



CHAIR ROBERT GONZALES  
VICE CHAIR PATTY LOPEZ  
COMMISSIONER ERICA FRIEND  
COMMISSIONER NATASHA SANCHEZ-BROOKS  
COMMISSIONER VACANT

## CITY OF SAN FERNANDO

### PARKS, WELLNESS, AND RECREATION COMMISSION REGULAR MEETING AGENDA SUMMARY THURSDAY, NOVEMBER 9, 2023 – 6:30 PM

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

#### **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 person in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.

##### **SUBMIT PUBLIC COMMENT VIA EMAIL:**

Members of the public may submit comments by email to [LMoreno@sfcity.org](mailto:LMoreno@sfcity.org) no later than **4:00 p.m. the day of the meeting**, to ensure distribution to the Parks, Wellness, and Recreation Commission prior to consideration of the agenda. Comments received via email will be distributed to the Parks, Wellness, and Recreation Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting.

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

Members of the Public may **call-in between 6:30 p.m. and 6:45 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 Chair. This is audio only and no video.

**Call-in Telephone Number: (669) 900-6833**  
**Meeting ID: 986 1620 1615**  
**Passcode: 988843**

# **PARKS, WELLNESS, AND RECREATION COMMISSION**

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## **CALL TO ORDER**

## **ROLL CALL**

## **TELECONFERENCE REQUESTS/DISCLOSURE**

Recommend consideration of requests received for remote teleconference meeting participation made by members of the City's legislative bodies, as permitted under the provisions of Assembly Bill (AB) 2449, Government Code Section 54953, and the City of San Fernando adopted Resolution No. 8215, effective March 1, 2023.

## **PLEDGE OF ALLEGIANCE**

Led by Chair

## **APPROVAL OF AGENDA**

Recommend that the Parks, Wellness, and Recreation Commission approve the agenda as presented.

## **PRESENTATIONS**

## **DECORUM AND ORDER**

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Members of the public attending City Commission 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 a City Commission or while attending a City Commission 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 Commission.

## **PUBLIC STATEMENTS – WRITTEN/ORAL**

Members of the public may [provide comments in person in the City Council Chambers](#) during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.

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Members of the public may provide a **live public comment by calling in between 6:30 p.m. and 6:45 p.m. CALL- IN INFORMATION: Telephone Number: (669) 900-6833, Meeting ID: 986 1620 1615, Passcode: 988843**

## **CULTURAL ARTS LIAISONS REPORT**

## **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 Parks, Wellness, and Recreation Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

### **1) CONSIDERATION TO APPROVE PARKS, WELLNESS, AND RECREATION COMMISSION MEETING MINUTES FOR:**

- a. October 12, 2023- Regular Meeting

## **ADMINISTRATIVE REPORTS**

### **2) PRESENTATION AND DISCUSSION REGARDING CITY COUNCIL APPROVED DRAFT ESTABLISHING “GUIDELINES FOR BOARDS, COMMISSIONS AND COMMITTEES” HANDBOOK**

Recommend that the Parks, Wellness, and Recreation Commission:

- a. Discuss and provide feedback regarding the guidelines for boards, commissions and committees” handbook; and
- b. Provide staff with feedback and direction as appropriate.

### **3) DISCUSSION REGARDING THE PIONEER PARK PLAYGROUND RENOVATION PROJECT**

Recommend that the Parks, Wellness, and Recreation Commission:

- a. Discuss improvements for the Pioneer Park Playground Renovation Project;
- b. Recommend a final Pioneer Park Playground Renovation design to the City Council; and

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- c. Provide staff with feedback and direction as appropriate.

### **4) DISCUSSION REGARDING A PARK CLEAN UP EVENT**

Recommend that the Parks, Wellness, and Recreation Commission:

- a. Discuss a Park Clean Up event;
- b. Develop a plan for a Park Clean Up that can be recommended to the City Council; and
- c. Provide staff direction as appropriate.

### **5) CESAR E. CHAVEZ MEMORIAL**

Recommend that the Parks, Wellness, and Recreation Commission:

- a. Discuss Ad Hoc Committee Updates;
- b. Continue to meet with Pueblo Y Salud until a renovation plan for the Memorial Plaza can be developed; and
- c. Provide staff direction as appropriate.

### **6) DEPARTMENT PROGRAMS AND SERVICES UPDATE**

Recommend that the Parks, Wellness, and Recreation Commission:

- a. Receive and file a report updating the programs, services activities, and business conducted by the Recreation and Community Services Department; and
- b. Provide staff direction as appropriate.

### **STAFF COMMUNICATION**

### **COMMISSIONER UPDATES/REQUESTS TO AGENDIZE ITEM FOR DISCUSSION AT A FUTURE MEETING**



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Commissioner(s) may request to agendize an item for discussion at a future meeting, subject to approval by the Commission. Requests should align with the commission's scope of responsibility, adhere to City Council policies, and consider the availability of staff resources and budget constraints.

**ADJOURNMENT** The meeting will adjourn to its next regular meeting.

### AFFIDAVIT OF POSTING

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.

Dated: \_\_\_\_\_ at: \_\_\_\_\_

Signed By: \_\_\_\_\_

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*Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site ([www.sfcity.org](http://www.sfcity.org)). These are also available for public reviewing prior to a meeting at the Recreation and Community Services Department Public Counter. Any public writings distributed by the Parks, Wellness, and Recreation Commission to at least a majority of the Commissioners regarding any item on this regular meeting agenda will also be made available at the Recreation and Community Services Department Public Counter located at 208 Park Avenue, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at [www.sfcity.org](http://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 Recreation and Community Services Department Office at (818) 898-1290 or [LMoreno@sfcity.org](mailto:LMoreno@sfcity.org) at least 48 hours prior to the meeting.*

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CITY OF SAN FERNANDO  
PARKS, WELLNESS AND RECREATION COMMISSION

REGULAR MEETING  
MINUTES  
OCTOBER 12, 2023  
ZOOM MEETING STREAMED ON YOUTUBE

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PARKS, WELLNESS AND RECREATION COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING AT: <https://www.youtube.com/c/CityOfSanFernando>

**CALL TO ORDER/ROLL CALL**

Commissioner Robert Gonzales called the meeting to order at 6:32 p.m. Administrative Assistant, Linda Bowden-Moreno, called the roll call.

The following persons were recorded as present:

**PRESENT:**

Commissioners Robert Gonzales, Natasha Sanchez-Brooks and Erica Friend

**ABSENT:**

Vice Chair Patty Lopez

**ALSO PRESENT:**

RCS Director, Julian Venegas, Recreation Supervisor, Maribel Perez, Administrative Assistant Linda Bowden-Moreno, and Office Clerk Soledad Chavez

**PLEDGE OF ALLEGIANCE**

Chair R. Gonzales led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Friend Gonzales motioned to approve the agenda for the October 12, 2023 Parks, Wellness and Recreation Commission Special Meeting. Commissioner Sanchez-Brooks seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: R. Gonzales, E. Friend, and N. Sanchez-Brooks  
NOES:  
ABSENT: P. Lopez  
ABSTAIN:

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## **PRESENTATIONS**

None

## **PUBLIC STATEMENTS – WRITTEN/ORAL**

None

## **CULTURAL ARTS LIAISONS REPORT**

None

## **CONSENT CALENDAR**

Chair Robert Gonzales motioned to approve the Consent Calendar approving the Minutes of the August 10, 2023 Parks, Wellness and Recreation Commission Special Meeting. Commissioner Sanchez-Brooks seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: R. Gonzales, E. Friend, and N. Sanchez-Brooks

NOES:

ABSENT: P. Lopez

ABSTAIN:

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## **ADMINISTRATIVE REPORTS**

### **1. DISCUSSION REGARDING PIONEER PARK PLAYGROUND**

RCS Director provided a Power Point Presentation to discuss the background, funding sources, community input and other details regarding the Pioneer Park Playground.

Commissioner Friend had questions regarding the type of material used for shades and the durability, and also on color options which impact heat and UVA exposer.

Staff informed the commission that any added elements to the design that are not already included will incur an added cost.

The contractor recommends considering that selecting designs on the poured-in-place rubber ground cover will be more difficult to do patch work in the future.

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Commissioner Sanchez-Brooks inquired about using shade sails. The contractor discussed the issues associated with shade sails such as the expense, permits and possible sagging.

Commissioner Sanchez-Brooks also asked about the proximity of the workout equipment to the playground and providing filtered water stations. She also asked about shading for the picnic tables. In addition, she would like the playground structures accessible for all age ranges by providing more climbing, mobility and agility for older children and sited a new playground at a park in Redondo Beach as an example.

Chair Gonzales concurs with the contractor's recommendation regarding the color scheme for the poured-in-place rubber ground cover. He also requested more details regarding color of shade structures and the heat/UVA factors to be discussed at a future meeting, and recommendations on color schemes to lessen the appearance of dirt and soil.

Chair Gonzales also inquired about playground themes and about the ADA attractions that are highly used by individuals. The contractor will provide a check list with items that would qualify the play area as a national recommended site for inclusion.

Chair Gonzales was very pleased with the budget for this project which includes *Measure A* funds from the County.

The contractor (Brandon) provided detailed information on questions. The contractor reported that this playground will be designed as a national demonstration site and follows the guidelines of play-on and inclusion. There will be signage posted with a QR code for the public to provide feedback and also to help track how many visitors use the park.

Chair Gonzales opened the floor to public comments regarding this project.

Uriel Rodriguez, San Fernando National Little League V.P., inquired about how the project will affect the parking lot and asked about the time frame to complete the project. He also commented that he is favor of the shading that is included in the design.

A mom and resident residing very near to Pioneer Park commented that swings, benches, and shading are very important to her. Also the location of trash should be away from benches due to bees and flies. She would like to see more tables available for park patrons to host gatherings. She also likes the idea of a theme for the project but did provide a suggestion. Staff invited her to the upcoming community meeting on 10/26/23 to give her an opportunity to suggest a specific theme for the project.

Chair Gonzales would like to work with the contractor and Public Works such as adding shrubs and planters to allow time for plants to establish. Also ensuring pathways are allow ADA access to benches.

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At this time, staff held a raffle for members of the public attending tonight's meeting. Two winners received a Target gift card.

Commissioners were invited to provide any last comments on this item.

Commissioner E. Friend suggested adding a subtle pattern to the rubber flooring, such as a river design. She also inquired about the color options for metal poles. She also asked about the irrigation system affecting the playground and whether the border around the playground is raised which could be a tripping hazard.

Commissioner Sanchez-Brooks inquired if funding is allocated for benches. She also inquired about incorporating musical instruments into the design, such as xylophones, percussion, etc. She requested to see a list of possible options to incorporate into this design.

Chair Gonzales would like to bring this item back to the commission. Perhaps holding a special meeting one week earlier than the regular meeting date to allow time for the contractor to provide the additional information requested and for the commission to make final recommendations.

Staff will include all recommendations into the final report to be presented to City Council.

### **2. CESAR E. CHAVEZ MEMORIAL**

This item was added by Vice Chair Lopez. RCS Director provided an update on the meeting the Ad Hoc committee held with Pueblo Y Salud. Discussion included ideas for a potential renovation on items such as a fountain utilizing lighting instead of water and replacing the lighting throughout the plaza. Pueblo Y Salud will look into how to come up with funds. The discussion also included bringing the request for funding to Council to see if it's possible to allocate funding.

Commissioner Friend had questions regarding the coating material used to retouch the mural and the cost associated with it.

### **3. DEPARTMENT PROGRAMS AND SERVICES UPDATE**

Recreation Supervisor, Maribel Perez, provided a report with detailed updates on senior programs and activities as well as updates on the teen and youth/adult sports programming.

### **STAFF COMMUNICATION**

## **PARKS, WELLNESS AND RECREATION COMMISSION**

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Staff informed the Commission on new senior programming such as Tie Dye Monday, monthly Doc Talks and Matinees, Arthritis Classes and Taking Charge of Your Health Classes.

Staff reported on the upcoming summit put on by Shero's Rise to empower teenage girls. Flyers are available for this and other upcoming events.

The Odd Fellows are hosting a Casino Night event on November 11<sup>th</sup> as a fund raiser for the Mission City Baseball Program.

San Fernando Mile/Dia De Los Muertos festival will occur on October 28<sup>th</sup>. Hope to see everyone there.

Layne Park Re-opening will be held on Saturday, October 21<sup>st</sup> at 10:00 am. All are invited.

Veterans Day Ceremony will be held on November 4<sup>th</sup> at 11am at the VFW located at 111 N. Hagar St. in San Fernando.

Director Julian Venegas announced he will be retiring at the end of this year after his 6 year tenure with the City of San Fernando.

### **COMMISSIONER UPDATED/REQUESTS TO AGENDIZE ITEM FOR DISCUSSION AT A FUTURE MEETING**

Commissioner Friend inquired about 8<sup>th</sup> Street Park's homeless encampment at the Foothill entrance and a possible clean up. Staff reported that the City now has a Housing Coordinator who can provide resource information and outreach to agencies that can assist. There is also a Beautification Ad Hoc Committee that can assist with setting up a park clean up.

Chair Gonzales thanked staff, specifically the RCS Director for handling this meeting and inviting public input for the Pioneer Park Project, and also thanked commissioners for their input.

### **ADJOURNMENT**

The Parks, Wellness and Recreation Commission meeting adjourned at 8:01 p.m.

**To:** Chair Robert Gonzales and Commissioners

**From:** Julia Fritz, City Clerk

**Date:** November 9, 2023

**Subject:** Presentation and Discussion Regarding City Council Approved Draft Establishing  
*"Guidelines for Boards, Commissions and Committees" Handbook*

**RECOMMENDATION:**

It is recommended that the Parks, Wellness and Recreation Commission:

- a. Receive the presentation on the Guidelines for Boards, Commissions and Committees Handbook; and
- b. Provide recommendations, as appropriate.

**BACKGROUND:**

1. On May 22, 2023, the City Clerk presented the City Clerk Departments Proposed Objectives and Work Plan for Fiscal Year (FY) 2023-2024, which included adopting and implementing City Guidelines for Boards, Commissions and Committees ("Handbook") (Exhibit "A" to Attachment "A").
2. On June 20, 2023, the City Council adopted the City's FY 2023-2024 Budget, which included approval of \$3,500 allocation for developing a handbook for Commissioners and for a potential consultant to facilitate a training program for the Commissioners.
3. On October 16, 2023, the City Council approved the draft proposed Handbook with minor edits and directed staff to bring back to the City Council for final approval, subsequent to providing a presentation to each of the City's Commissions to receive feedback, if any.

**ANALYSIS:**

In response to the evolving needs of the community, the City Council plays a pivotal role in shaping the City's future. Central to this process are the Commissioners and Committees, who are essential advisory bodies comprised of dedicated community members appointed by the City Council. These bodies serve an important function by providing recommendations on various matters within their purview. In addition to advising the City Council, some Commissions, such as the Planning and Preservation Commission, have legislative duties. These Commissions and Committees help ensure that the City Council's decisions are informed and well-rounded.

The City has four (4) active Commissions: 1) Education Commission, 2) Planning and Preservation Commission, 3) Parks, Wellness and Recreation Commission, and 4) Transportation and Public Safety Commission. The primary focus of these Commissions are, in general to review City programs, projects, and community issues. These advisory bodies provide greater community participation, outreach, opportunities for civic engagement, insight into community needs, and provides recommendations to assist with informed decisions by the City Council.

Currently, there is no single document outlining Commission operations. While Commissions support City Council's decisions, the absence of uniform guidelines, processes, and Commissioner training can cause confusion among Commissioner's, City staff, and the public. To address this challenge, the City Clerk's Office has prepared the Guidelines Handbook for Commissioners and City staff liaisons. This Handbook aims to provide resources, establish consistency, increase transparency, enhance public participation and engagement in the way Commissions conduct business and carry out their advisory role to the City Council.

The Handbook provides general information to Commissioners, such as:

- Membership Qualifications, Selection and Appointment Process
- Onboarding of New Commissioners
- Commissions Scope and Authority
- Commissioner Roles and Responsibilities
- Parliamentary Procedures
- Meeting Compliance and Regulations
- Helpful Resources

By providing consistency and transparency, this Handbook aims to enhance public engagement and strengthen the advisory role of the Commissions, thereby improving the City's decision-making processes. The Handbook will also serve as the basis for the upcoming Commissioner training to be developed.



**BUDGET IMPACT:**

The FY 2023-2024 Adopted Budget included an appropriation for \$3,500 towards contractual services to facilitate Commissioners training. To implement the Handbook, in-house training can be achieved and potentially return any unused appropriation to the General Fund.

**CONCLUSION:**

It is recommended that the Parks, Wellness and Recreation Commission receive a presentation establishing the City’s Guidelines for Boards, Commissions and Committees handbook (Exhibit “A” of Attachment “A”).

**ATTACHMENTS:**

- A. Resolution No. 8260, including:
  - Exhibit “A” – Guidelines for Boards, Commissions and Committees



**ATTACHMENT "A"**  
**EXHIBIT "A"**

**CITY OF SAN FERNANDO**  
**GUIDELINES FOR BOARDS, COMMISSIONS**  
**AND COMMITTEES**



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## Welcome!

Congratulations on becoming a valued member of the City of San Fernando team as a City Commissioner! I am thrilled to have you on board, as your appointment holds immense significance for your Commission's vital role in advising the San Fernando City Council on matters of utmost importance to our community.

This comprehensive Commissioners Guidelines has been thoughtfully crafted to provide you with essential information pertaining to your participation in public meetings, expectations regarding attendance, and the pivotal roles of Commissioners, staff, and Council liaisons as you collaborate with your Commission on the development of its advisory areas.

Your dedication and contributions as a Commissioner will undoubtedly make a positive impact on our community and enhance the effectiveness of the San Fernando City Council. Your commitment to service is truly commendable, and I eagerly anticipate witnessing the remarkable work you will accomplish on your Commission, representing the best interests of the San Fernando community.

Thank you for your unwavering commitment and valuable service to the San Fernando community. Together, we will continue to strive for excellence and make a lasting difference.

