



SAN FERNANDO CITY COUNCIL
REGULAR MEETING NOTICE AND AGENDA
FEBRUARY 1, 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 Alfredo Mendoza

APPROVAL OF AGENDA

PRESENTATIONS

- a) RECOGNITION OF POLICE EXPLORERS
Police Chief Anthony Vairo
- b) YOUTH SPEAK! COLLECTIVE CLUB FUTBOLITO – RECOGNITION OF LEAGUE CHAMPIONS
Councilmember Robert C. Gonzales

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.

SAN FERNANDO CITY COUNCIL**Regular Meeting Notice and Agenda – February 1, 2016**Page 2 of 4

CONSENT CALENDAR

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

- 1) CONSIDERATION TO ADOPT RESOLUTION NO. 16-021 APPROVING THE WARRANT REGISTER**
- 2) CONSIDERATION TO ADOPT A RESOLUTION AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

Recommend that the City Council adopt Resolution No. 7724 authorizing and directing the City Clerk to destroy certain records and documents pursuant to Government Code §34090.

PUBLIC HEARING

- 3) CONSIDERATION TO APPROVE ALLOCATION OF CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR FISCAL YEAR (FY) 2016-2017**

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Adopt Resolution No. 7723 approving the allocation of City CDBG Funds an Economic Development Project in FY 2016-2017; and
- c. Authorize the City Manager to submit documentation conveying the City Council's Resolution to the Los Angeles County Community Development Commission for approval.

- 4) CONSIDERATION TO ADOPT AN ORDINANCE AMENDING DIVISION 5 (TEMPORARY USES AND STRUCTURES) OF CHAPTER 106 (ZONING) OF THE CITY CODE IN ORDER TO ESTABLISH REGULATIONS FOR UNATTENDED COLLECTION BOXES**

Recommend that the City Council:

- a. Conduct a Public Hearing; and

SAN FERNANDO CITY COUNCIL**Regular Meeting Notice and Agenda – February 1, 2016**Page 3 of 4

- b. Pending public testimony, introduce for first reading, in title only, and waive further reading of Ordinance No. 1651 by title, “An Ordinance of the City Council of the City of San Fernando, California, Amending Division 5 (Temporary Uses and Structures) of Chapter 106 (Zoning) of the San Fernando City Code to Regulate Unattended Collection Boxes.”

ADMINISTRATIVE REPORTS**5) REQUEST FOR CITY COUNCIL DIRECTION PERTAINING TO DELINQUENT SOLID WASTE COLLECTION SERVICES ACCOUNTS**

Recommend that the City Council provide further direction related to delinquent accounts for solid waste and recycling collection services.

6) REVIEW OF PILOT PROGRAM LOCATION FOR STUDENT LOADING/UNLOADING ZONE ADJACENT TO VISTA DEL VALLE DUAL LANGUAGE ACADEMY

Recommend that the City Council:

- a. Review the results of the pilot program to establish a student loading/unloading zone on Eighth Street (from Macneil Street to Brand Boulevard); and
- b. Provide further direction relative to the establishment of a permanent student loading/unloading zone at this location.

7) REQUEST FOR CITY COUNCIL SUPPORT FOR SECOND ANNUAL LGBTQ PANEL

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

8) REQUEST FOR INFORMATIONAL UPDATE REGARDING SAN FERNANDO'S WATER QUALITY

This item is placed on the agenda by Vice Mayor Sylvia Ballin.

9) CONSIDERATION TO LEVY A FEE AGAINST PROPERTY OWNERS WHOSE COMMERCIAL AND RETAIL PROPERTIES REMAIN VACANT FOR A PERIOD OF TIME

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

SAN FERNANDO CITY COUNCIL**Regular Meeting Notice and Agenda – February 1, 2016**Page 4 of 4

10) REQUEST FOR INFORMATION PERTAINING TO THE CITY'S GRAFFITI REMOVAL PROCESS

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

11) REQUEST FOR AN UPDATE PERTAINING TO THE CITY'S SEWER SYSTEM

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

12) CONSIDERATION OF THE BRAND BOULEVARD MEDIAN PROJECT TREE REPLACEMENT

Recommend that the City Council provide direction related to the replacement of six (6) Mexican Fan Palm trees or utilizing the replacement funds to establish a fund for other tree planting work in the community.

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: January 28, 2016 (4:30 p.m.)

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). 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. 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.

Regular Meeting

San Fernando City Council

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: February 1, 2016

Subject: Consideration to Adopt Resolution No. 16-021- Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 16-021 (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. 16-021

ATTACHMENT "A"**RESOLUTION NO. 16-021****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 16-021****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 1st day of February, 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 1st day of February, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

| vchlist | | Voucher List | | | | Page: 2 | |
|----------------------|----------|--------------------------------------|-------------|------|----------------------------------|----------|--|
| 01/28/2016 8:18:47AM | | CITY OF SAN FERNANDO | | | | | |
| Bank code : | | bank | | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount | |
| 112851 | 2/1/2016 | 100606 100606 CAPIO | (Continued) | | Total : | 425.00 | |
| 112852 | 2/1/2016 | 100715 CITY-WIDE FIRE PROTECTION CO. | 59125 | | INSTALLED SMOKE DETECTOR @ LP F | | |
| | | | | | 043-390-0000-4330 | 189.43 | |
| | | | | | Total : | 189.43 | |
| 112853 | 2/1/2016 | 100735 COASTAL AIR | 15530 | | A/C SERVICES REPL THERMOSTAT @ I | | |
| | | | | | 043-390-0000-4330 | 145.00 | |
| | | | 15682 | | A/C SERVICE - REPAIRD GAS LEAK & | | |
| | | | | | 043-390-0000-4330 | 195.00 | |
| | | | | | Total : | 340.00 | |
| 112854 | 2/1/2016 | 100805 COOPER HARDWARE INC. | 98561 | | RED TAPE FOR HOLIDAY DECOS ON M | | |
| | | | 98772 | | 011-311-7510-4300 | 43.13 | |
| | | | | | PRUNERS | | |
| | | | 98835 | | 001-370-0301-4300 | 58.85 | |
| | | | | | MISC SUPPLIES | | |
| | | | 98850 | | 070-383-0301-4300 | 22.93 | |
| | | | | | WATER JUG FOR SERVICE TRUCK | | |
| | | | | | 001-311-0000-4300 | 85.34 | |
| | | | 98851 | | RAIN BOOTS | | |
| | | | | | 001-311-0000-4300 | 62.11 | |
| | | | 98870 | | BUS STOP AD PANELS | | |
| | | | | | 001-311-0000-4300 | 85.25 | |
| | | | 98878 | | VOLTAGE METER BATTERIES | | |
| | | | | | 027-344-0301-4300 | 45.71 | |
| | | | 98922 | | SCREWS-VANDALISM REPAIRS | | |
| | | | | | 043-390-0000-4300 | 35.39 | |
| | | | | | Total : | 438.71 | |
| 112855 | 2/1/2016 | 101010 DUTHIE POWER SERVICES INC. | A26633 | | CITY HALL GENERATOR SERVICE | | |
| | | | | | 041-320-0000-4260 | 473.24 | |
| | | | A26647 | | WELL SITE GENERATOR SERVICE | | |
| | | | | | 070-384-0000-4260 | 756.55 | |
| | | | | | Total : | 1,229.79 | |
| 112856 | 2/1/2016 | 101152 FERNANDEZ, JULIE | TRAVEL | | CAPIO ANNUAL CONFERENCE ON | | |

vchlist

01/28/2016 8:18:47AM

Voucher List

CITY OF SAN FERNANDO

Page:

3

Bank code :bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|----------|--|-------------|------|-----------------------|----------|
| 112856 | 2/1/2016 | 101152 FERNANDEZ, JULIE | (Continued) | | 001-105-0000-4370 | 215.00 |
| | | | | | Total : | 215.00 |
| 112857 | 2/1/2016 | 101302 VERIZON | 8181811070 | | POLICE PAGING | |
| | | | 8181811111 | | 001-222-0000-4220 | 47.51 |
| | | | 8181811114 | | MUSIC CHANNEL | 47.53 |
| | | | 8181811126 | | 001-190-0000-4220 | |
| | | | 8181811136 | | CITY YARD AUTO DIALER | 51.60 |
| | | | 8181811380 | | 070-384-0000-4220 | |
| | | | 8181973210 | | RADIO REPEATER | 46.94 |
| | | | 8181973211 | | 001-222-0000-4220 | 46.94 |
| | | | 8183610901 | | RADIO REPEATER | |
| | | | 8183612472 | | 001-222-0000-4220 | 46.94 |
| | | | 8183613958 | | MWD METER | |
| | | | 8188315002 | | 070-384-0000-4220 | 51.58 |
| | | | 8188377174 | | PD MAJOR PHONE LINES | 1,624.76 |
| | | | 8188381841 | | 001-222-0000-4220 | |
| | | | | | PHONE BILL | 70.75 |
| | | | | | 001-190-0000-4220 | 524.70 |
| | | | | | PAC 50 TO SHERRIFFS | |
| | | | | | 001-222-0000-4220 | |
| | | | | | SEWER FLOW MONITOR | 54.65 |
| | | | | | 072-360-0000-4220 | |
| | | | | | PW PHONE LINES | 182.04 |
| | | | | | 070-384-0000-4220 | |
| | | | | | CNG STATION | 48.46 |
| | | | | | 041-320-3661-4220 | |
| | | | | | PD SPECIAL PROBLEMS | 48.55 |
| | | | | | 001-222-0000-4220 | |
| | | | | | PD SPECIAL PROBLEMS | 26.68 |
| | | | | | 001-222-0000-4220 | |
| | | | | | ENGINEERING FAX MODEM | 27.28 |
| | | | | | 001-310-0000-4220 | |
| | | | | | Total : | 2,899.97 |
| 112858 | 2/1/2016 | 101528 THE HOME DEPOT CRC, ACCT#603532202490 | 1025464 | | PROPANE TANK EXCHANGE | |

Page:

3

Page: 3

| vchlist | | Voucher List | | | | Page: 4 | |
|----------------------|----------|--|-------------|------|-----------------------------------|---------|----------|
| 01/28/2016 8:18:47AM | | CITY OF SAN FERNANDO | | | | | |
| | | | | | | | |
| Bank code : | | bank | | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount | |
| 112858 | 2/1/2016 | 101528 THE HOME DEPOT CRC, ACCT#603532202490 | (Continued) | | | | |
| | | | 1061292 | | 041-320-0000-4340 | | 20.77 |
| | | | 1062875 | | BUCKET-EPOXY STORAGE; SILICONE- | | 51.60 |
| | | | 1562995 | | 001-370-0301-4300 | | 60.17 |
| | | | 2031375 | | TRASH BAGS - MALL | | 115.98 |
| | | | 2063385 | | 001-311-0000-4300 | | 78.76 |
| | | | 2070148 | | PUSH BROOM & SCOOP | | 118.14 |
| | | | 4031125 | | 001-311-0000-4300 | | 135.11 |
| | | | 5063750 | | PROPANE TORCH, SCRAPER, BRUSH | | 171.38 |
| | | | 7031890 | | 070-383-0301-4300 | | 116.72 |
| | | | 8571535 | | MAT'L'S TO REPAIR SHELVES | | 45.49 |
| | | | | | 041-320-0000-4300 | | 119.08 |
| | | | | | TRASH CANS | | 1,033.20 |
| | | | | | 001-424-0000-4300 | | |
| | | | | | MAT'L'S FOR SAMPLE STATIONS-WELL | | |
| | | | | | 070-384-0000-4320 | | |
| | | | | | PAINT - PIONEER PARK GRAFFITI REM | | |
| | | | | | 043-390-0000-4300 | | |
| | | | | | PAINTER RAGS, WET PATCH, KNIVES & | | |
| | | | | | 070-383-0301-4300 | | |
| | | | | | MAT'L'S FOR GAS METER @ REC PARK | | |
| | | | | | 043-390-0000-4300 | | |
| | | | | | Total : | | |
| 112859 | 2/1/2016 | 101586 ICRMA | 2016-0035 | | 15-16 APD/CE ADDT'L PREMIUMS | | 196.00 |
| | | | | | 006-190-0000-4240 | | 196.00 |
| | | | | | Total : | | |
| 112860 | 2/1/2016 | 101599 IMAGE 2000 CORPORATION | 2965 | | TONERS (SHIPPING ONLY) | | 21.00 |
| | | | | | 001-190-0000-4300 | | 21.00 |
| | | | | | Total : | | |
| 112861 | 2/1/2016 | 101666 DE LAGE LANDEN FINANCIAL SERVS | 48483017 | | LEASE PAYMENT - VARIOUS COPIERS | | 443.64 |
| | | | | | 001-135-0000-4260 | | 101.36 |
| | | | | | 103-420-0000-4260 | | 101.36 |
| | | | | | 104-420-0000-4260 | | 146.70 |
| | | | | | 072-360-0000-4260 | | |

Page: 4

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 5 |
|---------------------------------|----------|---------------------------------------|-----------------|------|---|-----------------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112861 | 2/1/2016 | 101666 DE LAGE LANDEN FINANCIAL SERVS | (Continued) | | | |
| | | | 48697435 | | 001-135-0000-4260 FEB 2016 -LEASE PAYMENT FOR PD C | 405.44 |
| | | | | | 001-135-0000-4260 | 607.73 |
| | | | | | Total : | 1,806.23 |
| 112862 | 2/1/2016 | 101848 LANGUAGE LINE SERVICES | 3735884 | | TRANSLATION SERVICES 001-222-0000-4260 | 13.97 |
| | | | | | Total : | 13.97 |
| 112863 | 2/1/2016 | 101852 LARRY & JOE'S PLUMBING | 2668579-0001-02 | | SOFT COPPER TUBING EVERFLUX 070-383-0301-4300 | 262.58 |
| | | | | | Total : | 262.58 |
| 112864 | 2/1/2016 | 101872 LEAGUE OF CALIFORNIA CITIES | TRAVEL | | REGISTRATION-2016 LEAGUE OF CA. (| |
| | | | | | 001-310-0000-4380 | 650.00 |
| | | | | | Total : | 650.00 |
| 112865 | 2/1/2016 | 101873 LEAGUE OF CALIFORNIA CITIES | 158764 | | 2016 MEMBERSHIP DUES 001-190-0000-4380 | 8,422.96 |
| | | | | | Total : | 8,422.96 |
| 112866 | 2/1/2016 | 101920 LIEBERT CASSIDY WHITMORE | 1414040 | | LEGAL SERVICES 001-112-0000-4270 | 3,770.00 |
| | | | 1414041 | | LEGAL SERVICES 001-112-0000-4270 | 4,105.50 |
| | | | | | Total : | 7,875.50 |
| 112867 | 2/1/2016 | 101971 L.A. MUNICIPAL SERVICES | 0047501000 | | ELECTRIC - 13003 BORDEN 070-384-0000-4210 | 676.29 |
| | | | 4947501000 | | WATER - 12900 DRONFIELD 070-384-0000-4210 | 107.97 |
| | | | 5007501000 | | ELECTRIC - 13655 FOOTHILL 070-384-0000-4210 | 196.08 |
| | | | 5947501000 | | ELECTRIC - 12900 DRONFIELD 070-384-0000-4210 | 3,925.83 |
| | | | 6577501000 | | ELECTRIC - 14060 SAYRE | |
| | | | | | | Page: 5 |

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 6 |
|---------------------------------|----------|--------------------------------------|-------------|------|--|------------------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112867 | 2/1/2016 | 101971 L.A. MUNICIPAL SERVICES | (Continued) | | | |
| | | | 7577501000 | | 070-384-0000-4210 WATER - 14060 SAYRE (12/11/15-01/14/ | 9,189.51 |
| | | | 7947501000 | | 070-384-0000-4210 ELECTRIC - 13186 DRONFIELD 070-384-0000-4210 | 67.90 |
| | | | | | Total : | 14,241.61 |
| 112868 | 2/1/2016 | 101974 LOS ANGELES COUNTY | DEC 2015 | | DEPT OF ANIMAL CARE & CONTROL FE 001-190-0000-4260 | 3,311.05 |
| | | | | | Total : | 3,311.05 |
| 112869 | 2/1/2016 | 102007 L.A. COUNTY SHERIFFS DEPT. | 162414SS | | INMATE MEAL PROGRAM - DEC 2015 001-225-0000-4350 | 573.65 |
| | | | | | Total : | 573.65 |
| 112870 | 2/1/2016 | 102148 METROPOLITAN WATER DISTRICT | 8573 | | CAPACITY CHARGE 070-384-0000-4450 | 4,532.50 |
| | | | | | Total : | 4,532.50 |
| 112871 | 2/1/2016 | 102260 MOORE MEDICAL LLC | 82929160I | | MEDICATION 001-225-0000-4350 | 21.00 |
| | | | | | Total : | 21.00 |
| 112872 | 2/1/2016 | 102303 NACHO'S ORNAMENTAL SUPPLY | INV076912 | | MATL'S FOR PD TRASH GATE 043-390-0000-4300 | 245.95 |
| | | | INV076916 | | SMALL TOOLS 043-390-0000-4340 | 38.30 |
| | | | INV076922 | | SMALL TOOLS 001-370-0000-4340 | 31.89 |
| | | | | | Total : | 316.14 |
| 112873 | 2/1/2016 | 102325 NAPA AUTO PARTS | 884220 | | HOSE CLAMPS 011-311-7510-4300 | 58.89 |
| | | | | | Total : | 58.89 |
| 112874 | 2/1/2016 | 102349 NATIONAL NOTARY ASSOCIATION | A58799 | | NNA ANNUAL MEMBERSHIP 001-105-0000-4380 | 59.00 |
| | | | | | | Page: 6 |

vchlist

Voucher List

Page: 7

01/28/2016 8:18:47AM

CITY OF SAN FERNANDO

Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|----------|---|--------------|------|---|--------------------------|
| 112874 | 2/1/2016 | 102349 102349 NATIONAL NOTARY ASSOCIATION | (Continued) | | | Total : 59.00 |
| 112875 | 2/1/2016 | 102349 NATIONAL NOTARY ASSOCIATION | A58786 | | E & O ENSURANCE 001-105-0000-4380 | 33.00 Total : 33.00 |
| 112876 | 2/1/2016 | 102423 OCCU-MED, INC. | 1215901 | | PRE-EMPLOYMENT PHYSICALS 001-106-0000-4270 | 422.00 Total : 422.00 |
| 112877 | 2/1/2016 | 102432 OFFICE DEPOT | 810548324002 | | HP - 3PK COLOR PRINTERS 070-384-0000-4300 | 363.53 |
| | | | 814188496001 | | COPY PAPER, DESK PADS, HP INK 001-420-0000-4300 | 291.77 |
| | | | 814740152001 | | TAPE, THERMAL PAPER 001-222-0000-4300 | 55.93 |
| | | | 814847479001 | | TONERS & CLIPS 001-222-0000-4300 | 160.66 |
| | | | 814847511001 | | ARCHBOARD 001-222-0000-4300 | 37.19 |
| | | | 81488497001 | | OFFICE SUPPLIES 001-420-0000-4300 | 7.84 |
| | | | 816271057001 | | ENVELOPES, FILE FOLDERS, BINDER 001-105-0000-4300 | 64.26 |
| | | | | | 001-310-0000-4300 | 101.23 |
| | | | 816271457001 | | REMOVABLE MOUNT TAPE 001-105-0000-4300 | 4.92 |
| | | | 816329436001 | | BREAKROOM SUPPLIES - LIQUID SOAP 001-370-0000-4300 | 46.31 |
| | | | 816329437001 | | BREAKROOM SCRUBBING SPONGES 001-371-0000-4300 | 10.62 |
| | | | 816406466001 | | FOLDERS 001-222-0000-4300 | 34.25 |
| | | | 816406587001 | | DIVIDERS 001-222-0000-4300 | 23.81 |
| | | | | | Total : | 1,202.32 |

Page: 7

vchlist

Voucher List

Page: 8

01/28/2016 8:18:47AM

CITY OF SAN FERNANDO

Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|----------|--|-------------------|-------|---|--------------------------------|
| 112878 | 2/1/2016 | 102506 PANTOJA, DANITZA | JAN 2016 | | COMMISSIONER'S REIMB 001-105-0000-4111 | 50.00 Total : 50.00 |
| 112879 | 2/1/2016 | 102530 AT & T | 818-270-2203 | | 1SDN LINE/LASN NETWORK 001-222-0000-4220 | 130.14 Total : 130.14 |
| 112880 | 2/1/2016 | 102731 QUICK CRETE PRODUCTS CORP. | 0102568-IN | 11219 | REPLACEMENT DECORATIVE CONCRETE 001-341-0000-4500 | 12,033.60 Total : 12,033.60 |
| 112881 | 2/1/2016 | 102773 RAMIREZ, FEDERICO | TRAVEL | | APA 2016 NATIONAL CONF ON 001-105-0000-4370 | 85.00 Total : 85.00 |
| 112882 | 2/1/2016 | 102779 RAMIREZ, THOMAS | 01/02/16-01/20/16 | | KARATE INSTRUCTOR 017-420-1326-4260 | 300.00 Total : 300.00 |
| 112883 | 2/1/2016 | 102922 ROTO-ROOTER | SF69588 | | MAIN LINE CLEARED, HYDRO-JETTING 043-390-0000-4330 | 1,172.50 Total : 1,172.50 |
| 112884 | 2/1/2016 | 102930 ROYAL WHOLESALE ELECTRIC | 8901-724134 | | LAMP REPLACEMENT @ 501 FIRST 001-311-0000-4300 | 81.75 |
| | | | 8901-724137 | | WALL PAC LIGHTING @ WELL SITES 070-384-0000-4330 | 533.56 |
| | | | 8901-724189 | | SAFETY SHIELDS FOR ELECTRICAL @ 070-384-0000-4310 | 387.49 |
| | | | | | Total : | 1,002.80 |
| 112885 | 2/1/2016 | 103010 SAM'S CLUB DIRECT, #0402465855179 | 2053 | | BREAKROOM SUPPLIES & CARTRIDGE 001-222-0000-4300 | 470.28 Total : 470.28 |
| 112886 | 2/1/2016 | 103029 SAN FERNANDO, CITY OF | 16323-16357 | | REIMBURSEMENT TO WORKERS COM 006-1035 | 26,653.06 |

Page: 8

vchlist

01/28/2016 8:18:47AM

Voucher List
CITY OF SAN FERNANDO

Page: 9

Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|----------|-------------------------------------|-------------|------|---|---|
| 112886 | 2/1/2016 | 103029 103029 SAN FERNANDO, CITY OF | (Continued) | | | Total : 26,653.06 |
| 112887 | 2/1/2016 | 103057 SAN FERNANDO VALLEY SUN | 9470 | | LEGAL PUBLICATION - FINANCIAL SUM | 401.25 |
| | | | 9471 | | 001-115-0000-4230 HSR 1/2 PAGE AD (ENGLISH/SPANISH) 001-190-0000-4267 | 1,226.75 |
| | | | | | Total : | 1,628.00 |
| 112888 | 2/1/2016 | 103184 SMART & FINAL | 137558 | | HDM EMERGENCY MEAL | |
| | | | 165467 | | 004-2346 ENP SUPPLIES | 8.97 |
| | | | | | 115-422-3750-4300 001-422-0000-4300 | 170.40 7.53 |
| | | | | | Total : | 186.90 |
| 112889 | 2/1/2016 | 103205 THE GAS COMPANY | 02132069002 | | GAS - 300 PARK | |
| | | | 0423206900 | | 001-430-0000-4210 GAS - 910 FIRST (12/05/15-01/07/16) | 8,728.38 |
| | | | 0585206400 | | 043-390-0000-4210 GAS - 117 N MACNEIL (12/03/15-01/07/16) | 423.05 |
| | | | 0842203249 | | 043-390-0000-4210 GAS - 505 S HUNTINGTON | 267.93 |
| | | | 0906206400 | | 043-390-0000-4210 GAS - 120 N MACNEIL (12/04/15-01/07/16) | 422.99 |
| | | | | | 070-381-0000-4210 072-360-0000-4210 043-390-0000-4210 | 30.33 30.34 60.67 |
| | | | | | Total : | 9,963.69 |
| 112890 | 2/1/2016 | 103218 SOLIS, MARGARITA | 38-47 | | PETTY CASH REIMB | |
| | | | | | 001-105-0000-4370 001-135-0000-4300 001-222-0000-4300 001-224-0000-4360 001-310-0000-4390 001-420-0000-4360 053-101-0103-4430 | 9.00 14.22 67.86 15.00 9.00 50.00 48.25 |

Page: 9

vchlist

01/28/2016 8:18:47AM

Voucher List
CITY OF SAN FERNANDO

Page: 10

Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|----------|---------------------------------|------------------|------|--|------------------|
| 112890 | 2/1/2016 | 103218 SOLIS, MARGARITA | (Continued) | | | |
| | | | | | 070-384-0000-4370 | 45.08 |
| | | | | | Total : | 258.41 |
| 112891 | 2/1/2016 | 103251 STANLEY PEST CONTROL | 789697 | | PEST CONTROL @ PD | |
| | | | | | 043-390-0000-4260 | 94.00 |
| | | | | | Total : | 94.00 |
| 112892 | 2/1/2016 | 103439 UPS | 831954495 | | COURIER SERVICE | |
| | | | | | 001-190-0000-4280 | 92.80 |
| | | | | | Total : | 92.80 |
| 112893 | 2/1/2016 | 103463 U.S. POSTMASTER | DEMAND | | PRESORTED FIRST CLASS POSTAGE | |
| | | | | | 070-382-0000-4300 072-360-0000-4300 | 638.91 638.91 |
| | | | | | Total : | 1,277.82 |
| 112894 | 2/1/2016 | 103603 VULCAN MATERIALS COMPANY | 71003008 | | ROAD BASE & FILL SAND | |
| | | | | | 001-311-0000-4300 | 880.80 |
| | | | | | Total : | 880.80 |
| 112895 | 2/1/2016 | 103619 CARL WARREN & CO. | 1729440 | | LEGAL SERVICES | |
| | | | | | 006-190-0000-4800 | 375.00 |
| | | | | | Total : | 375.00 |
| 112896 | 2/1/2016 | 103903 TIME WARNER CABLE | 8448200540010369 | | CABLE - 01/18/16-02/17/16 | |
| | | | 8448200540028882 | | 001-222-0000-4260 CABLE - LP PARK 01/13-02/12 | 191.03 |
| | | | 8448200540196309 | | 001-420-0000-4260 INTERNET SERVICES - 01/23/16-02/22/16 | 173.22 |
| | | | | | 001-190-0000-4220 | 1,100.00 |
| | | | | | Total : | 1,464.25 |
| 112897 | 2/1/2016 | 103941 SHREDDER SPECIALTIES | 1500 | | MAINTENANCE AGREEMENT RENEWA | |
| | | | | | 001-222-0000-4320 | 219.45 |
| | | | | | Total : | 219.45 |
| 112898 | 2/1/2016 | 887249 GALLS, LLC | 004726622 | | UNIFORM | |

