



SAN FERNANDO CITY COUNCIL  
REGULAR MEETING NOTICE AND AGENDA

MARCH 7, 2016 – 6:00 PM

COUNCIL CHAMBERS  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340

**CALL TO ORDER/ROLL CALL**

Mayor Joel Fajardo  
Vice Mayor Sylvia Ballin  
Councilmember Robert C. Gonzales  
Councilmember Antonio Lopez  
Councilmember Jaime Soto

**PLEDGE OF ALLEGIANCE**

San Fernando Police Explorer Alberto Barragan

**APPROVAL OF AGENDA**

**PRESENTATIONS**

- a) DENTAL ASSISTANTS RECOGNITION WEEK (MARCH 6–12, 2016)  
Mayor Joel Fajardo

**PUBLIC STATEMENTS – WRITTEN/ORAL**

There will be a three (3) minute limitation per each member of the audience who wishes to make comments relating to City Business. Anyone wishing to speak, please fill out the blue form located at the Council Chambers entrance and submit it to the City Clerk. When addressing the City Council please speak into the microphone and voluntarily state your name and address.

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**CONSENT CALENDAR**

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

**1) REQUEST TO APPROVE MINUTES OF:**

- a. FEBRUARY 16, 2016 – SPECIAL MEETING**
- b. FEBRUARY 22, 2016 – SPECIAL MEETING**

**2) CONSIDERATION TO ADOPT RESOLUTION NO. 16-031 APPROVING THE WARRANT REGISTER****3) CONSIDERATION TO APPROVE FISCAL YEAR (FY) 2016-2017 LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT RESOLUTION INITIATING PROCEEDINGS AND ORDERING THE ENGINEER'S REPORT**

Recommend that the City Council:

- a. Adopt Resolution No. 7728 initiating the proceedings for the FY 2016-2017 Levy of Annual Assessments for the Landscaping and Lighting Assessment District; and
- b. Order the preparation of the Engineer's Report.

**PUBLIC HEARING****4) CONSIDERATION TO ADOPT A RESOLUTION ESTABLISHING PHOTOGRAPHY AND FILM PRODUCTION APPLICATION FEES**

Recommend that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, adopt Resolution No. 7727, establishing Photography and Film Production application fees.

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**ADMINISTRATIVE REPORTS****5) CONSIDERATION TO ADOPT AN ORDINANCE AMENDING IN ITS ENTIRETY DIVISION 6 (PURCHASING) OF ARTICLE IV (FINANCE) OF CHAPTER 2 (ADMINISTRATION) OF THE SAN FERNANDO CITY CODE RELATING TO THE PROCEDURES FOR PURCHASING AND CONTRACTING**

Recommend that the City Council:

- a. Receive report and pose questions to City staff;
- b. Solicit comment from interested members of the public, commence deliberation; and
- c. Introduce for first reading, in title only, and waive further reading of Ordinance No. 1653 titled, "An Ordinance of the City Council of the City of San Fernando, California Amending in Its Entirety Division 6 (Purchasing) of Article IV (Finance) Of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting."

**6) CONSIDERATION OF BRAND BOULEVARD MEDIAN PROJECT TREE REPLACEMENT**

Recommend that the City Council provide direction whether to replace six (6) Mexican Fan Palm trees on Brand Boulevard or utilize replacement funds for community tree planting in conjunction with upcoming street resurfacing projects.

**7) APPOINTMENT TO THE PLANNING AND PRESERVATION COMMISSION**

Councilmember Jaime Soto is recommending the appointment of Alvaro Castellon to the Planning and Preservation Commission as his representative.

**8) CONSIDERATION OF A STUDENT INTERNSHIP PROGRAM POLICY AND OTHER RELATED PROGRAMS**

Recommend that the City Council approve the Student Internship Program Policy.

**9) CONSIDERATION TO SUPPORT THE FEDERAL RECOGNITION OF THE FERNANDEÑO TATAVIAM BAND OF INDIANS**

This item is placed on the agenda by Mayor Joel Fajardo.

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**10) FISCAL YEAR 2016-2017 BUDGET PLANNING REGARDING ELECTRICAL UPGRADES ON SAN FERNANDO MISSION BOULEVARD AND MACLAY AVENUE FOR HOLIDAY EVENTS**

This item is placed on the agenda by Councilmember Jaime Soto.

**COMMITTEE/COMMISSION LIAISON UPDATES****GENERAL COUNCIL COMMENTS****STAFF COMMUNICATION****ADJOURNMENT**

*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.*

Elena G. Chávez, CMC

City Clerk

Signed and Posted: March 3, 2016 (3:00 p.m.)

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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 in the City Clerk's Office. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk's Office at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's 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 City Clerk's Office at (818) 898-1204 at least 48 hours prior to the meeting.*

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# **Regular Meeting**

# **San Fernando City Council**

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**FEBRUARY 16, 2016 – 5:00 P.M.  
SPECIAL MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Joel Fajardo called the meeting to order at 5:00 p.m.

Present:

Council: Mayor Joel Fajardo, Vice Mayor Sylvia Ballin, and Councilmembers Robert C. Gonzales, Antonio Lopez (arrived at 5:07 p.m.), and Jaime Soto (arrived at 5:05 p.m.)

Staff: City Manager Brian Saeki, City Attorney Rick R. Olivarez, and City Clerk Elena G. Chávez

**PLEDGE OF ALLEGIANCE**

Led by Mayor Fajardo

**APPROVAL OF AGENDA**

Motion by Vice Mayo Ballin, seconded by Councilmember Gonzales, to approve the agenda. By consensus, the motion carried.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

None

**RECESS TO CLOSED SESSION (5:01 P.M.)**

By consensus, Councilmembers recessed to the following Closed Session as announced by City Attorney Olivarez:

- A) CONFERENCE WITH LABOR NEGOTIATOR  
G.C. §54957.6  
Designated City Negotiator: City Manager Brian Saeki

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SPECIAL MEETING MINUTES – February 16, 2016**

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

San Fernando Management Group (SEIU, Local 721)

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

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association (SEIU, Local 721)

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

All Unrepresented Employees

**B) CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

G.C. §54956.8

Property: 732 Mott Street, 700 Chatsworth Drive and 713 Chatsworth Drive,  
City of San Fernando (APNs 2613-001-900, 2613-001-901, 2613-  
001-902, 2613-001-903, 2613-001-904, 2613-001-905 and 2613-  
004-900)

Agency Negotiators: City Manager Brian Saeki  
Community Development Director Fred Ramirez

Negotiating Parties: Deanco Healthcare, LLC

Under Negotiation: Price and Terms of Sale of Said Property

**RECONVENE FROM CLOSED SESSION (6:00 P.M.)**

City Attorney Olivarez reported the following:

Item A – The City Council received a briefing from staff, no action was taken, and nothing further to report.

Item B – The City Council received a briefing from staff, direction was given on how to proceed, but no final action was taken.

**ADJOURNMENT (6:01 P.M.)**

Motion by Councilmember Lopez, seconded by Councilmember Gonzales, to adjourn. The motion carried unanimously.

*I do hereby certify that the foregoing is a true and correct copy of the minutes of February 16, 2016 meeting as approved by the San Fernando City Council.*

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*Elena G. Chávez*  
City Clerk

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**SAN FERNANDO CITY COUNCIL  
MINUTES**

**FEBRUARY 22, 2016, 6:00 P.M.  
SPECIAL MEETING**

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

**CALL TO ORDER/ROLL CALL**

Mayor Joel Fajardo called the meeting to order at 6:00 p.m.

Present:

Council: Mayor Joel Fajardo, Vice Mayor Sylvia Ballin, and Councilmembers Robert C. Gonzales, Antonio Lopez (arrived at 6:07 p.m.), and Jaime Soto

Staff: City Manager Brian Saeki, Deputy City Attorney Richard Padilla, and City Clerk Elena G. Chávez

**PLEDGE OF ALLEGIANCE**

Led by Mayor Fajardo

**APPROVAL OF AGENDA**

Motion by Vice Mayor Ballin, seconded by Councilmember Gonzales, to approve the agenda. By consensus, the motion carried.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

None

**ADMINISTRATIVE REPORTS**

- 1) CONSIDERATION TO ADOPT RESOLUTION NO. 16-023 APPROVING THE WARRANT REGISTER

In response to Councilmember Soto's inquiries, Deputy City Attorney Padilla stated that although uncommon, there was an opportunity to add the Warrant Register to this meeting's agenda.

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SPECIAL MEETING MINUTES – February 22, 2016**

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Deputy City Manager/Public Works Director Chris Marcarello also added that “time was of the essence” regarding processing a contractor payment that was listed.

Motion by Councilmember Gonzales, seconded by Vice Mayor Ballin, to adopt Resolution No. 16-023 approving the Warrant Register. The motion carried with the following vote:

AYES: Gonzales, Ballin, Soto, Fajardo – 4

NOES: None

ABSENT: Lopez – 1

**2) DISCUSSION REGARDING THE CITY’S PARTICIPATION IN THE SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS (SFVCOG) MOBILITY ACADEMY**

Mayor Fajardo explained that although this item does not require City Council approval, he added it to the agenda to provide the names of his nominees who will be participating in the Mobility Academy.

*At this time, both Councilmember Soto and Deputy City Attorney Padilla exited the Chambers.*

Motion by Mayor Fajardo, seconded by Vice Mayor Ballin, to approve participation in the SFVCOG Mobility Academy and approve representatives Baltazar Martinez (business community), David Bernal (community-at-large), and staff member (to be appointed by City Manager Saeki). By consensus, the motion carried.

*At this time, Councilmember Soto and Deputy City Attorney Padilla returned to the Chambers.*

**PUBLIC HEARING**

**3) CONSIDERATION TO ADOPT ORDINANCE NO. U-1652, AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO EXTENDING AN INTERIM MORATORIUM ON THE APPLICATION FILING, PROCESSING, APPROVAL AND ISSUANCE OF PERMITS FOR MULTIPLE-FAMILY DWELLING PROJECTS THROUGH JANUARY 18, 2017**

Community Development Director Fred Ramirez presented the staff report.

Mayor Fajardo declared the Public Hearing open and each Councilmember provided their comments.

Discussion ensued and both Community Development Director Ramirez and Deputy City Attorney Padilla replied to inquiries from Councilmembers.

Mayor Fajardo called for public testimony.

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SPECIAL MEETING MINUTES – February 22, 2016**

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Mary Mendoza reported that the City received over 560 letters/emails/petitions in opposition of multi-family units and asked that the City Council continue supporting the moratorium extension until all infrastructure and safety issues are resolved.

There being no further comments, Mayor Fajardo closed the public comment portion of the Hearing.

In response to Vice Mayor Ballin's question, Deputy City Attorney Padilla reported that the Government Code states the maximum duration of a moratorium is two years from date of the initial approval.

Discussion ensued and staff continued to reply to various questions from Councilmembers.

Motion by Mayor Fajardo, seconded by Vice Mayor Ballin, to waive full reading of Urgency Ordinance No. U-1652 and adopt by title only, "An Urgency Ordinance of the City Council of the City of San Fernando Extending an Interim Moratorium on the Application Filing, Processing, Approval and Issuance of Permits for Multiple-Family Dwelling Projects Through January 18, 2017".

The motion carried with the following vote:

AYES: Gonzales, Ballin, Soto, Lopez, Fajardo – 5  
NOES: None

**ADJOURNMENT (6:42 P.M.)**

Motion by Councilmember Gonzales, seconded by Councilmember Lopez, to adjourn. The motion carried unanimously.

*I do hereby certify that the foregoing is a true and correct copy of the minutes of February 22, 2016 meeting as approved by the San Fernando City Council.*

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*Elena G. Chávez  
City Clerk*

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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager  
By: Nick Kimball, Finance Director

**Date:** February 16, 2016

**Subject:** Consideration to Adopt Resolution No. 16-031- Approving the Warrant Register

### **RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 16-031 (Attachment "A") approving the Warrant Register.

### **BACKGROUND:**

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

The Finance Director hereby certifies that all requests for expenditures have been signed by the department head, or designee, receiving the merchandise or services thereby stating that the items or services have been received and that the resulting expenditure is appropriate. The Finance Director hereby certifies that each warrant has been reviewed for completeness and that sufficient funds are available for payment of the warrant register.

### **ATTACHMENT:**

A. Resolution No. 16-031

**ATTACHMENT "A"****RESOLUTION NO. 16-031****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 16-031****THE CITY COUNCIL OF THE CITY OF SAN FERNANDO DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER AS FOLLOWS:**

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

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

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of March, 2016.

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Joel Fajardo, Mayor

**ATTEST:**

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Elena G. Chávez, City Clerk

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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 7<sup>th</sup> day of March, 2016, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

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Elena G. Chávez, City Clerk

**EXHIBIT "A"**

vchlist		Voucher List				Page: 1	
03/02/2016 1:38:23PM		CITY OF SAN FERNANDO					
Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
200264	3/7/2016	100066 ADS ENVIRONMENTAL SERVICES,INC	22101.22-0216	11266	FY 15-16 DESIGN, INSTALLATION & MO		
					072-360-0000-4260	1,555.00	
					Total :	1,555.00	
200265	3/7/2016	888356 ADVANCED AUTO REPAIR BODY &	1014	11279	REPLACE HEATER HOSE - PD4985		
			1015		041-320-0225-4400	91.43	
			1016		REPLACE IDLER & PITMAN ARM - PW4-	157.14	
			1017		041-320-0311-4400	468.90	
			1018		REPLACE A/C HOSE ASSY - CE4424	147.13	
					041-320-0152-4400	60.00	
					REPLACE WINDOW REGULATOR - PD4		
					041-320-0225-4400		
					REPLACE WATER PUMP - PD3031		
					041-320-0225-4400		
					Total :	924.60	
200266	3/7/2016	100070 ADVANCED ELECTRONICS INC.	121000006-1	11279	2014 DODGE CHARGER EQUIPMENT		
			80000926		041-225-0000-4500	13,097.78	
					MONTHLY RENTAL OF PTP LINK- FEB2	44.80	
					001-420-0000-4260		
					Total :	13,142.58	
200267	3/7/2016	891969 ADVANCED PURE WATER SOLUTIONS	36495711-0316		DRINKING WATER		
					001-222-0000-4300	102.33	
					Total :	102.33	
200268	3/7/2016	100098 AIRGAS SAFETY	9048009994		RAIN GEAR		
					072-360-0000-4310	975.06	
					Total :	975.06	
200269	3/7/2016	889043 ALADIN JUMPERS	022116		STAGE RENTAL-SR CLUB DANCE 02/20	250.00	
					001-422-0000-4260		
					Total :	250.00	
200270	3/7/2016	100222 ARROYO BUILDING MATERIALS, INC	161091		BUS PAD-TRUMAN @ MACLAY		
					001-311-0000-4300	210.14	
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Voucher List

CITY OF SAN FERNANDO

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Bank code :bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
200270	3/7/2016	100222 ARROYO BUILDING MATERIALS, INC	(Continued)			
			161806		ABSORBENT	
					001-311-0000-4300	29.57
			161807		CREDIT - ABSORBENT RETURNED	
					001-311-0000-4300	-29.57
			161808		BROOM	
					001-311-0000-4300	39.91
					Total :	250.05
200271	3/7/2016	102530 AT & T	818-270-2203		ISDN LINE/LASN NETWORK	
					001-222-0000-4220	100.12
					Total :	100.12
200272	3/7/2016	889037 AT&T MOBILITY	875587443		MODEM FOR MESSAGE BOARD -	
					001-310-0000-4220	66.46
					Total :	66.46
200273	3/7/2016	889942 ATHENS SERVICES	1812541	11251	STREET SWEEPING SERVICES	
					011-311-0000-4260	14,549.30
					Total :	14,549.30
200274	3/7/2016	891209 AUTONATION SSC	212378		HEATER HOSE - PD4985	
					041-320-0225-4400	128.24
					Total :	128.24
200275	3/7/2016	101709 AV EQUIPMENT RENTAL INC.	115150.1.2	11316	DUAL HOSE REEL ASSY FOR NEW DOX	
					070-385-0000-4500	2,853.99
					Total :	2,853.99
200276	3/7/2016	891796 BATTERY SYSTEMS INC	2451883		BATTERY FOR FLEET	
					041-1215	192.39
					Total :	192.39
200277	3/7/2016	892013 BERNSTEIN, DIANA	02/04/16-02/25/16		ALL ABILITIES ART CLASS	
					017-420-1343-4260	380.00
					Total :	380.00
200278	3/7/2016	890838 BLUE TARP FINANCIAL	34829638		WATER PUMP - PW0315	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
200278	3/7/2016	890838 BLUE TARP FINANCIAL	(Continued)		041-320-0311-4400	136.99
					<b>Total :</b>	<b>136.99</b>
200279	3/7/2016	100405 BONANZA CONCRETE, INC.	51692		BUS PAD REPAIR - 1041 TRUMAN 001-311-0000-4300	1,149.75
					<b>Total :</b>	<b>1,149.75</b>
200280	3/7/2016	889345 BSN SPORTS INC	6955568		HOME PLATE & ANCHORS FOR REC P/ 017-420-1328-4300	199.45
					<b>Total :</b>	<b>199.45</b>
200281	3/7/2016	888800 BUSINESS CARD	020416		CONFERENCE PHONE FOR PD 001-190-0000-4300	498.90
			020416		K9 TRAINING REGISTRATION 001-225-0000-4360	400.00
			020516		BUSINESS CARDS 001-310-0000-4300	66.68
					070-384-0301-4300	84.02
					043-390-0000-4300	54.02
					001-311-0000-4300	94.36
					001-150-0000-4300	66.68
					001-140-0000-4300	66.68
					001-152-0000-4300	200.04
					001-222-0000-4300	55.36
					001-420-0000-4300	110.06
			020816		LEAGUE OF CA. CITIES 2016 CITY MAN 001-310-0000-4380	743.56
			020816		POST REQUIRED TRAINING ON 001-225-0000-4360	369.76
			020816		POST REQUIRED TRAINING ON 001-225-0000-4360	369.76
			021116		CD-ROM REPLACEMENT 043-390-0000-4300	28.68
			021216		WEB HOSTING - FEB 2016 001-190-0000-4260	169.00
			021516		LUNCH FOR POLICE SERGEANT ORAL	

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**Voucher List**  
**CITY OF SAN FERNANDO**

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
200281	3/7/2016	888800 BUSINESS CARD	(Continued)			
			021716		001-106-0000-4270 DINNER FOR SPECIALCITY COUNCIL I	73.85
			021716		001-101-0000-4300 LETHAL INSTRUCTOR TRAINING ON	62.37
			022216		001-225-0000-4360 SPORTS ACTIVITIES ADVERTISEMENT	281.38
			022416		017-420-1334-4260 POST MANDATED TRAINING IN ANAHE	89.94
			122115		001-225-0000-4360 MMAP TICKETS FOR SAN JOSE HOLID.	347.49
			122815		001-424-0000-4430 POLICE OFFICER GEAR	1,086.00
					001-222-0000-4300	25.80
					<b>Total :</b>	<b>5,344.39</b>
200282	3/7/2016	100466 CACEO	JR2016DUES		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	85.00
			RG2016DUES		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	85.00
					<b>Total :</b>	<b>170.00</b>
200283	3/7/2016	887810 CALGROVE RENTALS, INC.	62349		BOOM LIFT RENTAL FOR BIKEWAY & R	
					043-390-0000-4250	936.00
					<b>Total :</b>	<b>936.00</b>
200284	3/7/2016	103619 CARL WARREN & CO.	1736421		LEGAL FEES	
					006-190-0000-4800	1,000.00
					<b>Total :</b>	<b>1,000.00</b>
200285	3/7/2016	891860 CARL WARREN & COMPANY	10087-10115		REIMB. TO ITF ACCT (LIABILITY CLAIM)	
					006-1037	36,545.08
					<b>Total :</b>	<b>36,545.08</b>
200286	3/7/2016	892076 CEJ ENGINEERS, INC	142.01-03	11305	CONSTRUCTION INSPECTION FOR BR	
					011-311-0178-4600	6,900.00
					<b>Total :</b>	<b>6,900.00</b>

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vchlist 03/02/2016 1:38:23PM		Voucher List CITY OF SAN FERNANDO				Page: 5
Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
200287	3/7/2016	891767 CHAVEZ, ELIZABETH	01/20/16 - 02/22/16		ZUMBA INSTRUCTOR 017-420-1337-4260	110.00
					Total :	110.00
200288	3/7/2016	887917 CHIASSON, COURTNEY JAMES	TRAVEL		40 HOUR PATROL RIFLE INSTRUCTOR 001-225-0000-4360	200.00
					Total :	200.00
200289	3/7/2016	891711 CHIEF LAW ENFORCEMENT SUPPLY	467093		PATROL JACKETS 001-222-0000-4300	417.45
					Total :	417.45
200290	3/7/2016	100713 CITY OF GLENDALE	GLN0000006687		WATERMASTER COST SHARE AGREEM 070-381-0000-4270	5,843.62
					Total :	5,843.62
200291	3/7/2016	100731 CITY OF LOS ANGELES	74WP160000027	11240	FY 15-16 O&M PORTION OF ASSSC 072-360-0000-4260	160,472.00
			74WP160000028	11241	FY 15-16 CAPITAL PORTION OF ASSSC 072-365-0000-4600	208,075.00
					Total :	368,547.00
200292	3/7/2016	100715 CITY-WIDE FIRE PROTECTION CO.	59609		ANNUAL FIRE ALARM SYSTEM CERT @ 043-390-0000-4260	360.00
			59610		ANNUAL FIRE ALARM SYSTEM CERT @ 043-390-0000-4260	360.00
			59611		ANNUAL FIRE ALARM SYSTEM CERT @ 043-390-0000-4260	620.00
					Total :	1,340.00
200293	3/7/2016	892080 COMFORT SYSTEMS USA	242115	11306	INSTALLATION AND COMMISSIONING (	20,725.00
				11306	118-423-0000-4500	6,516.00
					Total :	27,241.00
200294	3/7/2016	100805 COOPER HARDWARE INC.	99199		SIDEWALK REPAIR-457 S BRAND 070-383-0000-4260	45.53
			99200		4-WAY KEY	
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200294	3/7/2016	100805 COOPER HARDWARE INC.	(Continued)		001-311-0000-4300	15.24
			99228		LOWER RES CONDUIT & ROOF HOLES 070-384-0000-4330	52.79
			99255		BOLT - PK0083 041-320-0390-4400	3.24
					Total :	116.80
200295	3/7/2016	888743 COUNTY OF LOS ANGELES	IN0159378		ID# PR0161082-CITY YARD TRANSFER 001-311-0000-4430	1,367.47
					Total :	1,367.47
200296	3/7/2016	890695 CROWN CITY ENGINEERING	1501	11329	TRAFFIC ANALYSIS FOR CUP AMENDM 001-2203	3,150.00
			1502	11330	TRAFFIC ANALYSIS FOR AMENDMENT 001-2203	2,750.00
					Total :	5,900.00
200297	3/7/2016	101666 DE LAGE LANDEN FINANCIAL SERVS	48849862		FEB'16 LEASE PAYMENT - VARIOUS CC 001-135-0000-4260	849.08
					103-420-0000-4260	101.36
					104-420-0000-4260	101.36
					070-381-0000-4290	146.70
			49036814		MAR-LEASE PAYMENT FOR PD COPIE 001-135-0000-4260	607.73
					Total :	1,806.23
200298	3/7/2016	887121 DELL MARKETING L.P.	XJWDN6KT6	11313	DOCKING STATION FOR THE USE OF T 001-152-0000-4500	180.66
					Total :	180.66
200299	3/7/2016	891533 DEXMEDIA	720341884		DOMAIN REG. & E-MAIL HOSTING-JAN' 001-190-0000-4220	50.95
					Total :	50.95
200300	3/7/2016	891546 DIAZ, EVELYN	TRAVEL		POST FIELD TRAINING OFFICER COUF 001-225-0000-4360	225.00
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200300	3/7/2016	891546 891546 DIAZ, EVELYN	(Continued)		Total :	225.00
200301	3/7/2016	892151 DIESEL AIR INC.	29057		SMOKE TESTING - PW1258 & EL1543	
					041-320-0000-4260	130.00
					Total :	130.00
200302	3/7/2016	100979 DOCTOR DIESEL	16-412		GENERATOR FUEL TANK CLEANING @	
					041-320-0000-4260	575.00
					Total :	575.00
200303	3/7/2016	101063 EMPLOYMENT DEVELOPMENT	944-0936-4		10/01/15-12/31/15 UNEMPLOYMENT INS	
					001-190-0420-4132	1,439.00
					001-190-0222-4132	438.00
					Total :	1,877.00
200304	3/7/2016	890879 EUROFINS EATON ANALYTICAL, INC	L0249249		WATER ANALYSIS FOLDERS	
			L0249251		070-384-0000-4260	139.60
			L0249252		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	24.00
			L0249277		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	164.00
			L0249279		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	164.00
			L0250526		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	139.60
			L0250545		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	264.60
			L0250549		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	139.60
			L0250636		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	139.60
			L0250671		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	139.60
			L0250673		WATER ANALYSIS FOLDERS	
					070-384-0000-4260	139.60

