

MAYOR CELESTE T. RODRIGUEZ
VICE MAYOR MARY MENDOZA
COUNCILMEMBER CINDY MONTAÑEZ
COUNCILMEMBER JOEL FAJARDO
COUNCILMEMBER MARY SOLORIO



CITY OF SAN FERNANDO
CITY COUNCIL
REGULAR MEETING AGENDA SUMMARY
MONDAY, AUGUST 7, 2023 – 6:00 PM

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

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

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

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

SUBMIT PUBLIC COMMENT IN PERSON

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

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.

Staff Contact Nick Kimball, City Manager

SAN FERNANDO CITY COUNCIL

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CALL TO ORDER

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

PLEDGE OF ALLEGIANCE

Led by 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.

PRESENTATION

- A. INFORMATIONAL PRESENTATION FROM LOS ANGELES UNIFIED SCHOOL DISTRICT BOARD MEMBER KELLY GONEZ

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.

PUBLIC STATEMENTS

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.

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 and read into the record.

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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 FOR:

- a. May 23, 2005 – Special
- b. July 18, 2022 - Regular

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 23-081 approving the Warrant Register.

3) CONSIDERATION TO APPROVE A SECOND READING ADOPTING ORDINANCE NO. 1718 AMENDING DIVISION 6 (PURCHASING) OF ARTICLE IV (FINANCE) OF CHAPTER 2 (ADMINISTRATION) OF THE SAN FERNANDO CITY CODE RELATING TO THE PROCEDURES FOR PURCHASING AND CONTRACTING

Recommend that the City Council approve a second reading, in title only and waive all further readings and adopt Ordinance No. 1718 “An Ordinance of the City Council of the City of San Fernando, California, amending Division 6 (Purchasing of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting.”

4) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO KOUNKUEY DESIGN INITIATIVE, INC. FOR A LAND AND OPEN SPACE INVENTORY STUDY TO UPDATE THE PARK AND RECREATION MASTER PLAN

Recommend that the City Council:

- a. Approve a Professional Services Agreement (Contract No. 2186) with Kounkuey Design Initiative, Inc., in an amount not to exceed \$233,800 dollars, to conduct a land and open space inventory to update the Park and Recreation Master Plan by identifying potential land for new park facilities; and
- b. Authorize the City Manager to make non-substantive changes and execute all related documents.

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5) CONSIDERATION TO ADOPT RESOLUTIONS AMENDING THE FISCAL YEAR 2023-2024 SALARY PLAN AND TABLE OF ORGANIZATION

Recommend that the City Council:

- a. Adopt Resolution No. 8251 amending the Salary Plan for Fiscal Year 2023-2024 to add the newly approved full-time Office Clerk position, as well as make certain corrections;
- b. Adopt Resolution No. 8252 amending the Table of Organization for Fiscal Year 2023-2024; and
- c. Authorize the City Manager to make non-substantive corrections, and execute all related documents as necessary.

6) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING SIDE LETTER AGREEMENT BETWEEN THE CITY AND SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION/SEIU LOCAL 721 AND ADOPT RELATED RESOLUTIONS

Recommend that the City Council:

- a. Approve a Memorandum of Understanding Side Letter Agreement (Contract No. 2145(a)) between the City of San Fernando and the San Fernando Public Employees Association (SFPEA)/SEIU Local 721) to implement an amendment to the compensation language;
- b. Adopt Resolution No. 8254 amending the Fiscal Year 2023-2024 Salary Plan to reflect the new compensation language; and
- c. Authorize the City Manager to make non-substantive corrections and execute the MOU Side Letter Agreement and all related documents.

PUBLIC HEARINGS

7) A PUBLIC HEARING TO ADOPT A RESOLUTION PURSUANT TO HEALTH AND SAFETY CODE SECTIONS 5473 AND 5473A, APPROVING THE FINAL FORM OF THE DELINQUENT CHARGES REPORT OF PAST DUE ACCOUNTS FOR COMMERCIAL MUNICIPAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES, AND AUTHORIZING SUBMITTAL OF THE DELINQUENT CHARGES REPORT TO THE LOS ANGELES COUNTY AUDITOR-CONTROLLER FOR COLLECTION ON THE 2023-2024 PROPERTY TAX ROLL

Recommend that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, adopt Resolution No. 8253 approving the final form of the Delinquent Charges Report for past due accounts for commercial municipal solid waste collection and disposal services, and authorizing submittal of the Delinquent Charges Report to the Los Angeles County Auditor-Controller for collection on the 2023-2024 property tax roll.

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ADMINISTRATIVE REPORTS

8) UPDATE AND DISCUSSION OF THE WOMEN SUFFRAGE MURAL COMMEMORATING THE 100-YEAR ANNIVERSARY OF WOMEN’S RIGHT TO VOTE

Recommend that the City Council:

- a. Receive an update from the 100-Year Anniversary of Women’s Right to Vote Ad Hoc Committee;
- b. Provide input for mural development; and
- c. Provide direction to staff, as appropriate.

9) CONSIDERATION TO APPROVE A SECOND READING TO ADOPT ORDINANCE NO. 1717 APPROVING A ZONE TEXT AMENDMENT TO THE SAN FERNANDO MUNICIPAL CODE, SECTION 106-970, PROJECT NO. ZTA2023-001 TO UPDATE REGULATIONS FOR WALLS AND FENCES

Recommend that the City Council approve for second reading, in title only, and waive all further readings and to adopt Ordinance No. 1717 “An Ordinance of the City Council of the City of San Fernando, California, approving a Zoning Text Amendment (Project No. ZTA2023-001) to amend San Fernando Municipal Code Section 106-970, Walls and Fences, to update regulations for walls and fences.”

10) RECEIVE AN UPDATE ON AMERICAN RESCUE PLAN ACT FUNDING (ARPA) AND PROVIDE DIRECTION TO STAFF, AS APPROPRIATE

Recommend that the City Council:

- a. Receive an update on American Rescue Plan Act funds;
- b. Provide direction to staff, as appropriate.

11) DISCUSSION OF DEPARTMENT WORK PLANS FOR FISCAL YEAR 2023-2024

Recommend that the City Council:

- a. Review and discuss the Fiscal Year 2023-2024 Work Plans; and
- b. Provide additional direction, as appropriate.

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12) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING (EDUCATION COMPACT) BETWEEN LOS ANGELES UNIFIED SCHOOL DISTRICT AND THE CITY OF SAN FERNANDO TO SUPPORT STUDENT SUCCESS

This item was agendized by Mayor Celeste T. Rodriguez.

13) CONSIDERATION TO APPROVE CO-SPONSORSHIP OF AMERICAN CANCER SOCIETY'S 2023 RELAY FOR LIFE ACROSS THE GREATER VALLEY EVENT AND USE OF THE CITY SEAL

This item was agendized by Mayor Celeste T. Rodriguez.

14) DISCUSSION REGARDING REQUIREMENTS AND PROCESS FOR RENAMING THE PACOIMA WASH NATURAL PARK, LOCATED AT 801 EIGHTH STREET, HONORING COUNCILMEMBER CINDY MONTAÑEZ AS A TRIBUTE TO HER CONTRIBUTIONS TO THE COMMUNITY

This item was agendized by Councilmember Joel Fajardo.

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 and the laws of the State of California the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Julia Fritz, City Clerk

Signed and Posted: August 3, 2023 (6:00 p.m.)

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

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



Regular Meeting San Fernando City Council

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**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES
MAY 23, 2005 – 7:00 P.M.**

**CITY COUNCIL CHAMBERS
117 MACNEIL STREET, SAN FERNANDO**

CALL TO ORDER/ROLL CALL

Mayor Julie Ruelas called the meeting to order at 7:12 p.m.

The following persons were recorded as present:

PRESENT:

Council: Mayor Julie Ruelas, Mayor Pro Tem Nury Martinez,
Councilmembers Steven Veres, José Hernández, Ph.D. and
Maribel De La Torre

City Treasurer: Margarita Solis

Staff: José E. Pulido, City Administrator; Michael Estrada, City Attorney;
and Elena G. Chávez, City Clerk

ABSENT: None

PUBLIC STATEMENTS – WRITTEN/ORAL

None

CITY COUNCIL ITEMS

1) LOS ANGELES CITY EDUCATION COMMISSION

This item is placed on the agenda by Councilmember Steven Veres.

Motion by Councilmember Hernández, seconded by Mayor Pro Tem Martinez to approve creation of a Joint Commission with the Los Angeles Unified School District Board of Education, select Mayor Ruelas as the City's representative and request that regular updates on from the Joint Commission be provided to the City Council. The motion carried with the following vote:

AYES: Hernández, De La Torre, Martinez, Ruelas
NAYE: None
ABSENT: None
ABSTAIN: Veres - 1

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – May 23, 2005
Page 2**

Mayor Ruelas reported she attended the Los Angeles County City Selection Committee meeting where she was appointed to serve on the Library Commission and provided information on an upcoming grand opening event.

Councilmember Veres further suggested all commission matters regarding seeking the City's position be brought to the City Council for consideration.

ADJOURN TO CLOSED SESSION (7:54 p.m.)

City Council recessed to Closed Session, thereafter adjourned the meeting to the next regular meeting.

CONFERENCE WITH LABOR NEGOTIATORS (G.C. Section 54957.6)

Negotiator: City Administrator José E. Pulido
Employee Organization: San Fernando Public Employees Association

It was noted that there was no reportable action from the Closed Session meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the special meeting of May 23, 2005, as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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**CITY OF SAN FERNANDO
CITY COUNCIL
MINUTES**

**JULY 18, 2022 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL Mayor Mary Mendoza called the meeting to order at 6:05 p.m.

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

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

Absent: None

APPROVAL OF AGENDA

Assistant City Attorney Padilla requested to add an item on to Closed Session this evening regarding real property.

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

PRESENTATIONS

A. AN INFORMATIONAL PRESENTATION FROM LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO) UPDATING PROGRESS ON THE EAST SAN FERNANDO VALLEY TRANSIT CORRIDOR RIGHT-OF-WAY STUDY

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

Vice Mayor Hector A. Pacheco announced that he would not be re-running for candidacy in the upcoming November 8, 2022 General Municipal Election.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

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PUBLIC STATEMENTS

The following individuals spoke in support of Agenda Item No. 6 regarding the potential development on Public Parking Lot No. 3 by Azure Development, Inc.:

Frank Williams	Joel Perez	Bonifasio Rojas
Daisy Lucatero	Blake Powell	Cristian Arias
Joshua Christensen	Mario Pineda	Kyle Norvell
Herbert Hardy	Jake Gridley	Matthew Rodriguez
Nicolas Reyes	Dan Langford	Carlos Quintana
Chuck Powell	Jonathan Galicia	Cameron Wadatz
Carol Lemos Urquidez	Juan De La Rose	Irene Langford
Chad Boggio	Jesus Cortez	Eric Garcia
Marc Greenfield	Patricia Gonzalez	Herbert Hardy
Abel Cenicerros	Victor Camposeco	Yessel Diaz
Ramiro Reyes	Daniel Galindo	Mike Coughlin
Joel Perez	Cristal Garcia	David Benzie
Crisply Carrasco	Alejandro Chavez	Jerred Langford
Francisco Uribe	Roberto Reyes	Shoamy Flores
Carlos Carbajal	Jesse Berumen	Nicolle Walters
Rafael Amezcuita	Juan Torres	Liliana Rojo
Maxamillion Chavez	Cristian Granados	Joe Fuchs
Daniel Gilberto Bermudez	Alberto Garcia	Sandra Hamilton
Jason Baiz	Luis Angel Sanchez Martinez	Jesus C. Rodriguez
Ralph Veladar	Kike Sanchez	Josue Solis Quinones
Ivan Burgara	Jose Giron	Ivan Burgara
Jared Langfod - Phone	Jose Mancilla	Victoria Gudino
David Singerman - Phone	Eric Kesselmark	Adrian Gudino
Angel Zobel-Rodriguez	Miguel Nunez	Leonel Serrano
Joshua Christensen	Arvin Aquino	Patrick Crockerham
Chuck Powell	Teno Mendez	Priscilla Estrada
Jason Green	Anibal Rios	Jonathan Pardo
Enrique Apodaca	Emilio Sandoval	Franklin Rivera
Angel Lomeli	Shaun Mieure	Sadie Lopez
Marielena Apodaca	Jesse Berumen	Corey Crockerham
Carlos Carbajal	Robert Ortega	Oscar Tirado
Jorge Torres	Bryon Murray	Jesus Gamez
Rudy Flores	Jonathan Munoz	Daniel Ayala
Jose Cruz	Josh Taylor	Jose Salcedo
Josue Trejo	Illene Padron	Luis Garcia
Eric Valles	Dmitri Turner	Brandon Solorzano
Nelson Marin	Javier Munoz	Ryan Nance
Jorge Torres	Hector Lomeli	Eduardo
Alice Quintana	Dustin Delapinia	Alberto Sanchez
Vici Langford	Francisco Ortiz	Leticia Rodriguez
David Pineda	Jose Rivas	

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting July 18, 2022

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The following individuals spoke in opposition of Agenda Item No. 6 regarding the potential development on Public Parking Lot No. 3 by Azure Development, Inc.:

David Bernal	Gabe Guefen
Christina Bernal	Rosa and Elizabeth
Yvonne Peña	Connie Perez
Tom Ross	Richard Salazar
Julie Cuellar	Nicolas Cardenas
Victoria Garcia	Michael Goodrich
Adriana Gomez	Adam Cordova
Miguel Montañez - Phone	Rick Flores
Joeleen Medina - Email	Joanna Hernandez
Ruben Granados	Martina Colon
Sam Rodriguez	Anna Hendel
Ira Hart	Eric Trevino
Glenda and Jose Angel Rivera	Patricia Trevino
Cesar and Lisa Cano	Denise Trevino
Bruce Kates	Victor Garza
Adrian Rodriguez &	Albert Gonzalez Jr.
Jacynda Gutierrez	Pedro Montelongo
Severyn Aszkenazy	

CONSENT CALENDAR

Motion by Councilmember Montañez, seconded by Councilmember Ballin to approve the Consent Calendar:

- 1) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 2) CONSIDERATION TO APPROVE A SPECIAL SERVICES AGREEMENT WITH LIEBERT CASSIDY WHITMORE FOR FISCAL YEAR 2022-2023
- 3) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND ONEGENERATION TO IMPLEMENT THE ELDERLY NUTRITION PROGRAM
- 4) CONSIDERATION TO ADOPT ORDINANCE NO. 1711 ADOPTING A MILITARY EQUIPMENT POLICY GOVERNING THE USE OF MILITARY EQUIPMENT PURSUANT TO ASSEMBLY BILL 481

The motion carried, unanimously.

PUBLIC HEARING

- 5) A PUBLIC HEARING TO CONSIDER ADOPTION OF A RESOLUTION AUTHORIZING THE PLACEMENT OF LIENS ON REAL PROPERTY FOR NON-PAYMENT OF RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION SERVICES BILLINGS

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting July 18, 2022

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Mayor Mendoza opened the Public Hearing.

Management Analyst Kenneth Jones and Republic representatives presented the staff report and responded to Councilmember questions.

Mayor Mendoza opened public comment.

The following speakers spoke in opposition of the placement of liens on real property for non-payment of residential and commercial solid waste collection services:

Suzanne Helo and George Schwary from GSM, LLC.

Adriana Gomez

A Bridal Shop owner in the Downtown Mall

Christina Bernal

Silvana Dominguez

Jose Martinez

Victoria Garcia

Mayor Mendoza closed the public hearing. Motion by Councilmember Ballin, seconded by Councilmember Montañez to close the public hearing. The motion carried, unanimously.

Motion by Councilmember Ballin, seconded by Councilmember Montañez to continue the public hearing to a date uncertain at a special meeting to present Council with additional information. The motion carried, unanimously.

It was noted that the City Council recessed to Closed Session at 9:02 p.m. and reconvened from Closed Session back into Open Session at 10:15 p.m. with Councilmember Rodriguez absent.

CLOSED SESSION REPORT

Assistant City Attorney Padilla reported Councilmember Rodriguez recused herself from discussion on this item. No final action taken.

ADMINISTRATIVE REPORTS

- 6) CONSIDERATION AND DISCUSSION REGARDING THE COMMUNITY OUTREACH CONDUCTED BY AZURE DEVELOPMENT, INC. FOR POTENTIAL DEVELOPMENT OPTIONS ON PUBLIC PARKING LOT NO. 3 AND THE RELATED EXCLUSIVE NEGOTIATION AGREEMENT

Community Development Director Kanika Kith presented the staff report and Vanessa Delgado from Azure Development presented the Community Outreach Report and responded to Councilmember questions.

Councilmembers expressed concerns regarding the lack of community outreach meetings held. It was noted that no action was taken and by the City Council, therefore, the Exclusive Negotiation Agreement with Azure Development would expire on August 5, 2022.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

MINUTES – Regular Meeting July 18, 2022

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STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Clerk Fritz announced that Candidate Nomination Period is open regarding potential candidacy in the November 8, 2022 City General Election, through August 17, 2022.

Police Chief Valdez announced three explorers graduated from the Explorer Academy.

Director of Recreation and Community Services Venegas announced the Education Commission will meet on July 26, 2022; noted July 22, 2022 Movies in the Park will begin and provided updates to the off-site camping trip event.

Community Development Director Kith announced the Planning and Preservation Commission met to discuss the proposed subdivision for the Target site and the ribbon cutting event dates for Bodevi Espresso Bar and Advanced Auto Part.

City Manager Kimball announced new Director of Finance Erica Melton starts on July 25, 2022.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Montañez thanked Interim Director of Finance Garcia for her work; congratulated the explorers; attended a water symposium workshop and the Mission College student resource fair; and requested to adjourn the meeting in memory of Al Ghiradelli.

Councilmember Ballin thanked the community for their contributions in tonight's meeting.

Vice Mayor Pacheco commented on the Covid-19 pandemic and urged the community to take precautions to stay healthy; and thanked current and former colleagues and staff for their support through the years in his tenure on the City Council.

Mayor Mendoza thanked Interim Finance Director Garcia for her work; attended Saturday's Tree Planting event; and attended the 52nd Anniversary Senior dance.

ADJOURNMENT (11:02 p.m.)

Mayor Mendoza adjourned the meeting in memory of Al Ghiradelli to the next regular meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the July 18, 2022, regular meeting as approved by the San Fernando City Council.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

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

Date: August 7, 2023

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 23-081 (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. 23-081, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 23-081

**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. 23-081**

**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 7th day of August 2023.

Celeste T. Rodriguez, 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. 23-081, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 7th day of August, 2023, 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 August, 2023.

Julia Fritz, City Clerk

vchlist
08/02/2023 9:28:53AMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232297	8/7/2023	891587 ABLE MAILING INC.	37877		WATER ENVELOPE STORAGE FEE-JUN 070-382-0000-4300 072-360-0000-4300	12.50 12.50 Total : 25.00
232298	8/7/2023	894462 ACOSTA & SONS SEWER CONTRACTOR	1780	12924	1425 GRIFFITH - SEWER LATERAL 072-360-0000-4260 072-2037 5% RETENTION-1425 GRIFFITH SEWEF 072-2037	49,475.00 -2,473.75 2,473.75 Total : 49,475.00
232299	8/7/2023	893777 ADLERHORST INTERNATIONAL LLC	109548		RAY ALLEN MUZZLE 001-225-0000-4270	247.83 Total : 247.83
232300	8/7/2023	894406 ADVANCE AUTO PARTS	8681318132115		VEHICLE MAINT-PD4444 041-320-0225-4400	109.70 Total : 109.70
232301	8/7/2023	888356 ADVANCED AUTO REPAIR	1628	12802	VEH. MAINT., REPAIRS & MINOR BODY 041-320-0224-4400	310.92 Total : 310.92
232302	8/7/2023	891739 ALAS MEDIA	202009-LATE FEE		LATE FEE-PROMOTIONAL VIDEO ON C 001-152-0000-4300	374.99 Total : 374.99
232303	8/7/2023	892271 ALL STAR ELITE SPORTS	3541		PO 12699-SPORTS UNIFORMS & SHIRT 017-420-1328-4300 026-420-0887-4300 PO 12699-SPORTS UNIFORMS & SHIRT 017-420-1328-4300	628.60 1,382.50 268.08 Total : 2,279.18
232304	8/7/2023	893813 ALMANZA, LAURAMARIE C	REIMB.		SUPPLIES-LP PARK BINGO	

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232304	8/7/2023	893813 ALMANZA, LAURAMARIE C	(Continued)		004-2346	94.82 Total : 94.82
232305	8/7/2023	894078 AMERICAN BUSINESS BANK	008		5% RETENTION-UPPER RESERVOIR 010-2037	9,492.37 Total : 9,492.37
232306	8/7/2023	102530 AT & T	818-270-2203		PD NETWORK LINES 001-222-0000-4220	226.09 Total : 226.09
232307	8/7/2023	889037 AT&T MOBILITY	287277903027X0708202		MODEM FOR ELECTRONIC MESSAGE 001-310-0000-4220	138.69 Total : 138.69
232308	8/7/2023	892412 AT&T MOBILITY	287297930559X0171020 287297930559X0610202		MDT MODEMS-PD UNITS-JUNE 2023 001-222-0000-4220 MDT MODEMS-PD UNITS-MAY 2023 001-222-0000-4220	964.78 2,574.78 Total : 3,539.56
232309	8/7/2023	893013 AYSON, LEILANI	JULY 2023	12952	INCLUSIVE ZUMBA INSTRUCTOR 017-420-1337-4260	231.00 Total : 231.00
232310	8/7/2023	889913 BALLIN, SYLVIA	JULY 2023		GLACVCD TRUSTEE MEMBER STIPENI 001-190-0000-4111	150.00 Total : 150.00
232311	8/7/2023	892784 BARAJAS, MARIA BERENICE	JULY 2023	12953	TOTAL BODY CONDITIONING CLASS IN 017-420-1337-4260	1,176.00 Total : 1,176.00
232312	8/7/2023	894497 BECCERA, YESENIA	TRAVEL		REFRESHMENT-MWD TURF WORKSHC 001-150-0000-4300	43.86 Total : 43.86

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232313	8/7/2023	893591 BIOMEDICAL WASTE DISPOSAL	127110		BIOMEDICAL WASTE PICK UP & DISPO 001-222-0000-4260	100.00
					Total :	100.00
232314	8/7/2023	888800 BUSINESS CARD	070323		BREAK ROOM SUPPLIES 001-222-0000-4300	601.61
			071023		ANNUAL GANG VIOLENCE CONF 001-224-0000-4360	425.00
			071323		LODGING-ANNUAL GANG VIOLENCE C 001-224-0000-4360	528.96
			071423		CAR WASH TICKETS 001-222-0000-4320	839.60
			071723		DRINKS 001-222-0000-4300	124.85
			071723		MEALS 001-222-0000-4300	91.49
			071723		MEALS 001-222-0000-4300	511.98
			073123		FINANCE CHARGES 001-190-0000-4435	62.69
					Total :	3,186.18
232315	8/7/2023	888800 BUSINESS CARD	052223		L SHAPED DESK 001-152-0000-4300	143.31
			060623-1		DOCKING STATION 001-152-0000-4300	301.08
			063023		FINANCIAL CHARGE 001-190-0000-4435	436.27
			063023		POSTS BOOSTS 4TH OF JULY CELEBR 001-424-0000-4260	250.00
			070323		POSTS BOOSTS 4TH OF JULY CELEBR 001-424-0000-4260	19.19
			070723		ANNUAL SUBSCRIPTION 001-420-0000-4380	99.95
			070723		VPN SUBSCRIPTION-JUNE 2023 001-135-0000-4260	78.30
			070723		DEPARTMENT SUPPLIES	

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232315	8/7/2023	888800 BUSINESS CARD	(Continued)			
			071023		001-115-0000-4300 REG.-FACILITATION TRAINING	118.55
			071023		001-105-0000-4360 BATTERY REPLACEMENT	300.00
			071123		001-225-0000-4350 DESKTOP SCANNER & ARM MONITOR	30.85
			071223		001-152-0000-4300 VIDEO CONF SUBSCRIPTION-JUNE'23	417.83
			071323		121-135-3689-4260 ORAL BOARD LUNCHEON	5.00
			071423		001-106-0000-4270 ORAL BOARD LUNCHEON	57.51
			071423		001-106-0000-4270 CSMFO CHAPTER MEETING	44.51
			071423		001-130-0000-4370 DECORATIONS-SR CLUB EVENT	45.00
			071423-1		004-2380 TRANSPORTATION-2023 NALEO CONF.	26.99
			071423-2		001-101-0107-4370 (2) CSMFO CHAPTER MEETING	67.02
			071423-2		001-130-0000-4370 TRANSPORTATION-2023 NALEO CONF.	90.00
			071723		001-101-0107-4370 DINNER FOR CC & STAFF-CC MTG 07/1	67.02
			071723		001-101-0000-4300 ORAL BOARD LUNCHEON	130.00
			071723		001-106-0000-4270 DECORATIONS-SR CLUB EVENT	96.11
			071823		004-2380 LODGING CREDIT-MMAP CONFERENC	148.39
			071923		004-2359 WORKING LUNCHEON-CODE ENFORC	-818.18
			071923		001-152-0000-4300 GOLD SEALS	114.96
					001-101-0000-4300	31.70

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232315	8/7/2023	888800 888800 BUSINESS CARD	(Continued)		Total :	2,301.36
232316	8/7/2023	103797 CACEO	200025909		REGISTRATION-2023 CODE ENF CONF 001-152-0000-4370	500.00
			200025909-2		REGISTRATION-2023 CODE ENF CONF 001-152-0000-4370	500.00
					Total :	1,000.00
232317	8/7/2023	887810 CALGROVE RENTALS, INC.	172256-1		GENERATOR & LIGHT TOWER RENTAL	
				12708	072-360-0000-4300	16.46
				12708	072-360-0000-4250	753.12
					Total :	769.58
232318	8/7/2023	892006 CALIFORNIA CONTRACT CITIES	3853		ANNUAL MEMBERSHIP DUES-FY23/24 001-190-0000-4380	4,000.00
					Total :	4,000.00
232319	8/7/2023	892464 CANON FINANCIAL SERVICES, INC	30866228		LEASE FOR MULTIFUNCTIONAL COPIE	
				12948	001-135-0000-4260	1,539.61
					Total :	1,539.61
232320	8/7/2023	893676 CARASOFT TECHNOLOGY CORP	35198426INV		DRAGON LAW ENFORCEMENT 1 YR M	
					001-135-0000-4260	385.04
					Total :	385.04
232321	8/7/2023	103814 CERVANTES, JORGE	REIMB.		PER DIEM-ICI GANG INVEST COURSE I	
			TRAVEL		001-224-0000-4360	75.00
					PER DIEM-ANNUAL NATIONAL GANG V	
					001-224-0000-4360	195.00
					Total :	270.00
232322	8/7/2023	894010 CHARTER COMMUNICATIONS	0010328070523		CH CABLE-07/05/23-08/04/23	
					001-190-0000-4220	177.84
			00110518062923		REC PARK CABLE-06/26-07/28	
					001-420-0000-4220	251.79
			0222204062923		PW CABLE-06/2923-07/28/23	
					043-390-0000-4260	134.91
			0283057070523		LP PARK CABLE-07/05-08/04	

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232322	8/7/2023	894010 CHARTER COMMUNICATIONS	(Continued)		001-420-0000-4260	270.63
					Total :	835.17
232323	8/7/2023	100731 CITY OF LOS ANGELES	WP230000112		WASTEWATER OPERATION & MAINTEN	
				12745	072-360-0629-4260	207,257.00
			WP230000112		WASTEWATER OPERATION & MAINTEN	
				12745	072-360-0629-4260	207,257.00
			WP240000001		WASTEWATER OPERATION & MAINTEN	
				12745	072-360-0629-4260	3,029.88
					Total :	417,543.88
232324	8/7/2023	103029 CITY OF SAN FERNANDO	5368-5388		REIMB TO WORKER'S COMP ACCT	
					006-1038	14,027.57
			5389-5439		REIMB TO WORKER'S COMP ACCT	
					006-1038	42,159.22
					Total :	56,186.79
232325	8/7/2023	890893 CITY OF SAN FERNANDO	APRIL 2023		COMMISSIONER'S STIPEND DONATION	
					001-420-0000-4111	75.00
			MAY 2023		COMMISSIONER'S STIPEND DONATION	
					001-420-0000-4111	75.00
					Total :	150.00
232326	8/7/2023	892687 CORE & MAIN LP	T056735		PARTS & MATERIALS FOR ION EXCHA	
				12755	070-383-0000-4310	563.78
			T060654		PARTS & MATERIALS FOR ION EXCHA	
				12755	070-383-0000-4310	3,053.09
			T061468		PARTS & MATERIALS FOR ION EXCHA	
				12755	070-383-0000-4310	5,569.49
			T121364		WATER & FIRE SERVICE LINE MATER	
				12755	070-385-0700-4600	1,064.23
					Total :	10,250.59
232327	8/7/2023	894285 CT&T CONCRETE PAVING INC	CT6+460		RELEASE OF RETENTION-GLENOAKS	
					012-2037	993.88
					025-2037	5,500.00

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232327	8/7/2023	894285 CT&T CONCRETE PAVING INC	(Continued) CT6454			
				12822	GLENOAKS PEDESTRIAN FENCING	
				12822	025-311-0565-4600	62,680.00
					012-311-0565-4600	19,877.50
					025-2037	-3,134.00
					012-2037	-993.88
					Total :	84,923.50
232328	8/7/2023	894159 DE LEON, CYNTHIA	JULY 2023			
				12955	LINE DANCE INSTRUCTOR	
					017-420-1339-4260	70.00
					Total :	70.00
232329	8/7/2023	894375 DELGADO, MARTIN	PL2300475			
					PLANNING PERMIT REFUND-702 HOLL	
					001-3330-0000	326.40
					055-3315-0000	16.32
					055-3719-0154	32.64
					Total :	375.36
232330	8/7/2023	887121 DELL MARKETING L.P.	10684224990			
				12927	(2) DESKTOP COMPUTERS TO REP CC	
					001-422-0000-4300	2,875.93
					Total :	2,875.93
232331	8/7/2023	891425 DIAZ, MARISOL	REIMB.			
					FOOD & DRINKS-YOSEMITE EVENT	
					001-422-0000-4300	413.89
					110-422-3691-4310	129.99
					001-420-0000-4390	8.69
			TRAVEL		PER DIEM-YOSEMITE EVENT	
					001-422-0000-4360	30.00
					Total :	582.57
232332	8/7/2023	894082 ELIAS, LILIA LETICIA	071223			
					SENIOR DANCE CLEAN UP SERVICE-0	
					004-2380	208.00
					Total :	208.00
232333	8/7/2023	890401 ENVIROGEN TECHNOLOGIES INC	0014240-IN			
				12737	MAINT., REPAIR, PARTS, LABOR & EXT	
					070-384-0857-4260	7,814.52
					Total :	7,814.52

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232334	8/7/2023	893800 FAJARDO, JOANNE	JUNE 2023			
					ZUMBA INSTRUCTOR	
					017-420-1322-4260	410.00
					Total :	410.00
232335	8/7/2023	101147 FEDEX	8-192-40392			
					COURIER SERVICES	
					001-190-0000-4280	115.15
					Total :	115.15
232336	8/7/2023	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598			
					PAC 50 TO SHERIFFS	
					001-222-0000-4220	539.34
			209-150-5250-081292		RADIO REPEATER	
					001-222-0000-4220	43.04
			209-151-4941-102990		POLICE PAGING	
					001-222-0000-4220	53.27
			209-151-4942-041191		CITY YARD AUTO DIALER	
					070-384-0000-4220	57.15
			209-151-4943-081292		RADIO REPEATER	
					001-222-0000-4220	43.04
			209-188-4361-031792		RCS PHONE LINES	
					001-420-0000-4220	138.45
			818-361-0901-051499		SEWER FLOW LINES	
					072-360-0000-4220	74.09
			818-361-2385-012309		MTA PHONE LINE & CREDIT CARD LINE	
					007-440-0441-4220	63.26
					001-190-0000-4220	126.52
			818-361-2472-031415		PW PHONE LINE	
					070-384-0000-4220	567.99
			818-361-3958-091407		CNG STATION	
					074-320-0000-4220	55.95
			818-361-7825-120512		RUDY ORTEGA PARK IRR SYSTEM	
					001-420-0000-4220	74.18
			818-365-0007-060223		EOC PHONE LINES	
					001-222-0000-4220	419.91
			818-365-0026-071223		PD NON-EMERGENCY PHONE LINE	
					001-222-0000-4220	256.23
			818-831-5002-052096		PD SPECIAL ACTIVITIES PHONES	
					001-222-0000-4220	58.33

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232336	8/7/2023	892198 FRONTIER COMMUNICATIONS	(Continued) 818-837-7174-052096		PD SPECIAL ACTIVITIES PHONE 001-222-0000-4220	44.31
			818-838-1841-112596		ENGINEERING FAX MODEM 001-310-0000-4220	32.12
					Total :	2,647.18
232337	8/7/2023	894458 FUSION NETWORKING & TECHNOLOGY	7049	12928	POLICE DEPARTMENT NETWORK CAB 121-135-3689-4500	7,275.50
					Total :	7,275.50
232338	8/7/2023	893953 GALE, PAUL JOHN	JULY 2023	12960	SHOTOKAN KARATE INSTRUCTOR 017-420-1326-4260	346.50
					Total :	346.50
232339	8/7/2023	888728 GALLEGOS, ROBERT	REIMB.		TUITION REIMB.-COMPUTER CRIME (B 001-225-0000-4365	675.00
					Total :	675.00
232340	8/7/2023	894395 GAMA CONTRACTING SERVICES INC	7515	12903	ASBESTOS & FREON REMOVAL AT THE 032-390-0765-4600	3,190.00
					Total :	3,190.00
232341	8/7/2023	894351 GARCIA, VICTORIA	JULY 2023		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
					Total :	100.00
232342	8/7/2023	894008 GMU PAVEMENT ENGINEERING	63876	12811	ON CALL PAVEMENT DESIGN SERVICE 032-311-0560-4600	9,540.75
					Total :	9,540.75
232343	8/7/2023	889352 GOMEZ, ADRIANA B.	JULY 2023		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
					Total :	100.00
232344	8/7/2023	892550 GOVEA, DAVID	APRIL 2023 MAY 2023		COMMISSIONER'S STIPEND 001-420-0000-4111 COMMISSIONER'S STIPEND	75.00

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232344	8/7/2023	892550 GOVEA, DAVID	(Continued)		001-420-0000-4111	75.00
					Total :	150.00
232345	8/7/2023	101376 GRAINGER, INC.	9750228711	12761	MISC. SUPPLIES FOR FACILITIES & TR. 001-311-0000-4300	178.38
			9754166222	12761	MISC. SUPPLIES FOR FACILITIES & TR. 001-311-0000-4300	1,957.55
					Total :	2,135.93
232346	8/7/2023	894407 GRAYBAR FINANCIAL SERVICES	15005693		VOIP MONTHLY LEASE PYMNT-JULY'23 001-190-0000-4220	944.54
					001-222-0000-4220	944.54
					001-420-0000-4220	404.80
					070-384-0000-4220	404.79
					Total :	2,698.67
232347	8/7/2023	894226 GUILLEN, YASMIN	REIMB.		BEVERAGES- SR CLUB EVENT 004-2380	478.72
					001-420-0000-4390	3.41
					Total :	482.13
232348	8/7/2023	888647 HDL SOFTWARE, LLC	SIN028227	12748	BUSINESS LICENSE ADMINISTRATION 001-130-0000-4260	2,249.53
			SIN029909	12748	BUSINESS LICENSE ADMINISTRATION 001-130-0000-4260	6,299.15
					Total :	8,548.68
232349	8/7/2023	890594 HEALTH AND HUMAN RESOURCE	E0293450		EAP-JUNE 2023 001-106-0000-4260	250.90
					Total :	250.90
232350	8/7/2023	893729 HOUSEAL LAVIGNE ASSOCIATES LLC	5672	12370	CONSULTANT FOR THE 2021-2029 HOL 110-150-3687-4270	41,623.65
				12370	110-150-3609-4270	11,290.85
			5727	12370	CONSULTANT FOR THE 2021-2029 HOL 110-150-3687-4270	42,139.03

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232350	8/7/2023	893729 893729 HOUSEAL LAVIGNE ASSOCIATES LLC	(Continued)			Total : 95,053.53
232351	8/7/2023	892682 IPS GROUP, INC.	INV86383	12759	WEB BASED DATA MGMT FEE & CREDI 029-335-0000-4260	754.86
					Total :	754.86
232352	8/7/2023	891777 IRRIGATION EXPRESS	15274694-00	12809	IRRIGATION SUPPLIES FOR REPAIRS & 043-390-0000-4300	79.42
					Total :	79.42
232353	8/7/2023	894144 JIMENEZ, DAVID	JUNE 2023		MOVEMENT FOR LIFE INSTRUCTOR 017-420-1322-4260	120.00
					Total :	120.00
232354	8/7/2023	894321 KASA CONSTRUCTION INC	5	12875	CONSTR. SERV. FOR LAYNE PARK RE 010-423-3624-4600	351,007.00
				12875	010-420-3669-4600	42,519.19
				12875	121-423-3689-4600	194,243.68
					010-2037	-19,676.31
					121-2037	-9,712.19
					Total :	558,381.37
232355	8/7/2023	894509 KF LAW	NONPO		SUBPOENA FEE REFUND 001-3715-0000	275.00
					Total :	275.00
232356	8/7/2023	894369 KHRUSTALEVA, MARINA	REIMB.		PARKING FEE-CALED CONF 001-150-0000-4370	59.38
					001-150-0000-4360	15.62
					001-150-0000-4390	46.57
					Total :	121.57
232357	8/7/2023	894129 KITH, KANIKA	REIMB.		WELLNESS BENEFIT REIMB. FY22-23 001-150-0000-4140	600.00
			REIMB.		TRANSPORTATION-CALED CONF 001-150-0000-4360	103.45
					Total :	703.45

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232358	8/7/2023	101990 L.A. COUNTY METROPOLITAN	6020363		TAP CARDS-JUNE 2023 007-440-0441-4260	260.00
					Total :	260.00
232359	8/7/2023	889332 LA DAILY NEWS	900233735		(52) WEEKS SUBSCRIPTION FEES 001-225-0000-4350	412.59
					Total :	412.59
232360	8/7/2023	101852 LARRY & JOE'S PLUMBING	22664547-0001-02		MATL'S FOR REPAIR-PD 043-390-0000-4300	12.65
					Total :	12.65
232361	8/7/2023	894319 LENCHITAS TORTILLERIA	071423		TAMALES-SENIOR CLUB DANCE 004-2380	255.00
					Total :	255.00
232362	8/7/2023	893063 LEON, MIGUEL	06/15-06/17		REIMB-SENIOR CLUB ACTIVITIES 004-2380	16.41
					001-190-0000-4267	1,139.32
					Total :	1,155.73
232363	8/7/2023	888195 LEXIPOL LLC	INVLEX18099		LAW ENFORCEMENT DAILY TRAINING 001-135-0000-4260	1,385.60
			INVLEX18103		ANNUAL JAIL POLICY MANUAL & DAILY 001-135-0000-4260	4,906.66
					Total :	6,292.26
232364	8/7/2023	101920 LIEBERT CASSIDY WHITMORE	244734		ERC MEMBERSHIP 07/01/23-06/30/24 001-112-0000-4270	3,355.00
			245236		LEGAL SERVICES 001-112-0000-4270	81.00
			246172		LEGAL SERVICES 001-112-0000-4270	94.50
			246211		LEGAL SERVICES 001-112-0000-4270	31.50
			246220		LEGAL SERVICES 001-112-0000-4270	1,323.00

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232364	8/7/2023	101920 LIEBERT CASSIDY WHITMORE	(Continued) 246221		LEGAL SERVICES 001-112-0000-4270	31.50
			246232		LEGAL SERVICES 001-112-0000-4270	252.00
			246233		LEGAL SERVICES 001-112-0000-4270	126.00
			246234		LEGAL SERVICES 001-112-0000-4270	315.00
			246240		LEGAL SERVICES 001-112-0000-4270	3,939.00
			246267		LEGAL SERVICES 001-112-0000-4270	63.00
					Total :	9,611.50
232365	8/7/2023	894503 LOPEZ, MARIA	PL2301558		PLANNING PERMIT REFUND-1327 SFR 001-3330-0000	326.40
					055-3315-0000	16.32
					055-3719-0154	32.64
					Total :	375.36
232366	8/7/2023	101974 LOS ANGELES COUNTY	JUNE 2023	12817	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	8,695.34
					Total :	8,695.34
232367	8/7/2023	892477 LOWES	9747-01164		MATL'S FOR REPAIRS 043-390-0000-4300	239.26
			9747-01263		MATL'S FOR REPAIRS 043-390-0000-4300	60.29
					Total :	299.55
232368	8/7/2023	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO 001-420-0000-4220	33.94
					Total :	33.94
232369	8/7/2023	893200 MCKESSON MEDICAL-SURGICAL	20779477		MEDICAL SUPPLIES 001-225-0000-4350	45.00

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232369	8/7/2023	893200 MCKESSON MEDICAL-SURGICAL	(Continued) 20779478		MEDICAL SUPPLIES 001-225-0000-4350	45.00
			20779479		MEDICAL SUPPLIES 001-225-0000-4350	60.00
			20779480		MEDICAL SUPPLIES 001-225-0000-4350	60.00
			20779481		MEDICAL SUPPLIES 001-225-0000-4350	30.00
			20779482		MEDICAL SUPPLIES 001-225-0000-4350	45.00
			20779483		MEDICAL SUPPLIES 001-225-0000-4350	45.00
					Total :	330.00
232370	8/7/2023	894506 MENDOZA, LYDIA	PL2204124		PLANNING PERMIT REFUND-701 WOOL 001-3705-0000	1,598.52
					055-3315-0000	79.92
					055-3719-0154	159.84
					Total :	1,838.28
232371	8/7/2023	102148 METROPOLITAN WATER DISTRICT	11184		WATER DELIVERED - JUNE 2023 070-384-0000-4450	284,309.00
					Total :	284,309.00
232372	8/7/2023	892140 MICHAEL BAKER	1180730	12819	CDBG ADMINISTRATIVE & LABOR COM 026-311-0182-4260	4,045.00
					Total :	4,045.00
232373	8/7/2023	893402 MILITARY TRIBUTE BANNERS	230126871	12929	VETERAN RECOGNITION BANNERS 017-420-1355-4300	3,001.00
					Total :	3,001.00
232374	8/7/2023	894502 MKRTCHYAN, DAVIT	PL2300560		PLANNING PERMIT REFUND-1603 PICC 001-3705-0000	1,272.12
					055-3315-0000	63.61
					055-3719-0154	127.21

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232374	8/7/2023	894502 894502 MKRTCHYAN, DAVIT	(Continued)			Total : 1,462.94
232375	8/7/2023	893343 MOHR, NICOLE	APRIL 2023		COMMISSIONER'S STIPEND 001-420-0000-4111	75.00
			JULY 2023		COMMISSIONER'S STIPEND 001-310-0000-4111	100.00
			MAY 2023		COMMISSIONER'S STIPEND 001-420-0000-4111	75.00
					Total :	250.00
232376	8/7/2023	894499 MORENO, CRISTINA	REIMB.		TBC FIELD TRIP-WATERMELON FESTI\	
					004-2391	197.50
					001-420-0000-4390	9.17
					Total :	206.67
232377	8/7/2023	894501 MUNOZ, KIMBERLY	1617232		FACILITY RENTAL REFUND	
					001-2220	150.00
					Total :	150.00
232378	8/7/2023	892916 NADA BUS INC	51137	12778	CHARTER BUS TRANSPORATION FOR	
			51368	12778	004-2383	1,153.00
				12778	CHARTER BUS TRANSPORATION FOR	
			51380	12778	007-440-0443-4260	1,198.00
					CHARTER BUS TRANSPORATION FOR	
					004-2383	1,649.00
					Total :	4,000.00
232379	8/7/2023	893348 NCSI	34916		BACKGROUND CHECKS	
					017-420-1328-4260	37.00
					Total :	37.00
232380	8/7/2023	893405 NEW HORIZON	2299347		LP PHONE LINES-JULY 2023	
					001-420-0000-4220	325.91
					Total :	325.91
232381	8/7/2023	894467 NORTH VALLEY CARING	1001	12946	20% ADVANCED PYMNT-HOMELESS S	
					121-155-3689-4260	35,000.00

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232381	8/7/2023	894467 894467 NORTH VALLEY CARING	(Continued)			Total : 35,000.00
232382	8/7/2023	102423 OCCU-MED, INC.	0723901		PRE-EMPLOYMENT PHYSICALS	
					001-106-0000-4260	686.50
					Total :	686.50
232383	8/7/2023	894100 ODP BUSINESS SOLUTIONS , LLC	315277865001		OFFICE SUPPLIES	
			315277871001		001-106-0000-4300	82.63
					OFFICE SUPPLIES	
			316088506001		001-106-0000-4300	34.25
					OFFICE SUPPLIES	
			072-360-0000-4300		OFFICE SUPPLIES	148.51
			317788865001		001-222-0000-4300	19.81
					ITEM RETURNED	
			318537138001		001-130-0000-4300	-42.45
			318598305001		OFFICE SUPPLIES	
					001-130-0000-4300	187.92
			318871503001		OFFICE SUPPLIES	
					001-130-0000-4300	55.10
			319940854001		OFFICE SUPPLIES	
					001-222-0000-4300	203.18
			320016760001		OFFICE SUPPLIES	
					001-222-0000-4300	78.35
			320101370001		OFFICE SUPPLIES	
					001-222-0000-4300	123.26
			320160832001		OFFICE SUPPLIES	
					001-222-0000-4300	83.77
			320749807001		OFFICE SUPPLIES	
					001-130-0000-4300	20.67
			320751649001		OFFICE SUPPLIES	
					001-130-0000-4300	38.54
			320751650001		OFFICE SUPPLIES	
					001-130-0000-4300	11.01
			320778327001		OFFICE SUPPLIES	
					001-222-0000-4300	64.54
			322722145001		OFFICE SUPPLIES	

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232383	8/7/2023	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)		001-222-0000-4300	50.38
					Total :	1,159.47
232384	8/7/2023	894123 OLIVAREZ MADRUGA LAW	224226		LEGAL SERVICES	
			22425		001-110-0000-4270	561.60
					LEGAL SERVICES	
					001-110-0000-4270	37,396.74
					Total :	37,958.34
232385	8/7/2023	890095 O'REILLY AUTOMOTIVE STORES INC	4605-122886		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	041-320-0370-4400	174.13
			4605-123805		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	041-320-0225-4400	230.75
			4605-124240		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	041-320-0320-4400	159.84
			4605-124411		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	041-1215	49.37
			4605-124532		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	070-384-0000-4400	73.79
			4605-124591		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	070-383-0000-4400	33.73
			4605-124781		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	070-384-0000-4400	93.30
			4605-124783		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	041-320-0320-4400	181.82
			4605-124893		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	041-1215	242.88
			4605-124894		VEHICLE SERV., MAINT. & REPAIR PAR	
				12754	041-320-0228-4400	41.86
					Total :	1,281.47
232386	8/7/2023	894056 PACIFIC HYDROTECH CORPORATION	008		UPPER RESERVOIR REPLACEMENT PI	
				12642	010-385-0716-4600	189,847.33
					010-2037	-9,492.37
					Total :	180,354.96

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232387	8/7/2023	892850 PADILLA, ALBINA	837142		SENIOR TRIP REFUND	
					004-2383	90.00
					Total :	90.00
232388	8/7/2023	894504 PEREZ, GABRIEL	PL2300984		PLANNING PERMIT REFUND-1539 CELI	
					001-3705-0000	1,272.12
					055-3315-0000	63.60
					055-3719-0154	127.22
					Total :	1,462.94
232389	8/7/2023	894500 PHAIRAS, MATTHEW G.	0001		SUMMER CONCERT PERFORMANCE	
					001-424-0000-4260	2,000.00
					Total :	2,000.00
232390	8/7/2023	102688 PROFESSIONAL PRINTING CENTERS	21405		PRINTING SERVICES	
				12721	017-420-1355-4300	909.56
			21419		PRINTING SERVICES	
				12721	017-420-1355-4300	82.69
			21445		ANNUAL WATER QUALITY RPEORTS	
					070-384-0000-4300	869.87
					Total :	1,862.12
232391	8/7/2023	890004 PTS	2108685		PD PAY PHONE-AUG 2023	
					001-190-0000-4220	65.64
					Total :	65.64
232392	8/7/2023	102738 QUINTERO ESCAMILLA, VIOLETA	JULY 2023		SENIOR MUSIC CLASS INSTRUCTOR	
				12957	017-420-1323-4260	360.00
					Total :	360.00
232393	8/7/2023	894437 RECON POWER BIKES	12577		FOUR (4) NEW BICYCLES & EQUIPMEN	
				12921	001-225-0000-4300	18,192.76
					Total :	18,192.76
232394	8/7/2023	892300 RJM DESIGN GROUP, INC	35821		DESIGN FOR LP PARK REVITALIZATION	
				12925	010-422-0156-4600	6,215.41
					Total :	6,215.41

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232395	8/7/2023	887296 ROBLEDO, OLIVIA	APRIL 2023		COMMISSIONER'S STIPEND	
			MAY 2023		001-420-0000-4111	75.00
					COMMISSIONER'S STIPEND	
					001-420-0000-4111	75.00
					Total :	150.00
232396	8/7/2023	892071 ROBLES, J.	REIMB.		PER DIEM-PD BICYCLE TRAINING 06/21	
					001-225-0000-4360	45.00
					Total :	45.00
232397	8/7/2023	894241 RODRIGUEZ, LAUREL A.	APRIL 2023		COMMISSIONER'S STIPEND	
			MAY 2023		001-420-0000-4111	75.00
					COMMISSIONER'S STIPEND	
					001-420-0000-4111	75.00
					Total :	150.00
232398	8/7/2023	102952 SA ASSOCIATES	SSMP-02	12375	SANITARY SEWER MANAGEMENT PLA	
					072-365-0000-4260	3,253.25
					Total :	3,253.25
232399	8/7/2023	888382 SAHAGUN, JESUS	REIMB.		STATE WATER T2 EXAM & CERT	
					070-384-0000-4360	125.00
					Total :	125.00
232400	8/7/2023	892856 SALAS, JUAN	REIMB.		BEVERAGES-SR CLUB EVENT	
					004-2380	68.59
					001-420-0000-4390	1.70
					Total :	70.29
232401	8/7/2023	103057 SAN FERNANDO VALLEY SUN	11994		PUBLICATION-1ST READING ORD NO	
			11995		001-115-0000-4230	57.38
			11996		PUBLICATION-1ST READING ORD NO.1	
					001-115-0000-4230	57.38
					PUBLICATION-RFP-CATERING LP PAR*	
					001-115-0000-4230	81.00
					Total :	195.76
232402	8/7/2023	102967 SCOTT FAZEKAS & ASSOCIATES INC	22340		PLAN CHECK SERVICES-JAN 2023	

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232402	8/7/2023	102967 SCOTT FAZEKAS & ASSOCIATES INC	(Continued)		001-2698	4,315.11
			22453		032-390-0765-4600	337.50
					PLAN CHECK SERVICES-APRIL 2023	
					001-2698	3,553.07
			22487		001-310-0000-4270	150.00
					PLAN CHECK SERVICES-MAY 2023	
					001-2698	5,210.67
			22526		001-310-0000-4270	112.50
					PLAN CHECK SERVICES-JUNE 2023	
					001-2698	4,617.94
			22527		001-310-0000-4270	75.00
					BUILDING PLAN CHECK & BUILDING OI	
				12897	001-140-0000-4270	2,584.98
					Total :	20,956.77
232403	8/7/2023	894490 SHERIFFS' RELIEF EMPORIUM	071323		UNIFORMS	
					001-222-0000-4300	1,016.73
					Total :	1,016.73
232404	8/7/2023	894507 SIMON, ERICK	PL2202921		PLANNING PERMIT REFUND-412 HAG*	
					001-3705-0000	1,272.12
					055-3315-0000	63.61
					055-3719-0154	127.21
					Total :	1,462.94
232405	8/7/2023	103184 SMART & FINAL	0007		BREAK ROOM SUPPLIES	
			0012		001-222-0000-4300	78.36
					DAY CAMP SUPPLIES	
			0031		017-420-1399-4300	296.09
					SUPPLIES FOR CALLES VERDES TREE	
			0084		001-310-0000-4300	71.33
					DAY CAMP SUPPLIES	
					017-420-1399-4300	77.49
					Total :	523.27
232406	8/7/2023	103202 SOUTHERN CALIFORNIA EDISON CO.	700136176526		ELECTRIC-METER FOR MALL-MACLAY,	

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232406	8/7/2023	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)			
			700224888278		030-341-0000-4210 ELECTRIC-801 8TH STREET	63.11
			700301226571		043-390-0000-4210 ELECTRIC - 1117 2ND ST	6.61
			700360580265		043-390-0000-4210 ELECTRIC-910 FIRST	18.99
			700363532503		043-390-0000-4210 ELECTRIC-VARIOUS LOCATIONS	10,922.40
			700577150347		043-390-0000-4210 ELECTRIC - 190 PARK	5,364.74
					027-344-0000-4210	822.66
					Total :	17,198.51
232407	8/7/2023	894311 SPECTRUMVOIP	IN74141		CITYWIDE LONG DIST VOIP SRVS- AUC	
					001-190-0000-4220	10.03
					Total :	10.03
232408	8/7/2023	103251 STANLEY PEST CONTROL	580135	12773	PEST EXTERMINATION FOR ALL CITY F	
			580138	12773	043-390-0000-4330 PEST EXTERMINATION FOR ALL CITY F	94.00
			580139	12773	043-390-0000-4330 PEST EXTERMINATION FOR ALL CITY F	62.00
			580140	12773	043-390-0000-4330 PEST EXTERMINATION FOR ALL CITY F	135.00
			580141	12773	043-390-0000-4330 PEST EXTERMINATION FOR ALL CITY F	55.00
			580142	12773	043-390-0000-4330 PEST EXTERMINATION FOR ALL CITY F	95.00
			580143	12773	043-390-0000-4330 PEST EXTERMINATION FOR ALL CITY F	85.00
					Total :	611.00
232409	8/7/2023	100532 STATE OF CALIFORNIA, DEPARTMENT OF JU:	667194		FINGERPRINTS-JUNE 2023	
					001-106-0000-4270	111.00

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232409	8/7/2023	100532 100532 STATE OF CALIFORNIA, DEPARTMENT O	(Continued)			Total : 111.00
232410	8/7/2023	103318 TAG/AMS, INC.	2824026		RANDOM TESTINGS	
					001-106-0000-4270	140.00
					Total :	140.00
232411	8/7/2023	893955 TALLEY, BRIDGET LAINE	JUNE 2023		SENIOR YOGA INSTRUCTOR	
					017-420-1321-4260	154.00
					Total :	154.00
232412	8/7/2023	893061 TAPIA, FREDDY	REIMB.		MILEAGE REIMB.	
					001-420-0000-4390	69.56
					Total :	69.56
232413	8/7/2023	103205 THE GAS COMPANY	042-320-6900-7		GAS - 910 FIRST	
			088-520-6400-8		043-390-0000-4210 GAS-117 N MACNEIL	62.26
			090-620-6400-2		043-390-0000-4210 GAS - 120 MACNEIL	88.46
					070-381-0000-4210	7.79
					072-360-0000-4210	7.79
					043-390-0000-4210	15.59
			143-287-8131-6		GAS - 208 PARK AVE	
					043-390-0000-4210	64.05
					Total :	245.94
232414	8/7/2023	101528 THE HOME DEPOT CRC, ACCT#603532202490	1023198		MATL'S FOR DEPUTY CITY MANAGER'S	
			1112869		001-107-0000-4300 MATL'S FOR DEPUTY CITY MANAGER'S	304.48
			1270706		001-107-0000-4300 MAINT MATL'S	38.16
			1350434		043-390-0000-4300 MATL'S FOR DEPUTY CITY MANAGER'S	329.56
			14015		001-107-0000-4300 MATL'S FOR DEPUTY CITY MANAGER'S	108.09
			2124679		001-107-0000-4300 CLEANING SUPPLIES	9.24

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232414	8/7/2023	101528 THE HOME DEPOT CRC, ACCT#603532202490 (Continued)				
			4022928		001-420-0000-4300 MATL'S FOR DEPUTY CITY MANAGER'S	693.21
			4101376		001-107-0000-4300 MATL'S FOR DEPUTY CITY MANAGER'S	442.71
			4350617		001-107-0000-4300 MATL'S FOR DEPUTY CITY MANAGER'S	299.92
			5381740		001-107-0000-4300 MISC SUPPLIES & TOOLS	203.43
			6013351		043-390-0000-4340 WINDOW BLIDES	1,438.19
			6013352		043-390-0000-4300 MATL'S FOR DEPUTY CITY MANAGER'S	232.45
			8095844		001-107-0000-4300 MATL'S FOR DEPUTY CITY MANAGER'S	464.11
					001-107-0000-4300	92.36
					Total :	4,655.91
232415	8/7/2023	894510 TOVAR, JASMINE	071023		TECHNOLOGY & EDUCATION WORKSH-	
					110-422-3747-4500	1,200.00
					Total :	1,200.00
232416	8/7/2023	103413 TRANS UNION LLC	06304061		CREDIT CHECK SERVICES	
					001-222-0000-4260	85.00
					Total :	85.00
232417	8/7/2023	890998 TRUJILLO, RODOLFO	JULY 2023		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	100.00
232418	8/7/2023	103463 U.S. POSTMASTER	JULY 2023		POSTAGE-JULY UTILITY BILLS	
					070-382-0000-4300	717.64
					072-360-0000-4300	717.64
					Total :	1,435.28
232419	8/7/2023	103439 UPS	831954263		COURIER SERVICES	
					001-190-0000-4280	120.00

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232419	8/7/2023	103439 103439 UPS	(Continued)			
					Total :	120.00
232420	8/7/2023	893863 URIBE, KALLISTA	REIMB.		JAIL SUPPLIES	
					001-225-0000-4350	51.23
					Total :	51.23
232421	8/7/2023	893740 UTILITY SYSTEMS SCIENCE &	COSF_06/09-07/08/23	12753	WASTEWATER FLOW MONITORING & S	
					072-360-0000-4260	770.00
					Total :	770.00
232422	8/7/2023	893647 VALEO NETWORKS	23569	12760	IT MANAGEMENT & VEEAM CLOUD CO	
			23570	12760	001-135-0000-4270 IT MANAGEMENT & VEEAM CLOUD CO	10,330.33
					001-135-0000-4260	791.80
					Total :	11,122.13
232423	8/7/2023	894505 VELASQUEZ, JUAN	PL2300857		PLANNING PERMIT REFUND-763 HARP	
					001-3705-0000	1,272.12
					055-3315-0000	63.60
					055-3719-0154	127.22
					Total :	1,462.94
232424	8/7/2023	889644 VERIZON BUSINESS	61016603		CITY HALL LONG DISTANCE	
			61016604		001-190-0000-4220 CITY YARD LONG DISTANCE	53.81
			61016605		070-384-0000-4220 CITY HALL LONG DISTANCE	16.15
			61016606		001-190-0000-4220 POLICE LONG DISTANCE	26.91
			61016607		001-222-0000-4220 CITY YARD LONG DISTANCE	122.03
			61016608		070-384-0000-4220 PARKS LONG DISTANCE	10.76
			61017145		001-420-0000-4220 PW LONG DISTANCE	16.41
			61017156		001-310-0000-4220 CITY HALL LONG DISTANCE	5.39

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232424	8/7/2023	889644 VERIZON BUSINESS	(Continued)		001-190-0000-4220	59.20
					Total :	310.66
232425	8/7/2023	892081 VERIZON BUSINESS SERVICES	72636061		MPLS PORT ACCESS & ROUTER-PD	
					001-222-0000-4220	1,041.73
					Total :	1,041.73
232426	8/7/2023	889627 VERIZON CONFERENCING	Z9018936		CONFERENCE CALLS-MAY & JUNE 2023	
					001-190-0000-4220	1.58
					Total :	1.58
232427	8/7/2023	100101 VERIZON WIRELESS-LA	9939240883		PW CELL PHONE PLAN	
					072-360-0000-4220	51.18
					001-101-0108-4220	51.89
					001-105-0000-4220	55.83
					Total :	158.90
232428	8/7/2023	891531 WILLDAN ENGINEERING	624866	11901	SF - HSIP CYCLE 8 TRAFFIC SIGNAL IW	
					024-371-0562-4600	2,929.66
					Total :	2,929.66
132 Vouchers for bank code : bank3						Bank total : 2,043,422.08
132 Vouchers in this report						Total vouchers : 2,043,422.08

Voucher Registers are not final until approved by Council.