Page: 10

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 11 |
|---------------------------------|----------|---------------------------------------|----------------|------|--|--------------------------------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112898 | 2/1/2016 | 887249 GALLS, LLC | (Continued) | | | |
| | | | 004726627 | | 001-222-0000-4300 UNIFORM 001-222-0000-4300 | 169.57 137.09 |
| | | | | | Total : | 306.66 |
| 112899 | 2/1/2016 | 887296 ROBLEDO, OLIVIA | JAN 2016 | | COMMISSIONER'S REIMB 001-105-0000-4111 | 50.00 50.00 |
| 112900 | 2/1/2016 | 887568 TRANS TECH | 161201 | | R&R TRANSMISISON, REPLACE REAR 041-320-0311-4400 | 627.56 627.56 |
| 112901 | 2/1/2016 | 887575 SAN FERNANDO EXPLORER POST 521 | REIMB. | | REIMB FOR EXPLORERS' COMPETITIC 001-226-0230-4380 | 2,459.67 2,459.67 |
| 112902 | 2/1/2016 | 887603 R. F. ERECTION COMPANY | 16-110 | | WHEELCHAIR LIFT SERVICE @ LP PAR 043-390-0000-4260 | 450.00 450.00 |
| 112903 | 2/1/2016 | 887810 CALGROVE RENTALS, INC. | 61686 61850 | | TRACTOR RENTAL-HOLIDAY TREE REI 043-390-0000-4250 CORE DRILL & BIT FOR DRONFIELD CH 070-384-0000-4250 | 480.50 122.85 603.35 |
| 112904 | 2/1/2016 | 887952 J. Z. LAWNMOWER SHOP | 12072 | | PARTNER SAW REPAIR 041-320-0000-4340 | 139.34 139.34 |
| 112905 | 2/1/2016 | 888242 MCI COMM SERVICE | 7DL39365 | | 1100 PICO ST - ALARM LINE 001-420-0000-4220 | 33.11 33.11 |
| 112906 | 2/1/2016 | 888356 ADVANCED AUTO REPAIR BODY & | 1002 | | REPLACE WATER PUMP, RADIATOR & I 041-320-0225-4400 | 658.50 |
| | | | | | | Page: 11 |

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 12 |
|---------------------------------|----------|--------------------------------------|-------------|------|--|----------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112906 | 2/1/2016 | 888356 ADVANCED AUTO REPAIR BODY & | (Continued) | | | |
| | | | 1003 | | FT UPPER & LOWER CONTROL ARMS - 041-320-0225-4400 | 617.55 |
| | | | 1004 | | RT REAR AXLE - PD3031 041-320-0225-4400 | 498.56 |
| | | | 1005 | | REPLACE RADIATOR - PD3030 041-320-0225-4400 | 110.95 |
| | | | 1006 | | REPAIR HORNS - PK0935 041-320-0390-4400 | 71.90 |
| | | | | | Total : | 1,957.46 |
| 112907 | 2/1/2016 | 888442 WESTERN EXTERMINATOR COMPANY | 3761905 | | PEST CONTROL @ LP PARK 043-390-0000-4260 | 52.00 |
| | | | 3761906 | | PEST CONTROL @ REC PARK 043-390-0000-4260 | 75.50 |
| | | | 3761907 | | PEST CONTROL @ RUDY ORTEGA PAF 043-390-0000-4260 | 53.00 |
| | | | 3802310 | | PEST CONTROL @ CITY HALL 043-390-0000-4260 | 82.50 |
| | | | | | Total : | 263.00 |
| 112908 | 2/1/2016 | 888468 MAJOR METROPOLITAN SECURITY | 1075116 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075117 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075118 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075119 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075120 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075121 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075122 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075123 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | | | | Page: 12 |

vchlist

01/28/2016

8:18:47AM

Voucher List
CITY OF SAN FERNANDO

Page: 13

Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|----------|--------------------------------------|------------------------|------|---|---------------|
| 112908 | 2/1/2016 | 888468 MAJOR METROPOLITAN SECURITY | (Continued) 1075124 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075125 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075126 | | ALARM MONITORING - FEB 2016 043-390-0000-4260 | 15.00 |
| | | | 1075127 | | ALARM MONITORING - FEB 2016 070-384-0000-4260 | 23.00 |
| | | | 1075128 | | ALARM MONITORING - FEB 2016 070-384-0000-4260 | 23.00 |
| | | | 1075129 | | ALARM MONITORING - FEB 2016 070-384-0000-4260 | 23.00 |
| | | | | | Total : | 234.00 |
| 112909 | 2/1/2016 | 888682 ZOBEL-RODRIGUEZ, ANGELIQUE Y. | JAN 2016 | | COMMISSIONER'S REIMB 001-105-0000-4111 | 50.00 |
| | | | | | Total : | 50.00 |
| 112910 | 2/1/2016 | 888800 BUSINESS CARD | 010516 | | FTO TRAINING- LODGING 001-224-0000-4360 | 674.15 |
| | | | 010716 | | LEAGUE OF CA. GENERAL MEMBERSH 001-101-0103-4370 | 45.00 |
| | | | 011216 | | WEB HOSTING - JAN 2016 001-190-0000-4260 | 169.00 |
| | | | 011316 | | GYM FLOOR CLEANING PKG 017-420-1328-4300 | 1,097.99 |
| | | | 011516 | | CAPIO MEMBERSHIP DUES 001-105-0000-4380 | 225.00 |
| | | | 011516 | | TRANSLATION SERVICES - 2016 CITY 001-190-0000-4267 | 275.94 |
| | | | 011516 | | LASERJET MAINT REPAIR KIT 001-150-0000-4300 | 93.99 |
| | | | 011516 | | CREDIT-CONFERENCE PHONES RETU 001-190-0000-4300 | -966.15 |
| | | | 011516 | | NALEO CONF AIRFARE 001-101-0111-4370 | 552.20 |

Page: 13

vchlist

01/28/2016

8:18:47AM

Voucher List
CITY OF SAN FERNANDO

Page: 14

Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|----------|---------------------------|-------------|------|---|-----------------|
| 112910 | 2/1/2016 | 888800 BUSINESS CARD | (Continued) | | 001-101-0109-4370 | 552.20 |
| | | | 011815 | | 2016 CAPIO CONFERENCE - AIRLFARE 001-105-0000-4370 | 243.96 |
| | | | 011815 | | CSMFO MEMBERSHIP DUES RENEWAL 001-130-0000-4380 | 110.00 |
| | | | 011816 | | 2016 CAPIO CONFERENCE CAR RENT/ 001-105-0000-4370 | 148.47 |
| | | | 011816 | | PRINTER RIBBON CARTRIDGES 001-130-0000-4300 | 48.59 |
| | | | 011816 | | 2016 CAPIO CONFERENCE - LODGING 001-105-0000-4370 | 155.00 |
| | | | 011816 | | APCO MEMBERSHIP 001-222-0000-4380 | 120.00 |
| | | | | | Total : | 3,545.34 |
| 112911 | 2/1/2016 | 889023 SAN GABRIEL VALLEY | FY2015-2016 | | 2015-2016 MEMBERSHIP RENEWAL 001-222-0000-4380 | 250.00 |
| | | | | | Total : | 250.00 |
| 112912 | 2/1/2016 | 889043 ALADIN JUMPERS | 110315 | | TABLE RENTALS - HEALTHY SAN FERN 001-420-0000-4260 | 200.00 |
| | | | | | Total : | 200.00 |
| 112913 | 2/1/2016 | 889118 LDI COLOR TOOLBOX | 1026077 | | COPIES & MAINT CONTRACT - 001-135-0000-4260 | 327.05 |
| | | | 1026138 | | COPIES & MAINT CONTRACT - 001-135-0000-4260 | 366.11 |
| | | | | | Total : | 693.16 |
| 112914 | 2/1/2016 | 889345 BSN SPORTS INC | 97136686 | | TAX UNPAID ON PREV INVOICE 017-420-1328-4300 | 57.00 |
| | | | | | Total : | 57.00 |
| 112915 | 2/1/2016 | 889352 GOMEZ, ADRIANA | JAN 2016 | | COMMISSIONER'S REIMB 001-420-0000-4111 | 50.00 |
| | | | | | Total : | 50.00 |

Page: 14

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 15 |
|---------------------------------|----------|--------------------------------------|-------------------|------|--|-----------------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112916 | 2/1/2016 | 889532 GILMORE, REVA A. | 01/09/16-01/22/16 | | FOOD SERVICE MANAGER 115-422-3750-4270 115-422-3752-4270 | 565.50 71.50 |
| | | | | | Total : | 637.00 |
| 112917 | 2/1/2016 | 889533 MARTINEZ, ANITA | 01/09/16-01/22/16 | | FOOD SERVICE INTAKE CLERK 115-422-3750-4270 | 200.00 |
| | | | | | Total : | 200.00 |
| 112918 | 2/1/2016 | 889535 GOMEZ, GILBERT | 01/09/16-01/22/16 | | HDM DRIVER 115-422-3752-4270 115-422-3752-4390 | 180.00 46.80 |
| | | | | | Total : | 226.80 |
| 112919 | 2/1/2016 | 889592 CUELLAR, JIMMY KYLE | DEC 2015 | | MMA INSTRUCTOR 109-424-3637-4260 | 300.00 |
| | | | | | Total : | 300.00 |
| 112920 | 2/1/2016 | 889644 VERIZON BUSINESS | 63455054 | | CITY HALL LONG DISTANCE 001-190-0000-4220 | 49.18 |
| | | | 63455055 | | CITY YARD LONG DISTANCE 070-384-0000-4220 | 14.75 |
| | | | 63455058 | | CITY YARD LONG DISTANCE 070-384-0000-4220 | 9.83 |
| | | | 63455059 | | PARK LONG DISTANCE 001-420-0000-4220 | 15.06 |
| | | | 63455609 | | ENGINEERING LONG DISTANCE 001-310-0000-4220 | 4.95 |
| | | | 63455621 | | CITY HALL LINES 001-190-0000-4220 | 57.60 |
| | | | | | Total : | 151.37 |
| 112921 | 2/1/2016 | 889681 VILLALPANDO, MARIA | 01/09/16-01/22/16 | | FOOD SERVICE WORKER 115-422-3750-4270 115-422-3752-4270 | 315.00 45.00 |
| | | | | | Total : | 360.00 |
| | | | | | | Page: 15 |

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 16 |
|---------------------------------|----------|--------------------------------------|--------------|----------------|---|-----------------------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112922 | 2/1/2016 | 889913 BALLIN, SYLVIA | AUG-NOV 2015 | | CELLPHONE REIMB - AUG-NOV 2015 001-101-0101-4220 | 253.32 |
| | | | | | Total : | 253.32 |
| 112923 | 2/1/2016 | 889942 ATHENS SERVICES | 1712959 | 11251 11251 | STREET SWEEPING SERVICES-JAN 20 001-343-0000-4260 011-311-0000-4260 | 3,220.24 11,329.06 |
| | | | | | Total : | 14,549.30 |
| 112924 | 2/1/2016 | 890004 PACIFIC TELEMAGEMENT SERVICE | 807844 | | PD PAYPHONE - DEC 2015 001-190-0000-4220 | 62.64 |
| | | | | | Total : | 62.64 |
| 112925 | 2/1/2016 | 890026 PRIORITY MAILING SYSTEMS LLC | SWINV426096 | | ANNUAL MAINT PLAN FOR ST77 & IJDE 001-135-0000-4260 | 1,837.50 |
| | | | | | Total : | 1,837.50 |
| 112926 | 2/1/2016 | 890095 O'REILLY AUTO PARTS | 4605-173264 | | WATER PUMP & RADIATOR - PD3032 041-320-0225-4400 | 223.71 |
| | | | 4605-173579 | | CREDIT - WATER PUMP & RADITOR 041-320-0225-4400 | -223.71 |
| | | | 4605-173584 | | ALTERNATOR - PD3032 041-320-0225-4400 | 335.67 |
| | | | 4605-173590 | | CORE RETURN 041-320-0225-4400 | -43.80 |
| | | | 4605-174027 | | FUEL PUMP - PW4534 041-320-0311-4400 | 254.11 |
| | | | 4605-174114 | | FUEL PUMPS (2) - PW4534 041-320-0311-4400 | 209.12 |
| | | | 4605-174116 | | WRONG FUEL PUMP RETURNED - PW4 041-320-0311-4400 | -254.11 |
| | | | 4605-174123 | | BATTERY - CE2384 041-320-0000-4400 | 54.86 |
| | | | 4605-174195 | | CREDIT FOR ONE PUMP 041-320-0311-4400 | -104.56 |
| | | | 4605-174512 | | PASSENGER DOOR HANDLE - PW4464 041-320-0311-4400 | 47.04 |
| | | | | | | Page: 16 |

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 17 |
|---------------------------------|----------|---------------------------------------|----------------------------|------|---|------------------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112926 | 2/1/2016 | 890095 O'REILLY AUTO PARTS | (Continued) 4605-174610 | | AIR FILTER - PW2115 041-320-0370-4400 | 23.29 |
| | | | | | Total : | 521.62 |
| 112927 | 2/1/2016 | 890104 ABBA TERMITE & PEST CONTROL | 27456 | | BEE TREATMENT - 1703 FOURTH 001-346-0000-4260 | 95.00 |
| | | | | | Total : | 95.00 |
| 112928 | 2/1/2016 | 890117 CASMANN | 16468 | | REPLACE HEADLINER - WA8095 070-383-0000-4400 | 277.85 |
| | | | | | Total : | 277.85 |
| 112929 | 2/1/2016 | 890286 CALIFORNIA CLAIMS | 2015-10354 | | WORKER'S COMP ADMIN FEE~ 001-106-0000-4270 | 1,500.00 |
| | | | | | Total : | 1,500.00 |
| 112930 | 2/1/2016 | 890360 HERRERA, NINAMARIE JULIA | JAN 2016 | | COMMISSIONER'S REIMB 001-420-0000-4111 | 50.00 |
| | | | | | Total : | 50.00 |
| 112931 | 2/1/2016 | 890488 AGUILA, ISMAEL | REIMB. | | REIMB OF WEBSITE DOMAIN & SERVE 001-420-0000-4260 | 386.58 |
| | | | | | Total : | 386.58 |
| 112932 | 2/1/2016 | 890553 SMART SOURCE OF CALIFORNIA LLC | 1375694 | | BLUE WATER BILL STOCK 070-382-0000-4300 072-360-0000-4300 | 476.82 476.82 |
| | | | | | Total : | 953.64 |
| 112933 | 2/1/2016 | 890594 HEALTH AND HUMAN RESOURCE | 133937 | | EAP - JAN 2016 001-106-0000-4260 | 235.30 |
| | | | | | Total : | 235.30 |
| 112934 | 2/1/2016 | 890817 THE WALKING MAN, INC. | E6933 | | WINTER BROCHURE DISTRIBUTION 001-420-0000-4260 | 735.00 |
| | | | | | Total : | 735.00 |
| | | | | | | Page: 17 |

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 18 |
|---------------------------------|----------|---------------------------------------|----------------------|------|--|-----------------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112935 | 2/1/2016 | 890833 THOMSON REUTERS | 833195996 | | LA CLEAR-INVEST TOOLS 001-224-0000-4270 | 165.96 |
| | | | | | Total : | 165.96 |
| 112936 | 2/1/2016 | 890834 SPARKLING IMAGE CORP | 65932 | | CAR WASHES - DEC 2015 001-222-0000-4320 | 90.00 |
| | | | | | Total : | 90.00 |
| 112937 | 2/1/2016 | 890879 EUROFINS EATON ANALYTICAL, INC | L0245962 L0247064 | | WATER ANALYSIS - F567859 070-384-0000-4260 WATER ANALYSIS - F568566 070-384-0000-4260 | 164.00 84.00 |
| | | | | | Total : | 248.00 |
| 112938 | 2/1/2016 | 890994 PONCE, JOE | JAN 2016 | | COMMISSIONER'S REIMB 001-420-0000-4111 | 50.00 |
| | | | | | Total : | 50.00 |
| 112939 | 2/1/2016 | 890995 NAVARRO, SAYDITH | JAN 2016 | | COMMISSIONER'S REIMB 001-420-0000-4111 | 50.00 |
| | | | | | Total : | 50.00 |
| 112940 | 2/1/2016 | 891311 TORRES, RITA | 01/09/16-01/22/16 | | ENP SUBSTITUTE 115-422-3750-4270 | 60.00 |
| | | | | | Total : | 60.00 |
| 112941 | 2/1/2016 | 891377 REYES, JOSE | 01/09/16-01/22/16 | | HDM DRIVER 115-422-3752-4270 115-422-3752-4390 | 180.00 56.16 |
| | | | | | Total : | 236.16 |
| 112942 | 2/1/2016 | 891391 DIVISION OF THE | 2015-3RD & 4TH QRT | | 2015 3RD AND 4TH QUARTER - JUL-DE 001-2247 | 89.40 |
| | | | | | Total : | 89.40 |
| 112943 | 2/1/2016 | 891533 DEXMEDIA | 720341884 | | DOMAIN REGISTRATION & E-MAIL 001-190-0000-4220 | 50.95 |
| | | | | | | Page: 18 |

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 19 |
|---------------------------------|----------|--------------------------------------|--------------------|-------|--|------------------------------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112943 | 2/1/2016 | 891533 891533 DEXMEDIA | (Continued) | | | Total : 50.95 |
| 112944 | 2/1/2016 | 891569 ARCADIS U.S., INC | 0748915 | | PO#11188 - SCADA SYSTEM UPDATE 070-384-0000-4500 | 1,900.00 Total : 1,900.00 |
| 112945 | 2/1/2016 | 891587 ABLE MAILING INC. | 23445 | | STORAGE OF WATER ENV-DEC 2015 070-382-0000-4300 | 12.50 |
| | | | 23446 | | 072-360-0000-4300 | 12.50 |
| | | | | 11238 | FULFILLMENT; FOLD TWO PCS, INSERT | 74.26 |
| | | | | 11238 | 070-382-0000-4300 | 74.26 |
| | | | | | 072-360-0000-4300 | 74.26 |
| | | | | | Total : | 173.52 |
| 112946 | 2/1/2016 | 891630 MGT OF AMERICA, INC. | 27630 | | CONSULTING SERVS. SB90 STATE REI 001-130-0000-4270 | 1,425.00 |
| | | | | 11276 | | Total : 1,425.00 |
| 112947 | 2/1/2016 | 891652 MARCARELLO, CHRIS | TRAVEL | | 2016 LEAGUE OF CA. CITIES CONFERE 001-310-0000-4380 | 80.00 |
| | | | | | Total : | 80.00 |
| 112948 | 2/1/2016 | 891766 RODRIGUEZ, PATRICIA | 01/11/16-01/19/16 | | LATIN JAM WORKOUT INSTRUCTOR 017-420-1337-4260 | 20.00 |
| | | | | | Total : | 20.00 |
| 112949 | 2/1/2016 | 891767 CHAVEZ, ELIZABETH | 01/11/16 -01/19/16 | | ZUMBA INSTRUCTOR 017-420-1337-4260 | 60.00 |
| | | | | | Total : | 60.00 |
| 112950 | 2/1/2016 | 891777 IRRIGATION EXPRESS | 15038552-00 | | REPL STOLEN VALVE BOX LIDS @ PAR 043-390-0000-4300 | 121.07 |
| | | | 15038563-00 | | MATL'S FOR WELL 7A - NEW INSTALLS 070-384-0000-4320 | 88.50 |
| | | | 15038835-00 | | REPL STOLEN BOX LIDS & MATL'S FOF 043-390-0000-4300 | 66.23 |
| | | | 15038882-00 | | EXCHANGE FROM SMALL TO LARGE V 043-390-0000-4300 | 19.30 |
| | | | | | | Page: 19 |

| vchlist 01/28/2016 8:18:47AM | | Voucher List CITY OF SAN FERNANDO | | | | Page: 20 |
|---------------------------------|----------|--------------------------------------|----------------------------|-------|---|-----------|
| Bank code : | | bank | | | | |
| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
| 112950 | 2/1/2016 | 891777 IRRIGATION EXPRESS | (Continued) 15039054-00 | | IRRIGATION VALVE REPL @ REC PAR 043-390-0000-4300 | 114.24 |
| | | | | | Total : | 409.34 |
| 112951 | 2/1/2016 | 891881 REMENIH, MICHAEL | JAN 2016 | | COMMISSIONER'S REIMB 001-105-0000-4111 | 50.00 |
| | | | | | Total : | 50.00 |
| 112952 | 2/1/2016 | 891885 GANIR-MARTINEZ, ARLENE | 01/11/16-01/19/16 | | YOGA INSTRUCTOR 017-420-1337-4260 | 20.00 |
| | | | | | Total : | 20.00 |
| 112953 | 2/1/2016 | 891905 OLIMPIO, SONIA | 01/11/16-01/19/16 | | ZUMBA INSTRUCTOR 017-420-1337-4260 | 20.00 |
| | | | | | Total : | 20.00 |
| 112954 | 2/1/2016 | 891967 GARCIA, LINDA | 321438 | | SENIOR TRIP REFUND 004-2383 | 10.00 |
| | | | 321440 | | SENIOR TRIP REFUND 004-2384 | 10.00 |
| | | | | | Total : | 20.00 |
| 112955 | 2/1/2016 | 891993 HERNANDEZ, ALBINO | 01/11/16-01/19/16 | | TOTAL BODY CONDITIONING & CYCLIN 017-420-1337-4260 | 35.00 |
| | | | | | Total : | 35.00 |
| 112956 | 2/1/2016 | 892013 BERNSTEIN, DIANA | JAN 2016 | | ALL ABILITIES ART CLASS 017-420-1343-4260 | 260.00 |
| | | | | | Total : | 260.00 |
| 112957 | 2/1/2016 | 892026 KTB CONSTRUCTION | NO. 6 | | BRAND BLVD WATERWISE LANDSCAPI 011-311-0178-4600 | 58,800.21 |
| | | | | 11283 | 011-2037 | -5,880.02 |
| | | | | | Total : | 52,920.19 |
| 112958 | 2/1/2016 | 892032 KUHFUSS, DESIREE | 01/11/16-01/19/16 | | MAT PILATES INSTRUCTOR 017-420-1337-4260 | 40.00 |
| | | | | | | Page: 20 |

vchlist

01/28/2016 8:18:47AM

Voucher List
CITY OF SAN FERNANDO

Page: 21

Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|----------|--------------------------------------|----------------------------|-------|---|---|
| 112958 | 2/1/2016 | 892032 892032 KUHFUSS, DESIREE | (Continued) | | | Total : 40.00 |
| 112959 | 2/1/2016 | 892072 HARO, YOLANDA | JAN 2016 | | COMMISSIONER'S REIMB 001-420-0000-4111 | 50.00 Total : 50.00 |
| 112960 | 2/1/2016 | 892078 REWARD STRATEGY GROUP | 3506 | 11304 | CITY-WIDE CLASSIFICATION AND 001-190-0000-4270 | 660.00 Total : 660.00 |
| 112961 | 2/1/2016 | 892127 WE-DO EQUIPMENT REPAIR & | W108715 | | BORING TOOL REPAIR 041-320-0000-4320 | 807.66 Total : 807.66 |
| 112962 | 2/1/2016 | 892130 GALVEZ, MARTHA | 2000221.001 | | RENTAL REFUND 001-3777-0000 | 37.00 Total : 37.00 |
| 112963 | 2/1/2016 | 892131 PROHEALTH-VALLEY OCCUPATIONAL | 00015488-00 00015608-00 | | DMV PHYSICALS 001-106-0000-4270 DMV PHYSICAL 001-106-0000-4270 | 80.00 80.00 Total : 160.00 |
| 112964 | 2/1/2016 | 892132 ULLOA, WENDY | 2000203.001 | | BASKETBALL REFUND 017-3770-1328 | 70.00 Total : 70.00 |
| 112965 | 2/1/2016 | 892133 CANTE, TINA | 2000220.001 | | YOUTH BASKETBALL REFUND (2) 017-3770-1328 | 150.00 Total : 150.00 |
| 112966 | 2/1/2016 | 892134 PACIFIC PRODUCTION | PFP2016-01CREDIT | | FILMING FEE REFUND 001-3350-0000 001-3510-0000 001-3715-0000 | 300.00 395.42 1,400.00 Total : 2,095.42 |

Page: 21

vchlist

01/28/2016 8:18:47AM

Voucher List
CITY OF SAN FERNANDO

Page: 22

Bank code : bank

| Voucher | Date | Vendor | Invoice | PO # | Description/Account | Amount |
|---------|------|-------------------------------|---------|------|---------------------|------------------------------------|
| 122 | | Vouchers for bank code : bank | | | | Bank total : 218,141.30 |
| 122 | | Vouchers in this report | | | | Total vouchers : 218,141.30 |

Voucher Registers are not final until approved by Council.

Page: 22

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Elena G. Chávez, City Clerk

Date: February 1, 2016

Subject: Consideration to Adopt a Resolution Authorizing and Directing the City Clerk to Destroy Certain City Records and Documents Pursuant to the Government Code of the State of California

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7724 (Attachment "A") Authorizing and Directing the City Clerk to Destroy Certain Records and Documents Pursuant to Section 34090 of the Government Code of the State of California.

BACKGROUND:

On November 5, 2001, the City Council adopted Resolution No. 6806 (Attachment "B") which approved a Retention Schedule for the Maintenance and Disposition of Records in the City of San Fernando. The Resolution states that upon written consent of the City Clerk and City Attorney, and with the approval of the City Council, "the City Clerk may destroy any City record, document, instrument, book or paper, under her charge, without making a copy thereof, after the same is no longer required". The Schedule is used to assign a retention timeframe for records in the custody of each City department.

Over the years, Departments have requested authorization to destroy certain records and, again, there is a need to schedule a City records destruction event soon.