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200304	3/7/2016	890879 EUROFINS EATON ANALYTICAL, INC	(Continued)				
			L0250731		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60	
			L0250882		WATER ANALYSIS FOLDERS 070-384-0000-4260	175.00	
			L0250884		WATER ANALYSIS FOLDERS 070-384-0000-4260	225.00	
			L0251253		WATER ANALYSIS FOLDERS 070-384-0000-4260	139.60	
			L0251265		WATER ANALYSIS FOLDERS 070-384-0000-4260	164.00	
					<b>Total :</b>	<b>2,437.00</b>	
200305	3/7/2016	103851 EVERSOF, INC.	R1535001		WELL 3 SOFTNER 070-384-0000-4260	37.72	
					<b>Total :</b>	<b>37.72</b>	
200306	3/7/2016	890377 F & F SIGNS	0022		GRAPHICS - WA0172 070-383-0000-4400	175.60	
			0025		GRAPHICS FOR NEW TRUCK-PW3464 072-360-0000-4400	175.60	
					<b>Total :</b>	<b>351.20</b>	
200307	3/7/2016	101147 FEDEX	5-310-63931		COURIER SERVICE 001-190-0000-4280	26.35	
			5-325-72440		COURIER SERVICE 001-190-0000-4280	36.31	
					<b>Total :</b>	<b>62.66</b>	
200308	3/7/2016	101152 FERNANDEZ, JULIE	REIMB.		REIMB FOR PURCHASE OF EXTERNAL 001-105-0000-4300	87.19	
					001-105-0000-4360	58.43	
					<b>Total :</b>	<b>145.62</b>	
200309	3/7/2016	889328 FIRST TRANSIT, INC.	11184258		MCT - JAN 2016 007-440-0442-4260	21,765.60	
					007-3794-0000	-314.19	



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200309	3/7/2016	889328 FIRST TRANSIT, INC.	(Continued)		008-313-0000-4260 007-3794-3630	20,455.43 -1,047.57
					<b>Total :</b>	<b>40,859.27</b>
200310	3/7/2016	891885 GANIR-MARTINEZ, ARLENE	01/20/16 - 02/24/16		YOGA INSTRUCTOR 017-420-1337-4260	80.00
					<b>Total :</b>	<b>80.00</b>
200311	3/7/2016	889532 GILMORE, REVA A.	02/06/16 - 02/19/16		FOOD SERVICE MANAGER 115-422-3750-4270 115-422-3752-4270	663.00 117.00
					<b>Total :</b>	<b>780.00</b>
200312	3/7/2016	101333 GODINEZ, FRAIZER	TRAVEL		40 HOUR PATROL RIFLE INSTRUCTOR 001-225-0000-4360	200.00
					<b>Total :</b>	<b>200.00</b>
200313	3/7/2016	889535 GOMEZ, GILBERT	02/06/16 - 02/19/16		HDM DRIVER 115-422-3752-4270 115-422-3752-4390	180.00 46.80
					<b>Total :</b>	<b>226.80</b>
200314	3/7/2016	101279 GOMEZ-GARCIA, SONIA	TRAVEL		CSMFO ANNUAL CONFERENCE ON 001-130-0000-4370	187.48
					<b>Total :</b>	<b>187.48</b>
200315	3/7/2016	101376 GRAINGER, INC.	9004071792		RUBBER CHAIR TIPS 017-420-1328-4300	77.09
			9009496010		INLET VALVES - CNG STATION 041-320-3661-4400	189.21
			9010641414		1ST STAGE INLET & EXHAUST VALVES 041-320-3661-4400	343.13
			9016496102		LIGHTING FOR RUDY ORTEGA PARK 043-390-0000-4300	153.45
			9016496110		SAFETY GLASSES 043-390-0000-4310	4.40
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200315	3/7/2016	101376 GRAINGER, INC.	(Continued)		AIR CONDITION BOXES FOR REC PARI 043-390-0000-4300	225.62
			9016496128		SAFETY GEAR 043-390-0000-4310	25.77
			9016648645		SAFETY EQUIPMENT 043-390-0000-4310	24.97
			9023172373		1ST STAGE VALVES-CNG STATION 041-320-3661-4400	185.91
					<b>Total :</b>	<b>1,229.55</b>
200316	3/7/2016	891091 GREENFIELDS OUTDOOR FITNESS	3935	11314	OUTDOOR EXERCISE EQUIPMENT AT I 118-423-0000-4500	29,410.90
					<b>Total :</b>	<b>29,410.90</b>
200317	3/7/2016	892038 HALL & FOREMAN, INC., A DIVISION OF	369747	11300	SANITARY SEWER MASTER PLAN 072-365-0754-4600	18,302.72
					<b>Total :</b>	<b>18,302.72</b>
200318	3/7/2016	888646 HD SUPPLY WATER WORKS, LTD	F052210		CORPS, ANGLE METERS, CURB STOP# 070-383-0301-4300	2,138.31
			F052280		CORPS, ANGLE METERS, CURB STOP# 070-383-0301-4300	2,138.31
			F058952		CORPS, ANGLE METERS, CURB STOP# 070-385-0701-4500	1,271.47
			F087247		STOCK ITEMS 070-383-0301-4300	347.27
			F087248		STOCK ITEMS 070-383-0301-4300	347.27
			F097373		MATL'S FOR FIRE SERVICE INSTALL 070-385-0701-4500	1,804.18
			F097552		MATL'S FOR FIRE SERVICE INSTALLAT 070-385-0701-4500	1,689.68
					<b>Total :</b>	<b>9,736.49</b>
200319	3/7/2016	101512 HDL, COREN & CONE	0022327-IN		CONTRACT SERVICE PROPERTY TAX- 001-130-0000-4270	1,375.00
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200319	3/7/2016	101512 101512 HDL, COREN & CONE	(Continued)		Total :	1,375.00
200320	3/7/2016	891993 HERNANDEZ, ALBINO	01/20/16 - 02/23/16		TOTAL BODY CONDITIONING & CYCLIN 017-420-1337-4260	160.00
					Total :	160.00
200321	3/7/2016	102307 HI WAY SAFETY RENTALS, INC.	41060		LIGHTED BARRICADES 072-360-0301-4300	1,292.65
					Total :	1,292.65
200322	3/7/2016	888716 HIPOLITO, SUZANNE	2000225.001		RENTAL REFUND 001-3777-0000	10.00
			2000229.001		RENTAL REFUND 001-3777-0000	34.00
					Total :	44.00
200323	3/7/2016	892152 HOUSTON IRRIGATION SERVICES	3519		CAGE TO BACKFLOW @ LOWER RES 070-383-0301-4300	360.00
					Total :	360.00
200324	3/7/2016	101599 IMAGE 2000 CORPORATION	12804		ASCEP CONTRACT BASE RATE- RISO I 103-420-0000-4260	76.59
			13935		104-420-0000-4260 FREIGHT CHARGE - TONER FOR REC I 001-420-0000-4260	76.58
					Total :	13.00
						166.17
200325	3/7/2016	891926 IMPACT BASKETBALL INC.	012716		REFEREES AND SCOREKEEPER SERV 017-420-1328-4260	2,450.00
					Total :	2,450.00
200326	3/7/2016	891570 INNOVATIVE TELECOM. SYSTEMS	1727		TELEPHONE EQUIPMENT MAINT-MAR: 001-190-0000-4260	395.00
					Total :	395.00
200327	3/7/2016	101635 INTERNATIONAL COUNCIL OF	1103614		ANNUAL MEMBERSHIP DUES 001-105-0000-4380	100.00
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200327	3/7/2016	101635 101635 INTERNATIONAL COUNCIL OF	(Continued)		Total :	100.00
200328	3/7/2016	101647 INTERSTATE BATTERY	30066308		AGM BATTERY - PD4995 041-320-0225-4400	243.04
					Total :	243.04
200329	3/7/2016	891777 IRRIGATION EXPRESS	15040889-00		BUSH TXT 001-311-0000-4300	11.25
			15041975-00		QUICK COUPLER KEYS & HOSE BIBS F 043-390-0000-4300	230.54
			15041987-00		MARKING PAINT FOR PIONEER PARK H 043-390-0000-4300	22.43
			1504270-00		KEY, SWEEPER NOZZLE, NITRA KING 001-311-0000-4300	36.54
					Total :	300.76
200330	3/7/2016	887952 J. Z. LAWMOWER SHOP	12074		SHOVEL & CHAINS FOR CHAINSAWS 001-346-0000-4300	97.01
			12075		OIL FOR POWER TOOLS 043-390-0000-4300	16.30
			12076		SHARPENED CHAINSAWS 001-346-0000-4300	45.00
			12077		OIL FOR POWER TOOLS 043-390-0000-4300	16.30
					Total :	174.61
200331	3/7/2016	101764 KEYSTONE UNIFORM DEPOT	073918		NEW UNIFORMS PER MOU 001-222-0000-4300	384.44
					Total :	384.44
200332	3/7/2016	891794 KIMBALL, NICK	TRAVEL		CSMFO ANNUAL CONFERENCE ON 001-130-0000-4370	135.00
					Total :	135.00
200333	3/7/2016	892032 KUHFUSS, DESIREE	01/20/16 - 02/23/16		MAT PILATES INSTRUCTOR 017-420-1337-4260	100.00
					Total :	100.00
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200334	3/7/2016	101990 L.A. COUNTY METROPOLITAN	800062970		TAP CARDS - JAN 2016 007-440-0441-4260	1,248.00 <b>Total : 1,248.00</b>
200335	3/7/2016	102007 L.A. COUNTY SHERIFFS DEPT.	162819SS		INMATE MEAL PROGRAM-JAN 2016 001-225-0000-4350	802.70 <b>Total : 802.70</b>
200336	3/7/2016	101971 L.A. MUNICIPAL SERVICES	0047501000 4947501000 5007501000 5947501000 6577501000 6947501000 7577501000 7947501000		ELECTRIC - 13003 BORDEN 070-384-0000-4210 WATER - 12900 DRONFIELD 070-384-0000-4210 ELECTRIC - 13655 FOOTHILL 070-384-0000-4210 ELECTRIC - 12900 DRONFIELD 070-384-0000-4210 ELECTRIC - 14060 SAYRE 070-384-0000-4210 WATER - 13180 DRONFIELD 070-384-0000-4210 WATER - 14060 SAYRE (01/14/16-02/13/ 070-384-0000-4210 ELECTRIC - (01/13/16-02/12/16) 070-384-0000-4210	660.85 52.30 173.53 3,858.22 8,741.54 4.76 58.45 71.88 <b>Total : 13,621.53</b>
200337	3/7/2016	891741 L.J. LE BLANC	16-001	11331 11331 11331 16-003 11331 11331	ON-CALL ENGINEERING PROF SERVIC 012-311-0551-4600 029-335-0559-4600 001-310-0000-4260 ON-CALL ENGINEERING PROF SERVIC 012-311-0551-4600 001-310-0000-4260	210.00 1,204.00 420.00 560.00 140.00 <b>Total : 2,534.00</b>
200338	3/7/2016	101811 LACPCA	TRAVEL		REGISTRATION-LACPCA 2016 SPRING 001-222-0000-4360	300.00
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200338	3/7/2016	101811 101811 LACPCA	(Continued)			<b>Total : 300.00</b>
200339	3/7/2016	101848 LANGUAGE LINE SERVICES	3754941		TRANSLATION SERVICES 001-222-0000-4260	9.27 <b>Total : 9.27</b>
200340	3/7/2016	889118 LDI COLOR TOOLBOX	1028342 1028343		COPIES & MAINT CONTRACT- 001-222-0000-4260 COPIES & MAINT 001-222-0000-4260	312.90 329.26 <b>Total : 642.16</b>
200341	3/7/2016	101929 LINGO INDUSTRIAL ELECTRONICS	32313		TRAFFIC SIGNAL KNOCK DOWN REPL 001-371-0301-4300	458.89 <b>Total : 458.89</b>
200342	3/7/2016	101974 LOS ANGELES COUNTY	JAN 2016		DEPT OF ANIMAL CARE & CONTROL FI 001-190-0000-4260	5,952.64 <b>Total : 5,952.64</b>
200343	3/7/2016	100886 LOS ANGELES DAILY NEWS	0010751260 0010759312 0010760458 0010761443		PUBLICATION OF UNATTENDED COLLE 001-150-0000-4230 PUBLICATION OF STREET, CURB, CUR 001-150-0000-4230 PUBLICATION OF CUP2015-004 @ 134 I 001-2205 PUBLICATION OF INTERM ORD.EXTEN 001-150-0000-4230	448.90 558.55 519.85 455.35 <b>Total : 1,982.65</b>
200344	3/7/2016	888468 MAJOR METROPOLITAN SECURITY	1075569 1075570 1075571 1075572		ALARM MONITORING - MARCH 2016 043-390-0000-4260 ALARM MONITORING - MARCH 2016 043-390-0000-4260 ALARM MONITORING - MARCH 2016 043-390-0000-4260 ALARM MONITORING - MARCH 2016 043-390-0000-4260	15.00 15.00 15.00 15.00 <b>Total : 60.00</b>
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200344	3/7/2016	888468 MAJOR METROPOLITAN SECURITY	(Continued) 1075573		ALARM MONITORING - MARCH 2016 043-390-0000-4260	15.00
			1075574		ALARM MONITORING - MARCH 2016 043-390-0000-4260	15.00
			1075575		ALARM MONITORING - MARCH 2016 070-381-0450-4260	15.00
			1075576		ALARM MONITORING - MARCH 2016 043-390-0000-4260	15.00
			1075577		ALARM MONITORING - MARCH 2016 043-390-0000-4260	15.00
			1075578		ALARM MONITORING - MARCH 2016 043-390-0000-4260	15.00
			1075579		ALARM MONITORING - MARCH 2016 043-390-0000-4260	15.00
			1075580		ALARM MONITORING - MARCH 2016 070-384-0000-4260	23.00
			1075581		ALARM MONITORING - MARCH 2016 070-384-0000-4260	23.00
			1075582		ALARM MONITORING - MARCH 2016 070-384-0000-4260	23.00
			1075583		ALARM MONITORING - MARCH 2016 070-384-0000-4260	23.00
			2093		LOWER RES ALARM SYSTEM FOR NEV 070-384-0000-4260	1,475.00
					<b>Total :</b>	<b>1,732.00</b>
200345	3/7/2016	889533 MARTINEZ, ANITA	02/06/16 - 02/19/16		FOOD SERVICE INTAKE CLERK 115-422-3750-4270	250.00
					<b>Total :</b>	<b>250.00</b>
200346	3/7/2016	888242 MCI COMM SERVICE	7DL39365		ALARM LINE - 1100 PICO 001-420-0000-4220	33.11
					<b>Total :</b>	<b>33.11</b>
200347	3/7/2016	892157 MEJIA, LORENA	2000230.001		BASKETBALL REFUND 017-3770-1328	20.00

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200347	3/7/2016	892157 892157 MEJIA, LORENA	(Continued)		<b>Total :</b>	<b>20.00</b>
200348	3/7/2016	891054 MEJIA, YVONNE G	FEB 2016		COMMISSIONER'S REIMBURSEMENT 001-115-0000-4111	50.00
					<b>Total :</b>	<b>50.00</b>
200349	3/7/2016	890174 MENA, ROCIO	2000228.001		KARATE REFUND 017-3770-1326	80.00
					<b>Total :</b>	<b>80.00</b>
200350	3/7/2016	102148 METROPOLITAN WATER DISTRICT	8601		CAPACITY CHARGE 070-384-0000-4450	4,450.83
					<b>Total :</b>	<b>4,450.83</b>
200351	3/7/2016	892140 MICHAEL BAKER	45133	11323	FULL SERVICE ADMINISTRATION AND I 001-150-0138-4270	600.00
			932482	11323	FULL SERVICE ADMINISTRATION AND I 001-150-0138-4270	1,200.00
					<b>Total :</b>	<b>1,800.00</b>
200352	3/7/2016	891329 MIKE'S TIRE MAN INC	0049690		TIRES W/MOUNT & BAL - PW4609 041-320-0311-4400	1,190.28
			0050789		TIRES FOR FLEET 041-1215	168.95
			0050790		TIRES FOR FLEET 041-1215	1,780.14
					<b>Total :</b>	<b>3,139.37</b>
200353	3/7/2016	102260 MOORE MEDICAL LLC	82953258		MEDICAITONS 001-225-0000-4350	110.09
					<b>Total :</b>	<b>110.09</b>
200354	3/7/2016	889611 MORRISON MANAGEMENT SPECIALIST	188452016013101		LP SENIOR MEALS - JAN 2016 115-422-3750-4260	3,892.50
					115-422-3752-4260	2,394.00
					<b>Total :</b>	<b>6,286.50</b>
200355	3/7/2016	102303 NACHO'S ORNAMENTAL SUPPLY	INV080851		FENCE REPAIR @ 128 HARPS	

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200355	3/7/2016	102303 NACHO'S ORNAMENTAL SUPPLY	(Continued)		001-311-0000-4300	6.38
					Total :	6.38
200356	3/7/2016	102325 NAPA AUTO PARTS	889456		SOLENOID FOR INVENTORY 041-1215	31.92
					Total :	31.92
200357	3/7/2016	892150 NATIONAL SAFETY COMPLIANCE INC	264445		ASBESTOS AWARENESS SAFETY TRAI 070-381-0000-4360	136.00
					Total :	136.00
200358	3/7/2016	887553 NATIONAL TRAINING CONCEPTS	16-22		REGISTRATION-40 HOUR PATROL RIFL 001-225-0000-4360	547.00
			16-22		REGISTRATION-40 HOUR PATROL RIFL 001-225-0000-4360	547.00
					Total :	1,094.00
200359	3/7/2016	102324 NEGRETE, CONNIE	REIMB.		REIMB OF ITEM PURCHASED FOR PD 001-222-0000-4300	167.36
			TRAVEL		SAFETY SEAT TECHNICIAN INSPECTIC 001-222-0000-4360	278.64
					Total :	446.00
200360	3/7/2016	102403 NOW IMAGE PRINTING	6021		WINDOW WATER ENVELOPES 070-382-0000-4300	85.55
					072-360-0000-4300	85.54
			6029		(500) UTILITY SERVICE ORDERS 070-382-0000-4300	82.68
					072-360-0000-4300	82.67
					Total :	336.44
200361	3/7/2016	102423 OCCU-MED, INC.	0116901		PRE-EMPLOYMENT PHYSICALS 001-106-0000-4270	1,726.00
					Total :	1,726.00
200362	3/7/2016	102432 OFFICE DEPOT	1896255237		OFFICE SUPPLIES 001-222-0000-4300	29.51
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
200362	3/7/2016	102432 OFFICE DEPOT	(Continued)		OFFICE SUPPLIES 001-222-0000-4300	18.42
			1899252352		OFFICE SUPPLIES 001-222-0000-4300	7.16
			1901692329		CONTRACTOR TEMPLATES 001-150-0000-4300	36.99
			820894556001		OFFICE SUPPLIES 001-115-0000-4300	43.30
			821298787001		BINDER 001-115-0000-4300	16.41
			821298885001		OFFICE SUPPLIES 001-222-0000-4300	32.84
			821390162001		OFFICE SUPPLIES 001-222-0000-4300	22.93
			821390235001		OFFICE SUPPLIES 001-222-0000-4300	237.99
			821797120001		OFFICE SUPPLIES 001-222-0000-4300	8.64
			821797642001		OFFICE SUPPLIES 001-222-0000-4300	182.70
			822342872001		OFFICE SUPPLIES 001-222-0000-4300	15.05
			822342897001		LOBBY CHAIRS 001-222-0000-4300	955.89
			822611020001		COPIER TONER 001-130-0000-4300	137.51
			823416592001		HP4700 INK TONERS 001-130-0000-4300	164.59
			823416741001		OFFICE SUPPLIES 001-222-0000-4300	252.62
			823704284001		OFFICE SUPPLIES 001-115-0000-4300	65.70
			824689491001		Total :	2,228.25
200363	3/7/2016	891905 OLIMPIO, SONIA	01/20/16 - 02/22/16		ZUMBA INSTRUCTOR 017-420-1337-4260	170.00
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
200363	3/7/2016	891905 891905 OLIMPIO, SONIA	(Continued)			Total : 170.00
200364	3/7/2016	892155 OMNI CHEER	P0533974000022		CHEER EQUIPMENT 017-420-1328-4300	8.97
			P053397400014		CHEER EQUIPMENT 017-420-1328-4300	460.33
					Total :	469.30
200365	3/7/2016	891902 P.F. SERVICES INC.	12141		REPLACE DRAGON VALVES - CNG STA 041-320-3661-4400	1,180.22
			12159		REPLACE INLET PRESSURE CHECK V/ 041-320-3661-4400	870.76
					Total :	2,050.98
200366	3/7/2016	102534 PACIFIC FLOOR COMPANY INC.	5087	11232	RECREATION PARK GYM (PAINT LOGO 019-423-0201-4600	5,524.00
					Total :	5,524.00
200367	3/7/2016	890004 PACIFIC TELEMAGEMENT SERVICE	815136		PD PAY PHONE - MARCH 2016 001-190-0000-4220	62.64
					Total :	62.64
200368	3/7/2016	102506 PANTOJA, DANITZA	FEB 2016		COMMISSIONER'S REIMBURSEMENT 001-115-0000-4111	50.00
					Total :	50.00
200369	3/7/2016	892149 PAPE MATERIALS HANDLING	7584369		FORKLIFT TRAINING 001-370-0000-4360	90.63
					043-390-0000-4360	90.63
					072-360-0000-4340	308.74
			7584405		FORKLIFT SAFETY TRAINING 041-320-0000-4340	181.26
					001-370-0000-4360	90.63
					070-381-0000-4360	453.11
					Total :	1,215.00
200370	3/7/2016	102623 PIONEER FIRE PROTECTION, INC.	330430		FIRE EXTINGUISHER SERVICE @ ALL 043-390-0000-4260	1,229.74
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200370	3/7/2016	102623 102623 PIONEER FIRE PROTECTION, INC.	(Continued)			Total : 1,229.74
200371	3/7/2016	102666 PREFERRED DELIVERY SYSTEMS INC	549-137		COURIER SERVICE 001-222-0000-4260	256.00
					Total :	256.00
200372	3/7/2016	890536 PRUDENTIAL OVERALL SUPPLY	171012673		FY 16 PUBLIC WORKS UNIFORM PURC	
				11273	001-310-0000-4310	300.00
				11273	001-311-0000-4310	290.00
				11273	001-341-0000-4310	150.00
				11273	001-371-0000-4310	384.00
				11273	041-320-0000-4310	375.00
				11273	043-390-0000-4310	401.78
				11273	070-383-0000-4310	1,440.00
				11273	070-384-0000-4310	1,344.00
				11273	072-360-0000-4310	2,444.00
					Total :	7,128.78
200373	3/7/2016	102737 QUINTANA, RUBEN	REIMB.		REIMB FOR MEN'S TRAINER SHOES F 070-384-0000-4310	79.98
					Total :	79.98
200374	3/7/2016	102738 QUINTERO ESCAMILLA, VIOLETA	FEB 2016		SENIOR MUSIC INSTRUCTOR 017-420-1323-4260	240.00
					Total :	240.00
200375	3/7/2016	100676 R. E. CHARLES PLUMBING, INC.	17224		CLEARED LEFT SIDE URNIAL IN MEN'S 043-390-0000-4330	125.00
					Total :	125.00
200376	3/7/2016	102779 RAMIREZ, THOMAS	01/20/16 - 02/24/16		KARATE INSTRUCTOR 017-420-1326-4260	450.00
					Total :	450.00
200377	3/7/2016	102788 RAYGOZA, JOSE LUIS	TRAVEL		POST MANDATED ARREST, SEARCH & 001-152-0000-4370	175.00
					Total :	175.00
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200378	3/7/2016	102793 RECREATION CONNECTION	20416		MEMBERSHIP RENEWAL FEE 001-106-0000-4430	96.00
					Total :	96.00
200379	3/7/2016	891881 REMENIH, MICHAEL	FEB 2016		COMMISSIONER'S REIMBURSEMENT 001-115-0000-4111	50.00
			REPL CK#110161		REPL STL DTD CK-COMMISSIONER'S F 001-2140	50.00
					Total :	100.00
200380	3/7/2016	892078 REWARD STRATEGY GROUP	3506-3	11304	CITY-WIDE CLASSIFICATION AND 001-190-0000-4270	4,880.00
					Total :	4,880.00
200381	3/7/2016	891377 REYES, JOSE	02/06/16 - 02/19/16		HDM DRIVER 115-422-3752-4270	180.00
					115-422-3752-4390	56.16
					Total :	236.16
200382	3/7/2016	102857 RIVERSIDE CO. SHERIFF'S DEPT.	TRAVEL		REGISTRATION-POST MANDATED ARF 001-152-0000-4370	139.00
					Total :	139.00
200383	3/7/2016	102857 RIVERSIDE CO. SHERIFF'S DEPT.	TRAVEL		REGISTRATION-POST MANDATED ARF 001-225-0000-4360	139.00
					Total :	139.00
200384	3/7/2016	102858 RIVERSIDE COUNTY SHERIFF	TRAVEL		REGISTRATION-POST FIELD TRAINING 001-225-0000-4360	180.00
					Total :	180.00
200385	3/7/2016	887296 ROBLED0, OLIVIA	FEB 2016		COMMISSIONER'S REIMBURSEMENT 001-115-0000-4111	50.00
					Total :	50.00
200386	3/7/2016	891766 RODRIGUEZ, PATRICIA	01/20/16 - 02/23/16		LATIN JAM WORKOUT 017-420-1337-4260	60.00
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200386	3/7/2016	891766 891766 RODRIGUEZ, PATRICIA	(Continued)			Total : 60.00
200387	3/7/2016	892158 ROSALES, MELISA	2000227.001		RENTAL REFUND 001-3777-0000	81.00
					Total :	81.00
200388	3/7/2016	892036 ROTHSCHILD, DEBORAH	01/11/16 - 02/19/16		EXERCISE INSTRUCTOR 017-420-1322-4260	600.00
					Total :	600.00
200389	3/7/2016	102929 ROYAL PAPER CORPORATION	4577771		JANITORIAL SUPPLIES FOR ALL FACILI 043-390-0000-4300	897.91
					Total :	897.91
200390	3/7/2016	102930 ROYAL WHOLESALE ELECTRIC	8901-725021		LAMP REPLACEMENT @ B OF A PARKII 029-335-0301-4300	163.50
					Total :	163.50
200391	3/7/2016	889383 RUVALCABA, JAVIER	TRAVEL		POST MANDATED ARREST, SEARCH & 001-225-0000-4360	175.00
					Total :	175.00
200392	3/7/2016	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		UNIFORMS FOR NEW EXPLORERS 001-226-0230-4380	134.22
					Total :	134.22
200393	3/7/2016	103057 SAN FERNANDO VALLEY SUN	9469		RFP AD FOR CNG STATION 016-310-3661-4270	106.24
			9497		PUBLIC HEARING NOTICE-MMD MORA 001-150-0000-4230	150.00
			9498		PUBLICATION OF ORD NO.1651-1ST RE 001-115-0000-4230	90.63
					Total :	346.87
200394	3/7/2016	103029 SAN FERNANDO, CITY OF	16401-16439		REIMBURSEMENT TO WORKERS COM 006-1035	6,800.60
			16451-16452;16454		REIMBURSEMENT TO WORKERS COM 006-1035	282,082.86
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200394	3/7/2016	103029 103029 SAN FERNANDO, CITY OF	(Continued)			Total :	288,883.46
200395	3/7/2016	891653 SARGENT TOWN PLANNING	16008	11143	SAN FERNANDO TRANSIT ORIENTED [113-150-3673-4270		2,427.20
						Total :	2,427.20
200396	3/7/2016	891849 SHI INTERNATIONAL CORP	B04526576	11315	WIFI AT 120 MACNEIL ST - PW OPS CTF		1,006.00
					043-390-0000-4300		95.57
						Total :	1,101.57
200397	3/7/2016	103176 SIMS WELDING SUPPLY CO.	12821135		MATL'S FOR LINCOLN WELDER REPAIR		111.20
					043-390-0000-4300	Total :	111.20
200398	3/7/2016	103184 SMART & FINAL	102221		BREAKROOM SUPPLIES		
			141798		001-222-0000-4300		146.35
			144779		ENP SUPPLIES		
			146987		115-422-3750-4300		127.83
			184012		SENIOR CLUB VALENTINE'S PARTY		
			186150		004-2346		124.61
			196345		SENIOR CLUB SUPPLIES FOR VALENT		
					004-2380		487.11
					ASCEP SUPPLIES		
					103-420-0000-4300		34.15
					104-420-0000-4300		34.16
					BREAKROOM SUPPLIES		
					001-222-0000-4300		98.53
					CANDY FOR EGGSTRAVAGANZA EVEN		
					001-424-0000-4300		210.99
						Total :	1,263.73
200399	3/7/2016	890553 SMART SOURCE OF CALIFORNIA LLC	1377430		BLUE & GREEN WATER BILLS STOCK		
					072-360-0000-4300		2,015.16
					070-382-0000-4300		2,015.17
						Total :	4,030.33
200400	3/7/2016	103202 SOUTHERN CALIFORNIA EDISON CO.	2-02-682-6982		ELECTRIC - 910 FIRST (01/05/16-03/03/16		
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200400	3/7/2016	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)			
			2-33-746-5215		043-390-0000-4210	3,553.04
					ELECTRIC - 190 PARK (01/05/16-02/03/16	556.26
					027-344-0000-4210	
					Total :	4,109.30
200401	3/7/2016	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9753-9		NATURAL GAS FOR CNG STATION	
					041-320-3661-4402	2,869.96
					Total :	2,869.96
200402	3/7/2016	890834 SPARKLING IMAGE CORP	66474		CAR WASHES - JAN 2016	
					001-222-0000-4320	35.00
					Total :	35.00
200403	3/7/2016	889149 STAPLES BUSINESS ADVANTAGE	8038037949		BREAKROOM SUPPLIES	
					001-190-0000-4300	318.66
					Total :	318.66
200404	3/7/2016	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUSTICE	145225		LIVESCAN FINGERPRINTS - JAN 2016	
			147303		004-2386	3,443.00
			149702		EMPLOYEE SCREENING FINGERPRINTS	96.00
					001-106-0000-4270	
					LIVESCAN FINGERPRINTS - SEPT 2015	49.00
					004-2386	
					Total :	3,588.00
200405	3/7/2016	889935 STEINBERG, STEVE	01/11/16 - 02/19/16		EXERCISE INSTRUCTOR	
					017-420-1322-4260	660.00
					Total :	660.00
200406	3/7/2016	892153 TENA-SANCHEZ, ELIDIA	SM 8268		REFUND - SWAPMEET BL OVERPAYMENT	
					001-3240-3243	12.00
					Total :	12.00
200407	3/7/2016	890898 TETRA MECHANICAL SERVICE INC	1003-266		INSTALL NEW BOILER PUMP @ PD STATION	
					043-390-0000-4330	1,799.63
					Total :	1,799.63