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231809	7/1/2023	100286 BAKER, BEVERLY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	148.68
					Total :	148.68
231810	7/1/2023	100916 DEIBEL, PAUL	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231811	7/1/2023	894378 GARCIA, BERTHA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	603.64
					Total :	603.64
231812	7/1/2023	101781 KISHITA, ROBERT	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	132.25
					Total :	132.25
231813	7/1/2023	101926 LILES, RICHARD	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231814	7/1/2023	102126 MARTINEZ, MIGUEL	23-Jul		CALPERS HEALTH REIMB 070-180-0000-4127	603.64
					Total :	603.64
231815	7/1/2023	891031 ORTEGA, JIMMIE	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231816	7/1/2023	891354 RAMIREZ, ROSALINDA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	132.25
					Total :	132.25
231817	7/1/2023	102940 RUIZ, RONALD	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	587.29
					Total :	587.29
231818	7/1/2023	892782 TIGHE, DONNA	23-Jul		CALPERS HEALTH REIMB	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231818	7/1/2023	892782 TIGHE, DONNA	(Continued)		001-180-0000-4127	132.25
					Total :	132.25
10 Vouchers for bank code : bank3						Bank total : 3,147.06
10 Vouchers in this report						Total vouchers : 3,147.06

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231819	7/1/2023	894452 ABDALLAH, MARIA G.	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	7,649.76
					Total :	7,649.76
231820	7/1/2023	100091 AGORICHAS, JOHN	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231821	7/1/2023	891039 AGUILAR, JESUS	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	415.50
					Total :	415.50
231822	7/1/2023	100104 ALBA, ANTHONY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04
231823	7/1/2023	891011 APODACA-GRASS, ROBERTA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231824	7/1/2023	100260 AVILA, FRANK	23-Jul		CALPERS HEALTH REIMB 041-180-0000-4127	1,358.28
					Total :	1,358.28
231825	7/1/2023	100306 BARNARD, LARRY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	879.00
					Total :	879.00
231826	7/1/2023	100346 BELDEN, KENNETH M.	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,342.00
					Total :	1,342.00
231827	7/1/2023	892233 BUZZELL, CAROL	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	148.68
					Total :	148.68
231828	7/1/2023	891350 CALZADA, FRANK	23-Jul		CALPERS HEALTH REIMB	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231828	7/1/2023	891350 CALZADA, FRANK	(Continued)		001-180-0000-4127	448.36
					Total :	448.36
231829	7/1/2023	100642 CASTRO, RICO	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,834.18
					Total :	1,834.18
231830	7/1/2023	103816 CHAVEZ, ELENA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	587.29
					Total :	587.29
231831	7/1/2023	100752 COLELLI, CHRISTIAN	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,811.06
					Total :	1,811.06
231832	7/1/2023	891014 CREEKMORE, CASIMIRA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231833	7/1/2023	893711 DAVIS, JAMES	23-Jul		CALPERS HEALTH REIMB 072-180-0000-4127	1,534.22
					Total :	1,534.22
231834	7/1/2023	100913 DECKER, CATHERINE	23-Jul		CALPERS HEALTH REIMB 070-180-0000-4127	269.02
					Total :	269.02
231835	7/1/2023	100925 DELGADO, RALPH	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	448.36
					Total :	448.36
231836	7/1/2023	101667 DIAZ, EVELYN	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,325.58
					Total :	1,325.58
231837	7/1/2023	100960 DIEDIKER, VIRGINIA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231837	7/1/2023	100960 100960 DIEDIKER, VIRGINIA	(Continued)			Total : 269.02
231838	7/1/2023	100996 DRAKE, JOYCE	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 Total : 269.02
231839	7/1/2023	100995 DRAKE, MICHAEL	23-Jul		CALPERS HEALTH REIMB 072-180-0000-4124 070-180-0000-4127	134.51 134.51 Total : 269.02
231840	7/1/2023	100997 DRAPER, CHRISTOPHER	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,811.06 Total : 1,811.06
231841	7/1/2023	101044 ELEY, JEFFREY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,949.00 Total : 1,949.00
231842	7/1/2023	891040 FISHKIN, RIVIAN	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	132.25 Total : 132.25
231843	7/1/2023	101178 FLORES, ADRIAN	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,325.58 Total : 1,325.58
231844	7/1/2023	101182 FLORES, MIGUEL	23-Jul		CALPERS HEALTH REIMB 043-180-0000-4127	1,325.58 Total : 1,325.58
231845	7/1/2023	892103 GAJDOS, BETTY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	132.25 Total : 132.25
231846	7/1/2023	891351 GARCIA, DEBRA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,856.80

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231846	7/1/2023	891351 891351 GARCIA, DEBRA	(Continued)			Total : 1,856.80
231847	7/1/2023	101281 GARIBAY, SAUL	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	2,280.31 Total : 2,280.31
231848	7/1/2023	101318 GLASGOW, KEVIN	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,811.06 Total : 1,811.06
231849	7/1/2023	891020 GLASGOW, ROBERT	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	314.00 Total : 314.00
231850	7/1/2023	101333 GODINEZ, FRAZIER C.	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,768.55 Total : 1,768.55
231851	7/1/2023	101409 GUERRA, LAUREN E	23-Jul		CALPERS HEALTH REIMB 072-180-0000-4127	587.29 Total : 587.29
231852	7/1/2023	891021 GUIZA, JENNIE	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 Total : 269.02
231853	7/1/2023	102896 GUZMAN, ROSA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	587.29 Total : 587.29
231854	7/1/2023	891352 HADEN, SUSANNA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	603.64 Total : 603.64
231855	7/1/2023	101440 HALCON, ERNEST	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,342.00 Total : 1,342.00

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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
231856	7/1/2023	891918 HARTWELL, BRUCE	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	689.04 689.04	
231857	7/1/2023	101465 HARVEY, DAVID	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	132.25 132.25	
231858	7/1/2023	101466 HARVEY, DEVERY MICHAEL	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,217.00 1,217.00	
231859	7/1/2023	101471 HASBUN, NAZRI A.	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	587.29 587.29	
231860	7/1/2023	891023 HATFIELD, JAMES	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	689.04 689.04	
231861	7/1/2023	892104 HERNANDEZ, ALFONSO	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,272.92 1,272.92	
231862	7/1/2023	891024 HOOKER, RAYMOND	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 269.02	
231863	7/1/2023	893616 HOUGH, LOIS	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	148.68 148.68	
231864	7/1/2023	101597 IBRAHIM, SAMIR	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	415.50 415.50	
231865	7/1/2023	101694 JACOBS, ROBERT	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	879.00	
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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
231865	7/1/2023	101694 JACOBS, ROBERT	(Continued)			Total : 879.00	
231866	7/1/2023	892105 KAHMANN, ERIC	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	415.50 Total : 415.50	
231867	7/1/2023	101786 KLOTZSCHE, STEVEN	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	448.36 Total : 448.36	
231868	7/1/2023	891866 KNIGHT, DONNA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	123.03 Total : 123.03	
231869	7/1/2023	892929 LEWIS, WANDA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 Total : 269.02	
231870	7/1/2023	891043 LIEBERMAN, LEONARD	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	132.25 Total : 132.25	
231871	7/1/2023	101933 LITTLEFIELD, LESLEY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 Total : 269.02	
231872	7/1/2023	102045 LLAMAS-RIVERA, MARCOS	23-Jul		CALPERS HEALTH REIMB 070-180-0000-4127	1,361.42 Total : 1,361.42	
231873	7/1/2023	102059 MACK, MARSHALL	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	587.29 Total : 587.29	
231874	7/1/2023	891010 MAERTZ, ALVIN	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	397.06 Total : 397.06	
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231875	7/1/2023	888037 MARTINEZ, ALVARO	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,676.48 1,676.48
231876	7/1/2023	102206 MILLER, WILMA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 269.02
231877	7/1/2023	102212 MIRAMONTES, MONICA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	555.22 555.22
231878	7/1/2023	102232 MIURA, HOWARD	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 269.02
231879	7/1/2023	892106 MONTAN, EDWARD	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	148.68 148.68
231880	7/1/2023	102365 NAVARRO, RICARDO A	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	448.36 448.36
231881	7/1/2023	102473 ORDELHEIDE, ROBERT	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,878.60 1,878.60
231882	7/1/2023	102483 OROZCO, ELVIRA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	148.68 148.68
231883	7/1/2023	102486 ORSINI, TODD	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	2,039.79 2,039.79
231884	7/1/2023	102569 PARKS, ROBERT	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,949.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231884	7/1/2023	102569 102569 PARKS, ROBERT	(Continued)			1,949.00
231885	7/1/2023	102580 PATINO, ARMANDO	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,949.00 1,949.00
231886	7/1/2023	102527 PISCITELLI, ANTHONY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	448.36 448.36
231887	7/1/2023	891033 POLLOCK, CHRISTINE	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	314.00 314.00
231888	7/1/2023	102735 QUINONEZ, MARIA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,358.28 1,358.28
231889	7/1/2023	891034 RAMSEY, JAMES	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	852.90 852.90
231890	7/1/2023	102864 RIVETTI, DOMINICK	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	879.00 879.00
231891	7/1/2023	102936 RUELAS, MARCO	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,856.80 1,856.80
231892	7/1/2023	891044 RUSSUM, LINDA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	132.25 132.25
231893	7/1/2023	103005 SALAZAR, TONY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,325.58 1,325.58

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231894	7/1/2023	103118 SENDA, OCTAVIO	23-Jul		CALPERS HEALTH REIMB 043-180-0000-4127	1,768.55
					Total :	1,768.55
231895	7/1/2023	892107 SHANAHAN, MARK	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	415.50
					Total :	415.50
231896	7/1/2023	891035 SHERWOOD, NINA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231897	7/1/2023	103175 SKOBIN, ROMELIA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,272.92
					Total :	1,272.92
231898	7/1/2023	893677 SOLIS, MARGARITA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	517.13
					Total :	517.13
231899	7/1/2023	103220 SOMERVILLE, MICHAEL	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,449.00
					Total :	1,449.00
231900	7/1/2023	103394 TORRES, RACHEL	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231901	7/1/2023	889588 UFANO, VIRGINIA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	132.25
					Total :	132.25
231902	7/1/2023	103516 VAIRO, ANTHONY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,449.00
					Total :	1,449.00
231903	7/1/2023	888417 VALDIVIA, LAURA	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231903	7/1/2023	888417 888417 VALDIVIA, LAURA	(Continued)			269.02
					Total :	269.02
231904	7/1/2023	103550 VANICEK, JAMES	23-Jul		CALPERS HEALTH REIMB 070-180-0000-4127	1,358.28
					Total :	1,358.28
231905	7/1/2023	103562 VASQUEZ, JOEL	23-Jul		CALPERS HEALTH REIMB 070-180-0000-4127	1,949.00
					Total :	1,949.00
231906	7/1/2023	888562 VILLALPANDO, SEBASTIAN FRANK	23-Jul		CALPERS HEALTH REIMB 070-180-0000-4127	415.50
					Total :	415.50
231907	7/1/2023	103692 VILLALVA, FRANCISCO	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	1,768.55
					Total :	1,768.55
231908	7/1/2023	891038 WAITE, CURTIS	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04
231909	7/1/2023	103612 WALKER, MICHAEL	23-Jul		CALPERS HEALTH REIMB 027-180-0000-4127	210.90
					Total :	210.90
231910	7/1/2023	103620 WARREN, DALE	23-Jul		CALPERS HEALTH REIMB 072-180-0000-4127	132.25
					Total :	132.25
231911	7/1/2023	891036 WATT, DAVID	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04
231912	7/1/2023	893690 WATTS, STEVE M.	23-Jul		CALPERS HEALTH REIMB 072-180-0000-4127	886.89
					Total :	886.89

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231913	7/1/2023	891037 WEBB, NANCY	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231914	7/1/2023	103643 WEDDING, JEROME	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04
231915	7/1/2023	103727 WYSBEEK, DOUDE	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231916	7/1/2023	103737 YNIGUEZ, LEONARD	23-Jul		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04
98 Vouchers for bank code :		bank3			Bank total :	87,078.82
98 Vouchers in this report					Total vouchers :	87,078.82

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-081vchlist
07/05/2023 5:39:44PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232037	7/5/2023	893934 MORA, JUAN LUIS	MCB-0123		MISSION CITY BASEBALL PROGRAM 017-420-1330-4260	650.00
					Total :	650.00
232038	7/5/2023	102519 P.E.R.S.	JULY 2023		HEALTH INS BENEFITS - JULY 2023 001-1160	163,138.82
					Total :	163,138.82
232039	7/5/2023	103057 SAN FERNANDO VALLEY SUN	11869		TRANSACTION TAX TOWN HALL MTG 001-190-0000-4267	1,878.04
			11874		PH NOTICE -URG ORD-ARTIFICIAL TUF 001-115-0000-4230	202.50
			11875		AD-TECH WORKSHOP 110-422-3747-4260	943.16
					Total :	3,023.70
232040	7/5/2023	103463 U.S. POSTMASTER	062923		POSTAGE-2022 ANNUAL WATER QUALI 070-381-0000-4430	3,335.18
					Total :	3,335.18
4 Vouchers for bank code : bank3						Bank total : 170,147.70
4 Vouchers in this report						Total vouchers : 170,147.70

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-081vchlist
07/11/2023 3:38:38PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232050	7/11/2023	891069 AMERICAN ASPHALT SOUTH, INC.	2023-1057		PHASE 2 ANNUAL ST RESURFACING P	
				12936	032-311-0560-4600	258,445.22
					032-2037	-12,922.26
			2023-1177		PHASE 2 ANNUAL ST RESURFACING P	
				12936	008-311-0560-4600	48,400.00
				12936	121-311-0560-4600	545,737.50
				12936	024-311-0560-4600	924,085.25
				12936	011-311-0560-4600	202,680.40
				12936	032-311-0560-4600	298,958.00
				12936	025-311-0560-4600	410,495.00
					008-2037	-2,420.00
					121-2037	-27,286.88
					024-2037	-46,204.26
					011-2037	-10,134.02
					032-2037	-14,947.90
					025-2037	-20,524.75
					Total :	2,554,361.30
1 Vouchers for bank code :		bank3			Bank total :	2,554,361.30
1 Vouchers in this report					Total vouchers :	2,554,361.30

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-081vchlist
07/17/2023 2:09:52PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232181	7/11/2023	888800 BUSINESS CARD	052923-1		MEMBERSHIP RENEWAL 001-150-0000-4380	570.00
			052923-2		CONFERENCE REGISTRATION 06/21-01 001-150-0000-4380	595.00
					001-140-0000-4370	595.00
			062323		CREDIT-OVERCHARGED SUBSRIPTIC 001-101-0000-4270	-300.00
			062323		RAFFLE ITEMS-SENIOR CLUB DANCE 004-2380	360.78
			062623-1		LAPTOP CHARGER 001-222-0000-4300	31.96
			062623-2		LAPTOP BATTERY 001-222-0000-4300	62.83
			063023		LODGING-2023 NALEO ANNUAL CONF 001-1230	3,156.20
			063023		BLACK DUCK TAPE 001-101-0000-4300	16.53
			063023-2		PRINTER TONER & MISC OFFICE SUPP 001-115-0000-4300	212.07
			070323		OFFICE SUPPLIES 001-115-0000-4300	44.09
			070323		CITY EMAIL-JULY 2023 001-135-0000-4260	2,017.18
			070323		REGISTRATION-BACKFLOW PREV CEF 070-384-0000-4360	285.00
			070323		LODGING-MMAP CONFERENCE 109-424-3637-4260	7,000.00
					004-2359	3,004.08
					Total :	17,650.72
1 Vouchers for bank code :		bank3			Bank total :	17,650.72
1 Vouchers in this report					Total vouchers :	17,650.72

Page: 1

vchlist
07/17/2023 2:09:52PMVoucher List
CITY OF SAN FERNANDO

Page: 2

Bank code : bank3

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

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SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-081vchlist
07/13/2023 6:09:58PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232180	7/13/2023	894404 CALIFORNIA BUILDING	2QTR 2023		BSASRF FEE ASSESSMENT DUES 001-2268	87.30
Total :						87.30
1 Vouchers for bank code : bank3						Bank total : 87.30
1 Vouchers in this report						Total vouchers : 87.30

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-081vchlist
07/19/2023 9:24:57AMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232182	7/19/2023	893115 P.E.R.S. CITY RETIREMENT	100000017210290		1959 SURVIVOR BILLING SUBTOTAL AC 018-190-0000-4124	424.80
			100000017210627		1959 SURVIVOR BILLING SUBTOTAL AC 018-190-0000-4124	369.60
			100000017210686		1959 SURVIVOR BILLING SUBTOTAL AC 018-190-0000-4124	86.40
			100000017219057		RETIRED ANNUITANT LATE FEE (A FLO 018-225-0000-4124	800.00
					Total :	1,680.80
					Bank total :	1,680.80
					Total vouchers :	1,680.80

1 Vouchers for bank code : bank3

1 Vouchers in this report

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-081vchlist
07/20/2023 9:11:57AMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232183	7/20/2023	103648 CITY OF SAN FERNANDO	PR 7/21/23		REIMB FOR PAYROLL W/E 7/14/23	
					001-1003	553,139.16
					007-1003	2,151.87
					017-1003	14,289.29
					027-1003	2,192.41
					029-1003	2,468.11
					030-1003	6,261.06
					041-1003	9,031.86
					043-1003	21,989.26
					070-1003	49,644.13
					072-1003	12,315.77
					094-1003	966.53
					110-1003	2,408.72
					Total :	676,858.17
					Bank total :	676,858.17
					Total vouchers :	676,858.17

1 Vouchers for bank code : bank3

1 Vouchers in this report

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-081

vchlist

07/20/2023 4:12:20PM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232184	7/20/2023	888957 PROGRESSIVE SOLUTIONS INC.	3886		CASHIERING SYSTEM ANNUAL MAINTI	
				12938	001-135-0000-4260	6,100.70
				12938	070-382-0000-4260	3,050.34
				12938	072-360-0000-4260	3,050.35
					Total :	12,201.39
232185	7/20/2023	891825 UNITED STATES TREASURY	APR-JUNE 2023		EXCISE TAX QRTLTY PYMNT-06/30/23	
					074-320-0000-4457	6,195.08
					Total :	6,195.08
		2 Vouchers for bank code :	bank3		Bank total :	18,396.47
		2 Vouchers in this report			Total vouchers :	18,396.47

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-081vchlist
07/28/2023 8:47:29AMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232294	7/28/2023	102148 METROPOLITAN WATER DISTRICT	11154		WATER DELIVERED - MAY 2023 070-384-0000-4450	276,651.80
Total :						276,651.80
1 Vouchers for bank code : bank3						Bank total : 276,651.80
1 Vouchers in this report						Total vouchers : 276,651.80

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-081vchlist
07/31/2023 1:22:29PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232295	7/31/2023	103825 CONTROLLER-STATE OF CALIFORNIA	NONPO		FY22/23 AUDIT CONFIRMATION OF 001-130-0000-4270	150.00
Total :						150.00
1 Vouchers for bank code : bank3						Bank total : 150.00
1 Vouchers in this report						Total vouchers : 150.00

Voucher Registers are not final until approved by Council.

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SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-081vchlist
08/01/2023 4:52:54PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
232296	7/25/2023	893115 P.E.R.S. CITY RETIREMENT	100000017167011		EMPL CONTRIB VARIANCE-06/17-06/30	
					018-222-0000-4124	386.21
					018-224-0000-4124	289.66
					018-225-0000-4124	4,151.78
			2236157495		CALPERS AUDIT-BILLING ADJUSTMEN	
					018-310-0000-4124	3,453.40
					070-381-0000-4124	22.20
					041-320-0000-4124	255.65
					Total :	8,558.90
1 Vouchers for bank code :		bank3			Bank total :	8,558.90
1 Vouchers in this report					Total vouchers :	8,558.90

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

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

Date: August 7, 2023

Subject: Consideration to Approve a Second Reading Adopting Ordinance No. 1718 Amending Division 6 (Purchasing) of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting

RECOMMENDATION:

It is recommended that the City Council approve a second reading, in title only and waive all further readings and adopt Ordinance No. 1718 (Attachment "A") "An Ordinance of the City Council of the City of San Fernando, California, amending Division 6 (Purchasing of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting."

BACKGROUND:

1. Sections 2-771 through 865 of the City Code prescribe the City's purchasing system and process ("Purchasing Ordinance").
2. On April 18, 2016, the City Council approved substantial updates of the Purchasing Ordinance, which included amending references from City Administrator to City Manager or Purchasing Agent to reflect revised City organizational structure; incorporating a local vendor purchasing preference process; adding a provision prohibiting employee, elected and appointed official's financial interest in any contract awarded by City, etc.
3. It is best practice to conduct periodic review of the City Purchasing Ordinance and related Policies to ensure integrity of contract award process, consistency and clarity of language, and up-to-date industry standards.
4. On July 17, 2023, the City Council conducted a public hearing and voted 4-0 introducing Ordinance No. 1718 for adoption, including acceptance of additional wording in Section 802, relating to special purchasing procedures and exemptions.

Consideration to Approve a Second Reading Adopting Ordinance No. 1718 Amending Division 6 (Purchasing) of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting

Page 2 of 3

ANALYSIS:

The goal of the Purchasing Ordinance is to outline procedures for the procurement of appropriate equipment, goods, supplies and services for the City, at the best value, and in a timely manner, while maintaining fairness to vendors, and abiding by applicable laws.

The last major review of the purchasing section of the San Fernando City Code (SFCC) was conducted in 2016. In an effort to modernize and improve the City's purchasing and contracting processes, the Finance Department included in their Fiscal Year 2022-2023 Work Plan the task of conducting a review of the purchasing provisions. Special emphasis was placed on procedural clarifications regarding special purchasing procedures and exemptions, change order and amendment authority, and contracts for public works projects.

The proposed updates to the Purchasing Ordinance will provide more clarity and consistency to the rules governing the City's purchasing process. It will also provide additional flexibility to staff when procuring certain goods and services that do not lend themselves to traditional competitive solicitation processes. Highlights of proposed modifications are as follows:

- *Special Purchasing Procedures and Exemptions:*
 - 2-772 and 2-802: Updated Piggyback definition to improve specificity to "piggyback" onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency to purchase the same product(s) or service(s) at the same or better pricing as outlined in the awarding bid document.
 - 2-801: Addition of computer software, hardware maintenance services and software maintenance services to special equipment supplies definition, due to difficulty comparing products and proprietary/compatible services, which make standard competitive solicitation procedures difficult.
- *Change Order and Amendment Authority:*
 - 2-778: Providing consistency throughout the Ordinance, establishing change order and amendment authority up to \$25,000 for City Manager, and requiring City Council approval for amounts in excess of \$25,000.
- *Public Works Projects:*
 - 2-821 – 2-830: Revised to align with the statewide Uniform Public Construction Cost Accounting Act (UPCCAA)

The proposed update to the Purchasing Ordinance was presented to City Council on July 17, 2023 and the City Council voted 4-0 introducing Ordinance No. 1718 for first reading to approve the proposed update with direction to include additional language (shown in red text below) in Section 802 relating to special purchasing procedures and exemptions as follows:

Consideration to Approve a Second Reading Adopting Ordinance No. 1718 Amending Division 6 (Purchasing) of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting

Page 3 of 3

(1) *Cooperative purchasing.* The bidding requirements of section 2-800 shall not apply to the purchasing of any equipment or supplies which the purchasing agent determines to be in the best interest of the city to obtain through a cooperative competitive bidding procedure being prepared by and processed through another local, state, or federal governmental agency **to purchase the same product(s) or service(s) at the same or better pricing as outlined in the awarding bid document.**

(2) *Piggyback.* If the purchasing agent determines it to be in the best interest of the city, the purchasing agent is authorized to "piggyback" onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency **to purchase the same product(s) or service(s) at the same or better pricing as outlined in the awarding bid document.**

If the City Council approves the second reading of proposed Ordinance No. 1718 on August 7, 2023, the proposed modifications shall go into effect on the thirty-first (31st) day after its passage on September 7, 2023.

Subsequent to adoption of the proposed Ordinance, Finance staff will proceed with updates to administrative policies, manuals and forms regarding purchasing. A Citywide training will also be conducted to instruct staff on revised purchasing procedures.

BUDGET IMPACT:

There is no budget impact to amending the purchasing ordinance. Implementation of proposed changes is expected to result in significant savings in staff time and increased efficiency.

CONCLUSION:

Staff recommends that the City Council approve a second reading, in title only and waive all further readings and adopt Ordinance No. 1718 (Attachment "A") "An Ordinance of the City Council of the City of San Fernando, California, amending Division 6 (Purchasing of Article IV (Finance) of Chapter 2 (Administration) of the San Fernando City Code Relating to the Procedures for Purchasing and Contracting." Approval includes updates to Section 802 for consistency as discussed and directed by City Council.

ATTACHMENT:

A. Ordinance No. 1718, including:

Exhibit A: Updates to Division 6 (Purchasing) of Article VI (Finance) of Chapter 2 (Administration) of the San Fernando City Code, as amended.

ORDINANCE NO. 1718

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

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

WHEREAS, it is necessary to enhance and streamline the purchasing procedures of the City of San Fernando to ensure transparency, efficiency, and compliance with applicable laws and regulations; and

WHEREAS, advancements in technology and best practices in procurement have necessitated an update to the existing purchasing procedures; and

WHEREAS, the City of San Fernando is committed to achieving the highest standards of accountability and fiscal responsibility.

WHEREAS, on January 26, 2023, a notice of a public hearing to be held on February 6, 2023 was published, for the City Council to consider and approve a proposed Ordinance No. 1718 to amend Division 6, Chapter 2 relating to purchasing policies and procedures; and the City Council continued the item to a date uncertain; and

WHEREAS, on February 7, 2023, the City Clerk posted a notice of continued public hearing to a date uncertain; and

WHEREAS, all legal prerequisites relating to the adoption of this ordinance have occurred; and

WHEREAS, on July 17, 2023, the City Council conducted a continued public hearing on the proposed amendments to the purchasing policies and procedures, and all applicable testimony was received and made a part of the public record.

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

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

SECTION 2. Division 6 (Purchasing) of Article VI (Finance) of Chapter 2 (Administration) of the San Fernando City Code is hereby amended by the text set forth in Exhibit "A" of this ordinance.

SECTION 3. Adoption and implementation of this ordinance is exempt from the California Environmental Quality Act ("CEQA") as the ordinance amendments contemplated herein will have no impact on the environment.

SECTION 4. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. Effective Date. In accordance with Government Code section 36937, this ordinance shall take effect and be in force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.

SECTION 6. Certification. The City Clerk is hereby authorized and directed to certify to the passage of this Ordinance by the City Council and shall cause it to be published or posted as required by law.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 7th day of August, 2023.

Celeste T. Rodriguez, Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, Assistant City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1718 which was introduced on July 17, 2023, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the 7th day of August, 2023, 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 August, 2023.

Julia Fritz, City Clerk

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

CHAPTER 2. ADMINISTRATION

ARTICLE VI. FINANCE

DIVISION 6. PURCHASING

Subdivision I. General Provisions

Sec. 2-771. Purpose.

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

Sec. 2-772. Definitions.

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

single most important factor in selection, as opposed to personal performance. Examples of general services include uniform cleaning and maintenance services.

- (f) *Local vendor*. "Local vendor" means a person, firm, partnership, corporation or other legal entity which: (a) has its principal place of business within the jurisdictional boundaries of the City; and (b) has continuously maintained a business license with the City for a period of at least 12 months from the date bids are due.
- (g) *Lowest responsive and responsible bidder*. The term "lowest responsive and responsible bidder" means a bidder who has submitted the lowest monetary bid in response to a bid solicitation and who is also a responsible bidder and a responsive bidder. If a bid solicitation has additive or deductive items the lowest monetary bid shall be determined by the city in the bid solicitation documents in any of the manners prescribed under California Public Contract Code Section 10126, Subdivision (c).
- (h) *Maintenance work*. "Maintenance Work" shall mean:
 - (1) Routine, recurring, and usual work for the cleaning, preservation, or protection of any publicly owned or publicly operated facility for its intended purposes.
 - (2) Minor repainting.
 - (3) Resurfacing of streets and highways at less than one inch.
 - (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
 - (5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.
- (i) *Multiple awarded bid*. When a bid is awarded to more than one vendor for the same or similar products. A multiple awarded bid schedule is usually set up and provides information of product type/brand and vendor who is providing the product.
- (j) *Piggyback*. Use of another public agency's existing contract to purchase the same product(s) and service(s) at the same or better pricing as outlined in the awarding bid document.
- (k) *Professional, management, or special services*. "Professional," "management," or "special services" shall mean any work performed by an attorney, doctor, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm, consultant or those services such as computer services, golf course operating services, concession services, parking garage operation services, and transportation/transit operator services. Factors for determining whether professional, management, or special services are needed include but, are not limited to, services which require special performance criteria, specific experience

and training, professional judgment, licensing, qualified expertise in a specific area of work, or other unique factors other than simply obtaining the service at the lowest cost to the city.

- (l) *Public works*. "Public works" shall mean a type of public construction project subject to the regulation of the State Public Contract Code and State Labor Code and as defined in California Labor Code Division 2, Chapter 1, Article 1, Section 1720 and as further amended. Examples of a Public Works Project include:
- (1) The erection, construction of, alteration, major painting, repair, or demolition of public buildings, streets, walkways, water and sewer facilities, drainage facilities, or other public facilities, whether owned, leased, or operated by the city.
 - (2) Furnishing supplies or materials for any of the above works or projects.
 - (3) A public work does not include maintenance work as defined in this subdivision.
- (m) *Public project*. "Public Project" shall have the meaning as set forth in the California Public Contract Code Division 2, Part 3, Chapter 1, Article 4, Section 20161 and Division 2 Part 3, Chapter 2, Article 1, Section 22002, or as hereinafter amended.
- (n) *Purchase*. "Purchase" shall include the renting, leasing, purchasing, licensing, or a trade of equipment or supplies.
- (o) *Purchasing agent*. The "purchasing agent," for the purposes of this division, shall be the finance director or his/her designee and is responsible for managing the decentralized purchasing program.
- (p) *Purchasing officer*. The "purchasing officer," for the purposes of this division, shall be the city manager or his/her designated representative. The purchasing agent, as defined above, shall be presumed to be the designated representative of the purchasing officer unless otherwise directed by the purchasing officer in writing.
- (q) *Responsible bidder*. "Responsible bidder" means a bidder determined by the awarding department:
- (1) To have the ability, capacity, experience and skill to provide the goods, services, professional services, and/or construction projects in accordance with bid specifications, and if applicable;
 - (2) To have the ability to provide the goods, services, professional services, and/or construction projects promptly, or within the time specified, and if applicable;
 - (3) To have equipment, facilities and resources of such capacity and location to enable the bidder to provide the required goods, services, professional services, and/or construction projects, and if applicable;

- (4) To be able to provide future maintenance, repair, parts and service for the use of the goods and/or construction projects purchased, and if applicable;
- (5) To have a record of satisfactory performance under prior contracts with the city or other purchasers where such bidder has previously been awarded such contract.
- (r) *Responsive bidder*. "Responsive bidder" means one that is in substantial conformance with all requirements of the invitation to bid, including specifications and the city's contractual terms and conditions. Bidders who substitute terms and conditions or who qualify their bids in such a manner as to nullify their liability may be considered nonresponsive bidders. This may also include provision of insurance requirements, bonds, completion of all forms, inclusion of references and additional information as requested in bid documents.
- (s) *Special equipment/supplies*. "Special equipment/supplies" shall mean unique supplies, machinery, information technology, or other equipment which are not generally and regularly ordered in bulk by the city and which must perform complex tasks, or integrate efficiently with existing equipment or supplies.
- (t) *Supplies*. "Supplies" shall mean office supplies, janitorial supplies, materials, goods, tools, or other commodities used in the general conduct of the city's business, excepting supplies or materials for a public work which is regulated under the California Public Contract Code Sections 20160 et seq.
- (u) *Uniform construction cost accounting procedures*. "Uniform Construction cost accounting procedures" shall mean those procedures and rules established by the State Uniform Construction Cost Accounting Commission pursuant to California Public Contract Code Section 22010, et seq. or as amended.
- (v) *Urgency*. Urgency shall exist when a sudden or unexpected situation occurs where the service, repair, or replacements are immediately necessary to permit the continued performance of the essential operations or services of the city, or to avoid the immediate danger to life, public safety, health, or property.

Sec. 2-773. Purchasing agent: powers and duties.

The duties of the purchasing agent may be combined with those duties of any other officer or position in the city. The purchasing agent shall have the authority to:

- (1) Purchase or contract for needed city supplies, general services, equipment, and special equipment/supplies which are not included within a construction contract or proposed specifications for a construction contract of a public work being administered by any other city department;
- (2) Investigate, keep knowledgeable about, negotiate, and recommend on the execution of contracts or the purchasing of supplies, general services, and equipment pursuant

- to the procedures of this division, and such administrative rules and regulations as prescribed by the city manager;
- (3) Keep informed of current developments concerning purchasing, prices, market conditions, and new products;
 - (4) Prescribe and maintain such forms as necessary for the proper operation of this purchasing system;
 - (5) Supervise the inspection of all supplies, general services, and equipment purchased under this division to assure conformance with city specifications;
 - (6) Supervise the transfer of surplus and unused supplies and equipment for sale or disposal of such;
 - (7) Maintain up-to-date bidder's list, vendors' catalogs, files, and such other records as needed to perform these duties;
 - (8) Ensure that purchasing specifications are written to encourage full competition;
 - (9) Perform such other tasks as may be necessary for the proper conduct of purchasing of supplies, services, construction services, and equipment.

Sec. 2-774. City council authorizes city manager to implement administrative regulations.

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

Sec. 2-775. Purchase orders.

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

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

Sec. 2-776. Encumbrance of funds.

Except in cases of urgency as described in sections 2-804, 2-828, and 2-850, the purchasing agent shall not issue any purchase order, for purchase of supplies, services or equipment unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged or city council has authorized said purchase.

Sec. 2-777. Solicitation exceptions.

- (a) The competitive bid and RFP processes are not applicable to certain purchases. The following are exempt from bid processes subdivision II and subdivision IV herein.
- (1) Department purchases, as defined in section 2-800(a);
 - (2) Travel/expense advances;
 - (3) Subscriptions;
 - (4) Trade circulars or books;
 - (5) Insurance premiums;
 - (6) Insurance claims;
 - (7) Reimbursement of expenses;
 - (8) Petty cash reimbursement;
 - (9) Medical payments;
 - (10) Newspaper advertisements and notices;
 - (11) Dues to approved organizations;
 - (12) Payments to other government units;
 - (13) Utility service payments, utility connection and/or installation charges;
 - (14) Attorney services;
 - (15) Postage, courier/delivery messenger services;
 - (16) Land;
 - (17) Buildings;
 - (18) Debt services;
 - (19) Grants;
 - (20) Claim settlements;

- (21) Collection agreements referenced under section 70-11 of article II of chapter 70 of the San Fernando Municipal Code.

Sec. 2-778. Contracts.

- (a) All written contracts shall be approved by city attorney as to form. Contracts shall be prepared for professional, management, general or special services, and construction for \$2,500.00 and over. Contracts for an amount of \$25,000.00 and less shall be approved/awarded by the city manager, following any required selection process outlined in subdivisions III and IV of this division. Contracts with a dollar amount exceeding \$25,000.00 shall be approved/awarded by city council following a selection process outlined in subdivisions III and IV of this division.
- (b) The city manager is authorized to issue contract amendments as follows:
- (1) If the contract was originally executed for an amount of \$25,000.00 or less, the city manager shall have the authority to issue contract amendments, provided that the sum of all amendments, plus original contract amount, shall not exceed \$25,000.00. If the amended contract will exceed \$25,000.00, city council shall approve the contract amendment.
 - (2) For a contract originally executed for an amount in excess of \$25,000.00 and originally approved by city council, the city manager shall have authority to issue contract amendments, provided that the sum of all contract amendments for any single contract shall not exceed \$25,000 or the limit approved by city council, if greater. If the amended contract exceeds \$25,000 or the limit previously approved by city council, if greater, the contract amendment must be approved by city council.
- (c) Master professional services contracts. For those professional services as defined in Government Code Section 4526 (and as otherwise amended), master multi-year contracts with several consultants with a general scope of work may be set up for a total not-to-exceed dollar amount as approved by city council.
- (1) A formal request for qualification process shall be used in accordance with city Code section 2-840(d) and awarded based on qualifications.
 - (2) Task orders shall be issued pursuant to the master contract with a specific scope of work and the city manager shall have authority to execute such task order for individual projects up to the city council approved budget appropriation.
- (d) Master general services contract.
- (1) A bid or a request for proposal/qualification process may be used to procure general services and may be awarded based on qualifications plus reasonableness of cost.

- (e) Public works contracts shall be established for work in an amount of \$2,500.00 and over. City manager may award and execute contracts for individual projects in an amount of \$25,000.00 or less. Individual projects in an amount exceeding \$25,000.00 shall be approved by city council.
- (f) Change orders. A change order shall be used to modify the contract documents regarding contract price, schedule of payments, completion date, plans and specifications, expanding scope of work due to change in conditions, and for unit price overruns and under runs, as specified in the contract. Work description and justification should relate to the original project and should be necessary to achieve original scope of project. After a determination that costs is merited by developments in a specific project, the city manager is authorized to issue change orders up to the contract contingency amount approved by the city council for the individual contract as follows:
 - (1) Contracts in the amount \$25,000.00 or less:
 - (i) City manager may approve change orders until the contract reaches \$25,000.00.
 - (ii) Once the original contract plus all accumulated change orders is in an amount that is equal to \$25,000.00, subsequent change orders must be approved by city council prior to commencing the work.
 - (2) Contracts in an amount exceeding \$25,000.00.
 - (i) City manager may approve cumulative project change orders up to the contingency established and approved by city council for each individual contract. Any subsequent change orders must be approved by city council prior to commencing with the work.
 - (ii) Any single change order exceeding \$25,000.00 must be approved by city council prior to commencing with the work. In urgency situations where stopping the work will result in severe repair or replacement delays and subject the city to excessive additional costs due to the delay in the project, city manager may approve such change order and shall give notice of the urgency circumstances to city council at the next city council meeting.
- (g) Master maintenance service contracts.
 - (1) Request for qualification process shall be used to establish master contracts. The purpose which is to award discrete small projects which in no event exceed \$25,000.00 per task order.
 - (2) Master single or multi-year contracts may be set up with several vendors, and will include a general scope of work and will establish an annual not-to-exceed dollar amount as approved by city council.

- (3) Task orders shall be issued pursuant to the master contract with a specific scope of work and the city manager shall have authority to execute such task order for individual projects for an amount of \$25,000.00 or less.
- (h) Multi-year professional, management, general or special services, and construction contracts.
 - (1) The city manager may approve multi-year contracts for professional, management, general or special services, and construction contracts; provided, the annual value of the multi-year contract is \$25,000.00 per year or less.
 - (2) Multi-year contracts exceeding \$25,000.00 per year shall require the approval of the city council.
 - (3) In the event the same supplier, contractor or consultant has been utilized for a period of five years, the city shall not renew or extend the professional, management, general or special services contract without following the formal or informal bidding procedures as set forth in section 2-800, unless otherwise approved by city council.

Secs. 2-779—2-799. Reserved.

Subdivision II. Supplies, General Services and Equipment

Sec. 2-800. Bidding procedures.

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

- (1) *Department purchases.* A department may purchase specified and limited supplies, and equipment, special equipment/supplies independently of the purchasing agent of a value less than \$2,500.00, provided such department keeps a record of such purchases and exercises reasonable prudence in seeking price quotes when purchasing such items. All such purchases shall be made with funds in an unencumbered appropriation.
- (2) *Direct purchase order.* The purchase of supplies, equipment, or special equipment/supplies with the estimated value of \$2,500.00 but not more than \$25,000.00 shall be made by a written bidding procedure as follows:
 - a. The responsible department shall prepare a written product specification describing the minimum requirements of the purchase.

- b. The department shall obtain at least three written responses to the informal request for bid. This requirement may be waived for good cause in writing by the department head and purchasing agent in consultation with one another.
- c. Written responses may be made by mail, fax, or e-mail directly to the department representative requesting the item. Further negotiation with a vendor to negotiate a lower price based on the bid responses received from other vendors is prohibited. A written record and tabulation shall be made at that time the bid response is received and opened. All written responses must be retained by the department for three years.
- d. Bid evaluation procedures. All bids shall be analyzed by the department for compliance with bid specifications, and the department shall prepare an analysis of the bid process.
 - 1. Award will go to the lowest responsive/responsible bidder.
 - 2. When two or more bids are the same, in unit, quality, service and total cost, preference shall be given to the local vendor, as defined.
 - 3. If a local vendor, as provided in section 2-805 submits a bid, if the bid is within five percent of the lowest responsible and responsive bidder's bid, and if the local vendor is a responsible bidder and responsive bidder, the local vendor shall be given the opportunity to match the bid of the lowest responsible and responsive bidder. Local vendor preference is based on Public Contracts Code 6107 and does not apply to public works projects as defined by the Public Contracts Code Section 22002 or federal grant funded purchases.
 - 4. If the department head determines that all the bids received are unacceptably high, or specifications were unclear, the department may reject any bids received and the item may be rebid.
- e. No bids received. In the event no bids are received, the department head requesting the purchase shall have the option of any of the following:
 - 1. Abandon the purchase;
 - 2. Rebid the purchase; or
 - 3. Request purchasing agent approval to obtain the item, supply, service, or equipment on a direct negotiated contract.
- f. The department shall prepare a written recommendation to the purchasing officer for award or rejection of bids.
- g. Award. The purchasing officer shall reject all bids or award the purchase contract to the lowest responsive and responsible bidder whose bid or proposal fulfills the

purpose intended according to criteria designated in the bid and the contract award amount is within the unencumbered appropriation for that item. Purchasing officer may waive any minor bid irregularities and shall award informal bids up to \$25,000.00.

- (3) *Formal bid procedures.* For supplies, equipment, or special equipment/supplies with an estimated value in an amount exceeding \$25,000.00 purchases shall be made in accordance with the following formal written procedures:
- a. *Published notices.* A notice inviting bids shall be published at least ten calendar days before the date of the opening of bids. The notice shall be published at least once in a newspaper of general circulation printed and published in the city, and in appropriate trade publications, if any, circulated within the general area and posted on the city's purchasing website. Such other notice as the purchasing agent deems appropriate shall be made.
 1. *Notices inviting bids.* Notices inviting bids shall include a general description of the goods, articles, services, or equipment to be purchased or required, state where bid blanks and specifications may be secured, describe any performance or bid security required, and the time and place for the opening of bids;
 2. *Bidder's list.* The purchasing agent shall maintain a list of responsible bidders for various categories of supplies or equipment. A notice of the solicitation for a bid shall be sent to all responsible prospective contractors or suppliers whose names are on the bidder's list for the category or equipment, supplies or general services subject to the bid request or posted on the city's purchasing website and distributed through mass e-mail notifications; and
 3. *Bulletin board.* The bid invitation shall be posted on a public bulletin board in City Hall.
 - b. *Bidder's security/failure to sign contract.* If the city requires a bidder's bond or other form of security, the bidder's security shall be prescribed in the notice inviting bids in an amount equal to the lesser of the following: (i) ten percent of the amount bid or (ii) such lesser percentage of the amount of the bid as may be required under the California Public Contract Code or other applicable law. Bidder's security shall be either a cash deposit with the city, a cashier's or certified check payable to the city, or a bidder's bond. Unsuccessful bidders shall be entitled to the return of bid security within 60 days of the date of the award. However, the lowest responsive and responsible bidder shall forfeit all or part of his/her bid security, as may be determined by the city council, upon the bidder's refusal or failure to execute the contract within ten days after the date of the award of the

contract. On the refusal or failure of the lowest responsive and responsible bidder to execute the contract, the city council may award the contract to the next lowest responsive and responsible bidder.

- c. *Bid opening procedure.* Sealed bids shall be submitted to the office of the city clerk and shall be identified as to bidder, project, and "bid" on the envelope. Bids shall be opened by city staff in public at the time and place stated in the notice inviting bids. A written record and tabulation shall be made at the time of all bids received.
- d. *Bid evaluation procedures.* All bids shall be analyzed by the purchasing agent and department for compliance with bid specifications. The department shall prepare a recommendation for award or rejection to the city council.
 - 1. If a local vendor, as provided in section 2-805 submits a bid, if the bid is within five percent of the lowest responsible and responsive bidder's bid, and if the local vendor is a responsible bidder and responsive bidder, the local vendor shall be given the opportunity to match the bid of the lowest responsible and responsive bidder. Local vendor preference is based on Public Contracts Code 6107 and does not apply to public works projects as defined by the Public Contracts Code Section 22002 or federal grant funded purchases.
- e. *Rejection of bids.* If the city council determines that bids are excessively high or that specifications were unclear, or if no bids are received, the city council may reject all bids presented and use whatever method it deems appropriate, such as rebid, abandon acquisition, or negotiate a contract to complete the purchase.
- f. *Award of contracts.* Contracts shall be awarded by the city council to the lowest responsive and responsible bidder whose bid fulfills the purpose intended according to the criteria designated in the solicitation, and provided the award amount is within the unencumbered appropriation for that item. The city council may waive any minor bid irregularities.
- g. *Tie bids.* If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the city council may accept either bid or accept the lowest bid made by negotiation with the tied bidders.
- h. *Performance bonds.* The city may require a performance bond in such amount as it shall find reasonably necessary to protect the public interest. If the city requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

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

- (a) *Special equipment/supplies.* In purchasing any special equipment or supplies needed to be compatible with existing equipment, or to perform complex or unique functions, the purchasing agent and department head in consultation with one another may:
- (1) Limit bidding to a specific product type, or a brand name product or where items to be purchased are computer software, hardware maintenance services or software maintenance services; or
 - (2) Utilize a request for proposal approach where warranties, service and/or maintenance obligations, and product performance will be evaluated in addition to the price of the product. The award of the contract should be to the proposer staff deems is in the best public interest.
- (b) *Sole source purchases.* Unique commodities or services that can be obtained from only one vendor, or one distributor authorized to sell in this area, with singular characteristics or performance capabilities or which have specific compatibility components with existing city products are exempt from the competitive bidding requirements in section 2-800 and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer.
- (1) All sole source purchases shall be supported by written documentation indicating the facts and nature supporting the determination of a sole source, signed by the department head and forwarded to the purchasing agent. The purchasing officer shall approve sole source acquisitions in an amount of \$25,000.00 or less.
 - (2) Approval of any sole source acquisition shall be obtained from city council for an award of a contract for an amount exceeding \$25,000.00.

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

Approval and award of cooperative, "piggy-back" or multiple awarded purchases shall be obtained from the purchasing officer for an amount of \$25,000.00 or less and by the city council for purchases in an amount exceeding \$25,000.00.

- (1) *Cooperative purchasing.* The bidding requirements of section 2-800 shall not apply to the purchasing of any equipment or supplies which the purchasing agent determines to be in the best interest of the city to obtain through a cooperative competitive bidding procedure being prepared by and processed through another local, state, or federal governmental agency to purchase the same product(s) or service(s) at the same or better pricing as outlined in the awarding bid document.

- (2) *Piggyback*. If the purchasing agent determines it to be in the best interest of the city, the purchasing agent is authorized to "piggyback" onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency to purchase the same product(s) or service(s) at the same or better pricing as outlined in the awarding bid document.
- (3) *Multiple awarded bids*. Multiple awarded bids are generally conducted by larger government agencies. A competitive bidding process is conducted for a specified product. Several vendors whose product meets the specification are awarded the contract. Maximum item price and contract terms are established. If the purchasing agent determines it to be in the city's best interest, the purchasing agent is authorized to use federal, state, or other governmental agency multiple awarded contracts. Staff must obtain quotes from at least three vendors on the awarded contract list and award the bid to the lowest responsive and responsible bidder.

Sec. 2-803. Recycled supply products specification.

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

Sec. 2-804. Urgencies.

The bidding procedures of section 2-800 or solicitation procedures in section 2- 840 may be dispensed with in the case of urgency. An urgency shall exist when a sudden or unexpected situation occurs where the service, repair, or replacements are immediately necessary to permit the continued performance of essential operations or services of the city, or result in excessive costs if not immediately remedied, or to avoid the immediate danger to life, public safety, health, or property. A failure to properly plan in advance, which then results in a situation where normal purchasing practices cannot be followed does not constitute an urgency for purposes of this section.

The city council delegates authority to the City Manager to declare a public urgency. If the purchase is \$25,000.00 and over, the city manager shall give notice of the purchase process and the circumstances of such urgency purchase to the city council.

Sec. 2-805. Local preference.

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

- (a) Local preference in purchasing. In the bidding of, or contracting for procurement of supplies, materials, and equipment as provided in these sections, the purchasing officer may give a preference to responsive, responsible, local businesses located in the city. If the local vendor's bid is within five percent of the lowest responsible and responsive bidder's bid and if the local vendor is a responsible bidder and responsive bidder, the local vendor shall be given the opportunity to match the bid of the lowest responsible and responsive bidder. The granting of this local preference shall be approved or not based on a determination by the purchasing officer that quantity and quality of the local product is equal to that of the next lowest bidder. In order for a local business to be eligible to claim the preference, the business must provide a copy of its current business tax certificate issued by the city. This local preference is not applicable to:
 - (1) Bids for public projects as defined by Public Contracts Code Sections 20161 and 22002;
 - (2) Bids funded by grants which prohibit its use; and
 - (3) Contracts for professional, management, general, and special services.

Sec. 2-806. Staging of purchases prohibited.

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

Sec. 2-807. Inspection and tests.

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

Sec. 2-808. General services.

- (a) General services as defined in subdivision I, section 2-772(e) shall be procured either through the bid process outlined in subdivision II, section 2-800 with the emphasis on

awarding to the "lowest responsive responsible bidder" or through the request for proposal process outlined in subdivision IV, section 2-840 with emphasis on factors other than price.

- (b) Factors to consider. If it is determined by the department in consultation with the purchasing agent that all vendors providing a service classification can equally provide the service satisfactorily, a bid process would be appropriate. However, if factors other than price need to be considered in awarding the contract, the request for proposal (RFP) process may be used. Examples of areas other than price that may be important in awarding the contract include: experience level, competence, resources/equipment, staffing levels, services available/time factors, and other qualifications determined by each city department responsible for recommending the service contract that may be important to consider.
- (c) Master general services single or multi-year contracts may be awarded to multiple service providers following a formal request for proposal/qualification process using the procedures set forth in section 2-840. Award of master contracts and negotiating task orders should follow the procedure set out in section 2-778.

Secs. 2-809—2-820. Reserved.

Subdivision III. Public Works Projects

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

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

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

- (a) A public project of \$60,000.00 or less may be performed by city employees by force account, by negotiated contract, or by purchase order, provided such action is first authorized by the purchasing officer or the purchasing agent.
- (b) A public project of an estimated amount exceeding \$60,000.00 but not more than \$200,000.00 may be let to contract by informal bid procedures as set forth in this subdivision.
- (c) A public project in an amount exceeding \$200,000.00 shall, except as otherwise provided in this subdivision, be let to contract by formal bidding procedures. The described project cost limits of (a) through (c) in this section shall be increased automatically as authorized pursuant to the adjustments made by the California Uniform Construction Cost Accounting Commission under Public Contract Code Section 22020.

Sec. 2-823. Adoption of plans.

The city council shall approve and adopt the plans, specifications, and working details, as well as authorize the bid request for all public works projects for an amount exceeding \$200,000.00. The city engineer is delegated authority to approve and adopt the plans, specifications, and working details for all public works projects less than \$200,000.00.

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

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

Sec. 2-825. Informal bidding procedures.

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

- (1) *Bidder list.* The city shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors' list shall be consistent with the California Uniform Construction Cost Accounting rules.
- (2) *Notice.* Unless the product or service is proprietary, all contractors on the city's list for the category of work being bid shall be mailed a notice inviting informal bids, or an announcement/ advertisement shall be placed in all construction trade journals specified in this section, or both such mailing and advertising. The trade journals shall be those identified by the California Uniform Construction Cost Accounting Commission as appropriate for this area. In addition, notice shall be posted on the city's purchasing website.
- (3) *Bidder's security/failure to sign contract.* Bidder's security shall be prescribed in the notice inviting bids in an amount equal to ten percent of the amount bid. Bidder's security shall be either a cash deposit with the city, a cashier's or certified check payable to the city, or a bidder's bond. Unsuccessful bidders shall be entitled to the return of bid security within 60 days of the date of the award. However, the lowest responsive and responsible bidder shall forfeit all or part of his/her bid security, as may be

- determined by the city council, upon the bidder's refusal or failure to execute the contract within ten days after the date of the award of the contract. On the refusal or failure of the lowest responsive and responsible bidder to execute the contract, the city council may award the contract to the next lowest responsive and responsible bidder.
- (4) *Minimum time period.* All mailing of notices to contractors and announcements/advertisements published in the construction trade journals pursuant to subdivision (b) shall be completed not less than ten calendar days before bids are due.
 - (5) *Notice contents.* The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.
 - (6) *Performance/labor/materials bonds.* A labor and materials bond, plus a performance bond shall be required, from a surety company licensed to do business in California and acceptable to the city, in amounts equivalent to the total contract amount.
 - (7) *Bid opening procedure.* Sealed bids shall be submitted to the office of the city clerk and shall be identified as to bidder, project, and "bid" on the envelope. Bids shall be opened by the city clerk's staff in public at the time and place stated in the notice inviting bids. At that time, a written record and tabulation shall be made of all bids received, and shall be open for public inspection during regular business hours for a period of one year after the bid opening. The project manager shall make an analysis of the bids for compliance with bid specifications, and thereafter, make a recommendation for award or rejection.
 - (8) *Award.* The city manager shall award the contract or reject the bids. The purchasing officer may waive minor bid irregularities.
 - (9) *Change orders.* A change order shall be used to modify the contract documents regarding contract price, schedule of payments, completion date, plans and specifications, and for unit price overruns and under runs, as specified in the contract. Work description and justification must relate to the original project and must be work necessary to achieve original scope of project. After a determination that costs are merited by developments in a specific project, the city manager is authorized to issue contract amendments or change orders up to the contract contingency approved by the city council as awarded for the individual contract as follows:
 - a. City manager may approve project change orders until the contract reaches \$200,000.00.
 - b. Once the original contract plus all accumulated change orders are in an amount that is equal to \$200,000.00, the contract and subsequent change orders must be approved by city council prior to commencing with the work.

- c. Any single change order exceeding \$50,000.00 must be approved by city council prior to commencing with the work. In urgency situations, where stopping the work will result in severe repair or replacement delays and subject the city to excessive additional costs due to the delay in the project, city manager may approve such change order and shall give notice to city council at the next city council meeting.
- (10) *Bids in excess of statutory amount.* If all bids received are in excess of \$200,000.00, the city council may, by passage of a resolution by a four-fifths (4/5) vote, award the contract up to \$220,000.00 or less to the lowest responsive and responsible bidder without formal bidding if it determines the cost estimate of the city was reasonable.

Sec. 2-826. Formal bidding procedures.

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

- (1) *Publication.* A notice shall be published, at least once, 14 calendar days before the date of opening the bids in a newspaper of general circulation printed and published in the jurisdiction of the city. The notice inviting formal bids shall also be mailed to all construction trade journals specified by the California Uniform Construction Cost Accounting Commission as appropriate for the area. The notice shall be mailed at least 30 calendar days before the date of opening the bids. The notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. In addition to notice required by this section, the city may give such other notice as it deems proper.
- (2) *Bidder's security/failure to sign contract.* Bidder's security shall be prescribed in the notice inviting bids in an amount equal to ten percent of the amount bid. Bidder's security shall be either a cash deposit with the city, a cashier's or certified check payable to the city, or a bidder's bond. Unsuccessful bidders shall be entitled to the return of bid security within 60 days of the date of the award. However, the lowest responsive and responsible bidder shall forfeit all or part of his/her bid security, as may be determined by the city council, upon the bidder's refusal or failure to execute the contract within ten days after the date of the award of the contract. On the refusal or failure of the lowest responsive and responsible bidder to execute the contract, the city council may award the contract to the next lowest responsive and responsible bidder. All bids must be signed by person authorized to bind company to bid terms.
- (3) *Bid opening procedure.* Sealed bids shall be submitted to the office of the city clerk and shall be identified as to bidder, project, and "bid" on the envelope. Bids shall be opened by the city clerk's staff in public at the time and place stated in the notice inviting bids. A written record and tabulation shall be made at that time of all bids received, and shall

be open for public inspection during regular business hours for a period of one year after the bid opening. The project manager shall make an analysis of the bids for compliance with bid specifications and, thereafter, make a recommendation for award or rejection.

- (4) *Award of contracts/minor irregularities.* Contracts shall be awarded by the city council to the lowest responsive and responsible bidder whose bid fulfills the purpose intended, according to criteria designated in the solicitation, and provided the award amount is within the unencumbered appropriation for that item. The city council may waive minor bid irregularities.
- (5) *Change orders.* A "change order" shall be used to modify the contract documents regarding contract price, schedule of payments, completion date, plans and specifications, and for unit price overruns and under runs, as specified in the contract. Work description and justification must relate to the original project and must be work necessary to achieve original scope of project. After a determination that costs are merited by developments in a specific project, the city manager is authorized to issue contract amendments or change orders up to the contract contingency approved by the city council as awarded for the individual contract as follows:
 - a. City manager may approve accumulative project change orders up to the contingency established and approved by city council for each individual contract.
 - b. Any single change order exceeding \$50,000.00 must be approved by city council prior to commencing with the work. In urgency situations where stopping the work will result in severe repair or replacement delays and subject the city to excessive additional costs due to the delay in the project, city manager may approve such change order and shall give notice to the city council at the next city council meeting.
- (6) *Tie bids.* If two or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay or re-advertising for bids, the city council may accept either bid.
- (7) *Performance/labor/materials bonds.* A labor and materials bond, plus a performance bond shall be required, from an acceptable surety, in such amounts and in such a form as the city finds reasonably necessary to protect the public interest.
- (8) *No bids.* If no bids are received, the project may be performed by city employees by force account, or by informal bidding procedures without further complying with this subdivision.

Sec. 2-827. Rejection of bids.

- (a) In its discretion, the city council may reject any bids presented. If after the first invitation for bids all bids are rejected, the city shall state the reasons for the rejection, and after reevaluating its cost estimates of the project, the city shall have the option of either of the following:
- (1) Abandoning the project or re-advertising for bids in the manner described by this subdivision.
 - (2) By passage of a resolution by a four-fifths vote of the city council declaring that the project can be performed more economically by city employees, may have the project done by force account without further complying with this subdivision.

Sec. 2-828. Emergencies; procedure.

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

Sec. 2-829. Staging of public works.

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

Sec. 2-830. Bid protests.

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

- (a) *Notice of decision.* After a decision regarding a procurement having a value over \$60,000.00 has been made, the department head or designee shall notify all persons who submitted a response to a city solicitation of intended award. If a bidder is rejected because the bid is found non-responsive or because the bidder is deemed not-responsible, the city will give written notice to said bidder of evidence reflecting such decision.

- (b) *Time to file protest.* All protests must be filed in writing and received by the department head within five business days of the date on the notice of intended award.
- (c) *Form of protest.* All protests shall be in writing, state the grounds for the protest, state the facts relevant to the protest, and all evidentiary support to rebut adverse evidence that it or another bidder was either non-responsive or not responsible. All protests have to be filed in accordance with the instructions contained in the solicitation which is the subject of the protest.
- (d) *City manager review.* The city manager or designee shall review the protest and issue a written decision on the protest. The city manager or designee may base the decision on the written protest alone or may informally gather evidence from the person(s) filing the protest or any other person having relevant information. For procurements having a value of \$200,000.00 or less, the city manager's or designee's decision shall be final.
- (e) *Hearing on protest.* If a bid was rejected on the grounds that the bidder was not a "responsible" bidder, the protesting party must submit materials set forth in subdivision (c) above for consideration. A hearing will be set within a reasonable time to provide a decision before final approval of the selected low bid. For procurements having a value of \$200,000.00 or less, the city manager's or designee's decision shall be final.
- (f) *Appeal of city manager's decision to city council.* For procurements having a value exceeding \$200,000.00, an appeal of the city manager's decision may be filed with the city council. All such appeals must be in writing, and shall be filed with the city clerk within five business days from the date of the city manager's decision.
- (g) *Failure to timely appeal.* An interested party who fails to file a protest within the times set forth in this section waives any right to protest the issue further. No appeal to either the city manager or city council of any decision to award a bid under this Division may occur once the contract has been awarded.

Secs. 2-831—2-839. Reserved.

Subdivision IV. Professional, Management, General or Special Services

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

Factors to consider: In contracting for professional services listed in Government Code Section 4526, selection shall be based on demonstrated competence and on professional qualifications necessary for the satisfactory performance of the services and solicited through a request for qualification process. In contracting for professional services (other than those

professions listed in Government Code Section 4526), management, general or special services contracts should only be awarded to firms or persons who have demonstrated "high competence" meaning: a level of experience, competence, training, credentials, character, integrity, reputation, financial responsibility, resources, equipment, staffing, and other professional qualifications necessary for more than a satisfactory performance of the services required in the time period needed and price. The cost of the service may be considered, however, the lowest cost may not be the sole factor in deciding which firm or who shall be awarded the contract. It may be in the city's best interest to award the contract to a higher priced contractor based on the scope of services, availability, unique skills, staffing levels, timing, prior experience, familiarity with the city and other factors required by the department. The information needed for determining that level of competence, other qualifications, and the procedure for selecting such services shall be determined by the city department responsible for recommending the service contract. Except as otherwise provided in section 2-777(a), section 2-801, section 2-802, or section 2-804, the contracting of professional services, not included in the construction contract or bid specification for a public works project, shall be made as follows:

- (a) *Request for proposal/qualifications.* The acquiring of services shall be procured through negotiated contract following a request for proposal/qualifications process. Contracting for services is decentralized and shall be the responsibility of the department head requesting the service. The purchasing agent may be contacted to assist in the formal request for proposal/qualification (RFP/Q) process.
- (b) *Contracts, not within (a) above, for an amount less than \$2,500.00.* A department head may award contracts up to \$2,500.00 with qualified consultants/firms.
- (c) *Contracts for an amount exceeding \$2,500.00 but not more than \$25,000.00.* The requesting department shall meet the following requirement unless an urgency exists pursuant to section 2-804 above:
 - (1) *Selection process.* Prepare an informal written document and contact as many companies as necessary to receive a minimum of three written responses from consultants/firms. This requirement may be waived for good cause in writing by the department head and purchasing agent in consultation with one another.
 - (2) *Award.* The department head shall prepare a written recommendation to the Purchasing Officer for the firm or person to be awarded the contract. The purchasing officer shall award the contract.
 - (3) *Contract document.* A written contract must be established and the city manager or designee must sign/approve any service contract in an amount exceeding \$2,500.00 but not more than \$25,000.00.

- (d) *Contracts for an amount exceeding \$25,000.00 and over.* Departments shall utilize a sealed request for proposal process essentially meeting the following requirements unless an urgency exists pursuant in section 2-804 above:
- (1) *Request for proposal/qualification (RFP/Q) solicitation process.* A formal sealed request for proposal/qualification (herein "RFP/Q") document shall be developed for solicitation of professional, management, or general and special services contracts for an amount exceeding \$25,000.00.
 - (2) *Advertisement.* The department shall advertise in appropriate publications and/or use the professional services listings, as available, and post on the city's purchasing website, during the solicitation process.
 - (3) *Ten-day notice.* Notice inviting RFP/Q's shall be posted at City Hall at least ten calendar days before the due date of submission of the RFP/Q.
 - (4) *Notice contents.* The notice shall include a description of general type of service needed, how the RFP/Q minimum scope of work can be obtained, any pre-proposal conferences anticipated, the requirement of a written sealed proposal, state the closing date, and place and time for submission of the RFP/Q.
 - (5) *Solicitation procedure.* Sealed request for proposals/qualifications should be submitted to, the department. RFP/Q's need not be opened publicly. All proposals shall be analyzed by the department for compliance with RFP/Q requirements, value of the total scope of services. Follow-up interviews of the most qualified of those submitting a proposal should be held.
 - (6) *Award.* Professional, management, general, and special services contracts of an amount exceeding \$25,000.00 shall be awarded by city council.
 - (7) *Contract amendments.* The city manager is authorized to issue contract amendments as set forth:
 - a. If the contract was originally executed for an amount of \$25,000.00 or less, the city manager shall have the authority to issue contract amendments, provided that the sum of all amendments, plus original contract amount, shall not exceed \$25,000.00. If the amended contract will exceed \$25,000.00, the city council shall make a finding that it is in the best interest of the city to waive the normal selection process and approve the amendment to the contract.
 - b. For a contract originally executed for an amount of \$25,000.00 and over and originally approved by city council, the city manager shall have authority to issue contract amendments, provided that the sum of all contract amendments for any single contract shall not exceed the amount approved

by city council. If the amended contract will exceed the amount previously approved by city council, the contract amendment must be approved by city council.