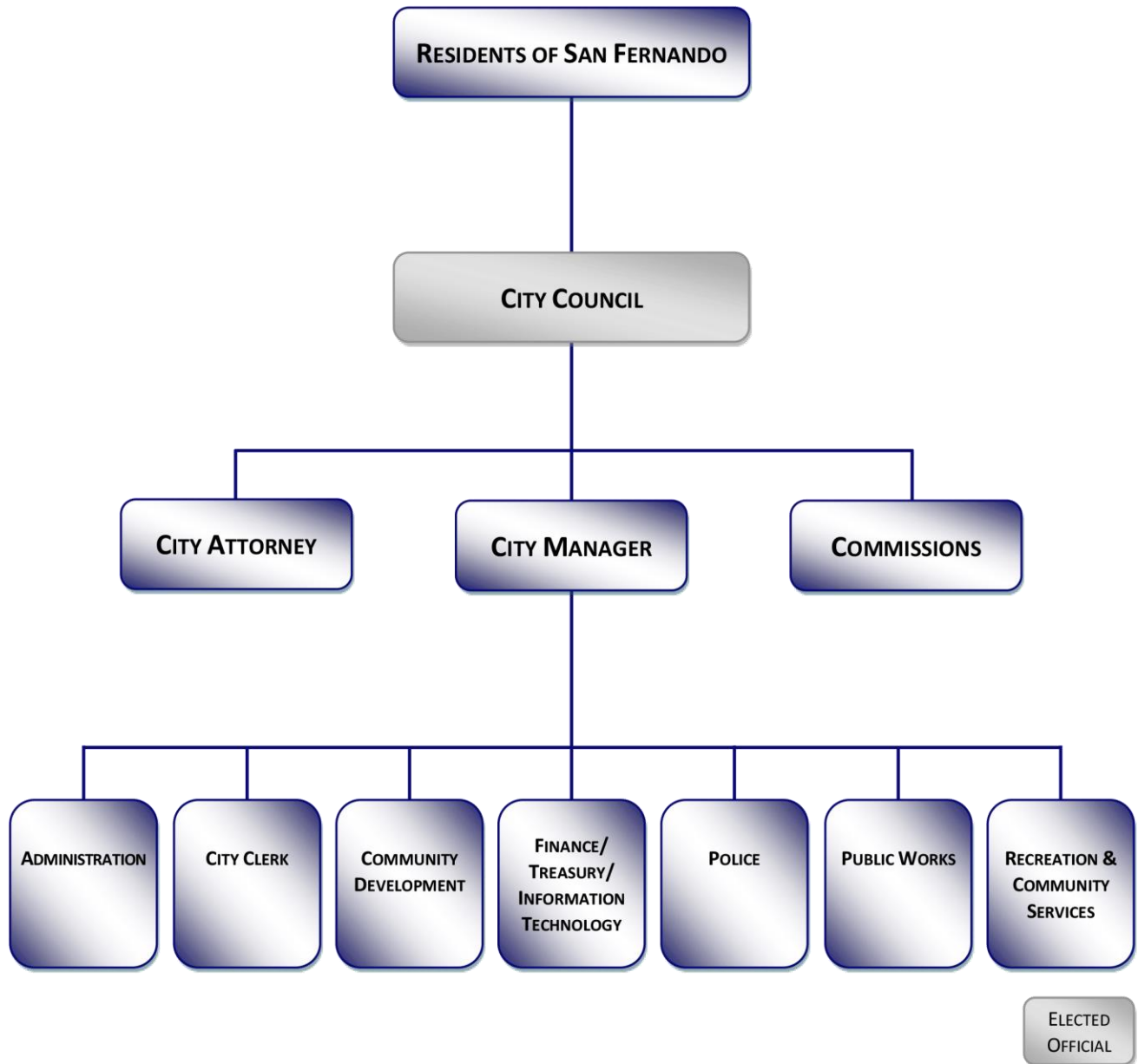
Warm Regards,

Nick Kimball  
City Manager



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## CITY ORGANIZATION CHART





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## **INTRODUCTION AND OVERVIEW**

City of San Fernando is a California municipality of approximately 24,500 residents, and incorporated as a General Law City in August of 1911. The City of San Fernando is governed by a five-member City Council elected to staggering four-year terms by voters of San Fernando on the November ballot, held on each even year. In December of each year, the City Council holds an annual reorganization to select a Mayor and Vice Mayor from among the five Council members. The appointments are made by a majority vote of the City Council and are for a one-year term until the next annual reorganization.

The City Council is the legislative body responsible for making all major policy decisions and direction for the City of San Fernando, including adoption of the City's annual budget, major land use plans, infrastructure projects and facility and program activities. The Council relies on advisory input from many sources, including the City Commissions.

## **CITY COMMISSIONS: ROLES, RESPONSIBILITIES, AUTHORITY AND SPECIAL ASSIGNMENTS**

### **ROLES**

Commissioners serve as voluntary members from the community advising the City Council on policies related to the purpose of their Commission. They are expected to attend all meetings, actively participate and deliberate, and vote on any matters that are requested for recommendation to the City Council.

Once per year, Commissioners will vote to elect a Chair and Vice Chair of the Commission, and referred to as, the Annual Reorganization. The Chair is responsible for leading the meetings of the Commission. The Chair shall call the meeting to order, state items to be discussed on the agenda, permit all members the opportunity to be heard, allow for comments from the public, call for a vote when required and work directly with the staff liaison to ensure a successful meeting. The Vice Chair shall serve the role of Chair in the absence of the Chair.

### **ANNUAL REORGANIZATION PROCESS**

The Annual Reorganization general occurs in July at the Commissions regular meeting. The terms of office of the Chair of the Commission and Vice Chair shall be for one year, or until their successors have been chosen. Nothing herein shall be deemed or construed to prohibit any person from serving any number of consecutive one-year terms in any office in this City.

The following procedure shall be used for the selection of a Chair:

- a. Commission Secretary opens the nominations for the position of Chair
- b. Nomination(s) is/are made for Chair, and seconded
- c. Hearing no objections, motion to close nominations
- d. Commission Secretary conducts a roll call vote and request each Commissioner announce their vote for Chair until a Chair is elected by majority vote
- e. Commission Secretary announces the results

Procedures a-e above are followed to select the Vice Chair.

The City Council serves as the ultimate deliberative body regarding all business and policy matters for the city. Any requests for significant work by Commissions shall be considered by the City Council, resulting in recommendations. The City Council will then vote to approve applicable recommendations on any city policy or expenditure(s). Commissioners do not direct or delegate work tasks to City staff and Commission liaisons. Commission annual work plan activities and assignments are to be completed by Commissioners.

The City Attorney may be available to provide legal advice when asked by the staff liaison regarding the Brown Act, parliamentary procedure, or on topics related to the Commission's business. Except for the Planning Commission, the City Attorney will not attend Commission meetings on a regular basis.

## **RESPONSIBILITY**

There are four (4) City of San Fernando Commissions. Each Commission consists of five (5) City Council-appointed representatives. Please refer to **Exhibit "A"**, attached herewith, for a detailed description of each Commission, as outlined in the San Fernando City Code.

A brief general overview of each City Commission is provided below and corresponding meeting day and time:

### **Education Commission.** (Ord. No. 1605, § 1, 5-16-2011)

Regular Meeting Day and Time: Monthly on the last Tuesday, at 4:30PM

Staff Liaison: Director of Recreation and Community Services

The duties of the Education Commission is to:

- (a) Establish and act as a liaison between the city and local school administrations, the city's school board representative for the Los Angeles Unified School District and representatives from other public and private schools operated in the city;
- (b) Initiate studies, investigations, surveys and make recommendations to the City Council regarding local K-12 education and local higher learning, educational grant and educational scholarship opportunities.
- (c) Coordinate with the city police chief on the implementation of the School Resource Officer Program in local Los Angeles Unified School District schools and the deployment of a school resource officer at those schools.
- (d) Subject to the approval of the City Council, the education Commission may make and alter such rules and regulations for its organization and procedure as are consistent with this chapter, other city ordinances and state law.

### **Parks, Wellness and Recreation Commission.** (Ord. No. 1586, § 4, 3-16-2009)

Regular Meeting Day and Time: Monthly on the Second Thursday, at 6:30PM

Staff Liaison: Director of Recreation and Community Services

The powers and duties of the Commission shall be:

- (1) Initiating studies, investigations and surveys and making recommendations to the City Council relative to the creation, operation, maintenance, management and control of the community recreation programs of parks, playgrounds and indoor and outdoor recreational activities.
- (2) Subject to the prior approval of the City Council, adopting by resolution, rules and regulations not inconsistent with this code and city ordinances, for the maintenance, improvement, use and operation of the parks, playgrounds, bathing facilities, recreation centers and other similar facilities of the city;
- (3) Participate in the development of a master plan for all parks and playgrounds owned and operated by the city and, upon approval of the plans by the City Council, working consistently toward the achievement of the plan and for the improvement of the plan as originally approved.
- (4) Initiating studies, investigations and surveys and making recommendations to the City Council relative to health, wellness and fitness, including such activities and programs created and/or maintained for the same by the director of recreation and community services.
- (5) Upon request of the City Council, making other investigations, reports and recommendations

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upon subjects or other matters referred to it by the City Council.

- (6) Planning and implementing cultural special events and planning and Commissioning art in public places (e.g., murals, sculptures, city monuments, etc.).
- (7) Developing a list of activities that would be presented for council approval. Such activities will address a diverse and broad approach to culture, not any one culture. The activities would introduce the community to all cultures in this city and beyond.
- (8) Identifying and, subject to City Council approval, securing outside funds to implement its activities, thereby saving City resources.

Sec. 54-64. Powers and duties concerning city-owned historic resources.

The following sites and improvements are declared by the City Council to be historic resources. The Commission shall have responsibility for programming the maintenance, improvement, use and operation of these city-owned historic resources, subject to approval by the City Council:

- (a) The Lopez Adobe site at the southwesterly corner of the intersection of South Maclay Avenue and Pico Street.
- (b) Such other historic resources as the council shall from time to time select and add to this section by amendment.

Planning and Preservation Commission. (Ord. No. 1586, § 1, 3-16-2009)

Regular Meeting Day and Time: Monthly on the Second Monday, at 6:30PM

Staff Liaison: Director of Community Development

The duties of the planning and preservation Commission shall include the following:

- (a) Initiating studies, investigations and surveys and making recommendations to the City Council relative to the designation, selection, establishment, maintenance, management, and control of historic resources and the preservation thereof; and
- (b) Upon request of the City Council, making other investigations, reports, and recommendations upon subjects related to the implementation of the historic preservation element of the general plan and Ch. 106, art. VI, div. 14, of this Code, or other matters related to the city's historic preservation program referred to it by the City Council.
- (c) The planning and preservation Commission may make and alter rules and regulations for its organization and procedure consistent with state laws and this article and other city ordinances.

Transportation and Public Safety Commission. (City Code 1709, § 13.26.3)

Regular Meeting Day and Time: Monthly on the First Thursday, at 6:00PM

Staff Liaison: Director of Public Works and Police Chief

The duties of the Transportation and Public Safety Commission is to:

- (1) Suggest the most practicable means for coordinating the activities of all city officers and agencies having authority with respect to the administration or enforcement of traffic regulations;
- (2) Stimulate and assist in the preparation and publication of transportation safety and traffic reports;
- (3) Receive complaints having to do with traffic matters; and
- (4) Recommend to the City Council, the chief of the traffic division and other city officials ways and means for improving traffic conditions and the administration and enforcement of transportation safety and traffic regulations.

- (5) The Transportation and Public Safety Commission shall act solely as an advisory board to the City Council and an advocate for public safety and traffic services with respect to matters relating to public safety, including understanding police and fire operations, crime prevention, emergency preparedness, traffic and transportation, and any other matters which may be assigned to it from time to time by the City Council, and shall study and make recommendations as to such matters directly to the City Council in an advisory capacity. Unless expressly authorized by the City Council, the Commission shall not represent itself to be acting for or on behalf of the City Council, nor shall it commit the officers, employees, or staff of the City in any manner or to any course of action. To the contrary, the Commission shall act as a study center and clearinghouse for advisory action to the City Council. The Commission shall have no authority or jurisdiction to make, recommend, or approve any action with regard to public safety personnel actions or investigations.

### **AUTHORITY**

The City Manager shall appoint a City staff liaison to each Commission to provide staff support and work closely with the Chair to develop the meeting agendas and any information gathered for benefit of the Commissioners. Extensive training is provided in particular to the City's Planning and Preservation Commissioners, commensurate with those duties related to land use decision making – serving as a quasi-judicial body.

All Commissions are intended to be an advisory body (excluding the Planning and Preservation Commission) only and serve at the pleasure of the City Council. Commissions are not allowed to direct City staff that will result in an expenditure of staff resources exceeding the applicable amounts allocated in the approved annual budget.

The City Attorney may be available to provide legal advice when asked by the staff liaison regarding the Brown Act, parliamentary procedure, or on topics related to the Commission's business. Except for the Planning and Preservation Commission, the City Attorney will not attend Commission meetings on a regular basis.

### **SPECIAL ASSIGNMENTS: AD HOC COMMITTEES**

From time to time, as needs arise, the Commissions may choose to form an Ad Hoc Committee, which are less formal in nature, have a clear and definite scope and will be dissolved upon completion of the scope, unless otherwise extended by the Commission with a new scope or unfinished scope. Ad Hoc Committees are not subject to the requirements of the Ralph M. Brown Act. Ad Hoc Committees consist of City staff and two Commissioners that are appointed by the Commission and shall report back to the Commission at appropriate intervals regarding informational updates and upon conclusion of the task assigned by the Commission. Ad Hoc Committee's service concludes once a final report is provided, scope of work is completed, or as the Commission directs.

## **MEMBERSHIP RECRUITMENT, APPLICATION, APPOINTMENT, TERM LIMITS AND ORIENTATION PROCESS**

### **MEMBERSHIP RECRUITMENT, APPLICATION**

To apply, the person must be 18 years old, a registered voter and resides in the City of San Fernando. Interested applicants must complete an ["Application to Serve on a City Commission"](#) (**Exhibit "B"**) with a biography and submit both documents to the City Clerk's Office via email: [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org); delivery in person or through the US postal mail service, City Hall 117 Macneil Street, San Fernando. Copies of applications are provided to the appointing Councilmember for their consideration and with their final recommendation to approve the appointment is ratified by the City Council.

### **APPOINTMENT, TERM LIMITS AND ORIENTATION PROCESS**

#### **Appointment of City Commissioners.** (Ord. No. 1648, § 3, 12-7-2015) (**Exhibit "C"**)

- (a) The City Council shall have the authority to appoint individuals to City Commissions.
- (b) Appointed members of Boards and Commissions serve at the pleasure of the City Council, pursuant to Government Code Section 36506.

#### **Method of appointment to Commissions.** (Ord. No. 1648, § 3, 12-7-2015)

Unless otherwise specified in the City Code, each City Councilmember is, assigned a position that correlates to a position on each Commission. That Councilmember will have the authority to nominate an individual to serve in the assigned position on the Commission. Each such nomination shall require ratification by a majority of the City Council.

#### **Removal of Commission Members; Vacancies.** (Ord. No. 1648, § 3, 12-7-2015)

- (a) All Commissioners serve at the pleasure of the City Council and any Commissioner may be removed, with or without cause, either by a majority of the entire membership of the City Council or by the Councilmember who individually appointed such Commissioner.
- (b) If vacancies in any Commission occur, other than by expiration of the term, such vacancies shall be filled by appointment for the unexpired portion of the term. The City Councilmember who nominated the vacating Commissioner shall nominate a replacement Commissioner, subject to ratification by a majority of the City Council.

#### **Term of Commissioners.** (Ord. No. 1648, § 3, 12-7-2015)

The term of office for each Commission member shall be one year; however, each member shall continue in the position beyond one year until replaced by the assigned City Councilmember or until the member resigns.

#### **Rules of Decorum for Commissions.** (Ord. No. 1648, § 3, 12-7-2015)

- (a) Decorum and order—Commissioners.
  - (1) Commissioners shall accord the utmost courtesy to each other, to city employees, and to the public appearing before the Commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

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- (2) Every Commissioner desiring to speak shall address the Chair of the Commission and, upon recognition by such Chair, shall confine discussion to the question under debate.
  - (3) Every Commissioner desiring to question administrative staff should address questions to the City Manager who may answer the inquiry directly or designate the appropriate staff member to timely respond to such inquiry.
  - (4) A Commissioner, once recognized, shall not be interrupted while speaking, unless called to order by the Chair of the Commission, or a point of order is raised by another Commissioner, or the speaker chooses to yield to questions from another Commissioner.
  - (5) Any Commissioner may move to require the Chair of the Commission to enforce the rules. A majority of the Commission shall require enforcement of the rules if the Chair of the Commission has refused.
- (b) Decorum and order—Employees. Members of administrative staff and city employees shall observe the same rules of procedure and decorum applicable to members of Commissions. The City Manager shall ensure that all city employees observe such decorum. Any staff member, including the City Manager, desiring to address the Commission or members of the public shall first be recognized by the Chair of the Commission. All remarks should be addressed to the Chair of the Commission and not to any one individual Commissioner or member of the public.
  - (c) Decorum and order—Public. Members of the public attending Commission meetings shall observe the same rules of order and decorum applicable to the Commission. Each person who addresses the Commission shall not make personal, impertinent, slanderous or profane remarks to any member of the Commission, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the Commission meeting shall, at the discretion of the Chair of the Commission or a majority of the Commission, be barred from further audience before Commission during that meeting.
  - (d) Personal interest. No Commissioner disqualified from participation under state or local law shall remain at the Commission dais during the debate or vote on such matter. The Commissioner shall publicly state the grounds for disqualification on the record and, upon acceptance by the Chair of the Commission, leave the dais during the debate or vote on the issue.
  - (e) Limitations on debate. No Commissioner shall be allowed to speak more than once upon any one subject until every Commissioner choosing to speak has spoken. Merely asking a question, or making a suggestion, is not considered speaking.
  - (f) Dissents and protests. Any Commissioner shall have the right to express dissent from, or protest to, any action of the Commission and request that the reason be entered into the minutes.
  - (g) Procedures in absence of rules. In the absence of a rule to govern a point or procedure, Robert's Rules of Order shall govern.

### **ORIENTATION PROCESS/ONBOARDING**

The staff liaison shall provide onboarding to newly appointed Commissioners. Training is provided in particular to the Planning and Preservation Commissioners, commensurate with those duties related to land use decision making – serving as a quasi-judicial body - per the San Fernando Municipal Code. It is the Commissioner's responsibility to ensure staff has up-to-date contact information and regularly monitors their City issued email to allow for communication for distribution of agendas or other important information. A "Check-off List for New/Outgoing Commissioners", (**Exhibit "D"**) is used to ensure that every aspect of the new Commissioner appointment be covered during the onboarding process.



## **COMMISSIONER PARTICIPATION**

The primary purpose of each Commission is to provide a forum for the thorough vetting of matters within the commission's subject matter jurisdiction, before they are presented to the City Council. A secondary purpose is to provide guidance to City staff on matters within the commission's subject matter jurisdiction, enabling staff to obtain interim guidance as they develop and refine matters for presentation to the City Council. The objective is to eliminate, to the extent possible, those situations where the City Council is forced to deal with large and difficult issues at their meetings without any prior formal discussion or analytical input to guide staff's work product.

When attending Commission meetings, all voting members have the opportunity and right to participate and be heard. The Chair of the Commission holds the responsibility for the Decorum and Order at the meetings, and shall permit each Commissioner to offer comments and make motions on matters on the meeting agenda pursuant to the Parliamentary Procedure (**Exhibit "E"**).

Additionally, some Commissions are expected to participate outside of the regular meetings. For example, Planning and Preservation Commissioners may attend the annual Planners Institute offered by the League of California Cities. Several Commissions participate in various events throughout the year and other participation in Commission events may be required.

## **COMPENSATION**

Commissioners receive a monthly stipend of \$100/per Commission meeting attended, maximum one Commission meeting per month.

## **MEETINGS, AGENDAS, LAWS AND REGULATIONS**

### **MEETING INFORMATION AND AGENDAS**

Advisory groups are generally required to hold regular meetings on regularly specified meeting dates and at regularly scheduled times. Meetings are to be open and public with an agenda published and posted 72 hours before the meeting. (See "The Brown Act" section.)

Adjourned meetings are those called by the chairperson to complete business on an agenda that is not acted upon during the regular meeting. A specified date and time is announced to the public and recorded in the minutes.

A special meeting may be called by the chairperson or a majority of the members. Twenty-four (24) hours of advance notice is required. The notice of the special meeting must contain the time, place, and the subject matter to be discussed. Only items included in the agenda notice are allowed. If you need to schedule a special meeting, Inform your staff liaison as soon as possible.

### **APPLICABLE LAWS AND REGULATIONS**

All City Council Commissions shall comply with the requirements of the Ralph M. Brown Act. Each Commission has an established date, time and place for regular meetings, as required by the Ralph M. Brown Act. In order to minimize the extra demands on City staff, and to maximize public participation, each standing Commission shall, to the maximum extent possible, conduct its business at the regularly scheduled meeting.

The Political Reform Act of 1974 (PRA), codified in the California Government Code, aims to prevent self-dealing in governmental decision-making. It mandates the disclosure of personal income and assets by most state and local officials and requires them to abstain from decisions that could affect their economic interests. Members of the City Council and the Planning and Preservation Commission are required to complete an annual Form 700 (**Exhibit "F"**) and to complete the same upon assuming and departing from public office/Commission are also required under the PRA.

### **REQUIRED ATTENDANCE / POLICY FOR REMOVAL**

Commissioners are expected to attend all regular meetings. Meetings are scheduled at specified times each month or at regular intervals. Commissioners attendance and participation in the business of the Commission is necessary for the success of the Commission in achieving its annual work plan goals. When a Commissioner is unable to attend a meeting, it is courteous to notify the City staff liaison and Commission Chair of expected absence.