ANALYSIS/CONCLUSION:

In an effort to clear out space (including the basements at City Hall and Public Works), the following Departments have identified records (Attachment "A" - Exhibit "A") that qualify for destruction:

Destruction of Records – Various DepartmentsPage 2 of 2

| | | |
|---------------------------------|------------|--------------|
| Administration | 1 | Box |
| Administration (Personnel) | 45 | Boxes |
| Administration (City Treasurer) | 2 | Boxes |
| City Clerk | 6 | Boxes |
| Community Development | 5 | Boxes |
| Finance | 207 | Boxes |
| Police | 50 | Boxes |
| Public Works | 10 | Boxes |
| Recreation & Community Services | 18 | Boxes |
| Total: | 344 | Boxes |

The City Clerk requests City Council approval for the disposition and destruction of approximately 344 boxes of records which are no longer required to be retained. These records are eligible for destruction and the removal of these boxes will assist in creating storage space for new records.

BUDGET IMPACT:

The anticipated cost to destroy these records is approximately \$2.00 per box and is included in the Fiscal Year 2015-2016 City Budget (will be absorbed by Departments based on the number of boxes to be destroyed).

ATTACHMENT:

- A. Resolution No. 7724
- B. Resolution No. 6806

ATTACHMENT “A”**RESOLUTION NO. 7724****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, AUTHORIZING AND DIRECTING THE CITY CLERK TO DESTROY CERTAIN CITY RECORDS AND DOCUMENTS PURSUANT TO THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 1st day of February, 2016.

Joel Fajardo, Mayor

ATTEST:

Elena G. Chávez, City Clerk

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

I, Elena G. Chávez, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the Council of the City of San Fernando held on the 1st day of February, 2016; and was carried by the following vote:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

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

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

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

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|---|-----------------------------|--------------------|------------------------|------------------|
| 1 | Purchasing Records: Request for Payment Richards Watson Gershon Invoices | 5 | 2009 – 2012 | 2 Years | February 2016 |
| 1 | Purchasing Records – Request for Payment Miscellaneous Subscriptions/ Memberships | 5 | 2008 – 2010 | 2 years | ↓ |
| 1 | Purchasing Records – Request for Payment Miscellaneous Invoices | 5 | 2008 – 2009 | 2 years | |
| 1 | Purchasing Records – Request for Payment Petty Cash Reimbursements | 5 | 2002 – 2009 | 2 years | |



Department Head Signature

Administration

Department

1/26/16

Date

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

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

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

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|--|-----------------------------|--------------------|------------------------|------------------|
| 1 | 2001 Timesheets Admin/CDD/Pers/Fin/PW R&CS | 16 | 2001 | 5 Years | February 2016 |
| 2 | 2001 Timesheets PD/R&CS | 16 | 2001 | 5 Years | |
| 3 | 2002 Timesheets Admin/CDD/Pers/Fin/PW R&CS | 16 | 2002 | 5 Years | |
| 4 | 2002 Timesheets PD/R&CS | 16 | 2002 | 5 Years | |
| 5 | 2003 Timesheets PD/R&CS | 16 | 2003 | 5 Years | |
| 6 | 2003 Timesheets Admin/CDD/Pers/Fin/PW R&CS | 16 | 2003 | 5 Years | |
| 7 | 2004 Timesheets Admin/CDD/Pers/Fin/PW R&CS | 16 | 2004 | 5 Years | |
| 8 | 2004 Timesheets PD/R&CS | 16 | 2004 | 5 Years | |
| 9 | 2005 Timesheets PD/R&CS | 16 | 2005 | 5 Years | |
| 10 | 2005 Timesheets Admin/CDD/Pers/Fin/PW R&CS | 16 | 2005 | 5 Years | |
| 11 | 2006 Timesheets Admin/CDD/Pers/Fin/PW R&CS | 16 | 2006 | 5 Years | ↓ |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date | |
|---------|--|-----------------------------|------------------------|------------------------|------------------|--|
| 12 | 2006 Timesheets PD/R&CS/ sick slips | 16 | 2006 | 5 Years | February 2016 | |
| 13 | 2007 Timesheets PD/R&CS | 16 | 2007 | 5 Years | | |
| 14 | 2007 Timesheets Admin/CDD/Pers/Fin/PW R&CS | 16 | 2007 | 5 Years | | |
| 15 | 2008 Timesheets PD/R&CS | 16 | 2008 | 5 Years | | |
| 16 | 2008 Timesheets Admin/CDD/Pers/Fin/PW R&CS | 16 | 2008 | 5 Years | | |
| 17 | 2009 Timesheets Admin/CDD/Pers/Fin/PW R&CS | 16 | 2009 | 5 Years | | |
| 18 | 2009 Timesheets PD/R&CS | 16 | 2009 | 5 Years | | |
| 19 | Employee Recognition Dinner 1995 | 19 | 1995 | 2 Years | | |
| | Award Program Files ERC Sign-up Info 96-01/ Correspondence 73-75 | 19 | 1996-2001 1973-1975 | 7 Years | | |
| | Correspondence State Comp Ins. Fund Accident Prevention Analysis 73-77 | 20 | 1973-1977 | 5 Years | | |
| | Workers' Comp 73-94 Workers' Comp Board Filings 1976-1984 | 20 | 1976-1984 | 5 Years | | |
| | Reso for Disability Retirement 1975-1981 (Copies only) | 20 | 1975-1981 | 5 Years | | |
| | Personnel P/T Staff 93-95/ Not Processed or hired 97-98/ Terminated 97-98 | 19 | 1997-1998 | 7 Years | | |
| | Sublist 1995-1996/ Recruitments 1994-1997 | 19 | 1994 to 1997 | 3 Years | | |
| 20 | Gates McDonald(GMcD)- claims 1998-2001/GMcD payments register 6-2000 Misc. correspondence | 20 | 1998 to 2001 | 7 Years | | |
| | Workers Comp closed claims/ Colen & Lee claims 9/87-4/88 | 20 | 1987 to 1988 | 7 Years | | |
| 21 | Summer youth employment program Timesheet copies 1990 | 16 | 1988-1992 | 5 Years | | |
| 22 | Workers Comp. checks vouchers 1980-1995/ Re-issuance of checks 1985-1992 | 20 | 1980 to 1995 | 5 Years | | |
| 23 | Recruitments 2002-2003 | 19 | 2002 to 2003 | 3 Years | | |
| 24 | Recruitments 2008 | 19 | 2008 | 3 Years | | |
| 25 | Risk Management 1968-1981 | 20 | 1968 to 1981 | 5 Years | | |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date | |
|---------|--|-----------------------------|--------------------|------------------------|------------------|--|
| 26 | Colen & Lee- Worker Comp claims sep-nov 95/ Carl warren & Co.-loss run reports 92-95 | 20 | 1992 to 1995 | 5 Years | February 2016 | |
| | CalPELRA conference material 90-94/CAJPA Fall conference 94 | 20 | 1990 to 1994 | 5 Years | | |
| 27 | Workers Comp Files 1983-2002 | 20 | 1983 to 2002 | 5 Years | | |
| 28 | Workers Comp Closed Files 1980-1993 | 20 | 1980 to 1993 | 5 Years | | |
| 29 | Workers Comp Closed Files 1979-2000 | 20 | 1979-2000 | 5 Years | | |
| 30 | Workers Comp Closed Files 1994-2003 | 20 | 1994-2003 | 5 Years | | |
| 31 | Workers Comp Closed Files 1971-1989 | 20 | 1971-1989 | 5 Years | | |
| 32 | Sick Slips 1985-1995 | 16 | 1985-1995 | 5 Years | | |
| 33 | Acct. Clerk Recruit. 06/ P.W. Maint. Wkr Rec. 06/ | 19 | 2006 | 3 Years | | |
| | City of S.F. Surveys 07 | 20 | 2007 | 6 Years | | |
| 34 | Applications for Rec Leader I,II, Day and Sr. Day Camp Counselor, After School Counselor | 19 | 2005-2006 | 7 Years | | |
| | Recruitments 04-06 | 19 | 2004-2006 | 3 Years | | |
| | Misc. applications 03-06 | 19 | 2003-2006 | 7 Years | | |
| 35 | Recruitments 05-06 | 19 | 2005-2006 | 3 Years | | |
| 36 | Recruitments 2004-2006 | 19 | 2004-2006 | 3 Years | | |
| 37 | Recruitments 2000-2005 | 19 | 2002-2005 | 3 Years | | |
| 38 | Correspondence & Backup Data - Paid Invoices 06-08 | 19 | 2006-2008 | 2 Years | | |
| 39 | Backup Data - 2001 Sick Slips | 19 | 2001 | 2 Years | | |
| | San Fernando Budgets 67-84 | 19 | 1967-1984 | 2 Years | | |
| 40 | Recruitment 1993-1995 | 19 | 1993-1995 | 3 Years | | |
| 41 | Recruitment 2002-2004 | 19 | 2002-2004 | 3 Years | | |
| 42 | Recruitment 2002-2003 | 19 | 2002-2003 | 3 Years | | |
| 43 | Personnel Office Assistant Recruit. 06 | 19 | 2006 | 3 Years | | |
| 44 | Correspondence & Backup Data - Paid Invoices FY 88-95 | 19 | 1988-1995 | 2 Years | | |
| 45 | Training Materials Police Off. Pre Serv. Training appl./Training & safety info/take our kids to work 00-05 | 19 | 2000-2005 | 7 Years | ↓ | |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|---|-----------------------------|--------------------|------------------------|------------------|
| | Workshops 02-03/ ERC workshop 03-04 SFPD web pages | 20 | 2002-2003 | 5 Years | February 2016 |
| | Management retreat 95/66/ Interrogation/s/ S.B. 90 reimbursement 85 | 19 | 2005-2006 | 2 Years | ↓ |
| | Workers comp files | 20 | | 5 Years | ↓ |


_____
Department Head SignatureAdministration (Personnel)
Department_____
Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: ADMINISTRATION (CITY TREASURER'S OFFICE)**

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

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

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|--|-----------------------------|--------------------|------------------------|------------------|
| 1 | Statements & Reconciliations - General & Payroll checking account statements | 14 | 2009 | 5 years | February 2016 |
| 2 | Statements & Reconciliations General Checking Account Deposit Slips | 14 | 2009 | 5 years | ↓ |



 Department Head Signature

Administration (City Treasurer)
 Department

1-27-2016
 Date

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

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

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

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|---|-----------------------------|------------------------|------------------------|------------------|
| 1 | Election Material: , Opened Ballot Envelopes (VBM & Provisional), Duplicate & test ballots, Copies of Indexes and Voter List | 3 | 2015 | 6 months | February 2016 |
| 2 | Election Material: Opened VBM and Provisional Envelopes, Ballots, & Returned Late Ballots | 3 | 2013 | 6 months | |
| 3 | Election Material: General Municipal Election Roster of Voters Special Municipal Election Roster of Voters | 3 | 2007 -2009 | Closed + 5 Years | |
| 3 | Election Material: Special Municipal Election Street Indexes Absentee I.D. Envelopes (VBM Envelopes Returned) | 3 | 2013 2015 | 6 Months | |
| 4 | Election Material: Ballots (Unused & Spoiled) | 3 | Mar 2015 | 6 Months | |
| 5 | Election Material: Ballots (Unused & Spoiled) | 3 | March 2015 | 6 months | |
| 6 | Election Material: Ballots (Unused & Spoiled) | 3 | March 2015 | 6 Months | |
| | Correspondence: Administration Agenda Reports | 3 | 2000-2003 2008-2009 | 2 Years | |

Mena Chavez
Department Head Signature

City Clerk
Department


1/28/16
Date

EXHIBIT "A"**REQUEST FOR DESTRUCTION OF RECORDS****DEPARTMENT: COMMUNITY DEVELOPMENT**

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

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

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|--------------------------------|-----------------------------|--------------------|------------------------|------------------|
| CE#1 | Code Enforcement (Citywide) | 9 | 1995-1998 | Current Plus 3 Years | February 2016 |
| CE#2 | Code Enforcement (Citywide) | 9 | 1995-1998 | Current Plus 3 Years | ↓ |
| CE#3 | Code Enforcement (Citywide) | 9 | 1998-1999 | Current Plus 3 Years | |
| CE#4 | Code Enforcement (Citywide) | 9 | 2009-2011 | Current Plus 3 Years | |
| CE#5 | Code Enforcement (Citywide) | 9 | 2009-2010 | Current Plus 3 Years | |


 Department Head Signature

Community Development
 Department



 Date

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

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

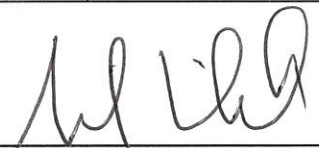
I hereby certify that the records listed below and/or attached are more than two years old and have been retained for the minimum period specified in Resolution No.6806. I further certify that the records listed no longer have any administrative, legal, evidentiary, fiscal or research and historic value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

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|--------------|--------------------------------|-----------------------------|--------------------|------------------------|------------------|
| 1-10 | Warrants (Paid) (A/P) | 14 | 2009-2010 | A+5 | February 2016 |
| 11-22 | Warrants (Paid) (A/P) | 14 | 2008-2009 | A+5 | |
| 23-36 | GL, TB, Rev & Exp. Report | 12 | 1992-1995 | A+10 | |
| 37 | Statements & Reconciliations | 14 | 1990-1996 | 5 | |
| 38-46 | GL, TB, Rev & Exp. Report | 12 | 1993-1996 | A+10 | |
| 47-48 | Payroll Reports | 16 | 1995-1996 | T+4 | |
| 49 | GL, TB, Rev & Exp. Report | 12 | 1996 | A+10 | |
| 50 | Payroll Reports | 16 | 1995 | T+4 | |
| 51-61 | GL, TB, Rev & Exp. Report | 12 | 1995-1997 | A+10 | |
| 62-76 (I-XV) | GL, TB, Rev & Exp. Report | 12 | 1992-1997 | A+10 | |
| 77 (M1) | Payroll Reports | 16 | 1990 | T+4 | |
| 78 (M2) | Payroll Reports | 16 | 1993/1994 | T+4 | |
| 79 (M3) | Payroll Reports | 16 | 2001 | T+4 | |
| 80 (M4) | Payroll Reports | 16 | 1999/2000 | T+4 | |
| 81 (M5) | Payroll Reports | 16 | 2000/2001 | T+4 | |
| 82 (M6) | Payroll Reports | 16 | 2003/2004 | T+4 | |
| 83 (M7) | Payroll Reports | 16 | 1990/1991 | T+4 | ↓ |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|-----------------------|--|-----------------------------|------------------------|------------------------|------------------|
| 84 (M8) | Payroll Reports | 16 | 1996/1998; FY 03/04 | T+4 | February 2016 |
| 85 (M9) | Payroll Reports | 16 | 1992/1993 | T+4 | |
| 86 (M10) | W2's | 16 | 2000-2002 | 6 | |
| 87 (M11) | Payroll Reports | 16 | 2003/2004 | T+4 | |
| 88 (M12) | Payroll Reports | 16 | 1995/1996 | T+4 | |
| 89 (M13) | Payroll Reports | 16 | 2000/2002 | T+4 | |
| 90 (M14) | Payroll Reports | 16 | 1998/2000 | T+4 | |
| 91 (M15) | Payroll Reports | 16 | 1992 | T+4 | |
| 92 (M16) | Payroll Reports | 16 | 2001/2003 | T+4 | |
| 93 (M17) | Payroll Reports | 16 | 1997/1998 | T+4 | |
| 94 (M18) | Payroll Reports | 16 | 1994/1995 | T+4 | |
| 95 (M19) | Payroll Reports | 16 | 2003/2004 | T+4 | |
| 96 (M20) | W2's | 16 | 2003 | 6 | |
| 97 (M21) | Payroll Reports | 16 | 2008/2010 | T+4 | |
| 98 (M22) | Payroll Reports | 16 | 1990 | T+4 | |
| 99 (M23) | Payroll Reports | 16 | 1982 | T+4 | |
| 100 (M24) | Payroll Reports | 16 | 2002/2003 | T+4 | |
| 101 (M25) | Payroll Reports | 16 | 1998/1999 | T+4 | |
| 102 (M26) | Payroll Reports | 16 | 1997/1998 | T+4 | |
| 103 (M27) | Payroll Reports | 16 | 2001/2002 | T+4 | |
| 104 (M28) | Payroll Reports | 16 | 2001/2001 | T+4 | |
| 105 (M29) | Payroll Reports | 16 | 1991/1992 | T+4 | |
| 106 (M30) | GL, TB, Rev & Exp. Report | 12 | 1991/1992 | A+10 | |
| 107-148 (G1 – G42) | GL, TB, Rev & Exp. Report | 12 | 1991-2003 | A+10 | |
| 149 (G43) | Fixed Assets Inventory | 12 | 1996-1998 | 5 | |
| 150 (A) | BL Cash Registers | 16 | 1998-2012 | T+4 | |
| 151 (B) | Business License Applications/Renewals | 16 | 1998 | T+4 | |
| 152 (C) | Business License Applications/Renewals | 16 | 1998 | T+4 | |
| 153 (D) | Business License Applications/Renewals | 16 | 2004 | T+4 | |
| 154 (E) | Business License Applications/Renewals | 16 | 2003 | T+4 | |
| 155 (F) | Business License Applications/Renewals | 16 | 2003 | T+4 | |
| 156 (G) | Business License Applications/Renewals | 16 | 2005 | T+4 | |
| 157 (H) | Business License Applications/Renewals | 16 | 2006 | T+4 | ▼ |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date | |
|-------------|--|-----------------------------|--------------------|------------------------|------------------|--|
| 158 (I) | Business License Applications/Renewals | 16 | 1993 | T+4 | February 2016 | |
| 159 (J) | Business License Applications/Renewals | 16 | 1993 | T+4 | | |
| 160 (K) | Business License Applications/Renewals | 16 | 1993 | T+4 | | |
| 161 (L) | Business License Applications: Film Permits | 16 | 1993-2004 | T+4 | | |
| 162 (M) | Business License Applications/Renewals | 16 | 1994 | T+4 | | |
| 163 (N) | Closed Alarm Accounts | 16 | 2002 | T+3 | | |
| 164 (O) | Business License Applications/Renewals | 16 | 2005 | T+4 | | |
| 165 (P) | Business License Applications/Renewals | 16 | 2003 | T+4 | | |
| 166 (Q) | Business License Applications/Renewals | 16 | 1989 | T+4 | | |
| 167 (R) | Alarm Permits | 16 | 2003 | T+3 | | |
| 168 (S) | Business License Applications/Renewals | 16 | 2004 | T+4 | | |
| 169 (T) | Business License Applications/Renewals | 16 | 2004 | T+4 | | |
| 170 (U) | Business License Applications/Renewals | 16 | 2005 | T+4 | | |
| 171 (V) | Business License Applications/Renewals | 16 | 2006 | T+4 | | |
| 172 (W) | Business License Applications/Renewals | 16 | 2005-2007 | T+4 | | |
| 173 (X) | Business License Applications/Renewals | 16 | 2003 | T+4 | | |
| 174 (Y) | Business License Applications/Renewals | 16 | 1999 | T+4 | | |
| 175 (Z) | Business License Applications/Renewals | 16 | 1999 | T+4 | | |
| 176 (A1) | Business License Applications/Renewals | 16 | 2002 | T+4 | | |
| 177 (A2) | Business License Applications/Renewals | 16 | 1999 | T+4 | | |
| 178 (A3) | Alarm Permits | 16 | 1994 | T+3 | | |
| 179 (A4) | Business License Applications/Renewals | 16 | 2003-2004 | T+4 | | |
| 180 (AA) | Correspondence: Water Receipts | 12 | June 2007 | A+2 | | |
| 181 (AB) | Correspondence: Water Receipts | 12 | Oct 2006 | A+2 | | |
| 182 (AC) | Correspondence: Water Receipts | 12 | Apr 2008 | A+2 | | |
| 183 (AD) | Correspondence: Water Receipts | 12 | Oct 2007 | A+2 | | |
| 184 (AE) | Correspondence: Water Receipts | 12 | Aug 2008 | A+2 | | |
| 185 (AF) | Correspondence: Water Receipts | 12 | Aug 2006 | A+2 | | |
| 186 (AG) | Correspondence: Water Receipts | 12 | July 2006 | A+2 | | |
| 187 (AH) | Correspondence: Water Receipts | 12 | Oct Nov Dec 2011 | A+2 | | |
| 188 (AI) | Correspondence: Water Receipts | 12 | Apr May Jun 2012 | A+2 | | |
| 189 (AJ) | Correspondence: Water Receipts | 12 | Mar 2008 | A+2 | | |
| 190 (AK) | Correspondence: Water Receipts | 12 | May 2008 | A+2 | ▼ | |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|-------------|-----------------------------------|-----------------------------|--------------------|------------------------|------------------|
| 191 (AL) | Correspondence: Water Receipts | 12 | Jun 2008 | A+2 | February 2016 |
| 192 (AM) | Correspondence: Water Receipts | 12 | Jan 2008 | A+2 | |
| 193 (AN) | Correspondence: Water Receipts | 12 | Jul Aug Sep 2011 | A+2 | |
| 194 (AO) | Correspondence: Water Receipts | 12 | Jan Feb Mar 2012 | A+2 | |
| 195 (AP) | Correspondence: Water Receipts | 12 | Jan Feb 2010 | A+2 | |
| 196 (AQ) | Correspondence: Water Receipts | 12 | Oct Nov 2010 | A+2 | |
| 197 (AR) | Correspondence: Water Receipts | 12 | May Jun 2010 | A+2 | |
| 198 (AS) | Correspondence: Water Receipts | 12 | Aug Sep 2010 | A+2 | |
| 199 (AT) | Correspondence: Water Receipts | 12 | Jan Mar 2011 | A+2 | |
| 200 (AU) | Correspondence: Water Receipts | 12 | Jul Aug 2010 | A+2 | |
| 201 (AV) | Correspondence: Water Receipts | 12 | Mar Apr May 2011 | A+2 | |
| 202 (AW) | Correspondence: Water Receipts | 12 | Dec 2010 | A+2 | |
| 203 (AX) | Correspondence: Water Receipts | 12 | Jun 2011 | A+2 | |
| 204 (AY) | Correspondence: Water Receipts | 12 | Oct 2004 | A+2 | |
| 205 (AZ) | Correspondence: Water Receipts | 12 | Apr 2010 | A+2 | |
| 206 (BA) | Correspondence: Water Receipts | 12 | Oct 2009 | A+2 | |
| 207 (BB) | Correspondence: Water Receipts | 12 | Dec 2009 | A+2 | ↓ |


 Department Head Signature

Finance
 Department

1/26/16
 Date

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

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

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

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|----------------------------------|-----------------------------|--------------------|------------------------|------------------|
| 1 | Arrest Records: DA Rejected | 21 | 2003 | 4 Years | February 2016 |
| | Arrest Records: Traffic Warrants | 21 | 2003 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2003 | 3 Years | |
| 2 | Arrest Records: DA Rejected | 21 | 2004-2005 | 4 Years | |
| | Arrest Records: Traffic Warrants | 21 | 2004-2005 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2004-2005 | 3 Years | |
| 3 | Arrest Records: DA Rejected | 21 | 2004-2005 | 4 Years | |
| | Arrest Records: Traffic Warrants | 21 | 2004-2005 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2004-2005 | 3 Years | |
| 4 | Arrest Records: DA Rejected | 21 | 2002-2004 | 4 Years | |
| | Arrest Records: Traffic Warrants | 21 | 2002-2004 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2002-2004 | 3 Years | |
| 5 | Arrest Records: DA Rejected | 21 | 2001-2003 | 4 Years | |
| | Arrest Records: Traffic Warrants | 21 | 2001-2003 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2001-2003 | 3 Years | |
| 6 | Arrest Records: DA Rejected | 21 | 2002 | 4 Years | |
| | Arrest Records: Traffic Warrants | 21 | 2002 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2002 | 3 Years | |
| 7 | Restraining Orders - Duplicates | 24 | 2002-2007 | Current | |
| 8 | Citations: Traffic | 21 | 2006-2008 | 2 Years | |
| 9 | Arrest Records: DA Rejected | 21 | 2002-2004 | 4 Years | |
| | Arrest Records: Traffic Warrants | 21 | 2002-2004 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2002-2004 | 3 Years | |
| 10 | Arrest Records: DA Rejected | 21 | 2004-2006 | 4 Years | |
| | Arrest Records: Traffic Warrants | 21 | 2004-2006 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2004-2006 | 3 Years | |
| 11 | Arrest Records: DA Rejected | 21 | 2004-2006 | 4 Years | |
| | Arrest Records: Traffic Warrants | 21 | 2004-2006 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2004-2006 | 3 Years | |
| 12 | Arrest Records: DA Rejected | 21 | 2004-2006 | 4 Years | ↓ |
| | Arrest Records: Traffic Warrants | 21 | 2004-2006 | 2 Years | |
| | Arrest Records: Crime Reports | 22 | 2004-2006 | 3 Years | |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date | |
|---------|---|-----------------------------|--------------------|------------------------|------------------|---|
| 13 | Arrest Records: DA Rejected | 21 | 2004-2006 | 4 Years | February 2016 | |
| | Arrest Records: Traffic Warrants | 21 | 2004-2006 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2004-2006 | 3 Years | | |
| 14 | Arrest Records: DA Rejected | 21 | 2003-2004 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2003-2004 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2003-2004 | 3 Years | | |
| 15 | Correspondence: Parking Hearing Dispositions | 22 | 2008-2009 | 2 Years | | |
| 16 | Court Commitment Registrations | 23 | 2009 | 3 Years | | |
| 17 | Arrest Records: DA Rejected | 21 | 2003-2004 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2003-2004 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2003-2004 | 3 Years | | |
| 18 | Arrest Records: DA Rejected | 21 | 2006 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2006 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2006 | 3 Years | | |
| 19 | Arrest Records: DA Rejected | 21 | 2003-2004 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2003-2004 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2003-2004 | 3 Years | | |
| 20 | Arrest Records: DA Rejected | 21 | 2002-2005 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2002-2005 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2002-2005 | 3 Years | | |
| 21 | Arrest Records: DA Rejected | 21 | 2004-2006 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2004-2006 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2004-2006 | 3 Years | | |
| 22 | Arrest Records: DA Rejected | 21 | 2002-2004 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2002-2004 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2002-2004 | 3 Years | | |
| 23 | Arrest Records: DA Rejected | 21 | 2004 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2004 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2004 | 3 Years | | |
| 24 | Repossession Reports | 25 | Dec 2008 & 2009 | 3 Years | | |
| 25 | Money Transmittal: Parking Citation Payments/Paperwork (ETEC) | 23 | 2007-2009 | 2 Years | | |
| 26 | Money Transmittal: Parking Citation Payments/Paperwork (ETEC) | 23 | 2009 | 2 Years | | |
| 27 | Daily Patrol Logs | 22 | 2009-2010 | 3 Years | | |
| 28 | Arrest Records: DA Rejected | 21 | 2006-2007 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2006-2007 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2006-2007 | 3 Years | | |
| 29 | Arrest Records: DA Rejected | 21 | 2007 | 4 Years | | |
| | Arrest Records: Traffic Warrants | 21 | 2007 | 2 Years | | |
| | Arrest Records: Crime Reports | 22 | 2007 | 3 Years | | |
| 30 | Timekeeping Records Copies | 24 | 2009 | C + 2 Years | | |
| 31 | Timekeeping Records Copies | 24 | 2010 | C + 2 Years | | |
| 32 | Correspondence: Parking Hearing Dispositions (ETEC) | 22 | 2007-2009 | 2 Years | | |
| 33 | Correspondence: Parking Hearing Dispositions (ETEC) | 22 | 2007-2008 | 2 Years | | |
| 34 | Correspondence: Parking Hearing Disputes/ Dispositions | 22 | 2007-2008 | 2 Years | | |
| 35 | Pawnbroker Duplicates | 23 | 2009 | C + 2 Years | | |
| 36 | Court Commitment Registrations | 23 | 2007-2008 | 3 Years | | |
| 37 | Timekeeping Records Copies | 24 | 2008 | C + 2 Years | | |
| 38 | Fingerprint: Live Scan Application Forms | 22 | 2007 | T+2 | | |
| 39 | Correspondence: Parking Hearing Disputes/ Dispositions | 22 | 2006-2008 | 2 Years | | ▼ |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|---|-----------------------------|--------------------|------------------------|------------------|
| 40 | Pawnbroker Duplicates | 23 | 2008 | C + 2 Years | February 2016 |
| 41 | Correspondence: Parking Hearing Disputes/ Dispositions | 22 | 2008-2009 | 2 Years | |
| 42 | Correspondence: Parking Hearing Disputes/ Dispositions | 22 | 2007 | 2 Years | |
| 43 | Repossession Reports | 25 | 2007-2008 | 3 Years | |
| 44 | Pawnbroker Duplicates | 23 | 2005 | C + 2 Years | |
| 45 | Correspondence: Parking Hearing Disputes/ Disposition | 22 | 2008-2009 | 2 Years | |
| 46 | Court Commitment Registrations | 23 | 2010 | 3 Years | |
| 47 | Correspondence: Parking Hearing Disputes/ Dispositions | 22 | 2010-2011 | 2 Years | |
| 48 | Pawnbroker Duplicates | 23 | 2006 | C + 2 Years | |
| 49 | Repossession Reports | 25 | 2010 | 3 Years | |
| 50 | Citations: Traffic | 21 | 2008-2009 | 2 Years | ▼ |