- (8) *Master professional services contracts.* For those professional services as defined in Government Code Section 4526, master single or multi-year contracts with several consultants with a general scope of work may be set up for a total not-to-exceed dollar amount as approved by city council.
- a. A formal request for qualification process shall be used in accordance with municipal code section 2-840(d) and awarded based on qualifications plus reasonableness of cost.
 - b. Task orders shall be issued pursuant to the master contract with a specific scope of work and the city manager shall have authority to execute such task order for individual projects for \$25,000.00 or less.
 - c. Any task orders in an amount exceeding \$25,000.00 will require city council's approval pursuant to the terms of the master contract.

Secs. 2-841—2-849. Reserved.

Subdivision V. Miscellaneous

Sec. 2-850. Waiving of purchasing procedures.

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

Sec. 2-851. Ethics and accountability.

- (a) The purchasing officer, the purchasing agent and all departments of the city shall adhere to the procedures and policies set forth under this division and any supplemental policies approved by resolution when procuring materials, supplies, equipment, vehicles and services. All purchases shall be limited to the approved budget or as otherwise authorized by city council. Purchasing dollar limits specified in this division are "per order" unless otherwise indicated.
- (b) Applicable competitive bidding categories, authorization limits or contract award procedures will be based on unit cost, total purchase cost for consolidated bid items, or fiscal year aggregates in the case of standing purchase orders or similar ongoing purchasing

arrangements. Staging of purchases to avoid competitive bidding procedures or authorization limits is prohibited.

- (c) All personnel engaged in the purchasing function shall exercise good judgment in the use and stewardship of city resources, and all purchasing functions shall be conducted with absolute integrity and objectivity. Purchases are subject to public scrutiny; employees shall follow a strict rule of personal conduct that will not compromise the city in the conduct of its business. Any employee intentionally and/or repeatedly making purchases in a manner that circumvents, ignores or fails to comply with purchasing policies will be subject to disciplinary action, in accordance with city personnel procedures.
- (d) No employee, elected or appointed official of the city shall be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members (See: California Government Code Section 1090 et seq.) or violative of the conflict of interest provisions of the city and/or the Political Reform Act (See: California Government Code Section 87100 et seq.).

Sec. 2-852. Disposal of surplus property.

- (a) The purchasing agent is authorized to exchange, trade-in, sell and dispose of surplus personal property of the city having salvage value in the open market, by public auction, by competitive sealed bids or by exchange or trade in for new goods. The sale or lease of surplus personal property to a governmental, public or quasi-public agency may be without advertisement for or receipt of bids. Employees are not eligible to receive or purchase surplus property, however, employees may receive personalized items, and receive or purchase at market value items considered to be memorial or commemorative in nature, subject to city manager approval.

- (1) *Personalized items* means any item issued to an employee for business purposes that has a fair market value of less than \$500.00 and for which the employee has sole possession and use of the item. In order to be eligible to be deemed as surplus property, the item must be past its useful life and impractical to re-assign to another employee. Some typical examples of personalized items include cell phones, tablets, laptops, city-issued uniforms/clothing and firearms (for police personnel).

For purposes of this subsection, vehicles are not considered personalized items.

- (2) *Items considered to be memorial or commemorative in nature* means items that have a value of less than \$500.00 and have nostalgic value to the employee or commemorate, acknowledge, or memorialize an accomplishment to which the employee had an association or some level of involvement. Memorial or commemorative items include, but are not limited to, street signs, artwork, awards, coins, medallions, badges, clothing, jewelry and plaques.

- (b) Surplus personal property with no salvage value, as determined by the purchasing agent, shall be disposed of in a manner that salvages recyclable components, if practical.

Sec. 2-853. Unclaimed, seized or abandoned property.

- (a) The purchasing agent authorized to sell or dispose of all goods in the possession or custody of the San Fernando Police Department which are unclaimed, seized and/or abandoned and may be legally disposed of by the city.
- (b) With respect to unclaimed property referenced under section 50-1 (disposition of unclaimed property by police department) of article I (in general) of Chapter 50 (offense and miscellaneous provisions), the Purchasing Agent in coordination with the chief of police shall issue notice of any sale of such unclaimed property at least five days before the time fixed therefor by publication once in a newspaper of general circulation published in the County of Los Angeles. The notice shall contain a general description of the items to be sold and the time and place of the auction.

Any unclaimed property which has not been sold or which is in a dilapidated or deteriorated condition may be summarily destroyed by the police department after the public auction sale.

Sec. 2-854. Reporting.

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

Secs. 2-855—2-865. Reserved.

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

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

Date: August 7, 2023

Subject: Consideration to Award a Professional Services Agreement to Kounkuey Design Initiative, Inc. for a Land and Open Space Inventory Study to update the Park and Recreation Master Plan

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a Professional Services Agreement (Attachment "A"- Contract No. 2186) with Kounkuey Design Initiative, Inc., in an amount not to exceed \$233,800, to conduct a land and open space inventory to update the Park and Recreation Master Plan by identifying potential land for new park facilities; and
- b. Authorize the City Manager to make non-substantive changes and execute all related documents.

BACKGROUND:

1. On November 8, 2016, the electorate approved the Los Angeles County Safe, Clean Neighborhood Park, Open Space, Beaches, River Protection, and Water Conservation Measure (Measure A). The passage of Measure A established funding for park development through an annual parcel tax and administered by the Los Angeles County Regional Park and Open Space District (RPOSD). RPOSD provides annual allocations, competitive grants and funds the Technical Assistance Program (TAP).
2. On February 5, 2018, the City Council adopted the Park and Recreation Master Plan (PMP) as an instrument for developing a comprehensive vision for park facility improvements and recreational programs offered to the residents of San Fernando. The PMP identified areas for improvements, including the needs for more recreational facilities such as bike paths, walking trails, and dog parks. However, PMP also acknowledged the challenges of limited available land for constructing new park facilities.

Consideration to Award a Professional Services Agreement to Kounkuey Design Initiative, Inc. for a Land and Open Space Inventory Study Updating the Park and Recreation Master Plan

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3. On March 7, 2022, the City Council adopted Resolution No. 8125 (Attachment “B”) authorizing staff to apply for RPOSD funding for projects, programs and TAP funding. The authorization allowed the City to enter into Agreement with the RPOSD to provide funds for acquisition projects, development projects, and/or programs.
4. On June 21, 2022, the City Council adopted Resolution No. 8175 amending the Fiscal Year 2022-2023 budget to appropriate \$50,000 of American Rescue Plan Act (ARPA) funds for a Feasibility Study to identify New City Park Space.
5. On July 5, 2022, the City Council requested that staff look into the possibility of developing a dog park in the city.
6. On July 14, 2022, Los Angeles County RPOSD announced an \$185,000 allocation in TAP Services for the City of San Fernando. The funds earmarked to assist the development of new park facilities. Subsequently the City entered in to a Master Agreement with RPOSD guaranteeing such funds.
7. On August 15, 2022, staff presented a concept for building a Dog Park at San Fernando Recreation Park that could be funded with RPOSD annual allocation funds. While open to the idea, the City Council directed staff to take a broader approach for developing new park facilities. That approach will take the form of updating the PMP by conducting a land and open space inventory to define potential land for new park facilities.
8. On March 6, 2023, the City Council adopted Resolution No. 8220 allocating the \$185,000 Regional Parks and Open Space TAP Grant towards the Study and authorized staff to circulate a Notice Inviting Bids (Exhibit “A” of Attachment “A”).

ANALYSIS:

Given its unique geography within the City of Los Angeles, the City of San Fernando faces challenges in finding available and suitable land for developing new park or recreation facilities. Acquiring privately owned land is difficult due to lengthy acquisition process and limited grant cycles that support the purchasing of land. Willing sellers may also be reluctant to wait for the City to secure funding for property acquisition. Additionally, vacant lots within the City fall under San Fernando Corridors Specific Plan (SP 5), designated for economic development or other city development projects.

To address this issue, a comprehensive Land and Open Space inventory will be conducted to identify potential land for recreational development. The inventory will not only consider vacant land, but also explore open spaces at public schools, churches, and at private property for potential partnership. Expanding the scope to include open spaces provides greater

Consideration to Award a Professional Services Agreement to Kounkuey Design Initiative, Inc. for a Land and Open Space Inventory Study Updating the Park and Recreation Master Plan

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opportunities to identify underutilized land that can be repurposed for recreational purposes. The repurposing of City-identified land for other projects will be subject to City Council approval.

Soliciting Bids.

Recreation and Community Services (RCS) staff released a Notice Inviting Bids (NIB) on March 6, 2023, soliciting consulting services for conducting a land and open space inventory that will identify potential land for recreational purposes. The NIB was also sent to nine qualified consultants registered as ROPSD TAP Services providers, including the Council for Watershed Health, Gwynne Pugh Urban Studio, Kounkuey Design Initiative, Inc., LA Neighborhood Land Trust, MIG, Place Works, RJM Design Group, Inc., Stillwater Sciences, and Tree People. The proposal due date was April 3, 2023.

On April 3, 2023, RCS received only one proposal from Kounkuey Design Initiative, Inc (KDI). The lack of responses prompted staff to extend the deadline by 45 days and contacted the contractors registered with the ROPSD TAP services program via email and phone. Staff received an email from Evan Brooks Associates indicating that they would not be pursuing the project. Staff was able to speak with LA Neighborhood Land and Trust who expressed interest in submitting a proposal, however, LA Land and Trust did not submit a proposal. The 45-day extension did not yield any additional proposals.

Despite the limited response, KDI demonstrated extensive experience in land use and underutilized spaces, focusing on inclusive community planning and design process through community engagement. KDI values the participatory planning process to produce implementable solutions, advancing equity, demonstrating results, and establishing frameworks for long-term change in the City's recreational programming and infrastructure. Their vast experience in landscape architecture, planning, GIS analysis, and data collection will produce an equitable, community-driven, and feasible set of recommendations and priorities for the Land and Open Space Inventory final report.

KDI will subcontract with a Community Based Organization (CBO) who is familiar with the City's demographics and rich cultural character to assist with the on the ground engagement effort. The CBO will help disseminate a community survey, conduct outreach, attend City events, and assist with contacting community stakeholders and residents who have not typically been involved in the design and planning processes in the past.

Consistency with City's Community Engagement Framework.

RCS and Administration staff met with KDI to discuss the City's Community Engagement Framework to identify KDI's methodology for gathering feedback from the public. The procedures and methods illustrated in KDI's proposal aligns with the City's Community Engagement Framework. The approach KDI will implement is "Collaborative" in which engagement focuses on working directly with the public in order to identify issues, create

Consideration to Award a Professional Services Agreement to Kounkuey Design Initiative, Inc. for a Land and Open Space Inventory Study Updating the Park and Recreation Master Plan

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solutions, and develop future strategies for success. In particular, KDI's approach includes, but not limited to:

- Stakeholder/Advisory Group Meetings;
- Development of visual identity, language, and messaging;
- Social media, and online interfaces welcoming participation;
- Focus Groups and Walk Audits;
- Community Workshops;
- Phone Banking; and
- Community Surveys.

KDI will conduct a comprehensive assessment of various spaces, including parking lots and underutilized land, to create equitable and community-driven recommendations for the Land and Open Space Inventory. They will actively involve residents in co-developing conceptual plans that reflect community priorities for park features and locations. Recognizing the importance of inclusivity, KDI will ensure that all project information is translated and provide interpreters to capture the voices of those with limited English skills.

The final report will emphasize the needs and desires of the San Fernando community, and KDI will work closely with stakeholders to ensure the feasibility of proposed park spaces. An implementation matrix will be created, outlining strategies for funding, additional planning (such as creating Joint Use Agreements with School Districts or churches), and programs, including temporary activations of underused sites.

During community workshops, KDI will collaborate with residents to refine the initial conceptual plan, creating spaces that hold significance and relevance for the San Fernando community. The stakeholders Advisory Group will be consulted to ensure the practicality of the proposed new park space. Ultimately, KDI's consultation with public, private, and nonprofit sectors will yield a comprehensive plan that addresses the community's needs and stories, ensuring a successful and community-focused recreational endeavor.

BUDGET IMPACT:

The total funds available for the Park and Recreation Master Plan update is \$235,000. The City Council allocated \$50,000 in ARPA funding and adopted Resolution No. 8220 to allocate \$185,000 of RPOSD TAP grant funds towards the Land and Open Space Inventory Study for the PMP update. The Professional Service Agreement with KDI is not to exceed \$233,800, which is within the total funds available for the project:

Consideration to Award a Professional Services Agreement to Kounkuey Design Initiative, Inc. for a Land and Open Space Inventory Study Updating the Park and Recreation Master Plan

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SOURCES		
Fund	Account Number	Allocation
ARPA Funds	121-3668-3689	\$ 50,000
RPOSD Funds	010-3697-0516	\$ 185,000
Total Sources:		\$ 235,000

USES		
Activity	Account Number	Cost
Updating Park and Recreation Master Plan	121-420-3689-4270	\$ 50,000
Land and Open Space Inventory	010-420-0516-4600	\$ 185,000
Expenditures-to-Date:		\$ 0
Total Available Uses:		\$ 235,000

CONCLUSION:

It is recommended that the City Council approve a Professional Service Agreement (Attachment "A"- Contract No. 2186) with Kounkuey Design Initiative, Inc. in an amount not to exceed \$233,800 to conduct a land and open space inventory, and authorize the City Manager to make non-substance changes and execute all related documents.

ATTACHMENTS:

- A. Contract No. 2186, including:
 - Exhibit A: Request for Proposals
 - Exhibit B: Kounkuey Design Initiative, Inc. Proposal
- B. Resolution No. 8125



2023

PROFESSIONAL SERVICES AGREEMENT

Engagement: Conducting a Land and Open space Inventory

Updating the Park and Recreation Master Plan

Parties: Kounkuey Design Initiative, Inc. and City of San Fernando

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this 7th day of August, 2023 (hereinafter, the "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and KOUNKUEY DESIGN INITIATIVE, INC., (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 to conduct a land and open space inventory to update the Park and Recreation Master Plan; 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 San Fernando City Council at its Regular Meeting of August 7, 2023 under Agenda Item No. 3.

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 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 Request for Proposals of CITY entitled "Conducting A Land And Open Space Inventory To Update The Park And Recreation Master Plan", (hereinafter, "CITY RFP") and the written proposal of CONSULTANT entitled "park opportunity plan city san fernando land and open space inventory" (hereinafter, the "CONSULTANT Proposal") dated April 3, 2023. The CITY RFP and the CONSULTANT Proposal are attached and incorporated hereto as Exhibit "A" and "B" respectively. The term "Scope of Work" shall be a collective reference to the CITY RFP and the CONSULTANT PROPOSAL. The capitalized term "Work" shall

PROFESSIONAL SERVICES AGREEMENT

CONTRACT NO. 2186

Land and Open Space Inventory Park Master Plan UpdatePage 2 of 20

be a collective reference to all the various services and tasks referenced in the Scope of Work. In the event of any conflict or inconsistency between the provisions of the document entitled CITY RFP and the provisions of the document entitled CONSULTANT PROPOSAL, the requirements of the document entitled CITY RFP shall govern and control but only to the extent of the conflict or inconsistency and no further. In the event of any conflict or inconsistency between the provisions of the Scope of Work and the provisions of this Agreement to which the Scope of Work is attached, the provisions of this Agreement shall govern and control.

1.2 PROSECUTION OF WORK:

- A. Time is of the essence of this Agreement and each and every provision contained herein. The Work shall be commenced within three (3) calendar days of CITY's issuance of a Notice to Proceed. CONSULTANT shall complete the various tasks identified in the Scope of Work within the timeframes set forth in the Scope of Work and shall complete all of the Work by or before June 30, 2024 (the "Completion Date");
- B. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors or agents;
- C. 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;
- D. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees; and
- E. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

- 1.3 COMPENSATION:** CONSULTANT shall perform the Work in accordance with "Compensation Schedule and Cost Summary" (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 total budgeted aggregate sum of Two Hundred Third-three Thousand, Eight Hundred dollars (**\$233,800**) (hereinafter, the "Not-to-Exceed Sum") during the prosecution 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.

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- 1.4 PAYMENT OF COMPENSATION:** Following the conclusion of the work requested in Section 1.1, CONSULTANT shall 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 compensation is a function of hours worked by CONSULTANT's personnel, the invoice should indicate the number of hours worked, 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.
- 1.5 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.
- 1.6 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 Julian Venegas, Director of Recreation and Community Services (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.

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2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates Chelina Odbert, CEO and Founding Principal, 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:

- 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;

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- 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. 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. 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.

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- 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:

Chelina Odbert, Executive Director
Lauren Elachi, Senior Design Principal
Eric Riley, Planning Associate
Daniel Dominguez, Design Coordinator
Robert Douglass, Design Coordinator

- 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 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

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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:

- 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 will have minimum limits of no less than One

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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 shall 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:** 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.

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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 loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the 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 liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with CONSULTANT's 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 negligence or willful misconduct of the CITY.
- 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

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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 claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property 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.

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 liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature 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 sole active negligence or sole willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused

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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 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 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 Sections 4.1 and 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 Sections 4.1 and 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 Sections 4.1 and 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 claims and losses, costs or expenses for any damage due to death or injury to any person and

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injury to any property 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.

4.13 As to the duties to indemnify under Sections 4.1 and 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.

4.14 As to the duties to indemnify under Sections 4.1 and 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

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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 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

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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 1.4, above, will be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- 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

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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.

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

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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.

- 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.
- 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:

Kounkuey Design Initiative, Inc.
 309 E 8th Street #205
 Los Angeles, CA 90014
 Attn: Chelina Odbert, CEO
 Phone: 213-537-0031

CITY:

City of San Fernando
 117 Macneil Street
 San Fernando, CA 91340
 Attn: Recreation and Community
 Services
 Phone: (818) 898-1290

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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.
- 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.

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- 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, 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.

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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**KOUNKUEY DESIGN INITIATIVE, INC.**

By: _____
Nick Kimball, City Manager

By: _____

Name: _____

Date: _____

Title: _____

APPROVED AS TO FORM

Date: _____

By: _____
Richard Padilla, Assistant City Attorney

Date: _____

REQUEST FOR PROPOSALS



The Recreation and Community Services Department is requesting proposals for:

CONDUCTING A LAND AND OPEN SPACE INVENTORY TO UP DATE THE PARK AND RECREATION MASTER PLAN

RELEASE DATE: March 6, 2023

RESPONSE DUE: April 3, 2023

GENERAL INFORMATION

The City of San Fernando is located in the Northeast San Fernando Valley with a population nearing 25,000 residents. The community resides within approximately 2.4 square miles, of which most of the property has been built out. The City completed a Park and Recreation Master Plan (PMP) in 2017. This document served as a blueprint for the capital improvements and recreational programming the Recreation and Community Services Department (RCS) maps in its work plan each fiscal year since 2017. Although the document identified the type of programs and facilities the community wishes to see realized, the PMP lacked defining the land for implementing such projects. The City of San Fernando is requesting proposals to update the City's 2017 PMP by conducting a Land and open space inventory to augment the Plan and identify land that could serve as a new recreational facility.

The document will serve as an update to the 2017 PMP to illustrate potential new park sites that reflect community needs. It will further develop, enhance and sustain a safe and accessible parks system for the City. The plan will guide the future preservation, enhancement, and redevelopment of parks, trails and greenway connections, recreational opportunities, and cost estimates. The plan will drive the RCS long-range and near-term planning and direct decision-making and resources toward a defined vision. This vision includes the development and redevelopment of the parks, facilities, open space, public property, and the park system.

The selected firm ("Consultant") will have a proven innovative approach, experience, and knowledge in park, facility, and recreation planning, project management, and the ability to blend sections effectively, plans, documents, and concepts together, producing a concise and easily understandable plan. In addition to producing the PMP update, the Consultant will negotiate on the City's behalf for potential land acquisition or Joint-Use agreements.

BACKGROUND

The City of San Fernando incorporated in 1911 is Common Law City organized according to the City Council/City Manager form of government. The seven departments servicing the residents include Administration, City Clerk, Community Development, Finance, Police, Public Works, and Recreation and Community Services Department. The City employs approximately 110 full-time employees from a total Adopted Budget for the fiscal year 2022-2023 of \$53.8 million, which includes a General Fund budget of \$25.3 million. The City is a cost-conscious provider of outstanding public services to its citizens and local businesses.

The City actively pursues grant funding to augment and enhance the programs and services provided to the public. Grant funding can pay for a variety of services that include but are not limited to capital projects, studies, acquisitions, and programming. The City has received a Los Angeles Regional Park Open Space grant and American Rescue Plan Act funds to conduct a Land and Open Space Inventory that updates the City's PMP. As recipients of public funds, the City

believes in an open competitive process for awarding product and service contracts. The City evaluates all proposals submitted to select the best Consultant for the public dollar. The City is interested in receiving responsive and competitive proposals from experienced and qualified Consultants to conduct a Land and Open Space Inventory study. The following describes the technical environment, consultants' staffing, qualifications, and performance expectations for this RFP.

INSTRUCTIONS FOR SUBMITTING CONTRACTORS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the Services required under this RFP and that it is capable of delivering quality work to the City in a creative, cost-effective & service-oriented manner.

B. Questions/Clarifications

Please direct any questions regarding this RFP to Julian Venegas, Recreation and Community Services Director, via e-mail at jvenegas@sfcity.org. Questions must be received by 5:00 p.m. on **Friday, March 17, 2023**. Responses to all questions received prior to the deadline will be posted on the City's website on **Wednesday, March 22, 2023**.

C. Submission of Bid Proposals

Firms must submit their proposal as a hard copy and as an electronic copy. Hard copies may be sent in a sealed envelope to the San Fernando City Clerk's Office, located at 117 Macneil Street, San Fernando, California, 91340. Electronic copies may be sent to Julian Venegas, Recreation and Community Services Director at jvenegas@sfcity.org, with the subject line "City of San Fernando RFP – Land and Open Space Inventory." All bid proposals must be received on or before **Monday, April 3, 2023, at 4:30 p.m.** All proposals received after the due date will not be accepted.

D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the due date by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

E. Rights of the City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in the preparation and submission of proposals or anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request for Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

F. Contract Type

It is anticipated that a standard Professional Services Agreement (PSA) contract will be executed subsequently to City Council review and approval of the recommended firm.

G. Collusion

By submitting a proposal, each prospective Consultant represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective Consultant has not directly, induced, or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective Consultant has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF WORK

The City of San Fernando is soliciting proposals from qualified and experienced firms to conduct land and open space inventory within the City's boundaries. The City is approximately 2.5 square miles located in the Northeast San Fernando Valley. The City is predominantly built out, though there are some vacant lots and open spaces that may have the potential to be developed into a recreational facilities. The inventory will identify such land that illustrates potential new park sites that reflect community needs. The community needs shall be determined by a robust community engagement effort. The consultant will also act on the City's behalf to acquire and or negotiate Joint - Use agreements with third parties to develop recreational facilities.

COMMUNITY ENGAGEMENT

The San Fernando City Council values and welcomes community feedback to assist with the decision

making process on all major projects. The method for garnering ideas and suggestions for city projects or the development of specific guiding plans is to conduct a community engagement campaign. Compiling feedback from residents and stakeholders helps guide the final plan that reflects the vision of the community.

The land and open space inventory will be based on the type of recreational facilities and or programming the residents of San Fernando would like realized. The community engagement effort takes into account the city demographics to ensure the feedback is capturing a complete representation of city residents. Feedback from community planning meetings should involve youth, seniors, and family groups. Focus group meetings will gather feedback from special interest groups on their particular recreational facility needs.

The Community Engagement campaign shall induce:

- An initial project kick-off meeting to identify needs, define stakeholders, finalize the schedule, and gather information.
- Conduct a minimum of four meetings with local governmental bodies to gather input, provide draft recommendations, and present a final report. Examples of governmental bodies included in these meetings are the Parks, Wellness and Recreation Commission, Planning and Public Safety Commission, and the City Council.
- Conduct a minimum of four community meetings with residents and focus groups
- Bi-monthly progress reports during start-up and active phases with a minimum of one progress report per month.
- Prepare a draft report.
- Finalize the report based on input received.
- Provide an electronic copy in PDF format.

LAND AND OPEN SPACE INVENTORY

The objective of the land and open space inventory is to support the public's needs for new park facilities. The bases of the community needs are rooted in the 2017 Park and Recreation Master Plan. The Plan addresses the needs identified during the community outreach phase of the 2017 Plan. The feedback on which the PMP is based was gathered between 2015 and 2017. Those needs may have changed since the adoption of the PMP. Although the PMP addressed the needs, it was silent regarding the development of potential land that could serve as new park space. Consultant may review the existing 2017 PMP at <https://ci.san-fernando.ca.us/sfrecreation/#park-revitalization>. The consultant will canvas the city to identify such land (public and private). Vacant and underutilized lots will be ideal for the development of new park space; however, the consultant should consider redeveloping existing parkland, churches, schools, and private property. A map of the city's boundaries is attached as Exhibit "A".

The Inventory should develop potential park conceptual plans to illustrate potential new park sites that reflect community needs. Each potential site should have budget estimates for acquiring the land or any cost that may be associated with the City's use of the proposed site. Budget estimates for the redevelopment of existing parkland should also be provided. The consultant should identify grant and funding opportunities to assist with implementing proposed projects. The funding sources may include but are not limited to local, State, and Federal funding sources.

Upon the City Council's direction, the Consultant will conduct due diligence for negotiating a joint-use agreement or pre-acquisition of land/real estate negotiations related to the development of new parkland or open spaces for recreational purposes.

INFORMATION TO BE SUBMITTED

The content and sequence of the information contained in each copy of the proposal shall be as follows:

A. Cover Letter

Introduction of the firm submitting the proposal, including a general description of the firm's qualifications and experience relevant to the requested services, with emphasis on previous projects similar to the one proposed here. Along with introductory remarks, the proposal shall include the following information:

1. Complete name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity with which contract would be written.
2. Complete the name, title, address, e-mail address, and telephone number of each principal officer.
3. Identify the legal entity of the Consultant and state the number of years the entity has been organized and doing business under this legal structure.
4. Documentation of the financial status of the firm to ensure the firm will continue to be in business through the contract period and finance the costs of adequate personnel and other support requirements.

B. Organizational Information

The consultant will include an organizational chart and staffing plan for key personnel the Consultant plans to assign to the ongoing management of the services described in the Scope of Work. A section titled "Proposed City of San Fernando Team" shall be included and will include resumes, certifications, etc. for the proposed team that will be assigned to the City that demonstrates their abilities, skill level, and experience to accomplish the required tasks.

C. Qualifications and Experience

The Consultant will demonstrate that the firm expresses a clear understanding of the Scope of Work and indicate features, skills, and/or services that distinguish the firm as the better choice for the City. The Consultant will provide a minimum of three (3) examples of comparable work performed during the last three years that best demonstrates the qualifications and ability of the proposed team to accomplish the work as outlined in the Scope of Work section of this RFP. Include dates and descriptions of the services that were provided.

Consultant shall provide a minimum of three (3) and a maximum of five (5) references and should include any California governmental clients or similar public agencies for which contracts were performed. For each reference, the information shall include the name of the client with current address, telephone number, e-mail address, and contact person of each client who would be most familiar with the services provided. The City reserves the right to contact any of the listed references at any time and make any other reasonable investigation into the consultant's background and experience.

1. **Procedures and Methodology** – The proposal shall provide a detailed description of the firm's proposed approach demonstrating how the goals and objectives will be accomplished as outlined in the Scope of Work.
2. **Quality Control** – The Consultant shall describe the firm's policies and procedures for assuring high-quality work, including monitoring of any proposed sub-contracts.
3. **Schedule Detail/Schedule Control** – The Consultant shall provide a detailed schedule outlining the tasks, activities, deliverables, milestones, and duration required for the completion and submission of each of the following deliverables.

D. Cost Summary

The cost summary shall be submitted in a separate sealed envelope. All costs should reflect "not to exceed" figures. Fee schedules, including hourly rates for the prime consultant and all sub-consultants, meetings, and reproduction costs, should accompany the cost summary.

E. Compensation Schedule

In a separate sealed envelope labeled "Compensation Schedule," the Consultant shall include an appropriate compensation schedule to meet its workload and staffing needs. Include the hourly rate for all personnel assigned to the City, the number of hours each staff member will be assigned for each major task in the Scope of Work, as well as a list of all other reimbursable costs incurred in the performance of services required in the Scope of Work. A discussion on how the firm controls overall costs for Services to the City should be included as well.

F. Conflict of Interest Statement

Include a statement disclosing any involvement with plan/development projects in the City of San Fernando by the consultant (and sub-consultants) within the last year. The City of San Fernando reserves the right to reject any proposals having the potential for a conflict of interest.

G. Signature

The proposal shall be signed by an official who is authorized to bind the consulting firm and shall contain a statement that guarantees that the proposal/cost estimate is valid for ninety (90) days.

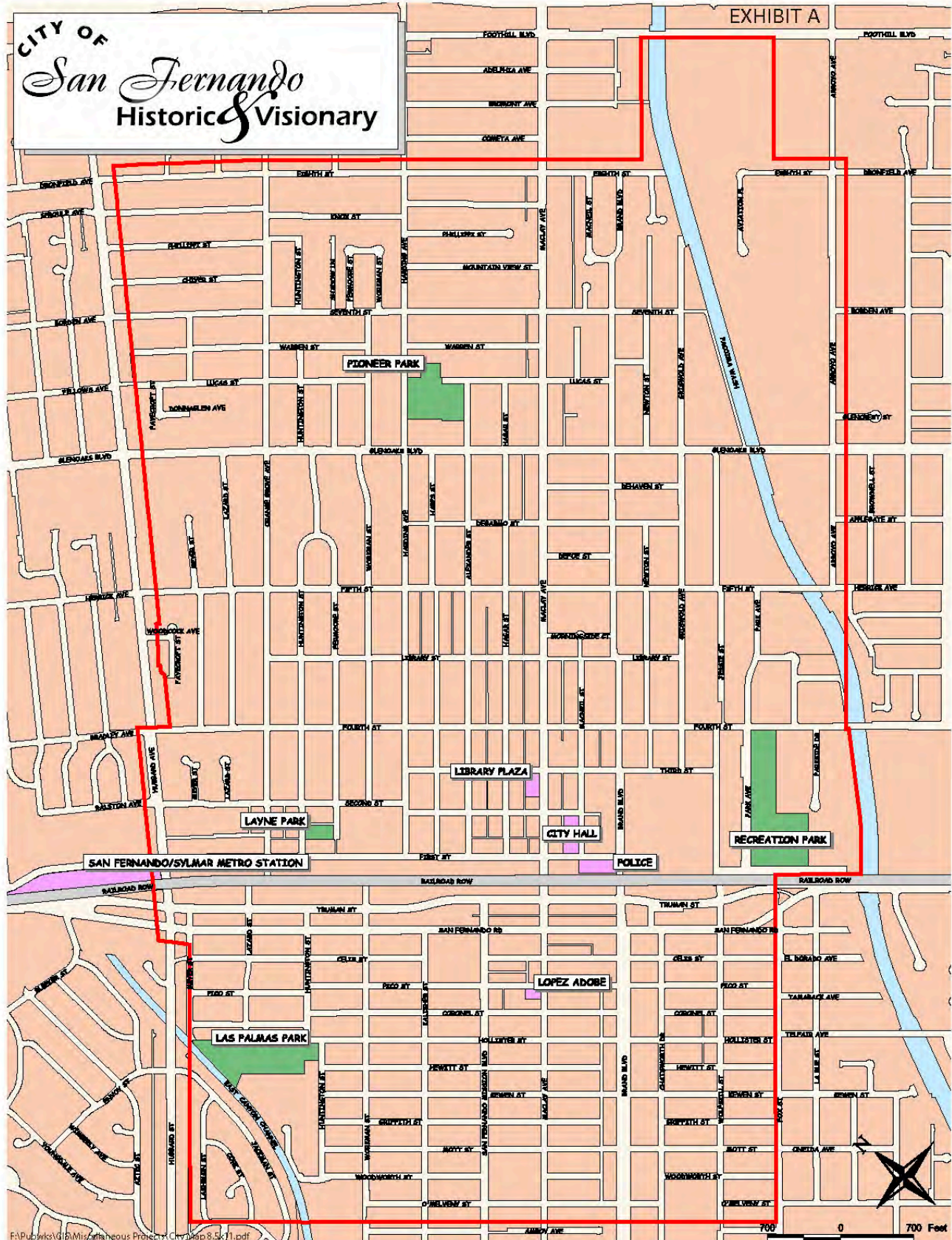
SCHEDULE FOR SELECTION

RFP Available:	March 6, 2023
Question Submittal Deadline:	March 17, 2018
Response to Questions:	March 22, 2023
RFP Due	April 6, 2023
Interviews/Contract Negotiations (if necessary):	April 17, 2023
Agreement Presented to Council for Review & Approval:	May 1, 2023

METHOD OF SELECTION AND NOTICES

The Recreation and Community Services Director and staff from Los Angeles Council District 7 and the Los Angeles Department of Transportation will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness of the Event
- Responsiveness to Service Needs
- Potential Benefits of the Northeast Valley Region
- Experience of the firm providing similar services to other municipalities
- Cost-effectiveness
- Quality of proposed staff





park opportunity plan

city of san fernando
land and open
space inventory



Kounkuey Design Initiative, Inc.
309 E 8th Street #205
Los Angeles, CA 90014
+1 213 537 0031

contacts

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Mario Benito, RLA
Senior Design Principal
mario@kounkuey.org

Naria Kiani
Senior Planning Principal
naria@kounkuey.org





Dear Mr. Julian Venegas,

I am pleased to submit Kounkuey Design Initiative's (KDI) application for the community-driven Land and Open Space Inventory for the City of San Fernando's Park and Recreation Master Plan update. Given our history of developing innovative solutions to expand green space in under-resourced communities through our Adopt-A-Lot project, Proposition 68 Technical Assistance Program, and work across the San Fernando Valley, we feel that KDI is uniquely positioned to address the opportunities and challenges of this RFP.

KDI has partnered with low-income communities of color in Southern California since 2010 to advance equity and to support healthy, connected communities through urban planning, landscape design, and community engagement. We work with government partners and residents to identify underused land, engage residents and other stakeholders about how this land could address key community priorities, and develop park plans and policy that help secure funding and create permanent parks and open space programs.

Our organization has worked on issues of land use and underutilized spaces for over a decade. KDI has been working with the City of Los Angeles since 2015 to evaluate vacant land for open space. Through the Adopt-A-Lot pilot program launched in 2018, KDI has transformed three vacant lots into vibrant, temporary pocket parks, bringing new parks within walking distance for 50,000 Angelenos. After the passing of Proposition 68, KDI worked with 18 municipalities over 3 years to secure over \$56M in State funding for new or renovated parks in low-income, park-poor communities of color, using our participatory park design model to both engage residents and government officials in the grant application process.

This proposal represents our understanding of the scope and deliverables outlined in the RFP packet, as well as our plan to create a meaningful and engaged process for San Fernando residents. KDI is a 501(c)(3) non-profit organization with the financial ability to be in business through the contract period and finance the costs necessary to complete the project. KDI's financial stability has been evaluated by outside auditors and confirmed in our most recent audited financial statements. Copies of such audited financial statements are available upon request. We welcome any feedback or questions, and look forward to hearing from you.


Sincerely,

A handwritten signature in black ink, appearing to read 'Chelina Odbert', written over a light blue horizontal line.

Chelina Odbert
CEO and Founding Principal

I authorize that this proposal and cost estimate is valid for ninety (90) days.

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Working with the World Bank in Mendoza, Argentina, KDI facilitated sensitization activities, walk audits, and "day in the life" tours to understand how the built environment affects local women's lives.

||||||| **01. organizational information**



1.1 meet kdi

Kounkuey Design Initiative (KDI) is a landscape architecture, planning, and community development firm specializing in community-engaged design of the public realm. As an award-winning nonprofit, we work primarily with under-resourced communities to design and deliver a diverse range of landscapes and public spaces, empowering residents to take an active role in shaping their built environment.

Established in 2010, we are headquartered in Los Angeles, and have additional offices in the Eastern Coachella Valley; Nairobi, Kenya; and Stockholm, Sweden. With almost 50 employees, we are a woman and BIPOC-led team that reflects the diversity of experience, perspective, thought, and talent found in the places where we work.

The thread that connects all of our work—whether landscape architectural projects, advocacy, research, or planning—is a commitment to inclusive participation at all project phases. We structure each process to ensure that design and planning are accessible and engaging to everyone, particularly those approaching such processes for the first time. For far too long, far too many voices have been excluded from this work leading to many of the inequities we now aim to undo. With this in mind, our guiding philosophy is to create meaningful opportunities for diverse groups to share decision-making power in the processes that will shape their neighborhoods. We believe in the power of design, and in our daily practice, we see that power is infinitely stronger when shared.

KDI brings more than a decade of experience running inclusive, innovative community planning and design processes to advance equity and activate the potential of neighborhoods and cities. We marry resident and stakeholder expertise about their community with technical expertise from our team, and establish frameworks for people to

work collectively across social and professional boundaries to make shared decisions. A core part of this process is working with residents and other stakeholders to build their capacity to understand and apply technical concepts and tools to decision making about the built environment. Our team brings particular experience in land use analysis and opportunity creation in low-income communities of color, while negotiating the many physical and jurisdictional challenges present in Los Angeles. We transform neglected, underused sites into green, high performance landscapes over which local stakeholders feel a strong sense of ownership.

Our approach to public space looks beyond just parks to all types of community spaces—from plazas to murals to pocket parks—to capitalize on even the smallest opportunity to build community cohesion. From working with public housing residents along Ballona Creek in Los Angeles to create a neighborhood greening plan, to the design and implementation of a productive public space network across the Eastern Coachella Valley in Riverside County, KDI brings a culturally-sensitive, technically rigorous, and regionally transformative design and planning techniques to our work to create spaces of pride and stewardship.





KDI has experience working across mediums—from asset mapping to in-person resident interviews—to understand neighborhood conditions in ways that create more access for marginalized groups.



Our Approach

Our team brings together decades of planning, design, and community engagement expertise with projects as close to San Fernando as Pacoima and North Hills and as far away as Juneau and Nairobi. We excel at partnering with municipal agencies, local residents, and many other stakeholders to identify potential public spaces and bring them to life. We have identified three major opportunities throughout this proposal that shed light on KDI's unique approach to the Land and Open Space Inventory:

Finding Opportunities Big + Small

KDI has a unique take on the liminal spaces often taken for granted in urban settings: from empty lots turned to parklets to public streets reimaged into play spaces, we have a knack for recrafting underutilized spaces in partnership with the local community.

In the Adopt-A-Lot project, KDI converted three vacant lots across the city into temporary parklets created and maintained by local residents. Along the Ballona Creek, KDI partnered with the Housing Authority of the City of Los Angeles (HACLA) and the Baldwin Hills Conservancy to site new green space that benefited Mar Vista Gardens housing facility residents, Ballona bike path users, and the wildlife that calls the creek home. In City Terrace, KDI reimaged an unused parking lot owned by Los Angeles Public Works as a vibrant plaza celebrating the heritage of the surrounding community. In each of these projects, KDI identified underutilized spaces across scale, location, and jurisdictions and envisioned how they could be transformed into flexible, multipurpose community spaces beyond the traditional park.

Prioritizing Deep Engagement

Through inclusive, participatory planning processes, we produce implementable solutions that advance equity, demonstrate immediate results,

and establish frameworks for long-term change in city systems and infrastructure.

In partnership with Los Angeles Department of Transportation (LADOT), KDI worked with three community focus groups from Sawtelle, Watts, and Sun Valley to analyze and understand how Los Angeles' public transit system could better serve women. Focus Group members led data collection efforts by administering phone surveys and travel interviews and encouraging their friends, family, and neighbors to participate in the study. By prioritizing deep engagement and giving agency to the residents in these groups to shape, collect, and produce data that best reflects their lived experiences, KDI was able to build robust recommendations piloted across the City to improve the system as a whole.

Aspiring Towards Implementation

Our team of planners, designers, and community organizers excel at finding pathways to turn aspirational, big visions into built realities. This approach is critical when undergoing engagement processes, holding community values at the heart of the project while matching them to maintenance, operations, and jurisdictional constraints.

Our team has navigated pathways to implementation for multiple park spaces, citywide activation programs, transportation planning projects, and commemorative landscapes. Our business development team has a track record of successfully securing funds from State Conservancies (e.g. Santa Monica Mountains Conservancy and Rivers and Mountains Conservancy) private philanthropies, (e.g. The California Endowment, Cal Wellness, Knight Foundation), and all levels of government, from local to state to federal. Since 2018, we have helped municipalities across the State secure more than \$50 million in park funding to create or



renovate 8 parks.

park-poor neighborhoods.

With funding from the Gilbert Foundation, we are working with agency partners to make our Adopt-A-Lot a permanent program within city government. In early 2023, with support from The California Wellness Foundation, we will launch a statewide project in partnership with Public Health Advocates to provide up to six cities and their community partners with the resources and expertise needed to transform blighted parcels into community-driven open spaces in low-income,





1.2 proposed city of san fernando team

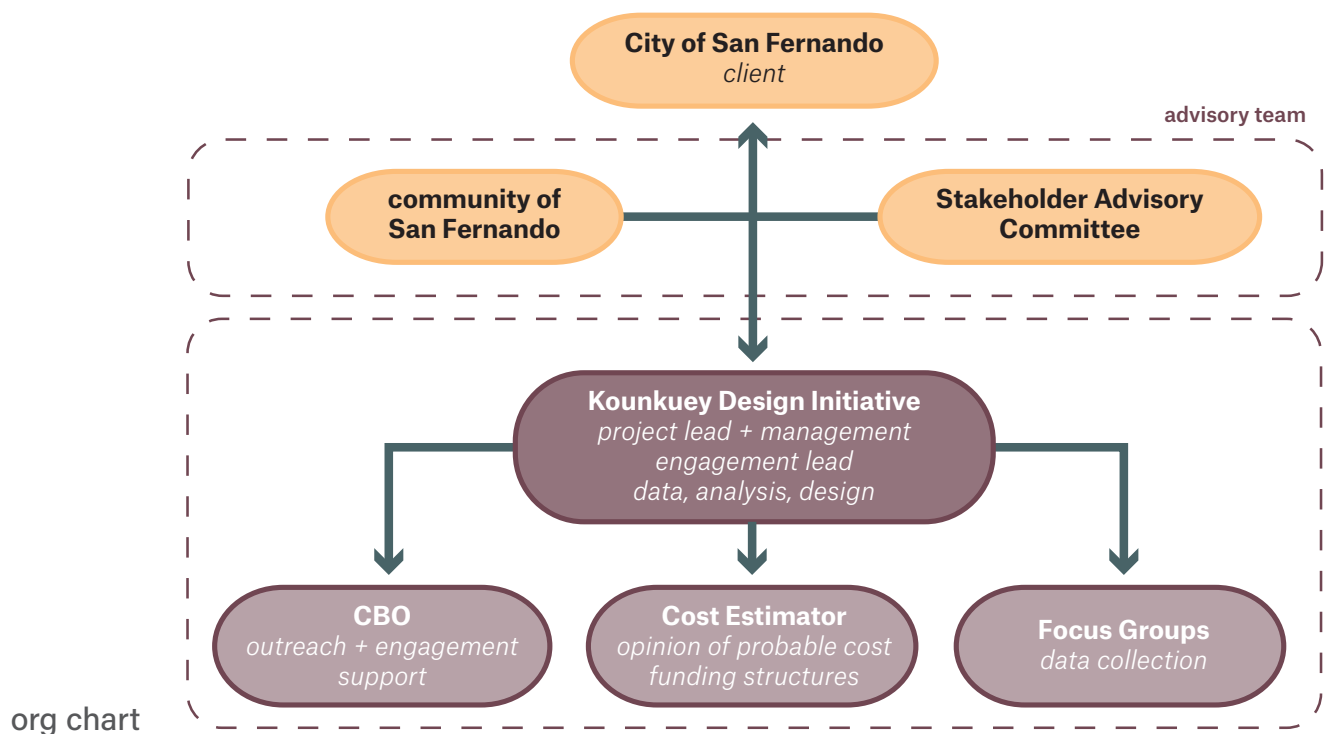
The KDI team is overseen by Executive Director Chelina Odbert, an urban planner who has pioneered community-centered, holistic design to advance social, economic and environmental equity for over 10 years. Lauren Elachi, Senior Design Principal, will serve as project oversight and overall quality control, bringing her decade of experience on planning and design project management to ensure accountability and excellence. KDI lead and overall project manager is Planning Associate Eric Riley, an urban planner who manages several of KDI's LA projects, including our Adopt-a-Lot program, and who specializes in land use policy. Community engagement and equity framework support is provided by Senior Design Coordinator Robert Douglass, who has also worked on parking lot conversion projects in East Los Angeles as well as community engagements across Los Angeles. Concept design, data analysis, and GIS mapping will be led by Design Coordinator Daniel Dominguez, who has experience working along the Pacoima Wash and the Rio Hondo in Bell Gardens.

community based organizations

We anticipate subcontracting to 1-2 community-based organizations to assist with the on the ground outreach and engagement for the focus groups and community workshops. These organizations will help to disseminate the community survey, conduct door-to-door outreach for events, and help the KDI best reach community members that have not typically been part of design and planning processes in the past.

cost estimators

We will subcontract to a parks cost estimation firm once we have concept plans for analysis. This firm will create opinions of probable cost for the prioritized projects, as well as inform potential funding structures and mechanisms to make their creation a reality. Their input will be included in the final Land and Open Space Inventory Report.





chelina odbert

executive director



Chelina is Co-Founder and Executive Director of Kounkuey Design Initiative. She believes in the potential of low-cost, high-impact design interventions to improve social, economic, and physical quality of life in low-income communities. Her expertise covers a range of topics including leadership, participatory planning, social entrepreneurship, urban development, environmental remediation, and social impact design. She has extensive field experience through her work in Africa, Latin America and the US. Chelina helped shape KDI into an internationally recognized and award-winning design, planning and community development firm. Chelina has lectured around the world and written about KDI's community-engaged approach to planning and design.

practice

Executive Director, Kounkuey Design Initiative
Los Angeles, CA, August 2006 - Present

Villa Verde Affordable Housing, Coachella, CA
City of Coachella Wellness Center, Coachella, CA
Somos Oasis: Oasis Park, Eastern Coachella Valley, CA
Nuestro Lugar: North Shore Park, Eastern Coachella Valley, CA
Thermal Oasis Mobility Plan, Eastern Coachella Valley, CA
Building Healthy Communities Environmental Justice Campaign,
Eastern Coachella Valley, CA
Free Lots Angeles, Los Angeles, CA
Play Streets, Los Angeles, CA
Watts Imagined, Los Angeles, CA
SCAG Tactical Urbanism, Southern California
Complete Parks Campaign, Cities of Colton & Placentia, CA
La Farmacia Popular, Homestead, FL

Kibera Productive Public Space Project, Nairobi, Kenya
IDEO.org Amplify: Rivers and People, Kibera, Nairobi, Kenya
#TujengeKibera, Nairobi, Kenya
WATSAN Portal, Kibera, Nairobi, Kenya
Building Urban Flood Resilience: Integrating Community
Perspectives, Kibera, Nairobi, Kenya
Lengina Water and Community Project, Lengina, Narok South,
Kenya
Longborizu Rural Development Project, Longborizu,
Upper West, Ghana
Bonneau Productive Public Space: The Market Place,
Bonneau, Haiti
An Expanded View of Urban Agriculture in Ouled Ahmed,
Casablanca, Morocco

education

Harvard University, Master of Urban Planning, 2007
Claremont McKenna College, B.A. Spanish and Psychology,
magna cum laude, Phi Beta Kappa, 1999

teaching

Harvard Graduate School of Design
UCLA

awards and appointments

Renewal Award Winner, Atlantic Magazine, 2017
Vanguard Fellow, Next City, 2016
Kamala Harris Appointee, Proposition 39 Citizen Oversight
Committee, 2015
Ideas Scholar, Aspen Institute, 2014
Designer and Advocate Shaping the World, Public Interest
Design Global 100, 2013
Global Emerging Social Innovator, American Express and
Ashoka, 2011
New York Prize for Public Architecture, Van Alen Institute, 2008
Ambassadorial Scholar of Urban Planning and Architecture,
Rotary Club, 2002

selected lectures

Odbert, C. and Mulligan, J. (2017) A Tale of Two Cities, and a
Parable of Two Ponds. Presented at University of Michigan
School for Environment and Sustainability, Ann Arbor, MI.
Odbert, C. (2017) Building Urban Flood Resilience: Integrating
Community Perspectives. Presented at UN Habitat
"Dangerous Landscapes" Conference, Hanover, Germany.
National Conference in Los Angeles, CA

selected published work

Odbert, C. and Mulligan, J. (2017) "Community Camera: Piga Picha" in de la Pena, D. et al.,
Design as Democracy: Techniques for Collective Creativity, Island Press.
Odbert, C. and Mulligan, J. (2014) "The Kibera Public Space Project: Participation, Integration
and Networked Change" in Hou, J. et al. Now Urbanism: The Future City is Here, Rutledge.
Odbert, C. (2012) "Complexities at Urban Edges", "The Road to Opportunity", "Power to the
People", "Taking the High Road" in Megacities: Opportunities at Urban Edges, Forbes
Magazine.



lauren elachi

senior design principal



Lauren is a Senior Design Principal at Kounkuey Design Initiative. Lauren is interested in how landscape architecture can be used as a tool for activism, rethinking the traditional methodologies of the practice to serve community. She manages multiple planning and design projects across a range of scales, primarily within the Eastern Coachella Valley. Prior to joining KDI, Lauren worked at SCAPE Landscape Architecture in New York City, where she was involved in projects at the intersection of infrastructure, ecology, and community resiliency. She currently teaches at the University of Southern California, leading seminars on participatory design and community engagement strategies.

practice

Senior Design Principal, Kounkuey Design Initiative
Los Angeles, CA, August 2017 - Present

Thermal-Oasis Neighborhood Mobility Plan, Eastern Coachella Valley, CA

North Shore-Mecca Neighborhood Mobility Plan, Eastern Coachella Valley, CA

Villa Verde, Coachella, CA

Vare Recreation Center, Philadelphia, PA

Aak'w Village Arts & Cultural District Plan, Juneau, AK

Salton Sea State Recreation Area Restoration and Renovation, North Shore, CA

Juntos al Aire Libre, Eastern Coachella Valley, CA

Florida Farmacia, Homestead, FL

City Terrace Plaza, City Terrace, CA

World Bank Handbook for Gender-Inclusive Urban Planning and Design, Global

Associate, SCAPE Landscape Architecture
New York City, NY, 2013-2017

Living Breakwaters, Rebuild by Design, NYC/NJ

New York Rising Planning for Howard Beach and Broad Channel, New York City, NY

Rebuild by Design Competition, New York City and New Jersey
New York Rising Planning for Howard Beach and Broad Channel, Queens, NY

DEP Stormwater Capture Park, Flushing and Gowanus Watersheds, New York City, NY

Great Kills Breakwater Feasibility Study, Staten Island, NY

Hutchinson River Storm Water Greenstreets, The Bronx, NY

Environmental Designer, Buro Happold
New York City, NY, 2008-2010

Yale School of Management, New Haven, CT

High School of Arts and Design, New York City, NY

King Abdullah Financial District, Riyadh, Saudi Arabia

education

Harvard University, Master of Landscape Architecture, 2013

Princeton University, B.A. Ecology and Evolutionary Biology, 2007

awards

Penny White Fund Award Winner, Harvard Graduate School of Design, 2013

registration

LEED Accredited Professional

published work

Elachi, L., and Deuschle, C. (2013) Landrace, Scapegoat Journal. Vol. 5.

teaching

Asymmetries of Access: Rethinking Public Spaces through Participatory Planning & Design, USC, Spring 2022

Bringing Climate Justice to Skid Row, USC's Vertical Workshop, Fall 2021

Community Engaged Planning and Design for a More Just Public Realm, UCLA, Fall 2021

The Spatial Politics of Homelessness, USC, Fall 2020

Principles of Professional Practice, Rhode Island School of Design, Spring 2016 & 2017

selected lectures

Elachi, L., Chou, J., and Odbert, C. (2021) Design in the Time Of. Presented at Ohio State University in Columbus, OH.

Elachi, L., and Rodriguez, C. (2019) Creating Agency: The Power of Community Organizing. Presented at the Design Futures Conference in Salt Lake City, UT.

Elachi, L., and Mendez, P. (2019) Fit to Scale: Community Engagement for Site, City, and Region. Presented at the Creative Placemaking Summit in Los Angeles, CA.



eric riley

planning associate



Eric is a Planning Associate at Kounkuey Design Initiative. Eric is passionate about creating democratic and inclusive planning processes with marginalized communities of color, and building sincere and collaborative relationships with resident partners. He provides planning, community engagement and policy analysis support for KDI's LA-based projects. Eric has a professional background in GIS mapping, community engagement, policy analysis, and project management. Prior to joining KDI he worked at the Reinvestment Fund as a Policy Solutions Intern, preparing maps and reports and providing technical support for local neighborhood community plans. . He holds a Master of City Planning from the University of Pennsylvania.

practice

Planning Associate, Kounkuey Design Initiative
Los Angeles, CA, April 2018 - Present

Adopt A Lot, Los Angeles, CA
Play Streets, Los Angeles, CA
Vermont + Manchester, Los Angeles, CA
People Street, Los Angeles, CA
Salazar Park Community Engagement and History Installation,
Los Angeles, CA
Mar Vista Neighborhood Greening Plan, Los Angeles, CA
Jackie Robinson Park, Sun Valley, CA
92nd Street Park Resident Collective, Los Angeles, CA

Policy Solutions Intern, Reinvested Fund
Philadelphia, PA, 2016 - 2018

Community Relations Intern, Rock Ventures LLC
Detroit, MI, 2016

Policy Intern, Downtown Detroit Partnership
Detroit, MI, 2015

education

University of Pennsylvania, School of Design, Master of City Planning,
2018
University of Michigan, Bachelors of Arts, Public Policy 2016

awards

American Planning Association
Diverse Design
Black Graduate and Professional Student Association
PennDesign Diversity Scholar 2016-2018
2016 NAACP Charles Hamilton Image Award
2016 Dr. Martin Luther King Jr. Spirit Award

selected lectures

Riley, E. and Woods, S. (2022) Reclaiming Lost Histories with
Revitalized Public Spaces. Presented at the Greater
Greener Conference, Philadelphia, PA.



daniel dominguez

design coordinator



Daniel is a Landscape Design Coordinator at KDI's Los Angeles office. A native to Florida, he is drawn to landscapes that do more with less, believing that an appropriate landscape already exists on site. Daniel's work at KDI focuses on addressing the spatial needs of undeserved communities across Southern California. Prior to joining KDI, he worked at RHAA in San Francisco, interned at Terremoto, Taktyk, and Estudi Marti Franch, and worked as an instructor at the University of California, Berkeley. Daniel holds a Bachelor of Science in Sustainability and the Built Environment from the University of Florida and a Masters in Landscape Architecture from the University of California, Berkeley.

practice

Design Coordinator , Kounkuey Design Initiative
Los Angeles, CA, January 2022 - Present

Juntos al Aire Libre, Coachella Valley, CA
Gender Equity Action Plan, Los Angeles, CA
Pacoima Wash Greenway, Los Angeles, CA
Bell Gardens Recovery Project, Bell Gardens, CA
Construyendo Puentes, Coachella, CA

Designer, RHAA
Mill Valley, CA, 2019-2020

Freedom Circle Residential, Santa Clara, CA
San Anselmo Creekside Park, San Anselmo, CA
La Scoula, San Francisco, CA

Designer, Tom Leader Studio
Berkley, CA, 2018

Hebei Xiong'an New Area Startup District Urban Design
Proposal Collection

Design Intern, Estudi Martí Franch
Girona, Spain, 2018
Girona Green Infrastructure, Girona, Catalunya, Spain

education

University of California, Berkley, Master of Landscape Architecture,
2018
University of Florida, B.S. Sustainability and the Built Environment, 2013

teaching

Media Instructor, University of California, Berkley, 2021

awards

ASLA Student Honor Award, Communications Category, Ground Up Journal, is. 05, 2016
Eisner Prize, University of California, Berkley, 2017-18

publications

Ground Up Journal, University of California, Berkley, Graphics and Editorial Staff, 2016-2017



robert douglass

design coordinator



Robert is a Design Coordinator at KDI's Los Angeles office. Recognizing the power and need for community action for equitable, beautiful, transformative, and sustainable public spaces, he is passionate about creating innovative processes for underserved populations to connect with and shape the social, political, and physical landscapes they inhabit. He joins KDI with a background in community organizing, political economics, residential landscape construction, and urban farming. Robert holds an MLA from California State Polytechnic University, Pomona and has been recognized by the Landscape Architecture Foundation as a 2022 finalist of the Olmsted Scholars Program.

practice

Design Coordinator , Kounkuey Design Initiative
Los Angeles, CA, August 2020 - Present

Prop 68 Applications, Thermal, CA
Villa Verde Affordable Housing, Coachella, CA
Vare Recreation Center, Philadelphia, PA
Bell Gardens Recovery Project, Bell Gardens, CA
City Terrace Plaza, Los Angeles, CA
Juntos al Aire Libre, Coachella Valley, CA
Coachella Civic Center, Coachella, CA
Aak'w Village Arts & Cultural District Plan, Juneau, AK
Salton Sea State Recreation Area Restoration and Renovation,
North Shore, CA
Crenshaw Affordable Housing, Los Angeles, CA

Design Fellow, MIIM Design + Nature Conservancy
Los Angeles, CA, 2020

Oak Grove Trail, Dangermond Preserve, CA
Studio Showcase Booklet, Los Angeles, CA

Design Associate, Creative Construction and Design
Corona, CA, 2015-2019

Urban Farmer, TERI Inc.
Oceanside, CA 2017-2018

education

Cal Poly Pomona, Master of Landscape Architecture, 2022
Certificate of Landscape Architecture Program, Mira Costa Community
College, 2018
Northern Arizona University, BA International Affairs, 2013

awards

Olmsted Scholars Finalist, Landscape Architecture Foundation, 2022
Scholarship Recipient, California Landscape Architectural Student Scholarship (CLASS) Fund, 2020
ONA Community Service Scholarship, Cal Poly Pomona Dept. of Landscape Architecture, 2020
Chapman Forestry Foundation Scholarship, Cal Poly Pomona Dept. of Landscape Architecture, 2019
MacArthur Park Design Charette, LA Department of Sanitation, 2019
Urban Forestry Scholarship, Street Trees Seminar Inc. Scholarship, 2018



☐ **02. qualifications + experience**



2.1 procedures + methodology

task 1: community engagement

KDI has deep experience engaging communities within the San Fernando Valley in ways that are fun, accessible, and meet residents where they are. From online to in-person, we strive to reach a broad set of residents through multiple multi-lingual engagement tactics, ensuring that all voices are heard throughout the process.

1.1: Project Coordination and Reporting

We will begin the project with a kickoff meeting to align on project goals and values, key stakeholders, and schedule to set forward a plan of action that KDI and the City agree is feasible and authentic. The project manager will schedule bi-weekly calls to keep open lines of communication between KDI and the City, with an updated project schedule provided for each meeting. This document will lay out a meeting schedule for regular team, stakeholder, and community meetings alongside a timeline for deliverables and any critical points of consultation or coordination. KDI will be responsible for distributing the agenda to all parties two days prior to the call, taking meeting minutes during each call, and distributing them for review within 24 hours of the meeting.

Additionally, KDI will provide bi-monthly project reports compiling all information gathered from community workshops, engagements, discussions, and inventory work to keep the relevant City staff included in all project phases. When necessary, we will provide reports on a monthly basis.

1.2 Stakeholder Advisory Group Meetings

In coordination with the City, KDI will form a Stakeholder Advisory Group to help guide recommendations and give input on the priorities included in the final Land and Open Space Inventory Report. KDI will hold a minimum of four (4) meetings with the Advisory Group to discuss the following:

- Asset mapping and physical considerations
- Prioritization metrics and engagement findings
- Draft recommendations
- Final report overview and findings

Based on scheduling, we will hold meetings via Zoom or, where possible and appropriate, in person. If facilitated on Zoom, we will use tools such as Miro to allow for collaborative approaches in engaging the Advisory Group. The members of the Advisory Group will be determined in conversation with City staff to represent stakeholders in transportation, maintenance, parks and recreation, youth services, and other relevant topics of expertise. We also recommend including key local business owners, recreation program staff, school principals, and other community leaders in the Advisory Group.

Unlike vacant lots, underused sites such as schoolyards or church parking lots have an existing use, but also have untapped potential to meet additional community needs. To identify underused sites, we will review all relevant existing departmental assessments, reports, and master plans, and will deepen and corroborate



initial findings with site visits and key informant interviews.

1.3: Community Outreach + Engagement Plan

Within one (1) month of project kick-off, the KDI

team will coordinate with city staff to design and craft an outreach and engagement plan that fits the community context and works in parallel with other local efforts. KDI will share the draft engagement plan for City review and approval and organize an engagement kick-off meeting to revise and





task 1 continued

develop the plan further. The finalized plan will guide the roll-out of the community outreach and engagement work and serve as a coordinating document throughout the project, which we will regularly update for all coordination calls.

1.4: Project Graphic Identity and Community-Wide Survey

Communication is vital to public participation and the overall success of the planning process. Our design and communications will work closely with city representatives to develop a solid visual identity, language, and messaging for the process and its outputs, as well as printed materials, social media, and online interfaces that welcome participation from the many different users, stewards, and beneficiaries of San Fernando's parks and open spaces. Our multimedia approach will utilize various tools, platforms, and modes to reach each of these users, and we will incorporate time-limited messaging, challenges, and prizes to reward sustained engagement.

We will use all these tactics to develop and disseminate a community-wide online survey. The bilingual survey will be brief (5 minutes) to lower the barrier to completion. KDI will disseminate the survey across local CBOs, businesses, and city staff to share at meetings and existing events.

1.5 Focus Groups and Walk Audits

To further deepen our understanding of potential public spaces and current land inventory, the KDI

team will form four (4) focus groups throughout the City of San Fernando. These focus groups will help us gather feedback from groups typically underrepresented in planning processes: particularly teenagers and young adults, women or gender non-conforming individuals, members of the Fernandeno Tataviam Band of Mission Indians, and older adults. Depending on the audience, we will determine if it is beneficial for these meetings to be in-person or over Zoom. We anticipate three (3) meetings per focus group (leading to twelve in total) of 5-7 participants, with participants compensated for their time. Focus group meetings will allow for discussion of perceived safety, desired programs, or other neighborhood-wide issues that could be addressed by providing new open spaces, revitalizing existing parks, or additional programming.

