



SAN FERNANDO

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

CITY OF SAN FERNANDO

CITY COUNCIL AND SUCCESSOR AGENCY TO THE SAN FERNANDO REDEVELOPMENT AGENCY REGULAR MEETING AGENDA SUMMARY TUESDAY, SEPTEMBER 6, 2022 - 6:00 PM

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

SPECIAL NOTICE REGARDING COVID-19

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

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

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

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

SUBMIT PUBLIC COMMENT IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

Members of the public may submit comments **by email** to cityclerk@sfcity.org no later than **5:00 p.m. the day of the meeting**, to ensure distribution to the City Council prior to consideration of the agenda. Comments received via email will be distributed to the City Council, read into the record, limited to three minutes, and made part of the official public record of the meeting.

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CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING

Members of the public may **call-in between 6:00 p.m. and 6:15 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Mayor. Note: This is audio only and no video.

Call-in Telephone Number: (669) 900-6833

Meeting ID: 833 6022 0211

Passcode: 924965

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PRESENTATIONS

- A. PRESENTATION OF CERTIFICATE OF PROCLAMATION DECLARING SEPTEMBER 15 – OCTOBER 15, 2022 AS NATIONAL HISPANIC HERITAGE MONTH

DECORUM AND ORDER

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

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PUBLIC STATEMENTS

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

CONSENT CALENDAR

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

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

- | | |
|---|--------------------------------------|
| a. August 18, 2014 – Regular Meeting | f. July 5, 2022 - Regular Meeting |
| b. January 19, 2021 - Regular Meeting | g. August 1, 2022 - Regular Meeting |
| c. February 1, 2021 - Regular Meeting | h. August 15, 2022 - Special Meeting |
| d. February 3, 2021 - Adjourned Regular Meeting | i. August 15, 2022 - Regular Meeting |
| e. February 7, 2022 - Regular Meeting | |

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 22-091 approving the Warrant Register.

3) CONSIDERATION TO ADOPT A RESOLUTION RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE PERIOD OF SEPTEMBER 12, 2022 TO OCTOBER 11, 2022, OF THE CITY OF SAN FERNANDO'S LEGISLATIVE BODIES IN COMPLIANCE WITH GOVERNMENT CODE SECTION 54953(E) AND OTHER APPLICABLE PROVISIONS OF ASSEMBLY BILL 361

Recommend that the City Council adopt Resolution No. 8174 re-authorizing remote teleconference meetings for the period of September 12, 2022 to October 11, 2022, of the City of San Fernando's Legislative Bodies in compliance with Government Code Section 54953(E) and other applicable provisions of Assembly Bill 361.

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4) CONSIDERATION TO ADOPT A RESOLUTION APPROVING NEW JOB SPECIFICATIONS FOR INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR AND MANAGEMENT ANALYST JOB CLASSIFICATIONS

Recommend that the City Council:

- a. Adopt Resolution No. 8176 approving new specifications for the Information Technology Systems Administrator and Management Analyst job classifications; and
- b. Authorize the City Manager to initiate the recruitment process for the new job classifications, and make non-substantive edits and execute all related documents as necessary.

5) CONSIDERATION TO ACCEPT A LOS ANGELES EDUCATION PARTNERSHIP GRANT AND ADOPT A RESOLUTION APPROPRIATING THE FUNDS

Recommend that the City Council:

- a. Accept the Los Angeles Education Partnership Grant in the amount of \$70,000;
- b. Adopt Resolution No. 8177 to increase the Operating Grants (Fund 110) revenues and expenditures by \$70,000 for Fiscal Year 2022-2023; and
- c. Authorize the City Manager to make non-substantive changes and execute all related documents.

6) CONSIDERATION TO ADOPT A RESOLUTION APPROPRIATING AMERICAN RESCUE PLAN ACT FUNDING

Recommend that the City Council approve Resolution No. 8175 appropriating \$4,200,000 in ARPA funds in Fiscal Year 2022-2023.

7) CONSIDERATION TO APPROVE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH INTERWEST A SAFEbuilt COMPANY FOR ADDITIONAL ON-CALL PLANNING AND DESIGN REVIEW SERVICES AND TRANSFER \$100,000 FROM SALARY SAVINGS FROM THE COMMUNITY DEVELOPMENT DEPARTMENT'S VARIOUS VACANT POSITIONS TO FUND THE AGREEMENT

Recommend that the City Council:

- a. Approve a first Amendment to the Professional Services Agreement with Interwest a SAFEbuilt Company (Contract No. 2069(a)) for on-call planning and design review services to increase the not-to-exceed amount to \$124,950 and extend the contract to June 30, 2023; and

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- b. Authorize a budget transfer of \$100,000 from salary savings from the Community Development Department's various vacant positions (Associate Planner, Housing Coordinator, Code Enforcement Officers, and Administrative Assistant) as allocated in the Fiscal Year 2022-2023 adopted budget to fund the on-call planning and design review professional services agreement; and
- c. Authorize the City Manager, or designee, to execute the Amendment and all related documents.

ADMINISTRATIVE REPORTS

8) DISCUSSION AND CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE CITY OF SAN FERNANDO HOMELESSNESS ACTION PLAN

Recommend that the City Council:

- a. Receive a presentation from staff and discuss the City of San Fernando Homelessness Action Plan; and
- b. Adopt Resolution No. 8164 approving the Homelessness Action Plan.

9) CONSIDERATION TO APPOINT AN EDUCATION COMMISSIONER

This item was agendaized by Mayor Mary Mendoza.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to its next regular meeting.

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

Julia Fritz, CMC

City Clerk

Signed and Posted: September 1, 2022 (5:00 p.m.)

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

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

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

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**AUGUST 18, 2014 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Sylvia Ballin called the meeting to order at 6:00 p.m.

Present:

Council: Mayor Sylvia Ballin, Mayor Pro Tem Robert C. Gonzales, and Councilmembers Jesse H. Avila, Joel Fajardo, and Antonio Lopez

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

PLEDGE OF ALLEGIANCE

Led by Police Explorer Fernando Rojas

APPROVAL OF AGENDA

Mayor Ballin asked to move Items No. 12 and 15 prior to Item No. 8. By consensus, the agenda was approved, as amended.

PUBLIC STATEMENTS – WRITTEN/ORAL

John Blue spoke about certain street design dangers and suggested the creation of a civilian design review board.

John Arroyo spoke about Canine Jim's retirement; reported cracks in sidewalks and potholes in the streets and urged the City to repair the streets.

Hilda Garza, San Fernando Library Manager, discussed operating hours and reported preloaded Kindle readers are available for checkout.

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CONSENT CALENDAR

Mayor Ballin pulled Item No. 6 from the Consent Calendar for separate discussion.

Motion by Councilmember Avila, seconded by Mayor Pro Tem Gonzales, to approve the remaining Consent Calendar Items:

- 1) REQUEST TO APPROVE MINUTES OF:
 - a. JULY 21, 2014 – REGULAR MEETING
 - b. AUGUST 4, 2014 – SPECIAL MEETING
- 2) REQUEST TO APPROVE WARRANT REGISTER NO 14-082
- 3) RECORDS DESTRUCTION – VARIOUS CITY DEPARTMENTS
- 4) CONSIDERATION TO ADOPT ANNUAL RESOLUTION REQUIRED BY LOS ANGELES COUNTY REGARDING THE CITY'S OBLIGATION TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR FISCAL YEAR (FY) 2014-2015
- 5) APPROVAL OF A SIDE LETTER OF AGREEMENT WITH THE SAN FERNANDO POLICE CIVILIAN ASSOCIATION AND RESOLUTION NO. 7628 AMENDING THE FISCAL YEAR (FY) 2014-2015 SALARY PLAN
- 7) RELEASE OF REQUEST FOR PROPOSALS FOR INFORMATION TECHNOLOGY MANAGEMENT SERVICES

By consensus, the motion carried.

Items Pulled for Separate Discussion

- 6) CONSIDERATION OF RETIREMENT OF POLICE CANINE AND PURCHASE BY HANDLER

Police Lieutenant Anthony Vairo provided a brief history of the Police Department Canine program; spoke about Canine Jim's service and accomplishments and introduced his handler, Officer Walter Dominguez.

Motion by Mayor Pro Tem Gonzales, seconded by Councilmember Avila, to approve Item No. 6 of the Consent Calendar. By consensus, the motion carried.

City Council skipped to Item No. 15 of the agenda.

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PUBLIC HEARING

- 8) CONSIDERATION TO ADOPT AN URGENCY ORDINANCE AMENDING CHAPTER 2, ARTICLE VI, DIVISION 6, SUBDIVISION II, SECTION 2-810 OF THE CITY'S MUNICIPAL CODE RELATED TO COOPERATIVE PURCHASING

Mayor Ballin declared the Public Hearing, open.

Director of Finance Nick Kimball presented details of the report.

Councilmembers discussed timelines relative to "piggybacking" on larger contracts.

Mayor Ballin invited public comments. There being no comments, motion by Councilmember Avila, seconded by Councilmember Lopez, to close the Public Hearing. By consensus, the motion carried.

City Attorney Rick R. Olivarez read amended language to add to the ordinance.

Motion by Councilmember Avila, seconded by Mayor Pro Tem Gonzales, to waive full reading of Ordinance No. U-1635 and adopt by title only, "An Urgency Ordinance of the City Council of the City of San Fernando Amending Section 2-810 (Cooperative Agreements) of Subdivision II of Division 6 of Article VI of Chapter 2 of the San Fernando Municipal Code and Declaring the Urgency Thereof in Accordance with Government Code Sections 36934 and 36937", as amended. This Ordinance is introduced pursuant to Government Code Section 36937(b) and requires a four-fifths (4/5ths) vote for adoption. By consensus, the motion carried.

ADMINISTRATIVE REPORTS

- 9) CONSIDERATION TO PURCHASE ONE 2015 FORD POLICE INTERCEPTOR SPORT UTILITY VEHICLE

Director of Finance Nick Kimball presented details of the report.

Discussion followed regarding auctioning off the current vehicle and stock versus special equipment needed on the vehicle,

Motion by Mayor Pro Tem Gonzales, seconded by Mayor Ballin, to approve the purchase of one 2015 Ford Police Interceptor Sport Utility Vehicle from Wondries Fleet Group (under City of Los Angeles' Contract No. 15837) for a not-to-exceed cost of \$40,310. By consensus, the motion carried.

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10) CONSIDERATION TO ADOPT A RESOLUTION SUPPORTING COMMERCIAL PROPERTY TAX REFORM

City Manager Saeki reported the representative for this item was unable to attend and suggested tabling the item to the next City Council meeting.

The item was tabled, by consensus, without objection to the next City Council meeting.

11) APPROVAL OF THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY'S (ICRMA) NEGOTIATED GROUP PURCHASE CONTRACT WITH CARL WARREN & COMPANY FOR THIRD PARTY LIABILITY CLAIMS ADMINISTRATION

Personnel Manager Michael Okafor presented details of the report.

Motion by Mayor Pro Tem Gonzales, seconded by Councilmember Fajardo, to approve the City's participation in the ICRMA's negotiated group purchase program for third party liability claims administration; approve a group purchase contract for five years with Carl Warren & Company as the City's third-party liability claims administrators, and include ICRMA as a party to the contract as stipulated by ICRMA Governing Board; and authorize the City Manager to execute the contract. By consensus, the motion carried.

12) UPDATE REGARDING THE SAN FERNANDO CITY CHAMBER OF COMMERCE

Don Ross, Tech Works, Board Member, San Fernando Chamber of Commerce, discussed revitalization and formation of the Chamber and reported they are focused on bringing a cohesive representation of businesses in San Fernando and market the City as an opportunity for new businesses and customers. Report was received and filed.

City Council returned to Item No. 8 and followed the rest of the agenda, as presented.

13) APPOINTMENT TO THE EDUCATION COMMISSION

Mayor Sylvia Ballin recommended the appointment of Michael Remenih as her representative to the Education Commission.

Motion by Councilmember Avila, seconded by Councilmember Fajardo, to appoint Michael Remenih as Mayor Ballin's representative to the Education Commission. By consensus, the motion carried.

14) UPDATE TO THE CITY COUNCIL LIAISON ASSIGNMENTS LIST

This item is placed on the agenda by Mayor Sylvia Ballin for City Council review and consideration.

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City Manager Saeki presented an update to the City Council Liaison Assignment list.

Motion by Mayor Pro Tem Gonzales, seconded by Councilmember Avila, to accept the updated City Council Liaison Assignment list, as presented. By consensus, the motion carried.

15) CONSIDERATION TO ADOPT A RESOLUTION REQUESTING ACTION BY CONGRESS ON DROUGHT LEGISLATION THAT CORRECT DELTA WATER MANAGEMENT PROBLEMS

This item is placed on the agenda by Mayor Sylvia Ballin for City Council review and consideration.

Mario Santoyo, Executive Director, California Latino Water Coalition, presented a report; discussed the current drought and asked City Council to consider a resolution requesting action by Congress on drought legislation that will correct Delta water management problems.

Motion by Mayor Pro Tem Gonzales, seconded by Councilmember Avila, to adopt a resolution requesting action by Congress on drought legislation that will correct Delta water management problems. By consensus, the motion carried.

16) CONSIDERATION OF LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE RESOLUTION

Councilmember Lopez presented the resolution for consideration.

Discussion followed regarding the devastating use of public and private land, support of the resolution by other cities, the need to know the scope of the environmental impacts, and the League of California Cities position on the legalization of marijuana.

Motion by Councilmember Lopez, seconded by Councilmember Avila, to support “A Resolution Calling Upon the Governor and the Legislature to Convene a Summit to Address the Devastating Environmental Impacts of Illegal Marijuana Grows on Both Private and Public Lands Throughout California and the Increasing Problems to Public Safety Related to These Activities by Working in Partnership with the League of California Cities to Develop Responsive Solutions and to Secure Adequate Funding for Cost-Effective Implementation Strategies”; and direct the City Council’s Voting Delegate and/or Alternate Voting Delegate to vote accordingly on the City Council’s behalf, at the Annual Business Meeting. By consensus, the motion carried.

17) STREET SWEEPING CONTRACT UPDATE

City Manager Saeki presented the report; addressed options for City Council to continue street sweeping services in the City and discussed recommendations.

Motion by Councilmember Avila, seconded by Councilmember Fajardo, to authorize the City Manager to negotiate and execute a six-month contract extension for street sweeping services with Athens Services, Inc. to allow sufficient time for a Request for Proposals process to be

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conducted and subsequent contract consideration by the City Council; and direct the City Manager to prepare/issue an RFP for street sweeping services, and review/select/recommend a contractor to the City Council for consideration and approval. By consensus, the motion carried.

COMMITTEE/COMMISSION LIAISON UPDATES

Councilmember Avila reported the Transportation Committee discussed recommendations to install a "No right hand turn on a red light" on Truman Street.

Councilmember Fajardo reported the Tree Commission discussed trees for the median on Brand and is considering funding sources for the Master Tree Plan.

GENERAL COUNCIL COMMENTS

Councilmember Avila announced the opening of a new Smart and Final.

Councilmember Lopez commented positively on the meeting, tonight.

Mayor Ballin discussed work by Southern California Edison in the City and asked to adjourn tonight's meeting in memory of Vicky S. Mojica.

Councilmember Avila spoke about the need for improved relationships between the Police Department and residents.

STAFF COMMUNICATION

City Manager Saeki reported the contract with the Los Angeles Fire Department was approved by the Public Safety Committee and commented positively on a recent Mariachi Group event.

ADJOURNMENT (7:26 P.M.)

By consensus, the meeting was adjourned in memory of Vicky S. Mojica.

I do hereby certify that the foregoing is a true and correct copy of the minutes of August 18, 2014, meeting as approved by the San Fernando City Council.

Julia Fritz
City Clerk

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

**JANUARY 19, 2021 – 6:00 P.M.
REGULAR MEETING**

Teleconference Per Governor Executive Order N-29-20

CALL TO ORDER/ROLL CALL

Vice Mayor Mary Mendoza called the meeting to order at 6:30 p.m.

Present:

Council: Mayor Sylvia Ballin (joined at 6:40 p.m.), Vice Mayor Mary Mendoza, and Councilmembers Hector A. Pacheco, Cindy Montañez and Celeste Rodriguez (joined at 6:40 p.m.)

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, Police Chief Anthony Vairo, Deputy City Manager/Director of Community Development Timothy Hou, Director of Finance J. Diego Ibanez, Director of Public Works Matthew Baumgardner, Director of Recreation and Community Services Julian Venegas, and City Clerk Julia Fritz

PLEDGE OF ALLEGIANCE

Led by City Clerk Fritz

APPROVAL OF AGENDA

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

It was noted that Mayor Sylvia Ballin and Councilmember Celeste Rodriguez joined the meeting at 6:40 p.m.

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PRESENTATIONS

- A) PRESENTATION OF A CERTIFICATE OF RECOGNITION TO MS. VIOLET VICUNA CELEBRATING HER CENTENNIAL (100TH YEAR) BIRTHDAY
- B) EDUCATION COMMISSION CERTIFICATE OF RECOGNITION - STUDENT OF THE MONTH
 - LORENA MARCELINO (Academy of Scientific Exploration)

PUBLIC STATEMENTS – ORAL/WRITTEN

Teresa Mendez expressed her concern to continue the Free Meal Program.

Angel Zobel-Rodriguez, Education Commission Chair, announced a virtual program hosted by Tesla, “Introduce Girls to Engineering Day”. The Education Commission has reached out to San Fernando schools with grades 6-8 with information regarding program registration.

Dave Bernal commented on Agenda Item #8 and suggested holding off on a Citywide Parking Masterplan due to the pandemic and the installation of the Tesla charging stations.

Patty Lopez, former Assemblywoman 39th District, commented on prioritizing the community and families by continuing to host events that provide essential goods.

Yolanda Haro expressed concerns with the development of the Tesla charging station and the likelihood of Tesla car owners utilizing the charging station in San Fernando.

CONSENT CALENDAR

Councilmember Montañez requested to pull Item No. 5 for discussion.

Motion by Councilmember Rodriguez, seconded by Councilmember Pacheco to approve Consent Calendar Nos. 1 through 4:

- 1) APPROVE MINUTES FOR THE REGULAR MEETINGS OF DECEMBER 7, 2020 AND JANUARY 4, 2021 – SUCCESSOR AGENCY
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) CONSIDERATION TO APPROVE THE USE OF CITY LETTERHEAD TO SEND LETTERS FROM THE SAN FERNANDO EDUCATION COMMISSION TO LOCAL SCHOOL PRINCIPALS AND DIRECTORS REGARDING CITY RESOURCES

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- 4) CONSIDERATION TO ADOPT A RESOLUTION AMENDING THE FISCAL YEAR 2020-2021 SALARY PLAN TO IMPLEMENT CHANGES IN THE CALIFORNIA MINIMUM WAGE FOR CERTAIN PART-TIME EMPLOYEES

The motion carried unanimously.

Item Pulled for Discussion

- 5) CONSIDERATION TO ADOPT A RESOLUTION APPROVING A NEW JOB SPECIFICATION FOR COMMUNITY PRESERVATION OFFICER

Motion by Councilmember Montañez, seconded by Councilmember Rodriguez to adopt Resolution No. 8051 approving new specifications for the Community Preservation Officer job classification; and authorize the City Manager to make non-substantive corrections and execute all related documents. The motion carried unanimously.

ADMINISTRATIVE REPORTS

- 6) PRESENTATION AND UPDATE REGARDING COVID-19 RESPONSE EFFORTS

Director of Community Development Hou presented the staff report

Councilmember Pacheco spoke about the necessity to take care of the small businesses in the City of San Fernando and suggested Council consider the following policy proposals. The policy proposal includes: Calling on the large businesses (i.e. McDonalds, Starbucks) to pay employees to receive the Covid-19 vaccine; Provide rental relief to Swap-Meet vendors; waive business license processing fee, business license permit fee, and mall maintenance levy; provide grants for small businesses and informational webinars to educate on the small business loan process; provide at-home Covid-19 tests; re-examine outdoor dining and begin a slow re-opening.

Councilmember Montañez suggested utilizing ALERTSF to notify residents to register for testing and vaccinations. Suggested sending a letter to County Board of Supervisors to request more resources in testing and additional resources in vaccines. Requested additional information regarding the allocation of the \$311,000 received from Coronavirus Relief Funds.

Councilmember Rodriguez suggested promoting the San Fernando Park Testing site to residents, and mentioned the CDBG funds and the next round of funding. Pointed out resources required for students such as Wi-Fi.

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Mayor Ballin and Vice Mayor Mendoza echoed the Councilmembers comments and suggestions.

City Manager Kimball responded to Councilmember questions, suggesting to allow staff to review Councilmember Pacheco's proposals and return at a future meeting with staff recommendations and budget amounts; will begin preparing a letter to the County Board of Supervisors for additional resources; provided information regarding the Coronavirus Relief Funds appropriations. Staff will prepare recommendations for Council consideration for the next City Council meeting.

7) PRESENTATION AND DISCUSSION REGARDING SOLID WASTE FRANCHISE SERVICES

Director of Public Works Baumgardner and Republic Services Representative Francella Aguilar presented the staff report and responded to Councilmember questions.

By consensus, Councilmembers directed staff to bring back an ordinance implementing Assembly Bill 341, Assembly Bill 1826, and Senate Bill 1383 Regulations.

It was noted that the City Council recessed at 9:14 p.m. and reconvened at 9:22 p.m. with all Councilmembers present.

8) PRESENTATION AND DISCUSSION OF THE CITYWIDE PARKING MANAGEMENT MASTER PLAN PROJECT

Director of Community Development Hou and KOA Consultants representatives presented the staff report and responded to Councilmember questions.

Council directed staff to provide follow-up information answering Councilmember questions regarding data concerns and gathering information to create a useful Parking Management Plan.

9) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO MOORE IACOFANO GOLTSMAN, INC., FOR THE DESIGN OF THE LAYNE PARK REVITALIZATION PROJECT

Director of Recreation and Community Services Venegas presented the staff report and responded to Councilmember questions.

Motion by Mayor Ballin, seconded by Vice Mayor Mendoza to approve a Professional Services Agreement (Contract No. 1974) with Moore Iacofano Goltsman, Inc. in an amount not to exceed \$189,804, to provide design services for the Layne Park Revitalization Project; and authorize the City Manager to approve an additional scope of work, not to exceed \$25,000; and authorize the City Manager to make non-substantive changes and execute all related documents.

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The motion carried with the following vote:

ROLL CALL

AYES: Rodriguez, Pacheco, Mendoza, Ballin - 4

NAYS: None

ABSENT: None

ABSTAIN: Montañez - 1

- 10) DISCUSSION AND CONSIDERATION OF THE CURRENT ALLOCATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS PROVIDED THROUGH THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT AND DISCUSSION OF THE FISCAL YEAR 2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR FUNDING ALLOCATION

City Manager Kimball presented the staff report and responded to Councilmember questions.

Motion by Vice Mayor Mendoza, seconded by Mayor Ballin to create a CDBG Ad Hoc Committee appointing Councilmembers Hector Pacheco and Celeste Rodriguez to the committee. The motion carries, unanimously.

- 11) CONSIDERATION TO REINSTATE THE CITY COUNCIL PENSION PROGRAM REVIEW AD HOC COMMITTEE TO REVIEW RESPONSES TO A REQUEST FOR PROPOSALS FOR UNDERWRITING SERVICES RELATED TO THE CITY'S PENSION OBLIGATION BONDS

Director of Finance Ibanez presented the staff report.

Motion by Vice Mayor Mendoza, seconded by Mayor Ballin to reinstate the City Council Pension Program Review Ad Hoc Committee appointing Vice Mayor Mendoza and Councilmember Montañez to the committee. The motion carries, unanimously.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Director of Public Works Baumgardner announced that staff addressed eleven fallen trees due to the high winds.

Director of Recreation and Community Services Venegas had no updates to report.

City Clerk Fritz had no updates to report.

Director of Community Development Hou provided an update regarding the appeals hearing for the 6th Cycle of the Regional Housing Needs Assessment Allocation, the City had its appeals hearing last week in front of the SCAG RHNA Appeals Board and all eight appeals that appeared in front of the board have been denied. Staff has kicked off the Housing Element Update effort to meet State law requirement.

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Director of Finance announced on February 1, 2021, Department Heads will be presenting department goals for Fiscal Year 2021-2022 based on City Council's strategic goals. Lastly, requested City Council to adjourn tonight's meeting in memory of Senior Account Clerk Sandra Soto's father.

Police Chief Vairo requested City Council to adjourn tonight's meeting in memory of Dan Alderman's son, Bobby Alderman, Capitol Police Officer Brian Sicknick, and Sacramento County Sheriff Deputy Adam Gibson.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Montañez gave condolences to Sandra Soto and her family and asked to adjourn the meeting in memory of Jess Margarito. Lastly, invited everyone to watch and enjoy Inauguration Day tomorrow.

Councilmember Rodriguez echoed sentiments of Jess Margarito and extended condolences to all the families who lost loved ones.

Councilmember Pacheco announced the finalization of 85 locations and trees to be planted along Glenoaks Blvd. Secondly, provided gratitude to the Education Commission and Chair Angel Zobel-Rodriguez for collaborating with Tesla to include youth in STEM and Engineering. Provided updates regarding SCAG meeting and topic of Climate Action and Climate Change. Lastly, requested to adjourn the meeting in memory of Martin Luther King Jr. and Tommy Lasorda.

Vice Mayor Mendoza reported she attended the Los Angeles County City Selection Committee meeting where the committees' budget was approved and wished Councilmember Montañez and her brother, Arturo Chacon, a happy birthday.

Mayor Ballin spoke about Jess Margarito and sends her condolences to their family.

ADJOURNMENT (11:43 p.m.)

Mayor Ballin adjourned the meeting in memory of Sandra Soto's father, Bobby Alderman, Capitol Police Officer Brian Sicknick, Sacramento County Sheriff Deputy Adam Gibson, Former Mayor Jess Margarito, Martin Luther King Jr., and Tommy Lasorda to the next regular City Council Meeting of February 1, 2021.

I do hereby certify that the foregoing is a true and correct copy of the minutes of January 19, 2021, meeting as approved by the San Fernando City Council.

Julia Fritz, City Clerk

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

**FEBRUARY 1, 2021 – 6:00 P.M.
REGULAR MEETING**

Teleconference Per Governor Executive Order N-29-20

CALL TO ORDER/ROLL CALL

Mayor Sylvia Ballin called the meeting to order at 6:00 p.m.

Present:

Council: Mayor Sylvia Ballin, Vice Mayor Mary Mendoza, and Councilmembers Hector A. Pacheco (joined at 6:06 p.m.), Cindy Montañez, and Celeste Rodriguez (joined at 6:03 p.m.)

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, Police Chief Anthony Vairo, Deputy City Manager/Director of Community Development Timothy Hou, Director of Finance J. Diego Ibanez, Director of Public Works Matthew Baumgardner, Director of Recreation and Community Services Julian Venegas, and City Clerk Julia Fritz

Absent: None

PLEDGE OF ALLEGIANCE

Led by City Clerk Fritz

APPROVAL OF AGENDA

Motion by Councilmember Montañez, seconded by Vice Mayor Mendoza to approve the agenda and by consensus, the motion carried.

PRESENTATIONS None

SAN FERNANDO CITY COUNCIL

MINUTES – February 1, 2021

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PUBLIC STATEMENTS – ORAL/WRITTEN

Steve Garcia spoke his concerns regarding comments made by Councilmember Montañez regarding the Tesla Contract.

Liliana Villanueva expressed concerns over people maintaining the level of restrictions of dining during out during the Covid -19 pandemic.

Julie Cuellar expressed her concerns regarding a Public Records Request submitted to the City Clerk Department.

CONSENT CALENDAR

Motion by Councilmember Montañez, seconded by Councilmember Rodriguez to approve:

- 1) CONSIDERATION AND APPROVAL OF THE MEETING MINUTES FOR THE JANUARY 4 AND JANUARY 19, 2021 SPECIAL MEETINGS
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER FOR THE SUCCESSOR AGENCY
- 4) CONSIDERATION TO AUTHORIZE SUBMITTAL OF GRANT APPLICATIONS TO THE NATIONAL ENDOWMENT FOR THE ARTS AND THE CALIFORNIA ARTS COUNCIL FOR FUNDING SUPPORT OF THE MARIACHI MASTER APPRENTICE PROGRAM

The motion carried, unanimously.

ADMINISTRATIVE REPORTS

- 5) PRESENTATION AND UPDATE REGARDING COVID-19 RESPONSE EFFORTS

City Manager Kimball and Deputy City Manager/Director of Community Development presented information relating to the City's COVID-19 efforts, including, but not limited to response, enforcement, education and related policy initiatives. Staff responded to Councilmember questions and the City Council received and filed the presentation.

- 6) PRESENTATION AND DISCUSSION OF THE DRAFT COMMUNITY OUTREACH PLAN BY AZURE DEVELOPMENT, INC., FOR THE OPPORTUNITY SITE AT PARKING LOT NO. 3

SAN FERNANDO CITY COUNCIL

MINUTES – February 1, 2021

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Deputy City Manager/Director of Community Development Hou, City's Economic Development Advisor Ken Hira, and Azure Development Vanessa Delgado made a presentation to City Council and responded to Councilmember questions.

It was the consensus of the Councilmembers to refine list of community stakeholders, meet with the Visioning and Resiliency Ad Hoc to review survey questions based on Councilmembers comments and suggestions, and begin a robust outreach effort in March 2021.

It was noted that the City Council recessed at 8:15 p.m. and reconvened at 8:20 p.m. with all Councilmembers present.

7) PRESENTATION AND DISCUSSION REGARDING AN UPDATE ON THE RESULTS OF THE ENERGY EFFICIENCY RESOURCES AUDIT OF CITY-OWNED FACILITIES AND ADOPTION OF A RESOLUTION APPROPRIATING FUNDS TO APPLY FOR THE SELF-GENERATION INCENTIVE PROGRAM

Director of Public Works Baumgardner and Tony Lumino of Engie Services provided a presentation and responded to Councilmember questions.

Motion by Councilmember Pacheco, seconded by Vice Mayor Mendoza to receive and file a presentation from staff and Engie Services providing an update on the results of the Energy Efficiency Audit on City facilities and related energy upgrades; adopt Resolution No. 8052 appropriating \$30,000 in the Capital Grants Fund (010) to pay the application fees for rebate incentives un the Self-Generation Program for the Police Facility and Compressed Natural Gas station; and discuss with the Ad Hoc Committee options related to installing Wi-Fi equipment on City-owned streetlight poles as part of a proposed energy efficiency upgrade. The motion carried, unanimously.

It was noted that the City Council would consider Item No. 11 prior to Item Nos. 8 through 10.

11) DISCUSSION AND CONSIDERATION REGARDING THE USE OF VIRTUAL BACKGROUNDS DURING CITY-RELATED MEETINGS

Vice Mayor Mendoza and City Manager Kimball presented the staff report.

It was the consensus of the Councilmembers to direct staff to develop a policy and provide Council with the background options for discussion at a future meeting.

It was noted that Agenda Item Nos. 8, 9 and 10 were not considered and continued to an adjourned regular meeting of February 3, 2021 at 5:00 p.m.

SAN FERNANDO CITY COUNCIL

MINUTES – February 1, 2021

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ADJOURNMENT (9:21 p.m.)

Motion by Mayor Ballin, seconded by Vice Mayor Mendoza to adjourn the meeting to an adjourned regular meeting to be held on Wednesday, February 3, 2021, at 5:00 p.m. pursuant to GC Section 54955 and 54955.1. All Public Hearings scheduled to be heard tonight be continued to the adjourned meeting of February 3, 2021, and that the City Clerk is directed to post all notices required by Government Code Section 54955 and 54955.1. The motion carried, unanimously.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 1, 2021, regular meeting as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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

**FEBRUARY 3, 2021 – 5:00 P.M.
ADJOURNED REGULAR MEETING**

Teleconference Per Governor Executive Order N-29-20

CALL TO ORDER/ROLL CALL

Mayor Sylvia Ballin called the meeting to order at 5:01 p.m.

Present:

Council: Mayor Sylvia Ballin, Vice Mayor Mary Mendoza, and Councilmembers Cindy Montañez, Hector A. Pacheco, and Celeste T. Rodriguez

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, Police Chief Anthony Vairo, Deputy City Manager/Director of Community Development Timothy Hou, Director of Finance Diego Ibanez, Direct Public Works Director Matthew Baumgardner, Director of Recreation and Community Services Julian Venegas, and City Clerk Julia Fritz

Absent: None

City Clerk Julia Fritz reported that the Notice of Adjournment was posted pursuant to Government Code Sections 54955 and 54955.1.

PLEDGE OF ALLEGIANCE

Led by City Clerk Fritz

ADMINISTRATIVE REPORTS

- 8) DISCUSSION AND CONSIDERATION OF THE PROGRAMS FUNDED THROUGH THE FISCAL YEAR 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS PROVIDED THROUGH THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT AND THE FISCAL YEAR 2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR FUNDING ALLOCATION

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY – ADJOURNED REGULAR MEETING

MINUTES – February 3, 2021

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City Manager Kimball presented the staff report and introduced the City's Community Development Block Grant (CDBG) consultant Michael Neal with Michael Baker International, who provided additional comments and responded to Councilmember inquiries.

Motion by Councilmember Rodriguez, seconded by Councilmember Pacheco to discuss the use of the additional Community Development Block Grant (CDBG) funding provided through the Coronavirus Aid, Relief, and Economic Security Act (CDBG-CV), related CDBG Ad Hoc Committee recommendation and finalizing details of the program. The motion carried, unanimously.

9) DISCUSSION AND CONSIDERATION OF POTENTIAL PROGRAMS FOR A LOCAL COVID-19 STIMULUS PACKAGE FOR SAN FERNANDO RESIDENTS AND BUSINESSES

City Manager Kimball presented the staff report.

Motion by Councilmember Pacheco, seconded by Mayor Ballin to direct staff to implement all program items with the exception of the local transit support item (immediately waiving the local transit fees and prioritizing the Capital Improvement Project to be discussed at a later time). The motion carried, unanimously.

10) DISCUSSION AND PRESENTATION OF EACH DEPARTMENT'S RECOMMENDED CITY COUNCIL PRIORITIES FOR THE FISCAL YEAR 2021-2022 PROPOSED BUDGET PROCESS

It was the consensus of the Councilmembers to table this item to the February 16, 2021 Regular Meeting.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Director of Recreation and Community Services Venegas announced the Parks, Wellness, and Recreation Commission will be held on Tuesday, February 9, 2021, and the Commission will be discussing the approvals of murals on public land.

Police Chief Vairo announced the current police dog will be medically retired due to an injury while training and noted that the purchase of a new police dog will be brought to Council for consideration.

Director of Public Works Baumgardner announced that beginning this weekend the mall closures along San Fernando Road between Brand Blvd. and Maclay Ave. will begin Friday nights and reopen on Sundays, to allow for outdoor dining.

**SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY – ADJOURNED REGULAR MEETING
MINUTES – February 3, 2021**

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Director of Finance Ibanez announced the Measure A Town hall Meeting will be on February 22, 2021, from 6 p.m. to 7 p.m.

City Clerk Fritz mentioned that the Education Commission will be acknowledging two “Students of the Month” at the February 16, 2021 City Council Meeting.

Deputy City Manager/Director of Community Development Hou announced the Planning and Preservation Commission meeting will be held on Monday, February 8, 2021. The Commission will be discussing the selection of officers and an update from staff regarding recent legislative changes to accessory dwelling unit laws. Secondly, a reminder to provide nominees for the Technical Advisory Committee for the Housing Element Update.

City Manager Kimball announced an executive order has been issued extending outdoor services due to Covid-19 and mentioned staff continues to work with City partnerships to create a focus on San Fernando residents in order to provide testing and vaccinations.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Pacheco met with Councilmember Montañez regarding tree expertise and tree placement in the City.

Councilmember Rodriguez thanked Council and staff for their work and mentioned her support for bus stop rehabilitation, and suggested residents take advantage of free tax assistance offered through CSUN’s Vita program.

Councilmember Montañez echoed her excitement for the placement of new trees in the City, commented about the Safe and Active Streets Ad Hoc Committee meeting, and suggested staff seek resource assistance for the homeless.

Councilmember Ballin requested to agendaize for the next meeting, to create an ad hoc for homelessness.

Vice Mayor Mendoza attended Violet Vicuna’s Centennial Birthday celebration parade and presented her with a Certificate of Recognition on behalf of the City Council.

Mayor Ballin spoke about the parade and thanked the Police Department for their participation, and reported that the Metropolitan Water District Board of Directors announced the removal and replacement of Board Members Charles Trevino and Adan Ortega.

**SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY – ADJOURNED REGULAR MEETING
MINUTES – February 3, 2021**

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ADJOURNMENT (6:46 p.m.)

Mayor Ballin adjourned the adjourned regular meeting to the next regular City Council Meeting of February 16, 2021.

I do hereby certify that the foregoing is a true and correct copy of the minutes of February 3, 2021, meeting as approved by the San Fernando City Council.

Julia Fritz, City Clerk

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

FEBRUARY 7, 2022 – 6:00 P.M.

REGULAR MEETING

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

CALL TO ORDER/ROLL CALL

Mayor Mary Mendoza called the meeting to order at 6:01 p.m.