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200408	3/7/2016	103205 THE GAS COMPANY	042-320-6900-7		GAS - 910 FIRST (01/07/16-02/08/16)	
					043-390-0000-4210	595.49
			084-220-3249-3		GAS - 505 S HUNTINGTON	
					043-390-0000-4210	171.97
			088-520-6400-8		GAS - 117 N MACNEIL (01/07/16-02/08/16)	
					043-390-0000-4210	220.54
			090-620-6400-2		GAS - 120 N MACNEIL (01/07/16-02/08/16)	
					070-381-0000-4210	30.11
				072-360-0000-4210	30.11	
				043-390-0000-4210	60.22	
				Total :	1,108.44	
200409	3/7/2016	101528 THE HOME DEPOT CRC, ACCT#603532202490	1653678		THERMOMETER	
					070-384-0000-4340	121.99
			2070177		DUCT TAPE, AIR-FRESHENER, LYSOL V	
					001-311-0000-4300	64.81
			3034541		MALL TRASH BAGS, RUBBER SEAL FO	
					001-311-0000-4300	90.15
			5570985		TAXES WERE NOT PAID	
					001-152-0000-4300	27.53
			5594995		SPRAY HOSE - PW0315	
					041-320-0311-4400	65.39
			573821		MAINT. MATL'S FOR ALL PARKS	
					043-390-0000-4300	62.03
			7023531		MATL'S TO REPAIR LP PARK CONCESS	
		043-390-0000-4300	114.34			
7060841		REPLACEMENT LIGHT BULBS FOR PD				
		043-390-0000-4300	47.76			
9074577		MATL'S TO REPAIR WATER LEAK @ PD				
		043-390-0000-4300	141.09			
			Total :	735.09		
200410	3/7/2016	890833 THOMSON REUTERS	833368048		LA CLEAR-INVEST TOOL	
					001-135-0000-4260	165.96
					Total :	165.96
200411	3/7/2016	103903 TIME WARNER CABLE	8448200540010369		CABLE - 02/18-03/17	

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200411	3/7/2016	103903 TIME WARNER CABLE	(Continued)		001-222-0000-4260	191.03	
			84482005400288882		CABLE- 02/13-03/12 (LP PARK)		
					001-420-0000-4260	173.22	
			8448200540196309		INTERNET SERVICES - 02/23/16-03/22/16		
					001-190-0000-4220	1,100.00	
					Total :	1,464.25	
200412	3/7/2016	891311 TORRES, RITA	02/06/16 - 02/19/16		ENP SUBSTITUTE		
					115-422-3750-4270	30.00	
					Total :	30.00	
200413	3/7/2016	103413 TRANS UNION LLC	01607838		CREDIT CHECKS		
					001-222-0000-4260	62.30	
					Total :	62.30	
200414	3/7/2016	887939 ULINE SHIPPING SUPPLIES	74270867		WALL-MOUNT COAT RACK		
					001-222-0000-4300	439.60	
					Total :	439.60	
200415	3/7/2016	103444 ULTRA GREENS, INC	56698		SIDEWALK REPAIR - 717 ALEXANDER		
					001-311-0000-4300	27.25	
				56700		PLOT PLANTINGS	
					001-311-0000-4300	50.12	
			56701		MACLAY STREETSCAPE PLANT MATERIALS		
					001-346-7510-4300	31.15	
					Total :	108.52	
200416	3/7/2016	888241 UNITED SITE SERVICES OF CA INC	114-3731376		PORTABLE TOILET RENTAL @ 501 FIRE		
					043-390-0000-4260	589.36	
				114-3743503		PORTABLE TOILET RENTAL @ LAYNE F	
					043-390-0000-4260	406.34	
					Total :	995.70	
200417	3/7/2016	103439 UPS	831954066		COURIER SERVICE		
					001-190-0000-4280	180.96	
					Total :	180.96	

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200418	3/7/2016	103449 USA BLUE BOOK	858931		METER KEY FOR PIN LOCKS 070-383-0000-4340	202.93
					Total :	202.93
200419	3/7/2016	103516 VAIRO, TONY	TRAVEL		LACPCA 2016 SPRING CONF ON 001-222-0000-4360	70.00
					Total :	70.00
200420	3/7/2016	103534 VALLEY LOCKSMITH	3291		KEYS FOR NEW TRUCK-WA0172 070-383-0000-4400 072-360-0000-4400	36.05 30.74
					Total :	66.79
200421	3/7/2016	101302 VERIZON	8181811070		POLICE PAGING 001-222-0000-4220	47.53
			8181811075		CITY HALL PAGING 001-190-0000-4220	42.12
			8181811111		MUSIC CHANNEL 001-190-0000-4220	47.53
			8181811114		CITY YARD AUTO DIALER 070-384-0000-4220	46.19
			8181811126		RADIO REPEATER 001-222-0000-4220	46.94
			8181811136		RADIO REPEATER 001-222-0000-4220	46.94
			8181811380		MWD METER 070-384-0000-4220	51.60
			8181973210		PD MAJOR PHONE LINES 001-222-0000-4220	2,092.70
			8181973211		VARIOUS PHONE BILLS 001-190-0000-4220 070-384-0000-4220 001-420-0000-4220	118.61 166.28 220.39
			8181990351		PAC 50 TO SHERRIFFS 001-222-0000-4220	524.70
			8183610901		SEWER FLOW MONITOR 072-360-0000-4220	54.65

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200421	3/7/2016	101302 VERIZON	(Continued)			
			8183612385		MTA PHONE LINE	
					007-440-0441-4220	107.35
					001-190-0000-4220	53.68
			8183612472		PW PHONE LINE	
					070-384-0000-4220	185.44
			8183613958		CNG STATION	
					041-320-3661-4220	48.45
			8183617825		HERITAGE PARK IRRIG SYSTEM	
					001-420-0000-4220	53.67
			8188315002		PD SPECIAL PROBLEMS	
					001-222-0000-4220	48.64
			8188371509		PW PHONE LINE	
					001-190-0000-4220	26.47
			8188377174		PD SPECIAL PROBLEMS	
					001-222-0000-4220	21.27
			8188381841		ENGINEERING FAX MODEM	
					001-310-0000-4220	27.28
			8188384969		PD ALARM PANEL	
					001-222-0000-4220	112.76
			8188987385		LP FAX LINE	
					001-420-0000-4220	35.47
					Total :	4,226.66
200422	3/7/2016	889644 VERIZON BUSINESS	64385221		CITY HALL LONG DISTANCE	
					001-190-0000-4220	49.18
			64385222		CITY YARD LONG DISTANCE	
					070-384-0000-4220	14.75
			64385224		POLICE LONG DISTANCE	
					001-222-0000-4220	85.31
			64385225		CITY YARD LONG DISTANCE	
					070-384-0000-4220	9.83
			64385226		PARK LONG DISTANCE	
					001-420-0000-4220	15.04
			64385774		ENGINEERING LONG DISTANCE	
					001-310-0000-4220	5.20
			64385786		CITY HALL PHONE LINES	

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Voucher List  
CITY OF SAN FERNANDO

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
200422	3/7/2016	889644 VERIZON BUSINESS	(Continued)		001-190-0000-4220	58.90
					Total :	238.21
200423	3/7/2016	892081 VERIZON BUSINESS SERVICES	69702301		MPLS PORT ACCESS & ROUTER FOR F 001-222-0000-4220	1,044.78
					Total :	1,044.78
200424	3/7/2016	100101 VERIZON WIRELESS-LA	460851202		PD CELL PHONES 001-222-0000-4220	117.38
			970459610		VARIOUS CELL PHONES 001-105-0000-4220	33.21
					072-360-0000-4220	19.52
					001-101-0109-4220	32.20
					001-101-0111-4220	41.02
					001-101-0107-4220	33.21
					Total :	276.54
200425	3/7/2016	103579 VICA	9744		2016 MEMBERSHIP DUES 001-190-0000-4260	600.00
					Total :	600.00
200426	3/7/2016	889681 VILLALPANDO, MARIA	02/06/16 - 02/19/16		FOOD SERVICE WORKER 115-422-3750-4270	315.00
					115-422-3752-4270	45.00
					Total :	360.00
200427	3/7/2016	892156 WANG, DAWEN	2000226.001		ART CLASS REFUND 017-3770-1343	80.00
					Total :	80.00
200428	3/7/2016	888442 WESTERN EXTERMINATOR COMPANY	3686125		RODENT BAIT MONITORING @ REC PA 043-390-0000-4260	65.50
			3841373		PEST CONTROL @ LP PARK 043-390-0000-4260	52.00
			3841374		PEST CONTROL @ RUDY ORTEGA PAF 043-390-0000-4260	53.00

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Voucher List  
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
200428	3/7/2016	888442 WESTERN EXTERMINATOR COMPANY	(Continued)			
			3862616		BAIT MONITORING @ LP PARK	
					043-390-0000-4260	156.00
			3862617		PEST CONTROL @ CITY HALL	
					043-390-0000-4260	82.50
			3862618		PEST CONTROL @ REC PARK	
					043-390-0000-4260	75.50
			3862619		BAIT MONITORING @ REC PARK	
					043-390-0000-4260	65.50
					Total :	550.00
200429	3/7/2016	888682 ZOBEL-RODRIGUEZ, ANGELIQUE Y.	FEB 2016		COMMISSIONER'S REIMBURSEMENT	
					001-115-0000-4111	50.00
					Total :	50.00
200430	3/7/2016	891919 ZWICKER, STEPHEN	01/11/16 - 02/19/16		EXERCISE INSTRUCTOR	
					017-420-1322-4260	600.00
					Total :	600.00
167 Vouchers for bank code :		bank3			Bank total :	1,019,388.62
167 Vouchers in this report					Total vouchers :	1,019,388.62

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112497	1/1/2016	102519 P.E.R.S.	DEMAND		HEALTH INSURANCE BENEFITS-JANU# 001-1160	132,495.55
					<b>Total :</b>	<b>132,495.55</b>
112605	1/6/2016	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INSURANCE BENEFITS/JANU# 001-1160	381.81
					<b>Total :</b>	<b>381.81</b>
112606	1/6/2016	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE BENEFITS/JANU# 001-1160	11,305.75
					<b>Total :</b>	<b>11,305.75</b>
112607	1/6/2016	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		OPTICAL INSURANCE BENEFITS/JANU 001-1160	2,437.52
					<b>Total :</b>	<b>2,437.52</b>
112608	1/6/2016	887627 STANDARD INSURANCE	DEMAND		LIFE INSURANCE BENEFITS/JANUARY 001-1160	3,669.31
					<b>Total :</b>	<b>3,669.31</b>
112609	1/14/2016	103648 CITY OF SAN FERNANDO	PR 1-15-16		REIMB FOR PAYROLL W/E 1-8-16 001-1003 007-1003 008-1003 011-1003 018-1003 027-1003 029-1003 041-1003 043-1003 070-1003 072-1003 103-1003 104-1003	323,369.22 561.18 1,925.54 7,422.42 60,637.17 3,149.17 2,252.78 8,202.55 15,258.02 33,735.56 17,407.21 537.15 797.14
					<b>Total :</b>	<b>475,255.11</b>

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112747	1/14/2016	891889 L.A. FLYER, INC.	11448		EL NINO FLYERS 001-190-0000-4267	1,275.30
					<b>Total :</b>	<b>1,275.30</b>
112748	1/21/2016	103255 STATE BOARD OF EQUALIZATION	58-101099		STATE EXCISE TAX FOR 2015 001-320-3661-4450	5,512.00
					<b>Total :</b>	<b>5,512.00</b>
112749	1/21/2016	891825 UNITED STATES TREASURY	FORM 720		QUARTERLY FEDERAL EXCISE TAX RE 041-190-0000-4457	2,461.50
					<b>Total :</b>	<b>2,461.50</b>
112750	1/26/2016	891889 L.A. FLYER, INC.	11482		2016 CITY NEWSLETTER-PRINT, STUFF 001-190-0000-4267	4,723.56
					<b>Total :</b>	<b>4,723.56</b>
112967	1/28/2016	103648 CITY OF SAN FERNANDO	PR 1-29-16		REIMB FOR PAYROLL W/E 1-22-16 001-1003 007-1003 008-1003 011-1003 018-1003 027-1003 029-1003 041-1003 043-1003 070-1003 072-1003 103-1003 104-1003	323,337.95 524.61 1,925.57 6,027.05 62,064.06 3,149.16 2,252.80 8,059.20 11,274.71 33,731.98 18,438.15 4,514.57 4,581.80
					<b>Total :</b>	<b>479,881.61</b>

11 Vouchers for bank code : bank3

Bank total : 1,119,399.02

11 Vouchers in this report

Total vouchers : 1,119,399.02

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CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Bank code :

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112403	1/1/2016	100091 AGORICHAS, JOHN	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	241.38
					Total :	241.38
112404	1/1/2016	100286 BAKER, BEVERLY	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	451.46
					Total :	451.46
112405	1/1/2016	100916 DEIBEL, PAUL	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04
					Total :	283.04
112406	1/1/2016	101440 HALCON, ERNEST	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,274.00
					Total :	1,274.00
112407	1/1/2016	101466 HARVEY, DEVERY MICHAEL	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,407.00
					Total :	1,407.00
112408	1/1/2016	101781 KISHITA, ROBERT	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23
					Total :	172.23
112409	1/1/2016	101926 LILES, RICHARD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 070-180-0000-4127 072-180-0000-4127	250.16 250.15
					Total :	500.31
112410	1/1/2016	102126 MARTINEZ, MIGUEL	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 070-180-0000-4127	1,288.96
					Total :	1,288.96
112411	1/1/2016	102483 OROZCO, ELVIRA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	195.98
					Total :	195.98

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Bank code :

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112412	1/1/2016	102486 ORSINI, TODD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,347.98
					Total :	1,347.98
112413	1/1/2016	102527 PISCITELLI, ANTHONY	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	516.96
					Total :	516.96
112414	1/1/2016	102864 RIVETTI, DOMINICK	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,017.00
					Total :	1,017.00
112415	1/1/2016	102936 RUELAS, MARCO	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,288.96
					Total :	1,288.96
112416	1/1/2016	102940 RUIZ, RONALD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	441.53
					Total :	441.53
112417	1/1/2016	103121 SERRANO, ARMANDO	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,347.98
					Total :	1,347.98
112418	1/1/2016	888417 VALDIVIA, LAURA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	541.91
					Total :	541.91
112419	1/1/2016	891012 BODHOLDT, NADA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04
					Total :	283.04
112420	1/1/2016	891013 BRUNWIN, HERBERT	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04
					Total :	283.04
112421	1/1/2016	891015 CROOK, ROBERT	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	691.08

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Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112421	1/1/2016	891015 891015 CROOK, ROBERT	(Continued)			Total : 691.08
112422	1/1/2016	891027 LOCKETT, JOANN	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04 Total : 283.04
112423	1/1/2016	891028 MANTHEY, DONALD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	949.95 Total : 949.95
112424	1/1/2016	891031 ORTEGA, JIMMIE	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04 Total : 283.04
112425	1/1/2016	891032 OTREMBA, EUGENE	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	691.08 Total : 691.08
112426	1/1/2016	891039 AGUILAR, JESUS	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	469.46 Total : 469.46
112427	1/1/2016	891046 VANAALST, LEONILDA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 070-180-0000-4127	172.23 Total : 172.23
112428	1/1/2016	891351 GARCIA, DEBRA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,267.98 Total : 1,267.98
112429	1/1/2016	891353 PEAVY, JOSEPH	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	716.06 Total : 716.06
112430	1/1/2016	891354 RAMIREZ, ROSALINDA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	418.83 Total : 418.83
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Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112431	1/1/2016	892101 BUZZELL, RAYMOND	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 070-180-0000-4127	516.96 Total : 516.96
112432	1/1/2016	892104 HERNANDEZ, ALFONSO	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,462.66 Total : 1,462.66
30 Vouchers for bank code : bank						Bank total : 20,805.13
30 Vouchers in this report						Total vouchers : 20,805.13

Voucher Registers are not final until approved by Council.

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**Voucher List**  
CITY OF SAN FERNANDO

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ngkd co#e 3 bank

Voucher	Dgte	Vek#or	lkl oice	PO p	Descriptiok/Account	A4 oukt
112493	1/1/2016	100042 ABDALLAH, ALBERT	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,347.98
					<b>TotgB3</b>	<b>1.: M6,78</b>
112494	1/1/2016	891041 GARCIA, CONNIE	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23
					<b>TotgB3</b>	<b>162,2:</b>
112495	1/1/2016	891047 WATTS, HERBERT	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23
					<b>TotgB3</b>	<b>162,2:</b>
: Vouchers for bgkd co#e 3 bank					<b>ngkd totgB3</b>	<b>1.972,MM</b>
: Vouchers ik this remort					<b>TotgB3 ouchers 3</b>	<b>1.972,MM</b>

Voucher Registers are not final until approved by Council.

