD for the Pioneer Park Playground Renovation Project to augment funding for the project.

ANALYSIS:

The Pioneer Park Playground Renovation Project will add new ADA accessible playground equipment with shading. The Project will include installation of a new playground safety surface, and an outdoor exercise equipment.

There are two funding sources for the Pioneer Park Playground Renovation Project. One is the State of California Prop. 68 Per Capita grant for \$192,905 and the other is the Los Angeles County Measure A grant for \$180,000. Both grants are considered CIP grants that will fund the construction of the new playground area. However, the grants do not account for community outreach or design services for the Pioneer Park Project.

The Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 established the Technical Assistance Program (TAP) to assist agencies and organizations with developing eligible park projects and strong applications for Measure A grants and help High or Very High Park Need communities create multi-benefit park projects and programs throughout Los Angeles County.

Consideration to Adopt a Resolution to Authorize Filing a Grant Application with the Los Angeles County Regional Park and Open Space District for Measure A Funding

Page 3 of 3

Promoting park equity being at TAP's core, additional funds are earmarked for grant writing, planning and design, innovation, and construction management. The goal is to support the development of park and open space grant applications that result in: more high-quality park acreage; the increased recreational access; park amenity improvements; and jobs creation in communities identified as High or Very High Park Need Study Areas.

The City of San Fernando is considered a High Park Need area and the Pioneer Park Playground Renovation Project meets the eligibility criteria for TAP services. Upon approval from the City Council, staff will prepare and submit the Measure A grant for TAP services to assist with community outreach and design of the Pioneer Park Playground Renovation Project.

The proposed Resolution is a blanket resolution that authorizes staff to apply for projects and programs funded through the RPOSD grant program. This resolution streamlines the application process by granting authorization for the TAP Services and future grant applications.

BUDGET IMPACT:

There is no budget impact associated with approving a resolution authorizing staff to apply for a TAP Services grant. Acquiring grants is pursuant to the Park Master Plan, the City Council Strategic Goals I. V. and is incorporated into the RCS Department's work plan. The current fund allocation for the Pioneer Park Playground Renovation Project is \$372,905 for construct. An additional \$25,000 is being requested for TAP services.

Should the City be awarded the grant, staff is requesting authorization for the City Manager to appropriate revenue and expenditures equal to the grant award in the Capital Grants Funds – Recreation and Community Service Grant (Fund 010). All cost related to community engagement and design of the Pioneer Park Playground Project is reimbursable through the TAP Services grant.

CONCLUSION:

It is recommended that the City Council adopt the proposed Resolution authorizing the submittal of a grant application to Los Angeles County Regional Park and Open Space District for Measure A funded Projects and Programs and, if grant funds are awarded, authorize the City Manager to take all related actions to execute the grant.

ATTACHMENT:

A. Resolution No. 8125

RESOLUTION NO. 8125

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE FILING OF AN APPLICATION FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS

WHEREAS, the voters of the County of Los Angeles on November 8, 2016, approved the Safe, Clean Neighborhood Parks, Open Space Beaches, Rivers Protection, and Water Conservation Measure (Measure A); and

WHEREAS, Measure A also designated the Los Angeles County Regional Park and Open Space District (the District) to administer said funds; and

WHEREAS, the District has set forth the necessary policies and procedures governing the application for grant funds under Measure A; and

WHEREAS, the District's policies and procedures require the governing body of the City of San Fernando to approve of the filing of an application before submission of said application to the District; and

WHEREAS, said application contains assurances that the City San Fernando must comply with; and

WHEREAS, the City of San Fernando will enter into Agreement with the District to provide funds for acquisition projects, development projects, and/or programs.

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

SECTION 1. Approves the blanket authority to file applications with the Los Angeles County Regional Park and Open Space District for Measure A Funds for projects or programs; and

SECTION 2. Certifies that the City of San Fernando understands the assurances and will comply with the assurances in the application form; and

SECTION 3. Appoints the City Manager, or designee (Director of Recreation and Community Services), to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of projects or programs.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 7th day of March, 2022.

Mary Mendoza, 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. 8125 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 7th day of March, 2022, 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 March, 2022.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Fabian Valdez, Police Chief
Benny Simonzad, Police Sergeant

Date: March 7, 2022

Subject: Consideration to Approve a Multi-Year Purchase Order for the Purchase and Installation of Safety Equipment for Police Patrol Vehicles

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a five-year purchase order with Dana Safety Supply Inc. for purchase and installation of safety equipment for police patrol vehicles;
- b. Approve a purchase in the amount of \$81,445.47 for the purchase of equipment and components to retrofit Four (4) police patrol vehicles with the necessary safety equipment; and
- c. Authorize the City Manager to execute the purchase order.

BACKGROUND:

1. On June 17, 2020, the City Council adopted the Fiscal Year (FY) 2020-2021 Budget, which included funding to purchase two police patrol vehicles.
2. On March 15, 2021, the City Council approved the mid-year budget adjustments, which included funding to purchase two additional police patrol vehicles, for a total of four (4) police patrol vehicles.
3. On April 19, 2021, the City Council approved a purchase order with Wondries Fleet Group to purchase two 2021 Ford Police Interceptor Patrol Vehicles.
4. On August 2, 2021, the City Council approved a purchase order with Wondries Fleet Group to purchase two additional 2022 Ford Police Interceptor Patrol Vehicles.

Consideration to Approve a Multi-Year Purchase Order for the Purchase and Installation of Safety Equipment for Patrol Vehicles

Page 2 of 4

5. On November 10, 2021, the City took delivery of the two 2021 Ford Interceptors.

6. On January 13, 2022, the City took delivery of the two 2022 vehicles.

ANALYSIS:

Police patrol vehicles are ordered from the manufacturer and do not contain any additional emergency equipment. As a result, individual departments are required to purchase and install the variety of emergency equipment and retrofit the vehicle. Some of this equipment includes a roof mounted light bar, audible siren, red and blue lighting, weapon retention racks, radios, mobile data terminals (MDTs), driver door ballistic panels, in vehicle camera systems, all subsequent wiring, storage containers in addition to a rear passenger security barrier and compartment with a plastic formed seat. In addition, the retrofitting process involves installing electrical components and wiring into the vehicle.

In November 2021, Police Department staff worked with the Public Works Fleet Maintenance Division to identify any viable current police vehicle equipment that could be reused during the retrofitting of the four new police vehicles. Because the four new police vehicles are a “sport utility” body style and the vehicles being replaced are a “sedan” body style, the physical dimensions made the current equipment incompatible for reuse with the exception of one rear storage compartment box currently mounted in the utility style Watch Commander’s vehicle. Further, it was determined that the current Watch Commander’s vehicle would be retained as a working spare vehicle, thus not allowing for any additional removal of emergency equipment.

Staff then contacted representatives from the Burbank, Glendale and the Pasadena Police Departments to inquire about their respective vehicle fleet and retrofitting vendors. Subsequently, and in accordance with the City’s procurement policy, staff contacted three (3) companies to provide quotes to retrofit the four new vehicles:

- Dana Safety Supply, Inc. located in Canoga Park
- KR Nida Corporation located in La Crescenta
- Hi Standard Automotive, LLC. located in Orange

Staff reviewed each bid and evaluated the respective vendors based on their responsiveness to staff, the detail of the bid, the distance from the San Fernando Police Department, the physical location of the vendor and the ability to perform the work requested. Based on that analysis, staff recommends Dana Safety Supply Inc. (Attachment “A”) to retrofit the four new police vehicles.

Consideration to Approve a Multi-Year Purchase Order for the Purchase and Installation of Safety Equipment for Patrol Vehicles

Page 3 of 4

Dana Safety Supply is a national retailer that specializes in vehicle retrofitting in addition to supplying other safety products. The main headquarters for Dana Safety Supply is located in Greensboro, North Carolina, and has been in business since 2005. Dana Safety Supply has approximately 30 locations in the United States, including one located in Canoga Park, California, which is approximately 13 miles from San Fernando Police Department. At the Canoga Park location, they employ approximately seven staff, six of whom are vehicle retrofitters. They have the capability to work on 17 vehicles at one time and their warehouse is secured with perimeter gates and internal and external security cameras.

Dana Safety Supply Inc. retrofitted approximately 12,000 police vehicles last year and has retrofitted vehicles from the Whittier, Santa Fe Springs, Huntington Beach, Ventura, and Cypress Police Departments, and holds a three-year contract with Kern County Sheriff's Department for vehicle retrofitting. In addition, Dana Safety Supply Inc. provides a five-year warranty on equipment and installation, which is generally the life of a police vehicle. Dana Safety Supply Inc. was extremely responsive with staff and provided additional information, as requested. The bid provided was very detailed and contained all items needed to complete the retrofit which would eliminate any later unforeseen costs.

Of the other two vendors, KR Nida Corporation (Attachment "B") did not include vital equipment in their quote and did not provide an updated quote in a timely manner, as requested. Hi-Standard Automotive, LLC. (Attachment "C") is located in Orange County, which presents a number of logistical challenges related to warranty and ongoing repair work that has the potential to result in additional costs for labor resources and time delays.

Due to the continuous nature of police vehicle service and the need to maintain standardization with repair, staff is also recommending a five-year purchase order with Dana Safety Supply, Inc.. This will provide consistency in equipment replacement, a uniform vehicle configuration, reduced administrative staff time to obtain future bids for service, and drastically decrease the time it takes to get a new police vehicle into services. The current vehicle fleet was outfitted utilizing multiple vendors which makes timely repair and troubleshooting difficult.

BUDGET IMPACT:

The vehicle retrofitting cost of \$20,000 for the two 2022 police patrol vehicles was approved in the FY 2021-2022 budget within the Police Patrol Capital account (account 001-225-0000-4500) with the intent to reuse current equipment. As stated previously, the vehicles that are being replaced are not compatible in size to allow for recycling of equipment. In addition, there was an oversight and no monies were allocated to fund the retrofitting of the two 2021 police patrol vehicles. Consequently, \$62,000 in additional funding is needed to complete the retrofit using new equipment and components.

Consideration to Approve a Multi-Year Purchase Order for the Purchase and Installation of Safety Equipment for Patrol Vehicles

Page 4 of 4

Through the mid-year budget adjustments, the \$20,000 originally budgeted in the Police Patrol Capital account is being transferred to the Equipment Replacement Fund. An additional \$52,000 in available Equipment Replacement Fund reserve balance was identified, for a total of \$72,000. The additional \$10,000 will be funded through the \$2,000,000 grant provided by the State to cover the cost of the Police Department's City-Wide Radio System, 9-1-1 Communications Center, Body-Worn Cameras and In-Vehicle Cameras, as part of the increased expense is a result of wiring for the in-car camera system and cradle point modem installation.

CONCLUSION:

Staff recommends that City Council approve a five-year purchase order with Dana Safety Supply Inc. for purchase and installation of safety equipment for police patrol vehicles and approve a purchase in the amount of \$81,445.47 for the purchase of equipment and components to retrofit Four (4) police patrol vehicles with the necessary safety equipment.

ATTACHMENTS:

- A. Dana Safety Supply, Inc. Quote
- B. KR Nida Corporations Quote
- C. Hi Standard Automotive, LLC. Quote

ATTACHMENT "A"

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	430003-C
Customer No.	SANFERNPD

Bill To
SAN FERNANDO POLICE DEPARTMENT 910 FIRST ST. SAN FERNANDO, CA 91340

Ship To
SAN FERNANDO POLICE DEPARTMENT 910 FIRST ST. SAN FERNANDO, CA 91340

Contact: SYLVIA ORTEGA
Telephone: 818-898-1281
E-mail: SORTEGA@SFCITY.ORG

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Telephone: 818-898-1281
E-mail: SORTEGA@SFCITY.ORG

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
02/24/22	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	N	INFO VEHICLE INFORMATION Warehouse: LOSA Vin #: 2021 Ford Police Interceptor Utility Patrol build		0.0000	0.00
1	1	Y	ENGKTSL001 SOI BLUEPRINT SILVER PACKAGE Warehouse: LOSA Vin #: INCLUDES SIREN 2 SPEAKERS CENTRAL CONTROLLER REMOTE NODE CONTROL PANEL		0.0000	0.00
1	1	Y	ENGLMK008 SOI BLUEPRINT LINK MICRO KIT Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	ENGSYMD01 SOI SOUND OFF / BLUEPRINT SYNC MODULE Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	ELUC3H010D SOI UNIV UNDERCOVER LED INSERT, 5 WIRE RED/WHITE Warehouse: LOSA Vin #: Driver Headlight Hide-a-ways		0.0000	0.00

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Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	ELUC3H010E SOI UNIV UNDERCOVER LED INSERT, 5 WIRE BLUE/WHITE Warehouse: LOSA Vin #: Passenger Headlight Hide-a-ways		0.0000	0.00
2	2	Y	ELUC3H010J SOI UNIV UNDERCOVER LED INSERT, 5 WIRE RED/BLUE Warehouse: LOSA Vin #: Taillight Hide-a-ways		0.0000	0.00
4	4	Y	PLUCTCL1 SOI REPLACEMENT COLLAR KIT FOR TWIST-IN UNDERCOVER Warehouse: LOSA Vin #:		0.0000	0.00
6	6	Y	EMPS2STS5RBW SOI MPOWER FASCIA 4"18-LED STUD MNT RED/BLUE/WHITE Warehouse: LOSA Vin #: (4) Mounted in push bumper cross bar (1) Mounted in driver cargo window (1) Mounted in passenger cargo window		0.0000	0.00
4	4	Y	EMPS2QMS5RBW SOI MPOWER FASCIA 4"18-LED QUICK MNT RED/BLUE/WHITE Warehouse: LOSA Vin #: (1) Mounted on pasenger side mirror (1) Mounted on driver side mirror (2) mounted by rear license plate		0.0000	0.00

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02/24/22	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
2	2	Y	PMP2WSSSB SOI 4" MPOWER SINGLE WINDOW SHROUD-BLACK Warehouse: LOSA Vin #: Used with cargo window lights		0.0000	0.00
1	1	Y	EMPLB00K45-2CS SOI 48"/123cm 10-16 Volt MPOWER 6 INCH LED LIGHTBAR Warehouse: LOSA Vin #: 48"/123cm 10-16 Volt MPOWER 6 INCH LED LIGHTBAR W/ LIN DSC TECHNOLOGY /D08//D08/D12D12D12D12D12D12D08D08\ /R_W/R_W/R_W R_W R_WB_WB_WB_WB_WB_WB_WB_W\ D08 SILVER O D08 R_W CLEAR O B_W D08D08D12D12D12D12D12D12/D08//D08/ R_WR_WRAAR_AAB_AAB_A/B_W//B_W/ Accessories - PNFLBSPLT1, AUTO-DIM Mount - Fixed Height Mount (PMPLBK01) & Extension Plate (PMPLBKXT) Hook - PNFLBF32 Vehicle- Ford Explorer/PI SUV w/o Roof rack (2020-22) Quote QE092880		0.0000	0.00

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02/24/22	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	MISC SOI 6 MODULE ARROW KIT R/A & B/A Warehouse: LOSA Vin #: EMPAK002K6 QE096591 Ford Explorer/PI Utility (2020-22) 6 Mod Split Rear (DRV) D12 D12 D12 D12 D12 D12 (PAS) R_A R_A R_A X X B_A B_A B_A Accessories: PNFLBSPLT1 DSC w/ Breakout Box (Included)		0.0000	0.00
2	2	Y	PMP2WDG05B SOI MPOWER 4" 5 DEGREE WEDGE BLACK Warehouse: LOSA Vin #: For Mirror Mounted Lights		0.0000	0.00
1	1	Y	EMPS1SLS1R SOI 3" STUD MNT, 4 LED RED Warehouse: LOSA Vin #: Mounted on bottom of hatch		0.0000	0.00
1	1	Y	EMPS1SLS1B SOI mpower3" Fascia Light w/ Stud Mount blue Warehouse: LOSA Vin #: Mounted on bottom of hatch		0.0000	0.00

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Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	CC-20-UV10-L8 TROY CONSOLE Warehouse: LOSA Vin #: 2020 FORD PIUV CONSOLE W/10" SLOPE AND 8" OF LEVEL COMES WITH RELOCATION FOR THE PARKING BRAKE AND OEM USB RELOCATION		0.0000	0.00
1	1	Y	FP-MXTL2500 TRO 3 FACEPLATE FOR MOTAROLA RADIO (REMOTE) Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	FP-SO380R TROY FACEPLATE SOUNDOFF Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	AC-TICK-2 TRO INTERNAL 3" SHALLOW TRAY, 2" DEEP Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	AC-TB-ARMMNT-58 TROY bolt to back of consoles Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	CM-UV20-SL-LED TROY COMPUTER PACKAGE Warehouse: LOSA Vin #: CM-UV20-SL-LED		0.0000	0.00

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E-mail: SORTEGA@SFCITY.ORG

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Telephone: 818-898-1281
E-mail: SORTEGA@SFCITY.ORG

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
02/24/22	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	WG-UV20-POLY-SET TROY WINDOW GUARD Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	KIT-TP-SL6U-BB-SS TROY 2020 PI Utility US Partition Kit Warehouse: LOSA Vin #: Troy, 202 PI Utility US Partition Kit TP-E-SL6-US-SS SAB-20-FDUV-BB KP-UV20-DAP-SS		0.0000	0.00
1	1	Y	PS-20-UV-OS-R TROY REAR BARRIER, OSB, PL SEAT Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	FDRT-1 Lakeman Chassi Equiment Tray (fold down tray PIU) Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	7129-1440F BOSS Strong box with Brackets Warehouse: LOSA Vin #: (Includes: Drawer, Stands and Fence) With Divider		0.0000	0.00

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Printed By: Mark Lavallee

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Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	430003-C
Customer No.	SANFERNPD

Bill To
SAN FERNANDO POLICE DEPARTMENT 910 FIRST ST. SAN FERNANDO, CA 91340

Ship To
SAN FERNANDO POLICE DEPARTMENT 910 FIRST ST. SAN FERNANDO, CA 91340

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
02/24/22	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	GK10301S1USSCAXL SMC D T-RAIL MOUNT 1 SM 1UNIV XL Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	GK10301S1USSCAXL SC-1 SANTA CRUZ SHOT GUN LOCK Warehouse: LOSA Vin #: #2 Key Shoutgun lock for overhead mount		0.0000	0.00
1	1	Y	AL TUFLOC ROLL BAR MOUNT GUN RACK FOR REM 870 EXP Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	TUFLOC ROLL BAR MOUNT GUN RACK FOR REM 870 EXP 7160-0515-00 GJ Getac V110 NO RF Vehicle Docking Station Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	MISC SETINA LIGHT READY PUSH BUMPER PB450LR4 Warehouse: LOSA Vin #:		0.0000	0.00
2	2	Y	2021 INTERCEPTOR UTILITY 4 SOUNDOFF MPOWERS IN CROSSBAR MMSU-1 MAGNETIC MIC SINGLE UNIT CONVERSION KIT Warehouse: LOSA Vin #:		0.0000	0.00

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Printed By: Mark Lavallee

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Sales Quote

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4809 KOGER BLVD
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Telephone: 800-845-0405

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
02/24/22	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	SS0009 PRO GARD SAFESTOP, 2020 PI-UTILITY Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	ECVDMLTAL00 SOI UNIVERSAL DOME LIGHT ALL LED, RED/CLEAR Warehouse: LOSA Vin #: MOUNTED ABOVE CENTER CONSOLE		0.0000	0.00
2	2	Y	3SRCCDCR WEC 3" RND SUPER-LED COMPARTMENT SPLIT R/C Warehouse: LOSA Vin #: RED & WHITE DOME LIGHT 1 MOUNTED IN REAR CARGO AREA 1 MOUNTED ON REAR HATCH		0.0000	0.00
1	1	Y	6001-3001B CE TH Series Time Delay Relay, 200 A Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	8028B CE RT Fuse Block 6 Pos w/ LED Indication, Bulk Warehouse: LOSA Vin #: FUSE BLOCK FOR CENTER CONSOLE		0.0000	0.00
1	1	Y	8029B CE RT Fuse Block 12 Pos w/ LED Indication, Bulk Warehouse: LOSA Vin #: FUSE BLOCK FOR REAR ELECTRONICS TRAY		0.0000	0.00

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Printed By: Mark Lavallee

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Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	430003-C
Customer No.	SANFERNPD

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
02/24/22	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	8030B CE RT Screw Terminal 12 Circuit Dual Level Busbar, Bul Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	GROUND BLOCK FOR REAR ELECTRONICS TRAY 01-00358 ANGEL ARMOR Ford, Police Interceptor Utility, Level II Warehouse: LOSA Vin #: Police Interceptor Utility, Level III+ Front Door, DRIVER Side Ford Explorer (2020 & Newer Models)		0.0000	0.00
1	1	Y	B-BOM560-CC INTERMOTIVE BLACKOUT MODULE Warehouse: LOSA Vin #:		0.0000	0.00
1	1	Y	GRAPHICS GRAPHICS FOR VEHICLE Warehouse: LOSA Vin #: THIS DOES NOT INCLUDE LABOR FOR GRAPHICS INSTALL		550.0000	550.00
1	1	Y	ESTIMATE PENDING GRAPHICS DESIGN GRAPHICS INSTALL GRAPHICS INSTALL Warehouse: LOSA Vin #: ESTIMATE PENDING GRAPHICS INSTALL		250.0000	250.00

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Sales Quote

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4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	430003-C
Customer No.	SANFERNPD

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
02/24/22	GROUND SHIPMENT		QUOTED FREIGHT		NET30	
Entered By			Salesperson	Ordered By		Project Name
Mark Lavallee			Chris Degioanni - LA			
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
1	1	Y	EVP EMERGENCY VEHICLE PACKAGE Warehouse: LOSA Vin #:		14,745.0000	14,745.00
1	1	Y	INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: LOSA Vin #: LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****		185.0000	185.00
1	1	N	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: LOSA Vin #: INSTALLATION OF DSS SUPPLIED EQUIPMENT INCLUDING BALLISTIC DOOR PANEL, AS WELL AS CUSTOMER PROVIDED RADIO, AXON VIDEO SYSTEM, AND ALL NEEDED ANTENNAS Approved By: _____ <input type="checkbox"/> Approve All Items & Quantities Quote Good for 30 Days		3,050.0000	3,050.00

Print Date	02/27/22
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Printed By: Mark Lavallee

Subtotal	18,780.00
Freight	350.00
9.500 % Sales Tax	1,494.35
Order Total	20,624.35



KR Nida Corporation

3827 Foothill Boulevard
La Crescenta, CA 91214
(818) 957-1248 Phone
(818) 957-0719 Fax

ATTACHMENT "B"

QUOTATION

Date	QUOTATION
1/14/2022	Q021341

Name / Address
SAN FERNANDO POLICE DEPARTMENT 910 FIRST STREET SAN FERNANDO, CA 91340

Ship To
SAN FERNANDO P.D. 910 FIRST STREET SAN FERNANDO, CA 91340

		P.O. No.	Terms	Rep	Project
			Net 30	RM	
Item	Description	Qty	Cost	Total	
CC-20-UV10-L8	2020 PI UTILITY 18" SLOPED CONSOLE, 10" SLOPE, 8"LEVEL	1	505.11	505.11T	
AC-INBHG	CUP HOLDER	1	51.35	51.35T	
AC-MCM1	AC MICROPHONE CLIP ASSEMBLY	2	14.63	29.26T	
AC-TB-ARMMN...	CONSOLE MOUNTED HEIGHT ADJUSTABLE ARM REST	1	171.80	171.80T	
FP-MXTL5000	FP 3" XTL/APX FACEPLATE	1	37.35	37.35T	
FP-FEDPA300	FP 3" CODE 3 SIREN FACEPLATE	1	37.35	37.35T	
FP-BLNK2	FP 2" DUAL USB PLATE	1	53.20	53.20T	
RAM-VB-181-SW1	RAM Universal Vertical Console Laptop Mount	1	331.17	331.17T	
Z3-MATRIX	Code 3 Z3S Matrix® Siren, Push Button	1	994.16	994.16T	
C3100X	C3100 100W speaker with Ford Utility mounting bracket	1	224.45	224.45T	
CODE 3	Matrix 44" Red/Blue Lightbar with Traffic Advisor	1	2,287.68	2,287.68T	
CD5051	Code 3 CD5051 Series directional LED warning light - Red	1	102.53	102.53T	
THIS QUOTE IS VALID FOR 180 DAYS.			Subtotal		
			Sales Tax (10.0%)		
Signature			Total		



KR Nida Corporation

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(818) 957-1248 Phone
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QUOTATION

Date	QUOTATION
1/14/2022	Q021341

Name / Address
SAN FERNANDO POLICE DEPARTMENT 910 FIRST STREET SAN FERNANDO, CA 91340

Ship To
SAN FERNANDO P.D. 910 FIRST STREET SAN FERNANDO, CA 91340

		P.O. No.	Terms	Rep	Project
			Net 30	RM	
Item	Description	Qty	Cost	Total	
CD5051	Code 3 CD5051 Series directional LED warning light -Blue	1	102.53	102.53T	
M180	Code 3 M180SMC Red/Blue Multi-Color with FSM-BKT-PIU20 Side Mirror Bracket	2	175.20	350.40T	
ECVDMLTALDC	Red/White Dome Light OEM style	2	86.275	172.55T	
FHL-TAIL-FIU	Federal Signal Ford Police Interceptor Utility SUV 2016+ Taillight Flasher With 18" Wire Leads	1	123.60	123.60T	
TP-E-SL6-US-SS	E-SLIDE U.S. CAGE, RECESSED PANEL, SQUARE HOLE BKT(BEHIND DRIVER)	1	857.11	857.11T	
SAB-20-FDUV	2020 PI UTILITY MOUNTING KIT 100% SEAT SLIDE	1	40.00	40.00T	
PS-FDUV-OS-R	ABS REAR SEAT W/OS BELTS SYSTEM AND TROY REAR CARGO CAGE FOR 2013-2017 FORD UTILITY	1	1,688.06	1,688.06T	
PS-20-FDUV-PAN	2020 PI UTILITY PLASTIC FLOOR PAN W/ V- DRAIN	1	371.60	371.60T	
TP-20-FDUV-FX	2020 PI UTILITY REAR PARTITION, SQUARE-HOLE WINDOW, DRIVER-SIDE FIRE EXT. COMPARTMENT (CARGO)	1	583.54	583.54T	
THIS QUOTE IS VALID FOR 180 DAYS.			Subtotal		
			Sales Tax (10.0%)		
Signature			Total		



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QUOTATION

Date	QUOTATION
1/14/2022	Q021341

Name / Address
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Ship To
SAN FERNANDO P.D. 910 FIRST STREET SAN FERNANDO, CA 91340

		P.O. No.	Terms	Rep	Project
			Net 30	RM	
Item	Description	Qty	Cost	Total	
CP-UV20-CARGO	2020 FORD UV TILT-UP CARGO MOUNT W/GAS SHOCKS	1	767.46	767.46T	
AC-20-UV-TRAY	2020 PI UTILITY ELECTRONICS TRAY	1	257.69	257.69T	
BK2124ITU20	PB450L2 FOR 2022 FORD UTILITY W/ MICROPULSE ULTRA LIGHTS X4	1	868.33	868.33T	
SC-920-D-B-5	UNIVERSAL RAIL DUAL GUN RACK WITH SC-1B BARREL AND SC-6 XL LOCK	1	616.20	616.20T	
MISC PARTS	MISCELLANEOUS INSTALLATION PARTS. WIRING, LOOM, FUSE BLOCKS, BREAKERS, ETC.	1	325.00	325.00T	
INSTALLATION	INSTALLATION SERVICE FOR RADIO, CRADLEPOINT, REAR CARGO PARTITION, RADIO TRAY, SIREN, SIREN CONTROLLER, LIGHT BAR, OUTSIDE LIGHTS, PUSH BUMPER, AND ANTENNAS PROVISIONS WILL BE MADE FOR FUTURE AXON INSTALL. INSTALLATION TO BE COMPLETED BY AXON EMPLOYEES	1	4,250.00	4,250.00	
THIS QUOTE IS VALID FOR 180 DAYS.			Subtotal		
			Sales Tax (10.0%)		
Signature			Total		



KR Nida Corporation

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QUOTATION

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1/14/2022	Q021341

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Ship To
SAN FERNANDO P.D. 910 FIRST STREET SAN FERNANDO, CA 91340

		P.O. No.	Terms	Rep	Project
			Net 30	RM	
Item	Description	Qty	Cost	Total	
	CRADLEPOINT, LTE ANTENNA, MOTOROLA RADIO, LMR ANTENNA, GETAC AND BASE TO BE PROVIDED BY SFPD				
THIS QUOTE IS VALID FOR 180 DAYS.			Subtotal		
			\$16,199.48		
			Sales Tax (10.0%)		
			\$1,194.95		
Signature _____			Total		
			\$17,394.43		

\$16,199.48

\$1,194.95

\$17,394.43

HI STANDARD AUTOMOTIVE, LLC
Emergency Vehicle Specialists Since 1977
1110 W. Barkley Avenue
Orange, CA 92868-1213
714-532-1171 / FIN: 26-4024929

QUOTATION

Number: E20055

Date: 2/10/2022

Bill To:

CITY OF SAN FERNANDO

Ship To:

SAN FERNANDO POLICE DEPT.
 ATTN: SGT. BENNY SIMONZAD
 BSimonzas@sfcity.org

PO Number	Terms	Date Shipped	Ship Via	Reference
	NET-30 DAYS			

Description	Qty	Price Ea.	Tax	Amount
CODE-3 21 SERIES MATRIX / 21-33516-CM LED LIGHT BAR - PER ATTACHED DRAWING	1	\$1,884.00	✓	\$1,884.00
CODE-3 ADJBKT011B 2020+ FORD PI MOUNT KIT	1	\$0.00		\$0.00
CODE-3 Z3SPX-1 MATRIX DUAL TONE SIREN/ LIGHT CONTROL W/BANSHEE AUX. SIREN	1	\$755.00	✓	\$755.00
CODE-3 Z3S-OBID-PIU-G VEHICLE INTERFACE CABLE	1	\$207.00	✓	\$207.00
CODE-3 C3900U SIREN SPEAKER W/UNIV. MOUNT	2	\$169.00	✓	\$338.00
CODE-3 MR6MC-RW LED, MULTI-COLOR, UNIV. MNT., RED/WHITE (DS OSRV MIRROR)	1	\$79.75	✓	\$79.75
CODE-3 MR6MC-BW LED, MUTLTI-COLOR, UNIV. MNT, BLUE/WHITE (PS OSRV MIRROR)	1	\$79.75	✓	\$79.75
CODE-3 FSM-BKT-PIU MIRROR MOUNT BRACKET KIT	1	\$29.25	✓	\$29.25
CODE-3 ULT6A, LED FLUSH MOUNT, AMBER (END GATE)	1	\$59.00	✓	\$59.00
CODE-3 ULT6B, LED, FLUSH MOUNT, BLUE (END GATE)	1	\$59.00	✓	\$59.00
CODE-3 MR6MC-RB LED, SINGLE HEAD, SPLIT RED/BLUE (SIDE 1/4 GLASS)	2	\$79.75	✓	\$159.50