Present:

Council: Mayor Mary Mendoza, Vice Mayor Hector A. Pacheco (via teleconference – joined at 6:20 p.m.), Councilmember Cindy Montañez (via teleconference) and Councilmember Celeste Rodriguez (via teleconference)

Absent: Councilmember Sylvia Ballin

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, Interim/Acting Police Chief Nichole Hanchett, Director of Public Works Matt Baumgardner, Director of Community Development Kanika Kith, Interim/Acting Director of Finance Sonia Garcia, Director of Recreation and Community Services Julian Venegas, and City Clerk Julia Fritz

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS None

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting February 7, 2022

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CONSENT CALENDAR

Motion by Councilmember Montañez, seconded by Mayor Mendoza to approve:

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES FOR:

- | | |
|--|---------------------------------------|
| a. October 5, 2020 - Regular Meeting | e. March 9, 2021 - Special Meeting |
| b. November 2, 2020 - Regular Meeting | f. March 15, 2021 - Regular Meeting |
| c. November 16, 2020 - Regular Meeting | g. January 12, 2022 - Regular Meeting |
| d. December 7, 2020 - Regular Meeting | h. January 18, 2022 - Special Meeting |

2) CONSIDERATION TO ADOPT RESOLUTION NOS. 22-021 APPROVING THE WARRANT REGISTER

3) CONSIDERATION TO ADOPT A RESOLUTION TO FORMALLY DISSOLVE THE SUCCESSOR AGENCY TO THE SAN FERNANDO REDEVELOPMENT AGENCY

4) SECOND READING AND ADOPTION OF ORDINANCE NO. 1705 APPROVING AMENDMENTS TO SECTIONS 90-941 AND 90-942 OF CHAPTER 90 OF THE CITY OF SAN FERNANDO CITY CODE RELATING TO SPEED LIMITS

ORDINANCE NO. - An ordinance of the City Council of the City of San Fernando, California, amending Sections 90-941 and 90-942 of Chapter 90 of the City of San Fernando City Code relating to speed limits

5) CONSIDERATION TO ADOPT A RESOLUTION RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE PERIOD OF FEBRUARY 12, 2022 TO MARCH 13, 2022, OF THE CITY OF SAN FERNANDO'S LEGISLATIVE BODIES IN COMPLIANCE WITH GOVERNMENT CODE SECTION 54953(E) AND OTHER APPLICABLE PROVISIONS OF ASSEMBLY BILL 361

6) CONSIDERATION TO AUTHORIZE SUBMITTAL OF GRANT APPLICATIONS TO THE NATIONAL ENDOWMENT FOR THE ARTS AND THE CALIFORNIA ARTS COUNCIL TO SUPPORT THE MARIACHI MASTER APPRENTICE PROGRAM

7) CONSIDERATION TO AUTHORIZE THE FORMAL SOLICITATION OF BIDS FOR THE PICO STREET RESURFACING PROJECT

8) CONSIDERATION TO APPROVE AN INCREASE TO PURCHASE ORDER NO. 12446 WITH STEP-SAVER CONSULTING SERVICES FOR PURCHASING AND DELIVERY OF SALT FOR USE IN THE NITRATE REMOVAL SYSTEM FOR WELL 7A

9) CONSIDERATION TO ACCEPT A COMMUNITY RESILIENCE PROGRAM GRANT FROM THE DR. LUCY JONES CENTER FOR SCIENCE AND SOCIETY AND ADOPT A RESOLUTION APPROPRIATING THE FUNDS

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting February 7, 2022

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

Motion carried, by the following vote:

ROLL CALL

AYES:	Rodriguez, Montañez, Mendoza - 3
NAYES:	None
ABSENT:	Ballin, Pacheco - 2
ABSTAIN:	None

ADMINISTRATIVE REPORTS

Vice Mayor Hector A. Pacheco joined the meeting via teleconference at 6:20 p.m.

11) CONSIDERATION TO APPROVE A PURCHASE ORDER WITH INVERIS TRAINING SOLUTIONS, INCORPORATED, FOR THE VIRTUAL REALITY (VR-DT) TRAINING SIMULATOR: TWO PERSON FOR LAW ENFORCEMENT TRAINING SYSTEM

Lieutenant Irwin Rosenberg presented the staff report and responded to Councilmember questions.

Motion by Councilmember Montañez, seconded by Vice Mayor Pacheco to waive formal bidding requirements and approve a purchase order with InVeris Training Solutions, Inc. for the Virtual Reality Training Simulator: Two Person for Law Enforcement Training System in an amount not-to-exceed \$55,000; and authorize the City Manager to execute the purchase order and all related procurement documents.

Motion carried, by the following vote:

ROLL CALL

AYES:	Rodriguez, Montañez, Pacheco, Mendoza - 4
NAYES:	None
ABSENT:	Ballin - 1
ABSTAIN:	None

12) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR SWEEPING OF CITY-OWNED PARKING LOTS, ALLEYS, AND TRASH ENCLOSURES IN THE DOWNTOWN MALL AREA

Director of Public Works Baumgardner presented the staff report and responded to Councilmember questions.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting February 7, 2022

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Motion by Councilmember Montañez, seconded by Councilmember Rodriguez to approve a Professional Services Agreement (Contract No. 2052) with Karina Sweeping Company, in an amount not to exceed \$82,215 per year for Street Sweeping Services for a three-year term, with a City option to renew for two additional years; as amended to include services in the contract for the areas of Maclay Street between First and Fourth Street, included in the contract, and authorize the City Manager to execute all related documents.

Motion carried, by the following vote:

ROLL CALL

AYES:	Rodriguez, Montañez, Pacheco, Mendoza - 4
NAYES:	None
ABSENT:	Ballin - 1
ABSTAIN:	None

13) CONSIDERATION AND DISCUSSION REGARDING RE-ESTABLISHING LOW INCOME ASSISTANCE HOME PROGRAMS

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

City Manager Kimball spoke about a low income assistance home program would require a full time staff member towards program implementation, administration and management and recommended that staff would bring back a report at a future meeting with additional information on establishing a new job position for a Housing Coordinator. By consensus, Councilmembers concurred with staff's recommendation.

14) CONSIDERATION TO APPOINT A TRANSPORTATION AND SAFETY COMMISSIONER

Motion by Councilmember Montañez, seconded by Vice Mayor Pacheco to appoint Adriana Gomez to serve as a Commissioner on the Transportation and Safety Commission.

Motion carried, by the following vote:

ROLL CALL

AYES:	Rodriguez, Montañez, Pacheco, Mendoza - 4
NAYES:	None
ABSENT:	Ballin - 1
ABSTAIN:	None

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting February 7, 2022

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STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Clerk Fritz and Acting Chief of Police Hanchett had no updates to report.

Director of Community Development Kith stated staff will be presenting the draft ordinance regarding Senate Bill 9 to the February 4, 2022 Planning and Preservation Commission meeting for discussion.

Director of Public Works Baumgardner reported the City received a \$291,000 grant from Cal Fire to prepare an Urban Forest Management Plan; noted the partnership with TreePeople and West Coast Arborist to implement community tree planting programs, announced for the 14th year the City was recognized as a Tree City USA® which provides eligibility for urban forestry opportunities; noted staff has submitted an application for a \$1.3 million grant through Clean California and provided an update on the City-wide slurry seal project.

Director of Recreation and Community Services Venegas reported that staff will be presenting for review and approval a mural application at tomorrow's Parks, Wellness, and Recreation Commission meeting and announced that the Las Palmas Senior Club will be hosting a senior dance at Las Palmas Park on February 13, 2022, for Valentine's Day.

Interim/Acting Director of Finance Garcia announced the Measure A and Measure SF Local Transaction Tax Town Hall Meeting will be held on February 28, 2022, at 6:30 p.m., mentioned the City's audited annual financial reports for Fiscal Year (FY) ending June 30, 2021, are available on the City's website, and stated that a presentation of the FY 2021-2022 mid-year budget review, and FY 2022-2023 budget outlook will be presented to the City Council at the March 7, 2022 meeting.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Montanez recognized staff for receiving the Cal Fire grant, spoke about the Calles Verdes Project, and sends her thoughts and prayers to Councilmember Ballin.

Councilmember Rodriguez, echoed her condolences to Councilmember Ballin, and acknowledged staff for the maintained support of the Master Apprentice Mariachi Program.

Vice Mayor Pacheco thanked staff for their continued efforts in applying for grants and leveraging resources and reported on having discussions with Director of Public Works Baumgardner regarding storm drains and water recapture, and the continued drought conditions.

Mayor Mendoza thanked staff and Council for their work and support.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting February 7, 2022

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ADJOURNMENT (7:41 p.m.)

Mayor Mendoza adjourned the meeting in memory of Francisco M. Arrizon to the next regular meeting of February 22, 2022.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the February 7, 2022, regular meeting as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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

**JULY 5, 2022 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Mary Mendoza called the meeting to order at 6:27 p.m.

Present:

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

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, Police Chief Fabian Valdez, Director of Public Works Matt Baumgardner, Interim/Acting Director of Finance Sonia Garcia, Director of Recreation and Community Services Julian Venegas, and Deputy City Clerk/Management Analyst Crystal Solis

Absent: None

PLEDGE OF ALLEGIANCE

Led by Deputy City Clerk Crystal Solis

APPROVAL OF AGENDA

Motion by Councilmember Rodriguez, seconded by Councilmember Montañez to approve the agenda as presented. The motion carried, unanimously.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting July 5, 2022

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PRESENTATIONS

- A. Presentation of Certificate of Proclamation Declaring the month of July as National Park and Recreation Month.
- B. Presentation of Certificates of Appreciation to volunteers from Teens for a Better Community for their dedicated assistance with City-Wide events.
- C. Presentation of a Certificate of Appreciation recognizing Irmgard Mierzynski Line Dance Instructor at the Las Palmas Senior Center.

PUBLIC STATEMENTS

Lilia Monterrosa Field Representative from the Office of Congressman Tony Cárdenas spoke about the “988 Suicide & Crisis Lifeline”, and provided the new telephone dialing code 988 as a free, 24 hour hotline connecting callers directly to the former National Suicide Prevention Lifeline. The “988” dialing code launches on July 16 for anyone anywhere to be able to reach out to 988 if they, or someone they know, is experiencing a mental health or substance-related crisis.

Liana Stepanyan San Fernando Library Manager submitted a public comment via email with updates regarding the Library’s program activities.

CONSENT CALENDAR

Councilmember Rodriguez requested to pull Consent Item No. 5 for further discussion.

Motion by Councilmember Montañez, seconded by Councilmember Rodriguez to approve Item Nos. 1 through 4 as presented:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES FOR:
 - a. JUNE 6, 2022 - Regular Meeting
 - b. JUNE 21, 2022 - Regular Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) CONSIDERATION TO ADOPT A RESOLUTION RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE PERIOD OF JULY 14, 2022 TO AUGUST 12, 2022, OF THE CITY OF SAN FERNANDO’S LEGISLATIVE BODIES IN COMPLIANCE WITH GOVERNMENT CODE SECTION 54953(E) AND OTHER APPLICABLE PROVISIONS OF ASSEMBLY BILL 361
- 4) CONSIDERATION TO AUTHORIZE THE FORMAL SOLICITATION OF BIDS FOR PHASE 1 OF THE ANNUAL STREET RESURFACING PROJECT

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting July 5, 2022

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The motion carried, unanimously.

Items Pulled for Discussion

5) CONSIDERATION TO ADOPT RESOLUTIONS ESTABLISHING A JOB SPECIFICATION FOR THE POSITION OF DEPUTY CITY MANAGER/ECONOMIC DEVELOPMENT

Motion by Vice Mayor Pacheco, seconded by Councilmember Rodriguez to adopt Resolution No. 8167 approving a specification for the Deputy City Manager/Economic Development job classification, adopt Resolution No. 8168 amending Resolution No. 7692 to include the Deputy City Manager/Economic Development in the Department Head Benefits Plan, and authorize the City Manager to make non-substantive corrections and execute all related documents. The motioned carried, unanimously.

Councilmember Montañez recused herself from consideration and discussion regarding Agenda Item No. 6 due to a conflict of interest, as TreePeople is her current employer, and left the dais at 7:16 p.m.

6) CONSIDERATION TO APPROVE A MEMORANDUM OF AGREEMENT WITH TREEPEOPLE TO DEVELOP THE CITY OF SAN FERNANDO URBAN FOREST MANAGEMENT PLAN

Motion by Vice Mayor Pacheco, seconded by Councilmember Rodriguez to approve a Memorandum of Agreement (Contract No. 2082) with TreePeople for \$273,775.53 for the development of the City of San Fernando Urban Forest Management Plan, authorize the City Manager to make any non-substantive changes and execute the agreement and all related documents.

Motion carried with the following vote:

ROLL CALL

AYES:	Rodriguez, Ballin, Pacheco, Mendoza – 4
NOES:	None
ABSENT:	Montañez – 1
ABSTAIN:	None

Councilmember Montañez returned to the dais at 7:17 p.m.

PUBLIC HEARING

7) A PUBLIC HEARING TO CONSIDER ADOPTING AN ORDINANCE TO ADOPT A MILITARY EQUIPMENT POLICY AS REQUIRED BY ASSEMBLY BILL 481

Mayor Mendoza opened the Public Hearing.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting July 5, 2022

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The staff report was presented by Assistant City Attorney Susie Altamirano, Police Chief Valdez, and Lieutenant Rosenberg, and responded to Councilmember questions.

Mayor Mendoza called for public testimony; there were no public comments submitted. Mayor Mendoza closed the public hearing and by unanimous consensus of the City Council, the public hearing was closed.

Motion by Vice Mayor Pacheco, seconded by Councilmember Ballin to introduce for first reading, in title only, and waive further reading of Ordinance No. 1711 titled, “An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Equipment Policy governing the use of military equipment pursuant to Assembly Bill 481.” The motion carried, unanimously.

It was noted that Vice Mayor Pacheco left the dais at 8:34 p.m. and was absent for the remainder of the meeting.

ADMINISTRATIVE REPORTS

8) CONSIDERATION TO AUTHORIZE THE PURCHASE OF NEW VEHICLES THROUGH AN OPEN-ENDED EQUITY LEASE PROGRAM WITH ENTERPRISE FLEET MANAGEMENT

Director of Public Works Matt Baumgardner presented the staff report and responded to Councilmember questions.

Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to authorize the purchase of 10 new vehicles through the open-ended equity leasing program offered by Enterprise Fleet Management through the Sourcewell cooperative purchasing program; adopt Resolution No. 8166 appropriating \$100,258.08 from the Equipment/Vehicle Maintenance fund balance for the annual payments required for the purchase of the ten new vehicles; approve a Master Equity Lease Agreement with Enterprise Fleet Management (Contract No. 2083); and authorize the City Manager to make any non-substantive changes and execute the Agreement and all related documents. The motion carried, with Vice Mayor Pacheco absent.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Deputy City Clerk/Management Analyst Solis did not have updates to report.

Police Chief Valdez reported statistics on calls for service regarding illegal firework activities for the months of June and July 2022 and Lt. Rosenberg spoke about the challenges of balancing service call priorities.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting July 5, 2022

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Assistant to the City Manager Hernandez reported the City was awarded \$7.5 million in grant funds appropriated through the Office of Assemblymember Luz Rivas towards the Pacoima Wash Connectivity Bikeway Project, commented on pending fund requests and staff will bring back to a future meeting an update on the American Rescue Plan Act funds.

Director of Public Works Baumgardner announced the City received \$750,000 grant from the Department of Water Resources; commented on the Well 2A nitrate treatment system project and recruitment status for the Water Operations Manager position.

City Manager Kimball mentioned that details associated with the July 16 water saving symposium/workshop would be available shortly.

Director of Recreation and Community Services Venegas noted the annual reorganization for the Parks, Wellness and Recreation Commission will be held on July 12, 2022, and reported that the overnight camping event is at capacity and a waitlist has been created.

Director of Community Develop Kith commented on the no smoking ordinance, release of the RFP for the Downtown Master Plan, the Planning and Preservation Commission would be providing its recommendations regarding subdivision for the future Target store site.

City Manager Kimball spoke about the water saving symposium/workshop, expressed thanks to staff regarding the City's Fourth of July event and thanked City Council for their guidance.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Rodriguez recognized the Police Department for hosting the Neighborhood Watch meeting and asked Director of Community Development Kith to participate to respond to resident questions. Expressed gratitude to LT. Rosenberg and Patrol staff for all their efforts on 4th of July, and acknowledged the Red, White, and Lights City sponsored 4th of July event. Requested Recreation and Community Services staff to return to Council with information on expanding the overnight camping trip to more families. Thanked Assistant to the City Manager Hernandez for securing grant funds. Lastly, thanked Council for tonight's robust discussion.

Councilmember Montañez thanked Senator Hertzberg for securing \$7 million for water and Assemblymember Rivas for securing \$7.5 million for the Pacoima Wash Project. Invited Council to attend the July 16, 2022, Water Symposium Event. Mentioned a local foundation that created short videos that explain infiltration, these videos could be personalized and used to explain the City's Park Infiltration Project. Acknowledged the wonderful Pride event held at the San Fernando Outdoor Market and the first time a parade occurred in the mall. Lastly, appreciated tonight's discussion.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting July 5, 2022

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Councilmember Ballin could not attend the Pride or 4th of July event but heard both events were successful. Thanked Senator Hertzberg for \$14 million secured funds over his course in office. Requested staff to consider recommending a dog park in the City, and requested an update on status on the Puig house. Lastly, thanked all staff for their outstanding job.

Mayor Mendoza also thanked Senator Hertzberg & Assemblymember Rivas for funding for projects in the City. Attended the Red, Whites, and Lights 4th of July event and thanked Recreation staff for putting together a great event. Mentioned to staff she received two phone calls from residents regarding coyote sightings on resident property. Thanked City Manager Kimball for his leadership.

Councilmember Ballin requested staff return with a Coyote Management Plan related to education and working with CA Department of fish and Wildlife.

ADJOURNMENT (9:26 p.m.)

Mayor Mendoza adjourned the meeting to the next regular meeting of July 18, 2022, at 6:00 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the July 5, 2022, regular meeting as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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

**AUGUST 1, 2022 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Mary Mendoza called the meeting to order at 6:29 p.m.

Present: Council: Mayor Mary Mendoza, Councilmembers Sylvia Ballin, Cindy Montañez, and Celeste Rodriguez

Staff: City Manager Nick Kimball (via teleconference), Assistant City Attorney Richard Padilla, Police Chief Fabian Valdez, Director of Finance Erica Melton, Director of Community Development Kanika Kith, City Clerk Julia Fritz and Recreation and Community Services Supervisor Juan Salas

Absent: Vice Mayor Hector A. Pacheco

APPROVAL OF AGENDA

Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to approve the agenda as presented. The motion carried, with Vice Mayor Pacheco absent.

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

PRESENTATIONS

- A. PRESENTATION OF CERTIFICATE OF APPRECIATION HONORING VIOLETA ESCAMILLA QUINTERO FOR HER MANY YEARS TEACHING MUSIC TO SENIORS AT THE LAS PALMAS SENIOR CLUB
- B. PRESENTATION OF CERTIFICATE OF APPRECIATION HONORING SUZANNE LLAMAS FOR HER SERVICE AS A COMMISSIONER ON THE EDUCATION COMMISSION
- C. PRESENTATION OF CERTIFICATES OF APPRECIATION AND PRESENTATION OF RECOGNITION PLAQUES TO ROBERT ORDELHEIDE, ED MICHEL, HOLLY SCOTT AND WARREN MAURAN FOR THEIR VOLUNTEER SERVICES TO THE COMMUNITY

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting August 1, 2022

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PUBLIC STATEMENTS

Oscar Urrutia talked about filming in San Fernando of historical landmarks/signs and asked if the City would contribute funds to restore a neon sign of Fosters Freeze.

Mayra Jiménez spoke about Senate Bill 930 that would potentially extend alcohol sales to 4:00 a.m. and requested City Council support opposing the bill.

CONSENT CALENDAR

Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to approve:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES FOR THE JULY 5, 2022 SPECIAL MEETING
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) CONSIDERATION TO ADOPT A RESOLUTION RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE PERIOD OF AUGUST 13, 2022 TO SEPTEMBER 11, 2022, OF THE CITY OF SAN FERNANDO'S LEGISLATIVE BODIES IN COMPLIANCE WITH GOVERNMENT CODE SECTION 54953(E) AND OTHER APPLICABLE PROVISIONS OF ASSEMBLY BILL 361
- 4) CONSIDERATION TO APPROVE A REQUEST FROM KIDNEYS QUEST FOUNDATION TO USE THE CITY SEAL TO CO-SPONSOR THE 2022 HEALTH AND WELLNESS FAMILY FESTIVAL
- 5) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF THE NOTICE OF COMPLETION FOR THE PICO STREET IMPROVEMENT PROJECT, JOB NO. 7610, PLAN NO. P-731
- 6) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR CITY TRAFFIC ENGINEERING SERVICES WITH TOM BROHARD AND ASSOCIATES
- 7) CONSIDERATION TO AWARD A CONSTRUCTION CONTRACT FOR THE RESERVOIR 2A/5 SITE IMPROVEMENTS PROJECT, PLAN NO. P-738 AND JOB SPECIFICATIONS JOB NO. 7611

The motion carried, with Vice Mayor Pacheco absent.

PUBLIC HEARING

- 8) A PUBLIC HEARING TO CONSIDER ADOPTING A RESOLUTION MAKING CERTAIN FINDINGS IN ACCORDANCE WITH THE CALIFORNIA GOVERNMENT CODE, AND APPROVING AN ENERGY SERVICE CONTRACT WITH WILL DAN ENERGY SOLUTIONS FOR THE IMPLEMENTATION OF CERTAIN ENERGY RELATED IMPROVEMENTS AT CITY FACILITIES
(THIS ITEM WAS CONTINUED TO A DATE UNCERTAIN)

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

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- 9) A PUBLIC HEARING TO CONSIDER ADOPTING A RESOLUTION APPROVING TENTATIVE TRACT MAP NO. 2022-001 FOR A PROPOSED SUBDIVISION OF A 9.29-ACRE PARCEL DIVIDED INTO FIVE PARCELS FOR INDIVIDUAL OWNERSHIP IN THE HOME DEPOT/TARGET SHOPPING CENTER AT 12920 FOOTHILL BOULEVARD, ASSESSOR’S PARCEL NO. 2514-001-062

Mayor Mendoza opened the public hearing.

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

Mayor Mendoza called for public testimony; there were no public comments submitted. Mayor Mendoza closed the public hearing. Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to close the public hearing. The motion carried, with Vice Mayor Pacheco absent.

Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to adopt Resolution No. 8172 approving Tentative Tract Map No. 2022-001, for a proposed Subdivision of a 9.29-acre Parcel divided into five Parcels for individual ownership in the Home Depot/Target Shopping Center at 12920 Foothill Boulevard, Assessor’s Parcel No. 2514-001-062, subject to the Conditions of Approval included as Exhibit “A” to the resolution. The motion carried, with Vice Mayor Pacheco absent.

ADMINISTRATIVE REPORTS

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

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

- 11) CONSIDERATION AND DISCUSSION TO DESIGNATE A VOTING DELEGATE AND ALTERNATE(S) FOR THE 2022 LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

City Clerk Julia Fritz presented the staff report. By consensus of the City Council, pursuant to current Councilmember liaison assignments, Mayor Mary Mendoza was designated the Voting Delegate for the League of California Cities 2022 Annual Conference and Expo and Councilmember Celeste Rodriguez would be designated as the Alternate Voting Delegate, who may vote in the event that the designated Voting Delegate is unable to serve in that capacity; and authorize the City Clerk to execute and submit the 2022 Annual Conference Voting Delegate/Alternate Form to the League.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting August 1, 2022

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12) CONSIDERATION AND DISCUSSION TO DEVELOP A LANGUAGE ACCESS PLAN FOR MONOLINGUAL, SPANISH-SPEAKING RESIDENTS

Councilmember Celeste Rodriguez spoke about the information presented in the staff report.

By consensus, Councilmembers requested staff to bring back a report to a future meeting with additional information to include, but not limited to policy guidelines, level of service options, identifying costs to appropriate funds potentially for the Fiscal Year 2023-2024 Budget, and data on which cities currently have a language access plan/policy guidelines to include information from the City of Oakland.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Clerk Fritz mentioned staff would be bringing an award of contract/lease agreement to a meeting in September, 2022 regarding the City-Wide Multifunction Copier project.

Police Chief Valdez announced the annual National Night Out event is being held on October 4, 2022.

Recreation and Community Services Specialist Juan Salas provided updates on the recent movie night events and thanked Hamer Toyota for providing attendees with pizza, popcorn and drinks; announced the Homeless Connect Day event being held at Las Palmas Park on August 17, 2022; mentioned staff would be bringing back an update on the past overnight camping event, the upcoming Joshua Tree overnight camping event and noted that a \$70,000 grant was awarded towards the Learning Center Technology program.

Director of Public Works Baumgardner provided updates on Phase 1 of the Slurry Seal Project, Phase 2 would begin shortly, and noted staff is preparing to advertise the Notice Inviting Bids for the Glenoaks Bridge Fencing Improvement project.

Director of Community Development Kith announced that the regularly scheduled Planning and Preservation Commission for the August meeting would be cancelled.

Director of Finance Melton thanked staff for welcoming her to the City.

Assistant to the City Manager Hernandez spoke about the press event dedication for the Pacoima Wash Natural Park.

City Manager Kimball thanked staff for preparing the press event; and referred to the quarterly look ahead report for upcoming agenda items and events for the months of August and September.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting August 1, 2022

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GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Rodriguez thanked staff for their work.

Councilmember Ballin mentioned a resident who was recently ordered by Code Enforcement to stop the installation of artificial turf in their front yard due to the landscape design standards in the City's ordinance, commented on the drought crises and the resident's water conservation efforts.

Director of Community Development Kith explained that the landscape design standards in the existing ordinance requires that the resident maintain fifty percent of live landscaping in residential front yards and commented that the ordinance is under review to recognize water conservation efforts associated with the drought crises.

City Manager Kimball confirmed that staff has been working to identify updates to the ordinance and mentioned staff would be bringing a report back to the City Council in September, 2022.

Councilmember Ballin requested that a letter opposing SB 930 and a letter supporting Adan Ortega as Metropolitan Water District's (MWD) next Board Chairman be prepared, circulated to Councilmembers for consideration and transmit the letters to applicable agencies. Lastly, Councilmember Balling requested to close the meeting in memory of her son-in-law's grandmother Anna Marie Richardson and Ronald Wheeler.

Councilmember Montañez spoke about the movie night event and the overnight camping events; commented on the Police Department in discussions to allow school resource officers on school campuses; and mentioned the San Fernando Beautiful and Safe informational mailer.

Mayor Mendoza was a participant at the press event conference with Assemblywoman Luz Rivas regarding the Pacoima Wash Project where she met Elias Rodriguez's family; noted her support for a letter opposing the alcohol bill SB 930 and her support of Adan Ortega as MWD's next Board Chairman and thanked Hammer Toyota for their support with the movie night event. Mayor Mendoza inquired on which streets would be affected during the Phase 1 Slurry Seal project and requested that a list of those streets be posted to the City's website and commented on referring the uncollected trash billing matter to the ARPA ad hoc committee to consider debt assistance.

ADJOURNMENT (9:08 p.m.)

Mayor Mendoza adjourned the meeting in memory of Anna Marie Richardson and Ronald Wheeler to the next regular meeting of August 15, 2022, at 6:00 p.m.

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

Julia Fritz, CMC
City Clerk

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**AUGUST 15, 2022 – 5:00 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Mendoza called the special meeting to order at 5:01 p.m.

Present:

Council: Mayor Mary Mendoza, Vice Mayor Hector A. Pacheco, and Councilmembers Sylvia Ballin, Cindy Montañez, and Celeste Rodriguez (arrived at 5:54 p.m.)

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

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS - WRITTEN/ORAL None

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

By consensus, Councilmembers recessed to Closed Session.

Councilmember Rodriguez arrived directly into Closed Session for consideration of Item A of the special meeting agenda.

SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – August 15, 2022
Page 2

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

Designated City Negotiators:

City Manager Nick Kimball

Employees and Employee Bargaining Units:

San Fernando Management Group (SEIU, Local 721)

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

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association

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

All Unrepresented Employees

RECONVENE/REPORT OUT FROM CLOSED SESSION

Assistant City Attorney Padilla stated there was no reportable action as a result of the Closed Session meeting held on August 15, 2022, at 5:00 p.m.

ADJOURNMENT

The City Council adjourned the special meeting at 6:34 p.m. to the regular meeting at 6:00 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of August 15, 2022, Special Meeting, as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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

**AUGUST 15, 2022 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL Mayor Mary Mendoza called the meeting to order at 6:42 p.m.

Present: Council: Mayor Mary Mendoza, Councilmembers Sylvia Ballin, Cindy Montañez, and Celeste Rodriguez

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, Police Chief Fabian Valdez, Director of Finance Erica Melton, Director of Public Works Matthew Baumgardner, Director of Community Development Kanika Kith, Director of Recreation and Community Services Julian Venegas and City Clerk Julia Fritz

Absent: Vice Mayor Hector A. Pacheco

Mayor Mendoza announced that at the conclusion tonight's regular meeting, the City Council will reconvene back into Closed Session.

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to approve the agenda as presented. The motion carried, with Vice Mayor Pacheco absent.

Vice Mayor Hector A. Pacheco joined the meeting via teleconference at 6:45 p.m.

PRESENTATIONS

- A. PRESENTATION BY PRESIDENT ORNELAS OF MISSION COLLEGE ON INFORMATION REGARDING THE LOS ANGELES COMMUNITY COLLEGE DISTRICT
- B. PRESENTATION FROM CALIFORNIA DEPARTMENT OF INSURANCE COMMUNITY RELATIONS AND OUTREACH BRANCH REGARDING THE CALIFORNIA LOW-COST AUTO INSURANCE PROGRAM

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting August 15, 2022

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PUBLIC STATEMENTS

Julissa Hernandez, Field Representative from the Office of Assemblywoman Luz Rivas spoke about community events and reported Assemblywoman Rivas secured \$10 million from the State budget towards a regional biotechnology STEM Hub in the 39th Assembly District, to Los Angeles Community College District (LACCD) and Los Angeles Mission College (LAMC).

The following individuals submitted public comment cards and stated that they are vendors at the San Fernando Swap Meet and remarked on business disputes with the swap meet property owner, regarding their negative treatment towards the vendors, the declining level of security and property maintenance and requested mediation assistance from the City between the vendors and the mall owners.

Santana Berumen
Luz Angelica Cruz
Patricia Fuentes
E. Pascual Barrera
Maria Cortez
David Gutierrez
Eusebio Hidalgo
Mary Lou Tellez
Ericka Doloan (was absent when called to speak)

City Manager Kimball stated that City staff had reached out to the swap meet property owners to discuss the vendor disputes to offer mediation assistance.

CONSENT CALENDAR

Councilmember Rodriguez requested to pull Item No. 3 for discussion.

Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to approve Consent Calendar Nos. 1, 2, 4, 5 and 6 to:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES FOR THE AUGUST 1, 2022 SPECIAL MEETING
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 4) CONSIDERATION TO ADOPT A RESOLUTION SETTING THE PROPERTY TAX RATE REQUIRED TO MEET THE CITY'S OBLIGATION TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR FISCAL YEAR 2022-2023
- 5) CONSIDERATION TO AWARD A CONSTRUCTION CONTRACT FOR PHASE 1 OF THE ANNUAL STREET RESURFACING PROJECT

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting August 15, 2022

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- 6) CONSIDERATION TO AUTHORIZE THE FORMAL SOLICITATION OF BIDS FOR THE PEDESTRIAN FENCING GLENOAKS BOULEVARD BRIDGE PROJECT, JOB NO. 7618, PLAN NO. P-740

The motion carried unanimously.

Item pulled for Discussion

- 3) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH HDL COMPANIES TO PROVIDE FULL SERVICE ADMINISTRATION OF THE BUSINESS LICENSE PROGRAM

Motion by Councilmember Rodriguez, seconded by Councilmember Ballin to waive formal purchasing procedures pursuant to Section 2-850 of the San Fernando City Code, award a contract based on the terms and pricing offered through a competitive bid process, similar to a piggyback; approve a Professional Services Agreement (Contract No. 2099) with HdL Companies to provide full service administration of the business license program for a term of five years, with two optional one-year extensions; and authorize the City Manager and the City Attorney to make non-substantial edits and execute all related documents. The motion carried unanimously.

ADMINISTRATIVE REPORTS

- 7) DISCUSSION REGARDING THE COST OF IMPLEMENTATION OF SENATE BILL 1383 AND CONSIDERATION OF A THREE-YEAR EXTENSION OF THE CITY'S SOLID WASTE COLLECTION FRANCHISE AGREEMENT WITH REPUBLIC SERVICES

Director of Public Works Baumgardner presented the staff report and responded to Councilmembers questions.

Motion by Councilmember Ballin, seconded by Councilmember Rodriguez to receive and file this informational report; and approve an amendment to Contract No. 1731 executing Article 2.01.1 of Contract No. 1731 extending the term by three years (through February 14, 2027) and increased rates to implement SB 1383 requirements pursuant to Article 10.03.3 of Contract No. 1731. The motion carried unanimously.

It was noted, the City Council recessed the meeting at 8:19 p.m. and reconvened at 8:33 p.m. with all Councilmembers present.

- 8) UPDATE AND DISCUSSION FROM THE COVID RELIEF PROGRAM AD HOC COMMITTEE RELATED TO AMERICAN RESCUE PLAN ACT FUNDING

City Manager Kimball presented the staff report and responded to Councilmember questions.

Councilmembers provided recommendations regarding program priorities and staff would bring back additional information based on tonight's recommendation for consideration at the September 6, 2022 City Council meeting.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting August 15, 2022

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It was noted that Vice Mayor Pacheco left the meeting at 9:42 p.m. and was absent for the remainder of the meeting.

9) **DISCUSSION AND CONSIDERATION TO ADOPT A COYOTE MANAGEMENT AND CO-EXISTENCE PLAN**

Assistant to the City Manager Hernandez presented the staff report and responded to Councilmember questions.

Motion by Councilmember Rodriguez, seconded by Councilmember Ballin to adopt Resolution No. 8172 approving the Coyote Management and Co-Existence Plan.

10) **CONSIDERATION TO ENTER INTO A TECHNICAL ASSISTANCE PROGRAM MASTER AGREEMENT AND PROVIDE DIRECTION REGARDING A PROPOSED DOG PARK**

Director of Recreation and Community Services Venegas presented the staff report and responded to Councilmember questions.

Motion by Councilmember Rodriguez, seconded by Councilmember Ballin to enter into a Technical Assistance Program Master Agreement (Contract No. 2101) with the Los Angeles County Regional Park and Open Space District allowing the City to draw down the TAP funding allocation; authorize the City Manager to accept up to \$185,000 in TAP funding to assist the City in developing new park projects, open space, or programming for existing parks; upon full execution of the TAPS Master Agreement, authorize the City Manager to amend the revenue and expenditure budgets to appropriate the TAP allocated funds. The motion carried, with Vice Mayor Pacheco absent.

By consensus, Councilmembers requested a staff report be brought back to a future Council meeting with additional information regarding the proposed dog park, to include, but not limited to potential alternate site locations, funding options and which surrounding cities already have dog parks.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Clerk Fritz announced that the candidate Nomination Period was extended to Wednesday, August 17, 2022 by 5:30 p.m. regarding the November 8, 2022 City General Election.

Police Chief Valdez announced that school is back in session and to expect heavier traffic conditions, mentioned participants/volunteers are welcome to assist with the National Night Out event on October 4, 2022; and noted the Homeless Connect Day event is being held on August 17, 2022.

Director of Recreation and Community Services Venegas mentioned upcoming community events and registration is open for the Joshua Tree overnight camping trip event.

Director of Public Works Baumgardner thanked city staff on the brochure reminding residents of the water restrictions and reported that Metropolitan Water District customers in certain parts of Los Angeles County, are being called on to suspend outdoor watering for 15 days due to the shut-down of a critical water pipeline for emergency repairs.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting August 15, 2022

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Director of Finance Melton had no updates to report.

Director Community Development Kith announced that the California Department of Housing and Community Development (HCD) certified the City's 2021-2029 Housing Element, the new Housing Coordinator staff member starts on August 31, 2022 and mentioned the upcoming Planning and Preservation Commission meeting would be cancelled to allow Commissioners to attend a Planning Commission training opportunity being offered by the Institute of Local Government.

City Manager Kimball mentioned he attended the 2022 Independent Cities Authority Summer Seminar where he was a participant on a panel discussion regarding the topic of pension financing.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Rodriguez inquired on watering enforcement activities and staff confirmed that water enforcement has been stopped as of June 6, 2022 and would stay in place until further consideration of enforcement activities by the City Council at a future meeting.

Councilmember Montanez commented on the informational mailer regarding the water restrictions; suggested the landscape design standards be considered by the Green City/Street and Parkway Tree ad hoc committee and announced the line dancing program begins on August 23, 2022.

Councilmember Ballin asked that the drought and parking issue be brought to the Green City/Street and Parkway Tree ad hoc committee for discussion and requested that tonight's meeting be adjourned in memory of Ventura County Supervisor Carmen Ramirez.

Mayor Mendoza attended the Chat with the Chief event, and noted she attended the 2023 Rose Parade Float Design at the Tournament of Roses House where the Building Industry Association of Southern California unveiled the young builders float to be featured in the Rose Bowl Parade.

Mayor Mendoza announced that the City Council would not be going back into Closed Session tonight due to a lack of quorum and instead, requested Assistant City Attorney Padilla to provide a read out from the Closed Session meeting.

Assistant City Attorney Padilla stated there was no reportable action as a result of the Closed Session meeting held on August 15, 2022 at 5:00 p.m.

ADJOURNMENT (10:15 p.m.)

Mayor Mendoza adjourned the meeting to the next regular meeting of September 6, 2022, at 6:00 p.m.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the August 15, 2022, regular meeting as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Director of Finance/City Treasurer

Date: September 6, 2022

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 22-091 (Attachment "A") approving the Warrant Register.

BACKGROUND:

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

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

ATTACHMENT:

- A. Resolution No. 22-091, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 22-091

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, ALLOWING AND APPROVING FOR PAYMENT DEMANDS
PRESENTED ON DEMAND/ WARRANT REGISTER NO. 22-091**

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

1. That the Payment Demand/Voucher List (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 6th day of September, 2022.

Mary Mendoza, Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 22-091 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 6th day of September, 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have here unto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2022.