With these focus groups, the KDI staff will lead walk or windshield audits of the City. We will use these





audits to document and analyze an area's physical and social uses, digging into how various age or gender groups experience spaces in different ways. Through questionnaires, the creation of maps, and public space assessments, these audits put residents' voices at the same level as those of the 'technical' experts. This strategy will allow the process to be rooted in the lived experiences and wisdom of the San Fernando community, fostering ownership and agency to ensure broad buy-in and a commitment to implementation and long-term stewardship. KDI will similarly conduct these audits from our own design and planning perspective and work with each focus group to synthesize all the data into a set of findings.

1.6: Community Workshops

A major cornerstone in our process, KDI will create engagement materials, renderings, and visuals for four (4) at-large workshops open to the public. We will hold two workshops before beginning concept development work to determine neighborhood assets and a prioritization framework that residents believe reflects the needs of their community. The third workshop will center on developing concepts for the park or open spaces identified as the highest priority, giving shape to proposed improvements or programming. The final workshop, conducted while the draft Land and Open Space Inventory Report is underway, will vet and finalize those designs and priorities to be reflected in the ultimate document. We will hold these workshops in English and Spanish with translation services provided for any

additional language needs of the region.

Deliverables

- Project Schedule
- Meeting Agendas and Minutes
- Materials for Stakeholder Advisory Group meetings (4), minutes, and photographs
- Community Outreach and Engagement Report
- Project Graphic Identity and Outreach Materials
- Community Survey
- Materials for Focus Groups (12), minutes, and photographs
- Materials for Community Workshops (4), minutes, and photography



task 2: Land and Open Space Inventory

Working in parallel with the robust community engagement process, the KDI team will bring our extensive experience in landscape architecture, planning, GIS analysis, and data collection to build an equitable, community-driven, and feasible set of recommendations and priorities for the Land and Open Space Inventory Report. We will take a broad view towards opportunity spaces—from parking lots to sidewalk right of ways to underutilized land—and assess a wide range of outcomes that could be as small as a community mural wall to a large sports field.

2.1: Existing Conditions Study and Review of Relevant Data

The KDI team will begin by analyzing existing GIS and city data to understand the context of San Fernando. We will look at existing zoning, demographic, and physical characteristic data such as topography and drainage to create a complete catalog of potential opportunity sites. We will also review the current Parks Master Plan and any additional reports, plans, or visioning documents relevant to this effort.

We will conduct a citywide inventory of privately- and publicly-owned vacant and underused land. We will begin with a broad definition of open space and look for opportunities not just in existing parks or vacant lots but parking lots, drainage channels, and other pieces of infrastructure that could be transformed into multi-beneficial spaces. Additionally, we will identify privately-owned vacant land, and to the extent possible, identify property own-

ership. Unlike vacant lots, underused sites such as schoolyards or church parking lots have an existing use, but also have untapped potential to meet additional community needs. To identify underused sites, we will review all relevant existing departmental assessments, reports, and master plans, and will deepen and corroborate initial findings with site visits and key informant interviews.

Given the size of San Fernando, the KDI team will ground-truth the collected data in a block-by-block walk audit in coordination with the community focus groups. From this, we will create a shared GIS database of opportunity sites and a short mapping report to illustrate the broad range of opportunities to begin prioritization.

2.3: Prioritization Metrics and Analysis

Key to this process is creating a set of metrics, in conjunction with community members and stakeholders, to prioritize the different opportunity spaces identified within the city. These metrics will be created after the first round of stakeholder, focus group, and community workshop meetings to allow our project team to lead conversations around key values and priorities that can structure this set of metrics. Our team is seasoned in creating equitable sets of evaluation criteria that combine community values with professional best practices for inclusivity, such as the UC Berkeley Othering and Belonging Institute's Inclusiveness Index, to set forward a framework to weigh options for development in a larger contextual picture. All prioritization work will be vetted and discussed through the different



community engagement forums we are proposing, prior to finalizing an evaluation tool in coordination with the city.

2.4: Conceptual Plan Development

We will produce a concept plan for three to five sites (dependent on scale of intervention) based on the results from the prioritization metrics. These concept plans will reflect stakeholder priorities for park features and locations. Within the community workshops, we will engage residents to co-develop the concepts alongside our team, building out spaces that are meaningful and relevant to them. Our team will then match these against the realities of city regulations, budgets, and maintenance to create further developed concept plans that we will present back to the community for a final round of feedback. Our work will be in close collaboration with the city and the Stakeholder Advisory Group in order to ensure feasible, maintainable, and beautiful future spaces. Each concept plan will include an illustrative plan and one to two renderings to help community members visualize the space, along with an opinion of probable cost of the acquisition, physical improvements, and programming of the proposed site.

2.5: Final Report and Recommendations

The focus in this final task will be on connecting, evaluating, and synthesizing the findings from all stages of the project to make recommendations for future land and open space development. The needs, desires, and stories of the community will be woven throughout the report, as we center

their lived experiences. In consultation with public, private, and nonprofit sectors, we will develop an Implementation Matrix that outlines strategies relating to funding, additional planning (e.g. to create Joint Use Agreements with School Districts or churches), and programs (e.g. temporary activations of underused sites). In this way, the general public will know what is proposed, and what is required in terms of investment and financing, roles and responsibilities, and organizing and coordination. The public also will see that the planning process is a step towards real actions, long-term commitments, and systems change, building trust between the community and government.

The KDI team will create a draft report in close collaboration with city staff, and will present the draft to the Stakeholder Advisory Group and at the final community workshop to get feedback on the work. We will go through one round of edits from city staff, with a final Land and Open Space Inventory Report delivered at the close of the project.

Deliverables

- Citywide Open Space and Land Inventory Database
- Conceptual Plans, Renderings, and Opinions of Probable Cost
- Draft Report
- Final Report



2.2 quality control

KDI's award-winning participatory design and planning process is rooted in meaningful, iterative collaboration, and we manage projects with the same rigor and ethos. The KDI team are experienced project leaders who regularly coordinate with diverse stakeholders including residents, community organizations, nonprofits, government agencies, and private corporations. We have robust expertise in managing complex projects with large multi-disciplinary teams. This work often takes place across multiple sites in multiple languages in very different socioeconomic and political contexts.

KDI is experienced in tackling rapid timelines and has a track record of completing projects on budget. We also regularly manage complex, fast-moving projects. We are highly organized, and thoroughly document project progress through collaborative tracking systems, meeting minutes, and timelines, and other digital project management tools and procedures. We ensure that at any moment project partners can easily access information regarding key decisions, major milestones, and remaining work, via easy-to-use systems. We find that this level of organization and documentation not only ensures timely project progress, but will help the City of San Fernando easily replicate and expand on the work completed. Our nimble team is able to quickly adapt to changes in schedule, scope, and cost, and have proven our ability to successfully navigate unforeseen changes, while still providing complete and high-quality work products.





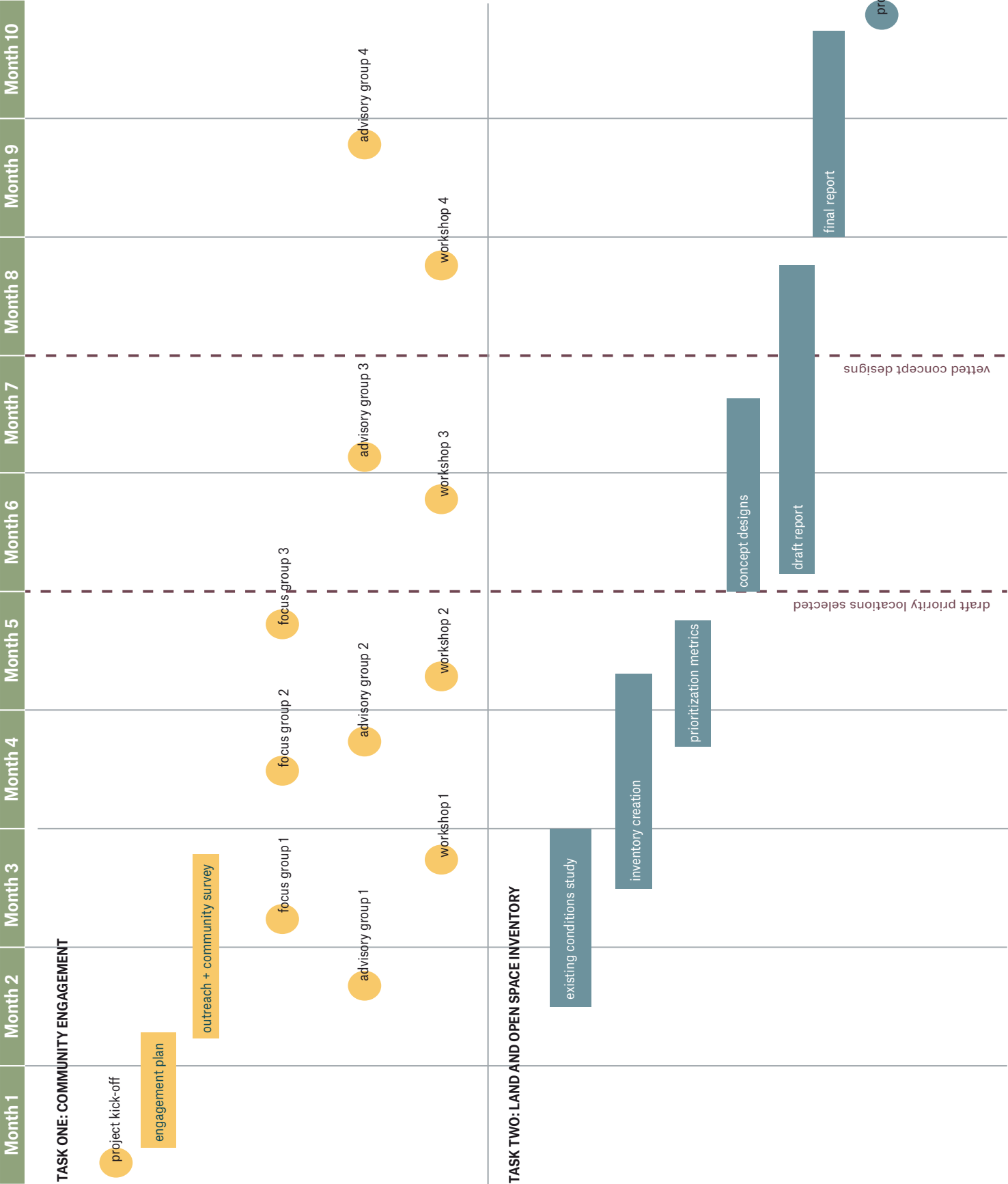
2.3 schedule control

task 1 deliverables: community engagement

- Project Schedule
- Meeting Agendas and Minutes
- Materials for Stakeholder Advisory Group meetings (4), minutes, and photographs
- Community Outreach and Engagement Report
- Project Graphic Identity and Outreach Materials
- Community Survey
- Materials for Focus Groups (12), minutes, and photographs
- Materials for Community Workshops (4), minutes, and photography

task 2 deliverables: land and open space inventory

- Citywide Open Space and Land Inventory Database
- Conceptual Plans, Renderings, and Opinions of Probable Cost
- Draft Report
- Final Report





03. work examples



nuestro lugar: north shore park

building a park, building community



All generations
enjoying the park.

description

North Shore is a small agricultural community in the Eastern Coachella Valley. The community is extremely lacking in public amenities such as sidewalks, public spaces, markets, and schools, and is only marginally served by public transportation. Nonetheless, the community is close-knit, active, and deeply proud of its heritage and surrounding desert landscape. KDI and residents have worked together to bring much needed amenities to North Shore through the design and construction of a public space that features a pavilion, playground, skate park, soccer field, basketball court, and more.

Residents created a theme for the park—From Sea to Sky—which inspired a series of glyphs that were incorporated into the wayfinding system, the pavilion, and other design elements. To address the economic and social priorities of community members, KDI helped establish a women-led food cooperative called Delicias Laguna Azul and a youth-led bike share program called Desert Riderz, as well as an arts committee. The park marks the beginning of a new era for North Shore: one in which the true identity of its people and place can be celebrated and leveraged for future development initiatives.

dates + status

2016 - 2018 completed

contract amount

\$888,532

location

North Shore, CA

client reference

Desert Recreation District
Troy Strange, Director of Planning and Public Works
tstrange@drd.us.com
(760) 347-3484

services provided

design + build
plan + program
landscape architecture
capacity building
micro-entrepreneurship

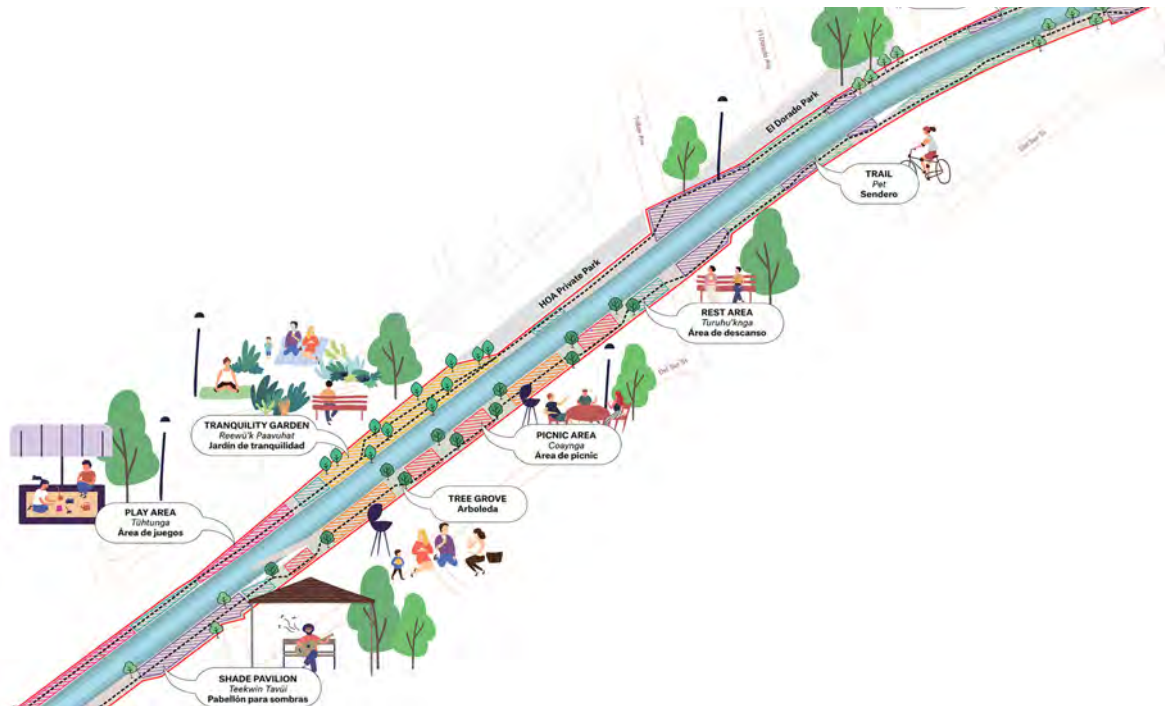






pacoima wash greenway

broadening access to green public space in pacoima



Pacoima wash plans.

description

The Pacoima Wash is a 33-mile-long tributary of the LA River that runs through several neighborhoods in California's San Fernando Valley. While the waterway serves the important purpose of flood control, it also contributes to a sense of disconnection among locals, making everyday activities like cycling and walking a challenge. This project builds on the recommendations of the Pacoima Wash Vision Plan and ULART Plan by developing designs for a 4-acre Greenway on both sides of the Pacoima Wash from the 118 freeway to San Fernando Road.

Since the beginning of 2020, the team has worked alongside residents. Through robust engagement efforts, the team has incorporated community voices at every stage of the project. Currently in the Schematic Design phase, the design is reflective of 360 individuals who have participated in 7 engagements. This design supports activities that families can do together while enjoying a more natural environment. Though still in the design phase, the project will ultimately create a vital community asset and contribute to the health, sustainability, and beauty of surrounding neighborhoods, broadening access to public space.

dates + status

2019 - ongoing

contract amount

\$300,000

location

Los Angeles, CA

client reference

Pacoima Beautiful
Veronica Padilla-Campos, Executive Director
Vpadilla@pacoimabeautiful.org
(818) 899-2454

services provided

design + build
plan + program
collaborative fundraising
landscape architecture





adopt-a-lot

enabling park-poor communities to reclaim and reimagine vacant lots as public spaces



The North Hills community votes in the participatory budgeting election.

description

The City of Los Angeles owns around 2000 vacant lots, which often contribute to decline and disinvestment when they could serve as public assets, especially in park-poor communities. As co-lead of the Free Lots Angeles coalition, KDI has been working since 2013 to help park-poor Angelenos access these untapped assets, building political momentum by engaging over 1500 residents through a series of creative vacant lot activations. Working closely with various city departments and elected officials, we developed and launched the Adopt-A-Lot pilot program, which allows resident groups to "adopt", transform,

and program a vacant lot for 3, 6 or 12 months. To help residents physically transform the lots into welcoming, vibrant community spaces, we designed and fabricated a custom Kit of Parts, which can be configured in countless ways. We adopted a participatory budgeting approach, which involves the community in the financial decision making by holding workshops and elections. The pilot is underway with two lots "adopted" - the first by Pacoima Beautiful, a nonprofit based in North Hills, and the second by Brillante Watts, a women-led community group in Watts.

dates + status

2019-ongoing

contract amount

\$350,000

location

Los Angeles, CA

client reference

Paola Bassignana, Planning Deputy
Council District 7
213-473-7007
paola.bassignana@lacity.org

services provided

plan + program
design + build
advocate + educate
community outreach
visual communications

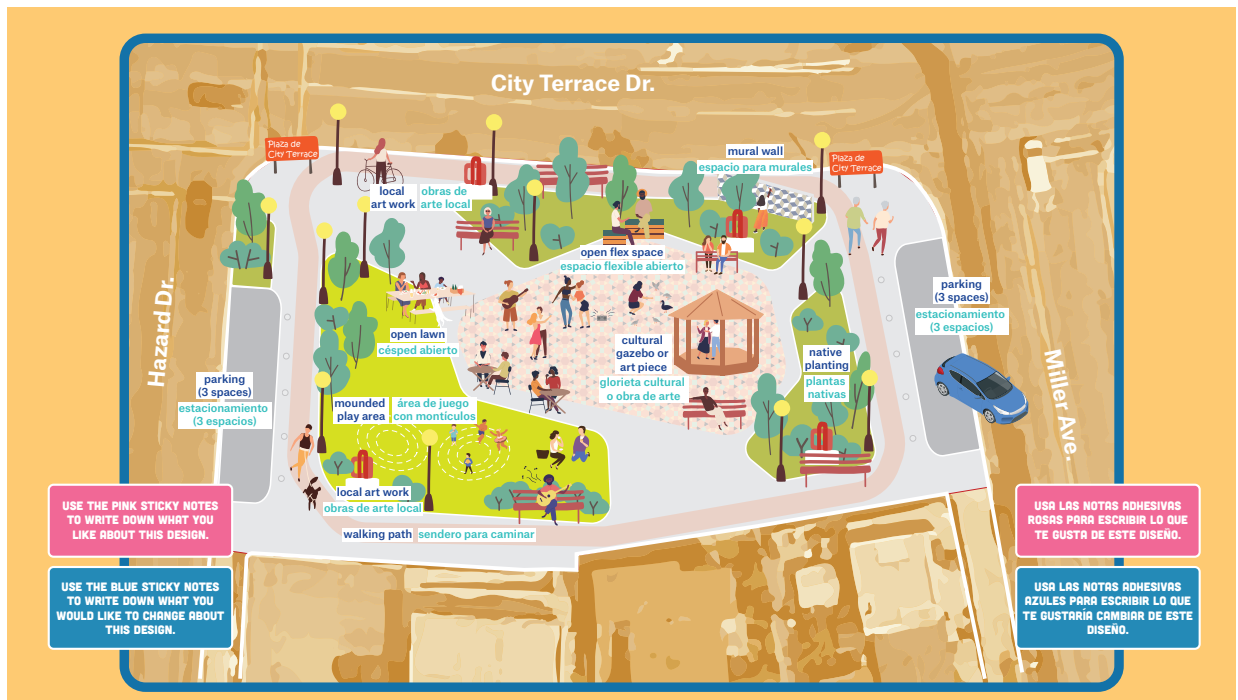
Stephanie Levin, Program Director
GRoW @ Annenberg
slevin@anneberg.org





city terrace plaza

transforming parking space into community-centered open space



KDI worked with residents of City Terrace to co-design a "Cultural Core" concept for the redesign of a parking lot in their neighborhood.

description

Working in coordination with Public Works, Supervisor Hilda Solis' Office (SD1), and LA County Department of Parks and Recreation, KDI is leading a community engagement and design effort to re-imagine two parking lots along City Terrace Drive. Through surveys, multiple community workshops, and mobile engagements, we worked to balance issues of safety and traffic concerns with the need for open space and community-centered gathering areas. By redesigning one parking lot to accommodate more cars, we were able to maintain current parking capacity while freeing up a second parking lot to become a cultural plaza that represents the rich history of City Terrace.

Currently in the concept design phase, the KDI team is working with Sherwood Engineers to develop a flexible open space that could be used for everyday relaxation as well as performances, local farmers markets, and outdoor meetings for local non-profits and service providers. The central gazebo, inspired by kiosks found in many Mexican plazas, is surrounded by decorative paving, public art installations telling the history of the neighborhood, and places for children to play safely away from the street.

dates + status

2022-ongoing

contract amount

\$121,380

location

los angeles, ca

client reference

Mark Glassock
Manager, Capital Projects Group
Los Angeles County Department of Parks and Recreation
mglassock@parks.lacounty.gov

services provided

design and build
plan and program





prop 68: equitable park access

securing funding for new parks and park improvements



All hands on deck
for park design.

description

In 2018, Californians voted to pass Prop 68 and release \$1 billion in funding for parks and green spaces. Seeing potential gaps in access to these monies, KDI partnered with Public Health Advocates (PHA) to help under-resourced municipalities apply and compete to fund resident-led park developments in high-need communities. KDI and PHA provided technical assistance to help 11 municipalities conduct participatory design processes, create concept designs, submit grant proposals, and build their community engagement capacity in the process. We co-delivered over 60 community engagements and created 11

concept designs in partnership with over 1000 residents, helping our partner municipalities win \$18.5 million for new parks and park improvements in the first round of applications. KDI also produced a Park Design Toolkit, distilling our decade of expertise in community-driven public space development, to support hundreds other cities across California seeking to implement similar participatory design processes and win Prop 68 funding.

dates + status

2018- 2020 completed

contract amount

\$900,000

location

California (statewide)

client reference

LA County Dept of Parks & Rec
Mark Glasscock, Section Head
Capital Projects Group
Mglasscock@parks.lacounty.gov
(626) 223-7916

services provided

design + build
plan + program
leadership development





04. conflict of interest statement



conflict of interest statement

Kounkuey Design Initiative (KDI) hereby warrants for itself, its employees, and subcontractors that those persons presently have no interest and shall not obtain any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by this Agreement. No person having such conflicting interest shall be employed by or associated with KDI in connection with this project. KDI hereby warrants for itself, its employees, and subcontractors that no such person shall engage in any conduct which would constitute a conflict of interest under any City of San Fernando ordinance, state law or federal statute. KDI agrees that a clause substantially similar to this Section shall be incorporated into any sub-contract that KDI executes in connection with the performance of this Agreement.



Let's **CLIMB** the **WATTS** TOWER!



cost summary

park opportunity plan

city of san fernando
land and open
space inventory

cost summary

direct labor

Task 1: Community Engagement	
TASK	NOT TO EXCEED
Task 1.1: Project Coordination and Reporting	\$14,828
Task 1.2: Stakeholder Advisory Group Meetings	\$6,144
Task 1.3: Community Outreach and Engagement Plan	\$5,360
Task 1.4: Project Graphic Identity and Community-wide Survey	\$8,456
Task 1.5: Focus Groups and Walk Audits	\$18,704
Task 1.6: Community Workshops	\$19,688
Total Task 1 Direct Labor	\$73,180

Task 2: Land and Open Space Inventory	
TASK	NOT TO EXCEED
Task 2.1: Existing Conditions Study and Review of Relevant Data	\$9,480
Task 2.2: Citywide Land and Open Space Inventory Creation	\$23,584
Task 2.3: Prioritization Metrics and Analysis	\$7,192
Task 2.4: Conceptual Plan Development	\$13,160
Task 2.5: Final Report and Recommendations	\$33,704
Total Task 2 Direct Labor	\$87,120

Total KDI Direct Labor	\$160,300
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Subconsultants

Community Based Organizations	\$52,000
Cost Estimator	\$8,000

Total Subconsultant Fees	\$60,000
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Direct Project Expenses

Focus Group Participant Stipends	\$10,000
Food + Refreshments	\$2,000
Meeting + Workshop Supplies	\$1,000
Printing	\$500

Total Direct Project Expenses	\$13,500
--------------------------------------	-----------------

TOTAL PROPOSED COST	\$233,800
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kdi rate table

TITLE	RATE
Executive Director	\$260
Senior Principal	\$196
Principal	\$175
Senior Associate	\$156
Associate	\$137
Senior Coordinator	\$132
Coordinator	\$129
Finance Associate	\$115



compensation schedule

park opportunity plan

city of san fernando
land and open
space inventory

**San Fernando Land and Open Space Inventory
Compensation Schedule**

	Hourly Rate						
		Task 1.1		Task 1.2		Task 1.3	
		Project Coordination and Reporting (10 months)		Stakeholder Advisory Group Meetings (7 months)		Community Outreach and Engagement Plan (1 month)	
		Hours	Amount	Hours	Amount	Hours	Amount
KDI Direct Labor							
Executive Director	\$ 260		\$ -		\$ -		\$ -
Senior Principal	\$ 196	8	\$ 1,568	4	\$ 784		\$ -
Associate	\$ 137	80	\$ 10,960	16	\$ 2,192	16	\$ 2,192
Senior Coordinator	\$ 132		\$ -	24	\$ 3,168	24	\$ 3,168
Coordinator	\$ 129		\$ -		\$ -		\$ -
Finance Associate	\$ 115	20	\$ 2,300		\$ -		\$ -
Subtotal - KDI Direct Labor		108	\$ 14,828	44	\$ 6,144	40	\$ 5,168
Subconsultants							
community based organizations							\$ -
cost estimator							\$ -
Subtotal - Subconsultants			\$ -		\$ -		\$ -
Direct Project Expenses							
focus group participant stipends							\$ -
food/refreshments							\$ -
meeting/workshop supplies							\$ -
printing							\$ -
Subtotal - Direct Project Expenses			\$ -		\$ -		\$ -
TOTAL COSTS			\$ 14,828		\$ 6,144		\$ 5,168

TASK 1: COMMUNITY ENGAGEMENT								
Task 1.3	Task 1.4		Task 1.5		Task 1.6		Task 1 Total	
Outreach element (th)	Project Graphic Identity and Community-Wide Survey (2 months)		Focus Groups and Walk Audits (3 months)		Community Workshops (5 months)			
Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
-		\$ -		\$ -		\$ -	0	\$ -
-		\$ -	8	\$ 1,568	8	\$ 1,568	28	\$ 5,488.00
2,192	16	\$ 2,192	48	\$ 6,576	48	\$ 6,576	224	\$ 30,688.00
3,168	24	\$ 3,168	80	\$ 10,560	64	\$ 8,448	216	\$ 28,512.00
-	24	\$ 3,096		\$ -	24	\$ 3,096	48	\$ 6,192.00
-		\$ -		\$ -		\$ -	20	\$ 2,300.00
5,360	64	\$ 8,456	136	\$ 18,704	144	\$ 19,688	536	\$ 73,180.00
2,500		\$ 3,500		\$ 20,000		\$ 10,000		\$ 36,000.00
								\$ -
2,500		\$ 3,500		\$ 20,000		\$ 10,000		\$ 36,000.00
				\$ 10,000				\$ 10,000.00
				\$ 1,000		\$ 1,000		\$ 2,000.00
						\$ 1,000		\$ 1,000.00
						\$ 500		\$ 500.00
-		\$ -		\$ 11,000		\$ 2,500	536	\$ 13,500.00
7,860		\$ 11,956		\$ 49,704		\$ 32,188		\$ 122,680

EXHIBIT "B"
CONTRACT NO. 2186

**San Fernando Land and Open Space Inventory
 Compensation Schedule**

		TASK 2: LAND					
	Hourly Rate	Task 2.1		Task 2.2		Task 2.3	
		Existing Conditions Study and Review of Relevant Data (2 months)		Citywide Land and Open Space Inventory Creation (2 months)		Prioritization Meeting and Analysis (1 month)	
		Hours	Amount	Hours	Amount	Hours	Amount
KDI Direct Labor							
Executive Director	\$ 260		\$ -		\$ -		\$ -
Senior Principal	\$ 196		\$ -	8	\$ 1,568	4	\$ 784
Associate	\$ 137	24	\$ 3,288	40	\$ 5,480	24	\$ 3,288
Senior Coordinator	\$ 132		\$ -	8	\$ 1,056	8	\$ 1,056
Coordinator	\$ 129	48	\$ 6,192	120	\$ 15,480	16	\$ 2,064
Finance Associate	\$ 115		\$ -		\$ -		\$ -
Subtotal - KDI Direct Labor		72	\$ 9,480	176	\$ 23,584	52	\$ 7,128
Subconsultants							
community based organizations			\$ 2,000		\$ 6,000		\$ 4,000
cost estimator							
Subtotal - Subconsultants			\$ 2,000		\$ 6,000		\$ 4,000
Direct Project Expenses							
focus group participant stipends							
food/refreshments							
meeting/workshop supplies							
printing							
Subtotal - Direct Project Expenses			\$ -		\$ -		\$ -
TOTAL COSTS			\$ 11,480		\$ 29,584		\$ 11,128

AND OPEN SPACE INVENTORY

AND OPEN SPACE INVENTORY							Task 1+2	
Prices	Task 2.4		Task 2.5		Task 2 Total		Task 1 + Task 2 Total	
	Conceptual Plan Development (2 months)		Final Report and Recommendations (4 months)					
nt	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
-		\$ -	4	\$ 1,040	4	\$ 1,040.00	4	\$ 1,040.00
784	8	\$ 1,568	16	\$ 3,136	36	\$ 7,056.00	64	\$ 12,544.00
288	24	\$ 3,288	64	\$ 8,768	176	\$ 24,112.00	400	\$ 54,800.00
056	16	\$ 2,112	40	\$ 5,280	72	\$ 9,504.00	288	\$ 38,016.00
064	48	\$ 6,192	120	\$ 15,480	352	\$ 45,408.00	400	\$ 51,600.00
-		\$ -		\$ -	0	\$ -	20	\$ 2,300.00
192	96	\$ 13,160	244	\$ 33,704	640	\$ 87,120.00	1,176	\$ 160,300.00
000				\$ 4,000		\$ 16,000.00		\$ 52,000.00
				\$ 8,000		\$ 8,000.00		\$ 8,000.00
000		\$ -		\$ 12,000		\$ 24,000.00		\$ 60,000.00
						\$ -		\$ 10,000.00
						\$ -		\$ 2,000.00
						\$ -		\$ 1,000.00
						\$ -		\$ 500.00
-		\$ -		\$ -		\$ -		\$ 13,500.00
192		\$ 13,160		\$ 45,704		\$ 111,120		\$ 233,800.00



cost control

KDI is experienced in tackling rapid timelines and has a track record of completing projects on budget. We also regularly manage complex, fast-moving projects. We are highly organized, and thoroughly document project progress through collaborative tracking systems, meeting minutes, and timelines, and other digital project management tools and procedures. We ensure that at any moment project partners can easily access information regarding key decisions, major milestones, and remaining work, via easy-to-use systems. We find that this level of organization and documentation not only ensures timely project progress, but will help the City of San Fernando easily replicate and expand on the work completed. Our nimble team is able to quickly adapt to changes in schedule, scope, and cost, and have proven our ability to successfully navigate unforeseen changes, while still providing complete and high-quality work products.

Internally, our Senior Design Principal will be charged with budgetary control, and look to find ways to economize across the project where possible. If additional tasks, meetings, or other requests are made by the City, KDI will do its best to accommodate those where reasonable, or clearly communicate if they are outside of the allotted budget. We strive to be transparent and forward in our communications to allow for planning ahead and clear and efficient work progress.



thank you,

Lauren Elachi
Kounkuey Design Initiative
lauren@kounkuey.org
office +1 (213) 537-0031

RESOLUTION NO. 8125**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE FILING OF AN APPLICATION FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS**

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

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

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

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

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

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

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

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


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

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

RES. NO. 8125

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

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



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

ATTEST:



Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8125 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 7th day of March, 2022, by the following vote of the City Council:

AYES: Rodriguez, Montañez, Ballin, Mendoza – 4

NAYS:

ABSENT: Pacheco – 1

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 9th day of March, 2022.



Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

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

Date: August 7, 2023

Subject: Consideration to Adopt Resolutions Amending the Fiscal Year 2023-2024 Salary Plan and Table of Organization

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8251 (Attachment "A") amending the Salary Plan for Fiscal Year (FY) 2023-2024 to add the newly approved full-time Office Clerk position, as well as make certain corrections;
- b. Adopt Resolution No. 8252 (Attachment "B") amending the Table of Organization for FY 2023-2024; and
- c. Authorize the City Manager to make non-substantive corrections, and execute all related documents as necessary.

BACKGROUND:

1. On March 6, 2023, the City Council approved an amendment (Resolution No. 8218) to the Salary Plan for FY 2022-2023 adding the salary range and steps for Social Services Coordinator.
2. On May 15, 2023, May 22, 2023, and May 30, 2023, the City Council received the FY 2023-2024 Budget Overview presentation from staff, including presentations from the Administration, City Clerk, Community Development, Finance, Police, Public Works, and Recreation and Community Services departments, and completed discussions on budget study session information requests.
3. On June 5, 2023, the City Council reviewed prior budget study enhancement requests, and discussed additional enhancements, including the reclassification of one Part-time Office Clerk position at Las Palmas Park to full-time.

Consideration to Adopt Resolutions Amending the Fiscal Year 2023-2024 Salary Plan and Table of Organization

Page 2 of 2

4. On June 20, 2023, the City Council adopted the FY 2023-2024 Budget (Resolution No. 8242) that included the enhancement and/or reclassification of one (1) Part-time Office Clerk position at Las Palmas Park to full-time.
5. On June 20, 2023, the City Council also approved the Salary Plan (Resolution No. 8244) and Table of Organization (Resolution No. 8245) for FY 2023-2024.

ANALYSIS:

The newly approved Office Clerk position needs to be added to the FY 2023-2024 Salary Plan and the Table of Organization with approved Salary Range (56G) and Steps. The Salary Range and Steps reflect an upgrade of the existing part-time Office Clerk position to full-time status, as approved in the FY 2023-2024 Budget. Additionally, a four percent Cost of Living Adjustment (COLA) was also approved for this position in the Memorandum of Understanding (MOU) with the San Fernando Public Employees' Association (SFPEA).

The Social Services Coordinator position, approved by the City Council on March 6, 2023, was inadvertently omitted in the FY 2023-2024 Salary Plan approved on June 20, 2023. This position shares the same Salary Range and Steps as the Recreation and Community Services Coordinator (75G) and includes the four percent COLA as approved in the MOU with SFPEA.

Furthermore, the Salary Steps for the Assistant to the City Manager position in the approved FY 2023-2024 Salary Plan need to be adjusted to include the approved four percent COLA applicable to the San Fernando Management Group (SFMG).

BUDGET IMPACT:

There is approximately \$25,000 impact to the FY 2023-2024 Adopted Budget that pertains to changes in wages and benefits for Office Clerk. Staff is requesting a budget transfer from Non-Departmental (001-190-0000-4101) to cover this gap. Sufficient funding is included in the FY 2023-2024 Adopted Budget for the Social Services Coordinator and Assistant to the City Manager positions.

CONCLUSION:

Approval of the proposed amendment to the FY 2023-2024 Salary Plan and FY 2023-2024 Table of Organization is necessary to implement the City Council's approvals in the FY 2023-2024 Budget, as well as provisions of applicable Memorandum of Organization (MOU).

ATTACHMENTS:

- A. Resolution No. 8251
- B. Resolution No. 8252

RESOLUTION NO. 8251

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING PORTIONS OF SECTIONS 1 AND 2 OF
RESOLUTION NO. 8244, ADOPTED JUNE 21, 2023

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

SECTION 1: That that portion of Section 2(A) of Resolution 8224, adopted June 20, 2023, as amended, be further amended by **adding** the following to the first portion of page 3, "Schedule G For General Employees (SFPEA)," effective the first day of the first pay period that includes July 1, 2023:

SCHEDULE G FOR GENERAL EMPLOYEES (SFPEA)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
56	2969	3132	3305	3487	3678
57	3070	3239	3417	3605	3803
58	3174	3349	3533	3727	3932
59	3282	3463	3653	3854	4066
60	3394	3581	3777	3985	4204
61	3509	3702	3906	4121	4347
62	3629	3828	4039	4261	4495
63	3752	3958	4176	4406	4648
64	3885	4100	4325	4563	4814

SECTION 2: That that portion of Section 2(A) of Resolution 8224, adopted June 20, 2023, as amended, be further amended by **adding** the following to the first portion of page 5, "Schedule HFE For Part-Time Hourly Employees – Full-Time Equivalent (SFPEBU)," effective the first day of the first pay period that includes July 1, 2023:

SCHEDULE HFE FOR PART TIME HOURLY EMPLOYEES – FULL TIME EQUIVALENT					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
62	17.13	18.07	19.07	20.12	21.22

SECTION 3: That that portion of Section 2(A) of Resolution 8224, adopted June 20, 2023, as amended, be further amended by **adding** the following Salary Range and Steps to the top portion of page 9, below “Management Analyst.” This also reflects a four percent (4%) Cost of Living Adjustment (COLA) as approved for the San Fernando Public Employees Association (SFPEA), effective the first day of the first pay period that includes July 1, 2023:

<u>CLASSIFICATION</u>	<u>SALARY RANGE NUMBER/ SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Office Clerk	56G	2969	3132	3305	3487	3678

SECTION 4: That that portion of Section 2(A) of Resolution 8224, adopted June 20, 2023, as amended, be further amended by deleting the Salary Schedule and Steps listed at the bottom portion of page 7 for “Assistant to the City Manager,” and **replacing** it with the following. This reflects a four percent (4%) Cost of Living Adjustment (COLA) as approved for the San Fernando Management Group (SFMG), effective the first day of the first pay period that includes July 1, 2023:

<u>CLASSIFICATION</u>	<u>SALARY RANGE NUMBER/ SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Assistant to the City Manager	70M	9395	9995	10494	11020	11572

SECTION 5: That that portion of Section 2(A) of Resolution 8224, adopted June 20, 2023, as amended, be further amended by **adding** the following Salary Schedule and Steps to the bottom portion of page 10, below “Sewer Worker.” This reflects a four percent (4%) Cost of Living Adjustment (COLA) as approved for the San Fernando Public Employees’ Association (SFPEA), effective the first day of the first pay period that includes July 1, 2023:

<u>CLASSIFICATION</u>	<u>SALARY RANGE NUMBER/ SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Social Services Coordinator	75G	4604	4861	5125	5407	5703

SECTION 6: That that portion of Sub-section B of Section 2 of Resolution 8224, adopted June 20, 2023, as amended, be further amended by deleting the Salary Schedule and Steps listed on page 11 for “Office Clerk,” and “Personnel Office Clerk,” respectively, and **replacing** them with the following. This also reflects the equivalent of the four percent (4%) Cost of Living Adjustment (COLA), as approved for the full-time “Office Clerk,” as per Section 3 above, effective the first day of the first pay period that includes July 1, 2023:

<u>CLASSIFICATION</u>	<u>SALARY RANGE NUMBER/ SCHEDULE</u>	<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
Office Clerk	62HFE	17.13	18.07	19.07	20.12	21.22
Personnel Office Clerk	62HFE	17.13	18.07	19.07	20.12	21.22

SECTION 7: Except as amended herein, all other provisions of Resolution No. 8244, adopted June 20, 2023, remain unchanged and in full force and effect.

SECTION 8: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 7th day of August, 2023.

Celeste T. Rodriguez, 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. 8251, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 7th day of August, 2023, 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 August, 2023.

Julia Fritz, City Clerk

RESOLUTION NO. 8252

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING PORTIONS OF SECTION 1 OF RESOLUTION NO. 8245, THE FISCAL YEAR 2023-2024 TABLE OF ORGANIZATION ADOPTED JUNE 20, 2023.

WHEREAS, the City Council of the City of San Fernando adopted the Fiscal Year 2023-2024 Budget on June 20, 2023; and

WHEREAS, the Budget adopted for Fiscal Year 2023-2024 has provisions for various positions and classifications; and

WHEREAS, it is necessary that said positions be assigned to specific departments, divisions and activities by title and number; and

WHEREAS, the City Council also adopted a Table of Organization to reflect the positions assigned to specific departments, divisions, and activities by title and number.

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

SECTION 1: That that portion of the said Table of Organization adopted on June 20, 2023, per Resolution No. 8245, be further amended by deleting the "Office Clerk," position as listed under the "Recreation & Community Services Department," and **replacing** it with the following:

DEPARTMENT/TITLE	BUDGETED HOURS <u>PER WEEK</u>	FULLTIME EQUIVALENT (FTE) STATUS	AVERAGE NUMBER OF PERSONNEL <u>IN POSITION</u>
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Recreation and Community Services

Office Clerk	59.2	1.48	2
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SECTION 2: Except as amended herein, all other provisions of the said Table of Organization adopted on June 20, 2023, per Resolution No. 8245, remains unchanged and in full force and effect.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 7th day of August, 2023.

Celeste T. Rodriguez, 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. 8252, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 7th day of August, 2023, 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 August, 2023.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

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

Date: August 7, 2023

Subject: Consideration to Approve a Memorandum of Understanding Side Letter Agreement between the City and San Fernando Public Employees Association/SEIU Local 721 and Adopt Related Resolutions

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a Memorandum of Understanding (MOU) Side Letter Agreement (Attachment “A” – Contract No. 2145(a)) between the City of San Fernando and the San Fernando Public Employees Association (SFPEA)/SEIU Local 721) to implement an amendment to the compensation language;
- b. Adopt Resolution No. 8254 (Attachment “B”) amending the Fiscal Year (FY) 2023-2024 Salary Plan (Resolution No. 8244) to reflect the new compensation language; and
- c. Authorize the City Manager to make non-substantive corrections and execute the MOU Side Letter Agreement and all related documents.

BACKGROUND:

1. On April 17, 2023, the City and the San Fernando Public Employees’ Association (SFPEA)/SEIU Local 721 executed a five-year Memorandum of Understanding (MOU) for the term of July 1, 2022 through June 30, 2027 (Contract No. 2145).
2. On June 20, 2023, the City Council approved the FY 2023-2024 Salary Plan (Resolution No. 8244).
3. On or about July 13, 2023, representatives of SFPEA/SEIU Local 721 expressed concerns about language pertaining to the effective date of their Cost of Living Adjustment (COLA) increases.

Consideration to Approve a Memorandum of Understanding Side Letter Agreement between the City and San Fernando Public Employees Association/SEIU Local 721 and Adopt Related Resolutions

Page 2 of 3

ANALYSIS:

The five-year MOU between the City and SFPEA outlines COLA increases for FY 2022-2023 through FY 2026-2027. However, the current language unintentionally delays the COLA increases, contrary to the City's original intent to be effective as close to July 1st as possible.

Currently, the COLA increase is specified be effective "the first full pay period after July 1, 2023," and similarly for 2024 through 2027. Upon further review, it was discovered that this year's increase was effective for the pay period from July 15, 2023 to July 21, 2023, with payment on August 4, 2023.

To address this, the City and SFPEA have tentatively agreed to amend the compensation language in the MOU to reflect a consistent language used in other MOUs: "the First full pay period that includes July 1st" for the period starting with July 1, 2023, through June 30, 2027.

If approved, the amended compensation language for the applicable salary adjustments will be as follows:

1. Salary Adjustments:

- First full pay period that includes July 1, 2023: 4.0% COLA.
- First full pay period that includes July 1, 2024: 4.0% COLA.
- First full pay period that includes July 1, 2025: 3.0% COLA.
- First full pay period that includes July 1, 2026: 3.0% COLA.

To implement these adjustments, the City Council must approve the MOU Side Letter Agreement with SFPEA (Attachment "A"), adopt a resolution (Attachment "B") amending FY 2023-2024 Salary Plan to include the new compensation language for COLA increases to SFPEA unit members, and as previously approved, extend similar benefits to unrepresented confidential employees.

BUDGET IMPACT:

The impact on the FY 2023-2024 Adopted Budget is approximately \$6,500, accounting for the COLA from July 1 through July 14, 2023. A budget transfer from Non-Departmental (001-190-0000-4101) is requested to cover this gap.

Consideration to Approve a Memorandum of Understanding Side Letter Agreement between the City and San Fernando Public Employees Association/SEIU Local 721 and Adopt Related Resolutions

Page 3 of 3

CONCLUSION:

Staff recommends that the City Council approve the MOU Side Letter Agreement with SFPEA and adopt a resolution amending the FY 2023-2024 Salary Plan and compensation language for COLA increases.

ATTACHMENTS:

- A. Contract No. 2145(a)
- B. Resolution No. 8254

**MEMORANDUM OF UNDERSTANDING
SIDE LETTER AGREEMENT BETWEEN
CITY OF SAN FERNANDO
AND
SAN FERNANDO PUBLIC EMPLOYEES ASSOCIATION/
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721**

This Memorandum Of Understanding (MOU) Side Letter Agreement between the City of San Fernando ("City") and the San Fernando Public Employees Association/Service Employees International Union, Local 721 ("SFPEA/SEIU Local 721") (collectively "Parties") is entered into with respect to the following:

WHEREAS, the City and SFPEA/SEIU Local 721 negotiated a Memorandum of Understanding ("MOU") for the period of July 1, 2022 through June 30, 2027; and

WHEREAS, the said MOU was approved by SFPEA/SEIU Local 721 membership, and adopted by the City Council on April 17, 2023; and

WHEREAS, on or about July 13, 2023, SFPEA/SEIU Local 721 identified a need to modify a portion of Section 6.01, Article 6 (Compensation) of the approved MOU to truly reflect the original intent of both Parties as regards the effective date of the Cost of Living Adjustments (COLA) from July 1, 2023 through June 30, 2027; and

WHEREAS, the Parties agree that the compensation language should be amended as discussed, and have determined to memorialize their agreement by this MOU Side Letter Agreement.

NOW THEREFORE, the Parties, having had the opportunity to meet and confer, agree as follows:

SECTION 1: That that portion of Section 6.01, Article 6 of the said MOU between the City and SFPEA/SEIU Local 721, adopted on April 17, 2023, per Contract No. 2145, be further amended by **deleting** the following:

ARTICLE 6 – COMPENSATION

6.01 SALARY:

Effective, retroactive to the first day of the first full pay period after January 1, 2023, current unit members shall receive a base salary increase of four percent (4%). For purposes of this provision, "current unit members" means unit members employed with the City on the date Council adopts this MOU.

Effective the first full pay period following July 1, 2023, unit members shall receive a base salary increase of four percent (4%).

Effective the first full pay period following July 1, 2024, unit members shall receive a base salary increase of four percent (4%).

Effective the first full pay period following July 1, 2025, unit members shall receive a base salary increase of three percent (3%)

Effective the first full pay period following July 1, 2026, unit members shall receive a base salary increase of three percent (3%).

SECTION 2: That that portion of Section 6.01, Article 6 of the said MOU between the City and SFPEA/SEIU Local 721, adopted on April 17, 2023, per Contract No. 2145, be further amended by **adding** the following:

ARTICLE 6 – COMPENSATION

6.01 SALARY:

Effective, retroactive to the first day of the first full pay period after January 1, 2023, current unit members shall receive a base salary increase of four percent (4%). For purposes of this provision, “current unit members” means unit members employed with the City on the date Council adopts this MOU.

Effective the first full pay period that includes July 1, 2023, unit members shall receive a base salary increase of four percent (4%).

Effective the first full pay period that includes July 1, 2024, unit members shall receive a base salary increase of four percent (4%).

Effective the first full pay period that includes July 1, 2025, unit members shall receive a base salary increase of three percent (3%)

Effective the first full pay period that includes July 1, 2026, unit members shall receive a base salary increase of three percent (3%).

SECTION 3: Except as amended herein, all other provisions of the said MOU between the City and SFPEA/SEIU Local 721, adopted on April 17, 2023, per Contract No. 2145, remains unchanged and in full force and effect.

SIGNATURES TO FOLLOW

FOR CITY OF SAN FERNANDO:**FOR SFPEA/SEIU LOCAL 721:**

Nick Kimball	Date
City Manager	

Manuel Fabian	Date
Chapter President, SFPEA/SEIU Local 721	

Michael E. Okafor	Date
Personnel Manager	

Ruben Quintana	Date
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Richard De La Pena	Date
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James Dean	Date
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Juan Salas	Date
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Charles Leone	Date
SEIU Local 721	

RESOLUTION NO. 8254

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING PORTIONS OF SECTION 3 OF RESOLUTION
NO. 8244, ADOPTED JUNE 20, 2023**

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

SECTION 1: That that portion of Sub-section A of Section 3 of Resolution 8244, adopted June 20, 2023, as amended, be further amended by deleting Item No. 1 (Salary) on Page 13, and **replacing** it with the following:

(1) SALARY

The salary ranges shown under **Schedule G** are consistent with the following in Contract 2145(a), Article 6, Section 6.01, and extended to **Schedule C**:

A. Effective the first full pay period that includes July 1, 2023, unit members shall receive a base salary increase of four percent (4%).

In computing benefits that are a percentage of base salary (e.g., Longevity, Special Assignment Pay, etc.), each benefit is calculated independently over the base salary of each respective employee.

SECTION 2: Except as amended herein, all other portions of Section 3 of Resolution No. 8244, adopted June 20, 2023, shall remain unchanged and in full force and effect.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 7th day of August 2023.

Celeste T. Rodriguez, 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. 8254, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 7th day of August, 2023, 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 August, 2023.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Kenneth Jones, Management Analyst

Date: August 7, 2023

Subject: A Public Hearing to Adopt a Resolution Pursuant to Health and Safety Code Sections 5473 and 5473a, Approving the Final Form of the Delinquent Charges Report of Past Due Accounts for Commercial Municipal Solid Waste Collection and Disposal Services, and authorizing submittal of the Delinquent Charges Report to the Los Angeles County Auditor-Controller for Collection on the 2023-2024 Property Tax Roll

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing; and
- b. Pending public testimony, adopt Resolution No. 8253 (Attachment "A") approving the final form of the Delinquent Charges Report for past due accounts for commercial municipal solid waste collection and disposal services, and authorizing submittal of the Delinquent Charges Report to the Los Angeles County Auditor-Controller for collection on the 2023-2024 property tax roll.

BACKGROUND:

1. On June 14, 2023, Republic Services, the City's franchise solid waste contractor, provided a list of 132 delinquent commercial/industrial accounts with outstanding fees totaling \$97,188.99 as of June 14, 2023.
2. On June 20, 2023, the City Council approved Resolution No. 8247, setting a Public Hearing date for August 7, 2023, to consider the final form of the Delinquent Charges Report for commercial municipal solid waste collection and disposal services, and to authorize submittal of the Delinquent Charges Report to the Los Angeles County Auditor-Controller for collection on the 2023-2024 property tax roll.

A Public Hearing to Adopt a Resolution Pursuant to Health and Safety Code Sections 5473 and 5473a, Approving the Final Form of the Delinquent Charges Report of Past Due Accounts for Commercial Municipal Solid Waste Collection and Disposal Services, and authorizing submittal of the Delinquent Charges Report to the Los Angeles County Auditor-Controller for Collection on the 2023-2024 Property Tax Roll

Page 2 of 3

ANALYSIS:

Authority to collect delinquent solid waste fees on the tax roll is granted by Health & Safety Code Section 5473 and 5473a. The City Council established procedures through Ordinance No. 1655, in accordance with these statutes, which authorizes the submission of a final form of a delinquent charges report for past due accounts to the Los Angeles County Auditor-Controller for collection on the property tax roll. To initiate this process, the local solid waste hauler must attempt multiple collection efforts, first by notifying the customer and then both the customer and property owner (if they are different). The City Council may approve placing specific delinquent sums on the tax roll with a 2/3 vote.

The City's franchise solid waste contractor invoices customers for solid waste collection services. If payment is not received within 30 days, a reminder notice is sent, followed by a second notice if payment is not received within 30 days after the reminder notice. If an account remains unpaid for a total of 90 days, the City can place the account on a delinquent charges report for past due accounts, which is then submitted to the Los Angeles County Auditor-Controller for the collection on the property tax roll.

In accordance with State and local guidelines, the following actions have been completed to satisfy noticing requirements:

- Mail Notice.
On June 23, 2023, notices were sent to both account holders and property owners. Account information was provided to either account holders or property owners upon request, detailing delinquent billing amounts. The notices specify a final payment due date of July 23, 2023, for account holders to bring accounts current. Attachment "B" is a sample notice provided to account holders and/or property owners.
- Public Notice and Annual Report.
Notice was published in the San Fernando Valley Sun Newspaper on July 13, 2023 and July 20, 2023, which included the time and place of the Public Hearing where the City Council will consider submission of the final form of the Delinquent Charges Report for past due accounts to the Los Angeles County Auditor-Controller. Attachment "C" is a copy of the published Public Hearing notice. As stated in the Public Notice, "The written report describing each parcel of real property receiving solid waste collection service for which payment is delinquent was made available for review at the Department of Public Works."

A Public Hearing to Adopt a Resolution Pursuant to Health and Safety Code Sections 5473 and 5473a, Approving the Final Form of the Delinquent Charges Report of Past Due Accounts for Commercial Municipal Solid Waste Collection and Disposal Services, and authorizing submittal of the Delinquent Charges Report to the Los Angeles County Auditor-Controller for Collection on the 2023-2024 Property Tax Roll

Page 3 of 3

Outstanding Delinquent Accounts.

On June 14, 2023, Republic Services provided the City with a list of delinquent accounts, comprising of 132 commercial/industrial accounts with a total of \$97,188.99 in unpaid fees. Of the 132 accounts, 60 had delinquent balances under the \$250 threshold City Council established to be considered for placement on the delinquent charges report and one account was removed due to being incorrectly charged as a commercial account. The remaining 72 accounts, which had delinquent balances at or above the \$250 threshold, were sent notices. After sending notices, 25 commercial accounts paid their dues, entered into payment plans or were removed as a residential account (1 – account). As of July 31, 2023, 47 commercial/industrial accounts remain in delinquent status, with outstanding fees of \$57,906.23.

The City Council has the option to modify the Delinquent Charges Report before placing it on the tax roll, in case of discrepancies or errors. This may occur if a customer/property owner is able to prove that the account was never delinquent or that there is an error in the report for which a correction is justified. Any modifications must be processed by August 8, 2023, and the final report will be forwarded to the Los Angeles County Auditor-Controller on August 10, 2023, for inclusion on the 2023-2024 property tax roll.

BUDGET IMPACT:

The City receives a payment from the Los Angeles County Auditor-Controller when property owners pay their property tax bill, and the City remits the payment to Republic Services after taking a five percent (5%) administration fee to reimburse the City for staff costs.

CONCLUSION:

It is recommended that the City Council approve Resolution No. 8253, approving the final form of the Delinquent Charges Report for past due accounts for commercial municipal solid waste collection and disposal services, and authorizing submittal of the Delinquent Charges Report to the Los Angeles County Auditor-Controller for collection on the 2023-2024 property tax roll.

ATTACHMENTS:

- A. Resolution No. 8253
- B. Mailing Notice
- C. Public Hearing/Delinquent Property List

RESOLUTION NO. 8253

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE FINAL FORM OF THE DELINQUENT CHARGES REPORT FOR PAST DUE ACCOUNTS FOR COMMERCIAL MUNICIPAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES PROVIDED BY REPUBLIC SERVICES FROM APRIL 1, 2019, THROUGH DECEMBER 31, 2022 AND DIRECTING THAT THE SAME BE SUBMITTED TO THE LOS ANGELES COUNTY AUDITOR-CONTROLLER FOR COLLECTION ON THE 2023-2024 PROPERTY TAX ROLL AS PERMITTED UNDER HEALTH AND SAFETY CODE SECTION 5473A

WHEREAS, on the May 16, 2016, the City Council adopted Ordinance No. 1655 declaring that periodically the City shall, by resolution, collect delinquent fees or charges for solid waste and recyclables collection services incurred by a customer on the tax roll for collection by the Los Angeles County Auditor-Controller Office; and

WHEREAS, the City Council has received a report (the "Report") which was prepared in accordance with California Health and Safety Code Sections 5473 and 5473(a), containing a sufficiently detailed summary of information relating to certain delinquent accounts of customers for municipal solid waste collection, recycling, transport and disposal services which are subject to collection pursuant to the provisions set forth in Ordinance 1655; and

WHEREAS, the City's staff has verified that all noticing requirements of Ordinance 1655, as relates to all accounts appearing in the Report, have been complied with; and

WHEREAS, on the June 20, 2023, the City Council adopted Resolution No. 8151, setting a Public Hearing date for August 7, 2023, to consider the final form of the Delinquent Charges Report for commercial municipal solid waste collection and disposal services, and to authorize submittal of the Delinquent Charges Report to the Los Angeles County Auditor-Controller for collection on the 2023-2024 property tax roll; and

WHEREAS, on June 23, 2023, written notice was provided to all account holders and property owners by United States mail, with postage properly affixed, that on August 7, 2023 at 6:00 p.m., or as soon thereafter as possible, a public hearing shall be held to hear the above mentioned report and any objections or protests thereto. Said notice was mailed, as required by law, more than ten (10) days prior to the hearing. In addition, a list of the delinquent service addresses was published in the San Fernando Sun on July 13, 2023 and July 20, 2023, as required by California Health and Safety Code Section 5470-5474.10; and

WHEREAS, on August 7, 2023, the City conducted a public hearing in accordance with Health and Safety Code Section 5473a to identify delinquent commercial municipal solid waste collection, transport, recycling and disposal service rate amounts, as more fully identified in the

Report, payable for services rendered by Republic Services from April 1, 2019 through December 31, 2022; and

WHEREAS, the delinquent payable amounts shall be collected on the tax roll for the City and County Tax Year 2023-2024 in the same manner and at the same time with *ad valorem* property taxes.

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

SECTION 1. The City Council hereby finds and determines that the City has given notice of publication to all interested persons of the public hearing as ordered by applicable law, and that on August 7, 2023 a full, fair and complete public hearing was conducted by the City Council on this matter as provided by applicable law. A copy of the proof of publication of the notice of the public hearing is on file as an official record of the Office of the City Clerk.

SECTION 2. The City Council hereby acknowledges receipt of a written Report, as attached hereto as Exhibit "A" and incorporated herein by this reference (the "Final Report"). The Final Report will incorporate the changes, corrections, modifications, exceptions and deletions to the Report based upon comments received by the City Council from interested persons during the public hearing on August 7, 2023.

SECTION 3. Pursuant to Health and Safety Code Sections 5473 and 5473a, the City Council hereby orders that the delinquent charges in the amounts indicated for each Customer in the Final Report, shall be collected for the City by the Los Angeles County Tax Collector on the 2022-2023 tax roll. The Los Angeles County Auditor Controller is hereby requested to enter the amounts of the delinquent charges as shown in the final Report against the respective lots or parcels of land as they appear on the current assessment roll.

SECTION 4. The City Council hereby authorizes and directs the Director of Public Works to make such additional administrative corrections to the Final Report as may be necessary or appropriate and to delete the name of each Customer from the Final Report, who may have completed payment in full of the delinquent amount by August 8, 2023, who is otherwise determined, in writing, by the Director of Public Works to be eligible for removal from the Final Report, prior to its certification and delivery to the Los Angeles County Auditor.

SECTION 5. The City Clerk, in cooperation with the Director of Public Works, is hereby authorized and directed to modify, if necessary, the Final Report, as may be modified pursuant to Section 5 of this Resolution, and certified as the Final Report for tax year 2023-2024 and filed with the Office of the Auditor-Controller of Los Angeles County, in the manner provided in Health and Safety Code Section 5473.4.

SECTION 6. The City Manager is hereby authorized and directed to execute any necessary or appropriate modification to the direct local assessment and collection agreement

by and between Los Angeles County and the City as may be necessary or appropriate to facilitate the collection of the delinquent amounts as described in the Final Report on the tax roll for 2023-2024. The relevant information included in the Final Report shall be transmitted to the Auditor-Controller in an appropriate record format in order to facilitate such collection. Upon remittance to the City of the charges identified in the Final Report which are collected by the County Tax Collector for each of the Customers identified in the Final Report, such amounts shall be remitted by the City to the Company, less the administrative fee and Franchise Fees and other fees due to the City.

SECTION 7. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Resolution or any part thereof, is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of the Resolution or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more of these sections, subsections, subdivisions, paragraphs, sentences, clauses, phrases or portions thereof, irrespective of the fact that any one or more of these sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases may later be held or declared to be invalid.

SECTION 8. The Mayor shall sign this resolution, and the City Clerk shall attest and certify the passage and adoption thereof. The City Clerk shall cause a certified copy of this Resolution to be recorded in the Official Records of the County of Los Angeles.

PASSED, APPROVED, AND ADOPTED this 7th day of August, 2023.

Celeste T. Rodriguez, 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. 8253 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 7th day of August 2023, 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 August, 2023.