 Department Head Signature

 Police
 Department

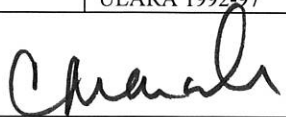

 Date

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

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

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

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|---|-----------------------------|------------------------------|------------------------|------------------|
| 1 | Correspondence & Supporting Data: Budget Books | 28 | 1998-2003 | 2yr | February 2016 |
| 2 | Correspondence & Supporting Data: Budget Books | 28 | 2003-2007 | 2yr | |
| 3 | Correspondence & Supporting Data: Pool Programs Fees Pool Schedule Pool Reception Rental Information | 28 | 2008 | 2yr | |
| 4 | Correspondence & Supporting Data: Refuse Rate Schedule Snack Shop Info. BMP Annual Report | 28 | 2010 | 2yr | |
| 5 | Correspondence & Supporting Data: Budget Materials CNG Ribbon Cutting Financial Report Financial Report | 28 | 2010 2008 2002 2011 | 2yr | |
| 6 | Correspondence & Supporting Data: 2010 GIS Manuals | 28 | 2010 | 2yr | |
| 7 | Correspondence & Supporting Data: Budgets 93, 94, 95-99 | 28 | 1993,1994, 1995-99 | 2yr | |
| 8 | Correspondence & Supporting Data: Waste Master Series ULARA Reports | 28 | 95-99 | 2yr | |
| 9 | Correspondence & Supporting Data: Budget Info 92-97 | 28 | 92-97 | 2yr | |
| 10 | Correspondence & Supporting Data: ULARA 1992-97 | 28 | 1992-97 | 2yr | ↓ |


Department Head Signature

Public Works
Department

1/26/16
Date

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

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

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

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|---|-----------------------------|---|------------------------|------------------|
| 1 | RCS Facilities Reservation Forms | 30 | Jan – Sept 2006 Nov – Dec 2007 Jan – Dec 2008 Jan – Dec 2009 Jan – Dec 2010 Jan – Oct 2011 | 2 Years | February 2016 |
| 2 | Time Cards/ Sheets | 16 | 2003 – 2004 | 5 Years | |
| 3 | Time Cards/ Sheets | 16 | 2002 – 2003 | 5 Years | |
| 4 | Deposit Slips/ Receipts | 14 | 2009- Jan 2010 | 5 Years | |
| | Facilities Reservation Forms | 30 | 2009 – 2012 | 2 Years | |
| | Program Registrations | 30 | 2008 – 2009 | 5 Years | |
| 5 | Facilities Reservations Forms | 30 | 2008 – 2012 | 2 Years | |
| | Deposit Slips/ Receipts | 14 | 2001 – 2002 2008 | 5 Years | |
| | Accounts Payable | 13 | 2008 – 2009 | A + 5 | |
| | Deposit Slips/ Receipts | 14 | 2002 – 2009 | 5 Years | |
| 6 | Accounts Payable | 13 | 2004 | A + 5 | |
| 7 | Deposit Slips/Receipts | 14 | 2008 – 2009 | 5 Years | |
| | Program Registrations/ Waivers of Liability | 30 | 2005 | 5 Years | |
| 8 | Deposit Slips/ Receipts | 14 | 2004 – 2008 | 5 Years | |
| | Accounts Payable | 13 | 2007 | A + 5 | |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|---|-----------------------------|--------------------------------|------------------------|------------------|
| 9 | RCS Deposit Slips/Receipts | 14 | 2008 – 2010 | 5 Years | February 2016 |
| | Sports Registration Forms | 30 | 2003 – 2010 | 5 Years | |
| | Skateboard Waivers | 30 | 2002 | 5 Years | |
| 10 | Accounts Payable | 13 | 2000 – 2003 | A + 5 Years | |
| 11 | Deposit Slips/Receipts | 14 | 2010 | 5 Years | |
| 12 | Facilities Reservation Forms | 30 | 2013 | 2 Years | |
| 13 | Program Registrations/Waivers of Liability | 30 | 2001-2008 | 5 Years | |
| | Receipts | 14 | 2000-2008 | 5 Years | |
| | Time Cards/Sheets | 16 | 2004 | 5 Years | |
| | Facilities Reservation Forms | 30 | 2006 | 2 Years | |
| | Accounts Payable | 13 | 1992-1993 1998 2004-2005 | A+5 Years | |
| | Fee Waiver Requests | 17 | 2005 | T+3 Years | |
| | Budget Files | 1 | 2009-2011 | 2 Years | |
| | Checks, Stale-Dates | 14 | 2007 | 3 Years | |
| | Checks Returned | 14 | 2007 | 5 Years | |
| | Signature Authorization Cards | 14 | 2007 | A+5 Years | |
| | Personnel – Instructor Contracts | 30 | 2010-2011 | E+2 Years | |
| | Personnel Files - Applications | 19 | 1998-2006 | T+6 Years | |
| | Fingerprint | 22 | 2006 | T+2 Years | |
| 14 | Special Event Files | 31 | 1994-2010 | C + 5 Years | |
| | Budget, Departmental | 15 | 2002-2009 | 3 Years | |
| | Receipts | 14 | 2000 | 5 Years | |
| | Personnel Files: Applications, | 19 | 1999 2004 | T + 6 Years | |
| | Program Registrations/ Waivers of Liability | 30 | 2004 | 5 Years | |
| 15 | Accounts Payable | 13 | 2004-2009 | A + 5 Years | |
| | Petty Cash Vouchers | 12 | 2006-2008 | 7 Years | |
| | Refundable Deposits | 13 | 2000 2007-2008 | 7 Years | |
| | Deposit Slips/Receipts | 14 | 2006-2008 | 5 Years | |
| | Checks Stale Dated | 14 | 2007 | 3 Years | |
| | Receipts | | 2007 | | |
| | Purchase Requisition | 13 | 2007 | A + 5 Years | |
| | Payroll Report | 16 | 2006-2007 | T + 4 Years | |
| | Budget, Departmental | 15 | 2006-2007 2007 2007-2008 | 3 Years | |
| | Budget Requests, Departmental | 15 | 2007 2008 | 3 Years | |
| | Revenue Estimates | 15 | 2007-2008 | 5 Years | |
| 16 | Accounts Payable | 13 | 2001 2007 | A + 5 Years | |
| | Time Cards/ Sheets | 16 | 2006 | 5 Years | |
| | Special Event Files | 31 | 1995-1996 2000 2007-2009 | C + 5 Years | |
| | Budget Request, Departmental | 15 | 2007-2008 | 3 Years | |
| | Deposit Slips/Receipts | 13 | 1996 1999-2000 2002 | 5 Years | |
| | Accident Reports/ Incident Reports | 20 | 2000 | 5 Years | |
| | Revenue Estimates | 15 | 2007-2008 | 5 Years | |
| | Signature Authorization Cards, Faxes | 14 | 1996 2000 | A + 5 Years | |
| | Special Event Files | 31 | 2007 2008 | C + 5 Years | |
| 17 | Program Registration/ Waivers of Liability | 30 | 2000-2009 | 5 Years | |

| Box No. | Record Series Title & Contents | Retention Schedule Page No. | Date(s) of Records | Retention Requirements | Destruction Date |
|---------|--------------------------------|-----------------------------|--|------------------------|------------------|
| | | | | | |
| 18 | Proposal/ Bid | 1 | 2006-2007 | 5 Years | February 2016 |
| | Special Event Files | 31 | 2008 2009 2010 | C + 5 Years | ↓ |
| | Deposit Slips/Receipts | 15 | Jul-Dec 2002 Jan-Dec 2003 Jan-Dec 2004 Apr-Jun 2005 | 5 Years | |


 Department Head Signature

Recreation & Community Services
 Department


1-27-16
 Date

EXHIBIT "B"**DESTRUCTION LIST APPROVAL**

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

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

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

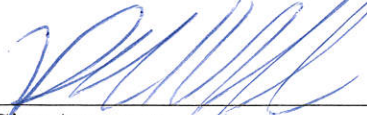


City Clerk

1/28/16

Date

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



City Attorney

1-28-16

Date

EXHIBIT "C"**CERTIFICATE OF DESTRUCTION**

I hereby certify that the destruction of the records described in the attached list was approved by the San Fernando City Clerk and City Attorney on January 28, 2016, pursuant to the authority provided by San Fernando City Council Resolution No. 6806. The approved method of destruction for these records is shredding.

City Clerk_____
Date

I hereby certify that, pursuant to the forgoing authority, the records described in the attached list as requested by the _____ were destroyed on: _____. I further certify that the method of destruction used was shredding and that I, _____ supervised the destruction of said records.

Signature_____
Title_____
Date

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

ATTACHMENT "B"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

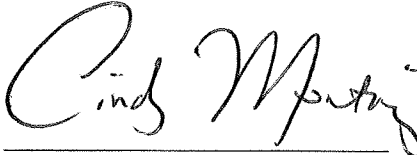
Section 12. Resolution No. 6156 is hereby rescinded.

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

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

ATTEST:


CITY CLERK


MAYOR


APPROVED AS TO FORM:


CITY ATTORNEY

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

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

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


City Clerk

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

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

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

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

Department Head Signature_____
Department_____
Date

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

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

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

--

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

City Clerk

Date

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

City Attorney

Date

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

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

City Clerk_____
Date

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

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

Signature_____
Title_____
Date

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

E-AT "D"

ORIGINAL - TO CITY CLERK
COPY FOR FILE

DEPARTMENT

REQUEST FOR MICROFILMING

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

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

RECORD COORDINATOR

DATE

CITY CLERK'S OFFICE

RECEIVED

DEPARTMENT HEAD

FILMING COMPLETED

ROLL NUMBERS

FORM D

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

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

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

CITY OF SAN FERNANDO - RECORDS RETENTION SCHEDULE

02/11/2016

CC Meeting Agenda

Page 59 of 204

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

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

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

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

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

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

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

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

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

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

APPENDIX I

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

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

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

02/1/2016

CC Meeting Agenda

Page 65 of 204

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

APPENDIX I

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

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

APPENDIX I

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

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

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

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

APPENDIX I

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

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

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

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

APPENDIX I

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

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

APPENDIX I

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

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

02/1/2016

GC Meeting Agenda

Page 7

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

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

APPENDIX I

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

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

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

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

CITY OF SAN FERNANDO - RECORDS RETENTION SCHEDULE

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

02/11/2016

CC Meeting Agenda

Page 76 of 204

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

12011\647241.2

Page 18 of 31

CITY OF SAN FERNANDO - RECORDS RETENTION SCHEDULE

02/11/2016

CC Meeting Agenda

Page 77 of 204

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

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

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

02/11/2016

CC Meeting Agenda

Page 78 of 204

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

APPENDIX I

CITY OF SAN FERNANDO RECORDS RETENTION SCHEDULE

02/11/2016

CC Meeting Agenda

Page 79 of 204

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

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

APPENDIX I

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

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

APPENDIX I

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

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

APPENDIX I

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

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

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

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

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

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

* In event that the recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved.

** "Crime Reports," "Daily Reports," "Incident Reports," and "Misdemeanor Reports" refer to daily blotters, incident summaries or investigative reports that do not involve felonies. The reports can be destroyed after three years, provided that a copy of said report has been placed with the case file. The case files should be destroyed according to guidelines set forth for individual case files.

*** You can legally retain the records for two years; however, you should notify the Department of Justice that you are purging source documents before you destroy them.

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

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

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

APPENDIX I

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

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

APPENDIX I

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

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

APPENDIX I

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

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

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager
By: Fred Ramirez, Community Development Director

Date: February 1, 2016

Subject: Consideration to Approve Allocation of City's Community Development Block Grant (CDBG) Funds for Fiscal Year (FY) 2016-2017

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Adopt Resolution No. 7723 (Attachment "A") approving the allocation of City CDBG Funds an Economic Development Project in FY 2016-2017; and
- c. Authorize the City Manager to submit documentation conveying the City Council's Resolution to the Los Angeles County Community Development Commission ("LA CDC") for approval.

BACKGROUND:

Source of Funds. The City of San Fernando receives an annual allocation of federal CDBG funding from the U.S. Department of Housing and Urban Development (HUD) through its participation in the Los Angeles Urban County CDBG Program administered by the LA CDC. CDBG funds can only be used for eligible Community Development projects meeting national program goals, which include assisting the low and moderate income residents of the community. This will be the forty-second year that the federal government has made CDBG funds available to counties and cities across the nation, hence CDBG funding for the upcoming fiscal year (FY 2016-2017) is referred to as "42nd year" CDBG grant funds.

Since 2007, the City has used the annual allocation of CDBG funds to cover a majority of the annual loan repayment amount to the LA CDC for City's Section 108 Loan. The Section 108 Loan from the LA CDC was obtained in order to provide \$3.0 million in CDBG funds from the LA CDC to cover a portion of the construction cost of the San Fernando Regional Pool located at 300 Park Avenue. Based on the recent approval by the City and Los Angeles County of a lease for the

County's ongoing operation of the San Fernando Regional Pool Facility that also provides for the County's repayment of the remaining balance of the City's Section 108 Loan, the City is once again anticipated to have an annual allocation of CDBG funds. The second year of CDBG funds available in the coming fiscal year, FY 2016-2017 with a total amount available of \$233,641. This amount includes \$223,641 allocated for FY 2016-2017 and \$10,000 of program income funds.

Eligible expenditures. To be eligible for CDBG funding consideration, City's proposed project(s) must meet one of the following two national program general objectives:

- ✓ To benefit low and moderate income persons; and/or
- ✓ To aid in the prevention neighborhood deterioration.

Projects submitted under the low and moderate income objective can be qualified by one of two methods. It can be located and primarily serve residents within the "eligible area-benefit zones" which includes the entire city, or it can be approved as a "direct benefit" project. A direct benefit project is one directly serving only low and moderate income individuals, whose eligibility is determined by obtaining individual/household income and residency verification.

If the project is being submitted under the objective of aiding in the prevention of neighborhood deterioration, the LA CDC requires documentation substantiating deteriorated conditions in the proposed project area. In prior years, location within an approved redevelopment project area qualified a project under a presumed slum and blight determination. However, due to the age of many redevelopment plans, this presumed declaration is no longer employed by the CDC.

At least 85% of the yearly CDBG allocation must be used to benefit low and moderate income persons. A maximum of 15% of the current year allocation may be devoted to public service projects or programs. CDBG funding is no longer available to pay for the planning and administration as a separately funded program/activity. However, the City can recover planning and administration costs incurred within the administration and implementation of an approved CDBG funded program/project.

Procedure. In order to receive federal CDBG funds through the LA CDC, the City must determine its intended allocations of available CDBG funds for the upcoming fiscal year, provide an opportunity for public input and comment on such proposed uses, and submit an adopted City Council Resolution or approved City Council meeting minutes to the LA CDC conveying the City's intended allocations. These intended uses are then reviewed by the LA CDC and approved if they are in conformance with federal CDBG eligibility requirements and LA CDC procedures.

The City utilizes the noticed public hearing process to accept public comments and input regarding the CDBG program and the proposed allocation of funds for the upcoming 42nd program year. A City Council public hearing has been scheduled for February 1, 2016, and has

been noticed by postings and publication two weeks in advance of the hearing (Attachment “B”).

Adoption of the attached Resolution (Attachment “A”) will document the City’s process and the City Council’s determinations on planned allocations of available CDBG funding for the upcoming 42nd CDBG program year. Submittal of such an adopted resolution to the CDC prior to their deadline will assure timely review and approval by the LA CDC, and thus availability of these CDBG funds to the City at the start of the upcoming fiscal year in July of 2016.

ANALYSIS:

Proposed CDBG Funds Allocations. City staff is recommending that the City Council consider funding the following project with CDBG funds for FY 2016-2017 (42nd Program Year):

Street, Curb/Curb Ramp and Gutter Rehabilitation and Tree Planting Projects for FY 2015-2016 (Funding Allocation: \$233,641). Per federal and LA CDC guidelines for the use of CDBG Funds, the proposed street, curb and gutter, ADA ramps, and tree planting work undertaken as part of this project would occur in the community’s eligible low and moderate income neighborhoods. Staff is recommending that the City Council once again use the full amount to undertake needed street, curb/curb ramp, gutter and tree planting work within LA CDC determined eligible areas within the City of San Fernando. Use of the CDBG funds in this manner will continue to support the City’s larger capital improvement efforts being developed by the City to address the community’s aging infrastructure that includes our City streets and sidewalks that have suffered from years of deferred maintenance.

Resolution on CDBG Funds Allocation. Based on the foregoing analysis and recommendations, staff has prepared a draft City Council Resolution (Attachment “A”) for submittal to the LA CDC providing for the proposed allocation of 42nd CDBG program year CDBG funds in the City budget for the upcoming fiscal year (FY 2016-2017) as indicated in the table that follows:

| Project | Amount |
|---|-----------|
| Street, Curb/Curb Ramp and Gutter Rehabilitation and Tree Planting For FY 2016-2017 | \$233,641 |

| | |
|---|------------------|
| <i>Subtotal - FY 2016-2017 CDBG Budget Allocation</i> | \$223,641 |
| <i>Subtotal – Program Income</i> | \$10,000 |
| <i>Total CDBG Funds available for Project</i> | \$233,641 |

BUDGET IMPACT:

The proposed allocation of \$233,641 in total CDBG funds that must be used for street improvements in a low- and moderate-income area of the community would supplement the amount of unrestricted City General, State Gas Tax, Proposition C and A Funds that otherwise would be necessary to complete these type of infrastructure improvements in the City's qualifying low- and moderate-income neighborhoods. The total CDBG funds to be used include \$223,641 allocated for FY 2016-2017 and \$10,000 of unexpended program income.

CONCLUSION:

Staff has prepared the attached Resolution (Attachment "A") concerning proposed allocations of CDBG grant funds for Fiscal Year 2016-2017. It is staff's assessment that the proposed project allocation will utilize these funds in a manner consistent with the City Council's community development objectives, and in conformance with CDBG regulatory requirements. Pending public testimony and City Council discussion at the public hearing, City Council adoption of the resolution on February 1, 2016, will ensure timely LA CDC approval of projects by the July 1, 2016 program year start date.

ATTACHMENTS:

- A. Resolution No. 7723
- B. Public Notices

ATTACHMENT "A"**RESOLUTION NO. 7723****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO APPROVING PROJECTS FOR FORTY-
SECOND PROGRAM YEAR (2016-2017) COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDING**

WHEREAS, on August 22, 1974, the President of the United States signed into law the Housing and Community Development Act of 1974 (Act); and

WHEREAS, the primary goals of Title I of the Act are the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income; and

WHEREAS, the City of San Fernando has received notification of the estimated availability of \$223,641 in federal Community Development Block Grant (CDBG) funds to further the attainment of these goals during Fiscal Year 2016-2017; and

WHEREAS, the City of San Fernando has approximately \$10,000 in CDBG funds that it desires to allocate to specific projects; and

WHEREAS, project proposals have been requested for the programming of these funds; and

WHEREAS, the City has published information regarding eligible activities under the Act and has duly noticed and conducted a public hearing to solicit comments and suggestions from the community for the utilization of these funds.

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

SECTION 1: That the City of San Fernando desires to fund eligible Community Development Block Grant Projects with 42nd Program Year Funds and with unexpended funds obtained from prior year allocations.

SECTION 2: That City staff is hereby directed to submit to Los Angeles County, through this document, the City's intent to approve and fund the listed project.

SECTION 3: That City staff is hereby directed to prepare and submit documentation required for the approval and implementation of approved 42nd Program Year Community Development Block Grant Fund projects as may be amended and as may be necessary.

SECTION 4: That the City Manager is directed and authorized to submit the City's final list of proposed updated projects for Fiscal Year 2016-2017 to the County of Los Angeles, reflecting the funding allocations set forth herein, as indicated in Exhibit "A". Should the City's

final allocation vary from the allocated figures contained herein, the City Manager is authorized to allocate the variance in an amount not to exceed 10% of the approved project allocations.

SECTION 5: That the City Manager is directed and authorized to execute all documentation required for CDBG program and project implementation for Fiscal Year 2016-2017 as may be necessary.

SECTION 6: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and this certification to be filed in the Office of the City Clerk, and said copy to be submitted to the County of Los Angeles.

PASSED, APPROVED, AND ADOPTED this 1st day of February, 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 1st day of February, 2016, by the following vote to wit:

AYES:

NOES:

ABSENT:

Elena G. Chávez, City Clerk

EXHIBIT “A”

**CITY OF SAN FERNANDO
FORTY-SECOND PROGRAM YEAR (FY 2016-2017)
COMMUNITY DEVELOPMENT BLOCK GRANT
APPROVED PROJECTS- UPDATED**

| SUBMITTING ORGANIZATION | PROJECT TITLE | FY 2016-2017 CDBG Allocation |
|---|--|-------------------------------------|
| CITY OF SAN FERNANDO Community Development | Street, Curb/Curb Ramp and Gutter Rehabilitation and Tree Planting For FY 2016-2017 | \$223,641 |
| SUBMITTING ORGANIZATION | PROJECT TITLE | CDBG Program Income |
| CITY OF SAN FERNANDO Community Development | Street, Curb/Curb Ramp and Gutter Rehabilitation and Tree Planting For FY 2016-2017 | \$10,000 |
| TOTAL | | \$233,641 |

ATTACHMENT "B"

PUBLIC NOTICE
(PROOF OF PUBLICATION)PROOF OF PUBLICATION AFFIDAVIT
(2015.5 C.C.P.)STATE OF CALIFORNIA,
County of Los Angeles,

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of the

Daily News

a newspaper of general circulation published 7 times weekly in the County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, under the date of May 26, 1983, Case Number Adjudication #C349217; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil) has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit: January 18, 2016

all in the year 2016.....

I certify (or declare) under penalty of perjury that the forgoing is true and correct.

Dated at Woodland Hills,

California, this 18th day of Jan, 20 16.....


Signature

Proof of Publication of

Notice of Public Hearing

(DAILY NEWS)
NOTICE OF PUBLIC HEARING
THE CITY COUNCIL OF
THE CITY OF SAN FERNANDO

NOTICE IS HEREBY GIVEN of a Public Hearing to be held before the City Council of the City of San Fernando to consider and approve funding for projects for 42nd Program Year (July 1, 2016 - June 30, 2017) Community Development Block Grant (CDBG) funding as part of the CDBG Consolidated Plan (Action Plan). If approved by the San Fernando City Council, the City will submit the request to use the City-allocated CDBG funds to the U. S. Department of Housing and Urban Development.

City of San Fernando
Street, Curb/Ramp and Gutter
Rehabilitation and Tree Planting Project
(FY 2016-2017)

2016 Projected HUD Annual Funding Allocation:

\$223,641

City Program Income Funding: \$10,000

Total Project Funding: \$233,641

The project will use the anticipated 2016 HUD Allocation of CDBG Funds and unused CDBG Funds from prior programs to undertake one project that includes street, curb and gutter, ADA ramps, and tree planting work within the City's eligible low- and moderate-income neighborhoods.

Anyone wishing to comment should submit written comments by Monday, February 1, 2016. In addition, all interested parties wishing to comment are also invited to attend the Public Hearing. Public testimony regarding the proposed matter will be heard by the City Council on:

DATE: Monday, February 1, 2016

TIME: 6:00 P.M.

LOCATION: City Council Chambers, 117 Macneil Street, San Fernando, CA 91340-2993

If you wish to challenge this matter in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council, at or prior to, the public hearing.