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Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112433	1/1/2016	100104 ALBA, ANTHONY	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	691.08 <b>691.08</b>
112434	1/1/2016	100306 BARNARD, LARRY	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,017.00 <b>1,017.00</b>
112435	1/1/2016	100346 BELDEN, KENNETH M.	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,274.00 <b>1,274.00</b>
112436	1/1/2016	100642 CASTRO, RICO	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,208.82 <b>1,208.82</b>
112437	1/1/2016	100913 DECKER, CATHERINE	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 070-180-0000-4127	691.08 <b>691.08</b>
112438	1/1/2016	100925 DELGADO, RALPH	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	516.96 <b>516.96</b>
112439	1/1/2016	100995 DRAKE, MICHAEL	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 070-180-0000-4127 072-180-0000-4127	141.52 141.52 <b>283.04</b>
112440	1/1/2016	100996 DRAKE, JOYCE	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	571.49 <b>571.49</b>
112441	1/1/2016	100997 DRAPER, CHRISTOPHER	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,288.96 <b>1,288.96</b>

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Bank code :		bank				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112442	1/1/2016	101044 ELEY, JEFFREY	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,664.00 <b>1,664.00</b>
112443	1/1/2016	101318 GLASGOW, KEVIN	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,288.96 <b>1,288.96</b>
112444	1/1/2016	101415 GUTIERREZ, OSCAR	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23 <b>172.23</b>
112445	1/1/2016	101465 HARVEY, DAVID	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23 <b>172.23</b>
112446	1/1/2016	101538 HOUGH, RAY	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	516.96 <b>516.96</b>
112447	1/1/2016	101597 IBRAHIM, SAMIR	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	469.46 <b>469.46</b>
112448	1/1/2016	101694 JACOBS, ROBERT	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,274.00 <b>1,274.00</b>
112449	1/1/2016	101786 KLOTZSCHE, STEVEN	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	859.48 <b>859.48</b>
112450	1/1/2016	101933 LITTLEFIELD, LESLEY	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	691.08 <b>691.08</b>
112451	1/1/2016	102059 MACK, MARSHALL	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,008.06

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Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112451	1/1/2016	102059 102059 MACK, MARSHALL	(Continued)			Total : 1,008.06
112452	1/1/2016	102206 MILLER, WILMA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04 Total : 283.04
112453	1/1/2016	102216 MIRON, WILLIAM	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23 Total : 172.23
112454	1/1/2016	102232 MIURA, HOWARD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04 Total : 283.04
112455	1/1/2016	102365 NAVARRO, RICARDO A	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	516.96 Total : 516.96
112456	1/1/2016	102473 ORDELHEIDE, ROBERT	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,608.97 Total : 1,608.97
112457	1/1/2016	102569 PARKS, ROBERT	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,664.00 Total : 1,664.00
112458	1/1/2016	103175 SKOBIN, ROMELIA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,072.50 Total : 1,072.50
112459	1/1/2016	103220 SOMERVILLE, MICHAEL	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,664.00 Total : 1,664.00
112460	1/1/2016	103394 TORRES, RACHEL	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04 Total : 283.04
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Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112461	1/1/2016	103643 WEDDING, JEROME	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	691.08 Total : 691.08
112462	1/1/2016	103727 WYSBEEK, DOUDE	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04 Total : 283.04
112463	1/1/2016	103737 YNIGUEZ, LEONARD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	949.95 Total : 949.95
112464	1/1/2016	891010 MAERTZ, ALVIN	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,102.52 Total : 1,102.52
112465	1/1/2016	891011 APODACA-GRASS, ROBERTA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	691.08 Total : 691.08
112466	1/1/2016	891014 CREEKMORE, CASIMIRA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	266.91 Total : 266.91
112467	1/1/2016	891016 DEATON, MARK	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 070-180-0000-4127	500.31 Total : 500.31
112468	1/1/2016	891020 GLASGOW, ROBERT	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	317.00 Total : 317.00
112469	1/1/2016	891021 GUIZA, JENNIE	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04 Total : 283.04
112470	1/1/2016	891023 HATFIELD, JAMES	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	691.08
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Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112470	1/1/2016	891023 891023 HATFIELD, JAMES	(Continued)			Total : 691.08
112471	1/1/2016	891024 HOOKER, RAYMOND	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	541.91 Total : 541.91
112472	1/1/2016	891026 LEWIS, DURWOOD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	691.08 Total : 691.08
112473	1/1/2016	891033 POLLOCK, CHRISTINE	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	574.00 Total : 574.00
112474	1/1/2016	891034 RAMSEY, JAMES	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,267.98 Total : 1,267.98
112475	1/1/2016	891035 SHERWOOD, NINA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	283.04 Total : 283.04
112476	1/1/2016	891036 WATT, DAVID	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	691.08 Total : 691.08
112477	1/1/2016	891037 WEBB, NANCY	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	571.49 Total : 571.49
112478	1/1/2016	891038 WAITE, CURTIS	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	949.95 Total : 949.95
112479	1/1/2016	891040 FISHKIN, RIVIAN	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23 Total : 172.23
						Page: 5

vchlist 12/28/2015 3:14:46PM		Voucher List CITY OF SAN FERNANDO				Page: 6
Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112480	1/1/2016	891043 LIEBERMAN, LEONARD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23 Total : 172.23
112481	1/1/2016	891044 RUSSUM, LINDA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23 Total : 172.23
112482	1/1/2016	891045 TIGHE, HAROLD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	469.46 Total : 469.46
112483	1/1/2016	891067 GARCIA, NICOLAS	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	1,042.36 Total : 1,042.36
112484	1/1/2016	891350 CALZADA, FRANK	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	516.96 Total : 516.96
112485	1/1/2016	891352 HADEN, SUSANNA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	969.28 Total : 969.28
112486	1/1/2016	891866 KNIGHT, DONNA	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23 Total : 172.23
112487	1/1/2016	891918 HARTWELL, BRUCE	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	979.53 Total : 979.53
112488	1/1/2016	892102 DOSTER, DARRELL	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	688.22 Total : 688.22
112489	1/1/2016	892103 GAJDOS, BETTY	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127	172.23
						Page: 6

vchlist		Voucher List					Page:	7
12/28/2015	3:14:46PM	CITY OF SAN FERNANDO						
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Bank code :	bank							
Voucher	Date	Vendor		Invoice	PO #	Description/Account		Amount
112489	1/1/2016	892103	892103 GAJDOS, BETTY	(Continued)			Total :	172.23
112490	1/1/2016	892105	KAHMANN, ERIC	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127		716.06
							Total :	716.06
112491	1/1/2016	892106	MONTAN, EDWARD	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127		688.22
							Total :	688.22
112492	1/1/2016	892107	SHANAHAN, MARK	JANUARY 2016		CALPERS HEALTH REIMBURSEMENT 001-180-0000-4127		962.66
							Total :	962.66
60	Vouchers for bank code :		bank				Bank total :	42,447.11
60	Vouchers in this report						Total vouchers :	42,447.11

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Voucher List

CITY OF SAN FERNANDO

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Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112604	1/5/2016	891352 HADEN, SUSANNA	APRIL 2015-REPL		CAL PERS HEALTH REIMB. 001-2140	6.62
			AUGUST 2015-REPL		CALPERS HEALTH REIMB 001-180-0000-4127	6.62
			FEBRUARY 2015-REPL		CAL PERS HEALTH REIMB. 001-2140	6.62
			JANUARY 2015-REPL		CAL PERS HEALTH REIMB. 001-2140	6.62
			JULY 2015-REPL		CAL PERS HEALTH REIMB. 001-180-0000-4127	6.62
			JUNE 2015-REPL		CAL PERS HEALTH REIMB. 001-180-0000-4127	6.62
			MARCH 2015-REPL		CAL PERS HEALTH REIMB. 001-2140	6.62
			MAY 2015-REPL		CAL PERS HEALTH REIMB. 001-180-0000-4127	6.62
			NOVEMBER 2015-REPL		CAL PERS HEALTH REIMB. 001-180-0000-4127	6.62
			OCTOBER 2015-REPL		CAL PERS HEALTH REIMB. 001-180-0000-4127	6.62
			SEPTEMBER 2015-REPL		CAL PERS HEALTH REIMB. 001-180-0000-4127	6.62
Total :						72.82
1 Vouchers for bank code :		bank	Bank total :			72.82
1 Vouchers in this report		Total vouchers :			72.82	

Voucher Registers are not final until approved by Council.

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03/01/2016 4:17:42PM		CITY OF SAN FERNANDO					
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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
200153	2/11/2016	103648 CITY OF SAN FERNANDO	(Continued)		103-1003	4,791.64	
					104-1003	4,936.24	
					Total :	474,097.87	
200154	2/12/2016	103648 CITY OF SAN FERNANDO	PR 2-12-16		REIMB FOR SPECIAL PAYROLL W/E 2-1		
					001-1160	7,920.40	
					Total :	7,920.40	
200163	2/25/2016	103648 CITY OF SAN FERNANDO	PR 2-26-16		REIMB FOR PAYROLL W/E 2-19-16		
					001-1003	325,234.16	
					007-1003	677.46	
					008-1003	1,925.58	
					011-1003	4,645.10	
					029-1003	2,252.81	
					041-1003	8,059.22	
					043-1003	11,391.19	
					070-1003	32,487.16	
					072-1003	24,585.69	
					103-1003	4,247.44	
					104-1003	4,044.76	
					018-1003	60,161.02	
					027-1003	3,149.17	
					Total :	482,860.76	
200164	2/25/2016	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE BENEFITS/JANUA		
					001-1160	11,305.75	
					Total :	11,305.75	
200165	2/25/2016	891825 UNITED STATES TREASURY	FORM 720		INTEREST CHARGES FOR AUDIT EXCI		
					041-190-0000-4457	2,230.99	
					Total :	2,230.99	
11 Vouchers for bank code :		bank3				Bank total :	1,136,571.35
11 Vouchers in this report						Total vouchers :	1,136,571.35
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CITY OF SAN FERNANDO

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Bank code : bank3

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

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**HANDWRITTEN CHECK**

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112751	2/1/2016	100091 AGORICHAS, JOHN	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	241.38
					<b>Total :</b>	<b>241.38</b>
112752	2/1/2016	100286 BAKER, BEVERLY	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	451.46
					<b>Total :</b>	<b>451.46</b>
112753	2/1/2016	100916 DEIBEL, PAUL	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	283.04
					<b>Total :</b>	<b>283.04</b>
112754	2/1/2016	101466 HARVEY, DEVERY MICHAEL	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	1,407.00
					<b>Total :</b>	<b>1,407.00</b>
112755	2/1/2016	101781 KISHITA, ROBERT	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	172.23
					<b>Total :</b>	<b>172.23</b>
112756	2/1/2016	101926 LILES, RICHARD	FEBRUARY 2016		CALPERS HEALTH REIMB. 070-180-0000-4127 072-180-0000-4127	250.15 250.16
					<b>Total :</b>	<b>500.31</b>
112757	2/1/2016	102126 MARTINEZ, MIGUEL	FEBRUARY 2016		CALPERS HEALTH REIMB. 070-180-0000-4127	1,288.96
					<b>Total :</b>	<b>1,288.96</b>
112758	2/1/2016	102483 OROZCO, ELVIRA	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	195.98
					<b>Total :</b>	<b>195.98</b>
112759	2/1/2016	102864 RIVETTI, DOMINICK	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	1,017.00
					<b>Total :</b>	<b>1,017.00</b>

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CITY OF SAN FERNANDO

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112760	2/1/2016	102940 RUIZ, RONALD	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	441.53
					<b>Total :</b>	<b>441.53</b>
112761	2/1/2016	103121 SERRANO, ARMANDO	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	1,347.98
					<b>Total :</b>	<b>1,347.98</b>
112762	2/1/2016	890806 SALDIVAR, GEORGE	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	962.66
					<b>Total :</b>	<b>962.66</b>
112763	2/1/2016	891012 BODHOLDT, NADA	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	283.04
					<b>Total :</b>	<b>283.04</b>
112764	2/1/2016	891013 BRUNWIN, HERBERT	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	283.04
					<b>Total :</b>	<b>283.04</b>
112765	2/1/2016	891015 CROOK, ROBERT	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	691.08
					<b>Total :</b>	<b>691.08</b>
112766	2/1/2016	891027 LOCKETT, JOANN	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	283.04
					<b>Total :</b>	<b>283.04</b>
112767	2/1/2016	891028 MANTHEY, DONALD	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	949.95
					<b>Total :</b>	<b>949.95</b>
112768	2/1/2016	891031 ORTEGA, JIMMIE	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	283.04
					<b>Total :</b>	<b>283.04</b>
112769	2/1/2016	891032 OTREMBA, EUGENE	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	691.08

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112769	2/1/2016	891032 OTREMBA, EUGENE	(Continued)			<b>Total : 691.08</b>
112770	2/1/2016	891041 GARCIA, CONNIE	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	172.23 <b>Total : 172.23</b>
112771	2/1/2016	891046 VANAALST, LEONILDA	FEBRUARY 2016		CALPERS HEALTH REIMB. 070-180-0000-4127	172.23 <b>Total : 172.23</b>
112772	2/1/2016	891047 WATTS, HERBERT	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	172.23 <b>Total : 172.23</b>
112773	2/1/2016	891354 RAMIREZ, ROSALINDA	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	418.83 <b>Total : 418.83</b>
23 Vouchers for bank code : bank						<b>Bank total : 12,709.32</b>
23 Vouchers in this report						<b>Total vouchers : 12,709.32</b>

Voucher Registers are not final until approved by Council.

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Voucher List

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Bank code :bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112783	2/1/2016	100997 DRAPER, CHRISTOPHER	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	1,288.96
					Total :	1,288.96
112784	2/1/2016	101044 ELEY, JEFFREY	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	1,664.00
					Total :	1,664.00
112785	2/1/2016	101318 GLASGOW, KEVIN	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	1,288.96
					Total :	1,288.96
112786	2/1/2016	101415 GUTIERREZ, OSCAR	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	172.23
					Total :	172.23
112787	2/1/2016	101440 HALCON, ERNEST	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	1,274.00
					Total :	1,274.00
112788	2/1/2016	101465 HARVEY, DAVID	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	172.23
					Total :	172.23
112789	2/1/2016	101538 HOUGH, RAY	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	516.96
					Total :	516.96
112790	2/1/2016	101597 IBRAHIM, SAMIR	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	469.46
					Total :	469.46
112791	2/1/2016	101694 JACOBS, ROBERT	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	1,274.00
					Total :	1,274.00
112792	2/1/2016	101786 KLOTZSCHE, STEVEN	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	859.48

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**CITY OF SAN FERNANDO**

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Bank code : bank							
Voucher	Date	Vendor	Invoice	PO #	Description/Account		Amount
112792	2/1/2016	101786 KLOTZSCHE, STEVEN	(Continued)			Total :	859.48
112793	2/1/2016	101933 LITTLEFIELD, LESLEY	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127		691.08
						Total :	691.08
112794	2/1/2016	102059 MACK, MARSHALL	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127		1,008.06
						Total :	1,008.06
112795	2/1/2016	102206 MILLER, WILMA	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127		283.04
						Total :	283.04
112796	2/1/2016	102216 MIRON, WILLIAM	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127		172.23
						Total :	172.23
112797	2/1/2016	102232 MIURA, HOWARD	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127		283.04
						Total :	283.04
112798	2/1/2016	102365 NAVARRO, RICARDO A	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127		516.96
						Total :	516.96
112799	2/1/2016	102473 ORDELHEIDE, ROBERT	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127		1,608.97
						Total :	1,608.97
112800	2/1/2016	102486 ORSINI, TODD	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127		1,347.98
						Total :	1,347.98
112801	2/1/2016	102527 PISCITELLI, ANTHONY	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127		516.96
						Total :	516.96

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Bank code : bank						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112802	2/1/2016	102569 PARKS, ROBERT	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	1,664.00 <b>1,664.00</b>
112803	2/1/2016	102936 RUELAS, MARCO	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	1,288.96 <b>1,288.96</b>
112804	2/1/2016	103175 SKOBIN, ROMELIA	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	1,072.50 <b>1,072.50</b>
112805	2/1/2016	103220 SOMERVILLE, MICHAEL	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	1,664.00 <b>1,664.00</b>
112806	2/1/2016	103394 TORRES, RACHEL	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	283.04 <b>283.04</b>
112807	2/1/2016	103643 WEDDING, JEROME	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	691.08 <b>691.08</b>
112808	2/1/2016	103727 WYSBEEK, DOUDE	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	283.04 <b>283.04</b>
112809	2/1/2016	103737 YNIGUEZ, LEONARD	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	949.95 <b>949.95</b>
112810	2/1/2016	888417 VALDIVIA, LAURA	FEBRUARY 2015		CALPERS HEALTH REIMB. 001-180-0000-4127	541.91 <b>541.91</b>
112811	2/1/2016	891010 MAERTZ, ALVIN	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	1,102.52

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Bank code :		bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
112830	2/1/2016	891045 891045 TIGHE, HAROLD	(Continued)			Total :	469.46
112831	2/1/2016	891067 GARCIA, NICOLAS	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	1,042.36 1,042.36
112832	2/1/2016	891350 CALZADA, FRANK	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	516.96 516.96
112833	2/1/2016	891351 GARCIA, DEBRA	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	1,267.98 1,267.98
112834	2/1/2016	891352 HADEN, SUSANNA	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	962.66 962.66
112835	2/1/2016	891353 PEAVY, JOSEPH	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	Total :	716.06 716.06
112836	2/1/2016	891866 KNIGHT, DONNA	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	172.23 172.23
112837	2/1/2016	891918 HARTWELL, BRUCE	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	979.53 979.53
112838	2/1/2016	892101 BUZZELL, RAYMOND	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	516.96 516.96
112839	2/1/2016	892102 DOSTER, DARRELL	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	688.22 688.22
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Bank code :		bank					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
112840	2/1/2016	892103 GAJDOS, BETTY	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	172.23 172.23
112841	2/1/2016	892104 HERNANDEZ, ALFONSO	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	1,462.66 1,462.66
112842	2/1/2016	892105 KAHMANN, ERIC	FEBRUARY 2016		CALPERS HEALTH REIMB 001-180-0000-4127	Total :	716.06 716.06
112843	2/1/2016	892106 MONTAN, EDWARD	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	Total :	688.22 688.22
112844	2/1/2016	892107 SHANAHAN, MARK	FEBRUARY 2016		CALPERS HEALTH REIMB. 001-180-0000-4127	Total :	962.66 962.66
71 Vouchers for bank code : bank						Bank total :	53,207.53
71 Vouchers in this report						Total vouchers :	53,207.53

Voucher Registers are not final until approved by Council.



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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager  
By: Chris Marcarello, Public Works Director/Deputy City Manager

**Date:** March 7, 2016

**Subject:** Consideration to Approve Fiscal Year (FY) 2016-2017 Landscaping and Lighting Assessment District Resolution Initiating Proceedings and Ordering the Engineer's Report

### RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 7728 (Attachment "A") initiating the proceedings for the FY 2016-2017 Levy of Annual Assessments for the Landscaping and Lighting Assessment District (LLAD); and
- b. Order the preparation of the Engineer's Report.

### BACKGROUND:

1. Pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code, in FY 1981-1982 the City Council established a citywide Landscaping and Lighting Assessment District to cover street lighting maintenance and operational costs. The LLAD is comprised of 5,178 parcels and the assessment, based on benefit, has been levied each year since that time.
2. In April 1995, the City Council accepted staff's recommendations to continue using the current assessment methodology with the exception of those assessments for single family corner lots, which would be based on front footage only (side yards not included). The change in assessing corner lots began in FY 1995-1996 and has continued through the present year.
3. In FY 2002-2003, the City conducted property owner protest ballot proceedings for a proposed assessment increase. The proposed increase was not approved.

**Consideration to Approve Fiscal Year (FY) 2016-2017 Landscaping and Lighting Assessment District Resolution Initiating Proceedings and Ordering the Engineer's Report**Page 2 of 3

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4. In FY 2003-2004, the City again submitted a proposed assessment increase to the property owners based on the District's estimated expenses and revenues. The property owners approved the proposed assessment increase and established new maximum assessment rates for the various land use classifications within the District.
5. For this current fiscal year, the LLAD Engineer's Report determined that estimated operating and personnel costs would be \$391,029. Levy adjustments of \$59,917 were in order, with a total assessment levy of \$331,112 that was submitted to the Los Angeles County Assessor's Office for processing.
6. Based on the operating costs and total assessment amount for this fiscal year, the general fund is required to contribute \$59,917 toward district costs. In order to reduce this contribution, it will be necessary to consider increasing assessment rates through a ballot process for the upcoming fiscal year.

**ANALYSIS:**

The purpose of the LLAD is to equitably assess properties in accordance with special benefits received from improvements and to cover the cost of maintenance and operation of the lighting system within the City's streets. The City Council has previously approved the methodology for assessments (which excluded costs for City parking lot lighting), and staff will continue with the same methodology this year.

The City has used Willdan Financial Services to prepare the required LLAD Engineer's Report in previous years. The firm is currently under an as-needed engineering services agreement with the City. They are experienced and very familiar with the City's LLAD. Staff recommends that the City continue using Willdan Financial Services, Inc. to prepare the LLAD Engineer's Report for Fiscal Year 2016-2017. The work timeline is shown in Attachment "B", and the proposed scope of services by Willdan is identical to last year's LLAD proceedings. The proceedings will be conducted in accordance with the State of California Landscaping and Lighting Act of 1972.

The costs outlined in the Engineer's Report for FY 2016-2017 will be included in the proposed City's Budget and will be assessed in FY 2016-2017 after City Council consideration and approval. City staff recommends using the same assessment methodology. The exact amounts and the assessment rate comparison will be shown in the Engineer's Report.

**BUDGET IMPACT:**

No impact to the current FY 2015-2016 Budget as funds were allocated in Account No. 027-344-0000-4260 (Street Lighting Fund – Operating Expenses).



**Consideration to Approve Fiscal Year (FY) 2016-2017 Landscaping and Lighting Assessment District  
Resolution Initiating Proceedings and Ordering the Engineer's Report**

Page 3 of 3

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**CONCLUSION:**

City staff recommends that the City Council direct staff to proceed with the FY 2016-2017 LLAD by adopting the Resolution to initiate procedures and ordering the Engineer's Report.

**ATTACHMENTS:**

- A. Resolution No. 7728
- B. Work Schedule

**ATTACHMENT “A”****RESOLUTION NO. 7728**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, INITIATING PROCEEDINGS FOR THE 2016-2017 LEVY OF ANNUAL ASSESSMENT FOR THE CITY OF SAN FERNANDO LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT, AND ORDERING THE PREPARATION OF AN ENGINEER’S REPORT PURSUANT TO THE PROVISIONS OF DIVISIONS 15, PART 2, OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA**

**WHEREAS**, the City Council of the City of San Fernando proposes to levy the annual assessment for the Landscaping and Lighting Assessment District (hereinafter referred to as the “District”) pursuant to the provisions of Division 15, Part 2, of the Streets and Highways Code of the State of California, being the “Landscaping and Lighting Act of 1972”; and

**WHEREAS**, the City Council of the City of San Fernando proposes that the net annual cost for improvement, maintenance and/or service of certain public facilities shall be fairly distributed among all assessable lots and parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements within the District; and

**WHEREAS**, the provisions of said Division 15, Part 2, require a written Engineer’s Report in accordance with Chapter 3 (commencing with Section 22620).

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

1. The above recitals are all true and correct.
2. WILLDAN FINANCIAL SERVICES, is hereby ordered to prepare and file with the City Council a “Engineer’s Report” relating to the 2016-2017 levy of annual assessment for said District in accordance with the provisions of Chapter 3 (commencing with Section 22620) of Part 2 of Division 15 of the Streets and Highways Code of the State of California.
3. Upon completion, said “Engineer’s Report” shall be filed with the City Clerk who shall then submit the same to this City Council for its consideration pursuant to Section 22623 of said Street and Highways Code.

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of March, 2016.

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Joel Fajardo, Mayor

**ATTEST:**

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Elena G. Chávez, City Clerk

**APPROVED AS TO FORM:**

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Rick R. Olivarez, City Attorney

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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 7<sup>th</sup> day of March, 2016, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk

**ATTACHMENT “B”****Fiscal Year (FY) 2016-2017 Landscaping and Lighting Assessment District**

All dates are in calendar year 2016.

<b>March 7</b>	City Council adopts a Resolution initiating proceeding and ordering the preparation of an Engineer's Report.
<b>March 8</b>	City Engineer authorizes Willdan Financial Services to begin work using same methodology (as used in FY 2015-2016) for the Engineer's Report.
<b>March 9–May 4</b>	Prepare cost estimate and include/reference in the FY 2016-2017 street lighting budget, considering the FY 2016-2017 expenditures.
<b>March 9-May 4</b>	Compile parcel and zone changes for FY 2016-2017.
<b>May 5</b>	Willdan submits the Engineer's Report to the City.
<b>May 16</b>	Resolution approving the Engineer's Report, declaring the intention to order the annual lighting assessment and setting a date for the Public Hearing (June 20, 2016).
<b>May 31</b>	Send notice of Public Hearing with a copy of the Resolution for June 2, 2016 publication (10+ days prior to Hearing).
<b>June 20</b>	Public Hearing - Resolution declaring the continued maintenance of City street lights and confirming the annual assessment; Resolution is authorizing the addition of special assessment to the tax bill.
<b>June 21</b>	Submission of direct assessment via magnetic tape to Los Angeles County Auditor-Controller; City of San Fernando 2016-2017 Landscaping and Lighting District Account No. 240.52 (signed by the City Manager).
<b>August 1</b>	Submit parcel exception checklist to Los Angeles County Assessor's Office by City and Willdan.

Note: Street lighting assessment proceedings are performed in advance so that assessments may appear in the Los Angeles County Tax Rolls the same year lighting costs are incurred, FY 2016-2017.



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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager  
**By:** Nick Kimball, Finance Director

**Date:** March 7, 2016

**Subject:** Consideration to Adopt a Resolution Establishing Photography and Film Production Application Fees

### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, adopt Resolution No. 7727, establishing Photography and Film Production application fees.

### **BACKGROUND:**

1. The City assesses user fees for certain services including, but not limited to, encroachment permits, plan check and inspection fees, registration fees for recreation classes, business license processing fees, film permits, facility rental fees, etc.
2. In general, when an individual pays a user fee, they receive a direct service or derive some other special benefit/entitlement. The purpose of charging user fees is to recover part, or all, of the cost of providing the service. In cases that costs are not fully recovered, the activity is being 'subsidized' by the General Fund.
3. In California, user fees are subject to a number of state laws, most notably Proposition 218 (November 1996) and Proposition 26 (November 2010). Among other changes, Proposition 218 limited the amount charged for user fees to the actual cost to provide the service, required the fee be related to a service or benefit being provided to the payee, and required voter approval to increase all taxes (as defined in Prop 218). Proposition 26 broadened Prop 218's definition of 'tax' and determined seven criteria that gave exception to the new tax definition. Revenue sources that meet one of the seven criteria may be considered fees and therefore do not require voter approval to increase.

**Consideration to Adopt a Resolution Establishing Photography and Film Production Application Fees**Page 2 of 3

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4. In order to adopt new fees or increase existing fees, the City must establish a cost of providing the service and the City Council must adopt a resolution approving the fee after conducting a Public Hearing. The fee cannot exceed the established cost of providing the service.
5. Per Government Code 66016 et seq., Notice of the Public Hearing must be published twice within 10 days of the Public Hearing, with at least five (5) days between each publication. Notice of this Public Hearing was published in the San Fernando Sun on Thursday, February 25, 2016 and Thursday, March 3, 2016.

**ANALYSIS:**

Staff reviewed the Photography and Film Production (P&FP) permit process with City Council on October 5, 2015 and provided additional information on November 16, 2015. Based on the direction received at those meetings, staff continues to research ways to improve the process.

One of the items City Council was interested in was the amount of revenue generated by filming activity and whether it is sufficient to cover the City's cost to support filming activity. Currently, the City only receives revenue if the production actually takes place. If the film company applying for the permit decides not to shoot in the City, the City does not receive any revenue. However, there is a significant amount of work that goes in to processing an application before a permit is issued.

Upon receipt of the initial application, staff reviews it for completeness, adds it to the P&FP Permit Log, and routes it to the appropriate City departments (i.e., Public Works, Police, and Recreation and Community Services departments) and City of Los Angeles Fire Department.

Staff from each appropriate City department then makes contact with the applicant and, if necessary, meets with them to review each detail of the proposed production. Each department then provides a Cost Estimate detailing additional fees for their respective department.

There is currently no mechanism for the City to recover the cost of reviewing the application. The Permit fee is only structured to recover the costs incurred during the actual shoot. Consequently, if an applicant submits an application, but ultimately does not go through with the production, the City does not collect any fees.