Julia Fritz, City Clerk

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Voucher List
CITY OF SAN FERNANDO

Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228189	9/6/2022	891587 ABLE MAILING INC.	36207		MAILING AND FULFILLMENT SERVICES 001-152-0000-4230	271.03
			36230		MAILING AND FULFILLMENT SERVICES 072-360-0000-4300	155.57
				12682	070-382-0000-4300	155.58
			36231		WATER ENVELOPE STORAGE-JULY202	12.50
					070-382-0000-4300	12.50
					072-360-0000-4300	
					Total :	607.18
228190	9/6/2022	100143 ALONSO, SERGIO	JULY 2022		MARIACHI MASTER APPRENTICE INST	840.00
				12730	004-2359	
					Total :	840.00
228191	9/6/2022	894078 AMERICAN BUSINESS BANK	P5		5% RETENTION HELD-SF PARK INFILT	93,456.50
					010-2037	
					Total :	93,456.50
228192	9/6/2022	100165 AMERICAN WATER WORKS, INC.	33116		VEHCILE MAINT-CE8007	25.00
					041-320-0152-4400	
					Total :	25.00
228193	9/6/2022	893722 AMPM GLASS & BOARD UP	1205		BROKEN WINDOW REPAIR-PD STATIO	695.00
					043-390-0000-4330	
					Total :	695.00
228194	9/6/2022	100184 ANDERSON TROPHY CO.	717532		TROPHIES FOR SPORTS PROGRAMMI	1,950.58
				12707	017-420-1328-4300	
					Total :	1,950.58
228195	9/6/2022	100025 APWA	17952		APWA RENEWAL (5 MEMBERS) 08/2022	1,156.25
					001-310-0000-4380	
					Total :	1,156.25
228196	9/6/2022	890608 ASCENCIO JR, GERARDO	51099		MMAF 2022 GRANT VIDEO	1,745.10
				12712	001-424-0000-4430	
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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228196	9/6/2022	890608 ASCENCIO JR, GERARDO	(Continued)		004-2359	754.90
				12712		
					Total :	2,500.00
228197	9/6/2022	102530 AT & T	818-270-2203		PD NETWORK LINE	222.71
					001-222-0000-4220	
					Total :	222.71
228198	9/6/2022	889037 AT&T MOBILITY	287277903027X0709202		MODEM FOR ELECTRONIC MESSAGE	101.19
					001-310-0000-4220	
					Total :	101.19
228199	9/6/2022	892412 AT&T MOBILITY	287297930559X0810202		MDT MODEMS-PD UNITS	927.99
					001-222-0000-4220	
					Total :	927.99
228200	9/6/2022	889942 ATHENS SERVICES	12520650		STREET SWEEPING SERVICES-JULY 2	17,443.40
				12725	011-311-0000-4260	
					Total :	17,443.40
228201	9/6/2022	893176 AUTOZONE STORE 5681	5681450566		VEHICLE MAINT-PW2116	22.04
			5681452906		041-320-0311-4400	
			5681470039		VEHICLE MAINT-CE8007	75.40
			5681470040		041-320-0152-4400	
					VEHICLE MAINT-PD0000	74.52
					041-320-0225-4400	
					VEHICLE MAINT-PK4572	47.43
					041-320-0390-4400	
					Total :	219.39
228202	9/6/2022	890980 AVILA, JESSE H.	AUG 2022		GLACVCD TRUSTEE MEMBER STIPENI	150.00
					001-190-0000-4111	
					Total :	150.00
228203	9/6/2022	893013 AYSON, LEILANI	AUG 2022		FITNESS CLASS INSTRUCTOR	168.00
				12692	017-420-1337-4260	
					Total :	168.00
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228204	9/6/2022	100283 BADGER METER, INC.	1516114	12469	WATER METERS FOR ANNUAL 15-YR W 070-385-0700-4600	6,893.67
					Total :	6,893.67
228205	9/6/2022	894215 BARNEY, JUSTIN BRIAN	DR21-0527		RELEASE OF HELD EVIDENCE (CASH) 001-2264	970.00
					Total :	970.00
228206	9/6/2022	892426 BEARCOM	5400417	12693	JULY-MAINTENANCE AGREEMENT FOF 001-135-0000-4260	12,191.39
			5415089	12693	AUG-MAINTENANCE AGREEMENT FOF 001-135-0000-4260	12,191.39
					Total :	24,382.78
228207	9/6/2022	887764 BENNETT-BOWEN LIGHTHOUSE	3019638		MISC SAFETY HARNESS 070-383-0000-4310	71.00
			3019865		PUMP RENTAL 070-383-0000-4260	258.57
					Total :	329.57
228208	9/6/2022	891301 BERNARDEZ, RENATE Z.	653	12700	INTERPRETATION SERVICES 001-101-0000-4270	300.00
					Total :	300.00
228209	9/6/2022	893591 BIOMEDICAL WASTE DISPOSAL	116221		BIOMEDICAL WASTE DISPOSAL 001-224-0000-4270	100.00
					Total :	100.00
228210	9/6/2022	893940 BOB BARKER COMPANY	080222		SUPPLIES FOR INMATES 001-225-0000-4350	795.59
					Total :	795.59
228211	9/6/2022	888800 BUSINESS CARD	080122		PIZZA-MOVIE NIGHT 004-2385	412.19
			080222		DINNER FOR CC & STAFF-CC MTG 08/1 001-101-0000-4300	71.66
			080222		CITY EMAIL-AUG 2022 001-135-0000-4260	1,681.37

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228211	9/6/2022	888800 BUSINESS CARD	(Continued) 080422		FIRST AID SUPPLIES 001-423-0000-4300	120.95
			080522		001-422-0000-4300 SIGNS-"NO DUMPING"	120.95
			081122		001-311-0000-4300 CONFERENCE REGISTRATION	278.30
			081222		001-101-0107-4370 VIDEO CONF ANNUAL SUBSCRIPTION-	650.00
			081222		121-135-3689-4260 LODGING DEP-EXEC STAFF STRATEGI	299.80
			081522		001-105-0000-4270 CLOUD-BASED STORAGE	1,376.08
			081522		001-140-0000-4300 CIT FIELD TRIP	119.88
			081622		004-2391 DINNER FOR CC & STAFF-CC MTG 08/1	1,214.99
			081722		001-101-0000-4300 SOFTWARE LICENSE-FINANCE	71.66
			081722		001-130-0000-4380 HEARING NOISE TEST	14.99
			081822		001-106-0000-4260 ADOBE ACROBAT PRO LICENSES FOR	150.00
			081922	12697	001-310-0000-4380 CASH BACK-CLOUD-BASED STORAGE	529.53
			081922-1		001-140-0000-4300 FIRST AID KITS & PRIZES	-23.98
			081922-2		004-2383 FIRST AID KITS & PRIZES	42.05
			081922-3		004-2383 FIRST AID KITS & PRIZES	6.60
			082222		004-2346 SAFETY BOOTS	11.01
			082322		043-390-0000-4310 GRAPHICS-OUTREACH MAT'LS	187.37
			082322		001-105-0000-4300 RECRUITMENT AD.-WATER OPS MANA	12.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228211	9/6/2022	888800 BUSINESS CARD	(Continued)		001-106-0000-4230	100.00
					Total :	7,447.40
228212	9/6/2022	888800 BUSINESS CARD	070822		AIRFARE-ABC TRAINING CONFERENCE	
			071522		001-222-0000-4370	575.92
			072522		LODGIND-ABC TRAINING CONFERENCE	
					001-222-0000-4370	607.52
					BATTERIES	
					001-222-0000-4300	248.06
			080122		TICKETS-ARPOC AWARDS LUNCHEON	
					001-226-0000-4370	765.00
					Total :	2,196.50
228213	9/6/2022	888130 CALIFORNIA CITY MANAGEMENT	3057		ANNUAL MEMBERSHIP DUES	
					001-105-0000-4380	400.00
					Total :	400.00
228214	9/6/2022	888640 CALIFORNIA WATER ENVIRONMENT	ID #432111		MEMBERSHIP DUES	
					070-381-0000-4270	202.00
					Total :	202.00
228215	9/6/2022	892464 CANON FINANCIAL SERVICES, INC	28874145	12701	COPIER MAINTENANCE SERVICE-JULY	
					001-135-0000-4260	651.40
					Total :	651.40
228216	9/6/2022	893821 CAPITAL ONE TRADE CREDIT	50585509		CABINET	
					041-320-0000-4310	153.25
					Total :	153.25
228217	9/6/2022	891860 CARL WARREN & COMPANY	20132-20150		REIMB. TO ITF ACCT (LIABILITY CLAIM#	
					006-1037	48,915.47
					Total :	48,915.47
228218	9/6/2022	103948 CDW GOVERNMENT, INC.	Z985068		PO12655-SURFACE PRO KEYBOARD	
					001-310-0000-4310	167.61
					Total :	167.61

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228219	9/6/2022	894010 CHARTER COMMUNICATIONS	10328080522		CITY HALL CABLE-08/05-09/04	
			222204072922		001-190-0000-4220	162.75
					PW OPS CABLE-07/29-08/28	
			283057080522		043-390-0000-4260	135.01
					LP PARK CABLE-08/05-09/04	
					001-420-0000-4260	258.94
					Total :	556.70
228220	9/6/2022	100713 CITY OF GLENDALE	2045		WIRELESS COMM. FEES 07/01/22-06/30	
			2082		001-222-0000-4260	500.00
					WATER MASTER COST SHARING AGREEMENT	
					070-381-0000-4270	3,713.41
					Total :	4,213.41
228221	9/6/2022	103029 CITY OF SAN FERNANDO	4581-4664		REIMB TO WORKER'S COMP ACCT	
			4665-4717		006-1038	28,087.61
					REIMB TO WORKER'S COMP ACCT	
					006-1038	31,742.78
					Total :	59,830.39
228222	9/6/2022	100747 COASTLINE EQUIPMENT	924350		VEHICLE MAINT-PW5213	
			924697		041-320-0311-4400	105.04
			926153		VEHICLE MAINT-PW5213	
					041-320-0311-4400	133.23
			926203		VEHICLE MAINT-PW5213	
					041-320-0311-4400	192.06
			928397		VEHICLE MAINT-PW5213	
					041-320-0311-4400	210.64
			931959		VEHICLE MAINT-PW5213	
					041-320-0311-4400	167.71
					Total :	176.91
					985.59	
228223	9/6/2022	101982 COUNTY OF LOS ANGELES	FY22/23		FY22/23 SFVCOG DUES	
					001-190-0000-4380	12,500.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228223	9/6/2022	101982 101982 COUNTY OF LOS ANGELES	(Continued)		Total :	12,500.00
228224	9/6/2022	100562 CPRS	132813		MEMBERSHIP RENEWAL	
			136045		001-422-0000-4370	170.00
					MEMBERSHIP DUES	
					001-420-0000-4370	170.00
					Total :	340.00
228225	9/6/2022	894128 CRUX STUDIO ARCHITECTURE AND	1	12678	JUNE-ON-CALL ARCHITECTURAL DESI	
					001-150-0000-4270	892.50
					Total :	892.50
228226	9/6/2022	894213 DEARO, STEVEN	091122		ENTERTAINMENT-SUMMER CONCERT	
					001-424-0000-4260	500.00
					Total :	500.00
228227	9/6/2022	887121 DELL MARKETING L.P.	10601119758	12662	POLICE SERVER WARRANTY (2 YRS)	
					001-135-0000-4260	567.61
					Total :	567.61
228228	9/6/2022	891425 DIAZ, MARISOL	REIMB.		REIMB OF ITEMS FOR MOVIE NIGHT	
					001-424-0000-4300	6.84
					004-2385	909.99
					Total :	916.83
228229	9/6/2022	893001 DINO LOCK & KEY	7105		GATE REPAIR-PD STATION	
					043-390-0000-4330	348.00
					Total :	348.00
228230	9/6/2022	100932 DTSC	VQ #2022876		HAZ WASTE MANIFEST FEE	
					072-360-0000-4450	7.50
					Total :	7.50
228231	9/6/2022	101152 DUARTE, JULIE	REIMB.		CONDOLENCE ARRAGEMENT	
					001-101-0000-4300	121.26
			REIMB.		TRANSPORTATION REIMB-GSMO CONI	
					001-105-0000-4370	110.92

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228231	9/6/2022	101152 101152 DUARTE, JULIE	(Continued)		Total :	232.18
228232	9/6/2022	893103 DUARTE, MARITZA	REIMB.		DRY CLEANING TABLE CLOTHES-SR D	
			REIMB.-2		004-2380	93.00
					FLOWERS-SR CLUB ANNIVERSARY DA	
					004-2380	150.00
					Total :	243.00
228233	9/6/2022	889121 EDGESOFT, INC.	3299	12728	AIMS SYSTEM MAINTENANCE-JULY 20	
			3310	12728	055-135-0000-4260	2,080.00
					AIMS SYSTEM MAINTENANCE-AUG 20	
					055-135-0000-4260	2,080.00
					Total :	4,160.00
228234	9/6/2022	101063 EMPLOYMENT DEVELOPMENT	944-0936-4		UNEMPLOYMENT INS-PERIOD ENDING	
					001-190-0390-4132	1,321.00
					Total :	1,321.00
228235	9/6/2022	893800 FAJARDO, JOANNE	JULY 2022		ZUMBA INSTRUCTOR	
					017-420-1322-4260	320.00
					Total :	320.00
228236	9/6/2022	101144 FANTASY FLOWERS & BALLOONS	81022		3 PLANTS & DELIVERY FEE	
					004-2380	147.00
					Total :	147.00
228237	9/6/2022	894127 FNJ SUMMIT INC.	177	12669	PD-FLOORING REMOVAL, CONCRETE	
			182	12669	043-390-0000-4500	42,500.00
					PD-FLOORING REMOVAL, CONCRETE	
					043-390-0000-4500	35,018.00
					Total :	77,518.00
228238	9/6/2022	889201 FOOTHILL SOILS, INC	50602		COMPOST	
					043-390-0000-4300	490.00
					001-311-0000-4300	490.00
					Total :	980.00
228239	9/6/2022	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598		PAC 50 TO SHERIFFS	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228239	9/6/2022	892198 FRONTIER COMMUNICATIONS	(Continued)			
			209-150-5250-081292		001-222-0000-4220 RADIO REPEATER	567.60
			209-151-4941-102990		001-222-0000-4220 POLICE PAGING	46.51
			209-151-4942-041191		001-222-0000-4220 CITY YARD AUTO DIALER	42.32
			209-151-4943-081292		070-384-0000-4220 RADIO REPEATER	60.58
			818-361-0901-051499		001-222-0000-4220 SEWER FLOW MONITORING	46.51
			818-361-2472-031415		072-360-0000-4220 PW PHONE LINES	57.35
			818-361-3958-091407		070-384-0000-4220 CNG STATION PHONE LINE	542.01
			818-831-5002-052096		074-320-0000-4220 PD SPECIAL ACTIVITIES PHONE LINE	53.53
			818-837-7174-052096		001-222-0000-4220 PD SPECIAL ACTIVITES PHONE LINE	61.24
			818838-1841-112596		001-222-0000-4220 ENGINEERING FAX MODEM	43.90
					001-310-0000-4220	30.91
					Total :	1,552.46
228240	9/6/2022	893953 GALE, PAUL JOHN	AUG 2022	12702	SHOTOKAN KARATE CLASSES	
					017-420-1326-4260	220.50
					Total :	220.50
228241	9/6/2022	894216 GHАЗARYAN, DR. NICK	070522		DAMAGE CLAIM REIMBURSEMENT	
					006-190-0000-4800	420.00
					Total :	420.00
228242	9/6/2022	894211 GONZALES, LINDA	831452		ZUMBA CLASS REFUND	
					017-3770-1337	20.00
					Total :	20.00
228243	9/6/2022	893344 GRAND ELECTRICAL SUPPLY	200538		REPLACEMENT LIGHTS	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228243	9/6/2022	893344 GRAND ELECTRICAL SUPPLY	(Continued)			
					043-390-0000-4300	44.10
					Total :	44.10
228244	9/6/2022	101434 GUZMAN, JESUS ALBERTO	JULY 2022	12732	MARIACHI MASTER APPRENTICE INST	
					004-2359	1,600.00
					Total :	1,600.00
228245	9/6/2022	101436 HACH COMPANY	13174223		WATER QUALITY SUPPLIES	
			13174603		070-384-0000-4300	1,316.70
					WATER QUALITY SUPPLIES	
					070-384-0000-4300	673.01
					Total :	1,989.71
228246	9/6/2022	888647 HDL SOFTWARE, LLC	SIN020262	12533	JUNE-BUSINESS LICENSE ADMIN SER	
					001-130-0000-4260	7,580.99
					Total :	7,580.99
228247	9/6/2022	890594 HEALTH AND HUMAN RESOURCE	E0274882		EAP - SEPT 2022	
					001-106-0000-4260	250.90
					Total :	250.90
228248	9/6/2022	893817 HERNANDEZ MOLINA, MARIO ALBERTO	JULY 2022	12733	MARIACHI MASTER APPRENTICE INST	
					004-2359	360.00
					Total :	360.00
228249	9/6/2022	101568 IACOBELLIS & ASSOC. INC.	20-112-1	12713	PLAN CHECK FOR 1001 GLENOAKS	
					001-2209	3,000.00
					Total :	3,000.00
228250	9/6/2022	891625 IMAGINATION WORKS.ORG	7711		WATER CONSERVATION POSTERS	
					070-381-0000-4270	496.13
					Total :	496.13
228251	9/6/2022	891570 INNOVATIVE TELECOM. SYSTEMS	3194		TELEPHONE EQUIPMENT MAINT-SEPT	
					001-190-0000-4220	395.00
					Total :	395.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228252	9/6/2022	888214 INTERNATIONAL CODE COUNCIL INC	3339553		ANNUAL MEMBERSHIP (9319767) 001-140-0000-4380	185.00 185.00
228253	9/6/2022	893885 JOHNNY ALLEN TENNIS ACADEMY	JUL30-AUG13	12703	TENNIS PROGRAM 017-420-1327-4260	644.00 644.00
228254	9/6/2022	894007 KARINA SWEEPING COMPANY	005	12739	MALL SWEEPING SERVICES-JULY 2022 023-311-0000-4260	7,440.00 7,440.00
228255	9/6/2022	891794 KIMBALL, NICK	REIMB.		LODGING-INDEPENDENT CITIES ASSO 001-105-0000-4370	522.66 522.66
228256	9/6/2022	893825 KUUBIX GLOBAL LLC	BS2201509		BUILDING PERMIT REFUND 001-3320-0000 055-3719-0154	383.55 42.62 426.17
228257	9/6/2022	101990 L.A. COUNTY METROPOLITAN	6017238		TAP CARDS - JULY 2022 007-440-0441-4260	320.00 320.00
228258	9/6/2022	101971 L.A. MUNICIPAL SERVICES	500-750-1000		ELECTRIC-13655 FOOTHILL 070-384-0000-4210	176.87 176.87
228259	9/6/2022	893218 LAZARO, ERNESTO	JULY 2022	12734	MARIACHI MASTER APPRENTICE INST 004-2359	720.00 720.00
228260	9/6/2022	893907 LESAR DEVELOPMENT CONSULTANTS	PCH-11 PCH-12	12536 12536	HOMELESSNESS PLAN CONSULTANT : 001-190-0000-4267 HOMELESSNESS PLAN CONSULTANT : 001-190-0000-4267	2,277.50 1,497.50
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228260	9/6/2022	893907 893907 LESAR DEVELOPMENT CONSULTANTS (Continued)				3,775.00
228261	9/6/2022	892477 LOWES	901055 901857 901899		SUPPLIES-LOPEZ ADOBE MAINT 043-390-0000-4300 CHAINS 043-390-0000-4300 PEST CONTROL 043-390-0000-4300	131.57 95.29 61.17 288.03
228262	9/6/2022	894178 LUNA, RICARDO	DR22-0305		RELEASE OF HELD EVIDENCE CASH 001-2264	40.00 40.00
228263	9/6/2022	888468 MAJOR METROPOLITAN SECURITY	1107027 1107028 1107029 1107030 1107031 1107032 1107033 1107034 1107035 1107036 1107037 1107038	12710 12710 12710 12710 12710 12710 12710 12710 12710 12710 12710	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00 15.00 15.00 15.00 25.00 25.00 25.00 15.00 15.00 15.00 15.00
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228263	9/6/2022	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
				12710	070-384-0000-4260	23.00
			1107039	12710	ALARM MONITORING AT ALL CITY FACI	
					070-384-0000-4260	23.00
			1107040	12710	ALARM MONITORING AT ALL CITY FACI	
					070-384-0000-4260	23.00
			1107041	12710	ALARM MONITORING AT ALL CITY FACI	
					070-384-0000-4260	23.00
			1107382	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	25.00
			1107383	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	25.00
			1107384	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	15.00
			1107385	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	15.00
			1107386	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	15.00
			1107387	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	25.00
			1107388	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	15.00
			1107389	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	15.00
			1107390	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	15.00
			1107391	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	15.00
			1107392	12710	ALARM MONITORING AT ALL CITY FACI	
					043-390-0000-4260	25.00
			1107393	12710	ALARM MONITORING AT ALL CITY FACI	
					070-384-0000-4260	28.00
			1107394	12710	ALARM MONITORING AT ALL CITY FACI	
					070-384-0000-4260	23.00
			1107395	12710	ALARM MONITORING AT ALL CITY FACI	
					070-384-0000-4260	28.00
			1107396		ALARM MONITORING AT ALL CITY FACI	

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228263	9/6/2022	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
				12710	070-384-0000-4260	28.00
					Total :	609.00
228264	9/6/2022	894210 MELTON, ERICA	REIMB.		CORO FELLOWS LEAD LA	
					001-130-0000-4370	500.00
					Total :	500.00
228265	9/6/2022	894220 MELTON, ERICA D.	114;115;156-157		L P SENIOR PETTY CASH REIMB.	
					004-2380	122.52
					Total :	122.52
228266	9/6/2022	894221 MELTON, ERICA D.	1-8		PETTY CASH REIMBURSEMENT	
					001-101-0000-4260	50.00
					001-116-0000-4300	32.99
					001-222-0000-4300	38.37
					001-225-0000-4350	47.35
					001-225-0000-4360	20.00
					001-310-0000-4300	28.76
					072-360-0000-4300	49.00
					Total :	266.47
228267	9/6/2022	893442 MENDOZA, MARY	REIMB.-2		WELLNESS REIMBURSEMENT	
					001-101-0107-4140	10.00
			TRAVEL		PER DIEM-2022 LEAGUE OF CA. CONF.	
					001-101-0107-4370	75.00
					Total :	85.00
228268	9/6/2022	102148 METROPOLITAN WATER DISTRICT	10773		APRIL 2022-UNDER PAYMENT	
			48301		070-384-0000-4450	0.60
					LATE FEES	
					070-384-0000-4450	1,777.93
					Total :	1,778.53
228269	9/6/2022	102226 MISSION LINEN SUPPLY	517533415		LAUNDRY SERVICE FOR PD	
				12685	001-225-0000-4350	170.82
			517558540		LAUNDRY SERVICE FOR PD	

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228269	9/6/2022	102226 MISSION LINEN SUPPLY	(Continued)			
			517575765	12685	001-225-0000-4350 LAUNDRY SERVICE FOR PD	106.50
			517598904	12685	001-225-0000-4350 LAUNDRY SERVICE FOR PD	149.87
				12685	001-225-0000-4350	105.04
					Total :	532.23
228270	9/6/2022	892353 MOORE IACOFANO, GOLTSMAN, INC.	0076565		DESIGN FOR LAYNE PARK REVITALIZA	
				12400	010-420-3669-4600	1,656.25
					Total :	1,656.25
228271	9/6/2022	894150 MORA-ZAMORA, ERENDIRA	SEPT 2022		MUSIC ENTERTAINMENT FOR SENIOR	
				12711	004-2380	1,200.00
					Total :	1,200.00
228272	9/6/2022	102325 NAPA AUTO PARTS	6410-106035		HAND TOOLS	
			6410-106389		001-370-0000-4300 VEHICLE MAINT-ME9503	80.61
			6410-106390		041-320-0320-4400 TOOL BOX	110.24
			6410-106765		041-320-0000-4310 TRUCK LIGHT	170.88
			6410-106870		074-320-0000-4400 WATER JUG & STORAGE BOX	190.23
					074-320-0000-4400	198.43
					Total :	750.39
228273	9/6/2022	893978 NATIONAL TESTING NETWORK	10773		PO APPLICANT TESTING	
					001-225-0000-4360	55.00
					Total :	55.00
228274	9/6/2022	102410 NORTHRIDGE HOSPITAL MEDICAL	30151091953		SART EXAM	
			30151091979		001-224-0000-4270 SART EXAM	1,080.00
					001-224-0000-4270	1,080.00
					Total :	2,160.00

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228275	9/6/2022	102423 OCCU-MED, INC.	0822901		PRE-EMPLOYMENT PHYSICALS	
					001-106-0000-4260	755.00
					Total :	755.00
228276	9/6/2022	894100 ODP BUSINESS SOLUTIONS , LLC	255522248001		OFFICE SUPPLIES	
			255541052001		001-222-0000-4300 OFFICE SUPPLIES	150.69
			255926388001		001-222-0000-4300 BLACK TONER & CHAIRMAT	191.66
			257605267001		001-130-0000-4300 OFFICE SUPPLIES	261.33
			257813002001		001-222-0000-4300 OFFICE SUPPLIES	9.51
			257887347001		001-222-0000-4300 OFFICE SUPPLIES	100.45
			257887352001		001-222-0000-4300 OFFICE SUPPLIES	37.69
			258504893001		001-222-0000-4300 OFFICE SUPPLIES	9.39
			258508266001		001-105-0000-4300 OFFICE SUPPLIES	35.16
			258508267001		001-105-0000-4300 OFFICE SUPPLIES	13.83
			259027602001		001-105-0000-4300 OFFICE SUPPLIES	25.24
			259028133001		001-222-0000-4300 OFFICE SUPPLIES	84.78
			259439747001		001-222-0000-4300 ITEM RETURNED	-109.49
			259791005001		001-130-0000-4300 OFFICE SUPPLIES	10.93
			259851143001		001-130-0000-4300 OFFICE SUPPLIES	82.67
			260635584001		001-150-0000-4300 OFFICE SUPPLIES	65.54
			260770383001		OFFICE SUPPLIES	

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228276	9/6/2022	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
			260770501001		001-222-0000-4300 OFFICE SUPPLIES	136.11
			260770503001		001-222-0000-4300 OFFICE SUPPLIES	25.02
			260770504001		001-222-0000-4300 OFFICE SUPPLIES	24.02
			261705822001		001-222-0000-4300 OFFICE SUPPLIES	109.49
			261706368001		001-222-0000-4300 OFFICE SUPPLIES	13.17
			261706372001		001-222-0000-4300 OFFICE SUPPLIES	9.55
					001-222-0000-4300	7.27
					Total :	1,369.35
228277	9/6/2022	894024 ORTIZ ENTERPRISES, INC.	P5		SF REGIONAL PARK INFILTRATION PR	
				12650	010-310-0764-4600	661,012.50
				12650	010-2037	-93,456.50
				12650	010-310-0645-4600	168,275.00
				12650	010-310-0620-4600	1,039,842.50
					Total :	1,775,673.50
228278	9/6/2022	892958 PADILLA'S AUTO CENTER	5		VEHICLE MAINT-PD0700	
					041-320-0225-4400	70.00
					Total :	70.00
228279	9/6/2022	890324 PEREZ MONTELONGO, JUAN	0822		REFEREE AND SCORE KEEPING SERV	
				12687	017-420-1328-4260	1,964.90
					Total :	1,964.90
228280	9/6/2022	102688 PROFESSIONAL PRINTING CENTERS	71522		PRE-PRINTED FORMS	
			8222	12721	001-190-0000-4270	3,401.27
				12721	PRE-PRINTED FORMS	
					070-381-0000-4270	3,401.27
					Total :	6,802.54

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228281	9/6/2022	892131 PROHEALTH-VALLEY OCCUPATIONAL	00483063-00		DOT DRIVER PHYSICAL	
					001-106-0000-4270	80.00
					Total :	80.00
228282	9/6/2022	890004 PTS	2091848		PD PAY PHONE-SEPT 2022	
					001-190-0000-4220	65.64
					Total :	65.64
228283	9/6/2022	892297 PUKUU CULTURAL COMMUNITY	10		APR'22-PROF SERVS AGREEMENT YO	
			11	12135	110-422-3649-4270	39,562.96
			12	12135	MAY'22-PROF SERVS AGREEMENT YO	
				12135	110-422-3649-4270	19,003.24
				12135	JUNE'22-PROF SERVS AGREEMENT YC	
					110-422-3649-4270	39,177.10
					Total :	97,743.30
228284	9/6/2022	102738 QUINTERO ESCAMILLA, VIOLETA	AUG 2022		SENIOR MUSIC CLASS INSTRUCTOR	
				12689	017-420-1323-4260	300.00
					Total :	300.00
228285	9/6/2022	102803 RED WING SHOE STORE	120955		SAFETY BOOTS	
			121434		070-383-0000-4310	241.96
			41361		SAFETY BOOTS	
			41780		070-384-0000-4310	232.67
			88891		SAFETY BOOTS	
			89029		043-390-0000-4310	223.37
			89548		SAFETY BOOTS	
			89697		070-384-0000-4310	232.67
					SAFETY BOOTS	
					070-383-0000-4310	241.96

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
228285	9/6/2022	102803 102803 RED WING SHOE STORE	(Continued)			Total :	1,861.34
228286	9/6/2022	102803 RED WING SHOE STORE	41471		SAFETY BOOTS 070-383-0000-4310	232.67	
					Total :	232.67	
228287	9/6/2022	102855 RIO HONDO COLLEGE	S22-274-ZSFN		PHYSICAL FINTESS COURSE - (1) PO 001-225-0000-4360	25.00	
			X22-98-ZSFN		PHYSICAL FITNESS COURSE - (2) PO 001-225-0000-4360	50.00	
					Total :	75.00	
228288	9/6/2022	892856 SALAS, JUAN	REIMB.		SR DANCE SUPPLIES-HELIUM TANK RI 004-2380	109.15	
			REIMB.-2		001-420-0000-4390	0.88	
					FOOD-SENIOR CLUB MEETING 004-2380	459.58	
					001-420-0000-4390	3.75	
					Total :	573.36	
228289	9/6/2022	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		REIMB - CHANDLER COMPETITION EVI 001-226-0230-4380	1,074.86	
					Total :	1,074.86	
228290	9/6/2022	103051 SAN FERNANDO POLICE	FY22-23		CIF 2022 NATIONAL NIGHT OUT EVENT 053-101-0108-4430	500.00	
					Total :	500.00	
228291	9/6/2022	103057 SAN FERNANDO VALLEY SUN	11619		NIB-PEDESTRIAN FENCING (GLENOAK 001-115-0000-4230	101.25	
			11629		PUBL-NOTICE OF INVITING BIDS-PACC 001-115-0000-4230	391.50	
					Total :	492.75	
228292	9/6/2022	103064 SAN GABRIEL VALLEY CITY	FY22-23		ANNUAL MEMBERSHIP DUES 001-105-0000-4380	55.00	
					Total :	55.00	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
228293	9/6/2022	103184 SMART & FINAL	0025		SUPPLIES-4TH OF JULY EVENT 001-424-0000-4300	54.94	
			0071		SUPPLIES-CALLES VERDES EVENT 001-310-0000-4300	53.55	
			0218		BREAK ROOM SUPPLIES 001-222-0000-4300	52.92	
			0220		SR CLUB SUPPLIES 004-2380	155.13	
			0308		SNACKS-COMMUNITY EVENT (CHAT W 001-222-0000-4300	75.64	
					Total :	392.18	
228294	9/6/2022	103193 SNAP-ON INDUSTRIAL	ARV/53739031		VEHICLE MAINT-ME9503 041-320-0320-4400	131.48	
					Total :	131.48	
228295	9/6/2022	103202 SOUTHERN CALIFORNIA EDISON CO.	700136176526		ELECTRIC - METER FOR MALL-MACLA' 030-341-0000-4210	76.17	
			700224888278		ELECTRIC-801 EIGHTH 043-390-0000-4210	25.25	
			700301226571		ELECTRIC - 1117 2ND 043-390-0000-4210	22.15	
			700360580265		ELECTRIC - 910 FIRST 043-390-0000-4210	12,901.96	
			700363532503-FY22		ELECTRIC-VARIOUS LOCATIONS 043-390-0000-4210	10,823.94	
			700363532503-FY23		ELECTRIC-VARIOUS LOCATIONS 043-390-0000-4210	73.49	
			700577150347		ELECTRIC-190 PARK 027-344-0000-4210	875.47	
					Total :	24,798.43	
228296	9/6/2022	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9776		NATURAL GAS-CNG STATION 074-320-0000-4402	14,327.46	
					Total :	14,327.46	
228297	9/6/2022	893935 STAGE PLUS INC	344722-1		STAGE AND SOUND FOR SPECIAL EVE		

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228297	9/6/2022	893935 STAGE PLUS INC	(Continued)	12729	001-424-0000-4260	6,592.00
					Total :	6,592.00
228298	9/6/2022	103205 THE GAS COMPANY	042-320-6900-7		GAS - 910 FIRST	
			084-220-3249-3		043-390-0000-4210	114.04
			088-520-6400-8		GAS - 505 S HUNTINGTON	
			090-620-6400-2		043-390-0000-4210	22.38
					GAS-117 MACNEIL	
					043-390-0000-4210	86.21
					GAS - 120 MACNEIL	
					070-381-0000-4210	7.88
					072-360-0000-4210	7.88
					043-390-0000-4210	15.77
					Total :	254.16
228299	9/6/2022	101528 THE HOME DEPOT CRC, ACCT#603532202490	1202930		BACKFLOW SUPPLIES	
			2544668		070-383-0000-4310	13.09
			3090445		LAMP HOLDER SOCKET	
			3690105		043-390-0000-4300	22.49
			4311674		SMALL TOOL & OUTLET COVER	
			5124104		043-390-0000-4300	89.02
			5361988		UMBRELLAS-PW OPS	
			9974548		043-390-0000-4300	377.06
					BACKFLOW SUPPLIES	
					070-383-0000-4310	137.48
					MISC SUPPLIES	
					001-140-0000-4300	59.93
					CHAINS	
					043-390-0000-4300	72.52
					VARIOUS SUPPLIES FOR GRAFFITI RE	
					001-312-0000-4300	2,934.96
					Total :	3,706.55
228300	9/6/2022	887322 THE NATIONAL ARBOR DAY	88-0797-3348		FY22-23 MEMBERSHIP RENEWAL	
					001-310-0000-4380	15.00

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228300	9/6/2022	887322 THE NATIONAL ARBOR DAY	(Continued)			Total : 15.00
228301	9/6/2022	103413 TRANS UNION LLC	07204475		CREDIT CHECKS	
					001-222-0000-4260	85.00
					Total :	85.00
228302	9/6/2022	103463 U.S. POSTMASTER	AUG 2022		POSTAGE-AUG UTILITY BILLS	
					070-382-0000-4300	609.59
					072-360-0000-4300	609.58
					Total :	1,219.17
228303	9/6/2022	103439 UPS	831954322		COURIER SERVICES	
					001-190-0000-4280	195.04
					Total :	195.04
228304	9/6/2022	889644 VERIZON BUSINESS	6865589		CITY HALL LONG DISTANCE	
			68665036		001-190-0000-4220	63.77
			68665037		CITY HALL LONG DISTANCE	
			68665038		001-190-0000-4220	55.75
			68665039		CITY YARD LONG DISTANCE	
			68665040		070-384-0000-4220	16.73
			68665041		CITY HALL LONG DISTANCE	
			68665578		001-190-0000-4220	27.88
					POLICE LONG DISTANCE	
					001-222-0000-4220	139.08
					CITY YARD LONG DISTANCE	
					070-384-0000-4220	11.15
					PARKS LONG DISTANCE	
					001-420-0000-4220	17.00
					CITY YARD LONG DISTANCE	
					001-310-0000-4220	5.57
					Total :	336.93
228305	9/6/2022	100101 VERIZON WIRELESS-LA	9912027434		VARIOUS CELL PHONE PLANS	
			9913083417		001-106-0000-4220	53.16
					070-384-0000-4220	52.32
					VARIOUS CELL PHONE PLANS	

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228305	9/6/2022	100101 VERIZON WIRELESS-LA	(Continued)		072-360-0000-4220	50.34
					001-101-0102-4220	50.34
					001-101-0108-4220	51.05
					001-105-0000-4220	54.72
					Total :	311.93
228306	9/6/2022	894009 WILLDAN ENERGY SOLUTIONS	020-201030	12619	CONSULTING SRVCS & CONSTRUCTIC	66,233.75
					032-390-0765-4600	66,233.75
					Total :	66,233.75
228307	9/6/2022	891531 WILLDAN ENGINEERING	00335741	12610	NPDES CONSULTING SERVICES	4,541.00
			00336312	12611	023-311-0000-4270	520.00
				12611	ON-CALL ENGINEERING SERVICES (12	2,593.50
				12611	024-371-0562-4600	3,327.00
				12611	024-311-0551-4600	650.00
				12611	001-310-0000-4270	1,037.25
				12611	012-311-0565-4600	4,810.00
			00336450	12611	024-311-0551-4600	1,040.00
				12611	ON-CALL ENGINEERING SERVICES (12	130.00
				12611	024-371-0562-4600	1,430.00
				12611	012-311-0565-4600	4,453.50
				12611	001-310-0000-4270	7,402.00
				12611	024-311-0551-4600	31,934.25
					Total :	31,934.25
228308	9/6/2022	892023 WINDSTREAM	74965777		PHONE SERVICES-07/18/22-08/17/22	1,353.29
					001-222-0000-4220	805.76
					001-420-0000-4220	876.01
					070-384-0000-4220	1,447.94
					001-190-0000-4220	4,483.00
					Total :	4,483.00
120 Vouchers for bank code :		bank3			Bank total :	2,467,836.59

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09/01/2022 11:07:38AM

Voucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120 Vouchers in this report					Total vouchers :	2,467,836.59

Voucher Registers are not final until approved by Council.

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SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 22-091vchlist
08/16/2022 2:37:12PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228070	8/12/2022	893115 P.E.R.S. CITY RETIREMENT	100000016828650		EMPL CONTRIB VARIANCE-07/02-07/15	
					018-222-0000-4124	183.39
					018-224-0000-4124	137.54
					018-225-0000-4124	1,971.46
					Total :	2,292.39
					Bank total :	2,292.39
					Total vouchers :	2,292.39

1 Vouchers for bank code : bank3

1 Vouchers in this report

Voucher Registers are not final until approved by Council.

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SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 22-091
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vchlist

08/18/2022 9:03:05AM

Voucher List
 CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228071	8/18/2022	103648 CITY OF SAN FERNANDO	PR 8/19/22		REIMB FOR PAYROLL W/E 8/12/22	
					001-1003	526,809.71
					007-1003	2,107.87
					017-1003	10,556.91
					027-1003	2,109.81
					029-1003	2,312.86
					030-1003	1,629.07
					041-1003	6,885.93
					043-1003	23,377.80
					070-1003	45,882.51
					072-1003	14,186.83
					074-1003	376.01
					094-1003	144.09
					110-1003	304.13
					Total :	636,683.53
1 Vouchers for bank code : bank3						Bank total : 636,683.53
1 Vouchers in this report						Total vouchers : 636,683.53

Voucher Registers are not final until approved by Council.

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SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 22-091vchlist
08/23/2022 10:34:04AMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228072	8/23/2022	894150 MORA-ZAMORA, ERENDIRA	AUG 2022	12711	MUSIC ENTERTAINMENT FOR SENIOR 004-2380	1,200.00
Total :						1,200.00
1 Vouchers for bank code : bank3						Bank total : 1,200.00
1 Vouchers in this report						Total vouchers : 1,200.00

Voucher Registers are not final until approved by Council.

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EXHIBIT "A"
RES. NO. 22-091vchlist
08/23/2022 12:08:07PMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228073	8/23/2022	101988 LOS ANGELES COUNTY	081822		NOTICE OF EXEMPTION -RESERVOIR : 070-385-0000-4270	75.00
Total :						75.00
1 Vouchers for bank code : bank3						Bank total : 75.00
1 Vouchers in this report						Total vouchers : 75.00

Voucher Registers are not final until approved by Council.