If any Commissioner is absent from three or more meetings in a year, that information will be reported to the City Council and can be grounds for removal. This policy allows for another resident to be appointed to the Commission. Attendance is tracked by City staff and the City Clerk shall report to the City Council quarterly.

## **RESIGNATION**

If a Commissioner is no longer available to serve, the Commissioner must submit a resignation in writing by sending a written communication to the staff liaison or the City Clerk. Since the term has not expired, the resignation is treated as an Unscheduled Vacancy, and by state law a 20-day Notice of an Unscheduled Vacancy (**Exhibit “G”**), must be immediately posted by the City Clerk to invite new applicants for the vacant Commission seat. The notice is posted physically in the display case in front of City Hall and on the City’s website. Final appointment to the Commission shall not be made by the City Council for at least 10 working days after the posting of the Unscheduled Vacancy notice by the City Clerk.

## **CODE OF CONDUCT**

City Commissioners are representatives of the City while serving in their role as volunteer Commissioners, both while in attendance at meetings and while present at City functions as, a Commissioner. All Commissioners shall adhere to ethical behavior at all times and that entails compliance with the City of San Fernando’s City Wide Policies and Procedures adopted on April 4, 1997 “Code of Ethics and Conduct” (**Exhibit “H”**).

City officials including appointed City Commissioners shall be required to participate in state-mandated ethics training (commonly referred to as AB1234). Such training is available online from the FPPC, on YouTube, and from the City Attorney.

Here are the current resource links to fulfill Commissioners ethics training course below; however, from time to time course availability may be subject to change and an alternative would be provided at the time of change:

Fair Political Practices Commission:

<https://www.fppc.ca.gov/content/fppc-v2/fppc-www/learn/public-officials-and-employees-rules-/ethics-training.html>

Institute for Local Government:

<http://www.ca-ilg.org/ethics-education-ab-1234-training>

Upon completion of the training, Commissioners shall file a signed certificate with the City Clerk, which shall remain on file in the Clerk’s office for the length of service of the Commissioner.

## **CALIFORNIA’S RALPH M. BROWN ACT**

The Brown Act or Open Meetings law is found in the California Government Code section 54950 et seq. This significant law was enacted in 1953 to guarantee the public’s right to attend and participate in all meetings of local legislative bodies. Those bodies include Boards, Commissions and Committees, whether permanent or temporary, decision-making (such as Planning Commission) or advisory (all others). Most importantly, according to this law, all meetings must be properly noticed for participants and for the public. City staff must ensure this occurs for all Commissions.

Notably, a majority of the members of any Commission may not discuss or deliberate on any business within the subject matter jurisdiction of the Commission except at a noticed meeting, and this includes in person interactions as well as serial or indirect communications.

The agenda for a regular meeting must be posted in a location at the meeting site and freely accessible to members of the public at least 72 hours before the meeting. Any meeting not established as a regular meeting is a “Special” meeting and the special meeting agenda must be posted at least 24 hours prior to the meeting.

Agendas must be posted at the building where the meeting occurs, and in San Fernando, also on the City’s website. Agendas for all meetings held at San Fernando City Hall are posted on the outside board for this purpose at the northwest entry to the building.

Meetings that are not properly noticed are not permitted. That would include “serial” meetings – which would be when one Commissioner contacts another, who then contacts another Commissioner by phone, e-mail or in person. All business of the Commission must be listed on the agenda, posted, and discussed at a public meeting held in an accessible location. Therefore, care must be taken to ensure that if a quorum (half of the members + 1) is gathered at a public or private place, no public business shall be discussed. For this purpose, e-mail communication between Commissioners should be avoided including the use of “Reply All” to any staff notices sent via e-mail to the entire Commission.

## PARLIAMENTARY PROCEDURE AT MEETINGS

Meetings shall operate using standard parliamentary procedures (**Exhibit “E”**) following an approved meeting agenda. Most entities follow Robert’s Rules of Order (or, in the alternative Rosenberg’s). Procedures generally include:

1. Establish and post a written agenda.
2. Agenda includes a Call to Order, Roll Call, note start and ending times.
3. Action by Motions made, seconded, discussed and voted upon.
4. Adjourn the meeting to conclude or continue the meeting to a date certain.

One Commissioner can make a motion to approve an action, another member shall second the motion aloud, and then the Commission Chair shall call for a vote. Staff will record the number of votes in favor, the number opposed and any abstaining. The Chair will announce the result of the vote. Voting is most frequently done by voice, aloud, and may also be done by roll call or by a show of hands.

Motions may also be voted upon to open and close a public hearing, to adjourn (end) the meeting, or other necessary actions of the Commission. Training on these technical procedures is available and staff liaisons will schedule for new members.

## RESOURCES AVAILABLE FOR COMMISSIONERS

City of San Fernando web page for Commissions: <https://ci.san-fernando.ca.us/commissions-boards/>

League of California Cities: Ralph M. Brown Act: <https://www.calcities.org/resource/open-public-v-a-guide-to-the-ralph-m.-brown-act>

Fair Political Practices Commission (FPPC): <https://www.fppc.ca.gov/about-fppc.html>

Parliamentary Procedure: video to be determined.

Roberts Rules of Order: <https://robertsrules.com/>

## **CONFLICT OF INTEREST GUIDELINES**

State of California Fair Political Practices Commission (“FPPC”) regulates reporting of potential conflicts of interest, according to the Political Reform Act. It mandates the filing of annual forms, known as Form 700/Statement of Economic Interests (**Exhibit “F”**) in accordance with the City’s adopted Conflict of Interest Code. City Council, specified City staff, and the Planning and Preservation Commissioners must file Form 700 with the City Clerk each year. Its purpose is to reveal any potential conflicts of interest, relative to any financial interests held solely within the City of San Fernando. Forms must be filed initially when first appointed (Assuming Office), annually by April 1 each year, and then once more when departing the Commission upon resignation or conclusion of the term (Leaving Office). More information and Form 700 is available online the FPPC website at <https://www.fppc.ca.gov/about-fppc.html>

Please feel free to contact the San Fernando City Clerk with any questions at: City Clerk, 117 Macneil Street, Email: [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org), Telephone: 818-898-1204, Office Hours: Monday - Thursday 7:30 a.m. – 5:30 p.m., Fridays 8:00 a.m. – 5:00 p.m.

## CITY CODE PERTAINING TO ALL COMMISSIONS

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### **EDUCATION COMMISSION**

#### **Sec. 2-614. Created; composition; appointment; qualifications.**

- (a) There is established an education commission in and for the city.
- (b) The education commission shall consist of five members.
- (c) Each member shall be appointed in accordance with section 2-34 of this Code.
- (d) Each member shall, at all times during their incumbencies, be a resident and registered voter of the city.

(Ord. No. 1605, § 1, 5-16-2011)

#### **Sec. 2-615. Officers; compensation.**

- (a) The members of the education commission shall annually in June elect one of its number as chair and one of its number as vice-chair, each to serve for a one-year term or until a successor is elected. The city clerk shall serve as secretary to the education commission. In the absence of the chair, the vice-chair, and/or the secretary, any other member shall call the meeting to order, whereupon a chair and/or a secretary shall be elected from the members present to preside for that meeting.
- (b) The city council shall fix the amount of compensation, if any, to be paid to the members of the education commission.

(Ord. No. 1605, § 1, 5-16-2011)

#### **Sec. 2-616. Meetings; quorum.**

- (a) The members of the education commission shall meet at least once a quarter at such time and place as it may fix by resolution. Special meetings may be called at any time by the chair of the commission or four members thereof by written notice served upon each member of the commission at least 48 hours before the time for the proposed meeting. Proper posting and Brown Act procedures will be followed.
- (b) Three members of the education commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained.

(Ord. No. 1605, § 1, 5-16-2011)

#### **Sec. 2-617. Absence from meetings.**

- (a) Absence from three consecutive regular meetings of the education commission by a member with or without consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by a successor to fill the unexpired term of office pursuant to section 2-35 of this Code.

**CITY CODE PERTAINING TO ALL COMMISSIONS**

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- (b) Absence from three regular meetings of the education commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by a successor to fill the unexpired term of office pursuant to section 2-35 of this Code.
- (c) Any member whose absences from regular meetings of the commission are deemed to constitute a retirement of such member under this section shall have the right to appeal the deemed retirement. The city council may overturn the deemed retirement if it determines that the absences of the member were the result of unusual circumstances.

(Ord. No. 1605, § 1, 5-16-2011)

**Sec. 2-618. Powers and duties; rules and regulations; reports and records.**

- (a) The powers and duties of the education commission shall be as follows:
  - (1) Establish and act as a liaison between the city and local school administrations, the city's school board representative for the Los Angeles Unified School District and representatives from other public and private schools operated in the city.
  - (2) Initiate studies, investigations, surveys and make recommendations to the city council regarding local K-12 education and local higher learning, educational grant and educational scholarship opportunities.
  - (3) Coordinate with the city police chief on the implementation of the School Resource Officer Program in local Los Angeles Unified School District schools and the deployment of a school resource officer at those schools.
- (b) Subject to the approval of the city council, the education commission may make and alter such rules and regulations for its organization and procedure as are consistent with this chapter, other city ordinances and state law.
- (c) The education commission shall keep an accurate record of all its proceedings and activities and shall render annually, on a calendar basis, a full report of the commission's activities and recommendations to city council.

(Ord. No. 1605, § 1, 5-16-2011)

**Sec. 2-619. Incurring financial liability.**

Neither the education commission nor any person connected with the commission shall incur any financial liability in the name of the city.

(Ord. No. 1605, § 1, 5-16-2011)

**Sec. 2-620. Reserved.**

**CITY CODE PERTAINING TO ALL COMMISSIONS**

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**PARKS, WELLNESS AND RECREATION COMMISSION****Sec. 54-56. Created.**

There is created and established a recreation and community services commission in and for the city, which shall be known as the "San Fernando Parks, Wellness and Recreation Commission." For purposes of this article, the capitalized word "commission" shall hereinafter refer to said San Fernando Parks, Wellness and Recreation Commission or the recreation and community services commission.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-57. Composition and appointment of members; cultural arts liaisons.**

- (a) The commission shall consist of five members, with full participation and voting rights. Each member shall be appointed by a different appointing councilperson, with such appointment to be ratified by the city council in accordance with the provisions of Government Code § 54974. Such members of the parks, wellness and recreation commission shall be registered voters and city residents.
- (b) The commission may also appoint a maximum of two persons to serve as cultural arts liaisons. The cultural liaisons: (i) shall serve in advisory capacity to the commission only; (ii) shall serve at the pleasure of the commission and the city council and may be removed and replaced at any time with cause or without cause by majority of either the commission's or the city council's full membership; (iii) shall not be considered members of the commission and shall have no right to vote on commission business; (iv) shall attend such meetings of the commission as may requested by the commission; and (v) may include nonresidents of the city. The commission reserves the right to develop such additional criteria for the appointment of cultural liaisons provided that such additional criteria is not in conflict with federal or state law, this Code or such other policies of the city as may be established and from time-to-time amended by the city council.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-58. Officers.**

The commission's members shall select from among themselves commissioners who will serve in the capacity of chair and vice chair for the commission. In the absence of the chair and vice, any other member shall call the commission to order, whereupon a chair shall be selected from the members present to preside for that meeting. Cultural arts liaisons may not serve as chair, vice chair or any other commission officer.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-59. Compensation of members.**

The council shall fix the amount of compensation, if any, to be paid to commission members. Commissioners may not be compensated for any meetings or gatherings of the commission other than regular meetings of the commission.

Cultural arts liaisons shall not receive any compensation for their service as cultural liaisons.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)



**CITY CODE PERTAINING TO ALL COMMISSIONS**

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**Sec. 54-60. Meetings generally.**

By resolution of the commission, the commission may establish a regular meeting schedule, provided that the commission shall schedule no more than one regular meeting each month. No meeting may be convened if city support staff is unavailable to participate in such meeting. Any adjourned meeting or special meeting requested by the commission shall be subject to the approval of the city manager based on the availability of city support staff to participate in such additional meetings. All meetings shall be subject to the provisions of the Ralph M. Brown Act (Government Code § 54950 et seq.).

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-61. Quorum.**

Three members of the commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained. Cultural arts liaisons shall not be counted to constitute a quorum.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-62. Absence from meetings.**

- (a) Absence from three consecutive regular meetings of the commission by a member without the prior consent of the commission shall constitute an abandonment of the office and the absent commissioner's seat on the commission shall be deemed vacated. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office.
- (b) Absence from three regular meetings of the commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and the office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office. The city council shall comply with the provisions of Government Code § 54974 before filing any vacancy.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-63. Powers and duties generally.**

The powers and duties of the commission shall be:

- (1) Initiating studies, investigations and surveys and making recommendations to the city council relative to the creation, operation, maintenance, management and control of the community recreation programs of parks, playgrounds and indoor and outdoor recreational activities.
- (2) Subject to the prior approval of the city council, adopting by resolution, rules and regulations not inconsistent with this Code and city ordinances, for the maintenance, improvement, use

**CITY CODE PERTAINING TO ALL COMMISSIONS**

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and operation of the parks, playgrounds, bathing facilities, recreation centers and other similar facilities of the city. A complete file of such rules and regulations shall be maintained in both the city clerk's office and that of the director of recreation and community services, with resolutions in the customary form and numbered numerically.

- (3) Participate in the development of a master plan for all parks and playgrounds owned and operated by the city and, upon approval of the plans by the city council, working consistently toward the achievement of the plan and for the improvement of the plan as originally approved.
- (4) Initiating studies, investigations and surveys and making recommendations to the city council relative to health, wellness and fitness, including such activities and programs created and/or maintained for the same by the director of recreation and community services.
- (5) Upon request of the city council, making other investigations, reports and recommendations upon subjects or other matters referred to it by the city council.
- (6) Planning and implementing cultural special events and planning and commissioning art in public places (e.g., murals, sculptures, city monuments, etc.).
- (7) Developing a list of activities that would be presented for council approval. Such activities will address a diverse and broad approach to culture, not any one culture. The activities would introduce the community to all cultures in this city and beyond.
- (8) Identifying and, subject to city council approval, securing outside funds to implement its activities, thereby saving city resources.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-64. Powers and duties concerning city-owned historic resources.**

The following sites and improvements are declared by the city council to be historic resources. The commission shall have responsibility for programming the maintenance, improvement, use and operation of these city-owned historic resources, subject to approval by the city council:

- (1) The Lopez Adobe site at the southwesterly corner of the intersection of South Maclay Avenue and Pico Street.
- (2) Such other historic resources as the council shall from time to time select and add to this section by amendment.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-65. Rules and regulations.**

Subject to the approval of the city council, the commission may make and alter such rules and regulations for its organization and procedures as are consistent with this article and other sections of this Code and city ordinances and with state laws.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**CITY CODE PERTAINING TO ALL COMMISSIONS**

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**Sec. 54-66. Reports and records.**

The commission shall keep an accurate record of all its proceedings and transactions and shall render annually, on a calendar basis, a full report of the commission's transactions and recommendations to the council.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-67. Incurring financial liability.**

Neither the commission nor any person connected with the commission shall incur any financial liability in the name of the city.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Secs. 54-68—54-95. Reserved.****PLANNING AND PRESERVATION COMMISSION****Sec. 62-26. Established.**

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

(Ord. No. 1702 , § 3, 8-16-2021)

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

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

(Ord. No. 1702 , § 3, 8-16-2021)

**Sec. 62-28. Compensation.**

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

(Ord. No. 1702 , § 3, 8-16-2021)

**CITY CODE PERTAINING TO ALL COMMISSIONS**

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**Sec. 62-29. Officers.**

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

(Ord. No. 1702 , § 3, 8-16-2021)

**Sec. 62-30. Meetings generally.**

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

(Ord. No. 1702 , § 3, 8-16-2021)

**Sec. 62-31. Absence from meetings.**

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

(Ord. No. 1702 , § 3, 8-16-2021)

**Sec. 62-32. Quorum.**

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

(Ord. No. 1702 , § 3, 8-16-2021)

**CITY CODE PERTAINING TO ALL COMMISSIONS**

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**Sec. 62-33. Rules and regulations.**

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

(Ord. No. 1702 , § 3, 8-16-2021)

**Sec. 62-34. Records and reports.**

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

(Ord. No. 1702 , § 3, 8-16-2021)

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

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

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

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

(Ord. No. 1702 , § 3, 8-16-2021)

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

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

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

**CITY CODE PERTAINING TO ALL COMMISSIONS**

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- (5) To recommend legislation to the city council regarding the urban forest.
- (6) To provide information regarding the selection, planning and maintenance of trees on public property.

(Ord. No. 1702 , § 3, 8-16-2021)

**Secs. 62-37—62-60. Reserved.**

**TRANSPORTATION AND PUBLIC SAFETY COMMISSION****Sec. 90-71. Established; composition; appointment and compensation of members; officers.**

- (a) There is established a transportation and public safety commission of five members to be appointed by a different appointing councilperson, with such appointment to be ratified by the city council. Each member shall have full participation and voting rights. Each member shall also be a registered voter and city resident. Such members so appointed shall be persons who do not hold any office or position with the city. The terms of office of each member shall be one year.
- (b) The members shall organize the transportation and public safety commission and shall elect a chair and vice-chair. In the absence of the chair and vice-chair, any other member shall call the commission to order, whereupon a chair shall be elected from the members present to preside for that meeting.

(Code 1957, § 13.25; Ord. No. 1586, § 6, 3-16-2009; Ord. No. 1709 , § 2, 4-18-2022)

**Sec. 90-72. Duties generally.**

It shall be the duty of the transportation and public safety commission to:

- (1) Suggest the most practicable means for coordinating the activities of all city officers and agencies having authority with respect to the administration or enforcement of traffic regulations;
- (2) Stimulate and assist in the preparation and publication of transportation safety and traffic reports;
- (3) Receive complaints having to do with traffic matters; and
- (4) Recommend to the city council, the chief of the traffic division and other city officials ways and means for improving traffic conditions and the administration and enforcement of transportation safety and traffic regulations.
- (5) The transportation and public safety commission shall act solely as an advisory board to the city council and an advocate for public safety and traffic services with respect to matters relating to public safety, including understanding police and fire operations, crime prevention, emergency preparedness, traffic and transportation, and any other matters which may be assigned to it from time to time by the city council, and shall study and make recommendations as to such matters directly to the city council in an advisory capacity. Unless expressly authorized by the city council, the commission shall not represent itself to be acting for or on behalf of the city council, nor shall it commit the officers, employees, or staff of the city in any manner or to any course of action. To the contrary, the commission shall act as a study center

**CITY CODE PERTAINING TO ALL COMMISSIONS**

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and clearinghouse for advisory action to the city council. The commission shall have no authority or jurisdiction to make, recommend, or approve any action with regard to public safety personnel actions or investigations.

(Code 1957, § 13.26; Ord. No. 1709 , §§ 2, 4, 4-18-2022)

**Sec. 90-73. Meetings generally.**

The members of the transportation and public safety commission shall meet at such time and place as may be fixed by resolution and may hold such other meetings as from time to time may be called in the form and manner required by law.

(Code 1957, § 13.26.1; Ord. No. 1709 , § 2, 4-18-2022)

**Sec. 90-74. Absences from meetings.**

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

(Code 1957, § 13.26.2; Ord. No. 1709 , § 2, 4-18-2022)

**Sec. 90-75. Compensation.**

Each of the members of the transportation and public safety commission shall receive compensation as the city council shall, from time to time, determine and fix by resolution.

(Code 1957, § 13.26.3; Ord. No. 1709 , § 2, 4-18-2022)

**Sec. 90-76. Removal of members.**

Members of the transportation and public safety commission shall be removed from office as provided in sections 2-35 and 90-74 of this Code.