To ensure that the City is adequately recovering the cost of processing a P&FP application, staff is proposing establishing a permit application fee that will be due upon submission of an application. Processing of new P&FP permit applications will not be initiated until the requisite fees are paid in full.



**Consideration to Adopt a Resolution Establishing Photography and Film Production Application Fees**Page 3 of 3

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To support the amount of the proposed fees, staff identified each activity associated with processing an application, the particular staff involved in the process, and the average amount of time each staff member spends on each activity for the average application. From the data, the total cost to the City was calculated using each employee's fully burdened hourly rate (See Attachment B).

Staff noted that there is a benefit to be given more time to review and process the application. Therefore, the proposed fee structure includes a twenty percent (20%) discount from the full cost for applications submitted at least fifteen (15) calendar days before the proposed shoot and full cost recovery for applications submitted less than fifteen (15) days before the proposed shoot. It should be noted that the City can only recover up to the full cost to provide the service. The fees are structured in a way to encourage early filing of the application. Since the City cannot impose a "fine" for turning in applications late unless the late application results in additional work that would not otherwise be required, staff proposes a tiered fee system to incentivize early submittal.

The proposed fees are as follows:

**Film Application Fee (due upon application submittal)**

- Submit fifteen (15) calendar days or more prior to shoot                 \$240
- Submit less than fifteen (15) days prior to shoot                                 \$300

The proposed fees are recommended to be established based on the attached cost analysis(Attachment "B"). The City is currently going through a user fee study. These fees will be reviewed as part of that study and there may be recommendations to change the fees, include additional categories, etc. as a result of that study.

**BUDGET IMPACT:**

The proposed fees will increase the City's cost recovery related to filming activities.

**CONCLUSION:**

Adopting a fee structure that fully recovers the City's cost to run a filming program will help make the program more sustainable and palatable going forward.

**ATTACHMENTS:**

- A. Resolution No. 7727 with Exhibit 1: Photography and Film Production application fees.
- B. Application Fee – Cost Analysis

**ATTACHMENT "A"****RESOLUTION NO. 7727****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO ESTABLISHING PHOTOGRAPHY AND FILM  
PRODUCTION PERMIT APPLICATION FEES**

**WHEREAS**, the City Council desires to establish fees for processing applications for photography and film production within the City limits; and

**WHEREAS**, pursuant to the State Constitution, San Fernando City Code, and other applicable federal, state and local laws, the City is able to charge fees for services which to not exceed the City's cost to provide those services; and

**WHEREAS**, on file in the applicable department is the report justifying the fees set forth in this resolution; and

**WHEREAS**, on March 7, 2016, in accordance with Government Code Section 66016, the City Council conducted a duly noticed public hearing regarding establishment of photography and film production permit application fees to be charged by the City; and

**WHEREAS**, the City of San Fernando gave notice of the aforementioned public hearing by posting notice in a newspaper of general circulation on February 25, 2016 and March 3, 2016 in the San Fernando Sun; and

**WHEREAS**, as on or about February 26, 2016, data indicating the amount of cost or estimated cost required to provide the services for which the film permit application fee is imposed was made available for inspection by interested members of the public at the Finance Department in City Hall; and

**WHEREAS**, after giving an opportunity for the public to be heard and considering all information before it, the City Council approved the establishment of photography and film production permit application fees attached hereto as Exhibit 1.

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

**Section 1.** The representations set forth in the Recitals, above, are true and correct.

**Section 2.** The City Council hereby establishes the Photography and Film Production Permit Application Fees provided in Exhibit "1", attached hereto.

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of March, 2016.

---

Joel Fajardo, Mayor

**ATTEST:**

---

Elena G. Chávez, City Clerk

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

**I HEREBY CERTIFY** that the foregoing Resolution was approved and adopted at a regular meeting of the City Council held on the 7<sup>th</sup> day of March, 2016, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

---

Elena G. Chávez, City Clerk



## EXHIBIT 1

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### **Photography and Film Production Permit Application Fees**

The following fees are established for Photography and Film Production applications submitted to the City of San Fernando. Fees will be due and payable at the time the Photography and Film Production Permit Application is submitted. The City will not begin the process to review the application until such time that the fees are paid. The application fees are set to recover the cost to review and process the application. As such, fees will not be refunded if the applicant does not ultimately obtain a permit.

<u>Film Permit Application Fee (due upon application submittal)</u>	<u>Fee</u>
• Submit fifteen (15) calendar days or more prior to shoot	\$240
• Submit less than fifteen (15) days prior to shoot	\$300

**ATTACHMENT "B"**

Agency: **City of San Fernando**

Department: **105 - Administration**

Fiscal Year: **2015-2016**

**Film Application Processing Fee - Cost Summary**

	Position Title	# of FTE	Fully Burdened	Total Hours per Unit	Total Cost
1	Executive Asst to City Manager	1.00	\$63.20	2.42	\$152.73
2	Senior Account Clerk	1.00	\$52.33	0.25	\$13.08
3	Public Works Field Supervisor II	1.00	\$66.08	0.50	\$33.04
4	Public Works Admin. Coordinator	1.00	\$52.04	0.50	\$26.02
5	Community Preservation Officer	1.00	\$57.79	0.25	\$14.45
6	Police Lieutenant	1.00	\$123.07	0.50	\$61.53
				4.42	
	<b>Total Cost to Process Film Application</b>				<b>\$300.86</b>

Agency: City of San Fernando  
 Department: 105 - Administration  
 Fiscal Year: 2015-2016

Service #: 1  
 Service Name: Film Permit Application  
 Annual Volume: 20

	1	2	3	4	5	6
	Executive Asst to City Manager	Senior Account Clerk	PW Field Supervisor II	PW Admin Coordinator	Community Preservation Officer	Police Lieutenant
Volume per Position Title:	20	20	20	20	20	20
Step Description:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:	Ave # of Minutes:
1 Receive/process initial application; make folder	15					30
2 Applicant phone calls	30					
3 Research/verify property/business owner and/or tenant	20	15			15	
4 Review/approve documents (perimeter map/notify ltr/ack	45					
5 Enter info into database	10					
6 Generate/distribute initial invoice	15		30	30		
7 Correspondence w/LAFD	10					
8 Misc phone calls/meetings						
9						
10						
Total Minutes:	145	15	30	30	15	30
Total Hours per Unit:	2.41666667	0.25	0.5	0.5	0.25	0.5
Total Annual Hours:	48.33333333	5	10	10	5	10

## Breakdown of Hourly Rates

	Salary & Benefits	Overhead*	Total Cost of Employee	Hourly Rate**
Executive Asst to City Manager	105,165	26,291	131,456	63.20
Senior Account Clerk	87,070	21,768	108,838	52.33
Public Works Field Supervisor II	109,961	27,490	137,451	66.08
Public Works Admin. Coordinator	86,594	21,649	108,243	52.04
Community Preservation Officer	96,168	24,042	120,210	57.79
Police Lieutenant	204,785	51,196	255,981	123.07

\*Overhead rate is 25%

\*\*Hrly rate based on 2,080 hours/year

### Overhead Calculation:

#### Direct Service Departments:

Community Development	821,886	
Police Department	6,099,275	
Public Works	929,686	
Water Utility	4,541,940	
Sewer Utility	5,064,428	
Recreation and Community Service	957,563	
Fire Dept.	2,800,000	
	<u>21,214,778</u>	75%

#### Support Services (Overhead):

Administration	1,406,431	
Risk Management	1,747,352	
Equipment Maintenance	738,715	
Facility Maintenance	927,596	
Finance and IT	2,407,811	
	<u>7,227,905</u>	25%

Total FY 2015-16

Governmental and Proprietary Funds 28,442,683

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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and City Councilmembers

**From:** Brian Saeki, City Manager  
By: Nick Kimball, Finance Director

**Date:** March 7, 2016

**Subject:** Consideration and Approval for First Reading of City Council Ordinance No. 1653 Amending in its Entirety Division 6 (Purchasing) of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting

### **RECOMMENDATION:**

It is recommended that the City Council:

- a. Receive report and pose questions to City staff; and
- b. Solicit comment from interested members of the public; and
- c. Commence deliberation, waiver further reading, and approve Ordinance No. 1653 (Attachment "A") for First Reading.

### **BACKGROUND:**

1. Sections 2-771 through 865 of the City Code prescribe the City's purchasing system and process ("Purchasing Ordinance").
2. It does not appear that there has been a substantial review and update of the Purchasing Ordinance since it was originally adopted in 1957.
3. Staff is proposing a comprehensive revision to the Purchasing Ordinance to modernize the Ordinance, update language to reflect the current form of government (i.e. Council-Manager), and increase organization, consistency and clarity throughout the Ordinance.
4. The City Attorney has reviewed the proposed Ordinance to ensure it is consistent with applicable state laws and other local purchasing ordinances.

**Consideration and Approval for First Reading of City Council Ordinance No. 1653 Amending in its Entirety Division 6 (Purchasing) of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting**

Page 2 of 4

**ANALYSIS:**

On January 26, 2016, staff met with the Budget, Personnel and Finance Committee (Mayor Fajardo and Councilmember Gonzalez) to review and discuss the proposed amendments to the City's Purchasing Ordinance. Staff received valuable feedback from the Committee and made additional changes accordingly.

The table below summarizes the differences current Ordinance and Proposed Ordinance:

Current	Proposed
	<u>General</u> : Adds multiple definition of terms and re-organizes various provisions to increase clarity and continuity.
	<u>General</u> : Changes references from City Administrator to City Manager or Purchasing Agent
Does not include a provision for maintenance of procurement records.	In accordance with state law, includes requirement to maintain procurement related records and make them available for public inspection.
Very limited provision for Bond and Insurance requirements	Expanded provisions for bond, bid security, insurance requirement, etc.
Does not include a provision related to financial interest in contracts/POs for current or former employees, elected and appointed officials.	Adds a provision prohibiting employee, elected and appointed official's financial interest in any contract awarded by City.
	Increases clarity for purchase order requirement, including the requirement to issue a purchase order to accompany contracts (this is to ensure sufficient budget to fund the contract).
Does not include a provision related to change orders.	Adds provisions to provide for change orders. For administrative contracts, City Manager can approve change orders up to a total contract amount of \$25,000. For Council approved contracts, City Manager can approve change orders up to approved contingency. Council must approve changes in excess of approved contingency.

**Consideration and Approval for First Reading of City Council Ordinance No. 1653 Amending in its Entirety Division 6 (Purchasing) of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting**

Page 3 of 4

Current	Proposed
<p>Provides bidding exceptions when bidding is:</p> <ul style="list-style-type: none"> <li>• Impossible, impractical, incongruous.</li> <li>• Piggybacking.</li> <li>• Emergency procurement.</li> </ul>	<p>Provides bidding exceptions for:</p> <ul style="list-style-type: none"> <li>• Travel/expense advances.</li> <li>• Subscriptions.</li> <li>• Purchases less than \$2,500.</li> <li>• Trade circulars or books.</li> <li>• Insurance premiums.</li> <li>• Insurance Claims.</li> <li>• Sole source.</li> <li>• Reimbursement of expenses.</li> <li>• Petty cash reimbursement.</li> <li>• Medical payments.</li> <li>• Newspaper advertisements and notices.</li> <li>• Dues to approved organizations.</li> <li>• Payments to other government units.</li> <li>• Utility service payments, connection and/or installation charges.</li> <li>• Competitive bids solicited, but no bids received.</li> <li>• Attorney services.</li> <li>• Postage, courier/delivery messenger services.</li> <li>• Land.</li> <li>• Buildings.</li> <li>• Debt services.</li> <li>• Grants.</li> <li>• Claim settlements.</li> <li>• Collection agreements.</li> </ul>
<p>Does not include a provision for local bidder preference.</p>	<p>Adds local bidder preference that allows a local vendor to match the lowest bid if they are within 5% of the lowest bid.</p>
<p>Includes reference to the Uniform Public Construction Cost Accounting Act (PCCAA) for Public Works projects, but incorporates in only by reference.</p>	<p>Expands language to include more detailed references to the PCCAA and the processes required by the PCCAA.</p>

**Consideration and Approval for First Reading of City Council Ordinance No. 1653 Amending in its Entirety Division 6 (Purchasing) of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting**

Page 4 of 4

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Current	Proposed
Subdivision III – Contracts for Consultants or Special Services	Replaced with Subdivision IV – Professional, Management, General, or Special Services. This section clarifies and simplifies the original section to make it consistent with the other provisions of the Ordinance.
Does not include a provision for multi-year contracts.	Authorizes multi-year contracts. Administrative contracts not to exceed \$25,000/year. Any multi-year contract exceeding \$25,000/year must be approved by City Council. Also, if the same supplier has been used for a term of 5 years, formal or informal bidding procedures shall apply.
Does not include a provision for employee ethics and accountability	Adds section on employee ethics and accountability.

The proposed Ordinance is included as Attachment A.

**BUDGET IMPACT:**

There is no budget impact to amending the Purchasing Ordinance.

**CONCLUSION:**

Modernizing and updating the Purchasing Ordinance will provide more clarity and consistency to the rules governing the City's purchasing process. It will also provide some flexibility to staff when procuring certain goods and services that do not lend themselves to traditional bid processes.

**ATTACHMENTS:**

A. Proposed Ordinance No. 1653

**ATTACHMENT “A”****ORDINANCE NO. 1653**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
SAN FERNANDO, CALIFORNIA AMENDING IN ITS  
ENTIRETY DIVISION 6 (PURCHASING) OF ARTICLE IV  
(FINANCE) OF CHAPTER 2 (ADMINISTRATION) OF THE  
SAN FERNANDO CITY CODE RELATING TO THE  
PROCEDURES FOR PURCHASING AND CONTRACTING**

**WHEREAS**, the City Council of the City of San Fernando seeks to update its purchasing policies and procedures.

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

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

**SECTION 2.** Division 6 (Purchasing) of Article VI (Finance) of Chapter 2 (Administration) of the San Fernando City Code is hereby amended in its entirety and replaced by the text set forth in Exhibit “A” of this ordinance.

**SECTION 3.** Subsection (b) of Section 50-1 of Article I (In General) of Chapter 50 (Offenses and Miscellaneous Provisions) of the San Fernando Municipal Code is hereby amended in its entirety to now state the following:

*The Purchasing Agent for the City is authorized to sell all unclaimed property which has been in the possession of the department for a period of more than four months, in compliance with the provisions set forth under Subdivision V (Miscellaneous) of Division 6 (Purchasing) of Article VI (Finance) of Chapter 2 (Administration) of the San Fernando Municipal Code.*

**SECTION 4.** Adoption and implementation of this ordinance is exempt from the California Environmental Quality Act (“CEQA”) as the ordinance amendments contemplated herein will have no impact on the environment.

**SECTION 5.** Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

**SECTION 6.** Effective Date. In accordance with Government Code section 36937, this ordinance shall take effect and be in force 30 days after passage and adoption.

**SECTION 7.** Certification. The City Clerk is hereby authorized and directed to certify to the passage of this Ordinance by the City Council and shall cause it to be published or posted as required by law.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando at a regular meeting held on this 7th day of March, 2016.

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Joel Fajardo, Mayor

**ATTEST:**

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Elena G. Chávez, City Clerk

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

I, Elena G. Chávez, City Clerk of the City of San Fernando, hereby certify that the foregoing Ordinance No. 1653 of the City Council of the City of San Fernando was approved and adopted by said City Council at its regular meeting held on the 7th day of March 2016 by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Elena G. Chávez, City Clerk



## **EXHIBIT A**

### **TEXT OF NEW DIVISION 6 (PURCHASING) OF ARTICLE IV (FINANCE) OF CHAPTER 2 (ADMINISTRATION) OF THE SAN FERNANDO MUNICIPAL CODE**

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#### **CHAPTER 2. ADMINISTRATION**

#### **ARTICLE VI. FINANCE**

#### **DIVISION 6. PURCHASING**

#### **SUBDIVISION I. GENERAL PROVISIONS**

##### **Sec. 2-771. Purpose.**

The purpose of this Division is to establish an efficient procedure for the purchase of supplies, services, and equipment, and to establish a procedure for performing or contracting for the construction of public works consistent with state law. These procedures shall not be overly time consuming and cumbersome, while allowing the City to obtain the best professional services, and acquire quality supplies, general services, and equipment in an overall economic manner, and also to construct public works at the lowest reasonable cost. The purpose of this ordinance is to emulate best practices in the purchasing procedures.

##### **Sec. 2-772. Definitions.**

- (a) Bidder's List. "Bidder's List" shall mean a list of responsible prospective vendors capable of providing the items being bid upon.
- (b) Cooperative Bid. "Cooperative Bid" is when several government agencies join together to create one bid document combining all agencies product volume for consideration of the bidder in determining the unit cost.
- (c) Emergency. As determined by the City Council, including, but not limited to, states of emergency defined in Section 8558 of the Government Code, when repair or replacements are necessary to permit the continued conduct of the operation of City services, or to avoid danger to life or property, repair or replace any public facility without adopting plans, specification, or working details or give notice for bids to let a contract or Public Works Construction Contract.
- (d) Equipment. "Equipment" shall mean furnishings, machinery, vehicles, rolling stock, and other personal property used in the City's business.
- (e) General Services. "General Services" are services which do not require any

unique skill, special background, training, and obtaining such services at the lowest cost should be the single most important factor in selection, as opposed to personal performance. Examples of general services include uniform cleaning and maintenance services.

- (f) Local Vendor. "Local vendor" means a person, firm, partnership, corporation or other legal entity which: (a) has its principal place of business within the jurisdictional boundaries of the City; and (b) has continuously maintained a business license with the City for a period of at least twelve (12) months from the date bids are due.
- (g) "Lowest responsive and responsible bidder". The term "lowest responsive and responsible bidder" means a bidder who has submitted the lowest monetary bid in response to bid solicitation and who is also a responsible bidder and a responsive bidder. If a bid solicitation has additive or deductive items the lowest monetary bid shall be determined by the City in the bid solicitation documents in any of the manners prescribed under subdivision (c) of Section 10126 of the California Public Contract Code.
- (h) Maintenance Work. "Maintenance Work" shall mean:
  - (1) Routine, recurring, and usual work for the cleaning, preservation, or protection of any publicly owned or publicly operated facility for its intended purposes.
  - (2) Minor repainting.
  - (3) Resurfacing of streets and highways at less than one (1") inch.
  - (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
  - (5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of two hundred thirty thousand (230,000) volts and higher.
- (i) Multiple Awarded Bid. When a bid is awarded to more than one vendor for the same or similar products. A multiple awarded bid schedule is usually set up and provides information of product type/brand and vendor who is providing the product.
- (j) Piggyback. Use of another public agency's existing contract to purchase the same product(s) as outlined in the awarding bid document.

- (k) Professional, Management, or Special Services. "Professional," "Management," or "Special Services" shall mean any work performed by an attorney, doctor, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm, consultant or those services such as computer services, golf course operating services, concession services, parking garage operation services, and transportation/transit operator services. Factors for determining whether professional, management, or special services are needed include but, are not limited to, services which require special performance criteria, specific experience and training, professional judgment, licensing, qualified expertise in a specific area of work, or other unique factors other than simply obtaining the service at the lowest cost to the City.
- (l) Public Works. "Public Works" shall mean a type of public construction project subject to the regulation of the State Public Contract Code and State Labor Code and as defined in California Labor Code Division 2, Chapter 1, Article 1, Section 1720 and as further amended. Examples of a Public Works Project include:
- (1) The erection, construction of, alteration, major painting, repair, or demolition of public buildings, streets, walkways, water and sewer facilities, drainage facilities, or other public facilities, whether owned, leased, or operated by the City.
  - (2) Furnishing supplies or materials for any of the above works or projects.
  - (3) A public work does not include maintenance work as defined in this subdivision.
- (m) Public Project. "Public Project" shall have the meaning as set forth in the California Public Contract Code Division 2, Part 3, Chapter 1, Article 4, Section 20161 and Division 2 Part 3, Chapter 2, Article 1, Section 22002, or as hereinafter amended.
- (n) Purchase. "Purchase" shall include the renting, leasing, purchasing, licensing, or a trade of equipment or supplies.
- (o) Purchasing Agent. The "Purchasing Agent," for the purposes of this Division, shall be the Finance Director or his/her designee and is responsible for managing the decentralized purchasing program.
- (p) Purchasing Officer. The "Purchasing Officer," for the purposes of this Division, shall be the City Manager or his/her designated representative. The Purchasing Agent, as defined above, shall be presumed to be the designated representative of the Purchasing Officer unless otherwise directed by the Purchasing Officer in writing.
- (q) Responsible bidder. "Responsible bidder" means a bidder determined by the

awarding department:

- (1) To have the ability, capacity, experience and skill to provide the goods, services, professional services, and/or construction projects in accordance with bid specifications, and if applicable;
  - (2) To have the ability to provide the goods, services, professional services, and/or construction projects promptly, or within the time specified, and if applicable;
  - (3) To have equipment, facilities and resources of such capacity and location to enable the bidder to provide the required goods, services, professional services, and/or construction projects, and if applicable;
  - (4) To be able to provide future maintenance, repair, parts and service for the use of the goods and/or construction projects purchased, and if applicable;
  - (5) To have a record of satisfactory performance under prior contracts with the city or other purchasers where such bidder has previously been awarded such contract.
- (r) Responsive Bidder. "Responsive bidder" means one that is in substantial conformance with all requirements of the invitation to bid, including specifications and the city's contractual terms and conditions. Bidders who substitute terms and conditions or who qualify their bids in such a manner as to nullify their liability may be considered nonresponsive bidders. This may also include provision of insurance requirements, bonds, completion of all forms, inclusion of references and additional information as requested in bid documents.
- (s) Special Equipment/Supplies. "Special Equipment/Supplies" shall mean unique supplies, machinery, computers, or other equipment which are not generally and regularly ordered in bulk by the City and which must perform complex tasks, or integrate efficiently with existing equipment or supplies.
- (t) Supplies. "Supplies" shall mean office supplies, janitorial supplies, materials, goods, tools, or other commodities used in the general conduct of the City's business, excepting supplies or materials for a public work which is regulated under the California Public Contract Code Sections 20160, et seq.
- (u) Uniform Construction Cost Accounting Procedures. "Uniform Construction Cost Accounting Procedures" shall mean those procedures and rules established by the State Uniform Construction Cost Accounting Commission pursuant to Section 22010, et seq. of the California Public Contract Code or as amended.
- (v) Urgency. Urgency shall exist when the service, repair, or replacements are

immediately necessary to permit the continued performance of the operations or services of the City, or to avoid the immediate danger to life, health, or property.

**Sec. 2-773. Purchasing Agent: Powers and duties.**

The duties of the Purchasing Agent may be combined with those duties of any other officer or position in the City. The Purchasing Agent shall have the authority to:

- (a) Purchase or contract for needed City supplies, general services, equipment, and special equipment/supplies which are not included within a construction contract or proposed specifications for a construction contract of a public work being administered by any other City department;
- (b) Investigate, keep knowledgeable about, negotiate, and recommend on the execution of contracts or the purchasing of supplies, general services, and equipment pursuant to the procedures of this Division, and such administrative rules and regulations as prescribed by the City Manager;
- (c) Keep informed of current developments concerning purchasing, prices, market conditions, and new products;
- (d) Prescribe and maintain such forms as necessary for the proper operation of this purchasing system;
- (e) Supervise the inspection of all supplies, general services, and equipment purchased under this Division to assure conformance with City specifications;
- (f) Supervise the transfer of surplus and unused supplies and equipment for sale or disposal of such;
- (g) Maintain up-to-date bidder's list, vendors' catalogs, files, and such other records as needed to perform these duties;
- (h) Ensure that purchasing specifications are written to encourage full competition;
- (i) Perform such other tasks as may be necessary for the proper conduct of purchasing of supplies, services, construction services, and equipment.

**Sec. 2-774. City Council authorizes City Manager to implement administrative regulations.**

City Council authorizes City Manager to establish and maintain written administrative regulations and standards consistent with this Division, which incorporate and implement the City's purchasing and contracting procedures, including an implementation of the purpose, goals and requirements of this ordinance.

**Sec. 2-775. Purchase orders.**

- (a) Except for departmental purchases as authorized in Sec. 2-800(a), the purchase of equipment and supplies shall include the execution of a purchase order and no such purchase order shall be issued without the prior written approval of the Purchasing Agent or designated representative. The City shall issue a purchase order 1) to each vendor who agrees to provide equipment, goods, supplies and materials to the City, and 2) to accompany every contract for the performance of services and Public Projects unless otherwise authorized by the City Manager or the rules and regulations adopted by the City pursuant to this Division. Except as otherwise provided herein, no contract shall be deemed to be an authorization to proceed with work unless accompanied by a properly authorized and executed purchase order nor shall any vendor or contracting party be authorized to perform any service, perform any Public Project, or provide any supplies or equipment without first receiving a properly authorized and executed purchase order issued by the Purchasing Agent upon verification of sufficient unencumbered appropriation balance.

- (b) The purpose of a purchase order is to ensure compliance with this Division.

**Sec. 2-776. Encumbrance of funds.**

Except in cases of urgency as described in Sections 2-804, 2-828, and 2-850, the Purchasing Agent shall not issue any Purchase Order, for purchase of supplies, services or equipment unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged or City Council has authorized said purchase.