Julia Fritz, City Clerk

LOB	Total	Parcel	Site Address 1	Site Address 2	Site Address 3	Billing Address	Owner Address
CO	\$ 5,329.11	2524015036	660	ARROYO	ST	660 Arroyo St	9415 TELFAIR AVE
CO	\$ 4,602.01	2520007011	1807	1ST	ST	1807 1st St	18856 NAU AVE
CO	\$ 3,998.90	2522002008	1025	SAN FERNANDO	RD	1025 San Fernando Rd	88 BUSH ST UNIT 2187
CO	\$ 3,436.15	2521032009	1135	CELIS	ST	1135 Celis St	1200 OPAL ST APT 15
CO	\$ 3,081.62	2522003014	1044	SAN FERNANDO	RD	1044 San Fernando Rd	595 SHREWSBURY AVE STE 206
CO	\$ 2,957.80	2519002011	1015	1ST	ST	1013 N San Vicente Blvd	555 E EASY ST
CO	\$ 2,629.28	2519005002	202	MACLAY	AVE	202 S Maclay Ave	4922 CALVIN AVE
CO	\$ 2,180.48	2522003033	912	SAN FERNANDO	RD	912 San Fernando rd	3915 LONGRIDGE AVE
CO	\$ 2,104.75	2522002007	1021	SAN FERNANDO	RD	1021 San Fernando Rd	3915 LONGRIDGE AVE
CO	\$ 1,771.00	2521033004	1115	SAN FERNANDO	RD	1115 San Fernando Rd Ste A	PO BOX 9505
CO	\$ 1,669.99	2518008013	455	MACLAY	AVE	455 N Macclay Ave	11522 GARRICK AVE
CO	\$ 1,544.04	2522003033	908	SAN FERNANDO	RD	908 San Fernando Rd	3915 LONGRIDGE AVE
CO	\$ 1,536.41	2521032002	1110	SAN FERNANDO	RD	1110 San Fernando Rd	218 S BRAND BLVD
Ind	\$ 1,439.39	2513002034	2039	8TH	ST	2039 8th St	13421 GLADSTONE AVE
CO	\$ 1,387.88	2520008007	1720	1ST	ST	1720 1st St	14800 RINALDI ST
CO	\$ 1,247.22	2518008013	1110	LIBRARY	ST	455 N Maclay Ave	11522 GARRICK AVE
CO	\$ 1,239.37	2521033006	1135	SAN FERNANDO	RD	1135 San Fernando Rd	1131 SAN FERNANDO RD
CO	\$ 1,087.86	2521033002	1111	SAN FERNANDO	RD	1111 San Fernando Rd	PO BOX 672
CO	\$ 1,009.60	2521024028	1208	HEWITT	ST	1208 Hewitt	9534 ENCINO AVE
Ind	\$ 892.83	2516013007	1618	FERMOORE	DR	8830 Balboa Blvd	1618 FERMOORE DR
CO	\$ 839.73	2520001014	2022	1ST	ST	2022 1st ST	2020 1ST ST
Ind	\$ 830.43	2524001054	860	ARROYO	ST	13596 Vaughn St	13596 VAUGHN ST
Ind	\$ 791.72	2520009007	1516	1ST	ST	1516 1st St	15840 VENTURA BLVD STE 310
CO	\$ 715.82	2520016017	231	HARPS	ST	13737 Foothill Blvd	17321 CAGNEY ST
Ind	\$ 641.44	2520006003	1812	4TH	ST	1812 4th St	1812 4TH ST
CO	\$ 625.65	2516025015	1213-1215	7TH	ST	Po Box 572662	5411 VANALDEN AVE
Ind	\$ 615.04	2517007009	2044	CHIBERS	ST	2044 Chivers St	2044 CHIVERS ST
Ind	\$ 608.53	2524015036	660	ARROYO	ST	660 Arroyo St Ste A	9415 TELFAIR AVE
CO	\$ 562.89	2520001014	2018	1ST	ST	2018 1st St	2020 1ST ST
Ind	\$ 560.18	2518009010	526	HAGAR	ST	526 N Hagar St	526 N HAGAR ST
CO	\$ 553.17	2522002006	1013	SAN FERNANDO	RD	1013 San Fernando Rd	15840 VENTURA BLVD STE 310
Ind	\$ 502.25	2516027032	1125	WARREN	ST	1125 Warren St	1125 WARREN ST

LOB	Total	Parcel	Site Address 1	Site Address 2	Site Address 3	Billing Address	Owner Address
CO	\$ 496.45	2522003009	1032	SAN FERNANDO	RD	1032 San Fernando Rd	26328 MITCHELL PL
Ind	\$ 479.63	2517008002	1011	ORANGE GROVE	AVE	132 Diamond St	1011 ORANGE GROVE AVE
CO	\$ 432.54	2524015012	640	ARROYO	ST	640 Arroyo St	9346 RUBIO AVE
CO	\$ 403.62	2520001001	56	HUBBARD	AVE	56 N Hubbard Ave	1344 VIRGINIA AVE
Ind	\$ 309.26	2524001036	870	ARROYO	ST	110 W Providencia Ave	12229 YOUNGDALE AVE
CO	\$ 308.82	2519023001	501	LIBRARY	ST	501 Library St	501 LIBRARY ST
Ind	\$ 302.79	2518013016	1526	5TH	ST	24320 Sterling Ranch Rd	1526 5TH ST
CO	\$ 291.64	2520002023	1901	1ST	ST	817 9th St	817 9TH ST APT 1
Ind	\$ 286.02	2515025016	1120	NEWTON	ST	1120 Newton St	1120 NEWTON ST
Ind	\$ 281.89	2517005025	2049	CHIVERS	ST	2049 Chivers St	2049 CHIVERS ST
Ind	\$ 278.73	2517018030	2005	5TH	ST	2005 5th St	4730 AVENIDA VISTA VERDE
CO	\$ 274.17	2522002007	1023	SAN FERNANDO	RD	1023 San Fernando Rd	3915 LONGRIDGE AVE
Ind	\$ 260.54	2521002017	1437	SAN FERNANDO	RD	6360 Van Nuys Blvd	6356 VAN NUYS BLVD STE 203
Ind	\$ 254.74	2520025006	124	HAGAR	ST	124 N Hagar St	124 N HAGAR ST APT A
Ind	\$ 252.85	2515006019	531	5THLAY	ST	1172 N Maclay Ave	8127 SAN FERNANDO RD

THE CITY OF SAN FERNANDO

CITY COUNCILMAYOR
CELESTE T. RODRIGUEZVICE MAYOR
MARY MENDOZACOUNCILMEMBER
JOEL FAJARDOCOUNCILMEMBER
CINDY MONTANEZCOUNCILMEMBER
MARY SOLORIO

Date:

Contact First Last Name
Address
City, State Zip CodeRE: Address:
DO Account No.:
Parcel:

Amount Due: \$

Dear Property Owner(s):

Pursuant to Chapter 70 (Sections 5473 & 5473A) of the San Fernando Municipal Code, the City shall place a lien for unpaid refuse collection charges on real property if the owner(s) of the property served do not make payment directly to Consolidated Disposal Service, LLC. Consolidated's records indicate that the owner(s) of the property referenced above are delinquent in the payment of rubbish charges for the period of April 1, 2019 through December 31, 2022.

To avoid having a lien placed against your property for rubbish charges and collection costs, you must make payment directly to the City's Contractor (Consolidated) by **July 31, 2023**. **When making payment please mark "LIEN" on your payment envelope, as well as your check/money order to help identify and record the payment. The contractor's address is as follows:**

**CONSOLIDATED DISPOSAL SERVICE, LLC.
12949 TELEGRAPH ROAD
SANTA FE SPRINGS, CA 90610
Phone: (562) 347-4016 FAX: (562) 347-4092**

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that if you wish to protest the charges, you may attend a Public Hearing to be held at San Fernando City Hall, City Council Chambers, 117 MacNeil Street., San Fernando, on **August 7, 2023 at 6:00 pm**. All interested persons may attend and be heard at that time.

ADMINISTRATION
DEPARTMENT117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1222

OFFICE OF THE
CITY MANAGERPERSONNEL DIVISION
(818) 898-1220

WWW.SFCITY.ORG

Sincerely,

Nick Kimball
City Manager

.....
PLEASE TEAR ALONG DOTTED LINE ABOVE AND MAIL THIS PORTION WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE

Subject Property/Service Address:

Dollar Amount of Delinquent fees and Penalty:

\$

Name and Phone Number of Company:

Consolidated Disposal Service

Providing Trash Collection Services:

(562) 347-4016

Account Number:

309020182878

Parcel Number:

2524015036

IF PAYING BY CREDIT CARD OR DEBIT CARD, PLEASE FILL OUT BELOW. WE ALSO ACCEPT CHECKS BY PHONE

<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> ATM/DEBIT <input type="checkbox"/> Security code on the back of		
Credit card _____ (Security code must be included to process credit card payment)		
** WE WILL PROCESS YOUR PAYMENT OVER THE PHONE AT NO CHARGE BY CALLING 562 347 4016**		
CARDHOLDER NAME:		
CARDHOLDER ADDRESS:		ZIP:
CARD NUMBER:	EXPIRES:	SECURITY CODE:
SIGNATURE		
AMOUNT PAID: \$		

Your Return Mailing Address

Name: **San Fernando Sun**
 Address: **1150 San Fernando Road, Suite 100**
 City: **San Fernando** State: **CA** Zip Code: **91340**

1st Proof of Publication – (2015.5 C.C.P.)

STATE OF CALIFORNIA COUNTY OF LOS ANGELES

I am a citizen of the United States, and a resident of the county aforesaid; I am over the age of eighteen years; and I am not a party to or interested in the notice published. I am the chief legal advertising clerk of the publisher of the

San Fernando Valley Sun

a newspaper of general circulation, printed and published weekly in the City of San Fernando

County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California,

Under the date of 8-16, 1945

Case Number 503894

that the notice, of which the annexed is a printed copy has been published in each regular and entire issue of said newspaper and not in any supplement There of on the following dates, to-wit:

07/13/2023

all in the year 2023. I certify (or declare) under penalty of perjury that the foregoing is true and correct. Dated at San Fernando California, this 13th day of **July, 2023**

Signature,



Erica Ramos
SAN FERNANDO VALLEY SUN
 1150 SAN FERNANDO ROAD, SUITE 100
 SAN FERNANDO, CA 91340

NOTICE OF A PUBLIC HEARING OF CITY COUNCIL OF THE CITY OF SAN FERNANDO TO CONSIDER PLACEMENT OF LIENS ON REAL PROPERTY FOR NON-PAYMENT OF COMMERCIAL SOLID WASTE COLLECTION SERVICES BILLINGS AS OF JULY 10, 2023, ON THE LOS ANGELES COUNTY TAX ROLLS

NOTICE IS HEREBY GIVEN that the City Council of the City of San Fernando, California, will hold a public hearing in the Council Chambers at City Hall, 117 Macneil Street, San Fernando, beginning at 6:00 p.m., on August 7, 2023 to consider the following:

Pursuant to Health and Safety Code Section 5473(a), a written report has been filed with the City Clerk of the City of San Fernando. The report contains a description of each parcel of real property receiving solid waste collection service, for which payment is delinquent and containing the amount of delinquent solid waste collection service charges, for each such parcel for the period ending December 31, 2022, computed in conformity with the charges prescribed in Chapter 70 of the San Fernando Municipal Code.

The purpose of the hearing is to determine whether the delinquent solid waste collection charges described in said report shall be collected on the tax roll in the same manner, by the same person and at the same time as, together with and not separately from, the general taxes of the City of San Fernando. This means that, if the delinquent charges are not paid in a timely manner, they may be assessed against the property and collected as a tax lien.

The written report describing each parcel of real property receiving solid waste collection service for which payment is delinquent is available for review at the Department of Public Works between the hours of 7:30 a.m. and 5:30 p.m., Monday through Thursday, and Fridays between the hours of 8:00 a.m. and 5 p.m. Please contact the Department of Public Works at (818) 898-1222 if you would like to schedule an appointment to review the report of parcels that are currently delinquent in their payment of solid waste collection services fees.

If you wish to protest the charges you may respond to this notice verbally at the public hearing and/or in writing before the public hearing and submitted to the City Council by letter (for mail or hand delivery) to:

Julia Fritz, City Clerk
 Protest Lien Charges
 City of San Fernando
 117 Macneil Street
 San Fernando, CA 91340

An opportunity will be given at said hearing for all interested persons to be heard. Questions regarding this matter may be directed to Maria Padilla, Department of Public Works, (818) 898-1222.

To avoid having a lien placed against your property you must make payment directly to the City's contractor, Republic Collection Service by July 31, 2023. When making payment please write LIEN on your payment envelope as well as your check. The contractor's contact information is:

Republic Services
 Attn: Lien Payment Processing
 12949 Telegraph Road
 Santa Fe Springs, CA 90670
 Telephone: (562) 347-4016

Dated this 13th day of July, 2023
 City of San Fernando, California
 /s/Julia Fritz, City Clerk

AVISO DE AUDIENCIA PÚBLICA DEL CONCILIO MUNICIPAL DE LA CIUDAD DE SAN FERNANDO PARA CONSIDERAR PONER UN EMBARGO PREVENTIVO DE IMPUESTOS SOBRE BIENES INMUEBLES A CAUSA DE IMPAGO DE COLECCIÓN DE DESECHOS SÓLIDOS DE SERVICIOS COMERCIALES EN LA LISTA DE IMPUESTOS DEL CONDADO DE LOS ANGELES A PARTIR DEL 10 DE JULIO DEL 2023

SE DA POR EL PRESENTE AVISO que el Concilio Municipal de la Ciudad de San Fernando, California, tendrá una audiencia pública en la cámara del concilio ubicado en el Ayuntamiento (City Hall), 117 Macneil Street, San Fernando, comenzando a las 6:00 p.m., el 7 de agosto del 2023 para considerar lo siguiente:

Conforme al Código de Salud y Seguridad (Health and Safety Code) Sección 5473(a), un reporte por escrito debe ser archivado con la secretaría municipal de la Ciudad de San Fernando. El reporte contiene una descripción de cada parcela de bienes inmuebles que reciben servicios de colección de desechos sólidos, por cuales los pagos de servicio están delincuentes y el monto de cargos delincuentes de servicio de colección de desechos sólidos, para cada parcela del periodo que termina el 31 de diciembre del 2022, computado conforme los cargos prescrito en Capítulo 70 del Código Municipal de San Fernando.

El propósito de esta audiencia pública es para determinar si los cargos delincuentes de colección de desechos sólidos descritos en el reporte

Your Return Mailing Address

Name: **San Fernando Sun**
 Address: **1150 San Fernando Road, Suite 100**
 City: **San Fernando** State: **CA** Zip Code: **91340**

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STATE OF CALIFORNIA COUNTY OF LOS ANGELES

I am a citizen of the United States, and a resident of the county aforesaid; I am over the age of eighteen years; and I am not a party to or interested in the notice published. I am the chief legal advertising clerk of the publisher of the

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County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California,

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that the notice, of which the annexed is a printed copy has been published in each regular and entire issue of said newspaper and not in any supplement There of on the following dates, to-wit:

07/13/2023

all in the year 2023. I certify (or declare) under penalty of perjury that the foregoing is true and correct. Dated at San Fernando California, this 13th day of **July, 2023**

Signature,



Erica Ramos
SAN FERNANDO VALLEY SUN
1150 SAN FERNANDO ROAD, SUITE 100
SAN FERNANDO, CA 91340

deben ser colectados en la lista de impuestos de misma manera, por la misma persona, y al mismo tiempo, junto con y no separado de, los impuestos generales de San Fernando. Esto quiere decir que, si los cargos delinquentes no son pagados a tiempo, se pueden cargar contra la propiedad y cobrarse como embargo preventivo.

El reporte que describe cada parcela de bienes inmuebles que reciben servicio de colección de desechos sólidos por cual el pago este delincente y ahora está disponible para su repaso en el Departamento de Obras Publicas entre las 7:30 a.m. y 5:30 p.m., lunes a jueves, y viernes entre 8:00 a.m. y 5:00 p.m. Por favor comuníquese con el Departamento de Obras Publicas al (818) 898-1222 si desea hacer una cita para ver el reporte de parcelas que están delinquentes con su factura de cargos de servicio de colección de desechos sólidos. Si desea protestar los cargos usted puede responder a esta notificación verbalmente en la audiencia pública y/o por escrito antes de la audiencia pública y entregar al Concilio Municipal por carta (por correo o entrega en persona) a:

Julia Fritz, City Clerk
Protest Lien Charges
City of San Fernando
117 Macneil Street
San Fernando, CA 91340

En la audiencia pública se le dará una oportunidad a aquellos que estén interesados en ser escuchados. Preguntas acerca de este tema pueden ser dirigidas a Maria Padilla, Departamento de Obras Públicas, (818) 898-1222.

Para evitar que un embargo preventivo sea puesto sobre su propiedad debe hacer su pago directamente al contratista de la Ciudad, Republic Collection Service, antes del 31 de julio. Cuando haga su pago favor de escribir LIEN en el sobre al igual que en su cheque. La información del contratista es:

Republic Services
Attn: Lien Payment Processing
12949 Telegraph Road
Santa Fe Springs, CA 90670
Telephone: (562) 347-4016

Fechada el día 13 de julio, 2023
 Ciudad de San Fernando, California
 /s/Julia Fritz, Secretaria Municipal
 L13312

REPORT OF PARCELS DELINQUENT / INFORME DE CARGOS DELINQUENTS:

MAILING ADDRESS DIRECCIÓN DE ENVÍO	SERVICE ADDRESS DIRECCIÓN DE SERVICIO	TOTAL DUE TOTAL ADEUDADO
1. 9415 TELFAIR AVE	660 Arroyo St	\$5,569.11
2. 18858 NAU AVE	1807 1st St	\$4,602.01
3. 88 BUSH ST UNIT 2187	1025 San Fernando Rd	\$3,998.90
4. 14800 RINALDI ST	1720 1st St	\$3,887.88
5. 1200 OPAL ST APT 15	1135 Celis St	\$3,436.15
6. 595 SHREWSBURY AVE STE 206	1044 San Fernando Rd	\$3,081.62
7. 420 GRISWOLD AVE	422 Griswold Ave	\$2,914.99
8. 555 E EASY ST	1015 1st St	\$2,957.80
9. 4922 CALVIN AVE	202 S MacLay Ave	\$2,629.28
10. 3915 LONGRIDGE AVE	1021 San Fernando Rd	\$2,104.75
11. 3915 LONGRIDGE AVE	912 San Fernando Rd	\$2,180.48
12. 13476 LOCHRIN LN	701 MacLay Ave	\$2,068.04
13. PO BOX 9505	1115 San Fernando Rd Ste A	\$1,771.00
14. PO BOX 672	1111 San Fernando Rd	\$1,687.86
15. 3915 LONGRIDGE AVE	1002 San Fernando Rd	\$1,649.39
16. 13421 GLADSTONE AVE	2039 8th St	\$1,439.39
17. 3915 LONGRIDGE AVE	908 San Fernando Rd	\$1,544.04
18. 218 S BRAND BLVD	1110 San Fernando Rd	\$1,536.41
19. 11522 GARRICK AVE	455 N MacLay Ave	\$1,669.99
20. 8830 BALBOA BLVD	1618 Fermoore Dr	\$1,277.59
21. 1131 SAN FERNANDO RD	1135 San Fernando Rd	\$1,239.37
22. 9814 NORWALK BLVD	1166 Arroyo St	\$1,055.70
23. 11522 GARRICK AVE	455 N MacLay Ave	\$1,247.22
24. 9534 ENCINO AVE	1208 Hewitt	\$1,009.60
25. 8830 BALBOA BLVD	1618 Fermoore Dr	\$892.83
26. 13596 VAUGHN ST	13596 Vaughn St	\$830.43
27. 19735 BUCKEYE MEADOW LN	1031 San Fernando Rd	\$938.12
28. 15840 VENTURA BLVD STE 310	1516 1st St	\$791.72
29. 2044 CHIVERS ST	2044 Chivers St	\$752.04
30. 1812 4TH ST	1812 4th St	\$641.44

Your Return Mailing Address

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STATE OF CALIFORNIA **COUNTY OF LOS ANGELES**

I am a citizen of the United States, and
 a resident of the county aforesaid; I am
 over the age of eighteen years; and I
 am not a party to or interested in the
 notice published. I am the chief legal
 advertising clerk of the publisher of the

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County of Los Angeles, and which
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Under the date of 8-16, 1945

Case Number 503894

that the notice, of which the annexed is a printed
 copy has been published in each regular and entire
 issue of said newspaper and not in any supplement
 There of on the following dates, to-wit:

07/13/2023

all in the year 2023. I certify (or declare)
 under penalty of perjury that the foregoing is true
 and correct. Dated at San Fernando California,
 this 13th day of **July, 2023**

Signature,



Erica Ramos
SAN FERNANDO VALLEY SUN
 1150 SAN FERNANDO ROAD, SUITE 100
 SAN FERNANDO, CA 91340

MAILING ADDRESS DIRECCIÓN DE ENVÍO	SERVICE ADDRESS DIRECCIÓN DE SERVICIO	TOTAL DUE TOTAL ADEUDADO
31. 9415 TELFAIR AVE	660 Arroyo St Ste A	\$608.53
32. 2822 MONTANA AVE APT D	1016 San Fernando Rd	\$711.60
33. 9346 RUBIO AVE	640 Arroyo St	\$932.54
34. 526 N HAGAR ST	526 N Hagar St	\$560.18
35. 1125 WARREN ST	1125 Warren St	\$502.25
36. 15840 VENTURA BLVD STE 310	1013 San Fernando Rd	\$553.17
37. 1629 CORONEL ST	1629 Coronel St	\$483.17
38. 132 DIAMOND ST	1011 Orange Grove Ave	\$479.63
39. 2020 1ST ST	2022 1st St	\$839.73
40. 6320 VAN NUYS BLVD STE 305	757 S Kalisher St	\$460.67
41. 26328 MITCHELL PL	1032 San Fernando Rd	\$496.45
42. 2020 1ST ST	2018 1st St	\$838.75
43. 1344 VIRGINIA AVE	56 N Hubbard Ave	\$403.62
44. 110 W PROVIDENCIA AVE	870 Arroyo St	\$309.26
45. 24320 STERLING RANCH RD	1526 5th St	\$302.79
46. 13718 COMMUNITY ST	900 N Macneil St	\$298.77
47. 817 9TH ST APT 1	1901 1st St	\$291.64
48. 1120 NEWTON ST	1120 Newton St	\$286.02
49. 2049 CHIVERS ST	2049 Chivers St	\$281.89
50. 4730 AVENIDA VISTA VERDE	2005 5th St	\$278.73
51. 4020 ELLENITA AVE	540 Griswold Ave	\$273.33
52. 563 S HUNTINGTON ST	563 S Huntington St	\$261.58
53. 6360 VAN NUYS BLVD	1437 San Fernando Rd	\$260.54
54. 124 N HAGAR ST APT A	124 N Hagar St	\$254.74
55. 8127 SAN FERNANDO RD	1172 N Maclay Ave	\$252.85
56. 17321 CAGNEY ST	13737 Foothill Blvd	\$715.82
57. PO BOX 572662	1213-1215 7th St	\$625.65
58. PO BOX 921865	1237 Coronel St.	\$458.21
59. 501 LIBRARY ST	501 Library St	\$308.82
60. 3915 LONGRIDGE AVE	1023 San Fernando Rd	\$274.17

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Kanika Kith, Deputy City Manager/Economic Development

Date: August 7, 2023

Subject: Update and Discussion of the Women Suffrage Mural Commemorating the 100-Year Anniversary of Women's Right to Vote

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive an update from the 100-Year Anniversary of Women's Right to Vote Ad Hoc Committee;
- b. Provide input for mural development; and
- c. Provide direction to staff, as appropriate.

BACKGROUND:

1. On February 18, 2020, (then) Councilmember Ballin requested an agenda item to discuss proposals to celebrate the 100-year anniversary of women gaining the right to vote through the 19th Amendment to the United States Constitution. The City Council appointed Councilmembers Ballin and Mendoza to serve on the Ad Hoc Committee.
2. On October 5, 2020, the City Council approved allocating \$11,000 in Independent Cities Finance Authority (ICFA) Community Outreach Program Funds toward a mural on City-owned property to commemorate the 100-year anniversary of women's right to vote.
3. On November 10, 2020, Councilmember Fajardo requested that a portion of his Community Investment Funds (\$1,552.63) be allocated toward the mural.
4. On October 14, 2022, the Ad Hoc Committee and City staff met with local artist and muralist Lalo Garcia to receive information regarding possible locations and processes for securing an artist to create a mural.

Update and Discussion of the Women Suffrage Mural Commemorating the 100-Year Anniversary of Women's Right to Vote

Page 2 of 4

5. On November 10, 2022, the Ad Hoc Committee and City staff visited Santa Rosa de Lima Church to view murals in different mediums, particularly paint, mosaic, and painted/enameled tile.
6. On November 21, 2022, the City Council received an update from the Ad Hoc Committee and (then) Councilmember Ballin requested the City Council to allocate the Fiscal Year 2022-2023 Independent Cities Finance Authority (ICFA) grant funds of \$7,500 to the mural commemorating the 100th anniversary of women's right to vote.
7. On November 21, 2022, the City Council selected a local artist in the San Fernando Valley, Lalo Garcia Sacred and Fine Art Studio, for the mural.
8. In January 2023, the City Council appointed Vice Mayor Mendoza and Councilmember Fajardo, as part of the annual City Council reorganization, to serve on the Ad Hoc Committee.
9. On July 6, 2023, Vice May Mendoza requested that a portion of her Community Investment Funds (\$1,671.12) be allocated toward the mural.
10. On July 17, 2023, the City Council tabled the item to the meeting of August 7, 2023, due to time constraints as a result of the extended meeting to ensure there is sufficient time available for thorough deliberation on the matter.

ANALYSIS:

The 100-year Anniversary of Women's Right to Vote Ad Hoc Committee was formed to develop recommendations for commemorating the women's suffrage movement that culminated in the passage of the 19th Amendment to the United States Constitution. In 2020, the City Council expressed its support for honoring this historic and momentous event by creating an Ad Hoc Committee. To fund the commemorative efforts, the City Council approved a budget allocation of \$11,000, an additional \$7,500 was allocated from ICFA grant funds, and Councilmember Fajardo allocated \$1,552.63 and Vice Mayor Mendoza allocated \$1,671.12 from their Community Investment Fund bringing the total budget for the mural to \$21,723.75.

Ad Hoc Committee Recommendation.

In November 2022, the Ad Hoc Committee provided the following recommendations to City Council:

1. **Location:** The Ad Hoc recommended that a public mural be placed on the west side of City Hall (Attachment "A") due to its highly visible and connection to the subject matter of the mural. The west side of City Hall is visible from multiple locations, including Maclay Ave., First St., the San Fernando Police Station, the Civic Center Parking Lot, and by Metrolink riders. The mural would symbolize the significant role of the City Council Chambers,

Update and Discussion of the Women Suffrage Mural Commemorating the 100-Year Anniversary of Women's Right to Vote

Page 3 of 4

where all City policy matters are voted on, including those involving the current four (4) women Councilmembers.

2. Process for Artist Selection: The City Council has the flexibility to choose an artist selection process. The Ad Hoc Committee recommended directly selecting an artist who is best suited for the project to expedite the process.
3. Mural Development: Once an artist is selected, it will take a few months for the artist to develop a concept for the commemorative mural. The Ad Hoc Committee recommended that City Council provide general direction related to elements of a commemorative mural then create a new Ad Hoc Committee to work with the artist to develop a concept, which would then be presented to the City Council for additional feedback and final approval.

Subsequent to the discussion, the City Council adopted the following motion by a vote of 4-0 (Councilmember Montañez was absent) at the November 21, 2022 meeting and directed staff as follows:

"Motion by Mayor Mendoza, seconded by Councilmember Ballin to direct staff to engage Lalo Garcia to design a mural to present to the Parks, Wellness and Recreation Commission for recommendations to bring forward to the City Council for consideration. The motion carried with Councilmember Montañez absent."

Update from the Ad Hoc.

Pursuant to the City Council adopted motion, the location of the mural and selection of an artist has been completed. The mural will be located on the west wall of City Hall (Attachment "A"). Lalo Garcia Sacred and Fine Art Studio was selected to create the mural. Mr. Garcia, a San Fernando Valley artist with 35 years of experience, has commissioned various significant projects in the area, including creating artwork for the Los Angeles Cathedral of the Angels in Los Angeles and Santa Rosa de Lima Church in San Fernando. His sacred art can also be found at several other notable locations in the region. For more information about Mr. Garcia and his artworks, visit www.lalogarcia.com.

On June 7, 2023, the Ad Hoc Committee and staff visited Mr. Garcia's studio to discuss mural development. The Ad Hoc Committee explored the possibility of creating a painted tile mural, similar to the mural at Santa Rosa de Lima Church (Attachment "B"), for its durability and sun resistance. Mr. Garcia suggested dividing the mural into three parts representing the past, present, and future, strategically placed on the wall. To proceed, Mr. Garcia is seeking input on the concept, as well as the message and image to convey in the mural. Once the inputs are received, Mr. Garcia will create a concept and work with the Ad Hoc Committee to present it to the City Council for further feedback and final approval.

Update and Discussion of the Women Suffrage Mural Commemorating the 100-Year Anniversary of Women's Right to Vote

Page 4 of 4

BUDGET IMPACT:

The City Council allocated \$21,723.75 in ICFA Community Outreach and Community Investment Funds. A minimum of \$50,000 is needed to complete a painted tile mural.

CONCLUSION:

Staff recommends that the City Council receive an update from the 100-Year Anniversary of Women's Right to Vote Ad Hoc Committee, provide input for mural development, and provide direction to staff, as appropriate

ATTACHMENTS:

- A. Mural Location
- B. Samples Painted Tile Mural

ATTACHMENT "A"



ATTACHMENT "B"



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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Kanika Kith, Deputy City Manager/Economic Development
Marina Khrustaleva, Associate Planner

Date: August 7, 2023

Subject: Consideration to Approve a Second Reading to Adopt Ordinance No. 1717 Approving a Zone Text Amendment to the San Fernando Municipal Code, Section 106-970, Project No. ZTA2023-001 to Update Regulations for Walls and Fences

RECOMMENDATION:

It is recommended that the City Council approve for second reading, in title only, and waive all further readings to adopt Ordinance No. 1717 (Attachment "A") "An Ordinance of the City Council of the City of San Fernando, California, approving a Zoning Text Amendment (Project No. ZTA2023-001) to amend San Fernando Municipal Code Section 106-970, Walls and Fences, to update regulations for walls and fences."

BACKGROUND:

1. The San Fernando Municipal Code (SFMC), was adopted in 1957. In 1985, Section 106-970, Walls and Fences, was added.
2. On December 2, 2002, SFMC Section 106-970, Walls and Fences, was amended to reduce the permitted front fence height from four feet to three feet, reduce the permitted hedge height from four feet to 30 inches, introduce the Special Fence Review process, and provide other changes reflected in current regulations.
3. In December 2015, the application form for residential walls and fences (Form # CDD-024.1) containing fence design diagrams was created. However, the form is not consistent with existing regulations.
4. In 2022, multiple residents requested approval for front yard walls and fences to be higher than three feet.
5. On August 15, 2022, the City Council adopted a Coyote Management and Co-Existence Plan that includes best management practices and strategies for managing coyotes in the City. The

Consideration to Approve a Second Reading to Adopt Ordinance No. 1717 Approving a Zone Text Amendment to the San Fernando Municipal Code, Section 106-970, Project No. ZTA2023-001 to Update Regulations for Walls and Fences

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Coyote Management and Co-Existence Plan also includes a recommendation to consider revising the height limits for fences and walls on residential properties.

6. On November 14, 2022, the Planning and Preservation Commission (Commission) discussed potential modifications to fence and wall height for residential properties. The Commission did not support increasing the height of side and rear yard fences and walls to be higher than six feet, but was supportive of allowing the installation of coyote rollers above the permitted six-foot high wall or fence. The Commission requested additional information for discussion relating to a potential height increase for front yard fences and walls to be higher than three feet.
7. On March 13, 2023, the Commission discussed and provided feedback for proposed Zone Text Amendment (ZTA 2023-001) to Section 106-970 of the San Fernando Municipal Code to update regulations for walls and fences. The Commission supported suggestions provided by staff, requested visual information for workshop discussion, and continued the discussion to the next meeting on April 10, 2023.
8. On April 10, 2023, staff prepared visual information for the Commission to facilitate a workshop discussion. The Commission discussed eight options for design standards, identified their preferences, directed staff to incorporate these design standards into updated regulations for walls and fences, and continued the item to the next meeting on May 8, 2023.
9. The May 8, 2023 meeting was cancelled and the public hearing previously set for May 8, 2023, was continued to the next Planning and Preservation Commission meeting on June 12, 2023.
10. On June 12, 2023, the Commission adopted Planning and Preservation Commission Resolution No. 2023-001, recommending that the City Council adopt an ordinance amending San Fernando Municipal Code Section 106-970, Walls and Fences, to update the current regulations for walls and fences to ensure a harmonious and welcoming atmosphere in the City and bring more existing front yard fences in compliance with the Code.
11. On July 17, 2023, the City Council conducted a public hearing and voted 3-2 to approve a Zone Text Amendment to amend San Fernando Municipal Code Section 106-970, and introduced Ordinance No. 1717 for adoption.

ANALYSIS:

Ordinance No. 1717, which was approved by the City Council for introduction and first reading of the ordinance, by a vote of (3 ayes; 2 nays) on July 17, 2023 and will approve a Zone Text Amendment (ZTA 2023-001) to amend Section 106-970 of the San Fernando Municipal Code, to update the existing regulations for walls and fences. The proposed amendment aims to enhance the efficiency and consistency of the fence approval process while preserving the neighborhood's

Consideration to Approve a Second Reading to Adopt Ordinance No. 1717 Approving a Zone Text Amendment to the San Fernando Municipal Code, Section 106-970, Project No. ZTA2023-001 to Update Regulations for Walls and Fences

Page 3 of 3

unique character. Proposed design standards prioritize transparency with four-foot height limits for front and street-facing side yards, promoting neighborhood cohesion. Existing front yard fences will comply with the Code, allowing homeowners to replace chain-link fences with higher-quality options. Commercial and industrial zones will have attractive solid walls, no barbed wire, and street-side landscaping to improve aesthetics.

If the City Council approves the second reading of Ordinance No. 1717 on August 7, 2023, it will be effective on September 7, 2023.

Environmental Review.

Pursuant to the California Environmental Quality Act (CEQA), the adoption of the proposed Ordinance approving a Zoning Text Amendment is exempt under CEQA Guidelines Section 15061(b)(3) (the “common sense exemption”) since it can be seen with certainty that the proposed action will not have a significant impact on the environment, and Section 15378 (“not a project”) because no new development is proposed and the updated regulations do not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment (14 CCR §§15378, 15060(c)(2)-(3)).

BUDGET IMPACT:

Preparation of zoning related ordinances and legislative advocacy programs are included in the annual work program for the Community Development Department and City Manager’s Office, respectively. Sufficient funding for both efforts is included in the Fiscal Year 2023-2024 Adopted Budget.

CONCLUSION:

Staff recommends that the City Council conduct a second reading for adoption of Ordinance No. 1717 (Attachment “A”) “An Ordinance of the City Council of the City of San Fernando, California, approving a Zoning Text Amendment (Project No. ZTA2023-001) to amend the San Fernando Municipal Code Section 106-970, Walls and Fences.”

ATTACHMENT:

A. Ordinance No. 1717, including:

Exhibit A: Updates to San Fernando Municipal Code (SFMC) Section 106-970, Walls and Fences

ORDINANCE NO. 1717

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING A ZONING TEXT AMENDMENT (PROJECT NO. ZTA2023-001) TO AMEND SAN FERNANDO MUNICIPAL CODE SECTION 106-970, WALLS AND FENCES, TO UPDATE REGULATIONS FOR WALLS AND FENCES

WHEREAS, California Constitution Article XI, Section 7, enables the City of San Fernando (the "City") to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, the City desires to ensure that residential and commercial development occurs in an orderly manner, in accordance with the goals and objectives of the General Plan and reasonable land use planning principles; and

WHEREAS, in 1957, the San Fernando Municipal Code (SFMS), Chapter 106 – Zoning, was adopted; in 1985, Section 106-970, Walls and Fences, was added establishing standards for walls and fences; and on December 2, 2002, it was last amended; and

WHEREAS, in 2022, multiple residents requested approval for front yard walls and fences to be higher than three feet, which is the maximum height under the current standards in residential zones; and

WHEREAS, on August 15, 2022, the City Council adopted a Coyote Management and Co-Existence Plan that included a recommendation to consider revising the height limits for fences and walls on residential properties; and

WHEREAS, On November 14, 2022, March 13, 2023, and April 10, 2023, the Planning and Preservation Commission discussed proposed revisions to the existing wall and fence regulations in the Zoning Code, Section 106-970; and

WHEREAS, on March 2, 2023, a notice of a public hearing to be held on March 13, 2023 was published, for the Planning and Preservation Commission to consider a recommendation to the City Council on the proposed revisions to Section 106-970, Walls and Fences (Project No. ZTA2023-001); and

WHEREAS, the public hearing was continued to April 10, 2023, and then continued to May 8, 2023 (meeting canceled), and again continued to June 12, 2023; and

WHEREAS, the Planning and Preservation Commission, as part of its regular meeting of June 12, 2023, conducted a duly noticed public hearing on the proposed revisions to Section 106-970, Walls and Fences, received testimony and voted 4-0 making a recommendation to City Council to adopt an Ordinance approving proposed Project No. ZTA2003-001; and

WHEREAS, on July 6, 2023, a notice of a public hearing to be held on July 17, 2023, was published, for the City Council to consider and approve a proposed Ordinance No. 1717 to amend Section 106-970, Walls and Fences, to update regulations for walls and fences (Project No. ZTA2023-001); and

WHEREAS, on July 17, 2023, the City Council conducted a duly noticed public hearing on the proposed Project No. ZTA2003-001 to amend Section 106-970, Walls and Fences, and all testimony was received and made a part of the public record; and

WHEREAS, the City Council has duly considered all information presented to it, including the Planning and Preservation Commission findings, PPC Resolution No. 2023-001, written staff reports, any testimony provided at the public hearing regarding Project No. ZTA2003-001, and considered adoption of Ordinance No. 1717 to approve an amendment to Section 106-970, Walls and Fences; and

WHEREAS, all legal prerequisites to the adoption of the Ordinance have been met.

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

SECTION 1. Recitals:

The above recitals are true and correct and incorporated fully in reference.

SECTION 2. Zoning Text Amendment Findings:

Pursuant to San Fernando City Code Section 106-19, the following findings for adoption of the proposed amendment to the San Fernando Zoning Code are made in a positive manner as follows:

- a. The proposed amendment is consistent with the objectives, policies, general land uses and programs of the City's general plans.

The proposed Zoning Text Amendment (Project No. ZTA2023-001) will establish standards and regulations for walls and fences. The proposed amendment is consistent with Policy 1.2 of the San Fernando General Plan Housing Element for preservation of character, scale, and quality of established residential neighborhoods. The proposed Zoning Text Amendment will preserve an open and inviting streetscape that encourages a sense of community, improves the pedestrian experience, and promotes a cohesive neighborhood identity.

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

The proposed Zoning Text Amendment establishes standards and regulations for walls and fences. These updates will bring more existing front yard fences to be in compliance with the Code, allow some homeowners to replace existing four (4) foot high chain-link fence with a higher-quality fence, and allow staff to approve the fence applications at a staff level without creating additional burden on the applicants. The proposed update would not be detrimental to the public interest, health, safety, convenience or welfare because proposed fence design standards will promote a sense of openness, create a welcoming atmosphere, and allow pedestrians to interact with their surroundings, enhancing safety and fostering a sense of community.

SECTION 3. Zoning Text Amendment:

Chapter 106, Article V, Division 6, of the San Fernando Municipal Code is amended as follows: Section 106-970, Walls and Fences, is repealed in its entirety and replaced to read as set forth in **Exhibit “A”** attached hereto and incorporated herein by this reference.

SECTION 4. CEQA Finding:

Adoption of this Ordinance is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) (the “common sense exemption”) since it can be seen with certainty that the Zoning Text Amendment for Section 106-970, Walls and fences, will not have a significant impact on the environment, and Section 15378 (“not a project”) because no new development is proposed and the updated regulations do not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. 14 CCR §§15378, 15060(c)(2)-(3).

SECTION 5. Severability:

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

SECTION 6. Authority and Term of Ordinance:

The City Clerk shall certify to the passage and adoption of this Ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. The City Clerk shall further certify to the adoption and posting of this Ordinance, and shall cause this Ordinance and its certification, together with proof of posting, to be entered in the Book of Ordinances of the Council of this City of San Fernando.

SECTION 7. Effective Date:

This Ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this 7th day of August, 2023.

Celeste T. Rodriguez, Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard A. Padilla, Assistant City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1717 which was introduced on July 17, 2023 and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the 7th day of August, 2023 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 August, 2023.

Julia Fritz, City Clerk

City of San Fernando Municipal Code
Chapter 106 - Zoning
Article V – General Development Standards
Division 6 – Property Development Standards

Section 106-970. Walls and fences.

- (a) *Residential zones.* The following standards shall apply to all walls and fences within the R-1, R-2 and R-3 zones. Height limits for all walls, fences and hedges in residential zones are as follows:
- (1) In a required front yard setback or street-facing side yard setback on corner lots, a fence, a combination of a wall and a fence, or a vegetative hedge shall not exceed a maximum height of four (4) feet as measured from existing finish grade.
 - a. For a combination of a wall and a fence, the wall portion shall not exceed a maximum height of two (2) feet. The portion above the two (2) feet high wall shall be non-view obscuring with 50 percent visibility.
 - b. Decorative elements, such as pillars, spikes, lights or similar ornamentation may exceed the maximum allowed height for walls and fences.
 - c. Pedestrian gateways shall have a minimum of eight (8) feet height clearance as measured from grade.
 - d. Any fence in the front yard setback or street-side yard setback areas shall be non-view obscuring with 50 percent visibility, except side yard fences within the front yard setback area for an interior lot can be view obscuring.
 - (2) In a side or rear yard, no fence or wall shall exceed a height of six (6) feet as measured from the existing finish grade. Coyote rollers can be installed above the permitted six-foot high wall or fence in a side or rear yard.
 - (3) In a multiple-family dwelling zone, a non-view obscuring fence shall not exceed a height of six (6) feet along the street-facing side yard, outside of the front yard setback, for a corner lot.
 - (4) Swimming pools/spas and other similar water features shall be fenced in compliance with the Uniform Building Code.
 - (5) For private schools in residential zones, a non-view obscuring tubular steel fence shall not exceed a maximum height of eight (8) feet.
 - (6) The combined height of the wall retaining a fill and a freestanding fence or wall built above the retained earth level shall not exceed the maximum height allowed for a

freestanding fence or wall within the setback area.

(b) *Commercial and industrial zones/properties.* The height limit for non-view obscuring fences in commercial and industrial zones shall be eight (8) feet. The height limit for view-obscuring fences, walls, or vegetative hedges shall be six (6) feet, except that the Director may approve a sound wall to a maximum height of eight (8) feet, if the property is adjacent to a residential use and the Director determines that an eight (8) feet high wall is needed. The Director may require a noise study to demonstrate a need for a sound wall of eight (8) feet.

(1) All block walls adjacent to a right-of-way (sidewalk, alley, paseo, etc.) shall incorporate architectural details to create an aesthetically pleasing and attractive design including:

- a. Pilasters shall be provided at no more than eight (8) feet apart to add depth and visual appeal.
- b. Decorative cornices or moldings shall be provided along the top of the wall to create a sense of elegance and architectural character.
- c. One or all of the following decorative elements shall be included:
 - i. Niches and Recesses: Incorporate niches or recessed areas into the wall design to create opportunities for displaying artwork, sculptures, or decorative objects. Ensure that the niches are proportionate to the overall scale of the wall and complement the desired aesthetic.
 - ii. Friezes and Relief Patterns: Install decorative friezes or relief patterns on sections of the wall to add texture and visual interest. These can be crafted from materials like stone, metal, or composite materials, depending on the desired effect.
 - iii. Medallions and Ornaments: Attach medallions or decorative ornaments to the wall surface, strategically placing them to create focal points or break up large expanses. Consider motifs that resonate with the architectural style and theme.
 - iv. Decorative Tiles or Mosaics: Incorporate decorative tiles or mosaic patterns into the wall design. These elements can introduce color, intricate patterns, and artistic expression to enhance the overall aesthetic appeal.

(2) The wall shall be textured, split-faced, stucco, or plastered. Plain Concrete Masonry Unit (CMU) wall is not allowed.

(3) The wall shall be coated with two (2) layers of permanent anti-graffiti coating.

(4) If the wall is higher than six (6) feet, the wall shall comply with the following standards:

- a. All design standards in subsection b(1), regardless of its adjacency to a right of way.
- b. A minimum of five (5) feet wide landscape area with trees, shrubs, and groundcovers shall be provided along the outside of the wall, if adjacent to a right-of-way or open space (sidewalk, alley, paseo, etc.).

(c) *Construction materials.* Construction materials shall conform to the following:

- (1) In residential zones, all proposed fence or wall material shall be compatible with the architectural style and treatment of the primary residential structure. All fences and walls shall be made of materials generally used for fencing such as masonry, vegetative hedges, wood, vinyl, brick, ornamental concrete blocks, ornamental tubular steel, or wrought iron, and must have a finished appearance. Acceptable finish treatments include colored stucco, wood stain, natural or polished stone, slump stone, split-faced concrete block, prefabricated finish texture, color-coated tubular steel or wrought iron, or a combination thereof. Plain concrete block masonry shall be permitted only if coated with colored stucco or other coating finish approved by the Director or designated staff. No chain link, razor wire, barbed wire, concertina ribbon, electrified fence, protruding fragments of broken glass or similar materials shall be permitted.
- (2) In industrial zones, curved top tubular steel spikes must be at least six (6) feet from grade at the public right-of-way with the spike curving inward away from the property line. Barbed wire, razor wire, and similar materials are prohibited.
- (3) All fences and walls shall be properly maintained in order to preserve their structural integrity and to provide a neat appearance. All solid walls and fences facing the public right-of-way shall be coated with two (2) layers of permanent anti-graffiti coating.

(d) *Sight clearance.* Sight clearance for visibility of pedestrians and vehicles shall be maintained as follows:

- (1) On corner lots in all zones, a sight clearance triangle permitting pedestrian and vehicular visibility at intersecting streets shall be maintained for a minimum distance of 20 feet measured along the street right-of-way from the point of intersection of the two streets. Sight distances at alleys intersecting with streets shall be ten feet.
- (2) In all zones, sight clearance for automobiles emerging from adjacent driveways shall be maintained for a minimum distance of 20 feet for commercial and multifamily driveways and ten feet for single-family driveways, measured from the property line. A non-view obscuring fence that does not impede visibility or a vegetative hedge not to

exceed 30 inches shall be permitted in this area.

- (e) *Permits.* All persons erecting or substantially altering or repairing a fence, wall or security gate shall first obtain a building permit. As part of the application process, the applicant shall submit a scaled site plan indicating property lines and the height, location, building materials and finish treatment of the proposed fence, wall, or security gate. However, no permit shall be required for temporary construction or security fencing.
- (f) *Inspection.* The building inspector must approve all construction or substantial alteration or repair of fences, walls and security gates. An initial inspection of the footings or pole holes shall be conducted before the wall, fence, or security gate is erected, and a final inspection shall be conducted upon completion of the construction.
- (g) *Hedges and shrubs.* If hedges, shrubs, and similar vegetation are maintained at the property line and are of sufficient density to block vision, they shall comply with the height limit for fences and walls within the required front, rear, and side yard setbacks, as well as with sight clearance triangle requirements.
- (j) *Definitions.* The following definitions shall apply to this section:
 - (1) *Non-view obscuring fence* is defined as a fence with view obscuring element between posts or pilasters not exceeding 50 percent (50%) of the total surface area of a fence. The area of the pilasters is exempt from the 50% calculation.
 - (2) *Existing finish grade* is defined as the natural or existing grade of the property prior to excavation, construction or grading of undisturbed soil.
- (k) *Applicability.* Nothing in this section shall be deemed to set aside or reduce the requirement for fences and walls as required by applicable federal, state, and local statutes designed to protect the health, safety and welfare of the community.

(Ord. No. 1270, § 30.565, 9-30-1985; Ord. No. 1305, 6-15-1987; Ord. No. 1532, § 2, 9-3-2002; Ord. No. 1542, § 1, 12-2-2002)

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

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

Date: August 7, 2023

Subject: Receive an Update on American Rescue Plan Act Funding (ARPA) and Provide Direction to Staff, as Appropriate

RECOMMENDATION:

- a. Receive an update on American Rescue Plan Act (ARPA) funds;
- b. Provide direction to staff, as appropriate.

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 \$5,818,339 in ARPA funds, which can be used to address impacts from the COVID-19 pandemic.
3. 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.
4. On July 13, 2021, the City received its first distribution of ARPA funds in the amount of \$2,909,170. The second distribution was received in July 2022. These funds must be spent within three (3) years; on or before July 2024.
5. On September 7, 2021, the City Council accepted ARPA funds, appropriated \$250,000 to reimburse the City for COVID-19 response related expenditures, and directed staff to move

Receive an Update on American Rescue Plan Act Funding (ARPA) and Provide Direction to Staff, as Appropriate

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forward with engaging a professional services firm to assist with administration of the ARPA funds.

6. 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.
7. 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.
8. On September 6, 2022, the City Council adopted Resolution No. 8175 which appropriated \$4,200,000 in ARPA funding towards specified programs and projects, including the City Mobile App – Virtual San Fernando; Downtown Master Plan; Wi-Fi at Las Palmas and Recreation parks; sidewalk repairs; First Time Home Buyer and Rehab Loan Revolving Fund; City Hall Beautification; solar power at City Facilities; Water System Capital Improvements; and a feasibility study for new City park space.
9. On November 7, 2022, the City Council adopted Resolution No. 8191 which appropriated \$200,341 in ARPA funding to address the budget gap for the Layne Park Revitalization Project.
10. On February 21, 2023, the City Council adopted Resolution No. 8216 which appropriated the remaining ARPA fund balance of \$1,007,239 to address the budget gap for the Annual Street Resurfacing Project.
11. On April 17, 2023, the City Council authorized a re-appropriation of \$300,000 from the solar power at City facilities project to be instead used towards homeless outreach services and related programming.
12. On June 20, 2023, the City Council tabled the item to the meeting of August 7, 2023, to ensure sufficient time available for thorough deliberation on the matter.

ANALYSIS:

The focus of the City's 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 resident support, business support and capital improvement programs/projects that have limited options to secure alternate funding sources.

Receive an Update on American Rescue Plan Act Funding (ARPA) and Provide Direction to Staff, as Appropriate

Page 3 of 4

Per City Council approval, ARPA funding has been appropriated toward the following programs and projects:

PROJECT/PROGRAM	APPOPRIATED	SPENT/ ENCUMBERED	BALANCE	STATUS
COVID-19 Relief/Response Reimbursement	205,291	205,291	-	Complete
Council Chambers/AV Upgrade	24,981	24,981	-	Complete
Technology Improvements	180,494	133,609	46,844	In Progress
Annual Street Resurfacing	1,007,232	1,007,232	-	In Progress
Sidewalk Repair	500,000	500,000	-	In Progress
Layne Park Revitalization Project	200,341	200,341	-	In Progress
City Mobile App - Virtual San Fernando	200,000	10,080	188,920	In Progress
Downtown Master Plan	250,000	250,000	-	In Progress
Feasibility Study - New City Park Space	50,000	-	50,000	In Progress
Homeless Outreach Services	300,000	300,000	-	In Progress
Water System Capital Improvements	2,000,000	-	2,000,000	Not Started
Wi-Fi at LP & Recreation Park w/Computer Rooms	300,000	-	300,000	Not Started
City Hall Beautification	100,000	-	100,000	Not Started
First Time Home Buyer & Rehab Loan Program Revolving Fund	500,000	-	500,000	Not Started
Total	\$ 5,818,339	\$ 2,631,535	\$ 3,186,804	

Receive an Update on American Rescue Plan Act Funding (ARPA) and Provide Direction to Staff, as Appropriate

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BUDGET IMPACT:

The City received \$5,818,339 in federal ARPA funding. To date, the City Council has allocated 100% of ARPA funding for various projects and programs. Per ARPA Guidelines, all funds must be obligated (encumbered) by December 31, 2024, and expended by December 31, 2026.

CONCLUSION:

Staff recommends that the City Council discuss current ARPA fund appropriations to the specified programs and projects and provide direction, as appropriate.

ATTACHMENT:

- A. Coronavirus State and Local Fiscal Recovery Funds FAQs (as of April 10, 2023)

Coronavirus State and Local Fiscal Recovery Funds

Final Rule: Frequently Asked Questions

This document contains answers to frequently asked questions regarding the Final Rule of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF, or Fiscal Recovery Funds). The final rule became effective on April 1, 2022. Treasury intends to update this document periodically in response to questions received from stakeholders. Recipients and stakeholders should consult the [final rule](#) for additional information, as this document does not describe all relevant requirements that apply to the SLFRF program. Recipients also may find helpful the [Overview of the Final Rule](#), which provides a summary of major provisions of the final rule for informational purposes.

- For overall information about the program, including information on requesting funding, please see <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments>
- For general questions about SLFRF, please email SLFRF@treasury.gov.

Answers to frequently asked questions on distribution of funds to non-entitlement units of local government (NEUs) can be found in this [FAQ supplement](#).

Answers to frequently asked questions on the taxability and reporting of payments from SLFRF can be found in this [FAQ issued by the IRS](#).

The FAQs in this document are applicable to the final rule, although readers will notice that many have been incorporated from the FAQs that were available in connection with the interim final rule, because they remain applicable. Answers to frequently asked questions that are unique to the interim final rule remain available at [Interim Final Rule: Frequently Asked Questions](#). A categorization is provided on the following page to assist in identifying the FAQs that remain largely the same as in the FAQ document associated with the interim final rule and the FAQs that are new or have been updated in conformity with the final rule.

Throughout these FAQs, Treasury may refer readers to relevant sections of the Overview of the Final Rule. The Overview of the Final Rule provides a summary of major provisions of the final rule for informational purposes and is intended as a brief, simplified user guide to the final rule provisions. The descriptions provided in the Overview summarize key provisions of the final rule but are non-exhaustive, do not describe all terms and conditions associated with the use of SLFRF funds, and do not describe all requirements that may apply to this funding. Any SLFRF funds received are also subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which incorporate the provisions of the final rule and the guidance that implements this program.

FAQ Categorization

Version	Date	Category	FAQ #
1.0	April 27, 2022	FAQs retained with slight modifications from the Interim Final Rule: Frequently Asked Questions document (please note that FAQ numbering has changed between the two documents)	#1.1 – #1.2, #1.4 – 1.7, #2.10, #2.12 – #2.13, #3.8 – #3.13, #4.3, #4.5, #6.10 – #6.11, #6.14, #8.1, #8.3, #10.1 – #10.2, #11.1 – 11.3, #11.6 – 11.12, #12.1 – 12.2
1.0	April 27, 2022	New or Substantially Updated FAQs	#1.3, #1.8, #2.1 – #2.9, #2.11, #2.14 – #2.24, #3.1 – 3.7, #3.14, #4.1 – #4.2, #4.4, #4.6, #4.7 – #4.10, #5.1 – #5.4, #6.1 – #6.9, #6.12 – #6.13, #6.15 – #6.16, #8.2, #11.4 – #11.5, Section 13
2.0	July 27, 2022	Updated FAQs	#2.14, #3.1, #4.9
2.0	July 27, 2022	New FAQs	#6.17 - #6.20, #13.13 - #13.17
2.1	April 10, 2023	New FAQ	#4.11

1. Eligibility and Allocations

1.1. Which governments are eligible for funds?

The following governments are eligible:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities
- Non-entitlement units, or smaller local governments

1.2. Which governments receive funds directly from Treasury?

Treasury distributes funds directly to each eligible state, territory, metropolitan city, county, or Tribal government. Smaller local governments that are classified as non-entitlement units receive funds through their applicable state government.

1.3. Are special-purpose units of government eligible to receive funds?

Special-purpose units of local government are not eligible to receive an award as a recipient under the SLFRF program; however, a state, territory, local, or Tribal government may transfer funds to a special-purpose unit of government to carry out a program or project on its behalf as a subrecipient. Special-purpose districts perform specific functions in the community, such as fire, water, sewer or mosquito abatement districts. A recipient can also provide funds to an entity that is special-purpose government for the purpose of directly benefitting the entity as a result of the entity experiencing a public health impact or negative economic impact of the pandemic.

1.4. How are funds being allocated to Tribal governments, and how will Tribal governments find out their allocation amounts?

\$20 billion of Fiscal Recovery Funds was reserved for Tribal governments. The American Rescue Plan Act specified that \$1 billion would be allocated evenly to all eligible Tribal governments. The remaining \$19 billion was to be distributed using an allocation methodology determined by Treasury, which was based on enrollment and employment.

There were two payments to Tribal governments. Each Tribal government's first payment included (i) an amount in respect of the \$1 billion allocation that was to be divided equally among eligible Tribal governments and (ii) each Tribal government's pro rata share of the Enrollment Allocation. Tribal governments were notified of their allocation amount and delivery of payment 4-5 days after completing request for funds in the Treasury Submission Portal. The deadline to make the initial request for funds was June 21, 2021.

The second payment included a Tribal government's pro rata share of the Employment Allocation. There was a \$1,000,000 minimum employment allocation for Tribal governments. In late June 2021, Tribal governments received an email notification to re-enter the Treasury Submission Portal to confirm or amend their 2019 employment numbers that were submitted to Treasury for the CARES Act's Coronavirus Relief Fund. To receive an Employment Allocation, including the minimum employment allocation, Tribal governments must have confirmed employment numbers by July 23, 2021. Treasury calculated employment allocations for those Tribal governments that confirmed or submitted amended employment numbers by the deadline. In August, Treasury communicated to Tribal governments the amount of their portion of the Employment Allocation and the anticipated date for the second payment.

1.5. My county is a unit of general local government with population under 50,000. Will my county receive funds directly from Treasury?

Yes. All counties that are units of general local government receive funds directly from Treasury and should apply via the [online portal](#). The list of county allocations is available [here](#).

1.6. My local government expected to be classified as a non-entitlement unit. Instead, it was classified as a metropolitan city. Why?

The American Rescue Plan Act (ARPA) defines, for purposes of the Coronavirus Local Fiscal Recovery Fund (CLFRF), metropolitan cities to include those that are currently metropolitan cities under the Community Development Block Grant (CDBG) program but also those cities that relinquish or defer their status as a metropolitan city for purposes of the CDBG program. This would include, by way of example, cities that are principal cities of their metropolitan statistical area, even if their population is less than 50,000. In other words, a city that is eligible to be a metropolitan city under the CDBG program is eligible as a metropolitan city under the CLFRF, regardless of how that city has elected to participate in the CDBG program.

Unofficial allocation estimates produced by other organizations may have classified certain local governments as non-entitlement units of local government. However, based on the statutory definitions, some of these local governments should have been classified as metropolitan cities.

1.7. In order to receive and use funds, must a recipient government maintain a declaration of emergency relating to COVID-19?

No. Neither the statute establishing the SLFRF nor the final rule requires recipients to maintain a local declaration of emergency relating to COVID-19.

1.8. Can nonprofit or private organizations receive funds? If so, how?

Yes. Under section 602(c)(3) of the Social Security Act, a State, territory, or Tribal

government may transfer funds to a “private nonprofit organization . . . , a Tribal organization . . . , a public benefit corporation involved in the transportation of passengers or cargo, or a special-purpose unit of State or local government.” Similarly, section 603(c)(3) authorizes a local government to transfer funds to the same entities (other than Tribal organizations). The interim final rule clarified that the lists of transferees in sections 602(c)(3) and 603(c)(3) are not exclusive, and the final rule clarified that recipients may transfer funds to any entity to carry out, as a subrecipient, an eligible activity on behalf of the SLFRF recipient (transferor), as long as they comply with the SLFRF Award Terms and Conditions and other applicable requirements. A transferee receiving a transfer from a recipient under sections 602(c)(3) and 603(c)(3) will be considered a subrecipient and will be expected to comply with all subrecipient reporting requirements.

Additionally, a recipient can provide funds to an entity, including a nonprofit organization, for the purpose of directly benefitting the entity as a result of the entity experiencing a public health impact or negative economic impact of the pandemic. In this instance, these entities will be considered beneficiaries, not subrecipients, and will not be expected to comply with subrecipient reporting requirements. Beneficiary reporting requirements will apply.

The ARPA does not authorize Treasury to provide SLFRF funds directly to nonprofit or private organizations. Thus, a nonprofit or private organization should seek funds from SLFRF recipient(s) in their jurisdiction (e.g., a State, local, territorial, or Tribal government).

2. Eligible Uses – Responding to the Public Health Emergency / Negative Economic Impacts

2.1. If a use of funds is not explicitly permitted in the final rule as a response to the public health emergency and its negative economic impacts, does that mean it is prohibited?

No. The final rule provides a non-exhaustive list of enumerated uses that respond to pandemic impacts. The final rule also presumes that some populations experienced pandemic impacts and are eligible for responsive services. Recipients also have broad flexibility to (1) identify and respond to other pandemic impacts and (2) serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients can also identify groups or “classes” of beneficiaries that experienced pandemic impacts and provide services to those classes.

2.2. What types of services are eligible as responses to the negative economic impacts of the pandemic?

Eligible uses to respond to the negative economic impacts of the pandemic include assistance to households and communities; assistance to small businesses and nonprofits; aid to impacted industries; and uses to support public sector capacity and workforce. For

an overview of the eligible uses within each of these subcategories, please see pages 12-13 and 16-34 of the [Overview of the Final Rule](#). The eligible uses within this category include programs and services to respond to impacts of the pandemic on households and communities, such as:

- Cash assistance
- Food assistance (e.g., child nutrition programs, including school meals) & food banks
- Childcare and early learning services, home visiting programs, services for child welfare-involved families and foster youth & childcare facilities
- Programs or services to support long-term housing security, including development of affordable housing and permanent supportive housing

They also include uses to bolster public sector capacity and workforce, such as:

- Payroll and covered benefits for public safety, public health, health care, human services and similar employees of a recipient government, for the portion of the employee's time spent responding to COVID-19.
- Payroll and covered benefits for additional public sector workers up to a pre-pandemic baseline that is adjusted for historic underinvestment in the public sector, providing additional funds for employees who experienced pay cuts or were furloughed, avoiding layoffs, providing worker retention incentives, and paying for ancillary administrative costs related to hiring, support, and retention.

These tools can allow recipients not only to bring back laid-off workers, but to address critical shortages of teachers, instructional aides, transportation workers, behavioral health workers, and other key government personnel, by funding positions at competitive wages and improving job quality in these sectors (see FAQs [#2.15](#), [#2.16](#), [#2.17](#)).

Recipients also have broad flexibility to identify and respond to other pandemic impacts and serve other populations that experienced pandemic impacts, beyond the enumerated uses. For more information on identifying eligible uses beyond those enumerated, please see pages 32-34 of the Overview of the Final Rule.

2.3. What types of COVID-19 response, mitigation, and prevention activities are eligible?

Please see pages 12-14 of the [Overview of the Final Rule](#) for a non-exhaustive list of enumerated eligible uses relating to COVID-19 mitigation and prevention, as well as information about how to design other responses that are not included in the list.

2.4. May recipients use funds to respond to the public health emergency and its negative economic impacts by providing direct cash transfers to households?

Yes. Cash transfers, like all eligible uses in the public health and negative economic impacts category, must respond to the negative economic impacts of the pandemic on a household or class of households. Recipients may presume that low- and moderate-income households (as defined in the final rule), as well as households that experienced unemployment, food insecurity, or housing insecurity, experienced a negative economic impact due to the pandemic. Recipients may also identify other households or classes of households that experienced a negative economic impact of the pandemic and provide cash assistance that is reasonably proportional to, and not grossly in excess of, the amount needed to address the negative economic impact. For example, in the ARPA, Congress authorized Economic Impact Payments to households at certain income levels, identifying and responding to a negative economic impact of the pandemic on these households.