(Code 1957, § 13.26.4; Ord. No. 1709 , § 2, 4-18-2022)

**Secs. 90-77—90-100. Reserved.**

**APPLICATION TO SERVE ON A CITY COMMISSION**

*This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.*

**APPLICANT INFORMATION**

NAME		PHONE NO.	
RESIDENCE ADDRESS	CITY & STATE	ZIP CODE	
MAILING ADDRESS <i>If different than above</i>	CITY & STATE	ZIP CODE	
EMAIL ADDRESS <i>Business or personal to be used for Commission activity</i>			
EMPLOYER	POSITION		
BUSINESS ADDRESS	CITY & STATE	ZIP CODE	
BUSINESS PHONE			
ARE YOU A REGISTERED VOTER OF THE CITY OF SAN FERNANDO? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? <i>If yes, please list the address(es)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO			
DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? <i>If yes, please state the name and nature of the business</i> <input type="checkbox"/> YES <input type="checkbox"/> NO			

**MEMBER COMMITMENT**

**I am willing to fulfill all requirements of a City Commissioner, including but not limited to:**

- As Planning and Preservation Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

Please also attach and submit a brief bio statement to this application.

**I agree to all requirements mentioned above and have provided all correct and truthful information in this application.**

APPLICANT SIGNATURE	DATE
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## APPLICATION TO SERVE ON A CITY COMMISSION

**COMMISSION APPLICATION CHOICE(S)** *Please indicate which Commission you are interested in*

☐ **EDUCATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

*What is your understanding of the duties as a member of the Education Commission?*

☐ **PARKS, WELLNESS, AND RECREATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

*What is your understanding of the duties as a member of the Parks, Wellness, and Recreation Commission?*

☐ **PLANNING AND PRESERVATION COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

*What is your understanding of the duties as a member of the Planning and Preservation Commission?*

☐ **TRANSPORTATION AND SAFETY COMMISSION** *Must be at least 18 years old and a registered voter of the City of San Fernando*

*What is your understanding of the duties as a member of the Transportation and Safety Commission?*

**PLEASE ATTACH AND SUBMIT A BRIEF BIO STATEMENT TO THIS APPLICATION**

- CODE  
Chapter 2 - ADMINISTRATION  
ARTICLE V. - BOARDS, COMMISSIONS, COMMITTEES, AGENCIES AND AUTHORITIES  
DIVISION 1. GENERALLY

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***DIVISION 1. GENERALLY***

**Sec. 2-401. Appointment of city commissioners.**

- (a) The city council shall have the authority to appoint individuals to city commissions.
- (b) Appointed members of boards and commissions serve at the pleasure of the city council, pursuant to Government Code Section 36506.
- (c) For purposes of this Division 1, "commissions" shall include, but not be limited to, city commissions, boards, committees, and other bodies comprised of members appointed by the city council.

(Ord. No. 1648, § 3, 12-7-2015)

**Sec. 2-402. Method of appointment to commissions.**

Unless otherwise specified in this code, each city councilmember will be assigned a position that will correlate to a position on each commission. That councilmember will have the authority to nominate an individual to serve in the assigned position on the commission. Each such nomination shall require ratification by a majority of the city council.

(Ord. No. 1648, § 3, 12-7-2015)

**Sec. 2-403. Removal of commission members; vacancies.**

- (a) All commissioners serve at the pleasure of the city council and any commissioner may be removed, with or without cause, either by a majority of the entire membership of the city council or by the councilmember who individually appointed such commissioner.
- (b) If vacancies in any commission occur, other than by expiration of the term, such vacancies shall be filled by appointment for the unexpired portion of the term. The city council member who nominated the vacating commission member shall nominate a replacement commissioner, subject to ratification by a majority of the city council.

(Ord. No. 1648, § 3, 12-7-2015)

**Sec. 2-404. Term of commissioners.**

The term of office for each commission member shall be one year; however, each member shall continue in the position beyond one year until replaced by the assigned city councilmember or until the member resigns.

(Ord. No. 1648, § 3, 12-7-2015)

**Sec. 2-405. Rules of decorum for commissions.**

- (a) *Decorum and order—Commissioners.*

**BOARDS, COMMISSIONS, COMMITTEES, AGENCIES AND AUTHORITIES**


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- (1) Commissioners shall accord the utmost courtesy to each other, to city employees, and to the public appearing before the commission and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
  - (2) Every commissioner desiring to speak shall address the chair of the commission and, upon recognition by such chair, shall confine discussion to the question under debate.
  - (3) Every commissioner desiring to question administrative staff should address questions to the city manager who may answer the inquiry directly or designate the appropriate staff member to timely respond to such inquiry.
  - (4) A commissioner, once recognized, shall not be interrupted while speaking, unless called to order by the chair of the commission, or a point of order is raised by another commissioner, or the speaker chooses to yield to questions from another commissioner.
  - (5) Any commissioner may move to require the chair of the commission to enforce the rules. A majority of the commission shall require enforcement of the rules if the chair of the commission has refused.
- (b) *Decorum and order—Employees.* Members of administrative staff and city employees shall observe the same rules of procedure and decorum applicable to members of commissions. The city manager shall ensure that all city employees observe such decorum. Any staff member, including the city manager, desiring to address the commission or members of the public shall first be recognized by the chair of the commission. All remarks should be addressed to the chair of the commission and not to any one individual commissioner or member of the public.
  - (c) *Decorum and order—Public.* Members of the public attending commission meetings shall observe the same rules of order and decorum applicable to the commission. Each person who addresses the commission shall not make personal, impertinent, slanderous or profane remarks to any member of the commission, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of the commission meeting shall, at the discretion of the chair of the commission or a majority of the commission, be barred from further audience before commission during that meeting.
  - (d) *Personal interest.* No commissioner disqualified from participation under state or local law shall remain at the commission dais during the debate or vote on such matter. The commissioner shall publicly state the grounds for disqualification on the record and, upon acceptance by the chair of the commission, leave the dais during the debate or vote on the issue.
  - (e) *Limitations on debate.* No commissioner shall be allowed to speak more than once upon any one subject until every commissioner choosing to speak has spoken. Merely asking a question, or making a suggestion, is not considered speaking.
  - (f) *Dissents and protests.* Any commissioner shall have the right to express dissent from, or protest to, any action of the commission and request that the reason be entered into the minutes.
  - (g) *Procedures in absence of rules.* In the absence of a rule to govern a point or procedure, Robert's Rules of Order shall govern.

(Ord. No. 1648, § 3, 12-7-2015)

**Secs. 2-406—2-425. Reserved.**

# CHECK-OFF LIST FOR NEW/OUTGOING COMMISSIONERS

EXHIBIT "D"

Respective Department	Follow-Up	
City Clerk	Notify affected department regarding new proposed Commissioner (i.e., application submitted by Councilmember for upcoming agenda).	
Department	Notify outgoing Commissioner regarding upcoming City Council agenda item (most likely, they are aware that they may be replaced due to a new Councilmember on board).	
Department	New:	<p>After City Council approval:</p> <ul style="list-style-type: none"> <li>• Request IT to set up an email account for the Commissioner (i.e., Commissioner will be provided with login instructions and a temporary password).</li> <li>• Follow up with Commissioner to make sure email is working.</li> <li>• Request IT to update the email distribution list for the particular Commission group (i.e., add new Commissioner and remove outgoing).</li> <li>• Reach out to new Commissioner to set up meeting to discuss onboarding, Commission meeting objectives, Commissioner Roles and responsibilities, explain the purpose of the Commission acting as an advisory body to the City Council.</li> </ul>
	Outgoing:	<ul style="list-style-type: none"> <li>• Follow up with the Councilmember and inquire how they would like to recognize their outgoing Commissioner. <ul style="list-style-type: none"> <li>○ If the request is for recognition to take place at a City Council meeting, agendaize under Presentations.</li> <li>○ If not, send the Commissioner a separation letter along with a Certificate of Appreciation (request from Administration). Samples are in the E Drive.</li> <li>○ Request that Saalex deactivate outgoing Commissioner's email.</li> </ul> </li> </ul>
Department	<p>Follow up with Finance - new Commissioner to complete W-9 Form (Commissioners are not considered employees therefore, payroll forms are not necessary)</p> <p>Request a vendor number to pay Commissioners monthly meeting stipend of \$100/per meeting only paid once a month.</p>	
Department	Order Commissioner's business cards.	
Personnel	Provide the new Commissioner with information regarding Senate Bill (SB) 1343 required training, i.e., "Prevention of Sexual Harassment and Abusive Conduct in the Workplace".	
City Clerk	Provide the Commissioner information regarding AB1234 Ethics Training.	
City Clerk	Provide to only <u>Planning and Preservation Commissioners</u> information regarding FPPC Form 700 Statement of Economic Interests Conflict of Interest requirements (Assuming/Leaving Office).	
City Clerk	Update List of Commissions/Committees	
Department	After new Commissioner is given the oath at their first meeting, provide the City Clerk Department with the copy.	

## PARLIAMENTARY MEETING PROCESS & GUIDELINES

### CALL TO ORDER

- **Chair** calls meeting to order; announces body, date and time for the record
- **Chair** asks **Clerk** to call roll
  - **Clerk** calls roll; **Chair announces** result for the record\*
- **Chair** leads Pledge of Allegiance (or asks someone else to)
- **Chair** announces each order of business as it arises and announces each item...

### PRESENTATIONS:

- **Chair** announces the item; asks **Staff** for introduction
  - **Staff** introduces the item and presenter
- Presentation is made; generally no more than 5 minutes
- **Chair** asks **Members** if they have questions for the presenter; recognizes each Member
- **Chair** thanks the presenter. No action may be taken.

*Repeat for each item*

### PUBLIC COMMENT PERIOD:

*Members of public submit speaker slips to staff no later than the closure of public comment period;  
Staff passes speaker slips to Chair*

- **Chair** announces **open public comment period**
- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker\*\*
- When there are no more speakers, **Chair** announces **closure of public comment period**

### CONSENT CALENDAR:

- **Chair** announces the item; asks if any **Members** wish to **pull an item** for discussion
  - *Any item pulled is heard like a Business Item following approval of remaining Consent items.*
- A **motion is made** to adopt consent items as presented or the remaining items if any are pulled
  - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
  - **Clerk calls roll; Chair announces** results for record\*
- *Any pulled items are heard in the same way as Business Items below.*

### PUBLIC HEARINGS:

Same as Business Items below, except "Public Comment Period" is referred to as "**Public Hearing**."

- For **Appeal Hearings**, in between Staff's report and Member deliberation, the following occurs, moderated by the **Chair**:
  - **Chair**: Announces that the Public Hearing is now open and requests staffs presentation
  - **Project Applicant** is given extended speaking time (Chair's discretion; typically 10 minutes)
  - Appellant is given extended speaking time (equal to Applicant)

- **Chair:** Announces **opening of public comments/testimony** for 3 minutes each
- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker\*\*
- When there are no more speakers, **Chair** announces **closure of public comment period**
- Applicant is given rebuttal period (Chair's discretion; typically 5 minutes)
- Appellant is given rebuttal period (equal to Applicant)
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- **Chair** facilitates **Member deliberation**
- When discussion is complete, the **Chair** will ask for a **motion**
  - The mover may call on the Chair or other members to help clarify a motion
  - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
  - **Clerk calls roll; Chair announces** results for record\*

#### **ADMINISTRATIVE REPORT ITEMS:**

- **Chair** announces the item; asks **Staff** for report
- **Staff presents report** materials or gives oral report;
  - **Staff** clearly identifies the **recommendation or requested action**
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** facilitates **Member deliberation**
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- When discussion is long or complex, the **Chair** keeps deliberation focused on staff's request
- When discussion is complete, a **motion is made**
  - The mover may call on the Chair or other members to help clarify a motion
  - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
  - **Clerk calls roll; Chair announces** results for record\*

*Repeat for each item*

#### **STAFF COMMUNICATION/UPDATES**

- **Chair** announces the item
- **Staff** makes comments
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Chair** thanks the staff member. No action may be taken.

#### **MEMBER COMMENTS/LIAISON UPDATES**

- **Chair** announces the item
- **Chair** asks **Members** if they have comments or technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Members** may request a matter be scheduled for action on a future agenda
- **Chair** will assess whether there is consensus for the future item
- No other action may be taken.

**ADJOURNMENT**

- ☐ **Chair** notes that there is no further business
- ☐ **Chair** announces **adjournment**; announces time for the record

**\*Roll Call Notes**

Attendance/Roll Call, can be called in the order of choice: *Members in alpha order by last name, or by seniority, etc., then Vice-Chair, then Chair last.*

**Chair** announces results for the record in the form of "*Motion to (Approve/Deny/etc.) (Passes/Fails) (# Yes votes) to (# No votes), (Names) voting Yes and (Names) voting No.*"

**\*\*Etiquette Notes**

The Chair is the facilitator of discussion and meeting process; members wishing to speak turn on their microphone light and wait to be recognized by the Chair; the Chair ensures that each member has a chance to be heard. The Chair will call on Staff for additional input when needed.

The Chair will interrupt public speakers who have gone over their time limit, corral other members who get off-topic, and maintain audience order. The Chair generally speaks last, asks questions last, and votes last. The Chair rarely moves or seconds.

Generally, the Chair and Vice-Chair are addressed by members and staff as "Madam/Mister Chair/Vice-Chair" or "Chair/Vice-Chair X." Other members are "Commissioner X," or "Council/Committee/Board Member X."

Staff are typically addressed as "Mr./Ms. X." The City Clerk is sometimes addressed as "Madam/Mister Clerk."

# 2022-2023 Statement of Economic Interests



## Form 700

A Public Document

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### ***Helpful Resources***

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

## California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

December 2022



## Quick Start Guide

Detailed instructions begin on page 3.

### WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

### WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

### ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

### NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, cryptocurrency, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

**Note:** Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

### QUESTIONS?

- [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

### E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).

## What's New

### Gift Limit Increase

The gift limit increased to **\$520** for calendar years **2021** and **2022**.

### Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

#### Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Where to file:

#### 87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

#### Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

**Code:** File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

**Members of Newly Created Boards and Commissions:** File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

**Employees in Newly Created Positions of Existing Agencies:** File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

#### Candidates file as follow:

State offices, Judicial offices and multi-county offices	⇒	County elections official with whom you file your declaration of candidacy
County offices	⇒	County elections official
City offices	⇒	City Clerk
Public Employee's Retirement System (CalPERS)	⇒	CalPERS
State Teacher's Retirement Board (CalSTRS)	⇒	CalSTRS

### How to file:

The Form 700 is available at [www.fppc.ca.gov](http://www.fppc.ca.gov). Form 700 schedules are also available in Excel format. Each Statement must have a handwritten "wet" signature or "secure electronic signature," meaning either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.) Companies such as Adobe and DocuSign offer digital signature services. All statements are signed under the penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

### When to file:

#### Annual Statements

##### ⇒ March 1, 2023

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

##### ⇒ April 3, 2023

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

#### Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

#### Exception:

If you assumed office between October 1, 2022, and December 31, 2022, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2024, or April 1, 2024, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2023. (See Reference Pamphlet, page 6, for additional exceptions.)

#### Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

#### Late Statements

**There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)**

#### Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. The amended schedule(s) is attached to your original filed statement. Obtain amendment schedules at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## Types of Statements

### Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions Maria holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

### Annual Statement:

Generally, the period covered is January 1, 2022, through December 31, 2022. If the period covered by the statement is different than January 1, 2022, through December 31, 2022, (for example, you assumed office between October 1, 2021, and December 31, 2021 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2022.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

### Leaving Office Statement:

Generally, the period covered is January 1, 2022, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2022, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2021, and December 31, 2021, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2022.

### Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

### Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

**Note:** Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

### Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions on the Form 700 or on an attachment for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1.

**STATEMENT OF ECONOMIC INTERESTS**  
**COVER PAGE**  
*A PUBLIC DOCUMENT*

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

**2. Jurisdiction of Office (Check at least one box)**

State

Judge, Retired Judge, Pro Tem Judge, or Court Commissioner  
(Statewide Jurisdiction)

Multi-County

County of

City of

Other

**3. Type of Statement (Check at least one box)**

**Annual:** The period covered is January 1, 2022, through  
December 31, 2022.

**Leaving Office:** Date Left / /  
(Check one circle.)

-or-

The period covered is / /, through  
December 31, 2022.

The period covered is January 1, 2022, through the date of  
leaving office.

-or-

**Assuming Office:** Date assumed / /

The period covered is / /, through  
the date of leaving office.

**Candidate:** Date of Election and office sought, if different than Part 1:

**4. Schedule Summary (required)**

► Total number of pages including this cover page:

**Schedules attached**

**Schedule A-1 - Investments** – schedule attached

**Schedule C - Income, Loans, & Business Positions** – schedule attached

**Schedule A-2 - Investments** – schedule attached

**Schedule D - Income – Gifts** – schedule attached

**Schedule B - Real Property** – schedule attached

**Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or- **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed paper statement with your filing official.)

## Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

### Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court).
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst).
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission) you may be required to file separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
  - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand their annual filing to include both positions.

#### Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

### Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the "other" box and enter the county or city in which the agency has jurisdiction.

#### Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

<b>1. Office, Agency, or Court</b>	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position:
<b>2. Jurisdiction of Office (Check at least one box)</b>	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of
<input type="checkbox"/> City of	<input type="checkbox"/> Other

### Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2022 annual statement, **do not** change the pre-printed dates to reflect 2023. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2023, through December 31, 2023, will be disclosed on your statement filed in 2024. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

### Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

### Part 5. Verification

Complete the verification by signing the statement and entering the date signed. Each statement must have an original "wet" signature unless filed with a secure electronic signature. (See page 3 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

**When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

**SCHEDULE A-1****Investments****Stocks, Bonds, and Other Interests**

(Ownership Interest is Less Than 10%)

*Investments must be itemized.**Do not attach brokerage or financial statements.***CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name

► NAME OF BUSINESS ENTITY

---

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED      DISPOSED

► NAME OF BUSINESS ENTITY

---

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED      DISPOSED

► NAME OF BUSINESS ENTITY

---

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED      DISPOSED

► NAME OF BUSINESS ENTITY

---

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED      DISPOSED

► NAME OF BUSINESS ENTITY

---

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED      DISPOSED

► NAME OF BUSINESS ENTITY

---

GENERAL DESCRIPTION OF THIS BUSINESS

---

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other \_\_\_\_\_ (Describe)

Partnership Income Received of \$0 - \$499  
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

\_\_\_\_/\_\_\_\_/22      \_\_\_\_/\_\_\_\_/22  
ACQUIRED      DISPOSED

Comments: \_\_\_\_\_



## Instructions – Schedules A-1 and A-2 Investments

"Investment" means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

### Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse's or registered domestic partner's business (See Reference Pamphlet, page 8, for the definition of "business entity.")
- Your spouse's or registered domestic partner's investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

### You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Cryptocurrency
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

### Reminders

- Do you know your agency's jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

**Use Schedule A-1** to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

**Use Schedule A-2** to report ownership of 10% or greater (e.g., a sole proprietorship).

### To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity. Do not use acronyms for the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

### Examples:

Frank Byrd holds a state agency position. Frank's conflict of interest code requires full disclosure of investments. Frank must disclose stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by Frank's spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. Alice has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

# SCHEDULE A-2

## Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

**CALIFORNIA FORM 700**  
FAIR POLITICAL PRACTICES COMMISSION

Name \_\_\_\_\_

### ► 1. BUSINESS ENTITY OR TRUST

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one

Trust, go to 2

Business Entity, complete the box, then go to 2

#### GENERAL DESCRIPTION OF THIS BUSINESS

##### FAIR MARKET VALUE

\$0 - \$1,999

\$2,000 - \$10,000

\$10,001 - \$100,000

\$100,001 - \$1,000,000

Over \$1,000,000

##### IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/22  
ACQUIRED

\_\_\_\_\_/\_\_\_\_\_/22  
DISPOSED

##### NATURE OF INVESTMENT

Partnership

Sole Proprietorship

Other \_\_\_\_\_

YOUR BUSINESS POSITION \_\_\_\_\_

### ► 1. BUSINESS ENTITY OR TRUST

Name \_\_\_\_\_

Address (Business Address Acceptable) \_\_\_\_\_

Check one

Trust, go to 2

Business Entity, complete the box, then go to 2

#### GENERAL DESCRIPTION OF THIS BUSINESS

##### FAIR MARKET VALUE

\$0 - \$1,999

\$2,000 - \$10,000

\$10,001 - \$100,000

\$100,001 - \$1,000,000

Over \$1,000,000

##### IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/22  
ACQUIRED

\_\_\_\_\_/\_\_\_\_\_/22  
DISPOSED

##### NATURE OF INVESTMENT

Partnership

Sole Proprietorship

Other \_\_\_\_\_

YOUR BUSINESS POSITION \_\_\_\_\_

### ► 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499

\$10,001 - \$100,000

\$500 - \$1,000

OVER \$100,000

\$1,001 - \$10,000

### ► 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499

\$10,001 - \$100,000

\$500 - \$1,000

OVER \$100,000

\$1,001 - \$10,000

### ► 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below

### ► 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below

### ► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:

INVESTMENT

REAL PROPERTY

Name of Business Entity, if Investment, or  
Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or  
City or Other Precise Location of Real Property