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RES. NO. 22-091
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08/25/2022 10:08:11AM

Voucher List
 CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228075	8/25/2022	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - AUGUST 2022 001-1160	2,004.86
					Total :	2,004.86
228076	8/25/2022	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS - AUGUST 2022 001-1160	176.22
					Total :	176.22
228077	8/25/2022	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INS BENEFITS - AUGUST 2022 001-1160	10,150.41
					Total :	10,150.41
228078	8/25/2022	887627 STANDARD INSURANCE	DEMAND		LIFE/AD&D INS BENEFITS - AUGUST 20 001-1160	4,373.90
					Total :	4,373.90
4 Vouchers for bank code :		bank3			Bank total :	16,705.39
4 Vouchers in this report					Total vouchers :	16,705.39

Voucher Registers are not final until approved by Council.

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SPECIAL CHECKS**EXHIBIT "A"**
RES. NO. 22-091vchlist
08/29/2022 10:54:41AMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228079	9/1/2022	100286 BAKER, BEVERLY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	145.65
					Total :	145.65
228080	9/1/2022	100916 DEIBEL, PAUL	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
228081	9/1/2022	101781 KISHITA, ROBERT	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	153.53
					Total :	153.53
228082	9/1/2022	101926 LILES, RICHARD	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
228083	9/1/2022	102126 MARTINEZ, MIGUEL	22-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	570.78
					Total :	570.78
228084	9/1/2022	891031 ORTEGA, JIMMIE	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
228085	9/1/2022	891032 OTREMBA, EUGENE	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	614.88
					Total :	614.88
228086	9/1/2022	891354 RAMIREZ, ROSALINDA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	153.53
					Total :	153.53
228087	9/1/2022	102940 RUIZ, RONALD	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	630.87
					Total :	630.87
228088	9/1/2022	892782 TIGHE, DONNA	22-Sep		CALPERS HEALTH REIMB	

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08/29/2022 10:54:41AMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228088	9/1/2022	892782 TIGHE, DONNA	(Continued)		001-180-0000-4127	153.53
					Total :	153.53
10 Vouchers for bank code : bank3						Bank total : 3,121.59
10 Vouchers in this report						Total vouchers : 3,121.59

Voucher Registers are not final until approved by Council.

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228089	9/1/2022	100042 ABDALLAH, ALBERT	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,385.79
					Total :	1,385.79
228090	9/1/2022	100091 AGORICHAS, JOHN	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
228091	9/1/2022	891039 AGUILAR, JESUS	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	456.06
					Total :	456.06
228092	9/1/2022	100104 ALBA, ANTHONY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	614.88
					Total :	614.88
228093	9/1/2022	891011 APODACA-GRASS, ROBERTA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
228094	9/1/2022	100260 AVILA, FRANK	22-Sep		CALPERS HEALTH REIMB 041-180-0000-4127	1,290.56
					Total :	1,290.56
228095	9/1/2022	100306 BARNARD, LARRY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	770.00
					Total :	770.00
228096	9/1/2022	100346 BELDEN, KENNETH M.	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,202.00
					Total :	1,202.00
228097	9/1/2022	892233 BUZZELL, CAROL	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	145.65
					Total :	145.65
228098	9/1/2022	891350 CALZADA, FRANK	22-Sep		CALPERS HEALTH REIMB	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228098	9/1/2022	891350 CALZADA, FRANK	(Continued)		001-180-0000-4127	440.30
					Total :	440.30
228099	9/1/2022	100642 CASTRO, RICO	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,577.74
					Total :	1,577.74
228100	9/1/2022	103816 CHAVEZ, ELENA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	630.87
					Total :	630.87
228101	9/1/2022	100752 COLELLI, CHRISTIAN	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,722.43
					Total :	1,722.43
228102	9/1/2022	891014 CREEKMORE, CASIMIRA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
228103	9/1/2022	893711 DAVIS, JAMES	22-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	1,651.44
					Total :	1,651.44
228104	9/1/2022	100913 DECKER, CATHERINE	22-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	614.88
					Total :	614.88
228105	9/1/2022	100925 DELGADO, RALPH	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	440.30
					Total :	440.30
228106	9/1/2022	100960 DIEDIKER, VIRGINIA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
228107	9/1/2022	100996 DRAKE, JOYCE	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94

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Voucher List
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228107	9/1/2022	100996 100996 DRAKE, JOYCE	(Continued)			Total : 232.94
228108	9/1/2022	100995 DRAKE, MICHAEL	22-Sep		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	116.47 116.47 Total : 232.94
228109	9/1/2022	100997 DRAPER, CHRISTOPHER	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,722.43 Total : 1,722.43
228110	9/1/2022	101044 ELEY, JEFFREY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,745.00 Total : 1,745.00
228111	9/1/2022	891040 FISHKIN, RIVIAN	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 Total : 153.53
228112	9/1/2022	101178 FLORES, ADRIAN	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,410.74 Total : 1,410.74
228113	9/1/2022	101182 FLORES, MIGUEL	22-Sep		CALPERS HEALTH REIMB 043-180-0000-4127	1,410.74 Total : 1,410.74
228114	9/1/2022	892103 GAJDOS, BETTY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 Total : 153.53
228115	9/1/2022	891351 GARCIA, DEBRA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,546.42 Total : 1,546.42
228116	9/1/2022	891067 GARCIA, NICOLAS	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	873.31

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 CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228116	9/1/2022	891067 891067 GARCIA, NICOLAS	(Continued)			Total : 873.31
228117	9/1/2022	101281 GARIBAY, SAUL	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,283.48 Total : 2,283.48
228118	9/1/2022	101318 GLASGOW, KEVIN	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,722.43 Total : 1,722.43
228119	9/1/2022	891020 GLASGOW, ROBERT	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	312.00 Total : 312.00
228120	9/1/2022	101333 GODINEZ, FRAZIER C.	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,878.66 Total : 1,878.66
228121	9/1/2022	101409 GUERRA, LAUREN E	22-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	630.87 Total : 630.87
228122	9/1/2022	891021 GUIZA, JENNIE	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 Total : 232.94
228123	9/1/2022	101415 GUTIERREZ, OSCAR	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 Total : 153.53
228124	9/1/2022	102896 GUZMAN, ROSA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	630.87 Total : 630.87
228125	9/1/2022	891352 HADEN, SUSANNA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	570.78 Total : 570.78

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CITY OF SAN FERNANDO

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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
228126	9/1/2022	101440 HALCON, ERNEST	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,312.00 1,312.00	
228127	9/1/2022	891918 HARTWELL, BRUCE	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	614.88 614.88	
228128	9/1/2022	101465 HARVEY, DAVID	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 153.53	
228129	9/1/2022	101466 HARVEY, DEVERY MICHAEL	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,124.00 1,124.00	
228130	9/1/2022	101471 HASBUN, NAZRI A.	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	630.87 630.87	
228131	9/1/2022	891023 HATFIELD, JAMES	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	614.88 614.88	
228132	9/1/2022	892104 HERNANDEZ, ALFONSO	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,080.65 1,080.65	
228133	9/1/2022	891024 HOOKER, RAYMOND	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94	
228134	9/1/2022	893616 HOUGH, LOIS	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	145.65 145.65	
228135	9/1/2022	101597 IBRAHIM, SAMIR	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	456.06	
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CITY OF SAN FERNANDO

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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
228135	9/1/2022	101597 101597 IBRAHIM, SAMIR	(Continued)			Total : 456.06	
228136	9/1/2022	101694 JACOBS, ROBERT	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	770.00 Total : 770.00	
228137	9/1/2022	892105 KAHMANN, ERIC	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	456.06 Total : 456.06	
228138	9/1/2022	101786 KLOTZSCHE, STEVEN	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	440.30 Total : 440.30	
228139	9/1/2022	891866 KNIGHT, DONNA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	146.52 Total : 146.52	
228140	9/1/2022	892929 LEWIS, WANDA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 Total : 232.94	
228141	9/1/2022	891043 LIEBERMAN, LEONARD	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 Total : 153.53	
228142	9/1/2022	101933 LITTLEFIELD, LESLEY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 Total : 232.94	
228143	9/1/2022	102045 LLAMAS-RIVERA, MARCOS	22-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	1,263.04 Total : 1,263.04	
228144	9/1/2022	102059 MACK, MARSHALL	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	630.87 Total : 630.87	
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Voucher List
 CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228145	9/1/2022	891010 MAERTZ, ALVIN	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	442.04 442.04
228146	9/1/2022	888037 MARTINEZ, ALVARO	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,565.12 1,565.12
228147	9/1/2022	102206 MILLER, WILMA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
228148	9/1/2022	102212 MIRAMONTES, MONICA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,410.74 1,410.74
228149	9/1/2022	102232 MIURA, HOWARD	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
228150	9/1/2022	892106 MONTAN, EDWARD	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	145.65 145.65
228151	9/1/2022	102365 NAVARRO, RICARDO A	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	440.30 440.30
228152	9/1/2022	102473 ORDELHEIDE, ROBERT	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,615.36 1,615.36
228153	9/1/2022	102483 OROZCO, ELVIRA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	145.65 145.65
228154	9/1/2022	102486 ORSINI, TODD	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	2,191.57

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Voucher List
 CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228154	9/1/2022	102486 102486 ORSINI, TODD	(Continued)			2,191.57
228155	9/1/2022	102569 PARKS, ROBERT	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,745.00 1,745.00
228156	9/1/2022	102580 PATINO, ARMANDO	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,745.00 1,745.00
228157	9/1/2022	102527 PISCITELLI, ANTHONY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	440.30 440.30
228158	9/1/2022	891033 POLLOCK, CHRISTINE	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	312.00 312.00
228159	9/1/2022	102735 QUINONEZ, MARIA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,290.56 1,290.56
228160	9/1/2022	891034 RAMSEY, JAMES	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	698.71 698.71
228161	9/1/2022	102864 RIVETTI, DOMINICK	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	770.00 770.00
228162	9/1/2022	102936 RUELAS, MARCO	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,546.42 1,546.42
228163	9/1/2022	891044 RUSSUM, LINDA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 153.53

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228164	9/1/2022	103005 SALAZAR, TONY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,410.74 1,410.74
228165	9/1/2022	103118 SENDA, OCTAVIO	22-Sep		CALPERS HEALTH REIMB 043-180-0000-4127	1,878.66 1,878.66
228166	9/1/2022	892107 SHANAHAN, MARK	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	456.06 456.06
228167	9/1/2022	891035 SHERWOOD, NINA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
228168	9/1/2022	103175 SKOBIN, ROMELIA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,080.65 1,080.65
228169	9/1/2022	893677 SOLIS, MARGARITA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,187.26 1,187.26
228170	9/1/2022	103220 SOMERVILLE, MICHAEL	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,401.00 1,401.00
228171	9/1/2022	103394 TORRES, RACHEL	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
228172	9/1/2022	889588 UFANO, VIRGINIA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	153.53 153.53
228173	9/1/2022	103516 VAIRO, ANTHONY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,326.00

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vchlist
08/29/2022 11:16:43AMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228173	9/1/2022	103516 VAIRO, ANTHONY	(Continued)			1,326.00
228174	9/1/2022	888417 VALDIVIA, LAURA	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94 232.94
228175	9/1/2022	103550 VANICEK, JAMES	22-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	1,290.56 1,290.56
228176	9/1/2022	103562 VASQUEZ, JOEL	22-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	1,745.00 1,745.00
228177	9/1/2022	888562 VILLALPANDO, SEBASTIAN FRANK	22-Sep		CALPERS HEALTH REIMB 070-180-0000-4127	873.31 873.31
228178	9/1/2022	103692 VILLALVA, FRANCISCO	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,878.66 1,878.66
228179	9/1/2022	891038 WAITE, CURTIS	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	614.88 614.88
228180	9/1/2022	103612 WALKER, MICHAEL	22-Sep		CALPERS HEALTH REIMB 027-180-0000-4127	204.11 204.11
228181	9/1/2022	103620 WARREN, DALE	22-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	153.53 153.53
228182	9/1/2022	891036 WATT, DAVID	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	614.88 614.88

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SPECIAL CHECKS**EXHIBIT "A"**
RES. NO. 22-091vchlist
08/29/2022 11:16:43AMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
228183	9/1/2022	893690 WATTS, STEVE M.	22-Sep		CALPERS HEALTH REIMB 072-180-0000-4127	1,290.56
					Total :	1,290.56
228184	9/1/2022	891037 WEBB, NANCY	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
228185	9/1/2022	103643 WEDDING, JEROME	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	614.88
					Total :	614.88
228186	9/1/2022	103727 WYSBEEK, DOUDE	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	232.94
					Total :	232.94
228187	9/1/2022	103737 YNIGUEZ, LEONARD	22-Sep		CALPERS HEALTH REIMB 001-180-0000-4127	1,096.31
					Total :	1,096.31
99 Vouchers for bank code : bank3						Bank total : 80,022.57
99 Vouchers in this report						Total vouchers : 80,022.57

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: September 6, 2022

Subject: Consideration to Adopt a Resolution Re-Authorizing Remote Teleconference Meetings for the Period of September 12, 2022 to October 11, 2022, of the City of San Fernando's Legislative Bodies in Compliance with Government Code Section 54953(E) and Other Applicable Provisions of Assembly Bill 361

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8174 (Attachment "A") re-authorizing remote teleconference meetings for the period of September 12, 2022 to October 11, 2022, of the City of San Fernando's Legislative Bodies in compliance with Government Code (GC) Section 54953(E) and other applicable provisions of Assembly Bill 361.

BACKGROUND:

1. On October 4, 2021, the City Council was presented with an agenda report regarding adopting a resolution to continue remote teleconference meetings of the City of San Fernando's Legislative Bodies under the provisions of Assembly Bill (AB) 361 (Attachment "B"), which was signed into law on September 17, 2021. The City Council did not adopt the resolution, thereby reverting all legislative body meetings to comply with all Ralph M. Brown Act (Brown Act) requirements for public meetings.
2. On January 12, 2022, due to the surge of the Omicron variant of the COVID-19 virus, the City Council adopted Resolution No. 8089 to authorize remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361 for a period of 30 days, effective January 12, 2022 through February 11, 2022.
3. On February 7, 2022, the City Council adopted Resolution No. 8119 re-authorizing remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361 for a period of 30 days, effective February 12, 2022 through March 13, 2022.

Consideration to Adopt a Resolution Re-Authorizing Remote Teleconference Meetings for the Period of September 12, 2022 to October 11, 2022, of the City of San Fernando's Legislative Bodies in Compliance with Government Code Section 54953(E) and Other Applicable Provisions of Assembly Bill 361

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4. On March 7, 2022, the City Council adopted Resolution No. 8124 re-authorizing remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361 for a period of 30 days, effective March 14, 2022 through April 13, 2022.
5. On April 4, 2022, the City Council adopted Resolution No. 8134 re-authorizing remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361 for a period of 30 days, effective April 14, 2022 through May 13, 2022.
6. On May 2, 2022, the City Council adopted Resolution No. 8144 re-authorizing remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361 for a period of 30 days, effective May 14, 2022 through June 13, 2022.
7. On June 6, 2022, the City Council adopted Resolution No. 8155 re-authorizing remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361 for a period of 30 days, effective June 14, 2022 through July 13, 2022.
8. On July 5, 2022, the City Council adopted Resolution No. 8165 re-authorizing remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361 for a period of 30 days, effective July 14, 2022 through August 12, 2022.
9. On August 1, 2022, the City Council adopted Resolution No. 8170 re-authorizing remote teleconference meetings of the City of San Fernando's Legislative bodies under the provisions of AB 361 for a period of 30 days, effective August 13, 2022 to September 11, 2022.

ANALYSIS:

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

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

Consideration to Adopt a Resolution Re-Authorizing Remote Teleconference Meetings for the Period of September 12, 2022 to October 11, 2022, of the City of San Fernando's Legislative Bodies in Compliance with Government Code Section 54953(E) and Other Applicable Provisions of Assembly Bill 361

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

On August 1, 2022, the City Council adopted Resolution No. 8170 making a determination approving findings in accordance with AB 361, to allow the City to continue the option to hold teleconference meetings without complying with certain teleconferencing requirements of the Brown Act. The resolution is only effective for 30 days and expires on September 11, 2022. The City Council may renew the resolution, every 30 days, at which time a subsequent resolution (Attachment "A") will need to be adopted. If the resolution lapses, the City's Legislative Bodies will be required to comply with the Brown Act (Pre-COVID-19 Pandemic) until a new resolution is adopted to make the initial determinations and findings again.

BUDGET IMPACT:

There is no additional fiscal impact associated with consideration of the proposed resolution. The cost of the Zoom virtual meeting platform is included in the Fiscal Year 2022-2023 Adopted Budget.

CONCLUSION:

It is recommended that the City Council adopt Resolution No. 8174 (Attachment "A") re-authorizing remote teleconference meetings for the period of September 12, 2022 to October 11, 2022, of the City of San Fernando's Legislative Bodies in compliance with Government Code (GC) Section 54953(E) and other applicable provisions of Assembly Bill (AB) 361.

ATTACHMENTS:

- A. Resolution No. 8174
- B. Assembly Bill (AB) 361

RESOLUTION NO. 8174

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR ALL LEGISLATIVE BODIES OF THE CITY OF SAN FERNANDO, FROM SEPTEMBER 12, 2022 THROUGH OCTOBER 11, 2022, PURSUANT TO GOVERNMENT CODE SECTION 54953(E) IN ACCORDANCE WITH ASSEMBLY BILL 361

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

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

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

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

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

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

WHEREAS, the LACDPH Health Officer Order issued March 23, 2022, and effective April 1, 2022, continues to advise that all individuals and businesses are strongly urged to follow the LACDPH Best Practices Guidance, containing health and safety recommendations for COVID-19;

WHEREAS, the LACDPH Best Practices Guidance provides, among other things:

1. Masks are *strongly recommended* in most indoor public settings to prevent transmission of the virus particularly to persons with prolonged, cumulative exposures (e.g., workers and to those with higher risk of illness (e.g., unvaccinated, older persons, or those with underlying medical conditions such as immunocompromised persons); and
2. Per state and federal law, visitors and workers must continue to wear masks in specified high-risk settings to continue protecting vulnerable populations and the workforce that delivers critical services in these settings; and
3. Identify and regularly clean frequently touched surfaces and objects such as doorknobs, elevator buttons, tools, handrails, phones, headsets, bathroom surfaces and steering wheels;
4. Whenever possible, take steps to reduce crowding indoors and encourage physical distancing including, but not limited to:
 - a. Limiting indoor occupancy to increase the physical space between employees at the worksite, between employees and customers, and between customers;
 - b. Using tape, signs, or other visual cues such as decals or colored tape on the floor, placed six feet apart, to guide customers about where to stand to avoid crowding and to encourage distancing where lines may form; and
 - c. Continuing, where feasible, to offer telework options and continue those teleworking arrangements that do not interfere with business operations as telework significantly reduces the risk of exposure for employees, their households, and communities.

WHEREAS, the surges in COVID-19 variants overseas have the potential to quickly spread in the United States warranting continued vigilance; and

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

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

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

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

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

WHEREAS, in light of the continuing State declaration of emergency resulting from the COVID-19 pandemic, the continuing recommendation by Los Angeles County Public Health officials to maintain various infection control and containment measures referenced above , the City Council desires to make the findings required by AB 361 to allow the City Council and all City Boards and Commissions to continue to meet under AB 361's abbreviated teleconferencing procedures.

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

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

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

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

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

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

SECTION 6. The operational provisions of this Resolution shall take effect September 12, 2022, and expire upon the earlier of the following (i) 12:00 am on October 11, 2022; or (ii) such time the City Council adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the City of San Fernando may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

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

PASSED, APPROVED, AND ADOPTED THIS 6th day of September, 2022.

Mary Mendoza, Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8174 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 6th day of September, 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2022.

Julia Fritz, City Clerk

Assembly Bill No. 361

CHAPTER 165

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

[Approved by Governor September 16, 2021.

Filed with Secretary of State September 16, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

This bill would make legislative findings to that effect.

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

This bill would make legislative findings to that effect.

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

DIGEST KEY

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

BILL TEXT

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

SECTION 1.

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

89305.6.

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

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

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

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

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

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

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

(D) Post agendas at all teleconference locations.

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

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

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

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

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

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

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

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

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

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

SEC. 2.

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

11133.

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

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

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

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

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

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

(D) Post agendas at all teleconference locations.

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

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

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

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

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

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

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

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

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

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

SEC. 3.

Section 54953 of the Government Code is amended to read:

54953.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(B) Any of the following circumstances exist:

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

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

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

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

SEC. 3.1.

Section 54953 of the Government Code is amended to read:

54953.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(B) Any of the following circumstances exist:

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

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

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

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

SEC. 4.

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

54953.

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

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

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

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

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

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

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

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

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

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

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

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

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

SEC. 4.1.

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

54953.

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

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

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

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

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

SEC. 5.

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

SEC. 6.

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

SEC. 7.

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

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

SEC. 8.

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

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

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

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

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

SEC. 9.

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

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

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Michael E. Okafor, Personnel Manager

Date: September 6, 2022

Subject: Consideration to Adopt a Resolution Approving New Job Specifications for Information Technology Systems Administrator and Management Analyst Job Classifications

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8176 (Attachment "A") approving new specifications for the Information Technology Systems Administrator (Exhibit "1" of Attachment "A") and Management Analyst (Exhibit "2" of Attachment "A") job classifications; and
- b. Authorize the City Manager to initiate the recruitment process for the new job classifications, and make non-substantive edits and execute all related documents as necessary.

BACKGROUND:

1. In April 2022, the City Manager and Interim Director of Finance met with each Department to develop the Fiscal Year (FY) 2022-2023 Proposed Budget, which includes revenues and expenditures for the General Fund, Enterprise Funds, and all Special Revenue Funds.
2. On May 2, 2022, the City Council received a copy of the FY 2022-2023 Proposed City Budget and it was made available on the City's website at SFCITY.ORG/Finance/#Financial-Documents.
3. On May 23, 2022, the City Council held Budget Study Session No. 1 and discussed the Budget Overview, Administration Department and Public Works Department Operating and Capital Improvement Projects.
4. On May 31, 2022, the City Council held Budget Study Session No. 2 and discussed the Community Development Department, Recreation and Community Services Department, Police, Finance (including Information Technology), and City Clerk Department.

Consideration to Adopt a Resolution Approving New Job Specifications for Information Technology Systems Administrator and Management Analyst Job Classifications

Page 2 of 3

5. On June 6, 2022, the City Council held Budget Study Session No. 3, discussed the Retirement and Self Insurance Fund, Capital Grant Projects, and recommended enhancements.
6. On June 13, 2022, the City Council held Budget Study Session No. 4 and discussed additional enhancements that were proposed by the City Council in the prior Budget Study Sessions and the detail breakdown of proposed expenditures for Measure A and Measure SF.
7. On June 21, 2022, the City Council approved the FY 2022-2023 Budget that included establishment of new job classifications for Information Technology Systems Administrator in the Finance Department, and Management Analyst in the Police Department.
8. On June 21, 2022, the City Council also adopted Resolutions that approved the salary ranges and steps for the Information Technology Systems Administrator and Management Analyst, and assigned them to applicable departments in the Salary Resolution and Table of Organization, respectively (Resolution Nos. 8162 and 8163).

ANALYSIS:

The Information Technology Systems Administrator in the Finance Department and Management Analyst in the Police Department were among the new job classifications approved by the City Council, along with the FY 2022-2023 Budget on June 21, 2022, to enhance services in certain critical service areas.

The Information Technology Systems Administrator will be responsible for managing all information technology services and network infrastructure needs, as well as developing and overseeing vendor contracts and services.

The Management Analyst is primarily responsible for performing analytical work in support of any City departmental financial, budgetary and other relevant administrative support functions. The position currently exists in Public Works performing mid-level managerial support functions as assigned. However, the new enhancement approved by the City Council is for the Police Department, and the incumbent is to provide relevant administrative support to the Police Chief coordinating training, budget, grants and crime analysis, as well as other assigned related functions.

BUDGET IMPACT:

There is no additional budget impact. Funding for the Information Technology Systems Administrator and Management Analyst will remain as approved in the FY 2022-2023 Budget.

Consideration to Adopt a Resolution Approving New Job Specifications for Information Technology Systems Administrator and Management Analyst Job Classifications

Page 3 of 3

CONCLUSION:

Staff recommends that the City Council approve the proposed job specifications for Information Technology Systems Administrator and Management Analyst, and authorize the City Manager to initiate the recruitment process for the new job classifications.

ATTACHMENT:

- A. Resolution No. 8176 , including:
 - Exhibit 1: Information Technology Systems Administrator Job Specification
 - Exhibit 2: Management Analyst Job Specification

RESOLUTION NO. 8176

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966 BY THE ADDITION OF SUPPLEMENT NO. 186 THERETO

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

SECTION 1: That Resolution No. 4144, adopted on December 12, 1966 and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, be the same as amended by adding thereto Supplement No. 186 (Exhibits "1" and "2") covering important and essential duties, job-related and essential qualifications for the following positions and classifications:

**INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR
MANAGEMENT ANALYST**

Supplement No. 186 is hereby adopted and approved as the new official job classification and definitions, prescribing important and essential duties, job-related and essential qualifications for the positions and classifications set forth above. Copies of Supplement No. 186 are now on file in the office of the City Clerk. Said Supplement No. 186 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

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

PASSED, APPROVED, AND ADOPTED this 6th day of September 2022.

Mary Mendoza, Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8176, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 6th day of September 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this ____ day of September, 2022.

Julia Fritz, City Clerk

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR	RESOLUTION NO. 8176	EFFECTIVE DATE 09/06/2022
	FLSA DESIGNATION EXEMPT	EMPLOYMENT

GENERAL PURPOSE

Performs a variety of complex administrative and technical functions related to information technology services, including planning, organizing and directing all information technology services; planning, acquiring and implementing systems; managing various information technology projects; coordinating training needs; and planning, implementing, monitoring and updating information technology short and long-range plans.

DISTINGUISHING CHARACTERISTICS

The Information Technology Systems Administrator is an exempt, mid-management position, responsible for developing and supporting applications, hardware and other technology solutions to meet City operating needs and requirements. The incumbent manages the entire network infrastructure of the City; designs and installs computer systems, routers, switches, local area networks (LAN), wide area networks (WAN), and intranet systems.

The incumbent reports to the Director of Finance/City Treasurer, and supervises outsourced IT contractors and/or subordinate staff. He/she generally exercises independent judgement, initiative, and discretion within established guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Plans, directs and manages information technology functions, including overseeing network and telecommunications systems; managing various projects; evaluating new and/or rapidly changing, complex information technology and making recommendations for implementation of same; providing consultation services to staff regarding information technology needs; maintaining and assuring compliance with software licensing agreements; coordinating the acquisition and installation of hardware and software; overseeing and/or conducting training on computer based applications; participating in development, revision and testing of programs and making recommendations for adoption and/or changes; developing documentation; implementing security standard; and coordinating repairs.
2. Develops and implements goals, objectives, policies and priorities relating to the City's computer network, information systems applications, telephones, Wi-Fi, and security systems.
3. Receives, researches, troubleshoots, diagnoses, and responds to computer and/or communications systems user questions and complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES

4. Supervises subordinate personnel and /or outsourced IT Contractors who perform systems administration, network administration, programming, and help desk operations.
5. Plans, coordinates, assigns, and monitors performance, and coaches, counsels, mentors, trains, and advises employees in meeting department goals and employee career development; assists staff in the completion of assigned tasks.
6. Develops and administers the division budget, as well as short and long-range plans, including making projections related to information technology needs, equipment, etc.; monitoring expenditures; preparing formal bids and requests for proposals; and controlling costs.
7. Prepares and negotiates vendor contracts.
8. Represents the City and/or serves as a liaison and/or member of various committees/teams, and collaborates, advises, presents reports to and negotiates with others outside own work area to coordinate efforts, and maintain cooperative and efficient relations.
9. Prepares and/or reviews complex reports and analysis utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; makes presentations; relays and interprets administrative decisions, policies and instructions.
10. Directs recovery processes, and performs necessary procedures in event of systems failure or loss of data.
11. Directs preparation of studies and reports related to division operations by developing proposals and recommendations, and providing technical assistance.
12. Researches, develops, interprets, communicates, and monitors policies, procedures, codes, standards, and so on; recommends improvement where and when necessary, and provides training and assistance to end-users as appropriate.
13. Plans long-range goals, objectives, management systems, organizational structure, and overall direction for the division; plans and implements short-term or annual goals, objectives, strategies, projects or programs to ensure efficient organization and completion of work.
14. Coordinates division activities with other departments, divisions and/or outside agencies; responds to employee and citizen inquiries.
15. Serves as technical resource on division operations.
16. Ensures that quality standards and compliance with regulations are maintained.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

MINIMUM QUALIFICATIONS

2. Administrative principles and practices, including goal setting and implementation.
3. Principles and practices of effective management and supervision with an organization-wide perspective.
4. Principles and practices of public administration, including knowledge of government organizations and operations.
5. Principles, practices, and techniques of effective customer service and collaborative problem solving.
6. Methods and techniques of research, statistical analysis and report presentation.
7. Principles, practices, and theories of computer science.
8. Information systems, network operating systems, telecommunications equipment and testing methodologies.
9. System design, development, and documentation practices.
10. Network and website design, administration and maintenance.
11. Information system's disaster recovery systems.
12. Purchasing policies and requirements, including software licensing agreements.
13. Fiscal and budget processes, policies, and procedures.
14. Municipal contract management, and project management techniques.
15. Public speaking techniques.

Ability to:

1. Plan, organize, assign, direct, review and evaluate the work of staff; select and motivate staff, and provide for their training and professional development.
2. Effectively analyze laws and legislation as applicable to business systems requirements and the coordination/integration of technology solutions.
3. Use tact, discretion, initiative and independent judgment within established guidelines.
4. Maintain confidentiality of records.
5. Maintain information systems security.
6. Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
7. Apply logical thinking to solve problems or accomplish tasks; analyze, resolve, and/or make recommendations regarding a variety of administrative, financial, and operational issues.

MINIMUM QUALIFICATIONS

8. Communicate orally and in writing with staff, the public, and City and government officials in order to give and receive information in a courteous manner.
9. Prepare clear and concise reports, correspondence, and other written materials.
10. Use a computer and appropriate computer applications to perform the essential and important functions of the job. Operate and maintain computer hardware/software, workstations, local networks and/or servers.
11. Operate and routinely maintain general office machines such as copiers, facsimile machines, telephone systems.

EDUCATION, TRAINING AND EXPERIENCE:

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

Graduation from an accredited four-year college or university with a bachelor's degree in Computer Science, Information Systems, Computer Engineering, Electrical Engineering, Telecommunications, or a related field; and at least five years of progressively responsible experience in a related field is required; or an equivalent combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. A master's degree in a related field is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and occasionally push, pull and/or lift 50 pounds with proper safety equipment or heavier with appropriate assistance

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills; learns and follows City and departmental policies and procedures; establishes and maintains effective working relationships with others; performs mathematical calculations at the appropriate level; solves problems under pressure; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; and deals with changing deadlines, constant interruptions and multiple concurrent tasks.

WORK ENVIRONMENT

Work is performed in a normal office environment, computer room and/or in the field where there may be extreme temperatures, exposure to sun, dirt and/or dust.

The incumbent is required to travel to various locations within the City to complete the essential functions of the job.

The incumbent's working conditions are typically moderately loud. When working in computer rooms, the incumbent is exposed to cold temperatures.



JOB SPECIFICATION

CLASS TITLE

MANAGEMENT ANALYST

ADOPTION

RESOLUTION NO.

8176

EFFECTIVE DATE

09/06/2022

FLSA DESIGNATION

EXEMPT

EMPLOYMENT

GENERAL PURPOSE

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

DISTINGUISHING CHARACTERISTICS

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

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

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

MINIMUM QUALIFICATIONS

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

ABILITY TO:

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

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is any equivalent combination of the following training and experience:

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

MINIMUM QUALIFICATIONS

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

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

PHYSICAL AND MENTAL DEMANDS

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

PHYSICAL DEMANDS

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

MENTAL DEMANDS

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

WORK ENVIRONMENT

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

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julian Venegas, Director of Recreation and Community Services
Juan Salas, Community Services Supervisor
Marisol Diaz, Program Coordinator

Date: September 6, 2022

Subject: Consideration to Accept a Los Angeles Education Partnership Grant and Adopt a Resolution Appropriating the Funds

RECOMMENDATION:

It is recommended that the City Council:

- a. Accept the Los Angeles Education Partnership Grant in the amount of \$70,000 (Attachment "A");
- b. Adopt Resolution No. 8177 (Attachment "B") to increase the Operating Grants (Fund 110) revenues and expenditures by \$70,000 for Fiscal Year 2022-2023; and
- c. Authorize the City Manager to make non-substantive changes and execute all related documents.

BACKGROUND:

1. Los Angeles Education Partnership (LAEP) is part of a social service conglomerate composed of Best Start Panorama City and Neighbors, Best Start Northeast Valley Community, and El Nido Family Centers collectively known as Best Start Communities. Together they empower families by providing supportive services like early childhood guidance, youth, teen and family support, college preparation and career training.
2. To address social inequities and further core services, Best Start Communities implemented the Participatory Budgeting Project (PBP) process that empowers communities to decide together how to spend public money.
3. Through the PBP process, Best Start Communities identified six social need priorities within the San Fernando Valley. The priorities included Mental Health/Emotional Wellbeing,

Consideration to Accept a Los Angeles Education Partnership Grant and Approve a Resolution to Appropriate the Funds

Page 2 of 3

Protective Factors within Family Support, Technology Understanding the School System, Leadership/Advocacy focusing on Homelessness/Housing Insecurity, Affordable Health Care, and Affordable Childcare.

4. On March 28, 2022, the Best Start Communities in the San Fernando Valley released the Social Resources Project Grant/Social Resources Project Grant Request for Proposals, to address the identified PBP priorities.
5. Between March 28, 2022 and April 25, 2022, Recreation and Community Services (RCS) staff hosted a community meeting with Best Start Communities project team leaders and staff. RCS staff also created a two-minute informational video regarding RCS proposed project that addressed the Technology Understanding the School System priority.
6. Between May 9, 2022 and May 23, 2022, Best Start Communities applied the PBP process to select the top six projects that met the priority needs of the San Fernando Valley community. The public was presented with the proposed project videos and were asked to vote for the projects they preferred.
7. On June 1, 2022, RCS staff was notified that the Las Palmas Park Technology Center project was selected for funding.

ANALYSIS:

The Las Palmas Park Technology Center project will focus on training families on how to use applications on their phones, tablets and computers to access Los Angeles Unified School District (LAUSD), charter and private school Apps, so they can advocate for their children's education. RCS staff will facilitate parent workshops to teach them how to use the App their school uses. As parent technology interaction changes, RCS staff will adapt the workshops to teach parents how to keep in contact with their child's school for homework assignments, accessing grades and virtual parent teacher conferences.

The Las Palmas Park Learning Center will house the Technology Center project. The grant will fund computers, new tables and chairs, a projector and a storage cabinet for the computers. Funding will also provide support for the parent workshops that will bolster participation. The support for the workshops include, but not limited to, snacks and meals for participants, childcare and gift card incentives. There will also be translation service at the workshops.

The workshops will be held once a week, which allows staff to provide other services to the community with the funded equipment. The other services planned include tutoring and homework lab for students, financial aid and college workshops for teens and young adults and one-on-one assistance for seniors on various topics (email/cell phone, etc.). The funds will also

Consideration to Accept a Los Angeles Education Partnership Grant and Approve a Resolution to Appropriate the Funds

Page 3 of 3

pay for stipends for facilitators that conduct the school-based applications workshops and the childcare services.

BUDGET IMPACT:

Adoption of Resolution No. 8177 increases the Operating Grants (Fund 110) revenues and expenditures by \$70,000 for Fiscal Year 2022-2023 and allows purchasing the equipment, supplies and services needed to implement the Las Palmas Technology Center.

CONCLUSION:

It is recommended that the City Council accept the Los Angeles Education Partnership Grant, adopt Resolution No. 8177 increasing the Operating Grants (Fund 110) revenues and expenditures by \$70,000 for Fiscal Year 2022-2023, and authorize the City Manager to make non-substantive changes and execute all related documents.

ATTACHMENTS:

- A. Notice of Grant Award and Grant Agreement
- B. Resolution No. 8177

From: Nancy Villarreal <nvillarreal@laep.org>

Sent: Thursday, June 9, 2022 5:02 PM

To: Juan Salas <JSalas@sfcity.org>

Cc: Elvia De La Torre <edelatorre@laep.org>; Edith Aristizábal <earistizabal@elnidofamilycenters.org>;

Gloria Lazalde <glazalde@elnidofamilycenters.org>

Subject: Education and Technology (San Fernando)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Community Partner,

Congratulations!!!

We hope you are doing well and staying healthy. **Please note Education and Technology (San Fernando Park & Recs)** has been selected by the Best Start communities and awarded the "Social Purpose Grant" in the amount of \$70,000. LAEP will be sending you an award letter with more details in the following week.

Please submit by Monday June 20th, 2022

- 501c-3 award letter.
- Executive Director/CEO contact information
- Tax identification number
- Indemnity, Liability and Insurance
- List of three current organizational partners contact information

Congratulations again, and we are excited to start our partnership and serve the community. Please feel free to contact me if you have any questions

With Gratitude,
Nancy

--



Nancy K. Villarreal, M.S

Director of Early Childhood & Parent Engagement

Los Angeles Education Partnership

E. nvillarreal@laep.org

P. 213.622.5237, ext. 278 | F. 213.629.5288

A. 1541 Wilshire Boulevard, Suite 200, Los Angeles, CA 90017



*Bringing communities together to help children thrive from diapers to diplomas.
Uniendo comunidades para ayudar a los niños a prosperar, desde pañales hasta diplomas.*



INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the "Agreement") is entered into as of **August 1, 2022**, by and between Los Angeles Education Partnership (LAEP), on the one hand, and **Education and Technology- City of San Fernando/ Las Palmas Park** (the "Contractor") on the other hand, upon the following terms and conditions:

1. Term. The term of this Agreement shall commence on **August 1, 2022** and shall continue until the close of business on **June 30, 2023**, unless sooner terminated by LAEP or Contractor in accordance with the provisions of this Agreement.

v

2. Services. During the term of this Agreement, Contractor shall provide the following services/deliverables:

Goals & Objectives

That parents feel empowered to navigate the internet & school systems/ applications:

- Access to grades, see progress of assignments delivered, schedule appointments with teachers to see the academic progress of their students
- From smart device or computer

Emotional and personal development of the student, parent/ guardian:

- Advocacy
- Help in interpreting in their respective languages

Scope of Work outlined by PB Committee

- 44 workshops total for the year. Can be 4 workshops with 10-13 sessions each. 1-2 hours each session.
- Provide snacks/ food at each workshop
- Provide childcare at each workshop
- Provide incentives (gift cards)

Scope of work proposed by City of San Fernando/ las Palmas Park

- One-on-one assistance for seniors on various topics
- Upgrade technology equipment:
 - 31 Surface laptops
 - Laptop charging station and storage locker
 - 10 Computer tables
 - Portable projector
 - Projector mount
- Provide 9 (4-week series) workshops on technology: navigating the internet, creating email accounts, navigating school systems
- Provide snacks at all workshops
- Provide childcare at all workshops
- Instructors for workshops

3. Termination. This Agreement may be terminated by either party, with or without cause and for any reason or no reason, prior to completion of this project upon **ten (10)** days' prior written notice to the other party.