HI STANDARD AUTOMOTIVE, LLC
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714-532-1171 / FIN: 26-4024929

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 ATTN: SGT. BENNY SIMONZAD
 BSimonzas@sfcity.org

PO Number	Terms	Date Shipped	Ship Via	Reference
	NET-30 DAYS			

Description	Qty	Price Ea.	Tax	Amount
CODE-3 42-3PRBA LED TRI-COLOR CITADEL REAR SYSTEM, RED/BLUE W/AMBER AS OVERRIDE (REAR SPOILER)	1	\$721.00	✓	\$721.00
CODE-3 CD9012-PI-RB HIDE-A-BLAST CORNER LIGHT (RR BU LT.)	2	\$69.00	✓	\$138.00
TROY CC-20-UV10-L8 VEHICLE SPECIFIC CONSOLE, 10" SLOPE, 8" FLAT W/ FACEPLATES AS SPECIFIED	1	\$413.00	✓	\$413.00
TROY AC-TICK SHALLOW TRAY, 3"	1	\$36.50	✓	\$36.50
TROY AC-INTBHG DUAL INTERNAL BEV. HOLDER	1	\$44.00	✓	\$44.00
TROY AC-TB-ARMREST-58 CONSOLE MOUNT ARMREST W/SWIVEL PAD	1	\$147.00	✓	\$147.00
TROY CM-UV20-SL-LED SIDE MOUNT SWING ARM	1	\$530.00	✓	\$530.00
TROY WG-UV20-POLY-SET REAR DOOR GLASS BARRIER, POLY, SET	1	\$228.00	✓	\$228.00
TROY TP-E-SL6-US-SS SAFETY PARTITION W/SAB-20-FDUV-BB BIG BOY MOUNT KIT	1	\$729.25	✓	\$729.25
TROY KP-UV20-DAP-SS 3 PIECE LOWER KICK PANEL	1	\$158.25	✓	\$158.25
TROY PS-20-UV-OS-R REAR PRISONER PARTITION W/PRIONER SEAT AND OS BELT KIT	1	\$1,520.00	✓	\$1,520.00

HI STANDARD AUTOMOTIVE, LLC
Emergency Vehicle Specialists Since 1977
1110 W. Barkley Avenue
Orange, CA 92868-1213
714-532-1171 / FIN: 26-4024929

QUOTATION

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PO Number	Terms	Date Shipped	Ship Via	Reference
	NET-30 DAYS			

Description	Qty	Price Ea.	Tax	Amount
TROY CP-UV20 -CARGO RAISED CARGO COVER	1	\$654.00	✓	\$654.00
TROY AC-20UV-TRAY ELECTRONIC TRAY (MOUNT TO CARGO COVER)	1	\$220.00	✓	\$220.00
TROY SB-ECO-2D-382422 38"w X 24" d X 33" h DUAL DRAWER CARGO CABINET W/2 DRAW TIGHT LOCKING HANDLES, BOTTOM DRAWER 10" h, TOP DRAWER 6" h, WITH TOP RAIL	1	\$1,533.00	✓	\$1,533.00
TROY SB-UV20-BKT 2020+ PI-U MOUNT BKT.	1	\$126.00	✓	\$126.00
SETINA BK2019ITU20 PB450L4VS PUSH BUMPER, LIGHTED W/2-FRONT FACING WHELEN ION (DS-RED/WHT - PS-BLU/WHT, AND 1 EACH SIDE FACING WHITE	1	\$882.00	✓	\$882.00
SETINA GK10301USSCAXL DUAL T-RAIL WEAPON LOCK SYSTEM W/UNIVL XL LOCK, SML. SG.LOCK & BUTT PLATES & #2 KEYS	1	\$396.00	✓	\$396.00
SETINA GK10251SSCA SINGLE T-RAIL WEAPON LOCK SYSTEM W/SML SG LOCK, BUTT PLATE & #2 KEY	1	\$254.00	✓	\$254.00
HAVIS DS-GTC-312 DOCKING STATION W/POWER SUPPLY FOR GETEC V110 CONVERTIBLE NOTEBOOK	1	\$921.00	✓	\$921.00
HAVIS DS-D4-413 LAPTOP SCREEN HOLDER	1	\$70.00	✓	\$70.00

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714-532-1171 / FIN: 26-4024929

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 ATTN: SGT. BENNY SIMONZAD
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PO Number	Terms	Date Shipped	Ship Via	Reference
	NET-30 DAYS			

Description	Qty	Price Ea.	Tax	Amount
MAG MOUNT MMSU-1 MIC CONVERSION KIT	2	\$36.50	✓	\$73.00
SOUND-OFF ECVDMLTAL00 UNIV. DOME LIGHT, RED/WHT (OVER CONSOLE)	1	\$85.00	✓	\$85.00
WHELEN 3SRCCDCR 3" ROUND LED, SPLIT COLOR, RED/WHITE (1-OVER CARGO AREA, 1-ON HATCH)	2	\$64.00	✓	\$128.00
HSA-20PIU--PD200 200 AMP POWER DISTRIBUTION SYSTEM W/12 CIRCUIT B+ FUSE BLOCK, 1 6 CIRCUIT IGN. FUSE BLOCK, 140A MANUAL RESET BREAKER, 6001 TH SERIES TIMER, & GROUND BUSS	1	\$525.00	✓	\$525.00
MISC. INSTALLATION MATERIAL REQD.	1	\$150.00	✓	\$150.00
LABOR - INSTALL EMERGENCY EQUIPMENT SPECIFIED, INSTALL CUST. SUPPLIED MOBILE RADIO SYSTEM, MDT SYSTEM AND IN-CAR VIDEO SYSTEM. FULL PROGRAMMING OF LIGHT BAR & PERIMETER LIGHT SYSTEM.	1	\$2,650.00		\$2,650.00
2021-22 FORD PI-U PATROL UNIT				

State Tax 10.25% on \$14,33 \$1,469.06

SubTotal \$16,982.25

Total \$18,451.31

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager

Date: March 7, 2022

Subject: Consideration to Approve a Memorandum of Understanding with the San Fernando Management Group and Adopt Resolutions Implementing Salary Provisions and Approving New Classification Specifications

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a Memorandum of Understanding (MOU) (Attachment "A" – Contract No. 2058) between the City of San Fernando and the San Fernando Management Group (SFMG) for a three-year term (July 1, 2021 through June 30, 2024);
- b. Adopt Resolution No. 8126 (Attachment "B") amending the Salary Plan to incorporate the salary provisions of the MOU and applying the changes to salary and benefits to confidential unrepresentative management positions (i.e., Assistant to the City Manager);
- c. Adopt Resolution No. 8127 (Attachment "C") approving new classification specifications for positions represented by SFMG; and
- d. Authorize the City Manager to make non-substantive corrections and execute all related documents.

BACKGROUND:

1. On February 19, 2019, the City and San Fernando Management Group (SFMG) executed a three-year Memorandum of Understanding (MOU) for the term of July 1, 2018 through June 30, 2021 (Contract No. 1905).
2. In June 2021, the City and SFMG met to begin negotiations for a new MOU. The City and SFMG met regularly between June 2021 and February 2022.
3. In February 2022, the two parties reached a tentative agreement for a successor MOU (Attachment "A").

Consideration to Approve a Memorandum of Understanding with the San Fernando Management Group and Adopt Resolutions Implementing Salary Provisions and Approving New Classification Specifications

Page 2 of 4

ANALYSIS:

SFMG is the City's smallest bargaining unit, however, they are critical to performing the technical analysis, project management, and policy development work necessary to move the City's Strategic Goals forward. Many classifications within SFMG are compensated well below the median as the pay for management level employees in San Fernando has not kept up with compensation for management level employees in surrounding cities. Consequently, the primary goal of SFMG at the outset of negotiations was to increase pay to be in line with the market. Paying a market rate wage is mutually beneficial as it also helps the City retain existing employees and attract high-quality employees when vacancies exist.

The primary goal of the City during recent negotiations has been to decrease exposure to long-term liability by increasing employee contributions toward benefits, including health insurance and CalPERS retirement. Through prior negotiations, SFMG has agreed to a cafeteria style plan that caps the City's contribution toward health insurance for active employees, replaced the expensive defined benefit retiree health plan with a defined contribution Retiree Health Savings Account for employees hired after July 1, 2015, and eliminated longevity pay for employees hired after July 1, 2018.

After meeting on multiple occasions over a number of months, the City and SFMG have tentatively agreed to a new MOU (Attachment "A"). The MOU addresses some of the City's long-term issues as it: 1) continues the cafeteria style health plan that caps the City's health insurance contribution, 2) increases the amount employees contribute toward pension benefits, 3) provides competitive salaries to address recruitment and retention challenges, and 4) adopts new updated class specifications to fully implement the recommendations of the 2016 Classification study.

The most significant terms are highlighted below:

1. Three-year MOU covering the period July 1, 2021 through June 30, 2024.
2. Salary Adjustments (per effective date):
 - January 1, 2022: Equity adjustments ranging from 16% to 28%.
 - January 1, 2022: 2.0% COLA increase and with Classic CalPERS employees picking up 2.0% of the City's CalPERS cost.
 - July 1, 2022: 4.0% COLA increase with Classic CalPERS employees picking up 1.0% of the City's CalPERS cost.
 - July 1, 2023: 4.0% COLA increase with Classic CalPERS employees picking up 1.0% of the City's CalPERS cost.

Consideration to Approve a Memorandum of Understanding with the San Fernando Management Group and Adopt Resolutions Implementing Salary Provisions and Approving New Classification Specifications

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3. Continues the full flex cafeteria plan for all active unit employees. The flex dollar amount will be adjusted each January 1st based on the average change from the prior year's monthly premiums, not to exceed 4.0%. The monthly flex dollar amounts for 2021 and 2022 are as follows:

	January 1, 2021	January 1, 2022
Opt Out:	\$210.00	\$210.00
Employee only:	\$941.37	\$970.08
Employee + 1:	\$1,629.86	\$1,672.40
Family:	\$2,193.56	\$2,247.52

4. Increases the City's contribution to Retiree Health Savings Accounts from \$100/month to \$150/month.
5. Adds a \$100/month technology stipend to compensate employees for using personal cell phones and other technology for business use.
6. Provides an Educational Incentive of 2.0% for employees that have obtained a Master's Degree or higher in a related field.
7. Adds "Juneteenth" as a City Holiday.

BUDGET IMPACT:

The total annual net additional cost of the proposed MOU is outlined in the table below:

Fiscal Year	General Fund	Retirement Fund
2021-2022	\$123,000	\$20,500
2022-2023 Additional Cost	\$37,500	(\$4,000)
2023-2024 Additional Cost	\$40,400	(\$5,700)

The table above identifies the cost of the proposed MOU for the full fiscal year. However, the MOU increases for Fiscal Year (FY) 2021-2022 begin on January 1, 2022, so the actual cost in FY 2021-2022 is 50% of the amount identified in the table. The full cost of the MOU will be effective in FY 2022-2023. Therefore, sufficient contingency funds have been included in the Fiscal Year 2021-2022 Adopted Budget to cover the additional cost.

Consideration to Approve a Memorandum of Understanding with the San Fernando Management Group and Adopt Resolutions Implementing Salary Provisions and Approving New Classification Specifications

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CONCLUSION:

Staff believes the proposed MOU between the City and SFMG represents a balanced agreement that provides fair compensation to SFMG employees in exchange for concessions that will limit the City's long-term health care exposure, decrease pension costs through cost sharing with employees, and improves the City's long-term stability.

ATTACHMENTS:

- A. Contract No. 2058
- B. Resolution No. 8126
- C. Resolution No. 8127
 - Exhibit 1: Revised Classification Specification – Economic Development Manager
 - Exhibit 2: Revised Classification Specification – Management Analyst
 - Exhibit 3: Revised Classification Specification – Personnel Manager
 - Exhibit 4: Revised Classification Specification – Water Operations Manager

MEMORANDUM OF UNDERSTANDING (MOU)

**San Fernando
Management Group
(SFMG)**

&

**City of San Fernando
(City)**

SFPOA REPRESENTATION

Service Employees International
Union, Local 721

MOU TERM

July 1, 2021 – June 30, 2024

CITY CONTRACT NO.

2058

ADOPTION DATE

March 7, 2022

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ARTICLE 1 INTRODUCTION

1.01 PREAMBLE

This "Memorandum of Understanding" ("MOU") is entered into by and between the Service Employees International Union Local 721 ("SEIU 721"), the San Fernando Management Group ("SFMG") (collectively referred to as SFMG/SEIU 721) and the City of San Fernando ("City"). This MOU has, as its purpose, the promotion of fair and harmonious relations between the City and SFMG/SEIU 721 and the employees it represents; the establishment of a fair, equitable, and peaceful procedure for the resolution of misunderstandings or differences which may arise under this MOU; and the establishment of wages, hours and terms and conditions of employment that significantly and adversely affect the employees covered by this MOU.

1.02 RECOGNITION

The City recognizes "SFMG/SEIU 721" as the exclusive bargaining representative of the employees in this unit, subject to the right of an employee to self-representation, however, any decision resulting from a grievance filed by an individual employee without the Union's involvement at any stage of the grievance procedure shall not: (1) be binding upon the Union, (2) set a precedent for future decisions, or (3) change the terms of this MOU which has been collectively bargained by the Union on behalf of the represented employees. The term "employee" or "employees" is used to refer to those employees in the following classifications: Administrative Analyst, Management Analyst, Personnel Manager, Senior Accountant, and Treasury Manager, Deputy City Clerk/Management Analyst, Public Works Operations Manager, Water Operations Manager, and Economic Development Manager and such other classifications as may, from time to time, be added to the unit by the City.

1.03 IMPLEMENTATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)

This MOU constitutes an agreement and joint recommendation for ratification by the general membership of SFMG/SEIU 721, and approval and adoption in its entirety by the City Council of the City of San Fernando.

Whenever any ordinance, rule, regulation, resolution or other action is required for the implementation of this MOU, the effective date of that ordinance, rule, regulation, etc. will be the same as the effective date provided for in this MOU, unless otherwise specified to become effective at a different date.

Except as specifically provided herein, the parties do not waive their rights to meet and confer in good faith during the term of this MOU with respect to any other matters within the scope of representation.

ARTICLE 2 TERM

2.01 TERM

This MOU shall be effective beginning 12:00 A.M. on July 1, 2021, and shall terminate at 11:59 P.M. on June 30, 2024 (Three Years).

Either party to this MOU wishing to negotiate a successor MOU shall deliver to the other party by the end of April of the final year of the MOU, a formal request to reopen negotiations along with a list of negotiable working conditions proposed for meeting and conferring.

ARTICLE 3 CITY RIGHTS

3.01 CITY RIGHTS

The City's rights include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action for cause; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the method, means, and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and technology of performing its work, unless and only to the extent that the provisions of this MOU specifically curtail or limit such rights, powers, and authority.

ARTICLE 4 EMPLOYEE RIGHTS

4.01 EMPLOYEE RIGHTS

Employees shall have the right to form, join, and participate in the activities of the employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including but not limited to wages, hours, and other terms and conditions of employment. Employees also shall have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the City. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by any employee organization because of the exercise of these rights.

ARTICLE 5 SALARY

5.01 COST OF LIVING ADJUSTMENT/EQUITY ADJUSTMENTS

Effective on the first day of the first full pay period that includes January 1, 2022, unit positions will be moved to the following new salary ranges:

Classification	Old Salary Range	New Salary Range*
Economic Development Manager	N/A	77M
Personnel Manager	68M	77M
Water Operations Manager	N/A	76M
Public Works Operations Manager	68M	76M
Senior Accountant	64M	70M
Management Analyst	55M	62M
Deputy City Clerk/Management Analyst	55M	62M

Incumbent individuals in the Classifications shall maintain their Step when they are moved from the old salary range to the new salary range.

* M refers to Schedule M for Management Employees adopted by City Council Salary Resolution.

5.02 COST OF LIVING ADJUSTMENT

The City shall adjust the base salary for each represented unit classification as follows:

- Effective the first day of the first full pay period that includes January 1, 2022, the City shall increase the base salary for each represented unit classification by two percent (2.0%).
- Effective the first day of the first full pay period that includes July 1, 2022, the City shall increase the base salary for each represented unit classification by four percent (4.0%).
- Effective on the first day of the first full pay period that includes July 1, 2023, the City shall increase the base salary for each represented unit classification by four percent (4.0%).

5.03 DEFINITIONS

As used in this MOU, "Base salary" means the salary classification, range, and step to which an employee is assigned. It excludes any additional allowances, special pays, and non-cash benefits. As used in this MOU, "Regular Rate of Pay" shall be as defined in the Fair Labor Standards Act (FLSA).

5.04 CALCULATION OF BENEFITS

If applicable, benefits that are a percentage of base salary will be applied to the employee's base salary only. If an employee is entitled to multiple percentage-based benefits, each benefit will be calculated against base salary independently (i.e., benefits will not be compounded).

ARTICLE 6 LONGEVITY PAY

6.01 LONGEVITY

Employees hired by the City on or before July 1, 2018 are eligible for Longevity Pay under the following terms:

1. Employees that have completed 10 years of continuous service with the City from date of hire will receive an additional 3% above their base salary step.
2. Employees that have completed 20 years of continuous service with the City from date of hire will receive an additional 1% above their previous first longevity step, for a total of 4% above the base salary.
3. Employees that have completed 30 years of continuous service with the City from date of hire will receive an additional 1% above the previous second longevity step, for a total of 5% above the base salary.

An employee on a leave of absence without pay, with the exception of federal or state family medical leave, and/or military leave under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and/or the California Military and Veterans Code, shall not have such leave time credited as service time for purposes of calculating the years of service.

Employees whose original or rehire date is after July 1, 2018 are ineligible for Longevity Pay.

ARTICLE 7 BILINGUAL PAY

7.01 BILINGUAL

The City shall provide Bilingual Pay in the amount of \$100 per month to employees that satisfy the following conditions:

1. The employee has satisfactorily demonstrated to the City his/her fluency in the Spanish language, based on a bi-annual written and/or oral testing procedures as selected by the City; and
2. The employee is required, in the normal course of his/her duties, to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the City Manager.

ARTICLE 8 EDUCATION INCENTIVE PAY

8.01 EDUCATION INCENTIVE PAY

Employees who possess a Master's degree or higher in a related field from an accredited educational institution prior to January 1, 2022 shall receive an additional 2% above their base salary step effective the first day of the full pay period that includes January 1, 2022. For employees who earn their Master's degree after January 1, 2022, they will be eligible for such pay effective the first day of the pay period following the date they submit proof of their newly acquired degree to the Personnel Division.

ARTICLE 9 EMPLOYEE INSURANCE AND RETIREMENT BENEFITS

9.01 MEDICAL, DENTAL, AND VISION INSURANCE FOR ACTIVE EMPLOYEES

The City contracts with the California Public Employees' Retirement System (CalPERS) for medical insurance coverage. Eligible new hires are covered under the program on the first day of the month following enrollment. The City will contribute the Public Employee's Medical and Hospital Care Act (PEMHCA) statutory minimum on behalf of each participant in the program. A participant is defined as:

1. An enrolled employee and eligible dependents;
2. An enrolled retiree and eligible dependents; and
3. A surviving annuitant.

Employees shall receive a monthly flex dollar allowance to purchase medical, dental and vision benefits offered through the City's insurance plans.

For 2021 and 2022, the monthly flex dollar allowances, inclusive of the statutory PEMHCA minimum, are as follows:

	January 1, 2021	January 1, 2022
Opt Out:	\$210.00	\$210.00
Employee only:	\$941.37	\$970.08
Employee + 1:	\$1,629.86	\$1,672.40
Family:	\$2,193.56	\$2,247.52

Beginning January 1, 2022, and each January 1 thereafter, the monthly dollar allowance, inclusive of the statutory PEMHCA minimum, will be adjusted based on the average change from the prior year's monthly premium from CalPERS contracting agencies in the Los Angeles Area Region for all plans. The adjustment will not be less than 0.0% and will not exceed 4.0%.

The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase benefits offered under the cafeteria plan and other supplementary products. After enrolling in a mandatory medical insurance plan, or opting out under the "Opt Out" provision below, if the premiums and/or costs for the selected benefits are less than the monthly flex dollar allowance, employees shall have the following options to:

1. Purchase other benefits (i.e., dental and/or vision) and supplemental products, and have any excess flex dollars, up to the opt-out amount, currently \$210, converted to taxable income; or
2. Waive the other benefits (i.e., dental and/or vision) and supplemental products and have any excess flex dollars, up to the opt-out amount, currently \$210, converted to taxable income.

In the event that premiums and/or costs for the selected benefits exceed the monthly flex dollar allowance, the balance will be paid by the employee through automatic pre-tax payroll deduction, as permitted under IRS Code Section 125.

If any other bargaining unit negotiates, or a Department Head receives, a flex dollar allowance that exceeds the amounts identified above, the City will adjust the flex dollar allowance for SFMG to match the higher flex dollar amount.

Opt Out

Employees may elect to discontinue participation in the CalPERS Health Plan medical insurance coverage ("Opt Out"), subject to the provisions set forth below. The intent of this provision is to share premium savings that the City will incur as a result of a unit employee canceling City coverage.

- A. The employee electing to waive City medical insurance coverage for themselves and all eligible family members must annually provide the City with proof of other

health/medical insurance coverage that meets the minimum essential coverage requirements, as established by the Affordable Care Act, through another source (other than coverage in the individual market, whether or not obtained through Covered California).

- B. Upon proof of other coverage as set forth in Section A above, the employee may elect to waive the City's medical insurance coverage, and receive the sum of the most expensive dental and vision premiums, currently \$210, toward other items in the full flex cafeteria plan or convert it to taxable income.
- C. The employee must waive any liability to the City for their decision to cease coverage under the City's medical insurance plan.
- D. After electing to Opt Out, an employee who later requests to re-enroll under the City plan can only do so during the open enrollment period or after a qualifying event as permitted by the insurance carrier and Cafeteria Plan regulations.
- E. For medical insurance plans, when a unit employee is the spouse of another benefited City employee, the affected employees shall have the option of:
 - a. Each employee may elect a flex dollar amount of a single employee; or
 - b. One (1) employee may select a plan and list the spouse as a dependent under the two-party or family coverage, as applicable, and the remaining employee may opt-out as outlined above.

9.02 MEDICAL INSURANCE FOR RETIREES

The City provides retiree medical benefits as follows:

- 1. Retiree Medical Tier I: Employees retired on or before June 30, 2015:
 - a. If retired on or before December 31, 2012, 100% paid medical insurance benefits for employee and eligible dependents.
 - b. If retired on or after January 1, 2013, 100% paid medical insurance benefits for employee and eligible dependents, excluding PERS Care plan, if the most expensive.
- 2. Retiree Medical Tier II: Employees hired on or before June 30, 2015, and retire on or after July 1, 2015:
 - a. If the employee meets the vesting schedule set forth in California Government Code Section 22893, 100% paid medical insurance benefits for whatever plan the employee

selects for himself/herself and eligible dependents, except PERS Care plan, if the most expensive.

3. Retiree Medical Tier III: Employees hired on or after July 1, 2015, and subsequently retire from the City:
 - a. If the employee meets the vesting schedule set forth in California Government Code Section 22893, they will receive the PEMHCA minimum.
 - b. The City shall contribute \$150 per month into the Retiree Health Savings (RHS) Plan, as designated by the City.

9.03 LIFE INSURANCE

The City shall provide all employees with a \$50,000 Basic Life and Accidental Death & Dismemberment insurance policy at no cost to the employee.

ARTICLE 10 RETIREMENT BENEFITS

10.01 RETIREMENT BENEFITS

The City shall provide retirement benefits to eligible employees through CalPERS as set forth below. The definitions of “new” member and “classic” member are set forth in the Public Employee Pension Reform Act of 2013 (PEPRA).

- First Tier: “Classic” members hired on or prior to November 12, 2005 receive 3% at 60 of the highest twelve (12) consecutive months’ compensation retirement calculation, as determined by CalPERS.
- Second Tier: “Classic” members hired after November 12, 2005 receive 2% at 55 of the highest twelve (12) consecutive months’ compensation retirement calculation, as determined by CalPERS.
- Third Tier: “New” members hired on or after January 1, 2013 receive 2% at 62 of the highest thirty-six (36) consecutive months’ compensation retirement calculation, as determined by CalPERS.

In accordance with the existing contracts with CalPERS, the City also provides the following retirement benefits to employees:

- a. Fourth Level of 1959 Survivor Benefits (Government Code Section 21574).

- b. 5% Annual Cost of Living Adjustment (COLA) for employees hired on or before November 12, 2005, and annual 3% COLA for employees hired after November 12, 2005 (Government Code Section 21335).
- c. Credit for unused sick leave for employees as per CalPERS guidelines (Government Code Section 20965).

10.02 EMPLOYER PAID MEMBER CONTRIBUTIONS

The City shall pay 8.0% of the member contribution for First Tier “classic” members and 7.0% of the member contribution for Second Tier “classic” members.

The City’s payments, above, shall be treated as a “pick up” of employee contributions pursuant to IRC 414(h)(2).

The City shall report the monetary value of the Employer Paid Member Contribution (“EPMC”) to CalPERS as special compensation earnable on behalf of each employee, pursuant to California Government Code Section 20636(c)(4).

In accordance with PEPR, “new” members shall pay the full employee contribution of 50% of the total normal cost.

Contributions are pursuant to Government Code Section 20691, and are paid on a Pre-Tax basis.

10.03 CALPERS COST SHARING

“Classic” members in the bargaining unit shall pay an additional pension contribution as cost sharing of the City’s contribution in accordance with Government Code section 20516(f) as follows:

- a. Effective on the first day of the pay period that includes January 1, 2022: Employee shall contribute two percent (2.0%) cost sharing of the City’s contribution.
- b. Effective on the first day of the pay period that includes July 1, 2022: Employee shall contribute an additional one percent (1.0%) for a total of three percent (3.0%) cost sharing of the City’s contribution.
- c. Effective on the first day of the pay period that includes July 1, 2023: Employee shall contribute an additional one percent (1.0%) for a total of four percent (4.0%) cost sharing of the City’s contribution.

ARTICLE 11 MANAGEMENT LEAVE

11.01 MANAGEMENT LEAVE

Management leave provides a means of compensation for hours worked by exempt employees beyond their normal work schedule. The City shall provide eighty (80) hours of Management Leave per year credited each January 1. Management Leave must be used in the year earned, and cannot be carried over from one calendar year to the next. Unused management leave hours will be cashed out in December of each year at the employee's current hourly rate of pay. At the time of separation, any unused management leave hours will be paid at the employee's current hourly rate of pay, on a pro-rated basis.

ARTICLE 12 ANNUAL LEAVE

12.01 ANNUAL LEAVE

Employees earn Annual Leave in lieu of vacation and sick leave. Annual Leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

The City shall provide for Annual Leave to accrue on a payroll-to-payroll basis prorated in accordance with the following rates:

- 0 — 4 years of City service: 6.15 hours per pay period (160/year)
- 5 — 9 years of City service: 7.69 hours per pay period (200/year)
- 10 or more years of City service: 9.23 hours per pay period (240/year)

Employees who transfer into this bargaining unit and have pre-existing Sick Leave and/or Vacation accrual balance shall have their Sick Leave converted to Annual Leave at the rate of one hour of Sick Leave to 0.5 hours of Annual Leave; and shall have their Vacation converted to Annual Leave at the rate of one hour of Vacation to one hour of Annual Leave. Such conversion of Sick Leave and Vacation accrual balances shall occur within 30 days of the employee's transfer into the bargaining unit.

Employees may, at the employee's discretion, accrue up to eight hundred (800) hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at his or her regular rate of pay.

ARTICLE 13 HOLIDAY LEAVE

13.01 HOLIDAY LEAVE

Each unit employee shall be entitled to the following holidays with pay (8 hours per holiday):

- | | |
|--------------------------------------|-----------------------------|
| (1) New Year's Day | (8) Labor Day |
| (2) Martin Luther King, Jr. Birthday | (9) Veterans Day |
| (3) Presidents' Day | (10) Thanksgiving Day |
| (4) Cesar Chavez's Birthday | (11) Day after Thanksgiving |
| (5) Memorial Day | (12) Christmas Day |
| (6) Juneteenth | (13) Floating Holiday |
| (7) Independence Day | |

Floating holiday hours are credited each January 1, and must be used before December 30. Unused floating holiday hours are not carried forward.

ARTICLE 14 WORK SCHEDULE

14.01 REGULAR WORK SCHEDULE

City Hall business hours are from 7:30 a.m. to 5:30 p.m. (Monday through Thursday), and 8:00 a.m. to 5:00 p.m. (Fridays). Employees assigned to a regular work schedule shall work eight (8) hours per day, five (5) days a week, for a total of at least 40 hours per work week.

14.02 MODIFIED WORK SCHEDULE

Under a modified work schedule, employees work at least forty (40) hours during a work week, depending on their chosen work schedule, with various starting and ending times based upon the City's needs. Employees shall not be required to charge their accrued leave time hours for payroll computation, provided at least forty (40) hours have been worked in that week.

The City shall include both the 5/8 and 9/80 work schedules for the duration of this MOU. Employees under the 9/80 work schedule shall have the option of either working Shift A or B only, with opposite Fridays off, as consistent with current City policy and with Department Head's approval.

ARTICLE 15 TUITION REIMBURSEMENT

15.01 TUITION REIMBURSEMENT

The City shall reimburse employees for pre-approved courses to a maximum of \$3,000 per fiscal year. Approval must be obtained from the City Manager prior to enrolling in the course. Requests for reimbursement and approval must be in accordance with the City's policy on tuition reimbursement.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "B" grade and commit to continued service (employment) with the City for the equivalent of the school units, not to exceed two (2) years.

ARTICLE 16 MILEAGE REIMBURSEMENT

16.01 MILEAGE REIMBURSEMENT

Employees who are required by the City to use their private vehicles for City business shall be reimbursed for mileage at the prevailing IRS rate.

ARTICLE 17 TECHNOLOGY STIPEND

17.01 TECHNOLOGY STIPEND

Effective on the first day of the pay period including January 1, 2022, the City will provide employees with \$100 per month as a technology stipend for use of personal technology for business purposes. Employees who have received a City-issued cell phone are ineligible for the technology stipend. The City will provide necessary hardware (e.g., laptop) for pre-approved telecommuting assignments. The technology stipend will serve as reimbursement for business use of personal internet connection.

ARTICLE 18 ACTING PAY

18.01 ACTING PAY

Employees who, by written assignment, perform the duties of a position with a higher salary classification than that in which they are regularly employed, shall receive the compensation specified for the position to which assigned, if performing the duties thereof for a period of ten

(10) or more consecutive work days. The increased compensation shall be retroactive to the first day of said assignment, and at the step within the higher classification as will accord the employee an increase of at least 5% of his or her current regular compensation.