For further information on programs administered by the City of San Fernando, you may log on to our website at: www.sfcity.org. You can also contact the City's Community Development Director, Fred Ramirez via phone at (818) 898-1227 or send written correspondence to the City at: City of San Fernando, 117 Macneil Street, San Fernando, CA 91340. For information on programs administered by the Los Angeles County Community Development Commission, you can log on to www.lacdc.org.

BRIAN SAEKI, City Manager

DATED: January 14, 2016 PUBLISH: January 18, 2016

POSTED: At City Hall Bulletins (January 14, 2016)

Publish January 18, 2016

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

By: Fred Ramirez, Community Development Director

Date: February 1, 2016

Subject: Consideration to Adopt Ordinance No. 1651, Amending Division 5 (Temporary Uses and Structures) of Chapter 106 (Zoning) of the San Fernando City Code in Order to Establish Regulations for Unattended Collection Boxes

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, introduce for first reading, in title only, and waive further reading of Ordinance No. 1651 (Attachment "A") by title, "An Ordinance of the City Council of the City of San Fernando, California, Amending Division 5 (Temporary Uses and Structures) of Chapter 106 (Zoning) of the San Fernando City Code to Regulate Unattended Collection Boxes."

BACKGROUND:

1. On December 8, 2015, the Planning and Preservation Commission held a study session regarding a proposed Zone Text Amendment 2015-01, which seeks to establish new regulations within the City's Zoning Ordinance regarding unattended collection boxes. At the study session, the commission provided staff with feedback on the proposed regulations, which include amongst other things: 1) requiring the property owner's notarized signature authorizing the submittal of an application for a new collection box on their parcel of land; 2) identification of a contact person and associated contact information at the time of application submittal; and 3) limiting of collection boxes to one per subject parcel of land.
2. On January 5, 2016, the Planning and Preservation Commission held a noticed public hearing (Attachment "B") in order to consider a proposed Zone Text Amendment 2015-01. Subsequent to the public hearing and commission discussion, the Planning and Preservation Commission voted to approve Resolution No. 2016-001 (Attachment "C")

Consideration to Adopt Ordinance No. 1651, Amending Division 5 (Temporary Uses and Structures) of Chapter 106 (Zoning) of the San Fernando City Code in Order to Establish Regulations for Unattended Collection BoxesPage 2 of 4

recommending to the City Council adoption of proposed Ordinance (Attachment 2) that would amend Division 5 (Temporary Uses and Structures) of Chapter 106 (Zoning) of the San Fernando City Code in order to establish regulations for unattended collection boxes and make the associated environmental determination under the California Environmental Quality Act.

ANALYSIS:

City Planning and Code Enforcement Staff have seen an increase in the number of unattended collection/donation boxes within the City's commercial corridors including collection/donation boxes along North Maclay Avenue, San Fernando Road, and Truman Street.

Properties that currently have unattended collection/donation boxes are as follows:

- 527 North Maclay Avenue (Donation Box Vendor: Community for Change)
- 665 North Maclay Avenue (Donation Box Vendor: Planet Aide)
- 776 North Maclay Avenue (Donation Box Vendor: Atlas Global/Epic Thrift, Dare America, Eco Life)
- 951 North Maclay Avenue (Donation Box Vendor: Eco Life)
- 1230 San Fernando Road (Donation Box Vendor: Eco Life)
- 707 Truman Street (Donation Box Vendor: Planet Aide)
- 901 Truman Street (Donation Box Vendor: Dare America)

The proliferation of these unattended collection boxes along the identified commercial corridors have also resulted in zone code violations as these collection boxes have been targets of graffiti and in some instances donated items have spilled over into the setbacks, parking areas, the adjacent City sidewalk areas. Currently, there are no City codes regulating the placement and maintenance of these types of ancillary uses on commercial property. Without any applicable development standards, the City is finding it difficult to track the number of donation boxes, provide uniform zoning regulations identifying the proper location for said collection/donation boxes, and hold collection/donation box vendors accountable for ongoing maintenance of these structures and obtaining a city permit that authorize their placement and operation within the City.

Proposed Regulations.

The proposed zone text amendment seeks to allow unattended donation boxes as temporary accessory uses to the principal permitted uses with the approval of a site plan review by the Community Development Director. The ordinance includes the following components:

Consideration to Adopt Ordinance No. 1651, Amending Division 5 (Temporary Uses and Structures) of Chapter 106 (Zoning) of the San Fernando City Code in Order to Establish Regulations for Unattended Collection Boxes

Page 3 of 4

- Definition of Collection Box;
- Prohibition on Installation without City Review/Permit;
- Application Requirements (including new language regarding property owner's notarized signature, and limiting collection boxes to one per subject parcel of land; *Note: additional requirements regarding city-issued identification numbers and frequency of box cleanup would be included as part of the city application*);
- Initial 24-Month Term for the Permitted Temporary Use;
- Identification of Zones where Temporary Use is Allowed and Exceptions Thereto;
- Location Standards;
- Conditions of Approval;
- Maintenance Requirements; and
- Size Limitations.

Zone Text Amendment Required Findings.

Pursuant to City Code Section 106-19 Subsections (c)(1) and (c)(2), City Planning Staff has determined and the Planning and Preservation Commission has concurred that the proposed zoning text amendment is consistent with the following findings of fact as discussed below:

- **The proposed zone text amendment is consistent with the objectives, policies, general land uses and programs of the City's General Plan.**

The proposed amendment regulates collection boxes as accessory uses, and therefore does not restrict or otherwise affect the principal uses contemplated by the City of San Fernando General Plan.

Establishment of zone text language that regulates the review, placement and ongoing operation of unattended collection boxes within the City of San Fernando will help to ensure compatibility with commercial land uses within the City's commercial corridors and is consistent with the City of San Fernando General Plan Land Use Element Goals, which seek to "retain the small town character of San Fernando", promote the economic viability of commercial areas", and "maintain an identity that is distinct from surrounding communities" while also meeting the City General Plan Land Use Element Objective that seeks to attract new commercial activities, particularly in the downtown area". (Source: City General Plan Land Use Element Goals and Objectives; Page IV-6.)

- **The adoption of the proposed zone text amendment would not be detrimental to the public interest, health, safety, convenience or welfare.**

The proposed amendment authorizes no change to the environment and thus will add nothing potentially detrimental to the public interest, health, safety, convenience or

Consideration to Adopt Ordinance No. 1651, Amending Division 5 (Temporary Uses and Structures) of Chapter 106 (Zoning) of the San Fernando City Code in Order to Establish Regulations for Unattended Collection BoxesPage 4 of 4

welfare. Moreover, the city finds that the amendment will protect property values and prevent blight and nuisances caused by the presence of unregulated containers used to collect donations of clothing and other salvageable items, and therefore will enhance and support the public interest, health, safety, convenience and welfare.

Environmental Review.

This project has been reviewed for compliance with CEQA. In accordance with the provisions of the CEQA Guidelines, the City of San Fernando as the "Lead Agency" has determined that adoption and implementation of this ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15304 (minor temporary use of land having negligible or no permanent effects on the environment) and Section 15311 (placement of minor structures accessory to existing commercial, industrial, or institutional facilities). If the City Council concurs with City Planning Staff and the Planning and Preservation Commission's assessment and the City Council adopts the draft Ordinance as presented, then no further environmental assessment is necessary.

BUDGET IMPACT:

City Council adoption of Ordinance No. 1651 will not have an adverse impact on the City's budget. Subsequent to adoption of the Ordinance, the City will recover application fees that will offset City staff time necessary to issue permits and conduct ongoing inspection of approved collection boxes.

CONCLUSION:

It is staff's assessment that a zone text amendment pursuant to the Council's adoption of the attached Ordinance No. 1651 is warranted in order to establish a specific set of regulations for unattended collection/donation boxes throughout the City's commercial corridors. Ordinance adoption and subsequent implementation will help preserve community character and protect the public health, safety and general welfare by allowing for the placement and maintenance of collection boxes in an orderly manner while still providing for the public donation of items.

ATTACHMENTS:

- A. Ordinance No. 1651
- B. Public Notice
- C. Planning and Preservation Resolution 2016-001

ATTACHMENT “A”**ORDINANCE NO. 1651****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING DIVISION 5
(TEMPORARY USES AND STRUCTURES) OF CHAPTER 106
(ZONING) OF THE SAN FERNANDO CITY CODE TO
REGULATE UNATTENDED COLLECTION BOXES**

WHEREAS, the City Council finds that it serves the health, safety, and welfare of the community to maintain a clean and attractive city and protect property values by controlling the presence of containers used to collect charitable donations of clothing and other salvageable items; and

WHEREAS, the City Council finds that a proliferation of such collection boxes without rules and standards harms the community, including potentially creating blight and nuisances; and

WHEREAS, the State Welfare and Institutions Code section 148 et seq. sets forth certain regulations pertaining to Unattended Collection Boxes and the Acquisition and Disposition of Salvageable Personal Property for Charitable Purposes; and

WHEREAS, State Welfare and Institutions Code section 152 authorizes cities to declare any collection box that exists in violation of the law to be a public nuisance subject to abatement; and

WHEREAS, State Welfare and Institutions Code section 153 affirms the power of a city “to impose additional requirements upon the solicitation and sale of salvageable personal property within its jurisdiction”; and

WHEREAS, the City Council desires to address the presence of collection boxes in a manner consistent with State law, and to regulate their use as temporary in nature, with appropriate time limitations; and

WHEREAS, on January 5, 2016, the Planning and Preservation Commission held a properly noticed public hearing at which it received a report from city planning staff as well as oral and written testimony from the public, and deliberated on the item; and

WHEREAS, the City Council public hearing was noticed in accordance with the requirements set forth in Government Code sections 65090 and 65091.

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. The City Council hereby finds as follows:

a) The proposed zone text amendment is consistent with the objectives, policies, general land uses and programs of the city's general plan.

The proposed amendment regulates collection boxes as accessory uses, and therefore does not restrict or otherwise affect the principal uses contemplated by the City of San Fernando General Plan.

Establishment of zone text language that regulates the review, placement and ongoing operation of unattended collection boxes within the City of San Fernando will help to ensure compatibility with commercial land uses within the City's commercial corridors and is consistent with the City of San Fernando General Plan Land Use Element Goals, which seek to "retain the small town character of San Fernando", promote the economic viability of commercial areas", and "maintain an identity that is distinct from surrounding communities" while also meeting the City General Plan Land Use Element Objective that seeks to attract new commercial activities, particularly in the downtown area". (Source: City General Plan Land Use Element Goals and Objectives; Page IV-6.)

b) The adoption of the proposed zone text amendment would not be detrimental to the public interest, health, safety, convenience or welfare.

The proposed amendment authorizes no change to the environment and thus will add nothing potentially detrimental to the public interest, health, safety, convenience or welfare. Moreover, the city finds that the amendment will protect property values and prevent blight and nuisances caused by the presence of unregulated containers used to collect donations of clothing and other salvageable items, and therefore will enhance and support the public interest, health, safety, convenience and welfare.

SECTION 3. Division 5 (Temporary Uses and Structures) of Article VI (General Regulations) of Chapter 106 (Zoning) of the San Fernando City Code is hereby amended to add the following:

Sec. 106-1113. – Temporary use of unattended collection boxes.

A collection box is permitted as a temporary accessory to a principal permitted use with approval of site plan review by the community development director pursuant to division 3 of article II of this chapter and subject to the following:

- (a) *Definition.* For the purpose of this section, "collection box" means an unattended canister, receptacle, or similar device, used for soliciting and collecting donations of salvageable goods and movable property, but not money or evidences of debt. This term does not include a recyclables container regulated by Chapter 70 of this code.
- (b) *Prohibition.* No person, individual, firm, corporation, partnership, association, club, society, or other entity shall engage in any of the following without a permit in

accordance with this section: (i) place, install, or maintain on any real property a collection box held out to the public for donations; (ii) extract any item from a collection box; or (iii) allow, aid, abet, or suffer any such action.

(c) *Application.*

- (1) Any requirement to show particular information on the site plan may be waived pursuant to section 106-113 as the director deems appropriate.
- (2) The application shall include: (i) the signed and notarized written consent to the application by the owner of the subject parcel of land; (ii) contact information for the person responsible for the ongoing maintenance of the collection box; and (iii) other information deemed appropriate by the director.
- (3) A permit may be issued only to a nonprofit entity that is eligible to solicit donations of salvageable personal property pursuant to Welfare and Institutions Code section 148.3.

(d) *Duration.*

- (1) Written approval of a collection box under this section shall be considered a temporary permit and shall be valid for a period not longer than 24 months as set forth in the permit, unless otherwise provided by this section. The permit shall terminate earlier than the expiration stated therein if: (1) the permit is revoked on the grounds of non-compliance with the permit or other law; or (2) the collection box is abandoned for 30 days after the mailing date of the City's written notification to the permit holder of the abandonment.
- (2) The permit holder and the owner, tenant, and person or entity in control of the parcel of land on which the collection box is placed shall be jointly and severally liable for costs incurred in removing an unpermitted or abandoned collection box. The director may require a cash bond or other guarantee of removal of the temporary use upon expiration of the permit.

(e) *Zones.* Collection boxes are prohibited in the city's residential zones, except on properties with any of the following land uses approved by conditional use permit: churches, temples or other places of religious worship or similar places of assembly, schools, nursery schools, hospitals, sanitariums, large community care facilities, museums, and libraries. This division shall prevail over the restriction against temporary structures at places of religious worship. The director may issue a temporary permit pursuant to this section for a period longer than 24 months if the applicant demonstrates that the collection box is customarily incidental to the principal use in accordance with the City Zoning Ordinance.

(f) *Location.* No collection box shall be placed:

- (1) Within 500 feet of another collection box or a salvage and recycling business, or within 30 feet of the property line of any adjacent residentially zoned parcel. The director shall have discretion to waive or modify these distance restrictions if justified by the following: (i) the collection box is customarily incidental to the principal use; (ii) it will cause no significant adverse effect on adjacent property; and (iii) the public necessity, convenience, general welfare or good zoning practice.
 - (2) Within a yard setback.
 - (3) Within a required off-street parking space.
- (g) *Conditions of approval.* Approvals shall be limited to one collection box per property. The director may impose conditions on a collection box permit to ensure compatibility with surrounding uses and to preserve the public health, safety, and welfare, including, without limitation, aesthetics and periodic review of compliance with this section.
- (h) *Maintenance.* The collection box shall have a firmly closing lid. The permit holder and the parcel owner shall be responsible to:
- (1) Maintain the premises in a clean, sanitary condition at all times, free from discarded items, garbage, and other waste.
 - (2) Regularly empty contents to ensure the collection box does not exceed its capacity.
 - (3) Remove any graffiti or material placed outside of the collection box within 24 hours.
- (i) *Size.* The collection box shall not exceed six cubic yards in volume or six feet in height.

Sec. 106-1114—106-1240. – Reserved.

SECTION 4. Adoption and implementation of this ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15304 (minor temporary use of land having negligible or no permanent effects on the environment) and categorically exempt under Section 15311 (placement of minor structures accessory to existing commercial, industrial, or institutional facilities).

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 its regular meeting on this _____ of _____, 2015.

Joel Fajardo, Mayor

ATTEST:

Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Rick R. Olivarez, City Attorney

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

I, Elena G. Chavez, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing Ordinance No. 1651 was introduced at the regular meeting of the City Council held on ____ day of _____ 2015, and thereafter at the regular meeting of said City Council, duly held on the ____ day of _____, 2015, was passed and adopted by the following votes to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Elena G. Chávez, City Clerk

(DAILY NEWS) NOTICE OF A PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO NOTICE IS HEREBY...

Source: Los Angeles Daily News

Category: Events & Notices » Legal & Public Notices

<http://dailynews.kaango.com/ads/viewad?adid=24425365>

Ad Details:

| | |
|----------|--------------|
| Ad ID: | 24425365 |
| Created: | Jan 23, 2016 |
| Expires: | Jan 30, 2016 |

(DAILY NEWS) NOTICE OF A PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO NOTICE IS HEREBY GIVEN OF A PUBLIC HEARING to be held before the City Council of the City of San Fernando to consider a proposed text amendment (Zone Text Amendment 2015-01) to the City's Zoning Code, specifically to amend Division 5 (Temporary Uses and Structures) of City Code Chapter 106 (Zoning) in order to establish rules and regulations for unattended collection boxes. Public testimony regarding "An Ordinance of the City Council of the City of San Fernando, California Amending Division 5 (Temporary Uses and Structures) of Chapter 106 (Zoning) of the San Fernando City Code to Regulate Unattended Collection Boxes" will be heard by the City Council on: DATE: Monday, February 1, 2016 TIME: 6:00 P.M. LOCATION: Council Chambers, 117 Macneil Street, San Fernando, CA 91340 This project has been reviewed for compliance with the California Environmental Quality Act (CEQA). Based on that assessment, the City of San Fernando as the lead agency has determined that the zone text amendment/ordinance establishing rules and regulations for unattended collection boxes is exempt under the California Environmental Quality Act (CEQA) Guidelines using the General Rule Exemption, Section 15061(b)(3) and therefore, no further environmental review is required. If you wish to challenge the adoption of the proposed ordinance in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of San Fernando, at or before, the public hearing. For further information regarding this proposal, you may contact the City of San Fernando, Fred Ramirez, Community Development Director, 117 Macneil Street, San Fernando, CA 91340; Telephone: (818) 898-1227. /s/ FRED RAMIREZ Community Development Director Publish January 23, 2016

RESOLUTION NO. 2016-001**RESOLUTION OF THE PLANNING AND PRESERVATION COMMISSION
RECOMMENDING TO THE CITY COUNCIL APPROVAL OF ZONE TEXT
AMENDMENT 2015-01 AND ASSOCIATED ENVIRONMENTAL
ASSESSMENT FOR THE PROPOSED AMENDMENTS TO THE ZONING
CODE ESTABLISHING REGULATIONS FOR UNATTENDED
COLLECTION BOXES AND MAKING RELATED FINDINGS THEREWITH**

WHEREAS, the State Welfare and Institutions Code section 148 et seq. sets forth certain regulations pertaining to Unattended Collection Boxes and the Acquisition and Disposition of Salvageable Personal Property for Charitable Purposes; and

WHEREAS, State Welfare and Institutions Code section 152 authorizes cities to declare any collection box that exists in violation of the law to be a public nuisance subject to abatement; and

WHEREAS, State Welfare and Institutions Code section 153 affirms the power of a city "to impose additional requirements upon the solicitation and sale of salvageable personal property within its jurisdiction"; and

WHEREAS, the Planning and Preservation Commission finds that it serves the health, safety, and welfare of the community to maintain a clean and attractive city and protect property values by controlling the presence of containers used to collect charitable donations of clothing and other salvageable items; and

WHEREAS, the Planning and Preservation Commission finds that a proliferation of such collection boxes without rules and standards harms the community, including potentially creating blight and nuisances; and

WHEREAS, the Planning and Preservation Commission desires to address the presence of collection boxes in a manner consistent with State law, and to regulate their use as temporary in nature, with appropriate time limitations; and

WHEREAS, on January 5, 2016, the Planning and Preservation Commission held a properly noticed public hearing at which it received a report from city planning staff as well as oral and written testimony from the public, and deliberated on the item; and

WHEREAS, the City Council public hearing was noticed in accordance with the requirements set forth in Government Code sections 65090 and 65091; and

WHEREAS, pursuant to the California Environmental Quality Act (CEQA) and the City of San Fernando's CEQA Guidelines, the City of San Fernando as the Lead Agency overseeing the environmental review for the proposed Zone Text Amendment 2015-01 has determined that adoption and implementation of this ordinance is exempt from the California Environmental Quality Act

("CEQA") pursuant to CEQA Guidelines Section 15304 (minor temporary use of land having negligible or no permanent effects on the environment) and is categorically exempt under Section 15311 (placement of minor structures accessory to existing commercial, industrial, or institutional facilities) and based on said environmental assessment has determined that the adoption the proposed zone text amendment would not have any potential significant adverse environmental impact; and

WHEREAS, on January 8, 2013, the Planning and Preservation Commission held a properly noticed public hearing at which it received a report from City staff as well as oral and written testimony from the public, and deliberated the proposed zone text amendment and associated environmental assessment ("the Project").

WHEREAS, the Planning and Preservation Commission's findings and recommendations for approval to the City Council of the proposed zone text amendment and associated environmental assessment were memorialized in writing in the form of Planning and Preservation Commission Resolution 2016-01 on January 5, 2016;

NOW, THEREFORE, BE IT RESOLVED that the Planning and Preservation Commission finds as follows:

SECTION 1: The Planning Commission finds that all of the facts set forth in this Resolution are true and correct.

SECTION 2: On January 5, 2016, the Planning and Preservation Commission held a duly noticed public hearing to consider the proposed zone text amendment, environmental assessment, and the findings and recommendations made by the Planning and Preservation Commission. Evidence, both written and oral, was presented at said hearing.

A. The public hearing afforded opportunities for public testimony and comments on the Project.

B. Notice of the hearing was given pursuant to San Fernando Municipal Code Section 106-72 and in compliance with Government Code Sections 65090 and 65091, a notice of public hearing for the proposed zone text amendments was advertised in the Los Angeles Daily News (a local paper of general circulation), a minimum of ten (10) days prior to the scheduled public hearing before the Planning and Preservation Commission.

SECTION 3: Based upon substantial evidence presented to the Planning and Preservation Commission on January 5, 2016, including public testimony, written materials and written and oral staff reports, with regard to the zone text amendment, the Planning and Preservation Commission concurred with the city planning staff's determination that adoption and implementation of this ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15304 (minor temporary use of land having negligible or no permanent effects on the environment) and is categorically exempt under Section 15311 (placement of minor structures accessory to existing commercial, industrial, or institutional facilities) and subsequently, recommended that the City Council adopt findings to that effect on January 5, 2016.

SECTION 4: The Planning and Preservation Commission has determined that the proposed zoning text amendment is consistent with the following findings of fact as discussed below:

a) The proposed zone text amendment is consistent with the objectives, policies, general land uses and programs of the City's General Plan.

The proposed amendment regulates collection boxes as accessory uses, and therefore does not restrict or otherwise affect the principal uses contemplated by the City of San Fernando General Plan.

Establishment of zone text language that regulates the review, placement and ongoing operation of unattended collection boxes within the City of San Fernando will help to ensure compatibility with commercial land uses within the City's commercial corridors and is consistent with the City of San Fernando General Plan Land Use Element Goals, which seek to "retain the small town character of San Fernando", promote the economic viability of commercial areas", and "maintain an identity that is distinct from surrounding communities" while also meeting the City General Plan Land Use Element Objective that seeks to attract new commercial activities, particularly in the downtown area". (Source: City General Plan Land Use Element Goals and Objectives; Page IV-6.)

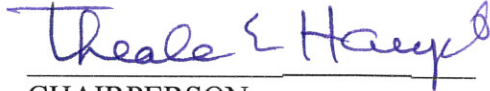
b) The adoption of the proposed zone text amendment would not be detrimental to the public interest, health, safety, convenience or welfare.

The proposed amendment authorizes no change to the environment and thus will add nothing potentially detrimental to the public interest, health, safety, convenience or welfare. Moreover, the city finds that the amendment will protect property values and prevent blight and nuisances caused by the presence of unregulated containers used to collect donations of clothing and other salvageable items, and therefore will enhance and support the public interest, health, safety, convenience and welfare.

BE IT FURTHER RESOLVED that based upon the foregoing, the Planning and Preservation Commission hereby recommends approval of Zone Text Amendment 2015-01 and recommends adoption of the environmental determination that the Project will not have any potential adverse environmental impact to the City Council.

PASSED, APPROVED AND ADOPTED this 5th day of January 2016.

Theale E. Haupt


CHAIRPERSON

ATTEST:


FRED RAMIREZ, SECRETARY TO THE
PLANNING AND PRESERVATION COMMISSION

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

I, FRED RAMIREZ, Secretary to the Planning and Preservation Commission of the City of San Fernando, do hereby certify that the foregoing Resolution was duly adopted by the Planning and Preservation Commission and signed by the Chairperson of said Planning and Preservation Commission at a meeting held on the 5th day of January 2016; and that the same was passed by the following vote, to wit:

AYES: 5 - A. Durham, K. Beaulieu, D. Bernal, T. Haupt, and Y. Mejia

NOES: 0 - None

ABSENT: 0 - None

ABSTAIN: 0 - None


FRED RAMIREZ, SECRETARY TO THE
PLANNING AND PRESERVATION COMMISSION

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: February 1, 2016

Subject: Consideration of Delinquent Solid Waste Collection Services Accounts

RECOMMENDATION:

It is recommended that the City Council provide further direction related to delinquent accounts for solid waste and recycling collection services.

BACKGROUND:

The City provides solid waste collection services through an exclusive franchise agreement with Republic Services. This agreement started on February 15, 2014 and provides for the safe and efficient collection, processing and disposal of solid waste and recyclable materials. In December 2015, the City was provided a status update relative to delinquent service accounts. This information is summarized below.

ANALYSIS:

On December 2, 2013, the City Council approved a ten-year franchise agreement with Republic Services to provide solid waste collection services in the City of San Fernando. The scope of work includes collection services for all residential, commercial, and temporary bin rentals in the City. As a result of this agreement, collection services are provided using alternative fueled vehicles, helping to demonstrate the City's commitment to environmental sustainability. Additionally, Republic Services is responsible for customer service functions related to solid waste and recycling, including billing, account management, and public outreach/educational activities in the community. Services provided through this agreement initiated in February 2014.

Billing for Solid Waste Collection Services

As part of the City's franchise agreement, Article 10, the contractor is responsible for the billing and collection of payments for all collection services. Rates are set according to the Maximum Service Rates that are established as part of the franchise agreement. Article 10 specifies other

Consideration of Delinquent Solid Waste Collection Services AccountsPage 2 of 3

billing terms, including partial month service, production of invoices, billing inserts, methods of payment and delinquent service accounts, among others.

Article 10, Section 10.01.7 of the City's franchise agreement includes provisions relative to delinquent service accounts. In accordance with this section, the contractor may report delinquent accounts to the City on a monthly basis. The City is not responsible to assist in collecting on delinquent accounts or compensate the contractor for lost revenue. The contractor may take necessary legal action to reduce service levels or collect past due amounts, including removing recycling or greenwaste bins and reducing refuse/trash collection services to the smallest bin available. Per contract amendment effective July 2015, the contractor may stop service on delinquent accounts (Attachment "A").