4. Fees. LAEP shall pay Contractor **\$70,000.00** for the entirety of services rendered during the term of this Agreement (08-01-2022-06/30/2023), it will be paid in 3 installments by LAEP:

- 1st installment of \$25,000 August 18, 2022,
- 2nd installment of 25,000 October 18, 2022.
- 3rd, installment of \$20,000 January 18, 2023

Funds and project to be completed by June 30, 2023. **Nancy Villarreal, LAEP Director**, must approve any additional time and/or expenses before proceeding. Payment shall be made per invoice submitted to LAEP in accordance with mutually agreed upon delivery of services described in paragraph 2 above. Payment shall be made 30 days after receipt of invoice.

5. No Other Benefits. Contractor hereby acknowledges and agrees that, because Contractor is being retained by LAEP as an independent contractor and not an employee, Contractor will not be entitled to receive any employment benefits provided to employees of LAEP.

6. Withholding. Because Contractor is retained as an independent contractor for LAEP and not as an employee, LAEP and Contractor acknowledge and agree that LAEP will not withhold moneys respecting federal, state or other taxes, or unemployment insurance or social security contributions from the fees paid to Contractor pursuant to paragraph 4, and that Contractor will remain solely responsible for the reporting and payment of all such taxes and assessments. Contractor hereby expressly covenants to make such payments as may be required by applicable law and to indemnify and hold LAEP harmless for any taxes, penalties, or interest that may be imposed as a result of any compensation paid to Contractor hereunder or as a consequence of Contractor's failure to make such payments. Contractor shall provide LAEP with a complete IRS W-9 form upon signature of this Agreement. LAEP shall report the compensation provided to Contractor on a Form 1099 at the end of the year in which payment was rendered.

7. Expenses. Out-of-pocket expenses incurred by Contractor during the term of this Agreement shall not be reimbursed by LAEP.

8. Materials/Equipment. Contractor shall supply at its sole cost and expense all necessary materials, equipment, supplies, and tools to perform services for LAEP during the term of this Agreement.

9. Employment of Others. Contractor may, at Contractor's own expense, employ consultants, support staff and others as Contractor deems necessary to perform the services required of Contractor by this Agreement. Any such persons shall not be employees of LAEP. Contractor shall maintain records of all consultants, support staff and others under Contractor's control. Contractor shall remain exclusively responsible for retaining, supervising and compensating any and all consultants, support staff and others hired by Contractor. Contractor shall remain solely responsible for any and all state or federal taxes, which may result from such engagements. Contractor shall have the exclusive right to control and direct the work of such consultants, support staff and others. LAEP shall have no authority to supervise or discharge such consultants, support staff and others hired by Contractor.

10. Indemnity. Contractor shall fully defend, indemnify, and hold harmless LAEP (including the payment of attorneys' fees and costs actually incurred whether or not litigation or other proceedings are commenced) from and against any claim based on or in connection with creating

out of the Contractor's conduct or conduct by consultants, support staff or others hired by Contractor during the term of this Agreement.

11. Workers' Compensation Insurance. Contractor acknowledges and agrees that LAEP will not be liable to Contractor for any accidents or injuries suffered by Contractor or suffered by consultants, support staff and others hired by Contractor while performing services on behalf of LAEP during the term of this Agreement. Contractor is solely responsible for obtaining and maintaining Workers' Compensation insurance that covers Contractor and consultants, support staff and others hired by Contractor while performing services during the term of this Agreement.

12. Arbitration. Each party hereto agrees to submit any dispute relating to the breach, interpretation or enforcement of this Agreement to final and binding arbitration in Los Angeles, California in accordance with the Commercial Arbitration Rules of the American Arbitration Association in effect at the time, or any similar successor rules. At the request of any party, the arbitrators, attorneys, parties to the arbitration, witnesses, experts, court reporters, or other persons present at the arbitration shall agree in writing to maintain the strict confidentiality of the arbitration proceedings.

13. Governing Law. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of California. Any and all claims arising from or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of California. The language of this Agreement shall be construed as a whole according to its fair meaning, and not strictly for or against any of the parties hereto.

15. Integration. This Agreement contains the entire agreement among the parties hereto with respect to the subject matter hereof and supersedes any prior agreement between the parties. No provision of this Agreement may be modified, waived or discharged unless such waiver, modification or discharge is agreed to in writing and signed by both parties. No waiver by either party hereto of any condition or provision of this agreement shall be deemed a waiver of any other provision or condition herein. No agreements or representations, oral or otherwise, express or implied, with respect to the subject matter hereof have been made or relied upon by either party which is not expressly set forth in this Agreement.

16. Results. Any materials, products and reports produced by Contractor under the terms of this Agreement are "works for hire" and become the sole property of the Los Angeles Education Partnership. Contractor agrees to assume all responsibility for gaining and delivering to the LAEP any necessary permission to use materials produced by other individuals, agencies and institutions that Contractor utilizes in carrying out the terms of this Agreement.

17. Publication. LAEP shall have the right to publish or otherwise disclose the results of this work, materials, products and reports. The Contractor shall submit a request of proposed publications to LAEP 30 days prior to submitting same for publication. Contractor agrees to assume all responsibility for gaining and delivering to LAEP any necessary permission to use materials produced by other individuals, agencies, and institutions which Contractor utilizes in carrying out the terms of this Agreement. Further, any materials, products and reports of LAEP are privileged and confidential, and may not be used by Contractor without LAEP's expressed written consent.

18. Execution/Counterparts. This Agreement may be executed in counterparts, and a facsimile signature shall have the same force and effect as an original signature penned in ink. No modification, alteration or amendment to this Agreement shall be effective unless in writing signed by each party to the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year indicated below.

Los Angeles Education Partnership

By: Michele L. Broadnax
Michele Broadnax
President & CEO

Date: 7/25/2022

DocuSigned by:
Beanie Bains
Beanie Bains
Director of Finance

Date: 7/26/2022

DocuSigned by:
Nancy Villarreal
Nancy Villarreal, M.S.
Director of Early Childhood & Family Engagement

Date: 7/26/2022

DocuSigned by:
McK Kimball
Person Signing the Contract
Title:

Date: 7/29/2022

Title: City Manager

Social Security No. /Taxpayer I.D. No: 95-6000779

Business License Number: not applicable

ATTACHMENT – A***Learning Center - Computer Lab******Estimated Cost***

<u>Quantity</u>	<u>Items</u>	<u>Price</u>
31	Microsoft - Surface Laptop 4 - 15" Touch-Screen – AMD Ryzen 7 Surface Edition – 8GB Memory - 256GB SSD, \$1,050	\$32,550
1	Laptop AC Lock and Charge Station for laptops, \$899	\$899
10	Folding computer tables with wheels, \$395	\$3,950
1	LG - PF50KA 1080p Wireless Smart DLP Portable Projector - White	\$579
1	Projector Mount	\$105
	<i>Tax</i>	\$3,904
	<i>Equipment Sub-Total</i>	<i>\$ 41,987</i>
<u>Miscellaneous</u>		
	Other installation equipment or setup costs for computers	\$5,000
44	Stipends for instructors, \$200 per week	\$8,800
44	Snacks, \$100 per week	\$4,400
44	Child Care, \$245.45 per week	\$5,400
1	Office supplies, \$1,000	\$1,000
1	Marketing and promotion, \$3,000	\$3,413
	<i>Personnel Sub-Total</i>	<i>\$28,013</i>
	<u>Grand Total</u>	<u>\$70,000</u>

RESOLUTION NO. 8177**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2022-2023
ADOPTED ON JUNE 21, 2022**

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2022-2023, commencing July 1, 2022, and ending June 30, 2023; and

WHEREAS, the City Council has determined that it is necessary to amend the revenues and expenditures of the current City budget to accept the Los Angeles Education Partnership Grant of \$70,000 to implement the Las Palmas Park Technology Center project through June 30, 2023; and

WHEREAS, an annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023, a copy of which is on file in the City Clerk's Office, has been adopted on June 21, 2022.

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

SECTION 1. The following adjustment is made to the City Budget:

Operating Grants (Fund 110)

Increase in Expenditures	\$70,000
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Increase in Revenues	\$70,000
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PASSED, APPROVED, AND ADOPTED this 6th day of September 2022.

Mary Mendoza, Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8177, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 6th day of September, 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2022.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager

Date: September 6, 2022

Subject: Consideration to Adopt a Resolution Appropriating American Rescue Plan Act Funding

RECOMMENDATION:

It is recommended that the City Council approve Resolution No. 8175 appropriating \$4,200,000 in ARPA funds in Fiscal Year 2022-2023.

BACKGROUND:

1. On March 12, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. ARPA provides, among other items, payments to individuals of up to \$1,400 per person, extended unemployment benefits, and \$350 billion in fiscal stimulus funding paid directly to state and local governments.
2. Through the fiscal stimulus payments, the City will receive a total of \$5,818,340 in ARPA funds, which can be used to address impacts from the COVID-19 pandemic.
3. On April 19, 2021, the City Council approved renaming the CDBG Ad Hoc Committee to the COVID Relief Program Ad Hoc Committee and amended the scope of the Ad Hoc Committee to include developing recommendations for appropriating ARPA funds.
4. On June 21, 2021, the City Council approved Resolution No. 8075 which appropriated \$160,760 in ARPA funding to pay for technology improvements that support touchless services or reduce the need for "in-person" services (e.g., Upgrade to VOIP telephone system, secure online credit card payment software, and make necessary network improvements to support the new systems) as well as additional facility cleaning and upgraded cameras and laptops for the City Council Chambers.
5. On July 13, 2021, the City received its first distribution of ARPA funds in the amount of \$2,909,170. The second distribution is expected on or about July 13, 2022. These funds must be spent within three (3) years; on or before July 2024.

Consideration to Adopt a Resolution Appropriating American Rescue Plan Act Funding

Page 2 of 5

6. On September 7, 2021, the City Council accepted ARPA funds, appropriated \$250,000 to fund COVID-19 response expenditures, and directed staff to move forward with engaging a professional services firm to assist with administration of the ARPA funds.
7. On October 4, 2021, the City Council approved an Agreement with Hinderliter, de Llamas and Associates (HdL) to provide COVID-19 Relief and Economic Recovery Program Administration Services related to the City's ARPA funds.
8. On April 4, 2022, the COVID Relief Program Ad Hoc provided an update to City Council and received input regarding Councilmember priorities for use of ARPA funds. The City Council also elected to take the City's total allocation as "Revenue Loss" which allows the greatest flexibility to expend the funds.
9. On August 16, 2022, the COVID Relief Program Ad Hoc Committee and staff provided a proposed ARPA expenditure plan and received direction to appropriate funds toward certain projects/programs. The City Council also provided direction to the Ad Hoc Committee to further study a number of proposed items.

ANALYSIS:

The focus of the ARPA Expenditure Plan ("Plan") is to provide funding to projects that are transformative, programs that address a gap in service as identified through community/business surveys, and critical infrastructure projects that require gap funding. Priority is also given to programs/projects that have limited options to secure alternate funding sources.

The appropriations included in the Plan generally fall into the three categories.

- 1) Resident Support Programs
- 2) Business Support Programs
- 3) Capital Improvements

Consideration to Adopt a Resolution Appropriating American Rescue Plan Act Funding

Page 3 of 5

The following items received majority support from City Councilmembers on August 15, 2022 and are included in the proposed resolution:

Project Description	Allocation	Strategic Goal/ Category	Performance Indicator
City App – Virtual San Fernando to increase digital access to City services	\$200,000 (includes pre-payment for five years of maintenance)	Focus on Community First/ Resident Support	<ul style="list-style-type: none"> • Number of reports for service requests • Number of online registrations and payments • Number of notifications and surveys sent
Downtown Master Plan	\$250,000	Support Economic Recovery/ Business Support	<ul style="list-style-type: none"> • Number of residents engaged • Number of businesses engaged
High speed Wi-Fi at Las Palmas and Recreation Parks with Computer Rooms	\$300,000	Focus on Community First/ Capital Improvements	<ul style="list-style-type: none"> • Number of users • Bandwidth and speed measurement • Hours of downtime per year
Low interest revolving business loan funding	\$500,000	Support Economic Recovery/ Business Support	<ul style="list-style-type: none"> • Number of loans provided • Increase access to low-cost capital/ liquidity
First Time Home Buyer and Home Rehab Loan Program Revolving Funding	\$500,000	Preserving Beautiful Homes and Neighborhoods/ Resident Support	<ul style="list-style-type: none"> • Number and value of loans provided
City Hall Beautification – Power wash and paint	\$100,000	Focus on Community First/ Capital Improvements	<ul style="list-style-type: none"> • Constituent perception/satisfaction • Maintenance savings
SUB-TOTAL	\$1,850,000		

Consideration to Adopt a Resolution Appropriating American Rescue Plan Act Funding

Page 4 of 5

The following items received majority support from City Councilmembers on August 15, 2022 and are included in the proposed resolution, but may have other funding sources, such as grants and other state funding. The City Council directed staff to appropriate funds, but continue to pursue outside funding and de-allocate funding for these projects if alternate funding is secured:

Project Description	Amount	Strategic Goal	Performance Indicators
Solar Power Project at City Facilities	\$300,000	Build Resilient and Reliable Infrastructure/ Capital Improvements	<ul style="list-style-type: none"> • KWHs produced through solar (provide as equivalent of number of homes powered/year) • Total reduced carbon footprint
Water system capital improvements (gap funding for water treatment and upper reservoir)	\$2,000,000	Build Resilient and Reliable Infrastructure/ Capital Improvements	<ul style="list-style-type: none"> • Acre feet of treated water delivered to customers • Water storage capacity
Feasibility Study – New City Park space	\$50,000	Focus on Community First/ Capital Improvements	<ul style="list-style-type: none"> • Number of park acres/resident • Proximity to residents and key destinations (schools, etc.)
SUB-TOTAL*	\$2,350,000	*Available to de-allocate if other funding is found.	
TOTAL APPROPRIATION	\$4,200,000		

Additional Items for Consideration.

The following items were identified as possible “Additional Items for Consideration” but did not receive support from a majority of City Councilmembers. These items will be referred back to the Ad Hoc Committee for further study and discussion.

Project Description	Amount	Strategic Goal	Performance Indicators
Subsidize Solid Waste Bills (SB 1383)	TBD	Focus on Community First/ Resident Support	TBD
Kitchen Top Composting Bins for Residents	\$25,000		TBD

Consideration to Adopt a Resolution Appropriating American Rescue Plan Act Funding

Page 5 of 5

Project Description	Amount	Strategic Goal	Performance Indicators
City Hall Beautification – a) New Roof b) HVAC	a) \$150,000 b) \$1,000,000	Focus on Community First/ Capital Improvements	<ul style="list-style-type: none"> • Constituent perception/satisfaction • Maintenance savings
Façade Improvement Grant Program a) Implement full program <i>alternatively</i> Implement a pilot program with more funding if the program is popular	a) \$500,000 b) \$250,000	Support Economic Recovery/ Business Support	<ul style="list-style-type: none"> • Number of grants provided
Special Needs Play Equipment			TBD
Ongoing Park Patrol Resources			TBD

BUDGET IMPACT:

The City received \$5,818,340 in federal ARPA funding. To date, the City Council has allocated \$410,760 in ARPA funding for various COVID relief support efforts. There is currently \$5,407,580 in remaining ARPA funding available to allocate, which is sufficient to cover the proposed \$4.2 million budget appropriation.

CONCLUSION:

Staff recommends that City Council adopt Resolution No. 8175 appropriating ARPA funds to the specified programs and projects.

ATTACHMENT:

A. Resolution No. 8175

RESOLUTION NO. 8175

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING THE BUDGET FOR FISCAL YEAR 2022-2023
ADOPTED ON JUNE 21, 2022 TO APPROPRIATE AMERICAN RESCUE PLAN
ACT FUNDING**

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2022-2023, commencing July 1, 2022, and ending June 30, 2023; and

WHEREAS, the City Council has determined that it is necessary to amend the expenditures of the current City budget; and

WHEREAS, an annual budget for the City of San Fernando for Fiscal Year beginning July 1, 2022 and ending July 30, 2023, a copy of which is on file in the City Clerk's Office, was adopted on June 21, 2022.

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

SECTION 1. The following adjustments are made to the City Budget:

AMERICAN RESCUE PLAN ACT FUNDS

Description – Account No.	Amount
City Mobile App – Virtual San Fernando Account No. xxx-city manager-xxxx-xxxx	\$200,000
Downtown Master Plan Account No. xxx-econ deve-xxxx-xxxx	\$250,000
WiFi at Las Palmas & Recreation Park w/ Computer Rooms Account No. xxx-rcs admin-xxxx-xxxx	\$300,000
Business Loan Revolving Fund Account No. xxx-Econ Dev division-xxxx-xxxx	\$500,000
First Time Home Buyer & Rehab Loan Program Revolving Fund Account No. xxx-Housing division-xxxx-xxxx	\$500,000
City Hall Beautification Account No. xxx-facilities-xxxx-xxxx	\$100,000
Solar Power at City Facilities Account No. xxx-engineering-xxxx-xxxx	\$300,000
Water System Capital Improvements Account No. xxx-water capital-xxxx-xxxx	\$2,000,000
Feasibility Study – New City Park space Account No. xxx-rcs admin-xxxx-xxxx	\$50,000

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 6th day of September, 2022.

Mary Mendoza, Mayor of the City of San
Fernando, California

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8175 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 6th day of September, 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2022.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Kanika Kith, Director of Community Development

Date: September 6, 2022

Subject: Consideration to Approve a First Amendment to the Professional Services Agreement with Interwest a SAFEbuilt Company for Additional On-Call Planning and Design Review Services and Transfer \$100,000 from Salary Savings from the Community Development Department's Various Vacant Positions to Fund the Agreement

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a first Amendment to the Professional Services Agreement with Interwest a SAFEbuilt Company ("Interwest") (Attachment "A" – Contract No. 2069(a)) for on-call planning and design review services to increase the not-to-exceed amount to \$124,950 and extend the contract to June 30, 2023; and
- b. Authorize a budget transfer of \$100,000 from salary savings from the Community Development Department's various vacant positions (Associate Planner, Housing Coordinator, Code Enforcement Officers, and Administrative Assistant) as allocated in the Fiscal Year 2022-2023 adopted budget to fund the on-call planning and design review professional services agreement; and
- c. Authorize the City Manager, or designee, to execute the Amendment and all related documents.

BACKGROUND:

1. In early 2022, staff requested and received proposals from four planning firms, Willdan, Interwest, PlaceWorks, and Rincon, to provide on-call planning and design review services to support Planning staff.
2. On April 14, 2022, the City Manager executed Contract No. 2069 (Attachment "B") in the amount of not-to-exceed \$24,950 with Interwest to provide on-call planning and design review services. The primary factors used in selection was the proposed costs and project managers' experience.

Consideration to Approve a First Amendment to the Professional Services Agreement with Interwest a SAFEbuilt Company for Additional On-Call Planning and Design Review Services and Transfer \$100,000 from Salary Savings from the Community Development Department's Various Vacant Positions to Fund the Agreement

Page 2 of 4

3. Soon after execution of the contract, Interwest was assigned to process the Target project (façade and site improvements, and subdivision) while the Associate Planner processed other planning projects and assisted in the day-to-day Planning operation (counter, zoning clearance, etc.).
4. In June 2022, the Associate Planner position was vacant, the City's Planning Intern was promoted to a full-time Interim Assistant Planner to assist in the day-to-day operation of the Planning Division, and additional planning projects were assigned to Interwest for processing.
5. In early August 2022, the Interim Assistant Planner resigned to a full-time Planning position with another city closer to his school.

ANALYSIS:

On April 14, 2022, the City Manager executed Contract No. 2069 (Attachment "B") in the amount of not-to-exceed \$24,950 with Interwest to provide on-call planning and design review services. The original contract amount of not-to-exceed \$24,950 was sufficient through the end of 2022 to have Interwest provide supplemental help to Planning staff. However, with the resignation of the Associate Planner and Interim Assistant Planner, Interwest has been assigned more projects and tasks to help with the day-to-day Planning operation than anticipated, which the amount of \$24,950 has been depleted to approximately \$1,000.

Since execution of the contract, Interwest has been providing the following services:

- Processed development projects (application fees collected);
- Conducted preliminary review of potential development projects (no fees collected);
- Answered questions from the public via email (no fee collected); and
- Assisted with Housing Element review.

Below is a list of development projects that Interwest has been processing. As shown in the list, the application fees collected for these projects have covered the cost of all services provided by Interwest since execution of the contract.

Consideration to Approve a First Amendment to the Professional Services Agreement with Interwest a SAFEbuilt Company for Additional On-Call Planning and Design Review Services and Transfer \$100,000 from Salary Savings from the Community Development Department's Various Vacant Positions to Fund the Agreement

Page 3 of 4

Development Projects	Application Fees
Target façade and site improvement	\$3,677
Target Subdivision	\$9,636
Target Signage	\$399
Parcels 1 and 4 façade & site improvement at Home Depot Shopping Center	\$3,677
104 S. Maclay Site Plan Review	\$3,677
510 Park Ave Signage	\$399
Dish Wireless Modification - 751 Arroyo Ave	\$3,677
AT&T Site Plan Review - 751 Arroyo Ave	\$3,677
Mixed Use at 1522 San Fernando Rd	\$11,365
Total	\$40,181

While staff is recruiting for the Associate Planner position, staff would like to continue using Interwest for project processing and counter coverage. It is anticipated that an Associate Planner will be on board by the end of this year. Therefore, staff is requesting approval of an amendment to the contract to increase the amount to cover Interwest services and extend the contract date to the end of Fiscal Year June 30, 2023 to allow using Interwest as additional support for the Associate Planner. Staff is requesting to increase the not-to-exceed amount by \$100,000 to a new total of \$124,950. The additional amount will cover four months of having a full-time Interwest staff (approximately \$83,200) and have funds remaining (approximately \$16,800) to be used for as-needed supplemental assistance until the end of the Fiscal Year.

BUDGET IMPACT:

There is currently \$24,950 encumbered with Interwest under Contract No. 2069. Staff is requesting an additional \$100,000 to fund the additional need as a budget transfer from salary savings from the Community Development Department's various vacant positions (Associate Planner, Housing Coordinator, Code Enforcement Officers, and Administrative Assistant) allocated in the Fiscal Year 2022-2023 adopted budget. Below is an estimate of salary savings in the Community Development Department and the accounts from where funds will be transferred.

Consideration to Approve a First Amendment to the Professional Services Agreement with Interwest a SAFEbuilt Company for Additional On-Call Planning and Design Review Services and Transfer \$100,000 from Salary Savings from the Community Development Department's Various Vacant Positions to Fund the Agreement

Page 4 of 4

Position	Vacancy Period	Salary Saving	Account
Associate Planner	6 months	\$57,554	001-150-0000-4101
Housing Coordinator	2 months	\$18,424	001-155-0000-4101
Code Enforcement (full-time)	3 months	\$12,000	001-152-0000-4101
Code Enforcement (part-time)	6 months	\$14,680	001-152-0000-4101
Admin Assist	5 months	\$36,104	001-150-0000-4101
Total		\$138,762	

CONCLUSION:

It is recommended that the City Council approve the First Amendment to the Professional Services Agreement for Interwest Contract No. 2069(a) for on-call planning and design review services to increase the not-to-exceed amount to \$124,950; extend the contract to June 30, 2023; authorize a budget transfer of \$100,000 from salary savings from the Community Development Department's various vacant positions to fund the on-call planning and design review professional services agreement, and authorize the City Manager, or designee, to execute the Amendment and all related documents.

ATTACHMENTS:

- A. Contract No. 2069(a)
- B. Contract No. 2069

2022
FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
(On-Call Planning and Design Review Services)
(Interwest a SAFEbuilt Company and City of San Fernando)

THIS FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT ("First Amendment") by and between the CITY OF SAN FERNANDO, a municipal corporation and general law city ("CITY") and INTERWEST CONSULTING GROUP, INC., a California corporation (hereinafter, "CONSULTANT" is made and entered into this 6th day of September, 2022 ("Effective Date"). For purposes of this First Amendment, the capitalized term "Parties" shall be a collective reference to both CITY and CONSULTANT. The capitalized term "Party" may refer to either CITY or CONSULTANT interchangeably as appropriate.

RECITALS

WHEREAS, the Parties executed and entered into that certain agreement dated April 14, 2022, and entitled "Professional Services Agreement – On-Call Planning and Design Review Services", Contract No. 2069 (hereinafter, the "Agreement") attached hereto as Exhibit "A"; and

WHEREAS, the Agreement was approved by the San Fernando City Manager ("City Manager") under the City Manager's expenditure authority set forth in the San Fernando Municipal Code and provided for a maximum compensation of Twenty-Four Thousand Nine Hundred Fifty Dollars (\$24,950) and an expiration date of December 31, 2022; and

WHEREAS, the Parties now wish to modify the Agreement to increase the maximum compensation Consultant may receive for services rendered and extend the term of the Agreement.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

SECTION 1. The Term of the Agreement as set forth under Section 1.1 is hereby extended through **June 30, 2023**.

SECTION 2. CONSULTANT's total compensation for the performance of all Work contemplated under the Agreement is amended as follows: The "Not-To-Exceed Sum" as defined under Section 1.4 of the Agreement shall mean the aggregate sum of **One Hundred Twenty Four Thousand Nine Hundred Fifty Dollars (\$124,950)**.

SECTION 3. Except as otherwise set forth in this First Amendment, the Agreement shall remain binding, controlling and in full force and effect. The provisions of this First Amendment shall be deemed a part of the Agreement and except as otherwise provided under this First Amendment, the Agreement and all provisions contained therein shall remain binding and

enforceable. In the event of any conflict or inconsistency between the provisions of this First Amendment and the provisions of the Agreement, the provisions of this First Amendment shall govern and control, but only in so far as such provisions conflict with the Agreement and no further.

SECTION 4. The Agreement as amended by way of this First Amendment, constitutes the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this First Amendment. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to the Agreement as amended by this First Amendment shall be valid and binding unless in writing and duly executed by the Parties in the form of a written contract amendment.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to be executed on the day and year first appearing above.

CITY OF SAN FERNANDO**INTERWEST CONSULTING GROUP, INC.:**

By: _____
Nick Kimball, City Manager

By: _____

Name: _____

Date: _____

Title: _____

APPROVED AS TO FORM

Date: _____

By: _____
Richard Padilla, Assistant City Attorney

Date: _____



PROFESSIONAL SERVICES AGREEMENT
(On-Call Planning and Design Review Services)
(Interwest a SAFEbuilt Company and City of San Fernando)

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this 14th day of April 2022 (hereinafter, the "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and INTERWEST CONSULTING GROUP, INC., a California corporation (hereinafter, "CONSULTANT"). For the purposes of this Agreement, CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably, as appropriate.

RECITALS

WHEREAS, CITY requires professional consulting services for on-call planning and design review services; and

WHEREAS, CITY staff has determined that CONSULTANT possesses the experience, skills and training necessary to competently provide such services to CITY; and

WHEREAS, the execution of this Agreement was approved by the City of San Fernando City Manager.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, CITY and CONSULTANT agree as follows:

I.

ENGAGEMENT TERMS

1.1 **TERM:** This Agreement shall have a term commencing from the Effective Date through December 31, 2022, (hereinafter, the "Term"). Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause as provided under Article V (Termination), below.

1.2 **SCOPE OF WORK:**

A. Subject to the terms and conditions of this Agreement, CONSULTANT agrees to provide the services and tasks described in that certain proposal of CONSULTANT entitled "Interwest Consulting Group – Contract Planning & Design Review Services" dated March 23, 2022, (hereinafter, the "Scope of Work") which is attached and incorporated hereto as **Exhibit "A"**. CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work."

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1.3 PROSECUTION OF WORK:

- A. CONSULTANT shall perform the Work continuously and with due diligence so as to complete the Work by the completion date indicated in each Work Order. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors or agents;
- B. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner;
- C. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees; and
- D. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

1.4 COMPENSATION: CONSULTANT shall perform the Work in accordance with the fee schedule included in the Scope of Work (hereinafter, the "COMPENSATION RATE"). The foregoing notwithstanding, CONSULTANT's total compensation for the performance of all Work contemplated under this Agreement, will not exceed the budgeted sum of **Twenty Four Thousand Nine Hundred Fifty Dollars (\$24,950)** (hereinafter, the "Not-to-Exceed Sum") during the Term of this Agreement, unless such added expenditure is first approved by the City Council. In the event CONSULTANT's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of this Agreement, CITY may suspend CONSULTANT's performance pending CITY approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.

1.5 PAYMENT OF COMPENSATION: The Not-to-Exceed Sum will be paid to CONSULTANT in monthly increments as the Work is completed. Following the conclusion of each calendar month, CONSULTANT will submit to CITY an itemized invoice indicating the services performed and tasks completed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice should indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY will notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar days of receipt of each invoice, CITY will pay all undisputed amounts included on the invoice. CITY will not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

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- 1.6 ACCOUNTING RECORDS: CONSULTANT will maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY will have the right to access and examine such records, without charge, during normal business hours. CITY will further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.
- 1.7 ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Work, CONSULTANT will deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT will only be compensated for the reasonable value of the services, tasks and other Work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

II.

PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVE: The CITY hereby designates Director of Community Development (hereinafter, the "CITY Representative") to act as its representative for the performance of this Agreement. The CITY Representative or their designee will act on behalf of the CITY for all purposes under this Agreement. CONSULTANT will not accept directions or orders from any person other than the CITY Representative or their designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates Richard Smeaton, to act as its representative for the performance of this Agreement (hereinafter, "Consultant Representative"). Consultant Representative will have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. Consultant Representative or their designee will supervise and direct the performance of the Work, using their best skill and attention, and will be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the Consultant Representative will constitute notice to CONSULTANT.
- 2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and will be available to CITY staff and the CITY Representative at all reasonable times. All work prepared by CONSULTANT will be subject to inspection and approval by CITY Representative or their designees.
- 2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges and agrees to the following:

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- A. CONSULTANT will perform all Work skillfully, competently and to the highest standards of CONSULTANT's profession.
- B. CONSULTANT shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the CITY to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the CITY's authorized representative.
- C. CONSULTANT will perform all Work in a manner reasonably satisfactory to the CITY;
- D. CONSULTANT will comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.) CONSULTANT shall be liable for all violations of such laws and regulations in connection with Services. If CONSULTANT performs any work knowing it to be contrary to such laws, rules and regulations, CONSULTANT shall be solely responsible for all costs arising therefrom;
- E. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;
- F. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONSULTANT; and
- G. All of CONSULTANT's employees and agents (including, but not limited to, subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals will be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

The Parties acknowledge and agree that CONSULTANT will perform, at CONSULTANT's own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONSULTANT's employees, agents, contractors, subcontractors and subconsultants. Such effort by CONSULTANT to correct any errors or omissions will be commenced immediately upon their discovery by either Party and will be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the CITY Representative in writing and in her sole and absolute discretion.

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The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf will not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of CONSULTANT's profession.

- 2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it will not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY, which consent shall not be unreasonably denied or delayed. In the absence of CITY's prior written consent, any attempted assignment or transfer will be ineffective, null and void and will constitute a material breach of this Agreement.
- 2.6 SUBSTITUTION OF KEY PERSONNEL: CONSULTANT has represented to CITY that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, CONSULTANT may substitute other personnel of at least equal competence upon written approval of CITY. In the event that CITY and CONSULTANT cannot agree as to the substitution of key personnel, CITY shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the CITY, or who are determined by the CITY to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the CONSULTANT at the request of the CITY. The key personnel for performance of this Agreement are as follows: Eric Norris, Principal Planner.
- 2.7 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work will be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and will at all times be under CONSULTANT's exclusive direction and control. CONSULTANT will pay all wages, salaries and other amounts due to such personnel and will assume

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responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT will be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

- 2.8 **REMOVAL OF EMPLOYEES OR AGENTS:** If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the CITY Representative to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, contractor, subcontractor or subconsultant will be promptly removed by CONSULTANT and will not be reassigned to perform any of the Work.
- 2.9 **COMPLIANCE WITH LAWS:** CONSULTANT will keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements and applicable regulations of the Federal Department of Housing and Urbanization.
- 2.10 **NON-DISCRIMINATION:** CONSULTANT represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.
- 2.11 **INDEPENDENT CONTRACTOR STATUS:** The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and will at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT will be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT will have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

III. INSURANCE

- 3.1 **DUTY TO PROCURE AND MAINTAIN INSURANCE:** Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT will procure and maintain the following insurance coverage, at its own expense:

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- A. Commercial General Liability Insurance: CONSULTANT will procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
- B. Automobile Liability Insurance: CONSULTANT will procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per accident for bodily injury and property damage.
- C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which will indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.
- D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT will procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage will have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per claim.
- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance will contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.
- 3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement will be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance will be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representative is authorized to authorize lower ratings than those set forth in this Section.

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- 3.4 PRIMACY OF CONSULTANT'S INSURANCE: Other than workers compensation coverage, all policies of insurance provided by CONSULTANT will be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers will be in excess of CONSULTANT's insurance and will not contribute with it.
- 3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement will not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY, its officials, officers, employees, agents and volunteers.
- 3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that it will furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy will be signed by a person authorized by that insurer to bind coverage on its behalf, and will be on forms provided by the CITY if requested.** All certificates of insurance and endorsements will be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any Work. Upon CITY's written request, CONSULTANT will also provide CITY with certified copies of all required insurance policies and endorsements.
- 3.7 FAILURE TO MAINTAIN COVERAGE: In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONSULTANT or CITY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, CITY may cancel this Agreement effective upon notice.
- 3.8 SPECIAL RISKS OR CIRCUMSTANCES. CITY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

IV.

INDEMNIFICATION

- 4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all third party loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost

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- to the extent arising out of or related to the negligent performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein. Notwithstanding the foregoing, to the extent CONSULTANT's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT. CONSULTANT's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the CITY, its officials, officers, employees, agents or volunteers.
- 4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against all third party liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature to the extent arising out of or in connection with CONSULTANT's negligent performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the CITY. CONSULTANT shall defend any action for which indemnification is sought under this Section 4. CITY Indemnitees shall promptly report any claim for which indemnification is sought so that defense of the claim is not compromised.
- 4.3 CITY shall have the right to offset against the amount of any compensation due to CONSULTANT under this Agreement, any amount due to CITY from CONSULTANT as a result of CONSULTANT's failure to either pay CITY promptly for any costs associated with CONSULTANT's obligations to indemnify the CITY Indemnitees under this Article or related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers.
- 4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth herein this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents, and volunteers from and against any and all third party claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property to the extent resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's

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- subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice and selected from CONSULTANT's insurance carrier's panel counsel.
- 4.6 CITY does not, and shall not waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.
- 4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend, and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.
- 4.8 WORK OF CONSULTANT'S DESIGN PROFESSIONALS SERVICES: The duty to indemnify, defend and hold harmless as set forth under this subsection shall apply to the negligence, recklessness or willful misconduct of any individual who qualifies as a "design professional" within the meaning of subsection (c)(2) of Section 2782.8 of the California Civil Code in so far as such negligence, recklessness or willful misconduct occurs in the performance, work or activities that must be performed by a "design professional." Subject to the limitation of the preceding sentence, to the fullest extent permitted by law, CONSULTANT shall immediately defend and indemnify and hold harmless the CITY Indemnities, defined above, from and against any and all third party liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature to the extent arising out of the negligence, recklessness, or willful misconduct of CONSULTANT or any of CONSULTANT's officers, employees, servants, agents, contractors, subcontractors or authorized volunteers or any other person or entity involved by, for, or with or on behalf of CONSULTANT in the performance of design professional services under this Agreement. The Parties understand and agree that the duty of CONSULTANT to indemnify, defend and hold harmless pursuant to this subsection includes the duty to defend as set forth in Section 2778 of the California Civil Code. CONTRACTOR's obligation to indemnify applies unless it is finally adjudicated that the liability was caused by the or active negligence or willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of an indemnified party, then CONSULTANT's indemnification obligation shall be reduced in proportion to the established comparative liability.
- 4.9 WORK OF ALL OTHER PERSONS/NON-DESIGN PROFESSIONALS: Except as otherwise provided under Section 4.2 of this Article, above, to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless the CITY Indemnitees from and against all third party liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligent performance under this

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- Agreement, including but not limited to the negligent acts, errors or omissions of CONSULTANT or CONSULTANT's officers, employees, agents, servants, contractors, subcontractors or subconsultants or the failure of the same to comply with any of the duties, obligations or standards of care set forth herein. The duty to indemnify, defend and hold harmless under this subsection shall not encompass a duty to indemnify, defend or hold harmless for liability, loss, suit, damage, expense, or cost caused by the negligence or willful misconduct of any or all of the CITY Indemnitees. The duty to indemnify, defend and hold harmless as set forth under this subsection is intended to encompass liabilities, losses, damages, expense and costs not otherwise subject to subsection 4.2, above.
- 4.10 As to the duties to indemnify under Section 4.2 of this Article, above, CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement, or (ii) comply with applicable workers' compensation laws.
- 4.11 As to the duties to indemnify under Section 4.2 of this Article, above, the obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and authorized volunteers.
- 4.12 As to the duties to indemnify under Section 4.2 of this Article, above, CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and authorized volunteers from and against any and all third party claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property to the extent resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice and selected from Consultant's insurance carrier's panel counsel.
- 4.13 As to the duties to indemnify under Section 4.2 of this Article, above, CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

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- 4.14 As to the duties to indemnify under Sections 4.2 of this Article, above, the duties to indemnify, defend and hold harmless as set forth under this Section, shall survive the early termination or normal expiration of this Agreement and shall be in addition to any other rights or remedies which the CITY may have at law or in equity.

V.