ARTICLE 19 DISCIPLINARY PROCEDURES

19.01 DISCIPLINARY PROCEDURES

Those unit employees who are a part of the competitive service can only be disciplined under the disciplinary procedures set forth in the City of San Fernando Personnel Rules and Regulations. Final disciplinary decisions shall be subject to judicial review in accordance with Code of Civil Procedure Section 1094.5.

ARTICLE 20 LAYOFFS

20.01 LAYOFFS

Layoff of unit employees shall be done in compliance with City of San Fernando Personnel Rules and Regulations.

ARTICLE 21 BEREAVEMENT LEAVE

21.01 BEREAVEMENT LEAVE

Employees shall be permitted to use up to five (5) paid days of bereavement leave following the death of an immediate family member and one (1) paid day following the death of an extended family member.

For the purposes of implementing this benefit, the term "Immediate Family" shall mean grandparent, grandchild, parent, parent-in-law, child, spouse, sibling (including step or half), or registered domestic partner as permitted by California law, or any person living in the employee's household. Proof of residence may be required. "Parent" shall mean biological, foster, or adoptive parent, stepparent, legal guardian or person who has parental rights to employee. "Child" shall mean a biological, adopted, or foster child, stepchild, legal ward or a child of an employee who has parental rights.

For the purpose of implementing this benefit, the term "Extended Family" shall mean: Aunts, Uncles, and Cousins, godparents or godparent equivalent.

The City Manager may authorize additional days of unpaid leave for bereavement purposes on an as-needed basis. The unit member may utilize accrued annual leave for extended bereavement purposes.

ARTICLE 22 OTHER PROVISIONS

22.01 PROMOTIONAL DIFFERENTIAL

Employees who receive a promotion shall be moved to the salary step that provides a minimum five percent 5% increase over the rate received in the former position. Any regularly assigned bonus or premium compensation amounts shall be included in calculating the step rate of the former position and added to the new salary, if applicable, after determining the appropriate salary step rate for the new position.

22.02 EXAMINATION TIME

The City will provide paid time off to participate in promotional interviews, up to two hours for the written examination, and up to two hours for each oral interview. Employee must schedule the PTO with their supervisor.

ARTICLE 23 DEDUCTIONS

23.01 DEDUCTIONS

The City agrees that if individual members of the bargaining unit authorize in writing the deduction from their pay checks of dues to SEIU Local 721, the monies deducted will be remitted to SEIU Local 721.

23.02 MAINTENANCE OF DUES PAYROLL DEDUCTIONS

Any employee who has authorized Union dues deductions on the effective date of this MOU or at any time subsequent to the effective date of this MOU shall continue to have such dues deduction taken by the City during the term of this MOU, subject to the following requirements:

1. Any employee may terminate such dues deductions each year during the period of February 10 through February 28 ("window period"), by notifying the Union that he/she wishes to terminate the deduction of his/her Union dues.
2. Such notification shall be sent by email and contain the following information:

- a. employee name;
 - b. employee ID number;
 - c. job classification;
 - d. department name;
 - e. and identify SEIU Local 721 at City of San Fernando as the Union from which dues deductions are to be cancelled.
3. Email notification shall be sent to dues@seiu721.org.
4. Notwithstanding the window period set forth in section 1 above, any employee may terminate Union dues at any time during the term of this MOU if the employee becomes a member of a bona fide religion, body, or sect that has historically held conscientious objections to joining or financially supporting public employee organizations. Any employee seeking to terminate union dues under this provision must submit supporting documentation to SEIU Local 721.

The Union will provide the City with the appropriate documentation to process these dues cancellations within ten (10) business days after the close of the withdrawal period.

SFMG/SEIU Local 721 jointly and separately agree to fund any and all costs of defense and/or to indemnify the City should implementation or compliance with any portion of this Article result in a challenge by litigation and/or in a settlement or judgment. In such case, the City shall be authorized to select legal counsel of its sole choice in defending its interests in any said litigation.

ARTICLE 24 PROVISIONS OF LAW AND SEVERABILITY

24.01 PREVISIONS OF LAW AND SEVERABILITY

The parties agree that this MOU is subject to all current and future applicable federal, state, and local laws.

If any article, part, or provision of this MOU is in conflict with or inconsistent with applicable provisions of federal, state or local law or is otherwise held to be invalid or unenforceable by a court of competent jurisdiction, such article, part, or provision shall be suspended or superseded by such applicable law or regulation, and shall be of no force or effect, and the remainder of this MOU shall not be affected thereby. The parties shall, upon request, meet and confer over such suspension or supersession.

ARTICLE 25 GRIEVANCE PROCEDURES

25.01 GRIEVANCE PROCEDURES

The City will process grievances in accordance with the City's established Personnel Rules. Final decisions shall be subject to judicial review in accordance with the Code of Civil Procedure Section 1094.5

ARTICLE 26 SIGNATURE PAGE

(SIGNATURE PAGE TO FOLLOW)

CITY OF SAN FERNANDO

**SAN FERNANDO MANAGEMENT GROUP
(SFMG)**

Nick Kimball	Date
City Manager	

Michael Okafor	Date
SFMG Team Member	

Sonia Gomez-Garcia	Date
SFMG Team Member	

Kenneth Jones	Date
SFMG Team Member	

Rodrigo Mora	Date
SFMG Team Member	

Crystal Solis	Date
SFMG Team Member	

	Date
SEIU Local 721	

RESOLUTION NO. 8126

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF SECTIONS 1, 2 AND 3 OF RESOLUTION NO. 8088, ADOPTED SEPTEMBER 9, 2021 AND RESOLUTION NO. 8070, ADOPTED JUNE 21, 2021

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

SECTION 1: That that portion of Section 1 of Resolution 8088, adopted September 9, 2021, as amended, be further amended by **deleting** the following, "Schedule M" on page 1, effective the first day of the first full pay period that includes January 1, 2022:

SCHEDULE M FOR MANAGEMENT EMPLOYEES					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
55	5933	6229	6543	6871	7215
56	6064	6368	6685	7019	7370
57	6197	6507	6833	7173	7535
58	6333	6649	6981	7331	7697
59	6460	6782	7121	7477	7850
60	6621	6953	7301	7664	8050
62	6957	7305	7671	8053	8456
63	7131	7488	7862	8254	8668
64	7307	7672	8055	8459	8882
65	7490	7863	8258	8672	9106
66	7677	8061	8463	8886	9332
67	7869	8261	8676	9109	9565
68	8027	8428	8850	9291	9756
69	8267	8678	9112	9569	10047
70	8515	9060	9512	9988	10489
71	8771	9209	9668	10151	10661
72	9069	9523	10000	10500	11025
73	9368	9838	10330	10846	11387
74	9673	10157	10664	11198	11759
75	9875	10369	10888	11432	12004
76	10221	10732	11268	11831	12423
77	10578	11109	11667	12253	12868
78	10938	11487	12064	12669	13305
79	11321	11887	12480	13105	13758
80	11694	12279	12896	13538	14215

SECTION 2: That that portion of Section 1 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **deleting** the following, "Schedule M" on page 3, effective the first day of the first full pay period that includes January 1, 2022:

SCHEDULE M FOR MANAGEMENT EMPLOYEES (SFMG)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
55	5933	6229	6543	6870	7215
64	7307	7672	8055	8459	8882
68	8027	8428	8850	9291	9756

SECTION 3: That that portion of Section 3 of Resolution 8088, adopted September 9, 2021, as amended, be further amended by **deleting** the following on page 2, effective the first day of the first full pay period that includes January 1, 2022:

	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
CLASSIFICATION Assistant to the City Manager	70M	8515	9060	9512	9988	10489

SECTION 4: That that portion of Sub-section A of Section 2 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **deleting** the following on pages 6 through 8, effective the first day of the first full pay period that includes January 1, 2022:

	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
CLASSIFICATION Deputy City Clerk/ Management Analyst	55M	5933	6229	6543	6870	7215
Economic Development Manager	68M	8024	8428	8850	9291	9756
Management Analyst	55M	5933	6229	6543	6870	7215
Personnel Manager	68M	8024	8428	8850	9291	9756
Public Works Operations Manager	68M	8024	8428	8850	9291	9756
Senior Accountant	64M	7307	7672	8055	8459	8882
Water Operations Manager	68M	8024	8428	8850	9291	9756

SECTION 5: That that portion of Section 3 of Resolution 8088, adopted September 9, 2021, and portion of Section 1 of Resolution 8070, adopted June 21, 2021, as amended, be further amended by **adding** the following to page 3, which reflects a two percent (2%) increase effective the first day of the first full pay period that includes January 1, 2022:

SCHEDULE M FOR MANAGEMENT EMPLOYEES (SFMG)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
61	6923	7269	7631	8014	8414
62	7096	7451	7824	8214	8625
63	7273	7637	8019	8419	8841
64	7453	7825	8216	8628	9060
65	7640	8020	8423	8845	9288
66	7831	8222	8632	9063	9518
67	8026	8426	8849	9291	9756
68	8187	8596	9027	9477	9951
69	8433	8852	9294	9760	10248
70	8686	9241	9702	10188	10699
71	8946	9393	9861	10354	10874
72	9250	9714	10199	10710	11246
73	9556	10034	10536	11063	11615
74	9866	10359	10877	11421	11993
75	10072	10576	11106	11660	12244
76	10425	10946	11493	12069	12671
77	10790	11331	11900	12498	13125
78	11157	11717	12305	12922	13571
79	11547	12124	12729	13367	14033
80	11928	12524	13153	13809	14499

SECTION 6: That that portion of Section 1 of Resolution 8088, adopted, September 9, 2021, and Sub-section A of Section 2 of Resolution 8070, adopted, June 21, 2021, as amended, be further amended by **adding** the following to page 2, and pages 6 through 8, respectively, effective the first day of full pay period that includes January 1, 2022:

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Assistant to the City Manager	70M	8686	9241	9702	10188	10699
Deputy City Clerk/ Management Analyst	62M	7096	7451	7824	8214	8625

<u>CLASSIFICATION</u>	<u>SALARY RANGE NUMBER/ SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Economic Development Manager	77M	10790	11331	11900	12498	13125
Management Analyst	62M	7096	7451	7824	8214	8625
Personnel Manager	77M	10790	11331	11900	12498	13125
Public Works Operations Manager	76M	10425	10946	11493	12069	12671
Senior Accountant	70M	8686	9241	9702	10188	10699
Water Operations Manager	76M	10425	10946	11493	12069	12671

SECTION 7: That that portion of Sub-section B of Section 3(F) of Resolution 8070, adopted June 21, 2021, as amended, be further amended by deleting Item Nos. 1(B) (Salary), 5 (Acting Pay), and 12 (Other Benefits) on pages 36 thru 39, and replacing them with the following:

(1) SALARY

B. The salaries shown under **Schedule M** reflect a two percent (2%) Cost of Living Adjustment (COLA) effective the first day of the full pay period that includes January 1, 2022, with Classic CalPERS members picking up two percent (2%) of the City's retirement contribution to CalPERS.

(5) ACTING PAY

Employees who, by written assignment, perform the duties of a position with a higher salary classification than that in which they are regularly employed, shall receive the compensation specified for the position to which assigned, if performing the duties thereof for a period of Ten (10) or more consecutive work days. The increased compensation shall be retroactive to the first day of said assignment, and at the step within the higher classification as will accord the employee an increase of at least 5% of his or her current regular compensation.

(10) TECHNOLOGY STIPEND

Effective on the first day of the pay period that includes January 1, 2022, the City will provide employees with \$100 per month as a technology stipend for use of personal technology for business purposes. Employees who have received a City-issued cell phone are ineligible for the technology stipend. The City will provide necessary hardware (e.g., laptop) for pre-approved telecommuting assignments. The technology stipend will serve as reimbursement for business use of personal internet connection.

Department Heads shall continue to receive technology reimbursement of \$100 per month in lieu of a City-issued cell phone. Department Heads that continue to receive a City-issued cell phone will not receive the reimbursement.

(12) OTHER BENEFITS**A. EDUCATION INCENTIVE PAY**

Employees who possess a Master's degree or higher in a related field from an accredited educational institution prior to January 1, 2022 shall receive an additional 2% above their base salary step effective the first day of the full pay period that includes January 1, 2022. For employees who earn their Master's degree after January 1, 2022, they will be eligible for such pay effective the first day of the pay period following the date they submit proof of their newly acquired degree to the Personnel Division.

B. HOLIDAY PAY

Employees shall be entitled to the following paid holiday in addition to the existing twelve holidays currently approved (see MOU for details):

Juneteenth

C. RETIREE HEALTH SAVINGS

Retiree Medical Tier III: For unit employees hired on or after July 1, 2015:

- a. If the employee meets the vesting schedule set forth in California Government Code Section 22893, they will receive the PEMHCA minimum.
- b. The City shall contribute \$150 per month into the Retiree Health Savings (RHS) Plan, as designated by the City.

D. ADDITIONAL BENEFITS

For other benefits such as medical, dental, vision insurance, retirement, and so on, that apply to Schedules DH and M, please refer to Council Resolution No. 7973 (for Department Heads), and MOU (Contract No. 2058) for SFMG unit employees, which was adopted by the City Council on March 7, 2022.

SECTION 8: Except as amended herein, all other provisions of Resolution No. 8088, adopted September 9, 2021, and Resolution No. 8070, adopted June 21, 2021, remain unchanged and in full force and effect.

SECTION 9: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 7th day of March, 2022.

Mary Mendoza, 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. 8126 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 7th day of March, 2022, 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 March, 2022.

Julia Fritz, City Clerk

RESOLUTION NO. 8127

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966 BY THE ADDITION OF SUPPLEMENT NO. 184 THERETO

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

SECTION 1: That Resolution No. 4144, adopted on December 12, 1966 and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, be the same as amended by adding thereto Supplement No. 184 (Exhibits "1-4") covering important and essential duties, job-related and essential qualifications for the following positions and classifications:

**ECONOMIC DEVELOPMENT MANAGER
MANAGEMENT ANALYST
PERSONNEL MANAGER
WATER OPERATIONS MANAGER**

Supplement No. 184 is hereby adopted and approved as the new official job classifications and definitions, prescribing important and essential duties, job-related and essential qualifications for the positions and classifications set forth above. Copies of Supplement No. 184 are now on file in the office of the City Clerk. Said Supplement No. 184 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

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

PASSED, APPROVED, AND ADOPTED this 7th day of March 2022.

Mary Mendoza, 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. 8127, 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 7th day of March 2022, 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 March, 2022.

Julia Fritz, City Clerk

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
ECONOMIC DEVELOPMENT MANAGER	RESOLUTION NO. 8127	EFFECTIVE DATE 3/7/22
	FLSA DESIGNATION EXEMPT	

GENERAL PURPOSE

Under direction of the City Manager, performs a variety of complex administrative and programmatic tasks, including managing the City's economic development projects and program activities; plans, strategizes and administers business attraction, retention and assistance activities; markets the City; coordinates with other departments and outside agencies; Functions as a member of the City Manager's management team and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This mid-management single-incumbent position is responsible for complex planning, program management and expertise in the development of commercial, residential and public improvement projects. The incumbent provides advice and strategic leadership to the City Manager and City Council in the development of short- and long-term development plans to meet the City's strategic growth, job development and quality-of-life objectives. Assignments are broad in scope, requiring significant independent decision making and impact on department success. The incumbent receives administrative direction from, and is responsible to, the City Manager and may exercise direct and indirect supervision over office support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Provides expert professional assistance to City management on a wide variety of economic development issues and opportunities; performs analyses and identifies City needs to meet legislated obligations; performs statistical and information-gathering processes to obtain the information and data necessary for analysis and budget development; analyzes alternatives and makes recommendations; discusses findings with management and appointed and elected officials; develops implementation plans, policies and procedures; drafts reports, recommended policy change documents and presentation materials.
2. Directs and oversees initiatives to attract and expand quality businesses that provide job opportunities and expand or diversify the City's tax base; works with Community Development, Public Works, other City departments and outside agencies to provide incentives and facilitate consideration and approval of new commercial and industrial development projects; works with local governmental and private developers on projects integrating transportation, housing, entertainment and retail.
3. Represents the City at both public and private meetings with development professionals, elected and appointed officials and citizens groups; develops citizen participation processes; performs community

ESSENTIAL DUTIES AND RESPONSIBILITIES

outreach, consensus building and marketing of large complex projects; schedules and facilitates meetings with stakeholders and related groups; documents meeting decisions.

4. Performs studies regarding vacant or occupied properties for future purchase, lease or development; researches and identifies right-of-way and easement requirements based on City needs; researches and examines County Assessor and other public records to identify ownership of affected property and determine property rights and descriptions; manages real property acquisitions, disposals and other real estate matters; contracts for professional services as necessary; performs cost studies, develops cost estimates and negotiates for the acquisition of real property, easements and rights of way/entry.
5. Prepares and maintains a variety of plans, reports, records and activities; prepares maps, charts and graphics; participates in the review of the City's General Plan; prepares economic development related master plans and leads related implementation policies, programs, and activities; determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations for management review; discusses findings with management; recommends policy changes and new ordinances; drafts documents and presentation materials for management; prepares and presents staff reports to committees, commissions and the City Council.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles and practices of public economic development, including successful methods for the attraction and retention of commercial and industrial businesses.
2. Principles, intervention strategies and practices of public administration, governmental land-use planning, public funding, private development financing and financial analysis.
3. Advanced principles, practices, tools and techniques of program/project planning and management.
4. Advanced principles, practices and methods of strategic planning as they apply to a large municipal organization.
5. Practices, techniques and methods of marketing and public relations for development and planning projects.
6. Statistical analysis techniques and formulae relevant to the planning process.
7. Local, state and federal laws and procedures governing acquisition of real property and rights of way through condemnation and eminent domain processes and associated relocation requirements.
8. California Redevelopment and Successor Agency codes and California Business Improvement District Law, State Enterprise Zone law and other federal, state and local laws, codes and court decisions applicable to the formulation and implementation of development/redevelopment plans and projects.

MINIMUM QUALIFICATIONS

9. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
10. Principles and practices of administration, budget and personnel management applicable to assigned responsibilities.

ABILITY TO:

1. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
2. Perform responsible and complex long-term municipal planning assignments.
3. Research, analyze and interpret complex demographic, social and economic data and develop reports, recommendations and supportive materials including technical studies, environmental impact documents, design plans, leases, agreements, options, deeds, contracts, permits and other documents related to economic development projects and programs.
4. Work with the private sector and relate to their goals while maintaining the City's priorities.
5. Perform technical research and analyze planning data, evaluate alternatives and recommend effective courses of action.
6. Prepare clear, concise and accurate drawings, maps, notes, correspondence and other written materials.
7. Understand and apply federal, state and local laws, regulations, codes and policies applicable to planning functions/projects.
8. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
9. Present proposals and recommendations clearly, logically and persuasively.
10. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
11. Present and explain complicated issues clearly and effectively to City staff, the City Council and the public.
12. Represent the City effectively in dealings and negotiations with business and community organizations, property owners, residents and the public.
13. Use tact and diplomacy in dealing with sensitive situations and concerned people.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

MINIMUM QUALIFICATIONS

EDUCATION, TRAINING AND EXPERIENCE:

A typical way to obtain the knowledge, skills and abilities outlined above is:

Graduation from an accredited four-year college or university with a major in urban planning, public administration, business administration or a closely related field; and at least five years of progressively responsible experience in a municipal economic development department, redevelopment agency, and/or economic development corporation; or an equivalent combination of training and experience. A master's degree in planning, business administration or public administration is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

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

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

MENTAL DEMANDS

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

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet. The employee occasionally works in outdoor weather conditions near moving equipment and heavy traffic.

The employee may be required to work at night, on weekends and holidays as needed.

JOB SPECIFICATION

CLASS TITLE

MANAGEMENT ANALYST

ADOPTION

RESOLUTION NO.

8127

EFFECTIVE DATE

3/7/22

FLSA DESIGNATION

EXEMPT

EMPLOYMENT

GENERAL PURPOSE

Under general supervision, performs responsible financial, statistical, administrative and other management analyses in support of a City department's projects and programs; recommends action and assists in formulating policies and procedures; assists in preparing reports and recommendations on both long-term financial plans and day-to-day business operations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Management Analyst independently performs responsible analytical work in support of City and department financial, budgetary and other management goals and objectives. Assignments are typically received in general terms, and incumbents are expected to act independently to develop required information. Assigned projects may include financial and budget analysis, statistical analysis, policy and procedure development or other areas specific to the assignment. Incumbents are expected to exercise independent judgment in selecting study approaches and analytical techniques and in making sound recommendations based on study results.

This position typically reports to a Director. The incumbent may provide work direction and guidance to office support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Plans, organizes and conducts administrative, management and program analyses; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; recommends legislative or policy change documents and presentation materials for management; drafts staff reports and resolutions applicable to areas of responsibility and may make presentations to the City Council.
2. Conducts program/process research, evaluation, measurement and analysis; prepares, analyzes and submits financial and program activity reports for distribution within the department and to other agencies; analyzes and documents business processes, evaluates alternatives and recommends best-practice solutions; discusses findings with management; prepares reports of study conclusions; develops implementation plans and assists in implementing processes, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

3. Drafts proposed contracts and agreements and a variety of other supporting documents; oversees Request for Proposal process for department including development of Scope of Work and negotiating contract terms; monitors contract performance and expenditures; approves contract invoices for payment within guidelines and authority limits; researches and resolves contract problems and disputes; administers assigned enterprise and grant funds; compiles and drafts federal and state agency reports and documents; processes draw-downs of grant funds.
4. Coordinates departmental purchasing including maintaining and ordering supplies and equipment; verifies the accuracy of receipts and invoices including routing for signature and compiling complex detailed documentation; processes, scans and routes invoices for payment.
5. Develops and monitors departmental and grant budgets; maintains adequate account balances by tracking expenditures, encumbrances and creating budget expenditure forecasts; calculates budget usage and fund percentages; tracks multiple funding sources; maintains separate budget and expense tracking programs based on funding source; runs general budget reports through spreadsheets and financial systems and calculates budgets based on the City's fiscal cycles and funding sources; researches and corrects discrepancies; processes budgetary adjustments and transfers when warranted; assists in synchronizing the timing of expenditures with budget.
6. Prepares and submits a variety of monthly, quarterly and annual local, state and federal reports including those needed for grant, financial and regulatory compliance; collects data required for reporting regarding department activities, special projects and enterprise or grant-funded projects and programs; reviews reporting requirements and works with staff to ensure and verify reliability of data.
7. Provides management support for department-specific functions and programs; represents the department and the City in developing and maintaining partnerships with other municipalities and agencies.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles, practices and methods of administrative, organizational and procedural analysis.
2. Principles, practices and methods of financial and statistical analysis and financial forecasting.
3. Principles, practices and methods of public sector financing and budget development and implementation.
4. Principles and practices of public administration, including purchasing, contracting and maintaining public records.
5. Principles, tools and techniques of project planning and management.
6. Research methods and data analysis techniques.

MINIMUM QUALIFICATIONS

7. Safety policies, practices, equipment and supplies applicable to the work.
8. Applicable federal and state laws, rules and regulations.
9. Basic principles and practices of organization and culture change.
10. Principles and practices of sound business communications.

ABILITY TO:

1. Analyze procedural, operational, financial or budgetary problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret data, either in statistical or narrative form.
3. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, both orally and in writing.
6. Understand, interpret, explain and apply applicable laws, codes and ordinances.
7. Represent the City effectively in dealings with other municipalities, agencies and the public.
8. Present proposals and recommendations clearly, logically and persuasively.
9. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
10. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
11. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

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

Graduation from a four-year college or university with major coursework in finance, public or business administration or a closely related field; and at least three years of progressively responsible professional experience performing financial, budgetary and similar statistical analyses. Experience in a public agency is preferred.

MINIMUM QUALIFICATIONS

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

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

MENTAL DEMANDS

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

WORK ENVIRONMENT

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

JOB SPECIFICATION

CLASS TITLE

PERSONNEL MANAGER

ADOPTION

RESOLUTION NO.

8127

EFFECTIVE DATE

03/7/22

FLSA DESIGNATION

EXEMPT

GENERAL PURPOSE

Under direction, plans, organizes, integrates and directs the work of the Personnel Division including recruitment and selection, classification and compensation, benefits, workers compensation, training and development, organizational planning, employee and labor relations, performance evaluation and related programs and services; provides expert professional assistance and guidance to the City Council, City Manager, department heads, and supervisors on complex human resources and employee relations policy and procedural issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Personnel Manager is responsible for managing, directing and integrating human resources policies, procedures, programs and services for the City in order to attract and retain an efficient and effective workforce. Work is broad in scope and requires seasoned judgment and a high degree of initiative and independence.

This position typically reports to the City Manager and directs the work of employees in the Personnel Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

oriented work environment that supports achieving the division's and the City's mission, objectives and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.

4. Participates in the formulation and implementation of division policies, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in division work processes.
5. Manages, develops and implements Citywide human resources policies and procedures, employee handbooks and other materials; maintains records and personnel files; administers City equal employment opportunity and Americans with Disabilities Act (ADA) policies and programs.
6. Administers the City's position control system; reviews personnel requisitions to ensure accuracy and appropriate authorization; compiles vacancy reports for the City Manager and executive team and for the City budget process.
7. Manages the development and implementation of employee recruitment plans, including outreach recruitment to obtain qualified candidates and selection strategies; ensures that all phases of recruitment and selection comply with applicable federal, state and local laws, regulations and guidelines; conducts recruitment and selection activities.
8. Oversees ongoing maintenance of City classification and compensation programs; recommends classification and salary changes based on studies and analyses; reviews and approves or prepares new or modified class specifications; supervises the conduct of special surveys and studies regarding compensation and other human resource management issues; provides classification, compensation and benefits information to other organizations.
9. Manages administration of the City's benefits and retirement programs; conducts research, evaluates plan and cost alternatives and recommends benefits and retirement program changes; participates in negotiating benefits plan provisions and rates; manages and oversees the annual open enrollment process and health fair; oversees maintenance of employee benefits records; ensures the timely and accurate reconciliation of benefit provider invoices and the resolution of discrepancies in employee records and with Payroll.
10. Advises, coaches and trains managers and supervisors on legal requirements and sound professional practices affecting a broad range of human resources processes including effective supervisory and employee relations principles and practices; provides internal consulting on a variety of complex, sensitive and confidential organizational and human resources issues; oversees administration of the City's performance evaluation programs.
11. Manages the development, implementation and evaluation of City training and development programs; conducts training programs and oversees delivery of training by outside instructors and vendors.
12. Oversees the development and implementation of policies related to accidents and work-related injury

ESSENTIAL DUTIES AND RESPONSIBILITIES

documentation and notification; ensures the development and administration of a comprehensive safety management program, including training, audits and investigations to ensure compliance with safety, health and environmental safety regulations and requirements; oversees processing of workers compensation claims; develops statistical reports and regulatory compliance reports for Cal/OSHA, the City Council and management.

13. Participates in administering the City's employee relations program and activities; monitors the employee relations environment, researches situations and initiates proactive resolution of developing issues; consults with and facilitates agreement on appropriate action by managers and supervisors on employee grievance and discipline issues; consults with employees and their representatives to identify and resolve employee/employer-related problems and issues.
14. Performs a variety of analyses in support of labor negotiations; administers the provisions of labor contracts; conducts investigations of disciplinary, grievance and EEO cases, prepares documentation and advises managers on appropriate action; participates in negotiations.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles, practices, methods and techniques of personnel administration, including recruitment, testing, selection, equal employment opportunity, employee relations, classification and job analysis/job evaluation, compensation, benefits design and administration, employee and management training and development, and performance planning and appraisal.
2. Principles and practices of labor management relations, including negotiation and contract administration techniques.
3. Principles and practices applicable to organizational improvement analysis and culture change.
4. Principles and practices of internal consulting.
5. Basic risk management and analysis.
6. Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
7. Applicable federal and state laws, rules and regulations including OSHA rules and regulations.
8. Research methods and statistical analysis techniques.
9. Principles, practices and methods of financing and budget development and implementation.
10. Principles and practices of sound business communications.
11. Safety policies and safe work practices applicable to the work.

MINIMUM QUALIFICATIONS

ABILITY TO:

1. Plan and direct comprehensive human resources program.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Provide confidential advice and counsel to employees and management.
4. Understand, interpret, explain and apply City, state and federal policies, laws, regulations and court decisions governing the City's human resource management program.
5. Consult effectively with the City Council, executives and other managers to develop solutions to complex organizational and people management issues.
6. Evaluate human resources management practices, trends and regulatory changes and make sound recommendations for improvement.
7. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
8. Develop and implement appropriate procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Communicate effectively, both orally and in writing.
11. Understand, interpret, explain and apply applicable laws, codes and ordinances.
12. Represent the City effectively in negotiations and other interactions with employees and labor organizations.
13. Present proposals and recommendations clearly, logically and persuasively.
14. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
16. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

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

Graduation from an accredited four-year college or university with a major in human resources, business

MINIMUM QUALIFICATIONS

administration, public administration or a closely related field, and eight years of progressively responsible experience in human resource management including labor management relations, at least three of which were in a supervisory or program management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

Society for Human Resource Management (SHRM) Senior Certified Professional (SCP) certification or HR Certification Institute (HRCI) Professional in Human Resources (PHR) certification is strongly desired.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

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

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

MENTAL DEMANDS

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

WORK ENVIRONMENT

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

JOB SPECIFICATION

CLASS TITLE

WATER OPERATIONS MANAGER

ADOPTION

RESOLUTION NO.