**Sec. 2-777. Solicitation exceptions.**

- (a) The competitive bid and RFP processes are not applicable to certain purchases. The following are exempt from bid processes Subdivision II and Subdivision IV herein.
- (1) Department purchases, as defined in Section 2-800(a);
  - (2) Travel/expense advances;
  - (3) Subscriptions;
  - (4) Trade circulars or books;
  - (5) Insurance premiums;
  - (6) Insurance claims;
  - (7) Reimbursement of expenses;
  - (8) Petty cash reimbursement;
  - (9) Medical payments;
  - (10) Newspaper advertisements and notices;

- (11) Dues to approved organizations;
- (12) Payments to other government units;
- (13) Utility service payments, utility connection and/or installation charges;
- (14) Attorney services;
- (15) Postage, courier/delivery messenger services;
- (16) Land;
- (17) Buildings;
- (18) Debt services;
- (19) Grants;
- (20) Claim settlements;
- (21) Collection agreements referenced under Section 70-11 of Article II of Chapter 70 of the San Fernando Municipal Code.

**Sec. 2-778. Contracts.**

- (a) All written contracts shall be approved by City Attorney as to form. Contracts shall be prepared for professional, management, general or special services, and construction for Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars and over. Contracts for an amount of Twenty-five Thousand and no/100ths (\$25,000.00) Dollars and less shall be approved/awarded by the City Manager, following any required selection process outlined in Subdivisions III and IV of this Division. Contracts with a dollar amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars shall be approved/awarded by City Council following a selection process outlined in Subdivisions III and IV of this Division.
- (b) The City Manager is authorized to issue Contract Amendments as follows:
  - (1) If the contract was originally executed for an amount of Twenty-five Thousand and no/100ths (\$25,000.00) Dollars or less, the City Manager shall have the authority to issue Contract Amendments, provided that the sum of all amendments, plus original contract amount, shall not exceed Twenty-five Thousand and no/100ths (\$25,000.00) Dollars. If the amended contract will exceed Twenty-five Thousand and no/100ths (\$25,000.00) Dollars, City Council shall approve the contract amendment.
  - (2) For a contract originally executed for an amount in excess of Twenty-five Thousand and no/100ths (\$25,000.00) Dollars and originally approved by City Council, the City Manager shall have authority to issue contract amendments, provided that the sum of all contract amendments for any single contract shall not exceed the limit approved by City Council. If the amended contract will exceed the limit previously approved by City Council, the contract amendment must be approved by City Council.
- (c) Master Professional Services Contracts. For those Professional Services as defined in Government Code Section 4526 (and as otherwise amended),

master multi-year contracts with several consultants with a general scope of work may be set up for a total not-to-exceed dollar amount as approved by City Council.

- (1) A formal Request for Qualification process shall be used in accordance with City Code Section 2-840(d) and awarded based on qualifications.
- (2) Task Orders shall be issued pursuant to the Master Contract with a specific scope of work and the City Manager shall have authority to execute such Task Order for individual projects up to the City Council approved budget appropriation.

(d) Master General Services Contract.

- (1) A Bid or a Request for Proposal/ Qualification process may be used to procure General Services and may be awarded based on qualifications plus reasonableness of cost.

(e) Public Works Contracts shall be established for work in an amount of Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars and over. City Manager may award and execute contracts for individual projects in an amount of Twenty-five Thousand and no/100ths (\$25,000.00) Dollars or less. Individual projects in an amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars shall be approved by City Council.

(f) Change Orders. A Change Order shall be used to modify the contract documents regarding contract price, schedule of payments, completion date, plans and specifications, expanding scope of work due to change in conditions, and for unit price overruns and under runs, as specified in the Contract. Work description and justification should relate to the original project and should be necessary to achieve original scope of project. After a determination that costs is merited by developments in a specific project, the City Manager is authorized to issue Change Orders up to the contract contingency amount approved by the City Council for the individual contract as follows:

- (1) Contracts in the amount Twenty-five Thousand and no/100ths (\$25,000.00) Dollars or less:
  - (i) City Manager may approve Change Orders until the contract reaches Twenty-five Thousand and no/100ths (\$25,000.00) Dollars.
  - (ii) Once the original contract plus all accumulated Change Orders is in an amount that is equal to Twenty-five and no/100ths (\$25,000.00) Dollars, subsequent Change Orders must be approved by City Council prior to commencing the work.



- (2) Contracts in an amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars.
  - (i) City Manager may approve cumulative Project Change Orders up to the contingency established and approved by City Council for each individual contract.
  - (ii) Any single Change Order exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars must be approved by City Council prior to commencing with the work. In urgency situations where stopping the work will result in severe repair or replacement delays and subject the City to excessive additional costs due to the delay in the project, City Manager may approve such Change Order and shall give notice to City Council at the next City Council meeting.
- (g) Master Maintenance Service Contracts.
  - (1) Request for Qualification process shall be used to establish Master Contracts. The purpose which is to award discrete small projects which in no event exceed Twenty-five Thousand and no/100ths (\$25,000.00) Dollars per task order.
  - (2) Master Single or Multi-year Contracts may be set up with several vendors, and will include a general scope of work and will establish an annual not-to-exceed dollar amount as approved by City Council.
  - (3) Task Orders shall be issued pursuant to the Master Contract with a specific scope of work and the City Manager shall have authority to execute such Task Order for individual projects for an amount of Twenty-five Thousand and no/100ths (\$25,000.00) Dollars or less.
- (h) Multi-year Professional, Management, General or Special Services, and Construction Contracts.
  - (1) The City Manager may approve multi-year contracts for professional, management, general or special services, and construction contracts; provided, the annual value of the multi-year contract is Twenty-five Thousand and no/100ths (\$25,000.00) Dollars per year or less.
  - (2) Multi-year contracts exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars per year shall require the approval of the City Council.
  - (3) In the event the same supplier, contractor or consultant has been utilized for a period of five (5) years, the formal or informal bidding procedures as set forth in Section 2-800 shall apply.

Sec. 2-779 – 2-799. [Reserved – No Text]

## **SUBDIVISION II. SUPPLIES, GENERAL SERVICES AND EQUIPMENT**

### **Sec. 2-800. Bidding procedures.**

Except as authorized in Section 2-777(a), 2-801, 2-802, or in the case of urgencies as described in Section 2-804, the purchase of supplies, equipment and special equipment/supplies, not included in the construction contract or bid specification for a public works project, shall be made as follows:

- (a) Department Purchases. A department may purchase specified and limited supplies, and equipment, special equipment/supplies independently of the Purchasing Agent of a value less than Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars, provided such department keeps a record of such purchases and exercises reasonable prudence in seeking price quotes when purchasing such items. All such purchases shall be made with funds in an unencumbered appropriation.
- (b) Direct Purchase Order. The purchase of supplies, equipment, or special equipment/supplies with the estimated value of Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars but not more than Twenty-five Thousand and no/100ths (\$25,000.00) Dollars shall be made by a written bidding procedure as follows:
  - (1) The responsible department shall prepare a written product specification describing the minimum requirements of the purchase.
  - (2) The department shall obtain at least three written responses to the informal request for bid. This requirement may be waived for good cause in writing by the Department Head and Purchasing Agent in consultation with one another.
  - (3) Written responses may be made by mail, fax, or e-mail directly to the department representative requesting the item. Further negotiation with a vendor to negotiate a lower price based on the bid responses received from other vendors is prohibited. A written record and tabulation shall be made at that time the bid response is received and opened. All written responses must be retained by the department for three years.
  - (4) Bid evaluation procedures. All bids shall be analyzed by the department for compliance with bid specifications, and the department shall prepare an analysis of the bid process.
    - (i) Award will go to the lowest responsive/responsible bidder.

- (ii) When two or more bids are the same, in unit, quality, service and total cost, preference shall be given to the local vendor, as defined.
    - (iii) If a local vendor, as provided in Section 2-805 submits a bid, if the bid is within five percent (5%) of the lowest responsible and responsive bidder's bid, and if the local vendor is a responsible bidder and responsive bidder, the local vendor shall be given the opportunity to match the bid of the lowest responsible and responsive bidder. Local vendor preference is based on Public Contracts Code 6107 and does not apply to Public Works Projects as defined by the Public Contracts Code Section 22002 or Federal Grant funded purchases.
    - (iv) If the Department Head determines that all the bids received are unacceptably high, or specifications were unclear, the department may reject any bids received and the item may be rebid.
  - (5) No bids received. In the event no bids are received, the Department Head requesting the purchase shall have the option of any of the following:
    - (i) Abandon the purchase;
    - (ii) Rebid the purchase; or
    - (iii) Request Purchasing Agent approval to obtain the item, supply, service, or equipment on a direct negotiated contract.
  - (6) The department shall prepare a written recommendation to the Purchasing Officer for award or rejection of bids.
  - (7) Award. The Purchasing Officer shall reject all bids or award the purchase contract to the lowest responsive and responsible bidder whose bid or proposal fulfills the purpose intended according to criteria designated in the bid and the contract award amount is within the unencumbered appropriation for that item. Purchasing Officer may waive any minor bid irregularities and shall award informal bids up to Twenty-five Thousand and no/100ths (\$25,000.00) Dollars.
- (c) Formal Bid Procedures. For supplies, equipment, or special equipment/supplies with an estimated value in an amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars purchases shall be made in accordance with the following formal written procedures:
- (1) Published Notices. A notice inviting bids shall be published at least ten (10) calendar days before the date of the opening of bids. The notice shall be published at least once in a newspaper of general circulation printed and

published in the City, and in appropriate trade publications, if any, circulated within the general area and posted on the City's Purchasing website. Such other notice as the Purchasing Agent deems appropriate shall be made.

(i) Notices inviting bids. Notices inviting bids shall include a general description of the goods, articles, services, or equipment to be purchased or required, state where bid blanks and specifications may be secured, describe any performance or bid security required, and the time and place for the opening of bids;

(ii) Bidder's List. The Purchasing Agent shall maintain a list of responsible bidders for various categories of supplies or equipment. A notice of the solicitation for a bid shall be sent to all responsible prospective contractors or suppliers whose names are on the bidder's list for the category or equipment, supplies or general services subject to the bid request or posted on the City's Purchasing website and distributed through mass e-mail notifications; and

(iii) Bulletin Board. The bid invitation shall be posted on a public bulletin board in City Hall.

- (2) Bidder's Security/Failure to Sign Contract. If the City requires a bidder's bond or other form of security, the bidder's security shall be prescribed in the notice inviting bids in an amount equal to the lesser of the following: (i) ten (10%) percent of the amount bid or (ii) such lesser percentage of the amount of the bid as may be required under the California Public Contract Code or other applicable law. Bidder's security shall be either a cash deposit with the City, a cashier's or certified check payable to the City, or a bidder's bond. Unsuccessful bidders shall be entitled to the return of bid security within sixty (60) days of the date of the award. However, the lowest responsive and responsible bidder shall forfeit all or part of his/her bid security, as may be determined by the City Council, upon the bidder's refusal or failure to execute the contract within ten (10) days after the date of the award of the contract. On the refusal or failure of the lowest responsive and responsible bidder to execute the contract, the City Council may award the contract to the next lowest responsive and responsible bidder.
- (3) Bid Opening Procedure. Sealed bids shall be submitted to the Office of the City Clerk and shall be identified as to bidder, project, and "Bid" on the envelope. Bids shall be opened by City staff in public at the time and place stated in the notice inviting bids. A written record and tabulation shall be made at the time of all bids received.
- (4) Bid Evaluation Procedures. All bids shall be analyzed by the Purchasing Agent and department for compliance with bid specifications. The

department shall prepare a recommendation for award or rejection to the City Council.

- (i) If a local vendor, as provided in Section 2-805 submits a bid, if the bid is within five percent (5%) of the lowest responsible and responsive bidder's bid, and if the local vendor is a responsible bidder and responsive bidder, the local vendor shall be given the opportunity to match the bid of the lowest responsible and responsive bidder. Local vendor preference is based on Public Contracts Code 6107 and does not apply to Public Works Projects as defined by the Public Contracts Code Section 22002 or Federal Grant funded purchases.
- (5) Rejection of Bids. If the City Council determines that bids are excessively high or that specifications were unclear, or if no bids are received, the City Council may reject all bids presented and use whatever method it deems appropriate, such as rebid, abandon acquisition, or negotiate a contract to complete the purchase.
- (6) Award of Contracts. Contracts shall be awarded by the City Council to the lowest responsive and responsible bidder whose bid fulfills the purpose intended according to the criteria designated in the solicitation, and provided the award amount is within the unencumbered appropriation for that item. The City Council may waive any minor bid irregularities.
- (7) Tie Bids. If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the City Council may accept either bid or accept the lowest bid made by negotiation with the tied bidders.
- (8) Performance Bonds. The City may require a performance bond in such amount as it shall find reasonably necessary to protect the public interest. If the City requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

**Sec. 2-801. Special equipment/supplies; sole source purchases.**

- (a) Special Equipment/Supplies. In purchasing any special equipment or supplies needed to be compatible with existing equipment, or to perform complex or unique functions, the Purchasing Agent and Department Head in consultation with one another may:
  - (1) Limit bidding to a specific product type, or a brand name product; or
  - (2) Utilize a request for proposal approach where warranties, service and/or maintenance obligations, and product performance will be evaluated in addition to the price of the product. The award of the contract should be to the

proposer staff deems is in the best public interest.

- (b) **Sole Source Purchases.** Unique commodities or services that can be obtained from only one vendor, or one distributor authorized to sell in this area, with singular characteristics or performance capabilities or which have specific compatibility components with existing City products are exempt from the competitive bidding requirements in Section 2-800 and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer.
  - (1) All sole source purchases shall be supported by written documentation indicating the facts and nature supporting the determination of a sole source, signed by the Department Head and forwarded to the Purchasing Agent. The Purchasing Officer shall approve sole source acquisitions in an amount of Twenty-five Thousand and no/100ths (\$25,000.00) Dollars or less.
  - (2) Approval of any sole source acquisition shall be obtained from City Council for an award of a contract for an amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars.

**Sec. 2-802. Cooperative, piggyback, and multiple awarded bid purchasing with other agencies.**

Approval and award of cooperative, "piggy-back" or multiple awarded purchases shall be obtained from the Purchasing Officer for an amount of Twenty-five Thousand and no/100ths (\$25,000.00) Dollars or less and by the City Council for purchases in an amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars.

- (a) **Cooperative Purchasing.** The bidding requirements of Section 2-800 shall not apply to the purchasing of any equipment or supplies which the Purchasing Agent determines to be in the best interest of the City to obtain through a cooperative competitive bidding procedure being prepared by and processed through another local, state, or federal governmental agency.
- (b) **Piggyback.** If the Purchasing Agent determines it to be in the best interest of the City, the Purchasing Agent is authorized to "piggyback" onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency.
- (c) **Multiple Awarded Bids.** Multiple awarded bids are generally conducted by larger government agencies. A competitive bidding process is conducted for a specified product. Several vendors whose product meets the specification are awarded the contract. Maximum item price and contract terms are established. If the Purchasing Agent determines it to be in the City's best interest, the Purchasing Agent is authorized to use federal, state, or other governmental agency multiple awarded contracts. Staff must obtain quotes from at least three vendors on the

awarded contract list and award the bid to the lowest responsive and responsible bidder.

### **Sec. 2-803. Recycled supply products specification.**

If in procuring supplies, a recycled product can achieve the necessary City performance standard, and if such recycled product is readily available, specifications should, if economically feasible, require products made with recycled materials be bid. If the Department Head determines that (1) a recycled product lacks performance capabilities or needed quality levels, or (2) a sufficient amount of said recycled or reusable product is not currently available in the market, then a reduced percentage can be required, or the supply specification can be limited to non-recycled or virgin materials. When recycled products are required, reasonable efforts shall be made to label the products as containing recycled materials. As used in this section, recycled products does not mean used products, but is limited to new products made with materials which have been recycled.

### **Sec. 2-804. Urgencies.**

The bidding procedures of Section 2-800 or solicitation procedures in Section 2-840 may be dispensed with in the case of urgency. An urgency shall exist when the service, repair, or replacements are immediately necessary to permit the continued performance of essential operations or services of the City, or result in excessive costs if not immediately remedied, or to avoid the immediate danger to life, health, or property. The City Council delegates authority to the City Manager to declare a public urgency. If the purchase is Twenty-five Thousand and no/100ths (\$25,000.00) Dollars and over, the City Manager shall give notice of the purchase process to the City Council.

### **Sec. 2-805. Local preference.**

To promote economic development and maintain a healthy economic base in the City of San Fernando, as well as encourage businesses to move into the City's jurisdiction, the City supports employment and local business opportunities which in turn promote the City's economic growth. As such, the City has determined it is in its best interest to provide a preference to local businesses.

- (a) Local Preference in Purchasing. In the bidding of, or contracting for procurement of supplies, materials, and equipment as provided in these sections, the Purchasing Officer may give a preference to responsive, responsible, local businesses located in the City of San Fernando. If the local vendor's bid is within five percent (5%) of the lowest responsible and responsive bidder's bid and if the local vendor is a responsible bidder and responsive bidder, the local vendor shall be given the opportunity to match the bid of the lowest responsible and responsive bidder. The granting of this local preference shall be approved or not based on a determination by the Purchasing Officer that quantity and quality of

the local product is equal to that of the next lowest bidder. In order for a local business to be eligible to claim the preference, the business must provide a copy of its current business tax certificate issued by the City. This local preference is not applicable to:

- (1) Bids for public projects as defined by Public Contracts Code Sections 20161 and 22002;
- (2) Bids funded by grants which prohibit its use; and
- (3) Contracts for professional, management, general, and special services.

**Sec. 2-806. Staging of purchases prohibited.**

Purchases and Public Works contracts shall not be knowingly staged or separated into smaller units or segments solely for the purpose of evading the competitive formal or informal bidding requirements of this Division.

**Sec. 2-807. Inspection and tests.**

The Purchasing Agent or department requesting the item shall inspect all deliveries of supplies and equipment to assure conformance with the contract or order specifications. The Purchasing Agent, at his/her discretion, may require chemical and physical tests of samples or supplies and equipment as he/she deems necessary to determine the quality in conformance with those specifications.

**Sec. 2-808. General services.**

- (a) General services as defined in Subdivision I, Section 2-772(e) shall be procured either through the bid process outlined in Subdivision II, Section 2-800 with the emphasis on awarding to the "lowest responsive responsible bidder" or through the Request for Proposal process outlined in Subdivision IV, Section 2-840 with emphasis on factors other than price.
- (b) Factors to Consider. If it is determined by the department in consultation with the Purchasing Agent that all vendors providing a service classification can equally provide the service satisfactorily, a bid process would be appropriate. However, if factors other than price need to be considered in awarding the contract, the Request for Proposal (RFP) process may be used. Examples of areas other than price that may be important in awarding the contract include: experience level, competence, resources/equipment, staffing levels, services available/time factors, and other qualifications determined by each City department responsible for recommending the service contract that may be important to consider.
- (c) Master General Services Single or Multi-year Contracts may be awarded to multiple service providers following a formal Request for Proposal/Qualification



process using the procedures set forth in Section 2-840. Award of master contracts and negotiating task orders should follow the procedure set out in Section 2-778.

Sec. 2-809 – 2-820. [Reserved – No Text]

### **SUBDIVISION III. PUBLIC WORKS PROJECTS.**

#### **Sec. 2-821. Uniform construction cost accounting procedures.**

The City Council has elected to become subject to the Uniform Construction Cost Accounting Procedures as established by the California Uniform Construction Cost Accounting Commission.

#### **Sec. 2-822. Bidding procedures for various project amounts.**

- (a) A public project of Thirty Thousand and no/100ths (\$30,000.00) Dollars or less may be performed by City employees by force account, by negotiated contract, or by Purchase Order, provided such action is first authorized by the Purchasing Officer or the Purchasing Agent.
- (b) A public project of an estimated amount exceeding Thirty Thousand and no/100ths (\$30,000.00) Dollars but not more than One Hundred Twenty-five Thousand and no/100ths (\$125,000.00) Dollars may be let to contract by informal bid procedures as set forth in this subdivision.
- (c) A public project in an amount exceeding One Hundred Twenty-five Thousand and no/100ths (\$125,000.00) Dollars shall, except as otherwise provided in this subdivision, be let to contract by formal bidding procedures. The described project cost limits of (a) through (c) in this section shall be increased automatically as authorized pursuant to the adjustments made by the California Uniform Construction Cost Accounting Commission under Section 22020 of the Public Contract Code.

#### **Sec. 2-823. Adoption of plans.**

The City Council shall approve and adopt the plans, specifications, and working details, as well as authorize the bid request for all Public Works projects for an amount exceeding One Hundred Twenty-five Thousand and no/100ths (\$125,000.00) Dollars. The City Engineer is delegated authority to approve and adopt the plans, specifications, and working details for all Public Works projects less than One Hundred Twenty-five Thousand and no/100ths (\$125,000.00) Dollars.

#### **Sec. 2-824. Negotiate contract or purchase order procedures.**

For those projects qualifying under subsection (a) of Section 2-822, the project manager shall obtain a cost estimate from the project engineer or architect prior to issuing a Purchase Order or negotiating a contract with a responsible contractor. For any City force account work, the project manager shall first comply with the guidelines established by the California Uniform Construction Cost Accounting Commission in determining the cost of the public project. The City Manager shall have the authority to award and to execute any contract for the public project qualifying under subsection (a) and (b) of Section 2-822.

**Sec. 2-825. Informal bidding procedures.**

For those projects which qualify under Section 2-822(b) for informal bidding, the following procedures shall be used:

- (a) Bidder List. The City shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors' list shall be consistent with the California Uniform Construction Cost Accounting rules.
- (b) Notice. Unless the product or service is proprietary, all contractors on the City's list for the category of work being bid shall be mailed a notice inviting informal bids, or an announcement/ advertisement shall be placed in all construction trade journals specified in this section, or both such mailing and advertising. The trade journals shall be those identified by the California Uniform Construction Cost Accounting Commission as appropriate for this area. In addition, notice shall be posted on the City's Purchasing website.
- (c) Bidder's Security/Failure to Sign Contract. Bidder's security shall be prescribed in the notice inviting bids in an amount equal to ten (10%) percent of the amount bid. Bidder's security shall be either a cash deposit with the City, a cashier's or certified check payable to the City, or a bidder's bond. Unsuccessful bidders shall be entitled to the return of bid security within sixty (60) days of the date of the award. However, the lowest responsive and responsible bidder shall forfeit all or part of his/her bid security, as may be determined by the City Council, upon the bidder's refusal or failure to execute the contract within ten (10) days after the date of the award of the contract. On the refusal or failure of the lowest responsive and responsible bidder to execute the contract, the City Council may award the contract to the next lowest responsive and responsible bidder.
- (d) Minimum Time Period. All mailing of notices to contractors and announcements/ advertisements published in the construction trade journals pursuant to subdivision (b) shall be completed not less than ten (10) calendar days before bids are due.
- (e) Notice Contents. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and

state the time and place for the submission of bids.

- (f) Performance/Labor/Materials Bonds. A labor and materials bond, plus a performance bond shall be required, from a surety company licensed to do business in California and acceptable to the City, in amounts equivalent to the total contract amount.
- (g) Bid Opening Procedure. Sealed bids shall be submitted to the Office of the City Clerk and shall be identified as to bidder, project, and "Bid" on the envelope. Bids shall be opened by the City Clerk's staff in public at the time and place stated in the notice inviting bids. At that time, a written record and tabulation shall be made of all bids received, and shall be open for public inspection during regular business hours for a period of one year after the bid opening. The project manager shall make an analysis of the bids for compliance with bid specifications, and thereafter, make a recommendation for award or rejection.
- (h) Award. The City Manager shall award the contract or reject the bids. The Purchasing Officer may waive minor bid irregularities.
- (i) Change Orders. A Change Order shall be used to modify the contract documents regarding contract price, schedule of payments, completion date, plans and specifications, and for unit price overruns and under runs, as specified in the Contract. Work description and justification must relate to the original project and must be work necessary to achieve original scope of project. After a determination that costs are merited by developments in a specific project, the City Manager is authorized to issue Contract Amendments or Change Orders up to the contract contingency approved by the City Council as awarded for the individual contract as follows:
  - (1) City Manager may approve Project Change Orders until the contract reaches One Hundred Twenty-five and no/100ths (\$125,000.00) Dollars.
  - (2) Once the original contract plus all accumulated Change Orders are in an amount that is equal to One Hundred Twenty-five and no/100ths (\$125,000.00) Dollars, the contract and subsequent Change Orders must be approved by City Council prior to commencing with the work.
  - (3) Any single Change Order exceeding Fifty Thousand and no/100ths (\$50,000.00) Dollars must be approved by City Council prior to commencing with the work. In urgency situations, where stopping the work will result in severe repair or replacement delays and subject the City to excessive additional costs due to the delay in the project, City Manager may approve such Change Order and shall give notice to City Council at the next City Council meeting.
- (j) Bids in Excess of Statutory Amount. If all bids received are in excess of One

Hundred Twenty-five Thousand and no/100ths (\$125,000.00) Dollars, the City Council may, by passage of a resolution by a four-fifths (4/5) vote, award the contract up to One Hundred Thirty-seven Thousand Five Hundred and no/100ths (\$137,500.00) Dollars or less to the lowest responsive and responsible bidder without formal bidding if it determines the cost estimate of the City was reasonable.