According to the solid waste services contractor, Republic Services, the following delinquency statistics were reported as of January 26, 2016:

- Approximately 23.9% of the City's 651 commercial accounts are delinquent greater than **90 days** (as of January 26, 2016). This represents approximately \$18,168.28 in unpaid bills; and
- Approximately 16.8% of the City's 3,980 residential accounts are delinquent greater than **90 days** (as of January 26, 2016). This represents approximately \$101,465.07 in unpaid bills.

It should be noted that the City does not realize direct revenue related to these unpaid accounts. A franchise fee is provided by the contractor under the franchise agreement to fund the cost of administering the solid waste/recycling program and vehicle impacts to City streets, among others.

The Council has a few alternatives relative to these delinquent accounts, including:

1. Take no action. Continue to operate as the franchise agreement specifies, wherein the contractor is responsible for all delinquent or outstanding amounts; or
2. Pursue a lien process for delinquent amounts. This process is used in other communities and includes moving unpaid balances to the County property tax roll, if they aren't paid by a certain date. This process does require administrative oversight and public noticing. Any change relative to this process would need to be negotiated with the solid waste contractor.

BUDGET IMPACT:

There is no financial impact associated with reviewing this issue.

Consideration of Delinquent Solid Waste Collection Services AccountsPage 3 of 3

CONCLUSION:

It is recommended that the City Council provide further direction relative to delinquent solid waste accounts and review a presentation from representatives at Republic Services related to this issue.

ATTACHMENT:

A. Contract No. 1731(a)

CONTRACT NO. 1731(a)

Amendment No. 1
to
Collection Services Agreement

By and Between

City of San Fernando, a Municipal Corporation,

and

Consolidated Disposal Service, LLC, a Delaware Limited Liability Company
dba Republic Services

Amendment No. 1
to
Collection Services Agreement
No. 1731

This Amendment No. 1 ("Amendment") to the Collection Services Agreement ("Agreement") is entered into as of this 15th day of June, 2015 by and between the City of San Fernando, a municipal corporation organized and operating under the laws of the State of California ("City"), and Consolidated Disposal Service, LLC, a Delaware Limited Liability Company *dba* Republic Services ("Collector"), collectively "the Parties", as follows:

RECITALS

This Amendment is entered into on the basis of the following facts and understandings of the Parties hereto:

- A. Whereas, the Parties entered into the Collection Services Agreement ("Agreement") on December 13, 2013, attached as Exhibit "A" to this Amendment No. 1, and incorporated by reference herein; and
- B. Whereas, the Parties have met and conferred to determine mutually acceptable modifications to the Agreement; and
- C. Whereas, the Parties desire to now memorialize the modifications to the Agreement by means of this Amendment; and
- D. Whereas, as of the date of this Amendment, Collector and City are in compliance with all terms and conditions of the Agreement.

NOW THEREFORE, the Parties do agree and amend the Agreement as follows:

Amendment No. 1

The Parties hereby agree to the following amendment of the Agreement:

1. The Parties hereby incorporate the above Recitals as a material element of this Amendment.
2. Amendment to Agreement at section 1.3.6. Section 1.3.6 of the Agreement is amended to read as follows:

1.36 Consumer Price Index (CPI). "CPI" means the index published by the U.S. Department of Labor, Bureau of Labor Statistics, Series Id: CUUR0000SEHG Water, Sewer and Trash Collection Services, All Urban Consumers for Los Angeles-Riverside-Orange County Area, California.

3. Amendment to Agreement at section 10.01.2. Section 10.01.2 of the Agreement is amended to read as follows:

"10.01.2. Production of Invoices for SFD Service Units. The CONTRACTOR shall produce an invoice, in a form and format that is approved by the City Representative, for SFD Service Recipients received under this Agreement. The CONTRACTOR shall coordinate its production of invoices with its system automated bi-monthly schedule, by which customers are billed for the current month and one month in advance (every two (2) months). The CONTRACTOR'S invoice shall be remitted to the Service Recipient within five (5) days of the billing day (25th of every other month). Notification of future rate increases shall be included in at least one invoice prior to the affected rate increase date."

4. Amendment to Agreement section 10.01.7 Delinquent Service Accounts. Section 10.01.7 of the Agreement is amended to read as follows:

"10.01.7 Delinquent Service Accounts. The CONTRACTOR may report to the City Representative, on a monthly basis, (1) a SFD Service Recipient who has received Collection Service and whose account is over ninety (90) days past due, and (2) a MFD or a Commercial Service Recipient whose account is over forty-five (45) days past due ("Delinquent Account"). The CITY, however, is not in any way responsible to assist CONTRACTOR in collecting Delinquent Accounts, or in any way responsible to compensate CONTRACTOR for revenues lost due to Delinquent Accounts. The CONTRACTOR may, in its sole discretion, take such action as is legally available to collect or cause collection of such past due amounts from Delinquent Accounts, including removing Recycling Carts and Bins and Organic Waste Carts and Bins, reducing the provision of Refuse Collection Services to the smallest Cart or Bin size to any Service Unit due to non-payment, or CONTRACTOR may suspend/stop service to the Delinquent Account until such time as the account status is fully restored including any fees or deposits required."

5. Amendment to Agreement section 9.01 City Collection Services. Section 9.01.6 of the Agreement is amended to read as follows:

Add: CONTRACTOR agrees, as part of the services CITY and CONTRACTOR have agreed to in this Agreement and in addition to all other agreed upon services, to collect bulky items, including but not limited to: large pieces of yard waste, materials generated as part of CITY's residents' home renovations, Christmas Trees, etc. in consideration for CITY provided CONTRACTOR office space for a

Customer Representative at City Hall. Such collection shall not exceed fifteen (15) items per week. Should the number of items exceed fifteen (15) items per week, the City will be billed \$25 per item over the fifteen (15) item limit.

6. Amendment to Agreement section 9.01 City Collection Services. Section 9.01.2 of the Agreement is amended to read as follows:

Add: CONTRACTOR agrees, as part of the services CITY and CONTRACTOR have agreed to in this Agreement and in addition to all other agreed upon services, to provide trash collection services at CITY's bus stop locations for the remainder of the term of this Agreement.

7. Amendment to Exhibit 1b, Maximum Service Rates (MFD & Commercial Services). Exhibit 1b is amended to read as follows:

Add: Locking Lid service rates per customer service requests. Locking lid service rate is \$6.00 per month/per container.

8. Amendment to Exhibit 2a, CITY Facilities. Exhibit 2a is deleted in its entirety, and replaced with the attached revised Exhibit 2a, incorporated by reference as though fully set forth herein, with the following changes:

- a. Add: Rudy Ortega Sr. Park site (2025 Fourth Street) to list of CITY owned and maintained facilities where CONTRACTOR is responsible for providing trash and recycling collection. This site was not listed in the original agreement 2a exhibit.
- b. Add: and increase additional City water sites (see attached)

9. Amendment to Exhibit 3a, Approved Facilities – Disposal. Exhibit 3a is amended as follows:

Add: CONTRACTOR designated landfill/transfer station sites for inert material disposal, C & D Mixed waste recycling and Mixed Food Waste recycling amending the operations plan/approved facilities. Disposal Site Information:

Sun Valley Landfill, (Vulcan Materials) located at 9436 Glenoaks Blvd., Sun Valley, CA 91352. Waste type: Inert (clean concrete, dirt, asphalt), 1,823 permitted maximum tons per day, \$175.00 per load.

East Valley Diversion/Downtown Diversion (WM) located at 11616 Sheldon St., Sun Valley, CA 91352. Waste type: (inert, mixed waste) - \$49.35 per ton. 70% Diversion.

Waste Transfer & Recycling Transfer Station, (WTR-WM) located at 840 S. Mission Road, Los Angeles, CA 90023. Waste type: (mixed food, Organic) - \$64.00 per ton. 85% Diversion.

American Reclamation, located at 4560 Doran St., Los Angeles, CA 90039. Waste type: Mixed C&D - \$45.00 per ton. 70% Diversion.

10. Amendment to Exhibit 4, City Sponsored Events. Exhibit 4 is deleted and replaced in its entirety as follows:

The original Agreement Exhibit 4, "City Sponsored Events" list, is deleted and replaced in its entirety with the attached updated City Sponsored Events list prepared by the City of San Fernando Public Works Department on March 11, 2014.

11. All other terms and conditions of the Agreement to remain in full force and effect.

IN WITNESS WHEREOF, the CITY and the CONTRACTOR have executed this Agreement on the day and year first written above.

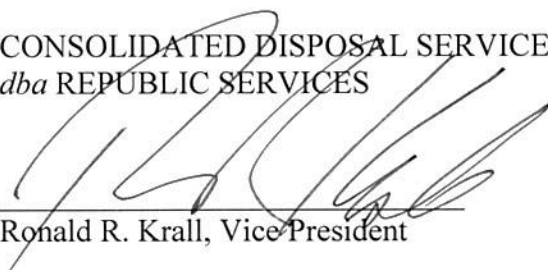
CITY OF SAN FERNANDO



City Manager

7-13-2015
Date

CONSOLIDATED DISPOSAL SERVICE, LLC
dba REPUBLIC SERVICES



Ronald R. Krall, Vice President

Date

The foregoing Amendment to the Agreement has been reviewed and approved:

Approved as to Form:

Rick Olivarez, City Attorney

Date

ATTEST:

Elena G. Chávez, City Clerk

Date

Exhibit “A”

Master Agreement

(Please refer to Contract No. 1731)

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Brian Saeki, City Manager

By: Chris Marcarello, Deputy City Manager/Public Works Director

Date: February 1, 2016

Subject: Review of Pilot Program Location for Student Loading/Unloading Zone Adjacent to Vista Del Valle Dual Language Academy

RECOMMENDATION:

It is recommended that the City Council:

- a. Review the results of the pilot program to establish a student loading/unloading zone on Eighth Street (from Macneil Street to Brand Boulevard); and
- b. Provide further direction relative to the establishment of a permanent student loading/unloading zone at this location.

BACKGROUND:

The Vista del Valle Dual Language Academy ("School") opened in September 2010. The entrance of the school is located at 12441 Bromont Avenue in the City of Los Angeles (between Maclay Avenue and Brand Boulevard). The southern portion of the school is located in the City of San Fernando, adjacent to Eighth Street (in between Macneil Street and Brand Boulevard).

School Location



Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista Del Valle Dual Language AcademyPage 2 of 4

As part of the school's environmental review process prior to construction, the City provided comments on the proposed project's environmental impact report (EIR) regarding potential traffic and safety impacts in the City of San Fernando. The City's concerns were deemed of no consequence and no mitigation measures were implemented to address the concerns. In the Final EIR for the school project, the executive summary stated:

"The main access (entrance) for the proposed project would be located off Bromont Avenue. The student drop-off and pick-up loading and unloading zone for passenger cars and buses would be located off Bromont Avenue. Parking would be provided for faculty and visitors. Access to the parking area would be provided off Bromont Avenue. Additionally, a pedestrian and emergency access gate will be provided off 8th Street."

After encountering problems with the Bromont Avenue drop-off location, LAUSD approached the City about establishing an additional loading/unloading zone on Eighth Street in the City of San Fernando. After review of a traffic study by the Transportation and Safety Commission and City Council, the City Council approved a pilot program for a student loading/unloading zone on Eighth Street (between Macneil Street and Brand Boulevard) over a 120-day period. In addition, the City Council requested the following items:

- A new traffic study to review impacts related to the pilot program;
- That Los Angeles Unified School District (LAUSD) construct an accessible ramp from the loading zone to the campus;
- That emergency vehicle access be reviewed adjacent to the loading zone location; and
- That parking be allowed for the general public at the loading zone during times when school is not in session (nights, weekends, holidays, and school break periods).

An update on these items is included for further review.

ANALYSIS:

At the request of LAUSD, on July 20, 2015, the City Council approved a 120-day pilot program to establish a loading/unloading zone adjacent to Vista del Valle Language Academy on Eighth Street (between Macneil Street and Brand Boulevard) and evaluate possible impacts associated with the zone (Attachment "A"). The pilot program was established after conducting significant community outreach and reviewing a traffic study related to the loading/unloading zone.

As part of the pilot program, the City Council requested that the following items be addressed:

- The completion of a new traffic study to review the pilot program;
- That Los Angeles Unified School District (LAUSD) construct an accessible ramp from the loading zone to the campus;

Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista Del Valle Dual Language Academy

Page 3 of 4

- That emergency vehicle access be reviewed adjacent to this location; and
- That parking be allowed for general public at the loading zone during times when school is not in session (nights, weekends, holidays, and school break periods).

The pilot program is complete and it is requested that the City Council review the results. These include the following:

- Fall 2015 Traffic Study (Attachment “B”)
LAUSD and its traffic engineering consultant completed an updated traffic study for the subject location. Observations were completed during morning and afternoon peak traffic times on three (3) typical school days during October, November and December 2015. The maximum vehicle queuing was observed:

| Date | A.M. Peak Traffic at Zone on Eighth Street | P.M. Peak Traffic at Zone on Eighth Street |
|------------------|--|--|
| October 7, 2015 | 4 vehicles | 3 vehicles |
| November 4, 2015 | 3 vehicles | 6 vehicles |
| December 9, 2015 | 7 vehicles | 7 vehicles |

During the pilot program it was observed that a staff member monitored the loading/unloading zone and acted as a safety valet for parents/children. This program helped to ensure a continuous traffic flow at the location. It is recommended that this practice be continued.

- LAUSD Construction of Accessible Ramp
The City has received updates from LAUSD that construction of a new access ramp is underway. Site observations have confirmed that demolition and the installation of rebar is progressing steadily. Construction should be completed in early February 2016.
- Emergency Vehicle Access
Field measurements confirmed that the existing street width along Eighth Street is approximately 36 feet. The traffic engineer has concluded that this is a sufficient roadway width to accommodate emergency vehicle access and on-street parking.
- Parking in Loading/Unloading Zone
If a permanent loading/unloading zone is approved, signage can be purchased to allow on-street parking during non-school hours.
- Miscellaneous Items
The traffic study completed by LAUSD’s traffic engineer also provides other recommendations for enhancing traffic safety along Eighth Street adjacent to the

Review of Pilot Program Location for Student Loading/Unloading Adjacent to Vista Del Valle Dual Language AcademyPage 4 of 4

loading/unloading zone. These recommendations include adding a crossing guard at Macneil Street/Eighth Street, restriping existing crosswalks, street striping improvements, and the continued prohibition of school buses on Eighth Street. The City does not currently have monies budgeted for these activities. The City Council could request that LAUSD fund these additional recommendations.

In preparation for this review, notifications were distributed to City of San Fernando properties within a 500 foot radius of the school's location during the week of January 25, 2016 (Attachment "C").

BUDGET IMPACT:

There is no fiscal impact to current fiscal year budget.

CONCLUSION:

It is recommended that the City Council review the pilot program and provide further direction related to the creation of a permanent loading/unloading zone on Eighth Street.

ATTACHMENTS:

- A. July 20, 2015 Agenda Report
- B. Fall 2015 Traffic Study
- C. Public Notices – January 2016 City Council Meeting



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: July 20, 2015

Subject: Consideration of a Request by the Los Angeles Unified School District to Review Traffic Conditions Adjacent to Vista del Valle Dual Language Academy

RECOMMENDATION:

It is recommended that the City Council review and provide direction on the Transportation and Safety Commission's recommendation to implement a pilot program for creation of a pick-up/drop-off zone on Eighth Street (from Macneil Street to Brand Boulevard) for a period of one hundred twenty (120) days, starting in the Fall 2015-2016 school year.

BACKGROUND:

The Vista del Valle Dual Language Academy ("School") opened in September 2010. The entrance of the school is located at 12441 Bromont Avenue in the City of Los Angeles (in between Maclay Avenue and Brand Boulevard). The southern portion of the school is located in the City of San Fernando, adjacent to Eighth Street (in between Macneil Street and Brand Boulevard).

School Location



Consideration of a Request by the Los Angeles Unified School District to Review Traffic Conditions Adjacent to the Vista del Valle Dual Language Academy

Page 2 of 4

As part of the school's environmental review process prior to construction, the City provided comments on the proposed project's environmental impact report (EIR) regarding potential traffic and safety impacts in the City of San Fernando. The City's concerns were deemed of no consequence and no mitigation measures were implemented to address the concerns (Attachment "A"). In the Final EIR for the school project, the executive summary stated:

"The main access (entrance) for the proposed project would be located off Bromont Avenue. The student drop-off and pick-up loading and unloading zone for passenger cars and buses would be located off Bromont Avenue. Parking would be provided for faculty and visitors. Access to the parking area would be provided off Bromont Avenue. Additionally, a pedestrian and emergency access gate will be provided off Eighth Street."

In October 2013, the City was contacted by the Los Angeles Unified School District (LAUSD) requesting the use of Eighth Street (from Macneil Street to Brand Boulevard) as a drop-off/pick-up zone for the school (Attachment "B"). In late November 2013, the City's Transportation and Safety Commission ("the Commission") reviewed the request and recommended that the City Council approve the request, subject to several conditions. These conditions included the completion of a traffic study in the school's vicinity and a commitment to fund the construction of several improvements along Eighth Street, including a new cul-de-sac radius at its easterly terminus, slurry sealing, speed humps, and street signage/markings. In February 2014, the City Council considered these conditions and asked that a traffic study be conducted prior to the implementation of any improvements.

After completing the traffic study, the Commission reviewed a presentation reviewing the traffic study's findings in January 2015. The Commission asked that this item be brought back for further deliberation at its March 2015 meeting (Attachment "C"). In March 2015, the Commission voted to approve a pilot program to install a drop-off/pick-up zone on Eighth Street between Macneil Street and Brand Boulevard. In reviewing this issue, the Commission received public testimony from eight (8) members of the public in favor of the removal of the red curb (7 emails and 1 attendee) and received two (2) comments (1 email and 1 phone call) in opposition.

ANALYSIS:

Upon the request of the City, LAUSD was asked to prepare a traffic study for a proposed pick-up/drop-off zone along Eighth Street (between Macneil Street and Brand Boulevard) in the City of San Fernando. The traffic study was designed to evaluate potential impacts on traffic circulation and safety with converting an existing "No Parking" zone into a secondary drop-off/pick-up zone along Eighth Street. The study included the review of traffic volumes at four

Consideration of a Request by the Los Angeles Unified School District to Review Traffic Conditions Adjacent to the Vista del Valle Dual Language AcademyPage 3 of 4

intersections, including Eighth Street/Brand Boulevard, Eighth Street/Macneil Avenue, Eighth Street/Maclay Avenue, and Bromont Avenue/Maclay Avenue. The study evaluated the following traffic conditions:

- The evaluation of existing traffic counts;
- The review of future traffic conditions;
- The identification of any improvements that may be needed to mitigate traffic impacts; and
- The determination of any “fair share” costs that LAUSD would be responsible for if the drop-off/pick-up zone was added.

Based on the results of the traffic study, it was determined that the addition of a drop-off/pick-up zone would not significantly impact adjacent key traffic intersections. Further, the study noted that all intersections evaluated would remain at an acceptable level of service (comparison of traffic volumes to traffic capacity) during both morning and evening peak travel hours. A full copy of the traffic study is included with this report (Attachment “D”).

Transportation and Safety Commission Review

The Transportation and Safety Commission reviewed the results of this traffic study and received a presentation by LAUSD representatives regarding the request to install a drop-off/pick-up zone. Notices were distributed to properties within a 500 foot radius of the school’s location prior to the Commission’s review. After reviewing the issue and public input, the Commission decided to defer a final decision to its March 2015 meeting. At the March 2015 meeting, the Commission voted to recommend the following to the City Council:

- Initiating a pilot program to install a drop-off/pick-up zone on Eighth Street (between Macneil Street and Brand Boulevard);
- Pilot program shall consist of a period of approximately one hundred twenty (120) days in order to gauge its effectiveness and evaluate traffic impacts;
- Drop-off/pick-ups would only be allowed one hour before or after school starting or stopping times and only on school days (Monday through Friday);
- The installation of additional signage to notify the public of allowed stopping times;
- If approved, outreach to the neighborhood explaining the pilot program and explaining that the program would be re-evaluated following the trial period;
- Following 120 days, a report would be made indicating the effectiveness or problems associated with the drop-off/pick-up zone; and
- LAUSD shall work with the City of Los Angeles to make improvements to the main entrance location on Bromont Avenue.

Based on these recommendations from the Transportation and Safety Commission, it is requested that the City Council take additional public input and provide further direction

Consideration of a Request by the Los Angeles Unified School District to Review Traffic Conditions Adjacent to the Vista del Valle Dual Language Academy

Page 4 of 4

regarding this traffic request. Notifications have been distributed to City of San Fernando properties within a 500 foot radius of the school's location (Attachment "E").

If approved, staff would work with LAUSD to implement a pilot program drop-off/pick-up zone for a period of 120 days (from August 2015 to December 2015). Following this time, field observations would be compiled and reviewed with the Transportation and Safety Commission and then the City Council in January 2016.

BUDGET IMPACT:

There is no fiscal impact to the current fiscal year budget.

CONCLUSION:

It is recommended that the City Council review the Transportation and Safety Commission's recommendation and provide further direction to staff regarding the implementation of a pilot program drop-off/pick-up zone along Eighth Street.

ATTACHMENTS:

- A. Notice of Exemption
- B. Location Map
- C. January 2015 and March 2015 Transportation and Safety Commission Meeting Minutes
- D. Traffic Study
- E. Public Notices – Commission/City Council



| | | | |
|----------|--|----------|-------------------|
| To: | Mr. Edward S. Paek LAUSD - Office of Environmental Health & Safety | Date: | December 15, 2015 |
| <hr/> | | | |
| From: | Clare M. Look-Jaeger, P.E. Chin S. Taing, PTP Linscott, Law & Greenspan, Engineers | LLG Ref: | 1-15-4140-1 |
| <hr/> | | | |
| Subject: | Traffic Assessment for the 8th Street Pilot Program Loading Zone for Vista Del Valle Dual Language Academy, Cities of Los Angeles and San Fernando | | |

Engineers & Planners

Traffic
Transportation
Parking

Linscott, Law & Greenspan, Engineers

600 S. Lake Avenue
Suite 500
Pasadena, CA 91106

626.796.2322 T

626.792.0941 F

www.llgengineers.com

Pasadena
Irvine
San Diego
Woodland Hills

This traffic assessment has been prepared by Linscott, Law & Greenspan, Engineers (LLG) to provide an interim review of the pilot program that was recently implemented at the existing Vista del Valle Dual Language Academy ("School"), located at 12441 Bromont Avenue in the City of Los Angeles, California. The report is needed as the pilot program was recently implemented for a period of 120 days (from August 2015 to December 2015) which allowed a secondary pick-up and drop-off loading zone along the westerly property frontage on 8th Street. This memorandum includes a summary of the existing conditions, the usage and effectiveness of the pick-up and drop-off operations with implementation of the pilot program, emergency vehicle access on 8th Street, and recommendations for the formal loading zone along the 8th Street property frontage as it relates to pick-up and drop-off procedures, site access and circulation for the campus. General measures are also recommended for the School as it relates to the Bromont Avenue pick-up/drop-off loading zone and general School policies on notification of overall pick-up and drop-off procedures.

Prior to the implementation of the 8th Street loading zone pilot program, a Traffic Study¹ was conducted in September 2014 by Crown City Engineers, Inc., which evaluated potential traffic impacts at four off-site study intersections surrounding the School due to the usage of the 8th Street loading zone. Inbound and outbound vehicle traffic counts were also conducted at the on-site loading area at the Bromont Avenue entrance but no counts/observations were conducted with regard to any pick-up/drop-off activities on-street. The study also did not include any vehicle queuing observations at the on-site loading area at the Bromont Avenue main entrance.

As mentioned previously, this memorandum focuses on the vehicle queuing observations with respect to the pick-up and drop-off loading operations with implementation of the pilot program. The observations were conducted for both the 8th Street loading zone recently implemented and the main loading zone off of Bromont Avenue.

¹ *Traffic Impact Study for School Drop-off/Pick-up Zone 8th Street between Macneil Street and Brand Boulevard, San Fernando, California*, prepared by Crown city Engineers, Inc., September 8, 2014.

Existing Site Conditions

The existing School campus is developed on a rectangular parcel located at 12441 Bromont Avenue in the City of Los Angeles, California. The westerly portion of the School is located within the City of San Fernando. The existing elementary school is operated by the Los Angeles Unified School District (LAUSD) and has an enrollment of 543 students in Pre-Kindergarten through Grade 5 and 73 faculty/staff members. No anticipated increases to the student enrollment or faculty/staff numbers are expected. The current bell schedule for the School is 8:15 AM to 2:34 PM. The main pick-up/drop-off loading zone is located on-site in the parking lot area located off of Bromont Avenue. As part of the pilot program, an existing “No Parking” red curb zone was converted to a secondary pick-up/drop-off loading zone along the northeast side of 8th Street, between Macneil Street and North Brand Boulevard. This zone is temporarily designated for drop-off/pick-up loading activities before and after school (i.e., between 7:45 AM to 8:15 AM and 2:30 PM to 3:00 PM) during school days only (Mondays through Fridays). Primary pick-up/drop-off loading operations (including bus loading activities) would continue to be accessed via Bromont Avenue.

The School site is generally bounded by Bromont Avenue to the east, an existing charter middle school (i.e., PUC Inspire Charter Academy located at 919 8th Street) to the north, 8th Street to the west, and single family residences to the south. The project site location is shown in **Figure 1**. Vehicular access to the on-site parking area is provided via an inbound only driveway on Bromont Avenue near the northwest corner of the site and an outbound left-turn only driveway on the south side of Bromont Avenue. The existing campus layout including the loading/parking areas and driveway locations are shown in **Figure 2**.