8127

EFFECTIVE DATE

3/7/22

FLSA DESIGNATION

EXEMPT

GENERAL PURPOSE

Under direction, plans, organizes, integrates and directs the work of the Water division of the Public Works Department; manages a comprehensive construction, maintenance and repair program for the water production and distribution system facilities, equipment and related infrastructure; ensures all operations and maintenance functions are safe and efficient, while complying with applicable permits, laws and regulations; provides expert professional assistance and guidance to management on water quality and water infrastructure issues; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Water Operations Manager is a mid-management position, and is responsible for ensuring that the systems, equipment and facilities needed to treat and distribute potable and recycled water are reliable, efficient and operational. The incumbent assists with the formulation of departmental policies and is responsible for developing goals and objectives, supervising staff, administering the division budget, and directing day-to-day activities. Work is broad in scope and requires seasoned judgment and a high degree of initiative and independence. A key characteristic of the position is working closely with the Director of Public Works to plan and implement a well-thought-out capital improvement program for the Water Division. The incumbent must also be the City's water regulation and compliance expert. Finally, he/she should be committed to providing mentorship to all water division staff and support their development.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Plans, organizes, controls, integrates and evaluates the work of the Water division; with supervisors and staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Manages the performance of division staff; interviews and selects new staff; develops a comprehensive program for staff development through training and certification; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to

ESSENTIAL DUTIES AND RESPONSIBILITIES

- recognize performance; hears and makes recommendations on grievances; subject to management concurrence, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City human resources policies and labor contract agreements.
3. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.
 4. Participates in the formulation and implementation of departmental policy, planning and strategic development; leads and directs staff and outside consulting resources in the development and application of new methods and processes to achieve higher efficiency, quality and innovation in department work processes.
 5. Through subordinate supervisors, oversees the maintenance and operations of water production and distribution activities, and water equipment and facilities maintenance; prioritizes work orders; reviews and evaluates daily activities and work assignments with supervisors and provides expertise in resolving operational and maintenance issues; directs response to and recovery of service during emergencies, as well as planned and unplanned operation stoppages; oversees and approves overtime work.
 6. Ensures water distribution operations functions and staffing; ensures treatment processes are maintained within operating parameters, regulatory permits, and that all required logs and reports are completed and maintained in accordance with regulatory requirements; investigates and ensures treatment problems are resolved in accordance with state rules and regulations; monitors completion of sample collection schedules in accordance with strict regulatory requirements.
 7. Participates in development of capital improvement plans and large maintenance projects and confers with engineering consultants and other water agencies on operational needs and effectiveness; oversees the work on large-scale jobs and performs advanced troubleshooting, maintenance and repair activities; inspects new equipment and construction to ensure proper operation and adherence to specifications.
 8. Oversees the use of technology and the SCADA system to check reservoir levels and distribution flow to ensure the proper functioning of water facilities; ensures infrastructure, system security and data integrity controls are in place and operational to insure operational security. Makes recommendations on how technology can be better incorporated into the operation of the water system.
 9. Ensures customer complaints/concerns regarding water quality, water system operation and maintenance activities, and meter operations and billing issues are investigated and addressed; performs escalated investigations and advanced troubleshooting; oversees water conservation education and water-related community outreach programs.
 10. Implements the City's agreement with Metropolitan Water District (MWD) and Upper Los Angeles River Area (ULARA) Water master; assists with negotiations and the preparation of reports, plans, agreements and amendments; ensures projects and programs are communicated effectively and comply with

ESSENTIAL DUTIES AND RESPONSIBILITIES

- agreements, permits and regulations. Regularly participates in manager meetings with MWD, ULARA, and other partnering agencies.
11. Plans and oversees investigative projects and plans related to the current and future water supply; reviews and performs technical analyses of future supply and demand, waterworks design and construction techniques, and changes in codes and regulations; performs technical analyses to ensure compliance with regulations and water quality requirements. Plays a key role in the evaluation of the water system's resilience and reliability.
 12. Ensures strict safety policies and safe work procedures; may assist as a first responder in the event of spills or accidents; ensures safety equipment is in sound working condition and that department employees have participated in safety training and familiar with safety protocols.
 13. Researches, evaluates and integrates new work practices, technology and systems to enhance productivity; performs project management duties; prepares purchase orders, inventory and tracking reports, quality-control reports, personnel-action reports and accident reports as necessary.
 14. Periodically reviews and evaluates required inspection and maintenance programs to ensure compliance with regulatory operation permits, rules and regulations; prepares a variety of mandated monthly, quarterly and annual reports to regulatory agencies including the State Water Resources Control Board and ULARA; develops or oversees the development of the Annual Water Quality Report and the Urban Water Management Plan.
 15. Serves as the department's representative to professionals, industry groups, community groups, customers, regulators and other agencies; participates in negotiations with contractors, consultants, vendors and other municipalities.
 16. Acts in the absence of the Director of Public Works as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles, practices and techniques of water production and distribution applicable to the City's water system.
2. Principles, methods and techniques for operating pumps, valves, motors, chemical feed systems and electronic, computerized and manual control systems.
3. Principles, theories and practices of asset management and computerized maintenance management systems.
4. Theory, principles and practices of regulatory compliance.
5. Principles, methods, practices and techniques utilized in chemical and biological analyses.

MINIMUM QUALIFICATIONS

6. Uses of Supervisory Control and Data Acquisition (SCADA) control systems and instrumentation, manual control systems and computer applications related to the work.
7. Local, state and federal laws and regulations regarding the production and transmission of potable water including the Safe Drinking Water Act, Title 22 and relevant Environmental Protection Agency (EPA) regulations.
8. Federal, state and local laws, regulations and permitting requirements applicable to assignment.
9. Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
10. Research methods and statistical analysis techniques.
11. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
12. Principles and practices of effective management and supervision.
13. Principles and practices of sound business communications.
14. City human resources policies and labor contract provisions.
15. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Plan and direct the activities of a water division of Public Works.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Direct the development and/or analysis of operational and maintenance processes, procedures, plans, contracts and regulatory filings for the assigned division.
4. Work collaboratively with directors and managers, and provide expert advice and counsel to develop solutions to complex issues.
5. Organize, set priorities and exercise expert independent judgment within areas of responsibility.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

9. Understand, interpret, explain and apply applicable laws, codes and ordinances.
10. Represent the City effectively in dealings with contractors, regulators and other City employees. Present proposals and recommendations clearly, logically and persuasively.
11. Operate a computer and standard business software and a variety of computer software programs and databases related to area of assignment.
12. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

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

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

Graduation from high school or GED equivalent with additional college-level coursework in chemistry, biology and water treatment technology, and fifteen years of progressively responsible experience in skilled maintenance and operation of a water system, at least seven of which were in a supervisory capacity, are required; or an equivalent combination of training and experience.

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

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

California State Water Resources Control Board Water Distribution System Operator Grade III is required. California State Water Resources Control Board Water Treatment Operator Grade II is required. Grade III is required within twelve months of hire.

Annual certification for CPR, First Aid, Confined-Space Entry and use of Self-Contained Breathing Apparatus (SCBA) per OSHA requirements are required for some assignments.

Additional certification is highly desirable including:

- Los Angeles County Backflow Tester certification.
- Cross-Connection Control Program Specialist certification.

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

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

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

MENTAL DEMANDS

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

WORK ENVIRONMENT

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

Work requires responding to emergency calls.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager

Date: March 7, 2022

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

RECOMMENDATION:

It is recommended that the City Council receive and file an update related to the City's COVID-19 efforts, including, but not limited to the City's COVID-19 planning, response, enforcement; education and outreach efforts; financial assistance programs and the pursuit of funding opportunities; COVID-19 related policy initiatives; 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.

Small Business Grant Program.

The San Fernando Small Business Grant Program is offered to local businesses that have been economically impacted by the COVID-19 pandemic. Through the Los Angeles County Development Authority, the City is providing grants of \$10,000 to businesses that provide goods or services to local residents in the San Fernando community.

Eligible businesses may submit an intake form during the five-day application period (February 28, 2022 through March 4, 2022). After the intake period closes, a lottery will be conducted and selected businesses will be requested to complete an full application.

IMPORTANT DATES	PROGRAM ACTIVITIES
February 28, 2022 – March 4, 2022	Open Intake Period for Eligible Businesses
March 9, 2022	Lottery conducted to select the number of eligible businesses that the SBG Program can fund

Receive and File an Update Regarding COVID-19 Response Efforts

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IMPORTANT DATES	PROGRAM ACTIVITIES
March 10, 2022 – March 18, 2022	Selected businesses will be contacted and sent a full grant application to complete and qualify to receive a grant
April 8, 2022	Deadline for selected businesses to submit complete grant applications
March 2022 – April 2022	Approved grant agreements are executed and checks issued to businesses

This program is administered in partnership with the Los Angeles County Development Authority and funded by U.S. Department of Housing and Urban Development Community Development Block Grant.

Visit SFCITY.ORG/Finance/#Small-Business-Grant for more information on eligibility, how to apply, how the grant funds may be used, and a link to submit the intake form.

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.

Since reopening on June 15, 2021, LACDPH has updated the Health Officer Order (“Order”) on July 16, 2021, July 22, 2021, July 30, 2021, August 23, 2021, September 17, 2021, September 28, 2021, December 16, 2021, December 31, 2021, January 5, 2022, January 10, 2022, February 15, 2022, and most recently on February 23, 2022. The current Health Officer Order creates elective criteria for establishments, businesses, and venues to voluntarily implement to exempt either of the following from the indoor masking requirement: Option No. 1 – all fully vaccinated customers, visitors and onsite workers; or Option No. 2. – just fully vaccinated customers and visitors.

Unvaccinated or partially vaccinated persons must continue to wear a well-fitting mask in public indoor settings. Proof of vaccination is required to enter bars, breweries, wineries, distilleries and nightclubs. Additionally, the City of Los Angeles requires proof of a full COVID-19 vaccination to enter the indoor portions of food establishments, gyms, entertainment and recreational locations, personal care establishments, and outdoor events within the City, as well as certain City facilities. Please note: the City of Los Angeles requirements DO NOT apply to the City of San Fernando. The most recent update to the Health Officer Order recommends, but no longer requires, masking for attendees at Outdoor Mega Events and no longer requires masking while outdoors at K-12 schools, Youth Sports, or Childcare settings. Masking is still recommended at crowded outdoor events.

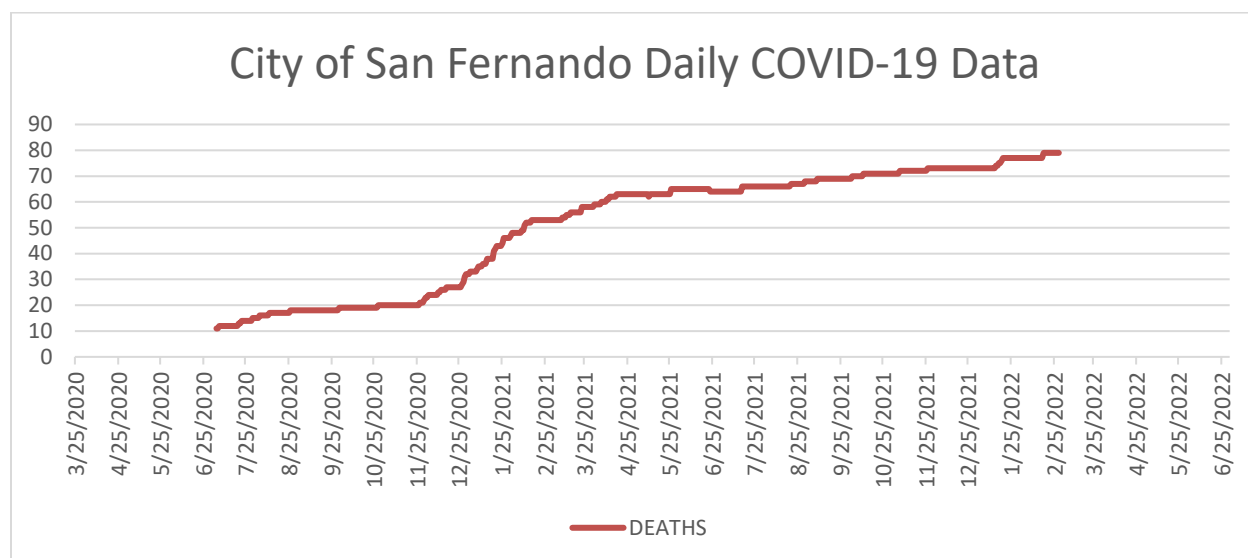
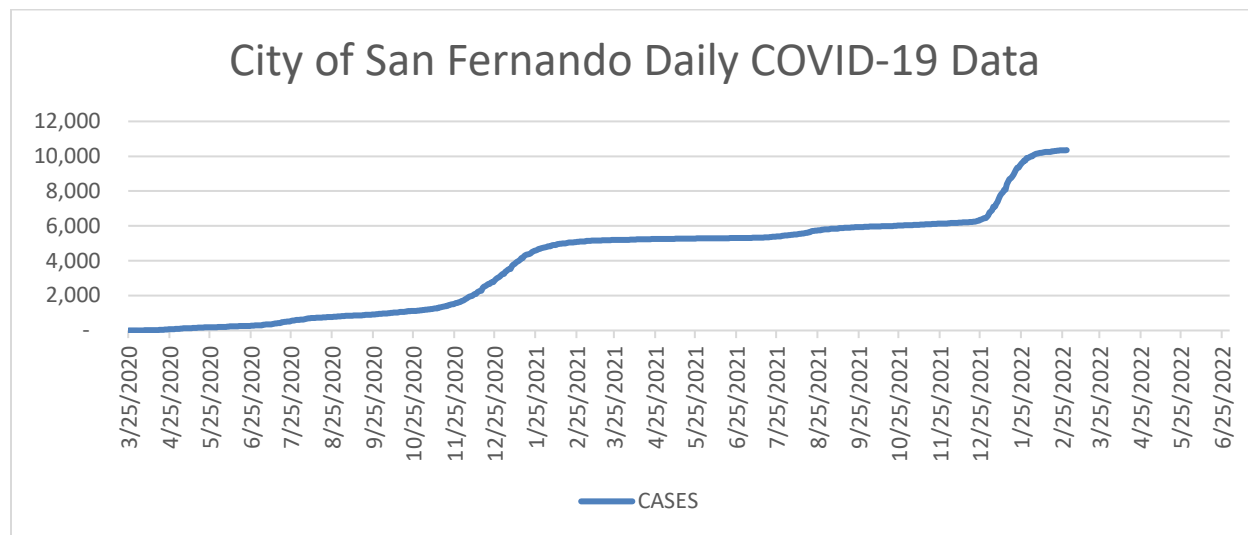
Please visit the City’s website for current Health Orders issued by the LACDPH: SFCITY.ORG/Coronavirus/#Health-Officer-Order.

Receive and File an Update Regarding COVID-19 Response Efforts

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Daily COVID-19 Cases and Deaths in the City of San Fernando.

As of February 28, 2022, the City of San Fernando has experienced a total of 10,350 cases of COVID-19 and a total of 79 residents have lost their lives to the pandemic.



Masking Guidance.

As of January 17, 2022, employers are required to provide their employees, who work indoors and in close contact with other workers or the public, with and require them to wear a well-fitting medical grade or surgical mask at all times while indoors at the worksite or facility.

As of February 16, 2022, the Health Officer Order recommends, but no longer requires, masking for attendees at Outdoor Mega Events and no longer requires masking while outdoors at K-12 Schools, Youth Sports, or Childcare settings. Masking is still recommended at crowded outdoor events.

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As of February 25, 2022, the Health Officer Order requires everyone two years of age and older must wear a mask on all public transit and transit hubs, at all health care settings, correctional facilities, shelters and cooling centers, and indoors at youth-serving facility, such as schools, childcare, day camps, etc. In addition, everyone who is not fully vaccinated must wear a mask in all indoor public places. In Los Angeles County, including the City of San Fernando, businesses and venues that verify vaccination status or negative test may allow people who are fully vaccinated to choose whether they want to wear a mask or not indoors. Note that in the workplace, workers must follow the most protective mask requirements as stated by Cal/OSHA and the County Health Officer Order.

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.

Los Angeles County residents in have multiple options to register for an appointment to receive the COVID-19 vaccine:

- California Department of Public Health Online portal: MyTurn.ca.gov
- 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

Since May 13, 2021, all California residents age 12 and older have been eligible to be vaccinated. On November 3, 2021, children ages five and older became eligible to receive the Pfizer vaccination.

On August 14, 2021 and October 21, 2021, a third (booster) dose of the Pfizer, Moderna and Johnson & Johnson vaccines, respectively, became available to residents.

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

Per data provided by LACDPH as of February 24, 2022: 17,531 (74.2%) of San Fernando residents over the age of five and 2,424 (94.2%) of San Fernando residents over the age of 65 are fully vaccinated. The chart below (solid gray line) shows the uptick in vaccinations in July and August 2021 while a digital ad campaign was being run. Although there were undoubtedly other factors that contributed to the increase in vaccinations, it is reasonable to assume that the digital ad campaign assisted those interested in getting the vaccination with easy access to registration sites.

Receive and File an Update Regarding COVID-19 Response Efforts

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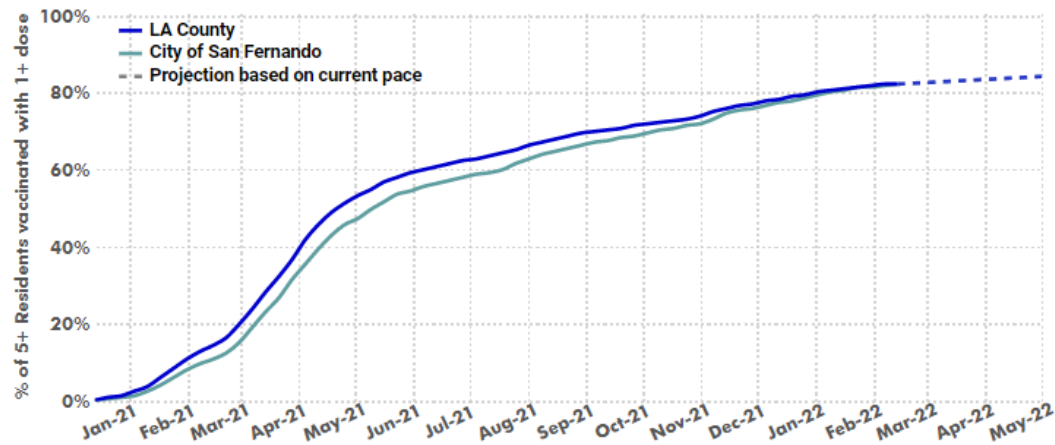
Estimated Progress by Community

Projections extend the **current pace** of vaccinations (43 vaccinations/week as of Feb 13 - Feb 19).

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

Select a city and age group above to update the charts. Click on ? to learn how to use this tool - including setting targets for changing vaccination rates.

Reset Vaccination rate shown: 43 vaccinations/week
☐ View Past Projections
☐ View Weekly Vaccinations



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.
- For the "Received 1+ Dose" chart, cumulative totals are given for the number of people in a button-selected age group (5+, 12+, 5-11, 12-17, 65+) vaccinated with at least 1 dose divided by the relevant age group population. For the "Fully Vaccinated" chart, cumulative totals indicate the number of people in the button-selected age group who have completed a vaccination series (e.g. second dose for Pfizer/Moderna, first dose for J&J) divided by the relevant age group population. For the "Received 1+ additional dose" charts, cumulative totals refer to the number of people in a button-selected age group who, by that date, received 1+ additional dose following their full vaccination, divided by the relevant age group population.
- Each community past projection line shows the vaccination rate for a previous week. Past projections are not shown for ages 5-11 vaccinations at this time.
- 5-11 year old additional doses may be highly variable due to on-going record clean ups conducted by the State in CAIR notably when a new eligibility group has been added.

San Fernando Recreation Park Vaccination and Testing Site.

In cooperation with CORE, the City is able to offer a small-scale mobile unit and San Fernando Recreation Park. Although the site is significantly scaled down from the Supersite the closed in July 2021, there is 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 is providing to the community at this mobile site is information related to eligibility for public assistance programs and health screenings (i.e., CalFresh/SNAP, WIC, Medi-Cal, LIHEAP, and General Relief).

The San Fernando Recreation Park site is currently open Monday through Saturday from 8 am to 4 pm. No appointment is necessary for any of the services below. The daily schedule is as follows:

- Testing – Monday through Saturday, 8 am to 4 pm
- Vaccine (Pfizer), including Booster Dose for eligible residents – Tuesday, Wednesday, Friday, and Saturday, 8 am to 4 pm
- Public Assistance Program Information – Monday through Saturday, 8 am to 4 pm

Receive and File an Update Regarding COVID-19 Response Efforts

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- Wellness Checks – Tuesday, Wednesday, Friday, and Saturday, 8 am to 4 pm

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](https://www.sfcity.org/Coronavirus/#Business-Resources) for more information on the City's COVID-19 Relief Programs.

City Facilities Reopening.

Effective, January 3, 2022, City Hall reopened to the public with normal hours (i.e., Monday through Thursday, 7:30 am to 5:30 pm; Friday, 8 am to 5 pm).

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

Limited recreation programming and services have resumed at most of the City parks with the condition that the County of Los Angeles Protocols for Organized Activities are implemented. Las Palmas Park and Recreation Park are currently offering limited indoor recreational programs and services. For more information regarding the programs and services being offered please visit the Recreation and Community Services webpage ([SFCITY.ORG/SFRecreation](https://www.sfcity.org/SFRecreation)) or call (818) 898-1290.

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 which provides fiscal stimulus funding paid directly to state and local governments. The City's total allocation is approximately \$5.8 million, which is being distributed in two equal installments of \$2.9 million in July 2021 and July 2022. City Council will be considering appropriation of these funds through separate City Council action items.

Prior Coronavirus Relief Funds.

The City received \$311,234 from the Coronavirus Relief Funds (CRF) through the CARES Act. City Council appropriated these funds to reimburse the City for COVID-19 response costs in FY 2020-2021.

Receive and File an Update Regarding COVID-19 Response Efforts

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Community Development Block Grant Funds.

In FY 2020-2021, the City received \$136,000 in special CDBG Coronavirus (CV) funds that were used to fund a residential food distribution program and small business PPE program. In addition, in FY 2021-2022, the City allocated \$219,128 in CDBG funds for a Business Assistance Program to participate in the LACDA small business grant program to quickly roll out the grant opportunity to San Fernando businesses.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Kanika Kith, Director of Community Development

Date: March 7, 2022

Subject: Consideration and Discussion Regarding a Draft Smoke-Free Multi-Unit Housing Ordinance

RECOMMENDATION:

It is recommended that the City Council:

- a. Discuss the draft Smoke-Free Multi-Unit Housing Ordinance (Attachment “A”); and
- b. Provide direction to staff, as applicable.

BACKGROUND:

1. On May 25, 2021, then Mayor Ballin requested to agendize an item to a future meeting regarding a presentation by Pueblo y Salud (PyS) about the benefits associated with a smoke-free housing policy.
2. On September 3, 2021, PyS attended the Green City/Street and Parkway Tree Ad Hoc Committee meeting and presented information regarding the organization’s background and purpose, including, but not limited to, assisting cities with recommendations on steps towards enacting tobacco policies relating to Smoke-Free Multi-Unit Housing.
3. On September 20, 2021, the City Council received a presentation from PyS regarding information on educating communities regarding civic participation, public health, culture, and drug, alcohol and tobacco prevention services and discussed a proposed smoke-free multi-unit housing policy. After a robust discussion, the City Council continued the discussion to the first City Council meeting in November 2021 and directed staff to send out notices to residents and owners of multi-unit housing properties in the City notifying them of the upcoming agenda item.
4. On October 25, 2021, staff mailed approximately 800 notices to residents and owners of multi-unit housing properties in the City.

Consideration and Discussion Regarding a Draft Smoke-Free Multi-Unit Housing Ordinance

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5. On November 2021, a Smoke-Free Multi-Unit Housing Model Ordinance was presented to City Council for discussion. The City Council expressed interest in reviewing a draft ordinance that balances the needs of protecting the health of non-smokers with the needs of individuals who smoke due to recreational uses, addiction, or otherwise.

ANALYSIS:

To protect and promote the public health, the City currently regulates smoking in accordance with state and local regulations. State law prohibits smoking on public school property and in vehicles with minors. City of San Fernando Municipal Code, Chapter 23 – OUTDOOR SMOKING REGULATIONS, prohibits all forms of vaping, smoking and the use of tobacco products in the following unenclosed places within the City:

- (1) Recreational areas (e.g., streets, sidewalks, parks, picnic areas, playgrounds, sports fields, walking paths, gardens, hiking trails, bike paths, and swimming pools);
- (2) Service areas (e.g., areas including or adjacent to information kiosks, ATMs, ticket lines, bus stops or shelters, mobile vendor lines, or cab stands);
- (3) Dining areas (e.g., any area accessible by the public, including streets and sidewalks, that is designed, established, or regularly used for consuming food or drink);
- (4) Places of employment (e.g., any area under the control of an employer, that an employee or the general public may have cause to enter in the normal course of the operations); and
- (5) Other public places, when being used for a public event, including but not limited to a farmers' market, parade, craft fair, festival, or any other event which may be attended by the general public.

For tenants and owners of multi-unit housing, such as apartments and common interest communities, tobacco smoke from a neighboring unit that infiltrates their homes can pose a daily problem. As a result, many local governments have taken proactive steps to prevent or eliminate secondhand smoke from infiltrating living spaces. Attachment “B” includes a list of California cities that have adopted smoke-free multi-unit housing ordinances.

The City currently does not have an ordinance that regulates smoking in multi-unit housing. At their November 1, 2021 meeting, the City Council expressed an interest in reviewing a draft ordinance that would balance public health needs with the needs of individuals who smoke due to recreational uses, addiction, or otherwise. Two public comments were also received during the meeting. One public comment was from a landlord who was concerned about landlord’s responsibility for implementing the ordinance for a smoke free environment. The second public

Consideration and Discussion Regarding a Draft Smoke-Free Multi-Unit Housing Ordinance

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comment was from a resident who agreed with the effort but was concerned about telling people what to do in their own home, and about the potential impacts to existing smoking tenants.

The City Council expressed concerns regarding the applicability, enforcement, and effectiveness of such a smoke-free multi-unit housing ordinance. Concerns were discussed about the addictive nature of smoking and the possible abuse of a smoke-free housing ordinance by property owners to evict non-compliant tenants. Other concerns were associated with the day-to-day enforcement of the proposed regulations.

The City Council requested that the draft ordinance address the following:

- Regulate the appropriate type of multi-unit housing;
- Require all new units and new leases to be non-smoking without a phase-in period;
- Include a phase-in period of no less than one year for existing tenants;
- Include an outdoor Designated Smoking Area within the housing complex ;
- Identify who will enforce the ordinance (landlord or the City);
- Discourage eviction for existing smoking tenants; and
- Require landlords to provide educational materials to tenants.

City Council directed staff to provide information on these areas and return for additional discussion and direction.

Review of Other Cities' Smoke-Free Ordinances.

A list of California cities (Attachment "B") that have adopted smoke-free multi-unit housing ordinances shows that 20 municipalities partially restrict smoking in multi-unit housing. Each jurisdiction tailored its smoke-free ordinance to reflect the needs of its community. For example, some jurisdictions allow one designated smoking area on each property that meets certain specified size and placement standards. A brief summary of regulations from a few cities are included as Attachment "C."

Designated Smoking Area.

Standards for Designated Smoking Areas (DSA) in other jurisdictions typically include the following:

- Must be an unenclosed area;
- Must be as far as possible, or at least 25-feet away, from any indoor area, doorway, window, opening, ductwork or vents, and play area;
- Be marked with signs;
- Have a marked perimeter;
- Be as small of an area as practically possible; and
- May require smoker waste receptacles (such as ash urns, smokers' poles, or outdoor ashtrays) to ensure safe disposal of cigarettes.

Consideration and Discussion Regarding a Draft Smoke-Free Multi-Unit Housing Ordinance

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Enforcement.

Enforcement provisions adopted by other cities are tailored to their specific needs. For example, some cities rely on code enforcement officers for day-to-day enforcement. Other cities rely on private citizen enforcement of the ordinance. This enables residents and property owners to maintain a smoke-free environment and minimizes impact on the City's staff, budget, and resources.

Educational Resources.

Many cities provide educational materials about smoking hazards, and resources for people who will be affected by the ordinance and might seek help to quit smoking. Such resources may include phone numbers (hotlines), fact sheets, or other general information on the City's website and as printouts in City Hall or elsewhere.

Draft Ordinance.

The draft ordinance (Attachment "A"), Smoke-Free Multi-Unit Housing Ordinance, would be applicable to two or more units with specific regulations defining allowable smoking areas for attached multi-unit housing complexes (e.g., duplexes, apartments, etc.) versus detached multi-unit housing complexes (e.g., detached townhomes). The proposed draft ordinance would ban smoking in all new construction and new leases of multi-family units, require an outdoor designated smoking area, and establish a phase-in period for all existing multi-family units.

These regulations are included to address concerns expressed by the City Council, as follows:

1. *Where to Restrict/Allow Smoking.* The strongest approach from a public health standpoint is to prohibit smoking anywhere on the premises. However, the City Council expressed concerns about balancing the needs of protecting the health of those who do not smoke with the needs of those who do smoke. The City Council also indicated that single-family homes with accessory dwelling units should not be treated in the same manner as an apartment building.

Therefore, the proposed ordinance defines two categories of multi-unit housing types (attached and detached) and regulates smoking activities based on the character of the housing type. The proposed ordinance allows:

- Outdoor smoking is allowed only in a designated smoking area (DSA) that is 25 feet from interior areas, and from areas frequented by children, in attached multi-unit housing complexes (e.g., apartment buildings). Indoor smoking, including private balconies, patios, and decks is not allowed because these types of multi-unit housing complexes share common walls and have windows in close approximately to other units. Smoking in common indoor areas (e.g., hallways, recreation room, etc.) are also not allowed because in some cases, these areas share central ventilation systems.

Consideration and Discussion Regarding a Draft Smoke-Free Multi-Unit Housing Ordinance

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- Indoor smoking is allowed in detached multi-unit housing complexes (e.g., detached townhouses). No outdoor smoking is allowed, including private patios, balconies, and decks. No outdoor DSA is required, but optional and must meet the standards for DSA.

Landlords or Homeowner Associations will be required to install and maintain signage throughout the property identifying appropriate smoking area.

2. *Enforcement Responsibilities.* Enforcement regulations have been tailored for the City to provide limited enforcement for certain provisions (e.g., signage requirements, designated smoking area requirements, etc.) and to allow residents and landlord to enforce the regulations through private legal action. A violation of the Ordinance may be prosecuted as an infraction, misdemeanor or civil administrative action and may result in the imposition of fines as set forth in Chapter 1 of the Municipal Code and civil penalties of up to \$1,000 per violation.
 - The proposed regulations establish the circumstances and parameters to aid and enable a person to legally establish, enforce, and maintain a smoke-free multi-unit housing development. Any person could initiate a civil action against a violating party, and they would be supported by the Ordinance's regulations.
 - If the City approves the proposed Ordinance, staff will formulate a plan for implementation of the Ordinance, including education of and outreach to landlords, tenants, HOA boards, and homeowners regarding the Ordinance's provisions.
3. *Phase-in Period.* Smoke-free ordinances typically include a phase-in period (90 – 180 days) to allow time for public officials to educate tenants and management about the new requirements. This Ordinance includes a Phase-In Period of 90 days to one year to provide time for landlords and tenants to transition to 100% smoke free units for attached multi-unit housing complexes. Residents of detached housing complexes (e.g. Accessory Dwelling Units) will be able to continue smoking inside the units, but not outdoor within 90 days from the effective date of the ordinance.

Consideration and Discussion Regarding a Draft Smoke-Free Multi-Unit Housing Ordinance

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	Attached Complex	Detached Complex
90 Days After Effective Date	<ul style="list-style-type: none"> Prohibit indoor smoking for newly constructed units. Prohibit indoor smoking for units with new tenants (new leases). Landlords must provide disclosure of the Ordinance and reference to the code section in every new lease and real estate purchase agreement. Landlords must notify all building tenants of the Ordinance and post no-smoking signage throughout. 	<ul style="list-style-type: none"> Prohibit outdoor smoking, including common areas and private areas (balcony, patio, and deck of individual units). Disclosure of the Ordinance and reference to the code section must be provided in every new lease and real estate purchase agreement. Landlords must notify all building tenants of the Ordinance and post no-smoking signage throughout.
One Year After Effective Date	<ul style="list-style-type: none"> Prohibit indoor smoking in all units All complexes to have outdoors designated smoking area (DSA). 	<ul style="list-style-type: none"> Optional to create an outdoor designated smoking area (DSA), but must meet DSA standards

Community Outreach.