### **Sec. 2-826. Formal Bidding Procedures.**

For those projects requiring formal bidding under Section 2-822(c), the following procedures shall be used:

- (a) **Publication.** A notice shall be published, at least once, fourteen (14) calendar days before the date of opening the bids in a newspaper of general circulation printed and published in the jurisdiction of the City. The notice inviting formal bids shall also be mailed to all construction trade journals specified by the California Uniform Construction Cost Accounting Commission as appropriate for the area. The notice shall be mailed at least thirty (30) calendar days before the date of opening the bids. The notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. In addition to notice required by this section, the City may give such other notice as it deems proper.
- (b) **Bidder's Security/Failure to Sign Contract.** Bidder's security shall be prescribed in the notice inviting bids in an amount equal to ten (10%) percent of the amount bid. Bidder's security shall be either a cash deposit with the City, a cashier's or certified check payable to the City, or a bidder's bond. Unsuccessful bidders shall be entitled to the return of bid security within sixty (60) days of the date of the award. However, the lowest responsive and responsible bidder shall forfeit all or part of his/her bid security, as may be determined by the City Council, upon the bidder's refusal or failure to execute the contract within ten (10) days after the date of the award of the contract. On the refusal or failure of the lowest responsive and responsible bidder to execute the contract, the City Council may award the contract to the next lowest responsive and responsible bidder. All bids must be signed by person authorized to bind company to bid terms.
- (c) **Bid opening Procedure.** Sealed bids shall be submitted to the Office of the City Clerk and shall be identified as to bidder, project, and "Bid" on the envelope. Bids shall be opened by the City Clerk's staff in public at the time and place stated in the notice inviting bids. A written record and tabulation shall be made at that time of all bids received, and shall be open for public inspection during regular business hours for a period of one year after the bid opening. The project manager shall make an analysis of the bids for compliance with bid specifications and, thereafter, make a recommendation for award or rejection.
- (d) **Award of Contracts/Minor Irregularities.** Contracts shall be awarded by the City

Council to the lowest responsive and responsible bidder whose bid fulfills the purpose intended, according to criteria designated in the solicitation, and provided the award amount is within the unencumbered appropriation for that item. The City Council may waive minor bid irregularities.

- (e) Change Orders. A "Change Order" shall be used to modify the contract documents regarding contract price, schedule of payments, completion date, plans and specifications, and for unit price overruns and under runs, as specified in the Contract. Work description and justification must relate to the original project and must be work necessary to achieve original scope of project. After a determination that costs are merited by developments in a specific project, the City Manager is authorized to issue Contract Amendments or Change Orders up to the contract contingency approved by the City Council as awarded for the individual contract as follows:
  - (1) City Manager may approve accumulative Project Change Orders up to the contingency established and approved by City Council for each individual contract.
  - (2) Any single Change Order exceeding Fifty Thousand and no/100ths (\$50,000.00) Dollars must be approved by City Council prior to commencing with the work. In urgency situations where stopping the work will result in severe repair or replacement delays and subject the City to excessive additional costs due to the delay in the project, City Manager may approve such Change Order and shall give notice to the City Council at the next City Council meeting.
- (f) Tie Bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay or re-advertising for bids, the City Council may accept either bid.
- (g) Performance/Labor/materials Bonds. A labor and materials bond, plus a performance bond shall be required, from an acceptable surety, in such amounts and in such a form as the City finds reasonably necessary to protect the public interest.
- (h) No Bids, if no bids are received, the project may be performed by City employees by force account, or by informal bidding procedures without further complying with this subdivision.

#### **Sec. 2-827. Rejection of bids.**

- (a) In its discretion, the City Council may reject any bids presented. If after the first invitation for bids all bids are rejected, the City shall state the reasons for the rejection, and after reevaluating its cost estimates of the project, the City shall have the option of either of the following:

- (1) Abandoning the project or re-advertising for bids in the manner described by this subdivision.
- (2) By passage of a resolution by a four-fifths (4/5) vote of the City Council declaring that the project can be performed more economically by City employees, may have the project done by force account without further complying with this subdivision.

**Sec. 2-828. Emergencies; procedure.**

In cases of great emergency as determined by the City Council, including, but not limited to, states of emergency defined in Section 8558 of the Government Code, when repair or replacements are necessary to permit the continued conduct of the operation of services of the City, or to avoid danger to life or property, the City Council, by majority vote, may proceed at once to replace or repair any public facility without adopting plans, specification, or working details, or give notice for bids to let a contracts. The work may be done by City forces, by contract, or by a combination of the two (2). The City Council delegates to the City Manager, the authority to declare a public emergency subject to confirmation by the City Council by a four-fifths (4/5) vote, at its next meeting.

**Sec. 2-829. Staging of public works.**

Public Works contracts shall not be knowingly staged or separated into smaller units or segments solely for the purpose of evading the competitive bidding requirements of this Division.

**Sec. 2-830. Bid protests.**

Any interested party may file a protest regarding the procurement decisions authorized under this Division.

- (a) Notice of Decision. After a decision regarding a procurement having a value over Thirty Thousand and no/100ths (\$30,000.00) Dollars has been made, the Department Head or designee shall notify all persons who submitted a response to a City solicitation of intended award. If a bidder is rejected because the bid is found non-responsive or because the bidder is deemed not-responsible, the City will give written notice to said bidder of evidence reflecting such decision.
- (b) Time to File Protest. All protests must be filed in writing and received by the Department Head within five (5) business days of the date on the notice of intended award.
- (c) Form of Protest. All protests shall be in writing, state the grounds for the protest, state the facts relevant to the protest, and all evidentiary support to rebut adverse

evidence that it or another bidder was either non-responsive or not responsible. All protests have to be filed in accordance with the instructions contained in the solicitation which is the subject of the protest.

- (d) City Manager Review. The City Manager or designee shall review the protest and issue a written decision on the protest. The City Manager or designee may base the decision on the written protest alone or may informally gather evidence from the person(s) filing the protest or any other person having relevant information. For procurements having a value of One Hundred Twenty-five Thousand and no/100ths (\$125,000.00) Dollars or less, the City Manager's or designee's decision shall be final.
- (e) Hearing on Protest. If a bid was rejected on the grounds that the bidder was not a "responsible" bidder, the protesting party must submit materials set forth in subdivision (c) above for consideration. A hearing will be set within a reasonable time to provide a decision before final approval of the selected low bid. For procurements having a value of One Hundred Twenty-five Thousand and no/100ths (\$125,000.00) Dollars or less, the City Manager's or designee's decision shall be final.
- (f) Appeal of City Manager's Decision to City Council. For procurements having a value exceeding One Hundred Twenty-five Thousand and no/100ths (\$125,000.00) Dollars, an appeal of the City Manager's decision may be filed with the City Council. All such appeals must be in writing, and shall be filed with the City Clerk within five (5) business days from the date of the City Manager's decision.
- (g) Failure to Timely Appeal. An interested party who fails to file a protest within the times set forth in this section waives any right to protest the issue further. No appeal to either the City Manager or City Council of any decision to award a bid under this Division may occur once the contract has been awarded.

Sec. 2-831 – 2-839. [Reserved – No Text].

#### **SUBDIVISION IV. PROFESSIONAL, MANAGEMENT, GENERAL OR SPECIAL SERVICES.**

##### **Sec. 2-840. Award of professional, management, general or special services contracts based upon competence.**

Factors to Consider. In contracting for professional services listed in Government Code Section 4526, selection shall be based on demonstrated competence and on professional qualifications necessary for the satisfactory performance of the services and solicited through a Request for Qualification process. In contracting for professional services (other than those professions listed in Government Code Section 4526), management, general or special services contracts should only be awarded to firms or

persons who have demonstrated "adequate competence" meaning: an adequate level of experience, competence, training, credentials, character, integrity, reputation, financial responsibility, resources, equipment, staffing, and other professional qualifications necessary for more than a satisfactory performance of the services required in the time period needed and price. The cost of the service may be considered, however, the lowest cost may not be the sole factor in deciding which firm or who shall be awarded the contract. It may be in the City's best interest to award the contract to a higher priced contractor based on the scope of services, availability, unique skills, staffing levels, timing, prior experience, familiarity with the City and other factors required by the department. The information needed for determining that level of competence, other qualifications, and the procedure for selecting such services shall be determined by the City department responsible for recommending the service contract.

- (a) Request for Proposal/Qualifications. The acquiring of services shall be procured through negotiated contract following a Request for Proposal/ Qualifications process. Contracting for services is decentralized and shall be the responsibility of the Department Head requesting the service. The Purchasing Agent may be contacted to assist in the formal Request for Proposal/Qualification (RFP/Q) process.
- (b) Contracts, not within (a) above, for an amount less than Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars. A Department Head may award contracts up to Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars with qualified consultants/firms.
- (c) Contracts for an amount exceeding Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars but not more than Twenty-five Thousand and no/100ths (\$25,000.00) Dollars. The requesting department shall meet the following requirement unless an urgency exists pursuant to Section 2-804 above:
  - (1) Selection Process. Prepare an informal written document and contact as many companies as necessary to receive a minimum of three (3) written responses from consultants/firms. This requirement may be waived for good cause in writing by the Department Head and Purchasing Agent in consultation with one another.
  - (2) Award. The Department Head shall prepare a written recommendation to the Purchasing Officer for the firm or person to be awarded the contract. The Purchasing Officer shall award the contract.
  - (3) Contract Document. A written contract must be established and the City Manager or designee must sign/approve any service contract in an amount exceeding Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars but not more than Twenty-five Thousand and no/100ths (\$25,000.00) Dollars.



- (d) Contracts for an amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars and over. Departments shall utilize a Sealed Request for Proposal process essentially meeting the following requirements unless an urgency exists pursuant in Section 2-804 above:
- (1) Request for Proposal/Qualification (RFP/Q) solicitation process. A formal Sealed Request for Proposal/Qualification (herein "RFP/Q") document shall be developed for solicitation of professional, management, or general and special services contracts for an amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars.
  - (2) Advertisement. The department shall advertise in appropriate publications and/or use the Professional Services Listings, as available, and post on the City's purchasing website, during the solicitation process.
  - (3) Ten (10) Day Notice. Notice inviting RFP/Q's shall be posted at City Hall at least ten (10) calendar days before the due date of submission of the RFP/Q.
  - (4) Notice Contents. The notice shall include a description of general type of service needed, how the RFP/Q minimum Scope of Work can be obtained, any pre-proposal conferences anticipated, the requirement of a written sealed proposal, state the closing date, and place and time for submission of the RFP/Q.
  - (5) Solicitation Procedure. Sealed Request for Proposals/Qualifications should be submitted to, the department. RFP/Q's need not be opened publicly. All proposals shall be analyzed by the department for compliance with RFP/Q requirements, value of the total scope of services. Follow-up interviews of the most qualified of those submitting a proposal should be held.
  - (6) Award. Professional, Management, General, and Special Services contracts of an amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars shall be awarded by City Council.
  - (7) Contract Amendments. The City Manager is authorized to issue Contract Amendments as set forth:
    - (i) If the contract was originally executed for an amount of Twenty-five Thousand and no/100ths (\$25,000.00) Dollars or less, the City Manager shall have the authority to issue Contract Amendments, provided that the sum of all amendments, plus original contract amount, shall not exceed Twenty-five Thousand and no/100ths (\$25,000.00) Dollars. If the amended contract will exceed Twenty-five Thousand and no/100ths (\$25,000.00) Dollars, the City Council shall make a finding that it is in the best interest of the City to waive the normal selection process and approve the amendment

to the contract.

(ii) For a contract originally executed for an amount of Twenty-five Thousand and no/100ths (\$25,000.00) Dollars and over and originally approved by City Council, the City Manager shall have authority to issue contract amendments, provided that the sum of all contract amendments for any single contract shall not exceed the amount approved by City Council. If the amended contract will exceed the amount previously approved by City Council, the contract amendment must be approved by City Council.

- (8) Master Professional Services Contracts. For those professional services as defined in Government Code Section 4526, master single or multi-year contracts with several consultants with a general scope of work may be set up for a total not-to-exceed dollar amount as approved by City Council.

(i) A formal Request for Qualification process shall be used in accordance with Municipal Code Section 2-840(d) and awarded based on qualifications plus reasonableness of cost.

(ii) Task Orders shall be issued pursuant to the Master Contract with a specific scope of work and the City Manager shall have authority to execute such Task Order for individual projects for Twenty-five Thousand and no/100ths (\$25,000.00) Dollars or less.

(iii) Any Task Orders in an amount exceeding Twenty-five Thousand and no/100ths (\$25,000.00) Dollars will require City Council's approval pursuant to the terms of the Master Contract.

Sec. 2-841 – 2-849. [Reserved – No Text].

## **SUBDIVISION V. MISCELLANEOUS.**

### **Sec. 2-850. Waiving of purchasing procedures.**

In its discretion, the City Council may at any time, without amending this Division, waive the purchasing procedures or alter these proceedings to fit a specific purchase or contract, when such waiver is not in violation of state or federal law. A request for waiver should occur only when unforeseen circumstances arise that justify an exception to following the provisions of this Division and is in the best interest of the City.

### **Sec. 2-851. Ethics and Accountability.**

- (a) The Purchasing Officer, the Purchasing Agent and all departments of the City shall adhere to the procedures and policies set forth under this Division and any supplemental policies approved by resolution when procuring materials, supplies,

equipment, vehicles and services. All purchases shall be limited to the approved budget or as otherwise authorized by City Council. Purchasing dollar limits specified in this Division are “per order” unless otherwise indicated.

- (b) Applicable competitive bidding categories, authorization limits or contract award procedures will be based on unit cost, total purchase cost for consolidated bid items, or fiscal year aggregates in the case of standing purchase orders or similar ongoing purchasing arrangements. Staging of purchases to avoid competitive bidding procedures or authorization limits is prohibited.
- (c) All personnel engaged in the Purchasing function shall exercise good judgment in the use and stewardship of City resources, and all Purchasing functions shall be conducted with absolute integrity and objectivity. Purchases are subject to public scrutiny; employees shall follow a strict rule of personal conduct that will not compromise the City in the conduct of its business. Any employee intentionally and/or repeatedly making purchases in a manner that circumvents, ignores or fails to comply with Purchasing policies will be subject to disciplinary action, in accordance with City Personnel procedures.
- (d) No employee, elected or appointed official of the City shall be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members (See: California Government Code Section 1090, et seq.) or violative of the conflict of interest provisions of the city and/or the Political Reform Act (See: California Government Code Section 87100, et seq.).

#### **Sec. 2-852. Disposal of Surplus Property.**

- (a) The Purchasing Agent is authorized to exchange, trade-in, sell and dispose of surplus personal property of the City having salvage value in the open market, by public auction, by competitive sealed bids or by exchange or trade in for new goods. The sale or lease of surplus personal property to a governmental, public or quasi-public agency may be without advertisement for or receipt of bids. Employees are not eligible to receive or purchase surplus property, however, employees may receive personalized items, and receive or purchase at market value items considered to be memorial or commemorative in nature, subject to City Manager approval.
- (b) Surplus personal property with no salvage value, as determined by the Purchasing Agent, shall be disposed of in a manner that salvages recyclable components, if practical.

#### **Sec. 2-853. Unclaimed, Seized or Abandoned Property**

- (a) The Purchasing Agent authorized to sell or dispose of all goods in the possession or custody of the San Fernando Police Department which are unclaimed, seized and/or abandoned and may be legally disposed of by the City.
- (b) With respect to unclaimed property referenced under Section 50-1 (Disposition of Unclaimed Property by police department) of Article I (In General) of Chapter 50 (Offense and Miscellaneous Provisions), the Purchasing Agent in coordination with the Chief of Police shall issue notice of any sale of such unclaimed property at least five (5) days before the time fixed therefor by publication once in a newspaper of general circulation published in the County of Los Angeles. The notice shall contain a general description of the items to be sold and the time and place of the auction. Any unclaimed property which has not been sold or which is in a dilapidated or deteriorated condition may be summarily destroyed by the police department after the public auction sale.

**Sec. 2-854. Reporting.**

The Purchasing Agent shall provide regular reports to the City Council indicating surplus personal property disposed of, the method of disposal, and the amounts received from disposal, and shall maintain records for public inspection relative to the disposal of surplus personal property for a period of time in compliance with State law and the City's records retention schedule. Annual reports shall be provided to City Council accordingly.

**Sect. 2-855. Donations of Surplus Property.**

Upon approval in advance in writing by the Purchasing Agent, surplus personal property may be donated to governmental, public or quasi-public agencies, charitable or non-profit organizations on a first-come first-served basis to be utilized for non-profit purposes.

Sec. 2-856 – 2-865. [Reserved – No Text].



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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager  
By: Chris Marcarello, Deputy City Manager/Public Works Director

**Date:** March 8, 2016

**Subject:** Consideration of Brand Boulevard Median Project Tree Replacement

### **RECOMMENDATION:**

It is recommended that the City Council provide direction whether to replace six (6) Mexican Fan Palm (Palm) trees on Brand Boulevard or utilize replacement funds for community tree planting in conjunction with upcoming street resurfacing projects.

### **BACKGROUND:**

As part of the City's Fiscal Year 2015-16 Budget, the City Council approved a project to enhance landscaped medians along Brand Boulevard, which consists of installing drought tolerant landscaping and low-flow drip irrigation components that minimize water usage. These improvements will help to enhance a major entry point into the City, reduce landscape maintenance frequencies by at least 50%, and save approximately 1,000,000 gallons of water per year. Additionally, eighteen (18) new trees have been planted as part of the project in the landscaping planters.

Unfortunately, during the demolition phase of the project, there was a miscommunication between the City, contract landscape architect, and contractor regarding what mature landscaping was to stay. The result of that miscommunication was the removal of six (6) Mexican Fan Palm trees. The City's contract landscape architect provided the City with a letter (Attachment "A"), explaining the miscommunication related to this project and offered to pay for replacing the Palm trees. The total replacement value is approximately \$7,500. Recently, the possibility of utilizing these funds for other community tree planting work was discussed. The Council is requested to provide further direction related to the use of these monies.

At the City Council's February 1, 2016 meeting, the issue was reviewed. As part of the review, the City Council requested a list of possible tree planting locations in the community. This information is summarized for the City Council's consideration.

**Consideration of Brand Boulevard Median Project Tree Replacement**Page 2 of 4

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**ANALYSIS:**

In conjunction with the City's water conservation efforts, several City-owned facilities/landscaped areas were identified as prime locations to help reduce local water usage. These locations include parks, street medians, landscape planters near streets, and landscaping adjacent to City facilities. In December 2014, the City Council approved conceptual plans to renovate landscaped street medians on Brand Boulevard, from the City's entry point south of O'Melveny Street to San Fernando Road. This location was selected as an ideal location to initiate landscaping improvements due to its high water usage and visibility as a primary entry point into the City.

**Tree Replacement**

During the demolition phase of the project, there was a miscommunication between the City, contract landscape architect, and contractor regarding what mature landscaping was to stay. The result of that miscommunication was the removal of six (6) Palm trees. The City's contract landscape architect provided the City with a letter explaining the miscommunication related to this project and offered to pay for replacing the Palm trees. The total replacement value is approximately \$7,500.

Recently, the possibility of utilizing these funds for other community tree planting work was discussed. The following two (2) options are presented for the Council's consideration:

**1. Plant New Mexican Fan Palm Trees**

If the City Council decided to pursue the palm tree replacement, six (6) new trees would be integrated into landscaping area on the Brand Boulevard median. The existing planting layout was designed to accommodate these trees. If the trees are not planted, additional plant materials can be installed in these locations. As recommended by the landscape architect, the replacement palm tree height would be roughly twenty (20) feet. This height is recommended in order to allow the tree's roots to establish and ensure the safety of passing motorists in the area. A photo of the sample replacement trees is included below as a reference.





**Consideration of Brand Boulevard Median Project Tree Replacement**

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**2. Utilize Replacement Funds for Other Community Tree Planting Projects**

If the City Council decided to forgo the tree replacement, funds could be used for other community tree planting improvements. Based on a street tree installation cost of approximately \$250 per tree, it is estimated that the installation of 30 trees would cost \$7,500. As proposed, tree planting would take place in conjunction with the City's upcoming street rehabilitation program.

- **Phillippi Street – Harding Avenue to End of Cul-de-Sac**

Many of the existing trees have damaged concrete sidewalks, curb and gutter. These impacts have significantly impacted drainage along this street and uplifted sidewalk, curb, and gutter. As proposed, new Raywood Ash trees would be used to replace existing problem trees and fill tree vacancies in parkway areas. Prior to completing any tree planting/replacement, residents will be surveyed at each location and given the option of keeping their existing tree, planting a new tree, or not planting a tree.



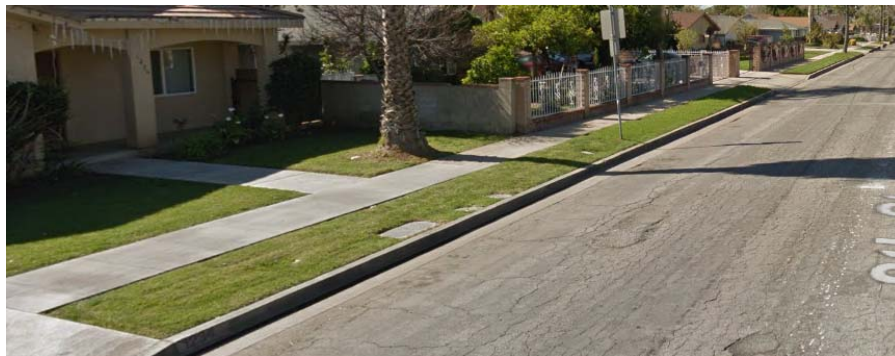
- **Eighth Street – Maclay Avenue to West City Limit**

There are several vacancies in the existing parkway along Eighth Street. As proposed, new Crape Myrtle trees would be used to fill tree vacancies in parkway areas. Prior to completing any tree planting/replacement, residents will be surveyed at each location

**Consideration of Brand Boulevard Median Project Tree Replacement**Page 4 of 4

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and given the option of keeping their existing tree, planting a new tree, or not planting a tree.

**BUDGET IMPACT:**

This action will result in the expenditure of no additional City funds. This work will be funded through monies provided by a City contractor to compensate for the mistaken removal of existing trees.

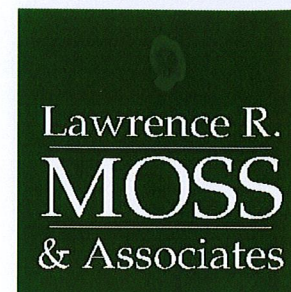
**CONCLUSION:**

It is requested that the City Council review and provide further direction related to the replacement of six (6) palm trees or the use of replacement funds for community tree planting in conjunction with upcoming street resurfacing projects.

**ATTACHMENT:**

A. Letter from Landscape Architect





LAWRENCE R. MOSS ASLA  
& ASSOCIATES INC

3458 OCEAN VIEW BLVD  
GLENDALE, CA 91208  
TEL 818 248-5200  
FAX 818 248-6574  
CALIF. LICENSE #1201

October 27, 2015

Mr. Brian Saeki, City Manager  
Mr. Chris Marcarello, Public Works Director  
City of San Fernando  
117 Macneil Street  
San Fernando, California 91340  
(818) 898-1201 Telephone  
bsaeki@sfcity.org Email  
cmarcarello@sfcity.org Email

Re: Removal of six (6) Palm Trees for the Brand Boulevard Drought Tolerant Median Design

Dear Mr. Saeki and Mr. Marcarello:

This letter is being written to help explain and give a clear explanation to the situation regarding the redesign of the Brand Boulevard medians using drought tolerant landscaping. The main issue is relative to the mistaken removal of six (6) Palm trees from the project site as part of the renovation work. The removal of the trees was not authorized by the City nor communicated to the City Council and Tree Commission as part of the project scope of work. As discussed, there had been three (3) meetings with City officials where the decision was made to preserve all existing trees located on the median and to incorporate new trees and drought tolerant landscaping.

We deeply regret the miscommunication and understand the City's desire to preserve its landscape. To reduce the confusion in this situation, we would like to work with the City to help create a positive and lasting solution. To this end, we would like to propose that our firm ease any burden to the City.

In discussing this situation further with City officials, we would like to offer to replace the six (6) Palm trees and integrate them into the project's design. We hope that the replacement of these trees will help to bring some resolution to this unfortunate situation.

We sincerely want the City of San Fernando to have a beautiful public landscape that will last for decades and be a reflection of the natural diversity of Southern California. If I can be of any further assistance, I would be happy to discuss this with you and any other City officials. I can be reached at (818) 248-5200 and by email at larry@lrmassoc.com

Very truly yours,

A handwritten signature in blue ink, appearing to read "Larry Moss", is written over the typed name.

Lawrence R. Moss, President  
LAWRENCE R. MOSS & ASSOCIATES, INC.

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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Councilmember Jaime Soto

**Date:** March 7, 2016

**Subject:** Appointment to the Planning and Preservation Commission

**RECOMMENDATION:**

I recommend that Alvaro Castellon be appointed as my representative to the Planning and Preservation Commission.

**BUDGET IMPACT:**

None

**ATTACHMENT:**

A. A. Castellon Bio Statement

**ATTACHMENT "A"****Biographical Statement****Alvaro Castellon**

My name is Alvaro Castellon, a resident of the City of San Fernando. For the greater part of my life I have been committed to working with people in diverse and challenging environments both here and abroad. I am a Veteran of the United States Marine Corps, where I was deployed in Operation Restore Hope, Operation Southern Watch, and Operation Vigilant Warrior that included deployments in Somalia and several countries throughout the Middle East. I consider myself a strong individual with a distinguished background in public service with a track record of serving both under General Issue (G.I.) in defense of our nation and in Civil Service (CS) for the City of San Fernando. I am also recognized as a decorated former Veteran within the San Fernando Police Department where I received recognitions for leadership such as Police Officer of the Quarter, Police Sergeant of the Quarter, and recognition for scholarly achievement by the Prestigious National Criminal Justice Honor Society (Alpha Phi Sigma). I feel truly privileged for having established a remarkable career as a full-time sworn San Fernando Police Officer where I served along with fellow officers in keeping the Community and City of San Fernando safe.