TERMINATION

- 5.1 TERMINATION WITHOUT CAUSE: CITY may immediately terminate this Agreement at any time for convenience and without cause by giving prior written notice of CITY's intent to terminate this Agreement which notice shall specify the effective date of such termination. Upon such termination for convenience, CONSULTANT will be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in Section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT will be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, will operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the Party alleging an Event of Default will give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth under Sections 5.2B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.
- B. CONSULTANT will cure the Event of Default within the following time periods:
- i. Within ten (10) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product

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which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

- ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of CONSULTANT to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONSULTANT will include, but will not be limited to the following: (i) CONSULTANT's refusal or failure to perform any of the services or tasks called for under the Scope of Work; (ii) CONSULTANT's failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONSULTANT's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONSULTANT, whether voluntary or involuntary; (v) CONSULTANT's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) CITY's discovery that a statement representation or warranty by CONSULTANT relating to this Agreement is false, misleading or erroneous in any material respect.

- C. CITY will cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.5, above, will be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.

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- D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT will be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY will operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.
- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
- i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;
 - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
 - iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
 - iv. The CITY may exercise any other available and lawful right or remedy.
- CONSULTANT will be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY's exercise of its remedies under this Agreement.
- G. In the event CITY is in breach of this Agreement, CONSULTANT's sole remedy will be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.

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- 5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement will constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.
- 5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto will not operate to terminate any Article, Section or provision contained herein which provides that it will survive the termination or normal expiration of this Agreement.

VI.

MISCELLANEOUS PROVISIONS

- 6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data will be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, designs, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT will require all subcontractors and subconsultants working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY will be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement. CITY hereby grants Consultant a license to use any materials provided by or on behalf of CITY for the limited purpose of providing the services.
- 6.2 CONFIDENTIALITY: All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and will not be disclosed by CONSULTANT without prior written consent by CITY. CITY will grant such consent of disclosure as legally required. Upon request, all CITY data will be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT will not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.
- 6.3 FALSE CLAIMS ACT: CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

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- 6.4 **NOTICES:** All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:

Interwest Consulting Group, Inc.
1500 S. Haven Ave., Suite 220
Ontario, CA 91761
Attn: Richard Smeaton
Phone: (408) 430-2203

CITY:

City of San Fernando
117 Macneil Street
San Fernando, CA 91340
Attn: Community Development Department
Phone: (818) 898-1227

Such notices will be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

- 6.5 **COOPERATION; FURTHER ACTS:** The Parties will fully cooperate with one another, and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.
- 6.6 **SUBCONTRACTING:** CONSULTANT will not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subconsultants), if any, will contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.
- 6.7 **CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS:** CITY reserves the right to employ other contractors in connection with the various projects worked upon by CONSULTANT.
- 6.8 **PROHIBITED INTERESTS:** CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY will have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, will have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 6.9 **TIME IS OF THE ESSENCE:** Time is of the essence for each and every provision of this Agreement.

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- 6.10 GOVERNING LAW AND VENUE: This Agreement will be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, will be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, will be in the Central District of California located in the City of Los Angeles, California.
- 6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation will be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 SUCCESSORS AND ASSIGNS: This Agreement will be binding on the successors and assigns of the Parties.
- 6.13 NO THIRD-PARTY BENEFIT: There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.
- 6.14 CONSTRUCTION OF AGREEMENT: This Agreement will not be construed in favor of, or against, either Party but will be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect.
- 6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.
- 6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.
- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement will control.
- 6.19 ENTIRE AGREEMENT: This Agreement, including all attached exhibits, constitutes the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, which may have been entered into between CITY and CONSULTANT prior to the execution of this Agreement. Any statements, representations, or other agreements,

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whether oral or written, made by either Party that is not embodied herein will not be valid or binding on the Parties. No amendment, modification or supplement to this Agreement will be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.16, above.

6.20 **FORCE MAJEURE:** The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of CONSULTANT and without the fault or negligence of CONSULTANT, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the CITY, if the CONSULTANT shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall CONSULTANT be entitled to recover damages against the CITY for any delay in the performance of this Agreement, however caused, CONSULTANT's sole remedy being extension of the Agreement pursuant to this Section.

6.21 **COUNTERPARTS:** This Agreement will be executed in three (3) original counterparts each of which will be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterpart will be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart will be delivered to CONSULTANT and the remaining two original counterparts will be retained by CITY.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

CITY OF SAN FERNANDO:

DocuSigned by:
By: Nick Kimball
1041FC9C27C7499...
Nick Kimball, City Manager

Date: 04/14/2022 | 3:35 PM PDT

INTERWEST CONSULTING GROUP, INC.

DocuSigned by:
By: Paul Meschino
03B869CBC892409...

Name: Paul Meschino

APPROVED AS TO FORM:

DocuSigned by:
By: Richard Padilla
9E6768364A9F4FC...
Richard Padilla, City Attorney

Date: 04/14/2022 | 2:40 PM PDT

Title: Vice President Operations

Date: 04/14/2022 | 2:31 PM PDT

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EXHIBIT "A"

EXHIBIT "A"
CONSULTANT PROPOSAL

March 23, 2022

Kanika Kith
Director of Community Development
City of San Fernando
117 Macneil Street
San Fernando, CA. 91340



RE: Interwest Consulting Group – Contract Planning & Design Review Services

Dear Ms. Kith,

Please accept this proposal package for the Interwest's Planning Services Group for Contract Planning Services.

This work would be in the not to exceed amount of \$25,000.

Our staff will be directed from our Ontario office. Our Project Administrator, **Eric Norris**, will be responsible for the contract and billing. His contact information is:

Eric Norris
Project Administrator | Principal Planner
(530) 574-4875 | enorris@interwestgrp.com

Scope of Work

We understand the City is seeking planning assistance to act as an extension of staff under the direction of the Community Development Director to assistance with long-range and current planning projects. The Scope of Work includes:

- + Process various types of land use entitlement applications as needed through the City's review process and prepare recommendations for action by City staff, Planning Commission and / or City Council.
- + Conduct design reviews to verify compliance with City requirements.
- + Coordinate interdepartmental discretionary review of entitlement applications.
- + Review applications and proposed projects and prepare documents as needed for compliance with the California Environmental Quality Act (CEQA).

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EXHIBIT "A"

- + Assist the City in conducting studies funded through SB 2 and/or LEAP grants.
- + Ordinance Updates for SB9 requirements.
- + Process General Plan Amendments and Zoning Code Amendments as needed.
- + Attend meetings of the City Council, Planning Commission, City staff, public officials, community leaders, developers, contractors, and the general public as directed.
- + Complete Planning reviews of building permits and tract maps.
- + Conduct inspections for approved planning projects and monitor and evaluate implementation of conditions of approval as needed.
- + Update planning regulations, such Accessory Dwelling Units, to meet current State law Requirements.
- + Other planning-related duties as assigned by the Director of Community Development.

At the City’s request the scopes of work can be expanded to cover specialized studies. A separate scope of work can be provided for these tasks if they are requested.

Work will be provided primarily remotely or on-site as agreed upon by the City of San Fernando and Interwest.

Fee Schedule

The work will be on a time and materials basis in accordance with the table below:

Classification	Hourly Billing Rate
Community Development Director.....	\$190
Planning Manager / Principal Planner.....	170
Senior Planner.....	145
Associate Planner.....	120
Assistant Planner.....	100
Planning Technician.....	85

The rates displayed in the fee schedule below reflect Interwest’s current fees. Hourly rates are typically reviewed yearly on July 1* and may be subject to revision unless under specific contract obligations.

** Disclaimer: Beginning July 01, 2022 and annually thereafter, the hourly rates listed shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.*

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Julian Venegas, Director of Recreation and Community Services
Carlos Hernandez, Assistant to the City Manager

Date: September 6, 2022

Subject: Discussion and Consideration to Adopt a Resolution Approving the City of San Fernando Homelessness Action Plan

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive a presentation from staff and discuss the City of San Fernando Homelessness Action Plan; and
- b. Adopt Resolution No. 8164 (Attachment "A") approving the Homelessness Action Plan (Exhibit "A" to Attachment "A").

BACKGROUND:

1. On October 5, 2020, the City Council received and filed an update on homeless outreach in San Fernando by City staff. This update started a proactive discussion on homelessness in San Fernando and the City's comprehensive approach to assist people experiencing homelessness through the development of a plan.
2. On January 30, 2021, the City entered into an Agreement (Contract No. 2061) with the Los Angeles County to develop a Homelessness Action Plan. The Agreement awarded the City \$21,247 to coordinate and engage community partnerships to develop a comprehensive plan for preventing and combating homelessness.
3. On February 16, 2021, the City Council established a Homelessness Ad Hoc Committee (Councilmembers Montañez and Rodriguez) to work with a City Homeless Task Force (HTF) comprised of staff from Administration, Community Development, Police, Public Works and Recreation and Community Services departments to develop policy recommendations in addressing homelessness in San Fernando, including but not limited to, the review of consultants that would prepare a Homelessness Plan.

Discussion and Consideration to Adopt a Resolution Approving the City of San Fernando Homelessness Action Plan

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4. On June 7, 2021, the City Council approved a Professional Services Agreement (Contract No. 1986) with LESAR Development Consultants (LDC) in an amount not-to-exceed \$25,000 to provide consulting services for the development of a Homelessness Action Plan. LESAR Development Consultants was selected through a competitive bid process due to their demonstrated a high-level of experience in delivering all aspects of their proposal.
5. On April 18, 2022, the City Council adopted Resolution No. 8138 approving a Housing Coordinator position to re-establish and administer the City's low-income assistance home loan programs, establish and administer other loan and grant programs, and implement the Homelessness Action Plan and policies to support unsheltered and under housed individuals and families.
6. On June 6, 2022, the City Council adopted Resolution No. 8153 approving the sixth cycle 2021-2029 Housing Element, which contains policies focused on people experiencing homelessness and people at-risk of experiencing homelessness; a special needs population in San Fernando.

ANALYSIS:

The City's Homelessness Action Plan (Plan) builds on the current work to solve homelessness by addressing the needs of its residents experiencing or at-risk of homelessness over the next five years. The City finds itself in a unique moment to address homelessness, with momentum from key community stakeholders, new funding opportunities, and a homeless population of fewer than 30 individuals¹. The plan focuses on three guiding priorities that improve the City's internal capacity, address the immediate needs of unhoused residents, and focuses on root causes to prevent homelessness. The Plan's priorities are supported by actionable strategies that will work to address three key goals in San Fernando.

Homelessness Action Plan Priorities.

The City's Homelessness Action Plan focuses on three key priorities that, when addressed in unison, provide the City with a practical roadmap to meaningfully address homelessness so that it is rare, brief, and nonrecurring. These three priorities are as follows:

1. Develop City's capacity to better prevent and end homelessness.
2. Support the access, shelter, and service needs of people experiencing homelessness.
3. Focus on the root causes to prevent homelessness.

¹ Source: Los Angeles Homeless Services Authority (LAHSA), *Homelessness Statistics by City*, April 2022. San Fernando has 23 homeless individuals according to the 2020 Point-in-Time (PIT) counts. 2022 PIT count data is provisional.

Discussion and Consideration to Adopt a Resolution Approving the City of San Fernando Homelessness Action Plan

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Strategies and Metrics.

Each priority is supported by several strategies that create an actionable approach within a realistic timeframe. For example, to support *Priority 1 - Develop City's Capacity to Better Prevent and End Homelessness*, the strategies include *Strengthen Leadership and Departmental Capacity*, *Enhance the City's Ability to Track and Leverage Data*, and other strategies. The Plan also includes a set of metrics to track progress, reporting, and success over the five-year period.

Goals.

The priorities and their actionable strategies will be used to work toward three specific goals, one goal per priority. These goals were developed to be measurable, data driven, and the City will work to achieve all three goals and build a stronger homelessness response.

1. Establish a Homelessness Response Center led by an identified departmental lead and supported by established homeless-dedicated staff and/or service agreements with homeless-dedicated service providers to implement a person-centered approach.
2. Strive to eliminate unsheltered homelessness in San Fernando.
3. Seek to increase the number of individuals diverted from the homeless response system by leveraging strategic partnerships with upstream services and building in mechanisms to measure success.

The framework of this Plan provides City staff with an actionable and realistic approach to reduce and potentially end homelessness in San Fernando.

Community Engagement.

Community engagement efforts that helped develop the plan employed several methods but focused on qualitative data such as surveys, interviews, and community meetings. This type of data collection offers a holistic look at how the City has addressed homelessness and offers opportunities for improvement that should be prioritized in the Plan. Quantitative data analysis included a review of the Point-in-time (PIT) counts, as well as the Homeless Management Information System (HMIS) for both the Los Angeles County and SPA 2 to gain the most recent overview of homelessness in the region.

The results of the feedback established a strengths and gaps assessment tailored to San Fernando. A key strength of San Fernando, given its small size and small homeless population, is the community's ability to empathize with people experiencing homelessness. This can help support all other strategies, such as developing a "by-name" list so that interactions with homeless individuals occurs in a personalized and dignified manner. Another strength includes San Fernando's law enforcement response to the homelessness crisis, including the Police Department's ability to balance the safety of the general community and people experiencing homelessness in a nuanced and empathetic manner. Gaps identified by stakeholders include the overall lack of housing affordability within the region and the lack of permanent supportive housing in San Fernando, as well as a gap in mental health and substance abuse services for people experiencing homelessness.

Discussion and Consideration to Adopt a Resolution Approving the City of San Fernando Homelessness Action Plan

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Engagement activities that have informed this Homelessness Action Plan include:

- Stakeholder Feedback Survey
- Stakeholder Interviews
- Ad Hoc Committee Meetings
- Point-in Time (PIT) Counts
- SFVCOG Monthly Homelessness Committee Meetings
- Service Planning Area (SPA) 2 Monthly Meetings

Alignment with Regional Frameworks.

The Homelessness Action Plan directly aligns with plans and initiatives at the state, regional, and local level to ensure the City's actions are best integrated within a regional response and best practices approach. Regional consistency with other policies and agencies includes the California Interagency on Homelessness, the Los Angeles County Homelessness Initiatives, Los Angeles Homeless Services Authority (LAHSA), and plans/strategies developed by the San Fernando Valley Council of Governments (SFVCOG).

Environmental Review.

The adoption of this Resolution is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), "Common Sense Exemption" and Public Resources Code Section 21080.20. Common Sense Exemption applies to projects where it can be seen with certainty that there is no possible significant effect on the environment.

Next Steps.

Upon adoption by City Council, City staff, including the forthcoming Housing Coordinator, will continue to work with local partner agencies on enacting strategies outlined in this Plan to address homelessness. Staff will also work to secure grant funding to support services and programs outlined in the Plan.

BUDGET IMPACT:

There is no budget impact associated with adopting the proposed Resolution.

CONCLUSION:

The Homelessness Action Plan is an important step to improve lives of people and families experiencing homelessness or at-risk of experiencing homelessness. This helps achieve the 2022-2027 Citywide Strategic Goal 3, *Preserve Beautiful Homes and Neighborhoods*, section 5: "Develop a Homeless Plan and policies to support unsheltered and under housed individuals and families." Strategies included in the Plan are also consistent with the 2021-2029 Housing Element.

Discussion and Consideration to Adopt a Resolution Approving the City of San Fernando Homelessness Action Plan

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Therefore, it is recommended that the City Council adopt the proposed Resolution, which approves the Homelessness Action Plan.

ATTACHMENT:

- A. Resolution No. 8164, including:
 - Exhibit A: Homelessness Action Plan

RESOLUTION NO. 8164

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, ADOPTING THE HOMELESSNESS ACTION PLAN**

WHEREAS, on October 5, 2020, the City Council received and filed an update on homelessness in San Fernando that led to proactive discussion and the need to develop a Homelessness Action Plan; and

WHEREAS, on January 30, 2021, the City entered into an Agreement with the Los Angeles County to develop a Homelessness Action Plan; and

WHEREAS, on February 16, 2021, the City Council established a Homelessness Ad Hoc Committee (Councilmembers Montañez and Rodriguez) to work with a City Homeless Task Force comprised of staff from Administration, Community Development, Police, Public Works and Recreation and Community Services departments to develop policy recommendations in addressing homelessness in San Fernando, including but not limited to, the review of consultants that would prepare a Homeless Plan; and

WHEREAS, the Homelessness Action Plan establishes the City's priorities, goals, and strategies for reducing and eliminating homelessness in San Fernando, and makes the City competitive for grant applications to support ongoing services for people experiencing homelessness; and

WHEREAS, the Homelessness Action Plan is considered a "project" as defined by the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq.; and

WHEREAS, City staff determined that the Homelessness Action Plan ("Project") is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), "Common Sense Exemption" and Public Resources Code Section 21080.20. Common Sense Exemption applies to projects where it can be seen with certainty that there is no possible significant effect on the environment.

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

SECTION 1. The City Council finds that all of the facts set forth in the Recitals of this Resolution are true and correct.

SECTION 2. Environmental Review. The City Council hereby finds that the adoption of the City of San Fernando Homelessness Action Plan is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), "Common Sense Exemption," because it can be seen with certainty that there is no possibility that the adoption of this Plan, in and of itself, may have a significant effect on the environment.

SECTION 3. Findings. The City Council, as consideration of the Homelessness Action Plan, as recommended by City staff and reports thereof, makes the following findings:

- a. The proposed Homelessness Action Plan will support the City of San Fernando's current efforts to solve homelessness by addressing the needs of its residents experiencing or at risk of homelessness over the next five years.
- b. The proposed Homelessness Action Plan is consistent with the General Plan's 2021-2029 Housing Element's actions to: 1) Develop a Homelessness Plan by December 2024. 2) Provide outreach to people living in encampments and vehicles to connect them to housing and support services. 3) Establish a Housing Division to coordinate and implement the City's housing and homelessness related services and programs.
- c. The proposed Homelessness Action Plan is consistent with the citywide 2022-2027 Strategic Goal 3, *Preserve Beautiful Homes and Neighborhoods*, section 5: "Develop a Homeless Plan and policies to support unsheltered and under housed individuals and families."

SECTION 4. Adopt the Homelessness Action Plan (Exhibit "A").

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 6th day of September, 2022.

Mary Mendoza, Mayor of the City of San Fernando, California

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8164 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 6th day of September, 2022, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of September, 2022.

Julia Fritz, City Clerk



CITY OF SAN FERNANDO

HOMELESSNESS ACTION PLAN



FINAL PLAN SEPTEMBER 6, 2022

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EXECUTIVE SUMMARY

According to the 2020 Point in Time Count, there are **23 people experiencing homelessness in the City of San Fernando and over 63,000 individuals across Los Angeles County**. The City understands the need to take a more measured and strategic approach to address the significant gaps in resources, services, and capacity in the current regional homelessness system. To address this need, the City of San Fernando engaged LeSar Development Consultants (LDC) to identify gaps and assist in the homelessness planning process for the City's first 5-year Homelessness Action Plan. As part of this process, the City of San Fernando and LDC engaged with a diverse set of stakeholders, including city staff, regional entities, homeless service providers, healthcare providers, government entities, and community members. Feedback from stakeholders highlighted various strengths and challenges in the current homelessness response system that can be addressed in San Fernando.

The City of San Fernando finds itself in a unique moment with a relatively small number of people experiencing homelessness and momentum generated towards person-centered homelessness solutions. The City also recognizes that sufficient resources and regional coordination are imperative to prevent the number of families and individuals experiencing homelessness from exceeding available support resources. The Homelessness Action Plan lays out tangible steps that the City of San Fernando and its partners can take over the next five years to move toward a system where homelessness is prevented whenever possible and to ensure that, if it does occur, it is rare, brief, and nonrecurring. The Homelessness Action Plan is strategically aligned with regional plans and frameworks, like the LA County Homeless Initiative strategies and SFVCOG Homelessness Strategic Framework, to ensure regional coordination and integration.

+23
CITY OF
SAN FERNANDO

+63,000
LOS ANGELES
COUNTY

The Plan focuses on the following three areas of priority:

- **Priority 1: Develop City's Capacity to Better Prevent and End Homelessness.**
- **Priority 2: Support the Service Needs of People Experiencing Unsheltered Homelessness.**
- **Priority 3: Focus on Root Causes to Prevent Homelessness.**

Each priority has corresponding strategies and metrics. The plan highlights the following three key homelessness response goals that will create a more developed homelessness response over the next 5 years. Each of these goals will require establishing key benchmarks and metrics to measure success.

- **Goal 1: Establish a Homelessness Response Center led by identified departmental lead and supported by established homeless-dedicated staff and/or service agreements with homelessness-dedicated service providers to implement a person-centered approach.**
- **Goal 2: Strive to eliminate unsheltered homelessness in San Fernando.**
- **Goal 3: Seek to increase the number of individuals diverted from the homelessness response system by leveraging strategic partnerships with upstream services and building in mechanisms to measure success.**

While certain aspects of the plan will need to be implemented in a linear fashion, the plan will be most effective if each priority is addressed parallel to each other. The City of San Fernando is committed to these priorities to meaningfully address homelessness in the region.



The City of San Fernando's Homelessness Action Plan sets the course for the City to further address the needs of its residents experiencing or at risk of homelessness over the next five years. The plan builds off current efforts and formalizes the approach under three priorities. As this is the City of San Fernando's first Homelessness Action Plan, the City has the opportunity to address multiple facets of the homelessness response — from the inflows to the service delivery, to the outflows.

The City of San Fernando finds itself in a unique moment to address homelessness, with momentum from key community stakeholders, new funding opportunities, and fewer than 30 individuals experiencing homelessness. By applying a person-centered approach, and focusing on people's individual needs, ending homelessness in the City of San Fernando is possible.

GUIDING PRINCIPLES



PERSON-CENTERED

The City believes that all people deserve to be treated with dignity and respect regardless of their housing status. This document uses person-centered language like “people experiencing homelessness” and “clients” interchangeably. Demeaning language, like “the homeless” or “homeless people,” attaches an individual, family, or community to their situational housing status. The City will position people experiencing homelessness as individuals with agency, decision-making, and dignity within a system that provides services to them. The City believes in the strengths of people experiencing homelessness and will adopt person-centered approaches that account for past trauma, personal strengths, client confidentiality, and individual responsibility. In creating solutions, the City will apply this person-centered approach by knowing the names, stories, and strengths of those community members experiencing homelessness within the City of San Fernando.



EQUITY FOCUSED

Black, Indigenous, and People of Color (BIPOC) are significantly overrepresented among those experiencing homelessness, a legacy of historical and contemporary structural racism. Centering a homelessness response system on the needs of those most vulnerable and overrepresented for those experiencing homelessness develops the capacity of the system to better respond to the needs of all people experiencing homelessness. The City will continue to focus on equity in our homelessness response, to disaggregate data to better develop solutions, and to look upstream at the inflows and structural roots of homelessness.



STRONG SUPPORT SYSTEM

A strong support system ensures that the availability of services and resources match or exceed the demand for them. The City will continue to provide support services so that the inflow, the number of persons experiencing homelessness, does not exceed the outflow, the number of persons who gain access to permanent housing. When a support system is strong, homelessness is rare, brief, and nonrecurring. A key component of building a strong support system is the development of a By-Name list that the City may use to know the names of those experiencing homelessness and deliver tailored, person-centered solutions, which can be done in a city like San Fernando given the small number of individuals experiencing homelessness.



HOMELESSNESS IN THE REGION

HOMELESSNESS IN LOS ANGELES COUNTY

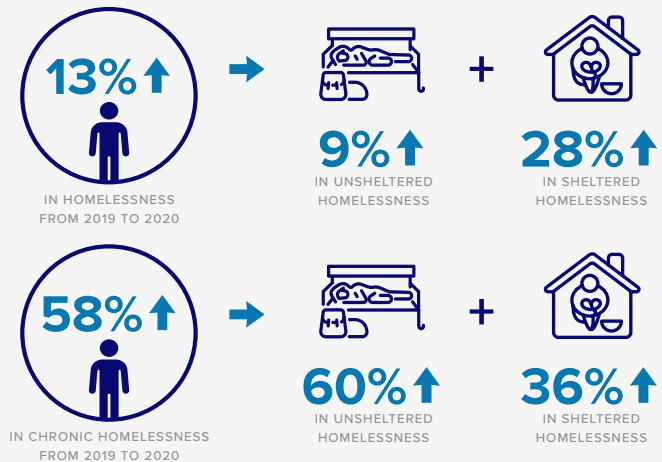
The City of San Fernando is located in Los Angeles County. Los Angeles County is broken up into eight Service Planning Areas (SPAs), with San Fernando falling into SPA 2. According to the 2020¹ Point in Time (PIT) count², Los Angeles County had a total of 63,706 individuals experiencing homelessness. This is slightly more than a 13% increase from the 2019 total of 56,257. Of those, more than 72% (46,090) were unsheltered, meaning they were sleeping in cars, outdoors, or other places not suitable for human habitation. From 2019 to 2020, there was approximately a 9% increase in unsheltered homelessness (42,471 to 46,090) and an almost 28% increase in sheltered homelessness (13,786 to 17,616). There was also an approximate increase of 58% in chronic homelessness from 2019-2020 (15,538 to 24,482). Among those experiencing chronic homelessness, there was more than a 36% increase in sheltered homelessness (1,781 to 2,425) and more than a 60% increase in unsheltered homelessness (13,757 to 22,057).

HOMELESSNESS IN SERVICE PLANNING AREA 2

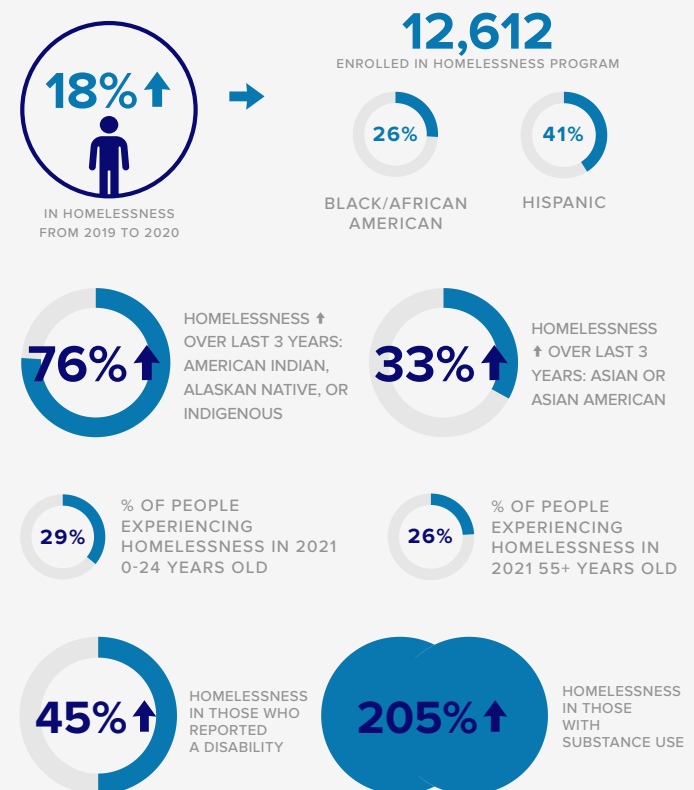
When considering the City of San Fernando's regional position, it is important to look at the homelessness rates of SPA 2. SPA 2 includes the City of Los Angeles, which drastically increases the rates for this region. According to the 2020 PIT for Service Planning Areas³, SPA 2 had 9,108 individuals experiencing homelessness, an almost 18% increase from the previous year.

According to Homeless Management Information System (HMIS) data, a total of 12,612 individuals were enrolled in a homelessness or housing program (Transitional Housing, Safe Housing, Rapid Rehousing [RR], Permanent Supportive Housing [PSH], or Emergency Shelter) in 2021, an almost 8% increase from 2019 (11,599). Of those participating in one of the above-mentioned programs, almost 26% identified as Black/African American (3,258) and more than 41% identified as Hispanic (5,204) in 2021; this is a decrease by more than 8% (3,596) and an increase of nearly 9% (4,754) respectively from 2019 to 2021. Homelessness has increased for individuals identifying as American Indian, Alaskan Native, or Indigenous by more than 76% from 2019 to 2021 (132 to 233), and it has increased for those identifying as Asian or Asian American by more than 33% (133 to 177). In 2021, more than 29% (3,713) were individuals from 0-24 years old, while nearly 26% (3,226) were ages 55 or older; this is a decrease of almost 18% (4,527) and an increase of over 31% (2,461) respectively from 2019. The total number of people experiencing homelessness who report a disability (mental health, chronic health, physical, developmental, substance use, and/or HIV/AIDS) in 2021 has increased by more than 45% since 2019 (9,911 to 14,356); similarly, substance use has increased by more than 205% from 2019 to 2021 (279 to 853).

LOS ANGELES COUNTY:



SERVICE PLANNING AREA 2:



¹ The PIT Count did not occur in 2021 due to COVID-19 precautions; it is fully expected that the number of people experiencing homelessness has only risen from the 2020 numbers. The PIT Count resumed in 2022 and the data captured is expected to be released in September 2022.

² HUD 2020 CoC Homeless Assistance Programs Homeless Populations & Subpopulations | CA-600 Los Angeles City & County CoC

³ 2020 Homeless County by Service Planning Area | SPA 2

⁴ 2020 Homeless County by Community/City | San Fernando (next page)

⁵ United States Census Bureau | American Community Survey (next page)

HOMELESSNESS IN THE CITY OF SAN FERNANDO

During the 2020 PIT count for the City of San Fernando⁴, a total of **23 individuals were counted as unsheltered**, a decrease of more than 46% from the 43 total individuals counted in the 2019 PIT count. Most individuals experienced vehicular homelessness, with 15 individuals sleeping in vans, 3 individuals sleeping in cars, and 2 individuals sleeping in RVs/campers. 3 individuals were sleeping on the street.



Housing affordability impacts San Fernando residents. According to the latest American Community Survey from the United States Census Bureau, the median rent for all rental units in San Fernando in 2019 (the most recent data collected) is \$1,342 a month, which is less than the median rent of \$1,503 for California overall. More than half (56%) of those renting in San Fernando pay more than 35% of their income toward rent, demonstrating a severe cost burden. The median annual income for households in San Fernando is \$58,425, while the median income for households in California is \$75,235 (22% more). Over 72% of households in San Fernando have at least one or more people under the age of 18 years or one or more people 65 years and older, reflecting the prevalence of multi-generational households; this indicates the possible financial constraints that require individuals to rely on family and/or community supports to stay housed.⁵

The City of San Fernando is aware of the issues that may lead to homelessness. To that end, the City has completed the following tasks to address homelessness locally:

- The Homeless Task Force was established by the City's Ad Hoc Committee on homelessness.
- City Council approved a new Housing Coordinator position to assist with housing related activities.
- The San Fernando Police Department partnered (and continues to partner) with the Homeless Outreach Services Team (HOST).
- The Northeast San Fernando Valley Interagency Homelessness Task Force was created by the City Manager.

The San Fernando City Council has been proactive in prioritizing and establishing the City's approach to homelessness; this is particularly true for the City's Ad Hoc Committee on homelessness, which established the Homeless Task Force. The Homeless Task Force was influential in addressing encampments located on

the boundaries of San Fernando along Ilex St. and San Fernando Rd. The Ad Hoc and full City Council also demonstrated the City's commitment to addressing the homelessness epidemic by approving a new Housing Coordinator position that will be dedicated to housing affordability, housing loan programs, and homelessness outreach services, as well as other housing related activities.

Additionally, the City of San Fernando's City Manager's Office and Police Department have worked to coordinate efforts to provide necessary resources to those experiencing homelessness in the community. The Police Department adheres to community-oriented policing principles and has been leading many of the outreach efforts in the City using person-centered approaches. The Police Department works in tandem with the Homeless Outreach Services Team (HOST) to couple their ongoing outreach with multidisciplinary homeless outreach staff. Funding for this partnership is provided through the San Gabriel Police Chiefs Association and comes from Measure H funds. These efforts led to numerous individuals being engaged and connected to resources like hygiene, identification, transportation, and shelter.

The City Manager's Office and Police Department staff participate regularly in regional coordination meetings and events, like the San Fernando Valley Council of Governments Homelessness Taskforce and the Service Planning Area 2 Steering Committee. To begin to address some of the gaps in regional coordination, the City Manager created the Northeast San Fernando Valley Interagency Homelessness Task Force, which includes key stakeholders from regional governmental and legislative entities like key City of San Fernando Departments and staff, Los Angeles County, LAHSA, Department of Public Health, Los Angeles Unified School District, the Office of Kelly Gonez School Board Member District 6, the Office of CA-Assemblymember Luz Rivas (District 39), the Office of Councilwoman Monica Rodriguez (City of L.A. District 7), the Office of LA County Board of Supervisors Sheila Kuehl (Third District), and the Office of State Senate Majority Leader Emeritus Bob Hertzberg. These efforts have begun to break down some of the communication and resource silos in the region and facilitate collaboration.

COMMUNITY ENGAGEMENT PROCESS

To better understand the City of San Fernando and its needs, LeSar Development Consultants (LDC) assessed the strengths and gaps of the City's homelessness response using both qualitative and quantitative data.

Quantitative Data

LDC analyzed system-wide data alongside the information collected in the qualitative stakeholder engagements. Through quantitative methods, LDC was able to explore data collected from the Point-in-Time (PIT) count and HMIS across Los Angeles County, SPA 2, and the City of San Fernando. Due to a variety of capacity and data barriers at LAHSA, the City of San Fernando does not have easily accessible city-specific data available to them, which is why all three levels were analyzed.

The San Fernando City Council has been proactive in prioritizing and establishing the City's approach to homelessness.



- Point-in-Time Count (PIT): A HUD required census of persons experiencing unsheltered or sheltered homelessness on a single night in January/February (although disruptions to the schedule and process occurred due to COVID-19).
- Homeless Management Information System (HMIS): A local information technology system managed by LAHSA used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

Qualitative Data

LDC relied on the expertise of key community stakeholders within San Fernando to collect qualitative data. LDC worked with the City to create the stakeholder list with key partners' input to ensure a comprehensive understanding and approach. The stakeholders LDC engaged with represented a continuum of sectors and industries, from City and County staff to community services, and participated in various methods (survey and/or individual and group interviews). This array of stakeholders demonstrates the importance of collaboration, as many who are not typically thought of as homelessness services staff had significant and relevant feedback to give.

LDC had the following series of qualitative engagements:

- Stakeholder Feedback Survey
- Feedback Meetings
- Individual Interviews
- Community Meetings

Qualitative feedback included, but was not limited to, the following groups:

City/County/Regional/Legislative Entities

- City of San Fernando Departments (City Manager/ Administration, Community Development, Police, Public Works, Recreation & Community Services)
- City of San Fernando Homeless Taskforce (Julie Fernandez, Nick Kimball, Matthew Baumgardner, Anthony Vairo, Irwin Rosenberg, Gerardo Marquez, Juan Salas, Julian J. Venegas)
- Homeless Ad Hoc Committee (Councilmember Cindy Montañez, Councilmember Celeste Rodriguez)
- San Fernando City Council/Mayor
- San Fernando Chamber of Commerce

Homelessness Sector

- LAHSA
- LA Family Housing
- Hope of the Valley Rescue Mission
- San Fernando and Santa Clarita Valley Homeless Coalition
- Salvation Army Aetna Bridge Home
- SPA 2 Steering Committee
- Northeast San Fernando Valley Interagency Homelessness Task Force

Community Services/Supports

- Center for Living and Learning
- Child & Family Center
- Interfaith Solidarity Network
- Neighborhood Watch
- Business Watch
- Downtown San Fernando Mall Association
- Village Family Services
- Volunteers of America Los Angeles

Healthcare

- Providence Holy Cross Medical Center
- San Fernando Community Health Center
- San Fernando Recovery Center
- Tarzana Treatment Centers
- Vida Mobile Clinic
- Northridge Hospital Medical Center
- Northeast Valley Health Corporation

The Stakeholder Feedback Survey included questions focusing on perceived challenges and strengths, critical needs, overall effectiveness of existing services, and use of best practices. There were 24 responses to the survey from key leaders across the above list of stakeholders. Some Stakeholders that did not provide written responses to the survey participated in individual and/or group interviews facilitated by LDC.

Input received through the written survey responses and individual/group interviews is incorporated throughout this Homelessness Action Plan.

STRENGTHS & GAPS

LDC used the above strategies to assess the City of San Fernando's current homelessness response and formulated an overview of its strengths and gaps. The findings reflected below were collected from stakeholders and community members to inform the development of the Homelessness Action Plan and future response.

Strengths

Throughout the engagement process, community members, city officials, and stakeholders discussed the many strengths of City of San Fernando's response. Two strengths, in particular, were mentioned repeatedly and show how unique the City's homelessness response truly is.

The first strength reiterated many times was the ability for the community to focus on the individuals experiencing homelessness in a personalized and differentiated way. This, of course, is partly because of the low number of individuals experiencing homelessness in San Fernando, but it also speaks to the community's empathy and understanding as a whole. Recognizing that no one should have to experience homelessness, many interviewees stated their belief in the community to be able to personally identify these individuals and "*know them by name*"—an opportunity most communities do not have. San Fernando is strategically poised to develop a "By-Name-list" that allows for better tracking, service coordination, and understanding overall.

The second frequently mentioned strength was San Fernando's law enforcement response to the homelessness crisis. While many law enforcement agencies across the country have struggled with criminalization of homelessness and a lack of empathy, those interviewed by LDC touted the San Fernando Police Department. With a nuanced understanding of homelessness, the City's Police Department was mentioned as having a balanced approach between the safety of the general community and the individuals experiencing homelessness. Law enforcement was also stated as being very intentional about not criminalizing these individuals, as they know that it truly does not help long-term. The Police Department's professionalism and responsiveness was said to be "*second to none*," making it so that everyone in the community feels comfortable contacting them. Continuing to utilize the Police Department and their understanding of this crisis will only continue to make the City's homelessness response stronger.

Stakeholders identified San Fernando's greatest strengths as:

1. The ability to create a By-Name-list to provide personalized and differentiated interventions.
2. Law enforcement's balanced approach between general community safety and individuals experiencing homelessness.

The following strengths were also mentioned by various stakeholders:

- Adherence to state rent control regulations
- Assistance from LAHSA in getting vital documentation through typical methods (IDs, lack of mailboxes, etc.)
- City undertaking and prioritizing this Homelessness Action Plan
- Collaboration with the County to keep the Pacoima Wash area clear
- Developers working throughout the region to increase various housing options (tiny home communities, emergency beds, etc.)
- Family and community members taking care of each other to prevent homelessness in the first place
- Having identified locations for potential housing development
- Increase of resources made available to people experiencing homelessness
- Lower median home costs than other communities in Los Angeles County
- Shelter connections made for individuals experiencing unsheltered homelessness
- Small number of individuals experiencing homelessness means that the City already knows who most individuals are and can engage more easily with them
- Strong homeless coalition and network of service providers
- Variety of food resources available

Gaps

While many gaps were mentioned, there were two that came up consistently throughout LCD's conversations with stakeholders and community members regarding San Fernando's current homelessness response. Some of these detailed regional gaps must be addressed at a systems level, while others highlighted specific areas of improvement for the City itself.