PyS conducted independent outreach to residents of multi-unit housing properties in San Fernando in May, August, and October 2021. PyS collected 98 cards from residents in support of a Smoke-Free Multi-Unit Housing Ordinance in San Fernando.

Additionally, staff mailed a “Notice of Upcoming Agenda Item” on October 25, 2021 to approximately 800 residents and owners of multi-family housing properties for the November 1, 2021 City Council meeting. The notice included, among other information, a brief description of the item being considered, the date, place, and time of the City Council meeting, and multiple methods for submitting comments.

If the City Council is supportive of the draft Ordinance, a Notice of Public Hearing as a display advertisement in the San Fernando Sun newspaper will be published to inform the community of the draft Ordinance. The draft Ordinance will also be posted on the City’s website for the community to provide comments prior to adoption of the Ordinance.

Consideration and Discussion Regarding a Draft Smoke-Free Multi-Unit Housing Ordinance

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Environmental Review.

The adoption of this Ordinance would be exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) (the “common sense exemption”) and 15378(b)(5) since it can be seen with certainty that there is no possibility that adopting an ordinance will have a significant effect on the environment since the project involves administrative activities that do not significantly impact the environment. The Ordinance is also exempt under CEQA Guidelines Section 15307 and 15308, as a regulatory action that protects natural resources and the environment, since the regulation of existing smoking and the related education and outreach activities in the Ordinance will reduce existing smoking practices, improve air quality, and reduce litter and waste from smoking debris, which includes plastic-based cigarette filters that would otherwise impact the environment.

BUDGET IMPACT:

If the City Council directs staff to move forward with the proposed Smoke-Free Multi-Unit Housing Ordinance, there will be City Attorney costs associated with reviewing the Ordinance. City Attorney expenditures for ordinance review are included in the Fiscal Year 2021-2022 Budget. There will also be costs associated with preparing and distributing educational materials, as well as staff time to educate and enforce the ordinance. The costs of education and enforcement are unknown at this time.

CONCLUSION:

It is recommended that the City Council discuss the proposed Smoke-Free Multi-Unit Housing Ordinance and provide direction to staff.

ATTACHMENTS:

- A. Proposed Smoke-Free Multi-Unit Housing Ordinance
- B. List of California Cities with Smoke-free Multi-Unit Housing Ordinances
- C. Summary of Regulations from Other Cities

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA AMENDING THE SAN FERNANDO MUNICIPAL CODE TO PROHIBIT SMOKING IN MULTI-UNIT HOUSING

WHEREAS, tobacco use causes death and disease and continues to be an urgent public health threat. According to the World Health Organization (WHO), tobacco kills up to half of its users, amounting to more than 8 million deaths each year worldwide, including nearly half a million people who die prematurely from smoking in the United States.¹ According to the United State Department of Health and Human Services, tobacco use can cause disease in nearly all organs of the body and is responsible for an estimated 87% of lung cancer deaths, 32% of coronary heart disease deaths, and 79% of all chronic obstructive pulmonary disease deaths, in the United States. It is estimated that 5.6 million of today's Americans who are younger than 18 are projected to die prematurely from a smoking-related illness;² and

WHEREAS, tobacco use is the number one cause of preventable death in California and continues to be an urgent public health issue, as evidenced by the fact that an estimated 40,000 California adults die from smoking annually.² Each year, smoking costs California an estimated \$13.3 billion in direct health care expenses, \$3.6 billion in Medicaid costs, and \$10.4 billion in productivity losses.³ Research indicates that more than 25% of all adult cancer deaths in California are attributable to smoking;⁴ and

WHEREAS, secondhand smoke has repeatedly been identified as a health hazard, as evidenced by the following:

- In 2006, the U.S. Surgeon General concluded that there is no risk-free level of exposure to secondhand smoke;⁵
- In 2006, the California Air Resources Board identified secondhand smoke as a toxic air contaminant, in the same category as the most toxic automotive and industrial air

¹ World Health Organization. *WHO Report on the Global Tobacco Epidemic, 2019: Offer Help to Quit Tobacco Use*. 2019. Available at: <https://apps.who.int/iris/handle/10665/326043>.

² U.S. Department of Health and Human Services. *The Health Consequences of Smoking: 50 Years of Progress. A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health. 2014. Available at: https://www.ncbi.nlm.nih.gov/books/NBK179276/pdf/Bookshelf_NBK179276.pdf.

³ Campaign for Tobacco-Free Kids. *The Toll of Tobacco in California*. Available at: www.tobaccofreekids.org/problem/toll-us/california. Accessed June 2, 2020.

⁴ Lortet-Tieulent J, Sauer AG, Siegel RL, et al. State-level cancer mortality attributable to cigarette smoking in the United States. *JAMA Intern Med*. 2016;176(12):1792–1798. doi:10.1001/jamainternmed.2016.6530.

⁵ U.S. National Cancer Institute. *A Socioecological Approach to Addressing Tobacco-Related Health Disparities*. National Cancer Institute Tobacco Control Monograph 22. NIH Publication No. 17-CA-8035A. Bethesda, MD: U.S. Department of Health and Human Services, National Institutes of Health, National Cancer Institute. 2017. Available at: <https://cancercontrol.cancer.gov/brp/tcrb/monographs/22/index.html>.

pollutants, and a serious health threat for which there is no safe level of exposure;⁶

- In 2006, the California Environmental Protection Agency added secondhand smoke to the Proposition 65 list of chemicals known to the state of California to cause cancer, birth defects, and other reproductive harm;⁷
- The American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) finds that acceptable indoor air quality in multi-unit housing requires the absence of secondhand smoke, cannabis smoke, and aerosol from electronic smoking devices;⁸
- The American Heart Association and the American Lung Association recommend all adults and children be protected from secondhand smoke in multi-unit housing;^{9, 10} and

WHEREAS, exposure to secondhand smoke causes death and disease, as evidenced by the fact that since 1964, approximately 2.5 million nonsmokers have died from health problems caused by exposure to secondhand smoke and secondhand smoke was responsible for an estimated 34,000 heart disease-related and 7,300 lung cancer-related deaths among nonsmoker adults each year during 2005-2009 in the United States.² Research indicates that exposure to secondhand smoke increases the risk of coronary heart disease by 25% to 30% and increases the risk of stroke by 20% to 30%.^{2,11} Centers for Disease Control and Prevention estimated that secondhand smoke kills more than 400 infants every year; and

WHEREAS, nonsmokers who live in multi-unit dwellings can be exposed to neighbors' secondhand smoke, as evidenced by the following:

- Research demonstrates that secondhand smoke in multi-unit housing can and does transfer between units, seeping into smoke-free areas from areas where smoking

⁶ California Identifies Secondhand Smoke as a "Toxic Air Contaminant" [press release]. January 26, 2006. Available at: www.arb.ca.gov/newsrel/nr012606.htm. Accessed June 2, 2020.

⁷ U.S. Department of Health and Human Services. *The Health Consequences of Involuntary Exposure to Tobacco Smoke. A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health. 2006. Available at: www.cdc.gov/tobacco/data_statistics/sgr/2006/index.htm.⁸ Air Resources Board, California Environmental Protection Agency. *Frequently Asked Questions—Environmental Tobacco Smoke*. Available at: www.arb.ca.gov/toxics/ets/factsheetets.pdf. Accessed June 2, 2020.

⁸ American Society of Heating Refrigerating and Air Conditioning Engineers (ASHRAE). *2015 Addenda Supplement to ANSI/ASHRAE Standard 62.1-2013, Ventilation for Acceptable Indoor Air Quality*. Atlanta, GA: ASHRAE. 2015. Available at: https://www.ashrae.org/file%20library/technical%20resources/standards%20and%20guidelines/standards%20addenda/62_1_2_013_2015supplement_20150203.pdf.

⁹ American Heart Association. *Policy Position on Smoke-Free Policies in Multi-Unit Housing*. Washington, DC: American Heart Association. 2013. Available at: www.heart.org/idc/groups/ahaacc-public/@wcm/@adv/documents/downloadable/ucm_469126.pdf.

¹⁰ American Lung Association. *Public Policy Position – Healthy Air*. Chicago, IL: American Lung Association. 2019. Available at: <https://www.lung.org/policy-advocacy/public-policy-agenda/public-policy-position-healthy-air>.

¹¹ DiGiacomo SI, Jazayeri MA, Barua RS, Ambrose JA. Environmental Tobacco Smoke and Cardiovascular Disease. *Int J Environ Res Public Health*. 2018;16(1):96. doi: 10.3390/ijerph16010096.

occurs;¹²

- Residents of multi-unit housing have higher levels of cotinine (a biomarker for nicotine) in their blood and saliva than those living in detached houses;¹³
- Among children who live in homes in which no one smokes indoors, those who live in multi-unit housing have 45% higher cotinine levels than children who live in detached houses;^{12,13}
- Twelve studies have found between 26% and 64% of residents of multi-unit housing report secondhand smoke drifting into their home;¹³
- Surveys have found that 65% to 90% of multi-unit housing residents who experience secondhand smoke in their home are bothered by it,³⁶ and a 2019–2020 survey documented variations in secondhand smoke source among multi-unit housing residents in Los Angeles County, who reported secondhand smoke exposure from tobacco (39%), marijuana (36%), and e-cigarettes (9%);¹⁴
- Between 44.0% and 46.2% of Californians living in multi-unit housing with personal smoke-free home policies are exposed to secondhand smoke in their home;¹⁵ and

WHEREAS, several studies have confirmed that smoke-free multi-unit housing policies are an effective method to reduce secondhand smoke exposure to residents living in multi-unit housing.^{16,17,18}

¹² King BA, Travers MJ, Cummings KM, Mahoney MC, Hyland AJ. Secondhand smoke transfer in multiunit housing. *Nicotine Tob Res.* 2010;12:1133–1141. doi:10.1093/ntr/ntq162.

¹³ Snyder K, Vick JH, King BA. Smoke-free multiunit housing: a review of the scientific literature. *Tob Control.* 2016;25:9–20. doi:10.1136/tobaccocontrol-2014-051849.

¹⁴ Toy P, Yount C, Meng YY, et al. *Health at Risk: Policies Are Needed to End Cigarette, Marijuana, and E-Cigarette Secondhand Smoke in Multi-Unit Housing in Los Angeles*. Los Angeles, Calif.: UCLA Center for Health Policy Research. 2020. Available at: <http://healthpolicy.ucla.edu/publications/Documents/PDF/2020/Health-at-Risk-policybrief-may2020.pdf>.

¹⁵ King BA, Babb SD, Tynan MA, Gerzoff RB. National and state estimates of secondhand smoke infiltration among U.S. multiunit housing residents. *Nicotine Tob Res.* 2013; 15(7):1316–1321. doi:10.1093/ntr/nts254.

¹⁶ Hollar TL, Cook N, Quinn D, Phillips T, DeLucca M. Smoke-free multiunit housing policies show promise in reducing secondhand smoke exposure among racially and ethnically diverse, low-income seniors. *J Immigr Minor Health.* 2017;19(6):1281–1289. doi.org/10.1007/s10903-016-0430-2.

¹⁷ Gentzke AS, Hyland A, Kiviniemi M, Travers MJ. Attitudes and Experiences with Secondhand Smoke and Smoke-Free Policies Among Subsidised and Market-Rate Multiunit Housing Residents Living in Six Diverse Communities in the USA. *Tob Control.* 2018;27(2):194–202. doi: 10.1136/tobaccocontrol-2016-053374.

¹⁸ Young W, Karp S, Bialick P, et al. Health, Secondhand Smoke Exposure, and Smoking Behavior Impacts of No-Smoking Policies in Public Housing, Colorado, 2014–2015. *Prev Chronic Dis.* 2016;13:E148. doi: 10.5888/pcd13.160008.

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

SECTION I. The recitals above are true and correct and incorporated herein by reference.

SECTION II. A new Chapter in the City of San Fernando Municipal Code is hereby added to read as follows:

Section 1. INTENT AND PURPOSE.

This Chapter controls exposure to secondhand smoke by prohibiting smoking at certain locations of Multi-Unit Housing. Exposure to secondhand smoke has been proven to cause adverse health effects including but not limited to cancer, cardiovascular disease, respiratory infections, asthma, and ear and nasal problems. The intent and purpose of prohibiting smoking at the identified locations is to protect the public health, safety, and welfare by reducing the number of locations in San Fernando where exposure to secondhand smoke can occur.

Section 2. DEFINITIONS. For the purposes of this Chapter the following definitions shall govern unless the context clearly requires otherwise:

- (a) "Common Area" means every area of a multi-unit housing that residents of more than one unit are entitled to enter or use, including, but not limited to, halls, pathways, lobbies, courtyards, elevators, stairs, community rooms, playgrounds, gym facilities, swimming pools, parking garages/structures, parking lots, grassy or landscaped areas, restrooms, laundry rooms, cooking areas, and eating areas.
- (b) "Common interest development" means:
 - (1) A community apartment project as defined in California Civil Code section 4105, or any successor legislation;
 - (2) A condominium project as defined in California Civil Code section 4125, or any successor legislation;
 - (3) A planned development as defined in California Civil Code section 4175, or any successor legislation; and
 - (4) A stock cooperative as defined in California Civil Code section 4190, or any successor legislation.
- (c) "Electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.
- (d) "Enclosed area" means all space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent

of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent.

- (e) "Homeowners' association" or "HOA" means an organization or entity established for the purpose of managing or maintaining a common interest development. A homeowners' association shall also mean "association" as defined in California Civil Code section 4080, or any successor legislation.
- (f) "Landlord" means any person or agent of a person who owns, manages, or is otherwise legally responsible for a unit in a multi-unit residence that is leased to a residential tenant. For purposes of this ordinance, a tenant who sublets their unit (e.g., a sublessor) is not a landlord.
- (g) "Multi-Unit Housing" means residential property containing two or more units, including, but not limited to, apartment buildings, common interest developments, senior and assisted living facilities, and long-term health care facilities. Multi-Unit Housing includes Attached Multi-Unit Housing and Detached Multi-Housing.
 - (1) "Attached Multi-Unit Housing" means a residential property containing two or more units sharing a common wall.
 - (2) "Detached Multi-Unit Housing" means a residential property containing two or more units with no shared common wall.

Multi-Unit Housing does not include hotel or motel that meets the requirements of California Civil Code Section 1940(b)(2), mobile home park, single-family home, except if used as a health care facility subject to licensing requirements, or single-family home with an accessory dwelling unit, junior accessory dwelling unit or second primary dwelling unit (Senate Bill 9 urban dwelling unit) permitted pursuant to California Government Code sections 65852.1, 65852.2, 65852.21 or 65852.22 or an ordinance of the City adopted pursuant to those sections, except where the accessory dwelling unit, junior accessory dwelling unit or second unit is rented or is used as a health care facility subject to licensing requirements.

- (h) "Nonsmoking Area" means indoor or outdoor area of Multi-Unit Housing property in which smoking is prohibited by:
 - (1) this Chapter or other law;
 - (2) binding agreement relating to the ownership, occupancy, or use of real property; or
 - (3) a person with legal control over the area.
- (i) "Person" means any natural person, partnership, cooperative association,

corporation, personal representative, receiver, trustee, assignee, or any other legal entity, including government agencies.

(j) “Smoking” means:

- (c) inhaling, exhaling, or burning, any tobacco, nicotine, cannabis, or plant product, whether natural or synthetic;
- (d) carrying any lighted, heated, or activated tobacco, nicotine, marijuana, or plant product, whether natural or synthetic, intended for inhalation; or
- (e) using an “electronic smoking device.”

Smoking does not include the use of traditional, sacred tobacco as part of a lawfully recognized religious, spiritual, or cultural ceremony or practice.

(k) “Unenclosed area” means any area that is not an Enclosed Area.

(l) “Unit” means a personal dwelling space, even one lacking cooking facilities or private plumbing facilities, and includes any associated exclusive-use area, such as a private balcony, porch, deck, or patio. “Unit” includes, without limitation, an apartment; a condominium; a townhouse; a room in a senior facility; a room in a long-term health care facility, assisted living facility, community care facility, or hospital; a room in a hotel or motel; a dormitory room; a room in a single-room occupancy facility; a room in a homeless shelter; a mobile home; a camper vehicle or tent; a single-family home; and an accessory dwelling unit, junior accessory dwelling unit or second unit.

(1) “New Unit” means a unit that is issued a certificate of occupancy on and after *[effective date of ordinance]*, or any unit that is leased or rented for residential use for the first time after *[effective date of ordinance]*.

(2) “Existing Unit” means a unit in existence on or before *[effective date of ordinance]*.

Section 3. SMOKING RESTRICTIONS

(a) Effective 90 days from *[effective date]*, smoking is prohibited:

- (1) Attached Multi-Unit Housing. Inside all new units and existing units governed by a new, amended or renewed lease, including any associated balconies, decks, or patios.
- (2) Detached Multi-Unit Housing. All outdoor areas, including common areas and private areas (balcony and patio of individual units).

(b) One (1) year from *[effective date]*, smoking is prohibited:

- (1) Attached Multi-Unit Housing. Inside all units, including any associated private areas (balconies, decks, or patios); and
- (2) Detached Multi-Unit Housing. All outdoor exclusive-use areas associated with a unit such as private balcony, porch, deck or patio; and
- (3) Multi-Unit Housing. All indoor and outdoor common areas of all Multi-Unit Housing properties, with the exception in Designated Smoking Areas in compliance with subsection (c).
 - A. Indoor common areas including, but not limited to lobbies, hallways, stairwells, elevators, laundry rooms, community rooms, community bathrooms, or offices.
 - B. Outdoor common areas including, but not limited to entryways, playgrounds, pool areas, walking paths, sitting areas, parking garages/structures with the exception in Designated Smoking Areas in compliance with subsection (c).
- (c) Notwithstanding subsection (b), smoking is permitted in Designated Smoking Areas that meet all the following conditions:
 - (1) Must not be an unenclosed area.
 - (2) Must be at least twenty-five (25) feet from any indoor area, doorway, window, and outdoor recreational area, such as a tennis court, swimming pool, picnic area, and area primarily used by children such as a playground.
 - (3) Must be no more than 10 percent of the total unenclosed area of the property.
 - (4) Must have a clearly marked perimeter.
 - (5) Must be identified by conspicuous signs. The signs shall have letters of no less than one (1) inch in height and shall be installed and maintained by the Landlord or Homeowner Association with legal control over the Designated Smoking Area.
- (d) No person with legal control over any nonsmoking area of a multi-unit housing shall permit smoking in the nonsmoking area, except as provided in subsection (c).
- (e) No person with legal control over a common area in which smoking is prohibited by this Chapter or other law shall knowingly permit the presence of ashtrays, ashcans, or other receptacles designed for or primarily used for disposal of smoking waste within the area.

Section 4. REQUIRED AND IMPLIED LEASE TERMS FOR ALL NEW AND EXISTING UNITS IN MULTI-UNIT HOUSING.

(a) After *[effective date]*, every lease or other rental agreement for the occupancy of a unit in a multi-unit housing entered into, renewed, or continued month to month shall be amended to include the following provisions:

- (1) A clause providing that as of *[90 days after effective date]*, it is a material breach of the agreement to smoke or allow smoking inside all new units and existing units governed by a new, amended or renewed lease of all Attached Multi-Unit Housing and all outdoor areas, including common areas and private areas (balcony and patio of individual units) of all Detached Multi-Unit Housing. Such clause shall be substantially consistent with the following:

“Tenant agrees and acknowledges that the premises to be occupied by tenant and members of tenant’s household have been designated as a smoke-free living environment. As of *[90 days after effective date]*, tenant, members of tenant’s household, and any guests under control of the tenant will not smoke anywhere:

- a) Inside all new units and existing units governed by a new, amended or renewed lease, including any associated balconies, decks, or patios in all Attached Multi-Unit Housing; or
- b) All outdoor areas, including common areas and private areas (balcony and patio of individual units) in all Detached Multi-Unit Housing.

Tenant acknowledges that a breach of the smoke-free policy may render tenant liable to landlord for the costs to repair tenant’s unit due to damage from smoke odors or residue. A breach of the smoke-free policy is a breach of the lease and grounds for immediate enforcement action, including potential termination of the lease by the landlord.

Tenant will inform tenant’s guests of the smoke-free policy. Tenant will also promptly give landlord a written statement of any incident where tenant observes smoking not allowed by this policy or believes smoke is migrating into the tenant’s unit from sources outside the tenant’s unit.”

- (2) A clause providing that as of *[1 year after effective date]*, it is a material breach of the agreement to smoke or allow smoking inside all units of Attached Multi-Unit Housing, any private outdoor areas of all units of Detached Multi-Unit Housing, and all indoor and outdoor common areas of all Multi-Unit Housing, with the exception in Designated Smoking Areas in compliance with Section 2(c) of this Chapter. Such clause shall be substantially consistent with the following:

“Tenant agrees and acknowledges that the premises to be occupied by tenant and members of tenant’s household have been designated as a smoke-free living environment. As of [1 year after effective date], tenant, members of tenant’s household, and any guests under control of the tenant will not smoke anywhere:

- a) Inside all units, including any associated balconies, decks, or patios of Attached Multi-Unit Housing properties; and
- b) Any private outdoor areas associated with all units of Detached Multi-Unit Housing; and
- c) All indoors and outdoors common areas of all Multi-Unit Housing properties, including but not limited to lobbies, hallways, stairwells, elevators, laundry rooms, community rooms, community bathrooms, offices, or outdoor grounds of the property, including, but not limited to, entryways, playgrounds, pool areas, walking paths, or sitting areas, with the exception in Designated Smoking Areas in compliance with Section 2(c) of this Chapter.

Tenant acknowledges that a breach of the smoke-free policy may render tenant liable to landlord for the costs to repair tenant’s unit due to damage from smoke odors or residue. A breach of the smoke-free policy is a breach of the lease and grounds for immediate enforcement action, including potential termination of the lease by the landlord.

Tenant will inform tenant’s guests of the smoke-free policy. Tenant will also promptly give landlord a written statement of any incident where tenant observes smoking not allowed by this policy or believes smoke is migrating into the tenant’s unit from sources outside the tenant’s unit.”

- (3) A clause providing that it is a material breach of the agreement for tenant to violate any law regulating smoking while anywhere on the property, or to knowingly and intentionally allow any other person subject to the control of the tenant to engage in such behavior. Such clause shall be substantially consistent with the following: “It is a material breach of this agreement for tenant to violate any law regulating smoking while anywhere on the property. Moreover, it is a material breach of this agreement for tenant to knowingly or intentionally allow any other person subject to the control of the tenant to violate any law regulating smoking while anywhere on the property.”
- (4) A clause expressly conveying third-party beneficiary status to all occupants of the multi-unit residence as to the smoking provisions of the lease or other rental agreement. Such clause shall be substantially consistent with the following: “Tenant agrees that other tenants of the rental community are third-party beneficiaries of tenant’s smoke-free policy agreement with landlord. A tenant may sue another tenant for an injunction to prohibit smoking or for damages but does

not have the right to evict another tenant. Any lawsuit between tenants does not create a presumption that the landlord breached this lease.”

- (b) Whether or not a landlord complies with subsection (a) above, the clauses required by those subsections shall be implied and incorporated by law into every agreement to which subsection (a) applies as of *[90 days after effective date]*.
- (c) A tenant who breaches, or knowingly and intentionally allows any other person subject to the control of the tenant to breach, a smoking provision of a lease or other rental agreement for the occupancy of a unit in a multi-unit residence shall be liable for the breach to (i) the landlord; and (ii) any occupant of the multi-unit residence who is exposed to smoke or who suffers damages as a result of the breach.
- (d) Failure to enforce any smoking provision required by this Chapter shall not affect the right to enforce such provision in the future, nor shall a waiver of any breach constitute a waiver of any subsequent breach or a waiver of the provision itself.

Section 5. REQUIREMENTS FOR RENTAL PROPERTIES.

The following requirements apply to Multi-Unit Housing other than units in a common interest development that are not being rented:

- (a) On or before *[90 days after effective date]*, every landlord shall deliver to each new unit and existing unit, as applicable, a copy of this Chapter and a written notice clearly stating:
 - (1) Attached Multi-Unit Housing: All units are designated nonsmoking units and smoking is prohibited in a unit, including any associated private balcony, porch, deck, or patio, as of *[90 days after effective date]*; and
 - (2) Detached Multi-Unit Housing. All outdoor areas, including common areas with the exception in Designated Smoking Area, and all outdoor private areas (balcony and patio) associated with individual units are designated nonsmoking areas and smoking is prohibited as of *[90 days after effective date]*; and
 - (3) Attached Multi-Unit Housing. Inside all units, including any associated balconies, decks, or patios are designated nonsmoking units and smoking is prohibited as of *[1 year after effective date]*; and
 - (4) Detached Multi-Unit Housing. All outdoor private areas (balcony and patio) associated with a unit are designated nonsmoking areas and smoking is prohibited as of *[1 year after effective date]*; and
 - (5) Multi-Unit Housing. All indoor and outdoor common areas with the exception in Designated Smoking Areas in compliance with Section 2(c) of this Chapter

are designated nonsmoking units and smoking is prohibited as of [1 year after effective date].

(b) As of [effective date], every landlord shall provide prospective tenants for a new unit or existing unit, as applicable, with written notice clearly stating that:

- (1) Attached Multi-Unit Housing. All units are designated nonsmoking units and smoking is prohibited in a unit, including any associated private balcony, porch, deck, or patio, as of [90 days after effective date]; and
- (2) Detached Multi-Unit Housing. All outdoor areas, including common areas with the exception in Designated Smoking Area and all outdoor private areas (balcony and patio) associated with individual units are designated nonsmoking areas and smoking is prohibited as of [90 days after effective date]; and
- (3) Attached Multi-Unit Housing. Inside all units, including any associated balconies, decks, or patios are designated nonsmoking units and smoking is prohibited as of [1 year after effective date]; and
- (4) Detached Multi-Unit Housing: All outdoor private areas (balcony and patio) associated with a unit are designated nonsmoking areas and smoking is prohibited as of [1 year after effective date]; and
- (5) Multi-Unit Housing. All indoor and outdoor common areas, with the exception in Designated Smoking Areas in compliance with Section 2(c) of this Chapter are designated nonsmoking units and smoking is prohibited as of [1 year after effective date].

(c) As of [90 days after effective date], the person or persons with legal control over common areas shall post and maintain clear and unambiguous “No Smoking” signs at entrances and exits, in common areas, and in conspicuous places adjoining the property grounds. In addition, as of [effective date + 1 year], the person or persons with legal control over the multi-unit residence shall post and maintain signs in sufficient numbers and locations in the multi-unit housing to indicate that smoking is prohibited in all units. The absence of signs shall not be a defense to a violation of any provision of this Chapter. “No Smoking” signs are not required inside or on doorways of units.

(d) Landlords with knowledge of violations shall take reasonable steps to investigate and enforce the regulations, including a written notice to the resident of the landlord’s knowledge of the violation, a request to cease the violation, and the course of action to be taken if the violation is not corrected. The landlord shall also provide resources provided by the City and/or County to assist with nicotine dependence, such as referrals

to quitline or online resources.

Section 6. REQUIREMENTS FOR COMMON INTEREST DEVELOPMENTS.

The following requirements apply to common interest developments:

(a) On or before [*effective date +90 days*], the HOA shall provide to all owners of new units or existing units, as applicable, a copy of this Chapter and a written notice clearly stating that:

- (1) Attached Multi-Unit Housing. All units are designated nonsmoking units and smoking is prohibited in a unit, including any associated private balcony, porch, deck, or patio, as of [*90 days after effective date*]; and
- (2) Detached Multi-Unit Housing. All outdoor areas, including common areas with the exception in Designated Smoking Areas and all outdoor private areas (balcony and patio) associated with individual units are designated nonsmoking areas and smoking is prohibited as of [*90 days after effective date*]; and
- (3) Attached Multi-Unit Housing. Inside all units, including any associated balconies, decks, or patios are designated nonsmoking units and smoking is prohibited as of [*1 year after effective date*]; and
- (4) Detached Multi-Unit Housing: All outdoor private areas (balcony and patio) associated with a unit are designated nonsmoking areas and smoking is prohibited as of [*1 year after effective date*]; and
- (5) Multi-Unit Housing. All indoor and outdoor common areas, with the exception in Designated Smoking Areas in compliance with Section 2(c) of this Chapter are designated nonsmoking units and smoking is prohibited as of [*1 year after effective date*].

(b) As of [*effective date*] every seller of a new unit or existing unit, as applicable, shall provide prospective buyers or renters, a copy of this Chapter and a written notice clearly stating that:

- (1) Attached Multi-Unit Housing. All units are designated nonsmoking units and smoking is prohibited in a unit, including any associated private balcony, porch, deck, or patio, as of [*90 days after effective date*]; and
- (2) Detached Multi-Unit Housing. All outdoor areas, including common areas with the exception in Designated Smoking Area and all outdoor private areas (balcony and patio) associated with individual units in are designated nonsmoking areas and smoking is prohibited as of [*90 days after effective*

date]; and

- (3) Attached Multi-Unit Housing. Inside all units, including any associated balconies, decks, or patios are designated nonsmoking units and smoking is prohibited as of [*1 year after effective date*]; and
 - (4) Detached Multi-Unit Housing: All outdoor private areas (balcony and patio) associated with a unit are designated nonsmoking areas and smoking is prohibited as of [*1 year after effective date*]; and
 - (5) Multi-Unit Housing. All indoor and outdoor common areas, with the exception in Designated Smoking Areas in compliance with Section 2(c) of this Chapter are designated nonsmoking units and smoking is prohibited as of [*1 year after effective date*].
- (c) As of [*effective date + 90 days*], the HOA, or any person having legal ownership or control over common areas, shall post and maintain clear and unambiguous "No Smoking" signs in sufficient numbers and locations in the common interest development to make it obvious to a reasonable person that smoking is prohibited throughout the common interest development. The absence of signs shall not be a defense to a violation of any provision of this chapter.
- (d) HOAs with knowledge of violations shall take reasonable steps to investigate and enforce the regulations, including a written notice to the resident of the HOA's knowledge of the violation, a request to cease the violation, and the course of action to be taken if the violation is not corrected. The HOA shall also distribute resources provided by the City and/or County to assist with nicotine dependence, such as referrals to a *quitline* or other online resources.