In addition I have experience working with government and community boards within the City of San Fernando. While employed as a San Fernando Police Sergeant, I spearheaded the effort as Director of the Neighborhood Watch Program to restore and rebuild impaired community partnerships between the police department and the community. Other community experience includes service as the Staff Liaison in the City of San Fernando Public Safety, Veterans Affairs, and the Technology and Transportation Standing Committee (PVTTC). While on the PVTTC Standing Committee I was provided with comprehensive knowledge in project management and planning by standing committee members that included Council Members Sylvia Ballin and Antonio Lopez.

My education has always been important to me and a great asset in my career and profession as a law enforcement official. I currently hold several advanced degrees including a Bachelor's Degree in Business Management and a Master's Degree in Criminal Justice. I have also been employed as a Criminal Justice College Instructor while being employed as a Director of Security for an international firm. I am proud to live in the City of San Fernando and look forward to this new challenge of serving the city and the residents of San Fernando as a Planning Commissioner.

Respectfully,  
Alvaro Castellon





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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Brian Saeki, City Manager

**Date:** March 7, 2016

**Subject:** Consideration of a Student Internship Program Policy and other Related Programs

### **RECOMMENDATION:**

It is recommended that the City Council approve the Student Internship Program Policy (Attachment "A").

### **BACKGROUND:**

Mayor Fajardo has requested that staff prepare a Student Internship Program for the City; one that would be able to expose students to the public sector, specifically the City of San Fernando, and allow them to work on a variety of programs and projects. Over the last several months, staff has been drafting a comprehensive policy that is in compliance with all existing Federal, State, and local requirements related to interns working for the City.

### **ANALYSIS:**

The City is dedicated to preparing the next generation of community leaders and public servants through a Student Internship Program that offers on-the-job training, as well as integrates education, career development and public service. The proposed program will provide exceptional high school seniors, undergraduate and graduate college students, who are interested in public administration and/or public service, with the unique opportunity to gain hands-on, practical experience in local government operations by working side-by-side with professional City staff.

#### Purpose/Program Guidelines

The Student Internship Program is intended to provide students with the opportunity to apply academia with their knowledge and skills, to real-world situations. It offers them the chance to work in an applied setting of their choice under the supervision of professional City staff, who will also train and evaluate them. Internships can also be part of an educational program in which students can earn academic credits from their school/college.

**Consideration of a Student Internship Program Policy and other Related Programs**Page 2 of 3

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**Eligibility Requirements**

In order to apply for unpaid internship with the City, students must:

- Be at least 16 years of age.
- Attend an accredited educational institution, including but not limited to: high school, trade school, technical or vocational institute, college, university, or graduate school. A recent graduate is ineligible to apply unless he/she can provide confirmed proof of future enrollment.
- Be at least a high school senior.
- Have written permission from the institution at which he/she is currently enrolled to participate in internship program, if applicable.
- Be enrolled not less than half time in a course of study related to the work to be performed (e.g., six credits per semester for undergraduates).
- Have a minimum GPA of 3.0 on a 4.0 GPA scale.
- Have a valid California ID Card.
- Be a U.S. Citizen, lawful permanent resident, or have the legal right to work in the United States.
- Demonstrate a strong interest in City government, public service, as well as a commitment to excellence. Preference will be given to residents of the City of San Fernando.

The U.S. Department of Labor and the California Department of Labor Standards Enforcement require that all parties meet the following criteria:

1. Interns cannot displace regular employees.
2. Interns are not guaranteed a job at the end of their internship.
3. The City and the interns understand that the interns, at this time, are not entitled to wages during the internship period.
4. Interns must receive training from the City while they're hired on, even if it somewhat impedes on the work of the organization.
5. Interns must get hands-on experience with equipment and processes used in the area/division where they're assigned.
6. Interns' training must primarily benefit them, and not the City.

**How To Apply**

Students must submit the following five documents before being considered for an interview:

- A completed City Employment Application form;
- An up-to-date resume;
- Evidence of current enrollment in school and grade report/transcript;
- Written permission from their school to participate in internship program; and
- A cover letter, stating which particular offices/departments interest them.

Applicants will be required to submit original copies of all five documents to the Personnel Office, making sure to specify exactly what term (Fall/Winter, Spring or Summer) they're applying for.

**Consideration of a Student Internship Program Policy and other Related Programs**Page 3 of 3

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**Supervision**

An intern will have a designated site supervisor who is responsible for providing orientation and supervision. This will be someone who will be available to the student on a regular basis, and who possesses expertise in the area in which the intern will work. Ongoing supervision of the student intern is the key to the success of the internship. The supervisor will serve as a teacher, mentor, critic, and boss.

The department will establish goals and objectives with respect to the program, and clarify them to the intern before they start work. The supervisor is responsible for overseeing and assigning the Student Intern work, and monitors the intern's time, as well as submits an intern evaluation form provided by the intern's school for those receiving academic credit. The supervisor will also provide the student with a letter of recommendation at the end of the program as needed.

**Intern Rights**

As part of this proposed policy, the City will extend worker's compensation coverage to volunteers including interns. Unpaid interns have the same legal rights as City employees in regards to protection against discrimination and harassment. However, interns do not have the same rights as City employees in the realms of unemployment compensation or termination procedures.

**BUDGET IMPACT:**

The City's Internships are unpaid positions, and are offered to students as volunteers or for academic credit. Therefore, there will be no impact to the budget.

**ATTACHMENT:**

- A. Student Internship Program Policy
- B. Student Internship Program Hiring Process
- C. Student Internship Program Proposal Form
- D. Student Internship Program Guidelines/Conduct

## POLICY/PROCEDURE

SUBJECT	ISSUANCE	
STUDENT INTERNSHIP PROGRAM	ORIGINAL DATE	EFFECTIVE
	MARCH 7, 2016	MARCH 7, 2016
	CURRENT DATE	EFFECTIVE
CATEGORY	POLICY NO.	SUPERSEDES
PERSONNEL		DECEMBER 4, 1992

### MANAGEMENT POLICY/PROCEDURES

#### **SECTION I. POLICY STATEMENT**

The City of San Fernando is dedicated to preparing the next generation of community leaders and public servants through a Student Internship Program that offers on-the-job training, as well as integrates education, career development and public service. The program provides exceptional high school seniors, undergraduate and graduate college students, who are interested in public administration and/or public service, with the unique opportunity to gain hands-on, practical experience in local government operations by working side-by-side with professional City staff.

The City's Internships are unpaid positions, and are offered to students as volunteers or for academic credit. The City believes that interning in a field of choice will stand out on a student's resume, and will help foster professional development, and prepare the student for a future career path in public service.

#### **SECTION II. PURPOSE/PROGRAM GUIDELINES**

An internship is intended to provide students with the opportunity to apply academia, their knowledge and skills, to real-world situations. It offers them the chance to work in an applied setting of their choice under the supervision of professional City staff, who will also train and evaluate them. Internships can also be part of an educational program in which students can earn academic credits from their school/college.

The U.S. Department of Labor and the California Department of Labor Standards Enforcement require that all parties meet the following criteria:

1. Interns cannot displace regular employees.
2. Interns are not guaranteed a job at the end of their internship.
3. The City and the interns understand that the interns, at this time, are not entitled to wages during the internship period.
4. Interns must receive training from the City while they're hired on, even if it somewhat impedes on the work of the organization.
5. Interns must get hands-on experience with equipment and processes used in the area/division where they're assigned.
6. Interns' training must primarily benefit them, and not the City.

### **SECTION III. ELIGIBILITY REQUIREMENTS**

In order to apply for unpaid internship with the City, students must:

- Be at least 16 years of age.
- Attend an accredited educational institution, including but not limited to: high school, trade school, technical or vocational institute, college, university, or graduate school. A recent graduate is ineligible to apply unless he/she can provide confirmed proof of future enrollment.
- Be at least a high school senior.
- Have written permission from the institution at which he/she is currently enrolled to participate in internship program, if applicable.
- Be enrolled not less than half time in a course of study related to the work to be performed (e.g., six credits per semester for undergraduates).
- Have a minimum GPA of 3.0 on a 4.0 GPA scale.
- Have a valid California ID Card.
- Be a U.S. Citizen, lawful permanent resident, or have the legal right to work in the United States.
- Demonstrate a strong interest in City government, public service, as well as a commitment to excellence. Preference will be given to residents of the City of San Fernando

### **SECTION IV. HOW TO APPLY**

Students must submit the following five documents before being considered for an interview:

- A completed copy of the City job application form;
- An up-to-date resume;
- Evidence of current enrollment in school and grade report/transcript;
- A written permission from their school to participate in internship program; and
- A cover letter, stating which particular offices/departments interest them.

Applicants should submit original copies of all five documents to the Personnel Office, City Hall, 117 Macneil Street, San Fernando, CA 91340, making sure to specify exactly what term (Fall/Winter, Spring or Summer) they're applying for

### **SECTION V. INTERNSHIP SCHEDULE/TIMELINE**

Unpaid internships will be offered during the fall/winter, spring, and summer, and departments should first determine if an intern is right for them, and the best time to hire one using the table below.

Fall/Winter Internship	
Applications Accepted:	June 1 <sup>st</sup> – 30 <sup>th</sup>
Start Date:	First Week of September
End Date:	Last Week of December

Spring Internship	
Applications Accepted:	November 1 <sup>st</sup> – 30 <sup>th</sup>
Start Date:	First Week of February
End Date:	Last Week of May
Summer Internship	
Applications Accepted:	April 1 <sup>st</sup> – 30 <sup>th</sup>
Start Date:	First Week of July
End Date:	Last Week of August

Please note that the internship start and end dates above are approximate. Based on a student's availability and school schedule, internships can begin or end before or after the dates indicated above.

Interns usually work 15 to 20 hours per week during the fall and spring terms and full-time during the summer session. While these time frames work best for most students, all scheduling, including start/end dates and hours per week, are flexible, and negotiated between the candidate and the department during the interview stage of the selection process. Generally, applicants should be able to work a minimum of 15-20 hours per week.

#### **SECTION VI.    HIRING AN INTERN**

To determine if an intern is the right choice for your department, you should ask yourself the following questions:

- Do you have a specific project or assignment that will provide a quality working and learning opportunity for an intern?
- Can you commit time to develop a student, promote community goodwill, and offer insight into your department?
- Can you benefit from the latest technology, perspectives, and relevant skills being used in our schools?
- Do you want to help mold the future of California's talent?

If you answered yes to all of these questions, then you are ready to support an intern! All departments will work with the Internship Coordinator (i.e., the Personnel Manager or his designee) to request a student intern. The department head or his designee shall follow the following steps:

- Determine the best time to hire an intern using the above table (Internship Schedule/Timeline).
- Determine the scope of work or project the intern will be working on. Complete the Intern Proposal Form (Attachment "B"), and attach a Duty Statement for the intern position. Submit the documents to the internship coordinator.
- Prior to internship employment, the hiring department shall interview the student, verify employment eligibility, as well as identity of the employee hired to work by making sure to complete a reference and background check.



## **SECTION VII. INTERNSHIP COORDINATOR**

The internship coordinator will:

- Help advertise the department's recruitment opportunities.
- Coordinate the recruiting and screening of intern applicants.
- Assist in the selection of interns.
- Serve as the contact regarding the department's internships.
- Serve as a liaison between intern supervisors and schools/colleges.

## **SECTION VIII. ORIENTATION/SUPERVISION**

An intern must have a designated site supervisor who is responsible for providing orientation and supervision. This should be someone who will be available to the student on a regular basis, and who possesses expertise in the area in which the intern will work. Ongoing supervision of the student intern is the key to the success of the internship. The supervisor serves as a teacher, mentor, critic, and boss.

The department must establish goals and objectives with respect to the program, and clarify them to the intern before they start work. Some interns need more guidance than others. Plan to include the following in your orientation:

- Information about the organization: Include an organizational chart that explains various roles and responsibilities of employees.
- Structure: Interns might not be familiar with formal workplace procedures (e.g., attendance policies, break times, days off). Make sure to clarify relevant policies and procedures to interns on their first day.
- Introductions: Take time in the beginning of the internship to introduce the intern to the people in your department, and encourage the intern to seek advice and/or support from their supervisor and/or co-workers.
- Student Intern Guidelines/Conducts: Provide the intern with a copy of performance guidelines labelled "Student Intern Guidelines/Conducts" (Attachment "C"). Have the Student Intern sign the acknowledgement form indicating that they've received the guidelines, and return a signed copy to the Internship Coordinator in the Personnel Office.

An effective method of intern supervision is to have a set time (bi-weekly is recommended) to meet with the intern to review progress on projects, touch base, and provide feedback. The supervisor is responsible for overseeing and assigning the Student Intern work, and monitors the intern's time, as well as submits an intern evaluation form provided by the intern's school for those receiving academic credit. The supervisor should also provide the student with a letter of recommendation at the end of the program as needed.

## **SECTION IX. ONGOING TRAINING**

Interns, as students, appreciate any opportunity to learn new skills or increase their knowledge. The department should develop a plan for training the student, and this will help keep the student interested in the position, and ready to tackle new challenges. Ongoing training may include the following:

- Skill development: There may be need for training in specific skills such as computer programs, office equipment, or other tasks directly related to the job.
- Shadowing: Allow interns to participate in activities and meetings.

Questions: Interns might not know when to speak or how or what to ask. Assist them in actively learning by explaining and clarifying everything. Suggest and encourage questions at appropriate times.

## **SECTION X. INTERN RIGHTS**

The City extends worker's compensation coverage to volunteers including interns. Unpaid interns have the same legal rights as City employees in regards to protection against discrimination and harassment. However, interns do not have the same rights as City employees in the realms of unemployment compensation or termination procedures.

## **SECTION XI. EVALUATIONS**

Evaluation is important to an intern's development and is an opportunity to identify strengths and weaknesses. It is helpful if supervisors evaluate throughout the entire internship, not just at the end. The evaluation should be planned as a learning experience, and an opportunity for two-sided feedback. Sample evaluation forms are available in Personnel and City "E" Drive.

Regularly scheduled evaluations help avoid common problems with internships, including miscommunication, misunderstanding of job roles, and lack of specific goals and objectives. Criteria to consider when evaluating an intern include the following:

- Progress towards or accomplishment of learning objectives.
- Skill development or job knowledge gained over the course of the internship.
- Overall contribution to the mission of the organization.
- Dependability, punctuality, attendance.
- Relations with others; overall attitude.
- Potential in the field.

The student will also evaluate the internship experience, which is important in determining the value of the work experience for future interns. Evaluation categories might include the following:

- Was there educational value or merit in the assignment?
- Did the position live up to its initial description?
- Was the supervisor receptive to your ideas?
- Does the experience relate to your major or career goals?
- Did you receive a proper job orientation?
- Was the supervisor willing and/or capable of answering questions?
- Did you develop good work habits?

## **SECTION XII. INTERNSHIP COMPLETION**

An internship should have a clearly stated end date that is identified before the internship begins. Completing a formal evaluation process such as the one described above can help both the site supervisor and the intern bring closure to the experience. A letter of recommendation from the intern supervisor shall be given to the intern on the last day of work as needed. If the student's school/college requires the completion of a specific evaluation form, the supervisor should complete that as needed to help assess the student's progress and skill development. A copy of the completed evaluation form and letter of recommendation should also be returned to the Internship Coordinator in the Personnel Office.

## **SECTION XIII. POLICY IMPLEMENTATION**

It shall be the responsibility of each department head to work with the Internship Coordinator to ensure the success of the City's Student Internship Program. Each department head shall ensure strict adherence to the provisions and guidelines stipulated in this policy, as well as ensure that their designated intern supervisor is responsive and accountable in helping to attain the set goals and objectives of the internship program.

## **SECTION XIV. AUTHORITY**

By order of City Council Motion (Item No. \_\_\_\_), Policy adopted by the City Council on \_\_\_\_.

## STUDENT INTERNSHIP PROGRAM – HIRING PROCESS

STEP	WHO	DOES WHAT
1	Department	Needs a Student Intern
2	Department	Completes Internship Proposal Form, and Student Intern Duty Statement
3	Department	Submits proposal to the Internship Coordinator
4	Internship Coordinator	Composes Internship position flyer for School/College Career Centers and City website
5	Internship Coordinator	Posts flyer on City website, and Sends to School/College Career Centers to post
6	Internship Coordinator	Receives all Student resumes for tracking purposes
7	Internship Coordinator	Distributes resumes to Department
8	Department	Reviews resumes and selects who they will interview
9	Department	Conducts Interviews and Reference/Background Check
10	Department	Chooses student to hire, and offers internship
11	Department	Notifies Internship Coordinator of Intern hire, provides student name, start and end date
12	Internship Coordinator	Closes job announcement on City website, and notifies Schools/Colleges to withdraw Advertising.
13	Student/ Intern	Will arrange academic credit with School/College (If Student Intern is pursuing academic credit)
14	School/ College	Will provide a form that the Intern Supervisor must sign, verifying that this Student is interning a certain number of hours at the City (If necessary)
15	Department Supervisor	Provides Student Intern orientation, and have Intern complete all necessary new hire forms
16	Department Supervisor	Tracks Student Intern time to submit to Internship Coordinator, and School/College
17	Department Supervisor	Each will complete an evaluation of the internship, and submit to Internship Coordinator (Evaluation forms available in Personnel and City “E” Drive)
18	Department Supervisor	Writes a letter of recommendation for Student Intern at end of internship

## STUDENT INTERNSHIP PROGRAM – PROPOSAL FORM

*Departments interested in hiring an intern should complete this form.*

*Remit to the Internship Coordinator in the Personnel Division.*

### DEPARTMENT INFORMATION

DEPARTMENT	DIVISION
SITE SUPERVISOR NAME	SITE SUPERVISOR TITLE
SITE SUPERVISOR PHONE NO.	SITE SUPERVISOR EMAIL

### INTERSHIP INFORMATION

INTERSHIP JOB TITLE		
NUMBER OF INTERN POSITIONS AVAILABLE FOR THIS JOB TITLE	INTERN HOURS PER WEEK	REQUESTED START DATE

**DUTY STATEMENT** *Describe the duties and responsibilities of the proposed internship position. Be as concise and specific as possible as the information provided will be used to create a position description that will be used to formulate a recruitment flyer that will be posted on the City website and distributed to educational institutions. Students will apply for internship based on this information.*



### APPROVAL

SITE SUPERVISOR NAME (PRINT)	SITE SUPERVISOR SIGNATURE	DATE
DEPARTMENT HEAD NAME (PRINT)	DEPARTMENT HEAD SIGNATURE	DATE

## **STUDENT INTERNSHIP PROGRAM – GUIDELINES/CONDUCT**

*To be provided to the Intern during orientation. Remit signed copy to the Internship Coordinator in the Personnel Division.*

### **GUIDELINES**

Student interns agree to abide by all City policies, rules and regulations, and the following guidelines:

1. Be punctual. You should arrive at the job site on time.
2. Notify your supervisor if you are running late.
3. Maintain your scheduled number of attendance hours. Do not leave early without permission. Avoid unapproved absences. Provide an explanation for any absence, and clear it in advance, if possible.
4. Observe City personnel rules, policies, and procedures, as well as departmental rules, policies and procedures.
5. Immediately notify your supervisor of injuries on the job.
6. Be polite and courteous to your co-workers, supervisors, City officials and the general public.
7. Use only appropriate equipment and tools assigned to you, only when you are authorized to use them, and in the manner authorized.
8. Follow instructions to ensure good performance.
9. Don't be wasteful with job site materials.
10. Learn about new products and new work methods when required by the job.
11. Be honest to build confidence and trust. Admitting ignorance or mistakes is expected as part of the training process.
12. Do not talk about others in an insulting manner. Obscene and improper language is insulting and will not be tolerated.
13. Keep your work area and all surrounding areas clean.
14. Keep personal appearance and grooming appropriate for the work environment. Abide by applicable City's Dress and Personal Appearance Policy.
15. Always ensure the safety of yourself and co-workers while on the job. If you see an unsafe act or situation, bring it to the attention of your supervisor immediately.
16. In the event that someone needs to reach you during work hours, they should call your supervisor. You must receive express permission from your supervisor before making or receiving personal calls on your work telephone. Personal cell phones may only be used for urgent issues.
17. Visitation by friends and/or relatives at the worksite is not allowed, unless prior permission is granted by your supervisor.



**STUDENT INTERNSHIP PROGRAM – GUIDELINES/CONDUCT**

**CONDUCT**

There are certain types of conduct that can result in your suspension, immediate and/or automatic dismissal. These include, but are not limited to, the following:

1. Working while under the influence of any drug, alcohol or other substance that impairs your performance or judgment.
2. Coming to work with the odor of alcohol on your breath.
3. Attempting to use drugs or alcohol while on the job.
4. Having drugs or alcohol in your possession while on the job.
5. Possession of offensive or defensive weapons (firearms, illegal knives, clubs, mace, pepper spray, tear gas, etc.).
6. Smoking while on the job.
7. Sleeping while on the job.
8. Stealing City or private property.
9. Using foul language at any time.
10. Not following the instructions of your supervisor.
11. Harassing a co-worker or any member of the public.
12. Fighting with a co-worker, either verbally or physically.
13. Behaving in a lewd, inappropriate or offensive manner.
14. Falsifying records.
15. Lying to a supervisor.
16. Endangering the safety of your co-workers or the general public in any way.

Consequences will vary depending on the nature of the violation. They may include, but are not limited to suspension from work for one or more days, or termination from the program.

**ACKNOWLEDGEMENT** *I hereby acknowledge that I have received a copy of the above "Student Intern Program – Guidelines/Conduct" and agree to abide by the terms and stipulations therein. I understand that if I have any questions about the program, I may discuss them with the Internship Coordinator.*

INTERN NAME (PRINT)	INTERN SIGNATURE	DATE
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## AGENDA REPORT

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**To:** Vice Mayor Ballin and Councilmembers

**From:** Joel Fajardo, Mayor

**Date:** March 7, 2016

**Subject:** Consideration to Support the Federal Recognition of the Fernandeno Tataviam Band of Mission Indians

**RECOMMENDATION:**

I am respectfully requesting City Council support of the Fernandeno Tataviam Band of Mission Indian's desire to pursue federal acknowledgment.

**ATTACHMENT:**

A. Sample Letter of Support

**YOUR HEADER TEMPLATE****ATTACHMENT "A"**

**DRAFT Letter of Support for Federal Recognition for the  
Fernandeño Tataviam Band of Mission Indians**

Thank you for your time and consideration in reviewing the attached Letter of Support. Please feel free to edit the letter as you wish. To personalize the letter, we have intentionally marked, in red, sentences or spaces that may be edited to include your interaction with the Tribe. Interactions may include, but are not limited to:

1. Repatriations or Sacred Sites involvement with the Tribe
2. Archaeological-based/ Tribal Monitoring involvement with the Tribe
3. Participation in the Tribe's community-based activities
4. Participation or involvement with the Tribe's nonprofit (Pukúu)
5. Dates of when you first became involved with the Tribe
6. Personal accounts of how you feel the Tribe betters the native and non-native community

**DUE BY MARCH 15, 2016**

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## YOUR HEADER TEMPLATE

Date

To whom it may concern:

I am/ we are pleased to support the Fernandeño Tataviam Band of Mission Indians (Tribe), a sovereign group that has continued a culturally-rooted existence and maintained various community-based relationships in Northern Los Angeles County, their ancestral lands, as they pursue federal acknowledgment.

I/we first became involved with the Tribe in [INSERT COMMENTS].

The long-term effects of the enslavement at Mission San Fernando did not weaken San Fernando Indian relations as intended, but instead, inspired their ancestors to form allies within their lineages and among local community members.

To ensure cultural survival through the settler agenda, the Tribe's progenitors retained their heritage in the privacy of their homes. The late Charlie Cooke began preservation efforts through cultural-based projects vital to the conservation of cultural resources. Meanwhile, the late Rudy Ortega Sr. became elected as Tribal President and continued integral government-to-government discourse and relationships that carry through today. The creation of the Tribe's nonprofit, Pukúu Cultural Community Services, further involved the local Los Angeles indigenous community and continues to sponsor youth in obtaining higher education without compromising their native identity. Cousins Ortega Sr. and Cooke demonstrated that pre-Mission leadership roles transcended the assimilation pressures of the settler community and evolved to fit the needs of contemporary San Fernando Indians. They sustained traditional values, as well as cultural and physical survival.

The social, political, and community-based involvement of the Indians of San Fernando within and outside of Los Angeles County, which preceded the establishment of Mission San Fernando and continues through their descendants, exemplifies the upholding of their culture and pride. In conclusion, I/we fully support the Tribe as they seek federal recognition. I/we hope that the Office of Federal Acknowledgement concludes that this same group be deserving of the recognition their ancestors dreamed of.

Sincerely,

Name of group or person



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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Councilmember Jaime Soto

**Date:** March 7, 2016

**Subject:** Fiscal Year 2016-2017 Budget Planning Regarding Electrical Upgrades on San Fernando Mission Boulevard and Maclay Avenue for Holiday Events

**RECOMMENDATION:**

I have placed this on the agenda and would like staff to provide information regarding this item.