Ranked as the most critical need, the development of affordable housing and Permanent Supportive Housing (PSH) was often mentioned. Many discussed the overall lack of affordability within the region; even though San Fernando has a lower median cost of housing than cities nearby, it is still not proportionate to the median income and leaves community members cost-burdened. Not only was there a call for an increase in housing stock, but there was also a call for that housing stock to be affordable.

Related to lack of available affordable housing stock, stakeholders also brought up other strategies when working in the homelessness system (e.g. outreach) and expressed concerns that, even if there is an increase in outreach connections and successes, there aren't many options available for those who are ready for long-term housing.

The next most common gap mentioned was the lack of mental health and substance use services and the integration of those services in the homelessness response system. As mentioned previously, the prevalence of individuals experiencing homelessness while also dealing with mental health and/or substance use has increased drastically throughout the region over the last few years. Anecdotally, community members discussed their concerns over the rising mental health and substance use crises based on their personal interactions with homeless individuals in San Fernando. When asked to rank concerns, the expansion of mental health and substance use services came in second place.

The following gaps in the regional homelessness system, and present in San Fernando, were also mentioned by various stakeholders:

- **Absence of racial equity discussions and considerations**
- **Bureaucracy and red tape**
- **Data collected not all encompassing**
- **Encampments throughout the region**
- **Inter-governmental/regional coordination breakdown**
- **Lack of emergency shelter and/or interim housing**
- **Lack of outreach services**
- **Lack of parking solutions for people experiencing vehicular homelessness**
- **Lack of regional equity—locations of homeless services are congregated instead of being spread out**
- **Lack of shallow subsidies to prevent homelessness**
- **Lack of upstream solutions being prioritized**
- **Lack of youth specific services**
- **Language barriers with people experiencing homelessness**
- **Limitations for immigrant population**
- **NIMBYism (Not In My Back Yard)**
- **Shortage of "real time data"**



ALIGNMENT WITH REGIONAL STRATEGIES/ FRAMEWORKS

To ensure that the City of San Fernando's Homelessness Action Plan is integrated within a regional response and best practices to addressing homelessness, the plan directly aligns with plans and initiatives at the state, regional, and local level.

CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS

The California Homeless Coordinating and Financing Council's Action Plan for Preventing and Ending Homelessness in California outlines key principles and practices that include race equity, lived experience, Housing First, balancing crisis response, and permanent housing solutions. These action areas guide the State's response to homelessness to ensure it is rare, brief, and only occurs once.

The state's Action Plan is divided into five key action areas.

1. **Strengthening Our System to Better Prevent and End Homelessness in California** The Action Plan focuses on racial equity, lived experience integration, inter-jurisdictional coordination, and leveraged cross-sector partnerships.
2. **Equitably Addressing the Health, Safety, and Services Needs of Californians Experiencing Unsheltered Homelessness** To address the needs of people experiencing unsheltered homelessness, the Action Plan focuses on addressing health and safety needs and increasing access to State supported services and supports.
3. **Expanding Communities' Capacity to Provide Safe and Effective Shelter and Interim Housing** The Action Plan looks to expand the availability of housing-placement focused shelter and interim housing.
4. **Expanding and Ensuring Equitable Access to Permanent Housing in Our Communities** Using Housing First approaches, development strategies, and rental assistance programs, the State will expand permanent housing opportunities.
5. **Preventing Californians from Experiencing the Crisis of Homelessness** The Action Plan will focus on reducing entries into homelessness through institutional alignment and providing targeted homelessness prevention and diversion services.

LA COUNTY HOMELESSNESS INITIATIVES

In 2017, the Board of Supervisors for the Los Angeles County Chief Executive Office approved the "Los Angeles County Strategies to Combat Homelessness," initiatives that focus on homelessness prevention, housing, case management, coordination, and other strategies. In 2022, the Board of Supervisors approved a new framework developed by the Homeless Initiative that focuses on three key partners — Mainstream Government Systems, the

Rehousing System, and Partnerships with Cities — each taking action to Coordinate, Prevent, Connect, House, and Stabilize people experiencing or at risk of homelessness.

The City of San Fernando has intentionally ensured that the strategies in this Homelessness Action Plan align with the new framework of the Los Angeles County's Homeless Initiative. The Los Angeles County's Homeless Initiative strategies are as follows:

1. Coordinate
2. Prevent
3. Connect
4. House
5. Stabilize

LOS ANGELES HOMELESS SERVICES AUTHORITY (LAHSA)

LAHSA is the lead agency in the Los Angeles Continuum of Care, which is the regional planning body that coordinates housing and services for families and individuals experiencing homelessness in Los Angeles County. LAHSA coordinates and manages federal, state, county, and city funds for programs that provide shelter, housing, and services to people experiencing homelessness. The City of San Fernando will partner with LAHSA to coordinate housing and services to ensure distribution in the City of San Fernando. This alignment and coordination will include areas like the Coordinated Entry System (CES), Homeless Management Information System (HMIS), funding, the Point in Time Count (PIT), and homeless outreach. LA Family Housing (LAFH) serves as the CES Regional Lead for Service Planning Area 2/San Fernando Valley.

PLANS FROM NEIGHBORING CITIES

The San Fernando Valley Council of Governments (SFVCOG) Homelessness Working Group adopted a Strategic Framework in February 2019 with specific goals pertaining to Housing & Homelessness. The City of San Fernando has considered these goals when developing the City of San Fernando's Homelessness Action Plan. Those goals are as follows:

1. Increase partnership, funding, and flexibility for Measure H funded cities/agencies.
2. Pro-actively collaborate with cities, the County, and nonprofit agencies to address individuals and families living unsheltered and in encampments.
3. Support the creation of interim housing opportunities, emergency shelter, and other short-term interventions to quickly move people off the streets.
4. Increase rental assistance resources and stabilization services to prevent homelessness and exit homeless households rapidly.
5. Support the development of affordable and permanent supportive housing.

PRIORITIES, STRATEGIES, AND GOALS

The City of San Fernando's Homelessness Action Plan focuses on three key priorities that, when addressed in unison, provide the City with a practical roadmap to meaningfully address homelessness so that it is rare, brief, and nonrecurring. These three priorities are as follows:



Priority 1: Develop City's Capacity to Better Prevent and End Homelessness



Priority 2: Support the Service Needs of People Experiencing Unsheltered Homelessness



Priority 3: Focus on Root Causes to Prevent Homelessness

These priorities and their actionable strategies will be used to work toward three specific goals, one goal per priority. The object is to have all goals reached by the end of this 5-Year Homelessness Action Plan. These goals were developed to be measurable and data driven. The City of San Fernando will do its best to achieve all three goals and build up a stronger homelessness response. The three goals are as follows:

GOAL 1: Establish a Homelessness Response Center led by identified departmental lead and supported by established homelessness-dedicated staff positions.

GOAL 2: Strive to eliminate unsheltered homelessness in San Fernando.

GOAL 3: Seek to increase the number of individuals diverted from the homelessness response system by leveraging strategic partnerships with upstream services and building in mechanisms to measure success.

The following details take a deeper look at the plans the City will take to build strong support system. Every priority includes a number of strategies to meet all three goals. All priorities and strategies have various metrics that can be utilized to track momentum and growth. Each goal will require establishing key benchmarks with which to measure success.



PRIORITY 1: DEVELOP CITY'S CAPACITY TO BETTER PREVENT AND END HOMELESSNESS

To further develop the City's capacity to prevent and end homelessness, the City will need to build out departmental leadership and capacity. Currently, the City's homelessness response is dispersed across different departments or reliant on external partners, resources, and systems. This fragmented approach produces challenges for people experiencing and at-risk of homelessness in accessing services. By centralizing leadership under a singular department, the City will more effectively develop and coordinate resources. In building out the system infrastructure, the City will look to provide ongoing trainings to staff and to enhance the City's data tracking capabilities to better measure trends and progress. The City understands that homelessness can't be solved in isolation, so a key component of this strategy will be to strengthen coordination, partnerships, and linkages to the homelessness response system. Similarly, the City will also support homeless service providers' capacity to adequately address the scale of the crisis. Furthermore, the City will expand communication and education efforts around homelessness to ensure that the community and stakeholders are included in the City's efforts.

STRATEGIES

Strategy 1: Strengthen Leadership and Departmental Capacity

Developing the internal leadership and departmental capacity within the City of San Fernando will be important to achieving many of the goals outlined in this plan. The City of San Fernando will further develop its own administrative capacity to support initiatives by designating and consolidating homelessness functions under a Homelessness Response Center. This Homelessness Response Center will be led by key designated departmental staff and will consist of various departments and entities, including but not limited to: City of San Fernando Homeless Task Force, City Manager, Community Preservation, Community Development, Police Department, Public Works, and Recreation and Community Services, with the Homeless Ad Hoc Committee acting as policy liaisons to the Task Force. This new Response Center will be responsible for addressing system capacity, data, evaluation, and advocacy. While law enforcement plays a significant role in the City of San Fernando's homelessness response, the core functions of prevention,

outreach, assistance, and regional coordination will be managed by the departmental lead of the Homelessness Response Center.

The City of San Fernando will work to:

- Hire a Housing Coordinator to manage, lead, and support homelessness services, initiatives, or contracts. (Note: In April 2022, City Council approved establishing this position and the recruitment is currently underway).
- Establish a Homelessness Response Center that coordinates the homelessness response across multiple departments and entities and aligns actions to goals outlined in Homelessness Action Plan.
- Develop systems for monitoring progress of the Homelessness Action Plan.
- Support system mapping, regional coordination, advocacy, and data initiatives.
- Collaborate in the development of new funding opportunities with private, philanthropic, and public sources, including cross-sector braiding of funding with homelessness system resources.
- Refine and develop policies, procedures, and trainings to build up City and provider capacity.
- Explore opportunities to secure or allocate funds to dedicated contractors for homelessness outreach and support services.
- Increase public safety for all San Fernando residents.
- Increase the San Fernando Police Department's training of homelessness services and best practices.

Strategy 2: Develop Regional Coordination, Partnerships, and Linkages to Homelessness Response System

The City of San Fernando recognizes that homelessness response cannot be addressed alone. An effective homelessness response will require coordination, partnership, and linkages to external stakeholders in the homelessness response system. Internal resources will be best applied when they are complimented by services offered in the larger homelessness response. The City of San Fernando will coordinate with the following sectors: healthcare, behavioral health, mental health, substance use disorder, criminal justice, child welfare, juvenile justice, education, housing, immigration, employment, land use, transportation, code enforcement, business, faith-based, and community-based. This regional and cross-sector alignment will increase access points and resources for those experiencing homelessness and will decrease the number of individuals entering the homelessness system through focused upstream partnerships.

The City of San Fernando will work to:

- Participate in various regional coordination groups, including, but not limited to SPA 2 Steering

Committee, SPA 2 Outreach, SFVCOG Homelessness Taskforce, NESFV Interagency Homelessness TaskForce Meeting.

- Focus coordination efforts on connecting individuals on the By-Name list to resources.
- Strengthen partnerships with regional and cross-sector agencies with the goal of formalized partnerships/MOUs.
- Collaborate in the NESFV Interagency Homelessness Task Force Meeting that includes elected officials, service providers, cross-sector partners, and public/private sector stakeholders.
- Involve upstream systems that operate within the City of San Fernando and the Northeast San Fernando Valley around homelessness prevention, homelessness, and housing efforts.
- Develop standardized screening tools and related protocols for identifying needs across systems and connecting individuals to the right community-based services and nonprofits.
- Develop an easy-to-use informational resource on the different City services available to address homelessness and distribute it through City departments, schools, and other community forums; include information on how San Fernando residents can support local efforts.

The City of San Fernando will look to coordinate with the following regional agencies/departments:

- Homeless Service Providers, Social Service Providers, Local Nonprofits such as LA Family Housing
- The City of Los Angeles
- Los Angeles Homeless Services Authority (LAHSA)
- Los Angeles County (Homeless Initiatives, Board of Supervisors, Health Services, Mental Health, Public Health, Public Social Services, Workforce Development, Aging & Community Services)
- Los Angeles Unified School District
- San Fernando Valley Council of Governments (Cities of Burbank, Santa Clarita, and Glendale)
- LA Metro
- Offices of Elected Officials



Strategy 3: Enhance the City's Ability to Track and Leverage Data

Building a comprehensive picture of a client's progress within the homelessness response system will require eliminating data silos. This necessitates greater usage of HMIS/CES across the City and its partners. Because the City does not currently have access to specific and localized data from LAHSA, the City will have to increase engagement with LAHSA to discuss needs and usage of their collected data. The City will coordinate with other neighboring cities in the San Fernando Valley that have obtained HMIS access for their programs to better understand the processes the City can take to streamline data access. The City will also ensure that the development of new homelessness programs includes full utilization of CES.

The City of San Fernando will establish processes that allow the City to improve data collection practices and evaluation system wide. This data collection will include information on people currently experiencing homelessness, but it will also include those at-risk of homelessness. Data-driven decision-making and strategic use of resources will be essential for transforming the City's homelessness services system. To build a strong support system and incorporate a person-centered approach, the City will develop a By-Name list that will focus the City on the individualized needs of community members.

The City of San Fernando will work to:

- Develop a By-Name list to understand the individuals experiencing homelessness in the community at a point in time (monthly), ensuring that the response is tailored and moving towards zero. In managing the By-Name-list, the City will leverage HMIS data to better understand the service history and current program participation of those experiencing homelessness.
- Enhance the use of CES and HMIS within City programs and local service providers.
- Expand the use of collected data from regional partners and program level reporting to inform decision-making, funding, and policy decisions.
 - Work directly with LAHSA to adjust data collection strategies to ensure it is specific and localized to San Fernando.
- Develop City-specific data collection processes and procedures alongside those already implemented at the regional/county level.
- Ensure that new contracts/MOUs/programs that fund services related to homelessness include the full use of CES and HMIS when appropriate.
- Utilize CES and HMIS training for service staff on a regular basis to ensure efficient and effective practices.

- Collect data to better understand the impacts of homelessness/housing instability as it relates to marginalized subpopulations, including but not limited to Black, Indigenous, and People of Color (BIPOC), transitional age youth (TAY), seniors (55+), LGBTQAI+ community, people with disabilities, families, veterans, etc.
- Partner with the school district, senior centers and assisted living facilities, disability rights organizations, and housing providers to gather available data on "hidden" homelessness.

Strategy 4: Support Service Provider Capacity and System Infrastructure

Homeless service providers, social service providers, and local nonprofits are key entities in the City of San Fernando's homelessness response. Service providers, however, have reported staffing, capacity, and funding issues. The City of San Fernando will look to better support service providers through capacity building, increased coordination, and targeted advocacy to improve the outcomes for people experiencing homelessness. Furthermore, the City of San Fernando will aim to lighten the burden of prevention and outreach services from service providers and regional entities by supporting with grant funding opportunities.

The City of San Fernando will work to:

- Develop capacity building strategies for homeless service providers, social service providers, and local nonprofits, ensuring that services are accessible to people at-risk of homelessness or currently experiencing homelessness.
- Develop regional and cross-sector coordination to ensure an operational coordinated response with homeless service providers.
- Support longer-term contracts for service providers to establish long-term partnerships and stability.
- Support other service provider capacity building measures like increased pay, hiring, and retention strategies.

Strategy 5: Expand Engagement, Communication, and Education Efforts Around Homelessness

An important part of the homelessness response will be to engage unsheltered street and vehicular homelessness to expand communication and education efforts around homelessness and to get buy-in from community members around efforts the City of San Fernando is making to prevent and end homelessness. Due to the visibility of unsheltered street and vehicular homelessness, the City will proactively engage community members around the challenges, activities, and implementation of homelessness programs and resources.

The City of San Fernando will work to:

- Update the public on the progress and movement of the Homelessness Action Plan, potential challenges, solutions, and opportunities the community can support.
- Develop more accessible public facing materials for individuals and families searching for homelessness, homelessness prevention, or rental assistance resources.
- Identify the feasibility of developing reporting structures or public facing dashboards based on Homelessness Action Plan goals and System Performance Measures to be shared with the public.
- Offer public trainings and education around best practices for homelessness services, including, but not limited to, person-centered care, trauma-informed care, racial equity, nonviolent crisis intervention, etc.
- Consider consistent engagement opportunities with private sector: landlords, property management companies, business leaders, faith-based, etc.
- Develop opportunities to include the voices of those with lived experience.

Strategy 6: Train Staff on Homelessness Best Practices

To build the City's internal capacity to effectively respond to the needs of people experiencing homelessness, the City will focus on training public facing staff on best practices for engaging people experiencing or at-risk of homelessness. A special focus will be applied to trainings for first responders.

The City of San Fernando will work to:

- Identify external partners or resources to conduct these trainings.
- Train staff who interact with the public on best practices for engaging people experiencing or at-risk of homelessness; training could include person-centered care, trauma-informed care, racial equity, nonviolent crisis intervention, etc.
- Ensure all client-facing staff are able to direct individuals experiencing homelessness or assist in obtaining vital, personal documentation (photo ID, social security cards, proof of income, birth certificates, etc.).
- Support and implement processes related to conservatorship when necessary and appropriate.

FIVE YEAR GOAL

The Five-Year Goals listed throughout this document will be tracked utilizing various existing and new reporting tools. These tools may include but are not limited to: Homeless Management Information System (HMIS) data, HUD Reporting Tools, Point in Time Count, System Performance Measures, and other reporting tools. To achieve these Five-Year Goals, the City will establish key benchmarks to measure progress.

GOAL 1: Establish a Homelessness Response Center led by identified departmental lead and supported by established homelessness-dedicated staff positions to implement a person-centered approach.

Despite not yet establishing a Homelessness Response Center, the City of San Fernando has successfully responded to resident concerns of homeless encampments near city boundaries.



METRICS

The following metrics are intended to support the implementation of the various strategies of Goal 1. The City will establish mechanisms and reporting tools to track each of these metrics. Success will be measured over time.

STRATEGY	METRICS
PRIORITY 1: DEVELOP CITY'S CAPACITY TO BETTER PREVENT AND END HOMELESSNESS	
Leadership and Departmental Capacity	<ul style="list-style-type: none"> Established Homelessness Response Center Identified departmental lead Developed or identified staff positions related to homeless services
Data	<ul style="list-style-type: none"> Developed By-Name List/ total active people experiencing homelessness each month Number of people entering homelessness each month Total number of people exiting to housing each month Developed data and reporting tools to understand homelessness and housing instability Number of Strategies advancing each month and reflected in reporting and public dashboards Number of data and reporting tools with disaggregated demographic data Number of City of San Fernando programs and contracts engaging with CES and HMIS Number of LAHSA and County reports obtained
Regional Coordination, Partnerships, and Linkages	<ul style="list-style-type: none"> Number of regional coordination groups attended Number of partners attending NESFV Interagency TaskForce
Service Provider Capacity and System Infrastructure	<ul style="list-style-type: none"> Number of capacity building opportunities provided to local nonprofits and service providers Developed internal prevention and outreach programs Number of funding opportunities pursued
Communication and Education	<ul style="list-style-type: none"> Developed public facing material for individuals and families searching for homelessness, homelessness prevention, or housing assistance
Training	<ul style="list-style-type: none"> Number of trainings, like person-centered care, trauma-informed care, racial equity, nonviolent crisis intervention, etc.





PRIORITY 2: SUPPORT THE SERVICE NEEDS OF PEOPLE EXPERIENCING UNSHELTERED HOMELESSNESS

According to the 2020 Point in Time Count, 100% of people experiencing homelessness in San Fernando are unsheltered, with approximately 87% experiencing vehicular homelessness. As part of building up the City's leadership and capacity, the City will look to develop internal resources to better support the access, shelter, and service needs of people experiencing unsheltered homelessness. The City will develop street outreach and access services, establishing a unified approach focused on engagement and connection to services. To reduce entries into chronic homelessness and increase street to housing placements, the City will apply proactive, coordinated, and person-centered responses to outreach and access. The City will also look to expand connections to crisis housing beds regionally to meet the shelter needs of people experiencing unsheltered homelessness.

STRATEGIES

Strategy 1: Increase Homeless Street Outreach Services in the City

Outreach teams of homeless service providers and regional entities are often overstretched and under-resourced, with many calling for cities to fund their own outreach services. The City of San Fernando will strive to develop its internal capability to meet the homeless street outreach needs for the City. In alignment with best practices, the City will expand the core functions of homeless street outreach from law enforcement (SFPD) to also include multidisciplinary and homeless service provider teams, managed or staffed internally. The City will aim to strengthen engagement with those experiencing chronic homelessness, taking into consideration the mode of outreach, available access points, and additional strategies/partnerships.

The City of San Fernando will work to:

- Develop internal homeless street outreach services and partnerships to supplement law enforcement efforts, with a focus on multidisciplinary street outreach engagement teams.

- Coordinate homeless street outreach services and encampment management protocols at a regional level by attending SPA 2 outreach coordination meetings and engaging with City of Los Angeles partners.
- Employ HMIS and CES processes to track and manage data around outreach and engagement interactions, with a focus on tracking service connections and housing outcomes.
- Ensure that all individuals outreached to are reflected on the By-Name list.
- Make sure staff or contracted staff for outreach and first responders are trained in homeless outreach and engagement strategies, including but not limited to person-centered care, trauma-informed care, racial equity, etc.
- Build real-time list of resources and supports for programs and agencies working directly with people experiencing unsheltered homelessness (shelter, housing, transportation, nutrition, healthcare, mental health, documentation, public benefits, legal services, protective services, employment, pets, and hygiene).
- Increase knowledge of available resources to those working indirectly with individuals experiencing unsheltered homelessness, including local and private businesses, healthcare sector, schools, libraries, etc.
- Continue to participate in regional HOST program and Homeless Connect Days.

Strategy 2: Connect Individuals to Regional Safe Parking and Safe Storage to Address Vehicular and Unsheltered Homelessness

There is a significant number of people experiencing homelessness in vehicles, cars, vans, and RVs across the region and within the City of San Fernando. The City will identify measures to connect individuals and families to safe parking and safe storage when shelter, interim, or permanent housing cannot be obtained. Additionally, access to storage can be a major barrier for people experiencing unsheltered homelessness to move into interim housing or emergency shelter, as many of these facilities have limits on the number of personal items that can be brought. Both safe parking and storage facilities also serve the dual purpose of increasing access points to the homelessness response system.

The City of San Fernando will work to:

- Seek out funding to support and bolster safe parking programs regionally.
- Partner with organizations, neighboring cities, etc. to support safe parking programs financially.
- Explore alternative solutions to safe parking, including the utilization of established programs nearby, etc.

- Connect individuals experiencing homelessness to storage facilities to increase accessibility to shelter and strengthen linkages to housing.
- Employ HMIS and CES processes to track and manage data around access interactions with a focus on tracking service connections and housing outcomes.

Strategy 3: Expand Connections to Crisis Housing Beds Regionally

To continue to meet the needs of those experiencing unsheltered homelessness, the City will need to expand the partnerships and connections to crisis housing beds regionally (emergency shelter, interim housing, safe haven, motel vouchers). By strengthening shelter connections, the City will make significant strides in reducing inflows into homelessness and increasing successful outflows into housing.

The City of San Fernando will work to:

- Develop real-time list of crisis housing resources.
- Leverage partnerships with crisis housing providers within the San Fernando Valley to assist with shelter connections, transportation, resource allocation, etc.
- Explore unique funding opportunities for shelter and interim housing sites, like the Enhanced Care Management and Community Supports programs through CalAIM⁶.
- Seek out additional funding to support and bolster crisis housing bed capacity regionally.
- Partner with organizations, neighboring cities, etc. to support crisis housing beds financially.

FIVE YEAR GOAL

GOAL 2: Strive to eliminate unsheltered homelessness in San Fernando.

The City will use the number of individuals experiencing unsheltered homelessness from the 2022 Point In Time count as the baseline to measure successful connections to regional crisis housing services.

⁶ California Advancing and Innovating Medi-Cal (CalAIM) is a long-term commitment to transform and strengthen Medi-Cal, offering Californians a more equitable, coordinated, and person-centered approach to maximizing their health and life trajectory.

METRICS

The following metrics are intended to support the implementation of the various strategies and substrategies of Goal 2. The City will establish mechanisms and reporting tools to track each of these metrics. Success will be measured over time.

STRATEGY	METRICS
PRIORITY 2: ADDRESS THE SERVICE NEEDS OF PEOPLE EXPERIENCING UNSHELTERED HOMELESSNESS	
Homeless Street Outreach	Number of homeless street outreach staff/ contracted staff serving City of San Fernando Number of people experiencing unsheltered homelessness, including key subpopulations reflected on By-Name list Length of time a person remains homeless Successful placement from street outreach to housing Number of encampments, including vehicular Number of individuals offered services (e.g. medical support) Number of individuals accepting offered services (e.g. mental health support)
Safe Parking and Safe Storage	Number of people experiencing vehicular homelessness Number of connections to coordinated entry/ access sites Number of encampments, including vehicular
Crisis Housing Beds	Number of crisis housing beds available for referrals (including emergency shelter, interim housing, medical respite, domestic violence shelter, faith-based shelter, family shelter, transitional housing, motel vouchers, winter shelters, detox beds, etc.)



PRIORITY 3: FOCUS ON ROOT CAUSES TO PREVENT HOMELESSNESS

The City is committed to looking upstream at some of the root causes to better prevent homelessness and, when homelessness does occur, ensure that the experience is rare, brief, and nonrecurring. Preventative approaches to homelessness result in improved outcomes for individuals and families and reduce healthcare, correctional service, and emergency service costs. Integration with cross-sector regional partners, like healthcare, behavioral/mental health, substance use disorder, criminal justice, child welfare, juvenile justice, education, immigration, employment, land use, and code enforcement systems, are required to reduce pathways into homelessness. This focus also includes centering racial equity in the response and addressing the needs of key subpopulations. Lastly, stabilization services are important to curtailing the inflows and ensuring successful outflows into housing, so the City will pursue opportunities to expand health, employment, financial empowerment, and income supports.

STRATEGIES

Strategy 1: Increase Homelessness Prevention Programs or Services through Collaboration

Increasing homelessness prevention is vital to decreasing the inflows of new people experiencing homelessness within the City of San Fernando. The City's focus on homelessness prevention will strengthen provider and regional capacity to address the housing and service needs of people already experiencing homelessness. Prevention strategies will be aimed at those facing housing instability and those at-risk of homelessness without any additional supports.

The City of San Fernando will work to:

- Review use of current spending/ future funding and the potential for reallocation of a percentage of funding to homelessness prevention services.
- Consider the creation of housing stabilization programs, targeting high-risk populations to ensure those most marginalized are being served.
- Develop mechanisms to track individuals who reach out for homelessness prevention support, including reason, outcome, etc. Establish data tracking systems to follow eviction submissions and provide necessary mediation and supports.

- Develop interventions or programs for individuals at risk of eviction, including but not limited to legal counsel, flexible funding (to be used for back rent, arrears, etc.), landlord/tenant mediation, etc.
- Consider landlord/tenant mediation programs to prevent evictions.
- Consider incentives for landlords/property managers to refer tenants to prevention services rather than filing for an eviction.
- Support region-wide strategies and funding to develop expanded homelessness prevention programs.
- Encourage service providers, nonprofits, and cross-sector partners to be trained in housing problem solving strategies, including but not limited to strengths-based case management, conflict resolution, landlord-tenant mediation, family mediation, credit repair, housing search, tenant legal services, etc.; this will include those entities that are not typical homeless service providers but serve a broader population.
- Explore untapped strategies to support housing problem solving with a special focus on workforce development programs. Explore additional strategies such as providing financial assistance for the following, including but not limited to rental application fees, security/ utility deposits, utility/ rental arrears, moving costs, transportation to help facilitate return to family, food assistance, job-related transportation (car repairs, bus passes, gas, etc.), costs associated with obtaining identification documents, employment supplies, employment related training, etc.

Strategy 2: Address Inflows into Homelessness through Cross-Sector Collaboration, Discharge Planning, and Early Identification

To further prevent inflows into the homelessness response system, the City will need to focus on cross-sector collaboration, discharge planning, and early identification of individuals at-risk for homelessness. Cross-sector collaboration with mainstream system providers, such as healthcare, behavioral/mental health, substance use disorder, criminal justice, child welfare, juvenile justice, education, immigration, employment, land use, and code enforcement, are necessary to create aligned strategies and policies centered on preventing people from falling into homelessness.

The City of San Fernando will work to:

- Establish data-sharing agreements that allow all sectors to have a thorough understanding of an individual's involvement in mainstream services prior to experiencing homelessness.
- Encourage all collaborators to utilize CES and HMIS when applicable and appropriate.
- Begin measuring diversion usage and outcomes through strategic partnerships with sectors already engaged (e.g. Law Enforcement and Northridge Hospital Medical Center).

- Provide guidance to sectors outside of housing/homelessness to develop appropriate strategies, communication, etc. for them to address housing early on.
- Consider potential funding sources to bolster cross-sector collaboration methods and infrastructure.
- Develop early identification markers and tools that can be implemented city-wide (e.g. a screening tool, using data to identify those that are behind on utility payments, or persons renting a unit and facing an eviction for nonpayment of rent/utilities).

Strategy 3: Address the Housing Needs of Key Subpopulations

As highlighted in the stakeholder engagement, there are key subpopulations of people experiencing homelessness that have insufficient resources and housing support available to them across the City: Seniors, Families (including multi-generational), Survivors of Domestic Violence, Transition Age Youth, and Individuals with Mental Illness and/or Substance Use Disorders. The City of San Fernando will work to increase service and housing supports to meet the unique needs of these subpopulations.

The City of San Fernando will focus on:

- Seniors (e.g. connection to benefits, housing specific to seniors/older adults, etc.)
- Families (e.g. size of affordable units, connection to public benefits, childcare, etc.)
- Survivors of Domestic Violence (e.g. legal services, relocation, etc.)
- Transition Age Youth (e.g. education, training and employment, etc.)
- Individuals with Mental Illness (e.g. healthcare, mental health, behavioral health services, etc.)
- Individuals with Substance Use Disorders (e.g. substance treatment services, employment stabilization, etc.)

Strategy 4: Center Racial Equity in the Homelessness Response

The City of San Fernando will continue to strengthen a race equity focused response. As data demonstrates, Black, Indigenous and People of Color (BIPOC) are significantly overrepresented among those experiencing homelessness when compared to general demographics, a legacy of historical and contemporary structural racism. The homelessness response system also plays a role in perpetuating inequities in service provision, access, and mobility. The City will center race equity in the homelessness response, will disaggregate data to better develop solutions, and will look upstream at the inflows and structural roots of homelessness.

The City of San Fernando will work to:

- Identify resources to provide Task Force staff with race equity training.
- Implant a racial equity lens into all homelessness and housing decisions.

- Incorporate a focus on racial equity data, analysis, and planned activities when submitting and reviewing applications for funding.
- Utilize data to assess racial inequities in experiences of homelessness, provision of services, and outcomes.
- Adapt program guidelines, policies, and procedures to focus on racial equity.
- Ensure that the homelessness response is culturally competent to promote maximum participation from non-English speaking populations.

Strategy 5: Address Stabilization Needs of People Experiencing Homelessness

As average rental rates continue to rise across Los Angeles County and the City of San Fernando, the City will renew its emphasis on employment support for individuals and families, supporting them in achieving long term stability. HMIS data suggest significant increases in mental health and substance use disorder among individuals experiencing homelessness over the past 3 years, with inadequate services and supports related to the need. To address the stabilization needs, the City will look to expand cross-sector partnerships to meet these challenges in physical, mental, and behavioral health, substance use disorder, and employment support.

The City of San Fernando will work to:

Physical Health, Mental Health, Behavioral Health

- Develop regional partnerships to connect individuals experiencing homelessness to existing mental/behavioral health services.
- Pinpoint strategies to increase access to mental/behavioral health services (evaluation, counseling, medication, etc.) for individuals experiencing homelessness.
- Support the expansion of mental health and behavioral health resources provided in the City of San Fernando and the San Fernando Valley.
- Expand strategies for mental/behavioral health professionals to serve as first responders instead of, or alongside, law enforcement.
- Utilize current healthcare establishments to address mental/behavioral health disparities, leveraging new resources like CalAIM.

Substance Use Disorder Treatment

- Leverage regional partnerships to connect individuals experiencing homelessness to existing substance use treatment services.



- Pinpoint strategies to increase access to substance use treatment services (evaluation, counseling, medication, etc.) for individuals experiencing homelessness.
- Support the expansion of substance use disorder treatment resources provided in the City of San Fernando and the San Fernando Valley.
- Utilize current healthcare establishments to address substance use.
- Explore how to make both mental/ behavioral health and substance use services available together.

Employment & Income Supports

- Discover ways to expand employment resources and support throughout the City of San Fernando.
- Develop the reach of workforce and employment supports to connect with RRH, PSH, Voucher participation, etc.
- Partner with Los Angeles County to employ CalWORKS participants in City jobs.
- Consider contracts/MOUs with local businesses to ensure employment opportunities.
- Consider other barriers to employment (e.g. childcare, transportation, clothing, etc.) and develop strategies to address them.

FIVE YEAR GOAL

GOAL 3: Seek to increase the number of individuals diverted from the homelessness response system by leveraging strategic partnerships with upstream services and building in mechanisms to measure success.

To measure success, the City will establish mechanisms to measure the number of individuals diverted from the homelessness response system. As the City establishes programs that will provide homelessness prevention assistance, more reliable data tracking will be available to track progress.

METRICS

The following metrics are intended to support the implementation of the various strategies and substrategies of Goal 3. The City will establish mechanisms and reporting tools to track each of these metrics. Success will be measured over time.

STRATEGY	METRICS
PRIORITY 3: FOCUS ON ROOT CAUSES TO PREVENT HOMELESSNESS	
Homelessness Prevention Services	<ul style="list-style-type: none"> Number of connections to homelessness prevention programs Number of successful outcomes for homelessness prevention programs Number of individuals diverted from homelessness response system Developed By-Name List/ total active people experiencing homelessness each month Number of people entering homelessness each month Total number of people exiting to housing each month Number of successful housing placements
Cross-Sector Collaboration, Discharge Planning, and Early Identification	<ul style="list-style-type: none"> Number of providers, nonprofits, and cross-sector partners that utilize housing problem solving strategies Number of individuals diverted from homelessness response system Number of early identification tools utilized by the City and regional partners Number of cross-sector partners that conduct homelessness prevention, housing problem solving, early identification, and discharge planning Developed By-Name List/ total active people experiencing homelessness each month Number of people entering homelessness each month Total number of people exiting to housing each month Number of people experiencing unsheltered homelessness discharged from mainstream institutions or re-entering from homelessness response system
Subpopulations	<ul style="list-style-type: none"> Number of key subpopulations reflected in data Number of unique services targeted at key subpopulations
Racial Equity	<ul style="list-style-type: none"> Demographic breakdown across all components of homelessness response data Number of programs/ projects that address racial equity Number of staff hired with lived experience Number of staff engaged in race equity training
Stabilization	<ul style="list-style-type: none"> Number of successful referrals to physical health, mental health, behavioral health, substance use disorder treatment, employment & income support partners Number of clients that successfully exit housing programs

FUNDING SOURCES

The following table is provided to offer guidance around potential funding opportunities that can be coupled with strategies and substrategies. This is a living document, meaning that information will need to be updated on a regular basis to ensure all possible funding sources are accurate.

LEGEND

URGENT: Items requiring immediate consideration and response within the next 30 - 120 days

NEW: Updated information on funding awards, potential opportunities and pending announcements to look into/out for within the next 6 months

NOT NEW: Do not require immediate response

CATEGORY	PROGRAM	AVAILABLE FUNDS	ELIGIBLE APPLICANTS	ELIGIBLE USES	TIMELINE	ADDITIONAL INFORMATION
Affordable Housing	CalHome	\$57M this round. Last round awards announced in April 2022: \$67M in funding to 33 projects	Local public agencies and nonprofit developers	Loans to individuals for down payment assistance, acquisition and rehabilitation, homebuyer counseling. Direct, forgivable loans to assist development projects involving multiple ownership units, including single-family subdivisions. Loans for real property acquisition, site development, construction period expenses of homeownership projects, or permanent financing for mutual housing and cooperative developments."	2022 NOFA released August 2022 with applications due October 2022.	Project loans to developers may be forgiven as the loans convert into deferred payment loans to individual homeowners.
Affordable Housing	HOME- American Rescue Plan Act	Developers interested in working in San Fernando will have to access LA County funds of \$32.6M, likely through a NOFA from LACDA.	Direct allocation: "Participating Jurisdictions (PJs)" that qualified for an annual FY 2021 HOME Program allocation.	Tenant-based Rental Assistance; Development and support of affordable housing; Supportive housing services; Acquisition and development non-congregate shelter	HUD implementation notice released Sept 2021; PJs can receive 5% of their allocation for planning and administration currently. For PJs to receive the remainder of HOME-ARP funds, they need to develop a HOME-ARP allocation plan and submit it as a substantial amendment to the FY 2021 annual action plan. Non-entitlement jurisdictions: NOFA for \$131M to be released in 2022. In March, HCD is holding community engagement sessions determine the HOME-ARP eligible activities HCD should undertake. Summer 2022: draft allocation plan submitted to HUD (required before NOFA release).	HOME allocation is annual, but ARPA funds must be obligated by 12/31/24 and expended by 12/31/26, after which funds are subject to recapture by the Federal Government.