Treasury has reiterated in the final rule that responses to negative economic impacts should be reasonably proportional to the impact that they are intended to address. Uses that bear no relation or are grossly disproportionate to the type or extent of harm experienced would not be eligible uses. Reasonably proportional refers to the scale of the response compared to the scale of the harm. It also refers to the targeting of the response to beneficiaries compared to the amount of harm they experienced; for example, it may not be reasonably proportional for a cash assistance program to provide assistance in a very small amount to a group that experienced severe harm and in a much larger amount to a group that experienced relatively little harm. Please also see questions 7-10 from the [IRS-issued FAQ](#) on SLFRF relating to the taxability of cash transfers.

2.5. May recipients use funds to respond to the public health emergency and its negative economic impacts by replenishing unemployment funds?

Recipients may only use SLFRF funds for contributions to unemployment insurance trust funds and repayment of the principal amount due on advances received under Title XII of the Social Security Act up to an amount equal to (i) the difference between the balance in the recipient's unemployment insurance trust fund as of January 27, 2020 and the balance of such account as of May 17, 2021, plus (ii) the principal amount outstanding as of May 17, 2021 on any advances received under Title XII of the Social Security Act between January 27, 2020 and May 17, 2021. Further, recipients may use SLFRF funds for the payment of any interest due on such Title XII advances. Additionally, a recipient that deposits SLFRF funds into its unemployment insurance trust fund to fully restore the pre-pandemic balance may not draw down that balance and deposit more SLFRF funds, back up to the pre-pandemic balance. Through December 31, 2024, recipients that deposit SLFRF funds into an unemployment insurance trust fund, or use SLFRF funds to repay principal on Title XII advances, may not take action to reduce benefits available to unemployed workers by changing the computation method governing regular unemployment compensation in a way that results in a reduction of average weekly benefit amounts or the number of weeks of benefits

payable (i.e., maximum benefit entitlement).

2.6. May funds be used to reimburse recipients for costs incurred by state, local and Tribal governments in responding to the public health emergency and its negative economic impacts prior to passage of the American Rescue Plan?

Use of SLFRF is generally forward looking. The final rule permits funds to be used to cover costs incurred beginning on March 3, 2021.

2.7. May recipients use funds for general economic development?

Generally, no. General economic development – activities that do not respond to negative economic impacts of the pandemic but rather seek to more generally enhance the jurisdiction’s business climate – would generally not be eligible under this eligible use category.

To identify an eligible use of funds under the public health and negative economic impacts category, a recipient must identify a beneficiary or class of beneficiaries that experienced a harm or impact due to the pandemic, and eligible uses of funds must be reasonably designed to respond to the harm, benefit the beneficiaries that experienced it, and be related and reasonably proportional to that harm or impact. For example, job training and other supports – like childcare, transportation, and subsidized employment – for unemployed workers may be used to address negative economic impacts of the public health emergency and be eligible.

2.8. How can recipients use funds to assist the travel, tourism, and hospitality industries? May recipients use funds to assist impacted industries other than travel, tourism, and hospitality?

Please see pages 24-25 of the [Overview of the Final Rule](#).

2.9. How does the final rule help address the disparate impact of COVID-19 on certain populations and geographies?

In recognition of the long-standing disparities in health and economic outcomes in underserved communities that have amplified and exacerbated the impacts of the pandemic, the final rule identifies certain populations as “disproportionately impacted” by the pandemic and enumerates a broad range of services and programs to address health disparities, to build stronger communities through investments in neighborhoods, to address educational disparities, to provide rental assistance vouchers or assistance relocating to areas of greater economic opportunity, and other eligible uses to respond to negative economic impacts in disproportionately impacted communities.

Specifically, Treasury will presume that certain populations were disproportionately impacted by the pandemic and therefore automatically eligible to receive responsive services. See page 19 of the [Overview of the Final Rule](#) for a full list of the

populations presumed disproportionately impacted by the pandemic. Recipients may also provide responsive services to other populations, households, or geographic areas disproportionately impacted by the pandemic. In identifying these disproportionately impacted communities, recipients should be able to support their determination for how the pandemic disproportionately impacted the populations, households, or geographic areas to be served.

Treasury has provided a non-exhaustive list of eligible responses to serve disproportionately impacted communities on page 20 of the [Overview of the Final Rule](#). Note that these are an enhanced set of responses available in addition to responses available to respond to impacts of the pandemic on households and communities (including those listed on page 18 of the Overview).

2.10. May recipients use funds to pay for vaccine incentive programs (e.g., cash or in-kind transfers, lottery programs, or other incentives for individuals who get vaccinated)?

Yes. Under the final rule, recipients may use SLFRF funds to respond to the COVID-19 public health emergency, including expenses related to COVID-19 vaccination programs.

Programs that provide incentives reasonably expected to increase the number of people who choose to get vaccinated, or that motivate people to get vaccinated sooner than they otherwise would have, are an allowable use of funds so long as such costs are reasonably proportional to the expected public health benefit.

2.11. How can recipients use funds to support workers returning to work?

Under the final rule, recipients may use SLFRF funds under the public health and negative economic impacts eligible use category to provide assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, cash and other incentives for newly employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses, and development of job and workforce training centers.

2.12. What staff are included in “public safety, public health, health care, human services, and similar employees”? Would this include, for example, 911 operators, morgue staff, medical examiner staff, or EMS staff?

As discussed in the final rule, funds may be used for payroll and covered benefits expenses for public safety, public health, health care, human services, and similar employees, for the portion of the employee’s time that is dedicated to responding to the COVID-19 public health emergency.

Public safety employees would include police officers (including state police officers),

sheriffs and deputy sheriffs, firefighters, emergency medical responders, correctional and detention officers, and those who directly support such employees such as dispatchers and supervisory personnel. Public health employees would include employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g., laboratory technicians, medical examiner or morgue staff) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel. Note that this category encompasses both public health and health care employees; both are treated as public health employees for the purposes of this eligible use category. Human services staff include employees providing or administering social services; public benefits; child welfare services; and child, elder, or family care, as well as others.

2.13. May recipients use funds to establish a public jobs program?

Yes. Under the public health and negative economic impacts eligible use category, the final rule permits a broad range of services to unemployed or underemployed workers and other individuals that suffered negative economic impacts from the pandemic. That can include public jobs programs, subsidized employment, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker's occupation or level of training. The broad range of permitted services can also include other employment supports, such as childcare assistance or assistance with transportation to and from a jobsite or interview.

2.14. Can funds be used for investments in affordable housing?

Yes. Under the final rule, "Development, repair, and operation of affordable housing and services or programs to increase long-term housing security" is an enumerated eligible use to respond to impacts of the pandemic on households and communities. Treasury continues to strongly encourage the use of SLFRF for affordable housing and has updated this FAQ to promote clarity and administrability in the use of these funds.

Affordable housing projects must be responsive and proportional to the harm identified. This standard may be met by affordable housing development projects—which may involve large expenditures and capital investments—if the developments increase the supply of long-term affordable housing for households that experienced associated pandemic impacts under the final rule.

Presumptively Eligible Uses

For purposes of this standard, if a project fits within either of the below presumptions, Treasury will presume that a project is eligible. As discussed more below, Treasury will presume that the following affordable housing investments are eligible uses of SLFRF funds as responses to the negative economic impacts of the pandemic: (1) projects that would be eligible for funding under an expanded list of federal housing programs and (2) projects for the development, repair, or operation of affordable rental housing with certain income and affordability requirements. Recipients' affordable housing projects may use

either of these presumptions to qualify as a presumptively eligible use. If a recipient uses one presumption for an affordable housing project, the recipient may still use a different presumption for another affordable housing project.

Presumption 1: Treasury will presume that any project that is eligible to be funded under any of the following federal housing programs is an eligible use of SLFRF funds as a response to the negative economic impacts of the pandemic:

- The National Housing Trust Fund (HTF, administered by HUD);
- The Home Investment Partnerships Program (HOME, administered by HUD);
- The Low-Income Housing Tax Credit (administered by Treasury);
- The Public Housing Capital Fund (administered by HUD);
- Section 202 Supportive Housing for the Elderly Program and Section 811 Supportive Housing for Persons with Disabilities Program (administered by HUD);
- Project-Based Rental Assistance (PBRA) (administered by HUD); and
- Multifamily Preservation & Revitalization program (administered by USDA).

In previous guidance, presumptive eligibility for affordable housing projects was limited to HOME and HTF. Treasury has updated this list by adding additional programs in an effort to increase administrability and clarity in the use of SLFRF funds for affordable housing purposes. This update is also expected to decrease the transaction costs associated with layering SLFRF funds with existing projects. Note that these programs use different income limits than the definitions of low- and moderate-income adopted by Treasury. Given the severity of the affordable housing shortage, and the ways in which the pandemic has exacerbated the need for affordable, high-quality dwelling units, Treasury has determined that the households served by these federal housing programs have been impacted by the pandemic and its negative economic impacts and that development of affordable housing consistent with these programs is a related and reasonably proportional response to those impacts. Additionally, affordable housing projects provided by a Tribal government are eligible uses of SLFRF funds if they would be eligible for funding under the Indian Housing Block Grant program, the Indian Community Development Block Grant program, or the Bureau of Indian Affairs Housing Improvement Program.

To the extent that a recipient chooses to use SLFRF funds to invest in affordable housing projects in alignment with these federal housing programs, the investment agreement must require the covered project or units to adhere to all applicable local codes, and comply, at a minimum, with the applicable federal housing program's requirements related to:

- Resident income restrictions;
- The period of affordability and related covenant requirements for assisted units;
- Tenant protections; and
- Housing quality standards.

Presumption 2: Treasury will presume that an investment in the development, repair, or

operation of any affordable rental housing unit is an eligible use of SLFRF funds to respond to the negative economic impacts of the pandemic if the unit has a limited maximum income of 65% area median income (AMI), as imposed through a covenant, land use restriction agreement, or other enforceable legal requirement for a period of at least 20 years. A jurisdiction may establish a longer period of affordability at its discretion. This presumption is available even if the project does not align with the federal housing programs specified in Presumption 1.

Under this presumption, recipients may use SLFRF funds as part of the financing for a mixed-income housing project if the total financing made up of SLFRF funds does not exceed the total development costs attributable to affordable housing units limited to households at or below 65% AMI for the affordability period. For example, if 25% of a project's units are reserved for families at or below 65% AMI for the affordability period, and 20% of the total development costs of the project are attributable to such reserved units, then SLFRF funds may be used to pay for up to 20% of the total development costs.

The income limit and 20-year affordability covenant does not need to apply to specific units, but rather it may specify a number of units within the development, in which case the covenant should also specify the bedroom size mix.

Using 65% AMI as the income limit aligns to the AMI component of Treasury's definition of moderate-income households, which is one population that Treasury presumes impacted by the pandemic or its negative economic impacts. Because of the highly localized nature of housing costs and the broad use of AMI in affordable housing development, repair, and operation, Presumption 2 requires funded units to be at or below 65% AMI but does not incorporate the 300% FPL level that is also used to define moderate-income households under the final rule.

Recipients are strongly encouraged to prioritize SLFRF investments for affordable housing in close proximity to, or with strong transit linkages to, centers of employment and/or institutions that provide high quality education or childcare, health care, services and healthy foods.

Additional Eligible Uses:

Note that other affordable housing projects, beyond those eligible under the presumptions described above, may also be eligible uses of SLFRF funds under the final rule if they are related and are reasonably proportional to addressing the negative economic impacts of the pandemic and otherwise meet the final rule's requirements. As an example, in certain rental markets, data indicates that there are gaps in financing for units serving households between 50% and 80% AMI and/or significantly higher than average housing costs relative to AMI that have led communities in this income threshold to be impacted by the pandemic. In such cases, it may be reasonably proportional to address the negative economic impacts of the pandemic by funding units (e.g., up to 80% AMI) that do not fall into the presumptively eligible categories listed above.

To further support sustainable and durable homeownership, recipients may consider

offering down payment assistance, such as through contributions to a homeowner's equity at origination or that establish a post-closing mortgage reserve account on behalf of the borrower that may be utilized to make a missed or partial mortgage payment at any point during the life of the loan (e.g., if the borrower faces financial stress). Homeownership assistance that would be eligible under the Community Development Block Grant (at 24 CFR 507.201(n)) is also an eligible use of SLFRF funds.

2.15. Can I use funds to raise public sector wages and hire public sector workers?

Yes. Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment. Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for historic underinvestment in the public sector, providing additional funds for employees who experienced pay cuts or were furloughed, avoiding layoffs, providing worker retention incentives, including reasonable increases in compensation, and paying for ancillary administrative costs related to hiring, support, and retention.

Under the set of eligible uses for public-sector rehiring, recipients may fill vacancies and add additional employees using SLFRF funds (see pages 4385-4387 of the final rule and pages 27-28 of the [Overview of the Final Rule](#)). Recipients have two options to restore pre-pandemic employment, depending on the recipient's needs. First, if the recipient simply wants to hire back employees for pre-pandemic positions, recipients may use SLFRF funds to hire employees for the same positions that existed on January 27, 2020 but that were unfilled or eliminated as of March 3, 2021. Recipients may use SLFRF funds to cover payroll and covered benefits for such positions through the period of performance.

Second, if the recipient wants to hire above the pre-pandemic baseline and/or would like to have flexibility in positions, recipients may use SLFRF funds to pay for payroll and covered benefits associated with the recipient increasing its number of budgeted FTEs up to 7.5 percent above its pre-pandemic baseline. Filling these roles may require recipients to increase wages and improve benefits above and beyond what they currently offer, especially in roles with historically low wages and acute staffing needs. This compensation would be an eligible use of SLFRF funds.

SLFRF funds also may be used to provide worker retention incentives, including reasonable increases in compensation to persuade employees to remain with the employer as compared to other employment options. Retention incentives must be entirely additive to an employee's regular compensation, narrowly tailored to need, and should not exceed incentives traditionally offered by the recipient or compensation that alternative employers may offer to compete for the employees. Treasury presumes that retention incentives that are less than 25 percent of the rate of base pay for an individual employee or 10 percent for a group or category of employees are reasonably proportional to the need to retain employees, as long as other requirements are met.

2.16. How can funds be used to improve job quality and address labor supply challenges in the education and childcare sectors?

SLFRF funds can pay for the full salary and benefits of many school and childcare staff, including increased wages needed to recruit and retain excellent staff, and to fund premium pay, bonuses, training, and other worker supports. Some examples of potential uses of funds related to supporting the education and childcare sectors are provided below:

- Under the public health and negative economic impacts eligible use category, SLFRF funds can be used broadly for re-hiring public sector staff, such as school staff, to restore the public sector, including payroll and covered benefits for new or re-hired public employees (see [FAQ #2.15](#))
 - Even where the recipient, such as the municipality, does not have budgetary authority over a school district, it may choose to sub-award SLFRF funds to districts and other government entities for these purposes (see [FAQ #2.17](#)).
- SLFRF can fund premium pay for essential workers, including school personnel and childcare providers working in person in both the public and private sector, to compensate them for their service during the pandemic (see pages 35-36 of the [Overview of the Final Rule](#) and [section 5 of the FAQs](#)).
- Under the public health and negative economic impacts eligible use category, SLFRF can fund supports for unemployed and underemployed workers, including hiring bonuses, training, and other labor supports, regardless of sector (see [FAQ #2.11](#)).
 - Under this provision, recipients can help childcare providers and school districts by strengthening pipelines into these sectors, including by using SLFRF funds to train potential workers to fill in-demand roles in childcare and education, including as school bus drivers, school nutrition staff, paraprofessionals, and other staff.
- Childcare subsidies and other supports for childcare programs – public or private – that serve low- and moderate-income families, are broadly eligible uses of SLFRF funding under the public health and negative economic impacts eligible use category (see [FAQ #2.25](#)). These subsidies can support improvements to wages and job quality that make childcare employment an attractive career.
- Recipients can also provide assistance to small businesses under the public health and negative economic impacts eligible use category – which many state and local governments can use to help childcare small businesses expand their business, raise wages for workers, and complete training and other technical assistance to support high-quality care, given the impacts these businesses have faced over the course of the pandemic (see pages 21-22 of the [Overview](#)).

2.17. How can recipients use funds to invest in their public sector workforce when the recipient government is not the direct employer, as is the case with some transit agencies and local educational agencies?

Under the increased flexibility of the final rule, SLFRF funds may be used to support a broader set of uses to restore and support public sector employment as a response to the pandemic and its negative economic impacts (see [FAQ #2.15](#)).

Treasury acknowledges that funding models for public sector workers vary drastically across jurisdictions, and the direct employer of a public sector worker may be an entity separate from the SLFRF recipient government, like an independent transit agency or local educational agency (LEA), rather than the recipient government itself. Recipients may still use SLFRF funds to hire workers in these sectors under such circumstances.

Using the calculation detailed on page 4386 of the final rule and pages 27-28 of the [Overview of the Final Rule](#), a recipient may calculate at an entity level the actual number of FTEs for the entity and the adjusted pre-pandemic baseline for the entity. The difference between the actual number of FTEs and the adjusted pre-pandemic baseline represents the number of FTEs that can be hired using SLFRF funds.

A recipient may then transfer funds to the entity, which would act as a subrecipient and cover payroll, covered benefits, and other costs associated with hiring up to this number of FTEs. A recipient may, in addition, “transfer” the FTEs it may hire based on its own calculation to the entity. A recipient may not, however, perform the calculation on the behalf of an entity, and then “transfer” to itself, or to any other entity, any of the FTEs able to be hired by the entity.

As an illustrative example, consider a recipient county government that would like to fund the salary and benefits costs for hiring teachers in a school district.

The school district has 2000 budgeted FTEs on January 27, 2020. The school district’s pre-pandemic baseline is 2000 FTEs; its adjusted pre-pandemic baseline is $2000 * 1.075 = 2150$ FTEs. The county’s pre-pandemic baseline is 1000 FTEs; its adjusted pre-pandemic baseline is $1000 * 1.075 = 1075$ FTEs. Now, assume that on March 3, 2021, the school district had 1800 budgeted FTEs in total, and the county had 1000 budgeted FTEs.

The county would be able to transfer funds to the school district to hire up to 350 FTEs with SLFRF funds (that is, $2150 - 1800 = 350$ FTEs), and additionally, “transfer” up to 75 FTEs to the school district (that is, $1075 - 1000 = 75$ FTEs). If the county decided to “transfer” all of its 75 FTEs to the school district, then the school district could hire up to $350 + 75 = 425$ FTEs using funds from the county. However, the county may not directly hire any more than 75 FTEs under this public sector hiring provision, and may not use any of the funds for the 350 FTEs able to be hired by the school district to fund any of the county’s FTE positions.

This public sector rehiring provision is a powerful tool for addressing staffing needs and shortages across government.

2.18. Can I use SLFRF funds to provide childcare to households?

Yes. Childcare and early learning services, home visiting programs, services for child welfare involved families and foster youth are an enumerated use eligible to respond to impacts of the pandemic on households and communities. These eligible uses can include new or expanded services, increasing access to services, efforts to bolster, support, or preserve existing providers and services, and similar activities. Further, improvements to or new construction of childcare, daycare, and early learning facilities are eligible capital expenditures, subject to the other eligibility standards for capital expenditures.

2.19. How can funds be used for “installation and improvement of ventilation systems in congregate settings, health care settings, or other public facilities” like commercial buildings, office buildings, schools, nursing homes, multi-family residential buildings, and restaurants?

As a general matter, ventilation improvements, including updates to HVAC systems, improved air filtration, and increased outdoor air flow, can help reduce the concentration and risk of exposure to aerosols, and thus infection with COVID-19.¹ The [National COVID-19 Preparedness Plan](#) specifies that improving ventilation and air filtration is a key component of keeping schools and businesses safely open. Although improvements to ventilation and air cleaning cannot on their own eliminate the risk of airborne transmission of the SARS-CoV-2 virus, the Environmental Protection Agency (EPA) has recommended taking steps to improve [indoor air quality](#) (IAQ) including optimizing fresh air ventilation, enhancing air filtration and cleaning, and managing the way air flows as components of a larger approach that may include individual actions and layered prevention strategies.

Under the SLFRF program, funds for installation and improvement of ventilation systems can be used for projects that respond to the pandemic’s public health impacts and provide longer-term benefits, including the inspection, testing, commissioning, maintenance, repair, replacement, and upgrading of HVAC systems to improve indoor air quality in facilities. Projects can include assessing current HVAC systems, updating HVAC systems, updating air filters, installing functional windows for improved ventilation, repairing windows and doors, installing in-room air cleaning devices, and other projects for improving indoor air quality. For a more extensive guide of how to effectively use funds for ventilation improvements, Treasury recommends reviewing EPA’s [Clean Air in Buildings Challenge](#), a call to action and a set of guiding principles and best practices to assist building owners and operators with improving IAQ in buildings, as well as EPA’s resource page on [“Ventilation and Coronavirus \(COVID-19\).”](#) For a guide on federal programs and resources to support school infrastructure, including ventilation improvements, Treasury recommends consulting the [“White House Toolkit: Federal](#)

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html>;
<https://www.epa.gov/coronavirus/indoor-air-and-coronavirus-covid-19>.

[Resources for Addressing School Infrastructure Needs.](#)” Further, Treasury recommends that recipients engage with public health and infection prevention professionals to develop and support an effective COVID-19 mitigation strategy. Finally, Treasury recommends that recipients ensure that the inspection, testing, commissioning, maintenance, repair, replacement, and upgrading of ventilation systems is performed by a skilled, trained, and certified workforce.

Recipients that undertake ventilation system investments under the public health and negative economic impacts eligible use category should review capital expenditure requirements in the final rule and note that capital expenditures must be related and reasonably proportional to the pandemic impact identified.

2.20. In what types of buildings can recipients use funds to install and improve of ventilation systems?

In addition to directly installing and improving ventilation systems in congregate settings, health care settings, or other public facilities, recipients may grant or loan funds to businesses, non-profits, and other entities that may benefit from COVID-19 mitigation measures.

In making these investments, Treasury recommends that recipients consult with public health and infection prevention professionals and that recipients ensure work is performed by a workforce that is skilled, trained, and certified in ventilation systems work. Many buildings would benefit from ventilation improvements, including settings where risk of infection is higher, such as when people are indoors for prolonged periods of time, are in crowded environments, or are performing activities that increase emission of respiratory fluids (such as speaking loudly, singing, or exercising).² This includes commercial buildings, office buildings, dense worksites, schools, nursing homes and other long-term care facilities, multi-family residential buildings, restaurants, correctional facilities, transportation hubs, and public transit vehicles, among other locations. Recipients are encouraged to consider congregate settings and other key locations as priorities for installation and improvement of ventilation systems. Please note that use of funds is not limited to government-owned public facilities and funds may be distributed by recipients to private businesses, non-profits, and others for COVID-19 mitigation and prevention, as the final rule clarifies that recipients may identify the general public as the impacted population for COVID-19 prevention and mitigation services. Recipients should review capital expenditure requirements for the public health and negative economic impacts eligible use category in the final rule before undertaking investments in ventilation systems.

For more information on ventilation system upgrades for school settings, Treasury recommends consulting:

- Creating Healthy Indoor Air Quality in Schools: <https://www.epa.gov/iaq-schools>
- Efficient and Healthy Schools campaign: <https://efficienthealthyschools.lbl.gov/>

² <https://www.epa.gov/coronavirus/indoor-air-and-coronavirus-covid-19>.

- Efficient and Healthy Schools website:
<https://www.energy.gov/eere/buildings/efficient-and-healthy-schools>

For more information on ventilation system upgrades for office and other commercial building settings, Treasury recommends consulting:

- Enhancing Health with Indoor Air: <https://sftool.gov/learn/about/626/enhancing-health-indoor-air>
- Sustainable Response to COVID-19:
<https://sftool.gov/learn/about/625/sustainable-response-covid-19>
- Better Buildings Resource Center: Building Operations during COVID-19
<https://betterbuildingssolutioncenter.energy.gov/covid19>

For more information on ventilation system upgrades for residential settings, Treasury recommends consulting:

- Improving Ventilation in Your Home: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/Improving-Ventilation-Home.html>
- Ventilation in Buildings: <https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html>

2.21. Can SLFRF funds be used to support public school facility improvements, upgrades, and new construction – such as those that make buildings more energy efficient, increase their use of renewable energy, address capacity constraints, and respond to health and safety concerns?

Yes. There are numerous ways in which SLFRF funds may be used to support public school facility improvements and upgrades.

First, as part of the public health and negative economic impacts (PH-NEI) eligible use category, SLFRF funds may be used address educational disparities in disproportionately impacted communities,³ which may include funding improvements or new construction of schools and other educational facilities or equipment. Recipients may consider energy efficiency improvements as part of their facility investments, and may also use funds for pre-project development costs, such as assessment of building conditions, energy audits, feasibility studies, HVAC commissioning and testing, and lead testing, that are tied to or reasonably expected to lead to an eligible investment in school facilities to address educational disparities in disproportionately impacted communities. Recipients should review and comply with the requirements applicable to capital expenditures under the public health and negative economic impacts eligible use category as outlined in the final rule.⁴

³ Please see FAQ 2.9 for more on disproportionately impacted communities, and the [Overview of the Final Rule](#) (p.19) for a list of presumed disproportionately impacted communities. For services to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school as eligible.

⁴ Please see the [Overview of the Final Rule](#) (p. 30-31) for a summary of capital expenditure requirements for the public health and negative economic impacts eligible use category.

Second, as part of the PH-NEI eligible use category, recipients may use funds for adaptations to schools for the purpose of mitigating the spread of COVID-19, including for ventilation improvements. Similar to the above, recipients should ensure compliance with the capital expenditure requirements for the eligible use category.

Third, as part of the water and sewer infrastructure eligible use category, recipients may invest in certain projects to support lead remediation, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities. Recipients can also invest in certain green water infrastructure projects. Eligible water and sewer projects are generally aligned with those allowable under the EPA's Drinking Water and Clean Water State Revolving Funds, and Treasury has added additional eligible projects as part of the final rule. Recipients should review and comply with the specific requirements provided for in the water and sewer infrastructure eligible use category as outlined in the final rule.

Fourth, as part of the revenue loss eligible use category, which is the broadest eligible use category that is capped by either the \$10 million standard allowance (up to a recipient's award size) or a recipient's calculated revenue loss, recipients may use SLFRF funds on government services. These government services include any service traditionally provided by a government unless Treasury has stated otherwise. Eligible government services that may be covered under the revenue loss eligible use category include maintenance, improvement, or new construction of public school facilities, including those that address over-crowding and capacity constraints, support energy efficiency, and respond to health and safety concerns, among other purposes.

Under the SLFRF program, recipients must obligate all funds by December 31, 2024 and expend funds by December 31, 2026. Recipients may transfer funds to other entities, including local educational agencies, to carry out as a subrecipient an eligible use of funds by the recipient, as long as they comply with program requirements. Recipients should note that the Davis-Bacon Act requirements (prevailing wage rates) do not apply to projects funded solely with award funds from the SLFRF program, except for certain SLFRF-funded construction projects undertaken by the District of Columbia. The National Environmental Policy Act (NEPA) does not apply to Treasury's administration of the SLFRF program, although projects supported with SLFRF funds may still be subject to NEPA review if they are also funded by other federal financial assistance programs.

2.22. Would investments in improving outdoor spaces (e.g., parks) be an eligible use of funds as a response to the public health emergency and/or its negative economic impacts?

There are multiple ways that investments in improving outdoor spaces could qualify as eligible uses; several are highlighted below, though there may be other ways that a specific investment in outdoor spaces would meet eligible use criteria.

First, in recognition of the disproportionate negative economic impacts on certain communities and populations, the final rule includes enumerated eligible uses in disproportionately impacted communities for developing neighborhood features that

promote improved health and safety outcomes, such as parks, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, and other projects to revitalize public spaces.

Second, recipients may provide assistance to disproportionately impacted small businesses. The final rule included rehabilitation of commercial properties, storefront improvements, and façade improvements as enumerated eligible assistance to these small businesses.

Third, recipients can assist small businesses, nonprofits, or other entities to create or enhance outdoor spaces to mitigate the spread of COVID-19 (e.g., restaurant patios).

Recipients pursuing many of these uses should also note the eligibility standards for capital expenditures in the final rule, which are summarized on pages 30-31 of the [Overview of the Final Rule](#).

2.23. Would expenses to address a COVID-related backlog in court cases be an eligible use of funds as a response to the public health emergency?

Yes. The final rule maintains that SLFRF funds may be used to address administrative needs of recipient governments that were caused or exacerbated by the pandemic. Please see pages 4388-4389 of the final rule. During the COVID-19 public health emergency, many courts were unable to operate safely during the pandemic and, as a result, now face significant backlogs. Court backlogs resulting from the inability of courts to safely operate during the COVID-19 pandemic decreased the government's ability to administer services. Therefore, steps to reduce these backlogs, such as implementing COVID-19 safety measures to facilitate court operations, hiring additional court staff or attorneys to increase speed of case resolution, and other expenses to expedite case resolution are eligible uses.

2.24. Can funds be used for eviction prevention efforts or housing stability services?

Yes. Treasury provided a non-exhaustive list of eligible services in the final rule: Rent, rental arrears, utility costs or arrears (e.g., electricity, gas, water and sewer, trash removal, and energy costs, such as fuel oil), reasonable accrued late fees (if not included in rental or utility arrears), mortgage payment assistance, financial assistance to allow a homeowner to reinstate a mortgage or to pay other housing-related costs related to a period of forbearance, delinquency, or default, mortgage principal reduction, facilitating mortgage interest rate reductions, counseling to prevent foreclosure or displacement, relocation expenses following eviction or foreclosure (e.g., rental security deposits, application or screening fees).

Treasury also clarified that assistance to households for delinquent property taxes, for example to prevent tax foreclosures on homes, was permissible under the interim final

rule and continues to be so under the final rule. In addition, Treasury also clarified that recipients may administer utility assistance or address arrears on behalf of households through direct or bulk payments to utility providers to facilitate utility assistance to multiple consumers at once, so long as the payments offset customer balances and therefore provide assistance to households. The public health and negative economic impacts eligible use category also includes emergency assistance for individuals experiencing homelessness, either individual-level assistance (e.g., rapid rehousing services) or assistance for groups of individuals (e.g., master leases of hotels, motels, or similar facilities to expand available shelter). Please see page 4360 of the final rule for further relevant clarifications.

3. Eligible Uses – Revenue Loss

3.1. Does a recipient need to calculate or provide proof of its revenue loss to use funds for government services?

Recipients may elect a “standard allowance” of up to \$10 million to spend on government services through the period of performance. The standard allowance is available to all recipients and offers a simple, convenient way to determine revenue loss, instead of using the full formula specified in the final rule. Recipients must make a one-time, irrevocable election to either take the standard allowance or calculate revenue loss. Recipients were able to indicate this choice in their Project and Expenditure Reports due April 30, 2022, and recipients may update their revenue loss election, as appropriate, in future reporting cycles through the April 2023 reporting period. Upon update, any prior revenue loss election will be superseded. For example, if a recipient previously elected to calculate revenue loss in their Project and Expenditure Report due April 30, 2022 and this recipient would like to update their election, Treasury’s reporting portal will allow the recipient to supersede their prior election in future reporting cycles and instead take the standard allowance. Similarly, recipients who previously elected the standard allowance and would like to supersede their prior election and instead calculate revenue loss may also update their revenue loss election in future reporting cycles. Recipients continue to be required to employ a consistent methodology across the period of performance (i.e., choose either the standard allowance or the full formula) and may not elect one approach for certain reporting years and the other approach for different reporting years. Recipients who elect the standard allowance do not have to produce any further demonstration or calculation of revenue loss.

Electing the standard allowance does not increase or decrease a recipient’s total allocation. For example, a recipient with an allocation of \$6 million would be allowed to claim no more than \$6 million as revenue loss to use for government services, and a recipient with an allocation of \$12 million would be allowed to claim the full \$10 million standard allowance and use the remaining allocation towards other eligible use categories. Recipients who elect to calculate revenue loss by formula must do so as articulated in the final rule and described in the [Overview of the Final Rule](#) and [FAQ #3.6](#).

3.2. Can revenue loss funds be used for a purpose that is not explicitly listed as an

example of a government service in the Overview of the Final Rule or Final Rule?

Yes. Government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise. Common examples are listed on page 11 of the [Overview of the Final Rule](#) and page 4408 of the final rule, but these lists are not exhaustive. In addition to the common examples described in the final rule, many recipients and stakeholders have asked if using funds for activities like payroll for specific public sector staff, renovations to particular government facilities, and equipment to facilitate and improve government services such as health services, waste disposal, road building and maintenance, and water and sewer services would be eligible as government services. Treasury is clarifying here that under the final rule, payroll for government employees, contracts, grants, supplies and equipment, rent, and the many other costs that governments typically bear to provide services are costs that could comprise the costs of government services, and are eligible uses of funds.

Revenue loss is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section in the Overview of the Final Rule and Final Rule and apply to all eligible use categories, apply to government services as well. Note also that every use that is eligible under other eligible use categories is also eligible under revenue loss, because those eligible uses are also services provided by recipient governments, and Treasury encourages recipients to use their funds for investments that serve the needs of their communities and build a stronger and more equitable recovery.

3.3. Can revenue loss funds be used for a project eligible under other eligible use categories, such as addressing the public health and negative economic impacts of the pandemic, providing premium pay, or investing in water, sewer, or broadband infrastructure?

Yes. The revenue loss eligible use category allows recipients to expend funds with flexibility and streamlined reporting requirements, including on expenditures that would not be eligible under other eligible use categories, like general infrastructure repairs. Recipients may also use revenue loss funds to carry out investments that would be eligible under other eligible use categories, because those eligible uses are also services provided by recipient governments. Treasury encourages the use of government services funds on uses enumerated in these categories, including but not limited to affordable housing, childcare investments, supporting public sector workers, job training and workforce development, and investments in public health.

3.4. How is revenue defined for the purpose of the revenue loss calculation formula?

The final rule adopts a definition of “General Revenue” that is based on, but not identical, to the Census Bureau’s concept of “General Revenue from Own Sources” in the Annual Survey of State and Local Government Finances.

General Revenue means money that is received from tax revenue, current charges, and miscellaneous general revenue, excluding refunds and other correcting transactions and proceeds from issuance of debt or the sale of investments, agency or private trust transactions, and intergovernmental transfers from the Federal Government, including transfers made pursuant to section 9901 of the American Rescue Plan Act. General Revenue also includes revenue from liquor stores that are owned and operated by state and local governments. General Revenue does not include revenues from utilities, except recipients may choose to include revenue from utilities that are part of their own government as General Revenue provided the recipient does so consistently over the remainder of the period of performance. Revenue from Tribal business enterprises must be included in General Revenue.

Please see the appendix for a diagram of the final rule's definition of General Revenue within the Census Bureau's revenue classification structure.

3.5. Will revenue be calculated on an entity-wide basis or on a source-by-source basis (e.g. property tax, income tax, sales tax, etc.)?

Recipients should calculate revenue on an entity-wide basis. This approach minimizes the administrative burden for recipients, provides for greater consistency across recipients, and presents a more accurate representation of the net impact of the COVID-19 public health emergency on a recipient's revenue, rather than relying on financial reporting prepared by each recipient, which vary in methodology used and which generally aggregate revenue by purpose rather than by source.

Recipients should classify revenue sources as they would if responding to the U.S. Census Bureau's Annual Survey of State and Local Government Finances. According to the Census Bureau's [Government Finance and Employment Classification manual](#), the following is an example of current charges that would be included in a state or local government's General Revenue from own sources: "Gross revenue of facilities operated by a government (swimming pools, recreational marinas and piers, golf courses, skating rinks, museums, zoos, etc.); auxiliary facilities in public recreation areas (camping areas, refreshment stands, gift shops, etc.); lease or use fees from stadiums, auditoriums, and community and convention centers; and rentals from concessions at such facilities."

Please refer to the appendix for further details on the definition of General Revenue.

3.6. For recipients not electing the \$10 million standard allowance, what is the formula for calculating the reduction in revenue?

Recipients calculate revenue loss at four distinct points in time, either at the end of each calendar year (e.g., December 31 for years 2020, 2021, 2022, and 2023) or the end of each fiscal year of the recipient. Under the flexibility provided in the final rule, recipients can choose whether to use calendar or fiscal year dates but must be consistent throughout the period of performance. To calculate revenue loss at each of these dates, recipients must follow a four-step process:

a. Calculate revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the base year revenue.

b. Estimate counterfactual revenue, which is equal to the following formula, where n is the number of months elapsed since the end of the base year to the calculation date:

$$\text{base year revenue} \times (1 + \text{growth adjustment})^{n/12}$$

The *growth adjustment* is the greater of either a standard growth rate—5.2 percent—or the recipient’s average annual revenue growth in the last full three fiscal years prior to the COVID-19 public health emergency.

c. Identify actual general revenue, which equals revenues collected over the twelve months immediately preceding the calculation date. Under the final rule, recipients must adjust actual revenue totals for the effect of tax cuts and tax increases that are adopted after the date of adoption of the final rule (January 6, 2022). Specifically, the estimated fiscal impact of tax cuts and tax increases adopted after January 6, 2022, must be added to or subtracted from the calculation of actual revenue for purposes of calculation dates that occur on or after April 1, 2022. Recipients may subtract from their calculation of actual revenue the effect of tax increases enacted prior to the adoption of the final rule. Note that recipients that elect to remove the effect of tax increases enacted before the adoption of the final rule must also remove the effect of tax decreases enacted before the adoption of the final rule, such that they are accurately removing the effect of tax policy changes on revenue.

d. Revenue loss for the calculation date is equal to counterfactual revenue minus actual revenue (adjusted for tax changes) for the twelve-month period. If actual revenue exceeds counterfactual revenue, the loss is set to zero for that twelve-month period. Revenue loss for the period of performance is the sum of the revenue loss for each calculation date.

The supplementary information in the final rule provides an example of this calculation, which recipients may find helpful, in the Revenue Loss section. Recipients should see the final rule for the full description of the requirements to reflect the effect of tax cuts and tax increases on actual revenue.

3.7. Are recipients expected to demonstrate that reduction in revenue is due to the COVID-19 public health emergency?

Under the final rule, any diminution in actual revenue calculated using the formula above would be presumed to have been “due to” the COVID-19 public health emergency, in the case of both the standard allowance and the formula, which, as discussed above adjusts for certain tax policy changes.

3.8. May recipients use pre-pandemic projections as a basis to estimate the reduction in revenue?

No. Treasury is disallowing the use of projections to ensure consistency and comparability across recipients and to streamline verification. However, in estimating the revenue shortfall using the formula above, recipients may incorporate their average annual revenue growth rate in the three full fiscal years prior to the public health emergency.

3.9. In calculating revenue loss, are recipients required to use audited financials?

Where audited data is not available, recipients are not required to obtain audited data. Treasury expects all information submitted to be complete and accurate.

3.10. In calculating revenue loss, should recipients use their own data, or Census data?

Recipients should use their own data sources to calculate General Revenue, and do not need to rely on published revenue data from the Census Bureau. Treasury acknowledges that due to differences in timing, data sources, and definitions, recipients' self-reported General Revenue figures may differ somewhat from those published by the Census Bureau.

3.11. Should recipients calculate revenue loss on a cash basis or an accrual basis?

Recipients may calculate revenue loss on a cash, accrual, or modified accrual basis, provided that recipients are consistent in their choice of methodology for all inputs of the revenue loss calculation throughout the period of performance and until reporting is no longer required.

3.12. In identifying intergovernmental revenue for the purpose of calculating General Revenue, should recipients exclude all federal funding, or just federal funding related to the COVID-19 response? How should local governments treat federal funds that are passed through states or other entities, or federal funds that are intermingled with other funds?

In calculating General Revenue, recipients should exclude all intergovernmental transfers from the federal government. This includes, but is not limited to, federal transfers made via a state to a locality pursuant to the Coronavirus Relief Fund or Fiscal Recovery Funds. To the extent federal funds are passed through states or other entities or intermingled with other funds, recipients should attempt to identify and exclude the federal portion of those funds from the calculation of General Revenue on a best-efforts basis.

3.13. What entities constitute a government for the purpose of calculating revenue

loss?

In determining whether a particular entity is part of a recipient's government for purposes of measuring a recipient's General Revenue, recipients should identify all the entities included in their government and the General Revenue attributable to these entities on a best-efforts basis. Recipients are encouraged to consider how their administrative structure is organized under state and local statutes. In cases in which the autonomy of certain authorities, commissions, boards, districts, or other entities is not readily distinguishable from the recipient's government, recipients may adopt the Census Bureau's criteria for judging whether an entity is independent from, or a constituent of, a given government. Recipients may not include independent entities in calculating General Revenue. For an entity to be independent, it generally meets all four of the following conditions:

- The entity is an organized entity and possesses corporate powers, such as perpetual succession, the right to sue and be sued, having a name, the ability to make contracts, and the ability to acquire and dispose of property.
- The entity has governmental character, meaning that it provides public services, or wields authority through a popularly elected governing body or officers appointed by public officials. A high degree of responsibility to the public, demonstrated by public reporting requirements or by accessibility of records for public inspection, also evidences governmental character.
- The entity has substantial fiscal independence, meaning it can determine its budget without review and modification by other governments. For instance, the entity can determine its own taxes, charges, and debt issuance without another government's supervision.
- The entity has substantial administrative independence, meaning it has a popularly elected governing body, or has a governing body representing two or more governments, or, in the event its governing body is appointed by another government, the entity performs functions that are essentially different from those of, and are not subject to specification by, its creating government.

If an entity does not meet all four of these conditions, a recipient may classify the entity as part of the recipient's government and include the portion of General Revenue that corresponds to the entity.

To further assist recipients in applying the foregoing criteria, recipients may refer to the Census Bureau's [*Individual State Descriptions: 2017 Census of Governments*](#) publication, which lists specific entities and classes of entities classified as either independent (defined by Census as "special purpose governments") or constituent (defined by Census as "dependent agencies") on a state-by-state basis. Recipients should note that the Census Bureau's lists are not exhaustive and that Census classifications are based on an analysis of state and local statutes as of 2017 and subject to the Census

Bureau's judgment. Though not included in the Census Bureau's publication, state colleges and universities are generally classified as dependent agencies of state governments by the Census Bureau.

If an entity is determined to be part of the recipient's government, the recipient must also determine whether the entity's revenue is covered by the final rule's definition of General Revenue. For example, some cash flows may be outside the definition of General Revenue. In addition, note that the definition of general revenue includes Tribal enterprises in the case of Tribal governments. Refer to [FAQ #3.4](#) and the Appendix for the components included in General Revenue.

3.14. How should recipients that receive multiple allocations (e.g., a city and a county consolidated government) calculate their revenue loss?

If a government entity receives a combined award (e.g., in its capacity both as an NEU and as a Unit of General Local Government (UGLG) within a non-UGLG county), it must determine its revenue loss only once as the combined entity. The government entity may not, for example, elect the standard allowance once as an NEU and once as an UGLG (i.e., it would only be able to claim up to a total of \$10 million standard allowance against all of its awards). Similarly, if the government entity elects to calculate its revenue according to the formula set out in the final rule, it must do so on a combined basis.

In the case of an award to an UGLG within a non-UGLG county under section 603(b)(3)(B)(ii) of the Social Security Act, the UGLG is considered the prime recipient of this award. Therefore, the prime recipient in this circumstance may treat these transferred funds as its own award for purposes of the revenue loss determination.

For example, if an NEU receives \$2 million in its NEU distribution, and then receives an additional \$13 million as an UGLG within a non-UGLG county, and the NEU elects the standard allowance of \$10 million in revenue loss, the NEU would be able to spend up to a total of \$10 million on government services under revenue loss against its awards, and would be able to spend the remaining \$5 million in other expenditure categories.

4. Eligible Uses – General

4.1. How do I know if a specific use is eligible?

The best way to begin evaluation of whether a specific use is an eligible use of SLFRF funds is to consider which of the four eligible use categories the use may fall into.

As a reminder, there are four eligible use categories, ordered below from the broadest and most flexible to the most specific. The [Overview of the Final Rule](#) serves as a summary of the major provisions of each category.

- Replace lost public sector revenue, using this funding to provide government services up to the amount of revenue loss due to the pandemic. (pages 9-11 of the

Overview)

- Support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector. (pages 12-34 of the Overview)
- Provide premium pay for eligible workers performing essential work, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors. (pages 35-36 of the Overview)
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet. (pages 37-40 of the Overview)

The SLFRF program provides substantial flexibility for each jurisdiction to meet local needs within these eligible use categories. In general, recipients should think about what services they are trying to provide, and for which groups or populations, and assess whether this use of funds would fit within the parameters of the eligible use category as outlined in the Overview and the final rule. Recipients also should be mindful that various forms of assistance have been made available during the pandemic (e.g., Economic Injury Disaster Loans through the U.S. Small Business Administration), and certain restrictions on duplications of benefits may apply.

Revenue loss eligible use category

If a use does not appear to be eligible under the water, sewer, and broadband infrastructure, premium pay, or public health and negative economic impacts eligible use categories, then recipients should consider using funds under the revenue loss eligible use category. The revenue loss eligible use category provides recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue due to the pandemic.

All recipients may elect a “standard allowance” of up to \$10 million to spend on government services through the period of performance (see [FAQ #3.1](#)), or elect to calculate their revenue loss under the formula provided in the final rule. Under this eligible use category, government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise (see [FAQ #3.2](#)). While recipients can refer to common examples on page 11 of the Overview of the Final Rule and page 4408 of the final rule, these lists are not exhaustive. Every use that is eligible under other eligible use categories is also eligible under revenue loss.

Public health and negative economic impacts eligible use category

To assess the eligibility of a use under the public health and negative economic impacts

eligible use category, recipients may refer initially to the non-exhaustive lists of enumerated uses that respond to pandemic impacts, and the lists of populations presumed to have experienced pandemic impacts and be eligible for responsive services. These lists appear in the Overview and the final rule organized by sub-categories around the types of assistance a recipient may provide. Recipients should first determine the sub-category where their use of funds may fit (e.g., public health, assistance to households, assistance to small businesses), based on the entity that experienced the health or economic impact. Then, recipients should refer to the relevant section for more details on each sub-category of eligible responses.

If a recipient intends to provide enumerated uses of funds to populations presumed eligible, then the use of funds is clearly consistent with the final rule. However, if the intended expenditure does not match an enumerated use serving a presumed eligible population, that does not necessarily mean it is ineligible. Recipients can consider using the broad flexibility available in this eligible use category to (1) identify and respond to other pandemic impacts and (2) serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients can also identify groups or “classes” of beneficiaries that experienced pandemic impacts and provide services to those classes.

Premium pay eligible use category

To assess whether a use falls under the premium pay eligible use category, recipients can follow the steps outlined on p. 35-36 of the Overview, and refer to the FAQs in [section 5](#).

Water, sewer, and broadband infrastructure eligible use category

To assess whether a use falls under the water, sewer, and broadband infrastructure category, recipients can consult p. 37-40 of the Overview, and refer to the FAQs in [section 6](#).

Recipients should also note the restrictions on use, which are applicable across all eligible use categories, and summarized on p. 41-42 of the Overview.

When assessing whether a specific use is eligible, recipients are not required to submit planned expenditures for prior approval by Treasury, and Treasury is not pre-approving proposed expenditures or calculations of revenue loss. Recipients should review the final rule and the Overview of the Final Rule, and consult with counsel as needed, to evaluate whether a particular expenditure is an eligible use of funds.

4.2. May recipients use funds to invest in traditional infrastructure projects other than water, sewer, and broadband projects (e.g. roads, bridges)?

As discussed in [FAQ #3.2](#), recipients have broad flexibility to use revenue loss funds to provide government services, which generally include any service traditionally provided by a government. These services may include, but are not limited to, maintenance of

infrastructure or pay-go spending for building of new infrastructure, including roads.

Under the public health and negative economic impacts eligible use category, a general infrastructure project typically would not be considered an eligible response unless the project responds to a specific pandemic-related public health need (e.g., investments in facilities for the delivery of vaccines) or a specific negative economic impact of the pandemic (e.g., affordable housing).

4.3. May recipients use funds to pay interest or principal on outstanding debt?

No. The final rule maintains the restriction on the use of funds for debt service for the reasons described on page 4430 of the final rule and clarifies that this restriction applies to all eligible use categories.

This applies to paying interest or principal on any outstanding debt instrument, including, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt.

4.4. Are governments required to submit proposed expenditures to Treasury for approval?

No. Recipients are not required to submit planned expenditures for prior approval by Treasury. Recipients are subject to the requirements and guidelines for eligible uses contained in the final rule. For more information on compliance and reporting, please see the SLFRF Compliance and Reporting Guidance.

4.5. Do restrictions on using funds to cover costs incurred beginning on March 3, 2021 apply to costs incurred by the recipient (e.g., a State, local, territorial, or Tribal government) or to costs incurred by households, businesses, and individuals benefiting from assistance provided using funds?

The final rule permits funds to be used to cover costs incurred beginning on March 3, 2021. This limitation applies to costs incurred by the recipient (i.e., the state, local, territorial, or Tribal government receiving funds). Recipients may use SLFRF funds to provide assistance to households, businesses, and individuals within the eligible use categories described in the final rule for economic harms experienced by those households, businesses, and individuals prior to March 3, 2021. For example,

- Public Health/Negative Economic Impacts – Recipients may use SLFRF funds to provide assistance to households – such as rent, mortgage, or utility assistance – for economic harms experienced or costs incurred by the household prior to March 3, 2021 (e.g., rental arrears from preceding months), provided that the cost of providing assistance to the household was not incurred by the recipient prior to March 3, 2021.

- Premium Pay – As discussed further in [FAQ #5.2](#), recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such pay must not have been incurred by the recipient prior to March 3, 2021. Employers may not simply reimburse themselves for pay already received by the employee.
- Revenue Loss – The final rule gives recipients broad latitude to use funds for the provision of government services to the extent of reduction in revenue due to the pandemic. If the recipient has elected to calculate lost revenue, the calculation begins with the recipient’s revenue in the last full fiscal year prior to the COVID-19 public health emergency. However, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- Investments in Water, Sewer, and Broadband – Recipients may use SLFRF funds to make necessary investments in water, sewer, and broadband. See [FAQ Section 6](#). Recipients may use funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the funds were incurred after March 3, 2021.

4.6. May recipients use funds to satisfy non-federal matching requirements?

Generally, yes, if using funds available under the revenue loss eligible use category, and no, if using funds under any other eligible use category, except as discussed further below.

Funds available under the revenue loss eligible use category (sections 602(c)(1)(C) and 603(c)(1)(C) of the Social Security Act) generally may be used to meet the non-federal cost-share or matching requirements of other federal programs. However, note that SLFRF funds may not be used as the non-federal share for purposes of a state’s Medicaid and Children’s Health Insurance Programs (CHIP) because the Office of Management and Budget has approved a waiver as requested by the Centers for Medicare & Medicaid Services pursuant to 2 CFR 200.102 of the Uniform Guidance and related regulations.

If a recipient seeks to use SLFRF funds to satisfy match or cost-share requirements for a federal grant program, it should first confirm with the relevant awarding agency that no waiver has been granted for that program, that no other circumstances enumerated under 2 CFR 200.306(b) would limit the use of SLFRF funds to meet the match or cost-share requirement, and that there is no other statutory or regulatory impediment to using the SLFRF funds for the match or cost-share requirement.

SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. As an example, the Infrastructure Investment and Jobs Act provides that SLFRF funds may be used to meet the non-federal match requirements of authorized Bureau of Reclamation projects and certain broadband deployment projects. Recipients should consult the final rule for further

details if they seek to utilize SLFRF funds as a match for these projects.

4.7. May recipients pool funds for regional projects?

Yes, provided that the project is itself an eligible use of SLFRF funds for each recipient that is contributing to the pool of funds and that recipients are able to track the use of funds in line with the reporting and compliance requirements of the SLFRF. In general, when pooling funds for regional projects, recipients may expend funds directly on the project or transfer funds to another government or other entity that is undertaking the project on behalf of multiple recipients. To the extent recipients undertake regional projects via transfer to another organization or government, recipients would need to comply with the rules on transfers specified in the final rule supplementary information. A recipient may transfer funds to a government outside its boundaries (e.g., county transfers to a neighboring county, or an NEU transferring its funds to a County), provided that the transferor can document that the transfer constitutes an eligible expense of the transferor government and that its jurisdiction receives a benefit proportionate to the amount transferred.

4.8. May recipients fund a project with both ARPA funds and other sources of funding (e.g., blending, braiding, or other pairing funding sources), including in conjunction with financing provided through a debt issuance?

Generally, yes, provided that the costs are eligible costs under each source program and are compliant with all other related statutory and regulatory requirements and policies, including restrictions on use of funds.

The recipient must comply with applicable reporting requirements for all sources of funds supporting the SLFRF projects.

Recipients may source funding for a project in multiple ways, including, but not limited to, the following:

- Using funds available under the revenue loss eligible use category for non-federal match (see [FAQ #4.6](#))
- Pooling funds for a joint project with another SLFRF recipient (see [FAQ #4.7](#))
- Transferring funds to a subrecipient to finance a project that also uses other sources of funding
- Blending or braiding SLFRF funds with other sources of government funding, including debt issuance, to pursue a project

Localities may also transfer their funds to the state through section 603(c)(4) of the Social Security Act, which will decrease the locality's award and increase the state award amounts.

Note that using a recipient blending and braiding funds in conjunction with other sources of funding is distinct from using funds for non-federal match. In the case of non-federal match, the recipient would be using SLFRF funds to satisfy cost-sharing or matching requirements in order to qualify for another source of federal funding, while blending and braiding refers to using multiple sources of funding for complementary purposes.

If the entirety of a project is funded with SLFRF funds, then the entire project must be an eligible use. The use of funds would be subject to the deadline on obligating funds no later than December 31, 2024 and expending funds no later than December 31, 2026. If a project is only partially funded with SLFRF funds, then the portion of the project funded must be an eligible use and the SLFRF funds must also be obligated by December 31, 2024 and expended by December 31, 2026. In either case, recipients must be able to, at a minimum, determine and report to Treasury on the amount of SLFRF funds obligated and expended and when such funds were obligated and expended.

SLFRF funds may not be used to fund the entirety of a project that is partially, although not entirely, an eligible use under Treasury's final rule. However, SLFRF funds may be used for a smaller component project that does constitute an eligible use, while using other funds for the remaining portions of the larger planned project that does not constitute an eligible use. In this case, the "project" for SLFRF purposes under this program would be only the eligible use component of the larger project. For example, a recipient government may use SLFRF funds to subsidize the production of affordable housing units as a response to the pandemic and its negative economic impacts and use other funds to build other parts of a larger development that contains these affordable units.

4.9. May funds be used to make loans or other extensions of credit ("loans") to support an eligible use?

Yes. SLFRF funds may be used to make loans, provided that the loan supports an activity that is an eligible use of funds, the SLFRF funds used to make the loan are obligated by December 31, 2024 and expended by December 31, 2026, and the cost of the loan is tracked and reported in accordance with the points below. For example, a recipient may, consistent with the requirements of the interim final rule and final rule, use funds to finance the construction of affordable housing, or to finance a necessary investment in water, sewer or broadband.

Funds must be used to cover "costs incurred" by the recipient between March 3, 2021, and December 31, 2024, and funds must be expended by December 31, 2026. Accordingly, recipients must be able to determine the amount of funds used to make a loan.

- For loans that mature or are forgiven on or before December 31, 2026, the recipient must account for the use of funds on a cash flow basis, consistent with the approach to loans taken in the Coronavirus Relief Fund.
 - Recipients may use SLFRF funds to fund the principal of the loan and in that

case must track repayment of principal and interest (i.e., “program income,” as defined under 2 CFR 200).

- When the loan is made, recipients must report the principal of the loan as an expense.
- Repayment of principal may be re-used only for eligible uses and subject to restrictions on timing of use of funds. Interest payments received prior to the end of the period of performance will be considered an addition to the total award and may be used for any purpose that is an eligible use of funds. Recipients are not subject to restrictions under 2 CFR 200.307(e)(1) with respect to such payments.
- For loans with maturities longer than December 31, 2026, the recipient may use funds for only the projected cost of the loan.
 - Recipients can project the cost of the loan by estimating the subsidy cost. The subsidy cost is the estimated present value of the cash flows from the recipient (excluding administrative expenses) less the estimated present value of the cash flows to the recipient resulting from a loan, discounted at the recipient’s cost of funding and discounted to the time when the loan is disbursed. The cash flows are the contractual cash flows adjusted for expected deviations from the contract terms (delinquencies, defaults, prepayments, and other factors). A recipient’s cost of funding can be determined based on the interest rates of securities with a similar maturity to the cash flow being discounted that were either (i) recently issued by the recipient or (ii) recently issued by a unit of state, local, or Tribal government similar to the recipient.
 - Alternatively, recipients may treat the cost of the loan as equal to the expected credit losses over the life of the loan based on the Current Expected Credit Loss (CECL) standard. Recipients may measure projected losses either once, at the time the loan is extended, or annually over the period of performance.
 - Under either approach for measuring the amount of funds used to make loans with maturities longer than December 31, 2026, recipients would not be subject to restrictions under 2 CFR 200.307(e)(1) and need not separately track repayment of principal or interest.
 - Additionally, recipients may use funds for eligible administrative expenses incurred in the period of performance, which include the reasonable administrative expenses associated with a loan made in whole, or in part, with funds. See section IV.E of the final rule.
- Contributions to Revolving Loan Funds. A recipient may contribute funds to a revolving loan fund if the loaned SLFRF funds are restricted to financing eligible

uses under the public health emergency/negative economic impacts, premium pay, and necessary water, sewer and broadband categories (or under the government services category if the contribution to the revolving fund is made using revenue loss funds). The funds contributed using SLFRF funds must be limited to the projected cost of loans made over the life of the revolving loan fund, following the approach described above for loans with maturities longer than December 31, 2026.

- Loans funded with SLFRF funds under the revenue loss eligible use category. Notwithstanding the above, if a recipient uses revenue loss funds to fund a loan, whether or not the maturity of the loan is after December 31, 2026, the loaned funds may be considered to be expended at the point of disbursement to the borrower, and repayments on such loans are not subject to program income rules. Similarly, any contribution of revenue loss funds to a revolving loan fund may also follow the approach of loans funded under the revenue loss eligible use category.
- Loans to fund investments in affordable housing projects. Notwithstanding the above requirements for loans with maturities beyond December 31, 2026, Treasury has determined that SLFRF funds may be used to finance certain loans that finance affordable housing investments, as it is typical for state and local governments to finance such investments through loans and because the features of these loans significantly mitigate concerns about funds being deployed for purposes of recycling funds, potentially for ineligible uses, following the SLFRF program's expenditure deadline. Specifically, under the "public health and negative economic impacts" eligible use category, recipients may use SLFRF funds to make loans to finance affordable housing projects, funding the full principal amount of the loan, if the loan and project meet the following requirements:
 - The loan has a term of not less than 20 years;
 - The affordable housing project being financed has an affordability period of not less than 20 years after the project or assisted units are available for occupancy after having received the SLFRF investment; and
 - For loans to finance projects expected to be eligible for the low-income housing credit (LIHTC) under section 42 of the Internal Revenue Code of 1986 (the Code),
 - the project owner must agree, as a condition for accepting such a loan, to waive any right to request a qualified contract (as defined in section 42(h)(6)(F) of the Code); and
 - the project owner must agree to repay any loaned funds to the entity that originated the loan at the time the project becomes non-compliant, including if such project ceases to satisfy the requirements to be a qualified low-income housing project (as defined in section 42(g) of the Code) or a qualified residential rental project (as defined in section 142(d) of the Code), or if such project fails to comply with any of the requirements of the extended low-income housing commitment that

are described in section 42(h)(6)(B)(i)-(iv) of the Code.

Loans that fund investments in affordable housing projects under the public health and negative economic impacts eligible use category and meet the above criteria may be considered to be expended at the point of disbursement to the borrower, and repayments on such loans are not subject to program income rules. Loan modifications are permitted if the modifications do not result in repayment of all or substantially all funds to the lender prior to the end of the affordability period. To reduce administrative complexity, the start date of the 20-year affordability covenant may conform to the start date of other covenants on the same project or units that are required by another source of federal or state funding associated with the project or units.

4.10. May funds be used for outreach to increase uptake of federal assistance like the Child Tax Credit or federal programs like SNAP?

Yes. Eligible uses to address negative economic impacts include “assistance accessing or applying for public benefits or services.” This can include benefits navigators or marketing efforts to increase consumer uptake of federal tax credits, benefits, or assistance programs that respond to negative economic impacts of the pandemic.” Of note, per the final rule, allowable uses of funds for evaluations may also include other types of program evaluations focused on program improvement and evidence building.

4.11 How does the end of the COVID-19 National Emergency, declared by the President in 2020, have an impact on the SLFRF program?

On March 29, 2023, Congress voted to terminate the National Emergency concerning COVID-19 that President Trump had declared in 2020 pursuant to the National Emergencies Act. This termination is effective as of April 10, 2023. The SLFRF final rule defines “COVID-19 public health emergency” by including reference to this National Emergency declaration, providing that the COVID-19 public health emergency is the “period beginning on January 27, 2020 and lasting until the termination of the national emergency concerning the COVID-19 outbreak declared pursuant to the National Emergencies Act (50 U.S.C. 1601 et seq.).”⁵

Following the termination of the National Emergency, recipients generally will be able to continue to make investments using their SLFRF funds without changes, with the exception of projects in the premium pay eligible use category, as discussed below. Specifically:

- *Premium Pay:* The SLFRF statute and final rule provide that recipients can use SLFRF funds to provide premium pay to eligible workers performing essential work during the COVID-19 public health emergency, as defined in the final rule as the period ending when the COVID-19 National Emergency ends (i.e., until termination of the National Emergency described above). Accordingly, recipients

⁵ 31 CFR 35.3.

may not use SLFRF funds to provide premium pay to essential workers for work conducted after the end of the National Emergency, which ended on April 10, 2023. Recipients may continue to use SLFRF funds to provide premium pay to essential workers for work conducted before the termination of the National Emergency. Recipients also may continue to use SLFRF funds to support workers through the public health and negative economic impacts eligible use category, discussed below.

- *Public Health and Negative Economic Impacts:* SLFRF recipients may continue to use funds to respond to the public health impacts or negative economic impacts of the COVID-19 pandemic. This eligible use does not require recipients' responses to be provided during the National Emergency. Under this eligible use category, recipients may continue to use SLFRF funds to support and expand the workforce, including by helping impacted workers enter in-demand careers, such as in health care and child care. Recipients may also use SLFRF funds to build public sector capacity, including hiring public sector workers and providing retention incentives.
- *Revenue Loss:* The end of the National Emergency does not impact how recipients calculate revenue loss according to the formula articulated in the final rule. The end of the National Emergency also does not have an impact on how recipients claim up to \$10 million in revenue loss under the standard allowance.
- *Water/Sewer/Broadband:* The end of the National Emergency does not have an impact on how recipients may use SLFRF funds under the water, sewer, and broadband infrastructure eligible use category.