Section 7. NUISANCE; OTHER

- (a) The provisions of this Chapter shall be liberally construed to protect the public health to the maximum effect possible. Notwithstanding (i) any provision of this Chapter or of this code, (ii) any failure by any person to restrict smoking under this Chapter, or (iii) any explicit or implicit provision of this code that allows smoking in any place, nothing in this code shall be interpreted to limit any person's legal rights under other laws with regard to smoking, including rights in nuisance, trespass, property damage, and personal injury or other legal or equitable principles.
- (b) Any violation of this Chapter is hereby declared to be a public nuisance.
- (c) Nonconsensual exposure to smoke from smoking occurring on or drifting into residential property is a nuisance.

Section 8. PENALTIES AND ENFORCEMENT.

- (a) The remedies provided by this Chapter are cumulative and in addition to any other remedies available at law or in equity.
- (b) Except as otherwise provided in subsection (c), below, a violation of this Chapter is not a misdemeanor or an infraction. The enforcement of this Chapter shall be by the private parties involved.
- (c) A violation this Chapter:
 - (1) In the discretion of the City Attorney, may be prosecuted as an infraction or a misdemeanor, in accordance with the provisions of Chapter 1 of San Fernando Municipal Code; and
 - (2) Is subject to enforcement through the imposition of an administrative fine as set forth in Chapter 1 of San Fernando Municipal Code; and
 - (3) Is subject to a civil action brought by the City Attorney, punishable by a civil fine for an amount not exceeding \$1,000 per violation.
- (d) No person shall intimidate, harass, or otherwise retaliate against any person who seeks compliance with this Chapter. Any person in violation of this subsection is subject to a civil fine for an amount not exceeding \$1,000 per violation.
- (e) Any person acting for the interests of itself, its members, or the general public may bring a civil action to enforce this Chapter in accordance with the provisions of this Chapter.
- (f) Under no circumstances shall the City have any responsibility or obligation to enforce or seek any legal redress, civil or criminal, for any violation of this Chapter. Nothing in this Chapter shall create a right of action in any Person against the City or its agents to compel public enforcement of this Chapter against private parties.

Section 9. PRIVATE ENFORCEMENT.

- A. Any Person, including a legal entity or organization or a government agency acting for the interests of itself, its members, or the general public may bring a civil action to enforce this Chapter. Upon proof of a violation, a court shall award the following:
 - 1. Damages in the amount of either:
 - a. Upon proof, actual damages; or

- b. With insufficient or no proof of damages, \$500 for each violation of this Chapter (hereinafter "Statutory Damages"). Each day of a continuing violation shall constitute a separate violation. Notwithstanding any other provision of this Chapter, no Person suing on behalf of the general public shall recover Statutory Damages based upon a violation of this Chapter if a previous claim brought on behalf of the general public by another Person for Statutory Damages and based upon the same violation has been adjudicated, whether or not the Person bringing the subsequent claim was a party to the prior adjudication.
- 2. Exemplary damages, where it is proven by clear and convincing evidence that the defendant is guilty of oppression, fraud, malice, retaliation, or a conscious disregard for the public health.
- B. The Person may also bring a civil action to enforce this Chapter by way of a conditional judgment or an injunction. Upon proof of a violation, a court shall issue a conditional judgment or an injunction.
- C. Notwithstanding any legal or equitable bar against a Person seeking relief on its own behalf, a Person may bring an action to enforce this Chapter solely on behalf of the general public. When a Person brings an action solely on behalf of the general public, nothing about such an action shall act to preclude or bar the Person from bringing a subsequent action based upon the same facts but seeking relief on his, her, or its account.
- D. Nothing in this Chapter 8.74 prohibits a Person from bringing a civil action in small claims court to enforce this Chapter 8.74, so long as the amount in demand and the type of relief sought are within the jurisdictional requirements of such court.

SECTION III. CEQA Finding.

The City Council hereby finds that the adoption of this Ordinance would be exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) (the "common sense exemption") and 15378(b)(5) since it can be seen with certainty that there is no possibility that adopting an ordinance will have a significant effect on the environment since the project involves administrative activities that do not significantly impact the environment. The Ordinance is also exempt under CEQA Guidelines Section 15307 and 15308, as a regulatory action that protects natural resources and the environment, since the regulation of existing smoking and the related education and outreach activities in the Ordinance will reduce existing smoking practices, improve air quality, and reduce litter and waste from smoking debris, which includes plastic-based cigarette filters that would otherwise impact the environment.

SECTION IV. Inconsistent Provisions.

Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with

the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.

SECTION V. 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 any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby 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 VI. Construction.

The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the San Fernando Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION VII. Publication and Effective Date.

The City Clerk shall attest to the passage of this Ordinance and cause the same to be published once in a newspaper of general circulation within fifteen (15) days after its adoption. This Ordinance shall become effective thirty (30) days after adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this ____ day of _____, ____.

ATTEST:

Julia Fritz, City Clerk

Mary Mendoza, Mayor of the City of San Fernando, California

APPROVED AS TO FORM:

Richard A. Padilla, Assistant
City Attorney

ORD. NO. ____

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. ____ which was introduced on _____, ____ and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the ____ day of _____, ____, 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



AMERICAN NONSMOKERS' RIGHTS FOUNDATION

U.S. Laws for 100% Smokefree Multi-Unit Housing

October 1, 2021

This list represents communities with laws that regulate smoking in **private units** of multi-unit housing.

As of October 1, **67 municipalities** have enacted a law at the city or county level that prohibits smoking in **100% of private units** of rental multi-unit housing properties. Of these municipalities, **61** have laws that prohibits smoking in **100% of private units** of both rental and owner-occupied multi-unit housing properties. The vast majority of the laws—58 municipalities—apply to properties with 2 or more units.

For public housing policies, see [U.S. Public Housing Authority Policies Restricting or Prohibiting Smoking](#).

See Definitions and Explanatory Notes starting on page 4.

Visit our smokefree multi-unit housing page at no-smoke.org/at-risk-places/homes/ for more information.

Municipalities with Laws for 100% Smokefree Multi-Unit Housing:

This table represents communities that have **municipal laws** at the city or county level that prohibit smoking in **100% of private units** of all specified types of multi-unit housing. These laws apply to both privately-owned and publicly-owned multi-unit residences, as well as all existing and future buildings, and do not permit current residents to continue smoking in the building (i.e. no “grandfather” clause). Most, but not all, municipal laws include condominiums and other owner-occupied properties.

Municipalities marked with # require multi-unit buildings to be 100% smokefree when the law is in full effect as of the listed Final Effective Date. Municipalities marked **Some** under “% of Units Currently Smokefree” will be 100% when the law is in full effect.

Municipality	State	% of Units Currently Smokefree	Final Effective Date	Minimum Number of Units	Includes Patio/Balcony	Includes Condos
1. Alameda	CA	100%	1/1/2013	2	Yes	Yes
2. Albany	CA	100%	3/24/2018	2	Yes	Yes
3. Bell Gardens	CA	100%	6/1/2021	3	Yes	Yes
4. Belmont	CA	100%	1/8/2009	2	Yes	Yes
5. Belvedere	CA	100%	11/9/2017	2	Yes	Yes
6. Benicia	CA	100%	9/2/2020	2	Yes	Yes
7. Berkeley	CA	100%	5/1/2014	2	Yes	Yes
8. Beverley Hills	CA	100%	1/1/2019	2	Yes	Yes
9. Brisbane	CA	100%	6/3/2017	2	Yes	Yes
10. Burlingame	CA	100%	2/13/2016	2	Yes	Yes
11. Clayton	CA	100%	5/1/2019	2	Yes	Yes
12. Compton	CA	100%	1/1/2013	3	Yes	Yes
13. Concord	CA	100%	1/1/2021	2	Yes	Yes
14. Contra Costa County	CA	100%	7/1/2019	2	Yes	Yes
15. Corte Madera#	CA	Some	6/17/2022	2	Yes	Yes
16. Cotati	CA	100%	1/1/2017	2	Yes	Yes
17. Crescent City#	CA	Some	1/1/2022	2	Yes	Yes

Municipality	State	% of Units Currently Smokefree	Final Effective Date	Minimum Number of Units	Includes Patio/Balcony	Includes Condos
18. Culver City	CA	100%	5/26/2016	2	Yes	Yes
19. Daly City	CA	100%	1/21/2014	2	Yes	No
20. Danville	CA	100%	5/1/2016	3	Yes	Yes
21. El Cerrito	CA	100%	10/1/2015	2	Yes	Yes
22. El Monte	CA	100%	8/19/2017	3	Yes	Yes
23. Emeryville	CA	100%	7/1/2019	2	N/S	Yes
24. Firebaugh	CA	100%	7/1/2019	2	Yes	Yes
25. Foster City	CA	100%	11/5/2015	N/S	Yes	Yes
26. Half Moon Bay	CA	Some	1/15/2020	2	Yes	Yes
27. Healdsburg	CA	100%	5/6/2020	2	N/S	Yes
28. Huntington Park	CA	100%	7/1/2013	2	Yes	Yes
29. Los Gatos	CA	100%	6/25/2017	2	Yes	No
30. Manhattan Beach	CA	100%	5/5/2017	3	Yes	Yes
31. Mill Valley	CA	100%	11/18/2016	2	Yes	Yes
32. Millbrae	CA	100%	1/1/2020	2	Yes	Yes
33. Milpitas#	CA	Some	1/1/2022	2	Yes	Yes
34. Moorpark	CA	100%	2/1/2019	2	Yes	No
35. Morro Bay	CA	100%	8/1/2020	2	Yes	Yes
36. Novato	CA	100%	1/1/2018	2	Yes	Yes
37. Pacific Grove	CA	100%	10/1/2021	2	Yes	Yes
38. Pacifica	CA	100%	10/9/2020	2	Yes	Yes
39. Palo Alto	CA	100%	1/1/2018	2	Yes	Yes
40. Pasadena	CA	100%	1/1/2013	2	Yes	Yes
41. Petaluma	CA	100%	1/1/2014	2	Yes	Yes
42. Pleasanton	CA	100%	10/4/2018	2	Yes	No
43. Rancho Cordova#	CA	Some	11/4/2021	2	N/S	Yes
44. Redwood City	CA	100%	1/1/2019	2	Yes	Yes
45. Richmond	CA	100%	1/1/2011	2	Yes	Yes
46. Rohnert Park	CA	100%	4/23/2018	2	Yes	Yes
47. Ross	CA	100%	2/9/2020	2	Yes	Yes
48. San Anselmo	CA	100%	1/8/2016	2	Yes	Yes
49. San Bruno	CA	100%	2/22/2018	2	Yes	Yes
50. San Carlos	CA	100%	7/8/2020	2	Yes	Yes
51. San Mateo	CA	100%	11/14/2015	2	Yes	Yes
52. San Mateo County	CA	100%	2/4/2016	2	Yes	Yes
53. San Pablo	CA	100%	7/1/2021	2	Yes	No
54. San Rafael	CA	100%	11/14/2013	3	Yes	Yes
55. Santa Clara	CA	100%	8/1/2019	2	Yes	Yes
56. Santa Clara County	CA	100%	2/9/2012	2	Yes	Yes
57. Santa Rosa	CA	100%	8/7/2016	2	Yes	Yes
58. Saratoga	CA	100%	9/16/2016	4	Yes	Yes
59. Sebastopol	CA	100%	11/2/2011	2	Yes	Yes
60. Sonoma	CA	100%	12/12/2016	2	Yes	Yes
61. Sonoma County	CA	100%	1/12/2013	2	Yes	Yes
62. South San Francisco	CA	100%	11/9/2017	2	N/S	Yes
63. Sunnyvale	CA	100%	9/23/2016	2	Yes	Yes
64. Tiburon	CA	100%	10/16/2018	4	Yes	Yes
65. Union City	CA	100%	2/23/2012	2	Yes	No

Municipality	State	% of Units Currently Smokefree	Final Effective Date	Minimum Number of Units	Includes Patio/Balcony	Includes Condos
66. Walnut Creek	CA	100%	1/30/2014	2	Yes	Yes
67. Windsor	CA	100%	8/15/2017	2	Yes	Yes

= Law requires multi-unit buildings to be 100% smokefree, but the law is not yet fully in effect.

Municipalities with Laws that Partially Restrict Smoking in Multi-Unit Housing:

This table represents communities that have **municipal laws** at the city or county level that **restrict smoking in some private units** of multi-unit housing, but do not require multi-unit buildings to be 100% smokefree.

The trend is now for communities to adopt laws that require multi-unit properties to be 100% smokefree, as listed in the chart above. It is not recommended that communities adopt the types of partial laws represented in the chart below.

Municipalities marked **Some** under “All Units Currently Smokefree?” have some buildings that are required to be 100% smokefree. Often, these laws prohibit smoking in all newly occupied buildings or newly leased units, but either do not address smoking in existing buildings or only apply to a certain percent of units in existing buildings.

Municipalities marked **No** under “All Units Currently Smokefree?” have no buildings required to be 100% smokefree now or in the future. These laws may apply to only a certain percent of units in existing and future buildings, or permit current residents to continue smoking in the building indefinitely (a “grandfather” clause).

Additionally, communities not represented on this list may have local laws that do not address smoking in private units, but restrict smoking in multi-unit housing to a lesser extent, such as by prohibiting smoking in indoor common areas or only on patios and balconies.

Municipality	State	All Units Currently Smokefree?	Min. % of Units Currently Smokefree	Initial Effective Date	Final Effective Date	Min. # of Units	Includes Condos
1. Baldwin Park	CA	Some	80%	6/21/2012	Not Specified	2	Yes
2. Burbank	CA	No	N/S		5/1/2011	N/S	Yes
3. Calabasas	CA	No	N/S		Not Specified	2	No
4. Dublin	CA	No	75%		1/1/2013	16	N/S
5. Fairfax	CA	No	75%		9/1/2012	4	N/S
6. Fremont	CA	Some	N/S	2/1/2017	Not Specified	2	Yes
7. Glendale	CA	Some	N/S	6/27/2013	Not Specified	2	Yes
8. Jurupa Valley	CA	Some	N/S		Not Specified	3	No
9. Lafayette	CA	Some	N/S	2/10/2014	Not Specified	3	Yes
10. Larkspur	CA	No	N/S		Not Specified	2	Yes
11. Loma Linda	CA	No	N/S		Not Specified	2	No
12. Marin County	CA	Some	80%	2/16/2013	Not Specified	2	Yes
13. Oakley	CA	No	N/S	4/1/2014	4/1/2014	2	Yes
14. Pinole	CA	Some	N/S	5/20/2010	Not Specified	2	Yes
15. Pleasant Hill	CA	Some	N/S	5/5/2010	Not Specified	4	No
16. Santa Monica	CA	Some	N/S	11/22/2012	Not Specified	N/S	Yes
17. Sausalito	CA	Some	80%	2/27/2014	Not Specified	2	Yes
18. South Pasadena	CA	Some	80%	3/3/2011	Not Specified	2	Yes

Municipality	State	All Units Currently Smokefree?	Min. % of Units Currently Smokefree	Initial Effective Date	Final Effective Date	Min. # of Units	Includes Condos
19. Temecula	CA	No	25%		6/7/2012	10	N/S
20. West Hollywood	CA	Some	N/S	5/19/21	7/15/2021	3	Yes

Definitions and Explanatory Notes:

Communities on the two charts of municipal laws adopted a municipal ordinance to regulate smoking in all (first chart) or some (second chart) types of multi-unit housing.

= Law will require all multi-unit buildings to be 100% smokefree as of a future date, but currently the law provides partial coverage.

Minimum Percent of Units Currently Smokefree:

The percent of specified multi-unit housing that is currently required to be smokefree:

100%: All units in specified multi-unit housing must be smokefree.

Another stated %: The stated percent of units in specified multi-unit housing must be smokefree.

N/S = Not Specified: The law does not specify the percent of units currently required to be smokefree or the percent of units currently required to be smokefree cannot be determined by how the law is written, such as: applying only to new multi-unit buildings but not to existing multi-unit buildings or designating at certain percentage of units as nonsmoking or limiting smoking to certain buildings or permitting current residents to continue to smoke indefinitely.

Initial Effective Date:

The date when some multi-unit housing must be 100% smokefree. For example, Baldwin Park, CA (marked as Some for *All Units Currently Smokefree*) requires that all newly occupied buildings must be 100% smokefree as of 6/21/2012, which is the Initial Effective Date. Baldwin Park also requires that at least 80% of units in all existing buildings be smokefree. Because existing buildings may never be fully smokefree, the Final Effective Date is "Not Specified."

Final Effective Date:

For communities marked as Yes or Some for All Units Currently Smokefree, the Final Effective Date is when all buildings must be 100% smokefree. For communities marked as No for All Units Currently Smokefree, the Final Effective Date is when the strongest provisions of the law goes into effect.

Not Specified:

The law does not specify when all multi-unit buildings must be completely smokefree, due to provisions such as: law permits current residents to continue smoking indefinitely **or** law applies only to newly constructed buildings **or** law applies only to a certain percent of existing units.

ANR Foundation is actively collecting additional laws. **If you know of local laws that you think should be included on the list**, or want to inquire about additional information on particular laws, please contact the ANR Foundation at info@no-smoke.org or 510-841-3032.

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Research: Multi-Unit Housing Smoke-Free Ordinance

For the City of San Fernando. Prepared by Arbyn Olarte and Sevag Sassounian, Community Development Interns. 01/14/2022.

Municipality	Ordinance Adoption	Does the ordinance require a designated outdoor smoking area? Include area size and standards.
Glendale, CA	June 2013	Yes – for new construction multi-family dwelling units only; requires a “Smoking Permitted Areas” permit based on plan submittal; reviewed on case-by-case basis.
Pasadena, CA	July 2011	<p>No – smoking not permitted in all multi-unit housing units, including balconies and patios.</p> <p><i>Additional info:</i></p> <ul style="list-style-type: none"> • <i>First phase: smoking prohibited in outdoor common areas and in newly constructed units.</i> • <i>Next phase: Disclosure of the No Smoking ordinance and reference to the code section had to be provided in every new lease and rental agreement, and real estate purchase agreement starting January 2012.</i> • <i>Last phase: Two years after the ordinance adoption, smoking was prohibited in all units of multi-unit housing, including balconies and patios.</i> • <i>Compliance: Landlord must notify building tenants about new provisions and post universal no-smoking signage. Pasadena Public Health Dept. enforces the ordinance and can issue fines.</i>
Burbank, CA	May 2011	<p>No – no requirement. Ordinance clearly outlines where smoke is or is not permitted; smoking is generally not allowed in common areas or private balconies/patios.</p> <p><i>Additional info:</i> <i>Designated smoking areas (in public or private property) can be permitted if they meet certain, strict criteria, such as but not limited to:</i></p> <ul style="list-style-type: none"> • <i>Smoking area is as small as practically possible but no less than 50 sq. ft.</i> • <i>Smoking area is not located within 5 ft. of any entrance or exit, or walkway to entrance or exit, of any building or facility open to the public.</i>
Santa Monica, CA	November 2012	<p>No – it is optional for a landlord to designate an outdoor smoking area. Any designated smoking area must abide by the following requirements:</p> <ul style="list-style-type: none"> • Be at least 20 feet from any indoor area or play area • Have a clearly marked perimeter • Be clearly marked with signs; and • Be less than 1/4 of the total outdoor area of the property.

ATTACHMENT "C"

Municipality	Ordinance Adoption	Does the ordinance require a designated outdoor smoking area? Include area size and standards.
		<p>Otherwise, smoking is prohibited in all common areas.</p> <p><i>Additional info:</i> <i>Law is enforced through communication such as via written notice. Any person can enforce the law and take the smoker violating the ordinance to small claims court.</i></p>
West Hollywood, CA	April 2021	<p>No – ordinance prohibits smoking ("tobacco, cannabis, and vaping") in all common areas, and inside new multi-family constructions including balconies and patios.</p> <p>The ordinance includes a phase-in period after which the same rules will apply for existing multi-family dwellings.</p>
Beverly Hills, CA	October 2017	<p>No – ordinance prohibits all smoking including in common areas and within private residences.</p> <p><i>Additional info:</i> <i>There is a one-year phase-in period. On the effective date, smoking is prohibited in all common areas, and in all rental units governed by a new or renewed lease, including month-to-month leases. One year after the effective date, smoking is prohibited in all units, including both rental units and owner-occupied units.</i></p>
Culver City, CA	2014	<p>No – a designated smoking area is optional.</p> <p>Smoking prohibited in common areas except in designated smoke areas: must be unenclosed, at least 25 feet from any Enclosed Area that is Nonsmoking Area or from Non-enclosed Areas primarily used by children and Unenclosed Areas with improvements that facilitate physical activity, swimming pools, playgrounds, tennis courts.</p> <p>Must be no more than 10% of the total Unenclosed Area of the Multi-Unit residence for which it is established.</p> <p>Smoking is prohibited in Unenclosed Areas of a Multi-Unit Residence, including balconies, porches, decks, and patios, within 25 feet in any direction of any doorway, window, opening, or other vent into an Enclosed Area that is a Nonsmoking Area.</p>
Huntington Park, CA	2012	<p>No – a designated smoking area is optional.</p> <p><i>Same provisions as Culver City, CA (see above).</i></p>
Manhattan Beach, CA	2017	<p>No – smoking is prohibited by law in all multi-unit residences, including but not limited to all units and common areas.</p>

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Matt Baumgardner, Director of Public Works
Carlos Hernandez, Assistant to the City Manager

Date: March 7, 2022

Subject: Consideration and Discussion to Adopt a Resolution Approving the Safe and Active Streets Implementation Plan

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive a presentation from staff and discuss the Safe and Active Streets Implementation Plan; and
- b. Adopt Resolution No. 8128 (Attachment "A") approving the Safe and Active Streets Implementation Plan (Exhibit "A" to Attachment "A").

BACKGROUND:

1. On January 25, 2018, the City Council adopted Resolution No. 7837, a Safe and Active Streets Plan that detailed recommended policies, programs, and projects that would advance transportation safety and encourage physical activity.
2. On November 26, 2018, the City, in collaboration with Local Government Commission, submitted a grant application to the California Department of Transportation (Caltrans) to obtain funds for a Safe and Active Streets Implementation Plan through the Sustainable Communities grant program.
3. On May 17, 2019, the City was awarded a grant from Caltrans in the amount of \$141,680 for preparation of a Safe and Active Streets Implementation Plan (Implementation Plan).
4. On August 5, 2019, the City Council adopted Resolution No. 7941 accepting the \$141,680 grant from Caltrans, adopted Resolution No. 7943 appropriating the grant funds in the Fiscal Year (FY) 2019-2020 Budget, and authorized the City to enter into an agreement with Caltrans for the preparation of the Implementation Plan.

Discussion and Consideration to Adopt a Resolution Approving the Safe and Active Streets Implementation Plan

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5. On July 20, 2020, the City Council approved a Professional Services Agreement with the Local Government Commission for \$62,200 to manage the community outreach efforts, assist in the procurement of a transportation planning and design firm, and overall project management of the implementation plan process.
6. From November 2, 2020 through November 30, 2020, Public Works staff received proposals from five (5) firms with experience in active transportation planning and design: Adhami Engineering Group, Alta Planning + Design, Inc., KOA Corporation, KTUA, and Toole Design LLC.
7. On January 4, 2021, the City Council approved a Professional Services Agreement with Toole Design LLC in an amount not-to-exceed \$79,290 for transportation planning and design services to develop a Safe and Active Streets Implementation Plan.

ANALYSIS:

The [Safe and Active Streets Implementation Plan](#) (Implementation Plan – Click on hyperlink to access plan) expands on the recommendations in the 2017 Plan and helps prioritize and make recommendations to improve safety and physical activity at key locations in San Fernando. These projects are also developed to successfully secure grant funding for construction and implementation. Additionally, the Implementation Plan serves as a method to keep the San Fernando community engaged on proactive street safety efforts and to build stewardship and support for many years to come. The City of San Fernando is in a prime position to continue building upon the Council-adopted 2017 Safe and Active Streets Plan and has the right foundation to encourage walking, biking, and taking transit.

Implementation Plan Goals.

- Build on the 2017 Safe and Active Streets Plan.
- Engage community members to identify priorities.
- Prioritize active transportation projects.
- Develop concept plans and cost estimates.
- Identify short-term and long-term projects.

Prioritization Methodology.

Considering the 2017 Plan's recommendations of priority streets is comprehensive and the City of San Fernando may be resource-constrained to improve safety and active transportation for all city roadway segments, the Implementation Plan applies prioritization criteria using recent datasets and a local understanding of recent City transportation trends. The prioritization criteria applied to San Fernando street segments include Safety (looking at the most recent five years of collision data); Connectivity (creating access and connections to destinations like parks, schools,

Discussion and Consideration to Adopt a Resolution Approving the Safe and Active Streets Implementation Plan

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libraries, and shopping centers, can improve the number of walking trips and overall physical activity); and Equity (applying the California Communities Environmental Screening Tool (CalEnviroScreen 3.0) developed by the California Office of Environmental Health Hazard Assessment to assess environmental burden at the census tract level for San Fernando). The output of the three combined prioritization factors is illustrated in the *Overall Priority* map (page 8) within the Final Plan.

Community Engagement.

The Implementation Plan was developed in tandem with community stakeholders, Safe and Active Streets Ad Hoc Committee (Councilmembers Montanez and Rodriguez), City staff, resident input, and the consultant team. The public and stakeholder engagement process invited residents from diverse communities and backgrounds to participate in the Implementation Plan's development and remain informed as the Implementation Plan progressed. Residents, business owners, bicycle interest groups, and City commissioners participated in engagement events, such as walk and bike audits. City representatives and key stakeholders were invited to be part of the Safe and Active Street Implementation Plan Advisory Group, which played a pivotal role in the Plan's community engagement process and progression. Consultants Toole Design and Local Government Commission led engagement activities that focused on obtaining resident feedback for design preferences. The third consultant as part of this project, Public Health Advocates, were intimately involved in the 2017 plan and worked to coordinate engagement efforts and regularly communicate with stakeholders on the Implementation Plan. Overall, the public and stakeholder engagement efforts saw a robust turnout from San Fernando's community members, ensuring that the Plan reflects the community's priorities and preferences.

Engagement activities and frequency of activities as part of the Implementation Plan include:

- Advisory Committee Meetings (3)
 - Ad Hoc Committee Meetings (2)
- Walk Audits (6)
- Bike Audits (2)
- Pop-up Charrettes (2)
- Regular updates and a full presentation to the Transportation and Safety Commission
- Draft Plan workshop

A detailed description of all engagement activities can be found in the Implementation Plan (Exhibit "A" to Attachment "A").

Recommendations.

The analysis of the 2017 Safe and Active Streets Plan and multi-pronged engagement efforts for the Implementation Plan result in recommendations that focus on improving safety and increasing physical activity. One of the goals of the Implementation Plan is to identify the lowest

Discussion and Consideration to Adopt a Resolution Approving the Safe and Active Streets Implementation Plan

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cost, highest impact approach to improving safety, considering both design and constraints of implementation. The Plan identifies a strategy for implementing safety improvements, including location-specific *concept plans*, and *rapid implementation projects* that may be applied to many streets in San Fernando. Safety improvements recommended in this plan are flexible, may be deployed quickly, and can be tested, evaluated, and modified as required before more permanent, capital-intensive measures are designed and constructed.

Concept Plan Areas - A concept plan is a design document that focuses on specific locations in San Fernando and details geometric changes in the roadway, including new crosswalks, bike lanes, changes in vehicle travel lanes, and locations for expanded sidewalks and opportunities for green infrastructure. Concept plans are developed using engineering standards to ensure they are feasible, proven, and conform to adopted guidelines, such as the California Manual on Uniform Traffic Control Devices (CA MUTCD).

Attachment “B” illustrates the following locations with concept plans:

- Harding Avenue and Fourth Street (as a typical plan applied to all-way stop controlled intersections).
- Jessie Street and Robert F Kennedy Drive.
- Kalisher Street from Hollister Street to O’Melveny Street.
- Hubbard Street and Truman Street.
- Brand Blvd from Truman Street to Fourth Street.
- Brand Blvd from Truman Street to O’Melveny Street.
- San Fernando Road and from Mission Blvd to Hubbard Street.
- San Fernando Road and from Wolfskill Street to Brand Boulevard.

Rapid Implementation Projects - Project locations requiring concept plans may take two to three years to fund and construct. In order to improve small, immediate-need locations, the project team has outlined a set of Rapid Implementation Project types that can apply to many locations throughout San Fernando. A full list of Rapid Implementation projects can be found in the Implementation Plan in the *Recommendations* section (Exhibit “A” to Attachment “A” Page 42).

Rapid Implementation Project Types:

- High-Visibility Crosswalk Markings.
- Leading Pedestrian and Bicycle Intervals.
- Rectangular Rapid Flashing Beacons (RRFB’s).
- Sidewalk Repair.
- Signal Timing Adjustments for Elderly/Disabled Pedestrians.
- Yield for Pedestrian Signs and Advanced Yield Line Markings.

Discussion and Consideration to Adopt a Resolution Approving the Safe and Active Streets Implementation Plan

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Environmental Review.

The adoption of this Resolution is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), "Common Sense Exemption" and Public Resources Code Section 21080.20. Common Sense Exemption applies to projects where it can be seen with certainty that there is no possible significant effect on the environment. Public Resources Code Section 21080.20 provides a statutory exemption for transportation related projects, including bicycle transportation plans for an urbanized area for restriping of streets and highways, bicycle parking and storage, signal timing to improve street and highway intersection operations, and related signage for bicycles, pedestrians, and vehicles under certain conditions.

Next Steps.

Upon adoption by City Council, City staff will use elements of the Implementation Plan, including concept plans and cost estimates, to secure grant funding for the continued engagement, final design, construction, and evaluation of the projects.

BUDGET IMPACT:

There is no budget impact to the budget associated with adopting the proposed Resolution. The Safe and Active Streets Implementation Plan was funded through a Sustainable Communities grant from Caltrans with local matching funds in the amount of \$18,356 using the Capital Grants fund. A budget increase of \$7,444 was approved for extended community engagement services and funded using the Capital Outlay fund. Preparation of the plan was included in the FY 2021-2022 Public Works Work Plan.

SOURCES		
Fund	Account Number	Allocation
Caltrans Sustainable Communities (Grant)	010-3686-0628	\$ 141,490
Public Works Engineering (Match)	001-310-0628-4270	\$ 18,356
Capital Outlay Fund	032-3686-0628	\$ 7,444
Total Sources:		\$ 167,290

USES		
Activity	Account Number	Cost
Design	010-311-0628-4600	\$ 30,038
Planning	010-311-0628-4600	\$ 84,202
Community Engagement	001/010/032-311-0628-4600	\$ 53,050
Total Uses:		\$ 167,290

Discussion and Consideration to Adopt a Resolution Approving the Safe and Active Streets Implementation Plan

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CONCLUSION:

The Implementation Plan is an important component of the City's efforts to improve street safety, increase transportation opportunities, and better position the City for future grant opportunities. Adoption of the Safe and Active Streets Implementation Plan will promote public health, safety, and support people who walk, bike, and take transit throughout San Fernando. This helps achieve the 2022-2027 Citywide Strategic Goal 5, *Enhance Public Transportation to Move San Fernando*, section 5.1: "Enhance regional and local public transportation options that benefit residents as well as employees, visitors, and customers of San Fernando businesses and cultural institutions"; and section 5.3: "Pursue funding to construct projects identified in Metro's First/Last Mile Plan, the City's Safe and Active Streets Plan, and other planning efforts that support access to public transportation and pedestrian focused improvements." Elements included in the Implementation Plan are also consistent with the 2017 Safe and Active Streets Plan. Therefore, it is recommended that the City Council adopt the proposed Resolution which approves the Safe and Active Streets Implementation Plan.