##### FAIR MARKET VALUE

\$2,000 - \$10,000

\$10,001 - \$100,000

\$100,001 - \$1,000,000

Over \$1,000,000

##### IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/22  
ACQUIRED

\_\_\_\_\_/\_\_\_\_\_/22  
DISPOSED

##### NATURE OF INTEREST

Property Ownership/Deed of Trust

Stock

Partnership

Leasehold

Yrs. remaining \_\_\_\_\_

Other

\_\_\_\_\_

Check box if additional schedules reporting investments or real property are attached

### ► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:

INVESTMENT

REAL PROPERTY

Name of Business Entity, if Investment, or  
Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or  
City or Other Precise Location of Real Property

##### FAIR MARKET VALUE

\$2,000 - \$10,000

\$10,001 - \$100,000

\$100,001 - \$1,000,000

Over \$1,000,000

##### IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/22  
ACQUIRED

\_\_\_\_\_/\_\_\_\_\_/22  
DISPOSED

##### NATURE OF INTEREST

Property Ownership/Deed of Trust

Stock

Partnership

Leasehold

Yrs. remaining \_\_\_\_\_

Other

\_\_\_\_\_

Check box if additional schedules reporting investments or real property are attached

Comments: \_\_\_\_\_



## Instructions – Schedule A-2

### Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

#### To Complete Schedule A-2:

**Part 1.** Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

**Part 2.** Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

**Part 3.** Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

**Part 4.** Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

Name \_\_\_\_\_

# SCHEDULE B Interests in Real Property (Including Rental Income)

## ▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY \_\_\_\_\_

## FAIR MARKET VALUE

\$2,000 - \$10,000

\$10,001 - \$100,000

\$100,001 - \$1,000,000

Over \$1,000,000

## IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/22  
ACQUIRED\_\_\_\_\_/\_\_\_\_\_/22  
DISPOSED

## NATURE OF INTEREST

Ownership/Deed of Trust

Easement

Leasehold \_\_\_\_\_

Yrs. remaining

Other \_\_\_\_\_

## IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

## ▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY \_\_\_\_\_

## FAIR MARKET VALUE

\$2,000 - \$10,000

\$10,001 - \$100,000

\$100,001 - \$1,000,000

Over \$1,000,000

## IF APPLICABLE, LIST DATE:

\_\_\_\_\_/\_\_\_\_\_/22  
ACQUIRED\_\_\_\_\_/\_\_\_\_\_/22  
DISPOSED

## NATURE OF INTEREST

Ownership/Deed of Trust

Easement

Leasehold \_\_\_\_\_

Yrs. remaining

Other \_\_\_\_\_

## IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

\* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER\*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE

TERM (Months/Years)

\_\_\_\_\_%

None

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

Guarantor, if applicable

NAME OF LENDER\*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE

TERM (Months/Years)

\_\_\_\_\_%

None

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

Guarantor, if applicable

Comments: \_\_\_\_\_

## Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

### Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

### You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
  - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

### To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold,

### Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

### Example:

Allison Gande is a city planning commissioner. During the reporting period, Allison received rental income of \$12,000, from a single tenant who rented property owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS <b>4600 24th Street</b>	
CITY <b>Sacramento</b>	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ACQUIRED <b>XX/XX/XX</b> DISPOSED <b>XX/XX/XX</b>
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold <input type="checkbox"/> Yrs. remaining <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None <b>Henry Wells</b>	
NAME OF LENDER* <b>Sophia Petrolo</b>	
ADDRESS (Business Address Acceptable) <b>2121 Blue Sky Parkway, Sacramento</b>	
BUSINESS ACTIVITY, IF ANY, OF LENDER <b>Restaurant Owner</b>	
INTEREST RATE <b>8</b> % <input type="checkbox"/> None	TERM (Months/Years) <b>15 Years</b>
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments:	

# SCHEDULE C

## Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

<b>CALIFORNIA FORM 700</b>
<small>FAIR POLITICAL PRACTICES COMMISSION</small>
Name _____

▶ 1. INCOME RECEIVED		▶ 1. INCOME RECEIVED	
NAME OF SOURCE OF INCOME _____		NAME OF SOURCE OF INCOME _____	
ADDRESS <i>(Business Address Acceptable)</i> _____		ADDRESS <i>(Business Address Acceptable)</i> _____	
BUSINESS ACTIVITY, IF ANY, OF SOURCE _____		BUSINESS ACTIVITY, IF ANY, OF SOURCE _____	
YOUR BUSINESS POSITION _____		YOUR BUSINESS POSITION _____	
GROSS INCOME RECEIVED	No Income - Business Position Only	GROSS INCOME RECEIVED	No Income - Business Position Only
\$500 - \$1,000	\$1,001 - \$10,000	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	\$10,001 - \$100,000	OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED		CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
Salary	Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)	Salary	Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)
Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.) _____		Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.) _____	
Sale of _____ <i>(Real property, car, boat, etc.)</i>		Sale of _____ <i>(Real property, car, boat, etc.)</i>	
Loan repayment _____		Loan repayment _____	
Commission or Rental Income, list each source of \$10,000 or more _____		Commission or Rental Income, list each source of \$10,000 or more _____	
Other _____ <i>(Describe)</i>		Other _____ <i>(Describe)</i>	

### ▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

\* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

<p>NAME OF LENDER* _____</p> <p>ADDRESS <i>(Business Address Acceptable)</i> _____</p> <p>BUSINESS ACTIVITY, IF ANY, OF LENDER _____</p> <p>HIGHEST BALANCE DURING REPORTING PERIOD</p> <p>\$500 - \$1,000</p> <p>\$1,001 - \$10,000</p> <p>\$10,001 - \$100,000</p> <p>OVER \$100,000</p>	<p>INTEREST RATE _____%      None _____</p> <p>TERM (Months/Years) _____</p> <p>SECURITY FOR LOAN</p> <p>None      Personal residence</p> <p>Real Property _____ <i>Street address</i></p> <p>_____ <i>City</i></p> <p>Guarantor _____</p> <p>Other _____ <i>(Describe)</i></p>
--	---

Comments: \_\_\_\_\_

## Instructions – Schedule C

### Income, Loans, & Business Positions

#### (Income Other Than Gifts and Travel Payments)

#### Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 11.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

#### Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

#### Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10.)
- Incentive compensation (See Reference Pamphlet, page 12.)

#### Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

#### You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 12.)

#### To Complete Schedule C:

##### Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 8.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

##### Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
  - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
  - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

**CALIFORNIA FORM 700**

FAIR POLITICAL PRACTICES COMMISSION

Name  
\_\_\_\_\_**SCHEDULE D  
Income – Gifts**► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*  
\_\_\_\_\_BUSINESS ACTIVITY, IF ANY, OF SOURCE  
\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*  
\_\_\_\_\_BUSINESS ACTIVITY, IF ANY, OF SOURCE  
\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*  
\_\_\_\_\_BUSINESS ACTIVITY, IF ANY, OF SOURCE  
\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*  
\_\_\_\_\_BUSINESS ACTIVITY, IF ANY, OF SOURCE  
\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*  
\_\_\_\_\_BUSINESS ACTIVITY, IF ANY, OF SOURCE  
\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

► NAME OF SOURCE *(Not an Acronym)*ADDRESS *(Business Address Acceptable)*  
\_\_\_\_\_BUSINESS ACTIVITY, IF ANY, OF SOURCE  
\_\_\_\_\_

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____
____/____/____	\$ _____	_____

Comments: \_\_\_\_\_

## Instructions – Schedule D

### Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

#### Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

#### Reminders

- Gifts from a single source are subject to a \$520 limit in 2022. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

#### Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

#### You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

#### To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)*

---

ADDRESS *(Business Address Acceptable)*

---

CITY AND STATE

---

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE

---

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$\_\_\_\_\_

*(If gift)*

▶ MUST CHECK ONE:      Gift    **-or-**    Income

Made a Speech/Participated in a Panel

Other - Provide Description \_\_\_\_\_

---

▶ If Gift, Provide Travel Destination \_\_\_\_\_

► NAME OF SOURCE (*Not an Acronym*) \_\_\_\_\_

ADDRESS (*Business Address Acceptable*) \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
(If gift)

► MUST CHECK ONE:      Gift    **-or-**    Income

Made a Speech/Participated in a Panel \_\_\_\_\_

Other - Provide Description \_\_\_\_\_

► If Gift, Provide Travel Destination \_\_\_\_\_

► NAME OF SOURCE (*Not an Acronym*) \_\_\_\_\_

ADDRESS (*Business Address Acceptable*) \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
(*If gift*)

► MUST CHECK ONE:      Gift    **-or-**    Income

Made a Speech/Participated in a Panel \_\_\_\_\_

Other - Provide Description \_\_\_\_\_

► If Gift, Provide Travel Destination \_\_\_\_\_

► NAME OF SOURCE (*Not an Acronym*) \_\_\_\_\_

ADDRESS (*Business Address Acceptable*) \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE \_\_\_\_\_

DATE(S): \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_ AMT: \$ \_\_\_\_\_  
(*If gift*)

► MUST CHECK ONE:      Gift    **-or-**      Income

Made a Speech/Participated in a Panel \_\_\_\_\_

Other - Provide Description \_\_\_\_\_

► If Gift, Provide Travel Destination \_\_\_\_\_

Comments: \_\_\_\_\_



## Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" to read about travel payments under section 89506(a).)

### You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

**Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.**

### To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
  - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

### Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for MaryClaire's travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which they are not providing services are likely considered gifts.

Note that the same payment from a 501(c)(3) would NOT be reportable.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S):	AMT: \$ 550.00
(If gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description Travel reimbursement for board meeting.	
▶ If Gift, Provide Travel Destination	

### Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People's Government pays for Mayor Kim's airfare and travel costs, as well as meals and lodging during the trip. The trip's agenda shows that the trip's purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose.

Thus, Mayor Kim must report the gift of travel, but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People's Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at [www.fppc.ca.gov](http://www.fppc.ca.gov).)

▶ NAME OF SOURCE (Not an Acronym)	
Chengdu Municipal People's Government	
ADDRESS (Business Address Acceptable)	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
CITY AND STATE	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
DATE(S):	AMT: \$ 3,874.38
(If gift)	
▶ MUST CHECK ONE: <input checked="" type="checkbox"/> Gift -or- <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description Travel reimbursement for trip to China.	
▶ If Gift, Provide Travel Destination	
Sichuan Sheng, China	

## Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the Act's provisions.

### Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2021-2022, the gift limit increased to \$520 from a single source during a calendar year.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

### Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

### Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 14.)

### Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

### Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

**For assistance** concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).
- Call the FPPC toll-free at (866) 275-3772.

### Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

## Questions and Answers

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### General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original "wet" signature unless filed with a secure electronic signature. (See page 3 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as "acting," "interim," or "alternate" must file as if they hold the position because they are or may be performing the duties of the position.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse's income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse's economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse's income may not have to be reported. Contact the FPPC for more information.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

### Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 13.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

## Questions and Answers Continued

- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.
- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.
- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

### Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at [www.fppc.ca.gov](http://www.fppc.ca.gov). (See Reference Pamphlet, page 14.)

## Questions and Answers Continued

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My spouse is a partner in a four-person firm where all of their business is based on their own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your spouse's investment in the firm is 10% or greater, disclose 100% of your spouse's share of the business on Schedule A-2, Part 1 and 50% of your spouse's income on Schedule A-2, Parts 2 and 3. For example, a client of your spouse's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

### Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in that real property.

## Questions and Answers Continued

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### Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2022 the gift limit was \$520, so the Bensons may have given the supervisor artwork valued at no more than \$1,040. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

CITY COUNCIL

MAYOR  
CELESTE T. RODRIGUEZ

VICE MAYOR  
MARY MENDOZA

COUNCILMEMBER  
JOEL FAJARDO

COUNCILMEMBER  
CINDY MONTAÑEZ

COUNCILMEMBER  
MARY SOLORIO

**UNSCHEDULED VACANCY NOTICE**

**City of San Fernando  
Planning and Preservation Commission**

The San Fernando City Council is now accepting applications for appointment to the San Fernando Planning and Preservation Commission ("Commission") to fill one (1) unscheduled vacancy for the term of office from the date of appointment through December 2023 and shall continue in the position beyond one year until replaced by the appointing City Councilmember or until the member resigns.

Applicants must be at least 18 years old, a registered voter and reside within the City jurisdiction. It is encouraged that applicants be involved or employed in the field of Planning and Preservation and culture or related subjects. Commissioners receive a monthly meeting attendance stipend of \$100.00.

The Planning and Preservation Commission consists of five Commission members. During the Commissions annual reorganization, Commissioners must choose members to serve as Chair and as Vice Chair; and the terms of office shall be for one year or until successors chosen.

**City Hall Council Chambers  
117 Macneil Street  
Monthly Meetings held on the Second Tuesday  
Starts at 6:30 p.m.**

Applications will be accepted from June 26, 2023 through July 10, 2023 by 5:30 p.m. To obtain an application to apply, please contact Julia Fritz, City Clerk at (818) 898-1204 or via email at [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org).

Dated this 26th day of June 2023  
City of San Fernando, California  
/s/Julia Fritz, CMC  
City Clerk

CITY CLERK  
DEPARTMENT

117 MACNEIL STREET  
SAN FERNANDO  
CALIFORNIA  
91340

(818) 898-1204

WWW.SFCITY.ORG

cc: Kanika Kith, Deputy City Manager/Economic Development



CITY OF SAN FERNANDO		POLICY/PROCEDURE
NUMBER		SUBJECT  Code of Ethics and Conduct
ORIGINAL ISSUE  April 4, 1997	EFFECTIVE  April 4, 1997	
CURRENT ISSUE	EFFECTIVE	CATEGORY  Management Policy & Procedures
SUPERSEDES		

## I. PURPOSE AND SCOPE

The purpose of this regulation is to:

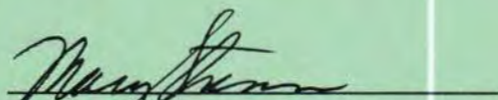
- A. Summarize for the first time in a single document a broad code of ethics and conduct that will apply equally to all employees, despite individual job duties and responsibilities.
- B. Emphasize that each employee in city government occupies a position of public trust that demands the highest moral and ethical standard of conduct.

## II. POLICY

- A. No employee shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of their official duties or would tend to impair their independence or judgement or action in the performance of such duties.
- B. Every employee shall immediately disclose the nature and extent of any interest, direct or indirect, which may conflict with their responsibility or duty, or which, because of their position, may influence a decision. Such disclosure shall be reported to the City Administrator via the Department Head in the form of a memorandum.
- C. Any employee desiring to apply for a city-sponsored program shall inform the City Administrator via the Department Head in memorandum form. The memorandum shall be immediately forwarded to the City Attorney for review as to any potential violation of applicable conflict of interest rules.

## AUTHORITY

By order of the City Administrator

  
Mary Strenn, City Administrator





## AGENDA REPORT

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**To:** Chair Robert Gonzales and Commissioners

**From:** Julian J. Venegas, Director of Recreation and Community Services  
By: Maribel Perez, RCS Supervisor

**Date:** November 9, 2023

**Subject:** Discussion Regarding the Pioneer Park Playground Renovation Project

### **RECOMMENDATION:**

It is recommended that the Parks, Wellness and Recreation Commission:

- a. Discuss the Pioneer Park Playground Renovation Project
- b. Recommend a Design to the City Council; and
- c. Provide staff direction as appropriate.

### **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 sunset.
3. On February 5, 2018, the City Council adopted the Parks and Recreation Master Plan (PMP) as a strategic tool to cultivate a comprehensive vision for enhancing park facilities and recreational programming. The PMP identified multiple park sites that needed improvements in order to maintain the continuity of services in 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 renovations of the Pioneer Park Playground (ranked #1), the walking path lighting at Las Palmas Park (ranked #2), and the community building roof at Recreation Park (ranked #3).

5. On October 19, 2020, the City Council concurred with the recommendations made by the PWRC to renovate the playground at Pioneer Park 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 Grant Program and the Urbanized City allocation rate, the City was eligible for \$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 of work for the renovation of the playground at Pioneer Park. The initial scoping of the project determined the Per Capita funds were insufficient to complete the renovations. Staff began to seek additional funding resources.
7. On November 15, 2021, the City Council authorized staff to submit a grant application to the Los Angeles County RPOSD for Measure A funding. A grant application for \$180,000 was submitted to the Measure A Community-Based Park Investment grant fund.
8. On June 21, 2022, the City Council authorized staff to circulate a Notice Inviting Bids for the Design and Installation of the Pioneer Park Playground.
9. On July 7, 2022, a Notice Inviting Bids for the Pioneer Park Playground Renovation Project was released with a due date of August 4, 2022. Two proposals were received, both of which were deemed incomplete.
10. On January 18, 2023, a second Notice Inviting Bids for the Pioneer Park Playground Renovation Project was released with a due date of February 15, 2023. No proposals were received prompting staff to reach out to individual playground companies requesting proposals for the Pioneer Park project. The submitted proposals did not meet all of the project's criteria hence staff rejected the proposals.
11. On or about June 9, 2023, staff began consulting with OMNIA Partners, a cooperative purchasing organization, to discuss utilizing their program to contract a vendor for the Pioneer Park project.
12. On September 18, 2023, the City Council awarded a Contract Service Agreement to Great Western Recreation to design and install the playground and outdoor equipment for the Pioneer Park project.

13. On September 30, 2023, RCS staff hosted the first of three community meetings at Pioneer Park to gather input from residences to ensure the design and the equipment selected aligned with the desires of the community.
14. On October 12, 2023, RCS staff presented a proposed design of the Pioneer Park Playground and comments from the first community engagement input meeting. The PWRC discussed the design and provided additional suggestions for the playground designs.

### **ANALYSIS:**

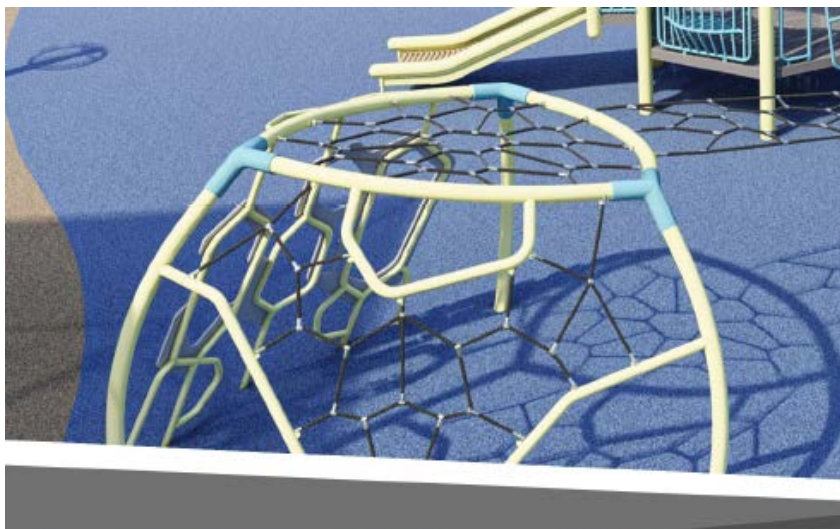
The proposed Great Western Recreation's conceptual design (Attachment A) illustrates the playground amenities noted in the grant applications, which is within the grant budget to construct a new playground for Pioneer Park. At the first community engagement meeting held on October 29, and at the PWRC meeting held on October 12, staff received design suggestions outside the grant scope which increased the cost of the proposed vendor's design. The suggestions made by the residents and the feedback received from the PWRC along with The cost (if any) are provided for the PWRC's consideration.