In addition, the Biden-Harris Administration has stated that it intends to end the COVID-19 Public Health Emergency declared by the Secretary of the Department of Health and Human Services (HHS) pursuant to the Public Health Service Act (42 U.S.C. 247d) on May 11, 2023. The end of this HHS COVID-19 Public Health Emergency declaration by the HHS Secretary will not have an impact on recipients' ability to spend funds under the SLFRF program.

5. Eligible Uses – Premium Pay

5.1. What criteria should recipients use in identifying workers to receive premium pay?

SLFRF may be used to provide premium pay to eligible workers performing essential work during the pandemic or to provide grants to eligible employers that have eligible workers who perform essential work. Premium pay may be awarded to eligible workers up to \$13 per hour. Premium pay must be in addition to wages or remuneration (i.e., compensation) the eligible worker otherwise receives. Premium pay may not exceed \$25,000 for any single worker during the program.

Premium pay must be responsive to eligible workers performing essential work during the pandemic, and like the interim final rule, the final rule emphasizes the need for recipients to prioritize premium pay for lower-income workers. Premium pay that would go to a

worker whose total pay is above 150% of the greater of the state or county average annual wage for all occupations (with or without the premium) requires specific justification for how it responds to the needs of these workers unless that worker is not exempt from the Fair Labor Standards Act overtime provisions.

For a detailed description of what constitutes an eligible worker and essential work as well other premium pay requirements, please see pages 35-36 of the [Overview of the Final Rule](#).

5.2. May recipients provide premium pay retroactively for work already performed?

Yes. Treasury encourages recipients to consider providing premium pay retroactively for work performed during the pandemic, recognizing that many essential workers have not yet received additional compensation for their service during the pandemic. SLFRF funds may not be used to reimburse a recipient or eligible employer grantee for premium pay or hazard pay already received by the employee. To make retroactive premium payments funded with SLFRF funds, a recipient or eligible employer grantee must make a new cash outlay for the premium payments and the payments must be in addition to any wages or remuneration the eligible worker already received.

5.3. Can SLFRF be used to pay for benefits and taxes associated with premium pay wages?

Premium pay is taxable as wage income, and therefore, employers are encouraged to treat the premium pay earned by the employee just as they would other wage income and withhold from the additional pay any required taxes. For further guidance, please see the [FAQ published by the IRS on SLFRF](#).

5.4. Does non-base compensation, such as overtime, count toward the 150% pay threshold? Is the 150% threshold calculated based off of income only from the awarding employer or from an employee's total yearly compensation?

Yes, non-base compensation, including overtime and bonuses, counts toward the 150% pay threshold; however, the 150% pay threshold does *not* take into account other sources of income earned by an employee (e.g., income from a second job). For an hourly employee, or an employee that does not have a year's worth of earnings, an employer should extrapolate the hourly wage at an annual rate by multiplying the hourly rate by forty hours per week and then by fifty-two weeks per year.

6. Eligible Uses – Water, Sewer, and Broadband Infrastructure

6.1. What types of water and sewer projects are eligible uses of funds?

Eligible water and sewer projects are outlined on pages 37-38 of the [Overview of the Final Rule](#). Under the interim final rule, SLFRF funds could be used to fund projects that would be eligible under EPA's Clean Water State Revolving Fund or Drinking Water State

Revolving Fund. With broadened eligibility under the final rule, SLFRF funds may also be used to fund additional types of projects — such as additional stormwater infrastructure, residential wells, lead remediation, and certain rehabilitations of dams and reservoirs — beyond the CWSRF and DWSRF, if they are found to be “necessary” according to the definition provided in the final rule and outlined on page 38 of the Overview.

6.2. May recipients use funds as a non-federal match for the Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)?

Per [FAQ #4.6](#), SLFRF funds available for the provision of government services, up to the amount of the recipient’s reduction in revenue due to the public health emergency (the revenue loss eligible use category), may be used to meet the non-federal cost-share or matching requirements of other federal programs, including the CWSRF and DWSRF programs administered by the EPA. Per [FAQ #4.9](#), loans funded under the revenue loss eligible use category may be deemed expended at the point of disbursement. Thus, recipients using SLFRF funds available under revenue loss for non-federal matching requirements for the DWSRF or CWSRF may consider funds expended at the point the recipient makes the deposit into the State Revolving Funds. Recipients using SLFRF funds available under revenue loss should log projects under expenditure category 6.2.

As further noted in FAQ #4.6, SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. Recipients using funds under the eligible use category for water and sewer infrastructure may not use funds as a state match for the CWSRF and DWSRF.

6.3. Does the National Environmental Policy Act (NEPA) apply to projects funded with SLFRF funds?

NEPA does not apply to Treasury’s administration of the funds, including funds expended under the revenue loss, public health and negative economic impacts, and water, sewer, and broadband infrastructure eligible use categories. Projects supported with payments from the funds may still be subject to NEPA review if they are also funded by other federal financial assistance programs or have certain federal licensing or registration requirements.

6.4. What types of broadband projects are eligible uses of funds?

Recipients are required to design projects that, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds where practicable. More details on eligible broadband projects, including eligible areas for investment and the affordability requirement, are outlined on pages 39-40 of the [Overview of the Final Rule](#).

6.5. For broadband investments, may recipients use funds for related programs such as cybersecurity or digital literacy training?

Yes. In the final rule, Treasury maintained the enumerated eligible use for assistance to households for internet access and digital literacy programs. Recipients may use funds to provide assistance to households facing negative economic impacts due to the pandemic, including digital literacy training and other programs that promote access to the Internet.

SLFRF may be used for modernization of cybersecurity for existing and new broadband infrastructure, regardless of their speed delivery standards. This includes modernization of hardware and software. Under the final rule, recipients may also invest in general cybersecurity upgrades, unrelated to broadband infrastructure, under the revenue loss eligible use category.

6.6. Do I need pre-approval for my water, sewer, or broadband project?

See [FAQ #4.4](#). Generally, recipients are not required to submit planned expenditures for prior approval by Treasury and recipients are subject to the requirements and guidelines for eligible uses contained in the final rule.

While recipients must ensure that water and sewer infrastructure projects pursued are eligible under the final rule, recipients are not required to obtain project pre-approval from Treasury or any other federal agency when using SLFRF funds for necessary water and sewer infrastructure projects unless otherwise required by federal law. For projects that are being pursued under the eligibility categories provided through the DWSRF or CWSRF programs, project eligibilities are based on federal project categories and definitions for the programs and not on each state's eligibility or definitions. While reference in the final rule to the DWSRF, CWSRF, or other federal water programs is provided to assist recipients in understanding the types of water and sewer infrastructure projects eligible to be funded with SLFRF, recipients do not need to apply for funding from the applicable state programs or through any federal water program. Similarly, besides eligible project categories, the final rule does not incorporate other program requirements or guidance that attach to the DWSRF, CWSRF, or other federal water programs. However, as noted above, recipients should be aware of other federal or state laws or regulations that may apply to construction projects or water and sewer projects, independent of SLFRF funding conditions, and that may require preapproval from another federal or state agency.

6.7. For broadband infrastructure investments, what are eligible areas of investment?

Recipients are encouraged to prioritize projects that are designed to serve locations without access to reliable wireline 100/20 Mbps broadband service, but are broadly able to invest in projects designed to provide service to locations with an identified need for additional broadband investment. For more details, see page 39 of the [Overview of the Final Rule](#).

6.8. May recipients use payments from the SLFRF for “middle mile” broadband projects?

Yes. Under the final rule, recipients may use payments from the SLFRF for “middle-mile projects,” but Treasury encourages recipients to focus on projects that will achieve last-

mile connections—whether by focusing on funding last-mile projects or by ensuring that funded middle-mile projects have potential or partnered last-mile networks that could or would leverage the middle-mile network.

6.9. For broadband infrastructure investments, what does the requirement to “reliably” meet or exceed a broadband speed threshold mean?

See page 39 of the [Overview of the Final Rule](#), as well as pages 4419-4420 of the final rule.

6.10. May recipients use funds for pre-project development for eligible water, sewer, and broadband projects?

Yes. To determine whether funds can be used on pre-project development for an eligible water or sewer project, recipients should consult whether the pre-project development use or cost is eligible under the Drinking Water and Clean Water State Revolving Funds (DWSRF and CWSRF, respectively). Generally, the CWSRF and DWSRF often allow for pre-project development costs that are tied to an eligible project, as well as those that are reasonably expected to lead to a project. For example, the DWSRF [allows](#) for planning and evaluations uses, as well as numerous pre-project development costs, including costs associated with obtaining project authorization, planning and design, and project start-up like training and warranty for equipment. Likewise, the CWSRF [allows](#) for broad pre-project development, including planning and assessment activities, such as cost and effectiveness analyses, water/energy audits and conservation plans, and capital improvement plans.

Similarly, pre-project development uses and costs for broadband projects should be tied to an eligible broadband project or reasonably expected to lead to such a project. For example, pre-project costs associated with planning and engineering for an eligible broadband infrastructure build-out is considered an eligible use of funds, as well as technical assistance and evaluations that would reasonably be expected to lead to commencement of an eligible project (e.g., broadband mapping for the purposes of finding an eligible area for investment).

All funds must be obligated by recipients within the statutory period between March 3, 2021 and December 31, 2024, and expended to cover such obligations by December 31, 2026.

6.11. May funds be used to support energy or electrification infrastructure that would be used to power new water treatment plants and wastewater systems?

The EPA’s [Overview of Clean Water State Revolving Fund Eligibilities](#) describes eligible energy-related projects. This includes a “[p]ro rata share of capital costs of offsite clean energy facilities that provide power to a treatment works.” Thus, SLFRF funds may be used to finance the generation and delivery of clean power to a wastewater system or a water treatment plant on a pro-rata basis. If the wastewater system or water treatment plant

is the sole user of the clean energy, the full cost would be considered an eligible use of funds. If the clean energy provider provides power to other entities, only the proportionate share used by the water treatment plant or wastewater system would be an eligible use of funds.

6.12. How should states and local governments assess whether a stormwater management project, such as a culvert replacement, is an eligible project?

Pages 37-38 of the [Overview of the Final Rule](#) describe the overall approach that recipients must take to evaluate the eligibility of water or sewer projects. With broadened eligibility under the final rule, a wide range of culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure are eligible projects, as outlined further in the final rule.

6.13. May recipients use funds for road repairs and upgrades that occur in connection with an eligible water or sewer project?

Yes, recipients may use SLFRF funds for road repairs and upgrades directly related to an eligible water or sewer project. For example, a recipient could use funds to repair or repave a road following eligible sewer repair work beneath it. However, use of funds for general infrastructure projects is subject to the limitations described in [FAQ #8.1](#). Water and sewer infrastructure projects are often a single component of a broader transportation infrastructure project, for example, the implementation of stormwater infrastructure to meet Clean Water Act established water quality standards. In this example, the components of the infrastructure project that interact directly with the stormwater infrastructure project may be funded by SLFRF funds.

6.14. May funds be used to build or upgrade broadband connections to schools or libraries?

As outlined in the final rule, recipients may use SLFRF funds to invest in broadband infrastructure that, where practicable, is designed to deliver service that reliably meets or exceeds symmetrical upload and download speeds of 100 Mbps to households or businesses with an identified need for additional broadband investment. “Businesses” in this context refers broadly to include non-residential users of broadband, including private businesses and institutions that serve the public, such as schools, libraries, healthcare facilities, and public safety organizations.

6.15. Are eligible water, sewer, and broadband infrastructure projects, eligible capital expenditures under the public health and negative economic impacts eligible use category, and eligible projects under the revenue loss eligible use category subject to the Davis-Bacon Act?

The Davis-Bacon Act requirements (prevailing wage rates) do not apply to projects funded solely with award funds from the SLFRF program, except for SLFRF-funded construction projects undertaken by the District of Columbia. The Davis-Bacon Act specifically applies

to the District of Columbia when it uses federal funds (SLFRF funds or otherwise) to enter into contracts over \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Recipients may be otherwise subject to the requirements of the Davis-Bacon Act when SLFRF award funds are used on a construction project in conjunction with funds from another federal program that requires enforcement of the Davis-Bacon Act. Additionally, corollary state prevailing-wage-in-construction laws (commonly known as “baby Davis-Bacon Acts”) may apply to projects. Please refer to [FAQ #4.8](#) concerning projects funded with both SLFRF funds and other sources of funding.

Treasury has indicated in its final rule that it is important that capital expenditure projects and necessary investments in water, sewer, or broadband infrastructure be carried out in ways that produce high-quality results, avert disruptive and costly delays, and promote efficiency. Treasury encourages recipients to ensure that capital expenditure projects and water, sewer, and broadband projects use strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions, not only to promote effective and efficient delivery of high-quality projects, but also to support the economic recovery through strong employment opportunities for workers. Using these practices in projects may help to ensure a reliable supply of skilled labor that would minimize disruptions, such as those associated with labor disputes or workplace injuries.

Treasury has also indicated in its reporting guidance that recipients will need to provide documentation of wages and labor standards for capital expenditure projects and infrastructure projects over \$10 million, and that these requirements can be met with certifications that the project is in compliance with the Davis-Bacon Act (or related state laws, commonly known as “baby Davis-Bacon Acts”) and subject to a project labor agreement. Please refer to the Reporting and Compliance Guidance for more detailed information on the reporting requirement.

6.16. What is the difference between using funds for eligible water and sewer projects and using funds under revenue loss for non-federal match for the Clean Water State Revolving Fund (CWSRF) or Drinking Water State Revolving Fund (DWSRF)?

As noted in [FAQ #6.1](#) and the Overview of the Final Rule, eligible projects that a recipient may fund under the water and sewer infrastructure eligible use category of SLFRF include eligible projects under EPA’s CWSRF and EPA’s DWSRF. Recipients may also fund certain additional projects, including a wide set of lead remediation, stormwater infrastructure, and aid for private wells and septic units. Per [FAQ #6.6](#), recipients spending SLFRF funds under the water and sewer eligible use category are not required to obtain project pre-approval from Treasury or any other federal agency unless otherwise required by federal law.

Projects that recipients undertake with SLFRF funds under the water and sewer eligible use category are separate and distinct from projects that a recipient manages through their CWSRF and DWSRF. As noted in [FAQ #4.6](#) and [FAQ #6.2](#), recipients may use funds

under the revenue loss eligible use category for non-federal matching requirements, including for EPA's Clean Water State Revolving Fund and EPA's Drinking Water State Revolving Fund. By contrast, funds spent under the water and sewer infrastructure eligible use category may not be used to meet non-federal matching requirements.

6.17. Can SLFRF funds be used to pay for the replacement or placement of utility poles under the water, sewer, and broadband infrastructure eligible use category?

Under the water, sewer, and broadband infrastructure eligible use category, the replacement or placement of utility poles is eligible when it is directly related to or part of an eligible SLFRF infrastructure project, such as an eligible SLFRF broadband infrastructure project that is consistent with Treasury's final rule. The use of SLFRF funds to fund a project for which the only purpose is to pay for the replacement or placement of utility poles is not an eligible use under the water, sewer, broadband infrastructure eligible use category.

6.18. Do the Buy America Preference requirements for infrastructure projects apply to awards made under the SLFRF program?

Awards made under the SLFRF program are not subject to the Buy America Preference requirements set forth in section 70914 of the Build America, Buy America Act included in the Infrastructure Investment and Jobs Act, Pub. L. 117-58.

6.19. Do the Buy America Preference requirements for infrastructure projects apply to SLFRF-funded projects if they are supplemented with funding from other federal financial assistance programs?

Infrastructure projects funded solely with SLFRF award funds are not subject to the Buy America Preference requirements set forth in section 70914 of the Build America, Buy America Act included in the Infrastructure Investment and Jobs Act, Pub. L. 117-58. SLFRF recipients may be otherwise subject to the Buy America Preference requirements when SLFRF award funds are used on an infrastructure project in conjunction with funds from other federal programs that require compliance with the Buy America Preference requirements. Recipients are advised to consult with the other federal agencies administering federal financial assistance that is being blended or braided with SLFRF funds regarding the applicability of the Buy America Preference requirements.

6.20. Does Section 106 of the National Historic Preservation Act (NHPA) apply to projects funded with SLFRF funds?

Section 106 of the NHPA does not apply to Treasury's administration of SLFRF funds, including funds expended under the revenue loss, public health and negative economic impacts, and water, sewer, and broadband infrastructure eligible use categories. Projects supported with payments from the funds may still be subject to Section 106 of the NHPA if they involve participation from other federal agencies, including funding from other federal financial assistance programs, or are subject to receipt of approvals from other

federal agencies.

7. Non-Entitlement Units (NEUs)

Answers to frequently asked questions on distribution of funds to NEUs can be found in this [FAQ supplement](#).

8. Ineligible Uses

8.1. May recipients use funds to replenish a budget stabilization fund, rainy day fund, or similar reserve account?

No. Funds made available to respond to the public health emergency and its negative economic impacts are intended to help meet pandemic response needs and provide immediate stabilization for households and businesses. Contributions to rainy day funds and similar reserve funds would not address these needs or respond to the COVID-19 public health emergency, but would rather be savings for future spending needs. Similarly, funds made available for the provision of governmental services (to the extent of reduction in revenue) are intended to support direct provision of services to citizens. Contributions to rainy day funds are not considered provision of government services, since such expenses do not directly relate to the provision of government services.

8.2. What is meant by a pension “deposit”? Can governments use funds for routine pension contributions for employees whose payroll and covered benefits are eligible expenses?

In the context of the restriction on deposits into pension funds, “deposit” means an extraordinary payment of an accrued, unfunded liability. The term deposit does not refer to routine contributions made by an employer to pension funds as part of the employer’s obligations related to payroll, such as either a pension contribution consisting of a normal cost component related to current employees or a component addressing the amortization of unfunded liabilities calculated by reference to the employer’s payroll costs.

In general, if an employee’s wages and salaries are an eligible use of SLFRF funds, recipients may treat the employee’s covered benefits as an eligible use of funds.

8.3. May recipients use Fiscal Recovery Funds to fund Other Post-Employment Benefits (OPEB)?

OPEB refers to benefits other than pensions (see, e.g., [Governmental Accounting Standards Board, “Other Post-Employment Benefits”](#)). Treasury has determined that Sections 602(c)(2)(B) and 603(c)(2) of the Social Security Act, which refer only to deposits to pensions funds, do not prohibit SLFRF recipients from funding OPEB. Recipients may use funds for eligible uses, and a recipient seeking to use SLFRF funds

for OPEB contributions would need to justify those contributions under one of the four eligible use categories.

9. Reporting

Recipients should consult the Recipient Compliance and Reporting Responsibilities [page on Treasury's website](#) to access the latest Compliance and Reporting Guidance. Recipients should consult this guidance for additional detail and clarification on recipients' compliance and reporting responsibilities. User guides, which also contain FAQs pertaining to reporting, are provided for additional information.

10. Miscellaneous

10.1. Are recipients required to remit interest earned on SLFRF payments made by Treasury?

No. SLFRF payments made by Treasury to states, territories, and the District of Columbia are not subject to the requirement of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR Part 205 to remit interest to Treasury. SLFRF payments made by Treasury to local governments and Tribes are not subject to the requirements of 2 CFR 200.305(b)(8) and (9) to maintain SLFRF award funds in an interest-bearing account and remit interest earned above \$500 on such payments to Treasury. Moreover, interest earned on SLFRF award funds is not subject to program restrictions. Finally, states may retain interest on payments made by Treasury to the state for distribution to NEUs that is earned before funds are distributed to NEUs, provided that the state adheres to the statutory requirements and Treasury's guidance regarding the distribution of funds to NEUs. Such interest is also not subject to program restrictions.

Among other things, states and other recipients may use earned income to defray the administrative expenses of the program, including with respect to NEUs.

10.2. May recipients use funds to cover the costs of consultants to assist with managing and administering the funds?

Yes. Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements.

11. Operations

11.1. How do I know if my entity is eligible?

The American Rescue Plan Act of 2021 set forth the jurisdictions eligible to receive funds under the SLFRF program, which are:

- States and the District of Columbia
- Territories
- Tribal governments
- Counties
- Metropolitan cities (typically, but not always, those with populations over 50,000)
- Non-entitlement units of local government, or smaller local governments (typically, but not always, those with populations under 50,000)

11.2. How does an eligible entity request payment?

Eligible entities (other than non-entitlement units) must submit their information to the [Treasury Submission Portal](#). Please visit the [Coronavirus State and Local Fiscal Recovery Fund website](#) for more information on the submission process.

11.3. I cannot log into the Treasury Submission Portal or am having trouble navigating it. Who can help me?

If you have questions about the Treasury Submission Portal or for technical support, please email covidreliefitsupport@treasury.gov.

11.4. What do I need to do to receive my payment?

All eligible payees are required to have a Unique Entity ID (UEI) as part of registration in addition to maintaining an active registration in the System for Award Management (SAM) (<https://www.sam.gov>).

Eligible payees must have a bank account enabled for Automated Clearing House (ACH) direct deposit. Payees with a Wire account are encouraged to provide that information as well.

More information on these and all program pre-submission requirements can be found on the [SLFRF website](#).

11.5. Why is Treasury employing ID.me for the Treasury Submission Portal?

ID.me is only required for submitting applications for funding in the Treasury Portal. ID.me is not required for users accessing the Treasury portal to complete reporting.

ID.me provides secure digital identity verification to those government agencies and healthcare providers to validate the individual entity – and block fraudulent attempts to access online services. All personally identifiable information provided to ID.me is encrypted and disclosed only with the express consent of the user. Please refer to ID.me Contact Support for assistance with your ID.me account. Their support website is

<https://help.id.me>.

11.6. Why is an entity not on the list of eligible entities in the Treasury Submission Portal?

The ARPA lays out which governments are eligible for payments. The list of entities within the Treasury Submission Portal includes entities eligible to receive a direct payment of funds from Treasury, which include states (defined to include the District of Columbia), territories, Tribal governments, counties, and metropolitan cities.

Eligible non-entitlement units of local government will receive a distribution of funds from their respective state government and should not submit information to the Treasury Submission Portal.

If you believe an entity has been mistakenly left off the eligible entity list, please email SLFRF@treasury.gov.

11.7. What is an Authorized Representative?

An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid.

11.8. How do I know the status of my request for funds (submission)?

Entities can check the status of their submission at any time by logging into the [Treasury Submission Portal](#).

11.9. My Treasury Submission Portal submission requires additional information/correction. What is the process for that?

If your Authorized Representative has not yet signed the award terms, you can edit your submission within the [Treasury Submission Portal](#). If your Authorized Representative has signed the award terms, please email SLFRF@treasury.gov to request assistance with updating your information.

11.10. My request for funds was denied. How do I find out why it was denied or appeal the decision?

Please check to ensure that no one else from your entity has applied, causing a duplicate submission. Please also review the list of all eligible entities on the [Coronavirus State and Local Fiscal Recovery Fund website](#).

If you still have questions regarding your submission, please email

SLFRF@treasury.gov.

11.11. When will entities get their money?

Before Treasury is able to execute a payment, a representative of an eligible government must submit the government's information for verification through the [Treasury Submission Portal](#). The verification process takes approximately four business days. If any errors are identified, the designated point of contact for the government will be contacted via email to correct the information before the payment can proceed. Once verification is complete, the designated point of contact of the eligible government will receive an email notifying them that their submission has been verified. Payments are generally scheduled for the next business day after this verification email, though funds may not be available immediately due to processing time of their financial institution.

11.12. How does a local government entity provide Treasury with a notice of transfer of funds to its State?

For more information on how to provide Treasury with notice of transfer to a state, please email SLRedirectFunds@treasury.gov.

12. Tribal Governments

12.1. Do Treasury's pandemic recovery program awards terms and conditions impose civil rights laws on Tribes?

The award terms and conditions for Treasury's pandemic recovery programs, including SLFRF, do not impose antidiscrimination requirements on Tribal governments beyond what would otherwise apply under federal law. Treasury has amended its reporting requirements with respect to the SLFRF, Treasury's Emergency Rental Assistance Program, and Homeowner Assistance Fund to reflect this clarification.

12.2. How does a Tribal government determine its allocation?

Tribal governments received information about their allocation when their submission to the Treasury Submission Portal was confirmed to be complete and accurate.

13. Uniform Guidance

13.1. What provisions of the Uniform Guidance for grants apply to these funds? Will the Single Audit requirements apply?

Most of the provisions of the Uniform Guidance (2 CFR Part 200) apply to this program, including the Cost Principles and Single Audit Act requirements. Recipients should refer to the Assistance Listing for detail on the specific provisions of the Uniform Guidance

that do not apply to this program. The Assistance Listing will be available at <https://sam.gov/fal/7cecfdef62dc42729a3fdcd449bd62b8/view>.

For information related to Single Audit requirements specifically, please refer to the [Compliance Supplement materials](#) released by the Office of Management and Budget.

13.2. Do federal procurement requirements apply to SLFRF?

Yes. The procurement standards for federal financial assistance are located in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200.317 through 2 CFR 200.327 and apply to procurements using SLFRF funds. Pursuant to 2 CFR 200.317, recipients that are non-state entities, such as, metropolitan cities, counties, non-entitlement units of local government, and Tribes must comply with the procurement standards set forth in 2 CFR 200.318, through 2 CFR 200.327, when using their SLFRF award funds to procure goods and services to carry out the objectives of their SLFRF award. States, the District of Columbia, and U.S. Territories must follow their own procurement policies pursuant to 2 CFR 200.317, as well as comply with the procurement standards set forth at 2 CFR 200.321 through 2 CFR 200.323, and 2 CFR 200.327 when using their SLFRF award funds to procure goods and services to carry out the objectives of their SLFRF award. *See also* SLFRF Award Terms and Conditions.

Recipients are prohibited from using SLFRF funds to enter into subawards and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs. *See* [2 CFR 200.214](#).

Moreover, a contract made under emergency circumstances under the Coronavirus Relief Fund (CRF) cannot automatically be transferred over to SLFRF. These programs are subject to different treatment under the Uniform Guidance. Under the CRF program, recipients are permitted to use their own procurement policies to acquire goods and services to implement the objectives of the CRF award. Under the SLFRF program, recipients are required to follow the procurement standards set out in 2 CFR Part 200 (Uniform Guidance) pursuant to the SLFRF Award Terms and Conditions executed by the recipients in connection with their SLFRF awards.

13.3. What is the threshold for competitive bidding for my government?

As stated above, recipients are required to comply with the procurement standards set forth in 2 CFR 200.317 through 2 CFR 200.327 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Pursuant to 2 CFR 200.317, States, the District of Columbia, and U.S. Territories should refer to the competitive bidding thresholds described in their own procurement policies and procedures. Other non-federal entities, such as metropolitan cities, counties, non-entitlement units of local government, and Tribes must adhere to the competitive bidding thresholds set forth in 2 CFR 200.320 for the relevant procurement methods.

[2 CFR 200.320 describes methods of procurement based](#) on two procurement thresholds.

There are two thresholds that recipients should keep in mind related to procurement requirements: the Micro purchase threshold (MPT) and the Simplified Acquisition Threshold (SAT).

Micro-purchase threshold (MPT) - 2 CFR 200.320(a)(1): Purchase of supplies and services for a price below the MPT, currently set at \$10,000, are not required to be solicited competitively. However, there are circumstances when a recipient may have a MPT that is greater than \$10,000. For example, all non-Federal entities may increase their MPT up to \$50,000 if they follow the protocols described in 200.320(a)(1)(iv). Additionally, non-federal entities such as metropolitan cities, counties, non-entitlement units of local government, and Tribes may use their own MPT if they follow the protocols described in 200.320(a)(1)(iv).

Simplified Acquisition Threshold (SAT) - 2 CFR 200.320(a)(2): Purchases of property and services at a price above the recipient's MPT and below the SAT, currently set at \$250,000, may be made following the small purchase procedures described in the definition of SAT in 2 CFR 200.1 and 2 CFR 200.320(a)(2). Procurement of property and services at a price above the SAT must follow the formal procurement methods outlined in 2 CFR 200.320(b).

13.4. Can a recipient prequalify firms for projects funded with SLFRF?

The Uniform Guidance permits recipients to use prequalified lists of persons, firms, or products so long as a list is current and includes enough qualified sources to ensure maximum open and free competition. The Uniform Guidance does not specifically define the term "current" for purposes of 2 CFR 200.319(e), and Treasury has not adopted additional guidance regarding this requirement as it applies to the SLFRF. As such, recipients must determine when a prequalified list would be sufficiently current, and a recipient must not preclude potential bidders from qualifying during the solicitation period. See 2 CFR 200.319(e). Furthermore, recipients may not utilize this provision to evade conducting their procurement transactions in a manner that provides for full and open competition.

Recipients should be mindful that other provisions of the Uniform Guidance inform the procurement requirements. For example, metropolitan cities, counties, non-entitlement units of local government, and Tribes must have and use documented procurement procedures, consistent with binding State, local, and Tribal laws and regulations. See 2 CFR 200.318(a).

13.5. Where can one find the most current information on assuring minority-owned businesses are included in the awards process?

The most up-to-date information on assuring that minority-owned businesses are included in the procurement process is located in [2 CFR 200.321](#), *Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms*.

13.6. Is there certain language that needs to be included in a bidding package?

Treasury does not require that there be specific language included in bidding packages, but SLFRF recipients must ensure all contracts made with SLFRF award funds contain the applicable contract provisions listed in 2 CFR Part 200, Appendix II.

13.7. Are recipients allowed to leverage existing contracts?

Recipients may leverage existing contracts for SLFRF activities if the existing contracts conform to the procurement standards in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200 (Uniform Guidance). States, the District of Columbia, and U.S. Territories must follow their own procurement policies pursuant to 2 CFR 200.317 as well as comply with the procurement standards set forth at 2 CFR 200.321 through 2 CFR 200.323, and 2 CFR 200.327. All other recipients must follow 2 CFR 200.318, *General procurement standards*, through 200.327, *Contract provisions*.

13.8. Would an interlocal agreement—an agreement entered into between governments to effectuate an eligible use of the funds—or a cooperative purchase agreement need to be bid out?

States, the District of Columbia, and U.S. Territories must follow their own procurement policies pursuant to 2 CFR 200.317 as well as comply with the procurement standards set forth at 2 CFR 200.321 through 2 CFR 200.323, and 2 CFR 200.327. All other recipients must follow 2 CFR 200.318, *General procurement standards*, through 200.327, *Contract provisions*.

Recipients should consult the applicable procurement standards or policies to determine whether a cooperative purchase agreement must be bid out. Information on when competition is required and when exceptions to competition are permitted are located in 2 CFR 200.319, *Competition*, and 2 CFR 200.320, *Methods of procurement to be followed*.

It is permissible for recipients to use interlocal agreements but procurement standards set forth in the Uniform Guidance may still apply.

13.9. How is a “contract” different than a “subaward”?

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200 (Uniform Guidance) provides definitions for “contract” and “subaward.” A *contract* is a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a federal award. A *subaward* is distinct from a contract in that a subaward is an award provided by a recipient of a federal award to a subrecipient to carry out part of a federal award on behalf of the recipient. Recipients may make subawards through any form of legal agreement, including an agreement that the recipient considers a contract. See 2 CFR 200.331 for more information on the differences between contracts and subawards.

13.10. What other background laws must recipients comply with?

SLFRF recipients must comply with all laws outlined in the SLFRF Award Terms and Conditions that the recipients accepted in connection with their SLFRF award and all other applicable executive orders, federal statutes, and regulations in carrying out their SLFRF award. Recipients must also provide for such compliance by other parties in any agreements it enters into with other parties relating to the award. The award terms listed specific statutes and regulations that apply to the award, but the award terms made clear that these lists were not exclusive. Particularly in the case of the SLFRF, it's not possible to enumerate the full list of federal statutes, regulations and executive orders that may be applicable to the award given that the range of eligible uses of funds is so broad, including the provision of government services.

13.11. How does Treasury treat program income?

Per 2 CFR 200.307, Treasury is specifying here that recipients may add program income to the Federal award. Any program income generated from SLFRF funds must be used for the purposes and under the conditions of the Federal award.

Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds. Interest earned on advances of federal funds **is not** program income. For more information on what constitutes "Program Income" please see 2 CFR 200.1.

13.12. Does COVID-19 and the national emergency qualify as "exigency" as a special circumstance under 2 CFR 200.320 (c) in which a noncompetitive procurement can be used? If so, may a contract utilizing this special circumstance have a term that extends beyond the national emergency? For example, may the County execute a contract (without going through a competitive solicitation) immediately with a contractor to provide services with a term through the end of 2024, relying upon this special circumstance?

The COVID-19 public health emergency does not itself qualify as a "public exigency or emergency" under 2 CFR 200.320 (c). In other words, a recipient may not justify a noncompetitive procurement simply on the basis that the procurement is conducted during the public health emergency or that the project is in response to the public health emergency.

Instead, the recipient must make its own assessment as to whether in the case of a particular project there is a public exigency or emergency that "will not permit a delay resulting from publicizing a competitive solicitation."

13.13. What compliance and reporting requirements apply to subrecipients and

beneficiaries?

As detailed in Treasury's [Compliance and Reporting Guidance](#) (pg. 11), subrecipients are required to comply with all of the restrictions applicable to recipients, including audit requirements under the Single Audit Act, whereas beneficiaries are not subject to these requirements. The distinction between subrecipients and beneficiaries is addressed in the supplemental information to Treasury's final rule.⁶ For example, when recipients of SLFRF funds provide award funds to individuals or entities as a result of experiencing a public health or negative economic impact of the pandemic, those receiving such funding are beneficiaries of the funds. In contrast, when recipients provide award funds to an entity to carry out a program in response to the public health emergency or its negative economic impacts, the entities receiving such funding are subrecipients.

Treasury requires recipients to report detailed information in the Treasury reporting portal as part of the Project and Expenditure Report regarding subrecipients that receive subawards of \$50,000 or more and certain beneficiaries that receive direct payments of \$50,000 or more in SLFRF funds. Requirements for this reporting can be found in the [Compliance and Reporting Guidance](#) (pg. 21).

Recipients are not required to separately identify payments to specific individuals receiving funds as beneficiaries in the Project and Expenditure Report. Those funds must be reported in the aggregate as part of the "Payments to Individuals" section.

As in the case of reporting under the Coronavirus Relief Fund, information on both beneficiaries and subrecipients will be collected in a single form in the Project and Expenditure Report.

13.14. Do recipients need to report subrecipient information for the revenue loss eligible use category?

No. Treasury is not collecting subaward data for projects categorized under Expenditure Category Group 6 "Revenue Replacement." Treasury has determined that there are no subawards under this eligible use category. The definition of subrecipient in the Uniform Guidance provides that a subaward is provided for the purpose of "carrying out" a portion of a federal award. Recipients' use of revenue loss funds does not give rise to subrecipient relationships given that there is no federal program or purpose to carry out in the case of the revenue loss portion of the award.

13.15. Which requirements of the Uniform Guidance apply to revenue loss funds?

Under the statute and the final rule, recipients may use SLFRF funds for the provision of government services up to the amount of their revenue loss due to the pandemic. Under the final rule, recipients may either calculate their revenue loss amount using a formula provided in the rule or elect up to a \$10 million "standard allowance" of revenue loss over

⁶ Coronavirus State and Local Fiscal Recovery Funds, 87 FR 4338, 4394.

the life of the program. Recipients have considerable flexibility to use SLFRF revenue loss funds on activities to address the diverse needs of their communities, as discussed in FAQ 3.2, but may not use the funds for the following ineligible uses:

- Offset a reduction in net tax revenue (applicable to states and territories)
- Make a deposit into a pension fund (applicable to all recipients except Tribes)
- Service debt or replenish financial reserves (e.g., “rainy day funds”) (applicable to all recipients)
- Satisfy settlements and judgments (applicable to all recipients)
- Fund programs, services, or capital expenditures that include a term or condition that undermines efforts to stop the spread of COVID-19 (applicable to all recipients)

In-depth descriptions of the ineligible uses can be found in the “Restrictions on Use” section of the [Coronavirus State and Local Fiscal Recovery Funds: Overview of the Final Rule](#).

The SLFRF award terms and conditions provide that the requirements of the Uniform Guidance, 2 C.F.R. Part 200, apply to SLFRF awards other than such provisions as Treasury may determine are inapplicable to the award and subject to such exceptions as may be otherwise provided. The 2022 Compliance Supplement also provided that the requirements of 2 C.F.R. Part 200 are applicable unless stated otherwise. As such, recipients are required to follow Subparts A, B, C, and F of the Uniform Guidance for expenses categorized under Expenditure Category 6 “Revenue Replacement.” However, given the purpose and very broad scope of eligible uses of the revenue replacement funds, only a subset of the requirements in Subparts D and E of the Uniform Guidance apply to recipients’ use of such funds. The applicable requirements are listed below. In general, these requirements provide that recipients should not deviate from their established practices and policies regarding the incurrence of costs, and that they should expend and account for the funds in accordance with laws and procedures for expending and accounting for the recipient’s own funds.⁷ Recipients’ use of revenue replacement funds remains subject to the other applicable requirements of the SLFRF program, including among other things the deadlines for obligations and expenditures and the application of federal antidiscrimination requirements.

Uniform Guidance Subpart D and E Requirements Applicable to Revenue Loss Funds Used for the Provision of Government Services

Subpart D Post Federal Award Requirements

- 200.300 Statutory and national policy requirements.
- 200.302 Financial management.
- 200.303 Internal controls.
- 200.328 Financial reporting.
- 200.329 Monitoring and reporting program performance.

⁷ Cf. 2 CFR 200.302(a), 2 CFR 200.404(e).

- Record Retention and Access (2 C.F.R. 200.334 – 200.338)
 - 200.334 Retention requirements for records.
 - 200.335 Requests for transfer of records.
 - 200.336 Methods for collection, transmission, and storage of information.
 - 200.337 Access to records.
 - 200.338 Restrictions on public access to records.
- Remedies for Noncompliance (2 C.F.R. 200.339 – 200.343)

Note: These sections will apply to Treasury's administration of the funds. Because the revenue loss eligible use category does not give rise to subawards, as discussed in FAQ 13.14, recipients will not be in a position to apply these provisions with respect to subrecipient relationships.

 - 200.339 Remedies for noncompliance.
 - 200.340 Termination.
 - 200.341 Notification of termination requirement.
 - 200.342 Opportunities to object, hearings, and appeals.
 - 200.343 Effects of suspension and termination.
- 200.344 Closeout.

Note: This section will apply to Treasury's administration of the funds. Because the revenue loss eligible use category does not give rise to subawards, as discussed in FAQ 13.14, recipients will not be in a position to apply this provision with respect to subrecipient relationships.
- 200.345 Post-closeout adjustments and continuing responsibilities.

Note: This section will apply to Treasury's administration of the funds. Because the revenue loss eligible use category does not give rise to subawards, as discussed in FAQ 13.14, recipients will not be in a position to apply this provision with respect to subrecipient relationships.
- 200.346 Collection of amounts due.

The program income requirements of 2 CFR 200.307 do not apply under revenue loss eligible use category. As such, recipients may maintain program income, which will not be considered an addition to the federal award.

Consistent with the Uniform Guidance, if SLFRF is to be used to cover a cost incurred by a recipient, the cost must be one that is allowable. In determining whether a cost is allowable for purposes of funds used under the revenue loss eligible use category, only the following factors and requirements apply:

Subpart E – Cost Principles

- 200.400(a) - (c), and (e) Policy guide.
- 200.403(a), (c), (d), (g), and (h) Factors affecting allowability of costs.
- 200.404(e) Reasonable costs.

13.16. What are the use and disposition requirements for assets purchased with SLFRF funds?

SLFRF funds may be used to acquire real and personal property, supplies, and equipment.

For example, a recipient may use SLFRF funds to, among other things, construct or renovate affordable housing, childcare facilities, schools, and hospitals under the eligible use category for responding to the public health emergency or its negative economic impacts pursuant to Treasury's implementing Final Rule, 31 CFR 35.6(b), and to make investments in water, sewer, and broadband infrastructure pursuant to Final Rule, 31 CFR 35.6(e).

Except for property, supplies, or equipment acquired using revenue loss funds, recipients must follow the applicable provisions of the Uniform Guidance regarding property standards (2 CFR 200.310-316), subject to the requirements set out in this FAQ.

During the period of performance, a recipient may use property, supplies, or equipment purchased or improved with SLFRF funds for a purpose other than the purpose for which it was purchased or improved if such other purpose is also consistent with the eligible use requirements. If a recipient changes the use of an asset to an ineligible use or sells the asset prior to the end of the period of performance, then the recipient must follow the disposition procedures in the Uniform Guidance. *See* 2 CFR 200.311, 200.313, 200.314, and 200.315.

After the period of performance, the property, supplies, or equipment must be used consistent with the purpose for which it was purchased or improved or for any other eligible purpose in the same category as the purpose reported to Treasury as of the final reporting period, as set forth in the table below.

Category	Use Requirements
Public Health and Assistance to Households and Individuals	Property, supplies, or equipment last reported as being used to respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i), or being used for the provision of services to households provided in 31 CFR 35.6(b)(3)(ii)(A), are authorized to fulfill any eligible use of funds provided in these subparagraphs of the Final Rule.
Assistance to Small Businesses, Nonprofits, and Impacted Industries	Property, supplies, or equipment last reported as being used for the provision of services to small businesses, nonprofits, and impacted industries outlined in 31 CFR 35.6(b)(3)(ii)(B)-(D) are authorized to fulfill any eligible use of funds outlined in the public health and negative economic impacts eligible use category.
Water, Sewer, or Broadband Infrastructure	Property, supplies, or equipment last reported as being used to make investments in water, sewer, or broadband infrastructure pursuant to 31 CFR 35.6(e) are authorized to fulfill any eligible use of funds outlined in the water, sewer, and broadband infrastructure eligible use category.
Government Services/Revenue Loss	Property, supplies, or equipment acquired with revenue loss funds are exempt from the use and disposition requirements of the Uniform Guidance, regardless of award size.
Premium Pay	N/A

If an asset's use shifts within the parameters of the eligible purpose according to this table

after the period of performance, no repayment would be required. For example, converting a hospital to a behavioral health facility would qualify as being used for the eligible purpose because both expenditures respond to the public health impacts of the public health emergency, as outlined in 31 CFR 35.6(b)(3)(i), so reimbursement to Treasury would be unnecessary.

If an asset's use shifts outside the parameters of the eligible purpose according to this table after the period of performance, then the recipient or subrecipient must follow the disposition procedures in the Uniform Guidance. *See* 2 CFR 200.311, 200.313, 200.314, and 200.315.

Recipients are responsible for being able to substantiate their determinations on whether the use of an asset is authorized and maintain a record of that determination in accordance with the requirements set forth in the financial assistance agreement accepted in connection with their award. Recipients are not required to seek or obtain the approval of Treasury prior to changing the use within the parameters of the authorized purpose.

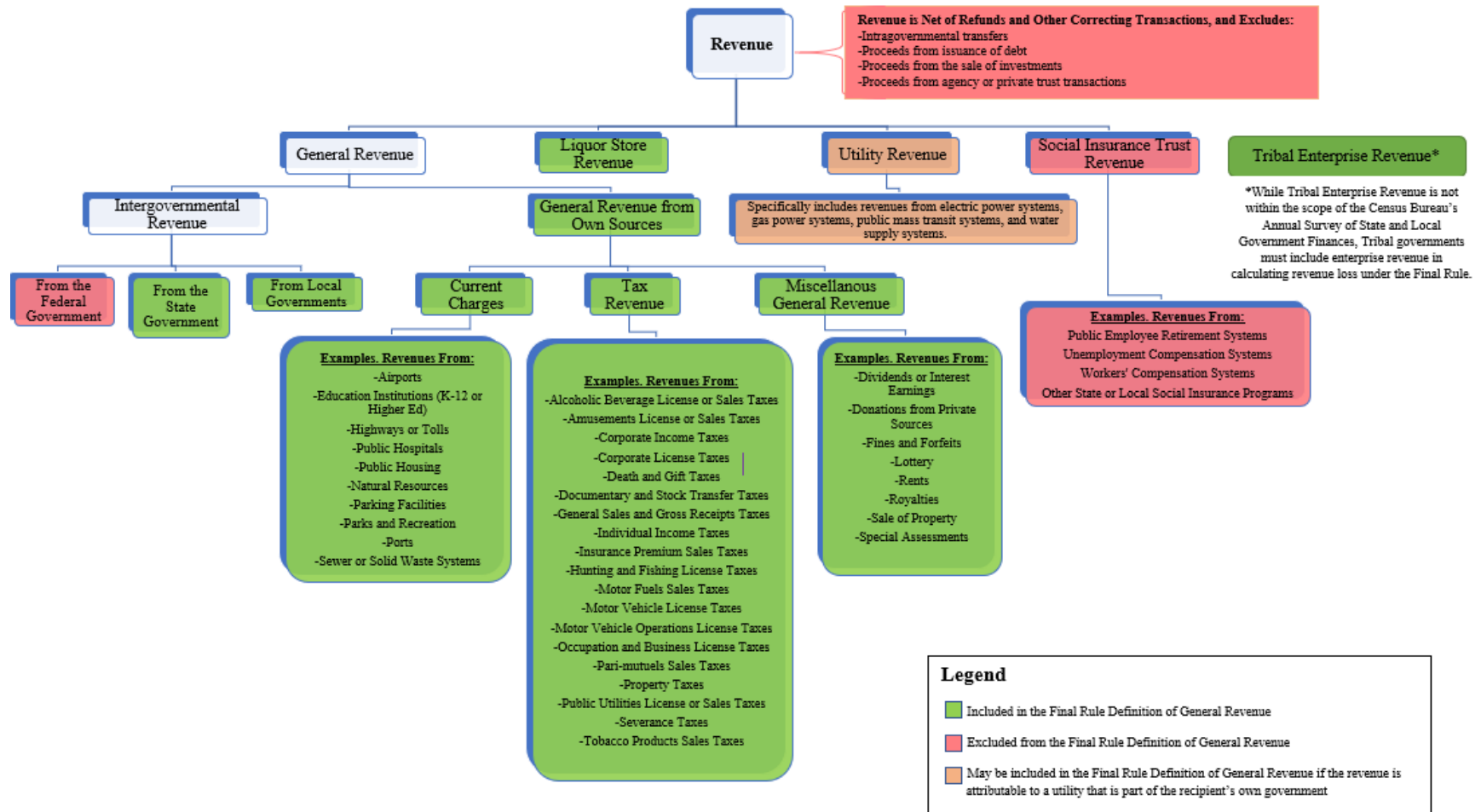
13.17. In the definition of “obligation” in the final rule, what does Treasury mean by “similar transactions that require payment?”

As stated in the final rule, obligation means “an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment.” *See* 31 CFR 35.3.

As contemplated by this definition, Treasury recognizes that recipients may obligate funds through means other than contracts or subawards, for example in the case of payroll costs. In these circumstances, recipients must follow state or local law and their own established practices and policies regarding when they are considered to have incurred an obligation and how those obligations are documented. For example, a recipient may have incurred an obligation even though the recipient and its employee may not have entered into an employment contract.

Appendix

Final Rule Definition of General Revenue Within the Census Bureau Classification Structure of Revenue



Source: [U.S. Bureau of the Census Government Finance and Employment Classification Manual, 2006](#); [Annual Survey of State and Local Government Finances](#)

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

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

Date: August 7, 2023

Subject: Discussion of Department Work Plans for Fiscal Year 2023-2024

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and discuss the Fiscal Year (FY) 2023-2024 Work Plans; and
- b. Provide additional direction, as appropriate.

BACKGROUND:

1. On May 5, 2023, the complete FY 2023-2024 Proposed Budget, including proposed Department Work Plans was posted to the City's website and delivered to City Council ([SFCITY.ORG/Finance/#Financial-Documents](https://www.sfcity.org/Finance/#Financial-Documents)).
2. On May 15, 22, 30, 2023 and June 5, 2023, the City Council held Budget Study Sessions to review and discuss the FY 2023-2024 Proposed Budget and Department Work Plans.
3. On June 20, 2023, the City Council adopted Resolution No. 8242, approving the FY 2023-2024 Adopted Budget.
4. On July 17, 2023, the City Council tabled this item to the meeting of August 7, 2023, to ensure sufficient time for thorough deliberation on the matter.

ANALYSIS:

The Budget sets forth a strategic resource allocation plan that addresses the City Council's Strategic Goals and can be thought of as a policy document, financial plan, operations guide and communication device all in one. An effective budget document:

- Outlines the quality and quantity of City programs and services;

Discussion of Department Work Plans for Fiscal Year 2023-2024

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- Details expenditure requirements and the estimated revenue available to meet these requirements;
- Connects the activities of individual City Departments to the City Council's Goals and Priorities;
- Sets targets and provides a means of measuring actual accomplishments against goals; and
- Serves as a communication device that promotes the City's vision and direction, fiscal health and vitality, and what the public is getting for its tax dollars.

Department Work Plans play a significant role in linking all of these areas into clearly presented, functional priorities.

The budget process provides Department Heads with an opportunity to discuss departmental work programs, propose changes in services, and recommend revisions in organizational structure and work methods. Through the FY 2023-2024 Budget Study Sessions, the City Council was able to provide significant feedback regarding proposed departmental objectives. To ensure clarity and consensus on final FY 2023-2024 Work Plans, staff recommends City Council review additional items that were discussed during the Budget Study Sessions and provide direction.

Department Work Plans are also a required component of the adopted budget book. Staff will be submitting the City's FY 2023-2024 Adopted Budget for GFOA (Government Finance Officers Association) Distinguished Budget Presentation Award consideration. Hard copies of the adopted budget book will be provided to City Councilmembers and an electronic version published to the City's website (SFCITY.ORG/Finance/#Financial-Documents) prior to the mid-September 2023 eligibility deadline.

BUDGET IMPACT:

The total Proposed Budget for all funds is approximately \$51.7 million. In accordance with the City's Budget Policy, the FY 2023-2024 Proposed General Fund Budget represents a balanced budget, with General Fund revenues of \$26,278,215 and expenditures of \$26,216,915 estimating a surplus of \$61,300.

The discussion of additional work plan items may result in additional resource needs, requiring amendment to the FY 2023-2024 Budget. Estimated costs, if applicable, are outlined in the attached Budget Sessions Work Plan Recap (Attachment "B").

Discussion of Department Work Plans for Fiscal Year 2023-2024

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CONCLUSION:

It is recommended that the City Council review the FY 2023-2024 Proposed Work Plans and Budget Sessions Work Plan Recap, hold discussion and provide additional direction, as appropriate.

ATTACHMENTS:

- A. Budget Sessions Work Plan Recap
- B. Fiscal Year 2023-2024 Proposed Department Work Plans

DEPT	DESCRIPTION	WORK PLAN TYPE			IF UNFUNDED:		Notes
		Within Existing Work Effort	Within FY23-24 Work Plan	New & Unfunded Request	Est. # Staff Hours	Est. \$ Funding Needed	
ADM	Provide opportunities to pipeline jobs between City and Community (CR)		✓				Currently in coordination with the Fernandeño-Tataviam Band of Mission Indians re: their tribal conservation corps. Program.
CLK	Increase voter outreach events & identify other locations (MS)	✓					
CLK	Consider Outdoor Market and Other Venues for voter outreach (CR)	✓					
CLK	Develop Commissioner Handbook		✓				
CLK	Develop Commissioner Training and Onboarding Process		✓				
FIN	Show how fee is calculated in water bills (JF)			✓	50	\$ 5,000	Consultant needed to redesign current report, without disruption to unsupported ERP system.
FIN	Update Purchasing Policy (JF)		✓				To be presented to City Council at 7/17/2023 Meeting
PD	Collaboration between PD/PW to reduce speed in high traffic areas (CR)	✓					Coordination of SFPD Speed Trailer placement can be completed within existing hours/schedules.
PD	CSO work plan to include identifying bulky item areas & reporting for pick up (CR)	✓					Bulky items are already reported by staff. New 311 system will provide better coordination for additional task force pick-up, as funded in FY23-24.
PD	Consider Online Citizens Academy (CR)			✓	38.5	\$ 7,424	Hours and funding needed are based on the Online Community Academy as a separate program coordinated by one Sergeant position on overtime.
RCS	Return to Council after recommendation from PWR Commission (CR)		✓				Commissioner updates to be a part of new Commissioner Handbook (see City Clerk Work Plan)
RCS	Include cooling station and how many people served (MM)		✓				Reporting to City Council to be included in biweekly updates
CD	None						

DEPT DESCRIPTION		WORK PLAN TYPE			IF UNFUNDED:		Notes
		Within Existing Work Effort	Within FY23-24 Work Plan	New & Unfunded Request	Est. # Staff Hours	Est. \$ Funding Needed	
PW	Re-establish weekly reporting to Republic for bulky item pick-up (JF, CR)	✓					See PD Work Plan
PW	Other forms of outreach to inform residents of water rate increase (MS)		✓				Part of Community Engagement Framework
PW	Continue submitting grants for bus stops and ADA sidewalk replacement (CR)	✓					
PW	Notify residents of resurfacing & street closures (CR)	✓					Part of Community Engagement Framework
PW	Increase citations for illegal dumping (CR)		✓				
PW	Collaboration between PD/PW to reduce speed in high traffic areas (CR)	✓					See PD Work Plan
PW	List of planned City improvements in upcoming year (JF)	✓					See FY2023/24 - Capital Improvement Plan
PW	Plans for Sidewalk Weed Abatement (JF)			✓	TBD	TBD	Need to address sidewalk repairs first. Focus on medians, city lots and commercial corridors. Other issues to be addressed through 311 system reporting.
PW	Updated pavement report, including past, present and future anticipated costs for street repaving (JF)			✓	To be funded in FY 2025-2026 Budget		The most recent Pavement Management Plan was prepared and adopted in June 2021. An update to the Pavement Management Plan is expected in FY 2025-2026

DEPT DESCRIPTION		WORK PLAN TYPE			IF UNFUNDED:		Notes
		Within Existing Work Effort	Within FY23-24 Work Plan	New & Unfunded Request	Est. # Staff Hours	Est. \$ Funding Needed	
PW	A “pothole busters” program to fill in recurring potholes (JF)			✓	TBD	TBD	To develop an inventory for potholes and hire staff to dedicate their work plan to address this issue. Pothole buster originated in FY18-19 but fell-off due to staffing. Need to evaluate cost post-slurry seal project.
PW	Study the purported yearly flooding around 1418 Pico Street, and other areas where water collects in excess (JF)			✓			This is a known issue that does not necessarily need study. The storm water drains in that area are very old and too shallow to handle the amount of water that is needed to be moved during a storm event. Additionally, the grading in that area will need to be addressed. The engineers estimate to replace the storm drains and grade the area properly is \$6,000,000.
PW	List of sidewalks that need repairs, including discussion of addressing sidewalk trip hazards and tree elevation (JF)	✓					The City Engineer has survey approximately 1/3 of the City’s sidewalks to date. The sidewalks most in need will be addressed through the 2023 Sidewalk Repair Project (\$800,000 appropriated) during FY 2023-2024. During FY 2023-2024, the City Engineer will continue to survey additional sidewalk conditions to prepare the next phase of the Sidewalk Repair Project, over 3-year period.
PW	Collaborate with the City of LA to repair the sidewalk on the north side of Fox Street (JF)			✓	TBD	TBD	There have been no coordinated efforts to date to install a new sidewalk along Fox Street within the City of L.A.’s jurisdiction.

DEPT DESCRIPTION		WORK PLAN TYPE			IF UNFUNDED:		Notes
		Within Existing Work Effort	Within FY23-24 Work Plan	New & Unfunded Request	Est. # Staff Hours	Est. \$ Funding Needed	
PW	Address resident complaints about the safety of Glenoaks Boulevard after it was renovated in 2020 (JF)	✓					Several improvements have been implemented to address speeding on Glenoaks Blvd. Improvements include the replacement of median islands nose signs, yellow painting of median island noses, placing of reflectors around noses and median islands. Although there were a few vehicle collisions in a short amount of time, staff has looked into crash data on Glenoaks Blvd. and has not found evidence that it is less safe than prior to the improvements. Additionally, many of the improvements were traffic engineering solutions specifically made to improve safety (address speeding, left turns from side streets). SFPD has been providing additional traffic details along Glenoaks Blvd. to enforce speed limits and traffic laws.
PW	Tree removal/replacement process, including stumps when dead tree removed (JF)	✓					This process will be detailed within the Urban Forest Management Plan.
PW	Trash contract management, including removal from dead end streets and community feedback solicitation (JF)	✓					More information needed regarding locations to follow-up with Republic.
PW	Policy to clean debris following a car accident (JF)	✓					

ADMINISTRATION DEPARTMENT

MISSION STATEMENT

The mission of the Administration Department is to sustain and enhance the quality of life in San Fernando and strives to create a vibrant and economically sustainable community by implementing City Council policies, developing and maintaining responsive City programs and services within approved budgetary guidelines, providing leadership to City staff, maintaining and planning for fiscal integrity, and initiating and continuing strong relationships with local and regional businesses and governmental agencies.

DEPARTMENT OVERVIEW

The Administration Department includes the City Manager's Office, Personnel, Economic Development, and management of the City Attorney, Labor Attorney and Fire Services contracts. The Administration Department is responsible for managing day-to-day operations of the City, including, but not limited to, facilitating quality City service delivery to internal and external customers, coordinating inter-departmental cooperation, recruiting and retaining talented staff, implementing economic development policies and programs, and setting overall fiscal policy.

ACCOMPLISHMENTS FOR FY 2022-2023

1. Guided the City's effort to develop a spending program for American Rescue Plan Act funds. (Strategic Goal VII)
2. Moved City Council's Strategic Goals forward by supporting City Council Ad Hoc Committees, facilitating strong community outreach (including social media and email campaigns), and pursuing grant funding. (Strategic Goal I.1 and VII.4)
3. Enhanced the level of service and taxpayer value provided to the San Fernando community by adding public safety, water system, economic development, infrastructure/facility maintenance, and customer support resources with the goal of restructuring and reimaging City services. (Strategic Goal I)
4. Initiated a Downtown Master Plan to help guide future developments and champion place-making efforts to revitalize the City's historic downtown and commercial corridors. (Strategic Goals II.4 and II.5)
5. Continued to work with Los Angeles Metro to ensure appropriate traffic counts and studies are conducted prior to moving forward with construction of Phase 2 (i.e. Van Nuys Station to San Fernando/Sylmar Station) for the San Fernando segment of the East San Fernando Valley Light Rail Transit Project. (Strategic Goal V.2)
6. Completed labor negotiations with the City's largest bargaining group, San Fernando Public Employees Association, in a manner that supports the City Council's Strategic Goals.

ACCOMPLISHMENTS FOR FY 2022-2023

7. Received grant funding to support critical efforts, including, but not limited to improvements to the City's water system (treatment systems), Pacoima Wash Bike Path, mental wellness resources for the community, and Urban Greening funding to support the Carlisle Green Alley project. Submitted federal and state funding requests as well as grant applications for additional key projects including continued improvements to the City's water system (new reservoir), Citywide broadband expansion, a climate action and resilience plan, and illegal dumping initiatives (Strategic Goal VII.4)
8. Enhanced legislative advocacy efforts through the development and adoption of a Legislative Advocacy Policy and Legislative Platform. Submitted a number of letters to legislators supporting/opposing proposed legislation impacting San Fernando residents, and provided letters of support to a number of local organizations pursuing grants, federal and state budget allocations, and other funding opportunities that benefit the San Fernando community.
9. Completed a number of critical policy initiatives, including a Coyote Co-existence Plan, Homelessness Action Plan, and Community Engagement Framework including Language Access Initiatives. (All Strategic Goals)

OBJECTIVES FOR FY 2023-2024

1. Move City Council's Strategic Goals forward by supporting City Council Ad Hoc Committees, facilitating strong community outreach (including social media and email campaigns), and pursuing grant funding. (Strategic Goal I.1 and VII.4)
2. Complete the Downtown Master Plan to help guide future developments and champion place-making efforts to revitalize the City's historic downtown and commercial corridors. (Strategic Goals II.4 and II.5)
3. Establish a Business and Community Resource Center in City Hall to assist businesses and residents with available technical and financial resources to help improve the quality of life for residents, business community, and visitors of San Fernando (Strategic Goals I.1, I.7, and II.3)
4. Continue to work closely with Metro, Metrolink, and the California Public Utility Commission (CPUC) to ensure the additional traffic and safety studies for the San Fernando segment of the East San Fernando Valley Light Rail Transit Project are comprehensive and adequate mitigation measures are implemented prior to moving forward with construction of Phase 2 (i.e. Van Nuys Station to San Fernando/Sylmar Station). (Strategic Goal V.2)

ACCOMPLISHMENTS FOR FY 2022-2023

5. Complete executive recruitment for vacant Director of Community Development and Director of Public Works positions. Complete labor negotiations with two bargaining units, San Fernando Management Group and San Fernando Police Civilian Association. (Strategic Goal VII.3.)
6. Continue to enhance legislative advocacy efforts, pursuant to the Legislative Advocacy Policy, by updating the Legislative Platform for 2024 priorities, submit letters of support/opposition to local legislators in accordance with the 2024 priorities, and provide letters of support to local organizations pursuing grants, federal and state budget allocations, and other funding opportunities that will benefit the San Fernando community. (Strategic Goal I.6, IV.4, and V.5)

Enhancement to Services:

7. Employee Recognition Program. (\$1,000) (Strategic Goal II.3)

MISSION STATEMENT

The City Clerk Department is dedicated to providing courteous, professional, and efficient customer services to the City Council, City staff, and the community in an ethical and neutral manner while ensuring the governmental process is transparent and open, ensure integrity in the democratic process and provide instant access to public records to enhance public trust in local government.

DEPARTMENT OVERVIEW

The City Clerk Department is responsible for administering federal, state and local laws pertaining to elections, the Brown Act, the Public Records Act, the Political Reform Act, and AB1234 Ethics Training compliance; oversees City records management; provides legislative support functions including the preparation of agendas and minutes; ensures City compliance with Fair Political Practices Commission (FPPC) regulations regarding annual disclosure statements and campaign contribution statements; prepares and maintains a complete and accurate record of all City Council legislative actions; safeguards the City seal; and implement process improvement and workflows with document digitization; and performs a variety of other administrative duties in support of the City Council as assigned.

ACCOMPLISHMENTS FOR FY 2022-2023

1. Coordinated with the County of Los Angeles Elections Division, the City's November 8, 2022 General Municipal Election to fill three Councilmember seats for the full 4-year terms; coordinate in-person Vote Centers at San Fernando Recreation Park and Las Palmas Park; monitored activities associated with the permanent Vote-by-Mail Ballot Boxes at City Hall and Pioneer Park; coordinated two "Register to Vote" community engagement events held at the Rudy Ortega Jr. Park during movie night; and at the National Night Out and registered 3 new voters. (Strategic Goal I.1, I.2 and I.6)
2. Expanded knowledge of Edgesoft/Saira Software program to increase public transparency to ensure municipal records are readily available and easily accessible to all. (Strategic Goal I.1 and IV.4)
3. Explored and researched Agenda and Meeting Management Software programs and presented recommendation to the City Manager. (Strategic Goal I.1, I.6 and II.1)

ACCOMPLISHMENTS FOR FY 2022-2023

4. Increased professional development training courses and increased responsibilities for the Deputy City Clerk/Management Analysts and City Clerk associated with complex City Clerk duties, including, but not limited to regulations for the Fair Policy Practices Commission, Ralph M. Brown Act, and on General Municipal Elections. Invest succession planning and staff retention. (Strategic Goal I.1, I.6 and VII.)