Pick-up/Drop-off Loading Observations

Field observations were conducted at the School site loading areas (i.e., on Bromont Avenue and 8th Street) during the morning drop-off peak period (i.e., between 7:30 AM and 8:30 AM) and afternoon pick-up peak period (i.e., between 2:15 PM and 3:30 PM) on three typical mid-week school days (Wednesday, October 7, 2015, Wednesday, November 4, 2015, and Wednesday, December 9, 2015). During the morning drop-off period, the majority of guardians conducted student drop-off procedures by entering the site via the inbound only driveway on Bromont Avenue. For the 8th Street pick-up/drop off loading zone, temporary cones and signage were placed on 8th Street in order to separate northbound vehicles entering the loading zone and other northbound through vehicles on 8th Street. Some guardians utilized the loading zone while others were observed to drop-off students along Macneil Street and the west side (southbound direction) of 8th Street. Those students who were dropped-off on Macneil Street or via southbound 8th Street were then observed to walk along and cross Macneil Street and/or 8th Street to enter the School campus via the 8th Street gated pedestrian entrance. It was also observed that the single safety valet at the Macneil Street/8th Street location was initially stationed near the School's

gated pedestrian access on 8th Street to assist in the processing of vehicles within and approaching the 8th Street loading zone. The safety valet was also observed to occasionally leave the 8th Street loading zone area in order to assist children that needed to cross Macneil Street and 8th Street, especially when more children were dropped off on Macneil Street.

Morning Drop-Off Unloading Observations and Maximum Vehicle Queues

As the entrance driveway to the PUC Inspire Charter Academy loading area is located immediately north of the 8th Street loading zone and entrance gate, it was observed that the morning drop-off activities for the two schools overlapped for an approximately 30-minute time period (i.e., between 7:45 AM and 8:15 AM). Some vehicles associated with the PUC Inspire Charter Academy were observed to block the intersection while entering their on-site pick-up/drop-off zone and others entered the 8th Street drop-off zone to turn into the driveway located just north of the School entrance gate on 8th Street (i.e., the 8th Street loading zone was being utilized by both schools). One traffic monitor who was a School staff member arrived after to assist the safety valet with unloading activities on 8th Street. The maximum vehicle queues observed during the morning peak drop-off periods for each of the three observation days are summarized below:

- October 7, 2015
 - 8th St. Secondary Loading Zone – 4 vehicles
 - Bromont Ave. Main Loading Zone – 17 vehicles (12 on-site, 5 on-street)
- November 4, 2015
 - 8th St. Secondary Loading Zone – 3 vehicles
 - Bromont Ave. Main Loading Zone – 25 vehicles (13 on-site, 12 on-street)
- December 9, 2015
 - 8th St. Secondary Loading Zone – 7 vehicles
 - Bromont Ave. Main Loading Zone – 17 vehicles (12 on-site, 5 on-street)

During the three days of morning drop-off observations, the maximum vehicle queue observed was seven (7) vehicles in the 8th Street loading zone and up to 25 vehicles for the Bromont Avenue loading area (i.e., 13 vehicles on-site in the loading area and 12 vehicles on-street). The maximum vehicle queues observed for the 8th Street loading zone were observed to be accommodated within the designated 8th Street secondary loading zone during the morning drop-off unloading period.

Afternoon Pick-Up Loading Observations and Maximum Vehicle Queues

Afternoon pick-up procedures were also observed for the same three weekdays for both the main loading area on Bromont Avenue and the proposed secondary loading zone on 8th Street. For the pick-up operations on 8th Street, it was observed that the

majority of guardians would park their vehicle/s along 8th Street, Macneil Street, and Brand Boulevard, and walk to the 8th Street gated pedestrian access to meet and pick-up their child inside the School grounds. The maximum vehicle queues observed during the afternoon peak pick-up periods for each of the three observation days are summarized below:

- October 7, 2015
 - 8th St. Secondary Loading Zone – 3 vehicles
 - Bromont Ave. Main Loading Zone – 29 vehicles (16 on-site, 13 on-street)
- November 4, 2015
 - 8th St. Secondary Loading Zone – 6 vehicles
 - Bromont Ave. Main Loading Zone – 29 vehicles (13 on-site, 16 on-street)
- December 9, 2015
 - 8th St. Secondary Loading Zone – 7 vehicles
 - Bromont Ave. Main Loading Zone – 23 vehicles (9 on-site, 14 on-street)

During the three days of afternoon pick-up observations, the maximum vehicle queue observed was seven (7) vehicles in the 8th Street loading zone and 29 vehicles for the Bromont Avenue loading area (i.e., 16 vehicles on-site in the loading area and 13 vehicles on-street, or 13 vehicles on-site and 16 vehicles on-street). The maximum vehicle queues observed for the 8th Street loading zone were observed to be accommodated within the designated 8th Street secondary loading zone during the afternoon pick-up loading period. No overlap with the adjacent charter middle school was observed to occur during the afternoon pick-up time period.

During an approximately ten-minute afternoon peak period (i.e., between roughly 2:38 PM and 2:48 PM), vehicle queuing was observed to extend to the signalized intersection at Maclay Avenue, where it was observed that at least 13 vehicles queued along Bromont Avenue while waiting to enter the School's on-site loading area. One traffic monitor was observed within the School's Bromont Avenue loading/parking lot area and no traffic monitor/s was/were stationed directly at the entrance driveway or exit driveway on Bromont Avenue. Guardians who arrived early were observed to park on Bromont Avenue and Brand Boulevard.

Emergency Access

Field measurements were also conducted in order to verify existing signage, traffic control and pavement widths associated with 8th Street in the project vicinity. 8th Street has a pavement width that varies between 35 to 36 feet from Maclay Avenue to Brand Boulevard. The roadway is sufficient width to allow large vehicles (i.e., fire engine type trucks) to access the area. The nearest fire station to the School campus

is Los Angeles Fire Station #98 (Pacoima), located at 13035 Van Nuys Boulevard. The first response teams will utilize Van Nuys Boulevard, Glenoaks Boulevard, Maclay Avenue, and/or 8th Street as well as other fire access roads in order to respond to an incident along the 8th Street project frontage. **Figure 3** illustrates the emergency vehicle access along the 8th Street project frontage.

As required by the California Vehicle Code (Section 21806, authorized Emergency Vehicles), motorists are required to pull to the right side of the roadway and stop to allow an emergency vehicle to pass. If required, drivers of emergency vehicles are trained to utilize center turn lanes, or travel in opposing through lanes to pass through and traverse crowded or tight areas. Thus, the respect entitled to emergency vehicles and driver training allow emergency vehicles to negotiate typical as well as atypical street conditions in urban and rural areas.

Recommendations for Secondary Pick-up/Drop-off Loading Zone on 8th Street

Based on LLG's review of the current pick-up/drop-off activities associated with both the usage of the temporary pick-up/drop-off loading zone on 8th Street and the Bromont Avenue main entrance for the School, the following series of recommendations are proposed for consideration by School personnel and are also shown in **Figure 4**:

- i. The School should institute a "Safety Valet" program of parent volunteers or hire/assign individuals to help in the loading and unloading of students to/from personal vehicles at the secondary loading zone along 8th Street. Details regarding the training and procedures for the "Safety Valet" program are attached to this memorandum. The lane shall be coned off, marking the appropriate area for guardians to drop-off/pick-up students without leaving the vehicle. The monitor shall direct traffic to pull up to the front of the loading zone before opening car doors for students. This should result in a more continuous traffic flow and efficient vehicle processing, which should in turn reduce the potential for any vehicle queuing outside of the designated loading zone area during the hours of 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM.
- ii. It is recommended that one additional crossing guard would need to be stationed at the 8th Street/Macneil Street intersection at all times during the morning and afternoon peak time periods (i.e., 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM) to assist with any pedestrian crossings. While a safety valet was observed to be present for the 8th Street/Macneil Street intersection, their primary responsibility is the oversight of drop-off activities along the 8th Street loading zone. As LAUSD does not provide its own crossing guards, one would need to be requested from the City of San Fernando, who would then make the determination if one is warranted.
- iii. The existing crosswalks at the all-way stop-sign controlled intersection of 8th Street and Macneil Street could be improved to provide greater visibility to

both motorists and pedestrians. It is recommended that continental crosswalks be installed for the east, west and south legs of the 8th Street/Macneil Street intersection.

- iv. In order to separate northbound and southbound traffic on 8th Street, it is recommended that double yellow striping be installed on 8th Street for one block north and south of Macneil Street.
- v. Similar to other schools within the City of San Fernando, it is recommended that the existing red curb along the property frontage on 8th Street be removed and that appropriate signage be installed to designate this area as a formal pick-up/drop-off loading zone for the School. The passenger loading area sign would allow loading activities during the morning and afternoon peak time periods (i.e., 6:30 AM to 9:00 AM, and 1:30 PM to 4:00 PM) for school days only. Time-restricted two-hour parking would be permitted during the off-peak loading time periods between 9:00 AM to 1:30 PM during school days.
- vi. Based on the observed overlap of morning peak drop-off operations between the School and the adjacent PUC Inspire Charter Academy, the School should review the current bell schedule (i.e., between 8:15 and 2:34 PM) and coordinate with the adjacent charter middle school to explore the possibility of creating a greater gap between the bell schedules for the two schools. For example, the PUC Inspire Charter Academy could adjust the start time by five to ten minutes (earlier) to further stagger the peak arrival times for the two schools. In doing so, both schools could also review the afternoon dismissal time period such that a greater time separation during the morning time period does not create a secondary overlap impact during the afternoon pick-up activities. Based on the current field observations, the afternoon pick-up activities associated with both schools do not overlap with one another.
- vii. As an alternative, should the staggering/adjustment of bell schedules be infeasible, the secondary pick-up/drop-off loading zone on 8th Street could also be utilized by both the School and the adjacent charter middle school to minimize the observed turning movement conflicts between vehicles turning into (i.e., entering) the charter middle school driveway and those vehicles leaving (i.e., exiting) the 8th Street loading zone. Colored placards could be placed on the dashboard that would differentiate between the two schools and would allow the traffic monitor to either direct the vehicles to enter the middle school driveway or conduct the drop-off activities curbside along 8th Street for the School.
- viii. School operated buses which transport students to and/or from School, shall continue to load and unload students within School property and not on any adjoining streets (i.e., along 8th Street or Bromont Avenue).

- ix. The School shall install a wheelchair ramp near the existing gated pedestrian access on 8th Street, which is currently accessible only via stairs. The installation of the wheelchair ramp will provide handicap accessibility for this gated entry/exit, as required for compliance with the Americans with Disability Act (ADA) requirements.

Recommendations on General Campus Traffic Procedures

It was observed during the morning and afternoon school peak periods that some of the safety valets were not wearing safety gear while standing within the 8th Street right-of-way or the on-site loading/parking lot area off of Bromont Avenue. Therefore, it is recommended that safety valets wear safety gear including reflective vests at all times when performing safety valet duties at the campus. Additionally, it is recommended that this procedure be added to the School's policies on general traffic procedures.

For the Bromont Avenue side, the safety valet was stationed too far internal to the site and thus was not able to identify the student name within ample time to allow for student assembly and pick-up prior to the guardian's arrival at the designated pick-up location. Thus, no monitor was observed on Bromont Avenue to assist with the processing of vehicles approaching the School. While not under the implementation of the Safety Valet program, at a minimum it is recommended that an additional traffic monitor be stationed at the Bromont Avenue entrance driveway while an additional traffic monitor be positioned on-site within the immediate vicinity of the pick-up/drop-off zone given the number of vehicles being processed within the School grounds for the Bromont Avenue main entrance.

It is also recommended that the student drop-off/pick-up operations be included in the School Policies for parent/guardian distribution at the beginning of each school year during the student enrollment period. The School's policy would include general traffic procedures for the campus, a summary of the drop-off and pick-up procedures, reminders on School policies for off-campus traffic circulation and parking, as well as provisions for being a good neighbor to local residents living near the School campus. These School policies are communicated to faculty, staff, students and parents/guardians at the beginning of the school year and are reinforced throughout the school year in the School's newsletter that is distributed throughout the School community, as well as to every resident located within a 500-foot radius of the campus.

It is also recommended that a School official (i.e., the School Principal or Principal's designee) along with their respective contact information, including telephone number, be published in the School's newsletter as well as posted on the School's website so that if the community has questions or comments regarding school-related traffic and parking issues, there is one clearly identified contact person. This School official would be referred to as the School's traffic and parking ombudsman and

would be responsible for proactively addressing questions, comments and complaints from the School community and local residents. It is expected that the School's traffic and parking ombudsman would be very familiar with all policies and procedures regarding traffic and parking operations at the campus, as well as any special events planned to be held at the campus.

Please feel free to call us at 626.796.2322 with any questions and comments as well as to discuss next steps.

c: File

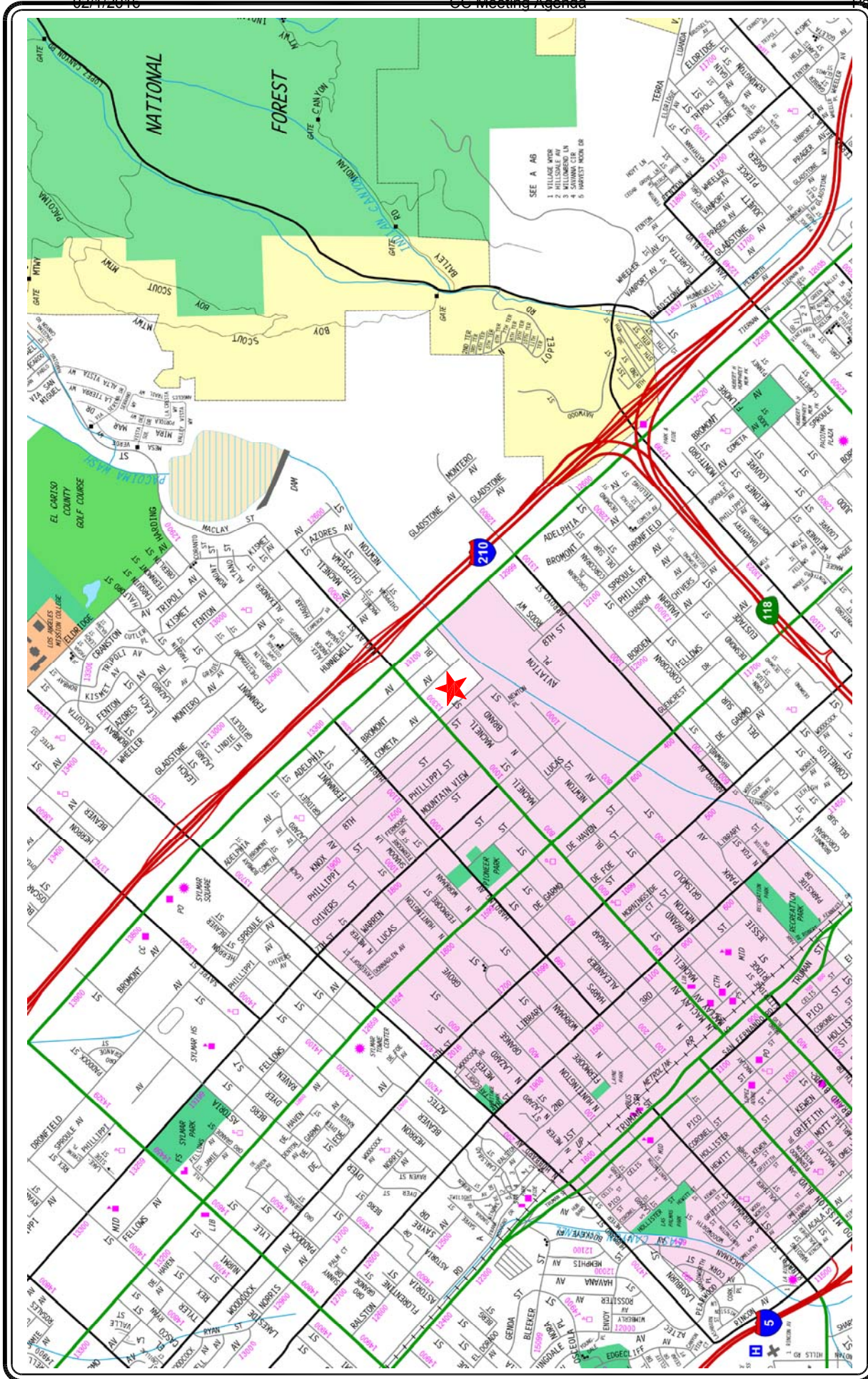


FIGURE 1
VICINITY MAP

MAP SOURCE: RAND McNALLY & COMPANY

PROJECT SITE



NOT TO SCALE

VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

LINSCOTT, LAW & GREENSPAN, engineers

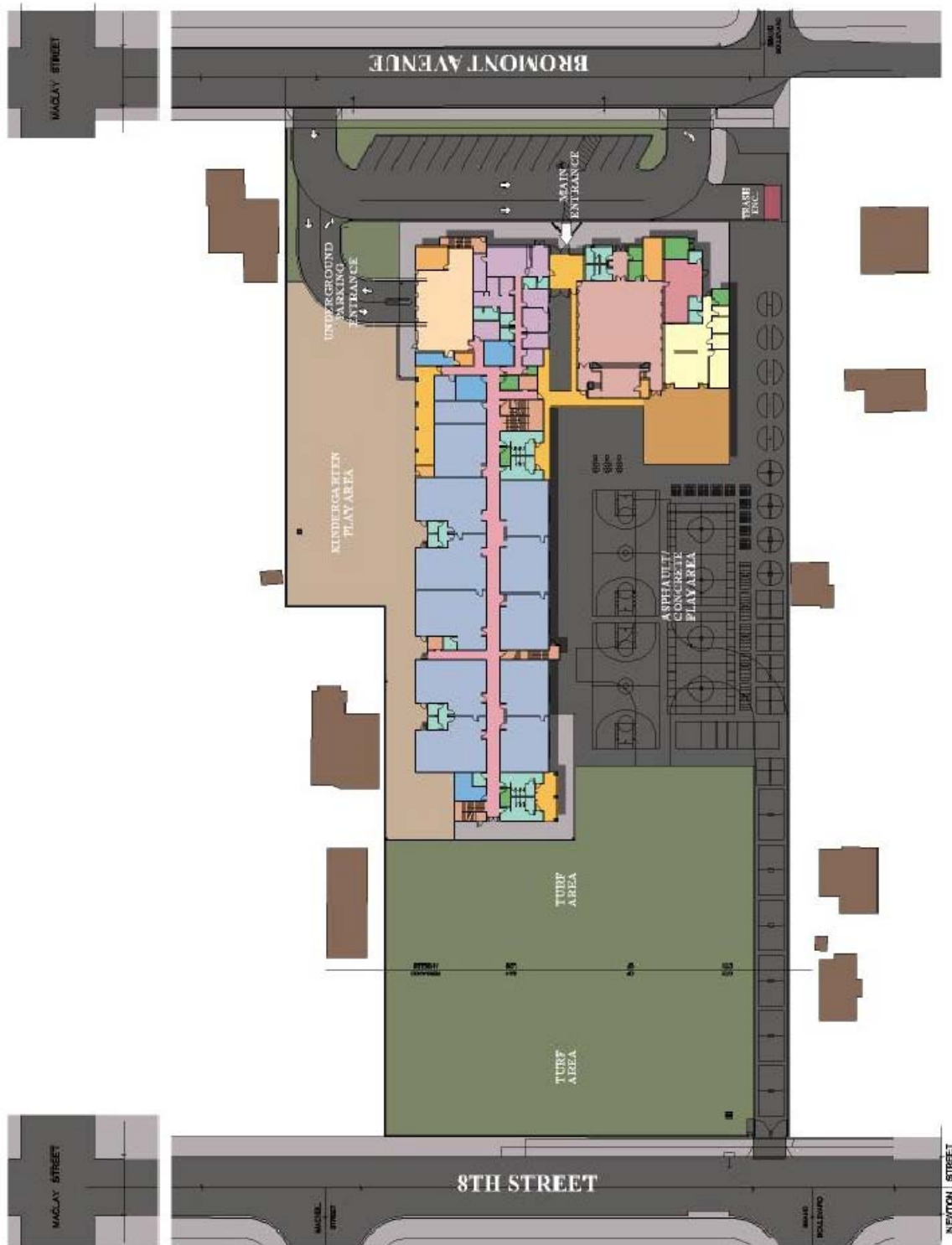


FIGURE 2
EXISTING CAMPUS PLAN

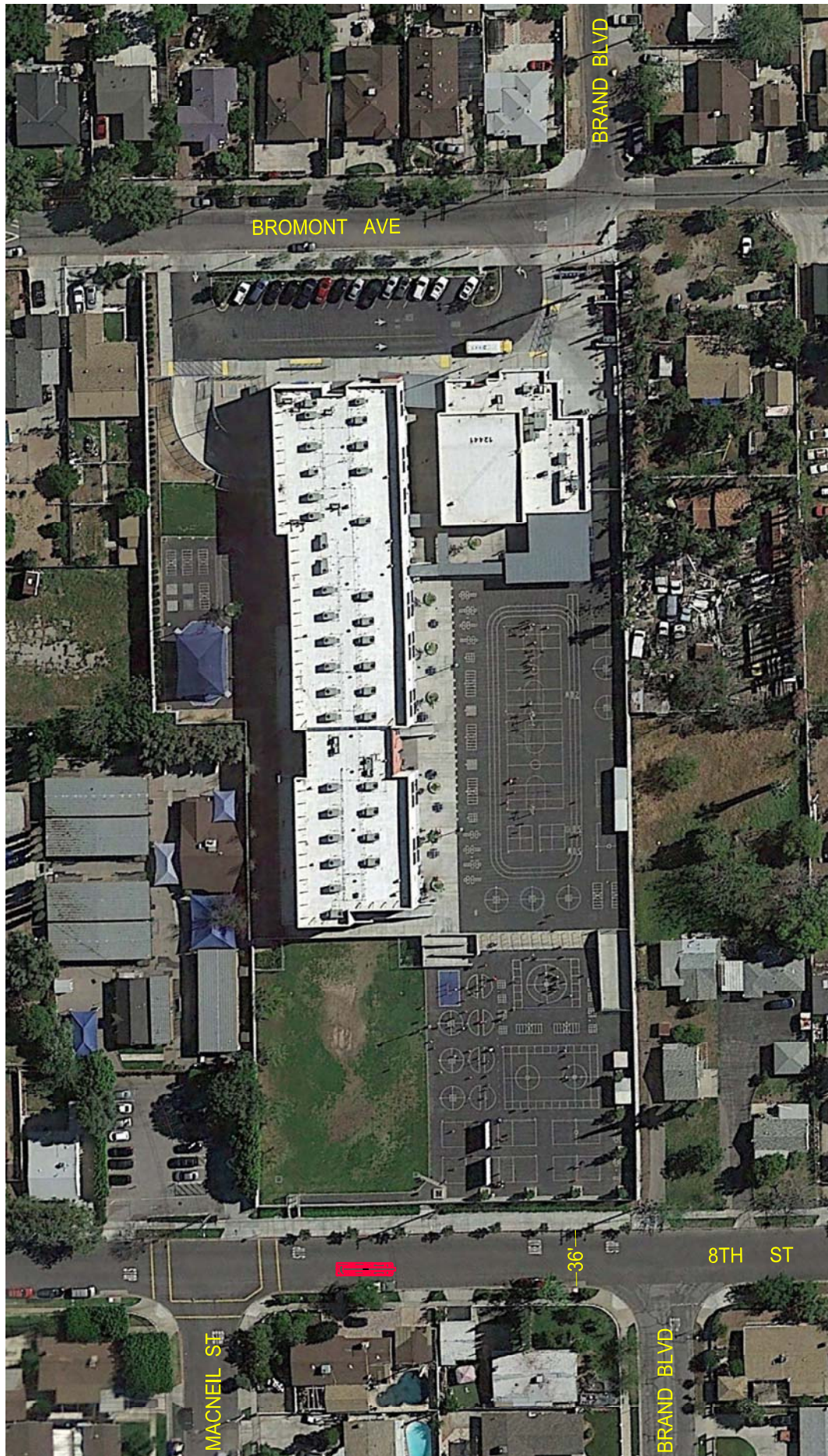
SOURCE: WLC ARCHITECTS



NOT TO SCALE

VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

LINSCOTT, LAW & GREENSPAN, engineers



MAP SOURCE: GOOGLE EARTH



NOT TO SCALE

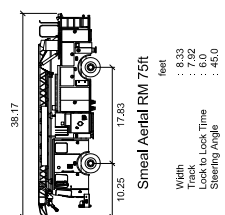
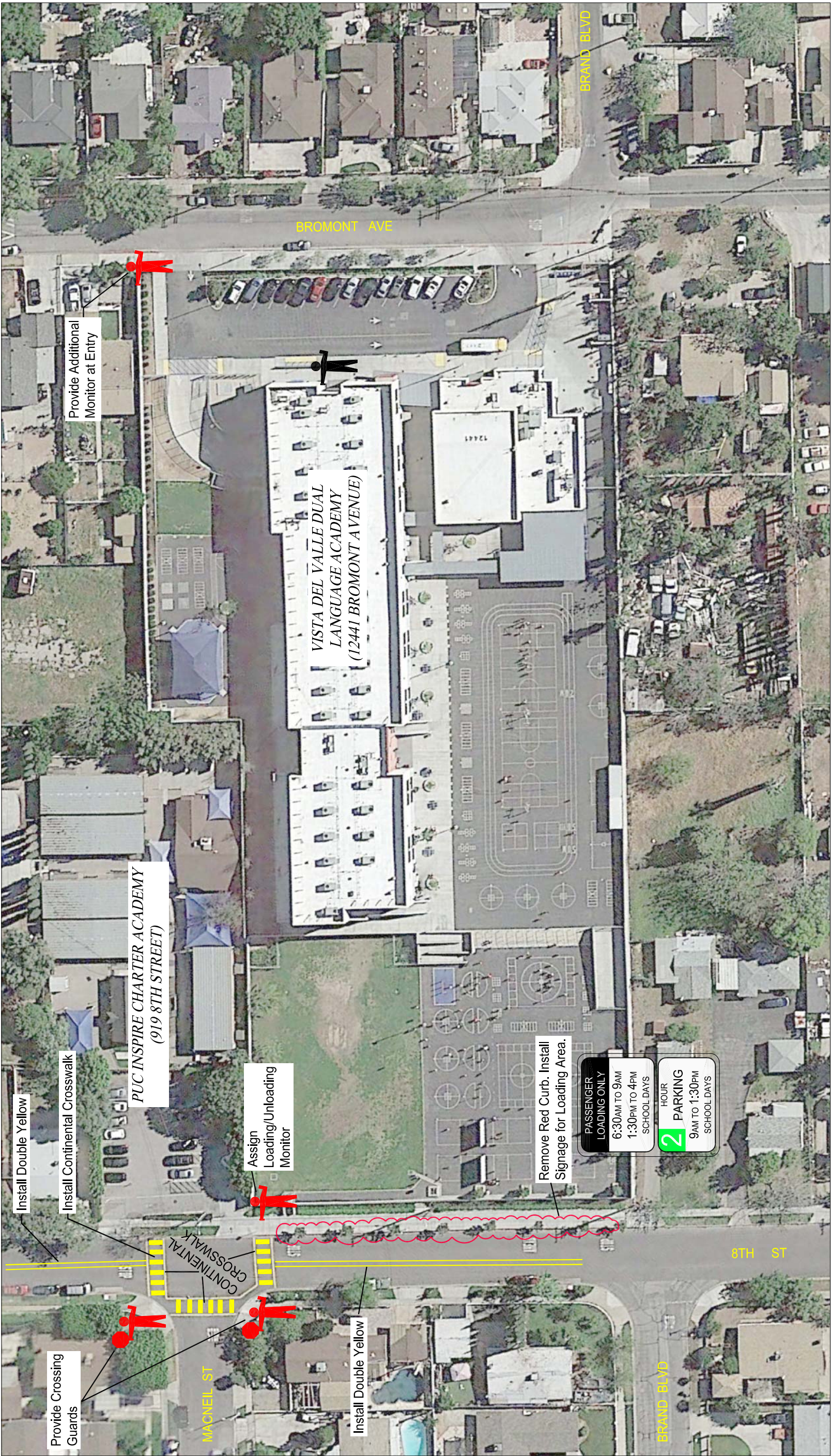


FIGURE 3 EMERGENCY ACCESS ON 8TH STREET

VISTA DEL VALLE DUAL LANGUAGE ACADEMY PROJECT

LINSCOTT, LAW & GREENSPAN, engineers



MAP SOURCE: GOOGLE EARTH



NOT TO SCALE

FIGURE 4
PROPOSED RECOMMENDATIONS FOR LOADING OPERATIONS

ATTACHMENT A
SAFETY VALET PROGRAM

Safety Valet Program

TRAINING

Safety Valet Program - History

- The Los Angeles Police Department (LAPD) initiated the Safety Valet Program when an investigation of community complaints at or around elementary schools revealed the need for crossing guards or traffic controls.
- LAPD partnered with other City departments and created a volunteer-based school drop off program to reduce traffic congestion and accidents.
- The City of Los Angeles previously administered and provided funding to support the program, but is no longer involved due to budget constraints.
- The Office of Environmental Health and Safety (OEHS) is now coordinating the program with the assistance of the Los Angeles School Police Department (LASPD) who conduct on-site training prior to program implementation.