CATEGORY	PROGRAM	AVAILABLE FUNDS	ELIGIBLE APPLICANTS	ELIGIBLE USES	TIMELINE	ADDITIONAL INFORMATION
Affordable Housing	Infill Infrastructure Grant (IIG) Program	\$200M (SuperNOFA); \$70M (qualifying infill areas); \$90M (small jurisdictions)	1. A nonprofit or for profit Developer of a Qualifying Infill Project and/or 2. Cities, counties, cities and counties, public housing authority, redevelopment agency, or other governing body that has jurisdiction over a Qualifying Infill Area	A Capital Improvement Project must be an integral part of, or necessary for the development of either a Qualifying Infill Project or housing designated within a Qualifying Infill Area. Eligible costs include the construction, rehabilitation, demolition, relocation, preservation, and acquisition of infrastructure.	HCD SuperNOFA: NOFA released as part of HCD SuperNOFA in April 22; webinars/ workshops held in May 22; application closing date June 28, 22; awards announced Nov 22. Single family program: NOFA released Aug 22; applications due Oct 22. Qualifying infill areas: NOFA released April 22; applications due June 22; awards announced Dec 22. Small jurisdictions: NOFA released April 22; applications accepted over the counter with rolling awards.	-
Affordable Housing	Mobilehome Park Rehabilitation and Resident Ownership Program	\$36M	Mobilehome park resident organizations, nonprofit entities, and local public agencies. Low-income residents of converted parks apply for individual loans to the entity that has purchased the park.	Purchase (conversion) of a mobilehome park by a resident organization, nonprofit entity, or local public agency; rehabilitation or relocation of a purchased park; purchase by a low-income resident of a share or space in a converted park or to pay for the cost to repair low-income residents' mobilehomes.	NOFA likely scheduled to be released summer 2022; applications accepted over the counter with rolling awards until fall 2022.	-
Affordable Housing	Permanent Local Housing Allocation	Formula: \$135M; Competitive: \$24M	Entitlement formula: metropolitan cities and urban counties allocated a grant for the federal fiscal year 17 pursuant to the federal CDBG formula. Non-entitlement formula and competitive grant program: non-entitlement jurisdiction.	Predevelopment, development, acquisition, rehabilitation, and preservation of affordable multifamily, residential live-work, rental housing (including Accessory Dwelling Units), including necessary operating subsidies. Rapid re-housing, rental assistance, supportive/ case management services, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing	Formula: NOFA released May 2022; applications accepted over the counter with rolling awards. Competitive: NOFA released June 2022; applications due Aug 2022; awards announced Dec 2022.	Developers in San Fernando will likely have to get funding from County, which obtains a formula allocation.
Community and Economic Development	Community Care Expansion Program	First round: \$570M; \$805M over 3 years	Counties, tribes, nonprofits, or for profits	Acquisition, construction, and rehabilitation of adult and senior care facilities that serve applicants and recipients of Social Security Income (SSI) including individuals who are at risk of or experiencing homelessness and those who have behavioral health conditions.	Request for Applications (RFA) released in Jan 2022; applications accepted on a rolling basis.	Hotel to Housing Case Studies from the National Alliance to End Homelessness (NAEH)

CATEGORY	PROGRAM	AVAILABLE FUNDS	ELIGIBLE APPLICANTS	ELIGIBLE USES	TIMELINE	ADDITIONAL INFORMATION
Community and Economic Development	Community Development Block Grant (CDBG)	San Fernando likely obtained some funding from the County's \$13.6M allocation.	Direct allocation: "Participating Jurisdictions (PJs) that qualified for an annual FY 2021 CDBG program allocation." State funding: Cities / counties that did not receive CDBG funds from HUD; non-federally recognized Native American tribes; colonias	The 2022 CDBG NOFA provides funding for the following activities: <ul style="list-style-type: none">- Housing assistance- Housing rehabilitation- Public services- Facility and infrastructure improvements related to economic development- Planning and technical assistance- Economic development	In Jan 2022, HCD awarded \$900K to tribes from CDBG-CV Rounds 2 and 3. Non entitlement jurisdictions: NOFA released April 2022. Community development activities: due June 20, 2022, by 3:00 PM	Grantees may also be able to provide rental assistance to rent incurred starting April 1, 22, and guidance and requirements for this use is laid out in HC's CDBG Management Memo #22-02 and related documents.
Flexible Use	Coronavirus State and Local Fiscal Recover / American Rescue Plan Act Funds- LA	\$975M to Counties; \$400M in housing for PEH in partnerships with Cities; \$40M to create more affordable housing; \$19.8M to address intergenerational poverty; \$18.5M to eviction and foreclosure prevention	Check with Counties to identify opportunities to allocate funding locally	Capacity-building for specific CBOs, conversion of interim housing units to permanent housing, domestic violence shelter-based program, employment of justice-involved individuals, affordable housing development, food assistance, financial wellbeing and wealth building, homelessness prevention, case management services, interim housing, mortgage relief, landlord-tenant mediations, sanitation, modular and prefab PSH construction, permanent rental subsidies, eviction defense. See report for more details.	Few of the projects identified in the Spending Plan have been implemented, and a list of ARPA projects and anticipated timelines was published in Feb 2022. More updates available as part of the next Performance Report to the Treasury due July 31, 2022.	LA County Plan
Permanent Housing (PSH & RRH)	Homekey Rounds 2 & 3	HK 2.0: \$1.45B HK 3.0: \$1.3B	Cities, counties, and all other state, regional, and local public entities, including COGs, MPOs, and regional transportation planning agencies.	Acquisition and/or rehabilitation of motels, hotels, or other sites to be converted to permanent or interim housing; master leasing of properties for non-congregate housing; conversion of units from non-residential to residential; new construction; the purchase of affordability covenants and restrictions for units; relocation costs for individuals being displaced as a result of this program; and capitalized operating subsidies for units using funds awarded under HK 2.0 NOFA for FY 2021-22.	Amended round 2 NOFA released Jan 14, 2022 (clarified program requirement); application period for statewide pool opened February 1, 2022; final application due date is May 2, 2022 or until funds are exhausted, whichever occurs first. Award announcements are continuous. Last round of funding (round 3) NOFA expected October 2022.	Hotel to Housing Case Studies from National Alliance to End Homelessness; Homekey 1.0 Awards; CDBG-CV Homekey set-aside awards (to fully convert to perm)
Vulnerable Populations	Emergency Housing Voucher	LACDA received 1,964 vouchers and has leased 363 as of May 2022	Individuals and families who are homeless, at-risk of homelessness, fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, or were recently homeless or have a high risk of housing instability.	Subsidizing tenants' rent such that they only pay 30% of their income towards rent. Funding can be used for landlord incentives, housing search assistance, and security deposits.	PHAs are incentivized to lease up EHVs by summer 2022 or risk reallocation. EHVs provided rental assistance for families until late 2030.	Round 3 NOFA

CATEGORY	PROGRAM	AVAILABLE FUNDS	ELIGIBLE APPLICANTS	ELIGIBLE USES	TIMELINE	ADDITIONAL INFORMATION
Affordable Housing	Affordable Housing Sustainable Communities (AHSC)	Round 7 NOFA Awards: \$400M; Max program grant: \$30M; Max amount to one developer: \$60M	Local governments, transportation and transit agencies, nonprofit and for profit housing developers, joint powers authorities, K-12 school, college and university districts, federally recognized Native American tribes	Affordable housing developments (new construction or renovation) and transportation infrastructure. Some funding for workforce development. All projects applying for funding are required to be all-Electric with no connections to natural gas infrastructure.	Round 7 applications are due February 2023; awards will be adopted by Council in June/July 2023. Stakeholder listening sessions are currently in process. Round 7 draft guidelines will be released for public comment in May - August 2022. Final guidelines and NOFA will be released in October 2022.	-
Flexible Use	Homeless Housing Assistance and Prevention (HHAP) Grant Program	HHAP 3: \$1B total HHAP 4: \$1B total	CoC, counties, cities	Rapid rehousing, operating subsidies and reserves, street outreach, services coordination, systems support to create regional partnerships, delivery of permanent housing, innovative solutions including motel/hotel conversion, prevention and shelter diversion to permanent housing, new navigation centers and emergency shelters, with requirement to demonstrate need. For HHAP round 3 (HHAP-3), at least 10% must be for programs serving youth.	HHAP 3 NOFA was released December 17, 2021 with the application opening in Feb 2022 and due June 2022. Initial disbursement in Winter/Spring 2022. HHAP 4 NOFA will be released Sept 30, 2022. Initial disbursement in Winter/Spring 2023.	2021 NOFA
Health (Physical and Behavioral) & Services	Enhanced Care Management (ECM)	-	CalAIM program will eventually expand to all Medi-Cal members in the state.	Replaces Whole Person Care pilots and Health Homes Program. Services: Outreach and Engagement; Comprehensive Assessment and Care Management Plan; Enhanced Coordination of Care; Health Promotion; Comprehensive Transitional Care; Member and Family Supports; and Coordination of and Referral to Community and Social Support Services.	Phased in by county and Population of Focus from January 2022, through July 2023.	Enhanced Care Management and In Lieu of Services

CATEGORY	PROGRAM	AVAILABLE FUNDS	ELIGIBLE APPLICANTS	ELIGIBLE USES	TIMELINE	ADDITIONAL INFORMATION
Affordable Housing	AUD Grant Program	\$100M / Max \$25K per homeowner	Homeowners with low or moderate income, low equity, or who live in socially disadvantaged communities	Predevelopment costs include site prep, architectural designs, permits, soil tests, impact fees, property survey, and energy reports.	Ongoing	-
Affordable Housing	Community Loan Fund	Predevelopment loans: up to \$2M/loan; Acquisition/ Preservation loans: up to \$7.5M; Construction/ Bridge loans: up to \$7.5M; Mini-Permanent Loans: up to \$7.5M	Various community partners and developers	Predevelopment: Third party expenses related to design and development activities prior to construction. Term: up to 24 months; Loan Amount: up to \$2 million; Interest Rate: 5–7% based on project, sponsor risk and other variables Acquisition and/or Preservation Loans: Available for land and building acquisition and critical repairs. Term: up to 48 months; Loan Amount: up to \$7.5 million; Interest Rate: 5–7.5%, LIBOR + 4.5% Construction and Bridge Loans: Available to pay for new construction or rehabilitation with expected repayments typically from a permanent loan, LIHTC equity, and/or Historic Tax Credit Equity. May also be used to bridge other financing sources. Term: up to 60 months; Loan Amount: up to \$7.5 million; Interest Rate: 5–7%, LIBOR + 4.5% Mini-Permanent Loans: Available for acquisition/ refinance of operating housing and community facility properties. May also be paired with a construction loan for the development of a new property. Term: up to 120 months; Loan Amount: up to \$7.5 million; Interest Rate: 6– 7%	Ongoing	-
Affordable Housing	Golden State Acquisition Fund (GSAF)	\$93M; maximum loan amount \$13,950,000	Nonprofits or for profits, cities, counties, and other public agencies within California, and joint ventures comprised of such entities, with a track record of developing affordable housing.	Loan proceeds may be used for the acquisition of vacant land or improved property.	Contact originating CDFIs for application.	Latest Project Loan Term Sheet
Affordable Housing	Local Housing Trust Fund Program (LHTF)	\$57M	A Local or Regional Housing Trust Fund that receives Ongoing Revenues from Dedicated Sources of funding sufficient to permit the Local Housing Trust Fund to comply with the requirements of the Program.	Acquisition and repositioning of existing multifamily buildings; New construction of multifamily and scattered site housing; Implementation of community land trusts; Development of community-based projects that strengthen housing systems; Design and implementation of policy solutions to increase housing supply.	NOFA released April 2022; applications accepted April 26, 2022, through May 25, 2022; awards announced in October 2022.	The City of San Fernando will have to rely on LA County to access these funds.

CATEGORY	PROGRAM	AVAILABLE FUNDS	ELIGIBLE APPLICANTS	ELIGIBLE USES	TIMELINE	ADDITIONAL INFORMATION
Affordable Housing	Mixed-Income Program	\$65M	Available to for profit, nonprofit, and public agency sponsors. Development teams must meet CalHFA experience requirements, as defined in the CalHFA Development Team Qualifications section below. Projects must have site control and be prepared to submit for a bond and tax credit allocation and will only receive funds if bonds are issued within the issuance timeframes specified in the California Debt Limit Allocation Committee's (CDLAC) Regulations Section 5100.	Long-term subordinate financing for new construction of affordable multifamily developments that provide housing for Californians earning between 30% and 120% of the Area Median Income.	2022 MIP application deadline: Feb 11, 2022	-
Affordable Housing	Multifamily Programs	Perm Loans minimum amount: \$5M	Available to for profit, nonprofit, and public agency sponsors	New construction or acquisition/ rehabilitation developments that provide affordable housing opportunities for individuals, families, seniors, veterans, and tenants with disabilities.	For 10/19/2022 CDLAC Round: Permanent Loan Application due 5/27/2022; Conduit Issuance Application due 6/9/2022; CDLAC Performance Deposit due 11/2/2022	Program-specific term sheets available on program page. Includes application fees.
Health (Physical and Behavioral) & Services	Pet Assistance and Support (PAS) Program	\$10M; grants will be between \$100 - \$600K	Cities or counties, or nonprofits that is a "qualified homeless shelter" that commits to meeting a number of conditions relating to provision of services to clients and their pets.	Shelter, food, and basic veterinary services for pets owned by individuals experiencing homelessness, along with staffing and liability insurance related to providing those services.	NOFA released Feb 2022; applications due 8 April 2022; awards announced June 2022.	2022 NOFA
Homeless Initiatives	Measure H	Est \$3.5B over 10 years	Various community partners in LA County	Homelessness prevention, housing subsidies, income supports, case management and services, enhancing Coordinated Entry System, affordable housing production	Ongoing	FY 21 - 22 Draft Funding Recommendations for LA County Homeless Initiative (combined with other funds)
Permanent Housing (PSH & RRH)	Housing for a Healthy California (HHC) Program	\$160M	Organization, agency, or other entity (including public housing agencies, for profits, or nonprofits) that is an Owner or Developer	Permanent loans for acquisition, rehab, and/or new construction for existing and new supportive housing opportunities. Grants for Capitalized Operating Subsidy Reserves (COSRs). Target population: people who are chronically homeless or homeless and a high-cost health user.	2021 NOFA application was released Jan 17, 2022. OTC Application due date: Feb 15, 2022. New Applicants (Competitive) Application due date: Mar 1, 2022.	-
Permanent Housing (PSH & RRH)	Project-Based Voucher (PBV) Section 8	Varies by City and County	Property owners of eligible housing units, including affordable housing developers and owners/operators.	Rental subsidies for eligible affordable housing units.	Varies by the PHA administering the PBV Section 8 program.	-

CATEGORY	PROGRAM	AVAILABLE FUNDS	ELIGIBLE APPLICANTS	ELIGIBLE USES	TIMELINE	ADDITIONAL INFORMATION
Permanent Housing (PSH & RRH)	Veterans Affairs Supportive Housing (VASH)	\$40M additional VASH vouchers nationally in 2021	Vouchers allocated to each jurisdiction's Public Housing Agency.	Project Based Vouchers (PBVs): PBVs exists under the Section 8 program. HUD subsidizes the units in the form of a rental subsidy and the developer commits the units to their affordability for a predetermined, contractually obligated number of years.	HUD-VASH vouchers are renewed based on actual PHA leasing along with all other housing choice vouchers (HCV). Additional funding for VASH vouchers approved through the Federal appropriations process.	-
Vulnerable Populations	Veterans Housing and Homelessness Prevention Program (VHHP)	\$95M	Sponsors and Borrowers may be for profits or nonprofits. Any public agency or private entity capable of entering into a contract is eligible to apply, provided they meet the threshold requirements in Guidelines, Section 102.	Acquisition, construction, rehabilitation, and preservation of affordable multifamily housing for veterans and their families to allow veterans to access and maintain housing stability.	HCD SuperNOFA. Application released April 2022; webinars and workshops held May 2022; application closing date June 28, 2022; awards announced Nov 2022.	-

APPENDICES



LOOKING BEYOND THE HOMELESSNESS ACTION PLAN: A 5 – 10 YEAR PLAN TO EXPAND EQUITABLE ACCESS TO PERMANENT HOUSING

The lack of affordable housing is a fundamental driver of the City of San Fernando and Los Angeles County's homelessness crisis. Low vacancy rates, soaring rents, stagnant incomes, precarious employment, and a lack of effective social safety nets are all significant contributors to increases in homelessness. The impact of this housing shortage is reflected by the challenges people experiencing homelessness face in obtaining and retaining housing. Due to the shortage of housing, people experiencing homelessness sometimes spend months or longer on waitlists searching for suitable units, which exacerbates not only their social and economic instability but also their physical and mental health.

After meeting the priorities set forth in this Homelessness Action Plan, the City will explore additional possible strategies to create and preserve affordable housing by looking to innovate approaches that will expand the existing housing stock, increase the availability of flexible housing funds, and increase housing access. These strategies will complement the City's ongoing housing development and preservation efforts set forth in the City's Housing Element to meet the regional housing needs. The City's commitment to meeting the availability, adequacy, and affordability of housing will have a net positive effect on addressing the housing and stabilization needs of those experiencing homelessness or at-risk of homelessness. Strengthening housing in the community will make additional strides in reducing inflows into homelessness and increasing successful outflows into long-term stable housing.

The goal for this long-term plan will be to promote affordable housing units through various methods such as new development, flexible housing, and education/advocacy to the community.



STAKEHOLDER LIST

STRATEGIES

- City Departments (City Manager, Community Development, Police, Public Works, Recreation & Community Services)
- City of San Fernando Homeless Taskforce (Julie Fernandez, Nick Kimball, Matthew Baumgardner, Anthony Vairo, Irwin Rosenberg, Gerardo Marquez, Juan Salas, Julian J. Venegas)
- San Fernando Chamber of Commerce
- Homeless Ad Hoc Committee (Councilmember Cindy Montanez, Councilmember Celeste Rodriguez)
- San Fernando City Council/Mayor
- County of Los Angeles
 - Department of Health Services
 - Department of Public Health
 - Department of Public Social Services
 - LA County Library
- City of Burbank
- City of Los Angeles
- Los Angeles Unified School District, Office of Kelly Gonez School Board Member District 6
- Office of CA-Assemblymember Luz Rivas (District 39)
- Office of Councilwoman Monica Rodriguez District 7
- Office of LA County Board of Supervisors Sheila Kuehl (Third District)
- Office of Senate Majority Leader Emeritus Robert Hertzberg
- San Fernando Valley Council of Governments
- Caltrans

HOMELESSNESS SECTOR

- LAHSA
- LA Family Housing
- Hope of the Valley Rescue Mission
- San Fernando and Santa Clarita Valley Homeless Coalition
- Salvation Army Aetna Bridge Home
- SPA 2 Steering Committee
- Northeast San Fernando Valley Interagency Homelessness Task Force

COMMUNITY SERVICES/ SUPPORTS

- Center for Living and Learning
- Child & Family Center
- Interfaith Solidarity Network
- Neighborhood Watch
- Business Watch
- Downtown San Fernando Mall Association
- Village Family Services
- Volunteers of America Los Angeles

HEALTHCARE

- Providence Holy Cross Medical Center
- San Fernando Community Health Center
- San Fernando Recovery Center
- Tarzana Treatment Centers
- Vida Mobile Clinic
- Northridge Hospital Medical Center
- Northeast Valley Health Corporation

ACRONYMS

AHAR: Annual Homeless Assessment Report
APR: Annual Performance Report (for HUD homelessness programs)
CALAIM: California Advancing and Innovating Medi-Cal
CDBG: Community Development Block Grant (CPD program – federal)
CES: Coordinated Entry System
CSBG: Community Services Block Grant
COC: Continuum of Care
CPD: Community Planning and Development (HUD Office)
ES: Emergency Shelter
ESG: Emergency Solutions Grant (CPD – federal program)
FMR: Fair Market Rent (maximum rent for Section 8 rental assistance/CoC grants)
HCD: Housing and Community Development (State office)
HIC: Housing Inventory Count
HMIS: Homeless Management Information System
HOME: Home Investment Partnerships (CPD program)
HUD: U.S. Department of Housing and Urban Development (federal)
NOFA: Notice of Funding Availability
NIMBYISM: Not In My Back Yard
PHA: Public Housing Authority
PIT COUNT: Point in Time Count
PH: Permanent Housing
PSH: Permanent Supportive Housing
RRH: Rapid Rehousing
SH: Supportive Housing
SMI: Severe Mental Illness
SO: Street Outreach
SOAR: SSI/SSDI Outreach, Access, and Recovery (SSI/SSDI Application program)
SRO: Single-Room Occupancy housing units
SSI: Supplemental Security Income
SUD: Substance Use Disorder
TA: Technical Assistance
TH: Transitional Housing
VA: Veterans Affairs (U.S. Department of)



DEFINITIONS

At risk of homelessness: Individual or family who will imminently lose their primary nighttime residence. The Department of Housing and Urban Development has a formal definition of this. Please see page 42 of the Emergency Solutions Grant Program Interim Regulations for the full definition. <https://www.govinfo.gov/content/pkg/FR-2011-12-05/pdf/2011-30938.pdf>

Bed Utilization: Bed utilization rates—or bed occupancy rates—represent the percentage of beds or units that are occupied on a given night or on an average night over a period of time. The average daily utilization rate is calculated by taking the average number of people served over a given time period divided by the total number of beds.

Bridge Housing: Provides a safe, low-barrier and supportive twenty-four (24) hour residence to participants experiencing homelessness, while they are assisted as quickly as possible into safe and supportive housing which includes permanent housing for all populations and transitional housing for youth and families fleeing domestic violence and intimate partner violence. Bridge Housing programs must work in collaboration with LAHSA and the Coordinated Entry System in Los Angeles County. CES Bridge Housing should fit seamlessly with the other CES Program components.

Case Management: Case management is defined by the Case Management Society of America as “a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services” to meet individual needs. Case Management in the context of CES should be voluntary and client centered, with the goal of identifying strengths and client directed goals, while promoting “health, recognition, and well-being” (USICH, 2016). Case Managers in CES should ultimately focus on safety first, linking the client to a permanent housing resource and providing the necessary

services needed to promote housing stability.

Chronically Homeless: People who are chronically homeless have experienced homelessness for at least a year – or repeatedly – while struggling with a disabling condition such as a serious mental illness, substance use disorder, or physical disability. The Department of Housing and Urban Development has a formal definition of this. Please see page 11 of the Emergency Solutions Grant Program Interim Regulations for the full definition. <https://www.govinfo.gov/content/pkg/FR-2011-12-05/pdf/2011-30938.pdf>

Continuum of Care (CoC) Program [HUD]: The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

Coordinated Entry System: The Coordinated Entry System (CES) is a HUD mandated activity for all communities across the country that seeks to ensure that any individual or family who is at-risk of homelessness or is currently experiencing homelessness has efficient access to the homeless crisis response system. CES also ensures that the community has an agreed upon assessment process to determine the needs of each household, that there is an approved prioritization process for resource allocation based on need, and that there is a streamlined process and method for referring people to those resources

Diversion or Housing Problem

Solving: Diversion, also known as Housing Problem Solving assists households to identify their strengths, support networks, and link to community resources to find housing. It is not necessarily a program but rather an approach or technique that uses a conversation between skilled staff members to explore options that the household may not have been able to identify or felt comfortable enough to explore on their own.

Domestic Violence: Domestic Violence (also called intimate partner violence [IPV], domestic abuse or relationship abuse) is a pattern of behaviors used by one partner to maintain power and control over another partner in an intimate relationship. Domestic violence includes behaviors that cause or threaten physical harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want. It includes the use of or a threat of the use of physical and sexual violence, threats and intimidation, emotional abuse, and economic deprivation. Many of these different forms of domestic violence/abuse can be occurring at any one time within the same intimate relationship and/or may occur with varied frequency within a relationship (National DV Hotline definition).

Domestic Violence Program:

Domestic Violence Programs provide shelter, assistance, and specialized resources to domestic violence survivors.

Emergency Housing Vouchers

(EHVs): EHVs are tenant-based rental assistance under the Housing Choice Voucher Program. Access will be facilitated through the Coordinated Entry System (CES) for Los Angeles County.

Emergency Shelter: Emergency Shelter programs generally provide a low-barrier safe place for people to stay while awaiting housing placement.

Family: Households consisting of one more minor children (17 or under) in the legal custody of one or two adults who are living together and working collaboratively to care for the children. This includes 2-parent and 1-parent families, including those with same sex partners, families with intergenerational or extended family members, unmarried couples with children, families that contain adults who are not minor children, in which mother is in her second trimester of pregnancy, or mothers who have been medically diagnosed as having a “high risk” pregnancy shall qualify as a family.

Homeless Management Information System (HMIS): A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness

Homeless: Individual or family who lacks a fixed, regular, and adequate nighttime residence

Homeless Prevention: Homelessness Prevention programs are targeted to individuals and families who are in their own home but who are at-risk of losing that home and who have no other housing options and are facing homelessness. The goal of homelessness prevention is to help the individual or family remain in their current housing or move to another permanent housing setting while avoiding homelessness.

Household (HUD definition): A household includes all the people who occupy a housing unit. The household includes the related family members as well as the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit such as partner or roomers, is also counted as a household.

HUD VA Supportive Housing (VASH) Vouchers: The HUD-Veterans Affairs Supportive Housing (HUD-VASH) program combines Housing Choice Voucher (HCV) rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services for participating Veterans at VA medical centers (VAMCs) and community-based outreach clinics.

Interim Housing: Interim housing is a housing situation where a chronically homeless person has: applied for permanent housing, has been accepted, a unit/voucher for permanent housing has been reserved for them, but for which there is some other situation that prevents them from moving immediately into housing (e.g. apartment getting painted, old tenant moving out, has a voucher but is looking for the unit, etc.).

Los Angeles Homeless Services Authority: In December of 1993, the Los Angeles County Board of Supervisors and the Los Angeles Mayor and City Council created the Los Angeles Homeless Services Authority (LAHSA) as an independent, Joint Powers Authority. LAHSA's primary role is to coordinate the effective and efficient utilization of Federal and local funding in providing services to homeless people throughout Los Angeles City and County. LAHSA is the lead agency in the Los Angeles Continuum of Care, which is the regional planning body that coordinates housing and services for homeless families and individuals in Los Angeles County. LAHSA coordinates and manages over \$243 million annually in Federal, State, County and City funds for programs that provide shelter, housing and services to homeless persons in Los Angeles City and County.

Low Barrier: Low barrier shelters remove the most common obstacles to homeless individuals seeking housing, like the “no pets rule”, drug tests, curfews, etc. Low barrier shelters accept individuals that high barrier shelters would reject.

Measure H: In March 2017, voters resoundingly approved Measure H, the landmark ¼ percent increase to the County's sales tax to provide an ongoing revenue stream—an estimated \$355 million per year for ten years—to fund services, rental subsidies, and housing. It is designed to fund a comprehensive regional approach, encompassing 21 interconnected strategies in six areas to combat homelessness:

- Prevent homelessness
- Subsidize housing
- Increase income
- Provide case management and services
- Create a coordinated system
- Increase affordable housing/homeless housing

NIMBYism (Not In My Back Yard): NIMBYism is opposition to the locating of something considered undesirable (such as a prison or incinerator) in one's neighborhood.

Proposition HHH: A \$1.2 billion bond to more than triple Los Angeles' annual production of supportive housing and help build approximately 10,000 units for homeless Angelenos across the city.

Permanent Housing: Permanent housing (PH) is defined as community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible.

Permanent Supportive Housing:

Permanent Supportive Housing is a permanent housing program that provides subsidized housing either in a designated PSH unit within a single location or in a scattered site model within the existing rental market. In addition to the housing, PSH provides voluntary intensive wrap-around supportive services including case management, mental health, and substance use disorder services.

Point-In-Time Count: A point-in-time count is an unduplicated count on a single night of the people in a community who are experiencing homelessness that includes both sheltered and unsheltered populations.

Rapid Rehousing: Rapid Re-Housing programs are a permanent housing program that provides housing search assistance, time-limited rental assistance for units in the private rental market, and wraparound case management to promote housing stability and increasing income for taking over of the rent.

Safe Parking: Safe Parking Programs allow organizations and businesses to open their parking lots to homeless individuals at night who normally sleep in their car or RV.

Service Planning Areas: Los Angeles County is divided into eight "Service Planning Areas" (SPA's) for health care planning purposes.

Sheltered: The Department of Housing and Urban Development defines (HUD) defines sheltered homeless persons as adults, children, and unaccompanied children who, on the night of the count, are living in shelters for the homeless.

Street Outreach programs: Street outreach is a homeless services intervention that focuses primarily on supporting individuals with accessing permanent or temporary housing by building trusting relationships and ongoing rapport. The primary and ultimate goal of street outreach is to find affordable housing for each individual, with access to voluntary wraparound services needed to stay healthy; including employment, substance use treatment and mental health care.

Subsidized Housing: Subsidized housing is government sponsored economic assistance aimed towards alleviating housing costs and expenses for impoverished people with low to moderate incomes.

Transition Age Youth (TAY): An individual between the ages of 18 and 24 years. Please note that while the Youth Coordinated Entry System serves youth and young adults, ages 16-24, for the purposes for Rapid Rehousing, youth must be at least 18 years old to sign a lease. Therefore, for the program area of Rapid Rehousing, TAY are defined as youth ages 18-24.

Trauma-Informed Care: Trauma-Informed Care requires that every part of the program's design and operation be approached with an understanding of trauma and the impact it has on those receiving services. Traumatic experiences can impact how clients receive services provided and the environment in which those services are delivered.

Temporary Shelter: Temporary Housing is a housing situation is intended to be very short-term or temporary (30, 60, or 90 days or less). Examples of this are bridge housing and emergency shelter.

Transitional Housing: Transitional Housing programs provide temporary shelter with more support services and a longer length of stay that may be up to two years. Programs are focused on addressing barriers that individuals and families may have that could include employment, mental health, substance use, and other barriers prior to accessing permanent housing.

Unsheltered or unhoused: An unsheltered homeless person resides in a place not meant for human habitation, such as cars, parks, sidewalks, or abandoned buildings.

Volunteer and Faith-Based

Partners: Volunteer and Faith-Based Partners are community-based or religious groups that offer their resources to the effort to end homelessness, including volunteering at shelters, raising money, offering their buildings as shelters, providing rehabilitative services, etc.

ACKNOWLEDGMENT

This Homelessness Action Plan represents the road map for the City of San Fernando and its partners. We would like to take this opportunity to thank all the people and organizations that have helped to create this Homelessness Action Plan, including:

- City of San Fernando
- Los Angeles County
- Non-profit partners and stakeholders
- San Fernando's business community
- San Fernando's faith-based organizations
- Key community stakeholders in the health, criminal justice, and workforce development fields
- Landlords and property owners
- Residents and community members, including those currently or formerly experiencing homelessness

Woven throughout the Homelessness Action Plan is the idea that ending homelessness can only be carried out when we all come together toward a common vision. We could not have created such a robust and tailored plan without the knowledge, experience, and input of each person involved. These individuals and organizations (see Stakeholder List) are already out in the community providing services and meeting the needs of our most vulnerable, and we are deeply grateful for their commitment.

The Los Angeles County Board of Supervisors approved the Innovation Framework that allocated funds to local governments to support activities that align with the County's framework. The City of San Fernando received \$21,247 in funding from the Innovation Fund to develop a homelessness plan. We thank the County for its support of City of San Fernando's homelessness planning process.



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AGENDA REPORT

To: Vice Mayor Hector A. Pacheco and Councilmembers

From: Mayor Mary Mendoza

Date: September 6, 2022

Subject: Consideration to Appoint an Education Commissioner

RECOMMENDATION:

I recommend that Laurel A. Rodriguez be appointed as my representative to the Education Commission (Attachment "A").

BACKGROUND/ANALYSIS:

1. Pursuant to the City's Code (Attachment "B"), each Councilmember may appoint one Commissioner to each Commission (i.e., Planning and Preservation Commission; Parks, Wellness, and Recreation Commission; Transportation and Public Safety Commission; and Education Commission), with such appointment to be ratified by the full City Council. For appointment consideration, interested residents must submit an application to the nominating City Councilmember, at which time the proposed appointment considered by the City Council to approve and ratify.
2. In June 2022, an unscheduled vacancy occurred as Commissioner Suzanne Llamas resigned from the Education Commission ("Commission"). Commissioner Llamas was appointed to the Commission in November 2019.
3. On August 11, 2022, Laurel A. Rodriguez submitted an application seeking consideration as my representative to be appointed to the Education Commission to fill the unscheduled vacancy.

BUDGET IMPACT:

The City pays each Commissioner \$75 for attendance at up to one (1) meeting per month. A total of \$900 per Commissioner is appropriated in each responsible Department's budget. Sufficient funds are included in the Fiscal Year 2022-2023 adopted Budget.

Consideration to Appoint an Education Commissioner

Page 2 of 2

CONCLUSION:

I recommend Laurel A. Rodriguez be appointed as my representative Commissioner to serve on the Education Commission to fill the unscheduled vacancy due to the resignation of Commissioner Suzanne Llamas in June 2022.

ATTACHMENTS:

- A. Commissioner Application
- B. City Code

APPLICATION TO SERVE ON A CITY COMMISSION

CLEAR FORM

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

APPLICANT INFORMATION

NAME <u>Laurel A. Rodriguez</u>		PHONE NO.
RESIDENCE ADDRESS	CITY & STATE <u>San Fernando, CA</u>	ZIP CODE <u>91340</u>
MAILING ADDRESS <i>If different than above</i>	CITY & STATE	ZIP CODE
EMAIL ADDRESS <i>Business or personal to be used for Commission activity</i>		
EMPLOYER <u>Retired</u>	POSITION <u>Teacher</u>	
BUSINESS ADDRESS	CITY & STATE	ZIP CODE
BUSINESS PHONE		
ARE YOU A REGISTERED VOTER OF THE CITY OF SAN FERNANDO? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? <i>If yes, please list the address(es)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? <i>If yes, please state the name and nature of the business</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

MEMBER COMMITMENT

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

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

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

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

APPLICANT SIGNATURE <u>Laurel A. Rodriguez</u>	DATE <u>8/11/2022</u>
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APPLICATION TO SERVE ON A CITY COMMISSION

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

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

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

The duties of members is to attend a 2-hour State-mandated ethics training before service and every two years after ward. It would be my duty to learn and implement the Brown Act and Rosebberg's Rules of Order. This commission liaises with LAUSD, PUC, and other private schools in the City regarding school safety and education. Additionally, the Commission administers a scholarship program for deserving students. The Commission meets on the last Tuesday of the month.

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

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

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

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

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

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

PLEASE ATTACH AND SUBMIT A BRIEF BIO STATEMENT TO THIS APPLICATION

Biographical Statement for
Laurel A. Rodriguez
Education Commission Candidate
City of San Fernando
August 11, 2022

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CITY OF SAN FERNANDO
CITY CLERK

While teaching at Gridley St. Elementary School from 1989-2012, I fell in love with the City of San Fernando: its history, charm, and hard-working residents. When I had a chance to purchase a house here in 1997, I jumped at the chance and have felt at home ever since.

At Gridley, I got experience teaching grades 2 through 5, but mostly taught 2nd and 3rd grades. In the beginning, I used my Bachelor's degree in Spanish Language and Culture (1988) to teach in Spanish, while transitioning students into English instruction. It was very gratifying to enhance students' native language while they acquired the skills necessary to compete in mainstream English instruction. I have kept up with a few of those students as they went to university and into various professions.

In 2005, I took on the position of Literacy then Instructional Coach at the school. In that position, I had to build new relationships with and mentor friends who had been my co-teachers. It was a bit challenging, but very rewarding. I also conducted meetings with parents and community, coordinated events like Career Day and Literacy Nights, and participated in School Site Council meetings. My last year there, I was privileged to teach a one year, 2-hour block of remedial Language Arts to fourth and fifth graders who had extreme difficulty learning to read. It was very satisfying to watch them grapple with, then experience success in reading.

I left Gridley in 2012 and began teaching 2nd grade at Sara Coughlin Elementary School, in Pacoima. I was happy to return to teaching because I believe that's 'where the action is'. I enjoyed collaborating with my grade-level colleagues and friends, especially in developing projects for our Projects-based Learning curriculum. I also served as UTLA Representative for the school and returned, after retiring in 2017, to show solidarity during their strike action in 2018.

Since retiring, I've been on a little quest to learn about and serve my city. I enjoy gardening and walking. Last summer, I went on Walk Audits to make the City safer for pedestrians and cyclists. I met Cindy Montañez, Nicole Mohr, and Suzanne Llamas. We shared conversations about making the City greener and safer. In November, my neighbors were concerned about safety on our block of Harding Ave and I was able to petition for and acquire permission for the installation of street humps on our block. I enjoyed sitting in on Safety and Transportation Commission meetings and watching their process.

If I am selected to serve on the Education Commission, I believe I could work with the other four members in their current projects and make contributions in the future. If selected, it would be my honor to serve.

City Code Pertaining to All Commissions

commissioners from each commission involved will be formed to meet and discuss the issue or project. An ad hoc report will be generated and forwarded back to each commission. The commissions will then make a recommendation to the city council, who will make the final decision.

(Code 1957, § 2.279)

Sec. 2-434. - Rules and regulations.

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

(Code 1957, § 2.281)

Sec. 2-435. - Reports and records.

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

(Code 1957, § 2.282)

Sec. 2-436. - Incurring financial liability.

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

(Code 1957, § 2.283)

EDUCATION COMMISSION**Sec. 2-614. Created; composition; appointment; qualifications.**

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

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-615. Officers; compensation.

- (a) The members of the education commission shall annually in June elect one of its number as chair and one of its number as vice-chair, each to serve for a one-year term or until a successor is elected. The city clerk shall serve as secretary to the education commission. In the absence of the chair, the vice-chair,

City Code Pertaining to All Commissions

and/or the secretary, any other member shall call the meeting to order, whereupon a chair and/or a secretary shall be elected from the members present to preside for that meeting.

(b) The city council shall fix the amount of compensation, if any, to be paid to the members of the education commission.

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-616. Meetings; quorum.

(a) The members of the education commission shall meet at least once a quarter at such time and place as it may fix by resolution. Special meetings may be called at any time by the chair of the commission or four members thereof by written notice served upon each member of the commission at least 48 hours before the time for the proposed meeting. Proper posting and Brown Act procedures will be followed.

(b) Three members of the education commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained.

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-617. Absence from meetings.

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

(b) Absence from three regular meetings of the education commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and his office shall become vacant. The vacancy thus created shall thereafter be filled by a successor to fill the unexpired term of office pursuant to section 2-35 of this Code.

(c) Any member whose absences from regular meetings of the commission are deemed to constitute a retirement of such member under this section shall have the right to appeal the deemed retirement. The city council may overturn the deemed retirement if it determines that the absences of the member were the result of unusual circumstances.

(Ord. No. 1605, § 1, 5-16-2011)

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

(a) The powers and duties of the education commission shall be as follows:

City Code Pertaining to All Commissions

(1) Establish and act as a liaison between the city and local school administrations, the city's school board representative for the Los Angeles Unified School District and representatives from other public and private schools operated in the city.

(2) Initiate studies, investigations, surveys and make recommendations to the city council regarding local K-12 education and local higher learning, educational grant and educational scholarship opportunities.

(3) Coordinate with the city police chief on the implementation of the School Resource Officer Program in local Los Angeles Unified School District schools and the deployment of a school resource officer at those schools.

(b) Subject to the approval of the city council, the education commission may make and alter such rules and regulations for its organization and procedure as are consistent with this chapter, other city ordinances and state law.

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

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-619. Incurring financial liability.

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

(Ord. No. 1605, § 1, 5-16-2011)

Sec. 2-620. Reserved.

DISASTER COUNCIL

Sec. 26-91. Created; composition.

(a) The city's disaster council is created and shall consist of the following:

- (1) The mayor, who shall be chairman;
- (2) A councilmember who shall be appointed by the mayor, shall be vice chairperson;
- (3) The assistant director of emergency services;
- (4) The coordinator of emergency services;
- (5) A disaster communications representative;
- (6) A representative of the fire department;
- (7) A representative of the American Red Cross;
- (8) A representative of the Los Angeles Unified School District; and
- (9) A representative of the California Emergency Mobile Patrol or other similar trained volunteer organization.