#### Include an infant seat on the swing set

The current design includes an adaptive swing that can accommodate an infant. There is no need to add a swing to the design.

#### Add climbing walls on both age-appropriate play structures

The current design incorporates a climbing structure, pictured below. An additional climbing feature would alter the current design which will increase the cost of the playground. The cost will need to be determined and will depend on the type of claiming panel selected.



### A Shade structure over the entire playground area

Great Western Recreation design incorporates shading onto the play structures that provide substantial shade (pictured below). The additional cost for this type of shading is \$20,989.60. These funds would need to be allocated by the City Council.

A shade structure over the playground would be considerably more expensive. In addition to the material cost for a shade structure, there will be additional labor costs to the project. Although the cost has yet to be determined, the current market price for a shade structure is \$114,996 and up.



### Alternative Safety flooring: Pour In Palace (PNP) vs sand or wood chips

A sand or wood chips safety floor for the playground presents a health hazard because there is a high potential of exposing children to animal waste, shaped objects, or waste like cigarette buds. RCS staff does not recommend moving in this direction.



Design the PNP to Include games, artwork, road patterns, and town:

The intricacy of adding diagrammed patterns to the PNP is significant because the labor involved in installing a PNP safety floor would be extensive. The installation of the PNP floor is done by hand and a patterned artwork, road, etc would be more time-consuming. Each element of the diagram would be worked on separately which in time may cause splitting and separation. The cost for a patterned floor needs to be determined.

The recommendation of having a river flow effect throughout the playground surface can be done without any additional cost.

Include a Zip-line option on the structures

The current playground design does not allow for a Zip-line feature to be incorporated into the playground. Resigning the playground would be considerably more expensive. RCS staff does not recommend moving forward with this suggestion.

Including Musical Play feature

Including a musical play element in the playground would cost approximately \$40,264. The proposed feature can include a musical element for 3-6-year-olds and one for older children. The pictures below show what the musical element would look like.



The PWRC requested the UV analysis of the shade material that would be used for the shading. The table below provides the rating of the fabric that will be used in the shading material.

## Discussion Regarding the Pioneer Park Playground Renovation Project

Page 6 of 7

SHADE FABRIC UV ANALYSES		Charcoal	Silver	Cream	Beige	Latte	Brown	Forest Green	Bottle Green	Lime
Cover Factor	The percentage area of cloth covered by yarns and fiber	97.7%	87.80%	93.60%	97.30%	95%	95%	96%	94%	95%
Shade Factor	The percentage of normally incident UV-visible radiation blocked	97.6%	87.9%	73.80%	87.10%	89.6%	93%	94%	91%	79%
UVR Block	The average percentage of Ultraviolet (UVA and UVB) blocked	98%	87.80%	92.20%	96.80%	94.6%	95%	96%	94%	87%
UPF Factor	Fabric Ultraviolet protection factor	33	8	13	33	18	19	24	26	18

SHADE FABRIC UV ANALYSES		Dove Blue	True Blue	Navy blue	Purple	Sun Blaze	Yellow
Cover Factor	The percentage area of cloth covered by yarns and fiber	93.3%	95%	96%	94.7%	94%	94.30%
Shade Factor	The percentage of normally incident UV-visible radiation blocked	90.0%	88.70%	95.5%	86.4%	91%	75.60%
UVR Block	The average percentage of Ultraviolet (UVA and UVB) blocked	92.7%	93.10%	96%	93.9%	94%	94.20%
UPF Factor	Fabric Ultraviolet protection factor	13	14	23	16	14	16

The color scheme associated with these ratings is inclosed as attachment “B”

### BUDGET IMPACT:

The total cost for the Great Western Recreation Contract Services Agreement is \$362,863. The Recreation and Community Services Grant (Fund 010) totaling \$192,905 was appropriated in Fiscal Year 2021-2022 for the Pioneer Park Playground Renovation Project and has since been carried forward into the current fiscal year. Community-Based Park Investment Grant Funds will be used to supplement the project’s budget with \$180,000.

SOURCES		
Fund	Account Number	Allocation
State Per Capita Grant	010-3697-0671	\$ 192,905
LA County Measure A Grant	010-3697-3643	\$ 180,001
<b>Total Sources:</b>		<b>\$ 372,906</b>

USES		
Activity	Account Number	Cost
Per Capita Pre-construction Cost	010-420-0671-4600	\$ 10,000
Plans, Specifications, Cost Estimates, Permits		\$
Community Engagement		
Construction	010-420-0671-4600	\$ 182,905
Measure A		
Construction	010-423-3643-4600	\$ 180,001

## Discussion Regarding the Pioneer Park Playground Renovation Project

Page 7 of 7

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<b>Expenditures-to-Date</b>		\$ 0.00
<b>Total Uses:</b>		<b>\$ 372,906</b>

The additional cost for adding the suggested alternative design elements is \$176,249. The proposed playground design, and funding for these alternative playground features would need to be identified by the City Council before they are included in the final design.

### **CONCLUSION:**

It is recommended that the Parks, Wellness, and Recreation Commission discuss the Pioneer Park Playground Renovation Project, recommend a Design to the City Council, and provide staff direction as appropriate.

### **ATTACHMENTS:**

- A. Contractors Conceptual Design
- B. Color Scheme

Proposal for  
City of San Fernando

Prepared by



10-11-2023  
Job # 109417-01

Pioneer Park Playground Option 3



435-760-5103 | [www.gwpark.com](http://www.gwpark.com)



**Pioneer Park Playground, Project 109417-01-Opt 3  
San Fernando, CA**





**Pioneer Park Playground, Project 109417-01-Opt 3  
San Fernando, CA**





**Pioneer Park Playground, Project 109417-01-Opt 3  
San Fernando, CA**





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**Pioneer Park Playground, Project 109417-01-Opt 3  
San Fernando, CA**





**Pioneer Park Playground, Project 109417-01-Opt 3  
San Fernando, CA**

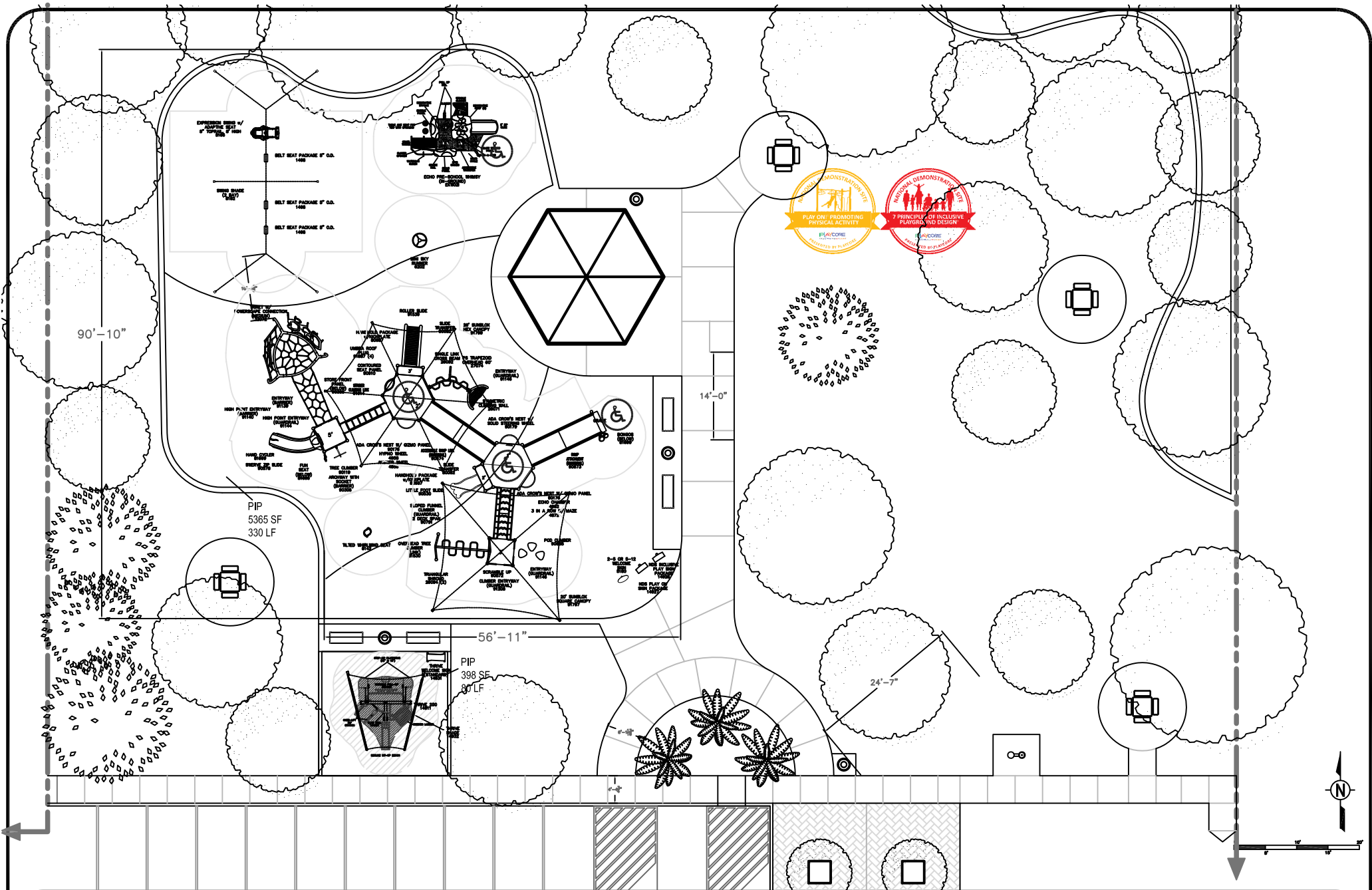




**Pioneer Park Playground, Project 109417-01-Opt 3**  
**San Fernando, CA**









GameTime C/O Great Western Recreation  
P.O. Box 680121  
Fort Payne, AL 35967  
Office: 435-245-5055 Fax: 435-245-5057  
www.gwpark.com

10/11/2023  
Quote #  
109417-01-06

## Pioneer Park Playground Option 3

City of San Fernando  
Attn: Julian Venegas  
117 Macneil St  
San Fernando, CA 91340  
Phone: 818-898-7381  
jvenegas@sfcity.org

Ship to Zip 91340

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
2-5 Playground					
1	EKW02I	GameTime - ECHO PreSchool Whimsy Inground	\$24,091.00	\$20,236.44	\$20,236.44
5-12 Playground					
1	RDU	GameTime - Custom 5-12 Inclusive Playground- <ul style="list-style-type: none"> <li>Reference Drawing 109417-01-Opt 3</li> </ul>	\$157,823.00	\$81,515.30	\$81,515.30
1	5180	GameTime - Welcome Sign (2-5 or 5-12)	\$713.00	\$627.44	\$627.44
1	14927	GameTime - NDS Play On Sign Package			
Freestanding Equipment					
1	6142	GameTime - Whirlwind Seat Tilted (F/S)	\$945.00	\$425.25	\$425.25
1	6202	GameTime - Mini Sky Runner (F/S)	\$2,237.00	\$1,006.65	\$1,006.65
1	14928	GameTime - NDS Inclusive Play Sign Package			
Swing Set					
1	5192	GT-Shade - Double Bay Swing Shade	\$12,090.00	\$11,727.30	\$11,727.30
3	1468	GameTime - 2958 Belt Seat Pkg 5" Od	\$348.00	\$292.32	\$876.96
1	5173	GameTime - Adaptive Swing w/Rung Belt	\$260.00	\$218.40	\$218.40
1	5166	GameTime - Expression Swing w Adaptive Seat 5"	\$2,792.00	\$2,345.28	\$2,345.28
Fitness Area					
1	14911	GameTime - Thrive 250	\$14,856.00	\$12,181.92	\$12,181.92
1	14932	GameTime - Thrive Shade	\$5,623.00	\$5,454.31	\$5,454.31
5763	PIP	GT-Impax - Poured in Place Surfacing - <b>**List Price \$129,878.35, discounted per Omnia Contract</b>  5,763 Total Sq Ft ( 2 pads adjacent to each other ) Playground = 5,365 sf, 8' CFH, Includes (2) 50/50 Standard EPDM and Black colors - TBD Simple design includes 3 sections of 2 alternating colors, no TTA pads Fitness pad 1 = 398 sf, 8' CFH Fitness pads include 50/50 standard EPDM and black, with no design, no TTA pads Aromatic Binder Prevailing Wages	\$18.48	\$18.48	\$106,500.24



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10/11/2023  
Quote #  
109417-01-06

## Pioneer Park Playground Option 3

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
1	INSTALL	TJ Janca - Site Work- <ul style="list-style-type: none"> <li>• Demo/remove existing equipment.</li> <li>• Demo/remove PIP for 5,365 sq ft at 3 ½" depth.</li> <li>• Excavate/remove existing grass/earth 398 sq ft at 7.5" depth.</li> <li>• Provide/install CAB materials compacted to 90% for 5,763 sq ft at 6" depth.</li> <li>• Provide/install temp fencing around playground area for 350'LF (windscreen and sand bags not included)</li> <li>• Provide and install 40 LF of MOW Curb 6"x8".</li> <li>• Remove and dispose of spoils.</li> <li>• Prevailing wages.</li> <li>• Price includes one (1) move-on only.</li> </ul>	\$58,185.00	\$58,185.00	\$58,185.00
1	INSTALL	TJ Janca - Playground Equipment - <ul style="list-style-type: none"> <li>• Installation only of (1) Gametime structure #107127-01-Opt3</li> <li>• Installation only of New Thrive 250</li> <li>• Footings excavation, and concrete.</li> <li>• Equipment assembly.</li> <li>• Removal of spoils.</li> <li>• Prevailing wages.</li> <li>• Price includes one (1) move-on only.</li> </ul>	\$80,996.00	\$80,996.00	\$80,996.00
Contract: OMNIA #2017001134				<b>Sub Total</b>	\$382,296.49
				<b>Freight</b>	\$13,533.37
				<b>Tax</b>	\$14,003.06
				<b>Total</b>	<b>\$409,832.92</b>

### Comments

Your Sales Rep is Tyler Kyriopoulos. Please reach out to Tyler at 435-760-5103 if you should have any questions regarding this quote.

Due to the volatility of freight costs, the freight pricing is subject to change at the time of order.

Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.

\*\*\*OPTIONAL-To include a Payment and Performance Bond, please add \$6,260 plus tax if applicable.

Shipping to Site Address:  
828 Harding Street  
San Fernando, CA 91340

\*Freight charges are based on listed zip code and are subject to change if shipping information changes.

\*Deposit may be required.

Customer is responsible for offloading.

Prevailing Wages

City of San Fernando OMNIA # 4001568



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10/11/2023  
Quote #  
109417-01-06

## Pioneer Park Playground Option 3

**Remit Payment to:**

GameTime  
P.O. Box 680121  
Fort Payne, AL 35968

**Taxes:**

All applicable taxes will be added at time of invoicing unless otherwise included or a tax-exempt certificate is provided.  
If sales tax exempt, you must provide a copy of certificate to be considered exempt.

**Prices:**

FOB Factory.

**Orders:**

All orders shall be in writing by purchase order, contract, or similar document made out to PlayCore Wisconsin Inc., dba GameTime.  
Standard GameTime equipment orders over \$100,000 may require a deposit of 25% at the time of order and an additional 25% at or before order ships.  
Standard orders with equipment, installation and surfacing are requested to be split billed.  
Equipment, Taxes & Freight as noted above  
Installation and Surfacing billed as completed and Due Upon Receipt.

**Terms:**

Cash With Order Discount (CWO): Orders for GameTime equipment paid in full at time of order via check, Electronic Funds Transfer (ACH or wire) are eligible for a three percent (3%) cash with order discount.  
Payment via credit card: If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.  
Credit terms are Net 30 days, subject to approval by the GameTime Credit Manager. A completed credit application must be submitted and approved prior to the order being received. Please allow at minimum 2 days for the credit review process. GameTime may also require:  
Completed Project Information Sheet (if applicable)  
Copies of Payment and Performance Bonds (if applicable)  
A 1.5% per month finance charge will be imposed on all past due invoices.  
Retainage not accepted.  
Orders under \$5,000 require payment with order.

DIR# 1000015526 CSLB#855664

**INSTALLATION CONDITIONS:**

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.



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Quote #  
109417-01-06

## Pioneer Park Playground Option 3

### ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Purchase Amount: **\$409,832.92**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

**Please fill out this [ORDER FORM](#), this is required to process the order.**







#### OCEAN FLOOR

Fabric Shade True Blue  
Plastic Roof Azure  
Uprights Chartreuse  
Accent 1 Royal Purple  
HDPE Dolphin Gray  
2 Color HDPE Spring Green/White  
Roto Plastic Azure  
Tube Azure  
Rock Dark Granite  
Decks Brown



#### SHINE

Fabric Shade Sky  
Plastic Roof Orange  
Uprights Sky Blue  
Accent 1 Spring Green  
HDPE Orange  
2 Color HDPE Spring Green/White  
Roto Plastic Orange  
Tube Orange  
Rock Sandstone  
Decks Gray



#### VOYAGE

Fabric Shade Charcoal  
Plastic Roof Azure  
Uprights Sage  
Accent 1 Ice Butter  
HDPE Dolphin Gray  
2 Color HDPE Gray/Black  
Roto Plastic Azure  
Tube Azure  
Rock Deep Granite  
Decks Gray



#### PASSION FRUIT

Fabric Shade Azure  
Plastic Roof Yellow  
Uprights Orange  
Accent 1 Spring Green  
HDPE Sky Blue  
2 Color HDPE Sky Blue/White  
Roto Plastic Yellow  
Tube Yellow  
Rock Sandstone  
Decks Brown



#### SPRING BLOOM

Fabric Shade True Blue  
Plastic Roof Spring Green  
Uprights Champagne  
Accent 1 Spring Green  
HDPE Sky Blue  
2 Color HDPE Sky Blue/White  
Roto Plastic Sky Blue  
Tube Spring Green  
Rock Deep Granite  
Decks Brown



#### WATERMELON

Fabric Shade Lime  
Plastic Roof Red  
Uprights White  
Accent 1 Chartreuse  
HDPE Green  
2 Color HDPE Spring Green/White  
Roto Plastic Red  
Tube Red  
Rock Dark Granite  
Decks Blue



#### POPSICLE

Fabric Shade Brown  
Plastic Roof Burgundy  
Uprights Vanilla  
Accent 1 Azure  
HDPE Dolphin Gray  
2 Color HDPE Gray/Black  
Roto Plastic Burgundy  
Tube Burgundy  
Rock Deep Granite  
Decks Chocolate Brown



#### SUNRISE

Fabric Shade Yellow  
Plastic Roof Royal Purple  
Uprights Orange  
Accent 1 White  
HDPE Dolphin Gray  
2 Color HDPE Gray/Black  
Roto Plastic Royal Purple  
Tube Royal Purple  
Rock Deep Granite  
Decks Gray



#### WEST PALM

Fabric Shade Lime  
Plastic Roof Orange  
Uprights Sky Blue  
Accent 1 Spring Green  
HDPE Blue  
2 Color HDPE Spring Green/White  
Roto Plastic Orange  
Tube Orange  
Rock Sandstone  
Decks Gray



#### RIPTIDE

Fabric Shade True Blue  
Plastic Roof Sky Blue  
Uprights Sea Mist  
Accent 1 Azure  
HDPE Orange  
2 Color HDPE Orange/White  
Roto Plastic Sky Blue  
Tube Sky Blue  
Rock Dark Granite  
Decks Blue



#### TIMBERLAND

Fabric Shade Sky  
Plastic Roof Sky Blue  
Uprights Brown  
Accent 1 Spring Green  
HDPE Sky Blue  
2 Color HDPE Sky Blue/White  
Roto Plastic Sky Blue  
Tube Sky Blue  
Rock Deep Granite  
Decks Blue



#### WHIMSY

Fabric Shade Navy Blue  
Plastic Roof Orange  
Uprights White  
Accent 1 Blue  
HDPE Orange  
2 Color HDPE Spring Green/White  
Roto Plastic Periwinkle  
Tube Sky Blue  
Rock Deep Granite  
Decks Gray





# PALETTES

NEW!