Safety Valet Program – About

- The Safety Valet improves the safety of students who are dropped off for school by providing a more fluid movement of vehicular traffic.
- The program is designed so parents will not have to park or exit their vehicle when dropping off their children in the morning for school.
- Ensures children enter school grounds without traffic related injury or incident.
- Volunteers will:
 - Open car doors.
 - Greet children.
 - Direct drivers to pull forward after each child has safely exited the vehicle.
 - Encourage continuous flow of traffic in and around the Safety Valet drop off area.

Safety Valet Volunteer Duties

1. Stay focused.
2. Act professionally.
3. Demonstrate good behavior.
4. Arrive on time.
5. Place safety equipment (traffic cones and signs) at designated locations.
6. Wear a vest at all times.
7. Stay on the curb at all times.
8. Wait for cars to come to a complete stop.
9. Make eye contact with the driver to gain approval to open the car door.

Safety Valet Volunteer Duties

10. Open the car door with a smile and greet the driver and students.
11. Help students exit through the passenger's side of the car only.
12. Assist the students out of the car and help them with their backpacks.
13. Tell drivers to "have a nice day".
14. Close the doors gently and securely.

Traffic Safety – DON'Ts

- **DON'T** – double park and allow your child(s) to exit the vehicle. This is very unsafe!
- **DON'T** – allow your child to exit your vehicle to cross in the middle of the oncoming traffic.
- **DON'T** – park your vehicle in the surrounding neighbor's driveway.
- **DON'T** – park on the corner of the street, at a stop sign, or in a red zone to unload/load your child(s).
- **DON'T** – make U-turns in any designated school zone.
- **DON'T** – park and leave your vehicle unattended in designated Passenger Loading Zone. This is a violation and is subject to a parking citation. Under no circumstances are you to park in areas designated Bus Zone (this area is also subject to a parking violation).

School Safety Valet Program

Products approved by the Office of Environmental Health and Safety









Valet kit 550-79-00150 - \$505.79 (Kit purchase must be approved by OEHS)

Kit includes the following:

| QTY | DESCRIPTION |
|-----|---|
| 2 | 48" Grabber Traffic Cone |
| 10 | 10" Traffic Cone Orange & Black Base |
| 1 | Reflective Sign "Stop and Drop Here" |
| 1 | Reflective Sign "Safety Valet Enter Here" |
| 1 | Utility Cart 6 Cubic Feet Capacity |

Schools should email a completed requisition form to TRAFFICSAFETY@LAUSD-OEHS.ORG for approval and processing. Please refer to REF-5496.1 Implementing a Safety Valet Program at Schools or contact OEHS at TRAFFICSAFETY@LAUSD-OEHS.ORG or (213) 241-3199 for more information on the Safety Valet Program.

Replacement items can be purchased via an SR transaction.

| | | |
|--------------|---|---------------|
| 345-92-00500 | Safety Vest Orange w/Reflective stripes 5 per package (Package) | \$37.99 5/pkg |
| 550-78-00048 | 48" Grabber Traffic Cone (Each) | \$64.99 each |
| 550-78-00018 | 18" Traffic Cone Orange & Black Base | \$7.99 each |
| 550-62-12000 | Reflective Sign "Stop and Drop Here" (Each) | \$50.99 each |
| 550-62-11000 | Reflective Sign "Safety Valet Enter Here" (Each) | \$50.99 each |
| 515-08-04205 | Utility Cart 6 Cubic Feet Capacity (Each) | \$115.99 each |

If assistance is needed call Contact Customer Service at 562-654-9009

Reflective Sign "Safety Valet Enter Here"

Reflective Sign "Stop and Drop Here"

Safety Vest Orange w/Reflective stripes 5 per package

Utility Cart 6 Cubic Feet Capacity

18" Traffic Cone Orange & Black Base (15)

48" Grabber Traffic Cone (2)















OSHS

THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
JOEL FAJARDO

VICE MAYOR
SYLVIA BALLIN

COUNCILMEMBER
ANTONIO LOPEZ

COUNCILMEMBER
ROBERT C. GONZALES

COUNCILMEMBER
JAIME SOTO

January 25, 2016

SUBJECT: Proposed Removal of Red Curb

Dear Resident:

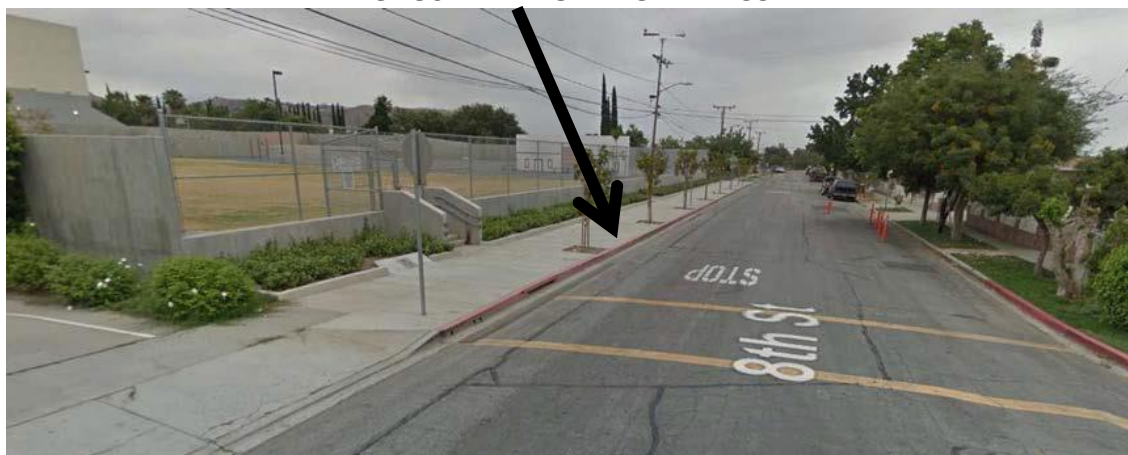
The San Fernando City Council will be reviewing a request for the removal of approximately 150 feet of red curbing (approximately 7 car lengths) along the north side of Eighth Street, just east of the intersection at Macneil Street. This request was made by representatives from the Vista Del Valle Dual Language Academy. If approved, this location would be designated as a drop off/pick-up zone.

You are being notified because your property is in close proximity to this location. We encourage your comments regarding traffic safety in this area. If you wish to comment on this issue, you are invited to attend the City Council's next meeting on **Monday, February 1, 2016 at 6 p.m.** at the San Fernando City Hall City Council Chambers.

If you are unable to attend the meeting, you may send a letter with your comments directly to City Hall, attention Maria Padilla at mpadilla@sfcity.org. You may also fax your letter to City Hall at (818) 361-6728.

We appreciate your concern for traffic safety in the City of San Fernando. Should you have any questions regarding this notice, please contact us at (818) 898-1222.

PROPOSED REMOVAL OF RED CURB



PUBLIC WORKS
DEPARTMENT

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1222

WWW.SFCITY.ORG

THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
JOEL FAJARDO

VICE MAYOR
SYLVIA BALLIN

COUNCILMEMBER
ANTONIO LOPEZ

COUNCILMEMBER
ROBERT C. GONZALES

COUNCILMEMBER
JAIME SOTO

January 25, 2016

ASUNTO: Propuesto Retiro del Bordillo Rojo

Estimado Residente:

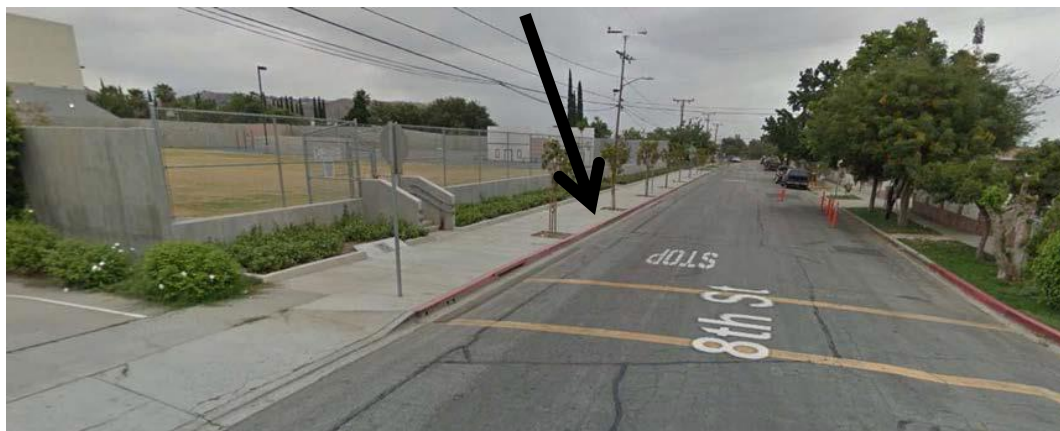
El Concejo Municipal de la Ciudad de San Fernando considerará una solicitud para remover aproximadamente 150 pies del bordillo rojo (aproximadamente el espacio para 7 autos) a lo largo del lado norte de la calle Ocho, justo al este del cruce con la calle Macneil. Esta solicitud fue hecha por representantes de Vista Del Valle Dual Language Academy. De ser aprobada, esta ubicación sería designada como zona para dejar/recoger pasajeros.

Esta siendo notificado porque su propiedad está en la proximidad cercana de dicho lugar. Atenderemos sus comentarios con respecto a la seguridad del tráfico en esta área. Si desea hacer un comentario sobre este tema, se le invita a asistir a la próxima reunión del Concejo Municipal el **lunes, 1 de febrero del 2016 a las 6 p.m.** en la Sala del Ayuntamiento de la Ciudad de San Fernando.

Si usted no puede asistir a la reunión, puede enviar una carta con sus comentarios directamente al Concilio, dirigida a Maria Padilla al buzón electrónico mpadilla@sfcity.org. También puede enviar su carta por fax al Concilio al (818) 361-6728.

Agradecemos su interés en cuanto a la seguridad del tráfico en la Ciudad de San Fernando. Para más información o si tiene alguna pregunta acerca del este aviso, por favor comuníquese con nosotros al (818) 898-1222.

PROPUESTO RETIRO DE BORDILLO ROJO



PUBLIC WORKS
DEPARTMENT

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1222

WWW.SFCITY.ORG

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: City Councilmembers

From: Mayor Joel Fajardo

Date: February 1, 2016

Subject: Request for City Council Support for Second Annual LGBTQ Panel

RECOMMENDATION:

It is recommended that the City Council approve the use of the City Seal in advertising material for the 2016 LGBTQ Awareness Event and provide staff with direction to work on developing the program in conjunction with other partners.

BACKGROUND/ANALYSIS:

On June 1, 2015, the City Council approved the use of the City Seal in advertising material for an LGBTQ Awareness Event held in the City.

On June 25, 2015, the City co-sponsored a panel discussion to address issues impacting the LGBTQ community.

Once again, I am recommending that the City Council approve the use of the City Seal in advertising material for the upcoming event. Approval requires the consent of the City Council (Attachment "A"). This year's panel will likely focus on health issues, including, but not limited to PEP and PrEP treatment, and HIV prevention (Attachments "B" and "C").

BUDGET IMPACT:

The budget impact will be minimal.

ATTACHMENTS:

- A. Resolution No. 6904 Standard Management Procedure Regarding Use of the City Seal
- B. The Washington Post News Article – HIV Prevention Pill Study
- C. The Washington Post News Article – No More Excuses

ATTACHMENT "A"**RESOLUTION NO. 6904****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, AMENDING THE STANDARD MANAGEMENT PROCEDURE REGARDING USE OF CITY SEAL**

WHEREAS, the City Council adopted a standard management procedure for the use of the City seal on August 3, 1987.

WHEREAS, the City Council desires to revise the procedure to limit the use of the City seal, as provided in this resolution.

WHEREAS, it shall be City policy that the City seal, as described in Municipal Code Section 1-13, shall only be used as provided in this policy. The purpose of this policy is to:

- A. Ensure that the City seal is not used for inappropriate events and affairs.
- B. Control use of the City seal so as to prevent unauthorized use, which could imply City participation, support, or sponsorship in commercial, political, or non-City events.

THE CITY COUNCIL OF THE CITY OF SAN FERNANDO HEREBY FINDS AND RESOLVES:

The City has designated an official seal, which serves to identify City involvement in some manner. Typically, the seal is used on City stationary, City vehicles, brochures and other information. It is important that some guidelines be followed so that the seal be used in an appropriate manner. Therefore, the following guidelines shall be followed pertaining to the City seal:

1. The City seal may be used on all City related literature, material, vehicles, etc., and for City sponsored or co-sponsored functions and events.
2. The City seal may be used on t-shirts, hats, calendars and other like material when sponsored by the City upon approval of the City Administrator.
3. The City seal may not be used by organizations other than the City without prior approval of a majority of the City Council.
4. The City seal may not be used for political or commercial purposes.
5. In cases where it is unclear whether a proposed use of the seal is appropriate, three members of the City Council must approve the use as a scheduled item on a City Council agenda.

PASSED, APPROVED and ADOPTED this 5th day of May, 2003.

Dr. José Hernández
Mayor José Hernández, Ph.D.

ATTEST:

Elena G. Chávez
Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Michael Estrada
Michael Estrada, City Attorney

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

I, Elena G. Chávez, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of San Fernando and signed by the Mayor of the City of San Fernando at a regular meeting held on the 5th day of May, 2003; and that the same was passed by the following vote:

AYES: Hernández, De La Torre, Veres, Ruelas, Martinez - 5

NOES: None

ABSENT: None

Elena G. Chávez
Elena G. Chávez, City Clerk

The Washington Post

To Your Health

In new study, 100 percent of participants taking HIV prevention pill Truvada remained infection-free

By **Ariana Eunjung Cha** September 4, 2015

As far as emotions go, AIDS researchers tend to be a staid bunch who look skeptically at every new finding. But the results of a study released this week on an HIV prevention drug have many cheering.

The study conducted at Kaiser Permanente in San Francisco involved more than 600 high-risk individuals, most of whom were men who have sex with men. These individuals were healthy at the time of enrollment and were put on a daily regimen of a blue pill called Truvada as a pre-exposure prophylaxis (PrEP).

Lead author Jonathan Volk, a physician and epidemiologist at Kaiser Permanente San Francisco Medical Center, described the study as "the first to extend the understanding of the use of PrEP in a real-world setting and suggests that the treatment may prevent new HIV infections even in a high-risk setting."

The Centers for Disease Control and Prevention says that PrEP has been shown to reduce the risk of HIV infection by up to 92 percent when taken consistently but is much less effective when taken inconsistently. In one key study, called PROUD that included men who have sex with men in Britain, the risk was reduced by 86 percent.

In this study, 100 percent of the participants remained HIV-free. That's right, not a single person in the study, published in [Clinical Infectious Diseases](#), became infected while on the drug during the study period that included 2.5 years of observation.

"Tremendously good news," University of California-San Francisco researchers Kimberly A. Koester and Robert M. Grant (one of Time's most influential people of 2012 for his work in AIDS) said of the results in a commentary accompanying the publication of the study.

Not long after the Food and Drug Administration first approved the drug for preventive HIV use in 2012, the Los Angeles-based AIDS Healthcare Foundation derided it as a "party drug" and warned that high-risk individuals would use it instead of condoms -- raising the risk of transmission of other sexually

transmitted diseases. #Truvadawhore went viral. But as more studies have come out showing how well it appears to protect against HIV, many of those critics appear to be turning around.

Koester and Grant emphasized that despite the promising findings in the Kaiser study many questions still remain, a number of them practical in nature.

"What proportion of the population vulnerable to HIV will take a pill a day to prevent it? How will costs of the medication and clinic visits be paid for?" they asked. "Assuming people are willing to use PrEP and can access PrEP, will they take the medication as directed? Will uptake and use be higher or lower among those at higher risk? Will people place themselves at higher risk of HIV and sexually transmitted infections (STIs) as a consequence of using PrEP?"

The pair said it wasn't clear from the study if the reported rate of sexually transmitted infections in the study is an increase or not and that further investigation is needed. They recommended that Truvada be combined with a parallel plan to prevent other STIs which may include the use of condoms, more frequent testing and discussions with prospective partners.

There are several dozen other ongoing clinical trials worldwide using Truvada in different populations. In South Africa, for instance, National Institutes of Health-funded researchers are looking at its use in heterosexual adolescent men and women ages 15 to 19 and in Australia the government is looking at people in relationships with HIV-negative partners. The issues they are hoping to find out more about include the factors that can influence an individual's compliance with taking the pills regularly, how effective the pill can be when it's not taken regularly but before and after sex, and how to integrate education about Truvada into regular clinic services.

Correction: A previous version of this story stated that another study on Truvada found that the drug prevented infection in about 86 percent of participants. The study, called PROUD, lowered their risk by 86 percent.

This post has been updated.

Read more:

[In awesome feat of engineering, paralyzed man takes steps with robotic exoskeleton](#) (Story + video)

[Picture of mother dual breastfeeding her son, friend's son goes viral. Why some feminists believe 'cross-nursing' should be the future.](#)

[Scientists: Why running makes you so happy](#)

[It turns out parenthood is worse than divorce, unemployment — even the death of a partner](#)

Ariana Eunjung Cha is a national reporter. She has previously served as the Post's bureau chief in Shanghai and San Francisco, and as a correspondent in Baghdad.

The Washington Post

Opinions

No more excuses. We have the tools to end the HIV/AIDS pandemic.

By Anthony S. Fauci January 8

Anthony S. Fauci is director of the National Institute of Allergy and Infectious Diseases at the National Institutes of Health.

In the summer of 1981, the world became aware of a mysterious new disease that was seen initially among a relatively small group of gay men in the United States and was soon shown to be caused by the human immunodeficiency virus. Fast-forward more than 30 years, and the entire world is struggling with one of the most devastating pandemics in history. [More than 70 million infections](#) have occurred, predominantly among heterosexuals in the developing world, resulting in more than 30 million deaths. Despite these horrendous statistics, advances in HIV treatment and prevention have transformed the lives of those HIV-infected people who have access to health care, and have provided us with highly effective methods of preventing HIV infection.

So why does this global pandemic continue to rage? It is not that we lack the medical advances and interventions to end the pandemic. It is that our proven tools have not been implemented adequately or uniformly.

Combination anti-HIV therapy became available in the mid-1990s, and although the drug regimens were highly effective in suppressing the virus to below detectable levels and allowed patients to live relatively healthy lives, some questioned whether the cumulative toxicities of long-term drug therapy would negate the beneficial effects over time. Controlled clinical trials have since put that concern to rest by showing that the mostly manageable toxicities of anti-HIV therapy are much less harmful than continued HIV replication in the absence of therapy.

Next, [a groundbreaking study](#) demonstrated that treating HIV-infected individuals sooner rather than later dramatically diminished the likelihood that they would infect their sexual partners. The public-health benefit of treatment for the prevention of further transmission was clear. Still, some argued that the health benefit to the infected person was unproven, putting clinicians in an unenviable position: They knew that infected individuals with uncontrolled virus could infect others, but they were unable to

strongly recommend treatment for their patients. [A study published last year](#) put an end to this dilemma by showing that treating a person as soon as possible after diagnosis was much more beneficial than waiting until the person's immune system showed damage. With these pivotal studies, there is now no excuse for delay; every person infected with HIV should be offered antiviral drugs upon diagnosis.

But doing so requires seeking out those at risk for infection and testing them; linking infected individuals to medical care; working to keep them in care; and providing anti-HIV drugs. It also requires careful attention to barriers to care such as poverty, substance abuse, and housing and food insecurity. Globally and domestically, we have not yet achieved this.

Most of this refers to those who are already HIV-infected. However, [2 million](#) new infections occur globally each year, including [50,000](#) in the United States; the latter number has remained steady for almost two decades. The frustrating fact is that we know exactly who is infecting whom. Of the approximately 1.2 million people living with HIV in the United States, the 13 percent who do not know they are infected are responsible for transmitting about 30 percent of new infections per year. Even more striking, more than 60 percent of new HIV infections are transmitted by people who are aware they have HIV but who are not receiving appropriate care. Thus, if we identified all the infected people in the country and got them into continuous, effective care, including anti-HIV treatment, we could prevent more than 90 percent of new infections each year.

For uninfected, at-risk individuals, several modalities of prevention are available. [An important recent advance](#) comes from a series of clinical trials that convincingly demonstrated that regularly taking a single pill containing two anti-HIV drugs can reduce an individual's risk of contracting HIV by more than 90 percent. Unfortunately, this prevention strategy — called pre-exposure prophylaxis, or PrEP — is vastly underutilized. [The Centers for Disease Control and Prevention estimates](#) that more than 1.2 million people in the United States are at substantial risk of HIV infection and could benefit from PrEP; however, less than 5 percent of these people are taking it. To make matters worse, one-third of primary-care doctors and nurses are unaware of PrEP and its potential health advantages. This must change.

Even in the absence of an effective HIV vaccine, which would be the final nail in the coffin of the pandemic, we have the tools to end the HIV/AIDS epidemic in the United States and globally. We can save the lives of infected individuals and prevent them from infecting others by getting them into treatment programs and maintaining them there. In addition, we can effectively prevent HIV infection in at-risk populations by a number of means, including the use of the highly effective PrEP.

It is often said that we were slow to recognize the seriousness of the emerging HIV pandemic during the early 1980s. At the time, our ability to fight its spread was meager. Today, we have the tools to end this modern-day plague. We must not squander the opportunity. History will judge us harshly if we do.

Read more:

[Desmond Tutu: An end to AIDS is within our reach](#)

[Anthony S. Fauci: An opportunity to end the AIDS pandemic](#)

[David Catania: Real progress in the fight against HIV/AIDS](#)

[Brad Ogilvie: D.C. needs bolder thinking on HIV/AIDS](#)

[Alyssa Rosenberg: Charlie Sheen offers a stark reminder of the lingering stigma around HIV](#)

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Vice Mayor Sylvia Ballin

Date: February 1, 2016

Subject: Informational Update Regarding San Fernando's Water Quality

RECOMMENDATION:

In light of the Flint, Michigan water crisis, I have placed this on the agenda and would like staff to provide an informational update on our water quality.

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Jaime Soto

Date: February 1, 2016

Subject: Consideration to Levy a Fee Against Property Owners Whose Commercial and Retail Properties Remain Vacant for a Period of Time

RECOMMENDATION:

I have placed this on the agenda for consideration and am recommending that the City Council direct staff to report back with a plan to levy fees against property owners whose commercial and retail properties remain vacant for six months or more.

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Jaime Soto

Date: February 1, 2016

Subject: Request for Information Pertaining to the City's Graffiti Removal Process

RECOMMENDATION:

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

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Jaime Soto

Date: February 1, 2016

Subject: Request for an Update Pertaining to the City's Sewer System

RECOMMENDATION:

I have placed this on the agenda and would like staff to provide an update regarding the City's sewer system.

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: February 1, 2016

Subject: Consideration of the Brand Boulevard Median Project Tree Replacement

RECOMMENDATION:

It is recommended that the City Council provide direction related to the replacement of six (6) Mexican Fan Palm (Palm) trees or utilizing the replacement funds to establish a fund for other tree planting work in the community.

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.

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

Consideration of Brand Boulevard Median Project Tree Replacement

Page 2 of 3

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 ReplacementPage 3 of 3

2. Utilize Replacement Funds for Other Community Tree Planting Projects

If the City Council decided to forgo the tree replacement, the funds could be used for other community tree planting projects. This may include filling vacant tree locations, adding trees in a City park, or other tree-related improvements.

The City Council is requested to review and provide further direction related to these monies.

BUDGET IMPACT:

This action will not result in the expenditure of 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 establishment of a tree planting fund for community tree planting.

ATTACHMENT:

A. Letter from Landscape Architect

Lawrence R.
MOSS
& Associates

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:

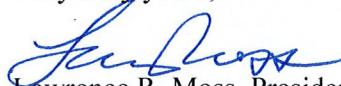
This letter is being written to help explain and give a clear explanation to the situation regarding the redesign of the Brand Boulevard medians using drought tolerant landscaping. The main issue is relative to the mistaken removal of six (6) Palm trees from the project site as part of the renovation 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,



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