ATTACHMENTS:

- A. Resolution to No. 8128
Exhibit A: [Final Safe and Active Streets Implementation Plan](#)
- B. Concept Plan Map

RESOLUTION NO. 8128

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING THE SAFE AND ACTIVE STREETS IMPLEMENTATION PLAN

WHEREAS, on January 25, 2018, the City Council adopted Resolution No. 7837, a Safe and Active Streets Plan that detailed recommended policies, programs, and projects that would advance transportation safety and encourage physical activity; and

WHEREAS, on May 17, 2019, the City was awarded a grant from Caltrans in the amount of \$141,680 for the preparation of a Safe and Active Streets Implementation Plan to better refine projects and establish a path for implementation; and

WHEREAS, the City of San Fernando developed by a Planning Team with representatives from the City, and opened the planning process to pertinent municipalities and community stakeholders; and

WHEREAS, the Safe and Active Streets Implementation Plan enhances bicycle and pedestrian facilities and safety, prioritizes sidewalks and bikeways for future construction, and makes the City competitive for grant applications; and

WHEREAS, the Safe and Active Streets Implementation Plan is considered a "project" as defined by the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq.; and

WHEREAS, City staff determined that the Safe and Active Streets Implementation Plan ("Project") is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), "Common Sense Exemption" and Public Resources Code Section 21080.20. Common Sense Exemption applies to projects where it can be seen with certainty that there is no possible significant effect on the environment. Public Resources Code Section 21080.20 provides a statutory exemption for transportation related projects, including bicycle transportation plans for an urbanized area for restriping of streets and highways, bicycle parking and storage, signal timing to improve street and highway intersection operations, and related signage for bicycles, pedestrians, and vehicles under certain conditions.

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

SECTION 1. The City Council finds that all of the facts set forth in the Recitals of this Resolution are true and correct.

SECTION 2. **Environmental Review.** The City Council hereby finds that the adoption of the City of San Fernando Safe and Active Streets Implementation Plan is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3), “Common Sense Exemption,” because it can be seen with certainty that there is no possibility that the adoption of this Plan, in and of itself, may have a significant effect on the environment. This project is also exempt from CEQA under Public Resources Code Section 21080.20, which provides a statutory exemption for transportation related projects, including bicycle transportation plans for an urbanized area for restriping of streets and highways, bicycle parking and storage, signal timing to improve street and highway intersection operations, and related signage for bicycles, pedestrians, and vehicles under certain conditions.

SECTION 3. **Findings.** The City Council, as consideration of the Safe and Active Streets Implementation Plan, as recommended by the Transportation and Safety Commission, public testimony, and reports thereof, makes the following findings:

- a. The proposed Safe and Active Streets Implementation Plan will promote the public health, safety, and welfare of people working, living, visiting, or traveling in the City by providing a network of convenient and safe pedestrian and bicycle facilities.
- b. The proposed Safe and Active Streets Implementation Plan is consistent with the General Plan’s Circulation Element’s goals to: 1) Provide an efficient street system which allows maximum accessibility, while providing maximum safety and economy of movement. 2) To provide a street system that links San Fernando to other communities and regional facilities, while providing the residents of those communities with easily accessible routes to various facilities within the City of San Fernando. 3) To recognize problem areas and to implement programs aimed at solving these problems.
- c. The proposed Safe and Active Streets Implementation Plan is consistent with the citywide 2022-2027 Strategic Goal 5, *Enhance Public Transportation to Move San Fernando*, specifically, 5.1) “Enhance regional and local public transportation options that benefit residents as well as employees, visitors, and customers of San Fernando businesses and cultural institutions;” and 5.3) “Pursue funding to construct projects identified in Metro’s First/Last Mile Plan, the City’s Safe and Active Streets Plan, and other planning efforts that support access to public transportation and pedestrian focused improvements.”

SECTION 4. Adopt the Safe and Active Streets Implementation Plan (Exhibit “A”).

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 7th day of March, 2022.

Mary Mendoza, 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. 8128 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 7th day of March, 2022, 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 March, 2022.

Julia Fritz, City Clerk

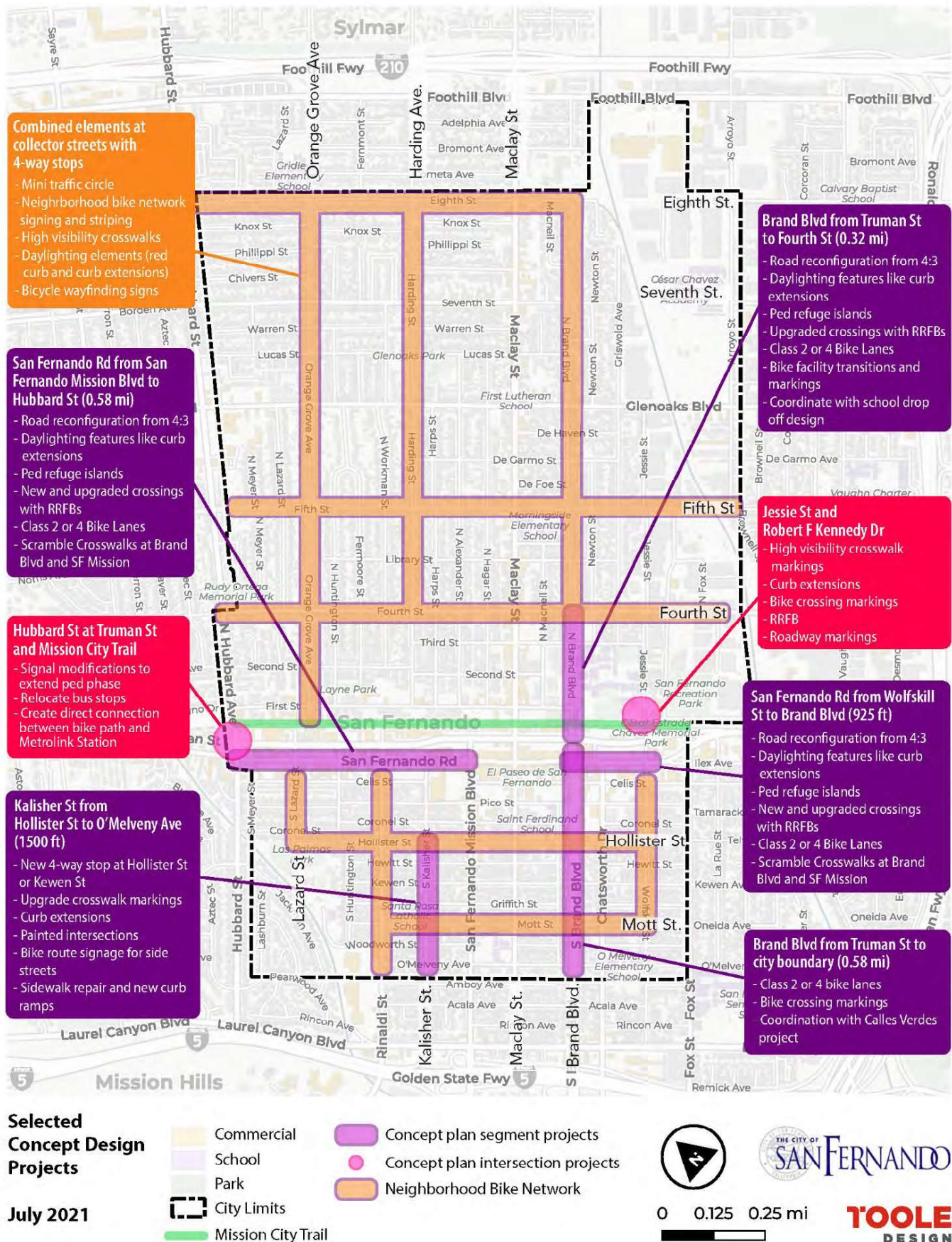


Figure 6: Selected Concept Design Projects Map

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Sonia Gomez-Garcia, Interim Director of Finance/City Treasurer

Date: March 7, 2022

Subject: Presentation of the Annual Comprehensive Financial Report for the Fiscal Year Ending June 30, 2021

RECOMMENDATION:

It is recommended that the City Council receive and file a presentation of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2021.

BACKGROUND:

1. The City Code requires an annual audit to be conducted by independent certified public accountants shortly after the end of each fiscal year. The audit is conducted, and financial statements prepared, in accordance with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).
2. The financial statements were audited by Van Lant & Fankhanel, LLP; a public accounting firm fully licensed and qualified to perform audits of State and local governments within the State of California.
3. The audited financial statements, in conjunction with the accompanying notes, discussion, and analysis, are presented in an ACFR to provide a thorough and detailed presentation of the City's financial condition at a particular point in time (i.e. the end of the fiscal year).
4. On December 30, 2021, the ACFR for Fiscal Year ending June 30, 2021 (2021 ACFR) was completed and posted to the City's website for public review <https://ci.san-fernando.ca.us/wp-content/uploads/2021/12/ACFR-FY-2020-2021.pdf>. Hard copies of the ACFR are available upon request.
5. The 2021 ACFR has been submitted to the Government Finance Officers Association (GFOA) for consideration of the Certificate of Achievement for Excellence in Financial Reporting Award. The award is presented to government agencies whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting. The City has received this award consistently over the last 37 years.

Presentation of the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ending June 30, 2021

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ANALYSIS:

The ACFR consists of four parts: 1) Management's Discussion and Analysis; 2) the basic financial statements; 3) required supplementary information; and 4) *optional* combining statements for non-major governmental funds.

Within the basic financial statements are three components: 1) Government-wide Financial Statements; 2) Fund Financial Statements; and 3) Notes to the Financial Statements. The Government-wide Financial Statements provide the broadest picture of the City's finances as they include all of the City's 34 funds (including the General Fund and Enterprise Funds). The Fund Financial statements are a subset of the Government-wide Financials as they present each fund's financial statements individually. The Notes to the Financial Statements provide detail explanations.

Both the Government-wide Financials and Fund Financials include two basic statements: 1) *Statement of Net Position*, which presents information in terms of total assets, liabilities and net position (i.e. assets less liabilities); and 2) *Statement of Activities*, which shows how the net position has changed during the most recent fiscal year through revenues (increase in net position) and expenditures (decrease in net position).

Below are some key highlights of the 2021 Audit:

Government-wide Financials.

The Government-wide Financials presents a long-term picture of the City's financial position by reflecting all current and long-term assets less all current and long-term liabilities. The City's total net position, which includes the General Fund, Enterprise Funds, and all Special Revenue Funds, increased from \$5,108,636 as of June 30, 2020 to \$11,778,827 as of June 30, 2021; a total increase of \$6,670,191.

The increase in net position is due to the following:

1. Net position of governmental activities increased from (\$7,605,461) as of June 30, 2020 to (\$2,454,051) as of June 30, 2021; a total increase of \$5,151,410, or 67.73%. The increase is due to strong general revenues, specifically in property taxes and sales and use taxes.
2. Net position of business-type activities increased from \$12,714,097 as of June 30, 2020 to \$14,232,878 as of June 30, 2021; a total increase of \$1,518,781 or 11.95%. The increase is due to program revenues, particularly in charges for services.

Presentation of the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ending June 30, 2021

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In summary, City's Government-wide net position of \$11.7M is made up of the following:

1. Capital Assets (e.g. land, buildings, infrastructure, vehicles, etc.) - \$56,361,501;
2. Restricted (e.g. transportation, housing, grants) - \$24,260,931; and
3. Unrestricted - (\$68,843,605) **Deficit due to pension and retiree health liabilities.*

In addition, the Governmental Accounting Standard Board (GASB) Pronouncements have a significant impact on the City's Net position.

1. Net Pension liability is \$45.6M as of June 30, 2021, an increase of \$2.6M compared to FY 2019-2020. The increase is primarily related to CalPERS investment rate of return not meeting projections. However, the City has taken several steps to address the increase such as employees contributing towards pension cost that was implemented through labor negotiations and refinanced the City outstanding CalPERS obligations through issuance of a Pension Obligation Bond. NOTE: the impact of the Pension Obligation Bond and the Retirement Incentive Program will be fully reflected in the June 30, 2023 financial statements due to a lag in reporting from CalPERS.
2. Net OPEB (Retiree Health Care (RHC)) liability is \$50.1M as of June 30, 2021, an increase of \$6.5M from prior year. The increase is mainly due to changes in actuarial assumptions and it will continue to grow as the City continues to "pay-as-you go." Through labor negotiations, the City eliminated RHC for new employees, which will help limit the City's liability. Nonetheless, the City should consider a funding plan such as a Section 115 trust and put money aside to address the increase.

Fund Financial Statements.

As previously noted, the Government-wide financial statements present information on current and long-term assets and liabilities. The Fund Financial statements, which includes Governmental and Proprietary Funds, present the short-term health of each of the City's 34 funds. The Fund Financial Statements focus on near-term inflows (revenues), outflows (expenditures), and balances of spendable resources. Fund Financial Statements serve as a useful measure of the City's net resources available for spending at the end of the fiscal year, similar to a profit and loss statement.

General Fund Financials.

The General Fund's fund balance increased from \$3,626,544 as of June 30, 2020 to \$7,759,469 as of June 30, 2021; a total increase \$4,132,925.

The General Fund balance is made up of the following:

1. Nonspendable:
 Prepaid Items - \$234,225

Presentation of the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ending June 30, 2021

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2. Unassigned - \$7,525,244* *This amount is available for spending at the end of the fiscal year.*

Management encourages readers to read both the Transmittal Letter and Management's Discussion and Analysis to get a better contextual understanding of the financial information presented in the 2021 ACFR.

BUDGET IMPACT:

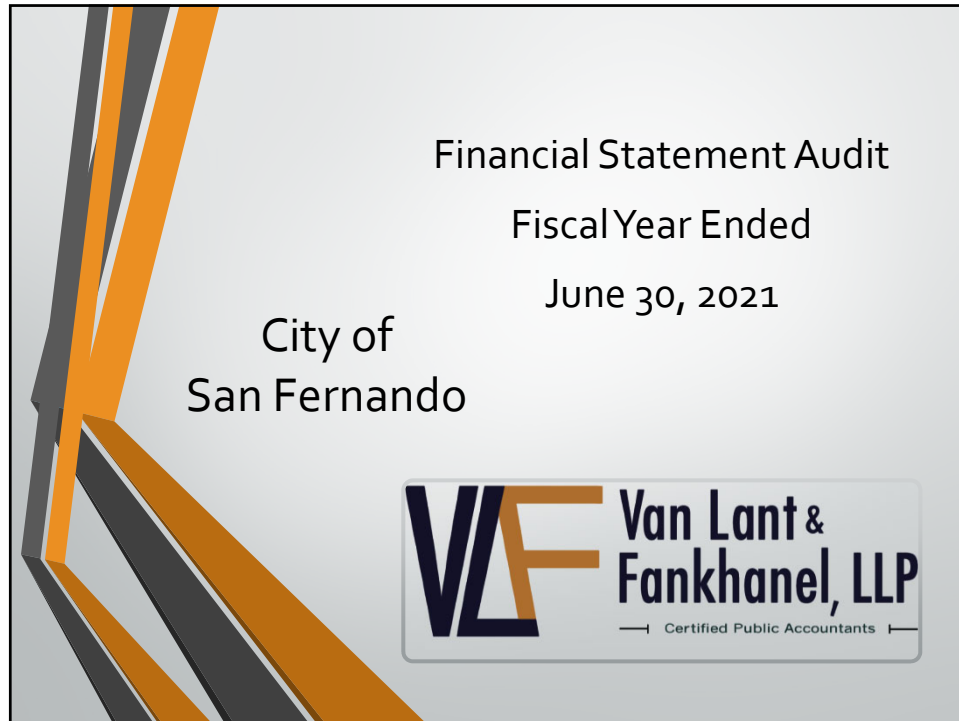
Funds to prepare the 2021 ACFR were included in the FY 2021-2022 Adopted Budget. There is no budget impact to receiving and filing a presentation on the 2021 ACFR.

CONCLUSION:

The City has made significant strides to eliminate the General Fund deficit and the City's financial picture continues to improve. During FY 2020-2021, the General Fund's fund balance increased by approximately \$4.1M. The financial statements reports a fund balance of \$7.7M, which represents 34% of the City's General Fund FY 2021-2022 Adopted expenditures. As the economic environment continues to change, a risk remains and the City will encounter challenges. However, City's management will continue to focus on maintaining strong General Fund reserves by monitoring the changing economic conditions and impacts to the local economy, as well as ensure that the community continues to receive the highest level of service.

ATTACHMENT:

- A. PowerPoint Presentation – Prepared by the City's Audit Firm – Van Lant & Fankhanel.



Audit Process

- Preliminary Interim Audit Fieldwork
 - Assess the risk the financial statements could be materially misstated due to fraud or error
 - Gain an understanding of design and implementation of internal controls over financial reporting including:
 - Cash receipts process, cash disbursements process, purchasing process, payroll process, various other significant audit areas
 - Review specific transactions, observe processes, inquire with City staff throughout the City, including outside of City Hall (Planning and Engineering)



Audit Process – Cont.

- Year-end Audit Fieldwork
 - Audit balances and amounts in the City's financial statements
 - Procedures involve auditor's judgment based on risk assessment
 - Substantive testing of the balances and amounts to provide reasonable assurance
 - Confirmation, testing of transactions, inquiry of City Staff, analytical procedures



Management's Financial Statements

Auditor's Responsibilities

- Express opinion
 - Reasonable assurance
- Conduct audit in accordance with applicable standards; obtain evidence
- Procedures involve auditor judgment
 - Risk assessment

Audit Report on the Financial Statements

VF Van Lant & Fankhanel, LLP
Member Chartered Public Accountants, Inc.

Unmodified (clean) Opinion

Required Supplementary Information

- MD&A
- Budgetary schedule, Pension and OPEB schedules
- Limited audit procedures – no opinion expressed

Other Supplementary Information

- Combining schedules

Audit Report on the Financial Statements - continued

VF Van Lant & Fankhanel, LLP
Member Chartered Public Accountants, Inc.

Financial Statement Key Figures

- Fund Balance for General Fund increased approx. \$4.1 M compared to FY 2019-20
- Unrestricted Fund Balance in General Fund is approximately 39% of FY 2020-21 expenditures (4.5 months reserves)
 - GFOA best practices recommends a **minimum** of 2 months operating reserves
- Governmental Accounting Standards Board (GASB) Statement No. 68 (Pensions)
 - Net Pension Liability is \$45.6M as of June 30, 2021, an increase of \$2.6M compared to FY 2019-20



Financial Statement Key Figures – Continued

- GASB Statement No. 75 (OPEB)
 - City has a Total OPEB Liability of \$50.1M as of June 30, 2021, an increase of \$6.5M, mainly due to changes in actuarial assumptions
 - City currently has no money set aside for OPEB
 - Consider a funding plan (section 115 trust, CERBT, etc.)




Report on Internal Control and Compliance

- Internal control over financial reporting
- Consider internal control to determine what audit procedures to perform
- Not to express an opinion
- Compliance testing – no opinion
 - Test for compliance that could be material to the financial statements
- Required to report Significant Deficiencies or Material Weaknesses
 - No findings to report




Report on City's Appropriations Limit


Required by Article XIII B of the California Constitution

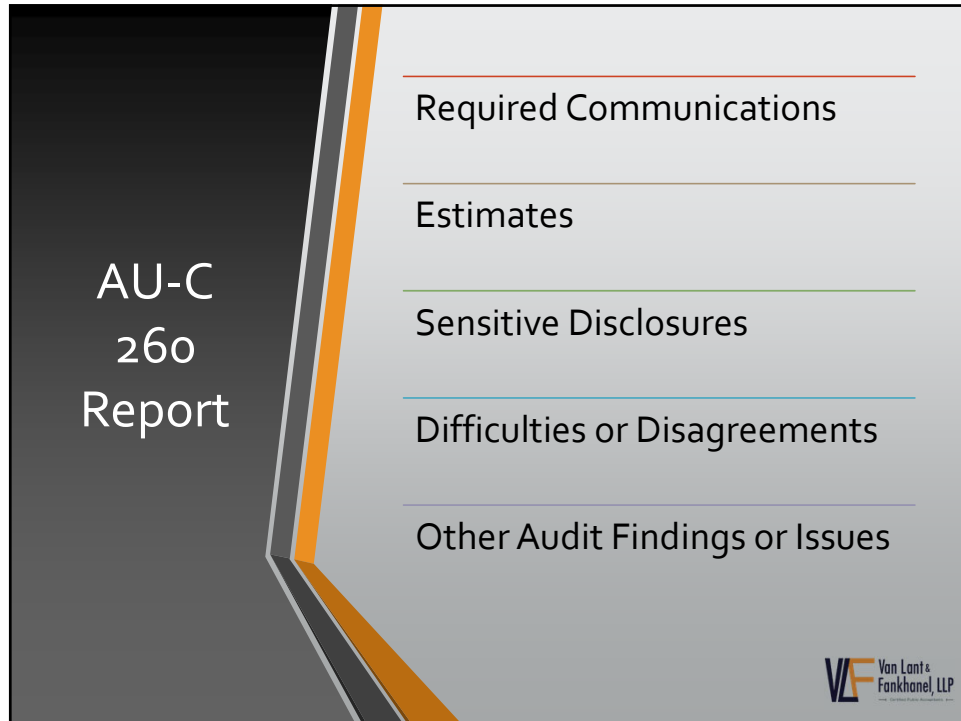


Specific procedures to test the calculation for the fiscal year ended June 30, 2021



Spending Limit from proceeds of taxes
 City is well below the appropriations limit





AU-C
260
Report

- Required Communications
- Estimates
- Sensitive Disclosures
- Difficulties or Disagreements
- Other Audit Findings or Issues

VF Van Lant & Fankhanel, LLP
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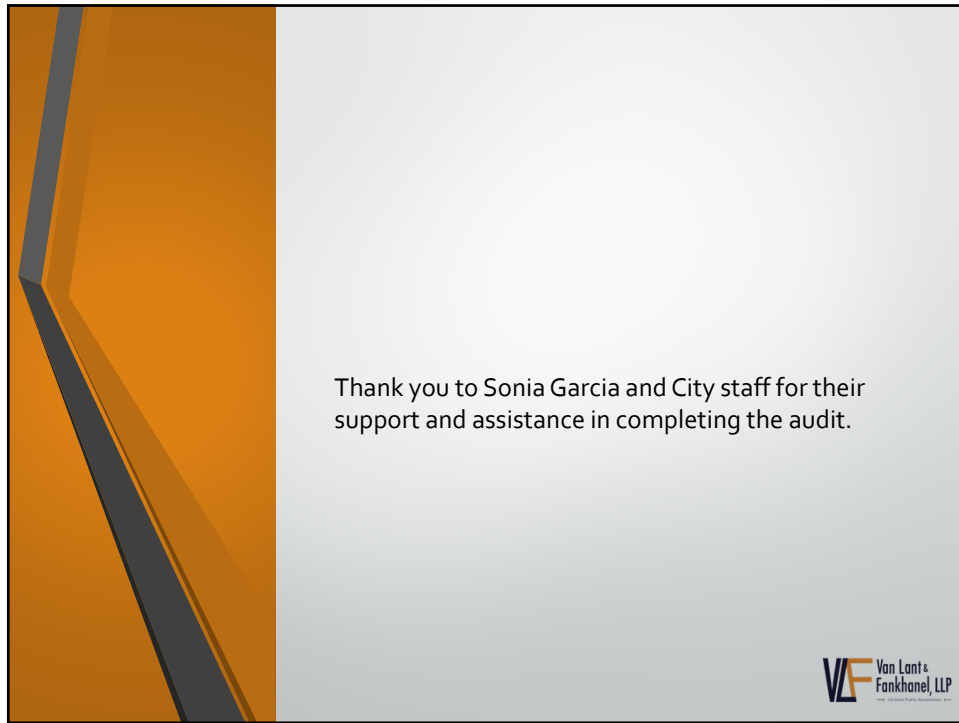
This slide features a dark grey background on the left with the text 'AU-C 260 Report' in white. On the right, a light grey background contains a list of five items, each preceded by a horizontal line of a different color (red, brown, green, blue, and purple). The Van Lant & Fankhanel, LLP logo is in the bottom right corner.



Questions?

VF Van Lant & Fankhanel, LLP
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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Sonia Gomez-Garcia, Interim Director of Finance/City Treasurer

Date: March 7, 2022

Subject: Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2021-2022, Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments, and Review Fiscal Year 2022-2023 Budget Calendar

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and discuss the Fiscal Year (FY) 2021-2022 Mid-Year Budget Review;
- b. Adopt Resolution No. 8129 (Attachment "A") amending the City's FY 2021-2022 budget to include the proposed mid-year adjustments; and
- c. Review the FY 2022-2023 Budget Calendar.

BACKGROUND:

1. On June 21, 2021, the City Council adopted a Resolution No. 8075 approving the FY 2021-2022 City Budget.
2. Pursuant to the City's Adopted Budget Policy, the City Manager will present a mid-year fiscal review to City Council (typically in February or March). The purpose of the mid-year review is to update City Council on the financial condition of the City and recommend adjustments to the City's Budget that have been identified subsequent to budget adoption.
3. In February 2022, the Interim Director of Finance met with various Departments to review any proposed changes that would be needed to continue the operations of the City. In addition, the City Manager and Interim Director of Finance reviewed revenues and expenditures through January 2022, and reviewed proposed budget amendments.

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2021-2022, Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments, and Review Fiscal Year 2022-2023 Budget Calendar

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ANALYSIS:

The annual mid-year budget review is an essential element in maintaining financial stability and transparency. The mid-year budget review process provides the City Council with an opportunity to review the General Fund, make the needed course corrections to achieve a more accurate budget for the current fiscal year (resulting in greater budget transparency), and help shape the development of the FY 2022-2023 Budget.

General Fund.

The General Fund is the chief operating fund for the City that provides funding for police and fire services, street, sidewalk and tree maintenance, development and construction permitting, recreation programming, cultural arts and special events, and management oversight. The City adopted a balanced budget for FY 2021-2022 with \$22,512,135 in revenues and \$22,511,522 in expenditures, resulting in net surplus of \$613.

Revenues. Total adopted General Fund revenues for FY 2021-2022 were \$22,512,135. Staff has reviewed receipts through mid-year and believes the current projected revenues are relatively conservative. In consultation with the City's sales and use tax consultant, HDL Companies, staff projects an increase of 10.94% in Sales, Use and Transaction Tax receipts. This percentage increase signifies the continued rebound from the pandemic impacts of a year ago.

Strong demand and limited vehicle inventory has increased consumer prices for new and used vehicles, which has contributed to strong returns from auto transportation dealers. Similarly, the increase in gas prices has resulted in large sales tax gains from service stations. Solid online sales activity by residents throughout the pandemic, pent up demand for eating out at local restaurants (coupled with reduced masking requirements), and overall growth in business activity has resulted in a significant rebound from the most economically restrictive days of the COVID-19 pandemic.

To account for the increased sales and transaction tax projects and record a number of "cleanup" entries, staff is recommending the following revenue adjustments, which will result in a net increase of about \$852,325, for a total adjusted revenue budget of \$23,364,460 (additional detail for the reason for each adjustment is provided in Attachment "A" Exhibit "A"):

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2021-2022, Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments, and Review Fiscal Year 2022-2023 Budget Calendar

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Revenue Category	Adjustment
Sales and Use Taxes	\$ 591,424
Transaction Tax (Measure A/SF combined)	\$ 491,850
American Rescue Plan Act	\$ (160,760)
Motor Vehicle In-Lieu Tax	\$ 10,000
Administrative Overhead	\$ 66,773
Transfer from Gas Tax Fund	\$ (21,962)
Successor Agency Administrative Cost Allowance	\$ (125,000)
Total Revenue Adjustment	\$ 852,325

Expenditures. Total adopted General Fund expenditures for FY 2021-2022 were \$22,511,522. Adjusted expenditures through January 2022, which includes \$1,217,803 of appropriations approved by City Council and \$96,183 of prior year carry overs, result in a total adjusted expenditure budget (before recommended mid-year adjustments) of \$23,825,508:

City Council Approved During FY 2021-2022	Adjustment
Self-Generation Incentive Program for the Solar & HVAC for City Facility	\$ 1,217,803
<i>Subtotal</i>	<i>\$ 1,217,803</i>
Carryovers from FY 2021-2022	Adjustment
Chairs for Recreation Park	\$ 4,400
Computers and Hardware for various departments	\$ 15,900
Local Hazard Mitigation Plan (Grant Match)	\$ 28,927
Real Estate Advisory Services	\$ 13,141
Project Specific Consulting Services	\$ 370
Non-lethal ammo	\$ 8,446
COVID Vaccination PSA Videos	\$ 24,999
<i>Subtotal</i>	<i>\$ 96,183</i>
Total Exp. Adjustments through 1/31/2022	\$ 1,313,986

The primary mid-year adjustments proposed in the General Fund are related to increases in labor attorney fees, fire protection and emergency medical services and streetlights knockdowns that will be partially offset by revenues received from insurance companies. In addition, a decrease in division 190 (non-departmental) and 225 (Patrol) to move appropriations in the proper Special Funds (121) and Internal Service Funds (041) accordingly.

Staff is recommending the following expenditure adjustments (additional detail for the reason for each adjustment is provided in Attachment "A" Exhibit "A"):

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2021-2022, Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments, and Review Fiscal Year 2022-2023 Budget Calendar

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Expenditure Category	Adjustment
Professional Services - Labor Attorney Fees	\$ 50,000
Contractual Services - Fire Protection and Emergency Medical Services	\$ 150,000
Appropriate Funds in American Rescue Plan Act Special Fund	\$ (160,760)
Transfer To Street Lighting Fund	\$ (40,000)
Transfer To Equipment/Vehicle Replacement Fund	\$ 72,000
Capital Equipment - Police (offset cost in the Equipment/Vehicle Replacement Fund)	\$ (20,000)
Traffic Signal Knockdowns - Public Works (portion offset by insurance claims)	\$ 35,000
Total Expenditure Adjustment	\$ 86,240

The mid-year adjustments result in a net budget deficit of \$547,288 in the General Fund, which is due primarily to the one-time Self-Generation Incentive Program for the Solar & HVAC for City Facilities Project. The General fund has sufficient funds reserved to cover the additional appropriations. The net result of the proposed changes is an increase of \$86,240 from the adjusted budget to \$23,911,748.