## BEDROCK

Fabric Shade **Silver**  
 Plastic Roof **Champagne**  
 Uprights **Sage**  
 Accent 1 **White**  
 HDPE **Dolphin Gray**  
 2 Color HDPE **Gray/Black**  
 Roto Plastic **Champagne**  
 Tube **Champagne**  
 Rock **Dark Granite**  
 Decks **Brown**

NEW!



## MOSSY GROVE

Fabric Shade **Lime**  
 Plastic Roof **Chartreuse**  
 Uprights **Sage**  
 Accent 1 **Chartreuse**  
 HDPE **Spring Green**  
 2 Color HDPE **Spring Green/White**  
 Roto Plastic **Chartreuse**  
 Tube **Champagne**  
 Rock **Sandstone**  
 Decks **Brown**



## SPRING BLOOM

Fabric Shade **True Blue**  
 Plastic Roof **Spring Green**  
 Uprights **Champagne**  
 Accent 1 **Spring Green**  
 HDPE **Sky Blue**  
 2 Color HDPE **Sky Blue/White**  
 Roto Plastic **Sky Blue**  
 Tube **Spring Green**  
 Rock **Deep Granite**  
 Decks **Brown**

# PALETTES



## MALIBU

- Fabric Shade **Forest Green**
- Plastic Roof **Spring Green**
- Uprights **Bronze**
- Accent 1 **Beige**
- HDPE **Spring Green**
- 2 Color HDPE **Spring Green/White**
- Roto Plastic **Spring Green**
- Tube **Spring Green**
- Rock **Sandstone**
- Decks **Brown**



**NEW!**

## JURASSIC

- Fabric Shade **Sun Blaze**
- Plastic Roof **Champagne**
- Uprights **Sage**
- Accent 1 **Butterscotch**
- HDPE **Dolphin Gray**
- 2 Color HDPE **Burgundy/White**
- Roto Plastic **Champagne**
- Tube **Champagne**
- Rock **Sandstone**
- Decks **Brown**



**NEW!**

## FORESTER

- Fabric Shade **Forest Green**
- Plastic Roof **Green**
- Uprights **Brown**
- Accent 1 **Beige**
- HDPE **Beige**
- 2 Color HDPE **Beige/Green**
- Roto Plastic **Green**
- Tube **Green**
- Rock **Deep Granite**
- Decks **Brown**

# PALETTES

**NEW!**



## ARCTIC

Fabric Shade **Sky**  
 Plastic Roof **Periwinkle**  
 Uprights **White**  
 Accent 1 **Champagne**  
 HDPE **Sky Blue**  
 2 Color HDPE **Sky Blue/White**  
 Roto Plastic **Periwinkle**  
 Tube **Sky Blue**  
 Rock **Deep Granite**  
 Decks **Gray**

**NEW!**



## CUCUMBER

Fabric Shade **Cream**  
 Plastic Roof **Green**  
 Uprights **Ice Mint**  
 Accent 1 **Vanilla**  
 HDPE **Blue**  
 2 Color HDPE **Blue/ White**  
 Roto Plastic **Green**  
 Tube **Green**  
 Rock **Deep Granite**  
 Decks **Chocolate Brown**

**NEW!**



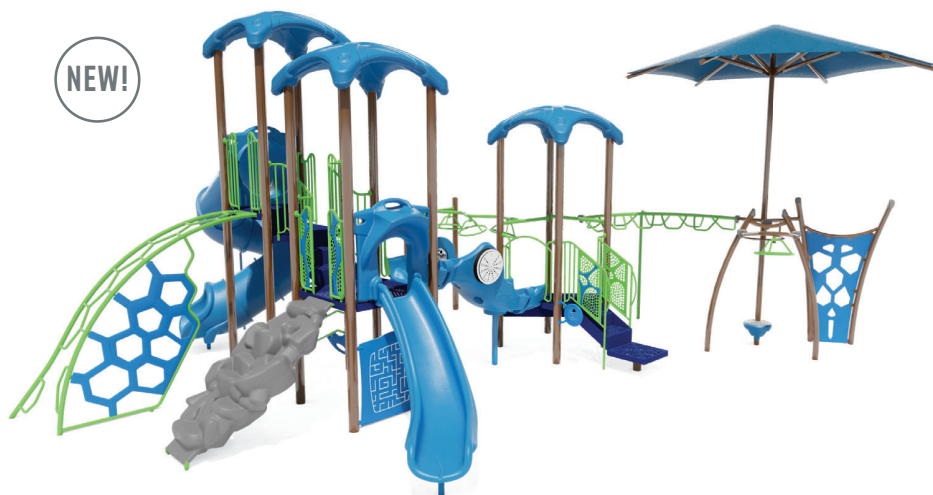
## VOYAGE

Fabric Shade **Charcoal**  
 Plastic Roof **Azure**  
 Uprights **Sage**  
 Accent 1 **Ice Butter**  
 HDPE **Dolphin Gray**  
 2 Color HDPE **Gray/Black**  
 Roto Plastic **Azure**  
 Tube **Azure**  
 Rock **Deep Granite**  
 Decks **Gray**



# PALETTES

**NEW!**



## TIMBERLAND

- Fabric Shade **Sky**
- Plastic Roof **Sky Blue**
- Uprights **Brown**
- Accent 1 **Spring Green**
- HDPE **Sky Blue**
- 2 Color HDPE **Sky Blue/ White**
- Roto Plastic **Sky Blue**
- Tube **Sky Blue**
- Rock **Deep Granite**
- Decks **Blue**

**NEW!**



## POPSICLE

- Fabric Shade **Brown**
- Plastic Roof **Burgundy**
- Uprights **Vanilla**
- Accent 1 **Azure**
- HDPE **Dolphin Gray**
- 2 Color HDPE **Gray/Black**
- Roto Plastic **Burgundy**
- Tube **Burgundy**
- Rock **Deep Granite**
- Decks **Chocolate Brown**



## PASSION FRUIT

- Fabric Shade **Azure**
- Plastic Roof **Yellow**
- Uprights **Orange**
- Accent 1 **Spring Green**
- HDPE **Sky Blue**
- 2 Color HDPE **Sky Blue/ White**
- Roto Plastic **Yellow**
- Tube **Yellow**
- Rock **Sandstone**
- Decks **Brown**

# PALETTES

**NEW!**



## AURORA

Fabric Shade **Bottle Green**  
 Plastic Roof **Azure**  
 Uprights **Ice Butter**  
 Accent 1 **Azure**  
 HDPE **Dolphin Gray**  
 2 Color HDPE **Gray/Black**  
 Roto Plastic **Azure**  
 Tube **Azure**  
 Rock **Dark Granite**  
 Decks **Gray**



## AVALON

Fabric Shade **Silver**  
 Plastic Roof **Champagne**  
 Uprights **Bronze**  
 Accent 1 **White**  
 HDPE **Dolphin Gray**  
 2 Color HDPE **Gray/Black**  
 Roto Plastic **Periwinkle**  
 Tube **Periwinkle**  
 Rock **Deep Granite**  
 Decks **Gray**



## WEST PALM

Fabric Shade **Lime**  
 Plastic Roof **Orange**  
 Uprights **Sky Blue**  
 Accent 1 **Spring Green**  
 HDPE **Blue**  
 2 Color HDPE **Spring Green/White**  
 Roto Plastic **Orange**  
 Tube **Orange**  
 Rock **Sandstone**  
 Decks **Gray**

# PALETTES



## WHIMSY

- Fabric Shade **Navy Blue**
- Plastic Roof **Orange**
- Uprights **White**
- Accent 1 **Blue**
- HDPE **Orange**
- 2 Color HDPE **Spring Green/White**
- Roto Plastic **Periwinkle**
- Tube **Sky Blue**
- Rock **Deep Granite**
- Decks **Grey**



## WATERMELON

- Fabric Shade **Lime**
- Plastic Roof **Red**
- Uprights **White**
- Accent 1 **Chartreuse**
- HDPE **Green**
- 2 Color HDPE **Spring Green/White**
- Roto Plastic **Red**
- Tube **Red**
- Rock **Dark Granite**
- Decks **Blue**



## OCEAN FLOOR

- Fabric Shade **True Blue**
- Plastic Roof **Azure**
- Uprights **Chartreuse**
- Accent 1 **Royal Purple**
- HDPE **Dolphin Gray**
- 2 Color HDPE **Spring Green/White**
- Roto Plastic **Azure**
- Tube **Azure**
- Rock **Dark Granite**
- Decks **Brown**

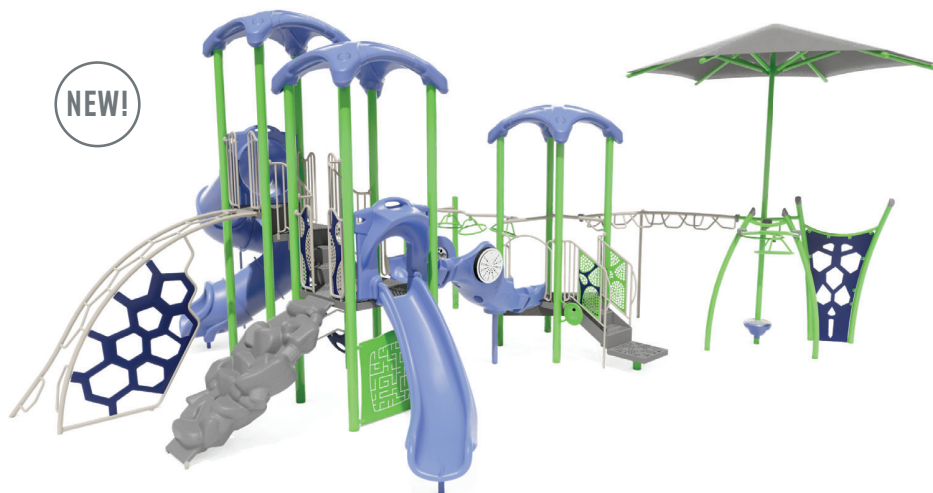


# PALETTES



## DEEP SPACE

- Fabric Shade **Dove Blue**
- Plastic Roof **Sky Blue**
- Uprights **Starlight Black**
- Accent 1 **Yellow**
- HDPE **Red**
- 2 Color HDPE **Red/White**
- Roto Plastic **Sky Blue**
- Tube **Sky Blue**
- Rock **Deep Granite**
- Decks **Blue**



## HONEYSUCKLE

- Fabric Shade **Cloud**
- Plastic Roof **Periwinkle**
- Uprights **Spring Green**
- Accent 1 **Champagne**
- HDPE **Blue**
- 2 Color HDPE **Spring Green/White**
- Roto Plastic **Periwinkle**
- Tube **Periwinkle**
- Rock **Deep Granite**
- Decks **Gray**



## DISCOVERY

- Fabric Shade **Orange**
- Plastic Roof **Azure**
- Uprights **Periwinkle**
- Accent 1 **Butterscotch**
- HDPE **Dolphin Gray**
- 2 Color HDPE **Gray/Black**
- Roto Plastic **Azure**
- Tube **Azure**
- Rock **Deep Granite**
- Decks **Gray**

# PALETTES



## EMERALD

- Fabric Shade **Deep Sea**
- Plastic Roof **Spring Green**
- Uprights **Metallic**
- Accent 1 **White**
- HDPE **Yellow**
- 2 Color HDPE **Red/White**
- Roto Plastic **Spring Green**
- Tube **Spring Green**
- Rock **Deep Granite**
- Decks **Blue**



**NEW!**

## RIPTIDE

- Fabric Shade **True Blue**
- Plastic Roof **Sky Blue**
- Uprights **Sea Mist**
- Accent 1 **Azure**
- HDPE **Orange**
- 2 Color HDPE **Orange/White**
- Roto Plastic **Sky Blue**
- Tube **Sky Blue**
- Rock **Dark Granite**
- Decks **Blue**



**NEW!**

## SHINE

- Fabric Shade **Sky**
- Plastic Roof **Orange**
- Uprights **Sky Blue**
- Accent 1 **Spring Green**
- HDPE **Orange**
- 2 Color HDPE **Spring Green/White**
- Roto Plastic **Orange**
- Tube **Orange**
- Rock **Sandstone**
- Decks **Gray**



# PALETTES

NEW!



## BEE HIVE

Fabric Shade **Silver**  
 Plastic Roof **Yellow**  
 Uprights **Black**  
 Accent 1 **Ice Butter**  
 HDPE **Dolphin Gray**  
 2 Color HDPE **Gray/Black**  
 Roto Plastic **Yellow**  
 Tube **Yellow**  
 Rock **Dark Granite**  
 Decks **Brown**

NEW!



## ERUPTION

Fabric Shade **Sun Blaze**  
 Plastic Roof **Red**  
 Uprights **Orange**  
 Accent 1 **Butterscotch**  
 HDPE **Orange**  
 2 Color HDPE **Red/White**  
 Roto Plastic **Red**  
 Tube **Red**  
 Rock **Dark Granite**  
 Decks **Brown**



## SUNRISE

Fabric Shade **Yellow**  
 Plastic Roof **Royal Purple**  
 Uprights **Orange**  
 Accent 1 **White**  
 HDPE **Dolphin Gray**  
 2 Color HDPE **Gray/Black**  
 Roto Plastic **Royal Purple**  
 Tube **Royal Purple**  
 Rock **Deep Granite**  
 Decks **Gray**

# PALETTES



## JOVIAL

- Fabric Shade **Navy Blue**
- Plastic Roof **Spring Green**
- Uprights **Burgundy**
- Accent 1 **Butterscotch**
- HDPE **Gray**
- 2 Color HDPE **Gray/Black**
- Roto Plastic **Spring Green**
- Tube **Spring Green**
- Rock **Deep Granite**
- Decks **Blue**



## MACAW

- Fabric Shade **Yellow**
- Plastic Roof **Yellow**
- Uprights **Orange**
- Accent 1 **Chartreuse**
- HDPE **Sky Blue**
- 2 Color HDPE **Sky Blue/White**
- Roto Plastic **Red**
- Tube **Red**
- Rock **Dark Granite**
- Decks **Blue**



## GUM DROP

- Fabric Shade **Navy Blue**
- Plastic Roof **Blue**
- Uprights **Burgundy**
- Accent 1 **Butterscotch**
- HDPE **Blue**
- 2 Color HDPE **Red/White**
- Roto Plastic **Blue**
- Tube **Blue**
- Rock **Deep Granite**
- Decks **Blue**

# PALETTES

NEW!



## INDEPENDENCE

Fabric Shade **Navy Blue**

Plastic Roof **Gray - Champagne**

Uprights **Burgundy**

Accent 1 **White**

HDPE **Blue**

2 Color HDPE **PG Blue/White**

Roto Plastic **Gray - Champagne**

Tube **Gray - Champagne**

Rock **Deep Granite**

Decks **Blue**



## AGENDA REPORT

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**To:** Chair Robert Gonzales and Commissioners

**From:** Julian Venegas, Director of Recreation and Community Services

**Date:** November 9, 2023

**Subject:** Discussion Regarding a Park Clean Up Event

### **RECOMMENDATION:**

It is recommended that the Parks, Wellness and Recreation Commission:

- a. Discuss a Park Clean Up Event as prescribed by the San Fernando Beautification Program;
- b. Develop a plan for a Park Clean Up that can be recommended to the City Council; and
- c. Provide staff direction as appropriate.

### **BACKGROUND:**

1. City Council Ad Hoc Committees consist of either one or two Councilmembers, have a clear and definite scope, and dissolve upon completion of the scope, unless otherwise extended by the City Council with a new scope. Ad hoc committees are less formal than standing committees and are therefore not subject to the requirements of the Ralph M. Brown Act.
2. On June 21, 2021, the City Council received and filed an informational report on the creation of a San Fernando Beautification Program (Attachment "A"). Following City Council discussion, an ad hoc committee was formed to develop the scope of a citywide beautification program. Councilmembers Cindy Montañez and Celeste Rodriguez were appointed to the "Beautification Program Ad Hoc Committee."
3. On July 27, 2021, the City Council discussed the proposed scope of the Beautification Program Ad Hoc Committee and related Beautification Program concept. After a robust discussion, City Council unanimously passed the following motion:

"Motion by Councilmember Pacheco, seconded by Councilmember Montañez, to approve the City Manager's recommendation to take the paragraph as listed in Consent Calendar Item 1, regarding the proposed Scope of the San Fernando Beautification Program Ad Hoc Committee and present the Scope to the Planning and Preservation and Parks, Wellness, Recreation Commissions seeking recommendations on the elements of the Beautification

Plan; and bring back the feedback on the Scope to the City Council for consideration at a later date.”

4. On August 10, 2021, the City Manager and Ad Hoc Committee presented the Parks, Wellness, and Recreation Commission (PWRC) with the Beautification Plan framework. After the presentation, the PWRC was given an opportunity to provide feedback on the proposed scope of the plan.
5. On October 4, 2021, the City Council directed staff to continue working with the Beautification Ad Hoc Committee to move forward to include, but not be limited to, certain clean up events and community outreach regarding property maintenance. However, there were mentioned concerns over staff time and costs associated with the program.

#### **ANALYSIS:**

The description for the Beautification Ad Hoc Committee, as listed in Consent Calendar Item 1, referenced in the City Council motion, is as follows:

The Beautification Ad Hoc Committee will develop recommendations to City Council related to establishing a community beautification program, including, but not limited to, engaging residents, community groups, local schools, funding sources, and any available resources to provide the community with clean streets, parks, trails, public parking facilities, etc. within the City. The committee will identify program costs, staff resources needed, and program guidelines for at minimum quarterly Clean-Up events. The Committee will work with staff to provide education to the community, identify high-need areas to address through community clean-up events, and identify policy and program recommendations to address blight and maintain neighborhoods, public spaces, and commercial corridors clean and free of trash and debris.

The overall sentiment of the PWRC on August 12, 2021, was receptive to the plan. Identifying potential beautification projects through the development of a task force that would gather data on problem areas. Ideas for clean-up projects could also be routed through the department staff. Based on feedback from the Commissions, the Ad Hoc Committee recommends the following:

- **Neighborhood Clean Ups:** Work with Republic Services to identify a date and location to hold the next “bulky item pickup” event in a designated neighborhood. Provide mailers and door-to-door notifications in a designated area before the event to make sure residents are aware of the event.
- **Our Parks and Trails:** Work with a local non-profit to organize a clean up event at 8th Street Park prior to the onset of the winter rainy season.

## **Consideration to Review and Provide Feedback Regarding the Proposed Scope of the City Council Beautification Ad Hoc Committee and San Fernando Beautification Program Concept**

Page 3 of 3

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- **Parking Lot Clean Up:** Remove the parking lot clean up component from the Beautification Program as staff has developed a plan to address increased maintenance, additional sweeping services, and lot resurfacing.
- **Inoperable Vehicles:** Take short-term steps to replace street signage where necessary and enforce existing on-street parking restrictions. Long-term work plan to explore funding sources or other partnerships to remove inoperable vehicles from City streets.

In planning a park clean up, the PRWC should consider the Beautification Ad Hoc Committee framework. The most important elements to consider include, but are not limited to:

- Identifying program costs
- Staff resources needed
- Partnering with local non-profits (volunteers)
- Engaging residents

The Beautification Ad Hoc Committee would normally make a park clean up recommendation. However, In light of the Loss of Councilmember Montañez, the City Council would first need to appoint a new councilmember to the Beautification Ad Hoc Committee to resume the work of the Committee.

### **BUDGET IMPACT:**

The cost of a park clean up is unknown at this time. Staff time and city resources need to be factored in the proposed park clean up.

### **CONCLUSION:**

It is recommended that the Parks, Wellness and Recreation Commission discuss a park clean-up event as prescribed by the San Fernando Beautification Program, develop a plan for the event that can be recommended to the City Council; and provide staff direction as appropriate.