OBJECTIVES FOR FY 2023-2024

1. Continue conversion of documents to digital format in order to capture City Council's legislative history from 1911 to current including but not limited to minutes, contracts, ordinances, resolutions and minutes. (Strategic Goal II.1 and IV.4)
2. Refine and oversee the management of all City Commissions, Committee, Liaison and Ad hoc Committees, to include, developing a "Commissioner Handbook/Guidelines" policy to foster opportunities for meaningful citizen involvement and individual enrichment. (Strategic Goal I.2, I.3 and I.6)
3. Adopt an updated City-wide records retention and destruction policy and procedure. (Strategic Goal I.6)
4. Continue and expand on training, professional development for the City Clerk and Deputy City Clerk/Management Analysts, associated with complex City Clerk duties, including, but not limited to regulations for the Fair Policy Practices Commission, Ralph M. Brown Act, and on General Municipal Elections. Invest succession planning and staff retention. (Strategic Goal I.1, I.6 and VII.)

MISSION STATEMENT

The mission of the Finance Department is to provide accurate, timely, clear and complete financial information to City Council, City departments, citizens, and the community at large while acting as the chief financial consultant to the City Manager and City Council. The Finance Department is committed to maintaining the financial stability and integrity of the City through sound fiscal policies and procedures that safeguard the City's assets.

DEPARTMENT OVERVIEW

The Finance Department is responsible for providing fiscal oversight and control to all City operating departments. As a central support function, the Finance Department administers and oversees all financial operations, including, but not limited to, working in partnership with City departments to adhere to the adopted budget, implementing financial control measures, developing financial policies, ensuring liquidity to meet the City's daily, weekly, monthly and annual cash needs, investing funds to generate revenues and maximizing the value of the City's assets. As such, the Department provides quality services in conformance with the highest professional standards.

The Finance Department's primary functions include: accounting, budgeting, business licensing, cashiering, short/long-term financial planning and reporting, technology networking services, payroll services, purchasing, risk management, vendor payments, utility billing, and providing support to internal departments.

ACCOMPLISHMENTS FOR FY 2022-2023

1. Continued resident and small business support through financial programs and utility bill assistance to help lessen the burden and stress from the COVID-19 Pandemic. (Strategic Goal II.3 and VIII.2)
2. Continued monitoring and reporting Citywide pandemic-related expenses to respective reporting agencies, and complied with funding requirements. (Strategy Goal VIII.3)
3. Hired an Information Technology System Administrator to implement technological improvements in the City's IT infrastructure and increase the capabilities of the networks cybersecurity. (Strategic Goal I.6)
4. Implemented Citywide voice over internet protocol (VoIP) telephone system, transitioning from prior outdated analog technology. (Strategic Goal I.6)
5. Awarded contract for Section 115 Pension Trust to prefund City OPEB obligations and reduce Unfunded Pension Liability (UAL). (Strategic Goal VII.3)

6. Received the Government Finance Officers Association *Distinguished Budget Presentation Award* for the Fiscal Year 2022-2023 Adopted Budget and submitted for the *Certificate of Achievement for Excellence in Financial Reporting* for the Fiscal Year 2021-2022. (Strategic Goal VII.6)

OBJECTIVES FOR FY 2023-2024

1. Review and update the City's Purchasing Policy and Procedures Manual to develop and implement strategies that will create efficiencies where possible. (Strategic Goal VII.2)
2. Release RFP and award professional service agreement for an experienced public fund investment manager to assist with managing the City's funds. (Strategic Goal VII.3)
3. Assess and determine utility payment software solution to incorporate as a standalone product and into future IT infrastructure to better assist residents with payment options, including credit card and online payments. (Strategic Goal VII.5)
4. Evaluate replacement of City's current accounting system, Tyler Eden, which is scheduled to be decommissioned in December 2024 to better meet financial best practices, enhance reporting capabilities and department goals with aim to initiate Phase I implementation including Financial Management & Grant Accounting Modules (Strategic Goal VII.5)
5. Apply and receive the Government Finance Officers Association *Distinguished Budget Presentation Award* for the Fiscal Year 2023-2024 Adopted Budget and the *Certificate of Achievement for Excellence in Financial Reporting* for the Fiscal Year 2022-2023. (Strategic Goal VII.6)

Enhancement to Services:

6. Implementation of computer replacement project to ensure adequate up-to-date technology for all staff to support basic computing needs and creating standardization of workstation inventory. (Strategic Goal VII.6)
7. Conduct Citywide User Fee Services Study to adequately recover costs for services. (Strategic Goal VII.6)

MISSION STATEMENT

The Community Development Department strives to improve the quality of life and economic vitality of the City and its residents through planning, implementing, and administering programs and projects that address community needs and priorities. The Department is committed to serve customers with courtesy and professionalism, promote sustainable development, historic preservation, and affordable housing, and protect public health, safety and general welfare through the built environment.

DEPARTMENT OVERVIEW

The Department staff assists legislative bodies, including the City Council, the Successor Agency, the Planning and Preservation Commission, as well as residents, businesses and property owners in the City to address urban planning, environmental, housing, historic and neighborhood preservation, public art, and other City building and zoning code related matters.

Staff oversees the following activities:

- Ensuring that new building construction adheres to municipal building codes;
- Providing planning and development review to safeguard compliance with the City's general plan and zoning regulations;
- Enforcing municipal building and property maintenance regulations on existing buildings;
- Facilitating affordable housing provision and coordination for homeless services;
- Updating local ordinances in compliance with State law, and focusing on developing policies and implementing strategies to improve economic vitality in the City; and
- Providing technical support to the City Council, the Successor Agency, and the Planning and Preservation Commission relating to planning review and approval of new development, neighborhood preservation, and environmental compliance.

ACCOMPLISHMENTS FOR FY 2022-2023

1. Certified the City's 2021-2029 Housing Element with the State Housing and Community Development Department (HCD), which guide the future growth of the City's housing stock to accommodate the State's Regional Housing Needs Assessment (RHNA) allocation of 1,795 housing units. (Strategic Goal III, 1)
2. Established permanent regulations (Ordinance No. 1714) for implementation of Senate Bill 9 (SB 9), urban lot split and 4-unit development, to bring the City's Zoning Code in compliance with SB 9 while helping preserve the character of single-family residential neighborhoods. (Strategic Goal III, 1)

ACCOMPLISHMENTS FOR FY 2022-2023

3. Established a temporary moratorium on the installation of artificial turf and synthetic grass (Urgency Ordinance No. 1715-U) to develop regulations and design standards for the use of artificial turf and synthetic grass while minimizing the threat to the health and safety of our residents and enhancing our community character. (Strategic Goal III, 1 and IV, 1)
4. Initiated work on Phase 1 of the City's Climate Adaptation & Resilience Plan (CARP). Phase 1 involved Greenhouse Gas Emissions data collection and climate vulnerability assessment. (Strategic Goal IV, 1)
5. Worked in collaboration with local non-profit organizations to apply for an Adaptation Planning Grant provided by the Governor's Office of Planning and Research to fund Phase 2 of CARP and update to the City's General Plan. (Strategic Goal IV, 1)
6. Hired a full-time Associate Planner, Housing Coordinator, two part-time Planning Interns, and one part-time Community Preservation Officer to serve residents of San Fernando. (Strategic Goal I, 1)
7. Hired a full-time Administrative Assistance to reduce administrative tasks for the Community Development Technician to allow focus on processing of construction plan review and building permits, which resulted in increase in revenues from building permits, and potential property tax and sales tax. (Strategic Goals I, 1, Strategic Goals III, 2, and III, 4 to III, 6)
8. Engaged two professional planning, environmental, and architectural firms to assist with development, environmental, and architectural design review, as well as long-range planning to supplement staff resources and provide additional expertise. (Strategic Goal III, 3 and 4)
9. Created an internal step-by-step instructions for processing Planning applications and reduced a backlog of planning applications (Strategic Goal I, 1)
10. As of March 31, 2023, processed 379 Planning applications (revenue generated \$162,893), 2,251 Building inspections and 756 Building, Mechanical, Electrical, Plumbing, and Inspection Upon Resale permits (revenue generated \$400,274.00.) increase due to two major construction projects including Monster Beverage Company and Target, and 1,467 Code Enforcement cases, inspections, and citations (revenue generated \$29,762), resulted in approximately \$430,036 in revenue from July 1, 2022 to March 31, 2023. (Strategic Goal I, 1 and 6)
11. Applied for grant funding and initiated process for creating an automated solar permit and "Express Permits" system to empower our residential and commercial owners to obtain permits remotely and instantaneously. (Strategic Goal 1, 6)
12. Continued improving City's Online Permit Counter to provide more efficient and streamlined process for Planning Application and Building Permit review and approval. (Strategic Goal I, 6)

OBJECTIVES FOR FY 2023-2024

1. Streamlined and updated regulations and design standards for fences and walls in Section 106-670 of San Fernando Municipal Code to fit San Fernando residential needs (Strategic Goal III, 1)
2. Establish a Mixed-Use Overlay and amend Specific Plan 5 to comply with the latest state mandates and facilitate development of affordable housing units in existing commercial corridors to meet the Regional Housing Needs Assessment (RHNA) allocation while protecting the character and charm of existing residential neighborhoods. (Strategic Goal III, 1)
3. Establish Vehicle Miles Travelled (VMT) methodology to comply with State law that requires the City to better align transportation impacts analysis to meet State's goals of reducing greenhouse gas emissions, and to promote multimodal transportation networks and diversity of land uses. (Strategic Goal IV, 1)
4. Finalize creation of a new outdoor dining program to promote pedestrian friendly and community focused design, as well as supporting post-COVID business model and economic development. (Strategic Goal II, 4)
5. Establish and streamline public art process to encourage integration of San Fernando's history, art, and culture into private developments, and to promote arts in public spaces such as on utility boxes and public facilities. (Strategic Goal II, 1)
6. Update Accessory Dwelling Unit ordinance to comply with the latest state mandates and aligns with the Housing Element and Ordinance No. 1714 (SB-9) to ensure that the City meets affordable housing needs. (Strategic Goal III, 5a)
7. Create new landscape regulations and design standards for residential front yards based on the outcome of Every Last Drop research project conducted by CalPoly Pomona students to address the challenges of the changing climate and ensure visual attractiveness of front yards in residential areas. (Strategic Goal III, 1 and IV, 1)
8. Complete a Downtown Master Plan to help guide future development and champion place-making efforts in the City's commercial corridors. (Strategic Goal II, 4)
9. Apply for a Certified Local Government status with the State Office of Historic Preservation to qualify for State grants for re-launching the City's historic preservation efforts. (Strategic Goal III, 3)
10. Implement an automated solar permit and "Express Permits" system to empower our residential and commercial owners to obtain permits remotely and instantaneously. (Strategic Goal I, 6)

OBJECTIVES FOR FY 2023-2024

11. Re-establish the Spring Property Maintenance program for Community Preservation Officers to work with the community in addressing overgrown vegetation, bulky items, trash and debris, to ensure the beautification of San Fernando. (Strategic Goal III, 1)
12. Re-establish a Neighborhood Clean-up Day program for residents to bring and dispose green waste materials, bulky trash items, and trash items at certain locations within the City. Multiple City Departments and contracted collection service will also participate in this program. (Strategic Goal III, 1)
13. Re-establish the City's low-income home loan programs to promote homeownership in San Fernando. (Strategic Goals I, 1, Strategic Goals III, 2 and Strategic Goals III, 4 to III, 6)
14. Re-establish the City's rehabilitation program to support restoration of existing housing to enhance the quality of life. (Strategic Goals I, 1 and Strategic Goals III, 4)

Contingent upon Grant Funding:

15. Complete Phase 2 of CARP to implement measures recommended by Phase 1 CARP, including the General Plan update and an extensive public outreach process, if funding received from the Adaptation Planning Grant Program (APGP) (up to \$650,000)). (Strategic Goal IV, 1)
16. Develop a comprehensive set of objective design standards for infill mixed-use development, commercial, and various residential uses, to allow for a streamlined ministerial Planning review process in compliance with State mandate, if funding received from the REAP 2.0. grant program provided by the Southern California Association of Governments (up to \$350,000). (Strategic Goal III, 4)
17. Apply for a Certified Local Government (CLG) grant program from the State Office of Historic Preservation (up to \$40,000) to initiate Phase I of Historic Survey Update, if received certification as a CLG. (Strategic Goal III, 3)

MISSION STATEMENT

The Police Department exists to safeguard life and protect property. The Department is mindful of the community's well-being in its pursuit of preserving peace, reducing crime, and creating an overall feeling of safety and security; working in conjunction with our stakeholders and law enforcement partners to achieve a better quality of life for the San Fernando Community.

DEPARTMENT OVERVIEW

The Police Department is a dedicated group of law enforcement professionals vested in the highest quality of life for the community. Through investigations, patrols, crime prevention, and other specialized services, the Department protects life, property, and the rights of all persons. The Department continues to enjoy strong community support based upon efficient and effective law enforcement operations.

ACCOMPLISHMENTS FOR FY 2022-2023

1. Restructured Police Department into two Operative Divisions: Administrative Services Division and Operations Division. (Strategic Goal I.1)
2. Successfully filled a fourth Detective position whose caseload includes Quality of Life programs such as Community Policing, grant operations (including ABC and Tobacco Details), and investigations of gang-related crimes, Parole and Probation compliance operations, gang-related vandalism, and homeless outreach. (Strategic Goal I.1, I.2 & I.4, I.6)
3. Pursued and received grant funding from Alcohol Beverage Control (ABC) and Law Enforcement Mental Health and Wellness Act (LEMHWA). Completed the third year of Tobacco Grant and De-escalation Grant implementation. (Strategic Goals I.1, I.4, I.6 & VII.5)
4. Established and conducted 15 Traffic Enforcement details, one (1) Education, and other special details including, six (6) ABC operations, and five (5) Tobacco details throughout the year. (Strategic Goal I.1, I.4 & I.7)
5. Participated in active shooter training for personnel (including Metrolink Active Shooter Training) and conducted one (1) active shooter community presentation. (Strategic Goal I.1, I.2, I.4 & I.6)
6. Implemented use of 11 in-car cameras (Strategic Goal I.4 & I.6)
7. Began process of replacing and upgrading access control of police facility using Urban Area Security Initiative (UASI) Program Grant funds. (Strategic Goal I.4 & I.6)
8. Initiated wellness program for Police Department staff. Held (16) Jujitsu and (17) Yoga courses. (Strategic Goal I.4)

ACCOMPLISHMENTS FOR FY 2022-2023

9. Hired critical personnel including four (4) Police Officers, a Community Service Officer, Management Analyst, Police Records Specialist, and Dispatcher/Jailer. (Strategic Goal I.1 & I.4)
10. Expanded outreach efforts within the Community, by conducting regular Community Academy Meetings with an average attendance of 11 participants and six (6) Parent Academy meetings with an average attendance of 14 participants. In addition, participated in the Community Little League Parade and Special Olympics. (Strategic Goal I.1)
11. Held National Night Out with approximately 1,000 community members in attendance. (Strategic Goal I.1, & I.2)
12. Conducted 13 Chat with the Chief Events with an average attendance of eight (8). (Strategic Goal I.1 & I.2)
13. Published inaugural issue of "Our Vision," a newsletter for current and retired personnel. (Strategic Goal I.1)
14. Purchased/replaced equipment including, a) four (4) vehicles and transfer/replacement of equipment, b) Ballistic vests purchased with a 50% match from a state grant, c) bicycle equipment for two (2) new bicycles and update equipment on 4 existing bicycles. (Strategic Goal I.4)
15. Completed training as recommended with the Department succession plan, including a) One sergeant graduating from the Supervisor Leadership Institute (SLI) course, b) POST Supervisor Course for two Sergeants, c) LA Police Protective League Leadership Course for one FTO, d) Community Policing Training, and e) Employee Development Training. (Strategic Goal I.1, I.2, I.4 & I.6)
16. Hosted Police Department Open House. (Strategic Goals I.1 & I.2)
17. Collaborated with the California Department of Corrections and Rehabilitation (CDCR) to have one Parole Agent stationed at the Police Department two to three days per week, allowing Department personnel direct access to parolee intelligence and CDCR resources. (Strategic Goal I.1 & I.4)
18. Received POST approval for Field Training Officer Manual. (Strategic Goal I.1, I.4 & I.6)
19. Implemented Jail Manual and daily training for jail and law enforcement personnel. (Strategic Goal I.4)
20. Purchased and received Traffic Trailer using UASI Grant Funds. (Strategic Goals I.1, I.4, & I.6)

ACCOMPLISHMENTS FOR FY 2022-2023

21. Implemented the InVeris simulator system, provided under the US Department of Justice Community Oriented Policing Services (COPS) de-escalation grant, for employee training and stakeholder education. (Strategic Goals I.1, I.4, & I.6)
22. Collaborative participation with Alcohol Beverage Control Agents, DMV Investigators, LA School Police and City of San Fernando Employees in the 2022 Special Olympics Torch Run. (Strategic Goal I.2)
23. Co-hosted a Homeless Connect Day with LA Family Housing and the City's Recreation and Community Services Department and distributed approximately 120 backpacks containing blankets and hygiene kits to persons experiencing homelessness. (Strategic Goals I.1, I.2, I.7)
24. Collaborated with the Special Olympics of Southern California to host the regional swim competition at the San Fernando Regional Pool Facilities. (Strategic Goal I.2)
25. Sponsored a Holiday Basket Giveaway and donated 100 gift baskets. (Strategic Goals I.2 & I.7)
26. Highlighted Department personnel in "A Day in the Life" videos on Department website. (I.1 & I.6)

OBJECTIVES FOR FY 2023-2024

1. Implement the Law Enforcement Mental Health and Wellness Act (LEMHWA) Grant to include peer counseling and leadership training to develop and support a mentally healthy organization. (Strategic Goal I.4)
2. Provide three (3) seminars/workshops for law enforcement family members, one (1) eight-hour session for all personnel, and one (1) eight-hour session for Department Leadership on mental wellness and suicide prevention using grant funds and establish a relationship with The Counseling Team International (TCTI) for critical incident response. (Strategic Goal I.4)
3. Implement a Mental Health evaluation program to include a mental health Clinician through funding provided by Congressman Cardenas. (Strategic Goals I.1 & I.4)
4. Conduct Team Building Workshop to include command staff, sworn and professional staff supervisors, and key administrative staff. (Strategic Goals I.1 & I.4)
5. Pursue funding through the Organized Retail Theft Grant Program to help deter retail and property theft crimes. (Strategic Goals I.1, I.4, I.6)

OBJECTIVES FOR FY 2023-2024

6. Send one Sergeant to SLI Training. (Strategic Goals I.1, I.2, I.4, & I.6)
7. Hold 11 Citizen Academy Sessions and six (6) Parent Academy Sessions between July 1, 2023 and June 30, 2024. (Strategic Goals I.1 & I.2)
8. Hold 10 Neighborhood Watch and Business Watch Meetings. (Strategic Goals I.1 & I.2)
9. Host at least one (1) Police Department Open House. (Strategic Goals I.1 & I.2)
10. Host a National Night Out in October 2023. (Strategic Goals I.1 & I.2)
11. Sponsor Annual Holiday Basket Giveaway. (Strategic Goal I.2 & I.7)
12. Enter into an MOU with the Drug Enforcement Agency (DEA) for the assignment of one SFPD officer to a multi-agency drug enforcement task force. (Strategic Goal I.1 & I.4)
13. Purchase and integrate electronic ticket writers in Patrol operations. (Strategic Goal I.1 & I.6)

MISSION STATEMENT

The Public Works Department is committed to providing the highest quality services in the most cost effective manner, while ensuring that the maintenance, construction, and operations of the public facilities and programs under its care are adequate, safe and serviceable to the satisfaction of its customers.

DEPARTMENT OVERVIEW

The Public Works Department provides engineering services and capital improvement planning to ensure a high quality of public infrastructure. The Public Works Department is responsible for rehabilitating and restoring the City's infrastructure (i.e. facilities, streets, water pipelines, sewer system), providing safe and reliable water delivery, improving the flow of traffic, maintaining parkway streets and landscape, cleaning of City streets, overseeing transportation programs, managing the City's sanitary sewer system, and coordinating refuse and recycling programs.

ACCOMPLISHMENTS FOR FY 2022-2023

1. Completed the resurfacing of 30 miles of streets (60 percent of City Streets). In addition to street resurfacing with slurry seal, the project included the removal and replacement of certain sections of curb and gutter, sidewalk, and drive approaches, as well as restriping of streets and painting of address numbers on curbs. (Strategic Goal VI.2.a, Strategic Goal VI.1)
2. Completed construction of the San Fernando Regional Park Infiltration Projection, which will divert approximately 130 million gallons of storm water runoff to recharge groundwater reserves. In addition to the water quality improvements, the project saw the installation of new turf, irrigation, and lighting at the baseball field. (Strategic Goal IV.3.a)
3. Began construction of new 1.1-million gallon reservoir for the water system, which when completed by June 2024, will increase the City's water storage capacity by 2 million gallons per day. (Strategic Goal IV.3)
4. Completed the construction and installation of a new nitrate removal treatment system for Well No. 3, which can treat up to 50 percent of the City's potable water demand. (Strategic Goal IV.3)
5. Began work on the Urban Forestry Management Plan, which will provide a blueprint for how the City will increase and maintain its tree canopy into the future. To date, staff has completed an updated tree inventory across the City and conducted educational workshops with the Community on the UFMP effort. (Strategic Goal IV.2.b)
6. Calles Verdes Project – installed 294 new trees through partnership with TreePeople and community volunteers, as well as through Public Works staff. (Strategic Goal IV.2)

ACCOMPLISHMENTS FOR FY 2022-2023

7. Completed the Glenoaks Boulevard Bridge Improvements Project, which included new fencing up to 6 feet in height on both sides of the bridge that spans the Pacoima Wash and closed unsafe gaps to the Pacoima Wash from the street. (Strategic Goal VI.1)
8. Public Works staff responded to approximately 2,300 requests for pothole and sidewalk repairs, graffiti removal, illegal dumping, traffic signals, street signs, streetlight, street tree, water line repairs, and sewer maintenance throughout the year. (Strategic Goal VI, Strategic Goal IV.2)
9. Began construction for the Pacoima Wash Bikeway Project, which will create a 1.34-mile long bike and pedestrian path between 4th and 8th Street along the Pacoima Wash and a bioretention swale for storm water treatment and infiltration. (Strategic Goal V.7, Strategic Goal IV.3)
10. Began construction on the HVAC system replacement at the Police Department, which will replace the facility's 36-year old system. The work includes the upgrade controls throughout the building, and a reduction in operational and maintenance costs through a switch over to electrical from natural gas. (Strategic Goal IV.4)

OBJECTIVES FOR FY 2023-2024

Construction:

1. Begin the design of the Well 2 Nitrate Treatment Removal System, which when constructed can treat up to 100 percent of the City's potable water demand. (Strategic Goal IV.3)
2. Continue construction phase for the Upper Reservoir Replacement Project. (Strategic Goal IV.3)
3. Complete the construction phase of the Pacoima Wash Bikeway Project. (Strategic Goal V.7, Strategic Goal IV.3)
4. Complete the HVAC system replacement at the Police Department. (Strategic Goal IV.4)
5. Complete the Annual Street Resurfacing Program, including paving of approximately 6 miles of streets with slurry seal treatment. (Strategic Goal VI.2.a)
6. Complete next phase of bus shelter upgrades throughout the City, which will all shade and comfort at up to ten bus stops around the City. (Strategic Goal V.5)
7. Complete the design phase and begin the construction phase for traffic signal improvement projects throughout the City, which will upgrade signals at intersections along Truman Street and San Fernando Road. It will also synchronize all the traffic signals across the City and with those in the City of Los Angeles. (Strategic Goal V)

OBJECTIVES FOR FY 2023-2024

8. Award contract for sidewalk repair efforts. It is estimated that up to 2.5 miles of the City's sidewalks and 50 curb ramps will be replaced. (Strategic Goal VI.1, Strategic Goal VI.3)

Planning and Grant Funding Efforts:

9. Pursue funding for water system improvements, including additional funds for the Nitrate Treatment Removal System at Well 2A and a new reservoir at the Foothill Boulevard property. (Strategic Goal IV.3)

Enhancement to Services:

10. Increase funding for graffiti removal supplies to keep the City's signs, right of way, and parks free of graffiti. (Strategic Goal I.1, Strategic Goal II.7) (Ongoing: \$10,000)



MISSION STATEMENT

The mission of the Recreation and Community Services (RCS) Department is to develop and implement enriching community, cultural, recreational, and wellness opportunities that foster the overall well-being, personal development, and quality of life of our community.

DEPARTMENT OVERVIEW

The Recreation and Community Services Department is comprised of four (4) divisions, which include Administration, Community Services, Recreation, and Cultural Arts/Special Events. Collectively, the divisions provide programming, services, and resources that include youth/adult sports, day camps, cultural arts, wellness/fitness, senior services, teen programming, volunteer opportunities, and city-wide special events.

Annually, an estimated 250,000 individuals participate in the organized programs facilitated by the Department, and an additional 200,000 people visit park facilities for non-organized activities. Combined, park patrons are approximately 450,000 per year.

ACCOMPLISHMENTS FOR FY 2022-2023

1. The RCS Department completed the construction of the Layne Park Revitalization Project. The new park amenities include a U8 soccer field, a basketball half court, a restroom facility, a walking path, and a redesigned picnic area. The playground equipment was upgraded to include ADA accessibility and shading. There is also drought-tolerant landscaping, a green alleyway, and a bioswale with interpretive signage informing visitors of the history and natural aspects of the park. A rededication ceremony for Layne Park will take place in the first quarter of Fiscal Year 2023 – 2024. (Strategic Goal I.2.5, VI.2 & VII.5)
2. The Department collaborated with several Community Base Organizations to reestablish existing programs and start new services in Fiscal Year 2022-2023. The collaboration with agencies provides a social safety net for residents struggling with food insecurity, legal issues, and health matters. The partnering agencies and services they provided are listed in the following table (Strategic Goal I.5 & 6):

Agency	Service	Location
LA Food Bank	Monthly food distribution for seniors 55+	Las Palmas Park
One Generation	Weekly congregate and home-delivered meal program. Volunteering opportunities	Las Palmas Park
Mexican American Bar Association/Latina Bar Association	Annual Legal Consultations dealing with matters of Immigration, Housing Rights, Healthcare, diet relief, and financial services.	Las Palmas Park
MEND	Weekly outreach for the SANP program and assistance completing application.	Las Palmas Park



ACCOMPLISHMENTS FOR FY 2022-2023

	Provide information on general resource coordination and monthly CPR training.	
CSUN VITAS	Weekly free Income Tax preparation service that assisted participants to maximize refunds. The program is held from January to April.	Las Palmas Park
Los Angeles Education Partnership	Quarterly Early Childhood Education advocacy teaching parents tools to communicate with teachers, principals, and elected officials.	Las Palmas Park
Dr. Lucy Jones Center	A series of workshops designed to strengthen local community base organizations' resiliency in the event of a natural disaster.	Recreation Park
L.A. Mission Community College	Weekly job training and transition for adult students with disabilities.	Recreation Park
Pukuu Community Cultural Services	Bi-weekly intervention workshops for At-Risk Youth that incorporate cultural relevancy, and problem-solving techniques.	Las Palmas Park
Tierra Del Sol	Weekly volunteer opportunities for adults with disabilities reinforce social interaction.	Las Palmas Park
Regal Medical and Lakeside Community Healthcare	Monthly Health screenings and workshops covering various topics.	Las Palmas Park
LA County Department of Mental Health	Monthly Seminars addressing mental health issues.	Las Palmas Park
LA County Housing Authority	Annual Homeless Connect Day offers a wide array of support for individuals experiencing homelessness.	Las Palmas Park

3. RCS successfully implemented the San Fernando Valley Mile Run event on October 29, 2023, in conjunction with the Día de Los Muertos Festival. The inaugural San Fernando Valley One Mile Run drew approximately 987 participants, which is considered phenomenal for a first-ever event. Participants from world-class runners to all-abilities runners ran down Maclay Avenue from 8th Street to 3rd Street. The Dia de Los Muertos Festival was also impressive. Attendees of the Festival enjoyed the live entertainment, art exhibitions, nutrition demos, and cultural foods. Local merchants, non-profit/faith-based organizations, and private corporations were on hand providing information about their services and programs offered to the community. (Strategic Goal I.1 & VIII.2a)



ACCOMPLISHMENTS FOR FY 2022-2023

4. The Department provided six (6) family-friendly events through the Summer Movies/Concerts in the Park series. The extended program provided opportunities for families and neighbors to mingle and interact with each another in a sound and safe environment. The Summer Movies/Concerts in the Park series is also a conduit for the Department to promote the Healthy Eating and Active Living message, which encourages families to make healthy choices. (Strategic Goal I.5)
5. The Department provided 171 Recreation Scholarships which translates to \$9,576 in assistance for residents who participated in a variety of programs such as Summer Day Camp, Youth Sports, Cultural Arts Wellness classes, and senior trips. (Strategic Goal I.5)
6. RCS implemented a series of Technology workshops for Parents to assist with navigating an online presence. School districts, charter, and private schools require that parents have an account to disseminate information regarding their child's academic progress. The sessions were held Tuesdays mornings 9:30 am - 11:30 am, and Tuesday evenings and evenings 5:00 pm to 6:30 pm. Childcare was provided to allow parents to devote their attention to the class material. The topics covered in the Technology Workshops included (Strategic Goal I.5., V.1 & VII.5):
 - Introduction to basic computer operations
 - Creating online accounts like emails, social media, etc.
 - Creating A Parent Portal
 - Navigating Your Child's School Portal
 - Staying Safe Online
7. The Department collaborated with Ceballos Estate Planning and Cal State Northridge to host a series of financial workshops for teens called Project Money 101. The workshops were held at Recreation Park on Thursday evenings between the hours of 5:00 pm and 6:00 pm. (Strategic Goal I.5)
8. The Department successfully implemented and brought back various sports programs for youth and adults including the youth baseball league, sports clinics, tennis classes, karate, and the adult basketball league. The Mission City Baseball League completed a full year of programming, servicing 364 youth between the ages of 3-14. Youth Evolution Sports Clinics offered ongoing four-week sessions in fundamental skill development in basketball and soccer, servicing 96 youth ages 3.5-11. The Department also teamed up with Johnny Allen Tennis to reintroduce tennis classes at Pioneer Park. Johnny Allen Tennis offered ongoing three-week sessions focusing on age-appropriate skill building and tennis fundamentals. The program serviced 172 youth between the ages of 3-17. Karate classes were offered on a monthly bases for youth ages 5-16, servicing 108 participants and focusing on coordination and self-discipline to promote health and confidence.



ACCOMPLISHMENTS FOR FY 2022-2023

The Adult Basketball League successfully returned in the spring of 2023. The league is intended to provide adults, 18+, with an opportunity to showcase their talent in a healthy competitive atmosphere. The season hosted eight teams with a waitlist of three teams. (Strategic Goal I.5)

9. The Department was successful in securing several grants to assist with implementing recreational programming and conducting a study to identify potential land and open space to build future park facilities. The recreational programming grants consisted of the National Endowment of the Arts for \$55,000 and the California Arts Council grant for \$18,000 to implement the Mariachi Masters Apprentice Program. The program teaches youth the cultural significance of the Mariachi Genre. Students learn to read music, play instruments and perform at various venues. In addition to the MMAP grants the Department was awarded a \$42,895 Habitat Conservation Fund Grant from the State of California to conduct the Nature Adventure Discovery Camp Program, which will provide youth an opportunity to attend a residential camp in the San Bernardino Mountains.

For park facility improvements the Department received \$185,000 from the Los Angeles Regional Parks and Open space district to conduct a Land and Open Space Inventory Study that will identify potential land for building future park facilities. The Study will consider both public and private land to build new park space based on the feedback of San Fernando residents. (Strategic Goal I.5)

10. The Department was able to hire a full-time Program Specialist to assist in the development, implementation, and expansion of the youth Sports, Adult Sports, and Special Events programming. Expanding the workforce to a Program Specialist position allows the Department to build upon the existing youth sports programs such as the basketball and soccer clinics, the tennis class, and the Mission City Baseball program. The position will assist in developing, implementing, and expanding the adult sports program and include emerging adult sports like Pickle Ball, Kickball, and Basketball. The added position would assist with implementing Special Events such as the Dia de Los Muertos Celebration, the Holiday Tree Lighting, Concerts in the Park, the 4th of July event, etc. (Strategic Goal I.5)
11. The Department was able to hire a Part-Time Office Clerk to assist with the operation of the front desk at Las Palmas Park. The new office clerks provide information via telephone and electronically. The duties of this position also include taking registrations for programs, rentals, and activities, and providing clerical assistance for the division like attending the Parks, Wellness, and Recreation Commission meetings to assist with operating the audio/visual equipment. (Strategic Goal I.5)
12. The RCS took possession of a new Ford 150 truck. The vehicle will allow the Department to transport supplies and equipment between facilities. Typical supplies transported to other sites include but are not limited to canopies, tables, chairs, a PA system, and decorations. The truck also allows the department to be more self-reliant with planning logistics for some 14 special events. (Strategic Goal I.5)



ACCOMPLISHMENTS FOR FY 2022-2023

13. RCS was successful in developing and implementing three new special events in Fiscal Year 2022-2023. The special events provide opportunities for the public to gather and celebrate with one another and create a sense of community. The special events included. The Fourth of July Laser Show, the City's Birthday Celebration, and the Veteran's Recognition Banner Program. The events featured live entertainment, vendors, and great food. The Fourth of July Laser Show drew approximately 5,000 people to the first-ever Laser Show in the Northeast Valley. The City's Birthday Celebration started a new tradition in which the actual day of incorporation is celebrated with festivities and acknowledgments. While the Veterans Recognition Banner Program serves as a tribute to honor local veterans by displaying their likeness on a banner and placing it in the city between the Memorial Day and Veterans Day holidays. (Strategic Goal I.5)

OBJECTIVES FOR FY 2023-2024

1. The Department will complete the Pioneer Park Playground Renovation Project, which will include ADA assessability, shading, and resurfacing the safety floor. The project also calls for installing outdoor exercise equipment adjacent to the playground. The final design of the new playground incorporates the suggestions of the Pioneer Park neighborhood residents. A rededication ceremony will officially open the new playground to the public once the project is completed. (Strategic Goal I.2.5, VI.2 & VII.5)
2. The Department will complete the design phase of the Las Palmas Revitalization Project. The final design incorporates the feedback garnered from the community engagement effort held last fiscal year. The Las Palmas project is a complete transformation of the park. It renovates the major park amenities like baseball diamonds, fields, lighting, parking lot, and basketball courts. It will add a splash pad, new field lighting, and parking lot improvements. Subsequently, a Request for Proposals will be issued to select a contractor to build the project. (Strategic Goal I.2.5, VI.2 & VII.5)
3. The Department will conduct a Land and Open Space Inventory to identify potential land for new park facilities. The Study will update the 2018 Park and Recreation Master Plan by listing the available land that could be used for new a park facility. The Study also identifies funding sources like grants that may fund a future project. The study lays down the foundation for developing new park space and recreational programming for the next five (5) years. (Strategic Goal I.5)
4. The Department hire a Social Service Program to collaborate with Community Based Organizations and establish a Social Services Focal Point for the San Fernando community. The Focal Point will include but is not limited to Legal Services, Housing Rights Information, Immigration Services, Health Care Education Nutrition and Exercise Services, Public Transportation Information, Home Modifications, Family Caregiver Services, and Volunteer Opportunities. (Strategic Goal I.2.5)



OBJECTIVES FOR FY 2023-2024

5. The Department will expand programming opportunities at the Lopez Adobe in an effort to increase awareness of the historical site and make it more accessible to the community. Implementation of cultural, social, educational, and creative activities will increase visitations to the site and offer the community an additional space in which to recreate. (Strategic Goal I.5)
6. The Department will develop additional programming for adults and inclusive programming for all ages. With the additional programming, the Recreation Division will focus on resuming adult programs such as the coed softball league, adult basketball league, and volleyball open gym and exploring ideas for new programming to better serve that demographic. To provide more inclusive programming, the department will collaborate with new and existing organizations to provide better access to inclusive programming in the community. (Strategic Goal I.5)
7. The Department will evaluate the current policy and procedures for the part-time workforce and create a staff management and development plan to focus on the areas of staff accountability, customer service, facility operations and supervision, and program implementation (recreation). Staff will pursue training opportunities through collaborations or contracted services to enhance the work performance of the part-time workforce.
8. The Department will implement a second phase of the Tech Support program that will focus on providing youth homework assistance, access to computers, and a mentoring program. Adults 18 years and above will also have the opportunity to learn how to navigate new computer technology in workshops facilitated by existing partners and/or staff. (Strategic Goal I.5.6.)
9. Reestablish the Summer Day Camp to utilize all Recreation Park amenities, and partner with the Los Angeles County Department of Parks and Recreation to provide the Summer Lunch Program for Day Camp participants and other neighborhood children visiting Recreation Park. (Strategic Goal I.5)
10. The Department will continue to research and identify available funding sources to implement the recommendations identified in the Parks and Recreation Master Plan. Possible funding sources include the State of California Prop. 68 Per Capita Grant, the County of Los Angeles Measure A grant programs, the National Endowment of the Arts Grant, and the California Arts Council Grant (Strategic Goal I.5., IV.3b & VII.5)

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AGENDA REPORT

To: Vice Mayor Mary Mendoza and Councilmembers

From: Mayor Celeste T. Rodriguez

Date: August 7, 2023

Subject: Consideration to Approve a Memorandum of Understanding (Education Compact) between Los Angeles Unified School District and the City of San Fernando to Support Student Success

RECOMMENDATION:

I have placed this on the agenda for discussion (Attachment "A") to recommend that the City Council:

- a. Approve a partnership with Los Angeles Unified School District (LAUSD) to enter into a non-financial Memorandum of Understanding (MOU) (Exhibit "A" to Attachment "A" – Contract No. 2185) (Education Compact) to support students and families in San Fernando;
- b. Authorize the City Manager to incorporate feedback received from the City Council and execute the MOU and related documents.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the August 7, 2023 City Council Meeting.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration, including:
Exhibit A: Contract No. 2185 – Education Compact

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Celeste Rodriguez

TITLE

Mayor

ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*

Partnership between LAUSD and the City of San Fernando to support student success

PRIORITIES

Is this included in the current FY priorities?☒ Yes ☐ No

BUDGET

Is this a budgeted item?☐ Yes ☒ No

FISCAL IMPACT

Is there a fiscal impact? If yes, indicate amount.☐ Yes ☒ No \$BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

In the City of San Fernando, there are seven Los Angeles Unified School District (LAUSD) affiliated schools with a combined student population of 3,737. Statistics from the US Census Bureau and the California Department of Education shed light on an achievement gap between students in our community and the greater LA region. Specifically, students show lower high school graduation rates and lower rates in meeting reading and math standards. Meeting these standards and graduating from high school are critical for the next generation in our community to be successful in their educational journey and to gain opportunities for economic mobility. To support students, the City of San Fernando has an opportunity to partner with LAUSD in a non-financial Education Compact for greater collaboration to meet the educational needs of youth and families in the City.

The attached draft Compact outlines how the school district and City can work collaboratively in the following areas: Communications and Ongoing Engagement, Enrollment and Positive Attendance, Crossing Guards and Other Traffic Safety Improvements, Safe and Positive School Climate, Student Health and Medical, Parent and Family Engagement, Academics and Expanded Learning, Connectivity, Facilities, Transportation, Expanded access to public and green spaces.

I request that the City Council provide feedback on the draft and authorize staff, in collaboration with the City Attorney. In addition, I request that Council authorize the City Manager to negotiate and enter into this MOU with LAUSD.

ATTACHMENTS *Do you have any attachments to include?*☒ Yes ☐ NoRECOMMENDATION *Indicate the direction you are recommending.*

Authorize staff enter into a non-financial MOU with the Los Angeles Unified School District to support students and families in San Fernando.

Direct staff to incorporate feedback received from the City Council.

**EDUCATION COMPACT BETWEEN
THE LOS ANGELES UNIFIED SCHOOL DISTRICT
AND THE CITY OF SAN FERNANDO**

THIS EDUCATION COMPACT ("Compact") is made and entered into this 7th day of August, 2023 by and between the Los Angeles Unified School District ("District") and the City of San Fernando ("City"). The capitalized term "Parties" shall be a collective reference to both District and City and the capitalized "Party" may refer to District or City interchangeably as reasonably appropriate.

1. As part of the 2022-2026 Strategic Plan for the Los Angeles Unified School District ("District" or "Los Angeles Unified"), new education compacts are to be established between the District and local governmental entities. Education Compacts with the municipal governments in the District's North region are intended to align resources and implement innovative programs to equip our students with the tools they need to be Ready for the World.
2. As a member of the District's North region, the City of San Fernando is served by the District and accounts for a 4,146 student enrollment (LAUSD SY 21-22 Enrollment). The City has 23,946 residents (2020 US Census) and expands a total area of 2.4 square miles.
3. Through this Compact, the City and the District will collaborate to meet the educational needs of youth and families in the City through the end of the District's Strategic Plan (June 2026). The City and the District may choose to revisit the Compact after June 2026 to renew their shared commitments to students and families of the City.
4. Nothing in this Compact shall obligate the Parties to make any specific contribution of monies or non-monetary resources and any proposed contributions shall be accomplished by a separate and mutually acceptable written agreement of the Parties approved by the governing legislative body for each of the Parties. This Compact is non-binding and merely an expression of the shared philosophical goal of improving educational opportunities and enriching the lives of children and families attending District schools that serve residents of the City. . The Parties recognize there may be financial expenditures associated with one or all the following enumerated areas of collaboration, however any financial expenditure shall not be made unless the responsible Party's governing board has first authorized the expenditure through its budgetary process in its sole discretion.
5. The Compact between the District and the City will undertake efforts that would be enriched, expedited, or enhanced through collaborative efforts in the following areas:
 - a. Communications and Ongoing Engagement
 - b. Enrollment and Positive Attendance
 - c. Crossing Guards and Other Traffic Safety Improvements

**EDUCATION COMPACT BETWEEN THE LOS ANGELES
UNIFIED SCHOOL DISTRICT AND THE CITY OF SAN FERNANDO**
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CONTRACT NO. 2185

- d. Safe and Positive School Climate
- e. Student Health and Medical Services
- f. Parent and Family Engagement
- g. Academics and Expanded Learning
- h. Connectivity
- i. Facilities
- j. Transportation
- k. Expanded access to public and green spaces

6. Communications and Ongoing Engagement

- The Parties will work jointly on communications through the City's website to include an educational tab/section with information on District schools and districtwide initiatives. The District will also work with the City to share city events, news and City-led programs to students, families and staff. Concerted efforts will be made to share information via social media and other communication channels.
- The Parties will explore leveraging current City events and activities to promote District services to families.
- The Parties will explore leveraging current District events and activities to promote City services to families.
- The Parties will explore leveraging current City and District events and activities to promote employment opportunities.
- The Parties will promote educational initiatives to local businesses and chambers of commerce to encourage volunteering, mentorship and other opportunities to support local students and education.
- The Parties will collaborate on opportunities to deliver specific programming for local families via the District's Family Academy and Cultural Arts Passport initiatives.
- The Parties will collaborate to convene education roundtables with local partners on efforts to strengthen student success.
- The Parties will encourage strong working relationships between the City and local District-operated schools through City sponsored and partnered events such as the City's Education Commission's Annual Principal's Brunch, Chat with the Chief, Coffee with the Principal, and other opportunities for City staff and local District staff to interact.

Enrollment and Positive Attendance

- The City will support the District in providing information to prospective students regarding District-operated schools in the City.
- The Parties will collaborate on programs, annual attendance campaigns, and other events that support school attendance to ensure all school-aged youth are enrolled in school.

Crossing Guards and Other Traffic Safety Improvements

- The Parties will support safe passages for students and families.
- The District will provide additional support and training for the Traffic Safety Valet programs at elementary school sites experiencing traffic safety needs by reviewing traffic and pedestrian incident data, and identifying schools in need for outreach. The District will also promote the Traffic Safety Valet program by distributing flyers when visiting elementary schools, during our safe school inspections, and during meetings with principals.
- The Parties will work to address traffic concerns related to school drop-off and pick-up, including exploring additional opportunities to reduce traffic congestion and enhance pedestrian safety.
- The District will provide additional support by sharing Reference Guide, 4492.2, School Traffic Safety with school administrators which details the guidelines for requesting traffic surveys, speed limit signs, pavement markings, crossing guards and other assistance to resolve traffic safety issues. Los Angeles Unified's Office of Environmental Health and Safety (OEHS) will liaison between the City and school administrators and make requests on behalf of schools.

Safe and Positive School Climate

- The District/Los Angeles School Police Department and City will identify a Law Enforcement Liaison officer from each of the respective law enforcement departments to ensure coordinated approach on issues related to youth, crime prevention and other relevant safety and area school consistent with Section 32281 (f)(1) of the California Education Code.
- The District/Los Angeles School Police Department and City will explore the possibility of entering into data-sharing agreements to assess the status of school crimes with a goal of helping to prevent crimes and improve coordination consistent with Section 32282 (a)(1) of the California Education Code.
- The Parties will explore the feasibility of a program at the local District locations to provide services that support student safety.

Student Health and Medical Services

- The Parties will work jointly to expand prevention and public education efforts to combat the public health issue of fentanyl-related overdoses and strengthen support services for students.
- The District will continue to work with the California Department of Healthcare Services (DHCS) Naloxone Distribution Program (NDP) to obtain doses of Narcan for early education centers, adult education schools and afterschool programs.
- The Parties will explore the feasibility of bringing additional student health and mental health services and entities to provide whole child and school community services.

**EDUCATION COMPACT BETWEEN THE LOS ANGELES
UNIFIED SCHOOL DISTRICT AND THE CITY OF SAN FERNANDO**
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CONTRACT NO. 2185

Parent and Family Engagement

- The District will develop specialized classes/workshops that address the needs of families in the San Fernando community through the Family Academy. The City will promote these classes and workshops to the families and community members at large.
- The District will develop a training program for City personnel on the District's Parent Portal/LAUSD App and School Volunteer Program procedures.
- The Parties will explore the feasibility of incorporating a Community Resource Center or other information center into a City-owned facility (e.g., City Hall or Park Facility).

Academics and Expanded Learning Programs

- The City will provide information to promote the District's various academic and enrichment programs to students and families in the San Fernando community, including the tutoring program, summer programming, and Beyond the Bell Expanded Learning Programs.
- The District will promote the City's various enrichment and scholarship programs to students and families at local District schools, including Teens for a Better Community, youth recreation and outdoor skills programming, and the San Fernando Education Commission Annual Scholarship Program.
- The Parties will work together to support programs that will assist students in bridging academic voids that may exist due to digital inequities, pandemic effects, or other outside effects that would negatively impact the learning environment.
- The District will offer the Cultural Arts Passport to families in the San Fernando community.
- The District and the City will explore expanding the use of museums or cultural sites within the City, such as the Lopez Adobe and Cesar Chavez Memorial, for the benefit of students.
- The Parties will identify opportunities to collaboratively support English Learner students and their families.

Connectivity

- The District's Information Technology Services (ITS) commits to continuing to provide connectivity to students and families with an identified unmet need through All Families Connected or other affordable and free options to ensure all families have access to reliable high-speed internet.
- The Parties will explore expanding partnerships into the City and the County of Los Angeles to explore ways to support connectivity infrastructure, expand affordable broadband and implement data sharing agreements to address the digital deserts.

Facilities

- The Parties will continue to collaborate to provide access to, and use of, District and City facilities for meetings, community events, athletic activities, and cultural and historic programs, among other facility use needs that benefit students and families. The

**EDUCATION COMPACT BETWEEN THE LOS ANGELES
UNIFIED SCHOOL DISTRICT AND THE CITY OF SAN FERNANDO**
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CONTRACT NO. 2185

District's over twenty-year construction program will continue to rely heavily on its commitment to meaningful engagement by bringing timely and accurate information to all stakeholders (students, parents, teachers/administrators, key stakeholders, local municipalities and elected officials) and collecting feedback that guides the District's decision-making.

- The Parties will work collaboratively to increase the amount of green space on District and City sites to expand access to additional green space for families and students, including supporting green space grant applications by either/both Parties.
- The Parties will explore the feasibility of entering into a partnership agreement for the shared use of City and District playgrounds for children and families to have access to additional recreation space on weekends and school breaks.

Transportation

- The City will support the District in promoting the District's free Metro passes from the Metro GoPass Program for students, by promoting it at community events, newsletters and on the City's website if the pilot program is continued.
- The City will examine the fiscal feasibility of providing free rides for students on the City's local Mission City Transit line.

CITY OF SAN FERNANDO

LOS ANGELES UNIFIED SCHOOL DISTRICT

By: _____

Nick Kimball, City Manager

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

APPENDIX**All Families Connected**

All Families Connected is a program to help ensure every student has reliable access to high-speed internet at home as well as at school. Made possible in large part by one-time federal funding, the program is helping provide students with the access they need at home to complete assignments, interact with peers, track their progress, and more. Thousands of families are eligible for this service at no cost to them. There are no income requirements. All that is necessary is for a family to inform the District that there are unmet needs in the home and to request support.

This is how it works: Parents/guardians can log on to device.lausd.net and answer a few questions about computing device and internet connectivity needs. For those whose needs are not being met, our teams check in with contracted service providers to determine services available. The provider then reaches out to eligible families to assist with establishing service, and the District covers all costs.

Families may go to: device.lausd.net/connect for more information or to sign up for service.

Cultural Arts Passport

The Los Angeles Unified Cultural Arts Passport is a program to provide students access to the Arts. In partnership with Southern California's finest cultural organizations and venues, the Cultural Arts Passport program ensures equal access to arts, culture and environmental experiences for every child. The Cultural Arts Passport is partially supported through generous monetary and in-kind donations from the community. Founding partners who generously support the initiative include The Broad Foundation, Creative Arts Agency, the Fender Play Foundation and other cultural institutions.

Everyone Mentors LA

Everyone Mentors LA is a new mentoring initiative by Los Angeles Unified that will invest in the lives of historically underserved students to ensure every student graduates Ready for the World. The new initiative will match students contending with declining grades, chronic absenteeism, a need for socio-emotional support and other challenges that have inhibited their academic success with a mentor from the Los Angeles community. More information on this program can be found at <https://achieve.lausd.net/everyonementors>.

Family Academy

The Los Angeles Unified Family Academy is designed to leverage families' assets to be empowered as they support their child from the early primary years to college and career success. This effort complements family knowledge by connecting them to actionable learning focused on their child's development, as well as opportunities to accelerate their own careers and quality of livelihood. Families may expand and share prior knowledge with other parent

**EDUCATION COMPACT BETWEEN THE LOS ANGELES
UNIFIED SCHOOL DISTRICT AND THE CITY OF SAN FERNANDO
APPENDIX: Page 7 of 7**

CONTRACT NO. 2185

leaders by attending learning segments offered by the Family Academy course catalog, which offers webinar and regional segments hosted in-person. The course catalog is available at achieve.lausd.net/familyacademy.

A second path to learning with the Family Academy is through four family courses which are geared for the following family audiences: youngest learners, multilingual learners, twice exceptional, and Black and African-American students. The curriculum is organized as a 7-class course experience where families engage in a culturally relevant curriculum, in a cohort learning environment, define family engagement, and develop their action plan to stay engaged in their child's education. Course registration information is available at achieve.lausd.net/familyacademy. Families may also contact the Los Angeles Unified Family Hotline for more information: 213-443-1300.

Traffic Safety Valet Program

The Los Angeles Unified Safety Valet program is designed to help improve student safety and provide more fluid movement of vehicular traffic around schools during the morning drop off. A Valet directs drivers through a queue of traffic cones where volunteers assist students to safely exit the car. This eliminates the need for parents to exit their vehicles and for students to cross busy intersections.

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AGENDA REPORT

To: Vice Mayor Mary Mendoza and Councilmembers

From: Mayor Celeste T. Rodriguez

Date: August 7, 2023

Subject: Consideration to Approve Co-Sponsorship of American Cancer Society's 2023 Relay for Life Across the Greater Valley Event and Use of the City Seal

RECOMMENDATION:

I have placed this on the agenda for discussion (Attachment "A") to recommend that the City Council:

- a. Approve Co-Sponsorship of American Cancer Society's 2023 Relay for Life Across the Greater Valley Event (Exhibit "A" of Attachment "A");
- b. Approve the use of the City seal on the printed material and social media; pursuant to City Council Resolution No. 6904 (Attachment "B"); and
- c. Authorize staff to promote the 2023 Relay for Life Across the Greater Valley event through the City's social media, community events, park programming and any other avenue recommended by the City Council.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the August 7, 2023 City Council Meeting.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration, including:
Exhibit A: Relay for Life Across the Greater Valley Event Flyer
- B. Resolution No. 6904

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Celeste Rodriguez

TITLE

Mayor

ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*

Support the American Cancer Society in Promoting the 2023 Relay For Life

PRIORITIES

Is this included in the current FY priorities?☒ Yes ☐ No

BUDGET

Is this a budgeted item?☐ Yes ☒ No

FISCAL IMPACT

Is there a fiscal impact? If yes, indicate amount.☐ Yes ☒ No \$BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

The City of San Fernando's primary goal is to put the community first. Many of our community members have been and continue to be impacted by cancer.

In years past, we as a community have had the Relay event in San Fernando. Our local communities of Sylmar, Pacoima and Chatsworth also hosted events. Due to costs needed to support the many Relays, these events have been merge to be a joint valley event.

This year, Relay for Life will be on Saturday October 21st at Los Angeles Valley College. This event will bring all our communities together to celebrate survivors, remember loved ones lost to the disease, and learn more about how to fight back against cancer.

San Fernando can be a partner in this effort by promoting the event through the City's social media, parks, programs and community events.

ATTACHMENTS *Do you have any attachments to include?*☒ Yes ☐ NoRECOMMENDATION *Indicate the direction you are recommending.*

Authorize staff to promote the 2023 greater valley Relay for Life via social media, community events, park programming and any other avenue recommended by the City Council.

Cancer won't win.



Fighting cancer takes many things like research, free rides to chemo and lodging near hospitals, and our 24/7 helpline. But we can't do any of that without you. Join Relay For Life, the largest, most inspiring, and supportive cancer fundraising event on the planet.

Help end cancer as we know it, for everyone.

Relay For Life Across the Greater Valley

www.RelayForLife.org/RATGVCA

Saturday, October 21, 2023 | 10:00am - 9:00pm

Los Angeles Valley College
5792 Ethel Avenue, Valley Glen, CA 91401

Thank you to our sponsors.

Sign up today!

RelayForLife.org | 1.800.227.2345



©2023 American Cancer Society, Inc.

Cancer won't win.



Fighting cancer takes many things like research, free rides to chemo and lodging near hospitals, and our 24/7 helpline. But we can't do any of that without you. Join Relay For Life, the largest, most inspiring, and supportive cancer fundraising event on the planet.

Help end cancer as we know it, for everyone.

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Thank you to our sponsors.

Sign up today!

RelayForLife.org | 1.800.227.2345



©2023 American Cancer Society, Inc.

August 7, 2023 Regular CC Mtg

Sign up to save lives today!
www.RelayForLife.org/RATGVCA

Relay For Life Across The Greater Valley is back!

Saturday, October 21, 2023 | 10am - 9pm

Los Angeles Valley College
Soccer fields next to Parking Lot F
5792 Ethel Ave, Valley Glen, CA 91401

Let's "Scare Away Cancer!"



Survivors: register online early to claim your shirt and have it mailed to your home in time for Relay. We will not have survivor shirts at the event.

Together we will celebrate survivors and attack cancer in our community.

1.800.227.2345

RelayForLife.org/RATGVCA



Sign up to save lives today!
www.RelayForLife.org/RATGVCA

Relay For Life Across The Greater Valley is back!

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Together we will celebrate survivors and attack cancer in our community.

1.800.227.2345

RelayForLife.org/RATGVCA



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

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

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

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

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

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

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

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

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

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

ATTEST:

Elena G. Chávez
Elena G. Chávez, City Clerk

APPROVED AS TO FORM:

Michael Estrada
Michael Estrada, City Attorney

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

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

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

NOES: None

ABSENT: None

Elena G. Chávez
Elena G. Chávez, City Clerk

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Councilmember Joel Fajardo

Date: August 7, 2023

Subject: Discussion Regarding Requirements and Process for Renaming the Pacoima Wash Natural Park, Located at 801 Eighth Street, Honoring Councilmember Cindy Montañez as a Tribute to her Contributions to the Community

RECOMMENDATION:

I have placed this item on the agenda (Attachment "A") for City Council discussion and provide staff with direction.

BACKGROUND/ANALYSIS:

1. See Attachment "A" that was submitted to request to agendize this item for the August 7, 2023 City Council Meeting.
2. On March 30, 2009, the City Council adopted Resolution 7305 (Attachment "B"), establishing a policy for designating honorary names for public streets, buildings, parks, and other locations. This policy must be adhered to for the proposed renaming of the Pacoima Wash Natural Park.

BUDGET IMPACT:

There is no impact to the budget by discussing this item. Additional future costs to be determined based on City Council direction.

CONCLUSION:

The purpose of this correspondence is to discuss the City Council's intent to proceed with necessary actions to rename the Pacoima Wash Natural Park, located at 801 Eighth Street, in honor of Councilmember Cindy Montañez as a tribute to her work, dedication and contributions to the community, and provide direction to staff, as applicable.

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration
- B. Resolution No. 7305

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Joel Fajardo

TITLE

Councilmember

ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*

Naming of Cindy Montanez Community Park

PRIORITIES

Is this included in the current FY priorities?☐ Yes ☒ No

BUDGET

Is this a budgeted item?☐ Yes ☒ No

FISCAL IMPACT

Is there a fiscal impact? If yes, indicate amount.☒ Yes ☐ No \$ TBDBACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

This is to discuss renaming the Pacoima Wash Natural Park to Cindy Montanez Community Park and to provide staff with direction.

ATTACHMENTS *Do you have any attachments to include?*☐ Yes ☒ NoRECOMMENDATION *Indicate the direction you are recommending.*

It is recommended that the City Council give staff direction to rename the Pacoima Wash Natural Park to Cindy Montanez Community Park and to provide staff with direction.

RESOLUTION NO. 7305

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF SAN FERNANDO ADOPTING A POLICY REGARDING
DESIGNATION OF HONORARY NAMES FOR PUBLIC
STREETS, BUILDINGS, PARKS AND OTHER
LOCATIONS**

WHEREAS, the City Council of the City of San Fernando acknowledges that there is a practice among cities throughout the United States to designate streets with honorary names (often called "secondary" or "unofficial" names);

WHEREAS, the City Council of the City of San Fernando understands that the use of "honorary" names can serve various purposes, including recognition of historic figures or prominent individuals;

WHEREAS, the City Council of the City of San Fernando recognizes that designation of honorary names for public streets, buildings, parks and other public locations within the City of San Fernando provides an opportunity for the City to emphasize the contributions made by individuals whose names are utilized for designation;

WHEREAS, the City Council of the City of San Fernando recognizes that there are numerous individuals that have made significant contributions to the City of San Fernando and/or the nation as a whole and are deserving of recognition by the City of San Fernando;

WHEREAS, the City Council of the City of San Fernando desires to establish a policy for the designation of honorary street, building, park or other location names in order to ensure that the City recognizes deserving individuals and applies this practice in a uniform and consistent manner.

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

Section 1: The foregoing recitals are hereby found to be true and correct and are incorporated into this Resolution.

Section 2: The City Council of the City of San Fernando hereby establishes a policy regarding the designation of honorary names, entitled "Policy Regarding the Designation of Honorary Names for Public Streets, Buildings, Parks and Other Locations," attached as Attachment A.

Section 3: This Resolution shall go into effect immediately upon adoption.

PASSED, APPROVED, and ADOPTED this 30th day of March, 2009.


STEVEN VERES, MAYOR

ATTEST:


ELENA G. CHÁVEZ, CITY CLERK

APPROVED AS TO FORM:


MICHAEL ESTRADA, CITY ATTORNEY

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

I, ELENA G. CHÁVEZ, City Clerk of the City of San Fernando, do hereby certify that the foregoing Resolution was adopted at a special meeting of the City Council held on the 30th day of March, 2009 and was carried by the following roll call vote:

AYES: Veres, M. Hernández, E. Hernández, De La Torre - 4
NOES: None
ABSENT: Martinez - 1
ABSTAIN: None



ELENA G. CHÁVEZ, CITY CLERK

**Policy Regarding the Designation of Honorary Names
for Public Streets, Buildings, Parks and Other Locations
City of San Fernando**

Adopted: March 30, 2009

This policy sets forth guidelines regarding the designation of honorary names for public streets, buildings, parks, and other locations. The City shall follow these guidelines when considering a proposal to designate any public location with an honorary name:

- I. With approval by Resolution of the City Council, the City may designate "honorary names" for public streets, buildings, parks and other locations. Designation with an honorary name shall not change the official name of the street, however, and honorary street names will not be used for addressing purposes.
- II. The names of individuals, groups or entities will be considered for designation. The individuals may be living or deceased, and the individual, group or entity must have made significant contributions to the betterment of the City of San Fernando and/or the nation.
- III. A request to designate a public location with an honorary name may be initiated by the staff, City Council or any member of the general public. Members of the general public must make requests in writing and describe background regarding the named individual, group or entity, including a description of the contributions made to the City of San Fernando and/or the nation by the named individual, group or entity, and also include the location and exact wording of the proposed designation (i.e., exact name of street, building, park or other location).
- IV. Proposals to designate a public location with an honorary name will be heard by the City Council at a noticed public hearing.
- V. Appropriate signage will be displayed and maintained bearing the honorary name. City staff shall determine height, color, and other standards for signage. Staff will ensure that existing signage is not replaced and that signage bearing the honorary name is distinguishable from the existing signage in size, color and/or other aspect. Signage bearing the honorary name shall not distract from the wayfinding purposes of existing signage. The applicant will be responsible for the costs of the signage bearing the honorary name. City shall be responsible for costs of signage bearing the honorary name when staff or the City Council directs a proposal for designation with an honorary name. The Council in a separate action must approve the final design and placement of the signage bearing the honorary name.
- VI. The City shall identify, on the City's official website, the honorary names designated by the City for public streets, buildings, parks and other locations, including a description of the basis for designation with an honorary name.
- VII. Honorary designations may be permanent, or for an interim period designated by the City Council.

- IIX. City Council shall have the discretion to adopt additional guidelines in furtherance of these general policies.