Fund	2021-22 Adjusted Budget	Proposed Amendments	Net Change
Revenues	\$ 22,512,135	\$ 852,325	\$ 23,364,460
Expenditures	\$ 23,825,508	\$ 86,240	\$ 23,911,748
Surplus/(Deficit)	\$ (1,313,373)	\$	\$ (547,288)

Other Funds.

In addition to adjustments in the General Fund, there are a number of other funds that require mid-year adjustments. Specifically, budget adjustments are being proposed in the Equipment/Vehicle Maintenance and Replacement Fund, Facility Maintenance Fund, Water Fund, Sewer Fund, CNG Fund, Prop C Fund, Recreation Fund, Street Lighting Fund, Capital Outlay Fund, Community Investment Fund and American Rescue Plan Act Fund.

Key changes in the proposed revenue adjustments in other funds are noted below:

1. Increase Equipment/Vehicle Maintenance and Replacement Fund by \$72,000 for four (4) new police vehicles/SUV's equipment and installation, transfer from the General Fund.
2. Net Decrease in the Facility Maintenance Fund by \$91,736 to reflect actual appropriations/transfers from the General Fund and Enterprise Funds.
3. Increase Compressed Natural Gas Fund by \$120,000 based on historical revenues collected.
4. Increase of Recreation Fund by \$93,350 due to re-opening of programs and activities.

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2021-2022, Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments, and Review Fiscal Year 2022-2023 Budget Calendar

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5. Increase Street Lighting Fund by \$331,181 per the annual tax levy assessment for the Landscaping and Lighting Assessment District.
6. Increase Capital Outlay Fund by \$500,000, funds approved in the FY 2021-2022 Adopted Budget for streets, sidewalks and crosswalk repairs, transfer from the General Fund.
7. Increase Community Investment Fund by 10,000 to account for funds received by Republic Services for Councilmembers to contribute towards community events/programs.
8. Increase American Rescue Plan Act Fund by \$160,760, funds approved in FY 2021-2022 Adopted Budget for Council Chamber AV Equipment/Laptops \$37,500, Voice Over Internet Protocol (VOIP) phone system, upgrades to network technology and implementation of credit card payments \$95,000 and additional facility cleaning due to COVID-19 \$28,260.

Key changes in the proposed expenditure adjustments in other funds are noted below:

1. Increase Equipment/Vehicle Maintenance and Replacement Fund by \$72,000 to purchase equipment for four (4) Police vehicle units and \$21,939 to transfer to the Self Insurance Fund for general liability cost/claims.
2. Increase Facility Maintenance Fund by \$46,405 to transfer to Self-Insurance Fund for general liability cost/claims.
3. Increase Water Fund by \$50,000 in Operating and Maintenance to transfer \$15,000 to General Fund for 120 Macneil facility rental and IT services, \$15,000 to Self-Insurance Fund for property insurance premiums at water sites and \$20,000 to Facility Maintenance Funds for Public Works facility improvements and \$625,000 in Capital Expenditures for year-end depreciation expense.
4. Increase Sewer Fund by \$20,000 to transfer to Facility Maintenance Fund for Public Works facility improvements.
5. Increase Prop C Fund by \$38,000 to cover the City's transit contractor fuel cost.
6. Increase Recreation Fund by \$82,675 in Operating and Maintenance for recreational programs and activities.
7. Increase Street Lighting Fund by \$104,832 for salaries and benefits and \$51,182 per Cost Allocation Plan for indirect cost.
8. Increase Capital Outlay Fund by \$500,000 for streets, sidewalks and crosswalks repairs.
9. Increase Community Investment Fund by \$10,000 for Councilmember to contribute towards community events/programs.
10. Increase American Rescue Plan Act Fund by \$160,760, funds approved in FY 2021-2022 Adopted Budget for Council Chamber AV Equipment/Laptops \$37,500, Voice Over Internet Protocol (VOIP) phone system, upgrades to network technology and implementation of credit card payments \$95,000 and additional facility cleaning due to COVID-19 \$28,260.

Fiscal Year 2022-2023 Budget Outlook.

In order to meet the budget adoption deadline and give City Council and the public sufficient time to review and consider the City Manager's Proposed Budget, staff begins making

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2021-2022, Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments, and Review Fiscal Year 2022-2023 Budget Calendar

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preparations for the budget process in January each year. Preparations include initial revenue projections, providing direction to Departments regarding budget guidelines and expectations (e.g., reductions in Operations and Maintenance budgets, Maintenance of Effort budgets, funded enhancement requests only, etc.), and planning the budget calendar to get input from City Council.

To facilitate an efficient budget process, staff has developed a proposed calendar of events for the FY 2022-2023 budget process. The purpose of a budget calendar is to provide all parties involved with deadlines for submitting data and budget requests and provide the community opportunities to provide input.

A summary of some of the important dates, including the budget study session(s) and budget adoption, are as follows:

Monday, April 4, 2022

- City Council agenda item to discuss Citywide Strategic Goals for FY 2022-2023.

Monday, May 2, 2022

- Distribute FY 2022-2023 Proposed Budget Book to City Council and post it to the City's website for public view.

Monday, May 16, 2022

- Budget Study Session (Department Overview of Administration, City Clerk, Finance, Community Development, Recreation and Community Services)

Monday, May 23, 2022

- Special Budget Study Session (Department Overview of Police, Public Works – Operations and Capital Improvement Plan).

Tuesday, May 31, 2022

- Special Budget Study Session (if necessary)

Monday, June 6, 2022

- Budget Study Session (if necessary)

Monday, June 20, 2022

- Budget Adoption

Presentation and Discussion of the Mid-Year Budget Review for Fiscal Year 2021-2022, Consideration to Adopt a Resolution Approving the Mid-Year Proposed Budget Adjustments, and Review Fiscal Year 2022-2023 Budget Calendar

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BUDGET IMPACT:

The proposed adjustments in all funds are relatively minor and reflect adjustments needed during the normal course of business in any fiscal year. Although the General Fund mid-year adjustments result in a net one-time budget deficit of (\$547,288), the General Fund Reserves will cover this shortfall. That said, staff projects a year-end General Fund Balance of approximately \$7.2M, which is approximately 30% of the City's FY 2021-2022 budgeted adjusted expenditures.

CONCLUSION:

Adopting the proposed mid-year adjustments will provide staff with the budget authority to make the needed course corrections and achieve a more accurate budget for the current fiscal year and provide the basis for developing the FY 2022-2023 Budget.

ATTACHMENTS:

- A. Resolution No. 8129
Exhibit A: Summary of FY 2021-2022 Proposed Mid-year Budget Adjustments
- B. Preliminary FY 2022-2023 Budget Calendar

RESOLUTION NO. 8129

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE ADOPTED BUDGET FOR FISCAL YEAR 2021-2022 ADOPTED ON JUNE 21, 2021

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2021-2022, commencing July 1, 2021, and ending June 30, 2022; and

WHEREAS, the purpose of the mid-year adjustment is to update the community on the financial condition of the City and recommend adjustments to the City's Budget that have been identified subsequent to budget adoption; and

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

WHEREAS, an annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, a copy of which is on file in the City Clerk's Office, and has been adopted on June 21, 2021.

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

Section 1. The City Council hereby amends the adopted Budget to adjust the expenditures and revenues as provided in Exhibit "A," attached hereto.

Section 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk

PASSED, APPROVED, AND ADOPTED this 7th day of March 2022.

Mary Mendoza, 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. 8129 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 7th day of March, 2022, 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 March, 2022.

Julia Fritz, City Clerk

GENERAL FUND
FY 2021-2022 MID-YEAR BUDGET ADJUSTMENTS

EXHIBIT A
RES. NO. 8129

GENERAL FUND								
Beginning Fund Balance:				7,759,469				
ADOPTED GENERAL FUND REVENUES				22,512,135				
Fund	Acct.	Project.	REVENUE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
001	3210	0000	SALES AND USE TAXES	6,000,000	591,424	6,591,424	INCREASE BASED ON HDL MID YEAR PROJECTIONS	
001	3210	XXXX	TRANSACATION TAX (0.75)	3,900,000	491,850	4,391,850	INCREASE BASED ON HDL MID YEAR PROJECTIONS	
001	3665	3651	AMERICAN RESCUE PLAN ACT	160,760	(160,760)	-	TRANSFER FUNDS TO ARPA SPECIAL FUND 121.	
001	3605	0000	MOTOR VEHICLE IN-LIEU TAX	-	10,000	10,000	APPROPRIATE MOTOR VEHICLE IN LIEU TAX REVENUES	
001	3795	0000	ADMINISTRATIVE OVERHEAD	1,450,000	66,773	1,516,773	INCREASE PER COST ALLOCATION PLAN	
001	3961	0000	TRANSFER FROM GAS TAX FUND	250,000	(21,962)	228,038	DECREASE DUE TO APPROPRIATIONS IN ST. DIVISION 311 & FUND 011.	
001	3947	0000	SA ADMINSTRATIVE COST ALLOWANCE	125,000	(125,000)	-	DECREASE REVENUE DUE TO THE DISSOLUTION OF THE SA	
Subtotal Revenue Adjustments				852,325				
TOTAL ADJUSTED GENERAL FUND REVENUES				23,364,460				
ADOPTED GENERAL FUND EXPENDITURES				22,511,522				
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
				CARRYOVERS PER RESOLUTION NO. 8075		96,183		PER BUDGET ADOPTION RESOLUTION NO. 8075
				APPROPRIATION APPROVED BY COUNCIL		1,217,803		PER BUDGET AMENDMENT RESOLUTION NO. 8117
SUBTOTAL CARRYOVERS/BUDGET AMENDMENTS						1,313,986		
001	112	0000	4270	PROFESSIONAL SERVICES	75,000	50,000	125,000	INCREASE DUE TO LABOR NEGOTIATIONS & ARBITRATION SERVICES
001	500	0000	4260	CONTRACTUAL SERVICES	2,850,000	150,000	3,000,000	INCREASE DUE TO CITY OF LA FIRE PROTECTION & EMERGENCY MEDICAL SERVICES
SUBTOTAL ADMINISTRATION						200,000		
001	190	3651	4450	OTHER FUNDS	160,760	(160,760)	-	TRANSFER FUNDS TO ARPA SPECIAL FUND 121.
001	190	0000	4927	TRANSFER TO STREET LIGHTING FUND	40,000	(40,000)	-	DECREASE TRANSFER DUE TO ST. LIGHTING FD BALANCE RESERVE.
001	190	0000	4941	TRANSFER TO EQUIPMENT/VEHICLE MAINTENANCE	-	72,000	72,000	EQUIPMENT & INSTALLATION FOR 4 NEW PD VEHICLES/SUV'S.
SUBTOTAL FINANCE						(128,760)		
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
001	225	0000	4500	CAPITAL EQUIPMENT	20,000	(20,000)	-	MOVE APPROPRIATION TO EQUIPMENT/VEHICLE MAINTENANCE FUND.
SUBTOTAL POLICE DEPARTMENT						(20,000)		
001	371	0564	4300	DEPARTMENT SUPPLIES	-	35,000	35,000	INCREASE DUE TO ST. LIGHT KNOCKDOWNS. COST TO BE OFFSET BY INSURANCE CLAIMS.
SUBTOTAL PUBLIC WORKS						35,000		
Subtotal Expenditure Adjustments				1,400,226				
TOTAL ADJUSTED GENERAL FUND EXPENDITURES				23,911,748				
TOTAL ADJUSTED GENERAL FUND SURPLUS(DEFICIT)				(547,288)				
Ending Fund Balance:				7,212,181				

INTERNAL SERVICE FUNDS
FY 2021-2022 MID-YEAR BUDGET ADJUSTMENTS

EXHIBIT A
RES. NO. 8129

EQUIPMENT/VEHICLE MAINTENANCE & REPLACEMENT FUND

Beginning Fund Balance:					1,175,126			
TOTAL EQUIPMENT MAINTENANCE REVENUES					416,508			
Fund	Acct.	Project.	REVENUE Account Title		2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
041	3970	0000	TRANSFER FROM GENERAL FUND		-	72,000	72,000	EQUIPMENT & INSTALLATION FOR 4 NEW PD VEHICLES/SUV'S.
Subtotal Revenue Adjustments						72,000		
TOTAL ADJUSTED EQUIPMENT MAINTENANCE REVENUES					488,508			
TOTAL EQUIPMENT MAINTENANCE EXPENDITURES					537,627			
Fund	Div.	Project	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
041	225	0000	4500	CAPITAL EQUIPMENT	-	72,000	72,000	EQUIPMENT & INSTALLATION FOR 4 NEW PD VEHICLES/SUV'S.
041	320	0000	4706	LIABILITY CHARGE	-	21,939	21,939	APPROPRIATE FUNDS TO COVER SELF INS. LIABILITY COST.
Subtotal Expenditure Adjustments						93,939		
TOTAL ADJUSTED EQUIPMENT MAINTENANCE EXPENDITURES					631,566			
TOTAL ADJUSTED EQUIPMENT MAINTENANCE AND REPLACEMENT FUND SURPLUS(DEFICIT)					(143,058)			
Ending Fund Balance:					1,032,068			

FACILITY MAINTENANCE FUND

Beginning Fund Balance:					261,177			
TOTAL FACILITY MAINTENANCE REVENUES					1,585,210			
Fund	Acct.	Project.	REVENUE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
043	3992	0000	TRANSFER FROM SEWER	-	20,000	20,000	APPROPRIATION FOR 120 MACNEIL PW FACILITY IMPROVEMENTS.	
043	3995	0000	TRANSFER FROM WATER	-	20,000	20,000	APPROPRIATION FOR 120 MACNEIL PW FACILITY IMPROVEMENTS.	
043	3953	0000	FACILITY MAINTENANCE CHARGE	1,455,210	(131,736)	1,323,474	DECREASE TO REFLECT ACTUAL APPROPRIATIONS/TRANSFERS.	
Subtotal Revenue Adjustments					(91,736)			
TOTAL ADJUSTED FACILITY MAINTENANCE REVENUES					1,493,474			
TOTAL FACILITY MAINTENANCE EXPENDITURES					1,496,712			
Fund	Div.	Project	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
043	390	0000	4706	LIABILITY CHARGE	-	46,405	46,405	APPROPRIATE FUNDS TO COVER SELF INS. LIABILITY COST.
Subtotal Expenditure Adjustments					46,405			
TOTAL ADJUSTED FACILITY MAINTENANCE EXPENDITURES					1,543,117			
TOTAL ADJUSTED FACILITY MAINTENANCE FUND SURPLUS(DEFICIT)					(49,643)			
Ending Fund Balance:					211,534			

ENTERPRISE FUNDS
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WATER FUND

Beginning Fund Balance:					6,700,624	
TOTAL WATER FUND REVENUES					4,644,438	
Fund	Acct.	Proj.	REVENUE	2022	Proposed	Proposed
			Account Title	Total Budget	Adjustment	Total
070			NO REVENUE ADJUSTMENTS	-	-	-
<i>Subtotal Revenue Adjustments</i>					-	
ADJUSTED WATER FUND REVENUES					4,644,438	
WATER FUND OPERATING EXPENDITURES					4,259,807	
Fund	Div.	Proj.	Acct.	EXPENDITURE	2022	Proposed
				Account Title	Total Budget	Adjustment
070	381	0000	4901	TRANSFER TO GENERAL FUND	45,000	15,000
070	381	0000	4906	TRANSFER TO SELF INSURANCE FUND	45,000	15,000
070	381	0000	4943	TRANSFER TO FACILTIY MAINTENANCE FUND	-	20,000
<i>Subtotal Expenditure Adjustments</i>					50,000	
ADJUSTED WATER FUND OPERATING EXPENDITURES					4,309,807	
WATER FUND CAPITAL EXPENDITURES					2,060,650	
Fund	Div.	Proj.	Acct.	CAPITAL EXPENDITURE	2022	Proposed
				Account Title	Total Budget	Adjustment
070	385	0000	4820	DEPRECIATION EXPENSE	-	625,000
<i>Subtotal Expenditure Adjustments</i>					625,000	
ADJUSTED WATER FUND CAPITAL EXPENDITURES					2,685,650	
TOTAL ADJUSTED WATER FUND SURPLUS(DEFICIT)					(2,351,019)	
Ending Fund Balance:					4,349,605	

ENTERPRISE FUNDS
FY 2021-2022 MID-YEAR BUDGET ADJUSTMENTS

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SEWER FUND

Beginning Fund Balance:					5,579,920			
TOTAL SEWER FUND REVENUES					3,525,000			
Fund	Acct.	Proj.	REVENUE Account Title		2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
072			NO REVENUE ADJUSTMENTS		-	-	-	
Subtotal Revenue Adjustments						-		
ADJUSTED SEWER FUND REVENUES					3,525,000			
SEWER FUND OPERATING EXPENDITURES					3,102,622			
Fund	Div.	Proj.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
072	360	0000	4743	TRANSFER TO FACILTIIY MAINTENANCE FUND	-	20,000	20,000	TRANSFER FOR PW FACILITY IMPROVEMENTS.
							-	
Subtotal Expenditure Adjustments						20,000		
ADJUSTED SEWER FUND OPERATING EXPENDITURES					3,122,622			
SEWER FUND CAPITAL EXPENDITURES					778,000			
Fund	Div.	Proj.	Acct.	CAPITAL EXPENDITURE Account Title	2015 Total Budget	Proposed Adjustment	Proposed Total	Justification:
072	365	0000	4500	NO CAPITAL ADJUSTMENTS	-	-	-	
Subtotal Expenditure Adjustments						-		
ADJUSTED SEWER FUND CAPITAL EXPENDITURES					778,000			
TOTAL ADJUSTED SEWER FUND SURPLUS(DEFICIT)					(375,622)			
Ending Fund Balance:					5,204,298			

ENTERPRISE FUNDS
FY 2021-2022 MID-YEAR BUDGET ADJUSTMENTS

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COMPRESSED NATURAL GAS FUND

Beginning Fund Balance:				161,952				
TOTAL CNG FUND REVENUES				-				
Fund	Acct.	Proj.	REVENUE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
074	3735	3661	CNG FUELING STATION	-	120,000	-	APPROPRIATE EST. CNG STATION REVENUES.	
Subtotal Revenue Adjustments					120,000			
ADJUSTED CNG FUND REVENUES					120,000			
CNG FUND EXPENDITURES				115,365				
Fund	Div.	Proj.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
074				NO EXPENDITURE ADJUSTMENTS	-	-	-	
					-	-	-	
Subtotal Expenditure Adjustments					-			
ADJUSTED CNG FUND EXPENDITURES					115,365			
TOTAL ADJUSTED CNG FUND SURPLUS(DEFICIT)					4,635			
Ending Fund Balance:					166,587			

**SPECIAL REVENUE FUNDS
FY 2021-2022 MID-YEAR BUDGET ADJUSTMENTS**

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PROP C FUND

Beginning Fund Balance:					618,509			
TOTAL REVENUES					422,237			
Fund	Acct.	Project.	REVENUE Account Title		2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
008			NO REVENUE ADJUSTMENTS		-	-	-	
Subtotal Revenue Adjustments						-		
TOTAL ADJUSTED REVENUES						422,237		
TOTAL EXPENDITURES						822,237		
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
008	313	0000	4260	CONTRACTUAL SERVICES	180,000	38,000	218,000	INCREASE DUE TO HIGHER FUEL COST.
Subtotal Expenditure Adjustments						38,000		
TOTAL ADJUSTED EXPENDITURES						860,237		
TOTAL ADJUSTED PROP C FUND SURPLUS(DEFICIT)						(438,000)		
Ending Fund Balance:						180,509		

RECREATION FUND

Beginning Fund Balance:					27,755		
TOTAL REVENUES					149,175		
Fund	Acct.	Project.	REVENUE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
017	3770	1321	SENIOR YOGA	-	3,000	3,000	APPROPRIATE REVENUES DUE TO RE-OPENING OF PRGS & ACTIVITES.
017	3770	1322	SENIOR AEROBICS	-	5,250	5,250	APPROPRIATE REVENUES DUE TO RE-OPENING OF PRGS & ACTIVITES.
017	3770	1330	YOUTH BASEBALL	-	40,700	40,700	APPROPRIATE REVENUES DUE TO RE-OPENING OF PRGS & ACTIVITES.
017	3770	1342	TINY TOTS RECREATION CLASSES	-	15,000	15,000	APPROPRIATE REVENUES DUE TO RE-OPENING OF PRGS & ACTIVITES.
017	3770	1354	NEW ADMINISTRATIVE FEE	-	4,400	4,400	APPROPRIATE REVENUES DUE TO RE-OPENING OF PRGS & ACTIVITES.
017	3770	0000	TRANSFER FROM GENERAL FUND	-	25,000	25,000	START OF NEW BASEBALL PROGRAM.
Subtotal Revenue Adjustments					93,350		
TOTAL ADJUSTED REVENUES					242,525		

**SPECIAL REVENUE FUNDS
FY 2021-2022 MID-YEAR BUDGET ADJUSTMENTS**

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TOTAL EXPENDITURES					142,186			
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
017	420	1321	4260	CONTRACTUAL SERVICES	-	3,000	3,000	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
017	420	1322	4260	CONTRACTUAL SERVICES	-	5,250	5,250	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
017	420	1323	4260	CONTRACTUAL SERVICES	-	3,000	3,000	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
017	420	1327	4260	CONTRACTUAL SERVICES	1,400	3,500	4,900	INCREASE DUE TO MORE PARTICIPATION.
017	420	1330	4260	CONTRACTUAL SERVICES	-	16,000	16,000	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
017	420	1330	4300	DEPARTMENT SUPPLIES	-	9,000	9,000	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
017	420	1332	4260	CONTRACTUAL SERVICES	2,100	7,500	9,600	INCREASE DUE TO MORE PARTICIPATION.
017	420	1332	4300	DEPARTMENT SUPPLIES	700	1,200	1,900	INCREASE DUE TO MORE PARTICIPATION.
017	420	1337	4260	CONTRACTUAL SERVICES	8,400	3,700	12,100	INCREASE DUE TO MORE PARTICIPATION.
017	420	1342	4260	CONTRACTUAL SERVICES	-	13,000	13,000	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
017	420	1342	4300	DEPARTMENT SUPPLIES	-	2,000	2,000	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
017	420	1355	4260	CONTRACTUAL SERVICES	-	2,025	2,025	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
017	420	1362	4260	CONTRACTUAL SERVICES	3,000	1,500	4,500	INCREASE DUE TO MORE PARTICIPATION.
017	420	1395	4260	CONTRACTUAL SERVICES	-	9,500	9,500	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
017	420	1395	4300	DEPARTMENT SUPPLIES	-	2,500	2,500	APPPROPRIATE FDS DUE TO RE-OPENING OF PRGS & ACTIVITIES.
Subtotal Expenditure Adjustments						82,675		
TOTAL ADJUSTED EXPENDITURES						224,861		
TOTAL ADJUSTED RECREATION FUND SURPLUS(DEFICIT)						17,664		
Ending Fund Balance:						45,419		

STREET LIGHTING FUND

Beginning Fund Balance:						377,643		
TOTAL REVENUES						-		
Fund	Acct.	Project.		REVENUE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
027	3110	0000		SECURED PROPERTY TAXES-CURR YR	-	331,181	331,181	APPROPRIATE EST. ST. LIGHTING REVENUES
Subtotal Revenue Adjustments						331,181		
TOTAL ADJUSTED REVENUES						331,181		
TOTAL EXPENDITURES						112,900		
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
027	344	0000	4101	SALARIES-PERMANENT EMPLOYEE	-	50,595	50,595	APPROPRIATE FOR FNDS FOR SALARIES & BENEFITS.
027	344	0000	4120	O.A.S.D.I.	-	6,600	6,600	APPROPRIATE FOR FNDS FOR SALARIES & BENEFITS.
027	344	0000	4124	RETIREMENT	-	15,200	15,200	APPROPRIATE FOR FNDS FOR SALARIES & BENEFITS.
027	344	0000	4126	HEALTH INSURANCE	-	17,300	17,300	APPROPRIATE FOR FNDS FOR SALARIES & BENEFITS.
027	344	0000	4128	DENTAL INSURANCE	-	1,390	1,390	APPROPRIATE FOR FNDS FOR SALARIES & BENEFITS.
027	344	0000	4129	RETIREE HEALTH SAVINGS	-	780	780	APPROPRIATE FOR FNDS FOR SALARIES & BENEFITS.
027	344	0000	4130	WORKERS COMPENSATION INSURANCE	-	12,600	12,600	APPROPRIATE FOR FNDS FOR SALARIES & BENEFITS.
027	344	0000	4136	OPTICAL INSURANCE	-	250	250	APPROPRIATE FOR FNDS FOR SALARIES & BENEFITS.
027	344	0000	4138	LIFE INSURANCE	-	117	117	APPROPRIATE FOR FNDS FOR SALARIES & BENEFITS.
027	344	0000	4480	COST ALLOCATION	-	51,182	51,182	APPROPRIATE FNDS FOR INDIRECT COST.
Subtotal Expenditure Adjustments						156,014		
TOTAL ADJUSTED EXPENDITURES						268,914		
TOTAL ADJUSTED STREET LIGHTING FUND SURPLUS(DEFICIT)						62,267		
Ending Fund Balance:						439,910		

**SPECIAL REVENUE FUNDS
FY 2021-2022 MID-YEAR BUDGET ADJUSTMENTS**

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CAPTIAL OUTLAY FUND

Beginning Fund Balance:					60,390			
TOTAL REVENUES					-			
Fund	Acct.	Project.	REVENUE Account Title		2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
032	3970	0000	TRANSFER FROM GENERAL FUND		-	500,000	500,000	TRANSFER FOR STREETS, SIDEWALKS & CROSSWALK REPAIRS.
Subtotal Revenue Adjustments						500,000		
TOTAL ADJUSTED REVENUES					500,000			
TOTAL EXPENDITURES					-			
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
032	311	xxxx	4600	CAPITAL PROJECTS	-	500,000	500,000	APPROPRIATE FNDS FOR STREETS, SIDEWALKS & CROSSWALK REPAIRS.
						-	-	-
Subtotal Expenditure Adjustments						500,000		
TOTAL ADJUSTED EXPENDITURES					500,000			
TOTAL ADJUSTED CAPITAL OUTLAY FUND SURPLUS(DEFICIT)					-			
Ending Fund Balance:					60,390			

COMMUNITY INVESTMENT FUND

Beginning Fund Balance:					21,279			
TOTAL REVENUES					-			
Fund	Acct.	Project.	REVENUE Account Title		2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
053	3954	0000	RECYCLING REVENUE SHARE PROGRAM		-	10,000	10,000	APPROPRIATE COMMUNITY INVESTMENT FDS FROM REPUBLIC SERVICES.
Subtotal Revenue Adjustments						10,000		
TOTAL ADJUSTED REVENUES						10,000		
TOTAL EXPENDITURES						-		
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
053	101	XXXX	4430	ACTIVITIES AND PROGRAMS	-	10,000	10,000	APPROPRIATE COMMUNITY INVESTMENT FDS FROM REPUBLIC SERVICES.
Subtotal Expenditure Adjustments						10,000		
TOTAL ADJUSTED EXPENDITURES						10,000		
TOTAL ADJUSTED COMMUNITY INVESTMENT FUND SURPLUS(DEFICIT)						-		
Ending Fund Balance:					21,279			

**SPECIAL REVENUE FUNDS
FY 2021-2022 MID-YEAR BUDGET ADJUSTMENTS**

**EXHIBIT A
RES. NO. 8129**

AMERICAN RESCUE PLAN

Beginning Fund Balance:				2,498,410				
TOTAL REVENUES				-				
Fund	Acct.	Project.	REVENUE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:	
121	3668	3689	AMERICAN RESCUE PLAN	-	160,760	160,760	APPROPRIATE AMERICAN RESCUE PLAN ACT FUNDS.	
Subtotal Revenue Adjustments					160,760			
TOTAL ADJUSTED REVENUES					160,760			
TOTAL EXPENDITURES					-			
Fund	Div.	Project.	Acct.	EXPENDITURE Account Title	2022 Total Budget	Proposed Adjustment	Proposed Total	Justification:
121	115	3689	4500	CAPITAL EQUIPMENT	-	37,500	37,500	COUNCIL CHAMBER AV EQUIPMENT AND LAPTOPS.
121	135	3689	4500	CAPITAL EQUIPMENT	-	95,000	95,000	FUNDS FOR VOIP, CREDIT CARD PAYMENTS & NETWORK
121	390	3689	4260	CONTRACTUAL SERVICES	-	28,260	28,260	FUNDS FOR ADDITIONAL FACILITY CLEANING DUE TO COVID-19.
Subtotal Expenditure Adjustments					160,760			
TOTAL ADJUSTED EXPENDITURES					160,760			
TOTAL ADJUSTED AMERICAN RESCUE FUND SURPLUS(DEFICIT)					-			
Ending Fund Balance:				2,498,410				



FISCAL YEAR 2022-2023 BUDGET CALENDAR

Time Frame	Task	Department(s)
January - April 2022	Review and calculate revenue projections for General Fund, Special Revenue Funds, Enterprise Funds and Capital Projects Funds.	Finance
February 2022	Review/Update salary projections.	Personnel, Finance
March 7, 2022	City Council update and presentation: <ul style="list-style-type: none"> FY 2020-2021 Audited Financial Statements FY 2021-2022 Mid-year Budget FY 2022-2023 Budget Kickoff 	Administration, Finance
March 2022	Prepare/update budget instructions and forms for departments to complete during budget development.	Finance
March 15, 2022	City Manager meets with Department Heads to discuss the budget schedule and provide direction regarding budget guidelines (e.g. Maintenance of effort, only funded enhancement requests, etc.). Budget forms distributed.	All Departments
March 15 - 31, 2022	Departments review and complete budget forms.	All Departments
April 4 - 8, 2022	Preliminary review of department budget forms, including review of enhancement and Capital requests. Agenda item to discuss citywide strategic goals and City Council priorities for Fiscal Year 2022-2023.	Administration, Finance
April 11 - 15, 2022	City Manager/Finance Director meetings with Department Heads to discuss budget requests.	All Departments
April 18, 2022	Finalize City Manager's recommendations.	Administration, Finance
April/May 2022	Prepare Proposed Budget document.	Administration, Finance
May 2, 2022	Provide Proposed Budget to City Council and post to the City's website.	Administration, Finance
May 16, 2022 May 23, 2022 May 31, 2022 June 6, 2022 (if necessary)	Budget Study Sessions.	All Departments
May/June 2022	Update Proposed Budget based on direction provided at Budget Study Sessions.	Administration, Finance
June 2, 2022	Publish Notice of Public Hearing for budget adoptions.	City Clerk
June 20, 2022	Budget hearing and adoption, including adopting of Gann Limit.	Administration, Finance
July 1, 2022	Post adopted budget to the City's Finance system.	Finance
July/August 2022	Produce Adopted Budget book, distribute to City Council, post to the City's website, and submit for GFOA Award.	Finance