### **ATTACHMENT:**

A. San Fernando Beautification Program





# SAN FERNANDO BEAUTIFICATION PROGRAM

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**Presented By:**

**Cindy Montañez**  
Councilmember

**Celeste Rodriguez**  
Councilmember

**Dave Bernal**  
Planning Commissioner

**Yvonne Mejia**  
Planning Commissioner



# SAN FERNANDO BEAUTIFICATION PROGRAM

## PLAN OF ACTION

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**"IF WE HAD  
CLEAN STREETS,**

**ALOT OF  
OTHER THINGS,  
WOULD  
TAKE CARE OF  
THEMSELVES  
EFFORTLESSLY."**

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# BEAUTIFICATION GOALS

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The City of San Fernando will pride itself on having clean streets, parks, trails, parking lots, storm drains, and public facilities. We know this investment will result in safer and healthier streets for our kids, senior citizens, businesses, visitors and all our residents.

## GOALS

The City will lead by example by keeping our streets, parks, parking lots, trails, storm drains and other publicly-owned property free of trash and debris.

Organize quarterly neighborhood cleanups to help residents and property owners keep their properties free of trash and debris.

Establish daily public parking lot clean up.

Establish a text and online beautification response hotline.

Re-institute a Neighborhood Action Response Team to coordinate Police Department, Community Preservation and other department responses around challenging properties.



# TEAM APPROACH

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The City's Public Works director will designate a Public Works employee to oversee the schedule, budget, outreach and assessment for the San Fernando Beautification program. We will implement a team approach to engage as many people as possible.

## BEAUTIFICATION TEAM

Public Works  
Residents  
Community Volunteers  
Business Community  
Waste Hauler  
Sweeper

## TEAM UP TO CLEAN UP

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All residents, businesses and volunteers are invited to join our San Fernando Beautification Team to eliminate trash on our streets, storm drains, parks, trails and parking lots.

Residents can organize block clean ups or beautification events and receive support from the city for trash bags, trash pickers, disposal, etc.



# NEIGHBORHOOD CLEAN UPS

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The city will organize **quarterly neighborhood clean ups** in collaboration with the city's waste hauler and the Neighborhood Beautification Team. Waste hauler will provide trash bins per clean up for disposal of large items.



The city will provide 2-3 week notification to residents in the predetermined Clean Up Zone. **Volunteers will walk door-to-door** to help with disposal of items, providing special help to seniors and disabled residents.



The **Community Preservation team will revisit Clean Up Zone** to address any remaining concerns or violations. Additional priority and follow up through the **Neighborhood Action Task Force** will be assigned to a challenging property.



The city can give residents, businesses or community-based organizations the opportunity to '**Adopt-a-Piece of San Fernando**'. A thank you sign can be installed in honor of the adopter who will help maintain key public areas clean.

*"Our neighborhood between Glenoaks and 8th and Maclay and the Pacoima Wash positively changed when the City organized its first Clean Up here 20 years ago"*

*-Susan LLamas,  
Resident, Teacher &  
Commissioner*



# OUR PARKS AND TRAILS

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## CLEAN. SAFE. BEAUTIFUL

Our parks and trails are one of our community's most important assets and often the only place kids, families and individuals can be in natural open spaces, so these places must be kept clean, safe and beautiful.

— — —

The city should maintain a maintenance schedule for each park and trail and identify four Beautification Projects annually that can involve community volunteers, such as painting the picnic benches at Las Palmas Park and cleaning the Mission City Trail/Bike Path.

— — —

The city can partner with the Fernandeño-Tataviam Tribe to replant the native landscapes at Rudy Ortega Heritage Park; TreePeople to restore and maintain the Pacoima Wash Natural Park and sports leagues and other nonprofits for other parks.





# PARKING LOT CLEAN UP

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## Improve Parking Lot Sweeping and Trash Pickup

The city should work with the business community to establish a daily parking lot cleaning schedule, sidewalk pressure washing and improve trash bin pick up in commercial areas.

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## Enforce No Overnight Parking

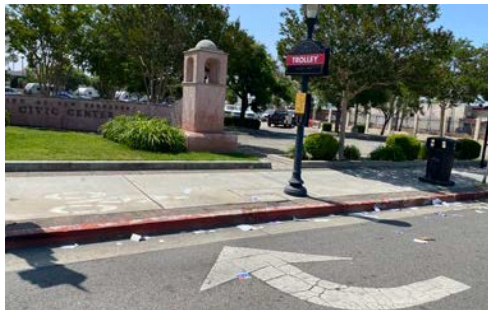
The city should enforce no overnight parking in its public parking lots unless a business has a short-term permit provided on a limit basis.



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## Improve signage and lighting

The city should develop a maintenance plan for its signage and lighting at public parking lots.



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## Develop schedule for parking lot resurfacing

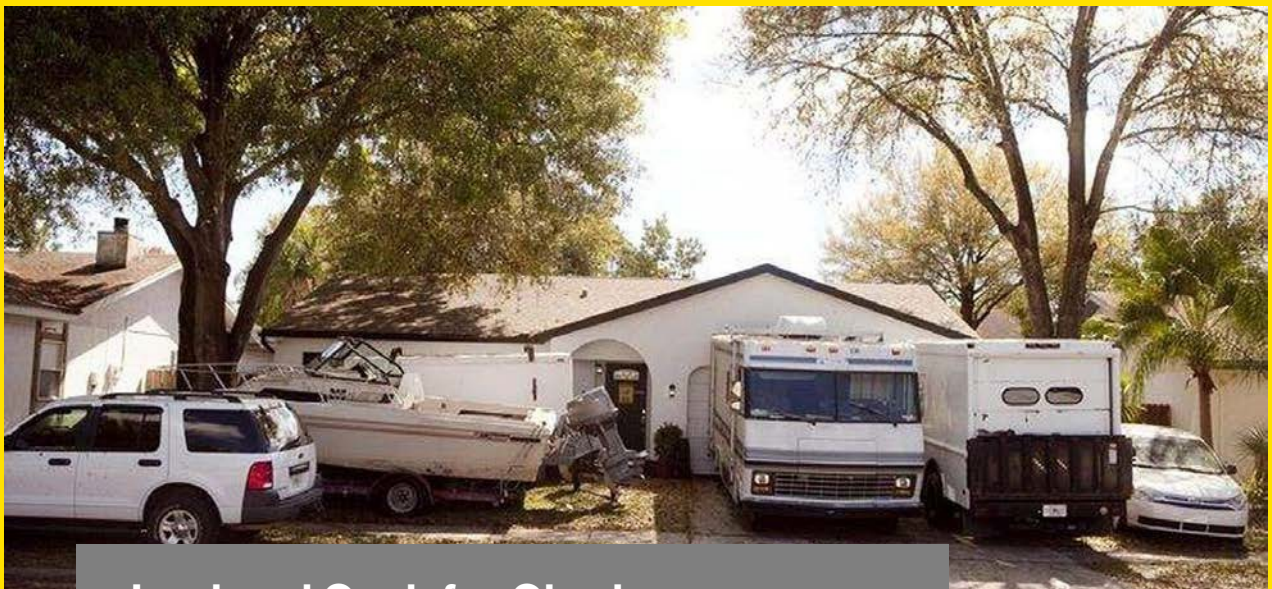
The city should develop a plan for parking lot resurfacing and re-striping.



# INOPERABLE VEHICLES

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There are numerous inoperable or unregistered vehicles located on public and private property. The city can provide a financial incentive for inoperable vehicles registered in San Fernando prior to 2021 to incentivize vehicle owners to dispose of those vehicles. After a 6-12 month period, Code Enforcement will enforce its rules and regulations, including financial penalties.



**Is a local Cash for Clunkers program  
feasible?**





# TEXT AND ONLINE BEAUTIFICATION RESPONSE HOTLINE

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## **Easy Reporting**

The city will establish a 24-hour text and online response line for people to report a public works problem or request public works service; including but not limited to: illegal dumping and debris, dirty parks or streets, potholes, fallen trees, bike path cleanliness, graffiti, public lighting repair, etc.

## **Fast Response. Happy Residents and Businesses**

Public Works will designate individuals who will receive direct text and online requests and have authority to assign personnel or Beautification Team members to respond immediately.



# COMMUNITY FIRST

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## ALIGN WITH CURRENT CITY STRATEGIC GOALS AND EFFORTS

In order to maximize the efficient use of taxpayer dollars, the city will coordinate its San Fernando Beautification Program with current efforts to improve city services, prioritize public safety, invest into making San Fernando more walkable and pedestrian-friendly, and green our neighborhoods by planting and caring for 2,000 trees over the next five years.

In addition, the City Council and City Manager should re-establish an internal **Neighborhood Action Response Team** to coordinate all city departments to identify and resolve problems with the most challenging properties.



What we do matters



## **CALLES VERDES TREE PLANTING**

### **2,000 street trees**

In partnership with TreePeople, the city will plant and care for 2,000 trees over the next 5 years. The trees will increase tree canopy by 33% and beautify streets. *Calles Verdes* also includes improvements to Lot 4: Brand/Truman and Carlisle Street.



## **SAFE AND ACTIVE STREETS**

### **8 Street Designs**

The city hired Toole Design to help identify and design safety and green improvements for 8 high-priority streets with heavy use by pedestrians and cyclists. In addition, the city will initiate a Safe Routes to School planning process in 2021-22 to get kids in public schools safe to school.



## **GET TO ZERO: HOMELESS RESPONSE**

### **0 People Living on the Streets**

The city hired LeSar & Associates to develop a Homeless Action Plan to get people off the streets or vehicles and into safe places to live. In addition, the City should establish a Homeless Command Center to address these issues on a daily basis.

# TO CLEAN UP!

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## BASIC, FUN AND NECESSARY

**Several residents, some local businesses and nonprofit partners have offered to volunteer.**

— — .

We are happy to take the lead in organizing the San Fernando Beautification Team and inviting residents, business leaders, schools and nonprofit partners to volunteer as we put together Clean Up events and work to maintain our city clean.

— — .

This is an investment that will have long-term results and physically change the quality of life for our residents, businesses and visitors.

It's our time to lead by example.



A photograph of a suburban street with large trees and parked cars, partially obscured by a red overlay. The red overlay covers the upper two-thirds of the image, with a vertical yellow-tinted strip on the right side. The text "SAN FERNANDO DESERVES THE BEST!" is written in white, bold, sans-serif capital letters across the red area. A thin yellow horizontal line is positioned below the text.

**SAN FERNANDO  
DESERVES THE BEST!**





## AGENDA REPORT

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**To:** Chair Robert Gonzales and Commissioners

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

**Date:** November 9, 2023

**Subject:** Discussion Regarding the Cesar E. Chavez Memorial

### **RECOMMENDATION:**

It is recommended that the Parks, Wellness, and Recreation Commission:

- a. Discuss the Ad Hoc Committee updates; and
- b. Provide staff with direction as appropriate.

### **BACKGROUND:**

1. On June 7, 1993, the City Council approved of declaring March 31 an official City holiday honoring the late farmworker and civil rights leader, Cesar E. Chavez, thus becoming the first City in the country to establish the Cesar E. Chavez Holiday.
2. In 2004, the City of San Fernando in collaboration with the Cesar Chavez Commemorative Committee, honored the great civil rights and labor leader through the creation of the largest Cesar E. Chavez Memorial in the nation.
3. On October 6, 2014, the City Council approved a partnership with Pueblo Y Salud for fundraising efforts to repair and restore the Cesar E. Chavez Memorial.
4. On March 14, 2023, Commissioner Lopez requested information regarding the condition and possible beautification of the Cesar E. Chavez Memorial.
5. On April 11, 2023, The PWRC directed staff to draft a letter to Pueblo Y Salud that would start a potential collaboration to restore the Cesar E. Chavez Memorial Plaza.
6. On May 11, 2023, the PWRC tabled discussion on the item until the Commissioners had an opportunity to review the MOU with Pueblo Y Salud and provide feedback on the draft letter to Pueblo Y Salud.

7. On June 8, 2023, an Ad Hoc committee (Commissioners Lopez & Gonzales) was formed to gather information on the Cesar E. Chavez Memorial and how renovations would be funded.
8. On August 17, 2023, the Ad Hoc committee and the RCS Director met with Ruben Rodriguez of Pueblo Y Salud.

**ANALYSIS:**

The Ad Hoc committee met with Ruben Rodriguez, from Pueblo Y Salud, to discuss possible renovations for the Cesar E. Chavez Memorial Plaza. The discussion revolved around the history of the Memorial. Mr. Rodriguez noted that Pueblo Y Salud had started investigating renovations to the Memorial back in 2014, but the project stalled and has been dormant since then.

The cost was a big factor in putting the renovation on hold. The restoration project needed to raise the funds to pay for the repairs. A breakdown of those costs in 2014 is highlighted in the table below. It illustrates that back then the renovation cost was \$19,000. Today the cost would be much greater. The Ad Hoc Committee would need to look into today's cost and determine how these funds would be raised.

## Breakdown of Restoration Costs

Description of Work	Cost	ATTACHMENT "B"
<b>Mural Restoration</b>		
• Artist touch-up	\$9,000	
• Mural Re-coat	\$2,000	
<b>Total:</b>	<b>\$11,000</b>	
<b>Replacement of Plaques</b>		
• Cost of plaques	\$1,400	
• Labor remove, prepare, and install plaques	\$1,800	
<b>Total:</b>	<b>\$3,200</b>	
<b>Personalized Bricks</b>		
• Cost of bricks	\$3,800	
• Labor to install	\$1,000	
<b>Total:</b>	<b>\$4,800</b>	
<b>TOTAL COSTS</b>	<b>\$19,000</b>	

## Discussion Regarding the Cesar E. Chavez Memorial

Page 3 of 3

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The Ad Hoc committee also inquired about the maintenance of the Cesar E. Chavez Memorial. Staff reached out to the Public Works Department which is responsible for the care of the Memorial. Per the Public Works Department, the following table highlights the maintenance schedule of the Plaza.

Maintenance schedule Cesar Chavez Memorial

Task	Frequency	Hours	Cost
Cleaning	Daily	1	\$721.50
Mowing & Trimming	Weekly	4	\$1,229.40
Tree Care	Yearly	16	\$19,670.4
Special Projects	As needed	8 - 24	\$2,876 - \$12,876

### BUDGET IMPACT:

There is no budget to review and discuss the Ad Hoc meeting. However, any possible beautification or restoration of the Cesar E. Chavez Memorial will incur a cost. Per Sec. 54-67. - Incurring financial liability - Neither the Commission nor any person connected with the Commission shall incur any financial liability in the name of the City.

### CONCLUSION:

It is recommended that the Parks, Wellness, and Recreation Commission discuss the meeting with Pueblo Y Salud, continue to look into funding opportunities and provide staff with direction as appropriate



## AGENDA REPORT

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**To:** Chair Robert Gonzales and Commissioners

**From:** Julian J. Venegas, Director of Recreation and Community Services  
By: Maribel Perez, Recreation and Community Services Supervisor  
Juan Salas, Recreation and Community Services Supervisor

**Date:** November 9, 2023

**Subject:** Department Programming, Services, Activity, and Business Updates

### **RECOMMENDATION:**

It is recommended that the Parks, Wellness, and Recreation Commission:

- a. Receive and file a report updating the programs, services, activities, and business conducted by the Recreation and Community Services Department; and
- b. Provide staff guidance or recommendations, as appropriate.

### **BACKGROUND:**

1. The mission of the Recreation and Community Services Department (RCS) is to develop and implement enriching community, cultural, and recreational opportunities that foster the overall well-being and personal development of our community.
2. The RCS Department conducts a wide array of programs, services, activities, and business throughout the year. Staff provides a monthly update on items discussed at the Parks, Wellness, and Recreation Commission (PWRC) meetings and welcomes any guidance or recommendations regarding the items presented.

### **DEPARTMENT UPDATES:**

#### **Programs and Services**

The RCS Department provides a variety of programming and services for the San Fernando community. All Los Angeles County Department of Public Health protocols and Best Practices guidelines for operating recreational facilities are strictly adhered to. Safety is the top priority for RCS staff when conducting activities for the community. All program participants and park



visitors are made aware of safety guidelines being implemented to ensure patrons feel safe while participating in the Department's programs.

### **Layne Park Grand Reopening**

The Layne Park Grand Reopening was held on October 21<sup>st</sup>. City staff, Mayor Celeste Roodriguez, Park Commissioner Robert Gonzales and Education Commissioner David Govea were in attendance. Children received free soccer balls, basketballs and jerseys. Light snacks and refreshments were provided as families enjoyed the upgraded playground, soccer field and other newly installed amenities.

### **Los Angeles Regional Food Bank Distribution**

The Los Angeles Regional Food Bank continues to provide free food kits containing nutritious items such as meats, canned fruits and vegetables, cereals, and grains.. The program serves seniors aged 60 and over. The program serves an average of 150 seniors a month, ages 60 and over. The next distribution will be held on Monday, December 4, 2023, at Las Palmas Park. For more information on food assistance programs please contact Las Palmas Park at 818-898-7340.

## **SENIOR SERVICES**

### **Halloween Costume Party**

On October 31<sup>st</sup> Las Palmas hosted a Halloween Monster Mash for seniors 55+. Participants showed up in their scariest costumes and enjoyed some light refreshments and spooky tunes.

### **Partners in Care Wellness Club**

Over 20 seniors took advantage of the free arthritis exercise class offered by Partners In Care from September 26<sup>th</sup> through November 2<sup>nd</sup> at Recreation Park. The program focused on exercises that help individuals dealing with arthritis sleep well, gain more energy, keep joints flexible and build strong muscles and improve the overall well-being of the individual.

### **Senior Matinee**

Senior Matinee is a monthly series of movie showings at Las Palmas Park. Seniors enjoy a complimentary bag popcorn for the viewing.

Oct 5 <sup>th</sup>	Book of Life	12pm
Nov 2 <sup>nd</sup>	Queen Bees	12pm
Dec 7 <sup>th</sup>	Home Alone	12pm

## **COMMUNITY EVENTS**

### **San Fernando Mile & Dia de los Muertos**

On October 28<sup>th</sup>, the department hosted the San Fernando Valley Mile and Dia de los Muertos Festival along Maclay Ave and the courthouse parking lot. Over 400 race participants showed up bright and early for their chance to race down Maclay Ave and hundreds more stopped by the festival. Attendees enjoyed walking the rows of altares and vendors, got creative with a variety of crafts, checked out the car show altar display by Records and Rides, and sat back and enjoyed the entertainment procured by KROJ Radio Ollin.

**Veteran Banner Participant Recognition**

On November 4<sup>th</sup>, the City along with the VFW honored this year's Veteran Banner Recognition participants with a social event held at the VFW's gathering hall. Veterans and their guests were treated to a meal, entertainment and special visit by State Senator Menjivar.

**Holiday Tree Lighting**

On December 2<sup>nd</sup>, the City will host holiday activities at the Lopez Adobe as part of the Holiday Tree Lighting event. Activities will include photos with santa, photo booth, crafts, games and a train ride that will take attendees from the mall to the Adobe and back. The official tree lighting and entertainment will take place on the main stage in the mall as part of the San Fernando Outdoor Market.

**SPECIAL INTERESTS**

**Lopez Adobe**

On October 21<sup>st</sup>, the Lopez Adobe was open for tours during the Spooky SF Outdoor Market event in the mall. Staff got the house into the Halloween spirit with some torch-like lights around the outside and a few characters posted up in the second floor balcony bedroom doors. About 30 visitors stopped by and enjoyed a guided tour, treats and rummaged through the items displayed for sale. Staff also promoted the holiday event coming up in December.

Tours of the Adobe go dark during the month of November. Staff will take this time to regroup with the volunteer docents for a 2024 planning session, docent refresher provided by the historical consultant and a small thanksgiving luncheon to thank the volunteers for their service throughout the year.

**BUDGET IMPACT:**

The programs, services, activity, and business updates in this report are part of the Department's work plan and funds have been allocated for such work in the FY 2023-2024 budget.

**CONCLUSION:**

It is recommended that the Parks, Wellness, and Recreation Commission receive and file the Department Update Report and provide any guidance or recommendations as appropriate.